

**WILFORD PRESERVE**  
*Community Development District*

OCTOBER 21, 2021

# *Wilford Preserve*

## *Community Development District*

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*475 West Town Place, Suite 114, St. Augustine, Florida 32092*

*Phone: 904-940-5850 - Fax: 904-940-5899*

October 14, 2021

Board of Supervisors  
Wilford Preserve  
Community Development District

Dear Board Members:

The Wilford Preserve Community Development District Meeting is scheduled for **Thursday, October 21, 2021 at 1:30 p.m.** at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the August 19, 2021 Meeting
- IV. Consideration of Proposals for Amenity Management Services
  - A. First Coast CMS
  - B. Vesta Property Services
  - C. Governmental Management Services
- V. Consideration of Request from 2784 Copperwood Avenue to Install a Fence Within a Pond Maintenance Easement
- VI. Staff Reports
  - A. District Counsel
  - B. District Engineer – Ratification of Requisition Nos. 103-106
  - C. District Manager
- VII. Financial Reports
  - A. Balance Sheet and Income Statement
  - B. Assessment Receipts Schedule
  - C. Check Register
- VIII. Supervisors' Requests and Audience Comments
- IX. Next Scheduled Meeting – November 18, 2021 at 1:30 p.m. at the Plantation Oaks Amenity Center
- X. Adjournment

Enclosed for review and approval under the third order of business is a copy of the minutes of the August 19, 2021 meeting.

The fourth order of business is consideration of proposals for amenity management services. Enclosed for your review and approval are copies of proposals from First Coast CMS, Vesta Property Services and Governmental Management Services.

The fifth order of business is consideration of request to install a fence within a pond maintenance easement. A copy of the documentation provided for 2784 Copperwood Avenue is enclosed for your review.

Copies of the financial reports are enclosed under the seventh order of business for your review.

The balance of the agenda is routine in nature and staff will present their reports.

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (904) 940-5850.

Sincerely,

*Marilee Giles*

Marilee Giles  
District Manager  
Wilford Preserve Community  
Development District

## *AGENDA*

# *Wilford Preserve Community Development District Agenda*

Thursday  
October 21, 2021  
1:30 p.m.

Plantation Oaks Amenity Center  
845 Oakleaf Plantation Parkway  
Orange Park, Florida 32065  
**Call In # 1-888-394-8197 Code 343382**  
[www.WilfordPreserveCDD.com](http://www.WilfordPreserveCDD.com)

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Amenity Center

X. Adjournment

## *MINUTES*

MINUTES OF MEETING  
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Wilford Preserve Community Development District was held on Thursday, August 19, 2021 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Jordan Beall	Supervisor
Linda Richardson	Supervisor
Louis Cowling	Vice Chairman

Also present were:

Daniel Laughlin	District Manager
Wes Haber	District Counsel by telephone
Glynn Taylor	District Engineer
Marilee Giles	GMS, LLC

The following is a summary of the discussions and actions taken at the August 19, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Laughlin called the meeting to order at 2:22 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the June 17, 2021 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the minutes of the June 17, 2021 meeting were approved as presented.
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The following item was taken out of order.



**FIFTH ORDER OF BUSINESS**

**Public Hearing for the Purpose of Adopting  
Amenity Rules and Rates; Consideration of  
Resolution 2021-06**

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the public hearing was opened.

There were no members of the public present.

Mr. Haber stated these are the same policies that were provided at the last meeting. At the last meeting we presented you with two resolutions not knowing the timing of when you needed to have things in place. We had one resolution adopting the policies and rates on a temporary basis just so we could have them in place. Today's public hearing is for adopting the final version of the rates and the suspension and termination policy included in the policies for the amenity facilities. The other policies for the amenity facilities that you have today are not required to be adopted at a public hearing and can be amended from time to time without holding another public hearing.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the public hearing was closed.

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor Resolution 2021-06 adopting rules and rates was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing for the Purpose of Adopting  
the Fiscal Year 2022 Budget**

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the public hearing was opened.

There were no members of the public present.

Mr. Laughlin noted there have been no changes made since the budget was approved. A portion of the budget will be funded by the developer, Dream Finders Homes.

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor the public hearing was closed.

**A. Consideration of Resolution 2021-07, Relating to Annual Appropriations and Adopting the Fiscal Year 2022 Budget**

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor Resolution 2021-07, relating to annual appropriations and adopting the Fiscal Year 2022 budget was approved.

**B. Consideration of Resolution 2021-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022**

Mr. Laughlin noted this resolution allows staff to finalize an assessment roll for submittal to the County.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor Resolution 2021-08, imposing special assessments and certifying an assessment roll was approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposals for Facility Management Services**

The Board discussed a scope of services to provide to potential proposers for their use in drafting a proposal for consideration at a future meeting. Mr. Cowling stated his thoughts were an amenity manager / operations manager is needed at 20 hours per week to oversee maintenance contracts, amenity contracts and disseminate access cards to residents. Currently, there is no programming involved. Janitorial and pool maintenance services will also be needed two times per week in the winter months and three times per week during the peak season. Mr. Cowling also mentioned general facility maintenance, which Mr. Laughlin thought may be able to be combined with the amenity and operations management services.

Mr. Haber suggested approving a scope of services in substantial form with Mr. Cowling authorized to work with staff to finalize and disseminate.

On MOTION by Ms. Richardson seconded by Mr. Beall with all in favor a scope of services for onsite management services was approved in substantial form with Mr. Cowling authorized to work with staff to finalize.

**SIXTH ORDER OF BUSINESS****Public Hearing for the Purpose of Adopting  
the Fiscal Year 2022 Budget (Continued)****C. Consideration of Budget Funding Agreement with Dream Finders Homes**

Mr. Haber stated because the assessment levels are less than what is needed to fully fund the budget, an agreement is entered into with Dream Finders to provide the remaining funds needed. The form of agreement is consistent with what has been used in prior years.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor the budget funding agreement with Dream Finders Homes was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2021-09,  
Designating Officers**

Mr. Laughlin asked the Board to add Marilee Giles as Secretary as she will be taking over District Manager duties for the District in the near future. The current slate of officers will remain the same with the exception of the addition of Ms. Giles.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor Resolution 2021-09 designating officers as noted above was approved.

**EIGHTH ORDER OF BUSINESS****Consideration of Designating a Regular  
Meeting Schedule for Fiscal Year 2022**

Mr. Laughlin noted the proposed meeting schedule is consistent with prior years.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the meeting schedule for Fiscal Year 2022 was approved as presented.

**NINTH ORDER OF BUSINESS****Consideration of Requests to Install  
Fencing within District Easements**

Mr. Laughlin presented requests from two homeowners to install fencing. He noted the engineer has reviewed the requests and has no concerns.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the request to install fencing at 804 Sycamore Way was approved.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the request to install fencing at 2812 Copperhead Avenue was approved.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

**1. Ratification of Requisition Nos. 93-97**

Mr. Taylor provided an overview of the requisitions, copies of which were included in the agenda package.

On MOTION by Mr. Cowling seconded by Mr. Beall with all in favor requisition numbers 93-97 were ratified.

**2. Consideration of Requisition Nos. 98-102**

Mr. Taylor provided an overview of the requisitions, copies of which were included in the agenda package.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor requisition numbers 98-102 were approved.

**C. District Manager**

Mr. Laughlin informed the Board the Chairman has been working with the landscape maintenance contractor to add Cheswick Avenue to the list of areas being maintained for an additional \$13,000 per year and asked for ratification of an addendum to the contract.

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor the addendum to the landscape maintenance agreement with Yellowstone was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

**B. Assessment Receipts Schedule**

**C. Check Register**

Copies of the financial reports were included in the agenda package. The check register totals \$12,765.36.

On MOTION by Mr. Cowling seconded by Ms. Richardson with all in favor the check register was approved.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 16, 2021 at 1:30 p.m. at the Plantation Oaks Amenity Center**

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Richardson seconded by Mr. Cowling with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*

*A.*

***WILFORD PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT***

**REQUEST FOR PROPOSALS  
FOR  
SITE AND AMENITY MANAGEMENT SERVICES**

September 8, 2021



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2. *General Description of District Facilities to be Managed; Desired Organizational Chart*
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  - General Facility Maintenance
4. *Proposal Forms*
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  - B. Experience
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5. *Site Plan*

**1. GENERAL INFORMATION FOR PROPOSERS**

**WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR SITE AND AMENITY MANAGEMENT  
SERVICES**

The Wilford Preserve Community Development District (the “District”) is seeking proposals from qualified firms interested in providing site and amenity management services for the District’s facilities. These services are considered contractual services under Florida law and are not required to be competitively bid. In order to submit a proposal, each Proposer must be authorized to do business in Florida, hold all required state and federal licenses in good standing, and otherwise meet any applicable requirements set forth by the District.

All proposals should include the following information, among other things described herein:

- A. Completed proposal forms as set forth herein.
- B. At least three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address, and phone number of a contact person(s).
- C. Complete pricing showing the total cost of providing the services, broken down as set forth on the following price proposal form. For any subcontractor being proposed, the total amount proposed to be paid by the District for these services shall be segregated between the actual funds being paid to the subcontractor and the mark up being charged by Proposer. Three years of pricing SHALL be included by the Proposer.

**Firms desiring to provide a proposal should submit a copy of the proposal via e-mail no later than October 6, 2021 at 5:00 p.m. (EST) to Wesley Haber at Hopping Green & Sams, e-mail whaber@hgslaw.com.**

Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal or to make no award at all. The District has the right to reject any and all proposals and waive any technical errors, informalities, or irregularities if it determines in its discretion it is in the best interest of the District to do so.

Nothing herein shall be construed as or constitute a waiver of District’s limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

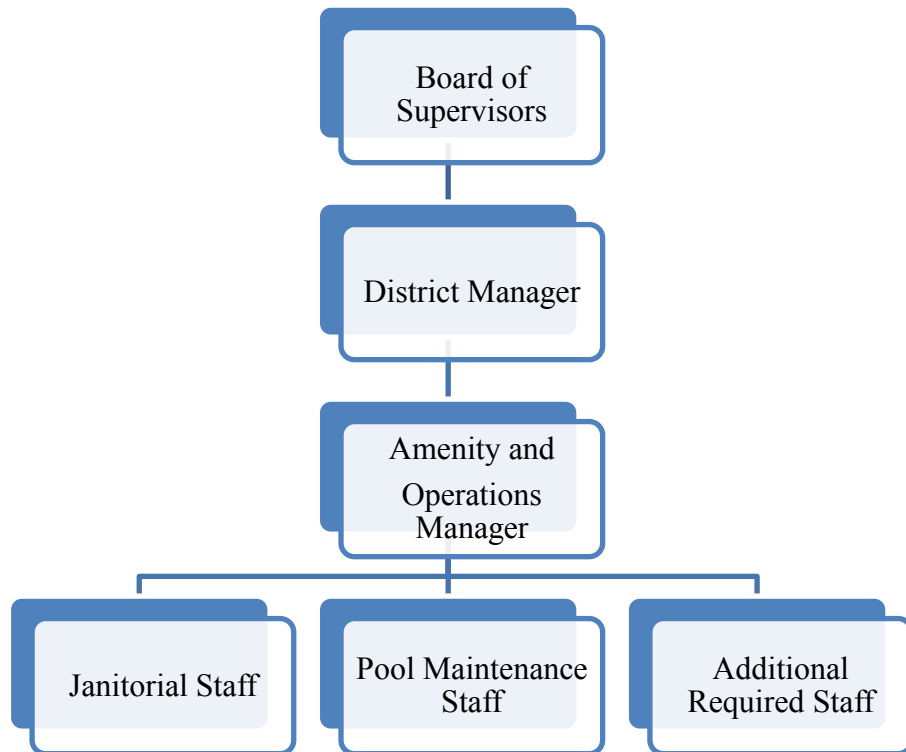
Any and all questions relative to this project shall be directed in writing by e-mail only to Wesley Haber at whaber@hgslaw.com, with an e-mail copy to Celeste Fogle at celestef@hgslaw.com.

Wilford Preserve Community Development District

**2.     GENERAL DESCRIPTION OF DISTRICT FACILITIES TO BE  
MANAGED**

The Wilford Preserve Community Development District consists of approximately 256 acres of land located entirely within Clay County, Florida. The District owns, operates, and maintains various common areas, including ponds, landscape tracts, conservation areas, and an amenity center.

DRAFT ORGANIZATIONAL CHART



### 3. SCOPE OF MANAGEMENT SERVICES NEEDED

#### Amenity Manager / Operations Manager (20 Hours a week)

This position shall perform the following duties.

- Provide Oversight and Management of all Amenity related contracts and site maintenance contracts which include landscape maintenance and pond maintenance.
- Dedicated amenity hours to hand out access cards to residents.
- Inspect amenity facilities and CDD owned and maintained common areas and ponds.
- Report any major repairs or concerns to District Manager.

#### Janitorial Maintenance

Janitorial staff to provide services twice a week from October 1 Thru March 31 and three times a week from April 1 thru September 30th

- Duties include general cleanliness of Amenity buildings and grounds.
- Rest Rooms – Clean and sanitize all hard surfaces, toilets, and mirrors. Empty trash receptacles and stock paper products and soap dispensers.
- Social Room – Clean and sanitize all hard surfaces, sinks and countertops. Empty trash receptacles.
- Covered Patio and Pool Deck – Empty trash receptacles, straighten pool furniture and blow deck if needed.
- Dog Park – empty trash receptacles and stock supplies.

All supplies needed for the facility will be billed separately from contract.

#### Pool Maintenance

Contractor to provide pool maintenance services twice a week from October 1 Thru March 31 and three times a week from April 1 thru September 30.

- Vacuum and skim Pool
- Check and maintain water chemistry to standards
- Backwash filters as needed
- Clean pool tiles as needed

The district may elect to enter into an agreement for pool chemicals with outside vendor. Any additional chemicals required for cleaning or algae treatment will be billed separately.

#### General Facility Maintenance

Facility will need maintenance and repairs from time to time. Proposer to provide an hourly cost for general maintenance to perform minor repairs.

#### 4. **PROPOSAL FORMS**

**4.A.**  
**GENERAL PROPOSER INFORMATION**

• *Proposer General Information:*

Proposer Name First Coast CMS, LLC

Street Address 352 Perdido St

P. O. Box (if any) \_\_\_\_\_

City St Johns State FL Zip Code 32259

Telephone 904-537-9034 Fax no. \_\_\_\_\_

1st Contact Name Tony Shiver Title President

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Parent Company Name (if any) \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

- *Company Standing:*

Proposer's Corporate Form: LLC  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 10/2008

Is the Proposer in good standing with that State? Yes X No   

If no, please explain   

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes X No   

If no, please explain   

- *What are the Proposer's current insurance limits?*

General Liability	\$ <u>1,000,000</u>
Automobile Liability	\$ <u>1,000,000</u>
Workers Compensation	\$ <u>1,000,000</u>
Expiration Date	<u>05/2022</u>

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:



#### **4.B.**

#### **EXPERIENCE**

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 200 acres previously? Yes X No     If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: Amelia Concourse

Contact: Daniel Laughlin      Contact Phone: 904-940-5850 x 401

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_

Dates Serviced: 01/2009 - Current

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- *List the Proposer's total annual dollar value of amenity center management and grounds maintenance management completed for each of the last five (5) years starting with the latest year and ending with the most current year:*

2017 = 845K

2018 = 900K

2019 = 1.2 million

2020 = 1.45 million

2021 = 1.7 million

- Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. Attach additional sheets if necessary.

Project Name/Location: Alta Lakes CDD

Contact: Lesley Gallagher \_\_\_\_\_ Contact Phone: \_\_\_\_\_ 904-436-4637

Project Type/Description: Amenity Management/Site and Operations Management

Dollar Amount of Contract: \$47,352 annually

Your Company's Scope of Services for Project: Pool Maintenance, Janitorial Services,  
Facility Maintenance, Event Planning, Attendant Staffing, Site Management

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List of subcontractors used: NONE, all site personnel are employees

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Is this a current contract? Yes X No     

Duration of contract: 12 months 3<sup>rd</sup> term of current contract.

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- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any amenity center management and/or grounds maintenance management contract within the past 3 years? Yes \_\_\_\_\_ No X For each such incident, please provide the following information (attach additional sheets as needed):*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes \_\_\_ No X\_\_\_*

If yes, please describe each violation, fine, and resolution N/A\_\_\_\_\_

\_\_\_\_\_

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes \_\_\_ No X\_\_\_

If yes, please describe each incident \_\_\_\_\_N/A\_\_\_\_\_

\_\_\_\_\_

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes \_\_\_ No X\_\_\_ If yes, please provide:*

The names of the entities \_\_\_\_\_N/A\_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_

Also, please explain the basis for any bar or suspension:

\_\_\_\_\_

\_\_\_\_\_N/A\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

N/A

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- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

N/A

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**4.C.**  
**PRICING**

Proposed Fee for Management and Staffing

(for hourly rates, indicate if the price is proposed to change in years 2 or 3)

This must include all proposed costs of:

- Amenity/Operations Manager
  - Year 1 \$ 2236 per month
  - Year 2 \$ 2303
  - Year 3 \$ 2349
  
- Janitorial Maintenance
  - Year 1 \$ 6810 per year
  - Year 2 \$ 7014
  - Year 3 \$ 7154
  
- Pool Maintenance
  - Year 1 \$ 7,980 per year
  - Year 2 \$ 8,219
  - Year 3 \$ 8,383

Please provide an hourly rate for General Facility Maintenance - \$ 22 per hour                                 

NOTE: IF THE PROPOSER DESIRES TO PROPOSE AN ALTERNATE APPROACH TO OPERATING AND MAINTAINING THE DISTRICT'S FACILITIES, THE PROPOSER IS STRONGLY ENCOURAGED TO SUBMIT BOTH A PROPOSAL RESPONSIVE TO THE STRUCTURE OUTLINED HEREIN AND A SEPARATE, ALTERNATIVE PROPOSAL.

Additional Notes:

Prices as above will be invoiced monthly:

April – Sept: Pool: \$780 Monthly  
Janitorial: \$681 Monthly  
Management: \$2236 Monthly

Oct – Sept: Pool: \$550 Monthly  
Janitorial: \$454 Monthly  
Management: \$2236 Monthly

### **Alternative Options.**

#### **First Coast CMS would also like to submit the following option for consideration.**

Instead of 20 hours per week of onsite Amenity Management. First Coast CMS would like to offer an alternative to allow for weekend attendants from April – September. The staff schedule would be 8 hours each day Friday, Saturday and Sunday (24 hours total).

Staffing would reduce to 6 hours each day on Saturday and Sunday (October – March)

April – Sept:	Staffing:	\$2064 per month
	Site Management Fee:	\$650 per month
	Total	\$ \$2714
Oct – March	Staffing:	\$1032 per month
	Site Management Fee	\$650 per month
	Total:	\$1682 per month
Annual Total		\$26,376

This option still ensures that we have a dedicated Operations Manager inspecting the community, engaging with resident request and spending time during the week. It ensures that we staff the facility on the weekends, to show a presence when residents are most likely to use the facility.

## 5. SITE PLAN







*B.*



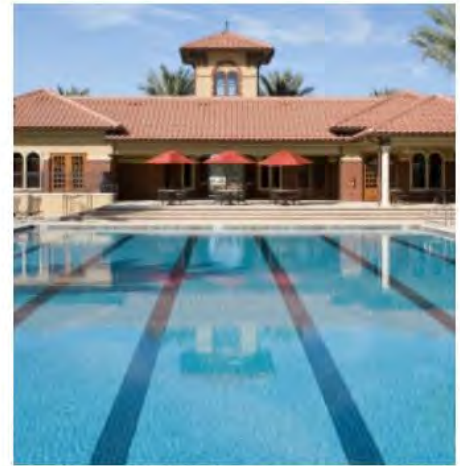
## AMENITY FACILITY OPERATION AND MAINTENANCE PROPOSAL FOR:

### **Wilford Preserve Community Development District**



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# INTRODUCTION

*Since its founding by Roy Deary in 1994, Jacksonville-based **Amenity Companies** has been the trailblazer and leader in providing contracted amenity and recreation facility operations for planned-communities in Florida, touching the lives of hundreds of thousands of people for more than 20 years.*

We have continuously and successfully handled large, amenity facility-management/staffing contracts throughout the state. Communities have also contracted with us to benefit from our consulting expertise on behalf of new facility construction and extensive renovation projects.

