# CORDOVA PALMS Community Development District

*MAY 14, 2025* 



## Cordova Palms Community Development District

475 West Town Place, Suite 114 St. Augustine, Florida 32092 www.CordovaPalmsCDD.com

May 7, 2025

Board of Supervisors Cordova Palms Community Development District

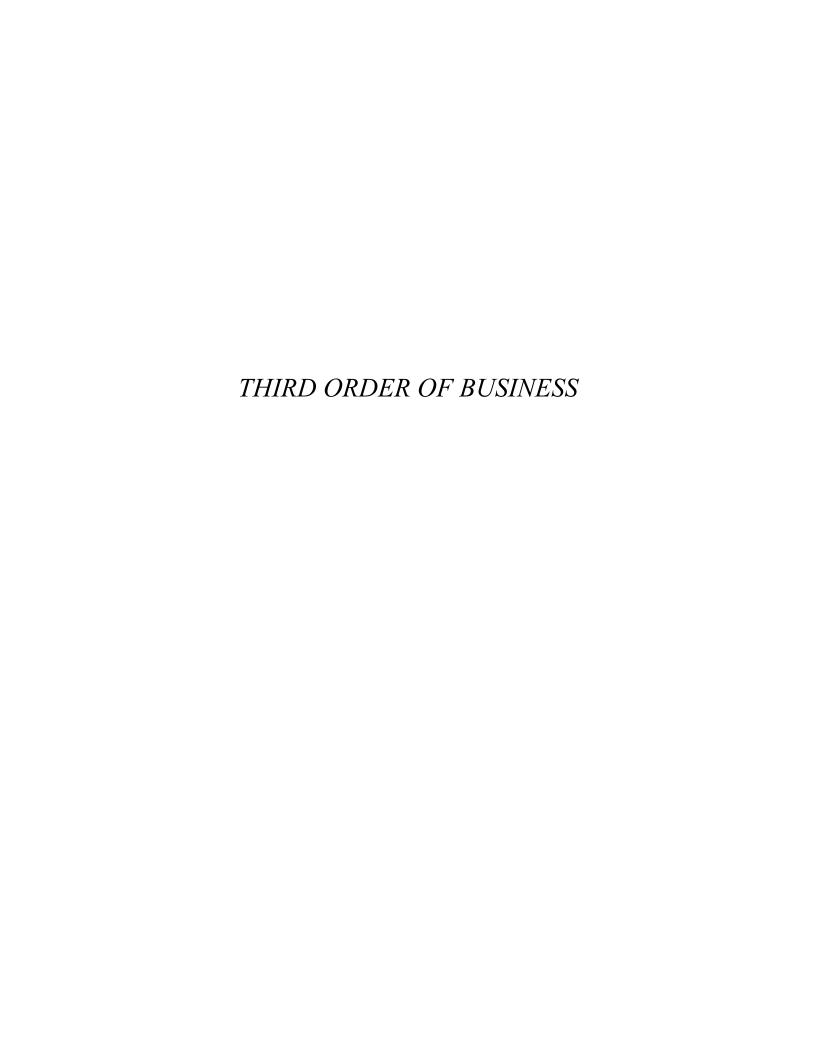
Call in #: 1-877-304-9269 Code: 410226

Dear Board Members:

The Cordova Palms Community Development District Meeting is scheduled to be held Wednesday, May 14, 2025 at 11:00 a.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. Organizational Matters
  - A. Acceptance of Resignation from Daniel Foley
  - B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2028)
  - C. Oath of Office for Newly Appointed Supervisor
  - D. Consideration of Resolution 2025-05, Designating Officers
- IV. Approval of Minutes
  - A. February 12, 2025 Meeting
  - B. March 12, 2025 Workshop
- V. Ratification of Proposal from GMS for Additional Maintenance Hours
- VI. Consideration of Resolution 2025-06, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date for Adoption
- VII. Staff Reports
  - A. Landscape Report Quality Site Assessment

- B. District Counsel
- C. District Engineer
- C. District Manager Report on the Number of Registered Voters (590)
- D. Operations Manager Report
- E. Amenity Manager
- VIII. Financial Reports
  - A. Financial Statements as of March 31, 2025
  - B. Check Registers
    - 1. March
    - 2. April
  - IX. Supervisor Requests and Audience Comments
  - X. Next Scheduled Meeting June 11, 2025 at 11:00 a.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida
  - XI. Adjournment



A.

Dear Mr. Sigmon and Board Members,

I am writing to formally resign from my position as a Board Member of the Cordova Palms Community Development District.

It has been an honor to serve the community alongside such dedicated individuals. I appreciate the opportunity to contribute to the district's development and progress, and I am grateful for the collaboration and shared commitment to the best interests of our residents.

I look forward to seeing the continued success of the district.

Sincerely,

**Daniel Foley** 

3/24/2025



### **RESOLUTION 2025-05**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Cordova Palms Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE**, be it resolved by the Board of Supervisors of Cordova Palms Community Development District:

SECTION 1.		is appointed Chairman.
SECTION 2.		is appointed Vice Chairman.
SECTION 3.		is appointed Secretary and Treasurer.
		is appointed Assistant Secretary.
		is appointed Assistant Secretary.
		is appointed Assistant Secretary.
		is appointed Assistant Treasurer.
		is appointed Assistant Secretary.
SECTION 4.	This Resolution shall be	come effective immediately upon its adoption.
PASSED A	ND ADOPTED THIS 14 <sup>TI</sup>	H DAY OF MAY, 2025.
ATTEST		CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
Secretary/Assistant	Secretary	Chairman/Vice Chairman



A.

### 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, **February 12, 2025**, at 11:00 a.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 SigmonChairmanDon GullionVice ChairmanJacquelyn HeflinSupervisorDan FoleySupervisorJames ShonkwilerSupervisor

Also present were:

Daniel Laughlin District Manager, GMS

Wes Haber *by phone* District Counsel, Kutak Rock

Richard Gray RMS

The following is a summary of the discussions and actions taken at the February 12, 2025, regular meeting of the Board of Supervisors of the Cordova Palms Community Development District.

### FIRST ORDER OF BUSINESS Call to Order

Mr. Laughlin called the meeting to order at 11:00 a.m.

### SECOND ORDER OF BUSINESS Public Comment

There being no comments, the next item followed.

# THIRD ORDER OF BUSINESS Approval of Minutes of the January 8, 2025 Meeting

Mr. Laughlin presented the January 8, 2025, meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Foley, seconded by Mr. Shonkwiler, with all in favor, the Minutes of the January 8, 2025 Meeting, were approved.

### FOURTH ORDER OF BUSINESS Staff Reports

#### A. District Counsel

Mr. Haber had nothing to report but was happy to answer any questions. The Board asked if the notice was finalized for the person taking trees down. Mr. Laughlin responded yes. He explained that Mr. Haber sent the letter over on Monday. Mr. Laughlin stated he is working with Scott and someone else at ETM about what needs to be done. They provided him with a contact at the Water Management District to discuss what needs to be done to remedy it. He stated if the Board is okay with it, he will reach out and see what they need to do. He explained that it was around five pine trees that were cleared, and they were about seven inches in diameter, 30 feet tall.

Mr. Haber explained that the violation letter essentially stated that this person didn't have the right to take down the trees, and the District demands that they cease taking any other activity on that property and to the extent that it is required that the District will look to hold this person responsible for the cost to replace the trees as well as any costs, penalties, or damages if there are any as a result of potentially violating the permit and the conservation easement. The Board asked if they could just suggest this person replant and reestablish to natural conditions or was it advised that staff reach out to the Water Management District to investigate. Mr. Haber deferred that question to the engineer. It was explained that if the area is located within the conservation easement, which it is, the Water Management will have recourse. It was also explained that the Water Management will allow trees to be removed if they are dead or dying; otherwise, the conservation easement area is off limits. It was recommended to contact Stacy Leitheiser, who is the Water Management District Compliance Regulatory Manager. Mr. Laughlin offered to reach out to Mr. Leitheiser if the Board is okay with that. The Board agreed.

### **B.** District Engineer

There being no District Engineer's report, the next item followed.

### C. District Manager

Mr. Laughlin stated he was going to bring up the tree removal, which they already discussed. He noted he will get that tree removal taken care of. He also explained that there was a fence that was installed in a District easement around one of the ponds. The HOA sent a letter to the resident and the resident contacted Mr. Laughlin about keeping the fence. Mr. Laughlin further explained that currently there is no issue for access. He noted the current homeowner who bought the house put a request in and their survey didn't have the easement, so the HOA did approve it. He pointed out that there is a line in the agreement that they signed that as part of the HOA application acceptance that if there is anything in an easement, then it is their responsibility to move it if they need access to it. He asked for the Board's thoughts and if they want to pursue it. It was clarified that this is the house on the middle pond of Phase 1. The issue of what the other homeowners will say was discussed. Mr. Laughlin is going to work with Mr. Haber to get the agreement to the resident. Mr. Laughlin stated someone emailed about selling girl scout cookies during Thursdays food truck. The Board approved that request.

### D. Operations Manager

Mr. Gray stated everything seems to be running well and they are getting everything installed. He noted they have annuals coming the second week of March. He also noted the replacement palm tree that was hit by the vehicle was replaced and seems to be doing okay.

### E. Amenity Manager

Mr. Gray stated they were able to get a fitness class started at Cordova Palms for yoga and pilates. It's a hybrid class every Thursday morning at 9:30 a.m. under the covered outdoor patio area. The residents pay the instructor directly. They received the instructors COI and certification, and they have a formal agreement signed with her. Three residents attended the first class on February 6<sup>th</sup> and they received good feedback from the residents. He noted that they worked with a resident on the monthly coffee on the second Saturday of the month. He also noted that the same resident reached out and asked them to advertise a monthly community cleanup with the residents. He stated the first cleanup will be on March 7, 2025. He stated food trucks

will continue to come to the amenity center every other Thursday. He pointed that they had a couple of inquiries from coffee food trucks about coming up onsite this weekend. They continue to send out parking reminders via e-blast of utilizing the bike racks, cleaning up after a pet and no overnight parking in the parking lot. He stated the bike rack situation has gotten a lot better.

Mr. Gray noted they continue to fill residents' inquiries about receiving access cards and rental applications. He also noted they did get the replacement key cards in. He met with the onsite representative. They got a 100 cards in and he signed for them. He added that everything seems to be working well on that. He stated they have a resident that owns an inflatable company, and they will work with this vendor on collaborating a CDD event with his company targeting spring or summer. He stated the amenity contract will go into effect on March 1, 2025. He stated they will have someone there 7 days a week. He discussed the schedule being from 12:00 p.m. to 4:00 p.m. on Monday through Friday and 11:00 a.m. to 5:00 p.m. on Saturday and Sunday. The Board agreed to the schedule.

### FIFTH ORDER OF BUSINESS Financial Reports

### A. Financial Statements as of December 31, 2024

Mr. Laughlin stated that copies of the financial statements were included in the agenda package for the Board's review.

### **B.** Check Register

The agenda package included a copy of the check registers totaling \$167,565.40 for the Board to review.

On MOTION by Mr. Gullion, seconded by Ms. Heflin, with all in favor, the Check Register, was approved.

### C. Consideration of Construction Funding Request No. 19

The agenda package included a copy of construction funding request No. 19, totaling \$1,181.76, for the Board's review.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, Construction Funding Request No. 19, was approved.

# SIXTH ORDER OF BUSINESS Supervisor Requests and Audience Comments

Mr. Sigmon stated he has been working with Mr. Wild from ETM on the four-way stop possibility. He explained that ETM is saying that the county will not approve a four-way stop in that specific area based on traffic patterns, etc. He stated the idea was discussed about moving the bus stop location to the amenity center instead of where it currently is. A crossing guard in the morning was discussed. The county requirements and the crossing guard suggestion will be reviewed.

### **SEVENTH ORDER OF BUSINESS**

Next Scheduled Meeting – March 12, 2025, at 11:00 a.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida

The next scheduled meeting was on March 12, 2025, at 11:00 am, at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL.

### EIGHTH ORDER OF BUSINESS

Adjournment

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

irman/Vice Chairman



### MINUTES OF MEETING CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

A workshop of the Board of Supervisors of the Cordova Palms Community Development District was held on Wednesday, **March 12, 2025,** at 11:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

#### Present were:

Chad Sigmon Chairman James Shonkwiler Supervisor

Daniel LaughlinDistrict Manager, GMSWes Haber by phoneDistrict Counsel, Kutak RockElena BarronAmenity Manager, RMS

Richard Gray Field Operations Manager, RMS

The following is a summary of the discussions taken at the March 12, 2025, workshop of the Board of Supervisors of the Cordova Palms Community Development District.

#### FIRST ORDER OF BUSINESS Call to Order

Mr. Laughlin called the workshop to order at 11:13 a.m.

### SECOND ORDER OF BUSINESS Discussion Topics

Mr. Gray stated that the annuals would be installed, and irrigation repairs are being made. New signage has been installed at the amenity center. He recommended installing a sign on the putting green prohibiting activities other than using the putting green for what it is intended for as there have been issues with kids riding bikes, scooter and e-bikes in the area.

Mr. Laughlin stated that he's received comments from residents that the multi-use field gets saturated with water and they're unable to use it. He's also received requests for amenities for older kids, such as a basketball court.

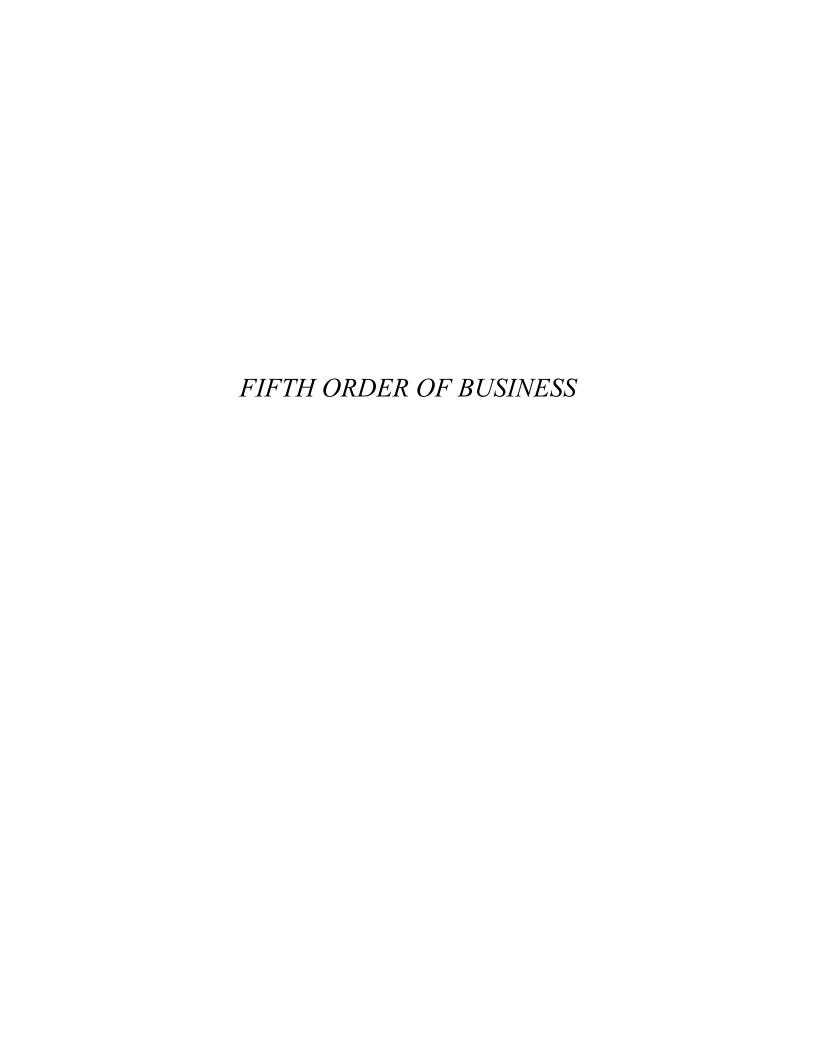
Mr. Sigmon asked that a budget review with adding staff hours be done before committing to a spring fling event.

Mr. Laughlin stated that the budget can be approved at the June meeting.

March 12, 2025 Cordova Palms CDD

Mr. Sigmon informed Mr. Laughlin that Daniel Foley is no longer with Dream Finders and he is expecting a resignation letter from him for his board position. Mr. Sigmon also stated that the pond in Phase IV can be added to the pond maintenance contract once the close-out is complete. There is a walking trail around the pond. Mr. Sigmon suggested putting a trash can at the entrance of the trail.

THIRD ORDER OF BUSINESS	Next Scheduled Meeting – April 9, 2025, at 11:00 a.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida						
FOURTH ORDER OF BUSINESS	Adjournment						
Secretary/Assistant Secretary	Chairman/Vice Chairman						





## **Governmental Management Services**

Serving Florida's New Communities

April 1, 2025

Daniel Laughlin Cordova Palms Community Development District 475 West Town Place, Suite 114 World Golf Village St. Augustine, Florida 32092

Re: Facility Maintenance

Dear Daniel:

Please consider this proposal for Governmental Management Services to provide the following services for the Cordova Palms Community Development District:

<u>Services</u>	FY 2025 <u>Proposed Fee</u>
Facility Maintenance (8 hrs/wk -416 hrs/yr) Current Fee	\$16,640
Proposed Increase for April 2025-September 2025:	
Facility Maintenance (16 hrs/wk -432 hrs) Facility Maintenance (24 hrs/wk -648 hrs)	\$17,280 \$25,920

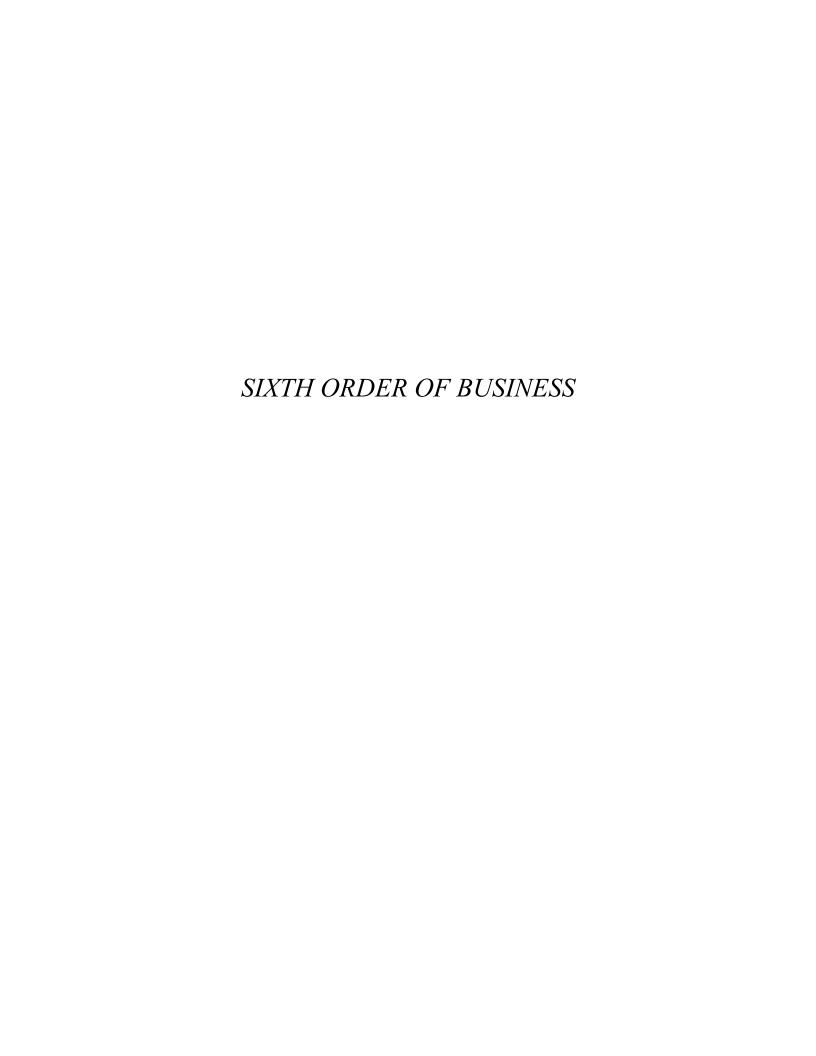
This proposal reflects an increase of weekly maintenance hours from 8 hours per week to either 16 or 24 hours per week.

