

*Deer Run Community  
Development District*

*Agenda*

*October 23, 2024*

# *AGENDA*

# Deer Run Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

*District Website:* [www.DeerRunCDD.com](http://www.DeerRunCDD.com)

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October 16, 2024

Board of Supervisors  
Deer Run Community Development District

Dear Board Members:

The Deer Run Community Development District Meeting is scheduled for **Wednesday, October 23, 2024 at 6:00 p.m.** at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida 32110.

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments (*regarding agenda items below*)
- III. Consideration of Proposals Received in Response to RFP for District Management and Property Management Services
- IV. Engineer's Report
  - A. Update Regarding Remediation Timetable and Costs
  - B. Work Authorization for General Engineering Services
- V. Board Consideration of Landscape Maintenance Approval
- VI. Board Consideration of Capital Reserve Study Proposals
- VII. Board Consideration of Fitness Equipment Replacement Proposals (lease vs. purchase)
- VIII. Staff Reports
  - A. Attorney
  - B. District Manager – Discussion of Fiscal Year 2025 Meeting Schedule
  - C. Operations Manager

1. Report
  2. Yellowstone Report
- D. Amenity Manager - Report
- IX. Supervisor's Request
- X. Public Comments
- XI. Approval of Consent Agenda
- A. Approval of the Minutes of the August 28, 2024 Meeting
  - B. Balance Sheet as of September 30, 2024 and Statement of Revenues and Expenses for the Period Ending September 30, 2024
  - C. Assessment Receipt Schedule
  - D. Approval of Check Register
- XII. Next Scheduled Meeting: November 20, 2024 @ 6:00 p.m.@ Island Club
- XIII. Adjournment

**Community Interest:**

- A. Amenity Maintenance & Policy – *Supervisor Poulin*
- B. Social Events –*Supervisor Martin*
- C. Contracts – *Supervisor Garner*
- D. Irrigation & Landscape – *Supervisor Dean*

*THIRD ORDER OF BUSINESS*

**DEER RUN**  
**COMMUNITY DEVELOPMENT DISTRICT**

**REVISED REQUEST FOR PROPOSALS**

**FOR**

**PROPERTY MANAGEMENT SERVICES**

**AND**

**DISTRICT MANAGEMENT SERVICES**

**REVISED AND REISSUED SEPTEMBER 16, 2024**

**DEER RUN COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS (“RFP”):  
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- I. RFP: General Information for Proposals*
- II. Property Management*
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  - B. Pricing Form

**DEER RUN COMMUNITY DEVELOPMENT DISTRICT**

**I. INFORMAL RFP – GENERAL INFORMATION  
FOR PROPOSALS**

The Deer Run Community Development District (“District”) requests proposals for onsite amenity management services (“Amenity Management”) and district management services (“District Management”) as further outlined herein. Please note that the scope of work has been revised after prior solicitations.

The District’s Board of Supervisors (“Board”) has determined it would be in the best interest of the District to request for proposals for both Amenity Management and District Management services. The District invites responses for either or both Amenity Management and District Management services. While not required, proposers are encouraged to submit proposals for both Amenity Management and District Management. Previously submitted proposals will not be considered, but should be re-submitted.

At a minimum, Proposals should include as minimum qualifications insurance requirements typical of the industry, a description of similarly managed projects, and references for the same.

Proposal Submission Information: Proposals must be received by **Friday, October 11, 2024, at 2 p.m.** Proposals should be sent by electronic transmission to District Counsel, Katie Buchanan, at the following address: [Katie.Buchanan@kutakrock.com](mailto:Katie.Buchanan@kutakrock.com). Please call (850) 692 – 7202 to confirm receipt. The District’s Board is expected to consider all proposals at their regularly scheduled meeting on October 23, 2024, and/or at a later scheduled regular or special meeting. Proposers will be allocated approximately 20 minutes for presentations to the Board at this time.

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

Any and all questions relative to this project shall be directed in writing by e-mail no later than October 4, 2024 by 5:00 p.m. to Katie Buchanan, at [Katie.Buchanan@kutakrock.com](mailto:Katie.Buchanan@kutakrock.com).



**II. PROPERTY MANAGEMENT –  
A. SCOPE OF SERVICES**

1. General Management

- A. Provide professional management and oversight to perform the services set forth in this Scope of Services (“Scope”);
- B. Upon request of the District Board of Supervisors’ (“Board”) or District staff, attend meetings in-person or via telephone to provide any updates or address concerns;
- C. Respond promptly to any Board member’s communications regarding questions or concerns related to this Scope;
- D. Administer the recruitment, hiring, training, oversight, and evaluation of facility operations, maintenance, and pool personnel;
- E. Record visits to the District in a log with date and time entries; and
- F. Provide monthly personnel activity reports regarding facility operations, maintenance activities, and pool attendants to the Board of Supervisors.

2. Amenity Management.

- a. Manage all maintenance and recreation operations for the District;
- b. Manage the staff provided by Contractor and ensure mission completion;
- c. Oversee and ensure continuous and consistent communications for residents (including upcoming parties, board meetings, property issues, and other questions and concerns);
- d. Provide recommendations for, as well as manage and execute the maintenance and recreation budget adopted by the District Board and provide monthly update on all activities;
- e. Ensure amenity center is kept in pristine condition for residents at all times;
- f. Coordinate major repairs and retain related documentation;
- g. Supervise and schedule all onsite staff provided by Contractor;
- h. Administer the card access program for residents, guests and others using the District’s amenity facilities;
- i. Plan and execute special events, programming of resident services, and manage event rentals, including calendar, rental forms, and security deposits;
- j. Enforce the District’s policies, rules and regulations of the facilities, including administering temporary suspensions of privileges to use the amenity facilities;
- k. Respond to and document incidents that occur at the amenity facilities;
- l. Present professional updates at each District board meeting to include expenditures, key issues, suggestions for improvements, etc.;
- m. Train all staff to treat residents with respect;
- n. Display flexibility in handling after hours emergency calls;
- o. Have expansive knowledge with Microsoft Word, Excel and Power-Point;

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- p. Have at least 2 years of management experience in a similar environment or community atmosphere;
- q. Have a flexible schedule and be available to oversee parties or events at the District's facilities and ensure facilities are cleaned and returned to pre-event or party state. If applicable, facility management will document the reasons for withholding all or a part of a security deposit for damages, failure to clean, or any other reason;
- r. Monitor the security cameras;
- s. Perform set up and clean-up of District facilities used for parties or events and for all Board meetings; and
- t. Shall order all necessary supplies to complete required tasks for District maintenance, including routine cleaning equipment. In the event that special services be required, and after approval by the Board, such special services will be provided by a third-party contractor and related expenses shall be billed to the District.

### **3. Field Operations Management.**

- a. Maintain amenity center and other community properties, etc.; complete or coordinate minor repairs to the clubhouse for plumbing, electrical, interior and exterior painting, paint touchup, clean gutters, and power washing fences and sidewalks;
- b. Responsible for routine repairs and upkeep to all facilities parking areas, monuments, common area, clubhouse, mail pavilion, community park(s), athletic courts, etc.;
- c. Repair equipment as able and promptly report the need for any repairs not able to be performed by staff;
- d. When possible, shall solicit at least three (3) separate quotes for vendor contracts and negotiate the same.
- e. Monitor condition of all doors, adjoining fencing and gates and resolve any problems, either through repairs or adjustments or securing services of door/gate contractor;
- f. Control cobwebs and prevent other debris from accumulating on exterior walls, amenity center fences and gates, lake deck and lake walking bridge. Control or coordinate control of ants and bees in common areas beside the clubhouse, playground and pavilions;
- g. Check, repair, and replace all exterior and interior lighting and replace air conditioner filters as needed (Contractor shall be reimbursed by the District for the purchase of replacement light bulbs and air conditioning filters upon presentation of support for such reimbursement to the District's satisfaction);
- h. Check and assess conditions of roads, parking lot, sidewalks, curbs, street signs, monuments, and informational signs;
- i. Coordinate pressure wash all pool decks and clubhouses at least once per year, or more often if needed;
- j. Coordinate with janitorial vendor to ensure swimming pool deck maintenance is complete, including: blow off entire pool deck, arrange furniture, clean

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- outdoor furniture, empty and clean all waste receptacles, adjust umbrellas, clean BBQ grill(s), and inspect bathrooms, and clean and refill supplies as needed;
- k. Parking Lot and Amenity Center sidewalks: blow off debris;
  - l. Pick up trash and empty waste receptables around District property;
  - m. Attend to Doggie Stations; replace bags as necessary and clean outside of trash bins and lids (or manage subcontractor performing such services);
  - n. Assess and advise the Property Manager and District Manager of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to “normal wear and tear,” “acts of God,” or vandalism, and secure cost estimates for same;
  - o. Clean all bathrooms at least three (3) times per week. Bathroom cleaning includes but is not limited to, all toilets, bases behind toilets, urinals, stalls, counters, mirrors, sinks, baby stations and floors. Paper products shall be replaced as needed;
  - p. Report any major issues or cost overruns promptly to the District Manager or the District Board Chair;
  - q. Ensure all subcontracts and outside vendor maintenance contracts are executed and managed as described (including but not limited to pool cleaning, security, lake maintenance, and landscape maintenance);
  - r. Oversee the community landscape contract and aquatic maintenance contract, and ensure that the outside contractors meet all terms and conditions as outlined;
  - s. Consistently monitor all community ponds for algae and seepage/bank issues and monitor all water fountains in lakes, and report any issues to the District Manager; and
  - t. Routine cleaning of District facilities, including:
    - i. vacuuming carpet and spot-treating stains as needed;
    - ii. dusting window ledges and blinds, furniture, baseboards, countertops and lights;
    - iii. cleaning and sanitizing fitness equipment;
    - iv. cleaning all windows, including window ledges and blinds;
    - v. cleaning all BBQ grills, picnic tables, and water fountains; and
    - vi. organizing storage closets, including proper storage and labeling of all equipment and cleaning supplies.
4. Pool Monitors/Facility Attendants.
- a. Support Facility Management in all of its duties;
  - b. Perform start of shift and end of shift protocols;
  - c. Monitor resident use of amenity; when more than one employee is on-duty, one employee shall remain at the amenity at all times during normal hours of operation;
  - d. Monitor the pool area and clubhouse and conduct random checks daily to ensure non-patrons are not using the amenities;
  - e. Set up amenity center as requested for all events or meetings;

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- f. Conduct professional interactions with residents and report issues to the Amenity Manager or to the City of Bunnell Police Department, as appropriate;
- g. Notify the Facility Management of repairs, as needed, and
- h. Staff facility rentals.

**What is Not Included in the Amenity Management Scope of Services?**

- 1. Performance of Primary Landscape Maintenance Services
- 2. Performance of Primary Aquatic Maintenance Services
- 3. Performance of Pool Cleaning Services
- 4. Engineering Services
- 5. Legal Services
- 6. Auditing Services

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**II. PROPERTY MANAGEMENT –  
B. PRICING SHEET (STAFFING OPTIONS)**

Please provide three (3) years of pricing for Options 1 – 4 to complete the above provided duties, including any management fees or markups. **If not all management and staffing duties can be met by the staffing hours provided a particular Options, Proposer should identify which duties could not be met for such option (or alternatively, provide which duties would be met).** If a subcontractor is proposed to provide any of the duties, please indicate amount to be paid to subcontractor and any mark-up to be retained by Proposer.

If Proposers believe a different management and staffing structure would be more beneficial to the District, it shall be proposed as an alternate Staffing Option 5 below so that the District can evaluate all approaches. Proposer may use this form or their own to provide pricing options.

<b>Position</b>	<b>Details</b>	<b>Pricing</b>		
<b>OPTION 1</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Amenity Manager	Full Time (40 hrs/week) Monday – Friday Schedule			
Facility Attendant	Part Time/Hourly (763 hrs/year budgeted) May 1 – September 30 <ul style="list-style-type: none"> <li>• Sat &amp; Sun: 16 hrs/week</li> <li>• Plus rentals, special events and additional support</li> </ul>			
Operations Manager	Part Time/Hourly (8-10 hrs/week)			
	<b>TOTAL</b>			
<b>OPTION 2</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Amenity Manager	Full Time/Hourly (40 hrs/week) Tues – Saturday Schedule			
Facility Attendant	Part Time/Hourly (763 hrs/year budgeted) Memorial Day – Labor Day <ul style="list-style-type: none"> <li>• Sat &amp; Sun: 16 hrs/week</li> <li>• Plus rentals, special events and additional support</li> </ul>			
Operations Manager	Part Time/Hourly (8-10 hrs/week)			
Maintenance Technician	Part Time/Hourly (20-25 hrs/week)			
	<b>TOTAL</b>			
<b>OPTION 3: Proposer’s Alternative Staff Plan</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<b>TOTAL</b>			

### **III. DISTRICT MANAGEMENT – A. SCOPE OF SERVICES**

#### **Task 1 - MANAGEMENT**

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes affecting the district which include but are not limited to:
  - 1. Certify Special District Update Form, submitted to the Special District Information Program, Department of Economic Opportunity each year.
  - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
  - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
  - 4. Provide Form 1 Financial Disclosure documents for Board Members
  - 5. Provide Form 1F Financial Disclosure documents for Resigning Board Members.
  - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
  - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  - 8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  - 11. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of public hearing on the budget and its related assessments.
  - 12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
  - 13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
  - 14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
  - 15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
  - 16. Provide for submitting the regular meeting schedule of the Board to County.

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17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
  18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
  19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.
  20. Provide for public records announcement and file document of registered voter data each June.
  21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
  22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
  23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate ad templates and language for each of the above.
  24. Provide for instruction to Landowners on the Election Process and forms, etc.
  25. Respond to Bond Holders Requests for Information.
  26. Implement the policies established by the Board in connection with the operations of the District.
- C. Assist in the negotiation of contracts, as directed by the Board of Supervisors.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

### **Task 2 – ADMINISTRATIVE**

- A. Prepare agendas for transmittal to Board of Supervisors and staff seven (7) days prior to Board of Supervisors' Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents.

## **DEER RUN COMMUNITY DEVELOPMENT DISTRICT**

1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

### **Task 3 - ACCOUNTING**

- A. Financial Statements
  1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
    - a) Chart of Accounts
    - b) Vendor and Customer Master File
    - c) Report creation and set-up.
  2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
    - a) Cash Investment Account Reconciliations per fund
    - b) Balance Sheet Reconciliations per fund
    - c) Expense Variance Analysis
  3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
  4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
  5. Manage banking relations with the District's Depository and Trustee.
  6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
  7. Account for assets constructed by or donated to the District for maintenance.
  8. On or before October 1<sup>st</sup> of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
  9. Provide Audit support to auditors for the required Annual Audit, as follows:
    - a) Review statutory and bond indenture requirements
    - b) Prepare Audit Confirmation Letters for independent verification of activities.
    - c) Prepare all supporting accounting reports and documents as requested by the auditors
    - d) Respond to auditor questions
    - e) Review and edit draft report



## **DEER RUN COMMUNITY DEVELOPMENT DISTRICT**

- f) Prepare year-end adjusting journal entries as required
  10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
  11. Provide and file Annual Financial Statements (FS. 218 report) by June 30<sup>th</sup> of each year.
- B. Budgeting
1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
  2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
  3. Prepare and cause to be published notices of all budget hearings and workshops.
  4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.
- C. Accounts Payable/Receivable
1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
    - a) Manage Vendor Information per W-9 reports
  2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
  3. Maintain checking accounts with qualified public depository including:
    - a) Reconciliation to reported bank statements for all accounts and funds.
  4. Prepare year-end 1099 Forms for Vendor payments as applicable.
    - a) File reports with IRS.
- D. Capital Program Administration
1. Maintain proper capital fund and project fund accounting procedures and records.
  2. Process Construction requisitions including:
    - a) Vendor Contract completion status
    - b) Verify Change Orders for materials
    - c) Check for duplicate submittals
    - d) Verify allowable expenses per Bond Indenture Agreements such as:
      - (1) Contract Assignment
      - (2) Acquisition Agreement
      - (3) Project Construction and Completion Agreement
  3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and

## **DEER RUN COMMUNITY DEVELOPMENT DISTRICT**

- budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
  5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.
- E. Purchasing
1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
  2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
  3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.
- F. Risk Management
1. Prepare and follow risk management policies and procedures.
  2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
  3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
  4. Review insurance policies and coverage amounts of District vendors.
  5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
  6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

### **Task 4 - FINANCIAL AND REVENUE COLLECTION**

- A. Administer Prepayment Collection:
1. Provide payoff information and pre-payment amounts as requested by property owners.
  2. Monitor, collect and maintain records of prepayment of assessments.
  3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
  4. Prepare periodic continuing disclosure reports to investment bankers, bondholder and reporting agencies.
- B. Administer Assessment Roll Process:
1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
  2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.

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3. Verify assessments on platted lots, commercial properties or other assessable lands.
  4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
  5. Execute and issue Certificate of Non-Ad Valorem Assessments to County.
- C. Administer Assessments for Off Tax Roll parcels/lots:
1. Maintain and update current list of owners of property not assessed via the tax roll.
  2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
  3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.
- D. True-Up Analysis:
1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
  2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

### **Task 5 – INFORMATION TECHNOLOGY & WEBSITE ADMINISTRATION**

Proposer shall ensure that the District’s website remains in compliance with all applicable Florida law regarding the content and functionality of such web site and provide for the long-term storage of all web-site content and email in compliance with all applicable Florida law for public entities regarding records retention.

### **Task 6 – DISSEMINATION AGENT**

Contractor shall serve as the District’s dissemination agent under applicable Continuing Disclosure Agreements. The District current has one (1) Continuing Disclosure Agreements outstanding that must be reported under.

### **Task 7 - ADDITIONAL SERVICES**

- A. Financial Reports
1. Modifications and Certification of Special Assessment Allocation Report;
  2. True-Up Analysis;
    - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.
- B. Bond Issuance Services

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1. Special Assessment Allocation Report;
  - a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
  - b) Prepare Preliminary Special Assessment Allocation Report and present to District board and staff.
  - c) Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments
2. Bond Validation;
  - a) Coordinate the preparation of a Bond Validation Report which states the “Not-to-exceed” par amount of bonds to be issued by the District and present to board as part of the Bond Resolution.
  - b) Provide expert testimony at bond validation hearing in circuit court.
3. Certifications and Closing Documents;
  - a) Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.
- C. Amendment to District boundary;
- D. Grant Applications;
- E. Escrow Agent;
- F. Community Mailings through the U.S. Mail e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.
- G. Extraordinary Public Records Requests Requiring Significant Effort to Fulfill
- H. Litigation Support - Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues.
- I. Landscape Maintenance Inspection: provide one (1) monthly landscape maintenance inspection to ensure oversight of onsite landscape maintenance contractors and compliance with the District’s landscape maintenance and irrigation contracts and one (1) one (1) monthly landscape maintenance inspection report, which shall be provided in the District’s agenda package and include, among other things, recommended action items. Note, pricing for this item should only be provided separately if not already included in Amenity Management bid.

### **Task 8 – ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:**

- A. Issue estoppel letters as needed for property transfers
  1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
  2. Issue lien releases for properties which prepay within in the District.
- B. Bond prepayment processing

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1. Collect bond pre-payments, both short term and long-term bonds, verify amounts and remit to Trustee with deposit instructions.
2. Maintain collection log showing all parcels that have pre-paid assessments.
3. Prepare, execute and issue release of lien to be recorded in public records.

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**III. DISTRICT MANAGEMENT –  
B. PRICING SHEET**

<b>Task</b>	<b>Detail</b>	<b>Pricing</b>		
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Task 1</b>	Management			
<b>Task 2</b>	Administrative			
<b>Task 3</b>	Accounting			
<b>Task 4</b>	Financial and Revenue Collection			
<b>Task 5</b>	Information Technology & Website Administration			
<b>Task 6</b>	Dissemination Agent			
	<b>TOTAL</b>			
<b>Task 7</b>	Additional Services			
<b>Task 8</b>	Additional Services Provided to Third Parties			



# Governmental Management Services

*Serving Florida's Communities*

October 15<sup>th</sup>, 2024

Deer Run Community Development District  
c/o Katie Buchanan, District Counsel  
Kutak Rock LLP.  
107 West College Avenue  
Tallahassee, Florida 32301  
Via email to [Katie.Buchanan@kutakrock.com](mailto:Katie.Buchanan@kutakrock.com)

RE: Proposal for District and Property Management Services

Dear Ms. Buchanan,

Governmental Management Services, L.L.C. ("GMS") is pleased to provide for your review our Proposal associated with providing District and Property Management Services to the Deer Run Community Development District ("CDD"). We believe the Proposal demonstrates that we are the best choice for this project. We will continue the staffing model as currently provided. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 250+ CDD's across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (407) 841-5524, ext. 125, or via email at [DMossing@gmstnn.com](mailto:DMossing@gmstnn.com) if you have any questions or need additional information.

Sincerely,

Darrin Mossing  
GMS President

Enclosures

**ORLANDO**

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

**JACKSONVILLE**

9655 Florida Mining Blvd. W  
Suite 305  
Jacksonville, FL 32257  
(904) 940-5850

**ST. AUGUSTINE**

475 West Town Place  
Suite 114  
St. Augustine, FL 32092  
(904) 288-7667

**FT. LAUDERDALE**

5385 N. Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

**TAMPA**

4530 Eagle Falls Place  
Tampa, FL 33619  
(813) 344-4844

**PALM COAST**

393 Palm Coast Parkway SW  
Suite 4  
Palm Coast, FL 33137  
(904) 940-5850

**KNOXVILLE**

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

# Proposal For District and Property Management Services Prepared For The Deer Run Community Development District:



## GOVERNMENTAL MANAGEMENT SERVICES, L.L.C.



DISTRICT &  
PROPERTY  
MANAGEMENT  
SERVICES

[www.govmgtsvc.com](http://www.govmgtsvc.com)

Submitted  
October 15<sup>th</sup>, 2024



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# COMPANY INFORMATION

**Governmental Management Services ("GMS")** is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 250 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 250 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

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



# HOW WE WORK

Established in 2004, Governmental Management Services has over 250 full time and part time employees and has offices across the State of Florida. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

## Statement of Qualifications

GMS is the best qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the management, administrative, accounting and financial reporting, field operations, and assessment certifications.

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

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Field Operations Management
- Amenity Management
- Preventative Maintenance
- Dissemination Agent Services
- Utility Billing
- Other Services

## FULLY INTEGRATED SERVICES



These management services are being provided by the principals of GMS to over 250 Community Development Districts across the State of Florida.

# OUR VALUES

## MISSION

The goal of GMS is to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida.



## CORE VALUES

Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently, and professionally. Listed below are our GMS core values:



### Customer Commitment

*We keep customer needs at the center of all that we do to provide a superior customer experience.*



### Integrity

*We are honest, open, ethical, and fair.*

*People trust us to do what's right.*



### Teamwork

*We win together, not alone.*

*We work together, across divisions, to meet the needs of our customers.*



### Passion and Drive

*We are proud of the services we provide.*

*We play to win and strive to help our customers do the same.*



### Empower Individuals

*Our employees set us apart.*

*We value our employees, encourage their development, and reward their performance.*



### Quality

*Details matter.*

*We provide consistent and unsurpassed service that, together, deliver premium value to our customers.*

# CONTACT INFORMATION

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**Corporate Office:**

1001 Bradford Way  
Kingston, TN 37763  
(865) 717-7700

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As the largest CDD Management firm in the State of Florida, GMS is prepared to provide all CDD Management services directly and does not contemplate the need to subcontract services.



## **GMS - Central Florida**

219 E. Livingston St.  
Orlando, FL 32801  
(407) 841-5524

6200 Lee Vista Blvd  
Ste. 300  
Orlando, FL 32822

1408 Hamlin Avenue,  
Unit E  
St. Cloud, FL 34771

## **GMS - Tampa**

4530 Eagle Falls Place  
Tampa, Florida 33619  
(863)-225-1186

## **GMS - South Florida**

5385 Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681

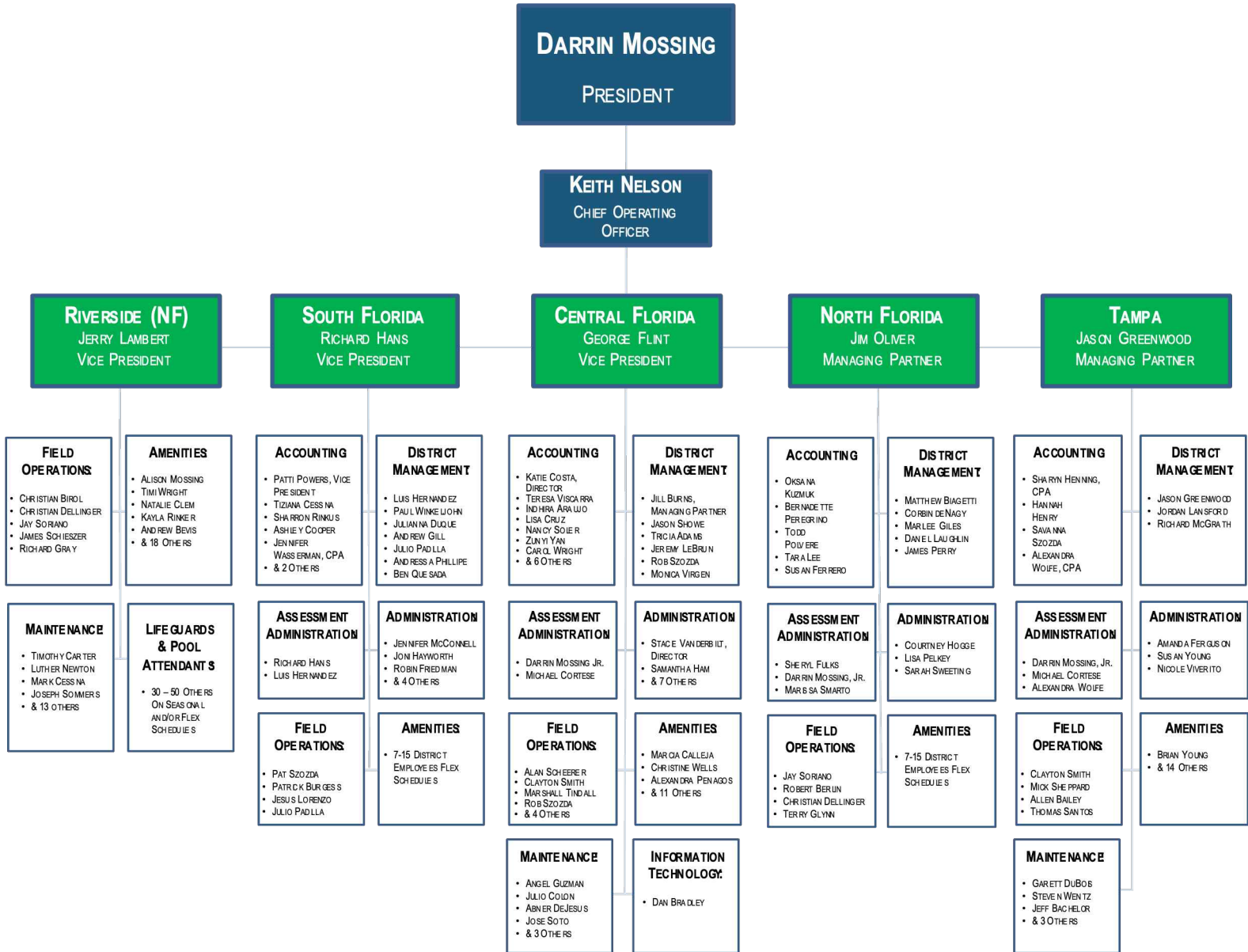
## **GMS - North Florida**

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

393 Palm Coast  
Parkway SW, Suite 4  
Palm Coast, FL 33137

We have additional satellite offices  
throughout the State of Florida

# FAMILY OF COMPANIES



# OUR TEAM



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

## STATEMENT OF STAFF CONSISTENCY

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

*“GMS realizes an organization is only as good as the individuals working within it.”*

**EDUCATION**

Ohio University, 1988,  
Bachelor of Science in  
Accounting

**EXPERIENCE**

36+ Years

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

# DARRIN MOSSING

## PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from Ohio University with a Bachelor’s degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 250 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

# JIM OLIVER

## MANAGING PARTNER

Jim Oliver, as managing director of the GMS-North Florida Office, also provides district management services for GMS clients in the Northeast Florida region. Mr. Oliver has a Bachelor of Science Degree in Accounting from the State University of New York. He also has a Master’s of Business Administration from Touro University. After 22 years of active-duty service with the United States Army and Florida National Guard, he retired as a Lieutenant Colonel. He has gained broad experience in governmental liaison work at the local, state and federal levels with experience in utility acquisitions, valuations and negotiations. He has been with GMS since 2005.

**EDUCATION**

Bachelor of Science in  
Accounting From The  
State University Of New  
York

**EXPERIENCE**

19+ Years

- District Management
  - Assessment Roll  
Administration
- 22 Years U.S. Army



# DISTRICT MANAGEMENT SERVICES

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

- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners' meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.



# ADMINISTRATIVE SERVICES

**Sarah Sweeting and Courtney Hogge** share responsibility for our Administrative Services Department. This team prepares agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. Ms. Sweeting joined GMS in 2005 and Ms. Hogge joined GMS in 2006.

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

- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners' meetings.
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to:
  - Publish and circulate annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
  - Transmit Registered Agent information to DCA and local governing authorities.
  - File Ordinance or Rule establishing the District to DCA.



# ACCOUNTING SERVICES

**Bernadette Peregrino** joined GMS as a District Accountant in 2007. She supports many CDD clients in the North and Central Florida areas with significant accounting experience in including financial statement preparation, payroll, budget preparation, preparation of annual audit reports, and statutory and bond compliance. Bernadette supports both developer and residential-controlled Board of Supervisor CDD clients. She has a Bachelor of Business Administration Degree in Accounting from the University of North Florida. She also supports staff training.

## EDUCATION

- MBA, University of North Florida
- Masters Degree of Accountancy & Audit, International Institution
- Bachelor of Economics & Business, International Institution

## EXPERIENCE

- 11+ Years in Accounting Services
- 8+ Years in the U. S. Army
- Staff Sergeant in the U. S. Army Reserve

## EDUCATION

Bachelor of Business Administration Degree in Accounting, University Of North Florida

## EXPERIENCE

- 27+ Years in Accounting
- Budgeting
- Financial Reporting
- Bond Compliance
- Utility Billing

**Oksana Kuzmuk** joined the GMS organization as a District Accountant in 2019. She has significant experience in the accounting field with concentrations in accounting, tax, auditing, compliance, and customer service. She supports numerous CDD clients in the North Florida area. Oksana also has a passion for professional development and training with both Masters and Bachelor Degrees; she is pursuing a CPA designation. She also holds advanced Military security clearances and is active in the U.S. Army Reserve.

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

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year-end.
  - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue-related compliance, i.e., coordination of annual arbitrage report, transmittal of the annual audit and budget to the trustee, transmittal of the annual audit to bondholders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Reports to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

# AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

**Alison Mossing** is the Director of Amenity Management Services. Alison Mossing relocated to Palm Coast, FL in 2021 from Nashville, TN to join the GMS organization. She graduated with her accounting degree from Middle Tennessee State University in 2017 and spent the next four years working as an accountant in the entertainment industry in Nashville. Since joining the organization, Alison has been active in assisting with district accounting, recruiting and field reporting. Alison leads our Amenity Management Services practice where she utilizes her experience in entertainment and financial literacy to lead our team of Amenity Management professionals .



# AMENITY MANAGEMENT & FACILITY ATTENDANT **SERVICES**

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

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

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

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



# SAMPLE SPECIAL EVENTS

Social events are for all residents and open to the public, and a critical component to the success of the community. Below are some examples of events currently provided at other communities that GMS has previously assisted in staffing.

## SUMMER CAMP

Each week features an array of art activities, sports, games and a field trip. Campers are provided a t-shirt, daily snacks and extended care. A similar camp can also be provided during Spring Break.

## FALL FESTIVAL

A fall celebration featuring hayrides, craft tables, carnival games, contests, bounce houses and other activities.

## WINTER CELEBRATION

A holiday celebration including pictures with Santa, trolley rides, holiday decorations, cookies, hot chocolate and coffee.

## KIDS NIGHT OUT/TEEN SCENE

DJ, games, food, drinks and more to entertain kids & teens.

## ICE CREAM SOCIAL

Ice cream and beverages with contests, raffles and games.

## SPRING FLING

An Easter egg hunt, pictures with the Easter bunny and a petting zoo. Bounce house, dunk tank, etc. can also be provided.

## DIVE-IN MOVIE

View a movie by the pool with snacks and beverages while you enjoy the show.



# SAMPLE NEWSLETTER

**RANDAL PARK**

## Newsletter



# SEPTEMBER 2024

### Fun in the Community

**Senior Citizens Center**  
 1000 S. Orange Ave., Orlando, FL 32806  
 407-835-1300

**Senior Center**  
 1000 S. Orange Ave., Orlando, FL 32806  
 407-835-1300

**Senior Center**  
 1000 S. Orange Ave., Orlando, FL 32806  
 407-835-1300

**Senior Center**  
 1000 S. Orange Ave., Orlando, FL 32806  
 407-835-1300

### GARAGE SALE

**Saturday, September 21<sup>st</sup>, 2024**  
**9:00 am to 3:00 pm**

Please be sure to follow the community guidelines listed below during the garage sale:

- All garage sales may place items on the front lawn.
- Yard sale items take place on Saturday September 21<sup>st</sup> only.
- Yard sale will run from 9 am to 3 pm only.
- You may use your state participation tag right, however they must be approved at immediately following the event.
- Please comply with normal trash regulations, post.
- Residents and visitors may park at the Randal House.
- Offstreet parking lot for the garage sale.

If you have any questions, feel free to contact the management office at (407) 841-1824, ext. 114.

Color these unwanted items, place them on your front lawn or driveway and go ready to park your items under the sun. We will be providing for the event. Residents will be collecting unwanted items off the lot to Randal Park Reserve, at least of the Randal House. Offstreet.

We will be placed in the Orlando Sentinel Newspaper and distributed signs will be posted.

**RANDAL PARK**

### Fun in the City

**Meetings in the Community**

**Events in August**




### From the Randal Park CDO

**From the Randal Park RPOA**  
**The City of Orlando Street Parking Regulations**  
 Revised by Request of: The City of Orlando Police Department

### From the Randal Park RPOA

**Senior Care Planning**

**Senior Care Planning**



### From the Randal Park RPOA

**Fire-Door Security**

**From the Randal Park THOA**

**Community Meeting**



### Randal Park Reminders

**For the community's enjoyment of the park, please:**

- Do not litter.
- Do not smoke.
- Do not drink alcohol.
- Do not use firearms.
- Do not use drones.
- Do not use off-road vehicles.
- Do not use ATVs.
- Do not use motorcycles.
- Do not use mopeds.
- Do not use bicycles.
- Do not use scooters.
- Do not use roller skis.
- Do not use inline skis.
- Do not use snowboards.
- Do not use surfboards.
- Do not use water skis.
- Do not use inner tubes.
- Do not use inflatable toys.
- Do not use beach chairs.
- Do not use umbrellas.
- Do not use coolers.
- Do not use grills.
- Do not use generators.
- Do not use power tools.
- Do not use heavy machinery.
- Do not use vehicles.
- Do not use boats.
- Do not use kayaks.
- Do not use canoes.
- Do not use rowing boats.
- Do not use jet skis.
- Do not use personal watercraft.
- Do not use motorhomes.
- Do not use RVs.
- Do not use campers.
- Do not use trailers.
- Do not use horse trailers.
- Do not use utility vehicles.
- Do not use off-road vehicles.
- Do not use ATVs.
- Do not use motorcycles.
- Do not use mopeds.
- Do not use bicycles.
- Do not use scooters.
- Do not use roller skis.
- Do not use inline skis.
- Do not use snowboards.
- Do not use surfboards.
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- Do not use canoes.
- Do not use rowing boats.
- Do not use jet skis.
- Do not use personal watercraft.
- Do not use motorhomes.
- Do not use RVs.
- Do not use campers.
- Do not use trailers.
- Do not use horse trailers.
- Do not use utility vehicles.
- Do not use off-road vehicles.



### Important Numbers and Websites

**Emergency Services**

- Police: 407-835-1300
- Fire: 407-835-1300
- Medical: 407-835-1300

**City of Orlando**

- City Clerk: 407-835-1300
- City Manager: 407-835-1300
- City Council: 407-835-1300
- City Commission: 407-835-1300
- City Administrator: 407-835-1300
- City Engineer: 407-835-1300
- City Planner: 407-835-1300
- City Public Works: 407-835-1300
- City Public Utilities: 407-835-1300
- City Recreation: 407-835-1300
- City Parks: 407-835-1300
- City Cultural: 407-835-1300
- City Economic Development: 407-835-1300
- City Housing: 407-835-1300
- City Community Development: 407-835-1300
- City Neighborhood Services: 407-835-1300
- City Senior Services: 407-835-1300
- City Youth Services: 407-835-1300
- City Adult Services: 407-835-1300
- City Family Services: 407-835-1300
- City Social Services: 407-835-1300
- City Child Welfare: 407-835-1300
- City Adult Protective Services: 407-835-1300
- City Adult Day Care: 407-835-1300
- City Adult Home: 407-835-1300
- City Adult Foster Care: 407-835-1300
- City Adult Residential: 407-835-1300
- City Adult Community: 407-835-1300
- City Adult Center: 407-835-1300
- City Adult Club: 407-835-1300
- City Adult Group: 407-835-1300
- City Adult League: 407-835-1300
- City Adult Society: 407-835-1300
- City Adult Association: 407-835-1300
- City Adult Organization: 407-835-1300
- City Adult Council: 407-835-1300
- City Adult Board: 407-835-1300
- City Adult Commission: 407-835-1300
- City Adult Committee: 407-835-1300
- City Adult Task Force: 407-835-1300
- City Adult Workgroup: 407-835-1300
- City Adult Task Force: 407-835-1300
- City Adult Workgroup: 407-835-1300
- City Adult Task Force: 407-835-1300
- City Adult Workgroup: 407-835-1300

### Need to Contact Us?

**Emergency Facility Hours of Operation for Residents**

Emergency	Non-Emergency	Emergency	Non-Emergency
Monday - Friday	Monday - Friday	Monday - Friday	Monday - Friday
Saturday	Saturday	Saturday	Saturday
Sunday	Sunday	Sunday	Sunday

**Emergency Services**

- Police: 407-835-1300
- Fire: 407-835-1300
- Medical: 407-835-1300

**City of Orlando**

- City Clerk: 407-835-1300
- City Manager: 407-835-1300
- City Council: 407-835-1300
- City Commission: 407-835-1300
- City Administrator: 407-835-1300
- City Engineer: 407-835-1300
- City Planner: 407-835-1300
- City Public Works: 407-835-1300
- City Public Utilities: 407-835-1300
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- City Adult Committee: 407-835-1300
- City Adult Task Force: 407-835-1300
- City Adult Workgroup: 407-835-1300

[www.randalpark.com](http://www.randalpark.com)



# OPERATIONS MANAGEMENT SERVICES

GMS provides Field Contract/Operations Management services to over 30 Districts throughout Florida. **Jerry Lambert** is the Director of Field Operations Management services in the North Florida region. For 28 years Jerry Lambert was the manager of the Prototype Metal Development Center and worked at the Engineering R & D facility in Auburn Hills, Michigan with Faurecia Automotive Seating. He has widespread experience with welding, automotives and assembly. He was the manager of a Testing Facility, Quality Lab, and Shipping & Receiving Departments for 15 years. He held a Michigan Builders License and owned a construction business for 20 years for commercial building interior renovations. Jerry leads customer delivery functions for the North Florida organization. **Jay Soriano** is our Field Operations Manager in Clay county, overseeing maintenance projects and providing field contract/operational management oversight services. After his first degree from East Carolina University, Jay then attended the University of Delaware, where he began his Master's studies in Health Administration and continued studies toward a second Bachelor's in Parks and Recreation programming. Over the past 25 years, Jay has worked as a Director of Recreation, Fitness and Aquatics, and as a manager for Facility operations for companies such as the YMCA, many small private fitness studios, and multiple CDD's, helping to guide them to successful program development, financial stability, and employee training. Working for GMS since 2012, Jay not only holds multiple professional certifications in many aspects of facilities maintenance, management, and program development, but also as an instructor for many professional organizations in Aquatics maintenance, and management, and pool construction.

## PROPER OPERATION OF THE DISTRICTS INCLUDE:

- Administer and manage maintenance contracts for landscaping, stormwater, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare periodic reports to the Board
- Review and approve construction contracts, change orders, payment request, etc. during construction phase
- We can also aid in the development of landscaping RFPs as requested.

## FACILITY REPAIR & MAINTENANCE SERVICES

GMS has an in-house repairs and maintenance department providing fully insured maintenance services in Tampa, Central Florida, and North Florida territories. Small to medium-size maintenance requests are coordinated through the District Manager and/or Field Operations Manager at the direction of the Board of Supervisors.

# FIELD MANAGEMENT SERVICES

As a company, GMS provides field management services to 30 Districts throughout Florida.

