

WILFORD PRESERVE
Community Development District

SEPTEMBER 17, 2024

AGENDA

**Wilford Preserve
Community Development District**
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.WilfordPreserveCDD.com

September 10, 2024

Board of Supervisors
Wilford Preserve Community Development District

Dear Board Members:

The Wilford Preserve Community Development District Board of Supervisors Meeting is scheduled for **Tuesday, September 17, 2024 at 1:30 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Organizational Matters
 - A. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2026)
 - B. Oath of Office for Newly Appointed Supervisor
 - C. Consideration of Resolution 2024-07, Designating Officers
- IV. Approval of the Minutes of the August 20, 2024 Board of Supervisors Meeting
- V. Consideration of Budget Deficit Funding Agreement for Fiscal Year 2025 (to be provided under separate cover)
- VI. Ratification of the Engagement Letter with Grau & Associates for Fiscal Year 2024
- VII. Staff Reports
 - A. District Counsel
 - B. District Engineer – Requisition Nos. 201 and 202 (Series 2019A)
 - C. District Manager
 - D. Amenity / Operations Manager – Monthly Operations Report

VIII. Financial Reports

A. Financial Statements as of August 30, 2024

B. Check Register

C. Ratification of Boundary Amendment Funding Request No. 6

IX. Supervisors' Requests and Audience Comments

X. Next Scheduled Meeting – Tuesday, October 15, 2024 at 1:30 p.m. at the Plantation Oaks Amenity Center

XI. Adjournment

THIRD ORDER OF BUSINESS

C.

RESOLUTION 2024-07

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

WHEREAS, Wilford Preserve Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

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

NOW, THEREFORE, be it resolved by the Board of Supervisors of Wilford Preserve Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Treasurer.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 17TH DAY OF SEPTEMBER, 2024.

ATTEST

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

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 Tuesday, August 20, 2024 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Louis Cowling	Chairman
Braden Smith	Vice Chairman
Daniel Foley	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Glynn Taylor	District Engineer
Jay Soriano	Operations Manager
Triston Cottrell	S3 Security

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

FIRST ORDER OF BUSINESS

Call to Order

Ms. Giles called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Robert Keefe stated that Yellowstone is not cutting the entire property each week. The common area near his mailbox has not been cut in three weeks and the main field got cut twice in four weeks.

Mr. Cowling stated that the District will put them on notice.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointing a New Supervisor to Fill Vacancy

This item was tabled.

B. Oath of Office for Newly Appointed Supervisor

This item was tabled.

C. Consideration of Resolution Designating Officers

This item was tabled.

FOURTH ORDER OF BUSINESS

**Approval of the Minutes of the July 17,
2024 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the minutes of the July 17, 2024 Board of Supervisors meeting were approved.

FIFTH ORDER OF BUSINESS

**Public Hearing for the Purpose of Adopting
the Fiscal Year 2025 Budget and Imposing
Special Assessments for Fiscal Year 2025**

Ms. Giles provided an overview of the fiscal year 2025 budget, noting it includes Phase IV and Cheswick South. There is no increase in assessments proposed.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the public hearing for the purpose of adopting the fiscal year 2025 budget and imposing special assessments was opened.

There being no comments from members of the public, a motion to close the public hearing followed.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the public hearing for the purpose of adopting the fiscal year 2025 budget and imposing special assessments was closed.

Mr. Haber asked if the funds included in the revenue section related to Phase IV and Cheswick South are to be collected via assessments or via a funding obligation.

Ms. Giles responded funding obligation.

Mr. Haber asked that on page 10 the gross assessment amount be changed to match the amount on page one, and on page one the difference in the amount of the assessments and the amount of direct funding be identified.

A. Consideration of Resolution 2024-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor Resolution 2024-08, relating to annual appropriations and adopting the budget for Fiscal Year 2025 was approved subject to the revisions stated above.

B. Consideration of Resolution 2024-09, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor Resolution 2024-09, imposing special assessments and certifying an assessment roll for Fiscal Year 2025 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Cowling asked if a funding agreement needs to be drafted for Cheswick South.

Mr. Haber responded yes, with whoever will be responsible for paying their share of the operations and maintenance. It should be in place no later than October 1st.

B. District Engineer – Requisition Nos. 199-200 (Series 2019A)

Copies of the requisitions payable to Taylor & White were included in the agenda package for the Board’s review.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor requisition numbers 199 and 200 were ratified.

C. District Manager

1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025

Ms. Giles presented a proposed meeting schedule for fiscal year 2025 including meetings on the third Tuesday of each month, with two evening meetings for the budget discussions.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor the meeting schedule for fiscal year 2025 was approved as presented.

2. Consideration of Adopting Goals and Objectives for Fiscal Year 2025

Mr. Haber informed the Board that new legislation came out that requires all special districts to adopt goals and objectives and report that those goals and objectives were met. A proposed annual reporting form was enclosed in the agenda package for the Board's review.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the performance measures/standards and annual reporting form was approved as presented.

D. Amenity / Operations Manager – Monthly Operations Report

Mr. Soriano presented the operations report, as well a proposal from T&M Electric of Clay County to repair a burial pole that was damaged by a resident's vehicle for a total of \$5,040. He added that he has spoken to the resident about reimbursing the District through a payment plan.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor the proposal to repair a burial pole for a cost of \$5,040.

Next, Mr. Soriano presented a proposal from Fence Depot \$3,212.35 to replace the current gate to the amenity center with a taller gate to prevent people from breaking in. He noted the installation will be done by maintenance staff and asked for a not to exceed of \$3,500.

On MOTION by Mr. Cowling seconded by Mr. Foley with all in favor purchasing a replacement gate at an amount not to exceed \$3,500 was approved.

SEVENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of July 31, 2024

B. Check Register

Ms. Giles gave a brief overview of the financial reports, copies of which were included in the agenda package and noted the check register totals \$31,039.89.

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

C. Boundary Amendment Funding Request No. 5

A copy of boundary amendment funding request number five totaling \$528 was included in the agenda package for the Board’s review.

On MOTION by Mr. Cowling seconded by Mr. Smith with all in favor boundary amendment funding request number 5 was approved.

EIGHTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

Mr. Cowling stated that Phases 3A and 3B will soon be closed out, and the District will be fully accepted by the county and CCUA. He also stated that he and Mr. Soriano will meet with Yellowstone regarding the issues within the community.

NINTH ORDER OF BUSINESS Next Scheduled Meeting – September 17, 2024 at 1:30 p.m. at the Plantation Oaks Amenity Center

TENTH ORDER OF BUSINESS Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

SIXTH ORDER OF BUSINESS



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

September 9, 2024

Board of Supervisors
Wilford Preserve Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Wilford Preserve Community Development District, Clay County, Florida ("the District") for the fiscal year ended September 30, 2024. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Wilford Preserve Community Development District as of and for the fiscal year ended September 30, 2024. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2024 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: GMS-NF LLC - 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092 - TELEPHONE: 904-940-5850

Our fee for these services will not exceed \$5,000 for the September 30, 2024 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

All accounting records (including, but not limited to, trial balances, general ledger detail, vendor files, bank and trust statements, minutes, and confirmations) for the fiscal year ended September 30, 2024 must be provided to us no later than January 1, 2025, in order for us to complete the engagement by March 31, 2025.