The ownership and management at Governmental Management Services would like to thank the Board of Supervisors in advance for your consideration of our request to provide the outlined services for your community.

Sincerely,

Alison Mossing
Alison Mossing

Vice President



#### **RESOLUTION 2025-06**

### [FY 2026 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2026; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("FY 2026"), the District Manager prepared and submitted to the Board of Supervisors ("Board") of the Cordova Palms Community Development District ("District") prior to June 15, 2025, the proposed budget(s) attached hereto as Exhibit A ("Proposed Budget"); and

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

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

- 1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.
- 2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE & TIME: August 13, 2025 at 11:00 am LOCATION: St. Augustine Airport Authority

4730 Casa Cola Way

St. Augustine, Florida 32095

- 3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District's website in accordance with Section 189.016, *Florida Statutes*.
- 4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 14th DAY OF MAY, 2025.

CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

Community Development District

Proposed Budget FY 2026

Presented by:



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### **Community Development District**

### Proposed Budget General Fund

		Adopted Budget	Ac	tuals Thru	Pro	ojected Next	t Projected Thru			Proposed Budget		
Description		FY 2025		3/31/25	6 Months		9/30/25		9/30/25 FY 20			
DEVENUES.												
REVENUES:												
Special Assessments	\$	553,827	\$	540,678	\$	13,149	\$	553,827	\$	784,333		
Interest Income		-		574		800		1,374		1,000		
Other Income		-		100		500		600		-		
Carry Forward Surplus		-		-		29,878		29,878		-		
TOTAL REVENUES	\$	553,827	\$	541,352	\$	44,327	\$	585,680	\$	785,333		
EXPENDITURES:												
Administrative												
Supervisors Fees	\$	6,000	\$	_	\$	3,000	\$	3,000	\$	6,000		
FICA Expense	φ	459	φ		Ф	230	Ф	230	φ	459		
Engineering		11,000		4,150		4,850		9,000		11,000		
				4,130		1,800		1,800				
Arbitrage		1,800		4,227		4,500		8,727		1,800		
Attorney		20,000		4,227						15,000		
Annual Audit		7,500		- F (10		7,500		7,500		7,500		
Assessment Roll Administration		5,618		5,618		-		5,618		5,899		
Trustee Fees		12,500		10,900		2 464		10,900		12,500		
Dissemination Agent		8,427		5,964		2,464		8,427		8,848		
Management Fees		53,090		26,545		26,545		53,090		55,745		
Website Maintenance		1,685		843		843		1,685		1,769		
Information Technology		2,528		1,264		1,264		2,528		2,654		
Telephone		500		69		431		500		500		
Postage & Delivery		1,500		475		1,025		1,500		1,500		
Insurance General Liability		5,590		5,981		-		5,981		6,729		
Printing & Binding		500		187		313		500		500		
Legal Advertising		2,000		1,177		823		2,000		2,000		
Other Current Charges		300		29		271		300		300		
Office Supplies		150		2		148		150		150		
Dues, Licenses & Subscriptions		175		175		-		175		175		
TOTAL ADMINISTRATIVE	\$	141,323	\$	67,604	\$	56,007	\$	123,611	\$	141,028		
Operations & Maintenance												
Grounds Maintenance												
Landscape - Maintenance	\$	145,978	\$	72,989	\$	72,989	\$	145,978	\$	152,338		
Landscape - Contingency		27,700		4,022		3,500		7,522		27,700		
Mulch		22,766		-		1,000		1,000		22,766		
Operations Management		25,000		6,250		12,500		18,750		26,500		
Lake Maintenance		10,000		3,830		4,110		7,940		10,000		
Electric		50,000		34,501		32,039		66,540		68,000		
Water/Sewer/Irrigation		20,000		10,950		11,400		22,350		25,000		
Repairs & Maintenance		10,000		21,764		5,000		26,764		40,000		
Irrigation Repairs		13,000		4,466		1,000		5,466		13,000		
Pest Control		2,000		700		840		1,540		1,800		
TOTAL GROUNDS MAINTENANCE	\$	326,444	\$	159,472	\$	144,378	\$	303,850	\$	387,104		

### **Community Development District**

### Proposed Budget General Fund

Description	Adopted Actuals Thru Budget FY 2025 3/31/25		Projected Next		Projected Thru 9/30/25		Proposed Budget FY 2026		
Amenity Center									
Amenity Manager	\$ 20,000	\$	19,649	\$	24,447	\$	44,096	\$	77,500
Amenity Attendant	13,300		-		-		-		10,000
Facility Maintenance	-		-		-		-		37,440
Insurance	4,261		35,926		-		35,926		39,025
Refuse	3,000		1,934		1,936		3,870		3,900
Gas	12,000		423		577		1,000		1,000
Janitorial Services	2,500		6,000		6,000		12,000		12,000
Access Cards	18,000		2,188		1,500		3,688		5,000
Pool Maintenance	13,000		9,000		9,000		18,000		18,000
Pool Chemicals	-		6,500		6,498		12,998		13,000
Special Events	-		-		-		-		5,000
Holiday Decoration	-		6,416		-		6,416		10,000
Water & Sewer	-		-		-		-		5,000
Licenses & Subscriptions	-		142		250		392		500
Fitness Equipment Leasing	-		9,915		9,918		19,833		19,836
TOTAL AMENITY CENTER	\$ 86,061	\$	98,093	\$	60,126	\$	158,219	\$	257,201
TOTAL EXPENDITURES	\$ 553,827	\$	325,169	\$	260,511	\$	585,680	\$	785,333
EXCESS REVENUES (EXPENDITURES)	\$ 0	\$	216,184	\$	(216,184)	\$	0	\$	-

#### **Community Development District**

#### **Budget Narrative**

Fiscal Year 2026

#### **REVENUES**

#### Special Assessments - Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year. The assessments will be collected by the St. Johns County Tax Collectors Office.

#### Interest Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

#### Other Income

Income received from resident rental of Rooftop patio, amenity access fobs, fitness class, etc.

**Expenditures - Administrative** 

#### **Supervisors Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated

\$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

#### FICA Tave

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

#### Engineering

The District's engineering firm will be providing general engineering services to the District including attendance and preparation for monthly board meetings, review invoices, etc. England, Thims & Miller serves as the District's engineering firm.

#### Arbitrage Rebate

The District is required to annually have an arbitrage rebate calculation on the District's Series 2021, 2022-1 and 2022-2 Special Assessment Revenue Bonds.

#### Attorney

The District's legal counsel will be providing general legal services to the District including attendance and preparation for monthly meetings, review operating and maintenance contracts, etc. Kutak Rock LLP serves as the District's legal counsel.

#### Annual Audi

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

#### Assessment Roll Administration

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

#### Trustee Fees

The amount of the trustee fees is based on the agreement between The Bank of New York Mellon and the District for the Special Assessment Bond Series 2021, 2022-1, and 2022-2.

#### **Dissemination Agent**

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

#### **Management Fees**

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

#### Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

#### Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

#### Telephone

New internet and Wi-Fi service for Office.

#### Postage and Delivery

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

#### Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Property Alliance Preferred (FPA). FPA specializes in providing insurance coverage to governmental agencies.

#### **Community Development District**

#### **Budget Narrative**

Fiscal Year 2026

#### **Expenditures - Administrative (continued)**

#### **Printing and Binding**

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

#### Legal Advertising

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

#### Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

#### Office Supplie

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

#### **Due, Licenses & Subscriptions**

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

**Expenditures - Operations & Maintenance** 

#### Landscape - Maintenance

 $The \ District\ has\ contracted\ with\ Brightview\ Landscaping\ Services\ to\ maintain\ the\ common\ areas\ of\ the\ District.$ 

#### Landscape - Contingency

Estimated costs for other landscape maintenance incurred by the District.

#### Mulck

Represents estimated costs for mulch applications around common areas in the District.

#### Operations Management

The District is contracted with Governmental Management Services, LLC to provide onsite field management of contracts for District Services such as landscape and lake maintenance. Services to include weekly site inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

<b>Vendor</b>	Description	Mo	nthly	<b>Annual</b>	
GMS, LLC	Management Fees	\$	2,208	\$ 26,500	

#### Lake Maintenance

The District has contracted with Florida Waterways, Inc. for the maintenance of ponds on district property.

#### Electri

FPL provides for electric services for the District. District has the following meters:

Meter#	<u>Location</u>	<u>Monthly</u>	<b>Annual</b>
8188230067	77 Cordova Palms Prkw	\$ 321	\$ 3,847
6277411382	327 Onate Cir # Pump	80	959
4378731287	100 Cordova Palms Prkw #SL	3,806	45,667
5046858500	30 Bermudez Way #Park	18	221
6670347563	320 CORDOVA PALMS PKWY #A	592	7,098
1665506505	30 BERMUDEZ WAY #DOGPARK	27	320
1582847560	320 CORDOVA PALMS PKWY # B	697	8,369
	Contingency	127	1,518
	Total	\$ 5,667	\$ 68,000

#### Water/Sewer/Irrigation

Estimated costs for irrigation by the district for water, sewer and irrigation.

#### Repairs & Maintenance

 $Any\ costs\ related\ to\ miscellaneous\ repairs\ and\ maintenance\ that\ occur\ during\ the\ fiscal\ year.$ 

#### Irrigation Repairs

 $Estimated\ cost\ of\ miscellaneous\ irrigation\ repairs\ and\ maintenance\ incurred.$ 

#### Pest Control

Estimated costs for pest control service incurred by the District.

#### **Community Development District**

#### **Budget Narrative**

Fiscal Year 2026

#### **Expenditures - Amenity Center**

#### Amenity Manager

Estimated costs for management services for the Amenity Center.

#### Amenity Attendant

 $The \ District \ has \ contracted \ with \ GMS \ LLC \ to \ provide \ community \ facility \ staff for \ the \ amenity \ center \ to \ greet \ patrons, providing \ facility \ tours, is suance of access \ cards \ and \ policy \ enforcement.$ 

#### **Facility Maintenance**

The District has contracted with GMS LLC to provide maintenance and repairs necessary for upkeep of the Amenity Center and common grounds area.

#### Insurance

The District has issued a Property Insurance policy with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies.

#### Refuse Service

The District has contracted with Waste Management for refuse removal services once a week.

#### Gas

The District is under contract with TECO Peoples Gas to provide gas fire pit.

#### Janitorial Services

. The District is contracted with Governmental Management Services, LLC to provide onsite janitorial cleaning for the Amenity Center.

Vendor	Description	Monthly	Annual
GMSLLC	Janitoral Services	\$ 1,000	\$ 12,000

#### **Access Cards**

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

#### **Pool Maintenance**

The District has contracted with GMS, LLC for pool cleaning, water testing, treatment, checking chemicals and back washing of the Amenity Center pool.

#### **Pool Chemicals**

#### Special Events

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

#### **Holiday Decoration**

Represents estimated costs for the District to decorate the Amenity center for the holidays.

#### Water & Sewer

Estimated costs for water and sewer for the amenity center billed to the District by JEA.

#### Licence & Subscriptions

Represents license fees for the amenity center and permit fees paid to the Florida Department of Health in St. Johns County for the swimming pools.

#### **Fitness Equipment Lease**

The District has contracted with Macrolease to rent fitness equipment

Vendor	Description	Monthly	Annual
Macrolease	Fitness Equipment Lease	\$ 1.653 \$	19.836

### **Community Development District**

### **Proposed Budget**

Debt Service Series 2021 Special Assessment Bonds

Description		Adopted Budget FY 2025		tuals Thru 3/31/25		ojected Next 6 Months	Pr	ojected Thru 9/30/25	Proposed Budget FY 2026
REVENUES:									
Special Assessments	\$	408,828	\$	319,820	\$	89,008	\$	408,828	\$ 309,400
Prepayments		-		329,356		-		329,356	-
Interest Earnings		5,000		11,209		10,000		21,209	5,000
Carry Forward Surplus <sup>(1)</sup>		278,228		501,337		-		501,337	221,323
TOTAL REVENUES	\$	692,057	\$	1,161,723	\$	99,008	\$	1,260,731	\$ 535,723
EXPENDITURES:									
Interest - 11/1	\$	104,835	\$	104,835	\$	-	\$	104,835	\$ 91,465
Principal Prepayment - 11/1		-		190,000		-		190,000	-
Interest - 2/1		-		3,365		-		3,365	
Principal Prepayment - 2/1		-		390,000		-		390,000	
Interest - 5/1		104,835		-		104,835		104,835	91,465
Principal - 5/1		140,000		-		140,000		140,000	125,000
Principal Prepayment - 5/1		-		-		105,000		105,000	-
TOTAL EXPENDITURES	\$	349,670	\$	688,200	\$	349,835	\$	1,038,035	\$ 307,930
Other Sources/(Uses)									
Interfund transfer In/(Out)	\$	-	\$	(1,373)	\$	-	\$	(1,373)	\$ -
TOTAL OTHER SOURCES/(USES)	\$	-	\$	(1,373)	\$	-	\$	(1,373)	\$ -
TOTAL EXPENDITURES	\$	349,670	\$	689,573	\$	349,835	\$	1,039,408	\$ 307,930
EXCESS REVENUES (EXPENDITURES)	\$	342,387	\$	472,150	\$	(250,827)	\$	221,323	\$ 227,793
(1) Carry Forward is Net of Reserve Requirement Interest Due 11/1/26						\$ 89,965			

### **Community Development District**

AMORTIZATION SCHEDULE
Debt Service Series 2021 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/25	5,260,000	2.400%		91,465	91,465
05/01/26	5,260,000	2.400%	125,000	91,465	
11/01/26	5,135,000	2.400%		89,965	306,430
05/01/27	5,135,000	2.800%	130,000	89,965	
11/01/27	5,005,000	2.800%		88,145	308,110
05/01/28	5,005,000	2.800%	135,000	88,145	
11/01/28	4,870,000	2.800%	,	86,255	309,400
05/01/29	4,870,000	2.800%	135,000	86,255	,
11/01/29	4,735,000	2.800%	,	84,365	305,620
05/01/30	4,735,000	2.800%	140,000	84,365	,
11/01/30	4,595,000	2.800%	,	82,405	306,770
05/01/31	4,595,000	2.800%	145,000	82,405	,
11/01/31	4,450,000	2.800%		80,375	307,780
05/01/32	4,450,000	3.000%	150,000	80,375	
11/01/32	4,300,000	3.000%		78,125	308,500
05/01/33	4,300,000	3.000%	155,000	78,125	
11/01/33	4,145,000	3.000%		75,800	308,925
05/01/34	4,145,000	3.000%	160,000	75,800	
11/01/34	3,985,000	3.000%		73,400	309,200
05/01/35	3,985,000	3.000%	165,000	73,400	
11/01/35	3,820,000	3.000%		70,925	309,325
05/01/36	3,820,000	3.000%	170,000	70,925	
11/01/36	3,650,000	3.000%		68,375	309,300
05/01/37	3,650,000	3.000%	175,000	68,375	
11/01/37	3,475,000	3.000%		65,750	309,125
05/01/38	3,475,000	3.000%	180,000	65,750	
11/01/38	3,295,000	3.000%		63,050	308,800
05/01/39	3,295,000	3.000%	185,000	63,050	
11/01/39	3,110,000	3.000%		60,275	308,325
05/01/40	3,110,000	3.000%	190,000	60,275	
11/01/40	2,920,000	3.000%	405.000	57,425	307,700
05/01/41	2,920,000	3.000%	195,000	57,425	204025
11/01/41	2,725,000	3.000%	200,000	54,500	306,925
05/01/42	2,725,000	4.000%	200,000	54,500	205.000
11/01/42	2,525,000	4.000% 4.000%	210,000	50,500 50,500	305,000
05/01/43 11/01/43	2,525,000 2,315,000	4.000%	210,000	46,300	306,800
05/01/44	2,315,000	4.000%	220,000	46,300	300,000
11/01/44	2,095,000	4.000%	220,000	41,900	308,200
05/01/45	2,095,000	4.000%	230,000	41,900	300,200
11/01/45	1,865,000	4.000%	230,000	37,300	309,200
05/01/46	1,865,000	4.000%	235,000	37,300	307,200
11/01/46	1,630,000	4.000%	255,000	32,600	304,900
05/01/47	1,630,000	4.000%	245,000	32,600	501,700
11/01/47	1,385,000	4.000%	210,000	27,700	305,300
05/01/48	1,385,000	4.000%	255,000	27,700	500,500
11/01/48	1,130,000	4.000%		22,600	305,300
05/01/49	1,130,000	4.000%	265,000	22,600	
11/01/49	865,000	4.000%		17,300	304,900
05/01/50	865,000	4.000%	275,000	17,300	
11/01/50	590,000	4.000%	•	11,800	304,100
05/01/51	590,000	4.000%	290,000	11,800	•
11/01/51	300,000	4.000%		6,000	307,800
05/01/52	300,000	4.000%	300,000	6,000	306,000
Total		\$	5,260,000 \$	3,129,200	\$ 8,389,200