In 2011, Amenity Companies joined **Vesta Property Services, Inc.** – Florida’s pioneer in combining amenity financing and management, lifestyle programming, and community association management services under one corporate umbrella.

Headquartered in Jacksonville, Vesta has offices throughout the state, employing more than 1,300 professionals, strategically positioned in all our communities, providing a wide spectrum of services to more than 250,000 residents and unit owners.

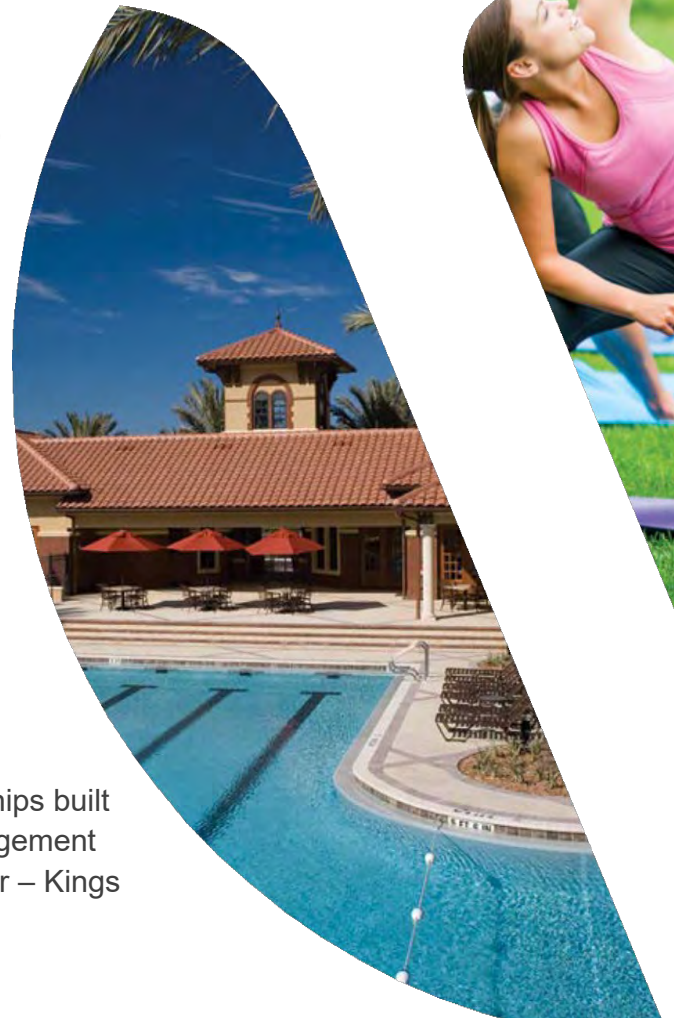
## **What Distinguishes Vesta from our competition?**

### **Comprehensive Expertise & Engagement:**

We provide a wide breadth of services (recreation facility management, maintenance, and lifestyle programming) at CDDs and HOAs throughout Florida, engaging tens of thousands of families every day with friendly, reliable, and passionate service professionals.

### **Exceptional, Long-Term Relationships:**

Our Amenities Division is marked by long-term relationships built upon close, personal ties between our customers, management team, and vendors. (We still serve our very first customer – Kings Point Delray – after 24 years!) This length and depth of



our relationships correspond with our high customer retention-rate, all of which reflects the loyalty and satisfaction that we've sustained with our customers and associates every day for the past two decades.

### **What are the advantages of combining maintenance services through Vesta?**

Vesta has a lengthy history of providing excellent facility maintenance services on behalf of dozens of communities throughout Florida (see list of references). We do so with our own tight-knit team of quality employees, not independent sub-contractors. By combining services Vesta is able to gain efficiencies that result in an improved level of service and typically at a lesser rate than our competitors. Due to our two decades of experience operating in this manner, our communities consistently enjoy:

- Cleaner, better maintained amenity buildings, clubhouses, and related facilities.
- Improved response times via a team of maintenance technicians. Less "down-time," waiting for other contractors to show up.
- No finger-pointing between management and outside vendors.
- Greater control of maintenance personnel's schedules, work-habits, appearance, and results.
- Greater efficiency and flexibility in the deployment of personnel, due to being able to more nimbly respond to the most pressing needs and opportunities that arise each day.
- Staff owns the operation acting as the eyes and ears of the board and association management.

### **Communications Management**

Vesta understands the crucial importance of effective communication on behalf of the community's residents in order to deliver a vibrant and engaging lifestyle experience. To achieve this, our strong preference is to utilize Vesta Vantage - our proprietary, multi-channel, digital communications platform that integrates almost everything that is communications-related involving the residents, community leadership, and management.

# SERVICES

Whether your community has 200 or 20,000 residents, we build dynamic lifestyle and amenity programs that range from pool services to theatrical productions and on-site restaurant management. Our holistic approach ensures every element of lifestyle creation is provided with no burden or stress to the community. We work directly with HOAs and CDDs to become their one point of contact, providing seamless and exceptional services. Our teams work on-site at our client-communities and are overseen and supported by our regional operations managers. Regardless of the size of your community, we are available to keep your operations running smoothly.

## Clubhouse Maintenance

Experience the peace of mind that comes from knowing your facility is being truly cared for by Vesta. Our daily dedication to maintaining and enhancing the look, feel, and value of your amenities is unsurpassed.



## Spa

Helping our residents feel good and look good with comprehensive spa and wellness services is one of our specialties. We offer spa services ranging from therapeutic massage to manicures, pedicures, rejuvenating facials, and skin treatments. Our expertise in retail and operations management of on-site spa facilities can help increase revenue within your community.



## Fitness

We are proud to offer a wide variety of health, fitness, and wellness services to our members and guests, including state-of-the-art fitness equipment, personal training, dozens of group fitness classes, and consulting services. Additionally, our wellness team coordinates with certified trainers and instructors, ensuring all classes and programs offered through your gym or community center are safe and effective.



## Food and Beverage

From coffee bars to full-service restaurants, our industry-trained professionals ensure dining operations in your community run smoothly. Creating places where residents can gather to meet friends and build lasting memories is a highlight of our job.



## Special Events and Theater Operations

Celebrations, competitions, games, and parties enhance residents' lives and make fond memories. Whether presenting theater shows, community plays, musical acts or movies, or hosting luxurious weddings or even swim meets, every community benefits from our events management experience.





## Aquatics

Vesta has been Florida's leading aquatics specialist for planned communities and clubs since 1995. Our turnkey water park operations provide a variety of swimming programs, staffing, and maintenance services that keep the pool buzzing with activity. By providing quality maintenance and staffing for community pools, we handle the daily details, so residents can swim, relax, and enjoy the water. Prices are kept low through our vendor relationships, and we work with the American Red Cross and Starfish Aquatics to meet your seasonal or year-round aquatic needs.



## Support Services

Recruiting, testing, and training are all a part of the hiring life cycle of employment. Finding, acquiring, and retaining talented employees is a complex process. Vesta makes the process easy. Using our in-depth knowledge of state policy and employment law, combined with our professional Human Resources department, we ensure all requirements are met while we seek the right person for each job.



## Technology

Vesta integrates the latest technology into our management and residents' services to provide unparalleled access and 24-hour support for our communities. All accounts are managed by skilled local staff, using the latest management software to create custom reports to sort, summarize, arrange, and produce a variety of property data.



## Access Control

Improve your resident's safety with a gated access system. We offer a wide variety of access system services including installing custom security gates, setting up a keypad, keyless entry, or video surveillance system, assisting your community in monitoring their building access, and repairing and maintaining your security access system.



*"Vesta takes great pride in their work and their expertise in the amenity management space is top-notch. I would recommend their services to anyone seeking an all-inclusive solution for their amenity needs."*

DURBIN CROSSING



- Peter Pollicino

- Board Chairman, Durbin Crossing CDD



# Proposal

Vesta Property Services (“Vesta”) is pleased to present Wilford Preserve CDD this proposal for pool, janitorial, facility maintenance and field operations services.

It is our belief that our successful track record with area communities, such as Bartram Springs, Durbin Crossing, Heritage Landing, Shearwater, RiverTown, John’s Creek, Julington Creek Plantation, and Aberdeen, demonstrates our understanding of your requirements. We are confident that our proposed services will effectively address your needs. Vesta employs many Certified Pool Operators and state certified technicians. This proposal is divided into three sections: Scope of Services, Notes, and Pricing.

## **AMENITY FACILITIES OPERATION AND MAINTENANCE**

### **SCOPE OF SERVICE**

#### **Responsibilities**

The Contract Maintenance Personnel are responsible for the overall appearance of the District Amenity Center. Staff shall have a thorough knowledge of the community served and shall at all times endeavor to provide a timely, personal response to problems or requests for services.

#### **Amenity Manager/Operation Manager**

This position shall perform the following duties 20 hours per week.

Vesta shall provide the following services including the management and oversight of other onsite contractors or maintenance staff engaged by the District.

- Provide day-to-day oversight of all district common grounds and assets.
- Advise the District of any necessary repairs, extraordinary cleaning, or replacement of assets.
- Create a detailed scope of work for projects requiring additional contractors. Work with and present to the board of supervisors when appropriate. Secure cost estimates and initiate work.
- Administer contract execution/compliance by all District maintenance contractors such as the landscape service provider, lake maintenance provider, etc.
- Implement all policies and procedures established by the District as they relate to the day-to-day maintenance and upkeep of the District. The individual shall have a thorough knowledge of the community and provide a timely, personal response regarding problems or request for service and handle them as expeditiously as possible.
- Remain aware of potential safety or security hazards within district property, communicate with the appropriate district personnel regarding possible corrective action to resolve a safety or security matter, and implement such action, when necessary, for the safety and security of the district.
- Maintain full knowledge/awareness of all aspects of residential community maintenance to include landscaping, lake and wetland maintenance, carpentry, electrical, plumbing, painting, and management and/or monitoring of recreational facilities.
- Assist in negotiating, purchasing and bidding of contracted services.
- Assess property damage, neglect and/or depreciation and estimate costs associated

with repair and/or replacement.

- Maintain an operations and maintenance manual complete with current drawings.
- Assist District management in monitoring annual maintenance budget.
- Provide financial oversight and make recommendations accordingly.
- Train/supervise site staff and maintenance team, if applicable; be responsible for all work performed by staff.
- Oversee common area landscape maintenance provider's performance through weekly meetings and weekly "drive-through" of District and generate "to-do" lists to assist in documenting and monitoring problem-resolution. Work with provider's management team to ensure compliance with contractual requirements, as well as to make necessary corrections to performance deficiencies. Work with landscape architect as needed.
- Oversee performance of pond maintenance provider and storm water management system service provider. Also, ensure that debris does not collect and/or is removed from outfall structures in order to prevent flooding problems.
- Implement District-approved capital projects and makes recommendations for future needs. Vesta shall obtain a minimum three (3) bids (when possible) on any recommended capital improvements. Vesta understands that any recommended capital improvement is subject to approval by the Board.
- Advise the District of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear-and-tear," "acts of God," or vandalism, and secure cost estimates for the same. (Such work that is outside the normal, day-to-day maintenance scope of work shall be billed separately, upon arrival of the District, either by Vesta or other outside service contractors.)
- Maintain inventory control of maintenance items, including preparation of preventative maintenance programs.
- Field Operations duties shall be performed as needed throughout the month to both ensure regular site inspections and provide oversight tied to work performed by outside service contractors.

## **Janitorial Maintenance**

Janitorial staff will provide services twice a week from October 1 through March 31 and three times a week from April 1 through September 30. All supplies needed for the facility will be billed separately from contract.

- Duties include general cleanliness of Amenity buildings and grounds.
- Social Room – Clean and sanitize all hard surfaces, sinks and countertops. Empty trash receptacles.
- Covered Patio and Pool Deck – Empty trash receptacles, straighten pool furniture and blow deck if needed.
- Dog Park – Empty trash receptacles and stock supplies.
- Dust and damp mop all tiled areas including baseboards.
- Dust window ledges, blinds, air condition vents and returns.
- Clean all windows.
- Restrooms: Clean and disinfect floors, counters, mirrors, toilets, urinals and all surrounding areas. Paper and soap dispensers shall be cleaned and filled as needed. Note: cost of paper supplies and soap are to be supplied by the district.
- The contractor shall furnish ALL necessary cleaning equipment and supplies for the provision of the janitorial services described herein. Should extraordinary cleaning services be required (as agreed to by the District or District management), such special services and/or equipment and supplies shall be billable to the district.
- Janitorial duties shall be performed approximately three (3) days per week.

## Swimming Pool Maintenance

Contractor to provide pool maintenance services twice a week from October 1 through March 31 and three times a week from April 1 through September 30.

- Check pool water quality and complete equivalent to DH Form 921 3/98 Swimming Pool Report, as required by Chapter 64E-9.004(13), FAC, per site visit.
- Conduct necessary tests for proper pool chemicals as required in order to maintain water quality levels within requirements of Chapter 64E-9.004(d).
- Operate filtration and recirculation systems, backwashing as needed. Clean all strainers. Maintain pool at proper water level and maintain filtration rates. Check valves for leaks, as well as other components, and maintain in proper condition.
- Manually skim, brush and vacuum pools as necessary. Maintenance shall be performed three (3) days per week, or as needed. It is recommended that the pools be closed on Mondays for super chlorination and algae treatment as necessary.
- Advise the CDD of any necessary repairs, cleaning, or replacement items required due to “normal wear & tear,” “acts of God,” or vandalism. Such repairs shall be billed separately, upon approval of the CDD.
- Pool maintenance shall be performed approximately three (3) days per week.
- The cost for all pool chemicals necessary to perform the above maintenance will be provided in a separate agreement. Additional service and/or chemicals required due to natural disasters or gale-force winds (or stronger) shall be billable.

## General Facility Maintenance

Vesta shall maintain and repair (as able) the district’s amenity/recreation components.

- Building: monitor and repair fitness equipment as able; monitor condition of all doors, adjoining fencing and gates and resolve any problems, either through repairs or adjustments or securing services of door/gate contractor; touch-up painting as needed; control cobwebs and prevent other debris from accumulating on exterior walls; and replace interior lights and AC filters as needed. Report any extraordinary repairs to District Manager as needed.
- Pool Deck: Blow off entire deck area regularly; empty and replace waste receptacles around pool area; control algae growth around pool deck. Note: periodic pressure washing service is available on a time and material fee basis.
- Playground Park Area (in the neighborhood): Check equipment, periodically clean equipment and remove debris on and around equipment as needed.
- Parking Lot: Blow off debris; pick up trash and debris as needed.
- Assess and advise the district of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear and tear,” “acts of God,” or vandalism, and secure cost estimates for same. Such work shall be billed separately, upon approval of the district. These services may be provided by Vesta or outside service contractors.
- Maintenance shall be performed approximately three (3) days per week.

**Note:** Vesta shall attempt to provide as many necessary repairs under this scope as possible without the district incurring the costs of utilizing outside contractors for repair services. Vesta shall not be held liable for the performance or lack thereof, of other vendors or contractors.



## Notes:

Insurance - Vesta shall carry general liability coverage of at least \$1,000,000 and name the district as an additional insured under this policy. Vesta's program instructors and subcontractors (if any) shall also conform to the district's insurance requirements. Finally, Vesta shall provide proof of required insurance requirements upon request by the district.

Liability – Vesta shall not be held liable for the performance or lack thereof, of other recreation complex vendors or contractors who are outside Vesta's control.

Corporate staffing expenses – Vesta shall be responsible for all necessary insurance payments (including workman's compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its staff.

Uniforms – All staff shall wear company uniforms, provided by Vesta.

Capital Expenditures – Vesta shall obtain a minimum of three (3) competitive bids (if possible) on any recommended capital improvements in the future.

Mileage – Vesta shall be responsible for regular mileage within the community while on site. However, any mileage incurred offsite for the benefit of the community such as acquiring parts or supplies for repairs, etc. shall be billable to the community.

## Fees

**Total Annual Fees for all services: \$62,229 or \$5,185.75 per month.**

**Specialized maintenance will be performed using AMG (department of Vesta NE) at a discounted rate due to contract holder at the request of the Client.**

## Terms

- Vesta shall invoice monthly for the above services.
- Invoices shall be paid net thirty (30) days upon receipt.





## Added Value

Our local range of properties and resources currently include Duval, Clay, and St. Johns Counties.

### Economies of scale and buying power


We employ over 30 Amenity and Operation technicians and managers, which is comprised of eight Field Operations managers, over 20 Certified Pool Operators, and soon a licensed Commercial Pool Contractor. This allows us the ability to perform in-house large repairs resulting in significant savings to the community. We leverage our influential position in the marketplace to gain preferred pricing and prompt response times that our customers enjoy.

### Insourcing work

Vesta has developed a business that serves as a subsidiary of VESTA. Amenity Maintenance Group (AMG) was designed to allow us to fulfill services beyond just our contract. These services include, but are not limited to, all forms of pressure washing, playground repairs, playground mulch as well as all other mulch needs, court surface repairs, painting, pool and equipment repairs. AMG can provide high quality services well below market price creating savings for you.

### Regional Support

Your Regional Support Manager, Steve Howell, is in his fifth year as Field Operations Manager at Durbin Crossing CDD, among others. Steve has extensive experience in pond, lake and waterway management, as well as, landscape maintenance/install, and REO management/rehab. Over the years, Steve has built a vast network of tried and true independent contractors in the tri-county area.



***"I am writing with enthusiasm to recommend Vesta Property Services. I have been serving on the Board of the Bartram Springs CDD for approximately 10 years now and have had the pleasure of working with Vesta for every one of those years. I now serve as Chairman of the Board and I have no intention of ever going out for bid or making any changes with Vesta. They are extremely quick to react to any problems that arise, and their work has been nothing less than stellar. Whether it is a Vesta employee on property, Amenity Manager, General Manager or the President, I have direct access to each of them and they always respond."***

***They truly care about the community and the residents and are always looking for ways to enhance the quality-of-life for them. We have recently, and still ongoing, undertaken several, major amenity construction projects and the staff of Vesta have been instrumental in assisting with and ensuring the success of these projects. I could not give a higher recommendation."***

***– Kevin Colcord  
Board Chairman, Bartram Springs CDD***

# REFERENCES

## **Rivers Edge CDD (RiverTown)**

**Contact:** Mac McIntyre – Board Chair

Phone: (850) 496-5510

Description: Planned community of 4,000 homes at build-out.

Scope of Services: Amenity Management, Turnkey Operation of (2)

Cafés, Lifestyle Programs

Dates Serviced: March 2015 to present.



## **Heritage Landing CDD**

**Contact:** Robert Porter – VP of Land

Phone: (904) 899-5915 (cell)

Description: Planned community of 1,250 single-family and multi-family homes.

Scope of Services: HOA, Amenities & Lifestyle Management; Field Operations Management, Maintenance Services.

Dates Serviced: 2006 to present.



## **Bartram Springs CDD**

**Contact:** Kevin Colcord, Board Chairman

Phone: (904) 451-6808

Description: Built-out community of 1,200+ single-family and multi-family homes.

Scope of Services: HOA & Amenity Management, Maintenance Services, and Lifestyle Programs.

Dates Serviced: 2005 to present.



## **Durbin Crossing CDD**

**Contact:** Peter Pollicino – Board Chairman

Phone: (973) 713-7384

Description: Community of 2,600 homes, near build-out.

Scope of Services: Amenity Management, Field Operations Management, Maintenance Services, Programs, Lifeguard Services, and Facility Monitoring.

Dates Serviced: 2008 to present.



### **Kings Point Delray Beach**

**Contact:** Frank Iovine – Board Chair.

Phone: 561-302-8803 (cell)

Description: Planned community of 7,200 homes and 13,000+ residents.

Scope of Services: Clubhouse Management, IT & Communications Services, Maintenance Services, Resident Programs, Theater Operation, Community Transportation Services, CCTV Monitoring, Gatehouse Staffing, Community wide Special Events and Restaurant Operation.

Dates Serviced: 1992 to present.



### **Kings Point Sun City Center**

**Contact:** Liz Argott – past Board Member

Phone: (813) 362-6549

Description: Planned community of 5,000+ single-family homes.