Subject to timely receipt of the necessary information, we will submit a preliminary draft audit report by March 15, 2025 for the District's review, and a final draft audit report by March 31, 2025 for the District's review and approval.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.


The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Wilford Preserve Community Development District and believe this letter accurately summarizes the terms of our engagement and, with any addendum, if applicable, is the complete and exclusive statement of the agreement between Grau & Associates and the District with respect to the terms of the engagement between the parties. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Wilford Preserve Community Development District.

By: Manuel M. J.
Title: Secretary
Date: Sep 10, 2024



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

March 17, 2023

**Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809**

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

SEVENTH 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: 201
- (B) Name of Payee: Taylor & White, Inc.
- (C) Amount Payable: \$575.00
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): 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. 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 5750
Date 08/14/2024

Project **16050.1 WILFORD PRESERVE CDD**

Professional Services Rendered through 08/11/2024. ~PAYMENT TERMS: NET 10 DAYS~
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. *Denotes Hourly Task

Invoice Amount:
\$575.00

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
*PHASE 2A REVISIONS CLOSED	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	104,641.25	105,216.25	175.36	575.00
*CONSTRUCTION OBSV/CERTS-HRLY-NTE	75,000.00	117,435.18	117,435.18	156.58	0.00
*PURCHASING AGENT-HRLY	24,200.00	20,605.00	20,605.00	85.14	0.00
*STORMWATER & WASTEWATER 20 YEAR NEEDS ANALYSIS	10,000.00	5,430.00	5,430.00	54.30	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	13,048.75	13,048.75	130.49	0.00
REIMBURSABLES	0.00	10,288.25	10,288.25	0.00	0.00
Total	189,200.00	333,167.18	333,742.18	176.40	575.00

*District Engineer-HRLY-NTE

	Units	Billed Amount
D. Glynn Taylor, P.E. eor	3.00	495.00
Jane M. White REQS	1.00	80.00

Phase subtotal		575.00
subtotal	4.00	575.00

Invoice total **575.00**

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: *Louis P. Lombard*
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

**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: 204
- (B) Name of Payee: Highland Products Group/The Park Catalog
- (C) Amount Payable: \$2720.00
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):
- (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. 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: *Louis P. Lowly*
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.

[Signature]
Consulting Engineer



Highland Products Group/The Park Catalog
 931 Village Blvd Ste 905-354
 West Palm Beach, FL 33409
 Phone : 561-620-7878
 Email : sales@theparkcatalog.com

Quote#107042

Sales Rep: Carrie Georgopoulos
 Email: Carrie@theparkcatalog.com
 Phone: 888-447-2401 Ext 60307

Quote Date	Quote Expiration Date
Jul 3, 2024	Aug 1, 2024 (29 days)

Bill to:	Ship to:
Jay Soriano Wilford Preserve Community Development District 475 W Town Pl STE 114 Saint Augustine , Florida, 32092 United States T: 904-342-1441	Jay Soriano Wilford Preserve Community Development District 2740 Firethorn Ave Orange Park , Florida, 32065 United States T: 904-342-1441

Product Name	Item #	QTY	Price	Your Price	Unit Discount	Subtotal
Standard Round Recycled Plastic Receptacle Color: Cedar Receptacle Capacity: 32-Gallon Liner Option: No Liner	<u>289-4002-1-3</u>	5	\$573.00	\$544.00	\$29.00	\$2,720.00

Quote Notes:

NOTIFY BEFORE DELIVERY INCL IN FREIGHT EST

Total Discount	-\$145.00
Subtotal	\$2,720.00
Shipping & Handling	\$0.00
Tax	\$0.00
Grand Total	\$2,720.00

This quote comes with our **BEST PRICE GUARANTEE!** If we are not your lowest delivered quote for equivalent product, we will **BEAT** it! (Exclusions may apply)

Any questions contact us at 888-447-2401 or Carrie@theparkcatalog.com

PAY NOW
 WITH A CREDIT CARD

Quote Expiration Date: Aug 1, 2024

IF YOUR QUOTE HAS EXPIRED, PLEASE CONTACT YOUR SALES REP BEFORE SUBMITTING PAYMENT

TERMS & CONDITIONS

SHIPPING:

Deliveries are made during normal business hours, 8am - 5pm Monday - Friday. Unless otherwise noted, shipping charges include standard delivery only. Standard delivery charges are for Tailgate delivery to any commercial location on a commercial truck route; the truck driver will not offload the delivery. It is Customer's responsibility to provide adequate personnel and/or equipment to unload the shipment from the truck when it arrives. The truck driver is under no obligation to help you unload. If you require anything other than standard delivery, we have the following additional services available for purchase at time of order placement:

Additional Delivery Services

- **Residential Delivery:** If the ship to address is not a commercial location, on a commercial truck route or is in a residential area, you must order "Residential Delivery Service" at an additional charge.
- **Limited Access Delivery:** This is common LTL delivery for small businesses, restaurants, schools, churches, concert venues, theaters, or other locations that do not have a loading dock.
- **Liftgate Service:** This service includes the driver utilizing a lift gate on the rear of the truck. The driver is responsible for lowering your shipment to the ground only. Once delivery is at ground level it is your responsibility to move the shipment from the delivery point to its destination.
- **Notify Before Delivery:** Notify before delivery indicates that the receiver needs to be called before arrival. The carrier will call 24-48 hours prior to make a delivery appointment. If the receiver cannot be reached, these shipments can result in significant delays or additional redelivery fees.
- **Inside Delivery:** If this service is required, please reach out to one of our Sales Representative as we cannot be responsible for online quotes with this service. This service requires specifics that must be communicated to the carrier prior to getting a shipping quote.
- **Redelivery Fee:** This charge will occur when a delivery is unsuccessful on the first try and the carrier must try to deliver the shipment a second time. Redeliveries occur within the carrier's available timeframe.
- **Construction Site Delivery:** This charge is for any destination that is under construction and requires an LTL truck to navigate a construction site.

Shipping Service Discrepancies - If there is a discrepancy in the services requested and the minimum services required to deliver the product, the Customer agrees to pay and The Park Catalog reserves the right to charge the customer for any necessary additional services provided at the time of delivery.

Shipment Inspection Required - It is the customer's responsibility to inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All damage claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. The Park Catalog does NOT GUARANTEE replacements parts or products FREE of charge due to concealed or unreported damages.

Assembly May Be Required:

Most of our product's ship knocked down and on commercial pallets to minimize freight damages and reduce freight cost.

CANCELLATIONS:

No order can be cancelled unless first authorized and confirmed in writing by The Park Catalog Team. Made-to-Order items already in production may not be cancelled. If a cancellation is authorized, charges may apply based on the stage the order is in.