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

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



# FACILITY MAINTENANCE SERVICES

Every community has continuous needs for various maintenance requirements throughout the year. One of the many problems a community faces is who will perform the maintenance service, how much it will cost and when will it be completed. GMS has a strong team of experienced, dedicated and hard-working maintenance personnel with the ability to timely respond to most all maintenance issues throughout the community on a cost-effective basis.

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

- Light inspections and replacements
- Property inspections and trash removal
- Inspect and remove debris from lakes and outfall structures
- Inspect and clean pet receptacles
- Wildlife relocation program
- Paint facilities
- Refurbish spray ground & playground equipment
- Fence repairs
- Grinding of sidewalks (trip hazards)
- Fitness equipment preventive maintenance

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

- Service 1 to 5 times per week
- Sweep and mop tiled areas as necessary
- Clean restrooms, sinks, mirrors, fixtures, toilets and urinals
- Clean interior windows, baseboards, wipe down walls and doors
- Wipe down and sanitize fitness equipment
- Remove trash and replace trash can liners
- Restock supplies, paper products, etc. as needed
- Straighten deck furniture and blow off patio areas
- Pick up trash and debris from the amenity and pool areas

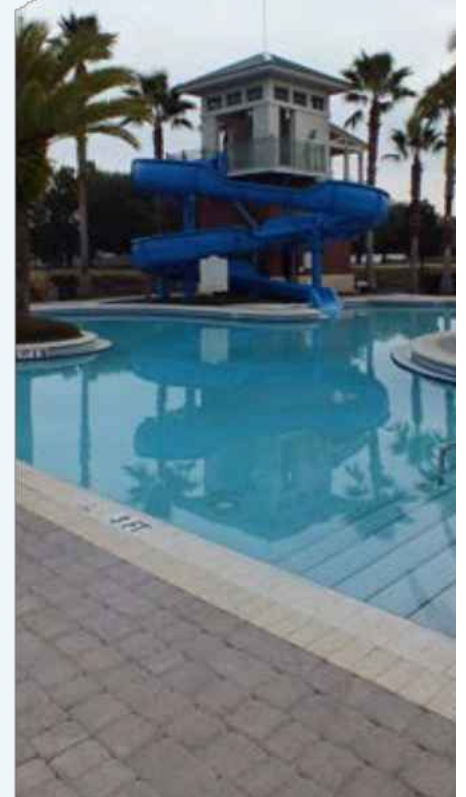


# POOL MAINTENANCE SERVICES

GMS has over six (6) certified pool operators qualified to provide commercial pool maintenance services. Services are customized to meet each clients needs based upon seasonal factors and usage.

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

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



# LIFEGUARDING SERVICES

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

## A. Responsibility:

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

## B. Staffing Approach & Scheduling

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



# REFERENCES

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

## **Cindy Nelsen**

Chair, Double Branch CDD  
1394 Canopy Oaks Drive  
Orange Park, Florida 32065  
(904) 424-9960

[bcnelsen@comcast.net](mailto:bcnelsen@comcast.net)

## **Jeff Robinson**

Chair, Amelia Walk CDD  
85287 Majestic Walk Blvd  
Fernandina Beach, FL 32034  
(770) 990-0957

[Awcdd.jeffrobinson@gmail.com](mailto:Awcdd.jeffrobinson@gmail.com)

## **Batey McGraw**

Chair, Wilford Preserve CDD  
14701 Philips Highway, Suite 300  
Jacksonville, Florida 32256  
(904) 517-7983

[batey.mcgraw@dreamfindershomes.com](mailto:batey.mcgraw@dreamfindershomes.com)

*GMS's current clients are listed in Table 2-1. This grid reflects a portion of the services provided to our clients.*

# GOVERNMENTAL MANAGEMENT SERVICES

Table 2-1. District Management Experience Summary

GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	✓		
2	Academical Village	Broward	✓	✓	✓		✓
3	Amelia Concourse	Nassau	✓	✓	✓		
4	Amelia Walk	Nassau	✓	✓	✓		✓
5	Anabelle Island	Clay	✓	✓	✓		
6	Armstrong	Clay	✓	✓	✓		
7	Astoria	Polk	✓	✓	✓		✓
8	Ballentrae Hillsborough	Hillsborough	✓	✓	✓		✓
9	Bannon Lakes	St. Johns	✓	✓	✓		
10	Bartram Park	Duval	✓	✓	✓		
11	Bartram Springs	Duval	✓	✓	✓		
12	Bauer Drive	Miami-Dade	✓	✓	✓		
13	Bay Laurel Center	Marion	✓	✓	✓		
14	Baytree	Brevard	✓	✓	✓		✓
15	Baywinds	Miami-Dade	✓	✓	✓		✓
16	Beacon Tradeport	Miami-Dade	✓	✓	✓		
17	Bella Collina	Lake	✓	✓	✓	✓	✓
18	Bellagio	Miami-Dade	✓	✓	✓		
19	Belmont	Hillsborough	✓	✓	✓		✓
20	Bent Creek	St. Lucie	✓	✓	✓		
21	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
22	Bonita Village	Lee	✓	✓	✓		
23	Bonnet Creek	Orange	✓	✓	✓		✓
24	Bontaniko	Broward	✓	✓	✓		
25	Bradbury	Polk	✓	✓	✓		
26	Brandy Creek	St. Johns	✓	✓	✓		
27	Bridgewalk	Osceola	✓	✓	✓		✓
28	Campo Bello	Miami-Dade	✓	✓	✓		
29	Candler Hills	Marion	✓	✓	✓		
30	Canopy	Leon	✓	✓	✓		
31	Capital Region	Leon	✓	✓	✓		
32	Central Lake	Lake	✓	✓	✓		
33	Centre Lake	Miami-Dade	✓	✓	✓		✓
34	ChampionsGate	Osceola	✓	✓	✓		
35	ChampionsGate Property Owners	Osceola	✓	✓	✓		
36	ChampionsGate Villas Condo 1	Osceola	✓	✓	✓		
37	Chapel Creek	Pasco	✓	✓	✓		✓
38	City of Coral Gables**	Miami-Dade	✓	✓			
39	Coconut Cay	Miami-Dade	✓	✓	✓		✓
40	Copper Creek	St. Lucie	✓	✓	✓		
41	Copper Oaks	Lee	✓	✓	✓		
42	Coral Bay	Broward	✓	✓	✓		
43	Coral Keys Homes	Miami-Dade	✓	✓	✓		
44	Cordova Palms	St. Johns	✓	✓	✓		✓
45	Creekside	St. Lucie	✓	✓	✓		✓

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Crossings	Osceola	✓	✓	✓		✓
47	Crossings At Fleming Island, The	Clay	✓	✓	✓		
48	Crossroads Village Center	Polk	✓	✓	✓		
49	Crosswinds East	Polk	✓	✓	✓		
50	Crystal Cay	Miami-Dade	✓	✓	✓		
51	Cypress Bluff	Duval	✓	✓	✓		
52	Cypress Cove	Broward	✓	✓	✓		
53	Cypress Creek	Hillsborough	✓	✓	✓		
54	Cypress Park Estates	Polk	✓	✓	✓		✓
55	Cypress Ridge	Hillsborough	✓	✓	✓		
56	Davenport Road South	Polk	✓	✓	✓		✓
57	Deer Island	Lake	✓	✓	✓		✓
58	Deer Run	Flagler	✓	✓	✓		✓
59	Double Branch - Recreation	Clay	✓	✓	✓		✓
60	Dowden West	Orange	✓	✓	✓		✓
61	Downtown Doral	Miami-Dade	✓	✓	✓		
62	Downtown Doral South	Miami-Dade	✓	✓	✓		✓
63	Dunes	Flagler	✓	✓	✓		
64	Dupree Lakes	Pasco	✓	✓	✓		
65	Durbin Crossings	St. Johns	✓	✓	✓		
66	Eagle Hammock	Polk	✓	✓	✓		✓
67	East 547	Polk	✓	✓	✓		✓
68	East Homestead	Miami-Dade	✓	✓	✓		✓
69	Eden Hills	Polk	✓	✓	✓		✓
70	Elevation Point	St. Johns	✓	✓	✓		
71	Enclave @ Black Pointe Marina	Miami-Dade	✓	✓	✓		✓
72	Estancia at Wiregrass	Pasco	✓	✓	✓		
73	Eureka Grove	Miami-Dade	✓	✓	✓		
74	Falcon Trace	Orange	✓	✓	✓		✓
75	Forest Brooke	Hillsborough	✓	✓	✓		
76	Forest Lake	Polk	✓	✓	✓		✓
77	Founders Ridge	Lake	✓	✓	✓		
78	Gardens at Hammock Beach	Flagler	✓	✓	✓		
79	GIR East	Osceola	✓	✓	✓		
80	Grande Pines	Orange	✓	✓	✓		
81	Green Corridor**	-Multiple	✓	✓	✓		
82	Griffin Lakes	Broward	✓	✓	✓		
83	Hamilton Bluff	Polk	✓	✓	✓		
84	Hammock Reserve	Polk	✓	✓	✓		✓
85	Harbor Bay	Hillsborough	✓	✓	✓		
86	Hartford Terrace	Polk	✓	✓	✓		
87	Hemingway Point	Broward	✓	✓	✓		✓
88	Heritage Park	St. Johns	✓	✓	✓		✓
89	Heron Isles	Nassau	✓	✓	✓		
90	Hickory Tree	Osceola	✓	✓	✓		

## CLIENT LISTING





GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
91	Hicks Ditch	Lake	✓	✓	✓		
92	Highland Meadows West	Polk	✓	✓	✓		✓
93	Holly Hill Road East	Polk	✓	✓	✓		✓
94	Hollywood Beach	Broward	✓	✓	✓		
95	Homestead 50	Pasco	✓	✓	✓		
96	Indigo	Volusia	✓	✓	✓		
97	Indigo East	Marion	✓	✓	✓		
98	Interlaken	Broward	✓	✓	✓		
99	Islands at Doral Townhomes	Miami-Dade	✓	✓	✓		
100	Islands of Doral III	Miami-Dade	✓	✓	✓		
101	Isle of Bartram Park	St. Johns	✓	✓	✓		
102	Kingman Gate	Miami-Dade	✓	✓	✓		✓
103	Knightsbridge	Osceola	✓	✓	✓		
104	Lake Ashton	Polk	✓	✓	✓		
105	Lake Ashton II	Polk	✓	✓	✓		
106	Lake Deer	Polk	✓	✓	✓		
107	Lake Emma	Lake	✓	✓	✓		✓
108	Lake Harris	Lake	✓	✓	✓		
109	Lake Lizzi	Osceola	✓	✓	✓		
110	Lake Mattie Preserve	Polk	✓	✓	✓		
111	Lakes by the Bay South	Miami-Dade	✓	✓	✓		✓
112	Lakeside Plantation	Sarasota	✓	✓	✓		
113	Landings	Flagler	✓	✓	✓		
114	Landings @ Miami Beach	Miami-Dade	✓	✓	✓		
115	Lawson Dunes	Polk	✓	✓	✓		
116	Live Oak Lake	Osceola	✓	✓	✓		✓
117	Lucaya	Lee	✓	✓	✓		
118	Lucerne Park	Polk	✓	✓	✓		✓
119	Majorca Isles	Miami-Dade	✓	✓	✓		
120	Mayfair	Brevard	✓	✓	✓		
121	McJunkin @ Parkland	Broward	✓	✓	✓		
122	Meadowview @ Twin Creeks	St. Johns	✓	✓	✓		
123	Mediterranea	Palm Beach	✓	✓	✓		
124	Middle Village	Clay	✓	✓	✓		
125	Mirada	Lee	✓	✓	✓		
126	Montecito	Brevard	✓	✓	✓		✓
127	Narcoossee	Orange	✓	✓	✓		✓
128	Nob Hill HOA	Broward	✓	✓	✓		
129	North Boulevard	Polk	✓	✓	✓		✓
130	North Powerline Road	Polk	✓	✓	✓		✓
131	North Springs	Broward	✓	✓	✓		
132	Northern Riverwalk	Palm Beach	✓	✓	✓		
133	Oakridge	Broward	✓	✓	✓		
134	Old Hickory	Osceola	✓	✓	✓		✓
135	Old Palm	Palm Beach	✓	✓	✓		

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
136	Orchid Grove	Broward	✓	✓	✓		✓
137	Osceola Chain of Lakes	Osceola	✓	✓	✓		✓
138	OTC	Duval	✓	✓	✓		
139	Palm Coast Park	Flagler	✓	✓	✓		
140	Palm Glades	Miami-Dade	✓	✓	✓		✓
141	Palms of Terra Ceia Bay	Manatee	✓	✓	✓		
142	Park Creek	Hillsborough	✓	✓	✓		
143	Peace Creek	Polk	✓	✓	✓		✓
144	Pine Air Lakes	Collier	✓	✓	✓		
145	Pine Isles	Miami-Dade	✓	✓	✓		
146	Pine Ridge Plantation	Clay	✓	✓	✓		
147	Poinciana	Polk	✓	✓	✓		✓
148	Poinciana West	Polk	✓	✓	✓		✓
149	Pollard Road	Polk	✓	✓	✓		
150	Portofino Isles	St. Lucie	✓	✓	✓		
151	Portofino Landings	St. Lucie	✓	✓	✓		✓
152	Portofino Shores	St. Lucie	✓	✓	✓		
153	Portofino Springs	Lee	✓	✓	✓		
154	Portofino Vineyards	Lee	✓	✓	✓		
155	Portofino Vista	Osceola	✓	✓	✓		
156	Preston Cove	Osceola	✓	✓	✓		
157	Quail Roost	Miami-Dade	✓	✓	✓		
158	Randal Park	Orange	✓	✓	✓		✓
159	Randal Park POA	Orange	✓				✓
160	Randal Park THOA	Orange	✓				✓
161	Remington	Osceola	✓	✓	✓		✓
162	Reserve	St. Lucie	✓	✓	✓		
163	Reserve II	St. Lucie	✓	✓	✓		
164	Residences at Tohoqua HOA	Osceola	✓				✓
165	Reunion East	Osceola	✓	✓	✓		✓
166	Reunion West	Osceola	✓	✓	✓		✓
167	Rhodine Road North	Hillsborough	✓	✓	✓		✓
168	Ridgewood Trails	Clay	✓	✓	✓		
169	River Place	St. Lucie	✓	✓	✓		✓
170	Riverbend	Hillsborough	✓	✓	✓		
171	Rivercrest	Hillsborough	✓	✓	✓		
172	Rivers Edge	St. Johns	✓	✓	✓		
173	Rivers Edge II	St. Johns	✓	✓	✓		
174	Rivers Edge III	St. Johns	✓	✓	✓		
175	Riverwalk (Everbe)	Orange	✓	✓	✓		
176	Rolling Hills	Clay	✓	✓	✓		
177	Rolling Oaks	Osceola	✓	✓	✓		
178	Sabal Palm	Broward	✓	✓	✓		
179	Saddle Creek Preserve of PC	Polk	✓	✓	✓		✓
180	Sampson Creek	St. Johns	✓	✓	✓		

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
181	San Simeon	Miami-Dade	✓	✓	✓		✓
182	Sandmine Road	Polk	✓	✓	✓		✓
183	Sawyer's Landing	Miami-Dade	✓	✓	✓		
184	Scenic Highway	Polk	✓	✓	✓		✓
185	Scenic Terrace North	Polk	✓	✓	✓		
186	Scenic Terrace South	Polk	✓	✓	✓		✓
187	Schaller Preserve	Polk	✓	✓	✓		
188	Sedona Point	Miami-Dade	✓	✓	✓		
189	Shingle Creek	Osceola	✓	✓	✓		✓
190	Shingle Creek @ Bronson	Osceola	✓	✓	✓		✓
191	Siena North	Miami-Dade	✓	✓	✓		
192	Silver Palms	Miami-Dade	✓	✓	✓		
193	Six Mile	Clay	✓	✓	✓		
194	Solterra	Miami-Dade	✓	✓	✓		
195	South Dade Venture	Miami-Dade	✓	✓	✓		
196	South Kendall	Miami-Dade	✓	✓	✓		
197	South Village	Clay	✓	✓	✓		
198	St. Augustine Lakes CDD	St. Johns	✓	✓	✓		
199	Stoneybrook South	Osceola	✓	✓	✓		✓
200	Stoneybrook South @ CG	Osceola	✓	✓	✓		✓
201	Storey Creek	Osceola	✓	✓	✓		✓
202	Storey Drive	Orange	✓	✓	✓		✓
203	Storey Park	Orange	✓	✓	✓		✓
204	Sweetwater Creek	St. Johns	✓	✓	✓		
205	Talis Park	Collier	✓	✓	✓		
206	Tapestry	Osceola	✓	✓	✓		✓
207	Terra Bella	Pasco	✓	✓	✓		
208	Tesoro	St. Lucie	✓	✓	✓		✓
209	TIFA	Brevard	✓	✓	✓		
210	Tison's Landing	Duval	✓	✓	✓		
211	Tohoqua	Osceola	✓	✓	✓		✓
212	Tohoqua Master Association	Osceola	✓				✓
213	Tohoqua Reserve	Osceola	✓				✓
214	Tolomato	St. Johns	✓	✓	✓		
215	Towne Park	Polk	✓	✓	✓		✓
216	Townhomes at Tohoqua	Osceola	✓				✓
217	Tranquility	Brevard	✓	✓	✓		
218	Treeline Preserve	Lee	✓	✓	✓		
219	Turtle Run	Broward	✓	✓	✓		✓
220	Valencia Water Control District	Orange	✓	✓	✓		
221	Veranda Landing	St. Lucie	✓	✓	✓		
222	Verano #1	St. Lucie	✓	✓	✓		
223	Verano #2	St. Lucie	✓	✓	✓		
224	Verano #3	St. Lucie	✓	✓	✓		
225	Verano #4	St. Lucie	✓	✓	✓		

## CLIENT LISTING



GMS Client #	GMS Client Name As of 2023-02-19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
226	Verano #5	St. Lucie	✓	✓	✓		
227	Verano Center	St. Lucie	✓	✓	✓		
228	Viera East	Brevard	✓	✓	✓		
229	Villa Portofino East	Miami-Dade	✓	✓	✓		
230	Villa Portofino West	Miami-Dade	✓	✓	✓		
231	Villages of Biscayne Park	Miami-Dade	✓	✓	✓		
232	Villages Of Bloomingdale	Hillsborough	✓	✓	✓		
233	Villamar	Polk	✓	✓	✓		✓
234	Vizcaya in Kendall	Miami-Dade	✓	✓	✓		✓
235	Water's Edge	Pasco	✓	✓	✓		
236	Waterford Estates	Charlotte	✓	✓	✓		
237	Waterstone	St. Lucie	✓	✓	✓		
238	Weiberg Road	Polk	✓	✓	✓		
239	Wellness Ridge	Lake	✓	✓	✓		
240	Westside	Osceola	✓	✓	✓		✓
241	Westside Haines City	Polk	✓	✓	✓		
242	Westview North	Miami-Dade	✓	✓	✓		
243	Westwood OCC	Orange	✓	✓	✓		
244	Wilford Preserve	Clay	✓	✓	✓		
245	Willow Creek	Brevard	✓	✓	✓		✓
246	Wind Meadows South	Polk	✓	✓	✓		✓
247	Windsor at Westside	Osceola	✓	✓	✓		✓
248	Windsor Cay	Lake	✓	✓	✓		
249	Windward	Osceola	✓	✓	✓		✓
250	Woodland Ranch Estates	Polk	✓	✓	✓		
251	Wynnfield Lakes	Duval	✓	✓	✓		
252	Wynnmere West	Hillsborough	✓	✓	✓		
253	Yarborough Lane	Polk	✓	✓	✓		
254	Zephyr Ridge	Pasco	✓	✓	✓		
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## CLIENT LISTING



# RISK MANAGEMENT REQUIREMENTS

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 10/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Zelen Risk Solutions, Inc. 7964 Devove Street Jacksonville FL 32220  
 CONTACT: Holly Howe (904) 262-8080 FAX: (904) 262-1444  
 EMAIL: holly@zelenrisk.com

INSURER(S) AFFORDING COVERAGE: INSURER A - Northfield Insurance Company  
 INSURER B - The Princeton Excess and Surplus Lines Ins Co  
 INSURER C - Great American Insurance Company  
 INSURER D:  
 INSURER E:  
 INSURER F:

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

**COVERAGES** CERTIFICATE NUMBER: WS626221 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL SUBR (NSD) WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL-GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OTHER GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC		WS626221	10/01/2024	10/01/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED EQUIPMENT (Per occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
B	UMBLELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		82A3FF0004857-00	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AGGREGATE \$1,000,000 EACH OCCURRENCE \$1,000,000 W/C STATUS: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Employment Practices Liability		EPL044783-5	12/20/2023	12/20/2024	Each Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Deer Run CDD and its officers, supervisors, staff and employees are additional insureds with respect to the general liability when required by written contract.

**CERTIFICATE HOLDER** CANCELLATION

Deer Run CDD  
 475 West Town Place Ste 114  
 St Augustine, FL 32092

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: *Nicky M. Zelen* <HN>

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**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 09/04/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: State Farm Edie Williams State Farm 330 A1A N Suite 324 Ponte Vedra, FL 32082  
 CONTACT: Angela Dietrich (904) 425-4054 FAX: (904) 425-4049  
 EMAIL: Angela@EdieWilliams.com

INSURER(S) AFFORDING COVERAGE: INSURER A - State Farm Mutual Automobile Insurance Company 25178

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

INSURER B:  
 INSURER C:  
 INSURER D:  
 INSURER E:  
 INSURER F:

**COVERAGES** CERTIFICATE NUMBER: E13 2052-A07-59 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL SUBR (NSD) WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL-GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OTHER GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED EQUIPMENT (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	E13 2052-A07-59	07/07/2024	01/07/2025	COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$1,000,000 BODILY INJURY (Per accident) \$1,000,000 PROPERTY DAMAGE (Per accident) \$1,000,000 EACH OCCURRENCE \$ AGGREGATE \$ W/C STATUS: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER** CANCELLATION

Deer Run CDD  
 475 West Town Place, Suite 114  
 St. Augustine, Florida 32092

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: *Angela Dietrich*

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# RISK MANAGEMENT REQUIREMENTS

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
10/09/2024

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<b>PRODUCER</b> Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220	<b>CONTACT</b> NAME: Vicky Zelen PHONE: (904) 262-8080 FAX: (904) 262-1444 EMAIL: vicky@zelenrisk.com ADDRESS:
<b>INSURER(S) AFFORDING COVERAGE</b>	
INSURER A: Security National Insurance Company	
INSURER B: Bridgefield Casualty Insurance Company	
INSURER C: Hartford Fire Insurance Company	
INSURER D:	
INSURER E:	
INSURER F:	

**INSURED**  
Riverside Management Services, Inc.  
475 West Town Place Ste 114  
St Augustine, FL 32092

**COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	LTB	TYPE OF INSURANCE	ADSL	SUBR	IND	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					SES1794005-03	07/27/2023	10/24/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC <input type="checkbox"/> OTHER								
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY								COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE								EACH OCCURRENCE \$ AGGREGATE \$
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A					196-23349	10/16/2023	10/16/2024	<input checked="" type="checkbox"/> PER <input type="checkbox"/> OTH E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
		CRIME If yes, describe under DESCRIPTION OF OPERATIONS below					21TP0343213-23	11/04/2023	11/04/2024	Employee theft on Client's Premises \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Deer Run CDD and its officers, supervisors, staff and employees are additional insureds with respect to the general liability when required by written contract.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Deer Run CDD 475 West Town Place Ste 114 St Augustine, FL 32092	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE: <i>Vicky M. Zelen</i>

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**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
09/04/2024

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<b>PRODUCER</b> State Farm Edie Williams State Farm 330 A1A N Suite 324 Ponte Vedra, FL 32082	<b>CONTACT</b> NAME: Angela Dietrich PHONE: 904-425-4054 FAX: 904-425-4049 EMAIL: Angela@EdieWilliams.com ADDRESS:
<b>INSURER(S) AFFORDING COVERAGE</b>	
INSURER A: State Farm Mutual Automobile Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

**INSURED**  
Riverside Management Services, Inc.  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

**COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	LTB	TYPE OF INSURANCE	ADSL	SUBR	IND	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/>	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR								EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC <input type="checkbox"/> OTHER								
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					E13 2052-A07-59	07/07/2024	01/07/2025	COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000
		UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE								EACH OCCURRENCE \$ AGGREGATE \$
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A								<input type="checkbox"/> PER <input type="checkbox"/> OTH E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Deer Run CDD 475 West Town Place, Suite 114 St. Augustine, Florida 32092	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE: <i>Angela Dietrich</i>

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# COST OF SERVICES

## MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

*See Exhibits "A" and "B"*

Reimbursable expenses such as copies, postage, courier services, printing, and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of the invoice date. Subsequent management fees will be established based upon the adoption of the annual operating budget, which will be adjusted to reflect ongoing levels of service.





*EXHIBIT "A" –  
DISTRICT MANAGEMENT SERVICES FEE SCHEDULE*

<b>District Management Services</b>	<b>FY '25 Budget</b>	<b>FY '25 GMS Fees</b>	<b>Variance</b>
<b>Management, Administrative, Financial &amp; Revenue Collection, and Accounting Services</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Our Agreement contemplates Twelve (12) meetings per year</li> </ul>	<b>\$38,311</b>	<b>\$38,311</b>	<b>\$0 0%</b>
<b>Annual Assessment Administration</b> <ul style="list-style-type: none"> <li>(Beginning with the first assessment to individual unit owners, direct assessment, or utilizing tax collector)</li> </ul>	<b>\$2,625</b>	<b>\$2,625</b>	<b>\$0 0%</b>
<b>Dissemination Agent Services</b> <ul style="list-style-type: none"> <li>Annual Fee for 1st Bond Issuance</li> <li>(\$1,000 for each additional series of Bonds)</li> </ul>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0 0%</b>
<b>Information Technology Fees &amp; Annual Website Maintenance</b> <ul style="list-style-type: none"> <li>Annual Fee paid in equal monthly payments (Does not include the cost of creation of an ADA-compliant website, if applicable. No overage fees due to the number of pages stored by GMS.)</li> </ul>	<b>\$1,913</b>	<b>\$1,913</b>	<b>\$0 0%</b>
<b>The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Deer Run Community Development District</b>	<b>\$45,349</b>	<b>\$45,349</b>	<b>\$0 0%</b>
<b>Fiscal Year 2026 GMS Fees</b>		<b>\$48,070</b>	<b>\$2,721 6%</b>
<b>Fiscal Year 2027 GMS Fees</b>		<b>\$50,954</b>	<b>\$2,884 6%</b>





*EXHIBIT "A" –  
PROPERTY MANAGEMENT SERVICES FEE SCHEDULE*

*Model # 1 of 3 –  
[ Excludes Facility Maintenance Technician Services ]*

<b>Property Management Services</b>	<b>FY '25 Budget</b>	<b>FY '25 GMS Fees</b>	<b>Variance</b>
<b>Field Operations Management:</b> <ul style="list-style-type: none"> <li>On-site Part-Time Operations Management will be on-site a minimum of One (1) time a week doing inspections and/or coordinating with vendors.               <ul style="list-style-type: none"> <li><i>NOTE: The Field Operations Manager Fee does not include the Maintenance Technician and Janitorial Services as described in the RFP Scope of Services.</i></li> </ul> </li> <li>Annual Fee paid in equal monthly payments</li> </ul>	<b>\$35,089</b>	<b>\$35,089</b>	<b>\$0 0%</b>
<b>Amenity Manager:</b> <ul style="list-style-type: none"> <li>On-site Full-Time Amenity Center Staffing</li> <li>Annual Fee paid in equal monthly payments</li> </ul>	<b>\$82,500</b>	<b>\$78,517</b>	<b>\$3,983 0%</b>
<b>Facility Attendant:</b> <ul style="list-style-type: none"> <li>On-site Part-Time Amenity Center Staffing May 1 to September 30, Saturday &amp; Sunday 16 Hours A Week Plus rentals, special events, and additional support               <ul style="list-style-type: none"> <li><i>763 hours @ \$27.50 / hour = \$20,983 invoiced monthly as incurred.</i></li> </ul> </li> </ul>	<b>\$17,000</b>	<b>\$20,983</b>	<b>-\$3,983 0%</b>
<b>Maintenance Technician:</b> <ul style="list-style-type: none"> <li>The On-site Part-Time Maintenance Technician Is <u>not</u> a component of this Requested Staffing Model 1 of 3</li> </ul>	<b>N/A</b>	<b>N/A</b>	<b>\$0 0%</b>
<b>The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Deer Run Community Development District</b>	<b>\$134,589</b>	<b>\$134,589</b>	<b>\$0 0%</b>
<b>Fiscal Year 2026 GMS Fees</b>		<b>\$142,664</b>	<b>\$8,075 6%</b>
<b>Fiscal Year 2027 GMS Fees</b>		<b>\$151,224</b>	<b>\$8,560 6%</b>



*EXHIBIT "A" –  
PROPERTY MANAGEMENT SERVICES FEE SCHEDULE*

*Model # 2 of 3 –  
[ Includes Facility Maintenance Technician Services ]*

<b>Property Management Services</b>	<b>FY '25 Budget</b>	<b>FY '25 GMS Fees</b>	<b>Variance</b>
<b>Field Operations Management:</b> <ul style="list-style-type: none"> <li>On-site Part-Time Field Operations Manager will be on-site a minimum of One (1) time a week doing inspections and/or coordinating with vendors.               <ul style="list-style-type: none"> <li><i>NOTE: The Field Operations Manager will confirm that the Janitorial vendor is performing the Property Management Scope of Services described in RFP Sections 3 O and 3 T.</i></li> </ul> </li> <li>Annual Fee paid in equal monthly payments</li> </ul>	<b>\$35,089</b>	<b>\$35,089</b>	<b>\$0 0%</b>
<b>Amenity Manager:</b> <ul style="list-style-type: none"> <li>On-site Full-Time Amenity Center Staffing</li> <li>Annual Fee paid in equal monthly payments</li> </ul>	<b>\$82,500</b>	<b>\$78,517</b>	<b>\$3,983 0%</b>
<b>Facility Attendant:</b> <ul style="list-style-type: none"> <li>On-site Part-Time Amenity Center Staffing May 1 to September 30, Saturday &amp; Sunday 16 Hours A Week Plus rentals, special events, and additional support               <ul style="list-style-type: none"> <li><i>763 hours @ \$27.50 / hour = \$20,983 invoiced monthly as incurred.</i></li> </ul> </li> </ul>	<b>\$17,000</b>	<b>\$20,983</b>	<b>-\$3,983 0%</b>
<b>Maintenance Technician:</b> <ul style="list-style-type: none"> <li>On-site Part-Time Maintenance Technician Staffing of the Amenity Center and the Facilities               <ul style="list-style-type: none"> <li><i>On-Site on average 20 Hours A Week @ \$40.00 / Hour invoiced as incurred</i></li> </ul> </li> </ul>	<b>\$39,930</b>	<b>\$39,930</b>	<b>\$0 0%</b>
<b>The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Deer Run Community Development District</b>	<b>\$174,519</b>	<b>\$174,519</b>	<b>\$0 0%</b>
<b>Fiscal Year 2026 GMS Fees</b>		<b>\$184,990</b>	<b>\$10,471 6%</b>
<b>Fiscal Year 2027 GMS Fees</b>		<b>\$196,089</b>	<b>\$11,099 6%</b>



*EXHIBIT "A" –  
PROPERTY MANAGEMENT SERVICES FEE SCHEDULE*

*Model # 3 of 3 –*

*[ Includes Facility Maintenance Technician Services Provided At Hourly Rates ]*

<b>Property Management Services</b>	<b>FY '25 Budget</b>	<b>FY '25 GMS Fees</b>	<b>Variance</b>
<b>Field Operations Management:</b> <ul style="list-style-type: none"> <li>On-site Part-Time Operations Management will be on-site a minimum of One (1) time a week doing inspections and/or coordinating with vendors.               <ul style="list-style-type: none"> <li><i>NOTE: The Field Operations Manager will confirm that the Janitorial vendor is performing the Property Management Scope of Services described in RFP Sections 3 O and 3 T.</i></li> </ul> </li> <li>Annual Fee paid in equal monthly payments</li> </ul>	<b>\$35,089</b>	<b>\$35,089</b>	<b>\$0 0%</b>
<b>Amenity Manager:</b> <ul style="list-style-type: none"> <li>On-site Full-Time Amenity Center Staffing</li> <li>Annual Fee paid in equal monthly payments</li> </ul>	<b>\$82,500</b>	<b>\$78,517</b>	<b>\$3,983 0%</b>
<b>Facility Attendant:</b> <ul style="list-style-type: none"> <li>On-site Part-Time Amenity Center Staffing May 1 to September 30, Saturday &amp; Sunday 16 Hours A Week Plus rentals, special events, and additional support               <ul style="list-style-type: none"> <li><i>763 hours @ \$27.50 / hour = \$20,983 invoiced monthly as incurred.</i></li> </ul> </li> </ul>	<b>\$17,000</b>	<b>\$20,983</b>	<b>-\$3,983 0%</b>
<b>The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Deer Run Community Development District</b>	<b>\$134,589</b>	<b>\$134,589</b>	<b>\$0 0%</b>
<b>Fiscal Year 2026 GMS Fees</b>		<b>\$142,664</b>	<b>\$8,075 6%</b>
<b>Fiscal Year 2027 GMS Fees</b>		<b>\$151,224</b>	<b>\$8,560 6%</b>
<b>Maintenance Technician:</b> <ul style="list-style-type: none"> <li><i>The Maintenance Technician is an onsite part-time position. Including general handyman services, pressure washing, basic non-licensed electrical repairs, basic non-licensed plumbing repairs, Painting, cleaning, trash removal, etcetera.</i></li> <li><i>The Agreement is based upon \$40.00/Hour excluding the daily charge for mobilization and usage of tools for assignments. We will itemize all reimbursable pass-through expenses.</i></li> </ul>	<b>\$39,930</b>	<b>\$40.00 Hour</b>  Plus Reimbursable Expenses For All Maintenance Assignments	Not To Exceed the Annual Budget Without Written Board Approval. 6% COLA for FY 26 & FY 27

**EXHIBIT “B” – MISCELLANEOUS FEES SCHEDULE**

Item	Cost
<b>Agenda Package Hardcopy (if Applicable)</b>	<b>\$2.50 per regular Agenda Mtg.</b>
<b>Copy</b>	<b>\$0.15 / black and white page</b>
<b>Binders, Envelopes, Storage Boxes, and other Office Supplies</b>	<b>Actual Cost</b>
<b>Conference Calls</b>	<b>Actual Cost</b>
<b>USPS / FedEx / UPS</b>	<b>Actual Cost</b>
<b>Offsite Physical Records Storage and Archival</b>	<b>\$50.00 / Month</b>
Additional Services Available:	
Other Services **	Cost
<ul style="list-style-type: none"> <li>• New Bond Issuance Cost (per bond issue) <span style="float: right;"><b>\$ 25,000</b></span></li> <li>• Refinance Bond Issuance Cost (per bond issue) <span style="float: right;"><b>\$ 15,000</b></span></li> <li>• Debt Service Assessment Methodology Preparation <span style="float: right;"><b>\$ 20,000</b></span></li> <li>• SERC Preparation &amp; Assistance w/ Petition <span style="float: right;"><b>\$ 5,000</b></span></li> <li>• Prepaid Estoppel Letter - One Lot <span style="float: right;"><b>\$ 100</b></span></li> <li>• Prepaid Estoppel Letter - Multiple Lots <span style="float: right;"><b>\$ 250</b></span></li> <li>• Prepaid Estoppel Letter - Partial Payoffs <span style="float: right;"><b>\$ 500</b></span></li> <li>• Annual Construction Accounting Fee (while active) <span style="float: right;"><b>\$ 2,500</b></span></li> <li>• Annual Fee for 1st Bond Issuance (\$1,000 for each additional series of Bonds) <span style="float: right;"><b>\$ 3,000</b></span></li> </ul>	
<b>Amenity Attendant:</b>	
<ul style="list-style-type: none"> <li>▪ Additional Part-Time Onsite Amenity Management Services <span style="float: right;"><b>\$27.50 / Hour</b></span></li> </ul>	
<b>Pool Maintenance/Janitorial:</b>	
<ul style="list-style-type: none"> <li>▪ This will be an outsourced vendor service remaining with the existing vendor. <span style="float: right;"><b>As Budgeted</b></span></li> </ul>	
<b>Extended or Extra Board Meetings:</b>	
<ul style="list-style-type: none"> <li>▪ Our agreement includes twelve (12) meetings in the management fee. Extra meetings are available at a \$2,000 fee per meeting. Any meeting duration exceeding the noted 3-hour duration may be charged a meeting overage fee. <span style="float: right;"><b>\$2,000 / Mtg.</b></span></li> </ul>	
	<b>\$250.00 / Hour</b>

Miscellaneous Fees are reviewed by GMS annually; itemization of all miscellaneous fees and units consumed are included in the monthly invoice and presented to the Board of Supervisors for their approval as part of the Agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches.

# TO THE BOARD OF SUPERVISORS OF **Deer Run CDD**



SERVING  
FLORIDA'S  
COMMUNITIES



**Addresses:**  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
393 Palm Coast Parkway, SW Suite 4  
Palm Coast, FL 33137



**Direct Phone Line:**  
(407) 841-5524 x 125



**Darrin Mossing, GMS President:**  
[DMOSSING@GMSTNN.COM](mailto:DMOSSING@GMSTNN.COM)



**Deer Run Community Development District**  
Proposal – District Management Services October 11, 2024



## Re: Proposal for Deer Run CDD

Dear Board of Supervisors,

Inframark is excited and pleased to provide a proposal for District Management services, including pricing and a scope of services for Amenities and Management Services.

Our Mission is: "To be the Partner and Protector of the Most Critical Resource that helps Communities Prosper." We do this through our principles of CLEAR Partnership (Collaboration, Leadership, Excellence, Accountability, and Respect).

We strongly believe in our people and our ability to exceed our client's expectations. These beliefs are rooted in some of the following:

## CLEAR PARTNERSHIPS



- **Experience:**
  - Providing District Management Services to the State of Florida for over 45 years.
  - We provide service to over 143 CDDs and 3 Cities throughout Florida.
  - 18 District Managers on staff with 9 years + average tenure.
  - Our District Managers have college degrees and a variety of experience in IT, Finance, Government and Construction.
- **Project Management:** We can provide project management services by an Inframark employee who has been a Certified Project Manager (PMP) for over 15 years. This designation requires recertification every 3 years.
- **Cost Savings:** We will review your current operating budget to identify savings opportunities or more efficient ways to operate the district.



- **Technology:**
  - **Avid Strongroom:** An advanced accounts payable system that is highly efficient and effective at ensuring that District invoices are paid timely and only after review and approval by Inframark staff or a designated Board member if desired. This system provides historical information on invoice payments, provides for the creation of specialized reports, and allows Board members to review all invoices for the District through a web-based application.
  - **Customized Financial Statements and Budgets:** Inframark developed a proprietary financial operating system designed exclusively for the Community Development business, allowing us to provide clients with customized financial statements and budgets. Our financial software is continually being updated, and we offer our clients the ability to choose how their financial statements and budget documents will look, depending upon the board's preference of the Board.
- **Team Approach:** *We are more than the individual assigned to your account.* Our service to your community will include District Management and Amenity Management.
- **Infrastructure:**
  - Full team of Health, Safety and Environmental (HSE) staff.
  - Complete internal IT support and infrastructure. To protect against catastrophic storms, we back up our servers and your information at multiple Inframark offices around the state and country.
  - Team of HR professionals to assist with recruiting, employee retention and appreciation, bonus plans and more.

Inframark is committed to making continuous process improvements and service enhancements, offering new technology and processes to help keep your community on the leading edge of the industry. We are excited to implement our new service enhancements and technology for your community. All the proposed services are designed to demonstrate our desire to be a long-term partner for your community and ensure that the Board and residents receive the most effective and advanced services possible, all with a value-added service fee schedule.

We look forward to hearing from you concerning our proposal and further discussing these plans, along with your vision, for your community.

Chris Tarase  
 President  
 Inframark Community Management







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## Executive Summary

Inframark Community Management is pleased to present this proposal for district management services to the board. For over 45 years, Inframark has been one of the leading providers of District Management services in Florida.

To meet your District's needs, we provide a fully empowered local District Manager out of our Central office. We also provide additional support to all our clients through a central office with regional management, a support team, and structured business systems. This approach brings Inframark's strength, experience, and expertise to work proactively to address the district's needs in the most cost-effective manner possible.

