

*Deer Run Community  
Development District*

*Agenda*

*May 26, 2021*

# AGENDA

# *Deer Run*

## *Community Development District*

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219 East Livingston Street, Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

May 19, 2021

### **Board of Supervisors Deer Run Community Development District**

Dear Board Members:

The Board of Supervisors of Deer Run Community Development District will meet **Wednesday, May 26, 2021 at 6:00 PM at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida 32110. PLEASE NOTE TIME OF THE MEETING.** Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of Minutes of the March 24, 2021 Board of Supervisors Meeting
- IV. Consideration Items
  - A. Proposal with Riverside Management Services, Inc. for Amenity Management, Pool Maintenance and Janitorial Services
  - B. Proposals for Pool Maintenance
    - i. Aquatic Xpress Pool Services
    - ii. Poolsure
  - C. Proposals for Janitorial Services
    - i. J&G Commercial Cleaning Services LLC
    - ii. Vanguard Cleaning Systems
    - iii. Inca Cleaning & Management
  - D. Proposals for AC Maintenance
    - i. ATEC Air & Heating, Inc
    - ii. All Volusia & Flagler Heating & Air, LLC
  - E. Resolution 2021-05 Approving the Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing
- V. Discussion of Lakeside Conveyance Swale
- VI. Discussion of Freedom Section Accessibility
- VII. Discussion of City of Bunnell Resolution 2012-01 Adopting Golf Cart District
- VIII. Staff Reports
  - A. Attorney
  - B. Engineer
    1. Update on SJRWMD Correspondence
  - C. District Manager's Report
    1. Approval of Check Register
    2. Balance Sheet and Income Statement
    3. Presentation of Number of registered Voters - 451
    4. Amenity Manager's Report
    5. Field Manager's Report
- IX. Audience Comments
- X. Supervisors Requests
- XI. Adjournment

The second order of business is the Audience Comments where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is approval of the minutes from the March 24, 2021 Board of Supervisors meeting. The minutes are enclosed for your review.

The fourth order of business is consideration items. Section A is proposal with Riverside Management Services, Inc. for amenity management, pool maintenance and janitorial services. A copy of the proposal is enclosed for your review. Section B is proposals for pool maintenance. Section 1 is Aquatic Xpress pool services. Section 2 is Poolsure. Copies of the proposals are enclosed for your review. Section C is proposals for janitorial services. Section 1 is J&G Commercial Cleaning Services LLC. Section 2 is Vanguard cleaning systems. Section 3 is Inca cleaning & management. Copies of the proposals are enclosed for your review. Section D is proposals for AC maintenance. Section 1 is ATEC air & heating, Inc. Section 2 is All Volusia & Flagler heating & air, LLC. Copies of the proposals are enclosed for your review. Section E is resolution 2021-05 approving the proposed budget for Fiscal Year 2022 and setting a public hearing. A copy of the resolution is enclosed for your review.

The fifth order of business is discussion of lakeside conveyance swale.

The sixth order of business is discussion of freedom section accessibility.

The seventh order of business is discussion of City of Bunnell Resolution 2012-01 adopting golf cart district. A copy of the resolution is enclosed for your review.

Section B of the eighth order of business is the Engineer's report. Section 1 is update on SJWMD correspondence. Section C is the District Manager's Report. Section 1 includes the check register being submitted for approval and Section 2 includes the balance sheet and income statement for your review. Section 3 is the Amenity Manager's Report. A copy of the report is enclosed for your review. Section 4 is the Field Manager's Report that will update you on the status of any field or maintenance issues around the community.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

Ernesto Torres  
District Manager

CC: Roy Van Wyk, District Counsel  
Rey Malave, District Engineer  
Darrin Mossing, GMS

# MINUTES

MINUTES OF MEETING  
DEER RUN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Deer Run Community Development District was held Wednesday, March 24, 2021 at 3:00 p.m. at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida.

Present and constituting a quorum were:

Robert Porter	Chairman
James Teagle	Assistant Secretary
Gail Lambert	Assistant Secretary
Bob Barnes	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Michelle Rigoni	District Counsel by telephone
Peter Amans	District Engineer by telephone
Heather Chambliss	Amenity Manager
William Viasalyers	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Porter called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the January 27,  
2021 Meeting**

On MOTION by Mr. Teagle seconded by Mr. Barnes with all in favor the minutes of the January 27, 2021 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Consideration Items**

**A. Aquatic Plant Management Agreement with Applied Aquatic**

On MOTION by Mr. Teagle seconded by Mr. Barnes with all in favor the agreement with Applied Aquatic was approved.

**B. Agreement with Riverside Management Services for Facility Management, Pool Maintenance and Janitorial Services**

Mr. Torres stated the reason this is on the agenda is the Board approved the proposal two years ago and we never completed the agreement. Usually, you approve a proposal and we bring an agreement back and the Board approves the agreement and it formalizes the process. It was an administrative error in not doing that and it needs to be approved and executed. In conversations with Supervisor Barnes, he may have comments about the agreement going forward.

Mr. Barnes stated we had a lot of discussion about the way the contract is written and there is a potential with a couple of companies that have been found that could reduce the cost for the pool maintenance. I would like to see us hold that contract open until the next meeting and ask GMS and Riverside to look at the cost of janitorial and pool service to see what kind of savings we can generate. It should be fairly significant and if that is the case I would like to take any money we save and direct it to capital reserves. I would like to make sure that amenity management is not part of that consideration, but I think we can move the janitorial and pool service easily.

Mr. Torres stated it was a while ago that we brought forward proposals for those two services. With consensus of the Board, I will come back to the next meeting with proposals for those two services.

Ms. Lambert asked how long is the contract for?

Mr. Torres stated it is generally three years but there is always a provision that we can terminate services with or without cause within 30 days.

**C. Resolution 2021-03 Providing for the Removal and Appointment of Assistant Treasurer**

Mr. Torres stated Ariel left the company due to health conditions and we are asking the Board to appoint Katie Costa as Assistant Treasurer.

On MOTION by Mr. Barnes seconded by Mr. Teagle with all in favor Resolution 2021-03 appointing Katie Costa an Assistant Treasurer was approved.

**D. Resolution 2021-04 Setting a Public Hearing on Amenity Policies and Rates**

Mr. Torres stated we did approve an interim policy and would like to formalize it because there are some fees for rentals; during COVID we stopped that activity. Heather has also been reviewing the policies and has some recommended changes. We would like to bring this back to the Board, set the public hearing and formalize the policies. I would like to hold this hearing at the same time as the public hearing on the budget, which is August 25, 2021.

Mr. Porter stated we will have the proposed rules on the website in advance if anyone wants to read or comment on them and on August 25<sup>th</sup> at 6:00 p.m. we will take comments and if we need to amend them we will and then adopt the rules and rates at that time.

Mr. Torres stated I think Heather wanted to work with Supervisor Barnes on some of those rules.

Ms. Lambert asked is it okay if I do that as well?

Mr. Torres stated yes, but not at the same time.

Mr. Porter stated don't share your comments with Bob.

On MOTION by Mr. Teagle seconded by Mr. Barnes with all in favor Resolution 2021-04 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Work Authorization 2021-1  
with Dewberry for General Engineering  
Services**

This item was taken and approved later in the meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Work authorization 2021-2  
with Dewberry for SJRWMD Permit  
Compliance and Conservation Easement  
Release**

This item was taken and approved later in the meeting.



**SEVENTH ORDER OF BUSINESS****Discussion of Swale on Lakeside – Requested by Supervisor Barnes**

Mr. Barnes stated we had a lot of discussion at the last meeting about the swale and I have been walking in that area generally two to three times a week and there is a very strong odor from the grass. I have pictures going back to 2010 and there is very little change since then. The odor is a result of the grass being sprayed. Since we are involved in that I would like to see if there is anything we can do to clean the grass up to help reduce or eliminate the odor and what options are available to mitigate the odor.

Mr. Porter stated our Engineer is on the line. I think we need to task him with what we can legally do that may help.

Mr. Amans stated I think this is something I will be discussing. There is a handout relating to that specific area that was handed out during this meeting that shows some photographs of that area. Back in August it was overgrown and the goal was to try to clear it and we have been treating it for that to happen and if you have the handout you will see that has been working and is headed in the right direction. We just need to give it more time and the dead grass will eventually decompose, and it will clear out. We just have to continue the treatment that we are doing.

Mr. Porter asked do you think that will take care of the smell when this stuff is gone?

Mr. Amans responded if the smell is coming up from the grass as Mr. Barnes mentioned it will take care of it. If the smell he is referring to is the treatment itself, that is probably going to continue to be there in smaller amounts, but with the grass going away it should take care of a big part of the problem. If it continues to have odor issues after the grass is gone, then we can look at another alternative as maybe using treatment that doesn't have a smell if that is the problem. We have to wait until it clears out to determine if that is the case.

Mr. Barnes asked is this area part of the contract for Applied Aquatic?

Mr. Viasalyers stated not the swale behind there but they have been doing the CDD a favor because we give them so much business and they have been treating it for the last year.

Mr. Barnes asked is that an area we should look to have treated because there is also a note on the terms and conditions in their contract that talks specifically to some forms of vegetation, particular grasses and cattails have visible residues after chemical treatment and the customer is responsible for removing such residues. If those residues are there and causing the odor we certainly need to look at something to mitigate it. The odor is pretty strong. I had a

similar problem behind my property and it took about three years for that grass to deteriorate enough to where we had open water. I would like to get prices on what it would cost to clean that area up and see if there is any chemical mitigation that can be done to hide that odor.

Mr. Porter stated I don't think we can make it open water.

Mr. Barnes stated I don't think it is going to be open water, that was a misstatement. It has never been open water and I don't expect it to be.

Mr. Viasalyers stated we are only treating the invasives right now, to kill the cattails.

Mr. Amans stated we visited that in August 2020. How long before that did you start treatment?

Mr. Viasalyers stated right around the same period.

Mr. Amans stated then we have had maybe 6-months of treatments between the two columns of photographs in the handout. That is a good progress. Most of that dead vegetation that is being treated so it will eventually decompose and it will continue to clear out.

Mr. Barnes stated there is no open water but there are pockets of water. Another piece of the problem is we have properties along that area that are watering and if they are using chemical fertilizers that is all going into that area, which adds to the odor. I would like to explore if there are reasonable cost options.

Mr. Viasalyers stated I have reached out to our aquatics vendor to get additional costs and information and I will have that at the next meeting.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Street Parking Signage**

Mr. Porter stated next is discussion of street parking signage. We don't own the streets; we can put parking signs on our property, but we don't have the right to put them along the streets.

Mr. Torres stated we have a policy for overnight parking in our common areas, not streets, but what we own. The reason this is coming back to the Board is because of the requirements of the street signage of so many feet in those areas. It would be a sign every 25-feet.

Mr. Barnes stated in order to enforce towing under Florida Statutes 715.

Mr. Torres stated staff had discussion between meetings and that is why it is back. Michelle is on the line and she can comment on that. Before staff puts signs every 25-feet we wanted to bring that back to the Board.

A resident asked would it be possible to have the homeowner log in their vehicle or license plate? If we can identify those vehicles that are parked on grass on CDD property I could send them an email and control it that way rather than the Board broadcasting through Facebook to try to control it.

Mr. Porter stated a lot of times if somebody knows that you see it, you object to it and you tell them about it, a lot of people will quit doing that.

Mr. Barnes stated there was a car brought up last time that parked on Lakeside and most of us knew who the car belonged to and the person was asked one time and the car was moved and has not been back. We live in a small community and we should be doing what we can to take care of each other and treat each other like neighbors. We can go into a parking program but if we have somebody's car towed and we know whose it is and don't give them the opportunity to at least tell them before their car is towed, it costs a lot of money. We don't have a parking area and we should have a guest parking area where people can put a car if they don't have room in their driveway. In the meantime, we have to start to be respectful of each other and if someone calls me and says there is a car parked, I will go to that house and ask the people to move the vehicle. If we can't identify the owner, then we should consider other options.

Mr. Porter stated keep in mind if they are parking on the street that may annoy people, but it is legal, they have the right to do that.

A resident stated my suggestion was not to tow just to have the opportunity to knock on their door and suggest that they not park there.

Mr. Porter stated most neighbors want to be respectful.

## **NINTH ORDER OF BUSINESS**

## **Staff Reports**

### **A. Attorney**

There being none, the next item followed.

**B. Engineer****1. Update on SJRWMD Correspondence**

Mr. Amans stated we had a couple meetings with the Water Management District representative. They requested an immediate letter from the District acknowledging receipt of the letters and the areas they want us to address. Also, we have a better idea of what St. Johns has in mind as far as which direction we should go to be in compliance. A lot of the areas that are in question, they have some overlap, some is CDD all of it is adjacent to the golf course and there was a letter to the golf course letting them know to stop mowing some of those conservation areas. We have a meeting scheduled at the beginning of April with St. Johns to tell them what our plan is.

There was an updated agenda that had a couple items I sent out last week, one is a work authorization 2021-1 and 2021-2. 2021-2 is for Dewberry to open a separate work authorization to track the costs of interacting with the District and coming up with a plan to come into compliance and that is in case the CDD ends up communicating with the golf course or someone else that is found to be responsible for some of the issues. That may not be the case in the future, but we would be tracking it separately anyway. That proposal is our effort to communicate with them and come up with a plan. Depending on the plan there may be additional costs to the District if for example there has to be some surveying to be done, but work authorization 2021-2 would be Dewberry's effort to research the history, there are multiple years of documentation and compliance reports that we would review basically to find out where things change from being compliant to being non-compliant and come up with a plan.

Mr. Porter asked is the work authorization on an hourly basis?

Mr. Amans responded yes. We have budgets for the different items to be tracked as time and materials at our rates in the contract.