RETURNS:

We will accept returns of unopened/unused products, up to 30 days from the shipping date, subject to ALL the following terms and conditions:

- **Approval:** Written approval and instructions must be issued by our Customer Service Department before any merchandise can be returned.
- **Shipping Returns:** All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.
- **Re-Stocking & Shipping Fees:** The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.
- **Online Orders:** For online orders, The Park Catalog is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
- **Personalized** - These items are NOT eligible for return unless a defect in manufacturing is presented to us with pictures prior to return.
- **Refunds:** refunds will be issued on returned merchandise AFTER shipment is received and inspected at our warehouse and the goods are deemed to be resalable and free of damages.

Payment options:

Credit Card: To maintain a safe environment for credit card transactions, we utilize a credit card processing company that partners with companies who transmit or process card information in a secure environment which complies with the Payment Card Industry Data Security Standard (PCI DSS). In compliance with the payment card industry data security standards, The Park Catalog cannot accept credit card payment information via Email/Fax/US Mail/Telephone/Voice Mail. A secure payment link will be sent via email to allow your transaction to be completed.

Check: Payable to Highland Products Group or The Park Catalog, 931 Village Blvd Ste 905-354, West Palm Beach, FL 33409

ACH: You will find ACH/Wire information on the pages following your proposal

Purchase Order: We accept purchase orders from Government/Municipal entities, Public Schools, non-private Colleges, and Universities to name a few. All other customer types must speak with a sales representative for qualifications to utilize a purchase order.

Force Majeure:

No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal:

Sign Here: _____ Date: _____

D.

Wilford Preserve Community Development District (CDD)

2740 Firethorn Ave, Orange Park, FL 32065

(904) 385-3026; wilfordpreservemanager@gmsnf.com

Memorandum

Date: September 2024
To: Board of Supervisors
From: GMS – Wilford Amenity Manager

Community:

Amenity Usage

- *Total Facilities Usage – 287 overall*
- *Average daily usage – 9*

Card counts:

New Owners	4
Replacements	0

Total cards Assigned: 4

Room Rentals

- *2 rentals in month of August*

Operations

- Fans on patio broke due to storm, working on getting replacements.
- Park/Greenspace Inspections and Cleaning - Completed monthly
- Lake Inspections - All lakes inspected monthly, outfalls cleaned due to trash

- Weekly Maintenance:
 - Straighten all patio furniture, interior furniture and wipe down all tables
 - Change and restock all trash cans, collect any trash in and around amenity center
 - Restock all toilet paper, paper towels and address any issues
 - Blow off pool deck and surrounding areas
 - Entire amenity center cleaned and sanitized
 - Change and restock dog pots
 - Pool chemicals checked and recorded daily

Landscaping

- *Monthly reports for August submitted and filed at Operations office*

For questions, comments, or clarification, please contact:

- *Brianna Wilson, Wilford Amenity Manager (904) 385-3026* wilfordpreservemanager@gmsnf.com
- *Jay Soriano, GMS Operations Manager (904) 274-2450* jsoriano@gmsnf.com

EIGHTH ORDER OF BUSINESS

A.

Wilford Preserve
Community Development District

Unaudited Financial Reporting
August 31, 2024



Wilford Preserve
Community Development District
Combined Balance Sheet
August 31, 2024

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Project Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 30,462	\$ -	\$ -	\$ 30,462
Due from Other	-	-	4,440	4,440
Investments:				
General Fund Custody	168,532	-	-	168,532
State Board of Administration (SBA)	2,743	-	-	2,743
Series 2018B				
Reserve	-	358,225	-	358,225
Revenue	-	3,318	-	3,318
Prepayment	-	4,326	-	4,326
Construction	-	-	23,779	23,779
Series 2019				
Reserve	-	198,176	-	198,176
Revenue	-	239,035	-	239,035
Construction	-	-	24,606	24,606
Prepaid Expenses	3,450	-	-	3,450
Deposits	1,350	-	-	1,350
Total Assets	\$ 206,537	\$ 803,080	\$ 52,825	\$ 1,062,442
Liabilities:				
Accounts Payable	\$ 275	\$ -	\$ -	\$ 275
Total Liabilities	\$ 275	\$ -	\$ -	\$ 275
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ 3,450	\$ -	\$ -	\$ 3,450
Deposits	1,350	-	-	1,350
Restricted for:				
Debt Service	-	803,080	-	803,080
Capital Project	-	-	52,825	52,825
Unassigned	201,462	-	-	201,462
Total Fund Balances	\$ 206,262	\$ 803,080	\$ 52,825	\$ 1,062,167
Total Liabilities & Fund Balance	\$ 206,537	\$ 803,080	\$ 52,825	\$ 1,062,442

Wilford Preserve
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending August 31, 2024

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 505,720	\$ 505,720	\$ 506,638	\$ 917
Interest Income	1,500	1,500	9,362	7,862
Miscellaneous Income	-	-	358	358
Total Revenues	\$ 507,220	\$ 507,220	\$ 516,357	\$ 9,137
Expenditures:				
<u>General & Administrative:</u>				
Engineering	\$ 6,000	\$ 5,500	\$ 794	\$ 4,706
Attorney	15,000	13,750	5,454	8,296
Annual Audit	4,800	4,800	4,900	(100)
Assessment Administration	5,300	5,300	5,300	-
Arbitrage Rebate	1,200	1,200	1,200	-
Dissemination Agent	7,420	6,802	7,302	(500)
Trustee Fees	7,000	7,000	7,435	(435)
Management Fees	52,088	47,747	47,747	(0)
Information Technology	1,000	917	917	0
Website Maintenance	1,200	1,100	1,100	-
Telephone	300	275	131	144
Postage	500	458	420	38
Insurance	7,245	7,245	6,818	427
Printing & Binding	1,200	1,100	247	853
Legal Advertising	3,000	2,750	1,309	1,442
Other Current Charges	600	550	15	535
Office Supplies	200	183	4	179
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 114,228	\$ 106,852	\$ 91,267	\$ 15,586

Wilford Preserve
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending August 31, 2024

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
<u>Operations & Maintenance</u>				
Amenity Center Expenditures				
Insurance	\$ 11,762	\$ 11,762	\$ 10,218	\$ 1,544
General Facility Maintenance	20,000	18,333	16,944	1,390
Amenity Manager	47,250	43,313	43,313	-
Janitorial Services	10,070	9,231	9,231	(0)
Pool Maintenance	15,000	13,750	13,759	(9)
Pool Chemicals	10,000	9,167	7,595	1,572
Pool Monitors	15,000	13,750	3,986	9,764
Security Monitoring	1,200	1,100	510	590
Security	40,000	40,000	40,196	(196)
Permit Fees	450	413	300	112
Telephone/Cable/Internet	2,000	1,833	-	1,833
Electric	16,200	14,850	6,232	8,618
Water/Sewer/Irrigation	36,524	33,481	24,528	8,953
Repairs & Replacements	-	-	294	(294)
Refuse Service	3,600	3,300	3,117	183
Special Events	5,000	4,583	-	4,583
Recreational Passes	1,500	1,375	381	994
Office Supplies / Mailings / Printing	600	550	-	550
Subtotal Amenity Center Expenditures	\$ 236,156	\$ 220,790	\$ 180,603	\$ 40,187
Ground Maintenance Expenditures				
Landscape Maintenance	\$ 130,000	\$ 119,167	\$ 95,040	\$ 24,127
Landscape Contingency	2,500	2,500	3,180	(680)
Irrigation Maintenance	2,500	2,500	5,676	(3,176)
Lake Maintenance	14,336	13,141	9,570	3,571
Streetlighting	7,500	6,875	-	6,875
Subtotal Ground Maintenance Expenditures	\$ 156,836	\$ 144,183	\$ 113,466	\$ 30,717
Total Operations & Maintenance	\$ 392,992	\$ 364,973	\$ 294,069	\$ 70,904
Total Expenditures	\$ 507,220	\$ 471,825	\$ 385,335	\$ 86,490
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 35,395	\$ 131,022	\$ 95,627
Net Change in Fund Balance	\$ -	\$ 35,395	\$ 131,022	\$ 95,627
Fund Balance - Beginning	\$ -		\$ 75,241	
Fund Balance - Ending	\$ -		\$ 206,262	