Inframark specializes in value-added services to our clients, which include the following:

- **Personnel:**
  - Inframark offers one of the largest and most accomplished professional teams in the District Management business.
  - We can also bring in professionals from different disciplines to address special issues that may arise. Therefore, it is not only the number of professionals we offer to your District as a value-added service but also our competence in addressing a wide range of complex matters that may come before your District.
  - Your assigned team has over 200 years of combined expertise and experience in the CDD business.
- **Willingness to Meet Time & Budget Requirements:** Inframark is capable and committed to meeting time and budget requirements as agreed upon with the Board and in compliance with Florida statutes.
- **Experience:**
  - Inframark is the most experienced company in the business.
  - We manage over 331 clients statewide, including Community Development Districts, Special Districts, Homeowner Associations, and local municipalities.
  - We specialize in customized customer service and have a client retention rate of 99.2%.
- **Capital Project Management:** Inframark has a Certified Project Manager (PMP) who has the knowledge and experience to manage multi-million dollar capital improvement projects for our clients.
- **Office Locations:**
  - We have six offices in the State of Florida that support our district clients. (The Tampa office currently has 15 employees, the Wesley Chapel office currently has 27 employees, the Ft. Myers office currently has 5 employees, the Celebration office currently has 35 employees, the St. Augustine region currently has 17 employees, and the Coral Springs office currently has 50 employees).
- **Safety:**
  - Inframark is the only District management company with a specialized team of Health, Safety, and Environmental (HSE) professionals.



- Documented monthly safety training for ALL Inframark personnel.
- Disaster Preparedness Plans for staff and clients
  
- **Human Resource Management:**
  - Inframark has its own professional team of human resource professionals.
  - Provides drug and background screening that meets all applicable Federal and State requirements.
  - Employees complete monthly mandatory training on a wide variety of issues, including sexual harassment, anti-discrimination, ethics, customer service, and other important programs.
  - Regimented performance review process.
  - Spot bonus and annual merit incentives
  - Best in industry employee benefit and 401(k) program
  
- **Field Services:** Inframark is also able to provide the following field services with our own employees.

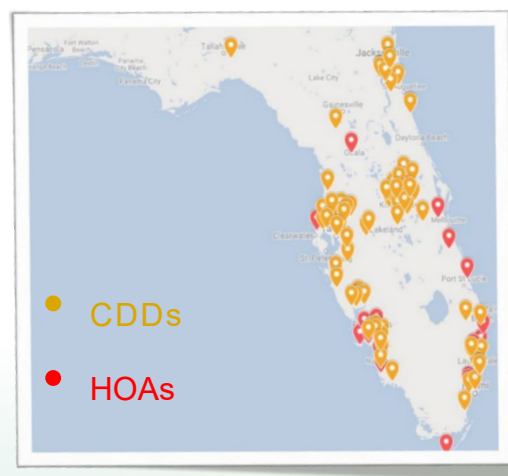
A complete range of Field Management and Maintenance services, including but not limited to:

- Vendor management
- Contract Administration
- Sidewalk grinding
- Pressure washing
- Concrete Replacement and sidewalk repair
- Monthly field services report
- Landscape reviews
- A full range of maintenance services for District and Association clients

## About the Company

Inframark is an organization designed to accommodate all phases of operations for Community Development Districts, municipalities, and commercial and residential property owner associations. It serves over 300 association partners and over 133 Community Development Districts and has offices throughout the State of Florida in Wesley Chapel, downtown Tampa, Jacksonville, Celebration, Ft. Myers, and Coral Springs.

Inframark focuses on serving CDDs and HOAs and has become a leader in our industry. It manages over \$87M in financial assets for over 133 CDDs and 100 HOAs throughout the state.



# CLEAR PARTNERSHIPS



Inframark is an active member of the Community Association Institute (CAI), the Association of Florida Community Developers (AFCD), the Urban Land Institute (ULI), the Tampa Bay Builders Association (TBBA), the Greater Orlando Builders Association (GOBA), Florida Association of Special Districts (FASD), and the Florida League of Cities.

Many of our Managers are committee and Board members for these organizations, volunteering their time to advance best practices in community and district management.

*"I have been on the Board of Supervisors of the Meadow Pointe CDD in excess of ten years with over 5 years as Chairman and three years as Treasurer."*

*"I am totally satisfied with the service we have been and are receiving from Inframark. Our District Manager is dedicated, knowledgeable, and responsive to our needs. He is backed up by a professional staff, both locally and in Coral Springs."*

*"I highly recommend Inframark."*

*Dennis Smith- Former Chairman  
Meadow Pointe CDD*



## Clients – References & Partial List

### Westchase CDD

Inframark has been Westchase CDD’s Management Partner for over 16 years. The CDD oversees a variety of community needs, including maintenance of parks, waterway management, and general community upkeep. Westchase is an icon in West Florida, and we are grateful for their continued partnership for almost two decades.



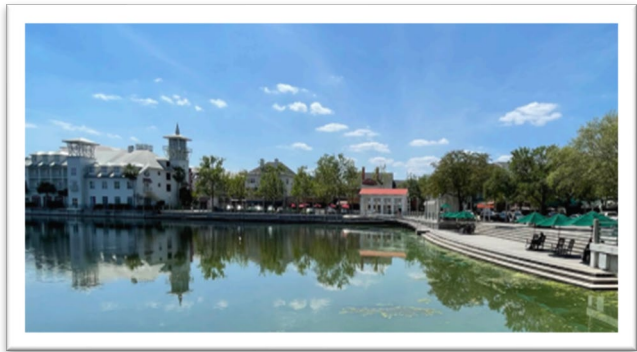
### Two Rivers

Two Rivers is a master-planned community of more than 6,000 planned residential homes, townhomes, apartments, and villas located North of Tampa, enveloped by woods, grasslands, and water. Inframark has been partnered with Two Rivers since its development, offering insight and solutions as Two Rivers navigates, cultivating these beautiful, historical landscapes into a master-planned community filled with luxury homes connected to nature trails, agriculture, and lush springs.



### Celebration CDD

Celebration is an innovative, real town that successfully combines architecture, education, health, and technology to promote a strong sense of community. Originally conceived as a small central Florida town with pre-1940s architecture, Celebration was developed by The Celebration Company (a subsidiary of The Walt Disney Company) in Northwest Osceola County, Florida. The District’s infrastructure includes village-specific roadways, bridges, domestic water distribution systems, wastewater/sanitary sewer collection systems, wetlands, and common area development.



Inframark has provided Management Services for Celebration CDD (population 8,500) since the district was established in 1994. We have been involved since its inception, providing Developer Services to The Celebration Company beginning in 1993 and through the years as it has evolved into its current, arguably famous state.

Inframark oversees the district's day-to-day management, with responsibilities that include field management, financial reporting, accounting, administration, budget, and city clerk activities. We routinely participate in community activities, including the Celebration K-8 ball field construction, annual holiday lighting at Market Square Park, and other field-related enhancements outside the scope of our management contract.

## REFERENCES

Inframark took over as the District Management Company for the Harbour Isles C.D.D. in December of 2020 and the transition could not have gone more smoothly. Mrs. Angel Montagna was selected to be our District Manager.

Prior to the first Board of Supervisors meeting Mrs. Montagna met individually with each of us Board members to not only get to know us as people but to discuss each of our concerns as well as our visions of what we hope to achieve in the future to make Harbour Isles a better place to live. As a result of her initiative in doing this, and her research into how to help with our concerns, the first Board meeting was well prepared and organized. And this enthusiasm, organization and the feeling of her caring about our community and its residents and striving to make it a happy place to live has continued. When issues have come up, big or small, Mrs. Montagna has always been a good listener and prepared to help with the problem-solving aspect with her vast knowledge and past experiences.

We Board members know if we have a question or a concern we can contact her by phone, text or email and she will promptly answer in a respectful, pleasant, helpful manner. Her professionalism is a true asset to our community.

All of the Inframark employees I have had contact with have been extremely respectful and eager to help in any way possible, always with good results. I have learned that a company is only as good as the employees it has working for it.

I have to say that, in the 12 years I have been a member of the Harbour Isles Board of Supervisors, Inframark has to be the best that we have had.

Respectfully,  
Elizabeth Fantauzzi  
Harbour Isles C.D.D. Board Chairman  
Appollo Beach, Florida (Hillsborough County)  
[Seat1@harbourislescdd.org](mailto:Seat1@harbourislescdd.org)



<b>Celebration CDD</b> Celebration, FL (Osceola County)	Greg Filak - Chairman Greg.Filak@celebrationcdd.org
<b>Enterprise CDD</b> Celebration, FL (Osceola County)	Kimberly Locher - Chairman kimberly@readercommunities.com
<b>Rivington CDD</b> DeBary, FL (Volusia County)	Kimberly Locher - Chairman kimberly@readercommunities.com
<b>Highlands CDD</b> Wimauma, FL (Hillsborough County)	Kangelia Baxter - Chairman highlandsboardseat5@gmail.com

District	Region	County
Dovera CDD	Central	Seminole
Golden Lakes CDD	Central	Polk
West Lakeland WCD	Central	Polk
Brighton Lakes CDD	Central	Osceola
Celebration CDD	Central	Osceola
Enterprise CDD	Central	Osceola
Harmony CDD	Central	Osceola

# CLEAR PARTNERSHIPS

Overoaks CDD	Central	Osceola
Stevens Plantation CDD	Central	Osceola
Xentury City CDD	Central	Osceola
East Park CDD	Central	Orange
Urban Orlando CDD	Central	Orange
Vista Lakes CDD	Central	Orange
Gateway Services CDD	West	Lee
Vasari CDD	West	Lee
Cedar Hammock CDD	West	Collier
Heritage Bay CDD	West	Collier
Naples Heritage CDD	West	Collier
Quarry CDD	West	Collier
Heritage Lake Park CDD	West	Charlotte
Heritage Oak Park CDD	West	Charlotte
Riverwood CDD	West	Charlotte
Heritage Springs CDD	West	Pasco
Lake Bernadette CDD	West	Pasco
Lexington Oaks CDD	West	Pasco
Meadow Pointe CDD	West	Pasco
Meadow Pointe II CDD	West	Pasco
Oak Creek CDD	West	Pasco
Oakstead CDD	West	Pasco
Watergrass II CDD	West	Pasco
Arbor Greene CDD	West	Hillsborough
Cheval West CDD	West	Hillsborough
Cordoba Ranch CDD	West	Hillsborough



# CLEAR PARTNERSHIPS

Hammocks (The) CDD	West	Hillsborough
Harbour Isles CDD	West	Hillsborough
Heritage Isles CDD	West	Hillsborough
Live Oak No. 1 CDD	West	Hillsborough
Live Oak No.2 CDD	West	Hillsborough
South Fork CDD	West	Hillsborough
South Fork East CDD	West	Hillsborough
Tampa Palms Open Space & Transportation CDD	West	Hillsborough
Waterchase CDD	West	Hillsborough
Westchase CDD	West	Hillsborough
Westchester	West	Hillsborough
Spring Ridge CDD	West	Hernando
Bobcat Trail CDD	West	Sarasota
Woodlands CDD	West	Sarasota
Eastlake Oaks CDD	West	Pinellas
Lexington CDD	West	Manatee
Piney-Z CDD	West	Leon
Briger CDD	East	Palm Beach
Seminole Improvement District	East	Palm Beach
Bonterra CDD	East	Miami Dade
Beacon Lakes CDD	East	Dade
Spicewood CDD	East	Dade
Coral Springs Improvement District	East	Broward
Griffin Lakes CDD	East	Broward
Maple Ridge CDD	East	Broward



Monterra CDD	East	Broward
Pine Tree Water Control District	East	Broward
Marshall Creek CDD	East	St. Johns
St. Johns Forest CDD	East	St. Johns
Palm Coast Park CDD	East	Flagler
Town Center at Palm Coast CDD	East	Flagler
Fleming Island Plantation CDD	East	Clay

*"I have served as a supervisor on our CDD board for 3 years and the chairman for 2 years and in this 5-year period.*

*Our CDD has performed many projects from paving roadways to a multi-million-dollar project replacing bulkheads and bridges throughout the community. Our project manager has served us well in maintaining accurate financial records and guidance with both contractors and our membership. His strict adherence to Florida law has protected us from legal and public actions and ridicule.*

*In areas where his knowledge was limited, he sought out staff members and professionals to get the answers needed for our board to make an informed decision. When our views differed, he listened, and we then were always able to reach a better outcome.*

*– Norman Day, Cedar Hammock CDD Chair*

## Pricing & Business Considerations

### On-site Staff Pricing

Position	Details	Pricing		
		Year 1	Year 2	Year 3
<b>OPTION 1</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Amenity Manager	Full Time (40 hrs/week) Monday – Friday Schedule	\$75,000	\$77,250	\$79,568
Facility Attendant	Part Time/Hourly (763 hrs/year budgeted) May 1 – September 30 <ul style="list-style-type: none"> <li>Sat &amp; Sun: 16 hrs/week</li> <li>Plus rentals, special events and additional support</li> </ul>	\$20,736	\$21,358	\$21,999
Operations Manager	Part Time/Hourly (8-10 hrs/week)	\$15,840	\$16,304	\$16,793
<b>TOTAL</b>		<b>\$111,576</b>	<b>\$114,912</b>	<b>\$118,360</b>
<b>OPTION 2</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Amenity Manager	Full Time/Hourly (40 hrs/week) Tues – Saturday Schedule	\$75,000	\$77,250	\$79,568
Facility Attendant	Part Time/Hourly (763 hrs/year budgeted) Memorial Day – Labor Day <ul style="list-style-type: none"> <li>Sat &amp; Sun: 16 hrs/week</li> <li>Plus rentals, special events and additional support</li> </ul>	\$20,736	\$21,358	\$21,999
Operations Manager	Part Time/Hourly (8-10 hrs/week)	\$15,840	\$16,304	\$16,793
Maintenance Technician	Part Time/Hourly (20-25 hrs/week)	\$48,735	\$50,197	\$51,703
<b>TOTAL</b>		<b>\$160,311</b>	<b>\$165,109</b>	<b>\$170,063</b>



## District Management Pricing

Task	Detail	Pricing		
		Year 1	Year 2	Year 3
Task 1	Management	\$8,163	\$8,408	\$8,660
Task 2	Administrative	\$5,442	\$5,605	\$5,773
Task 3	Accounting	\$14,245	\$14,672	\$15,112
Task 4	Financial and Revenue Collection	\$4,354	\$4,485	\$4,620
Task 5	Information Technology & Website Administration	Included	Included	Included
Task 6	Dissemination Agent	\$2,000	\$2,060	\$2,122
	<b>TOTAL</b>	<b>\$34,204</b>	<b>\$35,230</b>	<b>\$36,287</b>

- Pricing is good for 30 days and is contingent upon a mutually agreed contract.
- Field Services are available upon request through a separate contract. \*\*\*\*

*"The Inframark, LLC., staff and the entire management is very professional with seasoned knowledge of their expertise for the larger and complex property management services they offer. The district manager is very keen and punctual with all her responsibilities."*

- Omer Zeyrek, PhD, Bonterra



## Qualifications

### **Meetings, Hearings and Workshops:**

Inframark attends and conducts all regularly scheduled meetings. Inframark will also schedule and attend special Board meetings, continued meetings, hearings, and workshops as requested. As the District Manager, Inframark will arrange the meeting time, location, and other necessary logistics. We will prepare agenda packages for transmittal to the Board and staff for each meeting at least seven days before the meeting. Inframark will attend up to thirteen meetings yearly at no additional cost to the District.

### **Records and Administration:**

Inframark has one of the largest teams of fifteen (15) recording and administrative professionals in the business. Our Recording Department develops all the necessary advertisements for meetings. With the size and professionalism of our Recording Department, we can provide an extremely high level of service for all our District Management clients. This service includes an unmatched level of automation of records management. Our team is aided by our searchable database that allows for quick and accurate searches for past meeting minutes and efficient responses to public records inquiries. We have dedicated staff assigned to handle all public record requests and are highly experienced in ensuring compliance with the requirements of Florida Statutes.

Inframark fully complies with all the Florida Statutes Records Requirements of Chapter 119. This includes storing, accessing, and coordinating all responses to public record requests. In addition, Inframark is in full compliance and follows all the requirements of the Florida Administrative Code Section R.1B-24.003(1)(a), which deals with the retention of District records.

Other critical aspects of our Records Management Services Include:

### **Document Management:**

Inframark utilizes three parallel processes to manage our clients' documents.

- First, our electronic document management system allows access security settings on each file to prevent unauthorized editing or manipulation, thus ensuring the document's integrity. The documents are maintained in a PDF format that is exportable to the client's Website for timely updates. We update records of District meetings (minutes, agendas and supporting documentation) to the District's Website in compliance with Florida Statutes. The document management system allows for ease of e-retrieval of documents using multiple search methods (document name, document number, document content, file type, author or the assigned retention category) to ensure all record requests are fulfilled promptly.
- Secondly, the process utilizes offsite storage of documents. Our vendor guarantees the secure storage and/or destruction of documents. Annually, upon completion of the audit, the accounting and accounts payable files are inventoried, boxed, and sent to the secured offsite storage facility. All records are maintained within applicable statutory requirements.
- Finally, we maintain an onsite Master File for each client. The Master File contains previous years' audits, arbitrage reports, budgets, insurance policies, and other important historical information.

## **Disaster Contingency & Recovery:**

Disaster recovery is particularly important since the Districts we manage are in areas prone to hurricanes. Our hurricane preparedness procedure includes the following:

- Provisions for the compilation and storage of files and data required to perform critical client services
- Securing the physical office space with the protection of client files is a top priority
- Satellite phone for contingency communication with the local team
- Internet and phone-based communication chains to update personnel
- The ability to shift client critical tasks and District Management services to alternate office locations both out of region or state if necessary
- Securing priority commitments from key contractors due to strong and lasting relationships

Because of the critical nature of the electronic information we manage on behalf of our clients, Inframark emphasizes system security and has disaster recovery procedures to minimize the impact of storms, power outages, and other similar events for the districts we serve. Our disaster recovery plans are continually updated in response to the changing needs of our business and the clients we serve.

In addition, Inframark utilizes sites certified to survive the equivalent of a Category 5 hurricane. District data is stored on servers that reside in Horsham, Pennsylvania. A full backup of all data is performed nightly and stored offsite at a remote location. Our Horsham facility is equipped with backup generator power. In addition to redundant equipment at our Houston IT center, we also have equipment co-located at other sites.

## **District Operations:**

Inframark has eighteen (18) District Managers throughout the State of Florida with over 100 years of District Management experience in the Florida Community Development District market. The Central Regional Director for Inframark has over seventeen (7) years of District Management experience in addition to experience in real estate, project management, and residential management. Since Inframark utilizes a team approach to provide all its services, we share best practices and success stories from district clients across the state. We conduct monthly manager calls to discuss existing issues and develop and implement solutions that are in the best interest of our clients. All Inframark team members undergo monthly training to keep them up to date on various issues that impact District operations.

The District Management team has access to all district records, including all current and past contracts entered by the District Board of Supervisors. Our searchable database makes it easy for district managers to review and compare past contracts with existing or proposed ones. This allows our District Management team to keep up with contract termination dates, scope of services, and fee schedules for each contract. We work closely with the Attorney for each District to ensure compliance with contract requirements and that when the Board decides to terminate a vendor contract, it is done properly, avoiding legal issues for the District.

Inframark has dedicated personnel who work with each District Manager on the renewal of District insurance requirements. This includes reviewing District facilities and working with insurance providers to develop the most cost-effective approach to insuring District facilities.

Our District Management team is highly experienced in working with District Attorneys and District Engineers in the development of Request for Proposals (RFPs) for a wide variety of District construction, capital, and maintenance projects including:



- a) Development of complex bid and proposal packages
- b) Advertisement of the opportunities
- c) Analysis of the proposals and bids
- d) Development of recommendations for Board consideration

With the vast experience of our District Management team and the experience of Inframark across the State of Florida, we have established excellent relationships with many vendors and contractors, which brings a value-added service to the District.

**Accounting and Reporting:**

Inframark performs all required financial accounting functions through solid workflow processes designed to integrate the traditional tasks associated with accounting transactions. Those traditional accounting tasks of disbursements, accounts payable, general ledger journal entries, trial balance reconciliation, and budget monitoring are knitted together in such a way as to achieve:

- Fast turnaround for vendor payments
- Smooth approvals for setting up capital requisitions
- Open communications to field operations staff
- Advanced preparation for independent audit fieldwork

Our understanding of accounting processes allows us to quickly differentiate areas needing further work and those routine items. While there is a great deal of accounting activity that goes into ensuring the individual transactions are properly recorded in the financial records of the District, we use our expertise, our knowledge and our experience to ensure accounting theory is applied in the best interest of the District. The importance of complying with statutory requirements and annual disclosure to lenders and bondholders is given an interconnected focus of everyone on our staff which is appreciated and respected by our industry partners. Our accounting staff is committed to a quality standard that allows the accounting activities of the District to reflect its financial condition properly. Inframark has over 300 years of combined experience on our Finance Team.

Our finance team monitors various investment instruments in Qualified Public Depositories to determine the best investment plan for District funds. Our accounting team monitors the maturity dates of District investments and alerts the District Manager so that the options for reinvestment can be brought to the Board for direction.

**Audits:**

For decades, Inframark has worked with District auditors to ensure that each District audit is fully compliant with all GAAP and State accounting requirements. Inframark has a fully customized accounting software system designed for the Community Development District business that allows us to provide the most accurate and comprehensive information for all audit requirements.



### **Budgeting:**

Inframark's customized CDD financial software system allows us to offer our clients options on how they wish to have their monthly financials and annual budget detailed. Each District Manager works with their assigned accountants to develop a draft budget for consideration by the Board of Supervisors. The draft budget is based on the board's input on the goals they wish to achieve in the upcoming budget cycle.

The Inframark Assessment Team works with the District Manager and the Finance Team to present a complete picture of the revenue and expenses for each annual budget and how the proposed expenditure plan impacts the annual assessments. This approach allows our clients to see how their annual budget will impact residents (financially) and how each budget will achieve the goals set forth by the Board of Supervisors. The District Manager and Finance Team work closely with the Recording Department to meet all legal advertisement requirements during the budgeting process. In addition, the District Manager will solicit input from the District Staff, District Engineer, and District Attorney on any operation and maintenance expenditures that they believe needs to be increased, decreased, or eliminated as part of the new budget cycle.

### **Capital Program Administration:**

As part of the annual budgeting process, the District Manager will solicit information from the District Engineer and District Staff on any capital projects they believe should be included in the annual budget. This includes the timing, cost, and whether a capital expenditure will increase or decrease any current operation or maintenance expenditure in the budget. The annual capital budget must be fully coordinated with the operation and maintenance budget. We also examine the life cycle cost of projects based on the Reserve Study to determine their financial feasibility before the Board acts on capital project.

Inframark has many years of experience dealing with capital bond issues and bank-qualified loans for District projects. We have extensive experience working with bond underwriters, financial advisors, and various lending institutions on establishing and implementing capital programs for District clients. We have established procedures for ensuring that specific deadlines associated with bond documents and bank-qualified loan requirements are met. We have an excellent reputation for successfully implementing various financing programs for our District clients.

### **Assessments and Revenue Collection:**

Inframark has an exceptional record of administering annual assessment rolls for our District clients. This experience includes on-roll and off-roll collection. We have successfully worked with District legal counsel to accurately and timely collect off-roll assessments when they are called for. We also routinely conduct true-up analyses for District tax rolls to ensure that all collections are being completed as per the Board's direction. Our Assessment Department also provides estoppel letters on an as-needed basis at no cost to the District. The depth and breadth of our special assessment knowledge lends opportunities to capture efficiencies and effectiveness in the collection of District revenues. We pride ourselves in our ability to interpret developer agreements to maximize cash flow for the District and satisfy cash requirements for running the operations of the District.

Our Treasury Services Group ensures that the revenue generated by the District provides the financial platform to meet all its operational expenses and debt obligations. By working closely with the banking industry across our broad client base, we can provide economies of scale in managing our banking relationships – which are passed along to the Districts we service in favorably negotiated fees and service costs.



## Effective Technology Tools and Support

### Avid Strongroom Accounts Payable Processing System

- Avid Strongroom is an Accounts Payable software that automates the process of invoicing.
- Allows users to approve invoices online, streamline the invoice approval process, and monitor invoice statuses.
- Avid Strongroom reduces the risk of entry errors as the system eliminates the task of manual invoice entry.
- Scalable for Growth: Enables Inframark to streamline the invoice-to-pay process while securely managing large volumes of bank accounts and check signatures.
- Reduced Fraud Risk: Limits chances of fraud with enforced controls and customized workflows.

### ADP Payroll Processing System

- ADP is an industry leader in Payroll, HR, and Tax solutions with over 75 years in the industry and 1,000,000 companies currently using ADP solutions.
- Allows for seamless payroll processing, including direct deposit, physical paychecks, W-2, etc.
- Employee and manager self-service portal, available online and via mobile app, allows users to access their information and records.
- Data Security: ADP is an industry leader in data security and business protection,
- Fully integrated in Inframark's Accounting software, allowing data reporting capabilities.

### Microsoft Business Central Accounting Software

- Industry leader in Enterprise Resource Planning and Accounting Software.
- Cloud-based software that ensures Inframark's districts will have current Accounting software experience, with monthly updates from Microsoft.
- Manages finances end to end: oversee your budget, accelerate month-end and year-end close, automate bank reconciliation, use unlimited dimensions, track fixed assets, and more.
- Financial reporting: Allows for scheduled financial reports based on client and internal requirements.
- Power BI Compatibility: Allows advanced analytics by integrating Power BI data-driven Dashboards.

## TECHNOLOGY DRIVES OUR COMMUNITIES



## Staffing

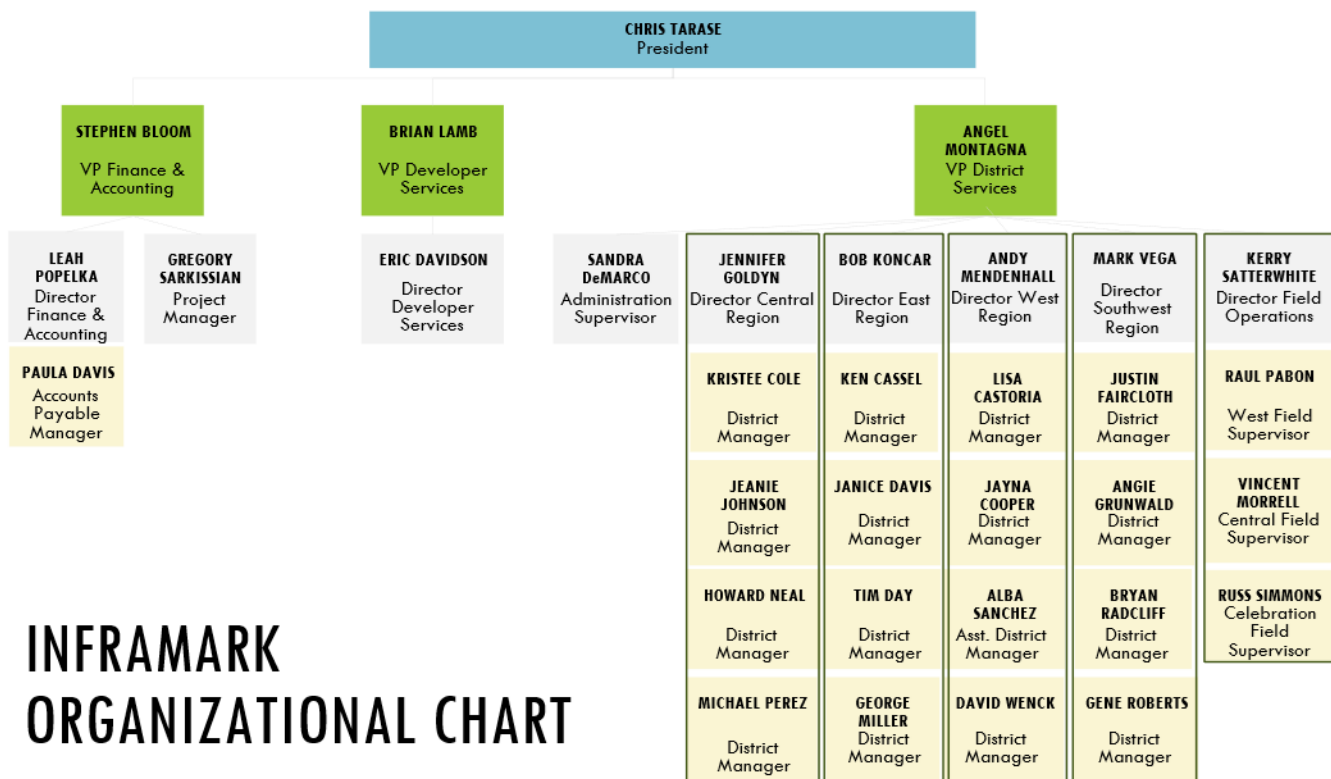
Inframark is the only District Management firm with its own Human Resource team.

This means the following:

- Our employees are fully vetted prior to hiring
- Employees have regular performance evaluations
- We follow a progressive disciplinary policy
- We provide exceptional benefits program for our employees that other firms do not offer
- Employees have a bonus program for exceptional performance
- We offer a management bonus for employees who are responsible for financial performance goals
- 401(k) retirement plans
- Ongoing training and training incentive programs
- Tuition reimbursement opportunities
- In-house safety team and continuous safety training program for all employees

Inframark places the highest value on its employees and provides a work environment and benefits designed to encourage long-term employment with Inframark.

Inframark will ensure that we retain the same personnel assigned to your District to the highest degree possible.



# INFRAMARK ORGANIZATIONAL CHART



### **District Management:**

**Jennifer Goldyn**, Central Regional Director. Jennifer will work with the assigned team to address any issues that could develop. She is responsible for the overall performance of the Central Inframark team. Ms. Goldyn has five years of district management experience and currently manages two (2) Districts, which allows her to be available to her team and Inframark clients. Her background includes over ten years in property management and two years in construction management. She holds a bachelor's in business and marketing and a Real Estate License. Ms. Goldyn is based in our Celebration office.

### **Recording & Administrative Services:**

**Sandra Demarco**, Administration Supervisor, has over 14 years of experience providing services to special districts throughout Florida, including water control and improvement districts, with experience processing permits. In addition, she has over seven years of experience as a Records Management Liaison Officer overseeing the maintenance of public records and responding to public records requests and over 4 years of experience serving as a municipal clerk. Sandra earned a Bachelor of Arts from Florida Atlantic University.

**Janice Swade**, Recording Secretary, has worked with Inframark for 14 years as a District Recording Secretary. Her previous experience includes 13 years with The Port Authority of New York and New Jersey, working in various administrative and clerical positions, including that of Senior Executive Secretary with the Deputy Director of the World Trade Center. Ms. Swade is extremely thorough in her attention to detail with all the Districts she serves.

### **Accounting/Finance Team:**

**Leah Popelka**, Accounting and Finance Director, has over 20 years of accounting and finance experience in the banking, utilities, real estate development, and district management sectors. Prior to joining the Inframark team, she served as the Director of Finance for an asset management and advisory firm specializing in real estate acquisitions and municipal financing. She began her career as a staff accountant at a CPA firm, which laid the foundation for opportunities to work for Fortune 500 companies in banking and utilities. With her comprehensive knowledge of the real estate sector through experience working with institutional investment firms, real estate developers, and homebuilders throughout her career, she has developed a unique understanding of all elements of the real estate industry. She leads Inframark's Finance Department and has created a team of successful professionals who consistently elevate service levels for our client base.

**Paula Davis**, Accounts Payable Manager, oversees all accounts payable, accounts receivable, and payroll activities. She also coordinates the annual renewal of the Districts' insurance policies. Paula has nearly 30 years of accounting experience, including 5 years as a Human Resources Coordinator.

**Helena Schneider, CPA**, Accounting Supervisor, has 20 years of experience providing accounting services to community development districts throughout Florida. She is a Certified Public Accountant, holds a master's degree in business administration and dual bachelor's degrees in accounting and molecular biology. Helena is responsible for overseeing an accounting team, reviewing financial statements, budgets and coordinating the audit process with external firms.



## Sample Scope of Services

All services required for the management of a community development district under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes, and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

### District Management Services

#### A. Meetings, Workshops, and Hearings

1. Organize, attend, conduct, and provide minutes for all district meetings, workshops, and hearings.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meetings, workshops, hearings, and elections pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

#### B. District Operations

1. Act as the primary point of contact for District-related matters.
2. Maintain an action item list of tasks and follow-ups from meetings.
3. Coordinate with the District's ADA document remediation vendor (and website vendor) to ensure the District's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on the district's policies, services, and responsibilities and implement the Board's policies and direction.
5. Make recommendations and assist in matters relating to the solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials per the District's rules and Florida law.
6. Provide contract administration services. Such services include:
  - i. Ensuring district vendors comply with the terms and conditions of a contract
  - ii. Coordinating any changes to the contract that might occur throughout the contract
  - iii. Coordination with the District Engineer, District Counsel, or construction/project manager concerning the work performed or contractual obligations
  - iv. Coordinating the closeout/final payment after the vendor performed their services

7. Perform regular on-site visits to District grounds to evaluate and inspect the condition of the property and infrastructure, meet with District vendors and staff, and observe and report concerns or questions relating to District grounds.
8. Monitor certificates of insurance as needed per contracts.
9. Prepare and follow risk management policies and procedures.
10. Recommend and advise the Board, in consultation with the District Engineer, of the appropriate amount and type of insurance for all District assets and maintenance responsibilities and procure and renew all applicable insurance, including but not limited to General Liability Insurance and Directors and Officers Liability Insurance.
11. Process and assist in the investigation of insurance claims in coordination with the District Counsel.
12. Negotiate on behalf of the District (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
13. Prepare, on or before October 1 of every year, an annual inventory of all district-owned tangible personal property and equipment under all applicable rules and standards.
14. Ensure compliance with all statutes affecting the District by performing the following tasks (and such other tasks required by law but not specifically identified herein):
  - i. File the name and location of the Registered Agent and Registered Office location annually with the Department of Economic Opportunity and the City/County.
  - ii. Provide the Board with the regular meeting schedule for the city/county.
  - iii. Prepare and file annual public depositor reports.
  - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the City/County, and other governmental agencies with jurisdiction in compliance with Florida law.
  - v. transmit Public Facilities Report and related updates to appropriate agencies.
  - vi. file request letter to the local Supervisor of Elections for number of registered voters as of April 15, each year. Report annually the number of registered voters in the District by June 1, of each year.
  - vii. serve as the contact person for the State Commission of Ethics for Financial Disclosure coordination.
  - viii. maintain the District Seal.

### **C. Accounting, Reporting, and Audit Support**

1. Implement an integrated management reporting system that is compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting, which will allow the District to represent the financial position of the District fairly and with full disclosure. A degreed accountant will oversee the District's accounting activities.
2. Track and oversee the District's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements (including budget to actual summary).
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders (including construction requisitions).
  - i. All vendor invoices, receipts, applications for payments, etc., must be provided to the Board within 30 days of receiving them.
4. Recommend and implement investment policies and procedures under Florida law, and provide cash management services to obtain maximum earnings for District operations by investing surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Support auditors with the required Annual Audit and ensure completion of the Annual Audit and Financial Statements in compliance with Florida law.
7. Assist the District in obtaining and completing a Reserve Study and complying with the board's findings and direction.

### **D. Budgeting**

1. Prepare and provide a proposed budget for Board approval and submission to the City/County in compliance with Florida law.
2. Prepare the final budget and backup material and present them at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as needed.

### **E. Assessments & Revenue Collection**

1. Develop and administer the district's annual assessment roll. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off-tax roll parcels/lots.
2. Provide payoff information and pre-payment amounts as property owners request and collect prepayment of assessments as necessary.
3. Issue estoppel letters as needed for property transfers.



4. Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the District.

#### **F. Bond Compliance and Dissemination Agent**

1. Oversee and implement bond issue-related compliance. For example:
  - i. Coordinate the annual arbitrage report as required.
  - ii. Transmittal of the Annual Audit, budget, and other required information to the trustee and other parties as required.
  - iii. Annual or quarterly disclosure reporting as required.

#### **G. Records**

1. Maintain the "Record of Proceedings" for the District at a location within the boundaries of the County in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.
2. Serve as the District's Records Management Liaison Officer for reporting to the Department of Library and Archives under Section 257.36(5)(a), Florida Statutes.
3. Serve as the District's designated custodian of all District public records and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
  - i. Protect all public records' integrity, confidentiality, or exemption.
  - ii. Respond to public records requests promptly, professionally, and efficiently.
  - iii. Recommend best practices and services to ensure all District public records (including emails from the Board) are preserved pursuant to Florida law requirements.

#### **H. Board Email Backup and Retention Services**

1. Provide for or coordinate with a third-party vendor to ensure emails of the Board are backed up and retained in compliance with Florida's public records laws.
  - i. If such services are not provided directly, the District will contract directly with a third-party vendor, and the district will bear the costs of such services.

Client#: 754881

WATERHOLDI2

**ACORD™**

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan Agency LLC 200 Brookstone Centre Pkwy Suite 118 Columbus, GA 31904	<b>CONTACT NAME:</b> Rebecca Hightower <b>PHONE (A/C, No, Ext):</b> 706-324-6671 <b>E-MAIL ADDRESS:</b> Rebecca.Hightower@MarshMMA.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Inframark, LLC 2002 West Grand Parkway North, Suite 100 Katy, TX 77449	<b>INSURER A:</b> AXIS Surplus Insurance Company	<b>NAIC #</b> 26620
	<b>INSURER B:</b> Safety National Casualty Corporation	<b>NAIC #</b> 15105
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			SP005105012023	09/01/2023	09/01/2024	EACH OCCURRENCE    \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)    \$1,000,000 MED EXP (Any one person)    \$25,000 PERSONAL & ADV INJURY    \$2,000,000 GENERAL AGGREGATE    \$4,000,000 PRODUCTS - COMP/OP AGG    \$4,000,000 <b>Gen Agg Cap</b> \$10,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA6676598	09/01/2023	09/01/2024	COMBINED SINGLE LIMIT (Ea accident)    \$2,000,000 BODILY INJURY (Per person)    \$ BODILY INJURY (Per accident)    \$ PROPERTY DAMAGE (Per accident)    \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB    CLAIMS-MADE DED    RETENTION \$			SX005106012023	09/01/2023	09/01/2024	EACH OCCURRENCE    \$8,000,000 AGGREGATE    \$8,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	LCD4068416	09/01/2023	09/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT    \$1,000,000 E.L. DISEASE - EA EMPLOYEE    \$1,000,000 E.L. DISEASE - POLICY LIMIT    \$1,000,000
A	<b>Pollution Liab</b>			SP005105012023	09/01/2023	09/01/2024	\$2,000,000 Per Claim
A	<b>Professional Liab</b>			SP005105012023	09/01/2023	09/01/2024	\$2,000,000 Per Claim

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 These endorsements, to the extent provided in the policy, all apply when there is a written contract between the named insured and the certificate holder that requires such status: (GL) Additional Insured per form SPP  
 2010 Additional Insured Owners, Lessees or Contractors (GL) Additional Insured per form SPP 2037 Additional (See Attached Descriptions)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03) 1 of 2  
#S13192235/M13189719

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# CLEAR PARTNERSHIPS

## DESCRIPTIONS (Continued from Page 1)

Insured Owners, Lessees or Contractors Completed Operations (GL) Primary and Non-Contributory per form SPP 2001 04 (GL) Waiver of Subrogation per form SPP 2404 (GL) 30 Day Notice of Cancellation per form SPP 0052 (AU) Designated Additional Insured per form SNCA 026 10 13 (AU) Primary and Non-Contributory With Other Insurance Condition per form CA 04 49 11 16 (AU) Waiver of Subrogation per form SNCA 027 10 13- Waiver of Transfer of Rights of Recovery Against Others to Us (AU) 30 Day Notice of Cancellation per form SNCA 024 1013 Earlier Notice of Cancellation Provided by Us (WC) Waiver of Subrogation as per form WC00 03 13 - Waiver of Our Right to Recover (WC) 120 Day Cancellation Endorsement per form WC99 06 R3 (UMB) Follows form per form SPX 0005

# Deer Run Community Development District

## PROPOSAL FOR AMENITY & FIELD MANAGEMENT SERVICES

• NO SMOKING  
• NO SWIMMING  
• NO CLIMBING OR  
SITTING ON RAILING



Vesta  
PROPERTY SERVICES™

Vesta Property Services, Inc.  
245 Riverside Ave. #300,  
Jacksonville, Florida 32202  
877-988-3782

# FLORIDA CDD'S AMENITY MANAGEMENT SPECIALIST

## A 30-YEAR TRACK RECORD WORTHY OF YOUR TRUST



### TABLE OF CONTENTS

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Company Org Chart	6	Proposed Pricing	24
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October 11, 2024

Dear Board of Supervisors,

Hello. We very much appreciate this opportunity to submit our proposal on how Vesta Property Services, Inc. is well-qualified and ready to provide the day-to-day management for the operations of the District's amenities as well as related field oversight and maintenance duties.

Our company is marked by our professionalism and three-decade track record of sustained resident satisfaction and trust by our Boards that we serve. For more than 30 years, we've been continuously and successfully providing contracted Amenity-Lifestyle-Field Management Services for planned-communities throughout Florida, including serving CDDs for the past 27 years. Combining strong, day-in and day-out community management along with activating and supporting a community's dynamic and thriving lifestyle - and ensuring that our residents are fully connected to each other and conveniently engaged with everything that interests them - is our specialty.