Scope of Services: Clubhouse Management, IT & Communications Services, Maintenance Services, Resident Programs, Theater Operation, Special Events and Restaurant Operation.

Dates Serviced: 2008 to present.

### **Venetian CDD**

**Contact:** Rich Bracco – Board Chairman

Phone: (631) 807-1956

Description: Planned community of 1,200+ homes.

Scope: Amenity Mgt., Maintenance Services, Programs, & Restaurant Mgt. – Turnkey Operations.

Dates Serviced: March 2021 to present







## List of Current Clients

Anthem Park CDD

Avenir CDD

Bartram Creek

Bartram Springs CDD

Brandy Creek CDD (Johns Creek)

Celestina HOA

Cross Creek

Cypress Bluff CDD (eTown)

Durbin Crossing CDD

Glen St. Johns

Grand Haven CDD

Heritage Landing CDD

Julington Creek Plantation CDD

Kings Point Delray Beach HOA

Kings Point Sun City Center HOA

Lakeside Plantation CDD

LakeShore Ranch CDD

Plantation Estates

Preserve at Wells Creek

Renaissance at West Villages HOA

Rivers Edge CDD (RiverTown)

Southaven CDD (Markland)

Trails CDD (Winchester Ridge)

Triple Creek CDD

Trout Creek CDD (Shearwater)


Two Creeks

Venetian CDD

Westlake HOA

Westshore Yacht Club HOA

Yellow Bluff CDD (Tison's Landing)



***“Vesta affords our team the ability to focus on the rest of the community’s development while they handle all aspects of our Amenity management, programming, and maintenance. They are an integral part of our development team and success.”***

**– Jason Sessions  
Board of Supervisors Chairman, Rivers Edge CDD**



# Local Leadership Team

## Jay King, NE FL Regional Vice President



Jay has over 25 years of leadership experience with the U.S. Navy, The Home Depot, CSX Transportation, and Vesta. He is a current CDD Board member with over 6 years' experience including heading up \$1.4 million in recent capital project management, social media engagement, and annual resident surveying for the Bartram Springs CDD. As a long-time real estate investor, Jay remains active in the greater Jacksonville communities in which he owns property. To further his investments in these communities, Jay serves on their HOA Boards. He is committed to a culture that puts Customer Service first and a Regional Team that works exclusively within the communities they serve, rather than from a remote regional office.

## Dan Fagen, NE FL Director of Amenity Operations



Dan Fagen has many years of successful experience in the management of fitness operations at exclusive, local yacht-and-country clubs including Epping Forest Yacht Club, Deerwood Country Club, and San Jose Country Club. Mr. Fagen's experience also includes large asset and equipment purchases, event programming, and the management of staff such as maintenance personnel, personal trainers and group training instructors.

### **Sean Smith, NE FL Regional Aquatics Director for Safety**



Sean Smith has been with Vesta for 12 years serving in our Aquatics Division. During this time, he has worked as an Aquatics Director in several communities including Fleming Island Plantation and Julington Creek Plantation, managing seasonal staff numbers of over 70 employees during peak times of the year. He also provides regional aquatics supervision and support including recruiting, hiring and staffing lifeguards for multiple communities throughout the Northeast, Florida region. He holds a Lifeguard and Lifeguard Instructor certification with the American Red Cross and provides a pivotal role in the certifying and training of all Aquatics Employees across our company.

### **Steve Howell, NE FL Regional Director - Field Operations & Maintenance**



With over 20 years in the outdoor services industry including sales and service of pond and lake management and landscape management, our Regional Field Operations & Maintenance Director Steve seeks to ensure that every resident enjoys a “resort-like” look and feel within the communities they live. He is committed to a team approach and takes every opportunity to promote learning every aspect of responsible and outstanding Field Operations within our company. After receiving his Business degree from Georgia Southern University, he has successfully worked in various roles throughout the Southeast in resort management, contract service, owner/operator of a residential rehabilitation company, and now oversight and support of various communities and Field Operations Managers within the Northeast Region of Vesta. He is also the on-site Field Operations Manager for Vesta at Durbin Crossing CDD.

# Vesta's Value

## Vesta's Depth of Local Talent Value

Vesta is able to leverage our local workforce of over 350 associates - most within minutes of Wilford Preserve CDD - to allow for Paid Time Off for the staff, help with emergencies and sudden staff shortages, provide extra help for events and maintenance projects, etc., without having to resort to utilizing local temp-services or leaving positions unfilled for any length of time. (No other company can match this capability in Northeast Florida). Our local scale enables our employee's advancement opportunities without having to relocate which leads to more experienced and satisfied staff.

## Vesta's Board Reporting Value

We make it efficient for you to stay informed.

### Monthly General Manager Reporting

- Performance Metrics and Analysis
- Recent Event Highlights
- Upcoming Events and Planning
- Updates on Amenity Operations
- Recommendations

### Monthly Field Operations Reporting

- Project Work Highlights and Pictures
- Cost Savings
- Bids and Comparisons
- Vendor Management

**DURBIN CROSSING**  
Field Operation Manager's Report

Date of report: 8-28-2018 Submitted by: Steve Maxwell

**POOL RENOVATION UPDATE / Project complete:**  
These projects have been completed at both facilities. We are very pleased with the quality of work and the level of service that we received from Epic Pools on behalf of the residents of Durbin Crossing. There were a few notable items that have occurred throughout this process and we have highlighted these below, in no particular order:

1. We selected a white solid pool surface instead of a speckled surface initially for aesthetic purposes. However, there are several benefits to this selection that have come to our attention since installation. The surface is very "soft." Our first summer of the season remarked how wetted they were about the feel of the bottom of the pool, "like the ocean." The clarity of the water is improved for increased safety and a crisp, clean appearance. Also, due to the increasing strength of this surface over time we will be able to drain, and acid wash this surface 2-3 times extending its life expectancy, which would not have been an option with the speckled surface.
2. Epic Pools was also able to repair our pipes and remove all the hazards at both facilities. This was especially critical at our site.
3. We had all the existing color jets.
4. Supervisor had no trouble with the new equipment.
5. Our pool facilities ready for the season.

**UPPER CLEANING / AMENITY**  
Here is a list of some of the items that were completed:

- All pool furniture
- Rents and Seals
- All pool lighting
- Extensive efforts in equipment.
- All amenity center

**Jupiter Creek Plantation**  
Community Development Center  
GENERAL MANAGER REPORT

Date of report: 4/26/2018 Submitted by: Wendee Elvatt

**FITNESS UPDATE**  
Spring Break always brings in new faces in our fitness department. For the month of March there were approximately 7,400 fitness floor participants. There were 1,700 individuals who attended our group fitness classes and we provided 287 classes during the month. Our Kids Fitness class had some of our largest numbers in attendance this month. Fitness instructor Lee Ann Broward is responsible for the increased class participants. She has such a dynamic personality and motivates the kids with a variety of fun and challenging exercises.

**Equipment Replenishment:**  
Pads were replenished for our Magnum Dip Assist machine and our two functional floor pads.

**Work Orders:**  
Covered under Towing Qm's Warrants - Addressed Log Curl, Redline bike, Trampoline.

**SPORTSPLEX**  
March had a great turnout for our Spring Break "Game Tamer" to get the kids into the game. We had a lot of fun.



### Vesta's Resident Focused Communication Value

We make it easy for you to connect with your residents. We monitor social media to stay ahead of issues and ensure residents have the most accurate info through varied forms of proactive communication.

- Quick response to resident emails and voicemails
- Monthly e-Newsletters
- Weekly e-Blasts
- Capital Project Updates
- Pre-Annual Meeting Year in Review Board Accomplishments
- Website
- Social Media Updates and Responses
- Community Publications
- Surveying
- Community and Marquee Signage



**Vesta Vantage Pro: Fully integrated, multi-channel platform for maximum, proactive connection with your residents.**





### **Vesta's Lifestyle Value**

We strive and excel at bringing residents together. We will build on your strong traditions and add new events, programming and other lifestyle enhancements.

- Our goal is to provide a small hometown, Norman Rockwell atmosphere
- Staff/resident meet and greet events to ensure residents are connected and know their staff. Part of providing a quality lifestyle includes engaging with and listening to the residents.
- Provide recommendations to add fitness elements to existing playgrounds and parks in order to enhance all aspects of the lifestyle provided to residents.
- Facilitate new memories and magic – Aqua Egg Hunts, Pumpkin Plunge, Luau Parties, Craft Classes, NFL team trips, and more.
- Enhanced seminars – Youth safety Classes, Home Improvement Expo, etc.

### **The Value of an Independent POA and Amenity Management**

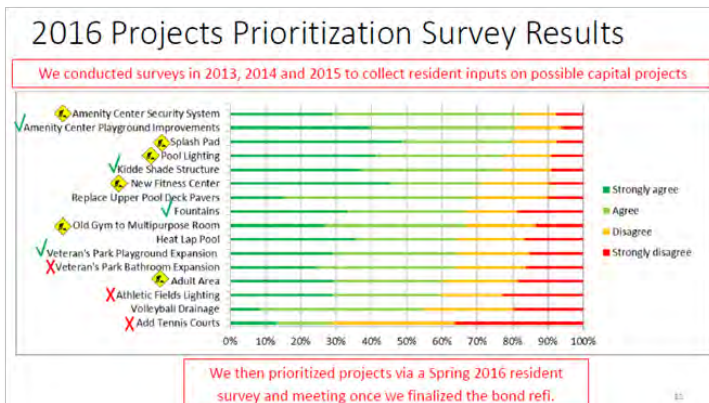
Vesta partners with all the major POA management firms across our communities to avoid a conflict of interest we do not do that scope of work. This enables a healthy dynamic whereby the POA management company is only beholden to the Board and its interests are not divided between the Board and any other service contracts that management company may also have with the POA. This enables the management company to always lookout for the best interests of the Board in supervising contracts. We find this arrangement best aligns with resident interests by improving quality of services and pricing.

### **Vesta's Vendor Relationship Value**

We provide the best options and pricing for services. We leverage our scale (20 amenity contracted communities in greater Jacksonville) and local relationships with vendors to receive the most responsive and economical services for our communities.

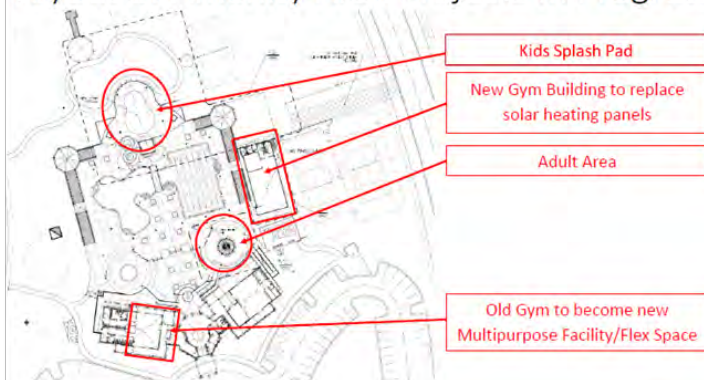
## Vesta's Capital Project Experience Value

We ensure you get the most project bang for your buck.



- Reserve Study Development Support
- Project Planning
- Resident Feedback and Project
- Prioritization Surveying
- RFP Development
- Onsite Vendor Support and Oversight
- Resident Communication and Updates
- Care and Maintenance Planning

## Layout of Amenity Area Projects In Progress



## Vesta's Technology Value

We can adapt to your existing technology systems, software, and providers or recommend a new approach tailored to your needs based on our extensive experience in the industry.

We provide webmaster services and are familiar with ADA compliance solutions.

***"Vesta Property Services began working for Julington Creek Plantation (JCP) in October 2016. Currently, all employees working at the District are Vesta employees, including a full-time, on-site general manager and a full-time, on-site field operations manager.***

***I am very happy with their performance, as they eagerly stepped into a challenging situation and immediately demonstrated a professional attitude and willingness to work hard. They quickly took charge, made immediate changes, and suggested further improvements for long-term success.***

***During their time at JCP, I have been most impressed by their willingness to work with the CDD Board on a variety of issues. If we are concerned about something and disagree as a Board on how to fix it, Vesta volunteers to research the situation further and present us with viable options that usually solve the issue to everyone's satisfaction. I believe three factors make Vesta stand out: experience, positive attitude/work ethic, and a creative, problem-solving approach. "***

***– Alison Golan  
Julington Creek Plantation Board of Supervisors, Seat 1***



## Vesta's Efficiency Value

We operate a lean and efficient organization to ensure your residents get the best value in services.

## Vesta's Analytical Value

We strive to optimize your Association's operations and financials.

- Comprehensive Analysis
- Benchmarking
- Cost Saving Projects
- SMART Recommendations
- Follow through and updates until completion



## Vesta's Scope of Service Value

We provide a full-service range of in-house services. The greater our scope the greater your savings.

- Amenity Management Services
- Field Operations Management Services
- HOA Management Services
- Food and Beverage Management Services
- Lifeguard Services
- Lifestyle Services
- Maintenance Services
- Pet Waste Disposal Services
- Gated Access System Installation and Maintenance Services

### Review, Analysis & Recommendations Regarding Operations at JCP

#### Introduction:

As committed, Vesta has conducted an in-depth review and analysis of the operation of Julington Creek Plantation's Recreation Amenities. As we and others have referred to it, our intent has been to determine how to "optimize" a match between the District's needs and resources, addressing such topics as department leadership, structure, programs, and finances. Our recommendations largely look at the next 18 months, through the end of the District's next fiscal year. With the benefit of an additional 12 months (beyond just our first 6 months to date), it is likely that additional changes to further optimize things will be submitted by Vesta in the coming year or so. However, as of now we are trying to strike a balance that:

- (1) Maintains a degree of stability through a continuation of proven and successful approaches and people at JCP (and minimizes negative disruption in level of service, staff morale, etc.);
- (2) Considers input from others with helpful insights and/or long-term histories with JCP;
- (3) Taps into our experience elsewhere to bring a new perspective and ideas to the operation;
- (4) Results in completing a thorough and detailed review and necessary recommendations, in conjunction with the timing of the District's current FY '18 budget process.

#### Objectives of Vesta's Optimization Report:

To guide this process, aided by the helpful input of the Board and District Management, the specific objectives of this Report have been:

- (1) Challenge the status quo and the notion of, "Because that's how we've always done it."
- (2) Align current operating revenues and expenses by department to improve clarity of understanding.
- (3) Achieve Personnel "Optimization" by:
  - a. Ensuring an understanding of key staff's roles, responsibilities, and individual strengths.
  - b. While being as considerate of our team members as possible, make recommended improvements to the overall operating structure.
- (4) Identify potential cost-reductions in the Recreation Operation to benefit the District (such as redirecting resources to other areas, reducing assessments, etc.)
- (5) Achieve Programs "Optimization" by:
  - a. Answering the question of, "What is an 'amenity' and what is a 'program'?" by department and activity.
  - b. Recommending the best overall approach to handling Programs (i.e., continuing it as a District-subsidized operation or moving to a contracted/outourced operation.)
- (6) If possible, incorporate some of the Board's recently-stated top priorities:
  - a. Landscaping improvements along Racetrack Road.
  - b. Energy Efficient Property Upgrades.



## Field Operation Manager's Report

*Date of report: 5-23-2016*

*Submitted by: Steve Howell*

### **STORAGE FACILITY UPDATE: / No Board action required**

The storage building has been ordered and should arrive and be installed by third week in April. The mulch path will be installed prior to our meeting. We are coordinating camera install with facility delivery to make sure it is protected. We will also continue to research cost effective options and vendors to power the facility for FY 2017.

### **NORTH AMENITY CENTER POOL PLAY FEATURE: / No Board action required**

The paint and servicing of the water play feature has been completed. We completely changed the color scheme to be more in line with the colors and motif of Durbin Crossing, and it turned out beautifully.



### **PAVERS AT NORTH AND SOUTH: / BOARD ACTION REQUIRED**

As reported previously pavers continue to crack creating a safety hazard. This must be addressed before the start of the swim season. Proposals and recommendations are attached.

### **MULCH CHANGE AND INSTALLATION: / No Board action required**

We have accomplished the goal of removing of ALL areas containing red mulch in Durbin Crossing. The mulch installation is now concluded with only gold mulch. Project complete.

### **QUAIL CREEK ACCESS EASEMENT: / No Board action required**

With regard to the cell tower access discussed last month, we have since installed a cable fence through 4x4 posts along the back side of this common area. (Photo below) We then had DTE install (15) Fackahatchee plants that will eventually fill in and cover said barrier. We are hoping these steps will help secure this easement and cut down on the wear and tear of the turf. We are now looking at options for deterring the trespassers from entering



left of the gate, through homeowner's yard. We will continue to monitor this situation and keep the Board informed.

#### **OTHER COMPLETED TASKS:**

- Hedges have been trimmed at the Thornloe utility boxes in an effort to stop unwanted loitering. There still seems to be a lot of activity on / around these boxes despite our efforts. At this time, we are looking into some type of signage that may aid in deterring these kids.
- All JEA streetlights have been addressed up the chain of command with JEA, so they have all been inspected and repaired. We will be continuing our biweekly drive through inspections of all lighting, to include landscape lighting.
- We have placed Court numbers (1-6) at each of the six courts to aid in designation of organized versus leisure use. Court numbers 1-4 are at South and 5-6 are at North. We have also purchased score bars so that residents will no longer need to keep score of their matches with sidewalk chalk.
- Lastly, we have gone through the community and located approximately (14) trees in the preserve, that could be a legitimate threat to surrounding structures. We have contacted our tree vendor and will have these trees dropped in their areas as soon as possible.




#### **WHAT TO EXPECT IN APRIL:**

- Continued efforts in establishing a high-quality maintenance program, that will help minimize unnecessary project expenses and allow us to focus more heavily on the detail and overall aesthetic appeal, thus fulfilling the overall expectations of the existing, new, and future residents of Durbin Crossing.
- Monitor closely the methods and practices of our vendors as the active, outdoor season begins.
- Durbin South Slide restoration (i.e. deep clean, wax and frame painting).
- Touch up painting throughout the community, with respect to the fencing, gates, and bike racks.
- Successful transfer of storage items from current areas to new building, and the re-establishment of the indoor storage areas to their intended use.

#### **LANDSCAPING:**

We have been working closely with Down to Earth, DTE, and have the following updates:

- During the month of February, all beds throughout the community were addressed with respect to establishing uniformity with shrubs, hedges, annuals, and perennials. All dead, struggling or mismatched plants were either removed for disposal or were



relocated to fill areas in need of like kind. We then used the remaining plants available under the contract, as well as added various others in an effort to fulfill our goal. Spring has sprung, and the blooms are happening. We are very pleased with the results and the level of attention and detail.

- During the month of February, all pre-emerge weed prevention and fungicide applications were completed throughout the community, for all turf, ornamental grasses and weeds. Fertilizers for the bushes at North/South amenities were also applied.
- In March, the removal of red mulch from all areas North Durbin, was fulfilled and transitioned to gold mulch. Now we have uniformity throughout Durbin Crossing with respect to ground cover. The decision to only remove red where necessary yielded an approximate savings of roughly \$8,000.00.
- DTE also included removal of pine straw and mulching all trees between sidewalk and parkway, at no additional charge. Our Area Supervisor, Patrick, felt that this would add a positive, more visual flow throughout the community. In an effort to promote long term, healthy growth with our ornamental trees, DTE was diligent about maintaining an open, permeable ring around the base of every tree to ensure adequate watering could take place.
- All irrigation zones have been checked and repaired where necessary to assure a smooth transition into the growth season.
- All entrances to the individual communities, were treated with fertilizer this month. ALL areas were also treated for ants.
- The worn area in the cul-de-sac at Forest Edge, proposed at last month's meeting, has been successfully completed and looks great.

#### **WHAT TO EXPECT IN APRIL:**

- Trim all Medjools once seed pods are mature. Being aware of any potential issues regarding disease, or fungus, DTE will be using safe pruning practices (i.e. clean blades per tree) to avoid any issues moving forward.
- All turf will be fertilized with a granular formula.
- All bushes will be sprayed with a 20-20-20 formula to promote leave growth and accompanying flowers.
- Install fertilizer stakes around all Medjool palms (stakes contain: Manganese, Magnesium, Potassium, Sulfur, Nitrogen, Iron, and Copper)

*Should you have any comments or questions feel free to contact me directly.*

## **PROPOSAL FORMS**

### **4.A.**

#### **GENERAL PROPOSER INFORMATION**

- *Proposer General Information:*

Proposer Name Vesta Property Services, Inc.