Wilford Preserve
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 47,511	\$ 446,427	\$ 3,811	\$ 1,130	\$ 1,154	\$ 2,447	\$ 1,636	\$ 2,521	\$ -	\$ -	\$ -	\$ 506,638
Interest Income	120	35	52	1,345	1,585	1,486	1,197	1,132	925	727	758	-	9,362
Miscellaneous Income	122	53	-	-	-	-	61	122	-	-	-	-	358
Total Revenues	\$ 242	\$ 47,599	\$ 446,479	\$ 5,156	\$ 2,715	\$ 2,640	\$ 3,705	\$ 2,890	\$ 3,445	\$ 727	\$ 758	\$ -	\$ 516,357
Expenditures:													
General & Administrative:													
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 273	\$ 521	\$ -	\$ 794
Attorney	1,149	231	519	292	607	916	447	1,296	-	-	-	-	5,454
Annual Audit	-	-	-	-	2,000	2,900	-	-	-	-	-	-	4,900
Assessment Administration	5,300	-	-	-	-	-	-	-	-	-	-	-	5,300
Arbitrage Rebate	-	600	-	-	-	-	-	-	-	-	600	-	1,200
Dissemination Agent	618	618	618	1,118	618	618	618	618	618	618	618	-	7,302
Trustee Fees	3,450	-	-	3,142	-	-	-	-	-	-	842	-	7,435
Management Fees	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	4,341	-	47,747
Information Technology	83	83	83	83	83	83	83	83	83	83	83	-	917
Website Maintenance	100	100	100	100	100	100	100	100	100	100	100	-	1,100
Telephone	12	3	8	3	5	-	10	14	25	51	-	-	131
Postage	82	33	13	41	22	59	30	39	64	7	29	-	420
Insurance	6,818	-	-	-	-	-	-	-	-	-	-	-	6,818
Printing & Binding	20	31	11	11	22	15	9	54	5	52	17	-	247
Legal Advertising	-	75	75	75	75	75	75	132	75	474	182	-	1,309
Other Current Charges	-	15	-	-	-	-	-	-	-	-	-	-	15
Office Supplies	0	0	-	0	0	0	1	0	0	0	1	-	4
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 22,149	\$ 6,130	\$ 5,767	\$ 9,205	\$ 7,872	\$ 9,108	\$ 5,713	\$ 6,677	\$ 5,310	\$ 6,000	\$ 7,334	\$ -	\$ 91,267

Wilford Preserve
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<i>Operations & Maintenance</i>													
Amenity Center Expenditures													
Insurance	\$ 10,218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,218
General Facility Maintenance	545	2,565	1,261	501	903	2,891	2,516	2,754	1,609	1,096	303	-	16,944
Amenity Manager	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	-	43,313
Janitorial Services	839	839	839	839	839	839	839	839	839	839	839	-	9,231
Pool Maintenance	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,259	-	13,759
Pool Chemicals	811	-	107	1,129	47	766	335	107	1,578	2,025	688	-	7,595
Pool Monitors	-	-	-	-	-	-	153	517	1,019	1,297	1,000	-	3,986
Security Monitoring	85	85	85	85	85	85	-	-	-	-	-	-	510
Security	3,405	3,351	4,032	3,405	4,342	4,067	3,311	3,615	3,562	3,490	3,616	-	40,196
Permit Fees	-	-	-	-	-	-	-	300	-	-	-	-	300
Telephone/Cable/Internet	-	-	-	-	-	-	-	-	-	-	-	-	-
Electric	510	468	498	571	592	539	581	558	626	637	652	-	6,232
Water/Sewer/Irrigation	1,770	1,668	1,721	1,415	2,162	1,510	915	1,390	2,453	1,624	7,899	-	24,528
Repairs & Replacements	-	-	-	-	-	-	-	294	-	-	-	-	294
Refuse Service	495	179	178	175	172	219	529	218	217	215	522	-	3,117
Special Events	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreational Passes	-	-	-	-	-	-	191	-	-	-	191	-	381
Office Supplies / Mailings / Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Amenity Center Expenditures	\$ 23,866	\$ 14,342	\$ 13,909	\$ 13,307	\$ 14,329	\$ 16,103	\$ 14,557	\$ 15,781	\$ 17,092	\$ 16,410	\$ 20,907	\$ -	\$ 180,603
Ground Maintenance Expenditures													
Landscape Maintenance	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ 8,640	\$ -	\$ 95,040
Landscape Contingency	-	-	-	540	-	-	-	660	660	660	660	-	3,180
Irrigation Maintenance	680	1,958	-	1,080	-	-	-	-	1,958	-	-	-	5,676
Lake Maintenance	870	870	870	870	870	870	870	-	1,740	870	870	-	9,570
Streetlighting	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Ground Maintenance Expenditures	\$ 10,190	\$ 11,468	\$ 9,510	\$ 11,130	\$ 9,510	\$ 9,510	\$ 9,510	\$ 9,300	\$ 12,998	\$ 10,170	\$ 10,170	\$ -	\$ 113,466
Total Operations & Maintenance	\$ 34,056	\$ 25,810	\$ 23,419	\$ 24,437	\$ 23,839	\$ 25,613	\$ 24,067	\$ 25,081	\$ 30,090	\$ 26,580	\$ 31,077	\$ -	\$ 294,069
Total Expenditures	\$ 56,206	\$ 31,940	\$ 29,186	\$ 33,642	\$ 31,712	\$ 34,721	\$ 29,780	\$ 31,758	\$ 35,400	\$ 32,580	\$ 38,411	\$ -	\$ 385,335
Excess (Deficiency) of Revenues over Expenditures	\$ (55,963)	\$ 15,659	\$ 417,293	\$ (28,487)	\$ (28,997)	\$ (32,081)	\$ (26,075)	\$ (28,868)	\$ (31,955)	\$ (31,852)	\$ (37,652)	\$ -	\$ 131,022
Net Change in Fund Balance	\$ (55,963)	\$ 15,659	\$ 417,293	\$ (28,487)	\$ (28,997)	\$ (32,081)	\$ (26,075)	\$ (28,868)	\$ (31,955)	\$ (31,852)	\$ (37,652)	\$ -	\$ 131,022

Wilford Preserve
Community Development District
Debt Service Fund Series 2018 B
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending August 31, 2024