Vesta employs over 1,000 associates statewide; we also possess the flexibility to completely adapt to your current situation and its ongoing evolution. With any scenario, Vesta has the relevant experience, internal operating systems, and depth-and-quality of support to produce immediate, short-term, and long-term improvement and better satisfaction for everyone connected with Deer Run Community Development District.

We've included in our enclosed information:

- Key summary information about our company (pp. 4-6).
- Comprehensive Bios for our Leadership-and-Support Teams (pp. 7-9).
- An extensive list of clients for whom we deliver similar management services (pp. 13-15).
- Information on Vesta's approach to such key operating processes as Team Member Development, Customer Service Training, and Management Training (pp. 17-19).
- The RFP's detailed Scope-of-Work and our associated Pricing (pp. 21-25).

We would look forward to an opportunity to personally present how Vesta can best meet your needs, in hopes of forming a long-term and successful partnership with you. Thank you again for this opportunity and your consideration of Vesta Property Services, Inc.

Sincerely,



Brenda Grochowski  
Director of Business Development  
Vesta Property Services, Inc.  
245 Riverside Ave. #300  
Jacksonville, Florida 32202  
(866) 573-3809  
Cell: (321) 367-7820

# ABOUT US

Founded by J. Frank Surface (shown right) in 1992 and headquartered in Jacksonville, Florida, **Vesta's success has been driven by three key factors** (which are part of the enduring legacy of Mr. Surface's three decades of servant-leadership):



- Our overriding commitment to honoring our clients' needs, first and foremost (which was well-modeled by the gracious character and "other-centered" focus of Mr. Surface.)
- Our statewide leadership team; all chosen by Mr. Surface for their roles and all but one (Bob Stevens, who retired in Dec. 2023) still serves as a leader for Vesta.
- The close teamwork and collaboration between our (1) senior management team, (2) shared services associates based in our corporate headquarters, and (3) industry's best-in-class, frontline managers and their teammates in a variety of operational disciplines.



## OUR VISION

Vesta's vision is to:

- Successfully provide planned-communities with a superior community management experience, exceptional lifestyle services, and strong financial support for developers and residents.
- Leverage everyday on behalf of our valued clientele and frontline associates, our senior leadership and management teams' decades of experience and unique expertise.

## OUR SCALE

Vesta has 14 fully-staffed offices proudly serving over 250,000 residents everyday throughout Florida. We are the state leader by providing the most diversified suite of planned community services (listed on next page), from Amelia Island to Key West to Panama City, and nearly everywhere in between.



# SERVICES

## Lifestyle

### Food and Beverage Turn-key Operations

- Food Service Operation
- Liquor Service Operation
- Catering Services

### Golf Course Management

### Wellness Programs

- Fitness Programs and Classes
- Aquatic Programs and Classes
- Spa and Salon Services
- Learning Centers

### Youth Activities Programs

### Summer Camps

### Theatre and Entertainment Operation

- Agent Bookings
- Special Event Management
- Closed Circuit Television Production

### Facility Maintenance

- Preventative Maintenance
- Housekeeping and Janitorial Services
- General Facility Maintenance and Repair
- Pool Service
- Tennis Courts

### Leveraged Vendor Relationships

### Community Gate Access

- Class B Licensed Security Services
- Surveillance Camera Installation/Management

### Community Transportation Services

- Fleet Management
- Community Tram Services
- DOT Compliance
- Special Event Bus Trip Coordination

### Aquatics Facilities

- Water Park Operation
- Lifeguard Staffing
- Pool Monitor Staffing
- Aquatics Programs

## Community

### Portfolio Management

- Property Insurance
- Community Planning
- Specification Development
- Contractor Oversight
- Contract Bids

### Onsite Management

- Human Resource Staffing
- Administrative Support
- Daily Oversight of Grounds and Staff

### Association Governance

- Meeting Notifications
- Committee Facilitation
- Parliamentarian
- Community Document Enforcement

### Long Term Planning

- Maintenance Management
- Budget Planning
- Board and Resident Relationships
- Vendor Relationships

### Maintenance Services

- Inspections
- Preventive Maintenance
- Major Maintenance Project Management
- Pressure Washing
- Handyman Services
- "Snowbird" Services

### Financial Services

- Collections
- Payroll
- Accounts Payable
- Budgeting
- Tax Preparation
- Audit Facilitation
- Financial Statements

## Investment

### Financing for Facilities and Infrastructure

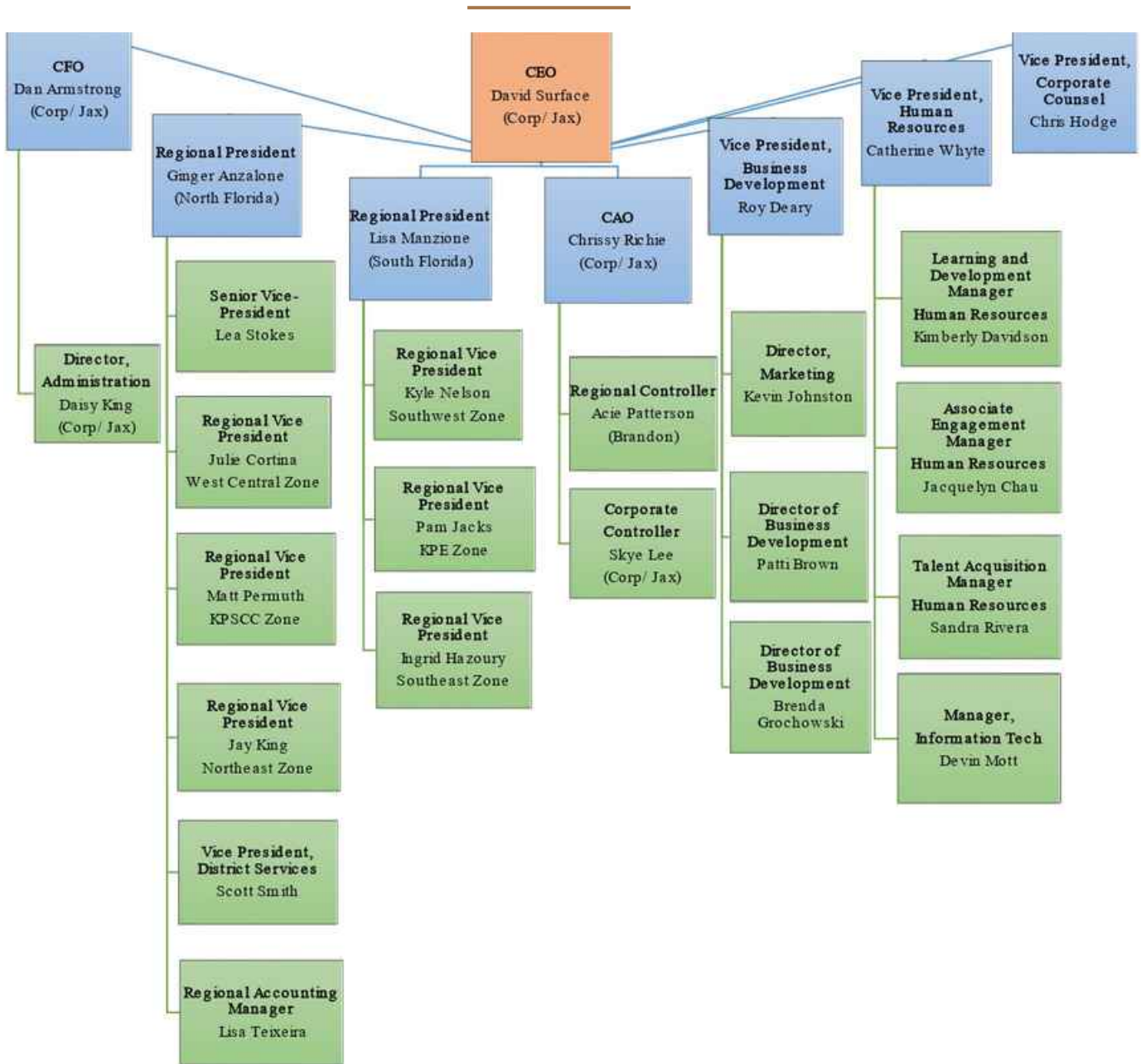
- Purchases
- Refinancing
- Renovations
- Technology Installations
- Upgrades

### Financing for Developers

- Financing for early sale of community assets
- Arrangement of amenities management and ancillary services
- Turnkey financing and third-party ownership which can free up developers to focus on selling homes



## ORGANIZATIONAL CHART



“ For 15 years, Grand Haven in Palm Coast, Florida has been very fortunate to have Vesta providing top-notch management of our amenities, including 7 clay tennis courts, croquet and pickle ball courts (we're quite happy with the condition of all our courts), fitness centers, pools, and a cafe featuring great food and service plus very popular activities and entertainment nights.

**Attention-to-detail, responsiveness, and flexibility** are Vesta's hallmarks. We're very pleased and look forward to many more years together.



Kevin Foley, Board Chair; Grand Haven CDD (2016 - present)



# CORPORATE LEADERSHIP TEAM



**David Surface**  
Chief Executive Officer

David has been the CEO of Vesta since 2020, overseeing the company's executive team and day-to-day operations. During the past decade, he has been significantly responsible for Vesta's strong growth by spearheading our mergers and acquisitions and strategic partnerships. As a result, Vesta has tripled in size during this period and achieved widespread recognition as a leading, full-service property management company in Florida.

His career experience includes all aspects of real estate, both commercial as well as residential. Prior to joining Vesta, David was managing partner for a real estate finance, management, and brokerage company serving institutional clients



**Christine Richie**  
Chief Accounting Officer

Chrissy was appointed Corporate Controller in June 2013 and then Chief Accounting Officer in 2021 to oversee the accounting functions for Vesta Property Services. She previously served as Chief Financial Officer for a multimillion-dollar healthcare provider operating in 14 states.

With over 25 years of leadership experience in corporate finance and accounting, Chrissy has developed accounting and financial infrastructure for multiple start-up companies that include accounting systems, compliance, and risk management, as well as implementation of employee benefit plans, employee policies and procedures, and training and organizational development.



**Daniel Armstrong**  
Chief Financial Officer

Dan oversees the financial and administrative functions of Vesta's corporate entity. His career has included the performance and oversight of accounting, administrative services, and financial reporting for a range of entities, from large corporations following SEC requirements, to the not-for-profit associations, social clubs and trusts which serve many of our clients, and special-purpose entities that provide financing for purchasing related association facilities.

Dan started as a Florida CPA at Deloitte & Touche in 1993, specializing in the audits of publicly traded and real estate clients. He next headed the internal audit department for Koger Equity, a NYSE-traded REIT, before coming to Vesta as Controller in 2001.





# REGIONAL & CORPORATE SUPPORT



**Lea Stokes**  
**Senior Vice President**

Lea Stokes has been in the Community Association Management field since 1988. Her career initiated with ITT Community Development Career in Palm Coast. Lea created Preferred Management Services, Inc. in June of 1995. In August 2016, Lea sold her firm to Vesta Property Services and was retained by Vesta as the Vice President for their Northern Operations.

Lea was selected as the Flagler County “Businesswoman of the Year” for 2004-2005 by the Business and Professional Women of Flagler County, and as “One of the Most Influential Women in Business” by the News Journal Volusia/Flagler Business Report in 2010.



**Roy Deary**  
**Vice President, Business Development**

Since founding *Amenity Services Group, Inc.* in 1994, Roy has amassed unique experience and expertise in planned-community operations and specialized services throughout Florida and has been a pioneer in serving Community Development Districts since 1997. After Vesta acquired his companies in 2011, Roy led our Property Management division from 2012-2014, and our Amenities & Lifestyle Division and District Services Division through 2021.

Since 2022, he has led Vesta’s Business Development team and continues to be joined by a team of professionals in expertly marketing, managing, maintaining, and programming first-class planned-communities throughout Florida. Roy has a BSBA from the University of Arkansas and swam in the 1984 U.S. Olympic Trials.



**Brenda Grochowski**  
**Director of Business Development**

Brenda has been serving in the Community Association Management industry since 2012 and has been with Vesta Property Services since 2018. She started as a Community Association Manager for Brevard County, and in 2020, was promoted to the Operations Manager of the Melbourne, FL Branch.

In 2022, she was promoted to a corporate position as the Director of Business Development. She successfully serves multiple areas throughout the state by working hand-in-hand with our local and regional operations teams in support of our new clientele and Vesta’s continued growth.



# CORPORATE SUPPORT TEAM

## Catherine Whyte

**Vice President of Human Resources**



Catherine joined Vesta in 2019 as Director of Human Resources and was appointed Vice President in 2021. She is a skilled and HR leader with over 20 years of HR management experience, encompassing both production and hospitality-service environments.

Based in our Jacksonville headquarters, Catherine directs all aspects of Vesta’s HR including compensation and benefits, talent acquisition, learning and development, HR engagement, legal compliance, and internal communications. She also oversees our comprehensive IT services throughout Florida.

## Chris Hodge

**Vice President, Corporate Counsel**



Chris serves as Corporate Counsel to Vesta Property Services, Inc. and oversees all legal functions, including contract negotiation, acquisitions, litigation and general oversight. Previously, he served Vesta for many years as outside counsel while advising numerous corporate clients in private practice.

In addition, Chris has worked as the President of a forensics company and led a region for Merrill Lynch tasked with lending. He holds a B.A. from the University of North Carolina at Chapel Hill, a J.D. from the University of Florida College of Law, and an LLM in Tax from Wayne State University Law School.

## Kevin Johnston

**Director of Marketing**



Kevin serves as the Marketing Director for Vesta and leads a talented team responsible for the production and implementation of all Vesta marketing opportunities. Prior to joining Vesta in 2016, Kevin managed the marketing for a global shopping center, where he focused primarily on branding, public relations and promotion. He also dedicated four years honing his technical marketing skills working for the industry’s leader in sports apparel and memorabilia.

Kevin holds a Bachelor’s Degree in Advertising from the University of North Florida.

“ I can speak for our Board; we’re very pleased with the job Vesta has done for our us. Vesta’s expertise in managing communities has vastly improved the management of our 957-home neighborhood. Our CAM is doing an absolutely great job, quickly addressing issues, keeping the board well- informed, and managing our numerous contractors.

**We are in good hands.**

Paul Whitman, Board Member & Treasurer; Deerwood Improvement Assoc.



**Eagle Pride Day '23**  
Hundreds of Associates  
Honoring Vesta's Founder,  
Celebrating Our Core Values





We changed to Vesta in 2019 and **the differences operationally and professionally are night and day!**

Vesta’s diligence finds and resolves items that were overlooked previously. They have the talent and resources to handle a lot of these items in-house, something that typically is contracted out by others, at a much higher rate.



Brandon Kirsch, Board Chairman – Tison’s Landing CDD

## PROPOSAL FORMS

### GENERAL PROPOSER INFORMATION

- *Proposer General Information:*

Proposer Name Vesta Property Services, Inc.

Street Address 245 Riverside Avenue #300

P. O. Box (if any)

City State Zip Code Jacksonville, Florida 32202

Telephone (904) 355-1831 Fax no. (904) 355-1832

1st Contact Name Lea Stokes Title Senior Vice President

2nd Contact Name Ginger Anzalone Title Regional President

Parent Company Name (if any) PMG Holdings

Street Address 5401 N. Central Expressway #290

P. O. Box (if any)

City Dallas State TX Zip Code 75205

Telephone (214) 272-4074 Fax no. (214) 751-2397

1st Contact Name Jose B. Maldonado Title Treasurer

2nd Contact Name Jason Villalba Title Secretary

# Experience with Community Amenity Management

Our response to this item is three-fold:

**1. Since 1997, Vesta has been continuously and successfully providing contracted Amenity Management Services for CDDs in Florida.** We fully understand how important your District's amenities and lifestyle are to your residents, due to our quarter-century+ of unmatched experience and expertise in furnishing a quality, fully-equipped-and-supported management staff that fulfills the needs of dozens of Community Development Districts throughout Florida.

**2. Vesta has been providing this specific service for planned-communities of all sizes** (ranging from 7,200-unit Kings Point Delray Beach, to 1,900-unit Grand Haven in Palm Coast, to brand-new, start-up developments); **demographics** (including middle-class, family-focused places as well as Active Adult communities); **and legal structures** (including CDDs, HOAs, and even sub-associations aligned with Deer Run; publicly-and-privately-held developers, special purpose entities, private clubs, and public municipalities.)

**3. We also feature decades of hands-on experience successfully delivering an unmatched diversity of specific "amenity management services" including:**

- Clubhouse-and-related amenities' management, staffing, and operations.
- turnkey Food & Beverage operations.
- Field Operations-and-Maintenance services.
- Amenity Facilities Maintenance services.
- RFP-and-Project Management services, including bid-procurement and evaluation.
- Community-wide Special Events for residents (*detailed examples begin on P. 36.*)
- dynamic Lifestyle Programs and Activities for a wide range of targeted interests.
- Children's Summer Camp.
- Organization-and-operation of Community Athletics Leagues (for a range of ages-and-abilities): soccer teams, flag football, and basketball leagues.
- turnkey Fitness Facilities-and-Spa operations.
- turnkey Community Transportation operations.
- turnkey Theater Operations.
- Security Management-and-Staffing (amenity/guardhouse/community)

## ***Number of CDDs represented by the proposer.***

Vesta currently provides amenity management and district management services for approximately total of forty (40) Community Development Districts throughout Florida, ranging from Northeast Florida to South Florida to the Greater Tampa Area to Panama City, Florida.

This includes serving as the sole contracted amenity management provider for Grand Haven Community Development District in Palm Coast, Florida since 2008 (and serving as their district management firm since 2020.)

The following list a wide-range of sizes of community development districts or master planned communities which Vesta currently manages, along with the contact and project information for these current clientele:

Project Name/Location: **Avenir CDD** / Palm Beach Gardens, Florida  
Contact: Jason Pierman (District Mgr.) Contact Phone: (561) 630-4922  
Project Type/Description: CDD of 3,000+ homes at build-out  
Dollar Amount of Contract: \$550,000  
Scope of Services for Project: Amenity Management, Field Operations Management, Facilities Maintenance Services, Cafe Operations, and Lifestyle Programs.  
Dates Serviced: November, 2021 - Present



Project Name/Location: **Rivers Edge CDD ("RiverTown")** / Saint Johns, FL  
Contact: Mac McIntyre Contact Phone: (850) 496-5510  
Project Type/Description: CDD of 4,000+ homes at build-out  
Dollar Amount of Contract: \$600,00+ (combined w/ 3 CDDs)  
Scope of Services for Project: Amenity Management, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.  
Dates Serviced: 2015 - Present



Project Name/Location: **Grand Haven CDD** / Palm Coast, Florida  
Contact: Barry Kloptosky (CDD Ops. Mgr.) Contact Phone: (386) 715-6081  
Project Type/Description: CDD with 1,895 homes  
Dollar Amount of Contract: \$550,000 + cafe's \$800,000 in annual sales  
Scope of Services for Project: Amenities Management, turnkey F & B Operations, Facilities Maintenance, and Lifestyle Programs.  
Dates Serviced: 2007 - Present



Project Name/Location: **Julington Creek Plantation CDD**  
Contact: Michael Morton Contact Phone:  
Project Type/Description: CDD of 5,800 homes (built-out)  
Dollar Amount of Contract: \$1.5m.  
Scope of Services for Project: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.  
Dates Serviced: 2017 - Present



Project Name/Location: **Kings Point Golf & Country Club** / Delray Beach, FL  
Contact: Frank Iovine Contact Phone: (561) 302-8803  
Project Type/Description: HOA of 7,200 units (built-out)  
Dollar Amount of Contract: \$800,000+  
Scope of Services for Project: Amenity Management, Field Operations Management, Maintenance Services, turnkey F & B Operations, Lifestyle Programs, Community Transportation Services, Golf Course Operations, Theatre Operations, and Pool Monitor Services.  
Dates Serviced: 1993- Present



Project Name/Location: **WestLake** / Palm Beach Gardens, Florida

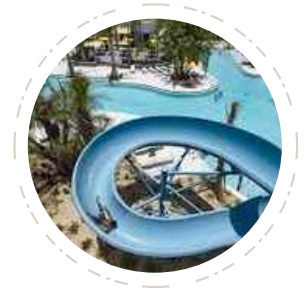
Contact: Scott Gambone (V.P.) Contact Phone: (706) 319-0270

Project Type/Description: HOA of 4,000 homes at build-out

Dollar Amount of Contract: \$655,000

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

Dates Serviced: 2018 - Present



Project Name/Location: **Kings Point Sun City Center** / Sun City Center, Fla.

Contact: Jack Davidson Contact Phone: (256) 341-8613

Project Type/Description: HOA of 5,600 homes (built-out)

Dollar Amount of Contract: \$600,000

Scope of Services for Project: Amenity Management, Field Operations Management, Maintenance Services, turnkey F & B Operations, Lifestyle Programs, Community Transportation Services, and Gatehouse Staffing.

Dates Serviced: 2008 - Present



“ Vesta has done an outstanding job and continues to adapt to the ever-changing needs of the community and our 12,000+ residents. Vesta manages the amenities in the most up-to-date manner – one that the residents are proud of. I, along with the rest of the 9-member Federation Board, **highly recommend Vesta** for any position for which they may be considered. ”

Jack Davidson, President Federation Board, Kings Point Sun City Center

Project Name/Location: **LakeShore Ranch CDD** / Land 'O Lakes, Florida

Contact: Ron Mitchell (Chair) Contact: ronaldmitchellcdd@gmail.com

Project Type/Description: CDD of 700+ homes (built-out)

Dollar Amount of Contract: \$200,000+

Scope of Services for Project: Amenity Management, Facilities Maintenance Services, Lifestyle Programs and Events.

Dates Serviced: 2015 - Present



Project Name/Location: **Durbin Crossing CDD** / Saint Johns, Florida

Contact: Peter Pollicino Contact Phone: (973) 713-7384

Project Type/Description: CDD of 2,600 homes (built-out)

Dollar Amount of Contract: \$375,000

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

Dates Serviced: 2008 - Present



Project Name/Location: **Venetian CDD** / Venice, Florida  
Contact: Richard Bracco Contact Phone: (631) 807-1956  
Project Type/Description: CDD of 1,100+ homes (built-out)  
Dollar Amount of Contract: \$80,000 (+ pass-thru wages)  
Scope of Services for Project: Amenity Management, Food & Beverage Operations, Facilities Maintenance Services, Lifestyle Programs, & Events.  
Dates Served: 2021 – Present



Project Name: **Harbour Isles CDD** / Location: Apollo Beach, Florida  
Contact: Betty Fantauzzi – Board Chair Contact Phone:  
Project Type: Planned-community of 800+ homes  
Scope of Services: Amenities Management, Facilities Maintenance Services, Staffing for Events  
Contract Value: \$110,000  
Dates Served: 2020 – Present



Project Name/Location: **Heritage Landing CDD** / Saint Johns, Florida  
Contact: Michael Taylor Contact Phone: (603) 627-8467  
Project Type/Description: CDD of 1,151 homes (built-out)  
Dollar Amount of Contract: \$375,000  
Scope of Services for Project: Amenity Management, Field Operations Management, Facilities Maintenance Services, Lifestyle Programs, and Lifeguard Services.  
Dates Served: 2006 – Present



Project Name/Location: **Solterra Resort CDD** / Kissimmee, Fla.  
Contact: Connie Osner Contact Phone: (620) 755-1234  
Project Type/Description: CDD of 1,200+ homes (built-out)  
Dollar Amount of Contract: \$1.3m.  
Scope of Services for Project: Amenity Management, District Management, Maintenance Services, Lifestyle Programs and Services  
Dates Served: July, 2023 – Present







“ We changed to Vesta in Dec., 2021 and couldn't be happier; **wow, what a difference** in everything from our Repairs to Special Events! They are on top of everything that needs to be done; Vesta treats our property with the utmost care and dedication to doing it right. ”

Sheila Papplebon, Board Supervisor; Beach CDD (Tamaya) – Jacksonville





## Company Support: Team Member Development

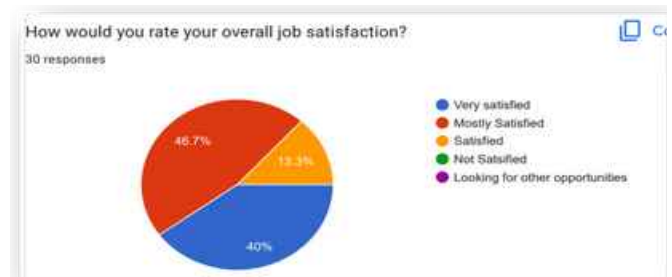
Our Team Members throughout Vesta are absolutely critical to our success in serving our customers, so it is essential that we invest in them. Our strong local presence provides our area team many opportunities for development and advancement, which helps us attract-and-retain the best talent.

Vesta employs customized, onsite operational training; supports our team to obtain specialized certifications; and provides Vesta-specific Customer Service Training to "set them up for success". We further build upon that with networking opportunities for managers at our pre-and-post season, all-manager meetings; and "peer walks."

- We also provide timely feedback through our (two way) **semi-annual check-ins**, which evolved from previous performance management reviews with a goal towards a less formal, more frequent and empowering experience.



- We solicit manager feedback via **annual surveys** to ensure we are fully engaging, empowering and satisfying our onsite leadership teams.



- Most importantly, we actively foster our culture based upon our Vesta Core Values. One way we do this is through our annual "**Eagle Pride Day**."



- **Vesta University** is our web-based training resource that provides third party vendor training aids as well as internally created Vesta specific content developed by our subject matter experts. These training aids vary from videos to PowerPoint critical skill modules.





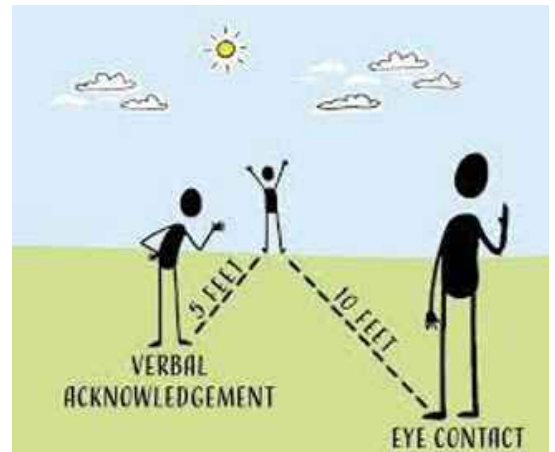
## Company Support: Customer Service Training

Vesta has over four hours of Customer Service Training modules featuring valuable information conveyed through presentation slides, video reenactments, and hands-on, role-play exercises that we developed to provide all of our team members with the very best in Customer Service Training.

These modules include specific training for hourly staff, mid-level managers, and general managers, and have been custom-made by Vesta to fit our specific needs.

Some of our training topics include the following:

- What is customer service?
- How to deliver proper customer service?
- Customer service challenges and potential solutions
- Defining our customers
- Identifying conflicts of all types and how to deescalate and resolve
- Body language and perception
- Anticipation
- Following through and following up
- Service recovery
- The HEART Model
- The 10-5 Rule



### Service Recovery Model

**H**ear  
**E**mpathize  
**A**pologize  
**R**espond  
**T**hank



“ For over 15 years now, Grand Haven has been very fortunate to have Vesta providing top-notch management of our amenities, including 7 clay tennis courts, croquet and pickle ball courts (we're quite happy with the condition of all our courts), fitness centers, pools, and a cafe featuring great food and service along with very popular activities and entertainment nights.

Attention-to-detail, responsiveness, and flexibility are Vesta's key attributes. In sum, **we're very pleased and look forward to many more years together.**

Kevin Foley, Board Chair; Grand Haven CDD (Palm Coast, Florida)



## Company Support: Management Training

We bring our General Managers, Amenity Managers and Lifestyle Directors together twice a year before and after the peak season to conduct training, prep and debrief the peak season and to network. We do the same with our Field Operations managers annually.

Some of our recent agenda topics have included the following:

- Customer Service Training
- Post Season Debriefs
- Annual Manager Survey results and action Items
- Pre Season Operational Initiatives
- Lifestyle Initiatives
- Team Building
- Topical Breakouts
- Operational Tools
- Performance Management
- Staffing Strategies
- Financial Analysis
- Training Development
- Retention Strategies
- Payroll Management and Reporting
- Results of operational pilots
- Team Member Check Ins
- Insurance
- Checklist Management
- On-Boarding
- Townhall with Vesta's CEO



“ A key reason we employ Vesta is our strong work-relationship with their Management Team. We’ve been together for many years, and when deciding the level of customer service and the District’s cost, our relationship is such that we take into consideration what’s best for each other.

Either you trust each other to do what’s best for all or you don’t hire them. **It has to be a partnership to work, and I trust Vesta’s Management Team.**



Michael C. Taylor, Board Chairman; Heritage Landing CDD

## **Company Support: Backup plan for situations where an onsite team member is unavailable**

Due to the depth-and-breadth of our company and local talent, Vesta builds in capacity and redundancy with our Regional Support Team by design, to accommodate such scenarios. When necessary (mainly due to our continued growth), we have also made - and continue to make - strategic "external" additions to our company, but we prefer (whenever possible) to develop-and-promote "from within."

- On a relatively short-term basis, Vesta's coverage in such a situation will be provided by a member of our Regional Support Team (led by Senior Vice President, Lea Stokes.) Like our company, our team has decades of management experience and expertise. We also have the ability to tap into our other teams in the area, particularly for assistance in covering for maintenance personnel (our Flagler office deploys a dedicated maintenance team.)
- On a long-term basis, Vesta would utilize a combination of the above approach: we would tap into our existing "bench strength" among the individuals listed above, while having our HR Business Partner, Jackie Chau, conduct an extensive search both internally and externally, if needed, to further supplement our coverage - depending on the actual length of the absence.

## **Company Support: Escalation procedures involving any concerns regarding the assigned staff.**

By drawing upon Vesta's three decades of on-site community-amenities management experience throughout Florida, with hundreds of management contracts and on-site personnel, we are adept at managing the types of challenges surrounding this topic.

Typically, we utilize a combination of:

- Internal communication (involving the Vesta associate in-question; a member of our Human Resources team - most likely our area HR Business Partner (Jackie Chau); and our associate's direct supervisor within the "assigned staff" to handle the details surrounding the concern(s) as well as appropriately handle any sensitive information or issues involved. Also, our HR Business Partner ensures that proper documentation of the matter is kept on file for future reference, if needed, and if necessary, he or she can involve our Vice President of Human Resources, Catherine Whyte.
- External communication with the Board president. This communication would most likely be in summary form rather than as detailed or nearly as time-consuming as our own, internal communication outlined above (which would be appropriate given the contractual, "arm's-length" nature of our relationship with you.).

There have been (rare) occasions when, after exhausting all of the procedures, necessary communication, and due consideration stated above, a determination is made (either independently by Vesta or in close collaboration with you; whichever you prefer) that a change involving the removal of the Vesta associate in question is needed, Vesta will make that change in an expeditious but considerate manner.



## Management Services Proposal

### Property Management – Scope of Services

#### 1. General Management

- A. Provide professional management and oversight to perform the services set forth in this Scope of Services (“Scope”);
- B. Upon request of the District Board of Supervisors’ (“Board”) or District staff, attend meetings in-person or via telephone to provide any updates or address concerns;
- C. Respond promptly to any Board member’s communications regarding questions or concerns related to this Scope;
- D. Administer the recruitment, hiring, training, oversight, and evaluation of facility operations, maintenance, and pool personnel;
- E. Record visits to the District in a log with date and time entries; and
- F. Provide monthly personnel activity reports regarding facility operations, maintenance activities, and pool attendants to the Board of Supervisors.

#### 2. Amenity Management.

- a. Manage all maintenance and recreation operations for the District;
- b. Manage the staff provided by Contractor and ensure mission completion;
- c. Oversee and ensure continuous and consistent communications for residents (including upcoming parties, board meetings, property issues, and other questions and concerns);
- d. Provide recommendations for, as well as manage and execute the maintenance and recreation budget adopted by the District Board and provide monthly update on all activities;
- e. Ensure amenity center is kept in pristine condition for residents at all times;
- f. Coordinate major repairs and retain related documentation;
- g. Supervise and schedule all onsite staff provided by Contractor;
- h. Administer the card access program for residents, guests and others using the District’s amenity facilities;
- i. Plan and execute special events, programming of resident services, and manage event rentals, including calendar, rental forms, and security deposits;



**SCOPE-OF-SERVICE *Contd.***

3. Field Operations Management.

- a. Maintain amenity center and other community properties, etc.; complete or coordinate minor repairs to the clubhouse for plumbing, electrical, interior and exterior painting, paint touchup, clean gutters, and power washing fences and sidewalks;
- b. Responsible for routine repairs and upkeep to all facilities parking areas, monuments, common area, clubhouse, mail pavilion, community park(s), athletic courts, etc.;
- c. Repair equipment as able and promptly report the need for any repairs not able to be performed by staff;
- d. When possible, shall solicit at least three (3) separate quotes for vendor contracts and negotiate the same.
- e. Monitor condition of all doors, adjoining fencing and gates and resolve any problems, either through repairs or adjustments or securing services of door/gate contractor;
- f. Control cobwebs and prevent other debris from accumulating on exterior walls, amenity center fences and gates, lake deck and lake walking bridge. Control or coordinate control of ants and bees in common areas beside the clubhouse, playground and pavilions;
- g. Check, repair, and replace all exterior and interior lighting and replace air conditioner filters as needed (Contractor shall be reimbursed by the District for the purchase of replacement light bulbs and air conditioning filters upon presentation of support for such reimbursement to the District's satisfaction);
- h. Check and assess conditions of roads, parking lot, sidewalks, curbs, street signs, monuments, and informational signs;
- i. Coordinate pressure wash all pool decks and clubhouses at least once per year, or more often if needed;
- j. Coordinate with janitorial vendor to ensure swimming pool deck maintenance is complete, including: blow off entire pool deck, arrange furniture, clean outdoor furniture, empty and clean all waste receptacles, adjust umbrellas, clean BBQ grill(s), and inspect bathrooms, and clean and refill supplies as needed;
- k. Parking Lot and Amenity Center sidewalks: blow off debris;
- l. Pick up trash and empty waste receptacles around District property;
- m. Attend to Doggie Stations; replace bags as necessary and clean outside of trash bins and lids (or manage subcontractor performing such services);
- n. Assess and advise the Property Manager and District Manager of any necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear and tear," "acts of God," or vandalism, and secure cost estimates for same;
- o. Clean all bathrooms at least three (3) times per week. Bathroom cleaning includes but is not limited to, all toilets, bases behind toilets, urinals, stalls, counters, mirrors, sinks, baby stations and floors. Paper products shall be replaced as needed;



**SCOPE-OF-SERVICE *Contd.***

- p. Report any major issues or cost overruns promptly to the District Manager or the District Board Chair;
- q. Ensure all subcontracts and outside vendor maintenance contracts are executed and managed as described (including but not limited to pool cleaning, security, lake maintenance, and landscape maintenance);
- r. Oversee the community landscape contract and aquatic maintenance contract, and ensure that the outside contractors meet all terms and conditions as outlined;
- s. Consistently monitor all community ponds for algae and seepage/bank issues and monitor all water fountains in lakes, and report any issues to the District Manager; and
- t. Routine cleaning of District facilities, including:
  - i. vacuuming carpet and spot-treating stains as needed;
  - ii. dusting window ledges and blinds, furniture, baseboards, countertops and lights;
  - iii. cleaning and sanitizing fitness equipment;
  - iv. cleaning all windows, including window ledges and blinds;
  - v. cleaning all BBQ grills, picnic tables, and water fountains; and
  - vi. organizing storage closets, including proper storage and labeling of all equipment and cleaning supplies.

**4. Pool Monitors/Facility Attendants.**

- a. Support Facility Management in all of its duties;
- b. Perform start of shift and end of shift protocols;
- c. Monitor resident use of amenity; when more than one employee is on-duty, one employee shall remain at the amenity at all times during normal hours of operation;
- d. Monitor the pool area and clubhouse and conduct random checks daily to ensure non-patrons are not using the amenities;
- e. Set up amenity center as requested for all events or meetings;
- f. Conduct professional interactions with residents and report issues to the Amenity Manager or to the City of Bunnell Police Department, as appropriate;
- g. Notify the Facility Management of repairs, as needed, and
- h. Staff facility rentals.



**PROPERTY MANAGEMENT – PRICING SHEET (STAFFING OPTIONS)**

*“Please provide three (3) years of pricing for Options 1 – 4 to complete the above provided duties, including any management fees or markups. If not all management and staffing duties can be met by the staffing hours provided a particular Options, Proposer should identify which duties could not be met for such option (or alternatively, provide which duties would be met). If a subcontractor is proposed to provide any of the duties, please indicate amount to be paid to subcontractor and any mark-up to be retained by Proposer.*

*If Proposers believe a different management and staffing structure would be more beneficial to the District, it shall be proposed as an alternate Staffing Option 5 below so that the District can evaluate all approaches. Proposer may use this form or their own to provide pricing options.”*

<b>Position</b>	<b>Details</b>	<b>Pricing</b>		
<b>OPTION 1</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Amenity Manager	Full Time (40 hrs/week) Monday – Friday Schedule	\$98,600	\$101,560	\$105,115
Facility Attendant	Part Time/Hourly (763 hrs./year budgeted) May 1 – September 30 • Sat & Sun: 16 hrs./week • Plus rentals, special events & additional support	22,510	23,185	23,995
Operations Manager	Part Time/Hourly (8-10 hrs./week)	21,060	21,690	22,450
<b>TOTAL</b>		<b>\$142,170</b>	<b>\$146,435</b>	<b>\$151,560</b>
<b>OPTION 2</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Amenity Manager	Full Time/Hourly (40 hrs/week) Tues – Saturday Schedule	\$98,600	\$101,560	\$105,115
Facility Attendant	Part Time/Hourly (763 hrs./year budgeted) Memorial Day – Labor Day • Sat & Sun: 16 hrs./week • Plus rentals, special events & additional support	22,510	23,185	23,995
Operations Manager	Part Time/Hourly (8-10 hrs./week)	21,060	21,690	22,450
Maintenance Technician	Part Time/Hourly (20-25 hrs/week)	43,680	44,990	45,210
<b>TOTAL</b>		<b>\$185,850</b>	<b>\$191,425</b>	<b>\$196,770</b>
<b>OPTION 3: Proposer’s Alternative Staff Plan</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>TOTAL</b>		-	-	-



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY/YYYY)  
08/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

<b>PRODUCER</b> Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205		<b>CONTACT NAME:</b> Associations Insurance Agency, Inc.	
		<b>PHONE:</b> (866) 384-8579	<b>FAX:</b> (214) 751-2390
		<b>E-MAIL ADDRESS:</b> CertificateRequest@AssociationsInsuranceAgency.com	
		<b>PRODUCER CUSTOMER ID:</b> 00003921	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Vesta Property Services, Inc. 245 Riverside Ave, Ste 300 Jacksonville, FL 32202		<b>INSURER A:</b> Ategrity Specialty Insurance Company	
		<b>INSURER B:</b> Axis Surplus Lines	
		<b>INSURER C:</b> Vantage Risk Specialty Insurance Company	
		<b>INSURER D:</b> Fair American Select Insurance Company	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

WSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SEVERABILITY OF INTEREST GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	X	01-B-GL-P00000595-5	08/01/2024	08/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ex accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B-D	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			Various See Attached	08/01/2024	08/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is an Additional Insured, with respects to the GL Policy, per written contract.

**CERTIFICATE HOLDER****CANCELLATION****\*\*Insurance Verification\*\***

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dana Rodge

## COMMENTS / REMARKS

B: Excess Liability

**Axis Surplus Lines Company**

Policy # P-001-001224246-02

Effective: 8/1/2024 - 8/1/2025

Aggregate Limit: \$2,000,000

Each Occurrence Limit: \$2,000,000

C: Excess Liability

**Vantage Risk Specialty Insurance Company**

Policy # P03XC000030232

Effective: 8/1/2024 - 8/1/2025

Each Occurrence: \$2,000,000

General Aggregate Limit: \$2,000,000

Products-Completed Operations: \$2,000,000

D: Excess Liability

**Fair American Select Insurance Company**

Policy # CSX-8000311-01

Effective: 8/1/2024 - 8/1/2025

Defense Costs: Outside the Limits

Aggregate Limit: \$1,000,000 where applicable

Attachment Point: \$4,000,000



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY/YYYY)  
08/1/2024

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PRODUCER Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205	CONTACT NAME: Associations Insurance Agency, Inc.	
	PHONE: (866) 384-8579	FAX: (214) 751-2390
E-MAIL ADDRESS: Info@AssociationsInsuranceAgency.com		
PRODUCER CUSTOMER ID: 00003921		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Vesta Property Services, Inc. 245 Riverside Ave, Ste 300 Jacksonville, FL 32202	INSURER A: Federal Insurance Company	
	INSURER B: AIG Specialty Insurance Company	
	INSURER C: Beazley Insurance Company, Inc.	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ex. occ. except)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMPIOP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Per accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.	N/A					PER STATUTE	OTH-ER \$
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A-C	Various			Various	08/01/2024	08/01/2025	See Page 2 for Policy Limits & Deductibles	

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  ** Insurance Verification **	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE   Dana Hodge

## COMMENTS / REMARKS

### EXECUTIVE RISK PACKAGE

Federal Insurance Company

Policy #: 82622087

Effective: 08/01/2024 - 08/01/2025

Management Liability and Company Reimbursement

•\$3,000,000 Aggregate Limit of Liability

•\$250,000 Retention per Loss

•02/02/2001 Retroactive Date

Employment Practices Liability

•\$3,000,000 Aggregate Limit of Liability

•\$350,000 Retention per Loss

•02/02/2001 Retroactive Date

Pension & Welfare Benefit Plan Fiduciary Liability

•\$3,000,000 Aggregate Limit of Liability

•\$1,000 Retention per Loss

•02/02/2001 Retroactive Date

Subject to the terms and conditions stated in the policy.