### **Community Development District**

Proposed Budget
Debt Service Series 2022-1 Special Assessment Bonds

Description		Adopted Budget FY 2025		ctuals Thru 3/31/25		ojected Next 6 Months	Pr	ojected Thru 9/30/25	Proposed Budget FY 2026
REVENUES:									
Special Assessments	\$	153,998	\$	120,019	\$	33,979	\$	153,998	\$ 117,315
Prepayments		-		102,424		-		102,424	
Interest Earnings		5,000		4,329		8,000		12,329	5,000
Carry Forward Surplus <sup>(1)</sup>		138,159		213,496		-		213,496	127,303
TOTAL REVENUES	\$	297,156	\$	440,268	\$	41,979	\$	482,247	\$ 249,618
EXPENDITURES:									
Interest - 11/1	\$	52,105	\$	52,105	\$	-	\$	52,105	\$ 45,400
Principal Prepayment - 11/1		-		60,000		-		60,000	-
Interest - 2/1		-		1,706				1,706	-
Principal Prepayment - 2/1		-		120,000				120,000	-
Interest - 5/1		52,105		-		52,105		52,105	45,400
Principal - 5/1		25,000		-		25,000		25,000	25,000
Principal Prepayment - 5/1		-		-		35,000		35,000	-
TOTAL EXPENDITURES	\$	129,210	\$	233,811	\$	112,105	\$	345,916	\$ 115,800
Other Sources/(Uses)									
Interfund transfer In/(Out)	\$	-	\$	(9,028)	\$	-	\$	(9,028)	\$ -
TOTAL OTHER SOURCES/(USES)	\$	-	\$	(9,028)	\$	-	\$	(9,028)	\$ -
TOTAL EXPENDITURES	\$	129,210	\$	242,839	\$	112,105	\$	354,944	\$ 115,800
EXCESS REVENUES (EXPENDITURES)	\$	167,946	\$	197,429	\$	(70,126)	\$	127,303	\$ 133,818
(1) Carry Forward is Net of Reserve Requirement Interest Due 11/1/26						\$ 44,800			

### **Community Development District**

AMORTIZATION SCHEDULE
Debt Service Series 2022-1 Special Assessment Bonds

Period	Outstanding	Coupons	Principal	Interest	Annual Debt
	Balance	•	•		Service
11/01/25	1,595,000			45,400	45,400
05/01/26	1,595,000	4.800%	25,000	45,400	45,400
11/01/26	1,570,000	1.00070	23,000	44,800	115,200
05/01/27	1,570,000	4.800%	25,000	44,800	110,200
11/01/27	1,545,000	1100070	20,000	44,200	114,000
05/01/28	1,545,000	5.300%	25,000	44,200	111,000
11/01/28	1,520,000	5155570	20,000	43,538	112,738
05/01/29	1,520,000	5.300%	30,000	43,538	112,700
11/01/29	1,490,000	5155570	50,000	42,743	116,280
05/01/30	1,490,000	5.300%	30,000	42.743	110,200
11/01/30	1,460,000	5155570	50,000	41,948	114,690
05/01/31	1,460,000	5.300%	30,000	41,948	,
11/01/31	1,430,000		•	41,153	113,100
05/01/32	1,430,000	5.300%	35,000	41,153	
11/01/32	1,395,000			40,225	116,378
05/01/33	1,395,000	5.700%	35,000	40,225	
11/01/33	1,360,000			39,228	114,453
05/01/34	1,360,000	5.700%	40,000	39,228	
11/01/34	1,320,000			38,088	117,315
05/01/35	1,320,000	5.700%	40,000	38,088	
11/01/35	1,280,000			36,948	115,035
05/01/36	1,280,000	5.700%	40,000	36,948	
11/01/36	1,240,000			35,808	112,755
05/01/37	1,240,000	5.700%	45,000	35,808	
11/01/37	1,195,000	==0.007	45.000	34,525	115,333
05/01/38	1,195,000	5.700%	45,000	34,525	440 560
11/01/38	1,150,000	F 7000/	F0.000	33,243	112,768
05/01/39	1,150,000	5.700%	50,000	33,243	115.060
11/01/39	1,100,000	F 7000/	F0.000	31,818 31,818	115,060
05/01/40 11/01/40	1,100,000 1,050,000	5.700%	50,000	30,393	112,210
05/01/41	1,050,000	5.700%	55,000	30,393	112,210
11/01/41	995,000	3.70070	33,000	28,825	114,218
05/01/42	995,000	5.700%	60,000	28,825	114,210
11/01/42	935,000	3.7 00 70	00,000	27,115	115,940
05/01/43	935,000	5.800%	60,000	27,115	110,510
11/01/43	875,000	-10-17,0	,	25,375	112,490
05/01/44	875,000	5.800%	65,000	25,375	•
11/01/44	810,000		,	23,490	113,865
05/01/45	810,000	5.800%	70,000	23,490	
11/01/45	740,000			21,460	114,950
05/01/46	740,000	5.800%	75,000	21,460	
11/01/46	665,000			19,285	115,745
05/01/47	665,000	5.800%	80,000	19,285	
11/01/47	585,000			16,965	116,250
05/01/48	585,000	5.800%	85,000	16,965	
11/01/48	500,000			14,500	116,465
05/01/49	500,000	5.800%	90,000	14,500	
11/01/49	410,000	E 00001	o= oos	11,890	116,390
05/01/50	410,000	5.800%	95,000	11,890	116.005
11/01/50	315,000	E 0000/	100.000	9,135	116,025
05/01/51	315,000 215,000	5.800%	100,000	9,135	115 270
11/01/51 05/01/52	215,000 215,000	5.800%	105,000	6,235 6,235	115,370
11/01/52	110,000	3.000%	103,000	3,190	114,425
05/01/53	110,000	5.800%	110,000	3,190	113,190
03/01/33	110,000	3.000 /0	110,000	3,170	113,170
Total		\$	1,595,000	\$ 1,663,035	\$ 3,258,035

### **Community Development District**

Proposed Budget
Debt Service Series 2022-2 Special Assessment Bonds

		Adopted Budget	Ac	tuals Thru	Pr	ojected Next	Pro	ojected Thru	F	Proposed Budget
Description		FY 2025		3/31/25		6 Months		9/30/25		FY 2026
REVENUES:										
Special Assessments	\$	491,030	\$	483,510	\$	7,520	\$	491,030	\$	491,030
Prepayments		-		51,717		-		51,717	\$	-
Interest Earnings		5,000		4,825		1,000		5,825		5,000
Carry Forward Surplus <sup>(1)</sup>		209,231		211,985		-		211,985		190,830
TOTAL REVENUES	\$	705,261	\$	752,037	\$	8,520	\$	760,557	\$	686,860
EXPENDITURES:										
Interest - 11/1	\$	191,990	\$	191,990	\$	-	\$	191,990	\$	188,115
Interest - 5/1		191,990		-		191,990		191,990		188,115
Principal - 5/1		105,000		-		105,000		105,000		110,000
Principal Prepayment - 5/1		-		-		55,000		55,000		
TOTAL EXPENDITURES	\$	488,980	\$	191,990	\$	351,990	\$	543,980	\$	486,230
Other Sources/(Uses)										
Interfund transfer In/(Out)	\$	-	\$	(25,747)	\$	-	\$	(25,747)	\$	-
TOTAL OTHER SOURCES/(USES)	\$	-	\$	(25,747)	\$	-	\$	(25,747)	\$	-
TOTAL EXPENDITURES	\$	488,980	\$	217,737	\$	351,990	\$	569,727	\$	486,230
EXCESS REVENUES (EXPENDITURES)	\$	216,281	\$	534,300	\$	(343,470)	\$	190,830	\$	200,630
(1) Carry Forward is Net of Reserve Requirement Interest Due 11/1/26						\$	185,640.00			

### **Community Development District**

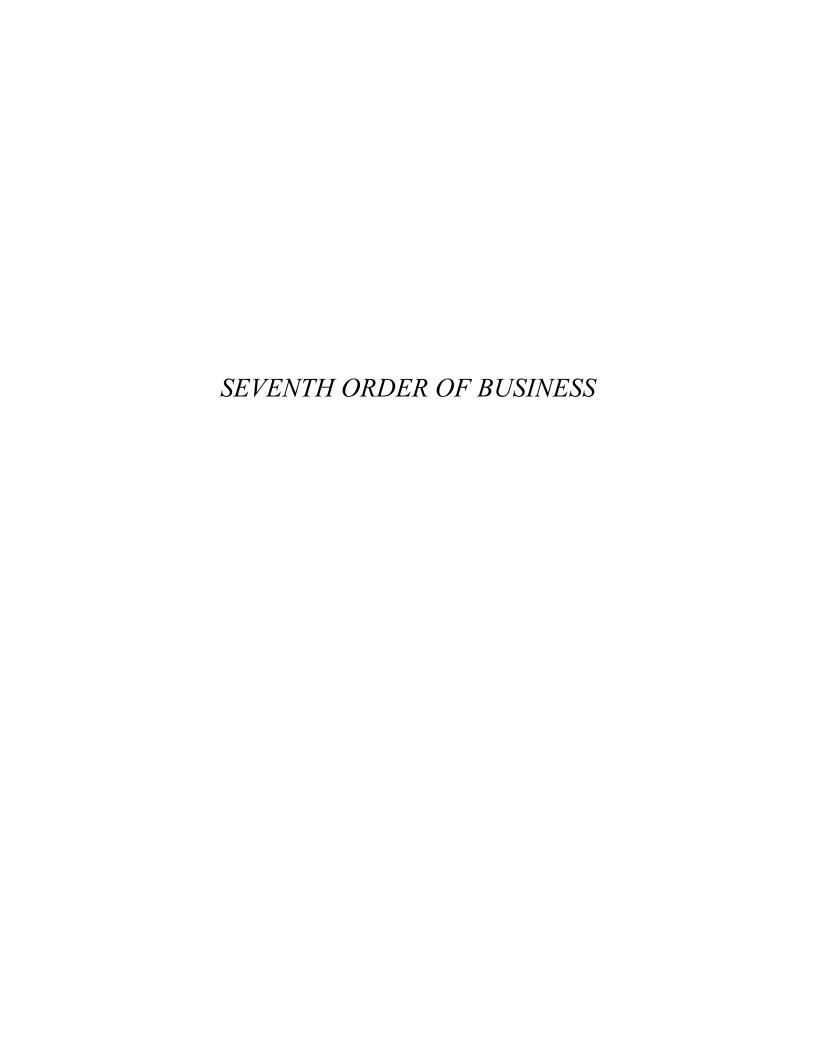
AMORTIZATION SCHEDULE
Debt Service Series 2022-2 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/25	6,895,000			188,115	188,115
05/01/26	6,895,000	4.500%	110,000	188,115	,
11/01/26	6,785,000		•	185,640	483,755
05/01/27	6,785,000	4.500%	115,000	185,640	
11/01/27	6,670,000		,,,,,,,	183,053	483,693
05/01/28	6,670,000	5.100%	120,000	183,053	
11/01/28	6,550,000		.,	179,993	483,045
05/01/29	6,550,000	5.100%	130,000	179,993	,
11/01/29	6,420,000	5.10070	150,000	176,678	486,670
05/01/30	6,420,000	5.100%	135,000	176,678	100,070
11/01/30	6,285,000	5.10070	100,000	173,235	484,913
05/01/31	6,285,000	5.100%	140,000	173,235	,
11/01/31	6,145,000		.,	169,665	482,900
05/01/32	6,145,000	5.100%	150,000	169,665	, , , , , , , , , , , , , , , , , , , ,
11/01/32	5,995,000			165,840	485,505
05/01/33	5,995,000	5.400%	155,000	165,840	ŕ
11/01/33	5,840,000			161,655	482,495
05/01/34	5,840,000	5.400%	165,000	161,655	
11/01/34	5,675,000			157,200	483,855
05/01/35	5,675,000	5.400%	175,000	157,200	
11/01/35	5,500,000			152,475	484,675
05/01/36	5,500,000	5.400%	185,000	152,475	
11/01/36	5,315,000			147,480	484,955
05/01/37	5,315,000	5.400%	195,000	147,480	
11/01/37	5,120,000			142,215	484,695
05/01/38	5,120,000	5.400%	205,000	142,215	
11/01/38	4,915,000			136,680	483,895
05/01/39	4,915,000	5.400%	215,000	136,680	
11/01/39	4,700,000			130,875	482,555
05/01/40	4,700,000	5.400%	230,000	130,875	
11/01/40	4,470,000			124,665	485,540
05/01/41	4,470,000	5.400%	240,000	124,665	
11/01/41	4,230,000			118,185	482,850
05/01/42	4,230,000	5.400%	255,000	118,185	
11/01/42	3,975,000			111,300	484,485
05/01/43	3,975,000	5.600%	270,000	111,300	40,040
11/01/43	3,705,000	# cooo;	005000	103,740	485,040
05/01/44	3,705,000	5.600%	285,000	103,740	404 500
11/01/44	3,420,000	F (000)	200,000	95,760	484,500
05/01/45	3,420,000	5.600%	300,000	95,760	402 120
11/01/45	3,120,000 3,120,000	5.600%	320,000	87,360 87,360	483,120
05/01/46 11/01/46		3.000%	320,000		40E 760
05/01/47	2,800,000 2,800,000	5.600%	335,000	78,400 78,400	485,760
11/01/47	2,465,000	3.000%	333,000	69,020	482,420
05/01/48	2,465,000	5.600%	355,000	69,020	402,420
11/01/48	2,110,000	3.00070	333,000	59,080	483,100
05/01/49	2,110,000	5.600%	375,000	59,080	403,100
11/01/49	1,735,000	5.000 /0	373,000	48,580	482,660
05/01/50	1,735,000	5.600%	400,000	48,580	102,000
11/01/50	1,335,000	2.00070	.00,000	37,380	485,960
05/01/51	1,335,000	5.600%	420,000	37,380	100,700
11/01/51	915,000	,	-20,000	25,620	483,000
05/01/52	915,000	5.600%	445,000	25,620	100,000
11/01/52	470,000	,0	,	13,160	483,780
05/01/53	470,000	5.600%	470,000	13,160	483,160
Total		\$	6,895,000	\$ 6,846,095	\$ 13,741,095

Community Development District Non-Ad Valorem Assessments Comparison 2025-2026

Neighborhood	O&M Units	Annual Maintenance Assessments									
		FY 2026	FY 2025	(decrease)							
43' SF	295	\$1,138.33	\$803.79	\$334.54	41.62%						
43 SF 53'SF	323	\$1,138.33	\$803.79	\$334.54	41.62%						
Bulk	115	\$1,138.33	\$803.79	\$334.54	41.62%						
Total	733										

Gross Assessments		\$	834,396.82
Less: Discount	4.00%		(33,375.87)
Less: Commission fees	2.00%		(16,687.94)
Net Assessments		s	784.333.01



A.



# **Quality Site Assessment**

Prepared for: Cordova Palms

### **General Information**

**DATE:** Thursday, Apr 17, 2025

**NEXT QSA DATE:** Monday, Apr 13, 2026

**CLIENT ATTENDEES:** 

BRIGHTVIEW ATTENDEES: Brandon Leonard

### **Customer Focus Areas**

Pool and Amenities







# **Carryover Items**



- 1 All birds of paradise need to be hand pruned. To remove dead bird heads and fronds.
- 2 Crew will continue to step down the Bermuda and cut it shorter



### **Cordova Palms**



### **Maintenance Items**









- Some minor trash is present crew will remove this during the next visit.
- 2 Crack weeds present at the end of Carlotta Way. This will be treated with herbicide.
- 3 All palms, including the queens and Sylvester's at the pool have been fertilized.
- 4 All dead plant material at the amenity center will be removed.

### **Cordova Palms**



### **Maintenance Items**









- The annual flowers at the main sign are colorful and bright slight weed pressure was present during time of inspection.
- 6 Hard and soft edging is being performed, including the cart paths.
- 7 There was some missed line trimming at the bottom of the lake at the main entrance. The operations manager will ensure the crew takes care of this during the next visit.
- The fence line here needs to be sprayed out to ensure there is no damage in the future.





### **Maintenance Items**







- 9 The juniper trees behind the mailbox area have tall weeds growing through them. They will be removed by the crew during the next visit.
- The Bermuda turf will continue to be cut shorter in order for it to be as green and healthy as possible.
- 11 There is an irrigation issue with one of the bubblers on the palm tree. This will be repaired by our irrigation team.





### **Recommendations for Property Enhancements**









- 1 Several Croton's at the pool area were removed by crew due to them in decline. I can provide you a proposal to replace these.
- There is a Juniper tree across from the mailbox area that is rapidly in decline. This plant should be removed and replaced.
- There's a great need for mulch throughout the property. I can provide this service for the community if it is ready.
- The Anis by the tennis court is in good condition with the exception of one plant. This will be removed and replaced at the communities discretion.

### **Cordova Palms**



### **Notes to Owner / Client**









- 1 Bed at entrance along US 1 is properly cutback and weed free.
- 2 Roughly 6400 ft.<sup>2</sup> of Bahia sod still has not been installed. Also, the area has not been graded.
- 3 Uncompleted area in phase 4.
- 4 Liriope at clubhouse is starting to show signs of it not being cut back. The yellowing plant material will soon be covered up with newer green foliage.





### **Notes to Owner / Client**









- 5 Sylvester Palm's in the pool are too tall for the maintenance crew to prune back. Our tree vendor will be able to take care of the seed pods.
- The knockout roses are performing very well. I will ensure that Rose fertilizer is applied.
- 7 All shrubs on the common ground are being pruned and maintained by crew.
- The turf weeds that plagued the Bahaia turf at the entrance is no longer a problem due to warming temperatures.





### **Notes to Owner / Client**



9 Both dog park areas are being well-maintained by crew.

### **Cordova Palms**



### **Completed Items**









- 1 Knock out roses are in need of fertilization.
- The Bermuda turf is dormant and crew will begin to systematically lower the height of this turf to less than 3 inches.
- 3 Plant material at pool is in need of fertilizer. This will be scheduled.
- The canary palms in the pool have suckers growing on several of them and will be removed.

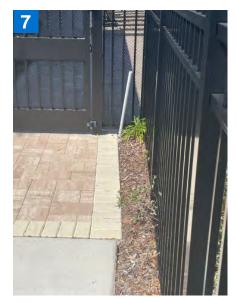
### **Cordova Palms**



### **Completed Items**









- Ant mounds are still present. These we'll have insecticide applied to them.
- 6 The berm at the entrance will be mowed during the next visit
- 7 Fire bush growing through Fence will be cut away
- 8 Several Palm suckers are present. These will be hand, snipped and removed.

### **Cordova Palms**



# **Completed Items**



- 9 Birds of paradise located in the pool need to have dead removed
- Lakes have been being mowed on rotation. This lake on Bermudez is next on the schedule.



*C*.