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
Revenues:				
Special Assessments - Direct Bill	\$ 98,038	\$ 12,836	\$ 12,836	\$ -
Special Assessments - Prepayments	-	-	430,197	430,197
Interest Income	3,000	3,000	30,122	27,122
Total Revenues	\$ 101,038	\$ 15,836	\$ 473,155	\$ 457,319
Expenditures:				
Interest -11/1	\$ 49,019	\$ 49,019	44,850	\$ 4,169
Principal Prepayment - 11/1	-	-	555,000	(555,000)
Interest -2/1	-	-	5,319	(5,319)
Principal Prepayment - 2/1	-	-	370,000	(370,000)
Interest - 5/1	49,019	49,019	18,256	30,763
Principal Prepayment - 5/1	-	-	205,000	(205,000)
Total Expenditures	\$ 98,038	\$ 98,038	\$ 1,198,425	\$ (1,100,387)
Excess (Deficiency) of Revenues over Expenditures	\$ 3,000	\$ (82,202)	\$ (725,270)	\$ (643,068)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ (17,320)	\$ (17,320)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (17,320)	\$ (17,320)
Net Change in Fund Balance	\$ 3,000	\$ (82,202)	\$ (742,590)	\$ (660,388)
Fund Balance - Beginning	\$ 306,361		\$ 1,108,459	
Fund Balance - Ending	\$ 309,361		\$ 365,869	

Wilford Preserve

Community Development District

Debt Service Fund Series 2019

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2024

	Adopted Budget	Prorated Budget Thru 08/31/24	Actual Thru 08/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 521,627	\$ 521,627	\$ 520,764	\$ (863)
Interest Income	2,500	2,500	26,020	23,520
Total Revenues	\$ 524,127	\$ 524,127	\$ 546,784	\$ 22,657
Expenditures:				
Interest - 11/1	\$ 189,510	\$ 189,510	\$ 189,510	\$ -
Interest - 5/1	189,510	189,510	189,510	-
Principal - 5/1	145,000	145,000	145,000	-
Total Expenditures	\$ 524,020	\$ 524,020	\$ 524,020	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 107	\$ 107	\$ 22,764	\$ 22,657
Net Change in Fund Balance	\$ 107	\$ 107	\$ 22,764	\$ 22,657
Fund Balance - Beginning	\$ 225,208		\$ 414,447	
Fund Balance - Ending	\$ 225,315		\$ 437,211	

Wilford Preserve
Community Development District
Statement of Revenues and Expenditures

Capital Projects Funds

For The Period Ending August 31, 2024

Description	SE 2018B	SE 2019A
Revenues		
<i>Interest Income:</i>		
Construction	\$ 667	\$ 3,797
Transfer In	17,320	-
Total Revenues	\$ 17,987	\$ 3,797
Expenditures		
Capital Outlay	\$ -	\$ 14,944
Transfer Out	-	-
Total Expenditures	\$ -	\$ 14,944
Excess Revenues (Expenditures)	\$ 17,987	\$ (11,147)
Beginning Fund Balance	\$ 5,792	\$ 40,194
Ending Fund Balance	\$ 23,779	\$ 29,046

Wilford Preserve
Community Development District
Long Term Debt Report

Series 2018B, Special Assessment Bonds			
Interest Rate:		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 - 7/23/2018		\$	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)
Less: November 1, 2021			(435,000)
Less: February 1, 2022			(220,000)
Less: May 1, 2022			(330,000)
Less: August 1, 2022			(415,000)
Less: November 1, 2022			(305,000)
Less: February 1, 2023			(320,000)
Less: May 1, 2023			(385,000)
Less: August 1, 2022			(505,000)
Less: November 1, 2023			(555,000)
Less: February 1, 2024			(370,000)
Less: May 1, 2024			(205,000)
Current Bonds Outstanding			\$ 430,000

Series 2019A, Special Assessment Bonds			
Interest Rate:		4.6% - 5.2%	
Maturity Date:		11/1/2049	
Reserve Fund Definition		35% of Maximum Annual Debt Service	
Reserve Fund Requirement	\$	198,176	
Reserve Fund Balance		198,176	
BONDS OUTSTANDING - 11/1/2019		\$	7,985,000
Less: May 1, 2020			(120,000)
Less: November 1, 2020			(20,000)
Less: May 1, 2021			(125,000)
Less: May 1, 2022			(130,000)
Less: May 1, 2023			(135,000)
Less: May 1, 2024			(145,000)
Current Bonds Outstanding			\$ 7,310,000

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2024 Summary of Assessment Receipts

ASSESSED	# UNITS ASSESSED	SERIES 2019A DEBT ASMT	FY24 O&M ASMT	TOTAL ASSESSED
NET ASSESSMENTS TAX ROLL	445	519,803.94	505,703.79	1,025,507.72

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2019A DEBT RECEIPTS	O&M RECEIPTS	AMOUNT RECEIVED
1	11/6/2023	535.36	520.83	1,056.19
2	11/14/2023	6,900.12	6,712.94	13,613.06
3	11/28/2023	41,400.73	40,277.70	81,678.43
4	12/12/2023	455,272.21	442,922.54	898,194.75
5	12/22/2023	3,601.89	3,504.18	7,106.07
6	1/10/2024	3,917.27	3,811.01	7,728.28
7	2/5/2024	1,162.00	1,130.48	2,292.48
8	3/14/2024	1,185.96	1,153.78	2,339.74
9	4/9/2024	2,515.35	2,447.12	4,962.47
10	5/7/2024	1,682.07	1,636.44	3,318.51
11	6/6/2024	1,233.87	1,200.41	2,434.28
TAX CERTIFICATES	6/24/2024	1,356.94	1,320.13	2,677.07
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
TOTAL TAX ROLL RECEIPTS		520,763.77	506,637.56	1,027,401.33

TAX ROLL DUE	(959.83)	(933.77)	(1,893.61)
PERCENT COLLECTED	100%	100%	100%

B.

WILFORD PRESERVE
Community Development District

Check Register Summary - General Fund

August 31, 2024

Check Date	Check #'s	Total Amount
8/7/24	588-591	\$ 4,373.25
8/13/24	592-597	22,832.61
8/21/24	598-601	1,862.67
8/29/24	602-604	4,890.71
	Total	\$ 33,959.24