Mr. Porter stated if nobody on the Board objects then consider that work authorization approved. We do not need to get into a fight with the Water Management District.

Ms. Lambert asked is this something that should have been addressed years ago when this District first started?

Mr. Porter stated years ago when this development started, the golf course was owned by the same developer that the property was originally, and they went sideways in a major way with the District and spent a lot of time trying to straighten that out before Horton bought most of the remaining property. The golf course has not done what they should have so some of it will be

spots that we mow that they are going to tell us we shouldn't have mowed and that kind of thing. There are a lot of rules and ultimately we are going to miss some of them. It will be remedial, but we have to deal with it and fix it at this point.

Ms. Lambert asked is the CDD totally responsible for the cost of this or are we going to be working with Horton and the golf course?

Mr. Torres stated it is the District's property, so the Water Management District notices the property owner and the District is the property owner. We have issued a cease and desist order to the golf course based on the letter that we received and we don't know how complicated this is going to be so we wanted the Engineer to track the billing separately in the event we ever have to pursue reimbursement from the guilty party.

Mr. Porter stated in general the Water Management District is pretty good about working with Districts like ours. They are not worried about trying to punish somebody, if they think there is something that is supposed to be preserved then we ought to preserve it. They are going to tell us to quit mowing it or quit putting herbicide down or whatever. Generally, not a lot of rework, there could be, but generally there is not. It is going to be primarily the golf course. We just finished talking about neighbors, let's not forget the golf course owners are our neighbors. As we are going through this and saying this is us and this is them, let's be sure we copy them because I don't want to get to the point where everybody is pointing fingers at each other.

Mr. Torres stated I met with the GM of the golf course a couple days ago and they are ready to do whatever the Water Management District comes up with and based on what Peter finds, they are willing to comply.

Mr. Porter stated I think we ought to authorize Ernesto to send a letter to the district saying we are looking into it or Peter can do it. I can sign it if you want.

Mr. Torres stated we have done that and any future letters we will have the Chair sign.

## **2021-1**

Mr. Torres stated Peter provided work authorization 2021-1 for general engineering services with Dewberry.

Mr. Amans stated we have a master agreement to provide services, but we don't have a work authorization for 2021.

Mr. Porter stated that is the same rates we discussed.

Mr. Amans responded yes. The rates are set by the master agreement and any work authorization uses the same rates.

On MOTION by Mr. Porter seconded by Mr. Teagle with all in favor work authorizations no. 2021-1 and 2021-2 were approved.

### **C. Manager**

Mr. Torres stated at the next meeting we will approve the proposed budget for Fiscal Year 2022 and set the public hearing in August. My goal is to maintain the current assessments and I will work with the Chair on that. About a month before the meeting, I will send out a draft budget to the Board.

#### **I. Approval of Check Register**

On MOTION by Mr. Porter seconded by Mr. Teagle with all in favor the check register was approved.

#### **2. Balance Sheet and Income Statement**

A copy of the financials was included in the agenda package.

#### **3. Amenity Manager's Report**

Ms. Chambliss gave an overview of the monthly Island Club operations report, copy of which was included in the agenda package and presented a proposal to repair the pool leak in the amount of \$7,850.

Mr. Porter stated I would like to get another proposal when the amount is that much when it is possible

Ms. Lambert stated Heather is in possession of an email I sent about the pool; I complained about that joint because it didn't look right to me at the time. I was very disappointed in the workmanship of the construction of this pool. Had this been addressed while the pool was within warranty it wouldn't have been our problem.

It was the consensus of the Board to authorize staff to contract to have the pool leak repaired in the amount of the proposal from AADvance Leak Detection in the amount of \$7,850.

#### **4. Field Manager's Report**

There being none, the next item followed.

#### **TENTH ORDER OF BUSINESS**

##### **Audience Comments**

A resident stated you discussed replacing the water pump off of 100. Are we still moving forward with that?

Mr. Viasalyers stated the fountain has been completed. We are still working on getting that area painted.

#### **ELEVENTH ORDER OF BUSINESS**

##### **Supervisor's Requests**

Mr. Barnes stated with regard to having resident members on the Board now, I would ask if you have anything that you would like to bring up at the meetings, a good example is the photos, I would like to sit down with you at some point and go through some of the things I have been working on. A lot of what you brought up is duplicates to what I have been doing and if you would like to do it, I would be happy for you to do it. If you engage Gail or me we could probably do some of the things ahead of time. I have access to William and Ernesto and they have been very responsive and do an excellent job of dealing with these things.

Mr. Porter stated I appreciate that you take such an active role. James and I will be out of here before too long. It is great to have people involved so that you understand how the whole process works. Be really careful about going on Facebook and that kind of thing because if you and Gail are both on it and one of you says something and the other one reads it and if it has anything to do with the CDD, that is illegal.

Ms. Lambert stated I was approached by a resident walking a dog in the back of the community and a resident in there said that we weren't allowed to walk in there, that it was private. I realized it is a gated community so cars aren't allowed to drive in and out, but are walkers not allowed in there?

Mr. Porter stated the bottom line is the gated section is private streets that are maintained by the HOA so the District has nothing to do with maintaining and paying for it, so they get to have their own rules. They are accurate when they say that.

Mr. Barnes stated it is my understanding that there is CDD property in there, there are lakes and things we should have access to.

Mr. Viasalyers stated not the lakes, just the wetlands.

Mr. Porter stated as we need it we get access to go in there.

A resident asked how complete are we in the community right now?

Mr. Porter responded we have hundreds more homes to go. As you go out toward 100 there are a couple tracts. Ernesto, we should have maps at the meeting that shows everything. Then we can point to it and show you. There are a couple of neighborhoods that will be directly off of the main road now and on 100 is a little piece of commercial land that will get used some day.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Teagle seconded by Mr. Barnes with all in favor the meeting adjourned at 3:52 p.m.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman



## SECTION IV

# SECTION A

# RIVERSIDE MANAGEMENT SERVICES, INC.

9655 Florida Mining Boulevard West - Building 300 - Suite 305 - Jacksonville, Florida - 32257

April 23, 2021

Ernesto Torres  
Deer Run Community Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092

Re: Amenities and Recreation Director, Assistant Manager, Pool Maintenance and Janitorial Service

Dear Ernesto:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Deer Run Community Development District:

<u>Services</u>	<u>FY2021 Fees</u>	<u>FY2022 Fees</u>
Amenities and Recreation Director	\$60,000	\$63,000
Assistant Manager	\$18,750	\$15,750
Pool Maintenance - Three days/week	\$15,050	\$15,050
Janitorial Service - Three days/week	\$18,720	\$18,720

The proposed fees will remain static for Pool Maintenance and Janitorial Services, but we are asking for a cost of living increase for the Amenity Manager. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of our request to help offset the continued rise in cost to operate in these unprecedented times. Should you have any questions or comments, please feel free to give me a call.

Sincerely,

*Richard M. Whetsel*

Rich Whetsel  
President

## SECTION B

# SECTION 1



AQUATIC XPRESS  
P O Box 594  
Flagler Beach, FL 32136

(386) 481-8813

April 7, 2021

CPO Certified #CPO-308246

State License # CPC1459243

Monthly Service Amount: \$850

## POOL SERVICE ESTIMATE FOR GRAND RESERVE

Aquatic Xpress proposes to service the Grand Reserve pool three days a week on Monday, Wednesday, and Friday from April 15<sup>th</sup> to September 15<sup>th</sup>. We will service the pool Monday and Friday from September 16<sup>th</sup> to April 14<sup>th</sup>. We will provide the following services: skimming, emptying of skimmers, tile cleaning, brushing, vacuuming on an as needed basis, filter backwashing weekly, and water testing at each visit. We will coordinate with Amenities Manager to close pool for a half day on Mondays for super chlorination/algae treatment as needed. We will maintain Health Department log for the normal service days only.

We will inform management of any equipment problems and repair any issues that Aquatic Xpress can address or refer management to an appropriate contractor.

Any repairs that need to be done will not be included in the monthly service fee. We will not repair or bill for anything outside the monthly service without permission from management.

We will maintain the pool to meet Health Department specifications. We will notify management of any issues that might cause a Health Department violation.

Don Gooden  
Aquatic Xpress  
(386) 481-8813

## SECTION 2



## Estimate

**Quote #:** Q-04348-1

**Expires On:** 4/8/2021

1707 Townhurst Houston, TX 77043  
Phone: (800) 858-7665 Fax: (832) 436-4713  
Email: repairs@poolsure.com

**Ship To**

Deer Run CDD  
501 Grand Reserve Dr. Bunnell, FL  
32110

**Bill To**

Deer Run CDD  
6200 Lee Vista Blvd, Suite 300  
Orlando, FL 32822

Contact Name	Contact Phone	Contact Email
Heather Chambliss	+13862637213	deerrunmgr@rmsnf.com
SALESPERSON		PAYMENT METHOD
Chris Secue		Net 20

**Limited Visual Inspection:**

**Recommendation:**

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
1.00	WM-CHEM-BASE FL	\$775.00	\$775.00
1.00	XPC - Integrated Pressure Switch	\$0.00	\$0.00
1.00	pH Probe	\$0.00	\$0.00
1.00	Monthly XPC Upgrade Rate	\$25.00	\$25.00
1.00	ORP Probe	\$0.00	\$0.00
1.00	Flow Cell	\$0.00	\$0.00
1.00	Mounting Panel	\$0.00	\$0.00
1.00	Fitting Pack - FL	\$0.00	\$0.00
1.00	Pump - 45GPD #3 Fixed Rate	\$0.00	\$0.00



1.00	Pump - 45GPD #5 Fixed Rate	\$0.00	\$0.00
1.00	ACE 300 Gallon Tank (VT0300-35)	\$750.00	\$0.00
1.00	Tank Level Monitor Lease	\$20.00	\$0.00
<b>DISCOUNT:</b>			\$770.00
<b>TOTAL:</b>			\$800.00

## Terms & Conditions

Quote based on limited visual inspection. Some problems may not become apparent until system work begins. Pricing is subject to change.

- Poolsure is proposing our comprehensive Water Management Program that offers a flat-rate monthly billing that includes all chemicals needed regardless of consumption, installing our Web-Based XPC chemical controllers; all feed equipment, all maintenance, labor associated with all water Management equipment, and access to our live customer portal with instant wireless alert notifications for our pool operators. This program will significantly increase efficiency and reduce the long-term labor costs related to your bodies of water. It is also designed to help provide the safest and most sanitary swimming environment for your patrons and a safe work environment for your employees.

Our Poolsure Comprehensive Web-Based Water Management Program Includes:

- All XPC chemical controllers, feed equipment, preventative maintenance, repair/replacement of controllers, and feeders are needed and requested. Feeder tubing for chemical lines will also be left on site for quick changes. PM's (preventative maintenance) completed annually in the spring of each year.
- During the years the feed pumps are not replaced, new feed tubes will be installed in pumps, rollers inspected and replaced as needed. Chemical injection lines were examined for clogs and cleaned as required. Flow cells cleaned out, probes checked, and replaced as needed.
- Any other components or parts are repaired or replaced on an as-needed basis.
- All tech calls and parts needed to maintain controllers and feed systems are included at no additional charge. Additional details and items will be left on property at your request for quick on-site repairs by your team: feeder tubing, feed tubes, other probes for stock emergency replacement, fittings, etc....
- Deliveries of all chemicals are included in your monthly price regardless of consumption:
  - Sodium Hypochlorite Solution
  - Non-Fuming Pool Acid
  - Sodium Bicarbonate
  - Cyanuric Acid
  - Calcium Chloride
  - Filter Powder
- Sodium Hypochlorite Solution and Non-Fuming Pool Acid will be delivered on a pre-scheduled routed basis that utilizes tank level sensors or a predictive model. "Hot Shot" deliveries will also be included at no extra charge to accommodate unusual chemical demand events.

- ***Remote web-based monitoring of the chemical controllers is also included in the fixed price. This will provide your pool operator(s) with alert notifications of possible chemistry imbalance. This will help to keep your pools safe for your patrons 24/7.***
- All replacement chemical tanks are included. Sodium Hypochlorite Tanks will be replaced and repositioned amongst the pool equipment area to logically achieve the maximum storage capacity and simplified remote tank level monitoring. All tanks and containment will be within the state of Florida's guidelines and regulations and follow Hazardous Materials handling best practices.
- **Monthly Base Rate Water Management: \$875.00 +tax**
- **Optional Items:**

**\*\$25.00 per month; web-based alert notifications, customer portal access**

Poolsure appreciates the opportunity to do business with Deer Run CDD. We are very experienced in servicing high demand facilities like yours that require many different components from a supplier and servicer. This program will allow you to take full advantage of what is needed to achieve higher levels of safety and efficiency. At the same time, our program is designed to reduce liability and labor spent on the swimming pool. Our agreements are 12 months, and they include a no penalty 30-day written notice clause, which can be initiated by either party at any time. We do this as a show of confidence in our services. If you have any questions, please do not hesitate to give me a call.

Should you have any questions or comments regarding the above information, please feel free to contact Heather at 386-263-7213 or Rich at (904) 759-8923.

## SECTION C

# SECTION 1



## **J&G COMMERCIAL CLEANING SERVICES LLC**

### **PROJECT SCOPE**

April 20, 2021

## **INTRODUCTION**

Hello,

We happily introduce ourselves as Jason and Gretchen Sandoval. We are currently the proud owners of J&G Commercial Cleaning Services LLC (formerly J&G Cleaning Services of Central Florida LLC). We started this company in August of 2017, however, we have 5+ years of experience in residential house cleaning as well as commercial cleaning, vacation rental cleaning and new home construction cleaning. We are highly skilled and experienced in all facets of the cleaning industry. We are very detail oriented on every job and try to go above and beyond customer expectations. We pride ourselves, as well as our brand and company name, on loyalty, hard work, effort, and honesty.