April 16, 2025

Cordova Palms CDD Attn: Courtney Hogge, Recording Secretary 475 West Town Place, Suite 114 St. Augustine, FL 32092

Dear Courtney Hogge:

In response to your request regarding Section 190.006(3)(a)(2)(d), Florida Statutes, the following information is applicable for:

Cordova Palms CDD

590 registered voters in St. Johns County

This number is based on the streets within the legal description on file with this office as of April 15, 2025.

Please contact us if we may be of further assistance.

Sincerely,

Vicky C. Oakes

Supervisor of Elections



**Community Development District** 

Field Operations & Amenity Management Report

05/14/2025



### Rich Gray

FIELD OPERATIONS MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

### Elena Barron

AMENITY MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

# Cordova Palms Community Development District

# <u>Field Operations & Amenity Management Report</u> May 14th, 2025

To: Board of Supervisors

From: Rich Gray

Field Operations Manager

Elena Barron

Amenity Manager

RE: Cordova Palms Field Operations & Amenity Management Report – May 14th, 2025

The following reviews Field Operations, Maintenance, and Amenity Management items.



# **Events/Amenity Updates**

- ➤ Hosting a bi-weekly Food Truck Thursday event.
- > Set up a signage board outside the office to advertise hours, event flyers, HOA information, etc.
- > Summer rentals are picking up for the Veranda.
- ➤ Coffee on the Veranda, the 2<sup>nd</sup> Saturday of each month.
- ➤ We had a total of (3) rentals for the month of April



# **Weekly Maintenance Responsibilities**

#### Listed below are weekly maintenance Responsibilities:

- ➤ Roadways, pickleball courts, playground, pool area, and parking lots are checked for debris daily.
- All trash receptacles are checked daily and emptied as needed.
- ➤ At the start of each day, all pool furniture is straightened and organized, and each chair is inspected for proper working order.
- ➤ Lighting inspections are conducted every month, and bulbs are replaced as needed.
- > The entryway, back patio, front sidewalk and Pool Deck are blown off at the start of each day.
- > Further maintenance tasks and developments are conducted on an asneeded basis. Examples of these developments are listed in the following pages.



# **Completed Projects**

- Brightview completed the necessary repairs to the irrigation and pool deck at the Amenity Center.
- Trane fixed all active issues with the A/C unit.
- GMS installed a communication board at the entry of the Amenity Office.
- ➤ GMS pressure-washed all patio furniture on the Pool Deck (will complete the remaining tables under the seating area by mid-May).
- GMS installed racks and shelving in the Maintenance closet.
- GMS repaired the broken tile at the Zero entry on the Pool Deck.
- ➤ GMS repaired the cable on the Leg Extension Machine, the knobs on the Pelton and is currently in the process of getting the broken interior windowpane replaced in the gym.
- GMS completed a playground inspection; at this time, no recommended repairs are needed.
- ➤ GMS completed lake inspections and removed any debris reachable from the embankment.
- ➤ GMS installed No Bike signage on the Putting Green fence.
- ➤ GMS will move to the summer schedule for Janitorial with onsite services on Monday, Wednesday, and Friday starting Memorial Day.
  - ✓ Photos of completed projects are displayed below. Please follow up with management for any questions.

# **Completed Projects**





Broken Tile Repair

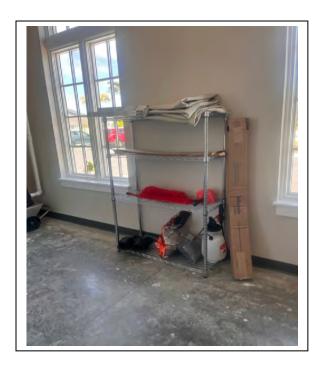


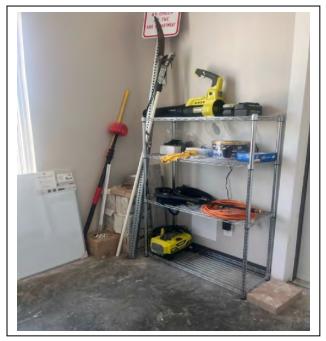
Communication Board Installed at Amenity Office Entrance



No bikes Signage install at Putting Green area fencing

# **Completed Projects**





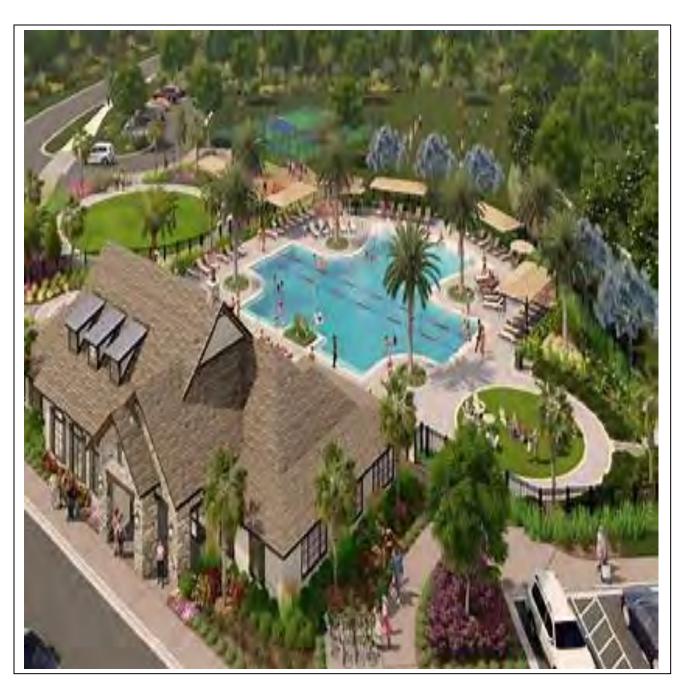
Installed shelfing in the maintenance closet for better organization.

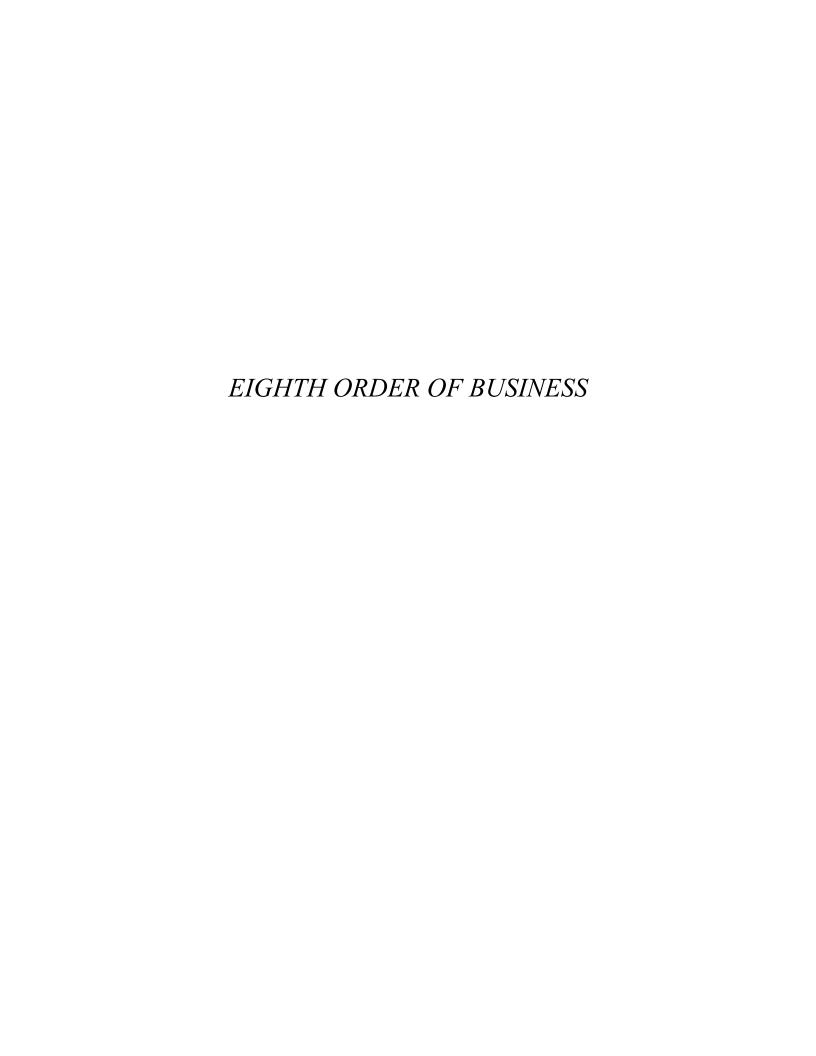


Trane repaired all active issues that were present at the Amenity Center

# **Conclusion**

For any questions or comments regarding the above Information, contact Rich Gray, Manager of Operations, at Rgray@rmsnf.com or Elena Barron, Amenity Manager, at Cordovapalmsmanager@gmsnf.com





A.

Community Development District

Unaudited Financial Reporting February 28, 2025



### Community Development District Combined Balance Sheet February 28, 2025

		General	1	Debt Service	Сар	ital Project		Totals
		Fund		Fund		Fund	Gov	ernmental Funds
Assets:								
Cash:								
Operating Account	\$	421,771	\$	-	\$	-	\$	421,771
Due from DS SE 2022-1		-		427		-		427
Due from General Fund		-		87,583		-		87,583
Investments:								
State Board of Administration (SBA)		4,283		-		-		4,283
<u>Series 2021</u>								
Reserve		-		169,113		-		169,113
Interest		-		10		-		10
Prepayment		-		48,114		-		48,114
Revenue		-		297,474		-		297,474
Sinking		-		450		-		450
Construction		-		-		2,604		2,604
<u>Series 2022-1</u>								
Reserve		-		64,028		-		64,028
Interest		-		4		-		4
Prepayment		-		16,743		-		16,743
Revenue		-		145,486		-		145,486
Construction		-		-		9,441		9,441
Series 2022-2								
Reserve		-		245,399		-		245,399
Interest		-		1		-		1
Prepayment		-		51,717		-		51,717
Revenue		-		215,175		-		215,175
Construction		-		-		27,745		27,745
Prepaid Expenses		1,067		-		-		1,067
Deposits		3,837		-		-		3,837
Total Assets	\$	430,958	\$	1,341,724	\$	39,791	\$	1,812,472
Liabilities:								
Accounts Payable	\$	5,271	\$	-	\$	-	\$	5,271
Due to DS SE 2021		40,067		-		-		40,067
Due to DS SE 2022-1		15,036		-		-		15,036
Due to DS SE 2022-2		32,480		427		-		32,907
Due to Developer		11,610		-		-		11,610
Total Liabilites	\$	104,464	\$	427	\$		\$	104,891
Fund Balance:								
Nonspendable:								
Prepaid Items	\$	1,067	\$	-	\$	-	\$	1,067
Deposits		3,837		-		-		3,837
Restricted for:								
Debt Service - Series		-		1,341,297		-		1,341,297
Capital Project - Series		-		-		39,791		39,791
Unassigned		321,591		-		-		321,591
Total Fund Balances	\$	326,494	\$	1,341,297	\$	39,791	\$	1,707,581
Total Liabilities & Fund Balance	\$	430,958	\$	1,341,724	\$	39,791	\$	1,812,472
19 cal-blabilities & Fulld Dalalice	Ψ		φ .	1,511,721	Ψ		Ψ'	

#### **Community Development District**

#### **General Fund**

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

For The Period Ending February 28, 2025

		Adopted	Pror	ated Budget		Actual			
		Budget	Thr	u 02/28/25	Thr	u 02/28/25	V	ariance	
Revenues:									
	4	466,000		204.042		204.062			
Special Assessments - Tax Roll	\$	466,938	\$	391,863	\$	391,863	\$	-	
Special Assessments - Direct Bill		86,889		-		-		-	
Interest Income		-		-		558		558	
Total Revenues	\$	553,827	\$	391,863	\$	392,421	\$	558	
Expenditures:									
General & Administrative:									
Supervisors Fees	\$	6,000	\$	2,500	\$	-	\$	2,500	
FICA Expense		459		191		-		191	
Engineering		11,000		4,583		3,793		791	
Arbitrage		1,800		750		-		750	
Attorney		20,000		8,333		4,227		4,107	
Annual Audit		7,500		-		-		-	
Assessment Administration		5,618		5,618		5,618		-	
Trustee Fees		12,500		10,900		10,900		-	
Dissemination		8,427		3,511		5,261		(1,750)	
Management Fees		53,090		22,121		22,121		0	
Website Maintenance		1,685		702		702		0	
Information Technology		2,528		1,053		1,053		0	
Гelephone		500		208		59		149	
Postage		1,500		625		395		230	
Insurance		5,590		5,590		5,981		(391)	
Printing & Binding		500		208		158		51	
Legal Advertising		2,000		833		1,004		(171)	
Other Current Charges		300		125		29		96	
Office Supplies		150		63		1		61	
Dues, Licenses & Subscriptions		175		175		175		-	
Total General & Administrative	\$	141,323	\$	68,091	\$	61,477	\$	6,614	
Operations & Maintenance									
Ground Maintenance:									
Landscape - Maintenance	\$	145,978	\$	60,824	\$	60,824	\$	0	
Landscape - Contingency		27,700		11,542		4,022		7,520	
Mulch		22,766		9,486		-		9,486	
Operations Management		25,000		10,417		6,250		4,167	
Lake Maintenance		10,000		4,167		3,145		1,022	
Electric		50,000		20,833		29,237		(8,403)	
Water/Sewer/Irrigation		20,000		8,333		-		8,333	
Repairs & Maintenance		10,000		10,000		15,352		(5,352)	
Irrigation Repairs		13,000		5,417		1,233		4,183	
Pest Control		2,000		833		560		273	

#### **Community Development District**

#### **General Fund**

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

For The Period Ending February 28, 2025

	Adopted		Pror	ated Budget		Actual		
		Budget	Thr	u 02/28/25	Thr	u 02/28/25	1	/ariance
Amenity Center:								
Amenity Manager	\$	20,000	\$	8,333	\$	13,493	\$	(5,160)
Insurance		13,300		13,300		35,926		(22,626)
Refuse		4,261		1,775		1,605		171
Gas		3,000		1,250		352		898
Janitorial Services		12,000		5,000		5,000		-
Access Cards		2,500		1,042		2,188		(1,146)
Pool Maintenance		18,000		7,500		7,500		-
Pool Chemicals		13,000		5,417		5,417		0
Holiday Decoration		-		-		6,416		(6,416)
Water & Sewer		-		-		6,415		(6,415)
Licenses & Subscriptions		-		-		142		(142)
Fitness Equipment Leasing		-		-		8,263		(8,263)
Total Amenity Center	\$	86,061	\$	43,617	\$	92,716	\$	(49,099)
Total Operations & Maintenance	\$	412,505	\$	185,469	\$	213,338	\$	(27,870)
Takal Pour ou Jikoura	<b>.</b>	FF2 025	<u> </u>	252560	<u> </u>	274.045	<u> </u>	(24.255)
Total Expenditures	\$	553,827	\$	253,560	\$	274,815	\$	(21,255)
Excess (Deficiency) of Revenues over Expenditures	\$	-	\$	138,303	\$	117,606	\$	(20,697)
Net Change in Fund Balance	\$	•	\$	138,303	\$	117,606	\$	(20,697)
Fund Balance - Beginning	\$	-			\$	208,888		
Fund Balance - Ending	\$	-			\$	326,494		

#### **Community Development District**

Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ - \$	2,315 \$	332,698 \$	56,851 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	391,863
Special Assessments - Direct Bill	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income	333	176	17	16	15	-	-	-	-	-	-	-	558
Total Revenues	\$ 333 \$	2,491 \$	332,715 \$	56,867 \$	15 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	392,421
Expenditures:													
General & Administrative:													
Supervisors Fees	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
FICA Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	569	322	1,178	884	840	-	-	-	-	-	-	-	3,793
Arbitrage	-	-	-	-	-	-	-	-	-	-	-	-	-
Attorney	1,100	560	838	1,729	-	-	-	-	-	-	-	-	4,227
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,618	-	-	-	-	-	-	-	-	-	-	-	5,618
Trustee Fees	5,567	-	-	5,333	-	-	-	-	-	-	-	-	10,900
Dissemination	1,452	702	702	1,702	702	-	-	-	-	-	-	-	5,261
Management Fees	4,424	4,424	4,424	4,424	4,424	-	-	-	-	-	-	-	22,121
Website Maintenance	140	140	140	140	140	-	-	-	-	-	-	-	702
Information Technology	211	211	211	211	211	-	-	-	-	-	-	-	1,053
Telephone	6	30	-	16	7	-	-	-	-	-	-	-	59
Postage	52	164	30	98	51	-	-	-	-	-	-	-	395
Insurance	5,981	-	-	_	-	_	-	-	-	-	_	-	5,981
Printing & Binding	54	29	59	4	12	-	-	-	-	-	-	-	158
Legal Advertising	-	645	271	-	88	-	_	-	-	-	-	_	1,004
Other Current Charges	-	-	29	-	_	-	_	-	-	-	-	_	29
Office Supplies	0	0	0	0	0	_	-	-	_	_	-	-	1
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 25,349 \$	7,228 \$	7,883 \$	14,542 \$	6,475 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	61,477
Operations & Maintenance													
Ground Maintenance:													
Landscape - Maintenance	\$ 12,165 \$	12,165 \$	12,165 \$	12,165 \$	12,165 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	60,824
Landscape - Contingency	2,689	-	336	997	-	-	-	-	-	-	-	-	4,022
Mulch	-	-	-	-	-	-	-	-	-	-	-	-	-
Operations Management	2,083	2,083	2,083	-	-	-	-	-	-	-	-		6,250
Lake Maintenance	615	615	615	615	685	-	-	-	-	-	-	-	3,145
Electric	4,592	5,499	5,497	5,801	7,848	-	-	-	-	-	-		29,237
Water/Sewer/Irrigation	-	-			-	-	-	-	-		-	-	
Repairs & Maintenance	6,154	904	5,285	1,713	1,296	-	-	-	-		-	-	15,352
Irrigation Repairs	-	-	-	-	1,233	-	-	-	-		-	-	1,233
Pest Control	-	280	140	-	140	-	-	-	-	-	-	-	560
Total Ground Maintenance	\$ 28,297 \$	21,546 \$	26,121 \$	21,291 \$	23,367 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	120,623