Street Address 245 Riverside Avenue, Suite 300

P. O. Box (if any) \_\_\_\_\_

City Jacksonville State Florida Zip Code 32202

Telephone 904-355-1831 Fax no. 904-204-2469

1st Contact Name Roy Deary Title President, District Services Division

2nd Contact Name Jay King Title Vice President, District Services Division

Parent Company Name (if any) N/A

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

- *Company Standing:*

Proposer's Corporate Form: Corporation  
(e.g., individual, corporation, partnership, limited liability company, etc.)

- In what State was the Proposer organized? Florida Date: November 1993

- Is the Proposer in good standing with that State? Yes ☒ No ☐

If no, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes ☒ No ☐

If no, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *What are the Proposer's current insurance limits?*

General Liability	<u>\$1,000,000 (with \$5,000,000 Umbrella coverage)</u>
Automobile Liability	<u>\$1,000,000</u>
Workers Compensation	<u>\$1,000,000 (with Statutory Limits)</u>
Expiration Date	<u>01/01/2022</u>

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

License No. #CAB3970      Expiration Date: 09/30/2021

Qualifying Individual: Lisa Ann Manzione      Title: CAM / Vice President

#### **4.B.** **EXPERIENCE**

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 200 acres previously?    Yes X No \_\_\_\_ If yes, please provide the following information for each project (attach additional sheets if necessary):*

**Project Name: Aberdeen CDD**

Project Type: Planned-community of 1,936 homes

Location: Saint Johns, Florida

Scope of Services: Amenity Mgt., Maintenance Services, Programs, & Lifeguard Services

Contract Value: \$300,000+

Vesta On-Site Staff: 10+

Dates Serviced: 2009 – present.

**Project Name: Bartram Springs CDD**

Contact: Kevin Colcord – Board Chairman

Contact Phone: (904) 451-6808

Project Type/Description: Planned-community of 1,694 homes

Location: Jacksonville, Florida

Scope of Services: Amenity Management, Field Operations, Maintenance Services, Lifestyle Programs, and Lifeguard Services.

Contract Value: \$400,000+

Vesta On-Site Staff: 15+

Dates Serviced: 2005 - present

**Project Name: Durbin Crossing CDD**

Contact: Peter Pollicino – Board Chairman

Contact Phone: (973) 713-7384

Project Type: Planned-community of 2,600 homes

Location: Saint Johns, FL

Scope of Services: Amenity Management, Field Operations Management, Maintenance Services, Programs, Lifeguard Services, and Facility Monitoring.

Contract Value: \$375,000    Vesta On-Site Staff: 12+

Dates Serviced: 2008 – present.



**Project Name: Grand Haven CDD**

Contact: Barry Kloptosky – District Ops. Mgr.

Contact Phone: (386) 715-6081

Project Type: Planned-community of 1,895 homes    Location: Palm Coast, Florida

Scope of Services: Amenities Management, Restaurant & Bar Turn-key Operation, Facilities Maintenance, and Lifestyle Programs & Events

Contract Value: \$550,000 (excluding Restaurant Mgmt.)

Dates Serviced: 2007 – present.



**Project Name: Harbor Bay CDD**

Contact: Dan Leventry – Board Chairman

Contact Phone: (813) 995-5669

Project Type: Planned-community of 1,300+ homes

Location: Apollo Beach, Florida

Scope of Services: Amenities Management, Café - Turn-key Operation, Field Operations & Facilities Maintenance Services, Lifeguard Staffing, and Lifestyle Programs & Events

Contract Value: \$950,000

Dates Served: 2019 – present.



**Project Name: Heritage Landing CDD**

Contact: Robert Och – Board Supervisor

Email: robertochcdd@gmail.com

Cell: (904) 250-7602

Project Type: Planned-community of 1,154 homes

Location: Saint Johns, Florida

Scope of Services: Amenity Management & Staffing, Field Operations Management and Grounds Maintenance Management, Maintenance Services, Programs, Lifeguard Services, and Facility Monitoring.

Contract Value: \$400,000

Dates Served: 2006 – present.



**Project Name: Julington Creek Plantation CDD**

Contact: Tom Chambers, Board Chairman

Telephone: (904) 465-6101

Project Type: Planned-community of 5800 homes

Scope of Services: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, Turnkey Café Operation, Lifeguard Staffing, and Programs & Events.

Contract Value: \$1.2m.+ On-Site Staff: 60+

Dates Served: 2017 – present



**Project Name: LakeShore Ranch CDD**

Contact: Patricia Comings-Thibault, District Manager

Email: patricia.comings-thibault@dpfg.com

Cell: (407) 221-9153

Project Type: Planned-community of 800 homes

Location: Land O' Lakes, Florida

Scope of Services: Amenity Management & Staffing, Maintenance Services, and Lifestyle Programs and Events

Contract Value: \$165,000

Dates Serviced: 2015 – present.



**Project Name: Lakeside Plantation CDD**

Contact: George Flint, District Manager

Telephone: (407) 841-5524

Project Type: Planned-community of 750 homes

Location: North Port, Florida

Scope of Services: Amenity Management & Staffing, Field Operations Management and Grounds Maintenance Management, Maintenance Services, and Lifestyle Programs & Events

Contract Value: \$175,000

Dates Serviced: 2014 – present.

**Project Name: Rivers Edge I CDD (RiverTown)**

Contact: Mac McIntyre, Board Chair

Phone: (850) 496-5510

Project Type: Planned-community of 4,000+ homes at build-out

Location: Saint Johns, Florida

Scope of Services: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, Lifeguard Staffing, and Resident Programs for two amenity centers, including turnkey management of full-service café.

Contract Value: \$325,000

Dates Served: March 2015 - present.



**Project Name: Venetian CDD**

Contact: Rich Bracco, Board Chairman

Cell: (631) 807-1956

Project Type: Planned-community of 1,200+ homes

Location: North Venice, Florida

Scope of Services: Amenity Mgt., Maintenance Services, Programs, & Restaurant Mgt. – Turnkey Operations

Contract Value: \$800,000+

Vesta On-Site Staff: 25+

Dates Serviced: March 2021 – present.



- *List the Proposer's total annual dollar value of amenity center management and grounds maintenance management completed for each of the last five (5) years starting with the latest year and ending with the most current year:*

2017 = \$5m. (+ over \$700,000 for "Grounds Maint. Mgmt." in our Community Mgmt. Div.)

2018 = \$6m. (+ over \$1m. for "Grounds Maint. Mgmt." in our Community Mgmt. Division)

2019 = \$6.75m. (+ over \$1m. for "Grounds Maint. Mgmt." in our Community Mgmt. Division)

2020 = \$7.5m. (+ over \$1m. for "Grounds Maint. Mgmt." in our Community Mgmt. Division)

2021 = \$8.5m. (+ over \$1m. for "Grounds Maint. Mgmt." in our Community Mgmt. Division)

- *Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. Attach additional sheets if necessary.*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Your Company's Scope of Services for Project: \_\_\_\_\_

List of subcontractors used: \_\_\_\_\_

Is this a current contract? Yes \_\_\_\_ No \_\_\_\_

Duration of contract: \_\_\_\_\_

**NOTE: PLEASE REFER TO LIST OF VESTA'S CDD CLIENTELE PROVIDED ABOVE**



- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any amenity center management and/or grounds maintenance management contract within the past 3 years? Yes X No \_\_\_\_\_ For each such incident, please provide the following information (attach additional sheets as needed):*

Project Name/Location: Villages of Bloomingdale/Riverview, Florida

Contact: George Flint, District Manager Contact Phone: (407) 242-0501

Project Type/Description: Planned-Community of approximately 800 homes

Dollar Amount of Contract: \$137,000

Scope of Services for Project: Day-to-day staffing & management of a clubhouse and pool.

Dates Serviced: 2008 – 2018

Reason for Termination: The Board was becoming more cost-conscious and so it conducted an RFP in order to try to lower its costs, which it ultimately did by selecting a lower-priced alternative provider. We were not able to lower our price due to the long-term challenges of being able to recruit and staff the facility well enough, due to some “problematic” features of the community and its location.

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes \_ No X*

If yes, please describe each violation, fine, and resolution \_\_\_\_\_

\_\_\_\_\_

- Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes X No

—  
If yes, please describe each incident

Date of Injury	Cause	Employment Location
2/5/2018	Manual Material Handling	Heritage Isle
2/26/2018	Manual Material Handling	Delray
3/19/2018	Slip/Trip/Fall	Sun City North
4/2/2018	Manual Material Handling	Orlando
4/26/2018	Slip/Trip/Fall	PMSI
5/1/2018	Slip/Trip/Fall	Sun City North
10/30/2018	Struck by/Against Object	Daytona Beach
11/17/2016	Fall, Slip or Trip Injury	Mills River, NC
6/6/2015	Fall, Slip or Trip Injury	Jacksonville
4/21/2017	Fall, Slip or Trip Injury	Riverside
8/25/2017	Fall, Slip or Trip Injury	Jacksonville
9/18/2015	Fall, Slip or Trip Injury	Jacksonville
10/30/2017	Stepping On Object	St. Petersburg
3/3/2015	Fall, Slip or Trip Injury	Jacksonville
11/3/2017	Stepping On Object	Jacksonville
4/17/2015	Strain or injury by	Jacksonville
9/12/2017	Strain or injury by	1900 Sun City
1/28/2015	Fall, Slip or Trip Injury	Lakeside Plant.
2/19/2016	Fall, Slip or Trip Injury	1900 Sun City
7/17/2016	Fall, Slip or Trip Injury	Kensington HOA
4/1/2017	Strain or injury by	Delray
5/4/2016	Fall, Slip or Trip Injury	Jacksonville
11/7/2017	Fall, Slip or Trip Injury	1900 Sun City
4/8/2017	Fall, Slip or Trip Injury	Delray
6/28/2017	Misc. Causes – Other	Pembroke Pines
8/15/2017	Fall, Slip or Trip Injury	Pembroke Pines

- Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes \_\_\_\_  
No X If yes, please provide:

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer’s role in the action, and the status and/or resolution of the action.*
- 
- 
- 
- 

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer’s role in the litigation, and the status and/or resolution of the litigation.*

- At our “Five Towns” managed-community in the St. Petersburg area, a resident alleged a type of “slip-and-fall,” supposedly resulting from an insect sting occurring on the club premises/facilities that we maintain. The claim was dismissed.
- A former employee at our Kings Point Sun City Center property alleged wrongful termination in lieu of receiving severance pay (contrary to our standard employment practice.) The claim was dismissed.
- In February of 2019, a “Dram Shop” liability matter was settled by our insurance carrier involving a homicide of a resident by a fellow resident that took place in a managed community of Vesta’s in the Tampa area, called The Bay Club at Westshore Yacht Club.
- In 2017, a “slip-and-fall” incident was settled by our insurance carrier with a resident of Durbin Crossing Community Development District, involving a child and a supposed wet-spot on the clubhouse bathroom floor. Vesta manages and maintains the amenity center.
- A former Vesta employee alleged age-discrimination as the reason for his or her termination at our Villages of Bloomingdale contact in Riverview. The claim was settled (for a modest sum) out-of-court on May 21, 2021.

**4.C.**  
**PRICING**

**Proposed Fee for Management and Staffing**

(for hourly rates, indicate if the price is proposed to change in years 2 or 3)

This must include all proposed costs of:

-	Amenity/Operations Manager	
-	Year 1	\$33,555.28
-	Year 2	\$34,753.68
-	Year 3	\$36,351.55
-	Janitorial Maintenance	
-	Year 1	\$ 9,337.12
-	Year 2	\$10,345.86
-	Year 3	\$11,104.50
-	Pool Maintenance	
-	Year 1	\$19,336.31
-	Year 2	\$19,825.28
-	Year 3	\$20,331.58

Please provide an hourly rate for General Facility Maintenance = \$32.00

NOTE: IF THE PROPOSER DESIRES TO PROPOSE AN ALTERNATE APPROACH TO OPERATING AND MAINTAINING THE DISTRICT'S FACILITIES, THE PROPOSER IS STRONGLY ENCOURAGED TO SUBMIT BOTH A PROPOSAL RESPONSIVE TO THE STRUCTURE OUTLINED HEREIN AND A SEPARATE, ALTERNATIVE PROPOSAL.

*C.*



## Governmental Management Services

*Serving Florida's New Communities*

October 6, 2021

Sent via email

Wesley Haber  
Hopping Green & Sams, P.A.

RE: Wilford Preserve – GMS Proposal for Site and Amenity Management Services

Wesley:

Governmental Management Services, LLC (GMS) is pleased to submit our proposal to provide Site and Amenity Management Services to Wilford Preserve Community Development District (CDD). Attached are our costs and a company profile reflecting our experience and qualifications. GMS will provide all services directly and is prepared to begin work immediately. We currently provide field management services for multiple CDDs in the area including the Double Branch and Middle Village CDDs. In addition, GMS has office locations in Jacksonville, St. Augustine, and Palm Coast, which we believe gives us a distinct advantage in providing these services.

GMS is a leader in the management of special taxing districts and provides district management services to approximately 180 CDDs across the State of Florida. Our approach, methodology, and philosophy towards providing these services reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients. We believe that our greatest strength is our ability to respond to individual client needs efficiently, effectively and professionally.

We thank you for the opportunity to submit our proposal. Please feel free to contact me at 407-841-5524, ext. 125 if you have any questions or need additional information.

Sincerely,  
GMS

*Darrin Mossing*

Darrin Mossing  
President

Orlando  
219 E. Livingston St.  
Orlando, FL 32801

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

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

Ft. Lauderdale  
5385 N. Nob Hill Rd.  
Sunrise, FL 33351

Tampa  
18842 N. Dale Mabry Hwy  
Lutz, FL 33548

Knoxville  
1001 Bradford Way  
Kingston, TN 37763



# GOVERNMENTAL MANAGEMENT SERVICES LLC

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## **PROPOSAL FOR SITE AND AMENITY MANAGEMENT**

PREPARED FOR

**WILFORD PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

OCTOBER 6, 2021



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# COMPANY INFORMATION

Governmental Management Services (GMS) is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Tallahassee, Port St. Lucie, St. Augustine, and Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 180 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. The majority of personnel has worked with Investment Bankers, Bond Counsel, District Counsel, Engineers,

Developers and Boards of Supervisors across the State of Florida. They have provided management, financial and administrative reporting services to approximately 180 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

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



# HOW WE WORK

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**Although technology has tremendously impacted how services are provided for nearly every business today, GMS realizes an organization is only as good as the individuals working within it. If an organization is not able to retain hardworking, knowledgeable and dedicated employees that understand their client's needs, it is most certain to fail.**

**It is for this reason that GMS has focused a significant effort on recruiting and retaining the best in the district management industry.**

## **STATEMENT OF STAFF CONSISTENCY**

GMS is the best qualified provider of management services because of the experience of the personnel who will be providing the management services for the District.

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

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Amenity Management
- Operations Management
- Utility Billing
- Other Services

These management services are being provided by the principals of GMS

# CONTACT INFORMATION

---



**Corporate Office:**  
**1001 Bradford Way**  
**Kingston, TN 37763**  
**govmgtsvc.com**

**GMS IS PREPARED TO  
PROVIDE ALL SERVICES  
DIRECTLY AND DOES  
NOT CONTEMPLATE  
THE NEED  
TO SUBCONTRACT  
SERVICES.**

## **GMS LLC NORTH FLORIDA ADMINISTRATIVE OFFICES**

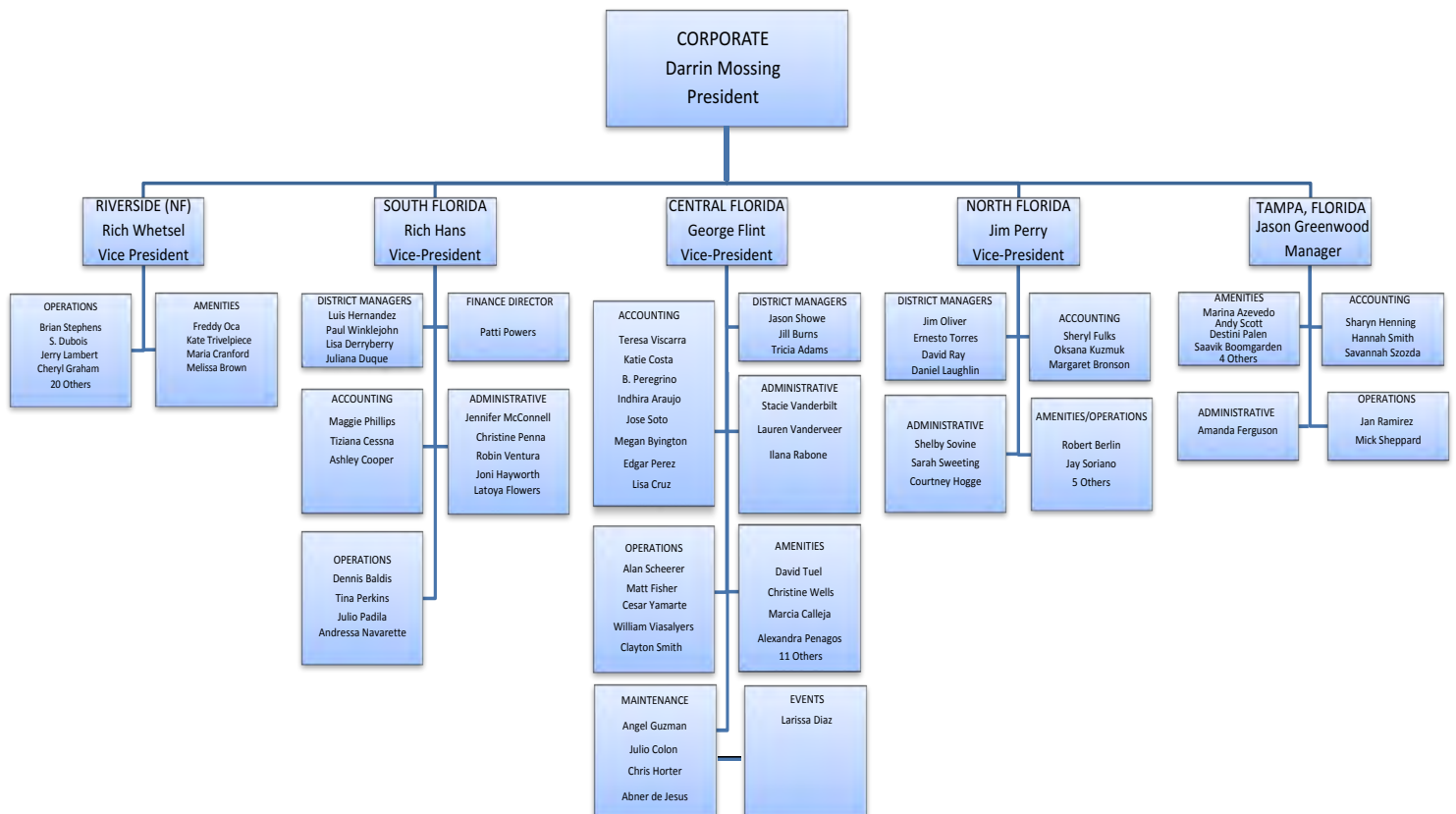
393 Palm Coast Parkway  
Suite #4  
Palm Coast, FL 32137  
(386) 585-4035

475 West Town Place,  
Suite 114  
St. Augustine, FL 32092  
(904) 940-5850  
(904) 940-5899 fax

## **GMS LLC NORTH FLORIDA OPERATIONS**

9655 Florida Mining  
Blvd  
Bldg. 300  
Suite 305 & 306  
Jacksonville FL 32257  
(904) 288-7667

# FAMILY OF COMPANIES



# OUR TEAM



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

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

**"GMS REALIZES AN  
ORGANIZATION IS ONLY AS GOOD  
AS THE INDIVIDUALS WORKING  
WITHIN IT."**

**EDUCATION**

Ohio University, 1988,  
Bachelor of Science,  
Major: Accounting

**EXPERIENCE**

31 Years

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

# DARRIN MOSSING PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a Bachelor's degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988 for Indian Trace

Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 180 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

# JAMES PERRY MANAGING PARTNER

James Perry is a partner and provides District Management Services at the GMS - North Florida office. He oversees the district management, administration, and outside services operations for the Districts. Mr. Perry graduated from the University of Central Florida with a Bachelor of Business Administration in Accounting and from the executive development program of the University of Pennsylvania-Wharton. Mr. Perry has extensive experience with Community Development Districts, local government, utilities, development and construction. He has served in senior financial positions with Fortune 100 companies as well as with the largest governmental utility provider in Northeast Florida. He is also a licensed CPA.