We truly look forward to working with you in the near future!

Sincerely,

*Jason & Gretchen Sandoval*

*Owners*

*J&G Commercial Cleaning Services LLC*

*386-986-7445*

*7 Poinsettia Ln.*

*Palm Coast FL, 32164*



## **J&G COMMERCIAL CLEANING SERVICES LLC**

### **OVERVIEW**

#### **1. Project Background and Description**

To conduct a facility cleaning every Monday, Wednesday, Friday and maintain the general appearance of all indoor and outdoor spaces.

#### **2. Project Scope**

##### **Fitness Room:**

Vacuum floors Wipe down all equipment, doors and handles (9 units) Clean inside windows (10)  
Dust all AC vent and returns, 2 light/fan fixtures, (1) storage cubby, (6) TV/monitors and (2) fans  
Clean 2 Stainless Steel drinking fountains. Empty all trash cans and restock wipes.

##### **Upstairs Patio:**

Clean fireplace glass Clean TV and décor Dust furniture, (6) light fixtures and (1) fan Sweep floor

##### **Upstairs Lounge:**

Lounge: Vacuum all rugs and carpet Dust all AC vents and returns, shelves, (2) light fixtures,  
baseboards, (2) TV's, and décor Clean (10) windows inside Wipe down all tables and chairs, shelves,  
baseboards, trash cans and polish furniture Reset furniture if needed Empty trash cans.



### **Bathrooms (4) in Amenity Center and (2) in Pool Deck Area:**

Clean and mop all floors Wipe down all mirrors, countertops, handles, changing tables, drinking fountains and stall partitions. Clean & Sanitize (11) toilets, (8) sinks, (5) urinals and (2) changing stations Dust all AC vents, returns, light fixtures and baseboards Restock all paper goods Empty trash cans.

### **Multi-purpose "Meeting" Room:**

Vacuum all rugs and carpet Dust all AC vents and returns, shelves, light fixtures, curtains, baseboards, Tv's, and décor Clean (6) windows interior Wipe down all tables and chairs, shelves, baseboards, trash cans and polish furniture Reset furniture if needed Empty trash cans.

### **Kitchen/Social Room:**

Clean and mop floors Wipe down countertops, appliances, trash cans and sinks Clean interior windows (5), Glass Doors (8) Polish stainless steel (sink, freezer, refrigerator, ice maker) Dust all décor, (3) shelves, (2) fans, (7) light fixtures and baseboards Empty trash cans.

### **Downstairs Patio:**

Clean TV and décor Dust furniture, (5) light fixtures and (2) fans Clean tile backsplash Clean (2) grills, (2) hood covers and (2) hoods Polish appliances and grill hoods Wipe down countertops.

### **Entryway/Hallway Elevator Area:**

Clean floors and vacuum rugs Wipe down tables, chairs, counters and trash cans Clean door handles and doors Dust all AC vents and returns, (6) light fixtures in entry and baseboards Clean (7) interior doors/windows Clean/polish (2) elevator doors (1 upper & 1 lower level) & vacuum carpet inside elevator.

### **Stairs & Landing:**

Clean interior windows (1 large & 2 small) Dry mop /dust oak floors Dust stair rails /spindles

### **Office:**

Vacuum floors Clean door (1), inside windows (5) and wipe down counters Dust baseboards, TV and AC vents Empty trash.



### **Detail Breakdown of Exterior:**

Trash removal from outdoor receptacles including all outdoor areas at the facility, including the playing courts and fishing dock. Straightening of outdoor pool and patio furniture at the facility. Blowing off sand, dirt, debris from pool area, patios, sidewalks, and courts. Wiping down exterior pool and patio tables and chairs. Clean/change grill filters and clean out grease traps. Dusting cobwebs, insects, etc. from soffits, cabanas, pavilions, terraces, etc. Spot pressure washing facility ground level (first floor) as needed.

### **3. High-Level Requirements**

If approved for this bid the following is required:

- Electricity and hot water.
- District to supply all paper products, soap, trash liners, fitness wipes, supplies, etc.

### **4. High-Level Timeline/Schedule**

Cleaning will take approximately 3-5 hours until we get our routine down and get caught up with the trouble areas. Once we are able to get our routine down, it will more than likely be 1.5 – 2.5 hours per clean to maintain.

### **5. Supplies and Materials**

We will use all of our supplies and materials. We will only use your mop buckets and vacuum. We will use our own mop and rotate out our mop heads. We would only need you to supply the toilet paper, paper towels, hand soap, fitness wipes, trash bags etc. Cost of our supplies have been factored into the weekly cost.

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**Weekly - \$650.00**





## APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above and authorize the team to proceed.

Name	Title	Date
Jason Sandoval	Officer	4/20/2021
Gretchen Sandoval	Officer	4/20/2021

Jason  
Sandoval  
Approved By \_\_\_\_\_  
Date 4/20/2021

Gretchen  
Sandoval  
Approved By \_\_\_\_\_  
Date 4/20/2021

## SECTION 2



March 31, 2021

Ernesto Torres  
Property Manager  
Governmental Management Services  
475 W Town Plaza #114  
St Augustine, FL 32092

Dear Ernesto:

Thank you for the opportunity to present the Vanguard Cleaning Systems of Northeast Florida® proposal for arranging commercial cleaning services for Governmental Management Services at the Grand Reserve/Deer Run CDD facility.

**Vanguard, a national leader** in commercial cleaning since 1984, has over 19,000 accounts and will answer your needs with professional expertise and dedicated service. In addition, we are insured and bonded for your protection.

**Vanguard** will also provide a complete "green" approach to cleaning with our use of microfiber products that dramatically reduce dust, dirt & bacteria. Once you've read through this proposal, you should be confident that Vanguard can deliver Governmental Management Services a standard of quality that's hard to beat.

We are extremely confident in our ability to provide service that meets your expectations. Our training and customer service is second to none. In fact, we are so sure you will be satisfied that **we do not ask you to sign a fixed term contract.**

Please let me know if you have any questions for me as I would be happy to clarify any details within this proposal. Thank you again for the opportunity and we look forward to working with Governmental Management Services in the future!

Best Regards,

By Email

Robert Dondona  
Account Executive  
**904-535-6752**  
[rdondona@vanguardcleaning.com](mailto:rdondona@vanguardcleaning.com)



## Vanguard® Membership

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# The Benefits of the Vanguard® Program of Green Cleaning Quality Standards

## Cleaning For Health

### Breathe Healthier Air

High Filtration Vacuums utilize at least 3 separate filters. These filters capture harmful particles and quickly remove them from your environment.

### A Cleaner, Healthier Office

Many green chemicals are equally effective as standard commercial cleaning chemicals. They typically have fewer toxins and Volatile Organic Compounds (VOCs).

### Microfiber Equipment

Vanguard Cleaning Systems® franchise owners and other select service providers use Microfiber equipment. The result = less chemicals, which reduces waste and exposure. It also means that they clean virtually every room with a clean applicator so that germs don't migrate from one room (the bathroom) into another (your office).

**A healthier work environment helps to improve the overall satisfaction and health of both your employees and customers!**

## Low Environmental Impact

### May Reduce Waste

By using safe chemicals and less of them, Vanguard® franchise owners and other select independent service providers assist customers in minimizing their impact on the environment. Overall, waste output is reduced.

### Minimize Toxins

Green cleaning products are designed to have minimal impact on the environment. They reduce the amount of harmful chemicals from your building waste water.



**Let the Vanguard® program of green cleaning help your company protect ecosystems and conserve natural resources**

### Positive Customer Experience

Be proud and display the fact that you care about the health of your customer and the environment.

### May Reduce Absenteeism

With a healthier office comes a healthier employee. Reduce absenteeism by bringing in the Vanguard® Program of Green Cleaning.



### May Extend the Life of Your Building

Extend the usable life and luster of your building components. By using microfiber and less chemicals you save money both short and long term. Save money by maintaining the expensive parts of your infrastructure.

**The Vanguard® franchise system works to ensure the health, safety, and success of your business. Vanguard franchisees and other independent service providers delivers consistent quality cleaning and clear business value.**

## Vanguard® Green Program Standards

### Green Chemicals

Better for you and better for the environment.

### Microfiber

Removes more dirt than traditional methods.

### High Filtration Vacuums

Remove and capture harmful particles in your office.

### Green Replenishment

You can use recycled paper and liner products. These products can be ordered for you upon request!

## The Vanguard® Way

The Vanguard Cleaning Systems organization of independent businesses is built on ability of trust, integrity, execution and quality that few can match.



## Service Areas

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### Areas to Be Serviced – Amenity Center and Defined Recreational Spaces

/	Cleaning Area – Amenity Center (1 <sup>st</sup> & 2 <sup>nd</sup> floors)
<input checked="" type="checkbox"/>	Entrance Areas
<input checked="" type="checkbox"/>	Lobbies
<input checked="" type="checkbox"/>	Hallways
<input checked="" type="checkbox"/>	Elevator
<input checked="" type="checkbox"/>	Stairways/Landings (2), indoors/outdoors
<input checked="" type="checkbox"/>	Management Office
<input checked="" type="checkbox"/>	Conference/Meeting Room
<input checked="" type="checkbox"/>	Kitchen/Social Room
<input checked="" type="checkbox"/>	Patio/Grill Area
<input checked="" type="checkbox"/>	Fitness Room
<input checked="" type="checkbox"/>	Upstairs Patio Lounge



## Service Areas

<input checked="" type="checkbox"/>	Upstairs Media Room Lounge
<input checked="" type="checkbox"/>	Restrooms (6), including 2 in pool deck area
/	Cleaning Area - Outdoor Recreational Spaces
<input checked="" type="checkbox"/>	Pool Deck (as noted in scope)
<input checked="" type="checkbox"/>	Bocce Ball Court (trash only)
<input checked="" type="checkbox"/>	Pickle Ball Court (trash only)
<input checked="" type="checkbox"/>	Fishing Pier (trash only)

## Areas Not to Be Serviced

<input checked="" type="checkbox"/>	Swimming Pool
<input checked="" type="checkbox"/>	Storage/Utilities Closets



# The Vanguard® Quality Standard

*Cleaning Systems*

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## General Office & Amenity Center Areas

### Services Performed Each Visit...

- Empty all trash receptacles including recycling containers, remove trash/recyclables to a collection point, replace liners as needed, and return trash and recycling receptacles to the proper positions. Client is responsible for liners, which can be purchased through Vanguard.
- Clean entrance glass, including side entrances.
- Vacuum carpeting.
- Clean and polish drinking fountains.
- Dust mop and damp mop hard and resilient floors.
- Spot clean partition glass, removing all fingerprints and smudges each visit.
- Keep janitorial closet clean and neat.
- Lock designated office doors upon completion of cleaning.

### Services Performed Each Week...

- Dust horizontal surfaces of desks, tables, cabinets, credenzas, and window sills, etc. (Papers and folders will not be moved unless prior arrangement is made.)
- Remove cobwebs from ceiling corners.
- Dust and remove debris from metal entrance thresholds.

### Services Performed Each Month...

- Dust all low reach areas including but not limited to chair rungs, moldings, baseboards, wood paneling, door jambs, etc.
- Dust all high reach areas (above eye level – not requiring a ladder to reach) including, not limited to door frames, ceiling vents and grills, partition tops, picture frames, venetian blinds, high shelves, cabinet tops, etc.
- Vacuum upholstered furniture.
- Clean interior windows.

## CONFERENCE/MEETING ROOM, LOUNGES, & SOCIAL ROOM, POOL DECK:

### Services Performed Each Visit...

- Dust furniture and other surfaces that collect dust nightly.
- Clean and polish indoor tables. Wipe down exterior pool and patio tables and chairs.
- Empty trash nightly and replace liners as needed.
- Vacuum carpeted areas.
- Return chairs to proper positions.





# The Vanguard® Quality Standard

*Cleaning Systems*

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## VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE CONTINUED...

### ENTRANCE AND LOBBY AREAS:

#### Services Performed Each Visit...

- Clean door handles and doors, including side entrances.
- Dust mop and damp mop floors. Vacuum carpeted areas.
- Clean all entrance and reception glass.
- Dust lobby furniture and damp wipe or polish as necessary.
- Clean glass tables.
- Damp wipe reception counters, spot clean exterior face of reception area.

#### Services Performed Each Month...

- Dust Venetian blinds.
- Vacuum all upholstered lobby furniture.

### Restroom Areas:

#### Services performed each visit...

- Restock toilet paper, paper towels, hand soap, and other supplies.
- Empty trash containers and replace can liners.
- Dust mop and damp mop and sanitize ceramic and resilient floor surfaces.
- Clean and sanitize sinks, counters, and restroom fixtures including toilet bowls, toilet seats, and urinals.
- Clean and polish mirrors, glass and chrome.

### KITCHEN, PATIO GRILL AREAS:

#### Services Performed Each Visit...

- Damp wipe all tables and counter tops.
- Dust mop and damp mop finished floor surfaces. Sweep/Leaf Blow Pavers.
- Clean and disinfect counters and sinks.
- Wipe outside of grills and other appliances.
- Gather all trash for disposal, replace liners.

#### Services Performed Each Week...

- Clean inside of microwave. Clean/change grill filters and clean out grease traps.
- Spot clean exterior of cabinets.



# The Vanguard® Quality Standard

*Cleaning Systems*

VANGUARD CLEANING SYSTEMS SERVICE SCHEDULE CONTINUED...

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## FITNESS ROOM:

Services Performed Each Visit...

- Wipe down equipment (9 units), doors, and handles.
- Clean and polish mirrors.
- Empty trash nightly and replace liners as needed.
- Vacuum carpeted areas.
- Dust storage cubbies and other surfaces that collect dust nightly.