\*\*\*\*\*

### MISCELLANEOUS PROFESSIONAL LIABILITY

AIG Specialty Insurance Company

Policy #: 01-354-S2-26

Effective: 08/01/2023 - 08/31/2024

Limit of Liability

•\$10,000,000 Each Loss

•\$10,000,000 Aggregate

•\$250,000 Retention per Loss

•01/25/2002 Retroactive Date

Description of Covered Professional Services:

Property Owner Association Management including but not limited to the following services:

Property manager, real estate agent/broker, consultation services, publishing, media services, website administration, construction management -agency, engineering consultative services, fire watch services, crime prevention training, debt collection, title company operations, home inspections, software development, pool and spa maintenance.

\*\*\*\*\*

### CRIME COVERAGE

Beazley Insurance Company, Inc.

Policy #: V2822210601

Effective: 08/01/2024-08/01/2025

Employee Dishonesty/Forgery or Alteration/On Premises/In Transit/Money Orders and Counterfeit Paper and Currency Fraud/ Computer Fraud and Funds Transfer Fraud/Client Property Coverage

•\$10,000,000 Limit of Liability

•\$100,000 Deductible per Loss

Subject to the terms and conditions stated in the policy.

\*\*\*\*\*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)  
12/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 501 Riverside Ave Suite 1000 Jacksonville FL 32202	<b>CONTACT NAME:</b> Jessica Goff	
	<b>PHONE (A/C. No. Ext):</b> 904-548-2301	<b>FAX (A/C. No):</b> 904-634-1302
<b>E-MAIL ADDRESS:</b> Jessica_Goff@ajg.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Accident Fund Insurance Company of America		10166
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

<b>INSURED</b> Vesta Property Services, Inc. 245 Riverside Avenue Suite 300 Jacksonville FL 32202	<b>VESTAF0001</b>	<b>CERTIFICATE NUMBER:</b> 156524869	<b>REVISION NUMBER:</b>
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INGR LTR	TYPE OF INSURANCE	ADDL(SUBR) (MSD / WVD)	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	100074418	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Proof Of Coverage	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Jessica Goff</i>

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**ACORD**

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
8/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> USI Southwest 9811 Katy Freeway, Suite 500 Houston, TX 77024 713 490-4600	<b>CONTACT NAME:</b> Carla Turner <b>PHONE (A/C, No, Ext):</b> 713 490-4600 <b>FAX (A/C, No):</b> 713-490-4700 <b>E-MAIL ADDRESS:</b> carla.turner@usi.com														
<b>INSURED</b> Vesta Property Services, Inc. 245 Riverside Avenue, Suite 300 Jacksonville, FL 32202	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> <td style="text-align: center;"><b>NAI#</b></td> </tr> <tr> <td>INSURER A: Sentry Insurance Company</td> <td style="text-align: center;">24988</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAI#</b>	INSURER A: Sentry Insurance Company	24988	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAI#</b>														
INSURER A: Sentry Insurance Company	24988														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
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**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR (WYO)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ \$								
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		9017993003	08/01/2024	08/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ <b>5,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$								
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED.      RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				<table style="width:100%; border: none;"> <tr> <td style="border: none; text-align: center;">PER STATUTE</td> <td style="border: none; text-align: center;">OTH-ER</td> </tr> <tr> <td style="border: none;">E.L. EACH ACCIDENT</td> <td style="border: none;">\$</td> </tr> <tr> <td style="border: none;">E.L. DISEASE - EA EMPLOYEE</td> <td style="border: none;">\$</td> </tr> <tr> <td style="border: none;">E.L. DISEASE - POLICY LIMIT</td> <td style="border: none;">\$</td> </tr> </table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
PER STATUTE	OTH-ER													
E.L. EACH ACCIDENT	\$													
E.L. DISEASE - EA EMPLOYEE	\$													
E.L. DISEASE - POLICY LIMIT	\$													
A	<b>Hired Autos</b> <b>Physical Damage</b>		9017993003	08/01/2024	08/01/2025	\$1,000 Comp. Deductible \$1,000 Coll. Deductible \$50,000 Max Limit								

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 The Automobile policy includes an automatic Blanket Additional Insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and certificate holder that requires such status. The Automobile Liability policy also includes an endorsement with Primary and Non-Contributory wording, as required by written contract.  
 (See Attached Descriptions)

<b>CERTIFICATE HOLDER</b>  For Informational Purposes Only	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MMYY/YYYY)  
1/1/2024

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	<b>PHONE:</b> (866) 384-8579	<b>FAX:</b> (214) 751-2390	
	<b>E-MAIL ADDRESS:</b> Info@AssociationsInsuranceAgency.com		
	<b>PRODUCER CUSTOMER ID:</b> 00003921		
<b>INSURED</b> Vesta Property Services, Inc 245 Riverside Avenue Jacksonville, FL 32202	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> At-Bay Insurance Services, LLC		
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUVR WVD	POLICY NUMBER	POLICY EFF DATE (MMDDYYYY)	POLICY EXP DATE (MMDDYYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ex occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ex accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH CLAIM \$ AGGREGATE \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
A	Cyber Liability			AB-6784591-02	1/01/2024	1/01/2025	See Details Attached	

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>  Insurance Verification	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE   Dana Hodge



## COMMENTS / REMARKS

Policy Aggregate Limit of Liability: \$2,000,000

### A. Information Privacy

- A.1. Information Privacy Liability: Limit \$2,000,000 Retention \$15,000
- A.2. Regulatory Liability: Limit \$2,000,000 Retention \$15,000
- A.3. Event Response and Management: Limit \$2,000,000 Retention \$15,000
- A.4. PCI-DSS Liability: Limit \$2,000,000 Retention \$15,000

### B. Network Security

- B.1. Network Security Liability: Limit \$2,000,000 Retention \$15,000
- B.2. Event Response and Recovery: Limit \$2,000,000 Retention \$15,000

### C. Business Interruption

- C.1. Direct Business Interruption: Limit \$2,000,000 Retention \$15,000
- C.2. Contingent Business Interruption: Limit \$2,000,000 Retention \$15,000

### D. Cyber Extortion

- D.1. Cyber Extortion: Limit \$2,000,000 Retention \$15,000

### E. Financial Fraud

- E.1. Social Engineering: Limit \$1000,000 Retention \$15,000
- E.2. Computer Fraud: Limit \$100,000 Retention \$15,000

### F. Media Content

- F.1. Media Liability: Limit \$2,000,000 Retention \$15,000
- F.2. Media Event Response: Limit \$2,000,000 Retention \$15,000

### G. Reputational Harm

- G.1. Reputational Harm: Limit \$2,000,000 Retention \$15,000

### System Failure Coverage Details:

- Direct System Failure Limit: \$2,000,000
- Contingent System Failure Limit: \$2,000,000
- System Failure Waiting Period: 8 hours



# Vesta

# THANK YOU

## Contact Us

245 Riverside Ave. #300  
Jacksonville, FL 32202

Phone: 877-988-3782  
[Contact@VestaPropertyServices.com](mailto:Contact@VestaPropertyServices.com)

Proposal for:  
**District Management Services**

**Deer Run  
Community Development District**



**Vesta**  
DISTRICT SERVICES™



250 International Pkwy #208  
Lake Mary, FL 32746  
(321) 263-0132

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October 10, 2024

Re: Deer Run Community Development District - **Proposal for District Management Services**

Dear Board of Supervisors,

On behalf of Vesta Property Services, Inc., it is my pleasure to submit the following proposal for District Management-related Services for your Community Development District. Our submittal outlines our company's qualifications and capabilities, in hopeful anticipation of providing these important services to the Board and Residents of your District.

In July of 2020, Vesta formally entered Florida's special district management industry through an acquisition of DPF of Florida, LLC, an experienced and successful specialist in managing special taxing districts in Florida. Vesta is a Jacksonville-headquartered, leading property management company with three decades of successful experience as a "full-service" management company, now serving the entire state of Florida.

With the addition of District Management services, Vesta offers our client-communities all aspects of Community Management Services including Budgeting, Financial and Administrative Services, Financing/Refinancing of Bonds for public infrastructure, Special Methodology Assessment Structuring, Operational and Long-Term Capital Planning (all of which typically fall under "District Management Services"), plus Homeowners Association, Amenities-and-Lifestyle, and Field Operations Management Services for the community.

Vesta's proposal includes the services of our talented and experienced District Manager, David C. McInnes (see Bio on Page 16.) You will also have the assistance of our uniquely qualified financial, accounting, and administrative leadership-and-support teams, to resolve any immediate issues and to forward-plan for the benefit of the residents of the District. Our proposal includes a cutting-edge communication platform to improve the effectiveness and efficiency of our management team's oversight of the District's vendors, as well as enhance resident communications (particularly with Work Orders) and engagement.

Thank you for your consideration of our proposal. We very much look forward to the opportunity to continue to serve the community and work with the District, the Board of Supervisors, and other District Staff. Should you have any questions or require additional information, please feel free to contact me directly at (813) 390-6553 or [scottsmith@vestapropertyservices.com](mailto:scottsmith@vestapropertyservices.com).

*Most respectfully,*



A handwritten signature in black ink that reads "Scott Smith".

**Scott Smith**

*Vice President*

*250 International Pkwy #208*

*Lake Mary, Florida 32746*

*(321) 263-0132*

# ABOUT US

Founded by J. Frank Surface (shown right) in 1992 and headquartered in Jacksonville, Florida, **Vesta's success has been driven by three key factors** (which are part of the enduring legacy of Mr. Surface's three decades of servant-leadership):



- Our overriding commitment to honoring our clients' needs, first and foremost (which was well-modeled by the gracious character and "other-centered" focus of Mr. Surface.)
- Our statewide leadership team; all chosen by Mr. Surface for their roles and all but one (Bob Stevens, who retired in Dec. 2023) still serves as a leader for Vesta.
- The close teamwork and collaboration between our (1) senior management team, (2) shared services associates based in our corporate headquarters, and (3) industry's best-in-class, frontline managers and their teammates in a variety of operational disciplines.



## OUR VISION

Vesta's vision is to:

- Successfully provide planned-communities with a superior community management experience, exceptional lifestyle services, and strong financial support for developers and residents.
- Leverage everyday on behalf of our valued clientele and frontline associates, our senior leadership and management teams' decades of experience and unique expertise.

## OUR SCALE

Vesta has 14 fully-staffed offices proudly serving over 250,000 residents everyday throughout Florida. We are the state leader by providing the most diversified suite of planned community services (listed on next page), from Amelia Island to Key West to Panama City, and nearly everywhere in between.



# OUR STORY: COMPANY OVERVIEW, TIMELINE & MILESTONES

Originally incorporated as Point Management in 1973, Vesta Property Services, Inc. provides financing, management, and ancillary services to developers of planned-unit communities and resident associations in connection with clubhouses, golf courses, amenity and infrastructure facilities, and commercial real estate, as well as Special District and governmental agency management. Below is a timeline featuring some key milestones that have marked our journey:

1992



## | FOUNDER-PIONEER

Founded in Jacksonville, Florida, Frank Surface's trailblazing vision launches our company: to be a single source for (1) affordable and flexible financing, (2) expert community management services, and (3) creative and thriving lifestyle services - all under one umbrella, consistently improving and growing, and propelled by a best-in-class Senior Leadership Team.

1993



## | KEY CLIENT-COMMUNITIES

7,200-unit *Kings Point Golf & Country Club* in Delray Beach is our very first client - our three-fold vision comes to life! Later, 5,600-unit *Kings Point Sun City Center* is added (in 2008.) We continue to proudly provide a wide-range of management-and-lifestyle services for our two flagship communities to this day.

2011



## | AMENITIES LEADERSHIP

Vesta acquires Florida's leading, statewide provider of amenities management services - *Amenity Services Group, Inc.* - specializing in serving the vital operations, maintenance, and lifestyle needs of Community Development Districts since 1997.

Present



## | SPECIAL DISTRICT SERVICES / STATEWIDE OFFICES

Vesta realizes our vision as a leading, full-service, expert community management company by acquiring *DPFG Management & Consulting, LLC* - a specialist in district management and financing services - in 2020. Vesta has 16 offices throughout Florida, manages over 700 communities and special districts, and employs 1,200 associates for our clientele.

# SERVICES

## Lifestyle

### Food and Beverage Turn-key Operations

- Food Service Operation
- Liquor Service Operation
- Catering Services

### Golf Course Management

### Wellness Programs

- Fitness Programs and Classes
- Aquatic Programs and Classes
- Spa and Salon Services
- Learning Centers

### Youth Activities Programs

### Summer Camps

### Theatre and Entertainment Operation

- Agent Bookings
- Special Event Management
- Closed Circuit Television Production

### Facility Maintenance

- Preventative Maintenance
- Housekeeping and Janitorial Services
- General Facility Maintenance and Repair
- Pool Service
- Tennis Courts

### Leveraged Vendor Relationships

### Community Gate Access

- Class B Licensed Security Services
- Surveillance Camera Installation/Management

### Community Transportation Services

- Fleet Management
- Community Tram Services
- DOT Compliance
- Special Event Bus Trip Coordination

### Aquatics Facilities

- Water Park Operation
- Lifeguard Staffing
- Pool Monitor Staffing
- Aquatics Programs

## Community

### Portfolio Management

- Property Insurance
- Community Planning
- Specification Development
- Contractor Oversight
- Contract Bids

### Onsite Management

- Human Resource Staffing
- Administrative Support
- Daily Oversight of Grounds and Staff

### Association Governance

- Meeting Notifications
- Committee Facilitation
- Parliamentarian
- Community Document Enforcement

### Long Term Planning

- Maintenance Management
- Budget Planning
- Board and Resident Relationships
- Vendor Relationships

### Maintenance Services

- Inspections
- Preventive Maintenance
- Major Maintenance Project Management
- Pressure Washing
- Handyman Services
- "Snowbird" Services

### Financial Services

- Collections
- Payroll
- Accounts Payable
- Budgeting
- Tax Preparation
- Audit Facilitation
- Financial Statements

## Investment

### Financing for Facilities and Infrastructure

- Purchases
- Refinancing
- Renovations
- Technology Installations
- Upgrades

### Financing for Developers

- Financing for early sale of community assets
- Arrangement of amenities management and ancillary services
- Turnkey financing and third-party ownership which can free up developers to focus on selling homes





## REFERENCES

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**Community Name:** Grand Haven CDD  
**Contact:** Kevin Foley, Chairman  
**Contact Phone:** (617) 947-7441  
**Contact Email:** Kfoley@ghcdd.com  
**Project Type:** Planned community of 1,000+ homes  
**Location:** Palm Coast, Florida

**Community Name:** Beach CDD  
**Contact:** Matt Calderaro, Chairman  
**Contact Phone:** (904) 860-8260  
**Contact Email:** boardmember5@beachcdd.com  
**Project Type:** Planned community of 945 homes  
**Location:** Jacksonville, FL

**Community Name:** Marshall Creek CDD  
**Contact:** Rich Luciano, Chairman  
**Contact Phone:** (603) 557-2972  
**Contact Email:** richlucianocdd@gmail.com  
**Project Type:** Planned community of 1,500 homes  
**Location:** St. Augustine, FL

**Community Name:** Parkland Preserve CDD  
**Contact:** Cindy Klein, Supervisor  
**Contact Phone:** (312) 881-9596  
**Contact email:** kleincynthia10@gmail.com  
**Project Type:** Planned community of 367 homes  
**Location:** St. Augustine, Florida

“ I highly recommend Vesta for their excellent management services. Their team excels in every way and meets the needs of our District and with their support, we're able to keep our District safe and in compliance, continually make positive progress for our residents, and foster a clean and beautiful environment that is enjoyable for all.

Our District manager works with our CDD Board to help us achieve the goals of the District in a very professional, knowledgeable, and expert manner. Again, we are grateful to our District manager and Vesta for setting us up for success.

Jennifer Whelihan, Chair; Board of Supervisors – The Preserve at South Branch CDD ”

# QUALIFICATIONS & EXPERTISE

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The following outlines Vesta's specific experience, qualifications, and duties related to the general District Management services.

M

## **Meetings, Hearings, Workshops, Capital Planning**

- Plan, Organize, Lead, and Facilitate/Conduct all Meetings, Workshops and Public Hearings
- Supervisor Orientations, Training and Serving as a Trusted Advisor
- Lead Boards in Executive Goal Setting for the District
- Bond Refinancing, Assessment Methodology, Establishments

C

## **Capital Planning**

- We offer Strategic Long-Term Capital Planning, using reserve studies and financial outlook analysis modeling
- Executive level experience in all aspects of long-term infrastructure budget management

R

## **Records**

- We maintain a robust, highly organized filing system when it comes to District records. Everything from communications to meeting minutes invoices and check registers are archived and maintained by our professional team of Administrators.
- Like our Accounting team, our Administrators area readily available to assist with any document or record required by Supervisors, and to respond to Public Records requests of the District. The administrator will be proficient in providing requested information quickly.

## **District Operations**

D

- Plan, organize and lead in the operational oversight of CDDs with operations and capital budgets in excess of \$25 million
- Oversee performance of Amenity and Field Operations personnel, vendors, and District contracts
- Experienced District Managers with prominent level of Facilities Operations knowledge in public works, infrastructure improvements including, storm water systems, roads, and bridges and highly-amenitized facilities

## **Accounting & Reporting, Audits, Budgeting, Administration, Assessments & Revenue Collection**

A

- Accounting administration of combined operational and debt service budgets in excess of \$41.3 million
- Placing special assessments on County tax bill, and/or collect directly, for 21,487 parcels throughout 10 counties in Florida
- Provided construction accounting for capital improvement programs in excess of \$80 million
- Assessment consultant on 55 CDD bond issuances; issuing, refunding, or restructuring debt in excess of \$450 million

# PROPOSED SCOPE-OF-SERVICE: DISTRICT MANAGEMENT SERVICES

All services required for the management of a community development district under Chapter 189, Florida Statutes, Chapter 190, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the District and any interlocal agreements). All services should be completed on a timely basis.

## Task 1 - MANAGEMENT

- A. Attend and conduct all regularly scheduled and special Board of Supervisors ("Board") meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Ensure compliance with all statutes requirements affecting the district which include but are not limited to:
  - 1. Certify Special District Update Form, submitted to the Special District Information Program Department of Economic Opportunity each year.
  - 2. Assign and provide Records Management Liaison Officer for reporting to the Department of Library and Archives
  - 3. Provide contact person for the State Commission of Ethics for Financial Disclosure coordination
  - 4. Provide Form 1 Financial Disclosure documents for Board Members
  - 5. Provide Form IF Financial Disclosure documents for Resigning Board Members.
  - 6. Monitor and supply Form 3A, Interest in Competitive Bid for Public Business as needed
  - 7. Monitor and provide Form 8B, Memorandum of Voting Conflict for the Board.
  - 8. Monitor and provide update on Creation Documents, including Notice of Establishment, to Department of Economic Opportunity and the County.
  - 9. Maintain and file Disclosure of Public Financing and file with Department of Economic Opportunity and each residential developer.
  - 10. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
  - 11. Provide copy of approved proposed budget to the local government a minimum of 60 days prior to the public hearing on the budget.
    - a. Provide written notice to owners of public hearing on the budget and its related assessments.
  - 12. Provide copy of the initial Public Facilities report to the County to be submitted within one (1) year after the district's creation.
  - 13. Provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made.
  - 14. Provide copy of the seven (7) year Public Facilities report update, based on reporting period assigned to the County it is located in.
  - 15. File name and location of the Registered Agent and Office location annually with Department of Economic Opportunity and the County.
  - 16. Provide for submitting the regular meeting schedule of the Board to County.
  - 17. Provide District Map and update as provided by the District's Engineer as needed to the Department of Economic Opportunity and the County
  - 18. Provide legal description and boundary map as provided by District Engineer to the Supervisor of Elections
  - 19. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15, each year.

## PROPOSED SCOPE-OF-SERVICE: DISTRICT MANAGEMENT SERVICES

20. Provide for public records announcement and file document of registered voter data each June.
  21. Update Board Member names, positions and contact information to the State Commission on Ethics annually.
  22. Certify and file the Form DR 421, Truth in Millage Document with the Department of Revenue each tax year.
  23. Properly notice all public meetings, in accordance with the appropriate Florida Statutes, including but not limited to, public hearings on assessments, the budget, establishment of rates, fees, or charges, rulemaking, uniform method of collection, and all other required notices of meetings, hearings and workshops.
    - a. Provide for the appropriate ad templates and language for each of the above.
  24. Provide for instruction to Landowners on the Election Process and forms, etc.
  25. Respond to Bond Holders Requests for Information.
  26. Implement the policies established by the Board in connection with the operations of the District.
- C. Assist in the negotiation of contracts, as directed by the Board.
- D. Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District and provide contract administration services.
- E. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
- F. Monitor certificates of insurance as needed per contracts.
- G. Answer Project Status Inquiries from Contractors' Bonding Companies.
- H. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.
- I. Provide 24/7 contact information to Board of Supervisors.

### **Task 2- ADMINISTRATIVE**

- A. Prepare agendas for transmittal to Board and staff seven (7) days prior to Board Meeting. Prepare meeting materials for other meetings, hearings, etc., as needed.
- B. Provide accurate minutes for all meetings and hearings, including landowners' meetings.
- C. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents.
  1. Certify and file annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- D. Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.
- E. Maintain "Record of Proceedings" for the district within the County which includes meeting minutes, agreements, resolutions and other records required by law.

# PROPOSED SCOPE-OF-SERVICE: DISTRICT MANAGEMENT SERVICES

## Task 3 - ACCOUNTING

### A. Financial Statements

1. Establish Fund Accounting System in accordance with federal and state law, as well as GASB and the Rules of the Auditor General. This includes the following:
  - a) Chart of Accounts
  - b) Vendor and Customer Master File
  - c) Report creation and set-up.
2. Prepare monthly balance sheet, income statement(s) with budget to actual variances, including the following:
  - a) Cash Investment Account Reconciliations per fund
  - b) Balance Sheet Reconciliations per fund
  - c) Expense Variance Analysis
3. Prepare and file Annual Public Depositor's Report and distribute to State Department of Insurance and Treasury.
4. Prepare and file Public Depositor's and Indemnification Form on new accounts as needed.
5. Manage banking relations with the District's Depository and Trustee.
6. Prepare all other financial reports as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1st of every year prepare an annual inventory of all District owned tangible personal property and equipment in accordance with all applicable rules and standards.
9. Provide Audit support to auditors for the required Annual Audit, as follows:
  - a) Review statutory and bond indenture requirements
  - b) Prepare Audit Confirmation Letters for independent verification of activities.
  - c) Prepare all supporting accounting reports and documents as requested by the auditors
  - d) Respond to auditor questions
  - e) Review and edit draft report
  - f) Prepare year-end adjusting journal entries as required
10. Provide for transmission of the Audit to the County and the Auditor General's Office of the State.
11. Provide and file Annual Financial Statements (FS. 218 report) by June 30th of each year.

# PROPOSED SCOPE-OF-SERVICE: DISTRICT MANAGEMENT SERVICES

## B. Budgeting

1. Prepare budget and backup material for and present the budget at all budget meetings, hearings and workshops. The budget is to be done in accordance with state law standards, and consistent with applicable GFOA and GASB standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget hearings and workshops.
4. Prepare all budget amendments on an ongoing basis. Assist in process to retain an auditor and cooperate and assist in the performance of the audit by the independent auditor.

## C. Accounts Payable/Receivable

1. Administer the processing, review and approval, and payment of all invoices and purchase orders. Ensure timely payment of vendor invoices and purchase orders.
  - a) Manage Vendor Information per W-9 reports
2. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board for approval or ratification.
3. Maintain checking accounts with qualified public depository including:
  - a) Reconciliation to reported bank statements for all accounts and funds.
4. Prepare year-end 1099 Forms for Vendor payments as applicable.
  - a) File reports with IRS.

## D. Capital Program Administration

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process Construction requisitions including:
  - a) Vendor Contract completion status
  - b) Verify Change Orders for materials
  - c) Check for duplicate submittals
  - d) Verify allowable expenses per Bond Indenture Agreements such as:
    - (1) Contract Assignment
    - (2) Acquisition Agreement
    - (3) Project Construction and Completion Agreement
3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.

# PROPOSED SCOPE-OF-SERVICE: DISTRICT MANAGEMENT SERVICES

4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

## E. Purchasing

1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

## F. Risk Management

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
4. Review insurance policies and coverage amounts of District vendors.
5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
6. Maintain and monitor Certificates of Insurance for all service and contract vendors.

## **Task 4 - FINANCIAL AND REVENUE COLLECTION**

### A. Administer Prepayment Collection:

1. Provide payoff information and pre-payment amounts as requested by property owners.
2. Monitor, collect and maintain records of prepayment of assessments.
3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
4. Prepare periodic continuing disclosure reports to investment bankers, bondholder and reporting agencies.

# PROPOSED SCOPE-OF-SERVICE: DISTRICT MANAGEMENT SERVICES

## B. Administer Assessment Roll Process:

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties or other assessable lands.
4. Convert final assessment roll to County Property Appraiser or Tax Collector format and remit to county.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to County

## C. Administer Assessments for Off Tax Roll parcels/lots:

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices as necessary.

## D. True-Up Analysis:

1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue as necessary.
2. Prepare true-up calculations and invoice property owners for true-up payments as necessary.

## **Task 5 – INFORMATION TECHNOLOGY & WEBSITE ADMINISTRATION**

Proposer shall ensure that the District's website remains in compliance with all applicable Florida law regarding the content and functionality of such web site and provide for the long- term storage of all web-site content and email in compliance with all applicable Florida law for public entities regarding records retention.

## **Task 6 – ADDITIONAL SERVICES**

### A. Financial Reports

1. Modifications and Certification of Special Assessment Allocation Report;
2. True-Up Analysis;
  - a) Should certain modifications be made to a Special Assessment Allocation Report a review of the current platted and un-platted lots compared to the original development plan maybe be required to ensure adequate collection of assessment revenue.



# PROPOSED SCOPE-OF-SERVICE: DISTRICT MANAGEMENT SERVICES

## B. Bond Issuance Services

### 1. Special Assessment Allocation Report;

- a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- b) Prepare Master Special Assessment Allocation Report and present to District Board and staff.
- c) Prepare Supplemental Special Assessment Allocation Report and present to Board and staff.

### 2. Bond Validation:

- a) Coordinate the preparation of a Bond Validation Report which states the "Not-to-exceed" par amount of bonds to be issued by the District and present to Board as part of the Bond Resolution (if needed).
- b) Provide expert testimony at bond validation hearing in circuit court.

### 3. Certifications and Closing Documents;

Prepare or provide signatures on all closing documents, certificates or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant

## C. Amendment to District boundary;

## D. Grant Applications;

## E. Escrow Agent;

F. Community Mailings through the U.S. Mail e.g. memos, notifications of rules changes, operations and maintenance assessment notices, etc.

## G. Extraordinary Public Records Requests Requiring Significant Effort to Fulfill

H. Litigation Support - Prepare documentation in response to litigation requests and provide necessary expert testimony in connection with litigation involving District issues

## **Task 7 - ADDITIONAL SERVICES PROVIDED TO THIRD PARTIES:**

### A. Issue estoppel letters as needed for property transfers

1. Prepare estoppel letter reflecting current district assessment information as required for sale or transfer of residential or commercial property within the District.
2. Issue lien releases for properties which prepay within in the District.

### B. Bond prepayment processing

1. Collect bond pre-payments, both short term and long-term bonds, verify amounts and remit to Trustee with deposit instructions.
2. Maintain collection log showing all parcels that have pre-paid assessments.
3. Prepare, execute and issue release of lien to be recorded in public records.



## DISTRICT MANAGEMENT SERVICES

### David C. McInnes

#### District Manager



David has over 20 years of diverse experience in the executive and legislative branches of Florida government as well as over 10 years of special district experience. He has worked as a director, an “in house” consultant and as a project/contract manager. As a representative of a state agency, David played a key role in negotiating legislative proposals and department budgets and solved many problems involving Florida residents.

David has been recognized by the St. Johns River Water Management District (SJRWMD) for his professionalism and understanding of regulations and is known for his disciplined intensity and work ethic. As Environmental Resource Coordinator at SJRWMD, David identified and implemented measures to improve the efficiency and effectiveness of the permitting process for the agriculture community by focusing on eliminating unnecessary expenses, processes and duplication. He also resolved compliance issues in an effort to avoid formal administrative actions and he was the manager of many agricultural cost-share projects.

David is a Florida native and holds a Bachelor of Science in Finance (focus on investment and portfolio management), a Bachelor of Science in Real Estate and a Masters of Business Administration (focus on business administration). He is a trained first responder and volunteered for over 15 years as a reserve law enforcement officer for the State of Florida.

### Dana Harden

#### Assistant District Manager



Dana Harden is a Regional General Manager for Vesta in Jacksonville. She has 20 years of experience and has a diverse background in property management. She has earned certificates in accounting and office technology working as a staff accountant prior to coming to Vesta. Dana specializes in serving Community Development Districts, with a strong working knowledge of chapter 190. Dana joined Vesta in 2019. She has been a LCAM since 2019 and has earned her AMS through the Community Associations Institute.

Dana’s financial experience and knowledge help provide professional guidance to the communities she serves. In her spare time, Dana enjoys traveling, RVing, and spending time with her family.

## MANAGEMENT SUPPORT

### Scott Smith

#### Vice President, District Services



Scott has excelled for over 20 years with extensive community management-hospitality services industry experience, having been a District Manager, HOA Manager, and worked in the hospitality operations field. Since joining Vesta in 2020, Scott has worked closely with our frontline management teams in our Greater Tampa, Orlando and Jacksonville markets and most recently provided strong regional support for our best-in-class amenity operations across multiple regions in Florida.

He has recently transitioned to overseeing and supporting the District Services division for Vesta. Scott is also a graduate of the *Leadership Tampa Bay* Class of 2020.

### Logan Muether

#### Senior Financial Analyst



Logan Muether is Vesta District Services Senior Financial Analyst with experience relating to special district formation, implementation, financing and management. He has been working with DPFV/Vesta since 2019 and became the Senior Financial Analyst in 2021. Logan's primary responsibilities include management and applications of special assessment bonds and methodologies, strategic financial planning, and financial analysis for clients.

As Senior Financial Analyst of our District Management Services Division, Logan develops and prepares the annual budgets and administers all annual assessment rolls for Vesta District Services. During his tenure, Logan has developed budgets totaling over \$200M in special assessments on behalf of the special districts. Logan holds a Bachelor's of Science in Business Administration with a focus in finance from Florida Southern College.

## **MANAGEMENT SUPPORT** Cont'd.

### **Johanna "Skye" Lee** **Controller - District Services**



Skye Lee has 17 years in accounting and financial services. Before joining the Vesta Corporate Accounting team in 2020, Skye was responsible for overseeing the accounting in over 200 properties in the residential and commercial industry, as well as serving as a Development Analyst. She specialized in auditing, acquisition and disposition underwriting, due diligence, and construction accounting.

As Controller for our District Management Services Division, Skye oversees our staff accounting team members who are responsible for budgeting and forecasting and financial statement accounting as well as construction accounting. She oversees Accounts Payable, Accounts Receivable and our Payroll Services.

### **Patricia Kerr** **Senior Accountant**

Ms. Kerr has 27 years of Governmental accounting experience, ranging from the Federal Government to Municipalities to Community Development Districts. Before joining Vesta, she worked for the Dept. of Defense, the Dept. of Justice, and a County in Florida.

Her responsibilities have included handling several major funds and the fixed assets on behalf of a large municipality. She conducted annual fixed asset training and annual Disaster Assessment training. Ms. Kerr was part of the accounting team that prepared the Comprehensive Annual Financial Report for the County for eleven years.

Ms. Kerr is well-versed in GAAP and GASB Standards, FEMA accounting requirements, financial analysis and reporting, and GL reconciliation.



## MANAGEMENT SUPPORT Cont'd.

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### **Bridgett Alexander** Accounting Manager

Bridgett is a Florida native and graduate of Seminole State College with a degree in Business information Management. She has a versatile background in accounting with over 10 years of experience in AP, AR, financial statement production and information systems.

Bridgett is CPA-eligible and currently studying to sit for the exam. She reviews monthly financials, reporting and annual audit preparation for all Districts.

### **Jacquelyn Leger** Senior Administrator

Ms. Leger is responsible for managing our Special Districts Administration Department. She oversees all the administrative responsibilities including the departments records management procedures and implementation guidelines through the State of Florida, Division of Library and Information Services and Bureau of Archives and Records Management.

Under the oversight of Ms. Leger, our Administrative Department ensures the proper preparation of agendas for Board meetings and workshops, compiling necessary information for the assembling of the meeting agenda packets. Her team of professionals support the District Manager's responsibilities, by updating the District's meeting schedules and coordinating the proper legal/public notice and advertisement requirements for all meetings, Requests for Proposals and Public Hearings. The Administrative Department collects, stores, and transcribes the audio recordings into meeting minutes, coordinates the dissemination and proper signatures of resolutions, contracts and other District documents as approved/adopted by the Board and appropriately retains them in the District's files.

Ms. Leger has earned her bachelor's degree in Technical and Scientific Communication – Creative Writing from The University of Central Florida and is finalizing her MBA in Library and Information Science from the University of Washington.



## CORPORATE LEADERSHIP TEAM

### David Surface

#### Chief Executive Officer



David has been the CEO of Vesta since 2020, overseeing the company's executive team and day-to-day operations. During the past decade, he has been significantly responsible for Vesta's strong growth by spearheading our mergers-and-acquisitions and strategic partnerships. As a result, Vesta has tripled in size during this period and achieved widespread recognition as a leading, full-service property management company in Florida.

His career experience includes all aspects of real estate, both commercial as well as residential. Prior to joining Vesta, David was managing partner for a real estate finance, management, and brokerage company serving institutional clients

### Chrissy Richie

#### Chief Accounting Officer



Christine was appointed Corporate Controller in June 2013 to oversee the accounting functions and human resources administration for Vesta Property Services. She previously served as Chief Financial Officer for a multimillion-dollar healthcare provider operating in 14 states. With over 25 years of leadership experience in corporate finance and accounting, Christine has developed accounting and financial infrastructure for multiple start-up companies that include accounting systems, compliance, and risk management, as well as implementation of employee benefit plans, employee policies and procedures, and training and organizational development.


### Daniel Armstrong

#### Chief Financial Officer



Dan oversees the financial and administrative functions of Vesta's corporate entity. His career has included the performance and oversight of accounting, administrative services, and financial reporting for a range of entities, from large corporations following SEC requirements, to the not-for-profit associations, social clubs and trusts which serve many of our clients, and special-purpose entities that provide financing for purchasing related association facilities.

Dan started as a Florida CPA at Deloitte & Touche in 1993, specializing in the audits of publicly traded and real estate clients. He joined Vesta as Controller in 2001.



“ We work so our residents can love where they live

# COMMUNICATION PLATFORM

---

Utilizing the latest technology, we created Vesta Vantage Pro® as a communication and productivity tool for boards, committees, and residents. Easy-to-use and maintain, Vesta Vantage Pro® provides your community with a platform to distribute information, educate, and support the community. Our online services will help you efficiently and economically:

- Target and send group emails.
- Collect resident information.
- Support resident services and access to information.
- Provide education on procedures and rules.

Your Community Website and/or downloadable applications can be sent to your mobile device, so residents and stakeholders will experience the ultimate level of service, convenience, savings, and management efficiency.

## Online Forms:

Bring our management office online for convenience and "an office that never closes."

## Board Member Access:

Board Members can access all financial reports, maintenance reports, homeowner accounts, violation history and all other community information.

## Online Resource Center:

Offers a secure, easy-to-organize, centralized location for important documents such as covenants and bylaws, board and committee meeting minutes and newsletters. Association information is in one place – online and available 24 hours a day, 7 days a week.

## Messenger Service:

Notify individual residents, board members, or committee members of matters requiring immediate attention; to send a reminder about an upcoming event; and to distribute documents electronically (governing documents, newsletters, etc.).

## For Our Employees:

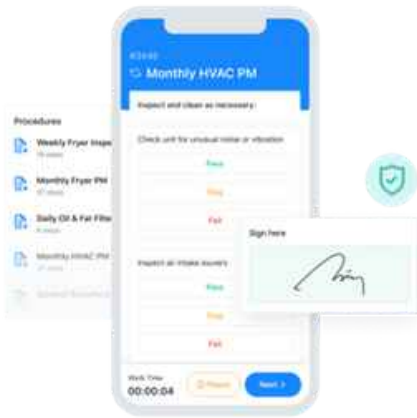
Vesta's Managers are equipped with the latest software to access Community documents, edit, sign, and send while out in the field.

Community inspections (see details on next page) are efficiently managed through our ability to send pictures and notes of homeowner violations (regarding our HOA Management engagements) or Vendor issues direct to our database for documentation.



# WORK ORDERS, INSPECTIONS, & PREVENTATIVE MAINTENANCE SOFTWARE

## Included in Vesta's Proposed Management Fee

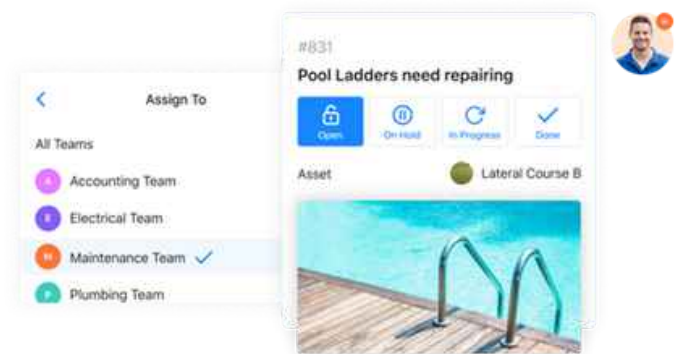


### **Schedule Inspections**

Never worry about an inspection falling through the cracks. We set due dates and repeatability settings and get alerts when inspections are past due. We all ensure everyone is using the most up-to-date inspections and performing work accurately.

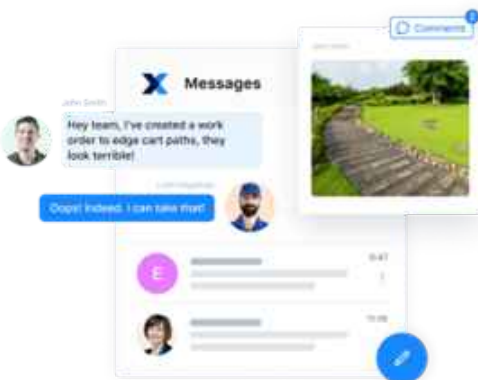
### **Work Orders**

Know what's working and what isn't, and who is fixing what, when. We assign Work Orders to our Team (or vendors) to fulfill maintenance requests related to community assets, infrastructure, and equipment. (Allows tasks to be scheduled with staff as well as vendors.)



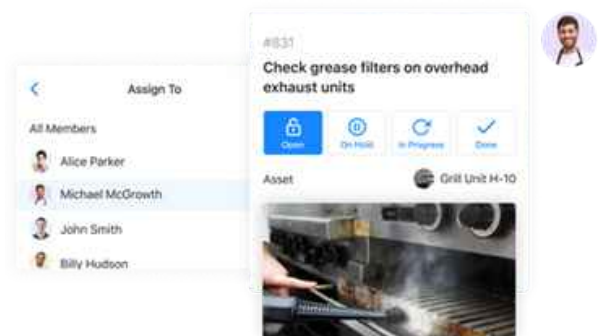
### **Collaborate**

One centralized communication platform. No more switching between emails, phone calls, and text messages to discuss work to be done.



### **Maintain Quality Control**

Reduce downtime and ensure that your equipment runs safely and efficiently to meet or surpass standards.



### **QR and Barcode Scanning**

Manage parts, inventory, and assets with barcode scanning. This allows management to pull warranties, invoices, and work orders on one specific item. For example, a QR Code would be added to a pool heater. Maintenance tech/vendor would be able to add a warranty, work order details, etc. In the field.





“Vesta has done an outstanding job and continues to adapt to the ever-changing environment and needs of the community and its residents. Vesta has seen the amenities are maintained in the most up-to-date manner and one the residents are proud of.

I, along with the rest of the Board, would highly recommend Vesta for any position for which they may be considered.