#### **Community Development District**

#### Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Amenity Center:													
Amenity Manager	\$ 1,821 \$	2,020 \$	1,974 \$	3,819 \$	3,859 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	13,493
Insurance	35,926	-	-	-	-	-	-	-	-	-	-	-	35,926
Refuse	317	317	317	323	330	-	-	-	-	-	-	-	1,605
Gas	71	-	137	71	71	-	-	-	-	-	-	-	352
Janitorial Services	1,000	1,000	1,000	1,000	1,000	-	-	-	-	-	-	-	5,000
Access Cards	-	-	-	1,563	625	-	-	-	-	-	-	-	2,188
Pool Maintenance	1,500	1,500	1,500	1,500	1,500	-	-	-	-	-	-	-	7,500
Pool Chemicals	1,083	1,083	1,083	1,083	1,083	-	-	-	-	-	-	-	5,417
Holiday Decoration	-	3,208	3,208	-	-	-	-	-	-	-	-	-	6,416
Water & Sewer	457	803	3,938	1,217	-	-	-	-	-	-	-	-	6,415
Licenses & Subscriptions	-	-	-	60	82	-	-	-	-	-	-	-	142
Fitness Equipment Leasing	1,653	1,653	1,653	1,653	1,653	-	-	-	-	-	-	-	8,263
Total Amenity Center	\$ 43,828 \$	11,584 \$	14,810 \$	12,288 \$	10,204 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	92,716
Total Operations & Maintenance	\$ 72,126 \$	33,130 \$	40,931 \$	33,580 \$	33,572 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	213,338
Total Expenditures	\$ 97,475 \$	40,358 \$	48,814 \$	48,122 \$	40,047 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	274,815
Excess (Deficiency) of Revenues over Expenditures	\$ (97,142) \$	(37,867) \$	283,901 \$	8,746 \$	(40,032) \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	117,606
Net Change in Fund Balance	\$ (97,142) \$	(37,867) \$	283,901 \$	8,746 \$	(40,032) \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	117,606

#### **Community Development District**

#### **Debt Service Fund Series 2021**

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

For The Period Ending February 28, 2025

	Adopted	Pror	ated Budget		Actual	
	Budget	Thr	u 02/28/25	Thr	ru 02/28/25	Variance
Revenues:						
Special Assessments - Tax Roll	\$ 329,088	\$	276,177	\$	276,177	\$ -
Special Assessments - Direct Bill	-		-		-	-
Prepayments	-		-		287,010	287,010
Interest Income	5,000		5,000		9,791	4,791
Total Revenues	\$ 334,088	\$	281,177	\$	572,978	\$ 291,802
Expenditures:						
Interest - 11/1	\$ 104,835	\$	104,835	\$	104,835	\$ -
Principal Prepayment - 11/1	-		-		190,000	(190,000)
Interest - 2/1	-		-		3,365	(3,365)
Principal Prepayment - 2/1	-		-		390,000	(390,000)
Interest - 5/1	104,835		-		-	-
Principal - 5/1	140,000		-		-	-
Total Expenditures	\$ 349,670	\$	104,835	\$	688,200	\$ (583,365)
Excess (Deficiency) of Revenues over Expenditures	\$ (15,582)	\$	176,342	\$	(115,222)	\$ (291,563)
Net Change in Fund Balance	\$ (15,582)	\$	176,342	\$	(115,222)	\$ (291,563)
Fund Balance - Beginning	\$ 357,969			\$	670,450	
Fund Balance - Ending	\$ 342,387			\$	555,229	

#### **Community Development District**

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

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

For The Period Ending February 28, 2025

	Adopted		Pror	ated Budget		Actual		
		Budget	Thr	u 02/28/25	Thr	u 02/28/25		Variance
Revenues:								
Special Assessments - Tax Roll	\$	123,497	\$	103,640	\$	103,640	\$	-
Prepayments		-		-		89,621		89,621
Interest Income		5,000		2,083		3,896		1,813
Total Revenues	\$	128,497	\$	105,723	\$	197,157	\$	91,434
Expenditures:								
Interest - 11/1	\$	52,105	\$	52,105	\$	52,105	\$	-
Principal Prepayment - 11/1		-		-		60,000		(60,000)
Interest - 2/1		-		-		1,706		(1,706)
Principal Prepayment - 2/1		-		-		120,000		(120,000)
Interest - 5/1		52,105		-		-		-
Principal - 5/1		25,000		-		-		-
Total Expenditures	\$	129,210	\$	52,105	\$	233,811	\$	(181,706)
Excess (Deficiency) of Revenues over Expenditures	\$	(713)	\$	53,618	\$	(36,654)	\$	(90,272)
Net Change in Fund Balance	\$	(713)	\$	53,618	\$	(36,654)	\$	(90,272)
Fund Balance - Beginning	\$	168,660			\$	277,524		
Fund Dalance Ending	\$	167046			\$	240.070		
Fund Balance - Ending	\$	167,946			\$	240,870		

### **Community Development District**

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

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

For The Period Ending February 28, 2025

	Adopted		Pror	Prorated Budget Actual		Actual		
		Budget	Thr	u 02/28/25	Thr	u 02/28/25	7	/ariance
Revenues:								
Special Assessments - Tax Roll	\$	266,773	\$	223,881	\$	223,881	\$	-
Special Assessments - Direct Bill		224,250		-		-		-
Interest Income		5,000		2,083		4,207		2,124
Total Revenues	\$	496,023	\$	225,964	\$	279,805	\$	53,841
Expenditures:								
Interest - 11/1	\$	191,990	\$	191,990	\$	191,990	\$	-
Interest - 5/1		191,990		-		-		-
Principal - 5/1		105,000		-		-		-
Total Expenditures	\$	488,980	\$	191,990	\$	191,990	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$	7,043	\$	33,974	\$	87,815	\$	53,841
Net Change in Fund Balance	\$	7,043	\$	33,974	\$	87,815	\$	53,841
Fund Balance - Beginning	\$	209,238			\$	457,384		
Fund Balance - Ending	\$	216,281			\$	545,199		

### **Community Development District**

### **Statement of Revenues and Expenditures**

### **Capital Projects Funds**

For The Period Ending February 28, 2025

Description	SE	2021	SI	E 2022-1	SE 2022-2
Revenues					
Interest Income	\$	47	\$	170	\$ 499
Total Revenues	\$	47	\$	170	\$ 499
Expenses					
Capital Outlay	\$	-	\$	-	\$ -
Total Expenses	\$	-	\$	-	\$ -
Excess Revenues (Expenses)	\$	47	\$	170	\$ 499
Beginning Fund Balance	\$	2,557	\$	9,271	\$ 27,246
Ending Fund Balance	\$	2,604	\$	9,441	\$ 27,745

### **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	\$	169,113	
Reserve Fund Balance		169,113	
Bonds outstanding - 2/17/2021			\$ 7,980,000
9 , ,			\$ 
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
Less: November 1, 2024 (Prepayment)			(190,000)
Less: February 1, 2025 (Prepayment)			(390,000)
Current Bonds Outstanding			\$ 5,490,000

Series 2022-1, Specia	l Assessment Bonds		
Interest Rate:		4.8% - 5.8%	
Maturity Date:		5/1/2053	
Reserve Fund Definition		50% MADS	
Reserve Fund Requirement	\$	64,028	
Reserve Fund Balance		64,028	
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)
Less: November 1, 2024 (Prepayment)			(60,000)
Less: February 1, 2025 (Prepayment)			(120,000)
Current Bonds Outstanding			\$ 1,655,000

Series 2022-2, Spec	ial Assessment Bonds		
Interest Rate: Maturity Date: Reserve Fund Definition Reserve Fund Requirement	\$	4.5% - 5.6% 5/1/2053 50% MADS 245,399	
Reserve Fund Balance Bonds outstanding - 7/15/2022 Less: May 1, 2024 (Mandatory)		245,399	\$ 7,155,000 (100,000)
Current Bonds Outstanding			\$ 7,055,000

# CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT Fiscal Year 2025 Assessments Receipts Summary

	# O&M UNITS	SERIES 2021	<b>SERIES 2022-1</b>	SERIES 2022-2	FY25 O&M	
ASSESSED	ASSESSED	DEBT ASSESSED	DEBT ASSESSED	DEBT ASSESSED	ASSESSED	TOTAL ASSESSED
DREAM FINDERS	115	-	-	224,250.00	86,889.48	311,139.48
TOTAL DIRECT INVOICES (1)	115	-	-	224,250.00	86,889.48	311,139.48
ASSESSED REVENUE TAX ROLL	618	329,087.63	123,496.54	266,772.55	466,937.69	1,186,294.40
TOTAL ASSESSED	733	329,087.63	123,496.54	491,022.55	553,827.17	1,497,433.88

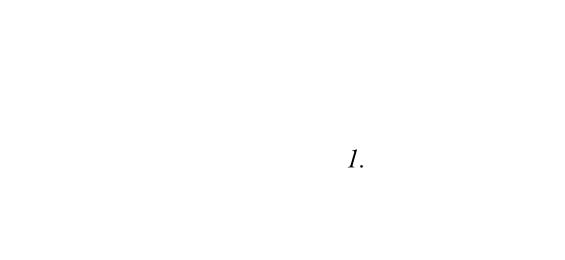
		SERIES 2021	SERIES 2022-1	SERIES 2022-2		
DUE / RECEIVED	BALANCE DUE	DEBT RECEIVED	DEBT RECEIVED	DEBT RECEIVED	O&M RECEIVED	<b>TOTAL RECEIVED</b>
DREAM FINDERS	311,139.48	-	-	-	-	-
TOTAL DIRECT RECEIVED	311,139.48	-	-	-	-	-
TAX ROLL DUE / RECEIVED	-	276,176.74	103,640.70	223,880.71	391,863.20	995,561.36
TOTAL DUE / RECEIVED	311,139.48	276,176.74	103,640.70	223,880.71	391,863.20	995,561.36

(1) D/S Direct Assessments are due: 35% due 12/1/24, 4/1/25 and 30% due 9/1/25

		SUMMARY OF T	AX ROLL RECEIPTS			
ST JOHNS COUNTY		SERIES 2021	SERIES 2022-1	SERIES 2022-2		
DISTRIBUTION	DATE RECEIVED	DEBT RECEIVED	DEBT RECEIVED	DEBT RECEIVED	O&M RECEIVED	<b>TOTAL RECEIVED</b>
1	11/5/2024	-	-	-	-	-
2	1/15/2024	670.60	251.66	543.62	951.51	2,417.39
3	11/20/2024	960.88	360.59	778.93	1,363.38	3,463.78
4	12/6/2024	19,740.83	7,408.13	16,002.76	28,009.98	71,161.71
5	12/19/2024	54,254.63	20,360.11	43,981.13	76,981.11	195,576.97
6	1/9/2025	159,772.94	59,957.91	129,518.80	226,699.52	575,949.17
INTEREST	1/13/2025	709.82	266.38	575.41	1,007.16	2,558.77
7	2/20/2025	40,067.04	15,035.94	32,480.06	56,850.54	144,433.57
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	
		-	-	-	-	
		-	-	-	-	
		_	_	_	_	
		_	_	_	_	
TOTAL RECEIVED TAX ROLL		276,176.74	103,640.70	223,880.71	391,863.20	995,561.36

PERCENT COLLECTED	2021	2022-1	2022-2	O&M	TOTAL
% COLLECTED DIRECT BILL	0.00%	0.00%	0.00%	0.00%	0.00%
% COLLECTED TAX ROLL	83.92%	83.92%	83.92%	83.92%	83.92%
TOTAL PERCENT COLLECTED	83.92%	83.92%	45.59%	70.76%	66.48%





## Community Development District

## Check Run Summary March 31, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	3/4/25	390-394	\$ 105,344.67
	3/11/25	395-398	10,258.50
	3/19/25	399-403	2,575.68
Total			\$ 118,178.85

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 4/01/25 PAGE 1
\*\*\* CHECK DATES 03/01/2025 - 03/31/2025 \*\*\* CORDOVA PALMS - GENERAL

	E	BANK A CORDOVA - GENER	RAL		
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	SUB SUBCLASS VENDOR	NAME STATUS	AMOUNT	CHECK AMOUNT #
3/04/25 00016	3/01/25 9268888 202503 320-57200- MAR LANDSCAPE MAINTENANCE			12,164.80	
	MAR LANDSCAPE MAINTENANCE	BRIGHTVIEW LANDSCAF	PE SERVICES INC		12,164.80 000390
	3/01/25 84 202503 310-51300-	34000	*	4,424.17	
	MAR MANAGEMENT FEES 3/01/25 84 202503 310-51300-	35200	*	140.42	
	MAR WEBSITE ADMIN 3/01/25 84 202503 310-51300-	-35100	*	210.67	
	MAR INFORMATION TECH. 3/01/25 84 202503 310-51300-		*	702.25	
	MAR DISSEMINATION SVCS 3/01/25 84 202503 310-51300-		*	.33	
	OFFICE SUPPLIES 3/01/25 84 202503 310-51300-	42000	*	79.80	
	POSTAGE 3/01/25 84 202503 310-51300-	42500	*	28.95	
	COPIES 3/01/25 84 202503 310-51300-		*	10.25	
	TELEPHONE	GOVERNMENTAL MANAGE	EMENT SERVICES		5,596.84 000391
3/04/25 00014	3/04/25 03042025 202503 300-20700-	-10500	*	32,480.06	
	FY25 DEB SRV ASSMT SE22-2	THE BANK OF NEW YOR	RK MELLON		32,480.06 000392
3/04/25 00014	3/04/25 03042025 202503 300-20700-	-10100	*	40,067.04	
	FY25 DEBT SRV ASSMT SE21	THE BANK OF NEW YOR	RK MELLON		40,067.04 000393
3/04/25 00014	3/04/25 03042025 202503 300-20700-	-10400	*	15,035.93	
	FY25 DEB SRV ASSMT SE22-1	THE BANK OF NEW YOR	RK MELLON		15,035.93 000394
3/11/25 00024	3/01/25 2503-CP 202503 320-57200-	44000	*	129.00	
	MAR TRASH SERVICES 3/01/25 2503-CP 202503 320-57200-	44000	*	120.00	
	MAR PET WASTE SERVICES	DOODY DADDY LLC			249.00 000395
3/11/25 00001	2/28/25 85 202502 320-57200-	-45100	*	1,776.03	
	FEB FACILITY ATTENDANT	GOVERNMENTAL MANAGE	EMENT SERVICES		1,776.03 000396
3/11/25 00001	3/01/25 83 202503 320-57200- MAR CONTRACT ADMIN	45100	*	2,083.33	

AP300R YEAR-TO-DATE *** CHECK DATES 03/01/2025 - 03/31/2025 ***	: ACCOUNTS PAYABLE PREPAID/COMPUTER CH CORDOVA PALMS - GENERAL BANK A CORDOVA - GENERAL	HECK REGISTER	RUN 4/01/25	PAGE 2
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT#		STATUS	AMOUNT	CHECK AMOUNT #
3/01/25 83 202503 320-57200	-44700	*	1,083.33	
MAR POOL CHEMICALS 3/01/25 83 202503 320-57200	-44600	*	1,500.00	
MAR POOL MAINTENANCE 3/01/25 83 202503 320-57200 MAR JANITORIAL SERVICES	-43400	*	1,000.00	
	GOVERNMENTAL MANAGEMENT SERVICES			5,666.66 000397
3/11/25 00009 3/06/25 3535992. 202412 310-51300 DEC GENERAL COUNSEL	-31500	*	838.00	
3/06/25 3535992. 202501 310-51300 JAN GENERAL COUNSEL	-31500	*	1,728.81	
	KUTAK ROCK LLP			2,566.81 000398
3/19/25 00007 2/26/25 218448 202502 310-51300	-31100		840.00	
FEB ENGINEERING SERVICES	ENGLAND THIMS & MILLER INC			840.00 000399
3/19/25 00022 3/04/25 23668 202503 320-57200		*	685.00	
MAR LAKE MAINTENANCE	FLORIDA WATERWAYS INC			685.00 000400
3/19/25 00011 2/28/25 00069854 202502 310-51300		*	87.68	
NOTICE OF MEETING-2/12	GANNETT MEDIA CORP DBA GANNETT FL			87.68 000401
3/19/25 00001 3/06/25 86 202503 320-57200	-44000	*	823.00	
PRESSURE WASHING SERVICE	GOVERNMENTAL MANAGEMENT SERVICES			823.00 000402
3/19/25 00027 3/06/25 62040438 202503 320-57200		*	140.00	
MAR PEST CONTROL	TURNER PEST CONTROL, LLC			140.00 000403
	TOTAL FOR BANK	А	118,178.85	

CORD CORDOVA PALMS OKUZMUK

TOTAL FOR REGISTER

118,178.85



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

Customer #: 25348126

Invoice #:

9268888 Invoice Date: 3/1/2025

Cust PO #:

Job Number	Description	Amount
460800021	Cordova Palms	12,164.80
	Exterior Maintenance	
	For March	
	RECEIVED  By Tara Lee at 9:27 am, Feb 26, 2025	
•		
	Total invoice amount	12,164.8
	Tax amount Balance due	12,164.8

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 <a href="mailto:autopay@brightview.com">autopay@brightview.com</a> or your branch point of contact for more information on how to sign up on Auto Pay.

**Payment Stub** 

Customer Account#: 25348126

Invoice #: 9268888 Invoice Date: 3/1/2025 Amount Due:

\$12,164.80

Thank you for allowing us to serve you

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

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

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

### Governmental Management Services, LLC

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

## Invoice

Invoice #: 84 Invoice Date: 3/1/25

**Due Date: 3/1/25** 

Case:

P.O. Number:

### Bill To:

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

Description	Hours/Qty	Rate	Amount
Management Fees - March 2025 Website Administration -March 2025 Information Technology - March 2025 Dissemination Agent Services -March 2025 Office Supplies Postage Copies Telephone		4,424.17 140.42 210.67 702.25 0.33 79.80 28.95 10.25	4,424.17 140.42 210.67 702.25 0.33 79.80 28.95 10.25
		A A A A A A A A A A A A A A A A A A A	

Total	\$5,596.84
Payments/Credits	\$0.00
Balance Due	\$5,596.84

# Cordova Palms COMMUNITY DEVELOPMENT DISTRICT

### General Fund

## **Check Request**

Date	Authorized By						
March 4, 2025	\$32,480.06	Oksana Kuzmuk					
	Payable to:						
	The Bank of New York Melon #14						
Date Check Needed:	Budget Category:						
ASAP	001.300.20700.10500						
	Intended Use of Funds Requested:						
]	FY25 Debt Service Assessment SE 2022-	2					
		Mark. Value. Plants. Marks.					
- Mana							
(Attach suppor	ting documentation for request.)						
( Account cappointing account interest for fordacet)							

!!! PLEASE RETURN THE SIGNED CHECK TO OKSANA!!!

# Cordova Palms COMMUNITY DEVELOPMENT DISTRICT

### General Fund

## **Check Request**

Date	Amount	Authorized By				
March 4, 2025	\$40,067.04	Oksana Kuzmuk				
	Payable to:					
	The Bank of New York Melon #14					
Date Check Needed:	Budget Category:					
ASAP	001.300.20700.1010	0				
	Intended Use of Funds Requested:					
	FY25 Debt Service Assessment SE 202	21				
		Para				
(Attach suppo	orting documentation for request.)					

!!! PLEASE RETURN THE SIGNED CHECK TO OKSANA!!!