**EDUCATION**

Bachelor's of Business Administration in Accounting, University of Central Florida

Executive Development Program, University of Pennsylvania-Wharton

**EXPERIENCE**

23 Years District Management



# Jay Soriano

## FIELD MANAGEMENT SERVICES

As a company, GMS provides field management services to 30 Districts throughout Florida. Jay Soriano serves as Operations Manager. After receiving a BA in Exercise and Sports Science from East Carolina University, Jay then attended the University of Delaware, where he began his Master's studies in Health Administration and continued studies toward a second Bachelor's in Parks and Recreation programming. Jay accepted his first career position with Bayhealth Medical Center in Milford, Delaware where he focused on developing his skills in management, cost control, employee development, and customer relations. Accepting a position with East West Partners in Florida, developers of nationally award winning planned communities, allowed Jay early opportunities to learn aspects of community management and development. Jay has spent multiple years as a Director of Recreation, Fitness and Aquatics, and also as a manager for Facility operations for companies such as the YMCA, many small private fitness studios, and multiple Community Development Districts, helping to guide them to successful program development, financial stability, and employee training. Working for GMS since 2012, Jay holds professional certifications in many aspects of facilities maintenance and management, and program development. Jay is able to work with Amenities Centers and staffing in any District or business alike to help develop a well-run, safe, and efficient environment.

**THE FOLLOWING FIELD MANAGEMENT SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, AND RULES AND REGULATIONS:**

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



# AMENITY MANAGEMENT & FACILITY ATTENDANT **SERVICES**

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

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

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

*continued on p.14*



*continued from p. 13*

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



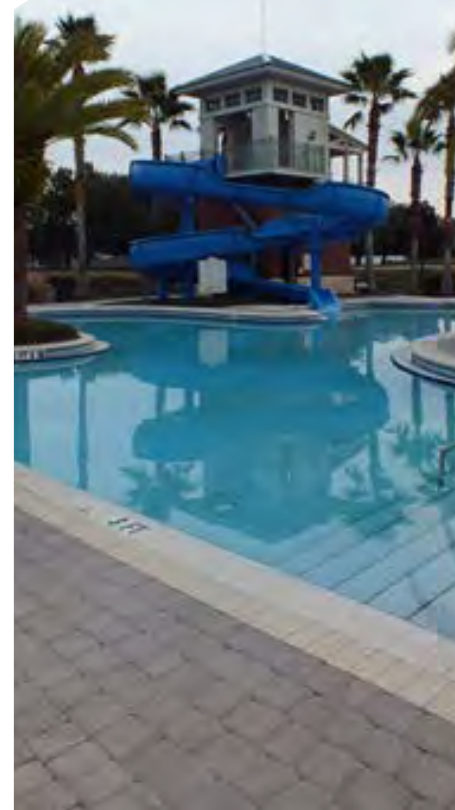
# POOL MAINTENANCE SERVICES

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

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

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



# LIFEGUARDING SERVICES

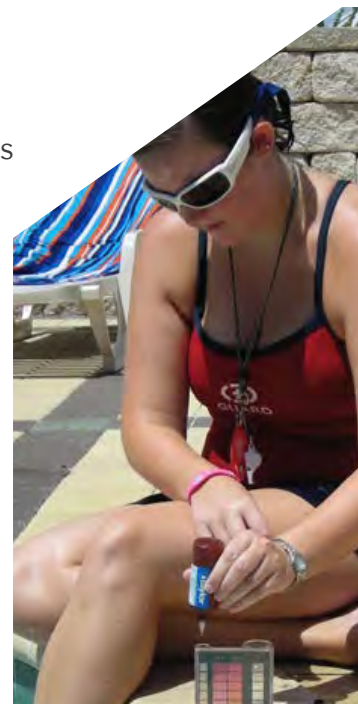
Lifeguards are American Red Cross certified in Lifeguarding, Water Park Lifeguarding, CPR, First Aid and AED for Adults, Infants and Children. For best results, lifeguards shall be at least 16 years of age and perform standard duties associated with an aquatic facility. The District will only be invoiced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

## A. Responsibility:

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

## B. Staffing Approach & Scheduling

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





	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/ Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	*	*	*		*
2	Academical Village	Broward	*	*	*		
3	Amelia Concourse	Nassau	*	*	*		
4	Amelia Walk	Nassau	*	*	*		*
5	Anclote HOA	Pasco	*	*	*		
7	Arlington Ridge	Lake	*	*	*		*
8	Armstrong	Clay	*	*	*		
9	Astoria	Polk	*	*	*		
10	Bannon Lakes	St. Johns	*	*	*		*
11	Bartram Park	Duval	*	*	*		
12	Bartram Springs	Duval	*	*	*		
13	Bay Laurel Center	Marion	*	*	*	*	
14	Baytree	Brevard	*	*	*		*
15	Baywinds	Miami-Dade	*	*	*		*
16	Beacon Tradeport	Miami-Dade	*	*	*		
17	Bellagio	Miami-Dade					
18	Bella Collina	Lake	*	*	*	*	*
19	Belmont	Hillsborough	*	*	*		
20	Bonita Village	Lee	*	*	*		
21	Bonnet Creek Resort	Orange	*	*	*		*
22	Brandy Creek	St. Johns	*	*	*		
23	Candler Hills	Marion	*	*	*		
24	Canopy	Clay	*	*	*		
25	Capital Region	Leon	*	*	*		*
26	Centre Lake	Miami-Dade	*	*	*		
27	Central Lake	Lake	*	*	*	*	
28	ChampionsGate CDD	Osceola	*	*	*		
29	ChampionsGate POA	Osceola		*			
30	Chapel Creek	Pasco	*	*	*		
31	City of Coral Gables	Miami-Dade		*			
32	Coconut Cay	Miami-Dade	*	*	*		
33	Copper Creek	St. Lucie	*	*	*		
34	Copper Oaks	Lee	*	*	*		
35	Coral Bay	Broward	*	*	*		*
36	Coral Keys Homes	Miami-Dade	*	*	*		
37	Creekside	St. Lucie	*	*	*		
38	Cypress Bluff	Duval	*	*	*		
39	Cypress Cove	Broward	*	*	*		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/ Wastewater Utility	Operations Management/ Amenities
40	Cypress Creek	Hillsborough	•	•	•		
41	Cypress Park	Polk	•	•	•		
42	Davenport Road	Polk	•	•	•		
43	Deer Island	Lake	•	•	•		•
44	Deer Run	Flagler	•	•	•		•
45	Dowden West	Orange	•	•	•		
46	Downtown Doral	Miami-Dade	•	•	•		
47	Downtown Doral South	Miami-Dade	•	•	•		
48	Dunes	Flagler	•	•	•	•	
49	Dupree Lakes	Pasco	•	•	•		•
50	Durbin Crossing	St. Johns	•	•	•		
51	East 547	Polk	•	•	•		
52	East Homestead	Miami-Dade	•	•	•		•
53	Eden Hills	Polk	•	•	•		
54	Enclave @ Black Point Marina	Miami-Dade	•	•	•		
55	Falcon Trace	Orange	•	•	•		•
56	Fortebello HOA	Brevard	•	•	•		
57	Forest Brooke	Hillsborough	•	•	•		•
58	Forest Lake	Polk	•	•	•		
59	Founders Ridge	Lake	•	•	•		
60	Gardens at Hammock Beach	Flagler	•	•	•		
61	Green Corridor	Multiple	•	•	•		
62	Hammock Reserve	Polk	•	•	•		
63	Hemingway Point	Broward	•	•	•		
64	Heritage Park	St. Johns	•	•	•		•
65	Heron Isles	Nassau	•	•	•		
66	Highland Meadows II	Polk	•	•	•		•
67	Highland Meadows West	Polk	•	•	•		
68	Holly Hill Road	Polk	•	•	•		
69	Hollywood Beach #1	Broward	•	•	•		
70	Homestead 50	Miami-Dade	•	•	•		
71	Indigo	Volusia	•	•	•		
72	Indigo East	Marion	•	•	•		
73	Interlaken	Broward	•	•	•		
74	Islands at Doral III	Miami-Dade	•	•	•		
75	Islands at Doral TH	Miami-Dade	•	•	•		
76	Isles of Bartram Park	St. Johns	•	•	•		
77	Lake Ashton I	Polk	•	•	•		•
78	Lake Ashton II	Polk	•	•	•		



	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
79	Lake Emma	Lake	*	*	*		
80	Lakeside Plantation	Sarasota	*	*	*		
81	Lakes by Bay South	Miami-Dade	*	*	*		*
82	Landings at Miami	Miami-Dade	*	*	*		
83	Live Oak Lake	Osceola	*	*	*		
84	Lucerne Park	Polk	*	*	*		
85	Mayfair	Brevard					
86	McJunkin at Parkland	Broward	*	*	*		
87	Meadow View at Twin Creeks	St. Johns	*	*	*		
88	Mediterranea	Palm Beach	*	*	*		
89	Middle Village	Clay	*	*	*		*
90	Mirada	Lee	*	*	*		
91	Montecito	Brevard	*	*	*		*
92	Narcoossee	Orange	*	*	*		*
93	Nob Hill Condo Association	Broward	*	*	*		*
94	North Boulevard	Polk	*	*	*		
95	North Dade	Miami-Dade	*	*	*		
96	Northern Riverwalk	Palm Beach	*	*	*		
97	North Powerline Road	Polk	*	*	*		
98	North Springs Improvement Dist	Broward	*	*	*		
99	Oakridge	Broward	*	*	*		
100	Old Hickory	Osceola	*	*	*		
101	Old Palm	Palm Beach	*	*	*		
102	Oleta River	Miami-Dade	*	*	*		
103	Orchid Grove	Broward	*	*	*		
104	Osceola County Housing Finance Authority	Osceola		*			
105	Palm Coast Park	Flagler	*	*	*		
106	Palm Glades	Miami-Dade	*	*	*		*
107	Palms of Terra Ceia Bay	Manatee	*	*	*		
108	Pine Air Lakes	Collier	*	*	*		
109	Pine Ridge Plantation	Clay	*	*	*		*
110	Poinciana	Polk	*	*	*		*
111	Poinciana West	Polk	*	*	*		*
112	Portofino Isles	St. Lucie	*	*	*		*
113	Portofino Landings	St. Lucie	*	*	*		
114	Portofino Shores	St. Lucie	*	*	*		
115	Portofino Springs	Lee	*	*	*		
116	Portofino Vineyards	Lee	*	*	*		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/ Amenities
117	Portofino Vista	Osceola	•	•	•		
118	Premium Pointe	St. Johns	•	•	•		
119	Quail Roost	Miami-Dade	•	•	•		
120	Randal Park	Orange	•	•	•		•
121	Randal Park POA	Orange	•	•			
122	Remington	Osceola	•	•	•		•
123	Reserve	St. Lucie	•	•	•	•	•
124	Reserve #2	St. Lucie	•	•	•		
125	Reunion East	Osceola	•	•	•		•
126	Reunion West	Osceola	•	•	•		•
127	Rhodine Road North	Polk	•	•	•		
128	Ridgewood Trails	Clay	•	•	•		•
129	River Place	St. Lucie	•	•	•		
130	River Bend	Hillsborough	•	•	•		
131	Rivers Edge	St. Johns	•	•	•		
132	Rivers Edge II	St. Johns	•	•	•		
133	Rivers Edge III	St. Johns	•	•	•		
134	Rolling Hills	Clay	•	•	•		•
135	Rolling Oaks	Osceola	•	•	•		
136	Sabal Palm	Broward	•	•	•		
137	Saddle Creek	Polk	•	•	•		
138	Sampson Creek	St. Johns	•	•	•		•
139	San Simeon	Miami-Dade	•	•	•		
140	Scenic Highway	Polk	•	•	•		
141	Shingle Creek	Osceola	•	•	•		•
142	Shingle Creek at Bronson	Osceola	•	•	•		
143	South Dade Venture	Miami-Dade	•	•	•		•
144	South Kendall	Miami-Dade	•	•	•		
145	South Village	Clay	•	•	•		
146	Stoneybrook South	Osceola	•	•	•		•
147	Stoneybrook South @ChampionsGate	Osceola	•	•	•		•
148	Storey Creek	Osceola	•	•	•		
149	Storey Drive	Osceola	•	•	•		
150	Storey Park	Orange	•	•	•		•
151	Sweetwater Creek	St. Johns	•	•	•		
152	Tapestry	Osceola	•	•	•		
153	Tapestry HOA/POA	Osceola	•	•	•		•
154	Terra Bella	Pasco	•	•	•		
155	Tesoro	St. Lucie	•	•	•		•



	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/ Amenities
156	TIFA, LLC	Brevard	•	•		•	
157	The Crossings at Fleming Island	Clay	•	•	•	•	
158	Tison's Landing	Duval	•	•	•		
159	Tolomato	St. Johns	•	•	•		
160	Towne Park	Polk	•	•	•		
161	Treeline Preserve	Lee	•	•	•		
162	Turnbull Creek	St. Johns	•	•	•		•
163	Turtle Run	Broward	•	•	•		•
164	Talis Park	Collier	•	•	•		
165	Tohoqua	Osceola	•	•	•		•
166	Valencia Water Control District	Orange		•	•		
167	Verano Center	St. Lucie	•	•	•		
168	Verano #1	St. Lucie	•	•	•		
169	Verano #2	St. Lucie	•	•	•		
170	Verano #3	St. Lucie	•	•	•		
171	Verano #4	St. Lucie	•	•	•		
172	Verano #5	St. Lucie	•	•	•		
173	Viera East	Brevard	•	•	•		
174	Village of Biscayne Park	Miami-Dade		•			
175	Villages of Bloomingdale	Hillsborough	•	•	•		
176	Villa Mar	Polk	•	•	•		
177	Villa Portofino East	Miami-Dade	•	•	•		•
178	Villa Portofino West	Miami-Dade	•	•	•		
179	Vizcaya in Kendall	Miami-Dade	•	•	•		
180	Waterford Estates	Charlotte	•	•	•		
181	Waterstone	St. Lucie	•	•	•		
182	Westside	Osceola	•	•	•		•
183	Willow Creek	Brevard	•	•	•		
184	Windsor at Westside	Osceola	•	•	•		•
185	Windward	Osceola	•	•	•		•
186	Wynnfield Lakes	Duval	•	•	•		•
188	Zephyr Ridge	Pasco	•	•	•		

# REFERENCES

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

Ms. Cindy Nelsen  
Chairperson, Double Branch CDD  
1394 Canopy Oaks Drive  
Orange Park, FL 32065  
(904) 573-2364 - Office  
(904) 424-9960 - Mobile  
bcnelsen@comcast.net

Mr. Rocky Morris  
Chairperson, Middle Village CDD  
475 West Town Place #114  
St. Augustine, FL 32092  
(904) 887-4158  
rocky@clarioncall.org

Mr. Matthew Biagetti  
Chairperson, Pine Ridge  
Plantation CDD  
4933 Creek Bluff Lane  
Middleburg, FL 32068  
(724) 986-2789  
prcddbiagetti@gmail.com

Richard Ray, Chairman  
Tolomato CDD (Nocatee  
Development)  
4314 Pablo Oaks Court  
Jacksonville, Florida 32224  
(904) 992-9750

Gregory Peugh, General Manager  
Dunes CDD  
101 Jungle Hut Road  
Palm Coast, Florida 32137  
(386) 446-5593

# COST OF SERVICES

## *Proposal for Site and Amenity Management Services for Wilford Preserve Community Development District*

Governmental Management Services, LLC (GMS) shall provide Site and Amenity Management Services for Wilford Preserve Community Development District. These services include contract administration, field related inspections, and oversight of the following items:

- Landscape Maintenance
- Pond Inspections, Row Inspections
- Pool Cleaning
- Coordinate and Oversee Field Related Maintenance Projects
- General Maintenance to include Lighting Inspections/Coordinate Repairs
- Meeting with Contractors/Service Providers
- Attend District Board of Supervisors Meetings
- Receive/Respond to Resident Emails and Phone Calls Pertaining to District Related Issues
- Capital/Project Management Pricing and Proposals can be Provided based upon each Individual Project
- Janitorial, Common Ground Cleaning

*Site & Amenity Management Monthly Amount: \$3,750*

*Annual Amount: \$45,000*

### General Provisions:

Reimbursement for reasonable expenses such as copies, supplies, mileage, etc.

### Additional Services:

General Maintenance Personnel (per hour) \$40.00



**4.A.**  
**GENERAL PROPOSER INFORMATION**

• *Proposer General Information:*

Proposer Name Governmental Management Services, LLC

Street Address 475 West Town Place, Suite 114

P. O. Box (if any) \_\_\_\_\_

City St. Augustine State Florida Zip Code 32092

Telephone (904)- 940-5850 Fax no. \_\_\_\_\_

1st Contact Name Darrin Mossing Title President

2nd Contact Name Jay Soriano Title Operations Manager

Parent Company Name (if any) \_\_\_\_\_

Street Address \_\_\_\_\_

P. O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax no. \_\_\_\_\_

1st Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2nd Contact Name \_\_\_\_\_ Title \_\_\_\_\_

• *Company Standing:*

Proposer's Corporate Form: Partnership  
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 11-26-04

Is the Proposer in good standing with that State? Yes X No \_\_\_\_

If no, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes   X   No       

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- *What are the Proposer's current insurance limits?*

General Liability	<u>\$1,000,000 / 2,000,000</u>
Automobile Liability	<u>\$1,000,000</u>
Workers Compensation	<u>\$1,000,000</u>
Expiration Date	<u>10-01-22</u>

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **4.B.** **EXPERIENCE**

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 200 acres previously? Yes X No      If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: See Attached

Contact:\_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract:

Scope of Services for Project: \_\_\_\_\_

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Dates Serviced:

- *List the Proposer's total annual dollar value of amenity center management and grounds maintenance management completed for each of the last five (5) years starting with the latest year and ending with the most current year:*

2017 = +\$750,000

2018 = +\$1,000,000

2019 = +1,000,000

$$2020 = +1,250,000$$
$$2021 = +1,500,000$$

- *Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five years. Attach additional sheets if necessary.*

Project Name/Location: See Experience Summary

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Your Company's Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List of subcontractors used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this a current contract? Yes \_\_\_\_ No \_\_\_\_

Duration of contract: \_\_\_\_\_



- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management, amenity management and/or grounds maintenance management contract within the past 3 years? Yes \_\_\_\_\_ No X For each such termination, please provide the following information (attach additional sheets as needed):*

Project Name/Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Project Type/Description: \_\_\_\_\_

Dollar Amount of Contract: \_\_\_\_\_

Scope of Services for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Serviced: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes \_\_\_ No X*

If yes, please describe each violation, fine, and resolution \_\_\_\_\_

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes \_\_\_ No X

If yes, please describe each incident \_\_\_\_\_

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes \_\_\_ No X If yes, please provide:*

The names of the entities \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

The period(s) of debarment or suspension \_\_\_\_\_

Also, please explain the basis for any bar or suspension:

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- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

None to Report

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

None to Report

**4.C.**  
**PRICING**

**Proposed Fee for Management and Staffing**

(for hourly rates, indicate if the price is proposed to change in years 2 or 3)

This must include all proposed costs of:

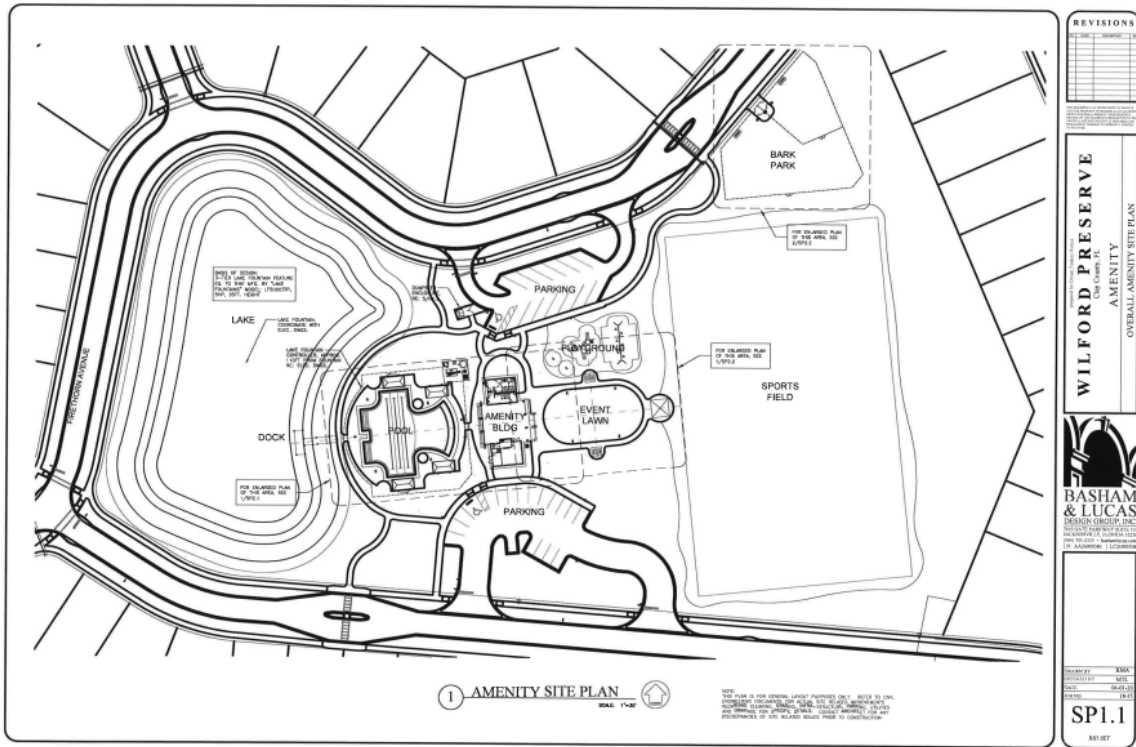
- Amenity/Operations Manager
  - Year 1 \$ See Attached
  - Year 2 \$ \_\_\_\_\_
  - Year 3 \$ \_\_\_\_\_
  
- Janitorial Maintenance
  - Year 1 \$ \_\_\_\_\_
  - Year 2 \$ \_\_\_\_\_
  - Year 3 \$ \_\_\_\_\_
  
- Pool Maintenance
  - Year 1 \$ \_\_\_\_\_
  - Year 2 \$ \_\_\_\_\_
  - Year 3 \$ \_\_\_\_\_

Please provide an hourly rate for General Facility Maintenance - \$ \_\_\_\_\_

NOTE: IF THE PROPOSER DESIRES TO PROPOSE AN ALTERNATE APPROACH TO OPERATING AND MAINTAINING THE DISTRICT'S FACILITIES, THE PROPOSER IS STRONGLY ENCOURAGED TO SUBMIT BOTH A PROPOSAL RESPONSIVE TO THE STRUCTURE OUTLINED HEREIN AND A SEPARATE, ALTERNATIVE PROPOSAL.

## 5. SITE PLAN





REVISIONS	
NO.	DESCRIPTION

**WILFORD PRESERVE**  
AMENITY  
OVERALL AMENITY SITE PLAN



**BASHAM & LUCAS, INC.**  
CONSULTING ENGINEERS  
10000 W. 10TH AVENUE, SUITE 100  
DENVER, COLORADO 80202

DATE: 08/11/2011  
BY: [Signature]  
CHECKED: [Signature]  
SCALE: AS SHOWN  
**SP1.1**  
801-887

**4B. Experience**

I. +200 Acre

Yes

District	County	Contact	Phone	Contract	Scope of Services	Dates Serviced
Double Branch	Clay County	See References	See References	\$ 192,766	See Below	2005
Middle Village	Clay County	See References	See References	\$ 293,904	See Below	2005
Pine Ridge Plantation	Clay County	See References	See References	\$ 143,717	See Below	2006

**Scope of Services for Operations and Amenity Management:**

On-site Operations and Amenity Management staff handle all concerns from residents when pertaining to policies and district property. Staff will handle all administrative paperwork and actions concerning access for district residents. Staff will deal with all day-to-day actions for opening, closing, and daily operating of all district amenities. This includes coordinating with any outside contractors such as the district approved landscape vendor, and/or other local and state governmental agencies, including but not limited to Clay County, State Department of Health, Fire Marshall, and Department of Business and Professional Regulations(DBPR). Staff oversees and helps with contract implementation of all district contracts when concerning amenity properties and common areas, to include lake maintenance, landscaping, right-of-way(R.O.W) concerns (County), utility easements and any accounts with current utilities (lighting, water mains and irrigation). Staff will help with planning and implementation of budgeting and line item control for operations maintenance items for all district areas. Management plans and oversees all resident and community sponsored events taking place on District properties.



4.C Pricing

***Site and Amenity Management Fees***

Detail	Per the 2022 Budget	Year 1	Year 2	Year 3
Amenity/Operations Manager	\$ 30,000	\$ 23,000	\$ 24,150	\$ 25,358
Janitorial	\$ 9,500	\$ 7,000	\$ 7,350	\$ 7,718
*Pool Maintenance	\$ 20,000	\$ 15,000	\$ 15,750	\$ 16,538
General Maintenance	\$ 15,000	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 74,500</b>	<b>\$ 45,000</b>	<b>\$ 47,250</b>	<b>\$ 49,613</b>

General Maintenance	\$ 40	Per Hour
---------------------	-------	----------

\*Pool Chemicals included with total costs, if the district would like to subcontract services for chemical delivery separately, total costs would be \$40,000. (\$5,000 is currently being planned for liquid chlorine, acid, and sodium bi-carb amounts for daily usage)

*FIFTH ORDER OF BUSINESS*

PA  
ON line

**Wilford Preserve Homeowners Association, Inc.**  
**Architectural Control Committee Application**

Mail To: Wilford Preserve Homeowners Association Architectural Control Committee  
414 Old Hard Road, Suite 502 – Fleming Island, FL 32003 - Office: (904) 592-4090

PLEASE READ CAREFULLY SO AS TO NOT DELAY YOUR REQUEST  
**(Scheduled ARC Meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)**  
Applications must be received no later than the Wednesday prior to the ARC Hearing.  
**Approval Correspondences are mailed out the week following ARC Hearings.**

**"THIRTY (30) DAYS are ALLOWED FOR THE APPROVAL PROCESS"**

**Directions for Electronic Filings:**

- RECEIVED  
SEP 23 2021  
FLORIDIAN PROPERTY MANAGEMENT
1. All supporting documentation must be included with the Application as one attachment to your email which can be downloaded and printed as a single document. Multiple attachments will not be accepted.
  2. When submitting application *via* email – Application and all supporting documentation should be transmitted as one attachment to the email, which can be downloaded and printed as a single and complete document. Multiple attachments cannot be accepted with Email Submittals
  3. Online Payment: Go to [floridianpropertymanagement.com](http://floridianpropertymanagement.com). Go to "SERVICES" then "ARB REQUESTS." Fill out the form found there and then "SUBMIT." Applications will not be entered for processing until receipt of payment.

From: Name: Karonica Kearney  
Address: 2784 Copperwood Ave  
City, State, Zip: Orange Park, FL 32073  
Phone: 352-682-7784 Email: KaronicaB@gmail.com  
Lot Number: 35 Phase: \_\_\_\_\_ Application Date: 9/23/21

Fee Structure: **CHECK PAYABLE TO "FLORIDIAN PROPERTY MANAGEMENT, LLC"**

Room Additions: \$100.00 All other: \$50.00 Note: No Fee for Satellite Dishes or Solar Panels

**Minimum Submittal Requirements**

- fence  
cons
- A. **SURVEY** (see your Closing Package) **MUST BE SUBMITTED WITH ANY APPLICATION.**
  - B. **THE SURVEY MUST DENOTE** the placement of any changes, structures, or improvements, including but not limited to **FENCES, PATIOS, WALKS, PORCH, POOL, SCREEN ENCLOSURE, LANDSCAPING**, etc.
  - C. **PLANS AND SPECIFICATIONS** are required in the case of **POOLS, PATIOS, and ENCLOSURES.**
  - D. **PHOTOS** ARE HELPFUL WITH THE APPROVAL PROCESS IN ALL CASES.

## Sherry Adair

---

**From:** Floridian Property Management <info@floridianpropertymanagement.com>  
**Sent:** Thursday, September 23, 2021 3:21 PM  
**To:** Sherry Adair  
**Subject:** Floridian Property Management | ARB Request

Association Name:: Wilford preserve home association  
Current Owners Name:: Karonica Brown Kearney  
Your First Name:: Karonica  
Your Last Name: Kearney  
Phone: 3526827784  
Email: karonicab@gmail.com  
Property Address: 2784 copperwood ave  
City: Orange Park  
State: Florida  
Zip: 32073  
I am paying for this ARB Request by:: Credit Card

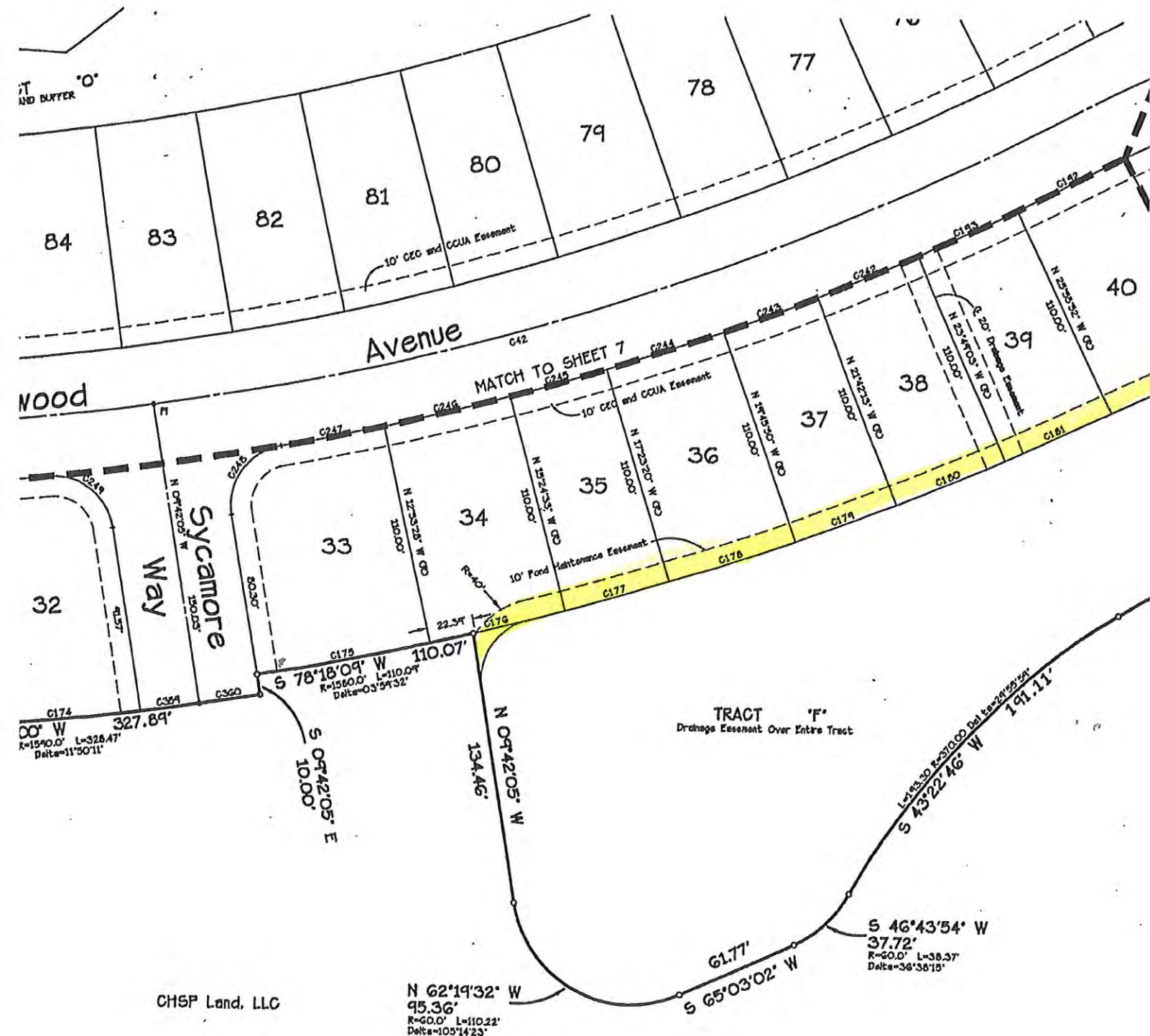


**(Circle Improvement Type Below)**

- 1. Fencing: Most Interior Lots:** Type **(A)** Six-foot (6') Tan Vinyl, Tongue and Groove, (No Lattice Top), with New England caps, and Eight Foot (8ft.) Panel width. **Lake Lots:** Type **(B)** Four foot (4') high, Black flat top, aluminum, fencing.
- 2. (A) Pool Only (B) Pool with Screen Enclosure:** (Scaled plans and drawings, pool, patio, and screen enclosure specifications to be provided by Certified Pool Contractor. All improvements including pool equipment must be drawn to scale on **SURVEY showing all measurements and Setbacks.**)
- 3. (A) Glass (B) Screen Enclosure** of existing porch or lanai (Must include color of supports and screen.)
- 4. New Screen Enclosure:** (Must submit scaled Plans & Specifications from Certified Contractor.)
- 5. Patio, Driveway, and Sidewalk extensions:** (Must Submit Scaled plans and drawings showing all proposed improvements plotted to scale on survey with measurements and setbacks accurately denoted. Must provide all material specifications - Name, Type, Color, and Description of any and all materials. Photo examples obtained from Internet Web Sources will facilitate the submittal process.)
- 6. Detached Structures, Pergola, Gazebo, Trellis, etc:** (Must submit detailed plans, drawings, and material specifications. Plans to show height, width, depth, design and all dimensions of proposed improvements. Structure location to be drawn to scale with measurements and setbacks shown on survey.)
- 7. Storage Sheds:** (Must submit detailed plans, drawings, and material specifications. Plans to show height, width, depth, design, and all dimensions of proposed improvements. Storage shed location to be drawn to scale with measurements and setbacks shown on survey. Storage sheds and buildings must be mounted on a concrete slab or foundation, of frame construction, with walls painted the same color as dwelling and with roofing shingles that match dwelling shingles. No plastic, aluminum, etc. sheds allowed.)
- 8. Landscaping** (Must submit Survey showing location of all landscape improvements. Must provide Plant List with written and pictorial specifications for all plant types, plant sizes, plant quantity, as well as mulch type and landscape border specifications.)
- 9. Recreational Equipment, Play Structures, Garden Statues, Trampolines, Wells, etc:** (Must submit plans with all dimensions - height/width/length/etc. - all accurately plotted on survey. Color copy examples and specifications obtained from Internet Web Sources will facilitate the submittal process.)
- 10. Roof Replacement:** (Must submit specifications showing manufacturer, type of shingle, and length of warranty, as well as a color sample of shingle from brochure.)
- 11. Emergency Generators:** (Must submit specifications including manufacturer, dimensions, and information regarding propane tanks, if any. Location of generator and tanks must be shown on survey.)
- 12. Satellite Dish or Solar Panels:** (Provide written and pictorial specifications for all equipment with installation locations accurately plotted on survey and any other pictorial representations.)
- 13. Paint:** (Photos of your home and each side yard neighbors' homes are required; Must submit Manufacturer - Product Code - Color Name - and Color Sample for BODY-TRIM-ACCENT-or any Other Color).
- 14. Other:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Section 10, Township 4 South, Range 25 East, Clay County, Florida.

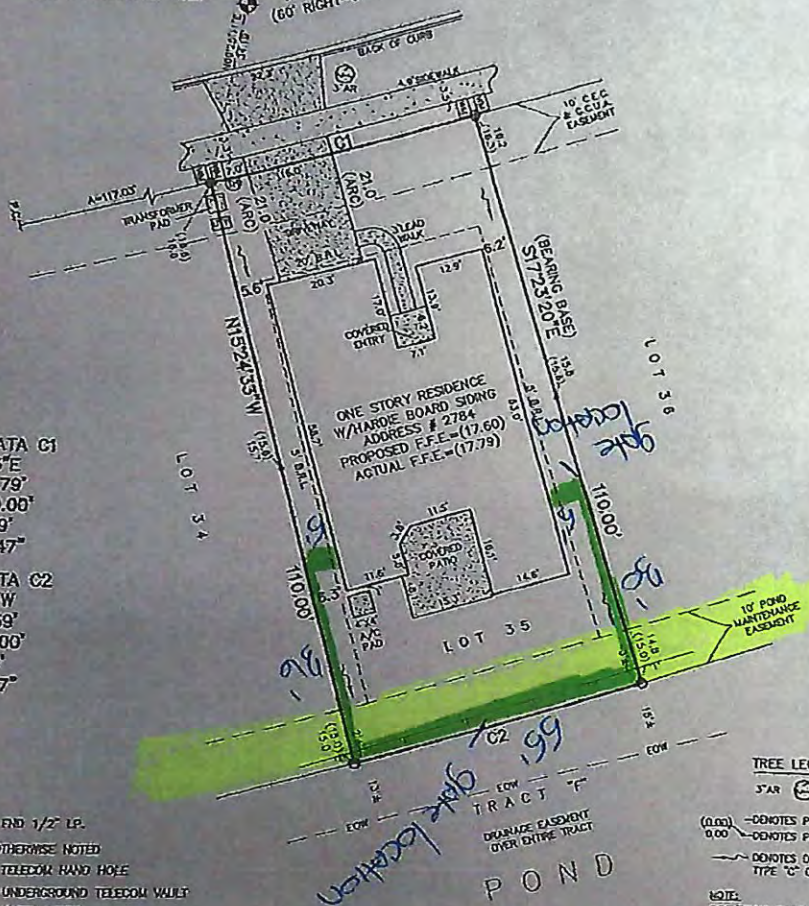




**BENCHMARK:**  
NORTH END OF M.H. IN  
FRONT OF LOTS 80 & 35  
ON COPPERWOOD AVE.  
ELEVATION: (16.21)

ELEVATIONS SHOWN HEREON  
REFER TO NAVD OF 1988

**COPPERWOOD  
AVENUE**  
(60' RIGHT-OF-WAY)



CURVE DATA C1  
N73°36'03"E  
CH = 50.79'  
R = 1470.00'  
A = 50.79'  
Δ = 1°58'47"

CURVE DATA C2  
S73°36'03"W  
CH = 54.59'  
R = 1580.00'  
A = 54.59'  
Δ = 158°47'

- - DENOTES END 1/2" LP.  
 IS 1331  
 UNLESS OTHERWISE NOTED  
 (H) - DENOTES TELECOM HAND HOLE  
 (U) - DENOTES UNDERGROUND TELECOM VAULT  
 (M) - DENOTES WATER METER  
 (C) - DENOTES CONCRETE  
 - DENOTES APPROXIMATE TOP OF BANK (TOB)  
 EOW - DENOTES APPROXIMATE EDGE OF WATER  
 E.C.C. - DENOTES CLAY ELECTRIC COOPERATIVE  
 C.U.A. - DENOTES CLAY COUNTY UTILITY AUTHORITY

AS-BUILT, W.O. # 192845, 08-10-2021 (FIELD)  
FOUNDATION, F.F.E. W.O. # 187490; 02-03-2021 (FIELD)  
LOT & HOUSE STAKE OUT (GOOD-SET F.F.E.); W.O. #187382; 01-05-21

THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.  
THERE MAY BE ADDITIONAL EASEMENTS AND/OR RESTRICTIONS THAT ARE NOT SHOWN  
ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.



COUNTY AS-BUILT TOLERANCES		
DESCRIPTION	OVER	UNDER
F.F. EL.	6" MAX	0" MAX
LOT ELEVATIONS	3"	3"

**TREE LEGEND**

3<sup>rd</sup> AR  3<sup>rd</sup> ACER RUBRUM

(0.00) - DENOTES PRE-CONSTRUCTION ELEVATIONS  
0.00 - DENOTES POST-CONSTRUCTION ELEVATIONS  
—— DENOTES DIRECTION OF FLOW  
TYPE "C" DRAINAGE ELEVATIONS

NOTE:  
SIDE/FRONT BUILDING TIES ARE TO THE FOUNDATION.