## STAIRWAYS AND LANDINGS:

Services Performed Each Visit...

- Vacuum or sweep and damp mop stairs.

Services Performed Each Week...

- Dust railings, banisters, and ledges moldings.
- Polish metal railings as needed.

## PASSENGER ELEVATORS:

Services Performed Each Visit...

- Vacuum all carpeting, taking care to get corners and along edges.
- Spot clean interior stainless steel and chrome surface of forward cab wall and doors.
- Spot clean outside surfaces of all elevator doors and frames.

Services Performed Each Week...

- Vacuum all elevator thresholds.

## OUTDOOR AMENITY CENTER AND RECREATIONAL SPACES:

Services Performed Each Visit...

- Empty trash nightly and replace liners as needed.
- Blow sand, dirt, loose debris from pool area, patios, sidewalks, and courts as needed.
- Spot pressure wash Amenity Center ground floor area as needed using client's equipment.



## Special Services

### PRICING AND SPECIFICATIONS

CUSTOMER	SPECIFICATIONS	
GMS at Grand Reserve/Deer Run CDD 501 Grand Reserve Drive Bunnell, FL 32110	PRICE	\$1,525.00 per month
	FREQUENCY	Three times per week (M,W,F)
	START TIME	Daytime (Between 6am – 5pm)

### To get started with Vanguard Cleaning:



### PERIODIC ADVANCED FLOOR AND CARPET CARE ALSO AVAILABLE: CALL FOR PRICING

#### Hard Surface Floors

- Machine scrub non-finished grouted floor areas to remove soil from grout. Performed \_\_\_\_\_. Included / Priced separately at a rate of \_\_\_\_\_.
- Spray wax and buff finished resilient tiled floor surfaces. Performed \_\_\_\_\_. Included / Priced separately at a rate of \_\_\_\_\_.
- Scrub and recoat finished resilient tiled floor surfaces. Performed \_\_\_\_\_. Included / Priced separately at a rate of \_\_\_\_\_.
- Strip and wax finished resilient tiled floor surfaces. Performed \_\_\_\_\_. Included / Priced separately at a rate of \_\_\_\_\_.

#### Carpets

- Steam clean/extract carpets. Performed \_\_\_\_\_. Included / Priced separately at a rate of \_\_\_\_\_.



## Special Services

The undersigned Client hereby accepts the proposal of Northeast Quality Services d/b/a Vanguard Cleaning Systems of Northeast FL to arrange janitorial services to be performed in Client's premises located at:

501 Grand Reserve Dr.  
Bunnell, FL 32110

With the following terms:

1. Beginning Vanguard Cleaning Systems of Northeast FL ("Company") will arrange for delivery of the professional commercial cleaning services described on the preceding "Service Schedule" **three days per week** at a **monthly cost of \$1,525.00** plus applicable state and local sales tax. Carpet Shampoo, Stripping and Waxing of tiled areas, and Scrubbing and Recoating with wax, are services available upon request at an additional charge.
2. Vanguard will perform all janitorial services specified in the service schedule in a satisfactory manner. In the event of non-performance by Vanguard, client shall first give verbal and/or written notification to Vanguard so that we may attempt to correct the problem.
3. Either Client or Company can cancel this Agreement at any time by giving 30 days advance written notice of cancellation to the other party.
4. All cleaning equipment and supplies are included in the price, with the exception of toiletries, liners and paper supplies, which can be purchased through Company. Please see attached supply list or contact Vanguard for an up to date pricing list.
5. Client will be invoiced on the first of the month for that month's service, with payment due by the 5th of the following month. Payments not received by the 10<sup>th</sup> of the month in which they are due are delinquent and subject to a service charge of 1.5% per month (18% annum). Company can suspend services pending receipt of late payments without liability.
6. Services are not provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made for an additional charge. The contract price is not pro-rated or reduced for non-performance of scheduled services on the noted holidays.
7. Client will deliver to Company with a signed copy of this Agreement one set of keys for the Service Provider, which will be returned to Client if this Agreement is cancelled, upon payment of final balances due to Vanguard.

Accepted:

\_\_\_\_\_  
GMS at Grand Reserve/Deer Run CDD

\_\_\_\_\_  
Vanguard Cleaning Systems of Northeast Florida

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Deer Run CDD Tax ID Number \_\_\_\_\_



## Special Services

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### Vanguard® Special Services Overview

The following services can be arranged upon request at an additional charge.

#### Hard Surface Floors

Hard surface finished floors can be maintained through a scheduled maintenance program incorporating the following elements:

**Strip and Refinishing:** removal of all old floor finish (stripping), thorough cleaning and rinsing of the bare floor surface, and reapplication of several coats of new floor finish to protect the floor from damage and optimize appearance.

**Scrub and Recoat:** Periodic interim maintenance involving removal of top layer of floor finish, thorough cleaning of the floor, and reapplication of finish. Performance of Scrub and Recoat jobs extends the useful life of the floor finish, saving money by reducing the frequency of more costly Strip and Refinish jobs. Also, Scrubbing and Recoating is the environmentally responsible alternative to Stripping and Refinishing, as it minimizes the need for harmful stripping chemicals.

**Spray Buffing or High Speed Burnishing:** Restores shine to finished floors to keep them looking their best. Depending on the traffic and requirements of the facility, Buffing or Burnishing may be performed anywhere from quarterly (low traffic areas) to monthly (typical office building lobbies and hallways) or more frequently (hospitals, supermarkets and other retail environments).

#### Carpet Cleaning

Periodically carpet cleaning is advisable to extend the carpet life and keep it looking great. Vanguard franchisees can provide your facility with several carpet cleaning options.

**Extraction:** Hot water with cleaning solution is sprayed onto the carpets, agitated into the carpet fibers, and vacuumed out.

**Shampoo:** In buildings where it is not possible to avoid walking on the carpets for 5-6 hours, shampooing allows for quicker drying of the carpet than extraction. .

**Bonnet cleaning:** This is an interim maintenance method that is often utilized for high traffic areas to keep the appearance clean in between more intensive cleanings.

**Dry methods:** May be best for carpets that are more prone to moisture damage or that have round-the-clock foot traffic.



## Supplies

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You can order toiletries, paper towels, soap, etc., through the Vanguard® Regional Office at a competitive price!

Instead of going to Costco or driving to a nearby janitorial supply store, these products can be drop shipped directly to your facility. Our prices are competitive and your Vanguard franchisee or other Service Provider can stock these items in your restrooms, etc.

This can be initiated either by a fax order or by contacting the Vanguard Regional Office. If you have any questions, please call the Vanguard Regional Office.

A sample of our prices include the following:

Facial Tissue, 30 case
Toilet Tissue, 2ply, 96 case
Roll Towels, white (household style), 30 case
Roll Towels, coromatic
Singlefold Towels, natural, 12 case/4000 sheets
Singlefold Towels, white, 12 case/3000 sheets
Multifold Towels, white, 12 case/4000 sheets
Multifold Towels, bleached, 12 case/3000 sheets
C-Fold Towels, emb/white, 16 case
Seat Covers, ½ Fold, 250 pack, 20 pks/case
Tampons, 500 case
Sanitary Napkins #4, 250 case

Please Call for an Up to Date Price List

## SECTION 3



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## Cleaning for 3x a week

Estimate

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**Estimate #000021**

April 9, 2021

**Customer**

Heather Chambliss

Riverside Management Services

deerrunmgr@rmsnf.com

+1 (386) 263-7213

501 Grand Reserve Drive

Bunnell, FL 32110

**Additional Recipients**

mgiles@gmsnf.com

**Message**

Thank you Heather, for taking the time out of your day to show me around the grounds when I stopped by.

This quote is for 3 times a week, cleaning all the floors, bathrooms, facility rooms, degreasing grill area, and all outside patio areas. Please see attached agreement with more specific information and scope of work.

We look forward to working with you!

Suehellen McDougal

Inca Cleaning LLC



**Attachments**

Attachment 1: 000021 Estimate

<b>Janitorial service 3x a week- monthly charge</b>	<b>\$1,063.00</b>
<hr/>	
Subtotal	\$1,063.00
CC fee	\$31.89
Sales Tax	\$74.41
<hr/>	
<b>Total</b>	<b>\$1,169.30</b>

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**Inca Cleaning LLC**

2500 1st St

San Francisco, CA 94103

Phone: (415) 774-1111

www.incainc.com

## SECTION D

# SECTION 1



1 Enterprise Dr #8 Bunnell FL 32110

BILL TO  
Grand Reserve  
501 Grand Reserve Drive  
Bunnell, FL 32110 USA

ESTIMATE  
9703568

ESTIMATE DATE  
Feb 23, 2021

Job: 9701460

J O B A D D R E S S

Grand Reserve  
501 Grand Reserve Drive  
Bunnell, FL 32110 USA

E S T I M A T E D I  
T A I L S

4 Residential style : Includes coil cleanings, and 10 percent discount  
if parts go bad!

T A S K D E S C R I P T I O N

QTY P R I C E T O T A L

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2 Silver2 System Silver PMCP Membership:	2.00	\$209.90	\$419.80
PMCP 1 Year Bi annual Silve PMCP on 2 systems in the same location. Multi unit			

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SUB-TOTAL	\$419.80
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TAX	\$0.00
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TOTAL DUE	\$419.80
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## SECTION 2



Item	Description	Quantity	Amount
Comm.Maintenance Agreement	<p>1 Year Commercial Preventative Maintenance Agreement ( 2 Full Maintenance Visits Included Per Year)</p> <ul style="list-style-type: none"><li>- 20% OFF Labor Services</li><li>- 20% OFF All Parts</li><li>- 20% Service Calls</li><li>- 10% New System Installations</li><li>- 24/7/365 Emergency Service Available</li><li>- Priority Customer</li><li>- Filters Included</li></ul> <p>Checks to be preformed in the spring before summer and fall before winter</p>	4	\$750.00

Subtotal: \$750.00

Tax: \$0.00

Total: \$750.00

# SECTION E



## RESOLUTION 2021-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DEER RUN COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2021/2022; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGET(S) PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Deer Run Community Development District ("**District**") prior to June 15, 2021, proposed budget(s) ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"); and

**WHEREAS**, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

**WHEREAS**, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

**WHEREAS**, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

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

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. DECLARING ASSESSMENTS.** Pursuant to Chapters 170, 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the "**District's Office**," 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's

Office. The Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2021, and pursuant to Chapter 170, Florida Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

**3. SETTING PUBLIC HEARINGS.** Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: August 25, 2021  
HOUR: 6:00 PM  
LOCATION: Island Club  
501 Grand Reserve Drive  
Bunnell, Florida 32110

**4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Bunnell and Flagler County at least 60 days prior to the hearing set above.

**5. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, and shall remain on the website for at least 45 days.

**6. PUBLICATION OF NOTICE.** The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Flagler County. Additionally, notice of the public hearings shall be published and mailed in the manner prescribed in Florida law.

**7. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**8. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 26<sup>TH</sup> DAY OF MAY, 2021.**

ATTEST:

**DEER RUN COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

*This item will be provided under  
separate cover*

## SECTION V

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**From:** Dennis Armstrong <[dennis@darmstrong.net](mailto:dennis@darmstrong.net)>

**Date:** Tuesday, May 11, 2021 at 9:49 PM

**To:** Ernesto Torres <[etorres@gmsnf.com](mailto:etorres@gmsnf.com)>

**Cc:** [ESTIMATING@darmstrong.net](mailto:ESTIMATING@darmstrong.net) <[ESTIMATING@darmstrong.net](mailto:ESTIMATING@darmstrong.net)>

**Subject:** Deer Run CDD - 118-130 Lakeside CT, Bunnell, FL 32110 - Drainage Issue

Ernesto,

I've reviewed the two ponds and the conveyance swale via Google Earth and in my opinion they all need to be cleaned out. The width of the conveyance swale ranges from 18' to 28' wide and is +/- 450' long. We could use my mid size excavator to walk around the edge of the ponds and swale to remove most of the material. The small pond appears to have or had a fountain in it or an irrigator or maybe it's a monitoring well that we'll have to contend with. I estimate it will take a week to ten days to pull the material up on the bank and then let it dry out and then come in with a track loader using a grapple and load it out. If there is a dump location nearby or even a vacant area of land somewhere close by it would reduce the haul off cost. I would need to do a site visit and walk the area as well as pull the Water Management District As-Builts and review the original design for depth and overall drainage system. With that being said and if I had to guess, the cost would be in the neighborhood of \$30k. I hope this helps and please call me to discuss further.