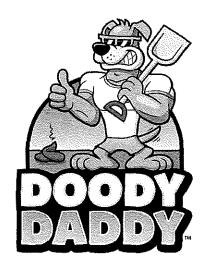
# Cordova Palms COMMUNITY DEVELOPMENT DISTRICT

### General Fund

## **Check Request**

Date	Amount	Authorized By					
March 4, 2025	\$15,035.93	Oksana Kuzmuk					
	Payable to:						
	The Bank of New York Melon #14						
Date Check Needed:	Budget Category:						
ASAP	001.300.20700.10400						
	Intended Use of Funds Requested:						
	FY25 Debt Service Assessment SE 2022-						
	Addition to the state of the st	······································					
	And the second s						
(Attach sup	porting documentation for request.)						

!!! PLEASE RETURN THE SIGNED CHECK TO OKSANA !!!



March 01, 2025

Invoice No. 2503-CP

Preparadator Condeva Palana 101 Bermudoz Way 31 Augustine, Et. 32095

Designation of work
STATIONS
VISITS
TOTAL

Servicing for - March

● Trash Can Maintenance
3 trash cans
1 x week
\$129

● Pet Waste Stations
2 Stations
1 x week
\$120

## RECEIVED

By Tara Lee at 12:00 pm, Mar 06, 2025

MYTAL

\$249

PARE

## Governmental Management Services, LLC

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

## Invoice

Invoice#: 85

Invoice Date: 2/28/25

Due Date: 2/28/25

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 February 2025	67.02	26.50	1,776.03
		rearing mineral and a second access	
		ngi niling niling ngang ng	
		and the second s	
alison Morsing 3-5-25		THE STATE OF THE PARTY OF THE P	

RECEIVED

By Tara Lee at 2:25 pm, Mar 05, 2025

Total	\$1,776.03		
Payments/Credits	\$0.00		
Balance Due	\$1,776.03		

## CORDOVA PALMS CDD

### **POOL MONITOR**

Oty./Hours	<u>Description</u>	I	Rate	<u>Amount</u>
67.02	Facility Attendant	\$	26.50	\$ 1,776.03
	Covers February 2025			
	TOTAL DUE:		,	\$ 1,776.03

## CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT FACILITY ATTENDANT BILLABLE HOURS FOR FEBRUARY 2025

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	Description
2/1/25 2/2/25 2/6/25 2/8/25 2/9/25 2/15/25 2/16/25 2/22/25 2/23/25	8.12 8.13 2.13 8.1 8.07 8.13 8.1 8.12 8.12	C.T. C.T. C.T. C.T. C.T. C.T. C.T. C.T.	Completed daily checklist, returned calls and emails
GRAND TOTAL	67.02	<b>-</b>	

## **Governmental Management Services, LLC**

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

## Invoice

Invoice #: 83

Invoice Date: 3/1/25 Due Date: 3/1/25

Case:

P.O. Number:

### Bill To:

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

Hours/Qty	Rate	Amount	
	2,083.33 1,083.33 1,500.00 1,000.00	2,083.33 1,083.33 1,500.00 1,000.00	
	an especial construction and algorithms of the special plants and an especial plants and an especial plants and		
	TOURS/GRY	2,083.33 1,083.33 1,500.00	

**RECEIVED** 

By Tara Lee at 2:30 pm, Mar 05, 2025

Total	\$5,666.66		
Payments/Credits	\$0.00		
Balance Due	\$5,666.66		

### KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

March 6, 2025

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



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

Invoice No. 3535992

4823-1

Re: Gene	ral Counsel			
For Profession	onal Legal Servic	es Rendered		
12/02/24	W. Haber	0.40	140.00	Confer with Laughlin regarding selling goods at clubhouse; begin preparation of license agreement for swim lessons
12/04/24	A. Warner	0.60	87.00	Research and draft agreement for swim lessons with Garofalo and confer with Haber regarding same
12/05/24	W. Haber	0.20	70.00	Review agenda package for December meeting
12/06/24	W. Haber	0.60	210.00	Review and revise agreements for swim lessons and sale of baked goods
12/06/24	A. Warner	0.60	87.00	Research and draft license agreement for Lucy's Pastry Shop
12/09/24	A. Warner	0.70	101.50	Review and update license agreements for swim instruction and food vendor; confer with Laughlin regarding same
12/11/24	W. Haber	1.80	630.00	Prepare for and participate in Board meeting; prepare amendment to landscape maintenance agreement

Cordova Page 2	alms CDD 025 ter No. 4823-1			
12/16/24	W. Haber	0.20	70.00	Review and revise amendment to landscape maintenance agreement
12/16/24	K. Jusevitch	0.50	72.50	Prepare landscaping agreement amendment; confer with Haber regarding same
01/04/25	J. Johnson	0.50	192.50	Monitor legislative process relating to matters impacting special districts
01/08/25	W. Haber	1.40	490.00	Prepare for and participate in Board meeting
01/22/25	W. Haber	0.30	105.00	Prepare amendment to pond maintenance agreement
01/24/25	W. Haber	0.40	140.00	Prepare agreement for yoga instruction; confer with Laughlin regarding same
TOTAL HO	OURS	8.20		
TOTAL FO	R SERVICES REI	NDERED		\$2,395.50
DISBURSE	EMENTS			

Meals 19.10 Travel Expenses 152.21

TOTAL DISBURSEMENTS <u>171.31</u>

TOTAL CURRENT AMOUNT DUE \$2,566.81

RECEIVED

By Tara Lee at 1:44 pm, Mar 06, 2025



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 February 26, 2025

Invoice No:

218448

Total This Invoice

\$840.00

Project

22395.02000

Cordova Palms CDD - 2024/2025 General Consulting Engineering Services

(WA#15)

### Professional Services rendered through February 22, 2025

La	bor

		Hours	Rate	Amount	
Senior Engineer/Senior Project Manager					
Wild, Scott 2	2/8/2025	1.00	255.00	255.00	
research coordination on tree co	utting down issu	2			
Wild, Scott 2/	15/2025	1.00	255.00	255.00	
req coordination, tree cutting re	esearch				
Adminstrative Support					
Blair, Shelley 2	2/1/2025	.25	110.00	27.50	
Email Correspondence					
Blair, Shelley 2	2/1/2025	.50	110.00	55.00	
Create and distribute requisition	า				
Blair, Shelley 2	/8/2025	.25	110,00	27.50	
Email Correspondence					
•	/8/2025	.50	110.00	55,00	
Create and distribute ETM Janua	ary invoices/requ	isitions			
Blair, Shelley 2/	15/2025	,25	110.00	27.50	
Email Correspondence				-	
Blair, Shelley 2/	15/2025	.50	110,00	55,00	
Create and distribute requisition	ns				
Blair, Shelley 2/	22/2025	.25	110.00	27.50	
Email Correspondence					
Blair, Shelley 2/	22/2025	.50	110.00	55,00	
Create and distribute requisition	1				
Totals		5.00		840,00	
Total Labor					840.0
ng Limits	Curr	ent	Prior	To-Date	
Labor	840	0.00	2,952.50	3,792.50	
Limit				11,000.00	
Remaining				7,207.50	
			Total This	Invoice	\$840.00

# FLORIDA WATERWAYS INC.

Invoice

3832-010 Baymeadows Road

PMB 379

Jacksonville, FL 32217

Phone: 904.801.LAKE (5253) Website: www.FloridaLake.com

DATE **INVOICE** # CUSTOMER ID DUE DATE

3/4/2025 23668 J19309 4/13/2025

### 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  Cordova Palms CDD  Monthly Service Visit  5/12 Weed and Algae Control (Mar)	Amount Due \$685.00

### OTHER COMMENTS

RECEIVED By Tara Lee at 4:13 pm, Mar 04, 2025 Subtotal 685.00 Other TOTAL 685.00

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!



MULUU	THE INVINE	MCCCONI #	HAA NWIE
 Cordova	762049 02/2		
INVOICE#	INVOICE PERIOD	CURRENT INVOICE	CE TOTAL
0006985433	Feb 1- Feb 28, 2025	\$87.68	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH A	MT DUE*
\$0.00	\$0,00	\$87.68	

#### **BILLING ACCOUNT NAME AND ADDRESS**

PAYMENT DUE DATE: MARCH 31, 2025

Cordova Palms Cdd 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 Legal Entity: Gannett Media Corp.

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

## <u>դիդիորիմիդիհորմումիդերինիդրդնինիկիրիզոդեն</u>

All funds payable in US dollars.

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

FEDERAL ID 47-2390983

\$87,68

Check out our brand-new invoice layout! Specifically tailored to better meet your needs and enhance your experience.

Date	Description				Amount
2/1/25	Balance Forward				\$0.00
Package	Advertising:				
Start-E	nd Date Order Number	Product	Description	PO Number	Package Cost

Notice of Meeting

2/3/25 10975714

RECEIVED

SAG St Augustine Record

DEGEIVED MAR 14 2025

abgspecial@gannett.com

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

Cincinnati, OH 45263-1244

By Tara Lee at 9:26 am, Mar 17, 2025

Total Cash Amount Due \$87.68
Service Fee 3.99% \$3.50
\*Cash/Check/ACH Discount -\$3.50
\*Payment Amount by Cash/Check/ACH \$87.68
Payment Amount by Credit Card \$91.18

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

AMOUNT PAID	NUMBER INVOICE NUMBER		ACCOUNT	TNAME	ACCOUN	
	85433	00069	049	762	alms Cdd	Cordova P
TOTAL CASH AMT DUE*	UNAPPLIED PAYMENTS	120+ DAYS PAST DUE	90 DAYS PAST DUE	60 DAYS PAST DUE	30 DAYS PAST DUE	CURRENT DUE
\$87.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.68
TOTAL CREDIT CARD AMT DUE	CALL:	BY PHONE PLEASE	TO PAY	REMITTANCE ADDRESS (Include Account# & Invoice# on check)		
\$91.18		1-877-736-7612				
ents please contact	and online payme	r E-malled invoices	To sign up fo	Gannett Florida LocaliQ PO Box 631244		

## LOCALIO

### **FLORIDA**

PO Box 631244 Cincinnati, OH 45263-1244

### AFFIDAVIT OF PUBLICATION

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

STATE OF WISCONSIN, COUNTY OF BROWN

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

02/03/2025

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 02/03/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

**Publication Cost:** 

\$87.68

Tax Amount:

\$0.00

Payment Cost:

\$87.68

Order No:

10975714

# of Copies:

**Customer No:** 

PO#:

762049

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN Notary Public State of Wisconsin

NOTICE OF MEETING OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
The Board of Supervisors ("Board") of the Cordova Palms Community Development District will hold a regular meeting on Wednesday, February 12, 2025 at 11:00 a.m. at the offices of Governmental offices of Governmental Services, LLC, 475 Place, Suite 114 St. Florida 32092. The Management West Town Place, Suite 114 St. Augustine, Florida 32092. The purpose of the meeting is to review financial widtnom. reports, reports, and to conduct any other business that may come before the Board. A copy of the agenda may be obtained from Governmental obtained from Government.
Management Services, LLC, 475
West Town Place, Suite 114, St.
Augustine, Florida 32092, Ph. (904)
940-5850, and email dlaughlin@gmsnf.com ("District 940-5850, ond email diaugh-lin@gmsnf.com ("District Manager's Office"), and is also available on the District's website,

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

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

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

Daniel Laughlin District Manager

Pub: Feb 3, 2025; #10975714

## Governmental Management Services, LLC

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

## Invoice

Invoice #: 86

Invoice Date: 3/6/25 Due Date: 3/6/25

Case:

P.O. Number:

Payments/Credits

**Balance Due** 

\$0.00

\$823.00

### BIII To:

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

	Description	Hours/Qty	Rate	Amount
Pressure Washing Services	- March 2025		823.00	823.00
	Approved General Facility Maintenance 001.320. <del>53800</del> .44000 Rich Gray 57200 TRL			
RECEIV By Tara L	ED ee at 8:35 am, Mar 13, 2025			
	ison Morsing 3-12-25			
			n ya mada da	\$823.00

### Governmental Management Services, Inc.

475 West Town Place, Suite 114, Saint Augustine, FL 32092

### Service Detail

Bill To:	Cordova Palms CDD		Invoice Date:	3/1/25	
			Due Date:	Upon Receipt	
Amount Du	e: \$ 823.00				
Date	Description		Amount	·	
	Pressure washed sidewalk, pool are pavers under overhan and staining at kitchen	9	\$464.00		
	Pressure washed roadside sidewalk, building and kitchen area pavers		\$359.00		
Hot Water and	Chemical Trestment to remove dirt, mildew	, and algae.			
	T	OTAL AMOUNT DUE:	\$823.00		
				-	

Should you have any questions, please contact Rich Gray @ (904) 759-8890 or rgray@msnf.com

Remit Payment

## Standing Allohleworters

INVOICE:

620404383

DATE:

03/06/2025

ORDER:

620404383



Bill for

[935218]

Cordova Palms CDD Rich Gray 475 W Town PI Suite 114 St Augustine, FL 32092-3648

Approved Pest Control 001.320.57200.45300 Rich Gray

Work Locations

[935218]

904-759-8890

Cordova Palms CDD

Rich Gray

320 Cordova Palms Pkwy St Augustine, FL 32095-0059

03/06/2025 01:16 PM	j ម្នាក្សទាំងនិទ្ធថា អ្នកជាតិការបន្ទែក		์ (ชุปกูเ∍) 01:16 PM
ក្រាស់ក្រោម(១)បាន			03:01 PM
भुविक्षांगिः)	Destription		String:
РСМ	Commercial Pest Control - Monthly Service		\$140,00
		SUBTOTAL	\$140.00
		TAX	\$140.00 \$0.00
		TAX AMT. PAID	\$0.00 \$0.00
		TAX	

**RECEIVED** By Tara Lee at 1:41 pm, Mar 18, 2025

TECHNICIAN SIGNATURE

Ellena **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 mouth (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection,

Thereby acknowledge the antistactory completion of all service establishand agree to pay the cost of services as specified above

.

## Community Development District

## Check Run Summary April 30, 2025

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	4/1/25	404-410	\$ 18,830.13
	4/8/25	411-413	15,526.49
	4/15/25	414-417	1,431.50
	4/22/25	418-420	3,085.89
Total			\$ 38,874.01

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/06/25 PAGE 1
\*\*\* CHECK DATES 04/01/2025 - 04/30/2025 \*\*\* CORDOVA PALMS - GENERAL

CHECK DAILS 04/01/2023 - 04/30/2025	BANK A CORDOVA - GENERAL			
CHECK VEND#INVOICEEXPENSEI DATE DATE INVOICE YRMO DPT	O TO VENDOR NAME ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK
4/01/25 00016 3/21/25 9290306 202503 320- PVC PIPE & FITTING-	PKWY W		757.29	
	BRIGHTVIEW LANDSCAPE SERVICES INC			757.29 000404
4/01/25 00016 3/21/25 9290309 202503 320- PVC PIPE & FITTING-	57200-44500 CAP	*	393.38	
	BRIGHTVIEW LANDSCAPE SERVICES INC			393.38 000405
4/01/25 00016 3/21/25 9290313 202503 320- VALUE RPLMT-AMENITY	57200-44500 CONTR	*	936.45	
	BRIGHTVIEW LANDSCAPE SERVICES INC			936.45 000406
4/01/25 00016 3/21/25 9290319 202503 320-	57200-44500	*	1,145.87	
	BRIGHTVIEW LANDSCAPE SERVICES INC			1,145.87 000407
4/01/25 00016 4/01/25 25348126 202504 320- APR LANDSCAPE MAINT	57200-44200	*	12,164.80	
	BRIGHTVIEW LANDSCAPE SERVICES INC			12,164.80 000408
4/01/25 00031 3/10/25 28612638 202503 320-		*	5.33	
22.2	GAS SOUTH			5.33 000409
4/01/25 00001 3/14/25 87 202502 320- FIELD FEB MAINTENAN	57200-44000	*	1,280.00	
3/14/25 87 202502 320- MAINTENANCE SUDDITE	57200-46000	*	2,147.01	
	GOVERNMENTAL MANAGEMENT SERVICES			3,427.01 000410
4/08/25 00001 3/31/25 90 202503 320- MAR FACILITY ATTENI	57200-45100 ANT	*	4,073.05	
	GOVERNMENTAL MANAGEMENT SERVICES			4,073.05 000411
4/08/25 00001 4/01/25 88 202504 310- APR MANAGEMENT FEES	51300-34000	*	4,424.17	
4/01/25 88 202504 310- APR WEBSITE ADMIN	51300-35200	*	140.42	
4/01/25 88 202504 310- APR INFORMATION TEC	51300-35100	*	210.67	
4/01/25 88 202504 310- APR DISSEMINATION S	51300-31300	*	702.25	
4/01/25 88 202504 310- OFFICE SUPPLIES	51300-51000	*	.21	
4/01/25 88 202504 310- POSTAGE	51300-42000	*	4.83	

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/06/25 PAGE 2
\*\*\* CHECK DATES 04/01/2025 - 04/30/2025 \*\*\* CORDOVA PALMS - GENERAL

CHECK DATES		ANK A CORDOVA -				
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT# S	VE SUB SUBCLASS	NDOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
	4/01/25 88 202504 310-51300-4	12500		*	6.60	
	4/01/25 88 202504 310-51300-4 TELEPHONE	11000		*	36.22	
	4/01/25 88 202504 320-57200-4 AMEX CHRG-YOUTUBE TV/A.C	15400		*	93.75	
	4/01/25 88 202504 320-57200-4	14600		*	167.66	
	REPAIR-TORO VALVE REPMLT	GOVERNMENTAL M	ANAGEMENT SERVIC	ES		5,786.78 000412
4/08/25 00001	4/01/25 89 202504 320-57200-4	45100		*	2,083.33	
-,,	APR CONTRACT ADMIN 4/01/25 89 202504 320-57200-4			*	1,083.33	
	APR POOL CHEMICALS				,	
	4/01/25 89 202504 320-57200-4 APR POOL MAINTENANCE			*	1,500.00	
	4/01/25 89 202504 320-57200-4 APR JANITORIAL SERVICES	13400		*	1,000.00	
	AFR UANITORIAL SERVICES	GOVERNMENTAL M	ANAGEMENT SERVIC	ES		5,666.66 000413
4/15/25 00024	4/01/25 2504-CP 202504 320-57200-4			*	129.00	
	APR TRASH SERVICES 4/01/25 2504-CP 202504 320-57200-4			*	120.00	
	APR PET WASTE SERVICES		С			249.00 000414
	4/02/25 218921 202503 310-51300-3	31100		*	357.50	
	MAR ENGINEERING SERVICES	ENGLAND THIMS	& MILLER INC			357.50 000415
4/15/25 00022				*	685.00	
	APR LAKE MAINTENANCE	FLORIDA WATERW	AYS INC			685.00 000416
4/15/25 00027	4/02/25 62052612 202504 320-57200-4	15300		*		
	APR PEST CONTROL SERVICES	TURNER PEST CO	NTROL, LLC			140.00 000417
4/22/25 00021	4/15/25 6 202504 310-51300-3				500.00	
4/22/25 00021	AMORT SE2021 PREPAY \$105K					
	4/15/25 6 202504 310-51300-3 AMORT SE2022-1 P.PAY \$35K			*	250.00	
	4/15/25 6 202504 310-51300-3 AMORT SE2022-2 P.PAY \$55K	31300		*	250.00	
	AMORI SEZUZZ-Z P.PAI \$55K	DISCLOSURE SER	VICES LLC			1,000.00 000418