”

Jack Davidson, past President Federation Board, Kings Point Sun City Center

# FEE-SCHEDULE FOR VESTA'S PROPOSED SCOPE-OF-SERVICES (PER RFP)

Pricing for Vesta’s services provided to Deer Run Community Development District (the “District”) shown below cover District Management, Administration, Recording, Financial Accounting for General Fund, Debt Service Funds and a Reserve Fund, and the Assessment Roll and Dissemination Services, support services for Information Technology and Website Administration, and certain Additional Services stated in the District’s RFP.

Task	Detail	Pricing		
		Year 1	Year 2	Year 3
Task 1	Management	\$25,000	\$25,000	\$26,250
Task 2	Administrative	\$2,500	\$2,500	\$2,625
Task 3	Accounting	\$7,500	\$7,500	\$7,875
Task 4	Financial and Revenue Collection	\$2,500	\$2,500	\$2,625
Task 5	Information Technology & Website Admin.	\$1,000	\$1,000	\$1,050
Task 6	Dissemination Agent	\$2,500	\$2,500	\$2,625
Task 7	Additional Services	<ul style="list-style-type: none"> <li>Bond Issuance: \$25,000 per.</li> <li>Litigation Support: \$85-\$150/hr.</li> <li>Other Additional Services: Fee TBD.</li> </ul>	<ul style="list-style-type: none"> <li>Bond Issuance: \$25,000 per.</li> <li>Litigation Support: \$85-\$150/hr.</li> <li>Other Additional Services: Fee TBD.</li> </ul>	<ul style="list-style-type: none"> <li>Bond Issuance: \$25,000 per.</li> <li>Litigation Support: \$85-\$150/hr.</li> <li>Other Additional Services: Fee TBD.</li> </ul>
Task 8	Additional Services Provided to Third Parties	<ul style="list-style-type: none"> <li>Issue Estoppel Letters: \$200 each (paid by homeowner).</li> <li>Bond Prepayment Processing: <i>Included</i> in Fees shown above.</li> </ul>		
	<b>TOTAL</b>	<b>\$41,000</b>	<b>\$41,000</b>	<b>\$43,050</b>

**Alternative Pricing for District Management Services:**

- a Sub-Total of \$41,000 for six (6) meetings and one (1) workshop per year.
- OR -
- a Sub-Total of \$50,000 for (12) meetings and 1 workshop per year.

Vesta will maintain the Alternate Pricing shown above for the first two (2) years and then implement a 5% increase for Year Three.

# FEE-SCHEDULE FOR VESTA'S PROPOSED SCOPE-OF-SERVICES (PER RFP) cont'd

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## **Assessment Administration Services Include:**

- **Assessment Roll Preparation Services**

Preparation of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing, as well as responding to property owner and realtors for Estoppel letters, bond payoff information and other collection related work.

## **Extended or Extra Board Meetings:**

Any extra meeting(s) beyond what is stated in the contract or meeting-duration *exceeding a 4-hour duration* may be charged a Meeting Overage Fee.

## **Information Technology & Website Administration:**

- **Initial work to migrate, host the website and pages.**
- Ensure updated district documentation and contacts are posted on a monthly bases.

NOTE: All annual fees for the Services listed above shall be billed on a monthly basis in 12 monthly installments. Any fees for additional services will be billed following services rendered.



# SCHEDULE OF ADDITIONAL SERVICES OFFERED AND FEE-SCHEDULE

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1. **Additional District Meetings:** The Fees proposed are based upon the District holding up to twelve (12) regular meetings and one (1) budget workshop each year, that each last up to four (4) hours in length.
  - \$175/hour: An additional \$175/hour fee will be billed to the District, for each hour past the initial 4-hour meeting timeframe included in this proposal.
  - \$800 per meeting: Additional meetings or workshops outside of the aforementioned amount will be billed at a total fee of \$800 per meeting.
2. **Postage and freight are not included in this proposal.**
3. **Debt Service Fund Accounting & Assessment Collection Services:** If the District issues additional debt, the proposed fee for these services would be \$5,500 annually per bond issue.
4. **Assessment Methodology Consultant Services (Special Methodology Reports):**
  - New Bond Issuance Fee: \$25,000 per new bond issuance.
  - Refinance Fee: \$15,000 per bond refinance
  - Bond Anticipation Notes: \$15,000 per issuance.
5. **Additional Services:** Should Vesta Property Services, Inc. be requested to provide additional services not covered in this proposal, fees for such services shall be negotiated in accordance with the terms mutually agreed upon by the District and Vesta Property Services, Inc.





Vesta  
DISTRICT SERVICES™



Contact Us

250 International Pkwy #208  
Lake Mary, FL 32746  
(321) 263-0132



*FOURTH ORDER OF BUSINESS*

*B.*





Dewberry Engineers Inc. | 407.843.5120  
800 N. Magnolia Ave, Suite 1000 | 407.649.8664 fax  
Orlando, FL 32803 | www.dewberry.com

**Sent Via Email: [hmcgaffney@gmsnf.com](mailto:hmcgaffney@gmsnf.com)**

October 4, 2024

Mr. Howard McGaffney, District Manager  
Deer Run Community Development District  
c/o Governmental Management Services  
475 West Town Place  
Suite 114  
St. Augustine, Florida 32092

Subject: **Work Authorization Number 2025-1  
Deer Run Community Development District  
General Engineering Services**

Dear Mr. McGaffney:

Dewberry Engineers Inc. (Engineer) is pleased to submit this work authorization to provide general engineering services for the Deer Run Community Development District (District). We will provide these services pursuant to our current agreement ("District Engineer Agreement").

**I. General Engineering Services**

The District will engage the services of Dewberry Engineers Inc. (Engineer) as District Engineer to perform those services as necessary, pursuant to the District Engineering Agreement, including attendance at Board of Supervisors meetings, review and approval of requisitions, or other activities as directed by the District's Board of Supervisors.

Our fee for this task will be based on time and materials, in accordance with the enclosed Schedule of Charges. The referenced Schedule of Charges is valid for fiscal year 2025 only. We estimate a budget of \$12,000, plus other direct costs.

**II. Other Direct Costs**

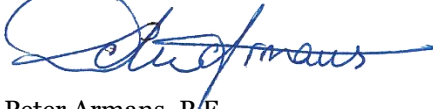
Other direct costs include items such as printing, drawings, travel, deliveries, et cetera. This does not include any of the application fees for the various agencies, which are the owner's responsibility and have not been accounted for in this proposal. We estimate a budget of \$100.

This Work Authorization, together with the referenced District Engineering Agreement, represents the entire understanding between the Deer Run Community Development District and Dewberry Engineers Inc. with regard to the referenced project. If you wish to accept this Work Authorization, please sign where indicated and return one complete copy to Aimee Powell, Senior Office Administrator, in our Orlando office at 800 N. Magnolia Avenue, Suite 1000, Orlando, Florida 32803 (or via email at [apowell@dewberry.com](mailto:apowell@dewberry.com)). Upon receipt, we will promptly schedule our services.

Mr. Howard McGaffney  
Deer Run CDD  
Work Authorization 2025-1  
October 4, 2024

Thank you for choosing Dewberry Engineers Inc. We look forward to continuing our business relationship.

Sincerely,



Peter Armans, P/E.  
Project Manager



Reinardo Malavé, P.E.  
Associate Vice President

PA:RM:ap

J:\DRB1 Deer Run CDD Bunnell\\_Administrative Jobs\Correspondence\Deer Run CDD General Engineering\_10-04-2024

APPROVED AND ACCEPTED

By: \_\_\_\_\_  
Authorized Representative of  
Deer Run Community Development District

Date: \_\_\_\_\_

## STANDARD HOURLY BILLING RATE SCHEDULE

### Professional/Technical/Construction/Surveying Services

LABOR CLASSIFICATION	HOURLY RATES
<b>Professional</b>	
Engineer I, II, III	\$115.00, \$135.00, \$155.00
Engineer IV, V, VI	\$175.00, \$200.00, \$230.00
Engineer VII, VIII, IX	\$260.00, \$290.00, \$320.00
Environmental Specialist I, II, III	\$105.00, \$125.00, \$155.00
Senior Environmental Scientist IV, V, VI	\$175.00, \$195.00, \$215.00
Planner I, II, III	\$105.00, \$125.00, \$155.00
Senior Planner IV, V, VI	\$175.00, \$195.00, \$215.00
Landscape Designer I, II, III	\$105.00, \$125.00, \$155.00
Senior Landscape Architect IV, V, VI	\$175.00, \$195.00, \$215.00
Principal	\$360.00
<b>Technical</b>	
CADD Technician I, II, III, IV, V	\$85.00, \$105.00, \$125.00, \$140.00, \$180.00
Designer I, II, III	\$110.00, \$135.00, \$160.00
Designer IV, V, VI	\$180.00, \$205.00, \$230.00
<b>Construction</b>	
Construction Professional I, II, III	\$125.00, \$160.00, \$185.00
Construction Professional IV, V, VI	\$220.00, \$245.00, \$290.00
<b>Survey</b>	
Surveyor I, II, III	\$68.00, \$83.00, \$100.00
Surveyor IV, V, VI	\$120.00, \$135.00, \$150.00
Surveyor VII, VIII, IX	\$165.00, \$195.00, \$235.00
Senior Surveyor IX	\$295.00
Fully Equipped 1, 2, 3 Person Field Crew	\$145.00, \$185.00, \$245.00
<b>Administration</b>	
Administrative Professional I, II, III, IV	\$70.00, \$100.00, \$120.00, \$150.00
Other Direct Costs (Printing, Postage, Etc.)	Cost + 15%

*SIXTH ORDER OF BUSINESS*

PREPARED FOR:

**Deer Run Community  
Development District**

## Reserve Study Proposal

PREPARED BY:

**Paul Grifoni, PRA, RS**

Engineer  
Reserve Specialist, RS  
Professional Reserve Analyst, PRA  
Licensed Home Inspector

**Custom Reserves**

5470 E Busch Blvd., Unit 171  
Tampa, FL 33617  
Office: (888) 927-7865  
Fax: (813) 200-8448  
[www.CustomReserves.com](http://www.CustomReserves.com)



# Deer Run Community Development District Reserve Study Proposal

Corbin Denagy

District Manager

Deer Run Community Development District  
Reference #1485

501 Grand Reserve Drive  
Bunnell, Florida 32110

Dear Board of Supervisors:

Thank you for the opportunity to be of service to your community. Custom Reserve's takes great pride in our work and in helping all our clients navigate through the Reserve Study process.

A Reserve Study is a key financial planning tool that helps Management and the Board in maintaining the common property components and planning for the future.

## Included in Your Reserve Study:

- **Excellent communication** with our team. Custom Reserve's listen to its clients' concerns. From the timing of the inspection and report delivery to the financial or physical aspects of the community, Custom Reserve's always listen and hear your concerns.
- **Industry-leading experience** in all varieties of associations, community development districts, cooperatives commercial properties, and more! With over 25 years of experience in the industry, Custom Reserve's take the guess work out of budget season.
- **Timely contract completion** is a must. Custom Reserve's understands how important your receivables can be for budget and community meetings. Custom Reserve's takes great care in saying what it means and meaning what is said when it comes to delivery.
- **Accuracy** in results. The results depicted in a reserve study are only as good as the estimates of useful life, replacement cost and age of the individual components. More experience leads to greater accuracy in our product.
- **Relationship-building** is paramount. A reserve study should be updated periodically to keep up to date with changes in construction costs, inflation and interest rate, and new technology. Custom Reserve's puts our client relationships at the forefront of our core values.

A graphic logo consisting of the number '25+' in a large, blue, 3D-style font. Below it, the words 'YEARS OF EXPERIENCE' are written in a smaller, blue, sans-serif font, stacked in two lines.

# Deer Run Community Development District Reserve Study Proposal

## Benefits of a Custom Reserves Report

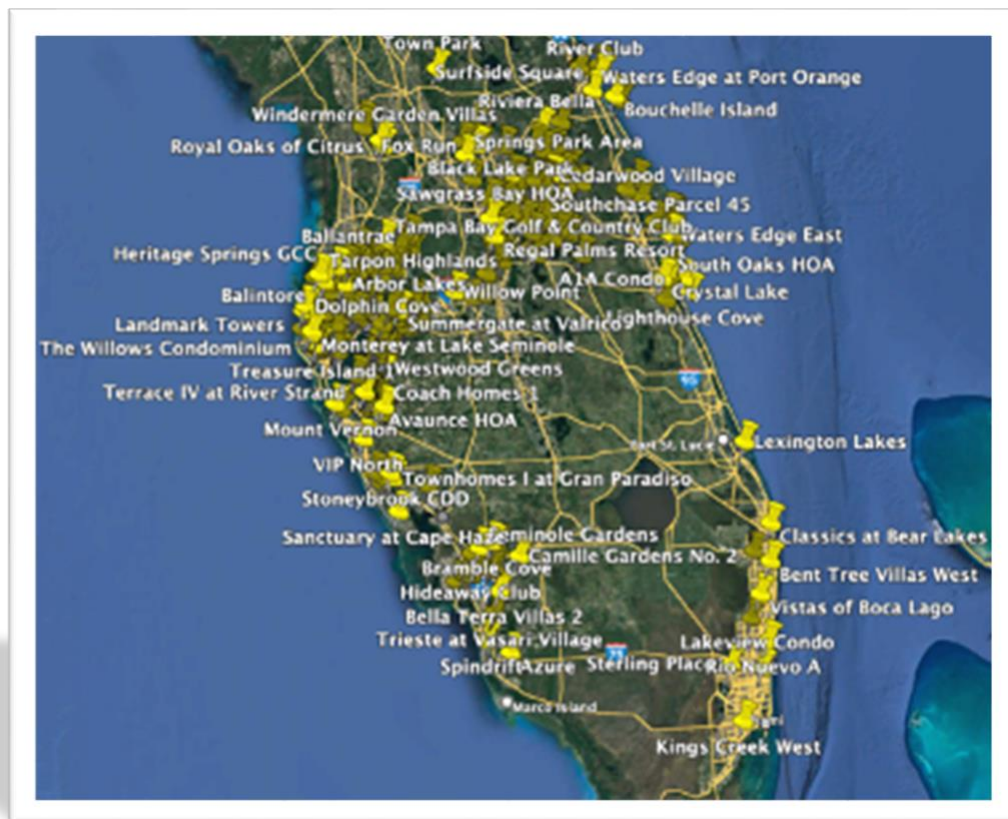
- **Proper and accurate** reserve planning for the future
- **Increased awareness** of upcoming major property repairs and replacements
- **Maximized** property and re-sale values when adequately funded
- **Increased** likelihood of loans being granted by lenders when adequately funded
- **Decreased** stress in knowing that a special assessment is not looming around the corner!

Click Here

For More Information



## Florida Clients Served



# Deer Run Community Development District Reserve Study Proposal

## Report Content and Data Visualization

CONDITION MODEL				
Component Type	Component Name	Condition	Urgency	1st Year of Replacement
Exterior Building	Chimney Caps, Partial Replacements	5	✓	2027
Exterior Building	Roofs, Aluminum-Coated Shakes (Incl. Soffit and Fascia)	6	✓	2050
Exterior Building	Walls, Siding, Wood, Paint Finishes, Phased	6	✓	2023
Exterior Building	Walls, Siding, Wood, Partial Replacements	6	✓	2023
Property Site	Asphalt Pavement, Crack Repair and Patch	4	!	
Property Site	Asphalt Pavement, Mill and Overlay, Phased	4	!	
Property Site	Concrete Streets and Common Flatwork, Partial Replacement	5	!	
Property Site	Light Fixtures, Bollards (Incl. Pool Area)	6	✓	
Property Site	Pipes, Subsurface Utilities, Partial Replacement	7	✓	
Clubhouse	Clubhouse, Deck, Composite and Wood, Replacement (Incl. Rail)	10	✓	
Clubhouse	Clubhouse, Exterior Renovation	7	✓	
Clubhouse	Clubhouse, HVAC Equipment, Replacement	7	✓	
Clubhouse	Clubhouse, Interior Renovations	6	✓	
Clubhouse	Clubhouse, Parking Area and Pool, Light Poles and Fixtures	7	✓	
Clubhouse	Clubhouse, Roof, Aluminum (Incl. Gutters and Downspouts)	8	✓	2050
Clubhouse	Clubhouse, Windows and Doors	6	!	2028
Pool	Pool, Bulkhead, Wood, Replacement	3	✗	2024
Pool	Pool, Deck, Pavers, Replacement (Incl. Clubhouse Area)	4	!	2028
Pool	Pool, Fence, Metal, Replacement	5	!	2028
Pool	Pool, Finishes, Plaster and Tile (Incl. Coping)	5	!	2028
Pool	Pool, Structure and Deck, Total Replacement	5	!	2028
Pool	Pool, Trash Receptacles	5	!	2028

Easily view components by Condition and Urgency

PROPERTY COMPONENT MODEL				REMAINING COMPONENTS (O)	
COMPONENT	COMMON COMPONENTS (X)			OWNER	OTHER
	RESERVES	OPERATING	LONG-LIVED		
Asphalt Pavement, Crack Repair and Patch	X				
Asphalt Pavement, Mill and Overlay, Phased	X				
Chimney Caps, Partial Replacements	X				
Clubhouse, Bicycle Rack		X			
Clubhouse, Deck, Composite and Wood, Replacement (Incl. Rail)	X				
Clubhouse, Exterior Renovation	X				
Clubhouse, HVAC Equipment, Replacement	X				
Clubhouse, Interior Renovations	X				
Clubhouse, Parking Area and Pool, Light Poles and Fixtures	X				
Clubhouse, Roof, Aluminum (Incl. Gutters and Downspouts)	X				
Clubhouse, Windows and Doors	X				
Driveways at Cluster Homes				O	
Streets and Common Flatwork, Partial Replacement	X				
Light Fixtures, Serving Cluster Homes				O	
Walkways, Serving Cluster Homes				O	
Repairs Less Than \$7,000		X			
Pool, Bulkhead, Wood, Replacement	X				O
Pool, Deck, Pavers, Replacement (Incl. Clubhouse Area)	X				O
Pool, Fence, Metal, Replacement	X				O
Pool, Finishes, Plaster and Tile (Incl. Coping)	X				O
Pool, Structure and Deck, Total Replacement	X				O
Pool, Trash Receptacles	X				O
Downspouts, Serving Cluster Homes				O	
System Air Conditioners, Serving Cluster Homes				O	
Irrigation System, Controls		X			
Irrigation System, Pumps		X			
Light Fixtures, Bollards (Incl. Pool Area)	X				
Light Fixtures, Exterior, Serving Cluster Homes		X			
Light Poles and Fixtures at Streets					O
Other Repairs Normally Funded Through the Operating Budget		X			
Pipes, Subsurface Utilities, Partial Replacement	X				
Ponds, Serving Golf Course					O
Pool, Bulkhead, Wood, Replacement	X				O
Pool, Deck, Pavers, Replacement (Incl. Clubhouse Area)	X				O
Pool, Fence, Metal, Replacement	X				O
Pool, Finishes, Plaster and Tile (Incl. Coping)	X				O
Pool, Structure and Deck, Total Replacement	X				O
Pool, Trash Receptacles	X				O

Easily view components by Funding Source and Responsibility



# Deer Run Community Development District Reserve Study Proposal

## Objectives

Conduct an on-site inspection of the common property, document condition and forecast a customized funding plan required to replace or repair these elements as they wear out over the course of their useful lives.

## Scope of Services

1. An on-site meeting with Management and/or the Board.
2. Physical Analysis that includes an on-site inspection of the common property documented by photographs.
3. 30-year replacement/repair schedule that includes custom useful lives.
4. Financial Analysis with a 30-year Cash Flow and/or Component method of funding.
5. Electronic copy in PDF format of the Reserve Study that includes a detailed narrative including tables, graphs and charts depicting the findings.
6. Expenditures and Funding Plan in Excel upon request.
7. One hard copy of the Full Reserve Study upon request.
8. Free unlimited phone and online support.
9. One revision of the study up to the end of the current fiscal year.

## Affiliations

Our services are provided by an Engineer with reserve study credentials from the Association of Professional Reserve Analysts (APRA) and Community Associations Institute (CAI). Additional qualifications include a Licensed Home Inspector with the Florida Association of Building Inspectors, construction management experience including estimating and scheduling.

Custom Reserves experience includes inspection and condition analysis of hundreds of communities. A partial list of relevant experience is included on the last page.



# Deer Run Community Development District

## Reserve Study Proposal

When the Reserve Study is complete, your community will have access to live support and edit capability until the budget is approved. These revisions include adjustments to variables such as costs, times of replacement, inflation, and interest rates.

Cost estimates are based on localized information gathered from resources that include, but are not limited to, local vendors and industry databases, combined with experience in home building, site development and actual data gathered from conducting thousands of reserve studies, collectively. Useful lives are generated from several factors such as environment, construction materials and historical information.

### Client Responsibilities

This project requires involvement by your accounting personnel. To help achieve a smooth and successful implementation, it will be your responsibility to perform the following:

1. Include a copy of the financial statements i.e. (balance sheet, income statement and/or copy of the annual budget along with other financial reports.)
2. Supply the governing documents if applicable.
3. Provide access to all common areas.
4. Disclose known historical information.

### Report Use

You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference Custom Reserves or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. This report contains intellectual property by Custom Reserves, LLC specified to this engagement.

Client agrees to indemnify and hold harmless Custom Reserves against any and all losses, claims, actions, damages, expenses or liabilities, including attorney's fees, to which Custom Reserves may become subject in connection with this engagement, because of any false, misleading or incomplete information supplied by client or third parties under client's control or direction.

The inspection and analysis of the subject property is limited to visual observations and is noninvasive. Custom Reserves does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, structural, latent or hidden defects which may or may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee or a warranty of the common components.

### Client Name

Custom Reserves maintains the confidentiality of all conversations, documents provided and the contents of the report, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.

# Deer Run Community Development District Reserve Study Proposal

[Click Here](#)

For Sample Report



## Components Anticipated to be Included in Your Custom Reserve Study

Component Category	Component Name
Clubhouse	Exterior Renovations   HVAC Equipment   Interior Renovations   Roof   Windows and Doors
Pool	Deck   Fence   Finishes (Plaster and Tile)   Furniture   Mechanical Equipment
Property Site	Asphalt Parking Area   Dock   Fences   Irrigation System   Light Poles   Ponds   Signage   Recreational Courts

# Deer Run Community Development District Reserve Study Proposal

REF #: 1485

## Confirmation of Services

Fee estimates are based on the components summarized in the previous table. The fee for this Full Reserve Study is ----- **\$5,700.**

Custom Reserves appreciates the opportunity to be of service. Upon acceptance of this proposal, **please sign and return this page along with a fifty percent (50%) retainer payment.** We will contact you to schedule a site visit and inspection upon receipt of this payment. The remaining balance will be due upon receipt of the report.

This letter sets forth the understanding of the District and serves as confirmation of services provided by Custom Reserves.

Owner reserves the right to reject any and/or all Proposals received, and to rebid if the Owner deems necessary. Owner is not subject to pay any costs incurred by Vendors in the preparation and submission of their Proposals.

Sincerely,



**Paul Grifoni, PRA, RS**

Engineer  
Reserve Specialist  
Professional Reserve Analyst  
Licensed Insurance Adjuster  
Licensed Home Inspector



5470 E Busch Blvd., Unit 171  
Tampa, FL 33617  
Office: (888) 927-7865  
Fax: (813) 200-8448  
contact@customreserves.com  
www.CustomReserves.com






Accepted By

Title

Date

**OPTIONAL** future services are available upon request as depicted below. If your Association is interested in any of the following services, **please check the appropriate box** and we can provide pricing upon completion of the current reserve study. Please note that a non-site update can only be conducted one time between site visits.

-   Annual Review of the 30-year expenditures and funding plan(s) only
-   Non-site update
-   Update with site visit

# Deer Run Community Development District Reserve Study Proposal

## Experience

Experience includes condominiums, homeowners associations, planned unit developments, property owner associations, co-operatives and community development districts with construction styles that range from townhouses to hi-rises. Other experience includes specialty establishments such as golf clubs, international properties, vacation ownership resorts (timeshares) as well as worship, retreat and camp facilities.

A partial list of recent reserve study experience follows below:

**Sullivan Ranch** is a planned unit development located in Mount Dora, Florida and is responsible for the common components shared by 692 homes established in 2006. The Association is also responsible for the replacement of the roofs and painting of a Service Area that comprises 34 Villas and 32 Garden units. The development contains clubhouse, pool and property site components.

**Sea Coast Management** is an apartment style development located in New Smyrna Beach, Florida and is responsible for the common elements shared by 170 homes within two midrise buildings. Sea Coast was established in 1971. The development also contains a clubhouse, two pools and sea wall.

**Harbor Bay Community Development District** owns and operates the community areas of Mira Bay in Apollo Beach FL including common areas, recreational facilities, public roadways, storm water management systems, street lighting, landscaping, clubhouse with café, lap pool, waterslide, clay tennis courts 35,000 linear feet of sea wall, boatlifts.

**The Gallery Homes of Tapestry Park** is a commercial condominium located in Jacksonville FL built in 2008 and responsible for the common elements shared by 21 homes and 12 retail units within 3 three-story buildings.

**Hidden Creek Association of Auburndale** is a planned unit development established in 2007 and responsible for the common elements that will be shared by 27 homes. The development contains property components.

**Oak Creek Community Development District** is a local unit of special purpose government located within Pasco County, FL established in 2004 and responsible for the common elements shared by 550 homes. The development contains a pool, playground, security system and ponds.



# Property Wellness Reserve Study Program Proposal Level I Reserve Study

Reserve Advisors, LLC  
201 E. Kennedy Boulevard, Suite 1150  
Tampa, FL 33602  
(800) 980-9881  
[reserveadvisors.com](http://reserveadvisors.com)

Deer Run Community Development District  
Bunnell, FL



## Reserve Advisors

### Your Property Wellness Consultants



### Our Property Wellness Reserve Study Program

Your home is the most expensive personal property you will ever own. The responsibility for preserving its value reaches beyond your home to include the spaces you share with your neighbors. Structures, systems, streets and amenities must be maintained to protect the value of your investment. But the required responsibility often stretches beyond individual knowledge and expertise. That's why associations turn to Reserve Advisors. As your property wellness consultants, our reserve study helps associations understand their assets, expected lifespans, and both the budgets and maintenance needed to keep them in great working order.



# A Proactive Property Wellness Program

Our engineers provide a thorough evaluation of your property and shared assets, and create a strong, informed plan to maximize your community’s physical and financial wellness for the long haul. Because proactive care ensures that your shared property is cared for the way you would care for your home. We have been helping communities thrive for over 30 years. But the job we are obsessed with is making sure you and your neighbors have what you need to protect your property today, and prevent costly and avoidable repairs tomorrow. It is the best way to care for the place that makes you feel welcome, safe, secure and proud.



### Threshold Funding Strategy

The most stable and equitable approach to funding reserves, this strategy aggregates all future expenditures and calculates annual reserve contributions such that the reserve balance never falls below a minimum threshold.



# Helping Communities Thrive for Over 30 Years

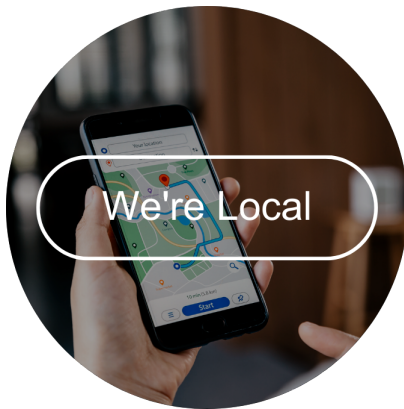
Reserve Advisors has prepared over 29,000 reserve studies for common interest realty associations nationwide. Our service area is one of the largest in the industry.

Through the leadership of our founders, John Poehlmann and Theodore Salgado, we helped pioneer the standards that all reserve study providers are measured by today. This success comes from our independence, extensive knowledge and experience. We pride ourselves on delivering unbiased recommendations that give community associations the plans they need to ensure the future well-being of their property.

**60+**  
ENGINEERS

**29,000**  
RESERVE STUDIES CONDUCTED

**300+**  
YEARS OF RESERVE STUDY EXPERIENCE



### Local Conditions

Drawing upon our broad national experience, we recognize the profound impact local conditions have on the wear and tear of common property and subsequent replacement needs.

### Local Costs

Our exclusive database of client project costs grants you real-time access to localized pricing, ensuring that your reserve study projections are not reliant on standardized costs.

# Level I Full Reserve Study



	LEVEL I	LEVEL II	LEVEL III
	<b>FULL RESERVE STUDY</b>	<b>RESERVE STUDY UPDATE WITH SITE-VISIT</b>	<b>RESERVE STUDY WITHOUT SITE-VISIT</b>
		<b>RESERVE STUDY PROCESS</b>	
ONSITE VISUAL INSPECTION	✓	✓	
PRE-INSPECTION MEETING	✓	✓	
COMPONENT INVENTORY PLUS COMPONENT QUANTITIES & MEASUREMENTS	Established	Re-Assessed/Evaluated	Reflects prior study
CONDITION ASSESSMENTS	Based on visual observation	Based on visual observation	As reported by association
USEFUL LIFE ESTIMATES	Based on engineer's condition assessment	Based on engineer's condition assessment	Based on client's reported condition
VALUATION/COST ESTIMATES VIA PROPRIETARY BID DATABASE	Established for each reserve component	Re-evaluated for each reserve component	Re-evaluated for each reserve component
		<b>KEY DELIVERABLES</b>	
MEETS AND EXCEEDS CAI'S NATIONAL RESERVE STUDY STANDARDS	✓	✓	✓
PRIORITIZED LIST OF CAPITAL EXPENDITURES	✓	✓	✓
CUSTOMIZED RECOMMENDED FUNDING PLAN(S)	✓	✓	✓
RECOMMENDED PREVENTATIVE MAINTENANCE ACTIVITIES	✓	✓	
INCLUSION OF LONG-LIVED ASSETS	✓	✓	✓
ELECTRONIC REPORT	Comprehensive report with component detail	Comprehensive report with component detail	Executive summary overview
EXCEL SPREADSHEETS	✓	✓	✓
SUPPORT WITH IMPLEMENTATION OF REPORT	✓	✓	✓
COMPLIMENTARY REPORT REVISION	✓	✓	
<b>UNCONDITIONAL POST-STUDY SUPPORT AT NO ADDITIONAL COST INCLUDING REPORT PRESENTATION</b>	✓	✓	✓
	<b>RECOMMENDED SERVICE LEVEL</b>		

We are proposing a Level I Full Reserve Study. This service involves developing a component list and quantification of each item - a crucial aspect often overlooked by unqualified providers. This service is suitable for communities that have never undergone a reserve study, as well as those contemplating a change in reserve study providers. Conducting a Level I Reserve Study allows us to not only verify the accuracy of the component inventory and related quantities/measurements with certainty - the foundation of any reserve study - but to also present capital planning recommendations with unwavering confidence.

# Property Wellness Reserve Study Program - Level I

**Reserve Advisors will perform a Level I Reserve Study** in accordance with Community Associations Institute (CAI) National Reserve Study Standards. Your reserve study is comprised of the following:

**Physical Analysis:** The reserve study consultant will develop a detailed list of reserve components, also known as a component inventory, and related quantities for each. We will complete a condition assessment or physical evaluation for each reserve component and the current condition of each will be documented with photographs. Life and cost estimates will be performed to determine estimated useful lives, remaining useful lives and current cost of repair or replacement.

**Financial Analysis:** The reserve study consultant will identify the current reserve fund status in terms of cash value and prepare a customized funding plan. The funding plan outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

## Property Description

We've identified and will include the following reserve components:

Fitness Room(s), Party Room(s), Meeting Room(s), Clubhouse(s), Sport Court(s), Pond(s), Pool(s), Streets and Curbs, Post or Pole Lights, Irrigation System, Landscaping, Fences, Gates, Mailboxes, Signage, Dock, and other property specifically identified that you'd like us to include.

*Scope of work includes all property owned-in-common as defined in your association's declaration and other property specifically identified that you'd like us to include.*

# Key Elements of Your Level I Property Wellness Reserve Study Program

## Reserve Advisors' Exclusive Tools

Reserve Advisors' exclusive tools allow you to make informed decisions to maintain your association's long-term physical and financial health.



### Reserve Expenditures

View your community's entire schedule of prioritized expenditures for the next 30-years on one easy-to read spreadsheet.

[View Example](#)



### Funding Plan

Establishes the most stable and equitable recommended annual reserve contributions necessary to meet your future project needs.

[View Example](#)



### Reserve Funding Graph

Highlights your community's current financial health and provides visibility to your projected cash flow over the next 30 years.

[View Example](#)



### Component Specific Details

Including photographic documentation of conditions, project specific best practices outlining the scope of future projects, and preventative maintenance activities to maximize component useful lives.

[View Example](#)



### Excel Spreadsheets

Empowering you to make more informed decisions by adjusting project schedules, future costs, and annual contributions in real time.

# For Confidence in All Decisions

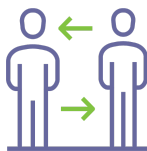


## Personalized Experience Guarantee

As your trusted advisor, we are committed to providing clarity on the true cost of property ownership through a comprehensive reserve study solution and unmatched advisory services. If the experience we provide fails to live up to your expectations, contact us at any time for a refund.



Your property is your biggest investment. Here's why our solution is the best for your community:



### Full Engagement

It's our job to understand your specific concerns and to discuss your priorities in order to ensure your reserve study experience exceeds expectations.



### Detailed Understanding

We will do whatever it takes to ensure you have complete confidence in interpreting and putting into practice our findings and recommendations.



### Ongoing Support

Unlike other firms, we provide current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.

# The Time to Protect Your Property's Long-Term Health is Now

This proposal, dated 08 / 29 / 2024, for a **Level I Property Wellness Reserve Study**, is valid for 90 days.

## To Start Your Property Wellness Level I Reserve Study Program Today:

### 1. Select the service options below to confirm scope of engagement

Service	Price
Reserve Study (Level I) This service includes a pre-project meeting to discuss your unique needs and priorities with our engineer. You'll receive: 1) a PDF report with 30-year expenditure and funding plan tables, 2) Excel spreadsheet with formulas, and 3) Complimentary support with implementation of your study and ongoing guidance.	\$8,000.00
<b>Total</b>	<b>\$8,000.00</b>

### 2. E-sign below

Signature:

Title:

Name:

Date:

For: Deer Run Community Development District

Ref: 231519

### 3. Pay \$4,000.00

**Retainer** via mail or ACH

#### Mailing Address

Reserve Advisors, LLC  
PO Box 88955  
Milwaukee, WI 53288-8926

#### ACH

**Send Remittances** to 'accounting@reserveadvisors.com' at time of payment

**Checking Account Number:** 151391168

**Routing Number:** 075905787

**Financial Institution:** First Business Bank

17335 Golf Parkway, Suite 150 | Brookfield, WI 53045

*You will receive your electronic report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal, dated 08 / 29 / 2024, is valid for 90 days, and may be executed and delivered by facsimile, portable document format (.pdf) or other electronic signature pages, and in any number of counterparts, which taken together shall be deemed one and the same instrument. One complimentary hard copy report is available upon request.*

## Professional Service Conditions

**Our Services** - Reserve Advisors (“RA” or “us” or “we”) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan, to create reserves for anticipated future replacement expenditures of the subject property. The purpose of our energy benchmarking services is to track, collect and summarize the subject property’s energy consumption over time for your use in comparison with other buildings of similar size and establishing a performance baseline for your planning of long-term energy efficiency goals.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. Our energy benchmarking services with respect to the subject property is limited to collecting energy and utility data and summarizing such data in the form of an Energy Star Portfolio Manager Report or any other similar report, and hereby expressly excludes any recommendations with respect to the results of such energy benchmarking services or the accuracy of the energy information obtained from utility companies and other third-party sources with respect to the subject property. The reserve report and any energy benchmarking report (i.e., any Energy Star Portfolio Manager Report) (including any subsequent revisions thereto pursuant to the terms hereof, collectively, the “Report”) are based upon a “snapshot in time” at the moment of inspection. RA may note visible physical defects in the Report. The inspection is made by employees generally familiar with real estate and building construction. Except to the extent readily apparent to RA, RA cannot and shall not opine on the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for, the property’s conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not provide invasive testing on any mechanical systems that provide energy to the property, nor can RA opine on any system components that are not easily accessible during the inspection. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services, nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions, and RA assumes no responsibility for any such conditions. The Report contains opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA’s willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an “RA Party”) harmless from and against (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys’ fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction or to whom you provided the Report. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA’S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

## Professional Service Conditions - Continued

**Report** - RA will complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations with respect to the reserve study and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by you in connection with the services, or gathered as a result of providing such services, including in connection with creating and issuing any Report, in a de-identified and aggregated form for RA's business purposes.

**Your Obligations** - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. Additionally, you agree to provide historical replacement schedules, utility bills and historical energy usage files that RA requests and deems necessary to complete the energy benchmarking services, and you agree to provide any utility release(s) reasonably requested by RA permitting RA to obtain any such data and/or information from any utility representative or other third party. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

**Use of Our Report** - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part is not and cannot be used as a design specification for design engineering purposes or as an appraisal. You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law including, but not limited, to any government entity or agency, or any utility companies. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that the Report contains intellectual property developed (and owned solely) by RA and agree that you will not reproduce or distribute the Report to any party that conducts reserve studies or energy benchmarking services without the written consent of RA.

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

**Payment Terms, Due Dates and Interest Charges** - If reserve study and energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and prior to the inspection by RA, and any balance is due net 30 days from the Report shipment date. If only energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and any balance is due net 30 days from the Report shipment date. In any case, any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law.

**Miscellaneous** – Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim



brought by or on behalf of the parties hereto with respect to any matter related to this agreement. We reserve the right to limit or decline refunds in our sole discretion. Refunds vary based on the applicable facts and circumstances.



community  
advisors, LLC

Reserve Study Professionals





May 7, 2024

Mr. Darrin Mossing  
District Manager  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Re: Level I Reserve Study for Deer Run CDD

Dear Mr. Mossing:

Thank you for the opportunity to submit a New Reserve Study with Site Visit proposal for this District. We have worked with a number of Districts providing accurate funding plans for future component replacement. Principle Charles Sheppard served as a District Supervisor therefore has valuable experience with both finances and operating procedures that are specific to Community Development Districts.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*  
President & Reserve Analyst



Scope of Work for District  
Streets, Amenity Center, Sport Courts, Playground, Stormwater System,  
with components evaluated that include:

- Roof and exterior walls
- Interior finishes
- Mechanical, Electrical, Plumbing
- Fencing/Mailboxes
- Pavement/Walks/Curbs
- Fitness equipment
- Sport courts components
- Play equipment, misc. items
- Landscaping and irrigation systems
- Pools and equipment
- Other components identified at site visit.

**Terms of Service**

Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trim and other features are observed from ground level. Flat roofs are observed only if safe fixed stair access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical cost and previous replacement time for any components.

Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal with the understanding we included inflation of replacement cost and interest earned on reserve funds.

Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow or Component Funding Plan and 30-Year cash flow projection.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

Payment Agreement & Terms

- ❖ To maintain excellent customer service and requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of site visit depending on the size of the project. Remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after invoice date are assessed a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable cost incurred by Community Advisors, LLC. We are available to meet with you and discuss your Reserve Study subject to availability and travel expenses. We are always available by phone at no cost. We will modify your Reserve Study one time at no additional cost if requested within 90 days of issue and all fees have been paid. Modification requested after report is issued may require additional cost.