NOTES:

- TREES ARE TO BE INSTALLED IN ACCORDANCE WITH THE DEVELOPMENT LANDSCAPE PLANS. STREET TREE LOCATIONS MAY BE ADJUSTED FOR DRIVEWAYS BUT SHOULD NOT POSE A SIGHT OBSTRUCTION.
- SIDE/FRONT TIES ARE TO THE FOUNDATION.

UNDERGROUND ENCROACHMENTS NOT LOCATED

ALL AMERICAN SURVEYORS OF FLORIDA, INC.

LAND SURVEYORS - 3751 SAN JOSE PLACE, SUITE 16 - JACKSONVILLE, FLORIDA 32257 - 904/279-0088 - LICENSED LAND BUSINESS NO. 3857

[illegible]

THE ABOVE LANDS WERE SURVEYED UNDER MY RESPONSIBLE SUPERVISION AND DIRECTION THAT THERE ARE NO ENCROACHMENTS EXCEPT AS SHOWN AND THAT THE SURVEY SHOWN HEREON MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS PURSUANT TO CHAPTER 471.02, F.S. / CHAPTER 61027-6, FLORIDA STATUTES. 2116

SURVEY NOT VALID UNLESS RESPONSES BY 5

JAMES O. BARRISON - 15, No. 265

RECEIVED AT DIRECTOR'S OFFICE

CHIT

W. H. C. 1892

SCALE  $1"=20'$

DATE 11-23-2020

F.B. PRINT D.C. 89599-192845 DR. BY GU DR. P. 12020 (8X382) \CREAM FIDERS HONEY WILFORD PRESERVE U-2 ORDER NO. 192845-AS-BUL1 EX. 89092



*SIXTH ORDER OF BUSINESS*

*B.*

**FORM OF REQUISITION  
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 103
- (B) Name of Payee: Eisman & Russo
- (C) Amount Payable: \$1,209.12
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

1. XXX ☐ obligations in the stated amount set forth above have been incurred by the Issuer,  
  
or  
  
☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE  
DEVELOPMENT DISTRICT**

By:   
Responsible Officer

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

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

  
Consulting Engineer



6455 Powers Avenue  
Jacksonville, FL 32217  
904-733-1478

Wilford Preserve CDD CO  
9556 Historic Kings Road S., Suite 102  
Jacksonville, FL 32257  
Glynn Taylor

Invoice number 2233-27  
Date 09/10/2021

Project 2233 Wilford Reserve, Phase 1

Professional Services through 08/27/2021.

#### CEI SERVICES

	Hours	Rate	Billed Amount
<b>Project Manager</b>			
Elie M. Assi	2.00	145.20	290.40
<b>Sr. Inspector</b>			
Leonel J. Diaz	12.00	76.56	918.72
Phase subtotal			1,209.12
Invoice total			1,209.12

#### Invoice Summary

Description	Contract Amount	Total Billed	Remaining	Current Billed
CEI SERVICES	153,184.00	147,660.48	5,523.52	1,209.12
Total	153,184.00	147,660.48	5,523.52	1,209.12

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2233-27	09/10/2021	1,209.12	1,209.12				
	Total	1,209.12	1,209.12	0.00	0.00	0.00	0.00

**FORM OF REQUISITION  
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 104
- (B) Name of Payee: England-Thims & Miller, Inc.
- (C) Amount Payable: \$10,434.67
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Services contract with Wilford Preserve CDD
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

- 1. XXX ☐ obligations in the stated amount set forth above have been incurred by the Issuer,  
  
or  
  
☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE  
DEVELOPMENT DISTRICT**

By:   
Responsible Officer

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

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

  
Consulting Engineer





Chad Sigmon  
 Dream Finders Homes, LLC  
 14701 Philips Highway  
 Suite 300  
 Jacksonville, FL 32256

September 3, 2021  
 Project No: 17186.14000  
 Invoice No: 0199485

Project 17186.14000 Wilford Preserve Phase 2 - CEI Services

Professional Services rendered through August 28, 2021

**Professional Personnel**

		Hours	Rate	Amount	
Project Manager					
Donchez, James	8/7/2021	1.00	123.97	123.97	
Donchez, James	8/14/2021	.50	123.97	61.99	
Donchez, James	8/21/2021	.50	123.97	61.99	
Donchez, James	8/28/2021	.50	123.97	61.99	
Assistant Project Manager					
Brooks, Jeffrey	8/14/2021	2.00	101.20	202.40	
Sr. Inspector					
Hicks, Joshua	8/7/2021	1.50	75.27	112.91	
Hicks, Sommer	8/7/2021	4.50	75.27	338.72	
Hicks, Sommer	8/14/2021	3.00	75.27	225.81	
Hicks, Sommer	8/21/2021	4.00	75.27	301.08	
Hicks, Sommer	8/28/2021	7.50	75.27	564.53	
Totals		25.00		2,055.39	
<b>Total Labor</b>					<b>2,055.39</b>

**Expenses**

Mileage				115.50	
<b>Total Expenses</b>		<b>1.15 times</b>	<b>115.50</b>		<b>132.83</b>

**Invoice Total this Period** **\$2,188.22**

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
 14775 Old St. Augustine Road • Jacksonville, Florida 32256 • Tel 904-642-8690 • Fax 904-646-9485  
 CA-00002684 LC-0000318



Dream Finders Homes, LLC  
14701 Philips Highway  
Suite 300  
Jacksonville, FL 32256

September 3, 2021

Project No: 17186.31000

Invoice No: 0199509

Project 17186.31000 Wilford Preserve Phase 3A & 3B - CEI

**Professional Services rendered through August 28, 2021**

Task 01 Limited Dev (CEI) Inspection Services for Phase 1A

Total Fee 63,434.27

Percent Complete

38.00 Total Earned

24,105.02

Previous Fee Billing

20,298.97

Current Fee Billing

3,806.05

**Total Fee**

**3,806.05**

**Total this Task**

**\$3,806.05**

**Invoice Total this Period**

**\$3,806.05**

**England-Thim & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32256 • Tel 904-642-8990 • Fax 904-846-9485  
CA-00002584 LC-0000316



VISION • EXPERIENCE • RESULTS

Dream Finders Homes, LLC  
14701 Philips Highway  
Suite 300  
Jacksonville, FL 32256

June 3, 2021

Project No: 17186.31000

Invoice No: 0198239

Project 17186.31000 Wilford Preserve Phase 3A & 3B - CEI

**Professional Services rendered through May 29, 2021**

Task 01 Limited Dev (CEI) Inspection Services for Phase 1A

Total Fee 63,434.27

Percent Complete

27.00 Total Earned 17,127.25

Previous Fee Billing 12,686.85

Current Fee Billing 4,440.40

**Total Fee 4,440.40**

**Total this Task \$4,440.40**

**Invoice Total this Period \$4,440.40**

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32259 • Tel 904-842-8990 • Fax 904-846-8485

CA-00002584 LC-0000016

**FORM OF REQUISITION  
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 105
- (B) Name of Payee: Taylor & White, Inc.
- (C) Amount Payable: \$4,952.90
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Services contract with Wilford Preserve CDD
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

1. XXX ☐ obligations in the stated amount set forth above have been incurred by the Issuer,

or

☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE  
DEVELOPMENT DISTRICT**

By:   
Responsible Officer

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

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

  
Consulting Engineer



# Taylor & White, Inc.

Civil Design & Consulting Engineers

## INVOICE

9556 Historic Kings Road S., Suite 102  
Jacksonville, Florida 32257  
t: (904) 346-0671 - f: (904) 346-3051  
www.TaylorandWhite.com

Wilford Preserve CDD  
Attn: Bernadette Peregrino  
District Accountant  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Invoice number 4256  
Date 09/16/2021

Project 16050.1 WILFORD PRESERVE CDD

Professional Services Rendered through 09/12/2021. ~PAYMENT TERMS: NET 10 DAYS~  
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. \*Denotes Hourly Task

**Invoice Amount:**  
**\$4,952.90**

### Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
*PHASE 2A REVISIONS	0.00	24,515.00	24,515.00	0.00	0.00
ADDITIONAL SUPPLEMENTAL ENGINEER'S REPORT-CLOSED	5,000.00	5,000.00	5,000.00	100.00	0.00
*TEMPORARY SALES TRAILER	0.00	565.00	565.00	0.00	0.00
ENGINEER'S SUPPLEMENTAL REPORT (LS)-CLOSED	5,000.00	5,000.00	5,000.00	100.00	0.00
*DISTRICT ENGINEER-HRLY-NTE	60,000.00	76,098.75	77,556.25	129.26	1,457.50
*CONSTRUCTION OBSV/CERTS-HRLY-NTE	75,000.00	102,567.68	105,670.18	140.89	3,102.50
*PURCHASING AGENT-HRLY	24,200.00	20,605.00	20,605.00	85.14	0.00
*AMENITY CENTER MODIFICATION-CLOSED	0.00	23,740.00	23,740.00	0.00	0.00
*SLEEVING PLAN-CLOSED	0.00	2,898.75	2,898.75	0.00	0.00
*PROJECT ADMIN. & COORDINATION-HRLY-NTE	10,000.00	8,041.25	8,371.25	83.71	330.00
REIMBURSABLES	0.00	8,942.89	9,005.79	0.00	62.90
Total	179,200.00	277,974.32	282,927.22	157.88	4,952.90

### \*District Engineer-HRLY-NTE

	Units	Billed Amount
D. Glynn Taylor, P.E.	6.50	1,072.50
eor		
eor		
eor		
Jane M. White	0.50	40.00
req		
Richard "JJ" Edwards	3.00	345.00

Attend conference call regarding Phase I curb damage. Create folder with all Phase I curb Damage documents for reference

Onsite to photo newly constructed curb at Greywood.

Coordinate with contractor regarding the repair video and laser scans for Phase II Storm Drainage Pipes

Phase subtotal 1,457.50

**\*Construction Obsv/Certs-HRLY-NTE**

	Units	Billed Amount
Barry M. Rohrer <i>Wilford ICPR model.</i> <i>Wilford ICPR model.</i>	6.50	812.50
D. Glynn Taylor, P.E. <i>meeting with DFH &amp; JDC</i> <i>eor</i> <i>eor</i>	5.00	825.00
Donald C. Spillane <i>Walked site to check curb cracks w/ JJ</i>	3.50	402.50
Ray A. Howard <i>Reviewed as-builts.</i>	1.50	142.50
Richard "JJ" Edwards <i>Walk site for additional curb damage and to compare damage report to Contractor/Developer. Begin draing curb damage on "Curb Damage Sheets". Review with DGT.</i>	5.00	575.00
Taylor L. Forth <i>curb sheets</i>	3.00	345.00
Phase subtotal		3,102.50

**\*Project Admin. & Coordination-HRLY-NTE**

	Units	Billed Amount
D. Glynn Taylor, P.E. <i>Wilford CDD meeting</i>	2.00	330.00
subtotal	36.50	4,890.00

**Reimbursables**

	Billed Amount
<b>Mileages</b> <i>Onsite to walk phase I and verify curb damage</i> <i>Onsite construction observations of the newly constructed curb installaiton</i>	62.90

Invoice total **4,952.90**



**FORM OF REQUISITION  
WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019A**

The undersigned, a Responsible Officer of the Wilford Preserve Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of July 1, 2018, as supplemented by that certain First Supplemental Trust Indenture dated as of November 1, 2019, (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 106
- (B) Name of Payee: Eisman & Russo
- (C) Amount Payable: \$3,199.68
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
- (E) Amount, if any, that is to used for a Deferred Cost:
- (E) Fund or Account from which disbursement to be made: 2019A

The undersigned hereby certifies that:

1. XXX ☐ obligations in the stated amount set forth above have been incurred by the Issuer,  
  
or  
  
☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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


Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**WILFORD PRESERVE  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

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

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

  
\_\_\_\_\_  
Consulting Engineer



6455 Powers Avenue  
Jacksonville, FL 32217  
904-733-1478

Wilford Preserve CDD CO  
9556 Historic Kings Road S., Suite 102  
Jacksonville, FL 32257  
Glynn Taylor

Invoice number 2233-28  
Date 10/07/2021

Project **2233 Wilford Reserve, Phase 1**

Professional Services through 09/30/2021.

#### CEI SERVICES

	Hours	Rate	Billed Amount
<b>Project Manager</b>			
Elie M. Assi	2.00	145.20	290.40
<b>Sr. Inspector</b>			
Leonel J. Diaz	38.00	76.56	2,909.28
Phase subtotal			3,199.68
Invoice total			<b>3,199.68</b>

#### Invoice Summary

Description	Contract Amount	Total Billed	Remaining	Current Billed
<b>CEI SERVICES</b>	153,184.00	150,860.16	2,323.84	3,199.68
Total	153,184.00	150,860.16	2,323.84	3,199.68

#### Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
2233-28	10/07/2021	3,199.68	3,199.68				
	Total	3,199.68	3,199.68	0.00	0.00	0.00	0.00

## *SEVENTH ORDER OF BUSINESS*

*A.*

# **Wilford Preserve**

## Community Development District

Unaudited Financial Statements  
as of  
September 30, 2021





**WILFORD PRESERVE**  
**Community Development District**  
**Combined Balance Sheet**  
September 30, 2021

	<u>General</u>	<u>Debt Service</u>	<u>Capital Project</u>	<u>Totals</u>
<b>Assets:</b>				
Cash	\$52,245	---	---	\$52,245
Investments:				
<b>Debt Service 2018B</b>				
Reserve	---	\$358,225	---	\$358,225
Revenue	---	\$14,269	---	\$14,269
Prepayment	---	\$461,378	---	\$461,378
Construction	---	---	\$445	\$445
<b>Debt Service 2019A</b>				
Reserve	---	\$183,157	---	\$183,157
Revenue	---	\$206,011	---	\$206,011
Construction	---	---	\$2,372,340	\$2,372,340
Custody	\$1,819	---	---	\$1,819
Utility Deposits	\$150	---	---	\$150
Prepaid Expenses	\$9,577	---	---	\$9,577
<b>Total Assets</b>	<u>\$63,791</u>	<u>\$1,223,040</u>	<u>\$2,372,785</u>	<u>\$3,659,615</u>
<b>Liabilities:</b>				
Accounts Payable	\$4,289	---	---	\$4,289
<b>Fund Balances:</b>				
Restricted for 2018B Debt Service	---	\$833,872	---	\$833,872
Restricted for 2019A Debt Service	---	\$389,168	---	\$389,168
Restricted for 2018B Capital Projects	---	---	\$445	\$445
Restricted for 2019A Capital Projects	---	---	\$2,372,340	\$2,372,340
Nonspendable	\$9,577	---	---	\$9,577
Unassigned	\$49,925	\$0	\$0	\$49,925
<b>Total Liabilities &amp; Fund Equity</b>	<u>\$63,791</u>	<u>\$1,223,040</u>	<u>\$2,372,785</u>	<u>\$3,659,615</u>

**WILFORD PRESERVE**  
**Community Development District**  
**GENERAL FUND**

Statement of Revenues & Expenditures  
For the Period ending September 30, 2021

<b>Adopted</b>	<b>Prorated</b>	<b>Actual</b>	
<b>Budget</b>	<b>09/30/21</b>	<b>09/30/21</b>	<b>Variance</b>

**REVENUES:**

Assessments - Tax Roll	\$87,518	\$87,518	\$87,806	\$288
Assessments - Direct Assesments	\$81,593	\$81,593	\$81,593	\$0
Interest	\$0	\$0	\$2	\$2
Developer Contributions	\$146,014	\$146,014	\$0	(\$146,014)
Micellaneous Revenue	\$0	\$0	\$495	\$495
<b>TOTAL REVENUES</b>	<b>\$315,125</b>	<b>\$315,125</b>	<b>\$169,896</b>	<b>(\$145,229)</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

Engineering	\$10,000	\$10,000	\$3,861	\$6,139
Arbitrage	\$1,200	\$1,200	\$1,200	\$0
Dissemination Agent	\$7,000	\$7,000	\$7,000	\$0
Attorney	\$20,000	\$20,000	\$4,976	\$15,024
Annual Audit	\$5,800	\$5,800	\$5,800	\$0
Assessment Administration	\$5,000	\$5,000	\$5,000	\$0
Trustee Fees	\$6,000	\$6,000	\$6,860	(\$860)
Management Fees	\$45,000	\$45,000	\$45,000	\$0
Information Technology	\$1,200	\$1,200	\$1,200	\$0
Telephone	\$300	\$300	\$119	\$181
Postage	\$1,000	\$1,000	\$121	\$879
Printing & Binding	\$1,500	\$1,500	\$883	\$617
Insurance	\$6,100	\$6,100	\$5,920	\$180
Legal Advertising	\$5,000	\$5,000	\$2,653	\$2,347
Other Current Charges	\$600	\$600	\$468	\$132
Office Supplies	\$500	\$500	\$60	\$440
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>Total Administrative</b>	<b>\$116,375</b>	<b>\$116,375</b>	<b>\$91,296</b>	<b>\$25,079</b>

**Grounds Maintenance:**

Insurance	\$8,000	\$8,000	\$0	\$8,000
Pool Monitors	\$5,000	\$5,000	\$0	\$5,000
Field Operations Manager	\$30,000	\$30,000	\$0	\$30,000
Office Supplies / Mailings / Printing	\$600	\$600	\$0	\$600
Pool Maintenance	\$20,000	\$20,000	\$0	\$20,000
Permit Fees	\$450	\$450	\$0	\$450
Landscape Maintenance	\$40,000	\$40,000	\$42,828	(\$2,828)
Irrigation Maintenance	\$1,000	\$1,000	\$0	\$1,000

**WILFORD PRESERVE**  
**Community Development District**  
**GENERAL FUND**

Statement of Revenues & Expenditures  
For the Period ending September 30, 2021

	<b>Adopted</b>	<b>Prorated</b>	<b>Actual</b>	
	<b>Budget</b>	<b>09/30/21</b>	<b>09/30/21</b>	<b>Variance</b>
Lake Maintenance	\$7,500	\$7,500	\$8,724	(\$1,224)
General Facility Maintenance	\$15,000	\$15,000	\$0	\$15,000
Streetlighting	\$15,000	\$15,000	\$0	\$15,000
Telephone/Cable/Internet	\$2,500	\$2,500	\$0	\$2,500
Electric	\$15,000	\$15,000	\$0	\$15,000
Water/Sewer/Irrigation	\$20,000	\$20,000	\$3,355	\$16,645
Refuse Service	\$2,000	\$2,000	\$0	\$2,000
Janitorial Services	\$9,500	\$9,500	\$0	\$9,500
Special Events	\$6,000	\$6,000	\$0	\$6,000
Recreational Passes	\$1,200	\$1,200	\$0	\$1,200
 Total Grounds Maintenance	 \$198,750	 \$198,750	 \$54,907	 \$79,793
 <b>TOTAL EXPENDITURES</b>	 \$315,125	 \$315,125	 \$146,203	 \$104,872
 <b>EXCESS REVENUES (EXPENDITURES)</b>	 \$0		 \$23,693	
 <b>FUND BALANCE - Beginning</b>	 \$0		 \$35,809	
 <b>FUND BALANCE - Ending</b>	 \$0		 \$59,502	