*** CHECK DATES 04/01/2025 - 04/30/2025 *** CC	ACCOUNTS PAYABLE PREPAID/COMPUTER CH ORDOVA PALMS - GENERAL ANK A CORDOVA - GENERAL	ECK REGISTER F	UN 5/06/25	PAGE 3
CHECK VEND#INVOICEEXPENSED TO DATE DATE INVOICE YRMO DPT ACCT# S		STATUS	AMOUNT	CHECK AMOUNT #
4/22/25 00011 3/31/25 00070393 202503 310-51300-4 NOTICE OF MEETING-3/12/25		*	84.96	
3/31/25 00070393 202503 310-51300-4		*	87.68	
NOTICE OF MEETING-4/9/25	GANNETT MEDIA CORP DBA GANNETT FL			172.64 000419
4/22/25 00001 4/11/25 91 202503 320-57200-4	44000	*	1,913.25	
GEN FACILITY MAINTENANCE	GOVERNMENTAL MANAGEMENT SERVICES			1,913.25 000420
	TOTAL FOR BANK	A	38,874.01	
	TOTAL FOR REGIS	TER	38,874.01	



Sold To: 25348126 Cordova Palms Community Development Dist 475 W Town Pl Ste 114 St Augustine FL 32092 Customer #: 25348126 Invoice #: 9290306 Invoice Date: 3/21/2025 Sales Order: 8630123

Cust PO #:

Project Name: Cordova palms: Mainline Cordova palms pkwy west side of road before mailboxes
Project Description: Cordova palms: Mainline Cordova palms pkwy west side of road before mailboxes

Job Number	Description		Amount
······	Cordova Palms		757.29
	Misc. PVC pipe and fittings		
Labor			
	RECEIVED		
	By Tara Lee at 9:46 am, Mar 21, 2025		
		Total Invoice Amount Taxable Amount	757.29
		Tax Amount	<b>9.5-</b>
		Balance Due	757.29

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 #: 9290306 Invoice Date: 3/21/2025 Amount Due: \$ 757.29

Thank you for allowing us to serve you

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

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

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



# Proposal for Extra Work at Cordova Palms

Property Name

Cordova Palms

St Augustine, FL 32095

Contact

Richard Gray

**Property Address** 

6235 US 1 S

To

Cordova Palms Community Development

Dist

Billing Address

475 W Town Pl Ste 114

St Augustine, FL 32092

Project Name

Cordova palms: Mainline Cordova palms pkwy west side of road before mailboxes

**Project Description** 

Cordova palms: Mainline Cordova palms pkwy west side of road before mailboxes

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Misc. PVC pipe and fittings	\$238.89	\$238.89
6.00	HOUR	Labor	\$86.40	\$518.40

For Internal use only

SO# JOB# 8630123 460800021

Service Line

150

**Total Price** 

\$757.29

#### **TERMS & CONDITIONS**

- 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.
- 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.
- Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- 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@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.
- 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.
- Subcontractors; Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment
- 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.
- 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.
- Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- 13. Assignment. The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all coverants 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 it 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 hild dein 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;

- 6. 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 leved for unseen hazards such as, but not initied to concrete brick filled trunks, metallar rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation fines at the Customer's expense.
- Waiver of Liability. Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) 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 MECHANICS LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Signature Title property manager

Director

Richard Gray

March 21, 2025

BrightView Landscape Services, Inc. "Contractor"

Date

Irrigation Manager

Signature

Title

Juwan Lamar Dupree

March 21, 2025

Printed Name

Date

Job #: 460800021

SO #: 8630123

Proposed Price: \$757.29



**Sold To:** 25348126

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

Customer #: 25348126 Invoice #: 9290309 Invoice Date: 3/21/2025 Sales Order: 8630121

Cust PO #:

Project Name: Cordova palms: Mainline 218 Barbosa Project Description: Cordova palms: Mainline 218 Barbosa

Job Number	Description		Amount
460800021	Cordova Palms		393.38
	Misc. PVC pipe and fittings		
	Labor		
	RECEIVED		
	By Tara Lee at 9:49 am, Mar 21, 2025	Total Invoice Amount	393.3
		Taxable Amount	393,3
		Tax Amount Balance Due	393.3

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 #: 9290309

Invoice Date: 3/21/2025

Amount Due: \$ 393.38

Thank you for allowing us to serve you

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

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

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



## Proposal for Extra Work at Cordova Palms

Property Name

Cordova Palms

St Augustine, FL 32095

Contact

Richard Gray

Property Address

6235 US 1 S

To

Cordova Palms Community Development

**Billing Address** 

475 W Town Pl Ste 114

St Augustine, FL 32092

**Project Name** 

Cordova palms: Cap line outside of 218 Barbosa

**Project Description** 

Cordova palms: Cap line outside of 218 Barbosa

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Misc. PVC pipe and fittings	\$47.78	\$47.78
4.00	HOUR	Labor	\$86.40	\$345.60

For internal use only

SO# JOB# 8630121

Service Line

460800021 150

**Total Price** 

\$393.38

#### **TERMS & CONDITIONS**

- 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.
- 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 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.
- Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- 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 AcIs 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.
- 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
- Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- 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.
- 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.
- Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- 1.1. 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 comparate 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 if 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 hild die ni 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 use 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.

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

- 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, metall rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
- Waiver of Liability: Requests for crown thinning in excess of twenty-live percent (25%) or work not in accordance with ISA (international Society of Arboricultural) 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 titilling.

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

Costomer

Signature Title property manager Director

Richard Gray March 21, 2025

BrightView Landscape Services, Inc. "Contractor"

Irrigation Manager

Signature Title

Juwan Lamar Dupree March 21, 2025

Printed Name Da

Job #: 460800021

SO #: 8630121 Proposed Price: \$393.38



**Sold To:** 25348126 Cordova Palms Community Development Dist 475 W Town Pl Ste 114 St Augustine FL 32092 Customer #: 25348126 Invoice #: 9290313 Invoice Date: 3/21/2025 Sales Order: 8620946

Cust PO #:

**Project Name:** Cordova palms: Valve replacement at the amenity center **Project Description:** Cordova palms: Valve replacement at the amenity center

Job Number	Description		Amount
460800021	Cordova Palms		936.45
	2" Valve		
	Misc. PVC pipe and fittings		
	Labor (Two techs three hours each)		
		*	
	RECEIVED		
	By Tara Lee at 10:15 am, Mar 21, 2025		
		Total Invoice Amount	936.4
		Taxable Amount Tax Amount	
		Balance Due	936.4

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 #: 9290313 Invoice Date: 3/21/2025 Amount Due: \$ 936.45

Thank you for allowing us to serve you

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

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

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



## Proposal for Extra Work at Cordova Palms

Property Name **Property Address**  Cordova Palms

6235 US 1 S

St Augustine, FL 32095

Contact

Richard Gray

To

Cordova Palms Community Development

Billing Address

475 W Town Pl Ste 114

St Augustine, FL 32092

Project Name

Cordova palms: Valve replacement at the amenity center

**Project Description** 

Cordova palms: Valve replacement at the amenity center

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	2" Valve	\$358.33	\$358.33
1.00	LUMP SUM	Misc. PVC pipe and fittings	\$59.72	\$59.72
6.00	HOUR	Labor (Two techs three hours each)	\$86.40	\$518.40

For internal use only

SO# 8620946 JOB# 460800021 Service Line 150

**Total Price** 

\$936.45

Director

## TERMS & CONDITIONS

- 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.
- Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction uxgrades 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.
- Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- 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 initi 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, 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.
- 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
- Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- a. 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.
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- Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
- 12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- 1.3. Assignment. The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other part 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 to it 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 hild dein 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.

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

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- Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%)
  or work not in accordance with iSA (international Society of Arboricultural) standards
  will require a signed waiver of liability.

#### Acceptance of this Contract

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Customer

Signature property manager

Richard Gray March 21, 2025

BrightView Landscape Services, Inc. "Contractor"

Irrigation Manager

Signature Tit

Juwan Lamar Dupree March 21, 2025

Printed Name Date

Job #: 460800021

SO #: 8620946 Proposed Price: \$936.45



Sold To: 25348126 Cordova Palms Community Development Dist 475 W Town Pl Ste 114 St Augustine FL 32092 Customer #: 25348126 Invoice #: 9290319 Invoice Date: 3/21/2025 Sales Order: 8621210

Cust PO #:

Project Name: Cordova palms: Install master valve to separate the irrigation from the pool Project Description: Cordova palms: Install master valve to separate the irrigation from the pool

Job Number	Description	Amount
460800021	Cordova Palms	1,145.87
	2" Valve	
	Misc. PVC pipe and fittings	
	Single station node w/ dc latching solenoid	
	12" Rectangular valve box	
	Labor	
	(DECENTED	
	RECEIVED	
	By Tara Lee at 10:23 am, Mar 21, 2025	
	Total Invoice Amour	nt 1,145.8°
	Taxable Amount	
	Tax Amount Balance Due	1,145.8

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 #: 9290319 Invoice Date: 3/21/2025 Amount Due: \$1,145.87

Thank you for allowing us to serve you

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

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

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



## Proposal for Extra Work at Cordova Palms

Property Name Property Address Cordova Palms

6235 US 1 S

Contact

Richard Gray

St Augustine, FL 32095

To

Cordova Palms Community Development

Dist

Billing Address

475 W Town Pi Ste 114

St Augustine, FL 32092

Project Name

Cordova palms: Install master valve to separate the irrigation from the pool

**Project Description** 

Cordova palms: Install master valve to separate the irrigation from the pool

#### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	EACH	2" Valve	\$358.33	\$358.33
1.00	LUMP SUM	Misc. PVC pipe and fittings	\$35.83	\$35.83
1.00	EACH	Single station node w/ dc latching solenoid	\$358.33	\$358.33
1.00	EACH	12" Rectangular valve box	\$47.78	\$47.78
4.00	HOUR	Labor	\$86.40	\$345.60

For internal use only

SO# 8621210 460800021 JOB# Service Line 150

**Total Price** 

\$1,145.87

#### TERMS & CONDITIONS

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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

- Tree & Stump Removal: Trees removed will be out as close to the ground as possible based on conditions to or next to the boltom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal leved for unseen nazaros such as, but in intered to unitate of uni 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.
- Waiver of Liability. Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

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

Customer

property manager Title Signature

Director

Richard Gray

March 21, 2025

BrightView Landscape Services, Inc. "Contractor"

Date

Irrigation Manager

Signature

Juwan Lamar Dupree

March 21, 2025

Printed Name

Date

460800021 Job #:

SO #: 8621210 Proposed Price: \$1,145.87



Cordova Palms Community Development Dist 475 W Town Pl Ste 114 St Augustine FL 32092 Customer #: 25348126 Invoice #: 9303108 Invoice Date: 4/1/2025

Cust PO #:

Job Number	Description	Amount
460800021	Cordova Palms	12,164.80
	Exterior Maintenance	
	For April	
	RECEIVED  By Tara Lee at 8:44 am, Mar 31, 2025	
	By Tara Lee at 0.74 arm, mai 0.7, 2020	
	Total invoice amount Tax amount	12,164.8
	Balance due	12,164.8

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 <a href="mailto:autopay@brightview.com">autopay@brightview.com</a> or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 25348126

Invoice #: 9303108 Invoice Date: 4/1/2025 Amount Due:

\$12,164.80

Thank you for allowing us to serve you

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

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

Cordova Palms Community Development Dist 475 W Town Pl Ste 114 St Augustine FL 32092 the Oifferance is Good.

CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT 320 Cordova Palms Parkway 3t. Augustine FL 32095

3ill Date:

03/10/25

୍ୟan:

Florida Index Zone 3

<sup>2</sup>ay Online:

GasSouth.com/pay

Local Distributor: Peoples Gas System Emergencies or Leaks: 877.832.6747

Message Ceinter

Invoice Number: 286126387920

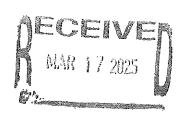
Your Gas South account has a past due balance of \$5.33. Please pay your account balance immediately to avoid additional fees, collection activity, and service interruption.

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

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	Mar 30, 2025	\$10.66

Explanation of Charges Previous Balance ......\$10.66 Payment ...... \$5.33 CR Past Due Balance ......\$5,33 Gas Charges ......\$0.00 Customer Service Fee ......\$5,00 FL State Tex ...... \$0.30 Sales Taxes ......\$0,03 Municipal Public Service Tax ......\$0.00 Total New Charges .......\$5.33 Total Amount Due ......\$10,66



Copyright @ 2026 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.

GAS () SOUTH

2868149020 Account Number: \$10.66 **Total Amount Due** \$5.33 Past Due Balance Pay Immediately Amount Enclosed

SP 01 003469 35304 H 16 ASNGLP CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRIC 475 WEST TOWN PLACE STE 114 ST. AUGUSTINE FL 32092

**GAS SOUTH** PO BOX 530552 ATLANTA GA 30353-0552



### AutoPay &

Visit GasSouth.com/pay to set up automatic payment so you can pay your bill every menth on the due date with NO transaction fees!

Payments Accepted; Checking Account

#### Pay Online 🖒

Visit GasSouth.com/pay to make a one-time payment.

Payments Accepted: Checking Account, Credit/Debit/ATM Card

### Paying Your Bill

Pay By Mail 🐻

Gas South PO Box 530552 Atlanta, GA 30353

Payments Accepted: Check/Money Order

Please include remittance slip and allow 5-7 business days for payment to process.

#### Pay By ACH 回園

Oas South's bank routing number is 021052053 and bank account number is 81751527. If you have questions regarding ACH, please contact AFT@GasSouth.com.

#### Pay By Phone []

Call 877-596-5072 to pay your bill by phone.

Payments Accepted: Checking Account, Credit/Debit/ATM Card

## **Understanding Your Bill**

Gas Charges: Cost of gas used during the billing period that is calculated by multiplying your therms used by your rate per therm.

Therms Used: Measurement of gas you used.

Rate Por Therm: Price you pay for each thorm used.

Thermal Factor; Used to obtain a measurement of energy in therms.

GOFs Used: Measurement of gas used in hundreds of cubic feet.

**Customer Service Fee:** Fee for maintaining your account that includes the cost of generaling and mailing your bill, customer service and other account maintenance functions.

Rate Plan: Indicates whether you are on a fixed, nymex or index contract.

Transport Fuel Charges: Transportation-related fuel charge.

Transportation: Charge to cover the cost of capacity needed to transport your gas.

Municipal Tax: Tax required by the local municipal in your area.

### Additional Information

Delinquent Bills and Late Fees: Balances paid after the due date incur a late penalty of \$10 or 1.5%, whichever is greater. Customers may face further action, such as disconnection of their gas service and negative impact to their credit, if insufficient payment is made.

Fixed Rate Plan: Fixed rate customers changing or canceling their contract prior to the contract end date will be charged an early contract cancellation fee. Customers who do not renew their contract at the end of their term will default to a monthly commercial variable rate.

Questions? Concerns? Contact Oas South at 866-426-2491, BizRelations@GasSouth.com, or PO Box 729728, Atlanta OA 31139-99419.

Copyright @ 2024 Gas South

## Mailing Address Change

This is a scannable document. To help us make the correct changes to your account, please print clearly and stay within the boxes.

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## Governmental Management Services, LLC

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

## Invoice

Invoice #: 87

Invoice Date: 3/14/25 Due Date: 3/14/25

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 Maintenance February 1 - February 28, 2025 Maintenance Supplies	32	40.00 2,147.01	1,280.00 2,147.01
Approved General Facilities Maintenance 001.320.57200.44000 Rich Gray			
alisa Morning 3-21-25		ariyan (amina basiyi mariyan iliki birinda ya mariya bakiya qariya bakiya qariya da da qariya qari	

\$0.00
3,427.01

# CORDOVA COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF FEBRUARY 2025

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	Description
2/5/25	8	A.A.	Assisted with installing signs, installed cover for latch at entry door, repaired men's sink drain left side, raked playground under swings and slides, straightened and organized furniture on pool deck and under covered area, arranged select four game and chairs, blew leaves and debris off covered patio, pool area, breezeway, mailbox area, in front of amenity center, putt putt, pickleball court, select four game turf and playground area, arranged all bicycles from sidewalk, removed debris on connector road and signs, checked and changed trash receptacles
2/12/25	8	A.A.	Installed amenity rules sign in breezeway, put supplies in supply closet and stocked supplies, straightened and organized pool deck furniture, blew leaves and debris off pool deck, amenity center and putting greens, removed debris around community, on connector road and by mailboxes, cleaned cobwebs from around amenity center, checked and changed trash receptacles
2/19/25	8	A.A.	Cleaned gym windows in breezeway, cleaned windows from inside and outside for amenity center office side, unclogged drain, straightened and organized pool furniture and connect four, blew leaves and debris off putting greens, around pool area, behind lounge chairs, walkways and play area, removed debris on connector road and around amenity center, checked and changed trash receptacles
2/26/25	8	A.A.	Picked up broken beer bottles from parking lot, cleaned up debris at mailboxes, restocked gym wipes, straightened and organized pool furniture, under covered area and firepit area, blew leaves and debris off pool area, covered area breezeway, front of amenity center, sidewalks, putting green and pickleball courts, removed all construction debris behind fence, checked and changed trash receptacles, secured screen at pickleball courts
TOTAL	32	=	
MILES	0	<del>-</del> =	*Miles are in snimb uncertain and action 442 OC4 Floride Statutes Miles are Date 2000 O 445

<sup>\*</sup>Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

### MAINTENANCE BILLABLE PURCHASES

### Period Ending 3/05/25

39.18	J.E.
725.75	R.G.
390.02	R.G.
220.75	R.G.
135.01	R.G.
272.64	R.G.
14.69	R.G.
61.23	R.G.
4.88	R.G.
6.00	R.G.
35.26	R.G.
21.40	R.Ġ.
68.93	R.G.
96.76	R.G.
54.51	R.G.
	725.75 390.02 220.75 135.01 272.64 14.69 61.23 4.88 6.00 35.26 21.40 68.93 96.76