-  
Attachments: Aerial and Street views (Date of pictures are unknown but appear to be within the past 12 months)

-  
*Very Respectfully,*

*Dennis Armstrong*



[WWW.DARMSTRONG.NET](http://WWW.DARMSTRONG.NET)

D. Armstrong Contracting, LLC

9957 Moorings Drive, Ste. 405

Jacksonville, FL 32257

[dennis@darmstrong.net](mailto:dennis@darmstrong.net)

(904) 351-6411 o

(904) 400-1750 c



Image capture: Jan 2019 © 2021 Google

Bunnell, Florida



Street View



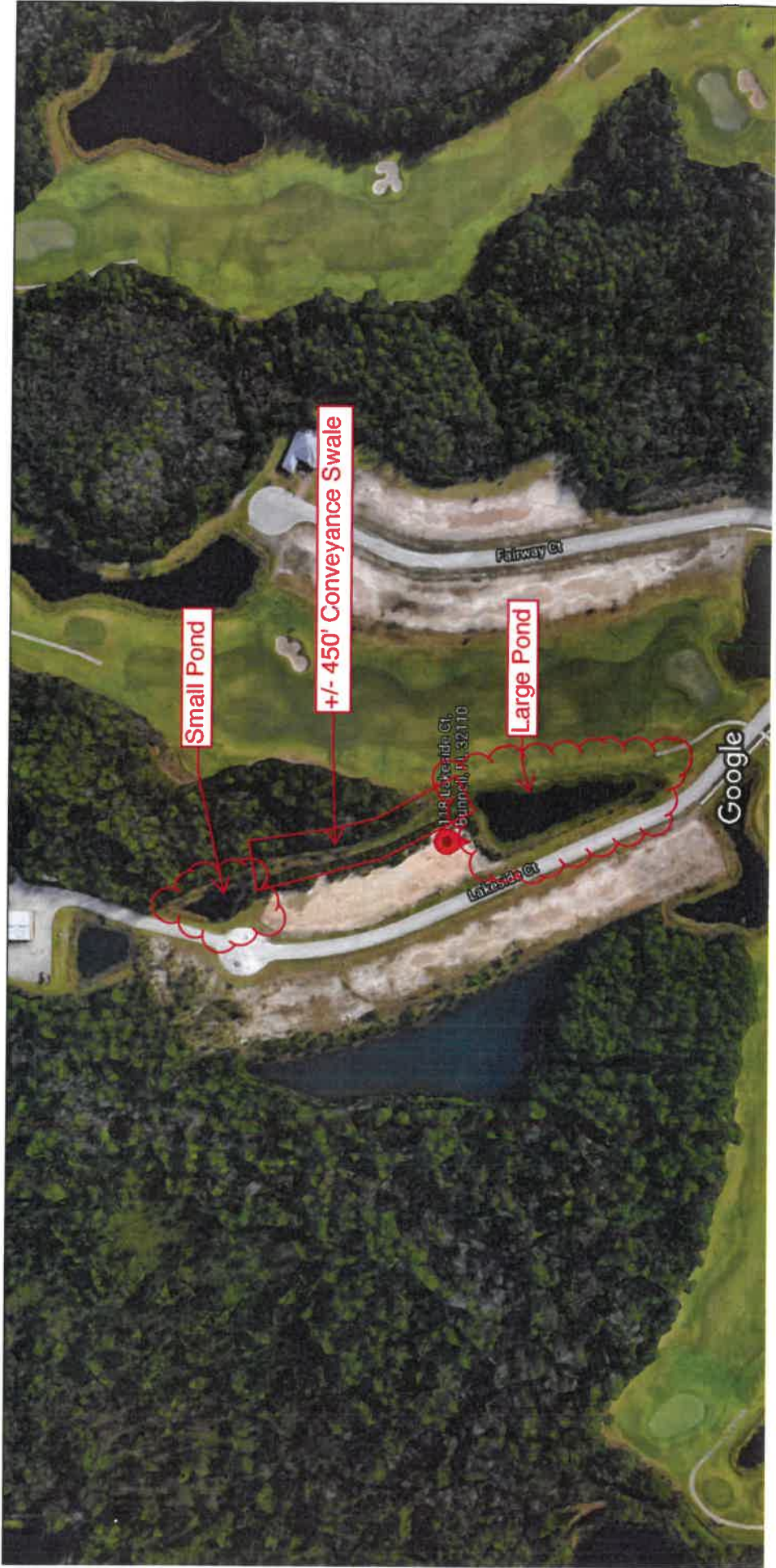


Image capture: Jan 2019 © 2021 Google

Bunnell, Florida



Street View





## SECTION VII

## **RESOLUTION 2012-01**

**A RESOLUTION OF THE CITY COMMISSION OF BUNNELL, FLORIDA; ADOPTING A DOWNTOWN GOLF CART DISTRICT PURSUANT TO SECTION 54-5 OF THE CODE OF ORDINANCES; IDENTIFYING ROADS AND STREETS UPON WHICH GOLF CARTS MAY BE OPERATED; IDENTIFYING TIMES OF DAY IN WHICH OPERATION OF GOLF CARTS IS ALLOWED; PROVIDING FOR SIGNAGE; PROVIDING FOR SEVERABILITY; CONFLICTS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission has the authority pursuant to Section 54-5 of the City of Bunnell code of Ordinances to approve streets and roadways within its jurisdiction for use by golf carts; and,

**WHEREAS**, the City Commission desires to allow golf carts to travel the roads and streets identified for golf cart use on the map attached hereto and incorporated herein as Exhibit "A" and,

**WHEREAS**, given the speed, volume and character of motor vehicle traffic utilizing the roads and streets designed for golf cart use in Exhibit "A", the Bunnell Police Department has determined that golf carts are capable of being safely operated upon such roads and streets; and

**WHEREAS**, the Bunnell Police Department has determined the locations where signs must be provided in accordance with Section 316.212(1) Florida Statutes and said signs have been posted; and

**WHEREAS**, the Bunnell Police Department has determined golf carts can be operated only during the day in accordance with Section 316.212(5), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA, THAT:**

**Section 1. Adoption of representations.**

The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this resolution.

**Section 2. Authorization to operate golf carts on specified city roads and streets.**

- A. The City Commission hereby designates those city roads and streets designated and marked in "Exhibit A" attached hereto and incorporated herein as those roads and streets upon which golf carts may be operated in the City subject to the provisions of Section 54-5 of the Code of Ordinances and Chapter 316, Florida Statutes.
- B. The City Commission hereby prohibits the operation of golf carts in the Northeast Golf Cart District and Southeast Golf Cart District during the hours of 7:30 am to 9:30am and 2:30 pm to 4:30 pm on all weekdays in which school is in session.
- C. Golf Carts may not cross any US, State or County roads and are not permitted to cross from district to district.

**Section 3. Severability:**

If any section, sentence, phrase, word or portion of this resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or portion of this Resolution not otherwise determined to be invalid, unlawful or unconstitutional.

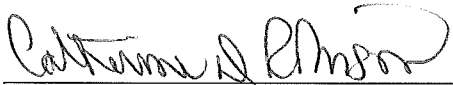
**Section 4. Conflicts:**

All previous Resolutions or parts of Resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Effective Date:**

That the effective date shall be 90 days after the adoption of this resolution.

**PASSED AND ADOPTED by the City of Bunnell, Florida this 13th day of February, 2012.**

  
Catherine D. Robinson, Mayor

2-13-2012  
Date

Approved as to Form & Content:

  
Sidney M. Nowell, City Attorney

2-13-2012  
Date

Attest:

  
Daniel E. Davis, City Clerk

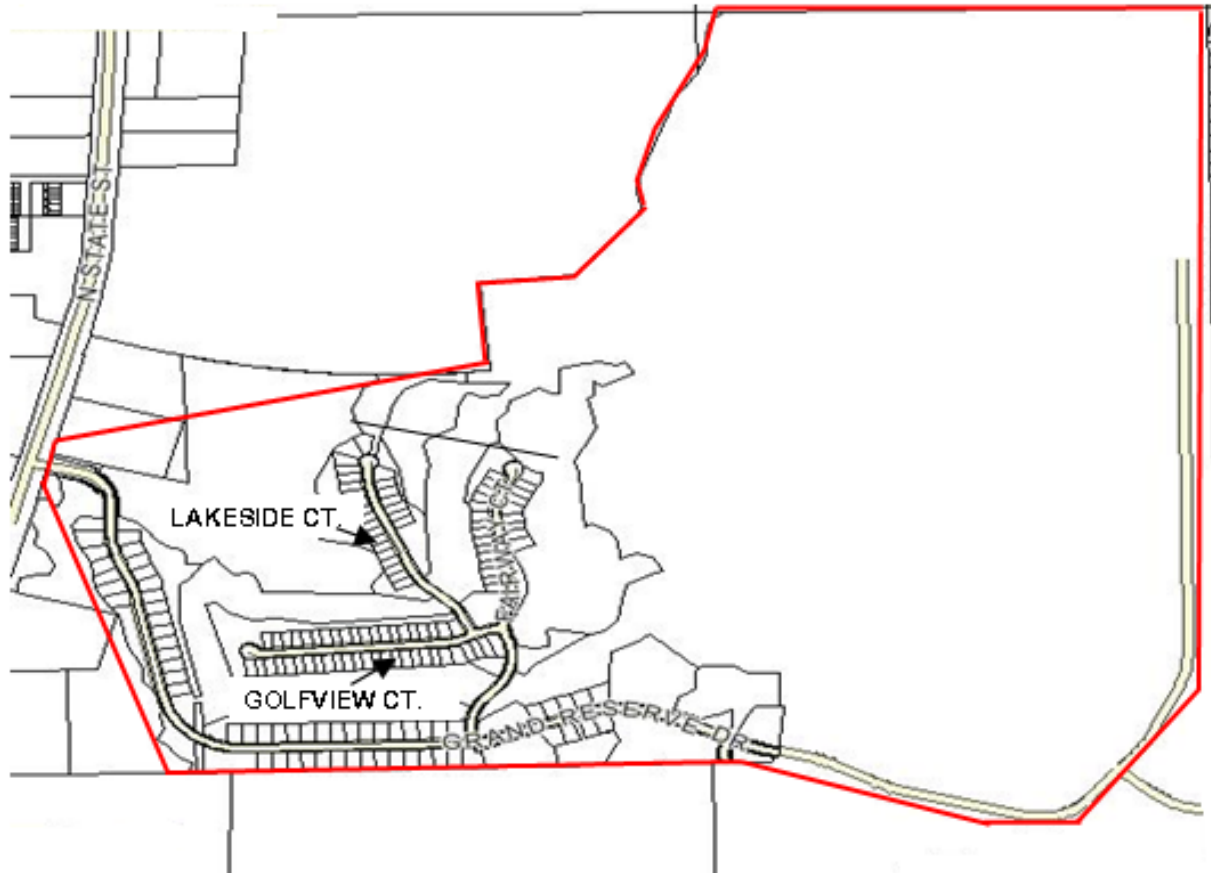
2-13-2012  
Date

**Seal:**



**EXHIBIT A**  
**LOCATION MAPS**

**GRAND RESERVE DISTRICT**



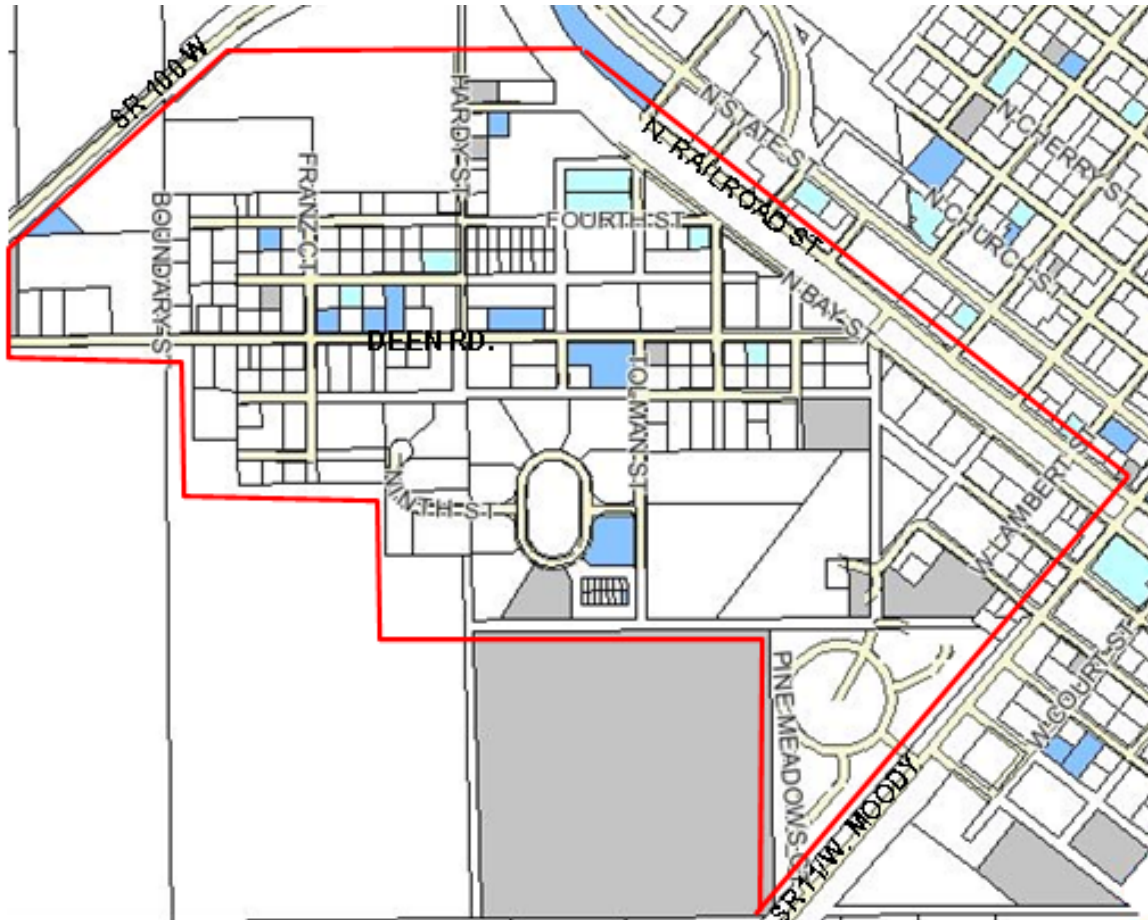
## NORTHEAST DISTRICT



## SOUTHEAST DISTRICT

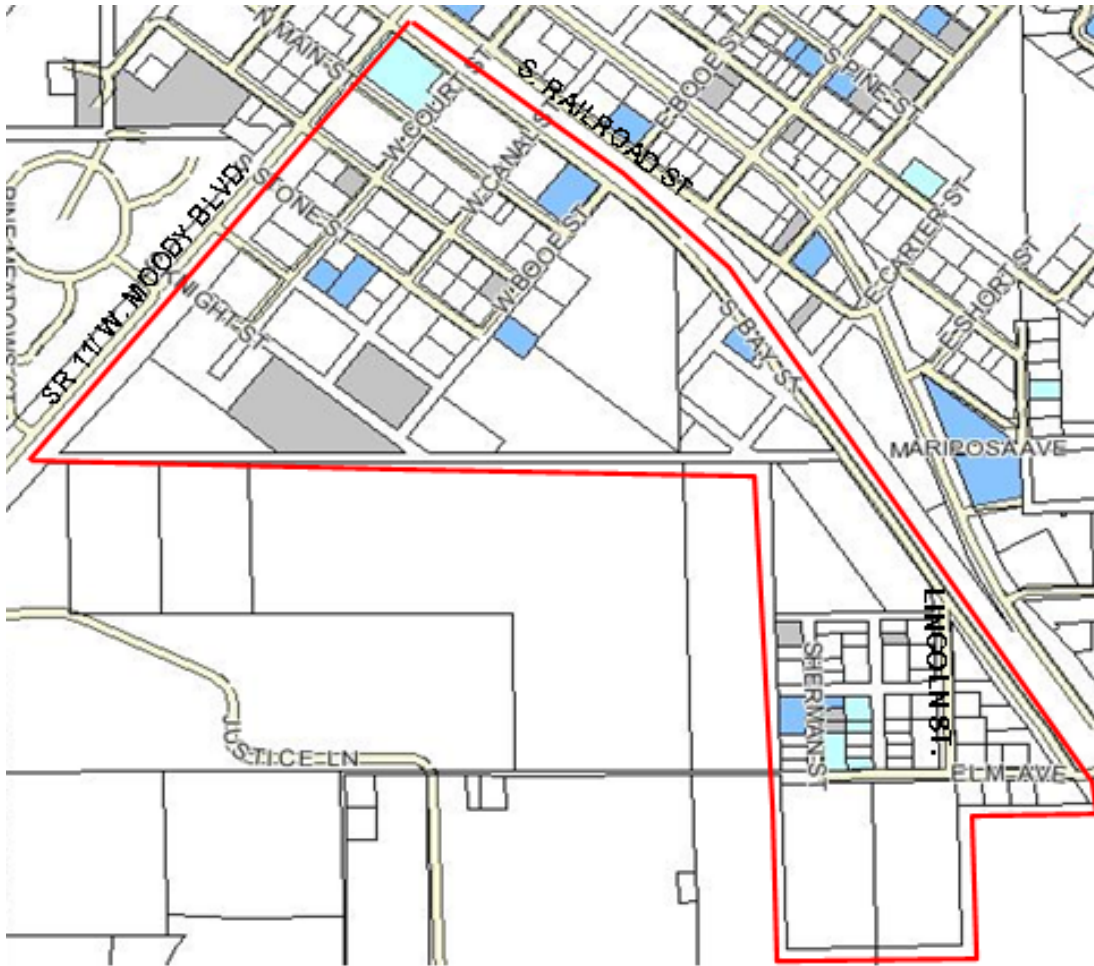


## NORTHWEST DISTRICT





## SOUTHWEST DISTRICT





## PALM TERRACE DISTRICT



## SECTION VIII

## SECTION C

# SECTION 1

# DEER RUN COMMUNITY DEVELOPMENT DISTRICT

## Summary of Check Register

March 01, 2021 through May 20, 2021

Fund	Date	Check Number	Amount
General Fund			
	3/5/21	1346-1348	\$ 2,733.52
	3/9/21	1349-1351	\$ 36,652.05
	3/16/21	1352-1353	\$ 384,219.84
	3/26/21	1354-1359	\$ 5,756.73
	3/31/21	1360	\$ 3,925.00
	4/9/21	1361-1364	\$ 16,303.20
	4/27/21	1365-1374	\$ 23,033.32
	5/5/21	1375-1376	\$ 13,250.38
	5/12/21	1377	\$ 19,539.53
Total			\$ 505,413.57

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
3/05/21	00036	2/25/21	6149-02- BOND SERIES 2018	2021	02	310-51300-31200			AMTEC	*	450.00	450.00 001346
3/05/21	00004	1/31/21	120613 REVIEW CURRENT TOWING RUL	2021	01	310-51300-31500				*	2,262.00	2,262.00 001347
3/05/21	00059	2/01/21	11129559 AMENITY CENTER	2021	02	320-53800-48100			HOPPING GREEN & SAMS	*	21.52	21.52
3/09/21	00051	2/28/21	192262 LAKE MAINTENANCE FEB 21	2021	02	320-53800-47000			POOLSURE	*	135.00	135.00
		2/28/21	192263 LAKE MAINTENANCE FEB 21	2021	02	320-53800-47000				*	110.00	110.00
		2/28/21	192264 LAKE MAINTENANCE FEB 21	2021	02	320-53800-47000				*	1,960.00	1,960.00
3/09/21	00056	1/11/21	59 FACILITY MAINTEN DEC 20	2020	12	320-53800-50000			APPLIED AQUATIC MANAGEMENT, INC.	*	1,032.00	1,032.00
		1/11/21	59 AMENITY R&M DEC 20	2020	12	320-53800-54000				*	87.00	87.00
		1/11/21	59 OFFICE SUPPLIES DEC 20	2020	12	320-53800-57000				*	21.13	21.13
		1/11/21	59 JANITORIAL SUPPLY DEC 20	2020	12	320-53800-53000				*	36.14	36.14
		1/11/21	60 SPECIAL EVENTS 1/5/21	2021	01	320-53800-59000				*	794.03	794.03
		2/01/21	61 JANITORIAL SVCS FEB 21	2021	02	320-53800-48300				*	1,560.00	1,560.00
		2/01/21	61 POOL MAINTENANCE FEB 21	2021	02	320-53800-48000				*	1,254.17	1,254.17
		2/01/21	61 FACILITY MGMT FEB 21	2021	02	320-53800-12100				*	5,000.00	5,000.00
		3/01/21	64 JANITORIAL SVCS MAR 21	2021	03	320-53800-48300				*	1,560.00	1,560.00
		3/01/21	64 POOL MAINTENANCE MAR 21	2021	03	320-53800-48000				*	1,254.17	1,254.17
		3/01/21	64 FACILITY MGMT MAR 21	2021	03	320-53800-12100				*	5,000.00	5,000.00
		3/04/21	65 ASSISTANT MGR FEB 21	2021	04	320-53800-12100				*	187.50	187.50
RIVERSIDE MANAGEMENT SERVICES, INC											17,786.14	001350

DRUN DEER RUN TARAUJO

AP300R  
\*\*\* CHECK NOS. 001346-001377

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/20/21  
DEER RUN CDD - GENERAL FUND  
BANK A DEER RUN CDD

**PAGE 2**

....CHECK....  
AMOUNT #

AP300R  
\*\*\* CHECK NOS. 001346-001377

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/20/21  
DEER RUN CDD - GENERAL FUND  
BANK A DEER RUN CDD

PAGE 3

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	....EXPENSED TO.... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/26/21	00044	12/31/20	4 202012 300-20700-10200			*		
		1/31/21	5 COMMISSIONS DUE # 4			*	199.45	
		2/28/21	6 COMMISSIONS DUE # 5			*	384.49	
			COMMISSIONS DUE # 6			*	85.67	
3/26/21	00066	2/17/21	913687 202102 320-53800-48400		FLAGLER COUNTY TAX COLLECTOR	*		669.61 001356
		3/24/21	915692 202103 320-53800-48400			*	80.00	
			PEST CONTROL FEB 21			*	80.00	
			PEST CONTROL MAR 21			*		
3/26/21	00059	2/18/21	11129559 202102 320-53800-48100		FLORIDA PEST CONTROL & CHEMICAL CO	*		160.00 001357
			BLEACH/ACID BULK			*	510.00	
3/26/21	00056	3/11/21	66 202102 320-53800-50000		POOLSURE	*		510.00 001358
			FACILITY MAINTEN FEB 21			*	1,159.00	
		3/11/21	66 202102 320-53800-54000			*	411.00	
			AMENITY R & M FEB 21			*		
		3/11/21	66 202102 320-53800-57000			*	79.21	
			OFFICE SUPPLIES FEB 21			*		
3/31/21	00078	1/25/21	01252021 202101 320-53800-55000		RIVERSIDE MANAGEMENT SERVICES, INC	*		1,649.21 001359
			50% POOL CRACK REPAIR			*	3,925.00	
4/09/21	00051	3/31/21	192973 202103 320-53800-47000		ADVANCED LEAK DETECTION INC	*		3,925.00 001360
			LAKE MAINTENANCE MAR 21			*	135.00	
		3/31/21	192974 202103 320-53800-47000			*	110.00	
			LAKE MAINTENANCE MAR 21			*		
		3/31/21	192975 202103 320-53800-47000			*	1,960.00	
			LAKE MAINTENANCE MAR 21			*		
4/09/21	00035	3/31/21	03312021 202103 300-20700-10100		APPLIED AQUATIC MANAGEMENT, INC.	*		2,205.00 001361
			TSFER OF TAX RECEIPTS			*	1,897.17	
4/09/21	00059	3/26/21	11129559 202103 320-53800-55000		DEER RUN CDD C/O REGIONS BANK	*		1,897.17 001362
			HYDRAULIC LIFT			*	99.00	
		3/26/21	11129559 202103 320-53800-55000			*	195.00	
			MOVE/CLEAN CHEMICAL SYS			*		

DRUN DEER RUN TARAUJO



AP300R  
\*\*\* CHECK NOS. 001346-001377

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
DEER RUN CDD - GENERAL FUND  
BANK A DEER RUN CDD

PAGE 4

RUN 5/20/21

CHECK DATE	VEND#	INVOICE DATE	INVOICE YRMO	EXPENSED TO... DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
4/09/21	00042	3/31/21	11129559	202103 320-53800-48100	POOLSURE		*	442.50	736.50 001363
		3/31/21	PC 20665	202103 320-53800-46200	IRRIGATION REPAIRS		*	525.00	
		4/01/21	PC 20573	202104 320-53800-46000	LANDSCAPE MAINT APRIL 21		*	10,939.53	
					YELLOWSTONE LANDSCAPE		*	11,464.53	001364
4/27/21	00078	3/24/21	ES15406	202103 320-53800-55000	POOL LEAK DETECTION		*	1,050.00	
					ADVANCED LEAK DETECTION INC		*	49.16	1,050.00 001365
4/27/21	00003	3/31/21	00037536	202103 310-51300-48000	NOT BOS MTG 3/17/21		*		
					DAYTONA NEWS-JOURNAL		*	2,015.00	49.16 001366
4/27/21	00043	4/14/21	1948076	202104 310-51300-31100	ENGINEER SVCS APR 21		*		
					DEWBERRY ENGINEERS INC.		*	119.72	2,015.00 001367
4/27/21	00065	4/19/21	03475268	202104 320-53800-41000	CABLE SVC APR 21		*		
					DIRECT TV		*	131.43	119.72 001368
4/27/21	00002	3/23/21	7-315-12	202103 310-51300-42000	3 FEDEX PACKAGES 3/17/21		*		
					FEDEX		*	2,652.25	131.43 001369
4/27/21	00001	4/01/21	290	202104 310-51300-34000	MANAGEMENT FEES APR 21		*		
		4/01/21	290	202104 310-51300-35100	INFORMATION TECH APR 21		*	83.33	
		4/01/21	290	202104 310-51300-31300	DISSEMINATION SVC APR 21		*	208.33	
		4/01/21	290	202104 310-51300-51000	OFFICE SUPPLIES APR 21		*	12.50	
		4/01/21	290	202104 310-51300-42000	POSTAGE APR 21		*	35.19	
		4/01/21	290	202104 310-51300-42500	COPIES APR 21		*	34.95	
		4/01/21	291	202104 320-53800-12000	FIELD MANAGEMENT APR 21		*	2,575.00	
					GOVERNMENTAL MANAGEMENT SERVICES		*		5,601.55 001370

DRUN DEER RUN IARAUJO

AP300R  
\*\*\* CHECK NOS. 001346-001377

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 5/20/21  
DEER RUN CDD - GENERAL FUND  
BANK A DEER RUN CDD

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**RUN 5/20/21**

....CHECK....  
AMOUNT #

4/27/21 00004 3/31/21 121427 202102 310-51300-31500  
GENERAL COUNSEL FEB 21

4/27/21	00059	4/26/21	11129559	202104	320-53800-48000	HOPPING GREEN & SAMS	515.50	001371
					POOL PLUMBING REPAIR		218.00	
						*		

**POOLSURE**

DATE	TIME	DESCRIPTION	AMOUNT	BALANCE
4/27/21	00056	2/15/21 62	202102 320-53800-48300	200.04
		MAINTENANCE SUPPLIES		
			*	
				200.04
				210.00

2/15/21	63	202101	320-53800-50000
		FACILITY MAINT	JAN 21

2/15/21 63 202101 320-53800-48300  
MAINTENANCE SUPPLY JAN 21

4/01/21 67 202104 320-53800-48300  
JANITORIAL SVCS APR 21

4/01/21	67	202104	320-53800-48000
		POOL	MAINT SVCS APR 21
4/01/21	67	202104	320-53800-48000
		POOL	MAINT SVCS APR 21

4/01/21	6/	202104	320-53800-12100
		FACILITY MGMT APR 21	
4/12/21	68	202103	320-53800-12100

4/12/21	68	ASST	MANAGER	MAR 21	202103	320-53800-12100
4/16/21	70				202104	320 53800 50000

4/10/21	70	SPECIAL	EVNT MAINT SUPPLY	53800	50000
202104	320	SPECIAL	EVNT MAINT SUPPLY	53800	50000
4/16/21	71	SPECIAL	EVNT MAINT SUPPLY	53800	50000
202103	320	SPECIAL	EVNT MAINT SUPPLY	53800	50000