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/07/24	00026	8/01/24	408869	202408	320	57200	49600		AUG CLOUD MGMT SERVICES HI-TECH SYSTEM ASSOCIATES	*	85.00	85.00	000588
8/07/24	00011	8/01/24	24-00270	202408	310	51300	48000		NTC FY25 PROPOSED BUDGET JACKSONVILLE DAILY RECORD	*	97.00	97.00	000589
8/07/24	00035	8/01/24	10313	202408	320	57200	49600		AUGUST SECURITY SERVICES SECURITY DEVELOPMENT GROUP LLC	*	3,531.25	3,531.25	000590
8/07/24	00016	7/31/24	JAX74051	202407	330	57200	42010		MOW CHESWICK OAKS AVE YELLOWSTONE LANDSCAPE	*	660.00	660.00	000591
8/13/24	00001	8/01/24	160	202408	310	51300	34000		AUG MANAGEMENT FEES	*	4,340.67		
		8/01/24	160	202408	310	51300	35200		AUG WEBSITE ADMIN.	*	100.00		
		8/01/24	160	202408	310	51300	35100		AUG INFORMATION TECH.	*	83.33		
		8/01/24	160	202408	310	51300	31300		AUG DISSEMINATION SCVS	*	618.33		
		8/01/24	160	202408	310	51300	51000		OFFICE SUPPLIES	*	.57		
		8/01/24	160	202408	310	51300	42000		POSTAGE	*	29.01		
		8/01/24	160	202408	310	51300	42500		COPIES	*	17.40		
									GOVERNMENTAL MANAGEMENT SERVICES			5,189.31	000592
8/13/24	00001	8/01/24	161	202408	330	57200	41000		AUG CONTRACT ADMIN.	*	3,937.50		
		8/01/24	161	202408	320	57200	45500		AUG JANITORIAL SERVICES	*	839.17		
		8/01/24	161	202408	320	57200	46500		AUG POOL MAINTENANCE	*	1,250.00		
		8/01/24	161	202408	320	57200	46510		POOL CHEMICALS-PHOSPHATE	*	12.21		
		8/01/24	161	202408	320	57200	46500		POOL REPAIR -STENNER TUBE	*	8.62		
									GOVERNMENTAL MANAGEMENT SERVICES			6,047.50	000593
8/13/24	00021	8/12/24	3436930	202405	310	51300	31500		MAY GENERAL COUNSEL KUTAK ROCK LLP	*	1,295.60	1,295.60	000594
									WILP WILFORD PRES OKUZMUK				

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
8/13/24	00020	7/31/24 14	202407 320-57200-46530	JUL POOL MONITOR SERVICES RIVERSIDE MANAGEMENT SERVICES, INC	*	1,000.20	1,000.20 000595
8/13/24	00016	8/08/24 JAX74950	202408 330-57200-42010	MOW CHESWICK OAKS AVE YELLOWSTONE LANDSCAPE	*	660.00	660.00 000596
8/13/24	00016	8/12/24 JAX75082	202408 320-57200-42000	AUG LANDSCAPE MAINTENANCE YELLOWSTONE LANDSCAPE	*	8,640.00	8,640.00 000597
8/21/24	00010	8/13/24 26338	202408 310-51300-32100	ARBIT SE2018B FYE 6/30/24 GRAU & ASSOCIATES	*	600.00	600.00 000598
8/21/24	00030	8/15/24 4601427	202408 320-57200-46510	AUG POOL CHEMICALS HAWKINS INC	*	675.75	675.75 000599
8/21/24	00021	5/31/24 3397634	202403 300-13100-10200	BOUNDARY AMENDMENT KUTAK ROCK LLP	*	66.00	66.00 000600
8/21/24	00018	8/14/24 5752	202408 310-51300-31100	PROF SRVS THRU 8/11/24 TAYLOR & WHITE, INC	*	520.92	520.92 000601
8/29/24	00001	8/16/24 162	202407 320-57200-45000	GENERAL FACILITY MAINT. GOVERNMENTAL MANAGEMENT SERVICES	*	303.33	303.33 000602
8/29/24	00033	8/22/24 1926661	202408 330-57200-46000	AUG LAKE MAINTENANCE THE LAKE DOCTORS INC	*	870.00	870.00 000603
8/29/24	00012	8/23/24 7446958	202408 310-51300-32300	FY24 TRUSTEE FEE SE2018B 7446958 202408 300-15500-10000 FY25 TRUSTEE FEE SE2018B 7446958 202408 310-51300-32300 INCIDENTAL EXPENSES U.S.BANK	*	575.00 2,875.00 267.38	3,717.38 000604

TOTAL FOR BANK A 33,959.24

WILP WILFORD PRES OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						33,959.24	

WILP WILFORD PRES OKUZMUK



Tallahassee, FL 32308
2498 Centerville Rd.

Invoice

Invoice #: 408869
Invoice Date: 08/01/2024
Completed: 08/01/2024
Terms: Due on Aging Date
Bid#:

Bill to:
Wilford Preserve
475 West Town Place Ste 114
Saint Augustine, FL 32092

475 West Town Place
Ste 114

[Click Here to Pay Online!](#)

HiTechFlorida.com

Description	Qty	Rate	Amount
9-12161-ACC-1 - Access Control System - Wilford Preserve - 2535 Firethorn AV, Orange Park, FL	1.00	\$85.00	85.00
Enterprise Cloud Device Management Service			0.00
Sales Tax			

Tech Resolution Note:

Thank you for choosing Hi-Tech!

<p>To review or pay your account online, please visit our online bill payment portal at Hi-Tech Customer Portal. You will need your customer number and billing zip code to create a new login.</p> <p>Support@hitechflorida.com Office: 850-385-7649</p>	Total	\$85.00
	Payments	\$0.00
	Balance Due	\$85.00

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

August 1, 2024

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092

Serial #	24-00270C	PO/File #		\$97.00
				Payment Due
Notice of Public Hearing to Consider the Adoption of the Fiscal Year 2025 Proposed Budget(s); And Notice of Regular board of Supervisors' Meeting				\$97.00
Wilford Preserve Community Development District				Publication Fee

Case Number

Amount Paid

Publication Dates 8/1

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

County Clay

If your payment is being
mailed, please reference
Serial # 24-00270C on your
check or remittance advice.

*Payment is due before
the Proof of Publication
is released.*

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**WILFORD PRESERVE
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING
TO CONSIDER THE ADOPTION
OF THE FISCAL YEAR
2025 PROPOSED BUDGET(S);
AND NOTICE OF REGULAR
BOARD OF SUPERVISORS'
MEETING.**

The Board of Supervisors ("Board") of the Wilford Preserve Community Development District ("District") will hold a public hearing and regular meeting as follows:

DATE: August 30, 2024

TIME: 6:00 p.m.

LOCATION:

Plantation Oaks Amenity Center
845 Oakleaf Plantation Parkway
Orange Park, Florida 32065

The purpose of the public hearing is to receive comments and objections on the adoption of the District's proposed budget(s) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("Proposed Budget"). A regular Board meeting of the District will also be held at the above time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at <https://wilfordpreserv-eccd.com>.