This agreement for consulting services is accepted this date:

Professional Fee: \$4,600.00- Deposit Required: \$2,000.00

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Partial Client List

## Community Development Districts

Tolomato, (Nocatee)  
Amelia Concourse  
Tisons Landing  
Amelia Walk  
South Village  
Sampson Creek  
Middle Village  
Ridgewood Trails  
Glen St. Johns  
Bartram Springs  
Rivers Edge  
Aberdeen  
Durbin Crossing  
St. Johns Forrest  
Dunes Utility  
Double Branch  
Pine Ridge  
Brandy Creek  
Turnbull Creek  
Arlington Ridge  
Magnolia West  
Trails  
Southaven  
Madeira  
Beach  
Armstrong

## Communities

Hammock Dunes Communities  
Queens Harbour - Jacksonville, FL  
The Georgia Club - Statham, GA  
Corolla Light POA - Corolla, NC  
The Landings - Skidaway Island, GA  
Beresford Hall Assembly - North Charleston, SC  
Cumberland Harbour - St. Mary's, GA  
Villas of Nocatee - Jacksonville, FL  
Vizcaya HOA - Jacksonville, FL  
Cimarrone POA - St. Johns, FL  
Deercreek Country Club Owners Association - Jacksonville, FL  
Deerwood Country Club - Jacksonville, FL  
Coastal Oaks - Ponte Vedra, FL  
Preserve at Summer Beach - Fernandina Beach, FL  
Amelia Park Neighborhood - Fernandina Beach, FL  
Amelia Oaks - Fernandina Beach, FL  
Coastal Oaks Amelia - Fernandina Beach, FL  
Oyster Bay POA - Fernandina, FL  
Oyster Bay Yacht Club - Fernandina, FL  
Ocean Breeze HOA - Fernandina Beach, FL  
The Enclave at Summer Beach - Fernandina Beach, FL  
RiverPlace at Summer Beach - Fernandina Beach, FL  
Amelia National - Fernandina, FL

## **Condominiums**

Carlton Dunes - Amelia Island, FL  
Spyglass Villas - Amelia Island, FL  
Ocean Club Villas - Amelia Island, FL  
Sand Dollar Condominium - Amelia Island, FL  
Captain's Court - Amelia Island, FL  
Dunes Club Villas - Amelia Island, FL  
Villas at Summer Beach - Amelia Island, FL  
Beachwood Villas - Amelia Island, FL  
Coastal Cottages - Amelia Island, FL  
Harrison Cove - Amelia Island, FL  
Marina San Pablo - Jacksonville, FL  
Latterra at World Golf - St. Augustine, FL  
Cumberland On Church - Nashville, TN  
Surf Club III - Palm Coast, FL  
The Peninsula - Jacksonville, FL  
The Plaza at Berkman Plaza - Jacksonville, FL  
1661 Riverside - Jacksonville, FL  
Seascape - Jacksonville Beach, FL  
Southshore Condominium - Jacksonville Beach, FL  
Ocean Villas at Serenata Beach - St. Augustine, FL  
Watermark - Jacksonville Beach, FL  
Oceanic Condominium - Jacksonville Beach, FL  
Ocean 14 Condominium - Jacksonville Beach, FL  
Serena Point Condominium - Jacksonville Beach, FL  
Oceania Condominium - Jacksonville Beach, FL

## **Active Adult Communities**

Del Webb Ponte Vedra - Ponte Vedra, FL  
Stone Creek by Del Webb - Ocala, FL  
Villages of Seloy - St. Augustine, FL  
Cascades at World Golf Village - St. Augustine, FL  
The Haven at New Riverside - Bluffton, SC  
Artisan Lakes - Jacksonville, FL

## **Religious/Schools**

St. Mark's Episcopal Church - Brunswick, GA  
Memorial Presbyterian - St. Augustine, FL  
Grace Mem. Presbyterian - St. Augustine, FL  
Trinity Episcopal Church - St. Augustine, FL  
St. Mark's Towers - Brunswick, GA  
Isle of Faith Methodist - Jacksonville, FL  
Deermeadows Baptist - Jacksonville, FL  
Frederica Academy - St. Simons Island, GA  
Fishburne Military School - Waynesboro, VA  
The Greenwood School - Jacksonville, FL

# Reserve Analyst & Inspector's Credentials

## Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

**Education** - Virginia Polytechnic Institute & State University - BS

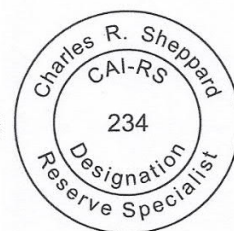
**License** - Certified General Contractor, Certified Home Inspector - Florida

### Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI



*EIGHTH ORDER OF BUSINESS*



*B.*

**NOTICE OF MEETINGS  
DEER RUN  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the **Deer Run Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2025** at **6:00 pm at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida 32110** on the fourth Wednesday of the following months or otherwise noted:

**October 23, 2024**  
**November 20, 2024 (3<sup>rd</sup> Wednesday)**  
**December 18, 2024 (3<sup>rd</sup> Wednesday)**  
**January 22, 2025**  
**February 26, 2025**  
**March 26, 2025**  
**April 23, 2025**  
**May 28, 2025 (budget approval)**  
**June 25, 2025**  
**July 23, 2025**  
**August 27, 2025 (budget adoption)**  
**September 24, 2025**

## Deer Run CDD – Cost Estimate for Additional Meetings

Listed below are admin line items impacted by holding four additional meetings per year. Current meeting budget anticipates eight total meetings/workshops per year. Overall impact is nominal.

Supervisor Fees @ \$1,000 per meeting	\$4,000	
FICA (employer share)	\$924	
Engineer (hourly)* - one hour/mtg	\$780	
Attorney (hourly)	\$6,000	
Legal Advertising	\$192	
District Management – flat fee **	NA	
<b>Total estimated marginal cost of four additional meetings</b>		<b>\$11,896</b>

\*assumes calling into four meetings to reduce fees

\*does not factor in potential increased use of attorney and engineer for fees incurred working on CDD matters outside of meetings.

\*\* per existing contract

*C.*

*1.*

# Deer Run

10/23/2024

## Community Development District Field Operations & Amenity Management Report



### Natalie Clem

AMENITY MANAGER  
RIVERSIDE MANAGEMENT SERVICES, INC.

### Richard Gray

MANAGER OF OPERATIONS  
RIVERSIDE MANAGEMENT SERVICES, INC.

# Deer Run

Community Development District

## Amenity Management Report

October 23, 2024

To: Board of Supervisors

From: Natalie Clem  
Amenity Manager

Richard Gray  
Manager Of Operations

RE: Amenity Management Report – October 23, 2024

The following is a summary of items related to the field operations, maintenance, and amenity management of Deer Run CDD.

# Deer Run Community Events

The following is a summary of community events and activities held at the Amenity Center:

## Special Events:

- September 5<sup>th</sup> Bingo Night
- September 9<sup>th</sup> Craft Night
- September 13<sup>th</sup> Kids Pool Night
- September 24<sup>th</sup> Teen Night
  
- October 1<sup>st</sup> Bunnell PD National Night Out
- October 3<sup>rd</sup> Bingo 1
- October 12<sup>th</sup> Little Feet, Pumpkin Treat
- October 14<sup>th</sup> Craft Night
- October 15<sup>th</sup> Bingo 2
- October 18<sup>th</sup> Chick-Fil-A Food Truck Night
- October 22<sup>nd</sup> Teen Night
- October 25<sup>th</sup> Paint Night
- October 26<sup>th</sup> Halloween Party

## Upcoming Special Events:

- November 2<sup>nd</sup> Community Yard Sale
- November 7<sup>th</sup> Bingo 1
- November 9<sup>th</sup> Fall Festival

## Classes:

- Aqua Tabata on Wednesdays and Friday's, weather permitting
- Zumba Wednesdays and Friday's
- Zumba Toning Wednesday and Friday's
- Yogalates (on hold until Spring)
- Yoga on Thursdays (on hold indefinitely due to injury)



## Community Organized Events:

- Ladies Night is the second Tuesday of the month.
- Bunco is the first Monday and second and third Thursday of the month.
- Pins, Needles and Hooks is every Friday.
- Diamond Painting and Art is every Sunday.
- Music with Kurt & Debbie is held on the 1<sup>st</sup> Friday of the month.
- Stone Cold Poker Night is every third Tuesday of the month.
- Ladies Poker Night is every Wednesday.
- LRC is every Monday, and the first and third Saturday of the month.
- Turbo Poker is every Monday and Thursday Night.
- The Links Social is the second Friday of the month.
- Happy Hour Potluck is every third Friday of the month.
- Community Pickleball, open play every Monday, Wednesday, and Friday.
- The Reserves perform the last Saturday of the month.
- Hand and Foot Card Game every Sunday night.
- Happy Hour is every Friday.
- Euchre is the 2<sup>nd</sup> Saturday of every month.
- Community Bocce Ball, open play every Monday and Thursday.



# September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>ABOR DAY</b> :30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT-VG AND ART DOWNSTAIRS)	2 3PM-LCR 2 6PM-MONDAY NIGHT TURBO OPEN (UPSTAIRS) 7PM-BUNCO 2	3 11:30-2PM-MAHJONG (DOWNSTAIRS)	4 9:45AM-ZUMBA TONING 10:45AM-AQUA TABATA WITH NANCY 1-2PM-MOMMY & ME 6PM-LADIES POKER 6PM-MAT PILATES W/ARI (DOWNSTAIRS)	5 6PM-TURBO POKER UP-STAIRS 6:30PM-BINGO	6 9AM-ZUMBA TONE- NANCY 10AM-AQUA TABATA WITH NANCY 11AM-PINS, NEEDLES & HOOKS 4PM-HAPPY HOUR-BYOB 5PM-BROWNSOUND MUSIC	7 6:30PM-LCR
:30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT-VG AND ART DOWNSTAIRS)	9 3PM-LCR 2 6PM-MONDAY NIGHT TURBO OPEN (UPSTAIRS) 6:30 CRAFT NIGHT	10 11:30-2PM-MAHJONG (DOWNSTAIRS) 6:30-LADIES NIGHT	11 9:45AM-ZUMBA TONING 10:45AM-AQUA TABATA WITH NANCY 6PM-LADIES POKER 6PM-MAT PILATES W/ARI (DOWNSTAIRS)	12 6PM-TURBO POKER UP-STAIRS 5:30PM-FREEDOM HOA MEETING (DOWNSTAIRS) 6:30PM-BUNCO 4 RESCHEDULED- SEP 26	13 9AM-ZUMBA TONE NANCY 10AM-AQUA TABATA WITH NANCY 11AM-PINS, NEEDLES & HOOKS 4PM-HAPPY HOUR-BYOB 6PM-THE LINKS SOCIAL (DOWNSTAIRS) 6-8PM-KIDS POOL NIGHT	14 7PM-EUCHRE
5 :30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT-VG AND ART DOWNSTAIRS)	16 3PM-LCR 2 6PM-MONDAY NIGHT TURBO OPE(UPSTAIRS) 6PM-MAT PILATES W/ARI (DOWNSTAIRS)	17 11:30-2PM-MAHJONG (DOWNSTAIRS) 6:15PM -STONE COLD POKER	18 9:45AM-ZUMBA TONING 10:45AM-AQUA TABATA WITH NANCY 11:30-2PM-MAHJONG (D) 6PM-LADIES POKER 6PM-AMENITY SOCIAL GROUP MEETING	19 6PM-TURBO POKER UP-STAIRS 6:30PM-BUNCO	20 9AM-ZUMBA TONE NANCY 10AM-AQUA TABATA WITH NANCY 11AM-PINS, NEEDLES & HOOKS 5PM-HAPPY HOUR-BYOB POTLUCK	21 1-2PM-MOMMY & ME TIM (UPSTAIRS) 6:30PM-LCR
2 :30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT-VG AND ART DOWNSTAIRS)	23 3PM-LCR 2 6PM-MONDAY NIGHT TURBO OPEN (UPSTAIRS) 6PM-MAT PILATES W/ARI (DOWNSTAIRS)	24 11:30-2PM-MAHJONG (DOWNSTAIRS) 6PM-TEEN NIGHT (UPSTAIRS)	25 9:45AM-ZUMBA TONING 10:45AM-AQUA TABATA WITH NANCY 1PM-FREEDOM RESIDENT SOCIAL/BINGO 6PM-LADIES POKER GRAB & GO CARRABAS	26 6PM-TURBO POKER UP-STAIRS 6:30-RESERVES READERS BOOK CLUB (ROOM BY OFFICE) 6:30-BUNCO 4	27 9AM-ZUMBA TONE NANCY 10AM-AQUA TABATA WITH NANCY 11AM-PINS, NEEDLES & HOOKS 4PM-HAPPY HOUR-BYOB 6:30-PAINT NIGHT 7PM-PARTY WITH THE RESERVES	28 7PM-PARTY WITH RESERVES
9 :5PM-RENTAL :30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT-VG AND ART DOWNSTAIRS)	30 3PM-LCR 2 6PM- MONDAY NIGHT TURBO OPEN (UPSTAIRS)	<div style="text-align: center;"> <h3 style="color: #0070C0; margin: 0;">COMMUNITY PICKLEBALL</h3> <p style="color: #0070C0; margin: 0;">OPEN PLAY-MON, WED, FRI-8:30AM</p> </div>		<div style="text-align: center;"> <h3 style="color: #0070C0; margin: 0;">COMMUNITY BOCCE</h3> <p style="color: #0070C0; margin: 0;">OPEN PLAY-MON, WED-10AM, THUR-8:30AM</p> </div>		

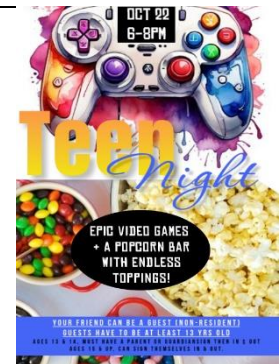
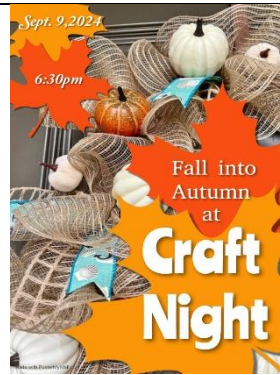
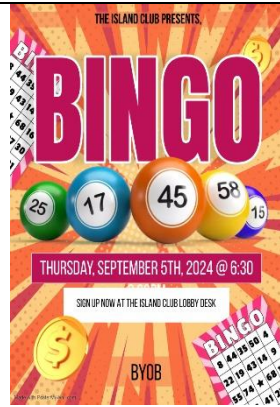


# October 2024



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>COMMUNITY PICKLEBALL</b> <b>OPEN PLAY-MON, WED, FRI-</b> 		<b>1</b> 11:30-2PM-MAHJONG (DOWNSTAIRS) 6PM-BUNNELL PD NATIONAL NIGHT OUT	<b>2</b> 9-45AM-ZUMBA TONING 10:45AM-AQUA TABATA WITH NANCY 6PM-LADIES POKER	<b>3</b> 6PM-TURBO POKER UPSTAIRS 6:30PM-BINGO 1	<b>4</b> 9AM-ZUMBA TONE- NANCY 10AM-AQUA TABATA WITH NANCY 11AM-PINS, NEEDLES & HOOKS 4PM-HAPPY HOUR-BYOB 5PM-BROWNSOUND MUSIC	<b>5</b> 6:30PM-LCR
<b>2-4PM-RENTAL</b> :30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT- VG AND ART (DOWNSTAIRS)	<b>7</b> 3PM-LCR 2 6PM-MONDAY NIGHT TURBO OPEN (UPSTAIRS) 7PM-BUNCO 2 CANCELED	<b>8</b> 11:30-2PM-MAHJONG (DOWNSTAIRS) 6:30-SWAP & STYLE LADIES NIGHT SOCIAL	<b>9</b> 9-45AM-ZUMBA TONING 10:45AM-AQUA TABATA WITH NANCY 5PM-HOA FREEDOM MEETING 6PM-LADIES POKER	<b>10</b> 6PM-TURBO POKER UPSTAIRS 6:30PM-BUNCO 4	<b>11</b> 9AM-ZUMBA TONE NANCY 10AM-AQUA TABATA WITH NANCY 11AM-PINS, NEEDLES & HOOKS 3:30-6:30-RENTAL 4PM-HAPPY HOUR-BYOB 6PM-THE LINKS SOCIAL (DOWNSTAIRS)	<b>12</b> 1PM-LITTLE FEET, PUMPKIN TREATS 7PM-EUCHRE
<b>3</b> :30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT- VG, ART & CRAFT WORKSHOP (DOWNSTAIRS)	<b>14</b> 3PM-LCR 2 6PM-MONDAY NIGHT TURBO OPE(UPSTAIRS) 6:30PM-CRAFT NIGHT	<b>15</b> 11:30-2PM-MAHJONG (DOWNSTAIRS) 6:15PM -STONE COLD POKER 6:30-BINGO 2	<b>16</b> 9-45AM-ZUMBA TONING 10:45AM-AQUA TABATA WITH NANCY 11:30-2PM-MAHJONG 6PM -LADIES POKER 6PM-AMENITY SOCIAL GROUP MEETING	<b>17</b> 6PM-TURBO POKER UPSTAIRS 6:30PM-BUNCO	<b>18</b> 9AM-ZUMBA TONE NANCY 10AM-AQUA TABATA WITH NANCY 11AM-PINS, NEEDLES & HOOKS 5PM-HAPPY HOUR-BYOB POTLUCK (DOWNSTAIRS) 6-8PM-Chick-Fil-A FOOD TRUCK	<b>19</b> 6:30PM-LCR
<b>0</b> :30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT- VG AND ART (DOWNSTAIRS)	<b>21</b> 3PM-LCR 2 6PM-MONDAY NIGHT TURBO OPEN (UPSTAIRS)	<b>22</b> 11:30-2PM-MAHJONG (DOWNSTAIRS) 6PM-TEEN NIGHT (UPSTAIRS)	<b>23</b> 9-45AM-ZUMBA TONING 10:45AM-AQUA TABATA WITH NANCY 6PM-CDD MEETING	<b>24</b> 5PM-7:30PM-HOA GRAND RESERVE ANNUAL MEETING 6PM-LADIES POKER 6:30-RESERVES READERS BOOK CLUB (ROOM BY OFFICE)	<b>25</b> 9AM-ZUMBA TONE NANCY 10AM-AQUA TABATA W NANCY 11AM-PINS, NEEDLES & HOOKS & CRAFT WORKSHOP 4PM-HAPPY HOUR-BYOB 6:30-PAINT NIGHT	<b>26</b> 2-5PM HALLOWEEN PARTY & TRUNK OR TREAT 7PM-PARTY WITH THE RESERVES CANCELED
<b>7</b> :5PM-RENTAL :30PM-HAND & FOOT ARDS (UPSTAIRS) :30 DIAMOND PAINT- VG, ART & CRAFT WORKSHOP (DOWNSTAIRS)	<b>28</b> 3PM-LCR 2 6PM- MONDAY NIGHT TURBO OPEN (UPSTAIRS)	<b>29</b> 11:30-2PM-MAHJONG (DOWNSTAIRS)	<b>30</b> 1PM-FREEDOM RESIDENT SOCIAL/ BINGO	<b>31</b> 6PM-TURBO POKER UPSTAIRS	<b>COMMUNITY BOCCE</b> <b>Open Play—Mon,Wed—10am,Thur—8:30am</b> 	

# Highlights September & October Events Held



"Little Feet, Pumpkin Treat" Our First Event with Babies and Toddlers



## *Amenity Center Maintenance*

Below is a list of maintenance responsibilities that are completed weekly:

- Debris was cleaned up and removed throughout the community including the pond banks, roadways, pickleball courts, pool area, and parking lot areas.
- All trash receptacles were emptied, and bags were replaced.
- All pool furniture on the pool deck and BBQ and bar area is monitored and checked daily, straightened, cleaned, and organized as well as all tables and chairs inside the clubhouse, and upstairs patio lounge.
- Light fixtures were inspected, and damaged or out bulbs were replaced.

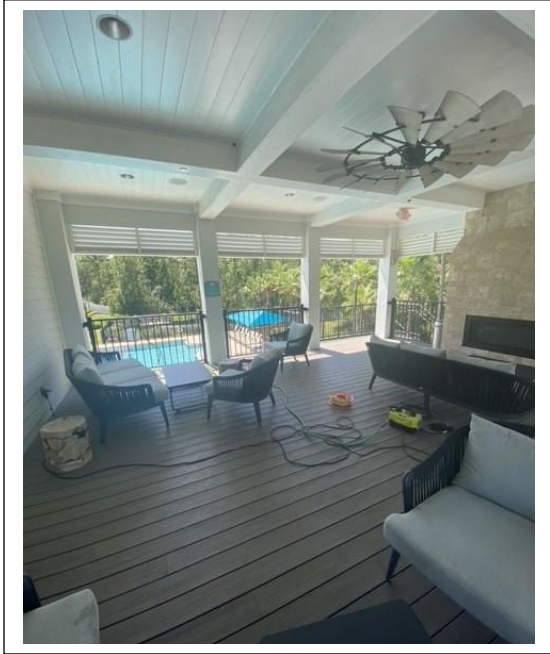
## *Additional Maintenance Items Completed*

- Florida Pest Control treated the facility on Aug 5th.
- RMS Staff pressure-washed washed Amenity building on the backside of the pool deck and upstairs in the sitting area.
- RMS staff adjusted the hinges located on the Pool gates for better operation.
- RMS staff decorated for the Halloween season
- RMS secured all patio and loose items around the Amenity building in preparation for both Hurricanes we recently received.

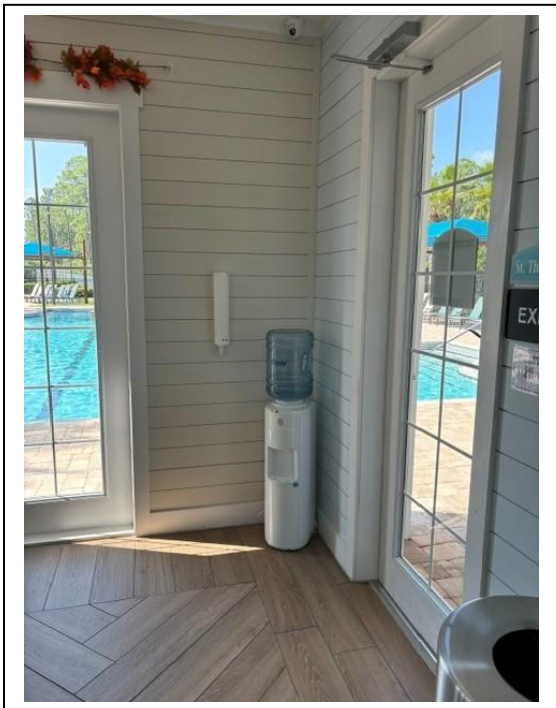
## *Administrative items Completed*

- The Deer Run website has been successful throughout the community and will continue to be utilized and updated regularly.
- The overnight parking policy has been very successful and will continue to be enforced.
- Food trucks have been successful in serving the community. We are now able to introduce more variety to the residents.
- Weekend coverage with staff begins Memorial Day weekend and will continue through Labor Day Weekend only.
- Amenity Manager orders/purchases supplies for facility and events regularly.
- The Amenity Manager has started the process of having each potluck and fitness class complete a sign in sheet to keep track of attendance.
- Monthly Calendars and Newsletters are created and sent out via email blast.
- Potential new residential-run group applications are presented to the Amenity Activities Committee monthly by the staff for approval or denial.
- Received invoices are approved and sent over for payment regularly.

## Completed Projects



RMS pressure washed backside of Amenity building and upstairs sitting area.

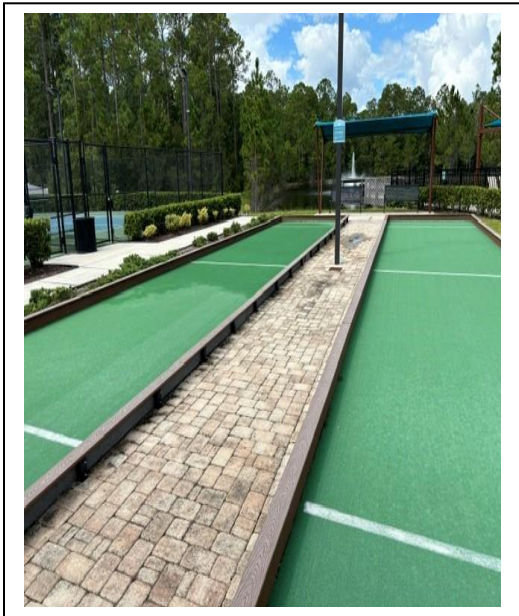


RMS installed a new cup dispenser in the kitchen area on the Amenity Center

# Completed Projects



RMS installed new paddle holders and squeegees as requested on the Pickleball Courts

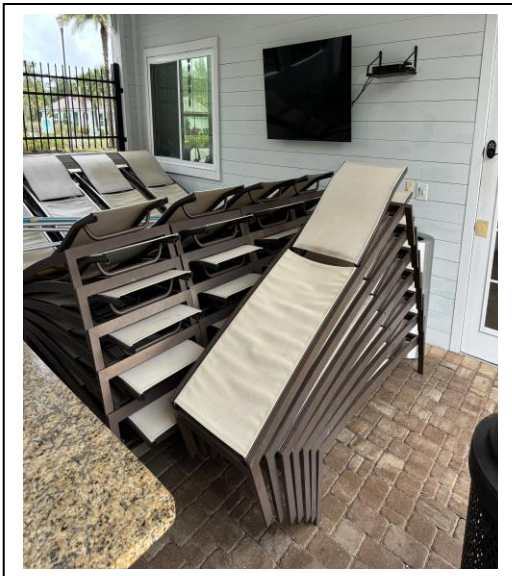


RMS pressure-washed the Bocce Ball courts and the surrounding area.

## Completed Projects



RMS installed a No Fishing Sign as requested on the Dock at the Amenity Center.



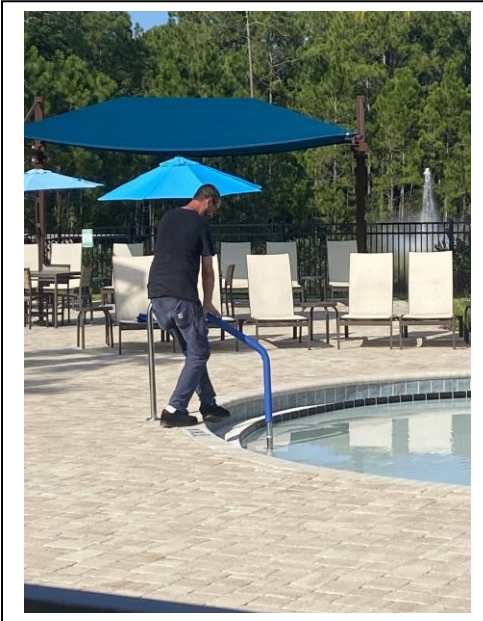
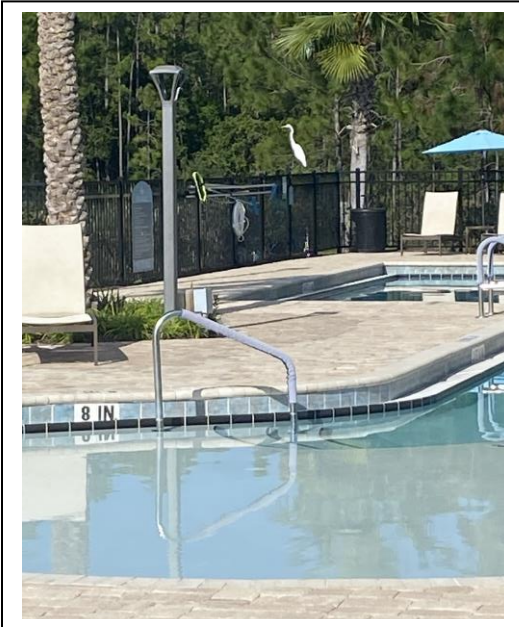
RMS completed onsite preparations for both Hurricanes



## Completed Projects



M&M Pumps installed (2) new irrigation pumps at the pump station.



RMS installed a new thermal covering on the guiderails at the pool.

## *Conclusion*

All outlined items above are for the board's consideration. For any questions or concerns regarding the above information, please contact Natalie Clem, Amenity Manager, at 386-263-7213 or [deerrunmgr@rmsnf.com](mailto:deerrunmgr@rmsnf.com).

Kind Regards,

Natalie Clem  
Amenity Manager

Richard Gray  
Manager Of Operations

2.



Raul Hernandez  
Yellowstone Landscape

# OCTOBERS AUDIT REPORT

---

Tuesday, October 1, 2024

21 Issues Identified



**FALLEN TREE AT 100 ENTRANCE**



**TREE WAS REMOVED AT NO COST**



**ISSUE**

Wood line along grand reserve Dr. needs to be bushed back



**ISSUE**

Trees need to be pushed back from electrical box



### **ISSUE**

Declined oak tree on common ground in front of 128 Grand Reserve Dr.

---

### **IRRIGATION**

Irrigation inspection has been completed and necessary repairs addressed

---

### **FERT-CHEM UPDATE**

applied a combination of liquid nutrients, insect control and both a pre and post emergent herbicide for weed control. Roses Were also treated with liquid fertilizer as well.



### **FALLEN SIGN**



### **SIGN HEADING OUT TO 100 ENTRANCE**

Was put back in place by the team



**OVERGROWN WOOD-LINE HEADING TO 100 ENTRANCE**



**OVERGROWN WOOD-LINE HEADING TO 100 ENTRANCE**



**HURRICANE DAMAGE**



**ADDRESSED**

Italian cypress trees have been restaked



**HURRICANE DAMAGE**



**ADDRESSED**

Oak tree was straightened out



**HURRICANE DAMAGE**



**ADDRESSED**

Oak tree was straightened out





## HURRICANE DAMAGE



## ADDRESSED

Oak tree was straightened out



## HURRICANE DAMAGE



## ADDRESSED

Oak tree was removed

*ELEVENTH ORDER OF BUSINESS*

*A.*

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, August 28, 2024 at 6:00 p.m. at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida.

Present and constituting a quorum were:

David St. Pierre	Chairman
Andre Poulin	Vice Chairman
Greg Dean	Supervisor
Gary Garner	Supervisor
Shannon Martin	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Peter Armans	District Engineer by telephone
Rich Gray	Operations Manager
Alison Mossing	Riverside Management Services
Natalie Clem	Amenity Manager
Antonio Perez	Yellowstone Landscape
Michelle Wichman	Bunnell Police Department
Several Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. St. Pierre called the meeting to order at 6:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Engineer's Report**

Mr. Armans stated we are working with staff and the board members to coordinate the development and address any questions that come up.

Mr. Dean asked did we get the acquisition package for Phase 4 that was an open item from the last meeting?

Mr. Buchanan stated I don't think it has been finalized. I think the outstanding checklist items have been met. I think D.R. Horton has signed their paperwork including the affidavit of costs, but I think we may be waiting on a couple of certificates from the contractors.

Mr. Armans left the telephone conference at this time.

**FOURTH ORDER OF BUSINESS**

**Fiscal Year 2024/2025 Budget**

**A. Overview of Budget**

Mr. Oliver stated you started this process earlier in FY 24 and approved a budget at the May 29<sup>th</sup> meeting. The board is required to approve a budget by June 15<sup>th</sup> of each year. Chapter 190 also requires that you hold a public hearing to adopt that budget no sooner than 60 days after you approve the budget. The board held a budget workshop at your meeting in June. The bottom line upfront is that there is no increase in assessments. This is not a use it or lose it budget. Any funds that you save through good stewardship remain with the district. You don't send it to Tallahassee or Washington. You can also move funds within the line items so you have flexibility. Tonight's focus is the general fund budget. You also have the debt service fund budget for the series 2018 bonds that were used to build much of the district's infrastructure. The board held an assessment hearing at that time in 2018, setting the fixed assessments for the 30-year bond. Once we reach the bond's 10-year call period in 2028, you will likely be in a position to refund those bonds at a better interest rate.

Mr. Oliver reviewed the general fund budget revenues, administrative costs, maintenance, amenity center, the assessment table, line-item descriptions and capital reserve fund budget and the debt service fund for the 2018 bonds.

**B. Board Discussion**

**C. Public Hearing Adopting the Budget for Fiscal Year 2024/2025**

On MOTION by Mr. Garner seconded by Mr. Dean with all in favor the public hearing was opened.

Resident comments/questions: capital reserve funding/irrigation repairs, landscaping, and reserve study, where is surplus moneys invested, safety of investments.

On MOTION by Mr. Dean seconded by Mr. Garner with all in favor the public hearing was closed.

**1. Consideration of Resolution 2024-08 Relating to the Annual Appropriations and Adopting the budget for Fiscal Year 2025**

On MOTION by Mr. Garner seconded by Mr. Dean with all in favor Resolution 2024-08 was approved.

**2. Consideration of Resolution 2024-09 Imposing Special Assessments and Certifying an Assessments Roll for fiscal Year 2025**

On MOTION by Mr. Poulin seconded by Mr. Garner with all in favor Resolution 2024-09 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal from Riverside Management Services for Facility Night Attendant**

This item tabled.

**SIXTH ORDER OF BUSINESS**

**Update Regarding RFP Process for District Management and Property Management Services**

Ms. Buchanan stated those items have been updated and will be circulated to potential vendors shortly anticipating that you will have the proposals back in time to review them at your October board meeting.

**SEVENTH ORDER OF BUSINESS**

**Discussion Regarding CDD Goals and Objectives**

Mr. Oliver stated during the recent legislative session in Tallahassee, the House and Senate passed a bill requiring all special districts in Florida to prepare goals and objectives for

each fiscal year. At year end, a comparative analysis report will be prepared, comparing the stated goals and objectives with result. The legislation is very broad and does not provide any type of template or inform Districts specifically what information is required. Our goal is to meet the board intent and deadline of the legislation. You have proposed goals and objectives for this first year knowing that we can build upon that in coming years. We focused on compliance, communications, infrastructure and accountability and finances. This same template is being used in many CDDs throughout the state and was developed with input from attorneys and district management companies.

Mr. Dean stated I would like to add the goal under communications, have the draft meeting minutes posted within two weeks. On infrastructure, the field manager rather than quarterly inspections I would like to see weekly inspections. That's what we do and that's what we pay for.

Mr. Oliver stated I don't want someone to spend their entire authorized eight hours just doing inspections. When Rich is on site, he is addressing action items. I think you want to set yourself up for success in terms of reporting requirements.

Mr. Dean stated I would like to see our goals be the minimum standard of what we expect.

Mr. Oliver stated so that we all understand, you are not paying just for weekly inspections; you are also having staff coordinate the necessary corrective action resulting from those inspections.. I don't know that is a good idea to put that in a document and provide it to the legislature.

On MOTION by Mr. Poulin seconded by Mr. Garner with four in favor and Mr. Dean opposed the goals and objectives were approved.

## **EIGHTH ORDER OF BUSINESS**

### **Pond B-1 Expansion**

Mr. Dean stated at the last meeting we discussed if it was an easement we gave Horton to take the dirt out of the pond, which started in February 2023. In March 2023 we were co-authors of the permit to St. Johns River Water Management District to do that work. Last month we started the discussion on getting an easement filed, which we did then it hit while I'm watching them pull the dirt out, I have personal experience with this with family in New York. A

company was building part of Interstate 88 and they wanted to take gravel from that and we negotiated and that family member made a lot of money selling gravel. I'm watching them take all this dirt out and driving it across the road, this is CDD property and if we weren't giving it to them they would have to buy it. They are using public property for Horton so why aren't we getting compensated? I spoke with the engineer and attorney and sent Horton a letter asking about it. Basically they sent a letter back that said they do enough for the community. We talked about responding and Katie talked with people at her firm and since they do business with Horton in other aspects that she is not the one to reply to that letter. To give everybody an idea the going rate for fill is \$9 to \$10 a yard, not delivered, \$17 to \$20 delivered. Horton's estimate of what they took out is 10,000 cubic yards, that is \$100,000 in material alone.

I bring it to the board if we want to continue and if so we would have to hire another lawyer.

Mr. Oliver stated I have never encountered this particular issues. I think it wise to to consult an attorney and see if we have a case and the probability of prevailing. If you are talking about a potential value of \$100,000 in the district's favor, it is worth looking at it.

After further discussion the board took the following action.

On MOTION by Mr. Garner seconded by Ms. Martin with all in favor Mr. Dean was authorized to work with staff to consult with a construction attorney regarding compensation for fill that was excavated from Pond B-1.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. District Manger – Discussion of Meeting Schedule for Fiscal Year 2025**

On MOTION by Mr. Garner seconded by Ms. Martin with all in favor this item was tabled and staff was directed to bring back an analysis of the cost impact for additional meetings.

**C. Operations Manager**



**1. Report**

Mr. Gray stated I need approval if you want me to purchase the pickleball windscreens that are \$661.95.

On MOTION by Mr. Poulin seconded by Mr. Dean with all in favor staff was authorized to purchase the pickleball windscreens and have the pickleball group install them.

Mr. Gray gave an overview of the operations manager’s report.

**2. Yellowstone Report**

Mr. Gray stated I brought up the concerns that have been brought to me on mowing and edging and I wanted Antonio to explain to you their way of doing things. They mow the whole property and come back the following day to trim.

Mr. Perez explained the reasoning behind the mow, trim schedule.

**D. Amenity Manager - Report**

Ms. Clem reviewed the amenity center report, copy of which is included in the agenda package.

**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Additional comments: Send email blast with rules and guest policies, food truck night, use QR codes that have been installed, issues with fishing,

On MOTION by Mr. Poulin seconded by Mr. Garner with all in favor no fishing sign will be posted on the dock.

On MOTION by Mr. Poulin seconded by Ms. Martin with four in favor and Mr. St. Pierre opposed staff was authorized to purchase two pickleball racks in an amount not to exceed \$150.

Still looking for a place to put basketball court, wrapping up scope of work for landscape contract, school pickup sites, encourage parents to get involved with school pickup sites to have

sidewalks, additional quote for reserve study, annual stormwater inspections, proposed easement location, include some charge in easement agreement.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

Additional comments: Request for a traffic light at the 100 entrance, place for basketball courts at the city park, National Night Out October 1, 2024.

**TWELFTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the June 26, 2024 Meeting**

On MOTION by Mr. Garner seconded by Mr. Dean with all in favor the minutes of the June 26, 2024 meeting were approved as presented.

**B. Balance Sheet as of July 31, 2024 and Statement of Revenues and Expenses for the Period Ending July 31, 2024**

**C. Assessment Receipt Schedule**

**D. Approval of Check Register**

On MOTION by Mr. Garner seconded by Mr. Dean with all in favor the consent agenda items were approved.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – To Be Determined**

Mr. Oliver stated the next meeting is scheduled for October 23, 2024 at 6:00 p.m.

The meeting adjourned at 8:12 p.m.