DATE	DESCRIPTION	AMOUNT
4/16/21	FACILITY MAINT	202103
		320-53800-54000
4/16/21	FACILITY MAINT	202103
		320-53800-54000

4/16/21 71 202103 320-53800-57000  
AMENITY R & M MAR 21

OFFICE SUPPLIES MAR 21

4/27/21	00042	4/15/21	PC 21224	202104	320-53800-46100
POND EDGE CLEAN UP					

# YELLOWSTONE LANDSCAPE

DATE	TIME	LOCATION	REMARKS	STATUS
5/05/21	00004	4/27/21	122008	202103 310-51300-31500
				GENERAL COUNSEL MAR 2021
				*
				1,421.35

4/27/21 122009 202103 310-51300-31500  
CONSERVATION EASEMENT

## HOPPING GREEN & SAMS

	5/05/21	00042	5/01/21	PC	21496	202105	320-53800-46000 LANDSCAPE MAINT MAY 21	*	10,939.53	- - - - - Z/JANUARY 2017
--	---------	-------	---------	----	-------	--------	---	---	-----------	-----------------------------

# YELLOWSTONE LANDSCAPE

DRUN DEER RUN IARALTO 10/30/53 00137

**►►►**

AP300R  
\*\*\* CHECK NOS. 001346-001377

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
DEER RUN CDD - GENERAL FUND  
BANK A DEER RUN CDD

PAGE 6

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	....EXPENSED TO.... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
5/12/21	00035	2/24/21	02242021 202102 300-20700-10100		TRANSFER TAX RCPT S2018	*	18,627.39	
		2/24/21	02242021 202102 300-20700-10100		TRANSFER TAX RCPT S2018	*	912.14	
DEER RUN CDD C/O REGIONS BANK							19,539.53	001377
TOTAL FOR BANK A							505,413.57	
TOTAL FOR REGISTER							505,413.57	

DRUN DEER RUN IARAUJO

## SECTION 2

***Deer Run***  
***Community Development District***

***Unaudited Financial Reporting***  
***April 30, 2021***

**GMS**

# Table of Contents

<b>1</b>	<b><u>Balance Sheet</u></b>
<b>2-3</b>	<b><u>General Fund</u></b>
<b>4</b>	<b><u>Settlement Monitoring Fund</u></b>
<b>5</b>	<b><u>Debt Service Fund - Series 2018</u></b>
<b>6</b>	<b><u>Capital Projects Fund - Series 2018</u></b>
<b>7-8</b>	<b><u>Month to Month</u></b>
<b>9</b>	<b><u>Long-Term Debt</u></b>
<b>10</b>	<b><u>Assessment Receipt Schedule</u></b>

**Deer Run**  
Community Development District  
**Combined Balance Sheet**  
April 30, 2021

	General Fund	Settlement Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash</b>					
Operating Account	\$ 153,906	\$ 10,775	\$ -	\$ -	\$ 164,681
<b>Series 2008</b>					
Reserve	\$ -	\$ -	\$ 57	\$ -	\$ 57
Revenue	\$ -	\$ -	\$ 559	\$ -	\$ 559
<b>Series 2018</b>					
Reserve	\$ -	\$ -	\$ 403,527	\$ -	\$ 403,527
Revenue	\$ -	\$ -	\$ 213,441	\$ -	\$ 213,441
Interest	\$ -	\$ -	\$ 236,458	\$ -	\$ 236,458
Prepayment	\$ -	\$ -	\$ 1,954	\$ -	\$ 1,954
Sinking Fund	\$ -	\$ -	\$ 180,000	\$ -	\$ 180,000
Construction	\$ -	\$ -	\$ -	\$ 22,024	\$ 22,024
Due From Developer	\$ 1,258	\$ -	\$ -	\$ -	\$ 1,258
<b>Total Assets</b>	<b>\$ 155,164</b>	<b>\$ 10,775</b>	<b>\$ 1,035,995</b>	<b>\$ 22,024</b>	<b>\$ 1,223,957</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 22,785	\$ -	\$ -	\$ -	\$ 22,785
Unearned Revenue	\$ -	\$ 11,050	\$ -	\$ -	\$ 11,050
Deferred Revenue	\$ 1,005	\$ -	\$ -	\$ -	\$ 1,005
<b>Total Liabilities</b>	<b>\$ 23,790</b>	<b>\$ 11,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,840</b>
<b>Fund Balances:</b>					
Unassigned	\$ 131,373	\$ (275)	\$ -	\$ -	\$ 131,098
Assigned for Debt Service	\$ -	\$ -	\$ 1,035,995	\$ -	\$ 1,035,995
Assigned for Capital Projects	\$ -	\$ -	\$ -	\$ 22,024	\$ 22,024
<b>Total Fund Balances</b>	<b>\$ 131,373</b>	<b>\$ (275)</b>	<b>\$ 1,035,995</b>	<b>\$ 22,024</b>	<b>\$ 1,189,117</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 155,164</b>	<b>\$ 10,775</b>	<b>\$ 1,035,995</b>	<b>\$ 22,024</b>	<b>\$ 1,223,957</b>

# Deer Run

## Community Development District

### General Fund

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

For The Period Ending April 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/21	Thru 04/30/21	Variance

#### Revenues

Assessments - Tax Roll	\$ 201,183	\$ 201,183	\$ 196,085	\$ (5,097)
Assessments - Direct	\$ 365,637	\$ 274,266	\$ 274,266	\$ -
Golf Course Lake Maintenance Contribution	\$ 4,800	\$ 2,010	\$ 2,010	\$ -
Miscellaneous Income	\$ -	\$ -	\$ 610	\$ 610
<b>Total Revenues</b>	<b>\$ 571,620</b>	<b>\$ 477,459</b>	<b>\$ 472,972</b>	<b>\$ (4,487)</b>

#### Expenditures:

##### General & Administrative:

Supervisor Fees	\$ 4,000	\$ 2,333	\$ 1,400	\$ 933
FICA Expense	\$ 306	\$ 179	\$ 107	\$ 71
Engineering	\$ 3,550	\$ 2,071	\$ 5,155	\$ (3,084)
Dissemination	\$ 2,500	\$ 1,458	\$ 1,458	\$ 0
Attorney	\$ 12,000	\$ 7,000	\$ 5,964	\$ 1,036
Annual Audit	\$ 3,535	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,500	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ 450	\$ 450	\$ -
Assessment Roll Services	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Management Fees	\$ 31,827	\$ 18,566	\$ 18,566	\$ -
Information Technology	\$ 1,000	\$ 583	\$ 593	\$ (10)
Telephone	\$ 100	\$ 58	\$ -	\$ 58
Postage	\$ 600	\$ 350	\$ 252	\$ 98
Insurance	\$ 6,630	\$ 6,630	\$ 6,328	\$ 302
Printing & Binding	\$ 800	\$ 467	\$ 100	\$ 366
Travel Per Diem	\$ 250	\$ 146	\$ -	\$ 146
Legal Advertising	\$ 1,330	\$ 776	\$ 133	\$ 643
Other Current Charges	\$ 800	\$ 800	\$ 1,259	\$ (459)
Office Supplies	\$ 100	\$ 58	\$ 28	\$ 30
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total General &amp; Administrative:</b>	<b>\$ 75,953</b>	<b>\$ 44,600</b>	<b>\$ 44,468</b>	<b>\$ 132</b>

##### Operations and Maintenance Expenses

##### Maintenance

Field Management	\$ 30,900	\$ 18,025	\$ 18,025	\$ -
Electric	\$ 45,216	\$ 26,376	\$ 33,983	\$ (7,607)
Water & Sewer	\$ 10,000	\$ 5,833	\$ 4,136	\$ 1,697
Landscape Maintenance	\$ 121,900	\$ 71,108	\$ 66,054	\$ 5,054
Landscape Contingency	\$ 6,000	\$ 3,500	\$ 4,504	\$ (1,004)
Lake Maintenance	\$ 26,460	\$ 15,435	\$ 13,230	\$ 2,205
Water Feature Maintenance	\$ 8,000	\$ 4,667	\$ 2,597	\$ 2,070
Irrigation Repairs	\$ 3,000	\$ 3,000	\$ 9,648	\$ (6,648)
Contingency	\$ 500	\$ 292	\$ -	\$ 292
<b>Total Maintenance</b>	<b>\$ 251,976</b>	<b>\$ 148,236</b>	<b>\$ 152,177</b>	<b>\$ (3,941)</b>



# Deer Run

Community Development District

General Fund

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

For The Period Ending April 30, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/21	Thru 04/30/21	Variance
<b><i>Amenity Center</i></b>				
Amenities Management	\$ 78,750	\$ 45,938	\$ 37,713	\$ 8,225
Property Insurance	\$ 32,838	\$ 32,838	\$ 33,771	\$ (933)
Pool Maintenance	\$ 18,492	\$ 10,787	\$ 8,997	\$ 1,790
Pool Chemicals	\$ 8,500	\$ 4,958	\$ 2,429	\$ 2,529
Janitorial Services	\$ 18,720	\$ 10,920	\$ 11,900	\$ (980)
Pest Control	\$ 1,000	\$ 583	\$ 481	\$ 102
Facilities Maintenance	\$ 25,000	\$ 14,583	\$ 10,042	\$ 4,541
Cable, Internet & Telephone Services	\$ 5,000	\$ 2,917	\$ 3,134	\$ (217)
Electric - Amenities	\$ 18,000	\$ 10,500	\$ 6,730	\$ 3,770
Water & Sewer - Amenities	\$ 6,000	\$ 3,500	\$ 7,778	\$ (4,278)
Gas Service	\$ 750	\$ 438	\$ 440	\$ (2)
Trash Removal	\$ 300	\$ 175	\$ -	\$ 175
Security Monitoring	\$ 1,500	\$ 875	\$ -	\$ 875
Access Cards	\$ 1,000	\$ 583	\$ -	\$ 583
Operating Supplies	\$ 500	\$ 292	\$ 345	\$ (53)
Amenity Repairs & Maintenance	\$ 5,000	\$ 5,000	\$ 10,939	\$ (5,939)
Pool Repairs & Maintenance	\$ 200	\$ 117	\$ 5,269	\$ (5,152)
Special Events	\$ 10,000	\$ 5,833	\$ 4,456	\$ 1,377
Holiday Décor	\$ 4,000	\$ 2,000	\$ -	\$ 2,000
Fitness Center Repairs & Maintenance	\$ 500	\$ 292	\$ -	\$ 292
Office Supplies	\$ 1,000	\$ 583	\$ 296	\$ 287
ASCAP/BMI Licenses	\$ 600	\$ 350	\$ -	\$ 350
Elevator Maintenance	\$ 2,000	\$ 1,167	\$ -	\$ 1,167
Contingency	\$ 4,041	\$ 2,357	\$ 1,368	\$ 989
<b>Total Amenity Center</b>	<b>\$ 243,691</b>	<b>\$ 157,586</b>	<b>\$ 146,088</b>	<b>\$ 11,498</b>
<b>Total Operations and Maintenance Expenses</b>	<b>\$ 495,667</b>	<b>\$ 305,822</b>	<b>\$ 298,264</b>	<b>\$ 7,557</b>
<b>Total Expenditures</b>	<b>\$ 571,620</b>	<b>\$ 350,422</b>	<b>\$ 342,732</b>	<b>\$ 7,689</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,239</b>	<b>\$ -</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,134</b>	<b>\$ -</b>
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 131,373</b>	<b>\$ -</b>

**Deer Run**  
**Community Development District**  
**Settlement Monitoring Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2021**

	Adopted Budget	Prorated Budget Thru 04/30/21	Actual Thru 04/30/21	Variance
<b>Revenues</b>				
Environmental Mitigation Credit	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures:</b>				
Misellaneous Expense	\$ -	\$ -	\$ 275	\$ (275)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275</b>	<b>\$ (275)</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (275)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (275)</b>	

**Deer Run**  
**Community Development District**  
**Debt Service Fund- 2018**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2021**

	Adopted Budget	Prorated Budget Thru 04/30/21	Actual Thru 04/30/21	Variance
<b>Revenues</b>				
Assessments - Tax Collector	\$ 166,556	\$ 166,556	\$ 161,679	\$ (4,877)
Assessments - Direct	\$ 487,569	\$ 365,677	\$ 365,677	\$ -
Interest	\$ 4,000	\$ 2,333	\$ 39	\$ (2,295)
<b>Total Revenues</b>	<b>\$ 658,125</b>	<b>\$ 534,566</b>	<b>\$ 527,395</b>	<b>\$ (7,171)</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 247,545	\$ 247,545	\$ 236,733	\$ 10,813
Special Call - 11/1	\$ -	\$ -	\$ 10,000	\$ (10,000)
Principal - 5/1	\$ 180,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 235,665	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 663,210</b>	<b>\$ 247,545</b>	<b>\$ 246,733</b>	<b>\$ 813</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (5,085)</b>		<b>\$ 280,663</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 363,635</b>		<b>\$ 755,332</b>	
<b>Fund Balance - Ending</b>	<b>\$ 358,550</b>		<b>\$ 1,035,995</b>	

**Deer Run**  
**Community Development District**  
**Capital Projects Funds - Series 2018**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2021**

	Adopted Budget	Prorated Budget Thru 04/30/21	Actual Thru 04/30/21	Variance
<b>Revenues</b>				
Interest	\$ -	\$ -	\$ 1	\$ 1
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1</b>	<b>\$ 1</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>		<b>\$ 1</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 22,022</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 22,024</b>	