TOTAL \$2,147.01

## Governmental Management Services, LLC

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

## Invoice

Invoice #: 90

Invoice Date: 3/31/25 Due Date: 3/31/25

Case:

P.O. Number:

#### Bill To:

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

Description	Hours/Qty	Rate	Amount
acility Attendant through March 2025	153.7	26.50	4,073.05
Wison Mossing 4-4-25			
			makanili gara, 17 da sembanggarap ding Mandal apakayng ang araw ang casay

RECEIVED	
By Tara Lee at 9:29 am, Apr 07,	2025

Total	\$4,073.05
Payments/Credits	\$0.00
Balance Due	\$4,073.05

### **CORDOVA PALMS CDD**

### **POOL MONITOR**

Qty./Hours	<u>Description</u>	E	Rate	Amount
153.7	Facility Attendant	\$	26.50	\$ 4,073.05
	Covers February 2025			
	TOTAL DUE:		•	\$ 4,073.05

## CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT FACILITY ATTENDANT BILLABLE HOURS FOR MARCH 2025

Date	<u>Hours</u>	Employee	Description
3/1/25	8	C.T.	Completed daily checklist, returned calls and emails
3/2/25	8	C.T.	Completed daily checklist, returned calls and emails
3/3/25	1.05	C.T.	Completed daily checklist, returned calls and emails
3/3/25	4	E.B.	Completed daily checklist, returned calls and emails
3/4/25	4	E.B.	Completed daily checklist, returned calls and emails
3/5/25	4	E.B.	Completed daily checklist, returned calls and emails
3/6/25	4	E.B.	Completed daily checklist, returned calls and emails
3/7/25	4	E.B.	Completed daily checklist, returned calls and emails
3/7/25	1.08	C.T.	Completed daily checklist, returned calls and emails
3/8/25	6	C.T.	Completed daily checklist, returned calls and emails
3/9/25	6	C.T.	Completed daily checklist, returned calls and emails
3/10/25	4	E.B.	Completed daily checklist, returned calls and emails
3/11/25	4	E.B.	Completed daily checklist, returned calls and emails
3/12/25	4	E.B.	Completed daily checklist, returned calls and emails
3/13/25	4	E.B.	Completed daily checklist, returned calls and emails
3/14/25	4	E.B.	Completed daily checklist, returned calls and emails
3/15/25	6	C.T.	Completed daily checklist, returned calls and emails
3/16/25	6	C.T.	Completed daily checklist, returned calls and emails
3/17/25	4	E.B.	Completed daily checklist, returned calls and emails
3/18/25	4	E.B.	Completed daily checklist, returned calls and emails
3/19/25	4	E.B.	Completed daily checklist, returned calls and emails
3/20/25	4	E.B.	Completed daily checklist, returned calls and emails
3/21/25	4	E.B.	Completed daily checklist, returned calls and emails
3/21/25	3.57	C.T.	Completed daily checklist, returned calls and emails
3/22/25	6	C.T.	Completed daily checklist, returned calls and emails
3/23/25	6	C.T.	Completed daily checklist, returned calls and emails
3/24/25	4	E.B.	Completed daily checklist, returned calls and emails
3/25/25	4	E.B.	Completed daily checklist, returned calls and emails
3/26/25	4	E.B.	Completed daily checklist, returned calls and emails
3/27/25	4	E.B.	Completed daily checklist, returned calls and emails
3/28/25	4	E.B.	Completed daily checklist, returned calls and emails
3/29/25	6	C.T.	Completed daily checklist, returned calls and emails
3/30/25	6	C.T.	Completed daily checklist, returned calls and emails
3/31/25	4	E.B.	Completed daily checklist, returned calls and emails

GRAND TOTAL 153.70

## **Governmental Management Services, LLC**

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

## Invoice

Invoice #: 88
Invoice Date: 4/1/25

Due Date: 4/1/25

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 - April 2025		4,424.17	4,424.17
Website Administration -April 2025		140.42	140.42
Information Technology - April 2025		210.67	210.67
Dissemination Agent Services -April 2025		702.25	702.25
Office Supplies		0.21	0.21
Postage		4.83	4.83
Copies		6.60	6.60
Telephone		36.22	36.22
AMEX Purchases 1/30/25 - Youtube TV		93.75	93.75
Pool Repair - Toro Valve Replacement	}	167.66	167.66
	Total		\$5 786 78

RECEIVED

By Tara Lee at 12:00 pm, Apr 03, 2025

Total	\$5,786.78
Payments/Credits	\$0.00
Balance Due	\$5,786.78

## **Governmental Management Services, LLC**

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

## Invoice

Invoice #: 89 Invoice Date: 4/1/25

Due Date: 4/1/25

Case:

P.O. Number:

#### Bill To:

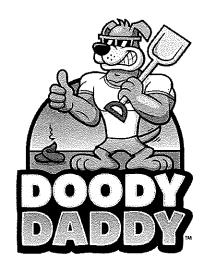
Cordova Palms CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Contract Administration - April 2025 Pool Chemicals - April 2025		2,083.33 1,083.33	2,083.33 1,083.33
Pool Maintenance - April 2025 Janitorial -April 2025		1,500.00 1,000.00	1,500.00 1,000.00
alism Morring			
alison Morsing 4-3-25			
7-3-23			
			<b>ምድ ራ</b> ራራ ራራ

RECEIVED

By Tara Lee at 9:27 am, Apr 04, 2025

Total	\$5,666.66		
Payments/Credits	\$0.00		
Balance Due	\$5,666.66		



April 01, 2025

Invoice No. 2504-CP

Prepared for Cordova Palms 101 Bermudez Way St. Augustine, Pt. 32098

BESCRIPTION OF WORK	STATIONS	VSTS	W.M.
Servicing for - April			
<ul> <li>Trash Can Maintenance</li> </ul>	3 trash cans	1 x week	\$129
<ul> <li>Pet Waste Stations</li> </ul>	2 Stations	1 x week	\$120

## **RECEIVED**

By Tara Lee at 2:11 pm, Apr 08, 2025

TOTAL

\$249

MAID.



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 April 02, 2025

Invoice No:

218921

Total This Invoice

\$357.50

Project

22395,02000

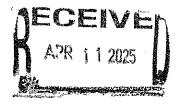
Cordova Palms CDD - 2024/2025 General Consulting Engineering Services

(WA#15)

### Professional Services rendered through March 29, 2025

#### Labor

		Hours	Rate	Amount	
Adminstrative Support					
Blair, Shelley	3/8/2025	1.00	110.00	110.00	
Create and distribute DO	OP requisitions				
Blair, Shelley	3/15/2025	.25	110.00	27.50	
Email Correspondence					
Blair, Shelley	3/15/2025	.50	110.00	55.00	
Create and distribute ET	M February Involc	e requisitions			
Blair, Shelley	3/15/2025	1.00	110.00	110.00	
Requisitions and email					
Blair, Shelley	3/29/2025	.50	110.00	55.00	
Email Correspondence					
Totals		3.25		357.50	
Total Labor					357.50
Billing Limits		Current	Prior	To-Date	
Labor		357.50	3,792.50	4,150.00	
Limit				11,000.00	
Remaining				6,850.00	
			Total This	Invoice	\$357.50



## **RECEIVED**

By Tara Lee at 12:16 pm, Apr 15, 2025

## Invoice

Florida Waterways, Inc.

3832-010 Baymeadows Road PMB 379 Jacksonville, FL 32217 904.801.LAKE (5253) www.FloridaLake.com Date: Invoice No.: Due Date: 04/01/2025 10016 05/01/2025

Cordova Palms Community Development District Governmental Management Services North Florida 475 West Town Place, Suite 114 St. Augustine, Florida 32092

Olly	Hem	Besoription.	- Unicknes	isia kanangan
1	Recuring Monthly Service	Aquatic Weed and Algae Control	\$685.00	\$685.00
		RECEIVED By Tara Lee at 3:55 pm, Apr 01, 2025		

Total \$685.00

Balance Due \$685.00

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!

INVOICE:

DATE:

04/02/2025

ORDER:

620526129



Parment | ADDRESS: Turnet Pest Confro! LLC - P.O. Hox 600323 - Jacksonville, Florida 32260-9323 804-355-8300 - Toli Free: 880-225-5305 - hamerpeat.com

Bill Iv:

[935218]

Cordova Palms CDD Rich Gray 475 W Town Pl Suite 114

St Augustine, FL 32092-3648

Work

Locations

904-759-8890

Cordova Palms CDD

Rich Gray

[935218]

320 Cordova Palms Pkwy St Augustine, FL 32095-0059

Work Date Time Larget Pest Technician	11:47 AM
04/02/2025 11:47 AM	11:47 AM
Purchase Order Terms Last Service Map Code	antermise :
147110 147111 14711 147111 147111 147111 14711 147111 147111 147111 147111 147111 147111 147111 147111 1471	12:51 PM
NET 30 04/02/2020	1414-1 ( ) ( )

Commercial Pest Control - Monthly Service

**Approved** Pest Control 001.320.572.45300

Rich Gray

CPCM

\$140,00

\$140,00 SUBTOTAL \$0,00 TAX AMT. PAID \$0,00 TOTAL

\$140.00

AMOUNT DUE \$140.00

**RECEIVED** 

By Tara Lee at 12:35 pm, Apr 15, 2025

TECHNICIAN SIGNATURE

Elena **CUSTOMER SIGNATURE** 

Balances autstanding 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 accraied expenses in the event of collection.

Thereby address ledge the source long completion of all services remained. and agree to pay the cost of services as specified above.

## Disclosure Services LLC

1005 Bradford Way Kingston, TN 37763

## **Invoice**

Date	Invoice #
4/15/2025	6

Bill To	
Cordova Palms CDD C/O GMS, North Florida	

Terms	Due Date	
	4/15/2025	

Description	Amount
Amortization Schedule	500.00
Series 2021 5-1-25 Prepay \$105,000 Amortization Schedule	250.00
Series 2022-1 5-1-25 Prepay \$35,000 Amortization Schedule	250.00
Series 2022-2 5-1-25 Prepay \$55,000	
RECEIVED	
By Tara Lee at 9:45 am, Apr 16, 2025	
(3) 74.73 (3)	

Phone # 865-717-0976

E-mail tcarter@disclosureservices.info

Total	\$1,000.00		
Payments/Credits	\$0.00		
Ralance Due	\$1,000.00		



l	ACCO	UNINAME	ACCOUNT#   INV DATE		
	Cordova	a Palms Cdd	762049	03/31/25	
	INVOICE#	INVOICE PERIOD	CURRENT INVOICE TOTAL		
	0007039394	Mar 1- Mar 31, 2025	\$172.64		
	PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	e) TOTAL CASH AMT DU		
\$0.00		\$0.00	\$172.64		

#### **BILLING ACCOUNT NAME AND ADDRESS**

PAYMENT DUE DATE: APRIL 30, 2025

Cordova Palms Cdd 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 Legal Entity: Gannett Media Corp.

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

եր|Որթմի|հեղ||ըդուննել|ին|||իլիորոր||իդլը|իքեր|

All funds payable in US dollars.

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

FEDERAL ID 47-2390983

Check out our brand-new invoice layout! Specifically tailored to better meet your needs and enhance your experience.

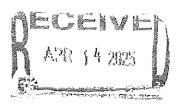
Date	Description	Amount
3/1/25	Balance Forward	\$87.68
3/24/25	PAYMENT - THANK YOU	

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
3/3/25	11064109	SAG St Augustine Record	PUBLIC NOTICE		\$84.96
3/31/25	11154953	SAG St Augustine Record	Notice of Meeting		\$87.68

## **RECEIVED**

By Tara Lee at 11:41 am, Apr 18, 2025



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

Total Cash Amount Due \$172.64
Service Fee 3.99% \$6.89
\*Cash/Check/ACH Discount -\$6.89
\*Payment Amount by Cash/Check/ACH \$172.64
Payment Amount by Credit Card \$179.53

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

AMOUNT PAID	INVOICE NUMBER		NUMBER	ACCOUNT	ACCOUNT NAME	
	39394	00070	049	762	alms Cdd	Cordova F
TOTAL CASH AMT DUE	UNAPPLIED PAYMENTS	120+ DAYS PAST DUE	90 DAYS PAST DUE	60 DAYS PAST DUE	30 DAYS PAST DUE	CURRENT DUE
\$172.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$172.64
TOTAL CREDIT CARD AMT DUE	CALL:	BY PHONE PLEASE	TO PAY	# & Involce# on check)	RESS (Include Account	MITTANCE ADD
\$179.53		1-877-736-7612				
ents please contact	and online payme		To sign up fo	Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244		

## LOCALIQ

## **FLORIDA**

PO Box 631244 Cincinnati, OH 45263-1244

#### AFFIDAVIT OF PUBLICATION

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

STATE OF WISCONSIN, COUNTY OF BROWN

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

03/03/2025

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

Subscribed and sworn to before me, by the legal clerk, who

is personally known to me, on 03/03/2025

Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

**Publication Cost:** 

\$84.96

Tax Amount:

\$0.00

Payment Cost:

\$84.96

Order No:

11064109

# of Copies:

Customer No:

762049

1

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN Notary Public State of Wisconsin NOTICE OF MEETING OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors ("Board") of the Cordova Palms Community Development District will hold a regular meeting on Wednesday, March 12, 2025 at 11:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114 St. Augustine, Florida 32092. The purpose of the meeting is to review monthly financial reports, staff reports, and to conduct any other business that may come before the Board. A copy of the agenda may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph. (904) 940-5850, and email dlaughlin@gmanf.com ("District Manager's Office"), and is also available on the District's website, www.CordoyaPalmsCDD,com.

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

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

A person who decides to appeal any distributed to the point of the point of the person with the point of the point of the person who decides to appeal any distributed to the point of the person with the point of the person with th

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

Daniel Laughlin District Manager

## LOCALIO

### FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

#### AFFIDAVIT OF PUBLICATION

Courtney Hogge Courtney Hogge Cordova Palms CDD c/o GMS, LLC 475 W. Town Place, Suite 114 St. AUgustine FL 32092

#### STATE OF WISCONSIN, COUNTY OF BROWN

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

03/31/2025

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/31/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

**Publication Cost:** 

\$87.68

Tax Amount:

\$0.00

Payment Cost:

\$87.68

Order No:

11154953

# of Copies:

**Customer No:** 

762049

PO#:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN Notary Public State of Wisconsin

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

DISTRICT
The Board of Supervisors ("Board") of the Cordova Palms Community Development District will hold a regular meeting on Wednesday, regular meeting on Wednesday, April 9, 2025 at 11:00 a.m. at the offices of Governmental Manage-ment Services, LLC, 475 West Town Place, Suite 114 St. Augustine, Florida 32092. The purpose of the meeting is to review monthly financial reports, staff reports, and to conduct any other business that may come before the Board. A copy of the agenda may be obtained from Management West Town Governmental Governmental Management Services, LLC, 475 West Town Place, Sulfe 114, St. Augustine, Florida 32092, Ph. (904) 940-5850, and email diaughtin@gmsnf.com ("District Manager's Office"), and le the production of the production of the control of the co is also available on the District's website,

www.CordovaPalmsCDD.com.
The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at meeting. There may be occasions when Board Supervisors or District Staff will participate by speaker telephone. Any person requiring special accommodations at this meeting because of a disability or physical impair-ment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office. A person who decides to appeal any

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

Daniel Laughlin District Manager

Pub: March 31, 2025; #11154953

## Governmental Management Services, LLC

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

## Invoice

Invoice #: 91

Invoice Date: 4/11/25 Due Date: 4/11/25

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 Maintenance March 1 - March 31, 2025 Maintenance Supplies	43.57	40.00 170.45	1,742.80 170.45
Approved 1.320.57200.44000-\$1,861.59 GENERAL FACILITY MAINTENANCE			
Office Supplies-\$51.66 001.310.21300.51000			
Rich Gray			
Wison Morsing 4-17-25			Nalykus v 2524 of 12 125 f 5 4 5 5 6 6 6 1 mmynassyssum

RECEIVED

By Tara Lee at 10:42 am, Apr 17, 2025

Total	\$1,913.25	
Payments/Credits	\$0.00	
Balance Due	\$1,913.25	

# CORDOVA COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF MARCH 2025

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	Description
3/3/25	8	A.A.	Repaired light at base of palm tree in pool, straightened and organized on pool deck, fire pit, connect four and putting green, blew leaves and debris from pool, putting green, pickleball courts, around amenity center, parking lot and sidewalks removed debris from mailboxes, mailboxes, gym and pickleball, checked and changed trash receptacles
3/12/25	8	A.A.	Pressure washed front of parking lot, secured windscreen in pickleball court, straightened and blew debris from fireplace and connect four, checked and changed trash receptacles, straightened and organized all furniture on pool deck and covered area, blew leaves and debris from pool, putting greens, pickleball and parking lot, cleaned breezeway and front of office area, removed debris from connector road
3/19/25	8	A.A.	Straightened and organized furniture at pool deck, covered area, fireplace and select four, blew leaves and debris off pool deck, breezeway, sidewalks and common areas, removed debris along fence on CR312, from ponds, front at comer of 312 and US1, left of Bermuda way and the cuddle sac
3/24/25	2	P.S.	Repaired leg extension machine, straightened and organized pool deck furniture, blew leaves and debris off common areas, removed debris around community
3/26/25	8	A.A.	Secured windscreen in pickleball court, checked all deodorizers around and replaced ones needed, straightened and organized all furniture on pool deck, fire pit area and connect four, blew leaves and debris off pool deck, fire pit area, connect four and pickleball court, removed debris around the property and amenity center, cleaned drawings off pavers, checked and changed trash receptacles
3/28/25	1.57	P.S.	Removed debris around amenity center and community, straightened and organized pool deck and patio furniture
3/31/25	8	A.A.	Fixed windscreen on pickleball court, straightened and organized pool deck furniture, firepit furniture and connect four, removed debris around pool deck, covered area, around amenity center and roadways, blew leaves and debris off pool deck, covered area, putting greens and around amenity center
TOTAL	43.57	<del>-</del>	
MILES	0	<del>-</del> =	

<sup>\*</sup>Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

### MAINTENANCE BILLABLE PURCHASES

### Period Ending 4/05/25

DISTRICT CP	DATE	SUPPLIES	PRICE	EMPLOYEE
Cordova Palms				
	2/26/25	Keys (6)	29.33	R.G.
	2/28/25	Constant Contact Monthly Fee	35.26	R.G.
	3/7/25	Peloton Monthly Fee	54.51	R.G.
	3/12/25	2" Binder (2)	21.56	R.G.
	3/12/25	3" Binder	13.95	R.G.
	3/12/25	5 Tab Dividers (3)	3.58	R.G.
	3/12/25	Clear Protective Sheets 100pk	12.27	R.G.
			TOTAL \$170.45	• •