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

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

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

District Manager

Aug. 1 00 (24-00270C)



Security Development Group, LLC
8130 Baymeadows Way W., Suite 302
Jacksonville, FL 32256
cathie@sthreesecurity.com
www.sthreesecurity.com

INVOICE

BILL TO

Wilford Preserve CDD
2740 Firethorn Avenue
Orange Park, Florida 32073

INVOICE # 10313

DATE 08/01/2024

DUE DATE 08/31/2024

TERMS End of the month

SERVICE MONTH

August

ACTIVITY	QTY	RATE	AMOUNT
Dedicated Officer I 6 Dedicated hours Fri - Sun	84	29.95	2,515.80
Vehicle Patrol 3 patrols a day Mon - Thurs	51	17.95	915.45
Fuel Charge Fuel Charge	1	100.00	100.00

SUBTOTAL	3,531.25
TAX	0.00
TOTAL	3,531.25
BALANCE DUE	\$3,531.25



INVOICE

INVOICE #	INVOICE DATE
JAX 740518	7/31/2024
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

Address: Sycamore Way
Orange Park , FL 32073

Invoice Due Date: August 30, 2024

Invoice Amount: \$660.00

Description	Current Amount
Mow Cheswick Oaks Ave	
Landscape Enhancement	\$660.00

Excellence Invoice Total \$660.00

IN COMMERCIAL LANDSCAPING

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

Governmental Management Services, LLC

1001 Bradford Way
 Kingston, TN 37763

Invoice**Invoice #:** 160**Invoice Date:** 8/1/24**Due Date:** 8/1/24**Case:****P.O. Number:****Bill To:**

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

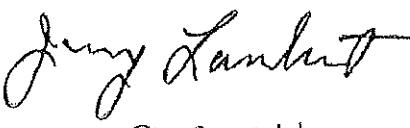
Description	Hours/Qty	Rate	Amount
Management Fees - August 2024		4,340.67	4,340.67
Website Administration -August 2024		100.00	100.00
Information Technology - August 2024		83.33	83.33
Dissemination Agent Services - August 2024		618.33	618.33
Office Supplies		0.57	0.57
Postage		29.01	29.01
Copies		17.40	17.40
Total			\$5,189.31
Payments/Credits			\$0.00
Balance Due			\$5,189.31

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

Invoice

Invoice #: 161
Invoice Date: 8/1/24
Due Date: 8/1/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Contract Administration - August 2024		3,937.50	3,937.50
Janitorial - August 2024		839.17	839.17
Pool Maintenance - August 2024		1,250.00	1,250.00
Pool Chemicals - Phosphate Remover		12.21	12.21
Pool Repair - Stenner Tubing - Black UV Suction/Discharge Tubing 25" Per ft		8.62	8.62
 8-8-24			

Total \$6,047.50

Payments/Credits \$0.00

Balance Due \$6,047.50

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 12, 2024

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157



Mr. James Perry
Wilford Preserve CDD
Governmental Management Services
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3436930
23023-1

Re: General Counsel

For Professional Legal Services Rendered

05/01/24	K. Jusevitch	0.20	29.00	Confer with Haber regarding budget and election resolutions
05/03/24	K. Jusevitch	0.20	29.00	Correspond with district manager regarding budget and election meeting documents
05/08/24	K. Jusevitch	0.70	101.50	Prepare budget and landowner election documents; confer with Haber regarding same
05/10/24	W. Haber	0.50	165.00	Review and revise budget and landowner election resolutions
05/13/24	K. Jusevitch	0.20	29.00	Correspond with district manager regarding budget hearing and landowner election documents
05/14/24	W. Haber	0.30	99.00	Prepare for Board meeting
05/15/24	W. Haber	1.60	528.00	Prepare for and participate in Board meeting; begin review of O&M assessment allocation options
05/22/24	W. Haber	0.60	198.00	Review budget and O&M allocation options; participate in call regarding same

KUTAK ROCK LLP

Wilford Preserve CDD
August 12, 2024
Client Matter No. 23023-1
Invoice No. 3436930
Page 2

05/22/24	K. Jusevitch	0.30	43.50	Record easement agreement; correspond with district manager regarding same
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TOTAL HOURS	4.60		
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TOTAL FOR SERVICES RENDERED			\$1,222.00
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DISBURSEMENTS

Filing and Court Fees		73.60	
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TOTAL DISBURSEMENTS			<u>73.60</u>
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TOTAL CURRENT AMOUNT DUE			<u>\$1,295.60</u>
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Riverside Management Services, Inc
9655 Florida Mining Blvd. W
Bldg. 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 14
Invoice Date: 7/31/2024
Due Date: 7/31/2024
Case:
P.O. Number:

Bill To:
Wilford Preserve CDD

Description	Hours/Qty	Rate	Amount
Pool Monitor Services through July 2024 1,320.572,46530	50.01	20.00	1,000.20
<i>Jerry Lambert</i> 8-8-24			

Total \$1,000.20

Payments/Credits \$0.00

Balance Due \$1,000.20

WILFORD PRESERVE CDD

POOL MONITOR

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
50.01	Pool Monitor	\$ 20.00	\$ 1,000.20
	Covers July 2024		
	GL Code 1.320.572.46530		
	TOTAL DUE:		<u>\$ 1,000.20</u>

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
POOL MONITOR BILLABLE HOURS FOR JULY 2024

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/6/24	4.67	L.D.	Pool Monitor
7/7/24	6.88	L.D.	Pool Monitor
7/13/24	5.57	L.D.	Pool Monitor
7/14/24	5.85	L.D.	Pool Monitor
7/20/24	8.08	L.D.	Pool Monitor
7/21/24	6.97	L.D.	Pool Monitor
7/27/24	6.97	L.D.	Pool Monitor
7/28/24	5.02	L.D.	Pool Monitor
GRAND TOTAL	<u>50.01</u>		



INVOICE

INVOICE #	INVOICE DATE
JAX 749504	8/8/2024
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

Address: Sycamore Way
Orange Park , FL 32073

Invoice Due Date: September 7, 2024

Invoice Amount: \$660.00

Description	Current Amount
Mow Cheswick Oaks Ave	
Landscape Enhancement	\$660.00

Invoice Total \$660.00

IN COMMERCIAL LANDSCAPING

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



INVOICE

INVOICE #	INVOICE DATE
JAX 750823	8/12/2024
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

Address: Sycamore Way
 Orange Park , FL 32073

Invoice Due Date: September 11, 2024

Invoice Amount: \$8,640.00

Description	Current Amount
Monthly Landscape Maintenance August 2024	\$8,640.00

Invoice Total **\$8,640.00**

IN COMMERCIAL LANDSCAPING

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

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
475. West Town Place, Ste 114
St. Augustine, FL 32902

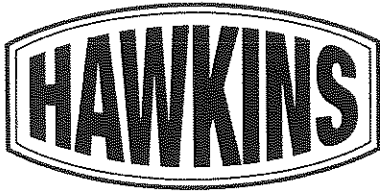
Invoice No. 26338
Date 08/13/2024

SERVICE	AMOUNT
Project: Arbitrage - Series 2018B FYE 6/30/2024	
Arbitrage Services	
Arbitrage	\$ <u>600.00</u>
	Subtotal: <u>600.00</u>
	Total 600.00
	Current Amount Due \$ <u>600.00</u>

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.