**WILFORD PRESERVE**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement  
Fiscal Year 2021

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessments - Tax Roll	\$0	\$1,295	\$82,975	\$0	\$661	\$0	\$0	\$674	\$2,200	\$0	\$0	\$0	\$87,806
Assessments - Direct Assesments	\$0	\$0	\$0	\$0	\$0	\$0	\$81,593	\$0	\$0	\$0	\$0	\$0	\$81,593
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Developer Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$70	\$0	\$139	\$0	\$78	\$0	\$61	\$0	\$0	\$148	\$495
<b>Total Revenues</b>	<b>\$0</b>	<b>\$1,295</b>	<b>\$83,045</b>	<b>\$0</b>	<b>\$800</b>	<b>\$0</b>	<b>\$81,671</b>	<b>\$675</b>	<b>\$2,262</b>	<b>\$0</b>	<b>\$0</b>	<b>\$148</b>	<b>\$169,896</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,861	\$0	\$3,861
Arbitrage	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$1,200
Dissemination Agent	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$583	\$7,000
Attorney	\$1,509	\$0	\$0	\$0	\$1,181	\$481	\$859	\$947	\$0	\$0	\$0	\$0	\$4,976
Annual Audit	\$3,800	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,800
Assessment Administration	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Trustee Fees	\$2,875	\$0	\$3,142	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$842	\$0	\$6,860
Management Fees	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$45,000
Information Technology	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Telephone	\$0	\$0	\$0	\$0	\$0	\$28	\$14	\$14	\$21	\$23	\$19	\$0	\$119
Postage	\$6	\$19	\$5	\$19	\$6	\$9	\$3	\$17	\$11	\$15	\$6	\$6	\$121
Printing & Binding	\$0	\$0	\$70	\$16	\$191	\$75	\$2	\$121	\$188	\$65	\$21	\$133	\$883
Insurance	\$5,920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,920
Legal Advertising	\$1,446	\$122	\$0	\$224	\$115	\$75	\$115	\$110	\$75	\$374	\$0	\$0	\$2,653
Other Current Charges	\$50	\$35	\$40	\$48	\$33	\$37	\$34	\$37	\$37	\$50	\$35	\$32	\$468
Office Supplies	\$6	\$0	\$0	\$0	\$10	\$8	\$0	\$8	\$11	\$5	\$6	\$5	\$60
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative Expenses</b>	<b>\$25,219</b>	<b>\$4,609</b>	<b>\$7,691</b>	<b>\$7,341</b>	<b>\$5,969</b>	<b>\$5,145</b>	<b>\$5,460</b>	<b>\$5,686</b>	<b>\$4,777</b>	<b>\$4,965</b>	<b>\$9,825</b>	<b>\$4,610</b>	<b>\$91,296</b>
<b>Grounds Maintenance</b>													
Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Monitors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Operations Manager	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies / Mailings / Printing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance	\$3,329	\$3,329	\$3,329	\$3,329	\$3,329	\$3,329	\$3,329	\$3,329	\$3,329	\$4,289	\$4,289	\$4,289	\$42,828
Irrigation Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$727	\$727	\$727	\$727	\$727	\$727	\$727	\$727	\$727	\$727	\$727	\$727	\$8,724
General Facility Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlighting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone/Cable/Internet	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water/Sewer/Irrigation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$234	\$1,530	\$1,110	\$480	\$3,355
Refuse Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Janitorial Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recreational Passes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Grounds Maintenance Expenses</b>	<b>\$4,056</b>	<b>\$4,056</b>	<b>\$4,056</b>	<b>\$4,056</b>	<b>\$4,056</b>	<b>\$4,056</b>	<b>\$4,056</b>	<b>\$4,056</b>	<b>\$4,290</b>	<b>\$6,546</b>	<b>\$6,126</b>	<b>\$5,496</b>	<b>\$54,907</b>
<b>Total Expenses</b>	<b>\$29,275</b>	<b>\$8,665</b>	<b>\$11,747</b>	<b>\$11,397</b>	<b>\$10,025</b>	<b>\$9,201</b>	<b>\$9,516</b>	<b>\$9,742</b>	<b>\$9,067</b>	<b>\$11,511</b>	<b>\$15,951</b>	<b>\$10,106</b>	<b>\$146,203</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$4,056)</b>	<b>(\$3,314)</b>	<b>\$75,354</b>	<b>(\$7,341)</b>	<b>(\$5,169)</b>	<b>(\$5,145)</b>	<b>\$76,211</b>	<b>(\$5,012)</b>	<b>(\$2,515)</b>	<b>(\$4,965)</b>	<b>(\$9,824)</b>	<b>(\$4,462)</b>	<b>\$23,693</b>

**WILFORD PRESERVE**  
**Community Development District**  
**DEBT SERVICE FUND SERIES 2018B**  
Statement of Revenues & Expenditures  
For the Period ending September 30, 2021

Adopted Budget	Prorated 09/30/21	Actual 09/30/21	Variance
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**REVENUES:**

Assessment - Direct	\$276,575	\$276,575	\$130,238	(\$146,338)
Assessment - Lot Closing	\$0	\$0	\$5,188	\$5,188
Interest Income	\$1,000	\$1,000	\$24	(\$976)
Prepayment	\$0	\$0	\$550,169	\$550,169

**TOTAL REVENUES**

\$277,575	\$277,575	\$685,618	\$408,043
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**EXPENDITURES:**

**Series 2018**

Interest Expense - 11/01	\$139,725	\$139,725	\$139,725	\$0
Principal Prepayment -11/1	\$50,000	\$50,000	\$265,000	(\$215,000)
Interest Expense - 2/01	\$0	\$0	\$934	(\$934)
Principal - Prepayment 2/01	\$0	\$0	\$65,000	(\$65,000)
Interest Expense - 05/01	\$138,288	\$138,288	\$130,238	\$8,050
Interest Expense - 08/01	\$0	\$0	\$791	(\$791)
Principal Prepayment - 8/01	\$0	\$0	\$55,000	(\$55,000)

**TOTAL EXPENDITURES**

\$328,013	\$328,013	\$656,688	(\$328,675)
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**OTHER SOURCES/(USES)**

Transfer In/(Out)	\$0	\$0	(\$18)	(\$18)
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**TOTAL OTHER SOURCES AND USES**

\$0	\$0	(\$18)	(\$18)
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**EXCESS REVENUES (EXPENDITURES)**

(\$50,438)	\$28,913
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**FUND BALANCE - Beginning**

\$200,910	\$804,959
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**FUND BALANCE - Ending**

\$150,472	\$833,872
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**WILFORD PRESERVE**  
**Community Development District**  
**DEBT SERVICE FUND SERIES 2019A**  
Statement of Revenues & Expenditures  
For the Period ending September 30, 2021

Proposed Budget	Prorated 09/30/21	Actual 09/30/21	Variance
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**REVENUES:**

Assessment - Tax Roll	\$154,430	\$154,430	\$154,938	\$508
Assessment - Direct	\$367,197	\$367,197	\$367,197	\$0
Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$18	\$18

<b>TOTAL REVENUES</b>	<b>\$521,628</b>	<b>\$521,628</b>	<b>\$522,154</b>	<b>\$526</b>
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**EXPENDITURES:**

**Series 2019A**

Interest Expense - 11/01	\$198,990	\$198,990	\$198,990	\$0
Principal - Prepayment 11/1	\$20,000	\$20,000	\$20,000	\$0
Interest Expense - 05/01	\$198,990	\$198,990	\$198,480	\$510
Principal Expense - 5/01	\$125,000	\$125,000	\$125,000	\$0

<b>TOTAL EXPENDITURES</b>	<b>\$542,980</b>	<b>\$542,980</b>	<b>\$542,470</b>	<b>\$510</b>
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**OTHER SOURCES/(USES)**

Transfer In/(Out)	\$0	\$0	\$0	\$0
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<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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EXCESS REVENUES (EXPENDITURES)	<b>(\$21,352)</b>	<b>(\$20,316)</b>		
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FUND BALANCE - Beginning	\$226,451		\$409,484	
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FUND BALANCE - Ending	<u>\$205,099</u>		<u>\$389,168</u>	
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**WILFORD PRESERVE**  
**Community Development District**  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For the Period ending September 30, 2021

	Series 2018B	Series 2019A
<b><u>REVENUES:</u></b>		
Interest Income	\$0	\$160
Developer Contributions	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$160</b>
<b><u>EXPENDITURES:</u></b>		
Capital Outlay	\$0	\$540,572
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$540,572</b>
<b><u>OTHER SOURCES/(USES)</u></b>		
Interfund Transfer	\$18	\$0
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$18</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$18</b>	<b>(\$540,412)</b>
<b>FUND BALANCE - Beginning</b>	<b>\$427</b>	<b>\$2,912,752</b>
<b>FUND BALANCE - Ending</b>	<b>\$445</b>	<b>\$2,372,340</b>

**WILFORD PRESERVE**  
**Community Development Distrist**  
**Long Term Debt Report**

**SERIES 2018B, SPECIAL ASSESSMENT BONDS**

INTEREST RATES:	5.75%	
MATURITY DATE:	5/1/2028	
RESERVE FUND DEFINITION	MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$358,225	
RESERVE FUND BALANCE	\$358,225	
BONDS OUTSTANDING - 7/23/18		\$6,230,000
Less: May 1, 2020		(\$990,000)
Less: August 1, 2020		(\$380,000)
Less: November 1, 2020		(\$265,000)
Less: February 1, 2021		(\$65,000)
Less: August 1, 2021		(\$55,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$4,475,000</b>

**SERIES 2019A, SPECIAL ASSESSMENT BONDS**

INTEREST RATES:	4.6% - 5.2%	
MATURITY DATE:	11/1/2049	
RESERVE FUND DEFINITION	35% of MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$183,045	
RESERVE FUND BALANCE	\$183,149	
BONDS OUTSTANDING - 11/1/19		\$7,985,000
Less: May 1, 2020		(\$120,000)
Less: November 1, 2020		(\$20,000)
Less: May 1, 2021		(\$125,000)
<b>CURRENT BONDS OUTSTANDING</b>		<b>\$7,720,000</b>

*B.*

**WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2021 Summary of Assessment Receipts**

ASSESSED	# UNITS ASSESSED	SERIES 2019A DEBT ASMT (1)	FY21 O&M ASMT (1)	TOTAL ASSESSED
DFC WILFORD LLC	248	367,197.42	81,593.26	448,790.68
<b>NET DIRECT INVOICE</b>	<b>248</b>	<b>367,197.42</b>	<b>81,593.26</b>	<b>448,790.68</b>
<b>NET ASSESSMENTS TAX ROLL</b>	<b>133</b>	<b>154,430.40</b>	<b>87,518.09</b>	<b>241,948.49</b>
<b>TOTAL NET ASSESSMENTS</b>	<b>381</b>	<b>521,627.82</b>	<b>169,111.35</b>	<b>690,739.17</b>

RECEIVED	BALANCE DUE	SERIES 2019A DEBT PAID	O&M PAID	TOTAL PAID
DFC WILFORD LLC	-	367,197.42	81,593.26	448,790.68
<b>TOTAL DUE / RECEIVED DIRECT</b>	<b>-</b>	<b>367,197.42</b>	<b>81,593.26</b>	<b>448,790.68</b>
<b>TAX ROLL DUE / RECEIVED</b>	<b>(795.72)</b>	<b>154,938.29</b>	<b>87,805.92</b>	<b>242,744.21</b>
<b>TOTAL DUE / RECEIVED</b>	<b>(795.72)</b>	<b>522,135.71</b>	<b>169,399.18</b>	<b>691,534.89</b>

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	AMOUNT RECEIVED	SERIES 2019A DEBT RECEIPTS	O&M RECEIPTS
1	11/18/2020	3,580.05	2,285.07	1,294.98
2	12/1/2020	1,790.02	1,142.53	647.49
3	12/4/2020	205,892.86	131,416.88	74,475.98
4	12/17/2020	21,706.53	13,854.80	7,851.73
5	1/14/2021	-	-	-
6	2/19/2021	1,827.32	1,166.34	660.98
7	3/19/2021	-	-	-
8	4/12/2021	-	-	-
9	5/11/2021	1,864.61	1,190.14	674.47
10	6/5/2021	2,163.34	1,380.81	782.53
TAX CERTIFICATES	6/11/2021	3,919.48	2,501.72	1,417.76
			-	-
			-	-
			-	-
			-	-
			-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>242,744.21</b>	<b>154,938.29</b>	<b>87,805.92</b>

(1) Series 2019A Debt and O&M due 50% 10/1/20, 25% due 2/1/21, and 25% due 5/1/21

Series 2018B Bond Debt must be paid in full on a per lot basis upon sale  
to a builder/homeowner. Interest on remaining Debt Assessed due 50%

*C.*

**WILFORD PRESERVE**  
**Community Development District**

Check Register Summary- General Fund

9/1/2021-9/30/2021

Check Date	Check #'s	Total Amount
9/7/21	231-232	\$4,889.00
9/22/21	233-236	\$15,149.00
<b>Total</b>		<b>\$20,038.00</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
9/07/21	00010	8/30/21 21612	202108 310-51300-32100	ARBIT SE2018B FYE6/30/21	*	600.00	
				GRAU & ASSOCIATES			600.00 000231
9/07/21	00016	8/15/21 JAX 2537	202108 330-57200-42000	AUG LANDSCAPE MAINTENANCE	*	4,289.00	
				YELLOWSTONE LANDSCAPE			4,289.00 000232
9/22/21	00002	9/09/21 14228	202109 300-15500-10000	FY22 INSURANCE RENEWAL	*	6,127.00	
				EGIS INSURANCE ADVISORS, LLC			6,127.00 000233
9/22/21	00001	9/01/21 59	202109 310-51300-34000	SEPT MANAGEMENT FEES	*	3,750.00	
		9/01/21 59	202109 310-51300-35100	SEPT INFORMATION TECH	*	100.00	
		9/01/21 59	202109 310-51300-31300	SEPT DISSEM AGENT SERVICE	*	583.33	
		9/01/21 59	202109 310-51300-51000	OFFICE SUPPLIES	*	5.33	
		9/01/21 59	202109 310-51300-42000	POSTAGE	*	5.61	
		9/01/21 59	202109 310-51300-42500	COPIES	*	133.35	
				GOVERNMENTAL MANAGEMENT SERVICES			4,577.62 000234
9/22/21	00015	9/01/21 PI-A0066	202109 330-57200-46000	SEPT LAKE MAINTENANCE	*	727.00	
				SOLITUDE LAKE MANAGEMENT			727.00 000235
9/22/21	00012	8/25/21 6238761	202108 310-51300-32300	FY21 SE2018B TRUSTEE FEES	*	575.00	
		8/25/21 6238761	202108 300-15500-10000	FY22 SE2018B TRUSTEE FEES	*	2,875.00	
		8/25/21 6238761	202108 310-51300-32300	INCIDENTAL EXPENSES	*	267.38	
				U.S. BANK			3,717.38 000236
TOTAL FOR BANK A						20,038.00	
TOTAL FOR REGISTER						20,038.00	



## Grau and Associates

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

Phone: 561-994-9299

Fax: 561-994-5823

Wilford Preserve CDD  
1408 Hamlin Avenue, Unit E  
Saint Cloud, FL 34771

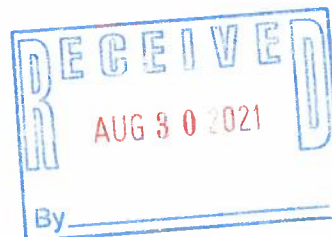
Invoice No. 21612  
Date 08/30/2021

SERVICE	AMOUNT
<u>Arbitrage - Series 2018B FYE 6/30/2021</u>	\$ <u>600.00</u>

Current Amount Due \$ 600.00

exp 8/2021

10A  
1.310.51300.32100



0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Payment due upon receipt.



## INVOICE

INVOICE #	INVOICE DATE
JAX 253757	8/15/2021
TERMS	PO NUMBER
Net 30	

**Bill To:**

Wilford Preserve CDD  
c/o Governmental Management Services, LLC  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Wilford Preserve CDD

**Invoice Due Date:** September 14, 2021

**Invoice Amount:** \$4,289.00

Description	Current Amount
Monthly Landscape Maintenance August 2021	\$4,289.00

1.330.57200.42000

16A

**Invoice Total**

**\$4,289.00**



Excellence  
IN COMMERCIAL LANDSCAPING

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



# INVOICE

<b>Customer</b>	Wilford Preserve Community Development District
<b>Acct #</b>	704
<b>Date</b>	09/09/2021
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

Wilford Preserve Community Development District  
c/o Governmental Management Services  
475 West Town Place, Ste 114  
St. Augustine, FL 32092

Payment Information	
<b>Invoice Summary</b>	\$ 6,127.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#14228
100121301	

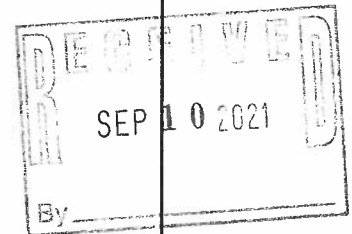
Thank You

Please detach and return with payment



Customer: Wilford Preserve Community Development District

Invoice	Effective	Transaction	Description	Amount
14228	10/01/2021	Renew policy	Policy #100121301 10/01/2021-10/01/2022 Florida Insurance Alliance <i>FY 2022</i> Package - Renew policy Due Date: 9/9/2021	6,127.00
				<b>Total</b>
				\$ 6,127.00



Thank You

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

<b>Remit Payment To: Egis Insurance Advisors, LLC</b>	(321)233-9939	<b>Date</b>
Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	sclimer@egisadvisors.com	09/09/2021

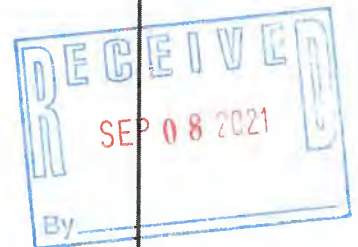
**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 59**Invoice Date:** 9/1/21**Due Date:** 9/1/21**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - September 2021	1.310.51300.34000	3,750.00	3,750.00
Information Technology - September 2021	1.310.51300.35700	100.00	100.00
Dissemination Agent Services - September 2021	1.310.51300.31300	583.33	583.33
Office Supplies	1.310.51300.57000	5.33	5.33
Postage	1.310.51300.42000	5.61	5.61
Copies	1.310.51300.42500	133.35	133.35
<b>Total</b>			<b>\$4,577.62</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,577.62</b>





## INVOICE

Voice: (888) 480-5253 Fax: (888) 358-0088

Invoice Number: PI-A00667568

Invoice Date: 09/01/21

PROPERTY: Wilford  
Preserve CDD

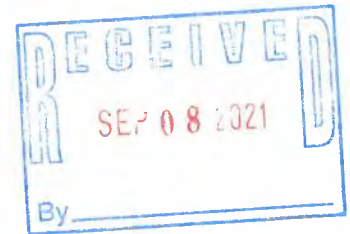
**SOLD TO:** Wilford Preserve CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St Augustine, FL 32092  
United States

CUSTOMER ID	CUSTOMER PO	Payment Terms	
10842		Net 30	
Sales Rep ID	Shipment Method	Ship Date	Due Date
Katie Cabanillas			10/01/21

Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR51988 09/01/21 - 09/30/21 Lake & Pond Management Services		727.00	727.00

15A

1.330.572.460



### PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H  
Little Rock, AR 72202

Subtotal	727.00
Sales Tax	0.00
Total Invoice	727.00
Payment Received	0.00
<b>TOTAL</b>	<b>727.00</b>



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 6238761  
Invoice Date: 08/25/2021  
Account Number: 224903000  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

WILFORD PRESERVE CDD SERIES 2018B

Accounts Included 224903000 224903001 224903002 224903003 224903004  
In This Relationship:

12A

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,450.00	100.00%	\$3,450.00
Subtotal Administration Fees - In Advance 08/01/2021 - 07/31/2022				\$3,450.00
Incidental Expenses	3,450.00	0.0775		\$267.38
Subtotal Incidental Expenses				\$267.38
TOTAL AMOUNT DUE				\$3,717.38

Fy21 1.  $1.310.51300.32300 = \$575.00$   
Fy22 2.  $1.300.15500.10000 = \$2,875.$   
1 & 3.  $1.310.51300, 32300 = \$267.38$





Corporate Trust Services  
EP MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 6238761  
Account Number: 224903000  
Invoice Date: 08/25/2021  
Direct Inquiries To: STACEY JOHNSON  
Phone: 407-835-3805

WILFORD PRESERVE COMMUNITY DEV DIST  
ATTN DISTRICT MANAGER  
475 W TOWN PLACE STE 114  
ST AUGUSTINE FL 32092

WILFORD PRESERVE CDD SERIES 2018B

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

### STATEMENT SUMMARY

**PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.**

TOTAL AMOUNT DUE \$3,717.38

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

WILFORD PRESERVE CDD SERIES 2018B

Invoice Number:	6238761
Account Number:	224903000
Current Due:	\$3,717.38
Direct Inquiries To:	STACEY JOHNSON
Phone:	407-835-3805

#### Wire Instructions:

U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 224903000  
Invoice # 6238761  
Attn: Fee Dept St. Paul

#### Please mail payments to:

U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690