# Deer Run

## Community Development District

### Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>Revenues</b>													
Assessments - Tax Roll	\$ -	\$ 14,805	\$ 163,297	\$ -	\$ -	\$ 15,682	\$ 2,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196,085
Assessment - Direct	\$ -	\$ 51,039	\$ 131,819	\$ -	\$ 91,409	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,266
Golf Course Lake Maintenance Contribution	\$ -	\$ -	\$ 1,005	\$ -	\$ -	\$ 1,005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,010
Miscellaneous Income	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ 510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 610
<b>Total Revenues</b>	\$ -	\$ 65,844	\$ 296,120	\$ 100	\$ 107,092	\$ 3,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 472,972
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,400
FICA Expense	\$ -	\$ -	\$ -	\$ 31	\$ -	\$ -	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ 107
Engineering	\$ -	\$ -	\$ -	\$ -	\$ 525	\$ 2,615	\$ 2,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,155
Dissemination	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ -	\$ -	\$ -	\$ -	\$ 1,458
Attorney	\$ -	\$ 550	\$ 326	\$ 2,262	\$ 516	\$ 2,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,964
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450
Assessment Roll Services	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Management Fees	\$ 2,652	\$ 2,652	\$ 2,652	\$ 2,652	\$ 83	\$ 83	\$ 83	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ 18,566
Information Technology	\$ 93	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ 593
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 103	\$ 21	\$ 7	\$ 63	\$ 11	\$ 13	\$ 13	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ 252
Insurance	\$ 6,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,328
Printing & Binding	\$ 9	\$ -	\$ -	\$ -	\$ 49	\$ 8	\$ 8	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ 100
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Advertising	\$ 84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133
Other Current Charges	\$ 140	\$ 250	\$ 173	\$ 302	\$ 108	\$ 129	\$ 156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,259
Office Supplies	\$ 1	\$ 0	\$ 0	\$ 1	\$ 13	\$ 1	\$ 13	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ 28
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative:</b>	\$ 12,292	\$ 3,765	\$ 3,450	\$ 6,002	\$ 4,615	\$ 8,070	\$ 6,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,468
<b>Operations and Maintenance Expenses</b>													
<b>Maintenance</b>													
Field Management	\$ 2,575	\$ 2,575	\$ 2,575	\$ 2,575	\$ 2,575	\$ 2,575	\$ 2,575	\$ 2,575	\$ -	\$ -	\$ -	\$ -	\$ 18,025
Electric	\$ 4,835	\$ 4,433	\$ 4,696	\$ 4,993	\$ 4,916	\$ 4,859	\$ 5,351	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,983
Water & Sewer	\$ 619	\$ 20	\$ 201	\$ 804	\$ 201	\$ 1,445	\$ 846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,136
Landscape Maintenance	\$ 417	\$ 10,940	\$ 10,940	\$ 10,940	\$ 10,940	\$ 10,940	\$ 10,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,054
Landscape Contingency	\$ -	\$ -	\$ -	\$ -	\$ 3,390	\$ -	\$ 1,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,504
Lake Maintenance	\$ 2,205	\$ 2,205	\$ 2,205	\$ 2,205	\$ 2,205	\$ 2,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,230
Water Feature Maintenance	\$ -	\$ -	\$ 265	\$ -	\$ 2,080	\$ 251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,597
Irrigation Repairs	\$ 7,945	\$ 582	\$ 595	\$ -	\$ -	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,648
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Maintenance</b>	\$ 18,596	\$ 20,755	\$ 21,477	\$ 21,517	\$ 26,206	\$ 22,801	\$ 20,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,177

# Deer Run

Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>Amenity Center</b>													
Amenities Management	\$ 5,338	\$ 5,000	\$ 5,263	\$ 5,000	\$ 5,188	\$ 6,150	\$ 5,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,713
Property Insurance	\$ 33,771	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,771
Pool Maintenance	\$ 1,254	\$ 1,254	\$ 1,254	\$ 1,254	\$ 1,254	\$ 1,254	\$ 1,472	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,997
Pool Chemicals	\$ 795	\$ 480	\$ -	\$ 180	\$ 532	\$ 443	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,429
Janitorial Services	\$ 1,560	\$ 1,560	\$ 1,560	\$ 2,340	\$ 1,760	\$ 1,560	\$ 1,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,900
Pest Control	\$ 80	\$ 81	\$ -	\$ 80	\$ 80	\$ 80	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481
Facilities Maintenance	\$ 1,044	\$ 3,342	\$ 1,032	\$ 770	\$ 2,834	\$ 1,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,042
Cable, Internet & Telephone Services	\$ 523	\$ 167	\$ 528	\$ 1,133	\$ 170	\$ 323	\$ 291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,134
Electric - Amenities	\$ 934	\$ 931	\$ 959	\$ 1,043	\$ 965	\$ 902	\$ 996	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,730
Water & Sewer - Amenities	\$ 1,810	\$ 99	\$ 996	\$ 1,477	\$ 996	\$ -	\$ 2,399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,778
Gas Service	\$ 35	\$ 52	\$ 68	\$ 73	\$ 58	\$ 85	\$ 68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440
Trash Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Access Cards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Supplies	\$ 148	\$ 67	\$ 87	\$ -	\$ -	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345
Amenity Repairs & Maintenance	\$ 1,223	\$ 8,317	\$ 87	\$ 825	\$ 411	\$ 76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,939
Pool Repairs & Maintenance	\$ -	\$ -	\$ -	\$ 3,925	\$ -	\$ 1,344	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,269
Special Events	\$ 795	\$ 2,072	\$ 416	\$ 794	\$ -	\$ -	\$ 379	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,456
Holiday Décor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fitness Center Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 126	\$ 42	\$ 21	\$ -	\$ 79	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296
ASCAP/BMI Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Elevator Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ 1,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,368
<b>Total Amenity Center</b>	\$ 50,803	\$ 23,463	\$ 12,271	\$ 18,894	\$ 14,327	\$ 13,308	\$ 13,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146,088
<b>Total Operations and Maintenance Expenses</b>	\$ 69,399	\$ 44,218	\$ 33,747	\$ 40,411	\$ 40,533	\$ 36,109	\$ 33,846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298,264
<b>Total Expenditures</b>	\$ 81,691	\$ 47,983	\$ 37,197	\$ 46,413	\$ 45,148	\$ 44,179	\$ 40,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342,732
<b>Excess Revenues (Expenditures)</b>	\$ (81,691)	\$ 17,860	\$ 258,923	\$ (46,313)	\$ 61,944	\$ (40,363)	\$ (40,120)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,239

**Deer Run**  
**Community Development District**  
**LONG TERM DEBT REPORT**

SERIES 2018, SPECIAL ASSESSMENT REVENUE AND REFUNDING BONDS		
INTEREST RATE:	5.40%, 5.50%	
MATURITY DATE:	5/1/2044	
RESERVE FUND DEFINITION	50% OF MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$403,290	
RESERVE FUND BALANCE	\$403,527	
BONDS OUTSTANDING - 08/02/18		\$11,175,000
LESS: PRINCIPAL PAYMENT - 05/01/19		(\$205,000)
LESS: PRINCIPAL PAYMENT - 05/01/20		(\$215,000)
LESS: SPECIAL CALL - 05/01/19		(\$430,000)
LESS: SPECIAL CALL - 11/01/19		(\$895,000)
LESS: SPECIAL CALL - 05/01/20		(\$75,000)
LESS: SPECIAL CALL - 08/01/20		(\$640,000)
LESS: SPECIAL CALL - 11/01/20		(\$10,000)
CURRENT BONDS OUTSTANDING		\$8,705,000

# Deer Run

Community Development District  
Special Assessment Receipts  
Fiscal Year 2021

ON ROLL ASSESSMENTS									
DATE	DESCRIPTION	GROSS AMT	COMMISSIONS	DISC/PENALTY	INTEREST	NET RECEIPTS	O&M Portion	DSF Portion	Total
10/22/20	Ck# 60784	\$1,286.42	\$25.73	\$0.00	\$0.00	\$1,260.69	\$690.96	\$569.73	\$1,260.69
11/05/20	Ck# 60809	\$0.00	\$0.00	\$0.00	\$108.03	\$108.03	\$59.21	\$48.82	\$108.03
11/25/20	Ck# 60953	\$27,274.26	\$523.35	\$1,106.57	\$0.00	\$25,644.34	\$14,055.27	\$11,589.07	\$25,644.34
12/09/20	Ck# 61020	\$301,589.51	\$5,790.51	\$12,064.21	\$0.00	\$283,734.79	\$155,510.65	\$128,224.14	\$283,734.79
12/22/20	Ck# 61299	\$15,043.63	\$289.91	\$548.04	\$0.00	\$14,205.68	\$7,785.91	\$6,419.77	\$14,205.68
02/01/21	Ck# 61354	\$10,281.04	\$199.45	\$308.45	\$0.00	\$9,773.14	\$5,356.51	\$4,416.63	\$9,773.14
02/02/21	Ck# 61564	\$19,636.59	\$384.49	\$412.02	\$0.00	\$18,840.08	\$10,325.96	\$8,514.12	\$18,840.08
03/17/21	Ck#61709	\$4,327.01	\$85.67	\$43.27	\$0.00	\$4,198.07	\$2,300.90	\$1,897.17	\$4,198.07
TOTAL		\$379,438.46	\$7,299.11	\$14,482.56	\$108.03	\$357,764.82	\$196,085.36	\$161,679.46	\$357,764.82

98%	Gross Percent Collected
\$7,097.34	Balance Remaining to Collect

## DIRECT ASSESSMENTS

DR Horton		Net Assessments		\$853,206.62	\$365,637.17	\$487,569.45
DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	GENERAL FUND	DEBT SERVICE FUND 2019
12/11/20	11/1/20	1188816/1210032	\$426,603.31	\$426,641.84	\$182,857.11	\$243,784.73
2/26/21	2/1/21	1250500	\$213,301.65	\$213,301.65	\$91,409.29	\$121,892.36
	5/1/21		\$639,904.96	\$639,943.49	\$274,266.40	\$365,677.09



## SECTION 3



***Kaiti Lenhart*** ★ FLAGLER COUNTY SUPERVISOR OF ELECTIONS

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1769 E. Moody Boulevard, Building 2, Suite 101 ★ PO Box 901 ★ Bunnell, Florida 32110-0901  
Phone (386) 313-4170 ★ Fax (386) 313-4171 ★ [www.FlaglerElections.com](http://www.FlaglerElections.com)

April 20, 2021

Lauren Vanderveer  
Deer Run CDD  
135 W. Central Blvd, Suite 320  
Orlando, Florida 32801

**RE: CDD Registered Voters**

Dear Lauren Vanderveer:

Per your request, in accordance with the requirements of Chapter 190(3)(a)(d), the total number of registered voters for the Deer Run Community Development District as of April 15, 2021 is **451**.

If you have any questions or require any further assistance, please contact this office.

Thank you,

*Kaiti Lenhart*  
Supervisor of Elections

## SECTION 4

# ***Deer Run Community Development District***

**9655 Florida Mining Blvd., Bldg. 300, Suite 305, Jacksonville, Florida 32257**

## **Memorandum**

**Date:** May 26 ,2021  
**To:** Deer Run Board of Supervisors  
Ernesto Torres, Richard Whetsel  
**From:** Tom Chewing, Amenity Operations Manager  
Heather Chambliss, Facility Manager  
**Re:** Deer Run CDD

### **Monthly Island Club Operations Report**

The following is a summary of activities related to the Island Club operations of the Deer Run Community Development District.

#### **Amenity / Site**

- Pool cracked fixed on 5/11-5/12.
- Caulking has been done in outside bathrooms.
- Put up employee only signs for closest and storage spaces.
- The updates have been submitted to the board for review on the policies and rules.
- Created a webpage for those that do not want to use Facebook anymore
- Painted outside Men's bathroom
- Painted all speakers in grill and 2<sup>nd</sup> floor patio
- Passed Health Department Pool Inspection
- Otis did their routine check on the elevator

#### **Amenity Manager Event Summary**

##### **Special Events:**

- March 5<sup>th</sup> BINGO
- March 20<sup>th</sup> spring egg hunt inside due to the weather
- April 10<sup>th</sup> spring crafts
- April 25<sup>th</sup> Cake cook off was cancelled
- May 8<sup>th</sup> Mothers Breakfast
- May 14<sup>th</sup> BINGO

##### **Rentals**

- March 28<sup>th</sup> there was a baby shower.

- April 11 Birthday

#### **Up Coming Rentals**

- June 4<sup>th</sup>
- June 5<sup>th</sup>
- June 6<sup>th</sup>
- June 19<sup>th</sup>

#### **Classes:**

- We have changed Ballroom Dancing to Monday Nights and they are offering Line Dancing at this time.
- Aqua Zumba started May 26th

#### **Community Organized Events:**

- Ladies Night is first Tuesday of the month.
- Bunco has started every third Thursday.
- Pickle ball on Tuesday, Thursday, Saturday, and Sunday
- Poker Night the second and fourth Friday
- Acoustic Night the last Saturday of the month.
- Scrapbooking Third Monday of the month 9am
- Mahjongg has started on every Tuesday at 12:30pm

#### **Scheduled Future Events:**

- June 4<sup>th</sup> Kids Game Night
- June 19<sup>th</sup> Pool party/ Father's Day Tribute
- June 27<sup>th</sup> Resident Social bring your choice of beverage snacks provided.
- July 2<sup>th</sup> Kids movie night
- July 4<sup>th</sup> July cookout
- July 30<sup>th</sup> BINGO
- August 6<sup>th</sup> Kids Craft/ Back to school bash
- August TBD Waffle Bar BK
- August TBD Crafts
- September 3<sup>rd</sup> Kids Night
- September TBD BINGO
- September TBD Meet the Mayor

#### **Other Projects**

- I Have gotten quotes from a few AC companies to do Preventative maintenance to our AC units. I have attached the quotes below, they have it set for coming out every 6 months, but this can be changed to fit our needs.