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice	\$675.75
Invoice Number	6839479
Invoice Date	8/15/24
Sales Order Number/Type	4601427 SL
Branch Plant	74
Shipment Number	5481877

Sold To: 486849
ACCOUNTS PAYABLE
WILFORD PRESERVE COMMUNITY
DEVELOPMENT
475 W Town Pl
St Augustine FL 32092-3648

Ship To: 486854
WILFORD PRESERVE COMMUNITY
DEVELOPMENT
2740 Firethorn Ave
Orange Park FL 32073-1698

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #
9/14/24	Net 30	PPD Origin	HWTG			385

Line #	Item Number	Item Name/Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 7870-1	N	225.0000	GA	\$2.9500	GA	2,175.8 LB	\$663.75
		1 LB BLK (Mini-Bulk)		225.0000	GA			2,175.8 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00

***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com or call 612-331-6910 to get it setup on your account.

Page 1 of 1

Tax Rate Sales Tax
0 % \$0.00

Invoice Total **\$675.75**

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@HawkinsInc.com

Phone Number: (612) 617-8581
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:
US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44MT
Type of Account: Corporate Checking

ACH PAYMENTS:
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@HawkinsInc.com

CASH IN ADVANCE/EFT PAYMENTS:
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§80-1.4(a), 60-300.5(e) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 161027

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

May 31, 2024

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3397634

Client Matter No. 23023-4

Notification Email: eftgroup@kutakrock.com

Mr. James Perry
Wilford Preserve CDD
Governmental Management Services
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3397634
23023-4

Re: Boundary Amendment

For Professional Legal Services Rendered

03/29/24	W. Haber	0.20	66.00	Confer with Cowling regarding status
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TOTAL HOURS 0.20

TOTAL FOR SERVICES RENDERED \$66.00

TOTAL CURRENT AMOUNT DUE * \$66.00 *

UNPAID INVOICES:

March 13, 2024	Invoice No. 3366023	745.50
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TOTAL DUE \$811.50

1,300,131.102



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 District Manager
Marilee Giles
GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice number 5752
Date 08/14/2024

Project 16050.4 WILFORD PRESERVE CDD-
GENERAL FUND

Professional Services Rendered through 08/11/2024. ~PAYMENT TERMS: NET 10 DAYS~
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. *Denotes Hourly Task

Invoice Amount:
\$520.92

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
*CDD MEETING- GENERAL FUND- (HRLY)	0.00	247.50	742.50	0.00	495.00
*PROJECT ADMINISTRATION - (HRLY)	0.00	0.00	0.00	0.00	0.00
REIMBURSABLES	0.00	25.92	51.84	0.00	25.92
Total	0.00	273.42	794.34	0.00	520.92

*CDD MEETING- General Fund- (HRLY)

D. Glynn Taylor, P.E. Billed Amount
495.00

Reimbursables Billed Amount
25.92

Mileages Billed Amount
25.92

Invoice total **520.92**

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

Invoice

Invoice #: 162
Invoice Date: 8/16/24
Due Date: 8/16/24
Case:
P.O. Number:

Bill To:
Willford Preserve CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance July 1 - July 31, 2024		240.00	240.00
Maintenance Supplies		63.33	63.33
<i>Gen. Facility Maint.</i> <i>001.320.57200.45000</i>			
<i>Jerry Lambert</i> <i>8-23-24</i>			
Total			\$303.33
Payments/Credits			\$0.00
Balance Due			\$303.33

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JULY 2024

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/9/24	4.5	R.A.	Fixed pool deck chair, installed battery, removed broken foot rest and positioned chair flat on deck out of water, picked up supplies, used cable lock rear pool gates, removed debris around amenity center, playground, pool and pond, removed old message board and installed new double message board
7/10/24	1.5	R.A.	Dug two holes for posts, installed posts, picked up supplies, added concrete to posts, left it to set and dry
TOTAL	<u>6</u>		
MILES	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 8/05/24

DISTRICT

WILFORD PRESERVE

DATE SUPPLIES

PRICE EMPLOYEE

7/9/24	7 Outlet Surge Protector	27.11	J.S.
7/9/24	Resettable Combo Cable Lock	20.45	R.A.
7/10/24	50lb Fast Set Concrete (2)	15.78	R.A.

TOTAL \$63.33



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

Invoice Number: 7446958
Invoice Date: 08/23/2024
Direct Inquiries To: Schuhle, Scott A
Phone: (954)-938-2476

Wilford Preserve Community Dev Dist
ATTN District Manager
475 W Town Place Ste 114
St Augustine, FL 32092
United States

WILFORD PRESERVE COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, 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 COMMUNITY DEVELOPMENT
DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2018B

Invoice Number: 7446958
Current Due: \$3,717.38
Direct Inquiries To: Schuhle, Scott A
Phone: (954)-938-2476



Please mail payments to:
U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





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

Invoice Number: 7446958
 Invoice Date: 08/23/2024

WILFORD PRESERVE COMMUNITY DEVELOPMENT
 DISTRICT
 SPECIAL ASSESSMENT BONDS, SERIES 2018B

Direct Inquiries To: Schuhle, Scott A
 Phone: (954)-938-2476

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 08/01/2024 - 07/31/2025				\$3,450.00
Incidental Expenses 08/01/2024 to 07/31/2025	3,450.00	0.0775		\$267.38
Subtotal Incidental Expenses				\$267.38
TOTAL AMOUNT DUE				\$3,717.38



C.

Wilford Preserve

Community Development District

Boundary Amendment Funding Request #6*

August 27, 2024

PAYEE	GENERAL FUND
1 GMS LLC - Invoice #1 from 8/26/2024 SERC - Approval of Boundary Amendment	\$ 3,500.00
2 Taylor & White, Inc. - Invoice #5751 from 8/14/2024	\$ 750.00
	TOTAL \$ 4,250.00

Please make check payable to:

Wilford Preserve CDD

475 W Town Place Suite 114

Saint Augustine, FL 32092

DocuSigned by:

Louis Cowling

1C2C73D66B98412...

Signature:

Chairman/Vice Chairman

Signed by:

Marilee Giles

A38999D0EDC14F4...

Signature:

Secretary/Asst. Secretary

* Boundary Amendment Funding Agreement Between Wilford Preserve CDD and DFC Wilford, 4, LLC from 2/1/2023

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 1
Invoice Date: 8/26/24
Due Date: 8/26/24
Case:
P.O. Number:

Bill To:
DFC Wilford, LLC

Description	Hours/Qty	Rate	Amount
SERC - Approval of boundary amendment		3,500.00	3,500.00

Total	\$3,500.00
Payments/Credits	\$0.00
Balance Due	\$3,500.00



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 5751
Date 08/14/2024

Project **16050.3 WILFORD PRESERVE CDD
SERIES 2023A**

Professional Services Rendered through 08/11/2024. ~PAYMENT TERMS: NET 10 DAYS~
Project Manager: D. Glynn Taylor, P.E. - Principal: D. Glynn Taylor, P.E. *Denotes Hourly Task

Invoice Amount:
\$750.00

Invoice Summary

Description	Contract Amount	Prior Billed	Total Billed	Percent Complete	Current Billed
SUPPLEMENTAL ENGINEERS REPORT FOR PHASE IV- (LS)	15,000.00	15,000.00	15,000.00	100.00	0.00
SUPPLEMENTAL ENGINEERS RPT FOR CHESWICK SOUTH (LS)	15,000.00	14,250.00	15,000.00	100.00	750.00
*PROJECT ADMINISTRATION- (HRLY)	0.00	290.00	290.00	0.00	0.00
REIMBURSABLES	0.00	0.00	0.00	0.00	0.00
Total	30,000.00	29,540.00	30,290.00	100.97	750.00

Invoice total **750.00**