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

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

*B.*

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

***Unaudited Financial Reporting***  
***September 30, 2024***



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**Deer Run**  
**Community Development District**  
**Combined Balance Sheet**  
**September 30, 2024**

	General Fund	Capital Reserve Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
<b>Assets:</b>					
Operating Account	\$ 56,089	\$ 25,257	\$ -	\$ -	\$ 81,346
INV-SBA	\$ 101,346	\$ 140,835	\$ -	\$ -	\$ 242,181
<b>Investments:</b>					
<b>Series 2018</b>					
Reserve	\$ -	\$ -	\$ 318,525	\$ -	\$ 318,525
Revenue	\$ -	\$ -	\$ 422,403	\$ -	\$ 422,403
Interest	\$ -	\$ -	\$ 492	\$ -	\$ 492
Prepayment	\$ -	\$ -	\$ 4,432	\$ -	\$ 4,432
Sinking Fund	\$ -	\$ -	\$ 610	\$ -	\$ 610
Construction	\$ -	\$ -	\$ -	\$ 24,159	\$ 24,159
Due from General Fund	\$ -	\$ -	\$ 1,650	\$ -	\$ 1,650
Due from Other	\$ 100	\$ -	\$ -	\$ -	\$ 100
<b>Total Assets</b>	<b>\$ 199,518</b>	<b>\$ 166,092</b>	<b>\$ 748,111</b>	<b>\$ 24,159</b>	<b>\$ 1,137,881</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 6,262	\$ -	\$ -	\$ -	\$ 6,262
Accrued Expense Payable	\$ 9,997	\$ -	\$ -	\$ -	\$ 9,997
Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Due to Debt Service	\$ 0	\$ -	\$ -	\$ -	\$ 0
Due to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Due to Other	\$ -	\$ -	\$ -	\$ -	\$ -
FICA Payable	\$ 153	\$ -	\$ -	\$ -	\$ 153
<b>Total Liabilities</b>	<b>\$ 16,412</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,412</b>
<b>Fund Balance:</b>					
Restricted for:					
Debt Service - Series 2008	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service - Series 2018	\$ -	\$ -	\$ 748,111	\$ -	\$ 748,111
Capital Projects - Series 2008	\$ -	\$ -	\$ -	\$ 0	\$ 0
Capital Projects - Series 2018	\$ -	\$ -	\$ -	\$ 24,159	\$ 24,159
Assigned for:					
Capital Reserves	\$ -	\$ 166,092	\$ -	\$ -	\$ 166,092
Unassigned	\$ 141,123	\$ -	\$ -	\$ -	\$ 141,123
<b>Total Fund Balances</b>	<b>\$ 183,106</b>	<b>\$ 166,092</b>	<b>\$ 748,111</b>	<b>\$ 24,159</b>	<b>\$ 1,121,468</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 199,518</b>	<b>\$ 166,092</b>	<b>\$ 748,111</b>	<b>\$ 24,159</b>	<b>\$ 1,137,881</b>

**Deer Run**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2024**

	Adopted Budget	Prorated Budget Thru 09/30/24	Actual Thru 09/30/24	Variance
<b><u>Revenues:</u></b>				
Assessments	\$ 1,006,746	\$ 1,006,746	\$ 1,008,440	\$ 1,694
Golf Course Lake Maintenance Contribution	\$ 4,368	\$ 2,320	\$ 2,320	\$ -
Rental Income	\$ -	\$ -	\$ 775	\$ 775
Interest - SBA	\$ -	\$ -	\$ 1,346	\$ 1,346
<b>Total Revenues</b>	<b>\$ 1,011,114</b>	<b>\$ 1,009,066</b>	<b>\$1,012,880</b>	<b>\$ 3,815</b>
<b><u>Expenditures:</u></b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 8,000	\$ 8,400	\$ 8,400	\$ -
FICA Expense	\$ 612	\$ 643	\$ 643	\$ -
Engineering	\$ 12,000	\$ 12,000	\$ 9,793	\$ 2,208
Dissemination	\$ 2,500	\$ 2,500	\$ 2,950	\$ (450)
Attorney	\$ 20,000	\$ 20,000	\$ 25,094	\$ (5,094)
Annual Audit	\$ 4,000	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,500	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ 450	\$ 450	\$ -
Assessment Roll Services	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
Management Fees	\$ 36,486	\$ 36,486	\$ 36,486	\$ 0
Information Technology	\$ 1,161	\$ 1,161	\$ 1,161	\$ (0)
Website Maintenance	\$ 694	\$ 694	\$ 694	\$ 0
Telephone	\$ 168	\$ 168	\$ 139	\$ 29
Postage	\$ 650	\$ 650	\$ 833	\$ (183)
Insurance	\$ 7,744	\$ 7,744	\$ 7,040	\$ 704
Printing & Binding	\$ 800	\$ 800	\$ 597	\$ 203
Travel Per Diem	\$ 250	\$ 250	\$ -	\$ 250
Legal Advertising	\$ 4,000	\$ 4,000	\$ 1,123	\$ 2,877
Other Current Charges	\$ 2,500	\$ 2,500	\$ 1,260	\$ 1,240
Office Supplies	\$ 100	\$ 100	\$ 8	\$ 92
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total General &amp; Administrative</b>	<b>\$ 108,290</b>	<b>\$ 101,221</b>	<b>\$ 99,344</b>	<b>\$ 1,877</b>
<b><u>Operations &amp; Maintenance</u></b>				
<b>Field Expenditures</b>				
Field Management	\$ 33,418	\$ 33,418	\$ 33,418	\$ 0
Electric	\$ 103,789	\$ 103,789	\$ 84,243	\$ 19,545
Water & Sewer	\$ 16,000	\$ 16,000	\$ 15,787	\$ 213
Landscape Maintenance	\$ 185,400	\$ 185,400	\$ 126,966	\$ 58,434
Permit Monitoring	\$ -	\$ -	\$ 326	\$ (326)
Landscape Contingency	\$ 3,000	\$ 3,000	\$ 4,235	\$ (1,235)
Mulch	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Tree Pruning	\$ 4,500	\$ 4,500	\$ 1,000	\$ 3,500
Lake Maintenance and Repairs	\$ 24,476	\$ 24,476	\$ 27,087	\$ (2,611)
Irrigation Repairs	\$ 20,400	\$ 20,400	\$ 2,872	\$ 17,528
Sidewalk Repair	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
Street Repair	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Contingency	\$ -	\$ -	\$ 527	\$ (527)
<b>Subtotal Field Expenditures</b>	<b>\$ 403,483</b>	<b>\$ 403,483</b>	<b>\$ 296,462</b>	<b>\$ 107,021</b>

**Deer Run**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2024**

	Adopted	Prorated Budget	Actual		
	Budget	Thru 09/30/24	Thru 09/30/24	Variance	
<b>Amenity Expenditures</b>					
Amenities Management	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	
Facilities Assistant	\$ 16,823	\$ 16,823	\$ 31,930	\$ (15,107)	
Property Insurance	\$ 58,517	\$ 58,517	\$ 32,984	\$ 25,533	
Pool Maintenance	\$ 12,342	\$ 12,342	\$ 13,736	\$ (1,394)	
Pool Chemicals	\$ 11,616	\$ 11,616	\$ 17,451	\$ (5,835)	
Janitorial Services	\$ 15,643	\$ 15,643	\$ 15,415	\$ 228	
Pest Control	\$ 1,100	\$ 1,100	\$ 992	\$ 108	
Facilities Maintenance	\$ 17,500	\$ 17,500	\$ 22,786	\$ (5,286)	
Cable, Internet & Telephone Services	\$ 6,000	\$ 6,000	\$ 5,682	\$ 318	
Electric - Amenities	\$ 16,000	\$ 16,000	\$ 16,853	\$ (853)	
Water & Sewer - Amenities	\$ 23,000	\$ 23,000	\$ 52,214	\$ (29,214)	
Gas Service	\$ 950	\$ 950	\$ 704	\$ 246	
Security Monitoring	\$ 1,500	\$ 1,500	\$ 6,436	\$ (4,936)	
Access Cards	\$ 500	\$ 500	\$ -	\$ 500	
Operating Supplies	\$ 3,000	\$ 3,000	\$ 4,473	\$ (1,473)	
Amenity Repairs & Maintenance	\$ 18,800	\$ 18,800	\$ 24,296	\$ (5,496)	
Pool Repairs & Maintenance	\$ 10,000	\$ 10,000	\$ 13,246	\$ (3,246)	
Special Events	\$ 15,000	\$ 15,000	\$ 11,699	\$ 3,301	
Holiday Décor	\$ 2,000	\$ 2,000	\$ 174	\$ 1,826	
Fitness Center Repairs & Maintenance	\$ 1,050	\$ 1,050	\$ 2,560	\$ (1,510)	
Office Supplies	\$ 1,000	\$ 1,000	\$ 992	\$ 8	
Elevator Maintenance	\$ 2,000	\$ 2,000	\$ 1,887	\$ 113	
Contingency	\$ -	\$ -	\$ 343	\$ (343)	
Capital Project/Transfer Out	\$ 190,000	\$ 190,000	\$ 190,000	\$ -	
<b>Subtotal Amenity Expenditures</b>	<b>\$ 499,341</b>	<b>\$ 499,341</b>	<b>\$ 541,854</b>	<b>\$ (42,513)</b>	
<b>Total Operations &amp; Maintenance</b>	<b>\$ 902,824</b>	<b>\$ 902,824</b>	<b>\$ 838,316</b>	<b>\$ 64,508</b>	
<b>Total Expenditures</b>	<b>\$ 1,011,114</b>	<b>\$ 1,004,045</b>	<b>\$ 937,660</b>	<b>\$ 66,385</b>	
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 75,220</b>		
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 107,886</b>		
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 183,106</b>		



**Deer Run**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2024**

	Adopted Budget	Prorated Budget Thru 09/30/24	Actual Thru 09/30/24	Variance
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 51,035	\$ (51,035)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,035</b>	<b>\$ (51,035)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ (51,035)</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In	\$ -	\$ 190,000	\$ 190,000	\$ -
Interest - SBA	\$ -	\$ -	\$ 1,870	\$ 1,870
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ 190,000</b>	<b>\$ 191,870</b>	<b>\$ 1,870</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 140,835</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 42,132</b>		<b>\$ 25,257</b>	
<b>Fund Balance - Ending</b>	<b>\$ 42,132</b>		<b>\$ 166,092</b>	

# Deer Run

## Community Development District

### Debt Service Fund Series 2018

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

For The Period Ending September 30, 2024

	Adopted Budget	Prorated Budget Thru 09/30/24	Actual Thru 09/30/24	Variance
<b>Revenues:</b>				
Assessments	\$ 648,163	\$ 648,163	\$ 654,295	\$ 6,132
Prepayments	\$ -	\$ -	\$ 11,422	\$ 11,422
Interest	\$ 100	\$ 100	\$ 38,507	\$ 38,407
<b>Total Revenues</b>	<b>\$ 648,263</b>	<b>\$ 648,263</b>	<b>\$ 704,223</b>	<b>\$ 55,960</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 218,900	\$ 218,900	\$ 218,623	\$ 278
Special Call - 11/1	\$ -	\$ -	\$ 95,000	\$ (95,000)
Principal - 5/1	\$ 210,000	\$ 210,000	\$ 210,000	\$ -
Interest - 5/1	\$ 218,900	\$ 218,900	\$ 216,040	\$ 2,860
Special Call - 5/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Interest - 8/1	\$ -	\$ -	\$ 136	\$ (136)
Special Call - 8/1	\$ -	\$ -	\$ 10,000	\$ (10,000)
<b>Total Expenditures</b>	<b>\$ 647,800</b>	<b>\$ 647,800</b>	<b>\$ 754,799</b>	<b>\$ (106,999)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 463</b>		<b>\$ (50,575)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 378,368</b>		<b>\$ 798,687</b>	
<b>Fund Balance - Ending</b>	<b>\$ 378,830</b>		<b>\$ 748,111</b>	

**Deer Run**  
**Community Development District**  
**Capital Projects Fund Series 2018**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending September 30, 2024**

	Adopted Budget	Prorated Budget Thru 09/30/24	Actual Thru 09/30/24	Variance
<b>Revenues</b>				
Interest	\$ -	\$ -	\$ 1,171	\$ 1,171
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,171</b>	<b>\$ 1,171</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,171</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 22,988</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 24,159</b>	

**Deer Run**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Assessments	\$ -	\$ 73,843	\$ 66,528	\$ 561,366	\$ 11,243	\$ 2,684	\$ 4,594	\$ 12,337	\$ 2,787	\$ -	\$ -	\$ -	\$ 735,382
Assessments - Direct	\$ -	\$ 68,264	\$ -	\$ 68,264	\$ 68,264	\$ -	\$ -	\$ 68,264	\$ -	\$ -	\$ -	\$ -	\$ 273,058
Golf Course Lake Maintenance Contribution	\$ 387	\$ 387	\$ 387	\$ 387	\$ 387	\$ 387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,320
Rental Income	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 350	\$ -	\$ -	\$ 275	\$ -	\$ -	\$ -	\$ 775
Interest - SBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 436	\$ 468	\$ 442	\$ 1,346
<b>Total Revenues</b>	<b>\$ 387</b>	<b>\$ 142,494</b>	<b>\$ 66,914</b>	<b>\$ 630,017</b>	<b>\$ 80,044</b>	<b>\$ 3,421</b>	<b>\$ 4,594</b>	<b>\$ 80,601</b>	<b>\$ 3,062</b>	<b>\$ 436</b>	<b>\$ 468</b>	<b>\$ 442</b>	<b>\$ 1,012,880</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ -	\$ 1,200	\$ 1,400	\$ 1,000	\$ -	\$ 800	\$ 1,000	\$ -	\$ 2,000	\$ -	\$ 1,000	\$ -	\$ 8,400
FICA Expense	\$ -	\$ 92	\$ 107	\$ 77	\$ -	\$ 61	\$ 77	\$ -	\$ 153	\$ -	\$ 77	\$ -	\$ 643
Engineering	\$ 2,535	\$ 1,858	\$ 758	\$ 98	\$ -	\$ 1,853	\$ 293	\$ -	\$ 800	\$ 100	\$ 1,500	\$ -	\$ 9,793
Dissemination	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 458	\$ 208	\$ 308	\$ 208	\$ 308	\$ 208	\$ 208	\$ 2,950
Attorney	\$ 3,745	\$ 1,080	\$ 2,122	\$ 4,257	\$ 872	\$ 1,902	\$ 217	\$ 1,990	\$ 4,592	\$ 1,484	\$ 2,833	\$ -	\$ 25,094
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450
Assessment Roll Services	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Management Fees	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 3,041	\$ 36,486
Information Technology	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 97	\$ 1,161
Website Maintenance	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 694
Telephone	\$ 2	\$ -	\$ 51	\$ 25	\$ -	\$ -	\$ -	\$ 29	\$ -	\$ 3	\$ 29	\$ -	\$ 139
Postage	\$ 108	\$ 57	\$ 102	\$ 84	\$ 45	\$ 35	\$ 78	\$ 65	\$ -	\$ 151	\$ 48	\$ 60	\$ 833
Insurance	\$ 7,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,040
Printing & Binding	\$ 41	\$ -	\$ 39	\$ 41	\$ 66	\$ 12	\$ 9	\$ 35	\$ -	\$ 185	\$ 70	\$ 99	\$ 597
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Advertising	\$ 303	\$ 28	\$ 76	\$ 502	\$ -	\$ 48	\$ -	\$ 48	\$ 43	\$ -	\$ 75	\$ -	\$ 1,123
Other Current Charges	\$ 135	\$ 135	\$ 149	\$ 117	\$ 89	\$ 50	\$ 42	\$ 84	\$ 78	\$ 89	\$ 162	\$ 131	\$ 1,260
Office Supplies	\$ 1	\$ 0	\$ 1	\$ 1	\$ 1	\$ 0	\$ 1	\$ 1	\$ -	\$ 1	\$ 1	\$ 1	\$ 8
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative</b>	<b>\$ 20,437</b>	<b>\$ 7,852</b>	<b>\$ 8,207</b>	<b>\$ 9,605</b>	<b>\$ 4,476</b>	<b>\$ 8,415</b>	<b>\$ 5,118</b>	<b>\$ 5,756</b>	<b>\$ 11,070</b>	<b>\$ 5,517</b>	<b>\$ 9,197</b>	<b>\$ 3,694</b>	<b>\$ 99,344</b>
<b>Operations &amp; Maintenance</b>													
<b>Field Expenditures</b>													
Field Management	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 2,785	\$ 33,418
Electric	\$ 7,418	\$ 7,438	\$ 6,132	\$ 6,910	\$ 6,852	\$ 6,754	\$ 6,946	\$ 7,139	\$ 7,277	\$ 7,418	\$ 7,095	\$ 6,862	\$ 84,243
Water & Sewer	\$ 975	\$ 1,493	\$ 1,389	\$ 1,493	\$ 1,629	\$ 1,233	\$ 596	\$ 1,190	\$ 1,576	\$ 1,757	\$ 1,127	\$ 1,328	\$ 15,787
Landscape Maintenance	\$ 10,067	\$ 10,067	\$ 12,657	\$ 10,067	\$ 10,067	\$ 10,067	\$ 10,067	\$ 10,067	\$ 10,067	\$ 10,645	\$ 11,067	\$ 11,067	\$ 126,966
Landscape Contingency	\$ -	\$ 3,250	\$ -	\$ -	\$ 615	\$ -	\$ -	\$ -	\$ 370	\$ -	\$ -	\$ -	\$ 4,235
Mulch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tree Pruning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 200	\$ -	\$ -	\$ 1,000
Lake Maintenance and Repairs	\$ 2,039	\$ 2,039	\$ 2,039	\$ 2,189	\$ 2,039	\$ 2,039	\$ 2,039	\$ 2,039	\$ 2,039	\$ 4,509	\$ 2,039	\$ 2,039	\$ 27,087
Permit Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326	\$ -	\$ -	\$ 326
Irrigation Repairs	\$ 1,350	\$ -	\$ -	\$ 282	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,872
Sudewalk Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ 527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 527
<b>Subtotal Field Expenditures</b>	<b>\$ 24,634</b>	<b>\$ 27,598</b>	<b>\$ 25,002</b>	<b>\$ 23,727</b>	<b>\$ 23,987</b>	<b>\$ 24,118</b>	<b>\$ 22,433</b>	<b>\$ 23,219</b>	<b>\$ 25,913</b>	<b>\$ 27,639</b>	<b>\$ 24,113</b>	<b>\$ 24,080</b>	<b>\$ 296,462</b>

**Deer Run**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Amenity Expenditures</b>													
Amenities Management	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 75,000
Facilities Assistant	\$ 933	\$ 280	\$ 705	\$ 1,129	\$ 1,820	\$ 2,406	\$ 1,514	\$ 4,809	\$ 5,925	\$ 6,438	\$ 5,970	\$ -	\$ 31,930
Property Insurance	\$ 32,984	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,984
Pool Maintenance	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 975	\$ 2,186	\$ 1,800	\$ 13,736
Pool Chemicals	\$ 1,360	\$ 1,364	\$ 1,364	\$ 1,485	\$ 1,485	\$ 1,485	\$ 1,485	\$ 1,485	\$ 1,485	\$ 1,485	\$ 1,485	\$ 1,485	\$ 17,451
Janitorial Services	\$ 1,200	\$ 1,400	\$ 1,200	\$ 1,400	\$ 1,200	\$ 1,215	\$ 1,500	\$ 1,200	\$ 1,200	\$ 1,500	\$ 1,200	\$ 1,200	\$ 15,415
Pest Control	\$ -	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 96	\$ 90	\$ 90	\$ 90	\$ 992
Facilities Maintenance	\$ 1,712	\$ -	\$ 2,270	\$ 1,379	\$ 1,000	\$ 5,260	\$ 8,137	\$ -	\$ -	\$ -	\$ 2,821	\$ 206	\$ 22,786
Cable, Internet & Telephone Services	\$ 622	\$ 622	\$ 622	\$ 622	\$ 400	\$ 400	\$ 398	\$ 398	\$ 398	\$ 399	\$ 399	\$ 399	\$ 5,682
Electric - Amenities	\$ 1,230	\$ 1,492	\$ 1,174	\$ 1,449	\$ 1,493	\$ 1,398	\$ 1,456	\$ 1,365	\$ 1,262	\$ 1,592	\$ 1,435	\$ 1,508	\$ 16,853
Water & Sewer - Amenities	\$ 3,284	\$ 4,238	\$ 3,290	\$ 4,238	\$ 4,611	\$ 5,565	\$ 3,185	\$ 4,093	\$ 4,893	\$ 6,993	\$ 4,069	\$ 3,756	\$ 52,214
Gas Service	\$ 35	\$ 38	\$ 41	\$ 68	\$ 57	\$ 55	\$ 78	\$ 60	\$ 68	\$ 85	\$ 59	\$ 62	\$ 704
Security Monitoring	\$ 119	\$ -	\$ -	\$ -	\$ -	\$ 11	\$ 1,239	\$ 13	\$ 3,839	\$ -	\$ 1,216	\$ -	\$ 6,436
Access Cards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Supplies	\$ 400	\$ -	\$ 225	\$ 373	\$ 250	\$ 438	\$ 655	\$ 132	\$ 436	\$ 648	\$ 916	\$ -	\$ 4,473
Amenity Repairs & Maintenance	\$ 5,157	\$ -	\$ 2,613	\$ 300	\$ 816	\$ 938	\$ 1,351	\$ 1,620	\$ 1,796	\$ 8,200	\$ 1,507	\$ -	\$ 24,296
Pool Repairs & Maintenance	\$ 10,208	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 138	\$ -	\$ -	\$ 100	\$ 1,550	\$ 1,000	\$ 13,246
Special Events	\$ 3,438	\$ -	\$ 1,457	\$ 545	\$ -	\$ 1,301	\$ 1,733	\$ 1,102	\$ 1,969	\$ 21	\$ -	\$ 132	\$ 11,699
Holiday Décor	\$ -	\$ -	\$ 165	\$ -	\$ -	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174
Fitness Center Repairs & Maintenance	\$ -	\$ -	\$ 175	\$ 460	\$ -	\$ 175	\$ -	\$ 1,525	\$ -	\$ 225	\$ -	\$ -	\$ 2,560
Office Supplies	\$ 443	\$ -	\$ 283	\$ 150	\$ -	\$ -	\$ 117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 992
Elevator Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95	\$ 75	\$ 1,717	\$ -	\$ -	\$ 1,887
Contingency	\$ -	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ 343
Capital Project	\$ -	\$ -	\$ 51,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,965	\$ -	\$ -	\$ -	\$ 190,000
<b>Subtotal Amenity Expenditures</b>	<b>\$ 70,351</b>	<b>\$ 17,093</b>	<b>\$ 73,933</b>	<b>\$ 20,913</b>	<b>\$ 20,444</b>	<b>\$ 27,960</b>	<b>\$ 30,310</b>	<b>\$ 25,210</b>	<b>\$ 169,882</b>	<b>\$ 36,717</b>	<b>\$ 31,154</b>	<b>\$ 17,887</b>	<b>\$ 541,854</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 94,985</b>	<b>\$ 44,691</b>	<b>\$ 98,935</b>	<b>\$ 44,639</b>	<b>\$ 44,431</b>	<b>\$ 52,078</b>	<b>\$ 52,742</b>	<b>\$ 48,429</b>	<b>\$ 195,795</b>	<b>\$ 64,356</b>	<b>\$ 55,267</b>	<b>\$ 41,967</b>	<b>\$ 838,316</b>
<b>Total Expenditures</b>	<b>\$ 115,422</b>	<b>\$ 52,544</b>	<b>\$ 107,142</b>	<b>\$ 54,244</b>	<b>\$ 48,907</b>	<b>\$ 60,493</b>	<b>\$ 57,860</b>	<b>\$ 54,185</b>	<b>\$ 206,865</b>	<b>\$ 69,873</b>	<b>\$ 64,464</b>	<b>\$ 45,661</b>	<b>\$ 937,660</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (115,035)</b>	<b>\$ 89,951</b>	<b>\$ (40,228)</b>	<b>\$ 575,772</b>	<b>\$ 31,137</b>	<b>\$ (57,072)</b>	<b>\$ (53,266)</b>	<b>\$ 26,416</b>	<b>\$ (203,803)</b>	<b>\$ (69,437)</b>	<b>\$ (63,996)</b>	<b>\$ (45,219)</b>	<b>\$ 75,220</b>

**Deer Run**  
**Community Development District**  
**Long Term Debt Report**

<b>Series 2018, Special Assessment Revenue and Refunding Bonds</b>	
Interest Rate:	5.40%, 5.50%
Maturity Date:	5/1/2044
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$318,288
Reserve Fund Balance	\$318,525
Bonds Outstanding - 08/02/18	\$11,175,000
Less: Principal Payment - 05/01/19	(\$205,000)
Less: Special Call - 05/01/19	(\$430,000)
Less: Special Call - 11/01/19	(\$895,000)
Less: Principal Payment - 05/01/20	(\$215,000)
Less: Special Call - 05/01/20	(\$75,000)
Less: Special Call - 08/01/20	(\$640,000)
Less: Special Call - 11/01/20	(\$10,000)
Less: Principal Payment - 05/01/21	(\$180,000)
Less: Principal Payment - 05/01/22	(\$190,000)
Less: Special Call - 08/01/22	(\$15,000)
Less: Special Call - 11/01/22	(\$55,000)
Less: Principal Payment - 05/01/23	(\$200,000)
Less: Special Call - 05/01/23	(\$10,000)
Less: Special Call - 08/01/23	(\$10,000)
Less: Special Call - 11/01/23	(\$95,000)
Less: Principal Payment - 05/01/24	(\$210,000)
Less: Special Call - 05/01/24	(\$5,000)
Less: Special Call - 08/01/24	(\$10,000)
<b>Current Bonds Outstanding</b>	<b>\$7,725,000</b>

*C.*

**DEER RUN**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts**  
**Fiscal Year 2024**

Gross Assessments \$ 1,227,367.82 \$ 780,442.48 \$ 446,925.34  
Net Assessments \$ 1,153,725.75 \$ 733,615.93 \$ 420,109.82

**ON ROLL ASSESSMENTS**

**Series 2018**

63.59% 36.41% 100.00%

DATE	Check#	DESCRIPTION	GROSS AMT	COMMISSIONS	DISC/PENALTY	INTEREST	NET RECEIPTS	O&M Portion	DSF Portion	Total
11/16/23	65980	10/01/23-11/12/23	\$ 123,571.13	\$ 2,370.00	\$ 5,071.18	\$ -	\$ 116,129.95	\$ 73,843.18	\$ 42,286.77	\$ 116,129.95
11/29/23	66020	11/13/23-11/25/23	\$ 111,208.68	\$ 2,135.21	\$ 4,448.26	\$ -	\$ 104,625.21	\$ 66,527.70	\$ 38,097.51	\$ 104,625.21
12/13/23	66193	11/26/23-12/06/23	\$ 792,022.01	\$ 15,208.15	\$ 31,614.29	\$ -	\$ 745,199.57	\$ 473,847.69	\$ 271,351.88	\$ 745,199.57
12/28/23	66233	12/07/23-12/20/23	\$ 146,205.42	\$ 2,808.89	\$ 5,761.09	\$ -	\$ 137,635.44	\$ 87,517.81	\$ 50,117.63	\$ 137,635.44
1/30/24	66380	12/21/23-01/26/24	\$ 18,473.95	\$ 360.84	\$ 431.98	\$ -	\$ 17,681.13	\$ 11,242.84	\$ 6,438.29	\$ 17,681.13
2/27/24	66512	1/27/24-2/21/24	\$ 4,373.32	\$ 86.15	\$ 65.76	\$ -	\$ 4,221.41	\$ 2,684.25	\$ 1,537.16	\$ 4,221.41
3/27/24	66686	2/22/24-3/18/24	\$ 7,393.97	\$ 147.45	\$ 21.71	\$ -	\$ 7,224.81	\$ 4,594.02	\$ 2,630.79	\$ 7,224.81
5/1/24	66800	3/19/24-4/19/24	\$ 19,797.80	\$ 395.96	\$ -	\$ -	\$ 19,401.84	\$ 12,336.99	\$ 7,064.85	\$ 19,401.84
6/3/24	66916	4/20/24-5/28/24	\$ 4,342.60	\$ 89.46	\$ -	\$ 130.28	\$ 4,383.42	\$ 2,787.27	\$ 1,596.15	\$ 4,383.42
<b>TOTAL</b>			<b>\$ 1,227,388.88</b>	<b>\$ 23,602.11</b>	<b>\$ 47,414.27</b>	<b>\$ 130.28</b>	<b>\$ 1,156,502.78</b>	<b>\$ 735,381.75</b>	<b>\$ 421,121.03</b>	<b>\$ 1,156,502.78</b>

<b>100%</b>	<b>Gross Percent Collected</b>
\$ -	<b>Balance Remaining to Collect</b>

DIRECT ASSESSMENTS

DR Horton						
DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	GENERAL FUND	DEBT SERVICE FUND 2018
Net Assessments \$ 506,177.92 \$ 273,057.92 \$ 233,120.00						
11/8/23	10/1/23	1784208	\$ 126,544.48	\$ 126,544.48	\$ 68,264.48	\$ 58,280.00
1/24/23	12/1/23	1823259	\$ 126,544.48	\$ 126,544.48	\$ 68,264.48	\$ 58,280.00
2/1/24	2/1/24	1830140	\$ 126,544.48	\$ 126,544.48	\$ 68,264.48	\$ 58,280.00
5/1/24	5/1/24	1881875	\$ 126,544.48	\$ 126,544.48	\$ 68,264.48	\$ 58,280.00
			\$ 506,177.92	\$ 506,177.92	\$ 273,057.92	\$ 233,120.00



*D.*

# Deer Run Community Development District

## Summary of Check Register

August 01, 2024 through September 30, 2024

Fund	Date	Check No.'s	Amount
General Fund			
	8/13/24	2109-2116	\$ 37,934.73
	8/28/24	2117-2124	\$ 8,645.93
	9/5/24	2125-2132	\$ 60,936.18
	9/11/24	2133-2139	\$ 17,996.20
	9/24/24	2140-2146	\$ 13,196.75
	9/30/24	2147	\$ 1,596.15
<b>Total Amount</b>			<b>\$ 140,305.94</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #	
8/13/24	00110	7/30/24 2166	202408 320-53800-48000	JUL POOL SERVICE	*	385.71		
		7/30/24 2166	202408 320-53800-48000	AUG POOL SERVICE	*	1,800.00		
		8/01/24 2171	202408 320-53800-55000	POOL REPAIR	*	450.00		
							C BUSS ENTERPRISES INC	2,635.71 002109
8/13/24	00027	8/01/24 18004732	202408 320-53800-43000	PREMIUM LIGHTING AUG24	*	902.00		
							FLORIDA POWER & LIGHT COMPANY	902.00 002110
8/13/24	00066	8/02/24 66411976	202408 320-53800-48400	PEST CONTROL AUG24	*	89.60		
							FLORIDA PEST CONTROL & CHEMICAL CO	89.60 002111
8/13/24	00001	8/01/24 375	202408 310-51300-34000	AUG MANAGEMENT FEES	*	3,040.50		
		8/01/24 375	202408 310-51300-35200	AUG WEBSITE ADMIN	*	57.83		
		8/01/24 375	202408 310-51300-35100	AUG INFO TECH	*	96.75		
		8/01/24 375	202408 310-51300-31300	AUG DISSEM AGENT SERVICES	*	208.33		
		8/01/24 375	202408 310-51300-51000	OFFICE SUPPLIES	*	.75		
		8/01/24 375	202408 310-51300-42000	POSTAGE	*	48.00		
		8/01/24 375	202408 310-51300-42500	COPIES	*	69.60		
		8/01/24 375	202408 310-51300-41000	TELEPHONE	*	29.10		
							GOVERNMENTAL MANAGEMENT SERVICES	3,550.86 002112
8/13/24	00085	7/31/24 3426395	202406 310-51300-31500	GENERAL COUNSEL JUN24	*	4,592.39		
							KUTAK ROCK LLP	4,592.39 002113
8/13/24	00059	8/01/24 11129560	202408 320-53800-48100	WATER MANAGEMENT AUG24	*	1,484.73		
							POOLSURE	1,484.73 002114
8/13/24	00056	7/31/24 227	202407 320-53800-12110	JUL ASSISTANT MANAGER	*	6,437.91		
		8/01/24 225	202408 320-53800-12100	AUG FACILITY MANAGEMENT	*	6,250.00		

DRUN DEER RUN AMOSSING

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/02/24		226		202408	320	53800	55000		BLACK ALGAE REMOVAL	*	725.00		
									RIVERSIDE MANAGEMENT SERVICES, INC			13,412.91	002115
8/13/24	00042	7/29/24	PC739963	202407	320	53800	46300		WOOD LINE CUT BACK	*	200.00		
8/01/24		PC737643		202408	320	53800	46000		AUG LANDSCAPE MAINTENANCE	*	11,066.53		
									YELLOWSTONE LANDSCAPE			11,266.53	002116
8/28/24	00110	8/15/24	1492	202408	320	53800	55000		RESET POOL LADDER	*	375.00		
									C BUSS ENTERPRISES INC			375.00	002117
8/28/24	00111	8/22/24	15351155	202408	320	53800	54000		URINAL REPAIR	*	49.00		
8/26/24		15355640		202408	320	53800	54000		CLEAR URINAL WITH AUGER	*	258.00		
									DAVID GRAY ELECTRICAL SERVICES, INC			307.00	002118
8/28/24	00107	6/19/24	00065239	202406	310	51300	48000		NTC OF MEETING 6/26/24	*	25.46		
6/19/24		00065239		202406	310	51300	48000		NTC OF WORKSHOP 6/26/24	*	17.64		
									GANNETT MEDIA CORP			43.10	002119
8/28/24	00102	8/10/24	990133	202408	320	53800	47000		LAKE MAINTENANCE AUG24	*	2,038.93		
									J & J AQUATICS SPECIALIST LLC			2,038.93	002120
8/28/24	00082	8/12/24	144	202408	320	53800	48300		CLEANING 8/5	*	300.00		
8/18/24		145		202408	320	53800	48300		CLEANING 8/12	*	300.00		
8/18/24		146		202408	320	53800	48300		CLEANING 8/19	*	300.00		
									J&G COMMERCIAL CLEANING SERVICE LLC			900.00	002121
8/28/24	00093	8/12/24	T709-10	202407	320	53800	56000		GYM EQUIPMENT MAINT	*	225.00		
									LLOYDS EXERCISE EQUIPMENT			225.00	002122
8/28/24	00056	7/17/24	223	202406	320	53800	53000		JUN MAINTENANCE SUPPLIES	*	436.22		
7/17/24		223		202406	320	53800	54000		JUN FACILITY MAINT	*	420.57		

DRUN DEER RUN AMOSSING

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/17/24	224		224	202406	320	320-53800	59000		SUPPLIES-SPECIAL EVNT 6/5	*	661.11		
8/16/24	229		229	202407	320	320-53800	53000		JUL OPERATING SUPPLIES	*	647.68		
8/16/24	229		229	202407	320	320-53800	55000		JUL POOL REPAIRS & MAINT	*	100.00		
8/16/24	230		230	202407	320	320-53800	59000		SUPPLIES-SPECIAL EVNT 7/5	*	21.32		
RIVERSIDE MANAGEMENT SERVICES, INC												2,286.90	002123
8/28/24	00042	8/16/24	752731	202407	320	320-53800	47000		PND BCKFIL & ROCK INSTALL	*	2,470.00		
YELLOWSTONE LANDSCAPE												2,470.00	002124
9/05/24	00110	8/26/24	2247	202409	320	320-53800	48000		SEPT POOL SERVICE	*	1,800.00		
		9/04/24	2302	202409	320	320-53800	55000		BLACK ALGAE DIVE	*	1,000.00		
C BUSS ENTERPRISES INC												2,800.00	002125
9/05/24	00043	8/30/24	22419170	202407	310	310-51300	31100		ENGINEER SVCS JUL 24	*	100.00		
DEWBERRY ENGINEERS INC.												100.00	002126
9/05/24	00033	8/27/24	24830	202408	300	300-15500	10000		FY25 INSURANCE RENEWAL	*	41,983.00		
EGIS INSURANCE ADVISORS, LLC												41,983.00	002127
9/05/24	00082	8/05/24	143	202407	320	320-53800	48300		CLEANING 7/29	*	300.00		
J&G COMMERCIAL CLEANING SERVICE LLC												300.00	002128
9/05/24	00085	8/30/24	3440043	202407	310	310-51300	31500		GENERAL COUNSEL JUL24	*	1,484.48		
KUTAK ROCK LLP												1,484.48	002129
9/05/24	00072	7/15/24	10040163	202407	330	330-57200	49200		MAINT SVC 8/1/24-7/31/25	*	1,717.44		
OTIS ELEVATOR COMPANY												1,717.44	002130
9/05/24	00059	9/01/24	11129561	202409	320	320-53800	48100		WATER MANAGEMENT SEP24	*	1,484.73		
POOLSURE												1,484.73	002131
9/05/24	00042	9/01/24	754700	202409	320	320-53800	46000		SEP LANDSCAPE MAINTENANCE	*	11,066.53		
YELLOWSTONE LANDSCAPE												11,066.53	002132

DRUN DEER RUN AMOSSING

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/11/24	00091	8/30/24	0F616541	202408	320-53800	50000	SPRINKLER SYS INSPECTION	*	757.00		
		8/30/24	0F616541	202408	320-53800	50000	SPRINKLER SYS INSPECTION	*	721.00		
		8/30/24	0F616541	202408	320-53800	50000	SPRINKLER INSPCT/BACKFLOW	*	462.00		
										1,940.00	002133
9/11/24	00107	8/07/24	00066431	202408	310-51300	48000	NTC OF MEETING - BUDGET	*	75.10		
										75.10	002134
9/11/24	00092	8/15/24	409427	202408	320-53800	51000	TOUCHSCREEN IQ PANEL	*	500.00		
		8/21/24	73958	202408	320-53800	51000	ACCESS CONTROL SYSTEM	*	715.98		
										1,215.98	002135
9/11/24	00102	9/10/24	990158	202409	320-53800	47000	LAKE MAINTENANCE SEP24	*	2,038.93		
										2,038.93	002136
9/11/24	00082	9/08/24	148	202409	320-53800	48300	CLEANING 9/2	*	300.00		
										300.00	002137
9/11/24	00060	9/01/24	11111040	202409	320-53800	50000	ONSITE AED	*	206.00		
										206.00	002138
9/11/24	00056	8/31/24	231	202408	320-53800	12110	AUG ASSISTANT MANAGER	*	5,970.19		
		9/01/24	228	202409	320-53800	12100	SEP FACILITY MANAGEMENT	*	6,250.00		
										12,220.19	002139
9/24/24	00043	9/25/24	22422223	202408	310-51300	31100	ENGINEER SVCS AUG 24	*	1,500.00		
										1,500.00	002140
9/24/24	00027	9/01/24	18004768	202409	320-53800	43000	PREMIUM LIGHTING SEP24	*	902.00		
										902.00	002141
9/24/24	00066	9/05/24	67771719	202409	320-53800	48400	PEST CONTROL SEP24	*	89.60		
										89.60	002142

DRUN DEER RUN AMOSSING

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/24/24	00001	8/01/24	376	202408	320	53800	12000		AUG FIELD MANAGEMENT	*	2,784.83		
		9/01/24	378	202409	310	51300	34000		SEP MANAGEMENT FEES	*	3,040.50		
		9/01/24	378	202409	310	51300	35200		SEP WEBSITE ADMIN	*	57.83		
		9/01/24	378	202409	310	51300	35100		SEP INFO TECH	*	96.75		
		9/01/24	378	202409	310	51300	31300		SEP DISSEM AGENT SERVICES	*	208.33		
		9/01/24	378	202409	310	51300	51000		OFFICE SUPPLIES	*	.51		
		9/01/24	378	202409	310	51300	42000		POSTAGE	*	59.57		
		9/01/24	378	202409	310	51300	42500		COPIES	*	99.00		
		9/01/24	379	202409	320	53800	12000		SEP FIELD MANAGEMENT	*	2,784.83		
GOVERNMENTAL MANAGEMENT SERVICES												9,132.15	002143
9/24/24	00082	9/01/24	147	202408	320	53800	48300		CLEANING 8/26	*	300.00		
		9/15/24	149	202409	320	53800	48300		CLEANING 9/9	*	300.00		
		9/23/24	150	202409	320	53800	48300		CLEANING 9/16	*	300.00		
J&G COMMERCIAL CLEANING SERVICE LLC												900.00	002144
9/24/24	00072	5/22/24	F1000020	202405	330	57200	49200		FUEL IMPACT FEE	*	95.00		
OTIS ELEVATOR COMPANY												95.00	002145
9/24/24	00042	9/19/24	770722	202407	320	53800	46000		WOODLINE CLEARING 7/24	*	578.00		
YELLOWSTONE LANDSCAPE												578.00	002146
9/30/24	00035	6/03/24	06032024	202409	300	20700	10100		06.03 FY24 ASSESSMENTS	*	1,596.15		
DEER RUN CDD C/O REGIONS BANK												1,596.15	002147
TOTAL FOR BANK A											140,305.94		
TOTAL FOR REGISTER											140,305.94		

DRUN DEER RUN AMOSSING

# INVOICE

**C Buss Enterprises**  
152 Lipizzan Trail  
Saint Augustine, FL 32095

clayton@cbussenterprises.com  
904-710-8161  
<https://www.cbussenterprises.com>



## Bill to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

## Ship to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

## Invoice details

Invoice no.: 2166  
Terms: Due on receipt  
Invoice date: 07/30/2024  
Due date: 08/29/2024

Approved  
Pool Maintenance  
001.320.53800.48000  
Rich Gray

#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL SERVICE</b>	JULY POOL SERVICE PRORATED START DATE 07/26/2024	0.2142857	\$1,800.00	\$385.71
2.	<b>POOL SERVICE</b>	AUGUST POOL SERVICE	1	\$1,800.00	\$1,800.00
<b>Total</b>					<b>\$2,185.71</b>



# INVOICE

**C Buss Enterprises**  
152 Lipizzan Trail  
Saint Augustine, FL 32095

clayton@cbussenterprises.com  
904-710-8161  
<https://www.cbussenterprises.com>



## Bill to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

**Approved**  
**Pool Repairs & Main**  
**01-320-53800-55000**  
**Rich Gray 08/01/2024**

## Ship to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

## Invoice details

Invoice no.: 2171  
Terms: Due on receipt  
Invoice date: 08/01/2024  
Due date: 08/31/2024

#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL REPAIR</b>	CLEAN & RESET APPROX. 3'-5' OF LOOSE COPING ON RADIUS NEAR ENTRY STEPS (MIN. FEE)	1	\$450.00	\$450.00
2.		THESE BRICKS & POOL BEAM WILL BE CLEANED FROM OLD SET MATERIAL. THE BRICKS WILL BE MUD SET WITH NEW THIN SET MORTAR & GROUTED TO MATCH EXISTING GROUT.			

**Total** **\$450.00**

## Note to customer

THIS REPAIR IS COMPLETE. THANK YOU FOR YOUR BUSINESS!

**PAYMENT COUPON**

/411500640106300016034218004732209000090200

1800473220 1 of 1

4,1,1500,640106,3000160342,1800473220,9,0000090200

Please mail this portion with your check

DEER RUN CDD  
6200 LEE VISTA BLVD STE 300  
ORLANDO FL 32822

Cust. No.: <b>3000160342</b>	Inv. No.: <b>1800473220</b>
This Month's Charges	Amount Due
Past Due After	This Invoice
08/31/2024	\$ 902.00

Please see payment options and instructions at the bottom of this invoice.

FPL  
General Mail Facility  
Miami FL 33188-0001

Florida Power & Light Company

Federal Tax Id.#: 59-0247775

**Invoice**

Customer Name and Address

DEER RUN CDD  
6200 LEE VISTA BLVD STE 300  
ORLANDO FL 32822

**Customer Number: 3000160342**

**Invoice Number: 1800473220**

**Invoice Date: 08/01/2024**

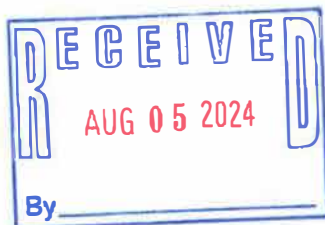
4,1,1500,640106,3000160342,1800473220,9,0000090200

Please retain this portion for your records

**CURRENT CHARGES AND CREDITS**

Customer No: 3000160342 Invoice No: 1800473220

Description	Amount
PREMIUMLIGHTING	902.00
<b>For Inquiries Contact:</b> PREMIUM LIGHTING	<b>Total Amount Due \$902.00</b> This Month's Charges Past Due After 08/31/2024



0013205380043000  
Premium Lighting AUG24

**Wire & ACH Payments**

**Account Name:** Florida Power & Light Co.  
**Bank Name:** Bank of America  
**Account Number:** 3750132076  
**WIRE Only:** City/State: New York, NY 10001 ABA No: 026-009-593  
**ACH Only:** City/State: Dallas, TX ABA No.: 111-000-012  
**Please include the invoice number in the payment reference**

**Check Payments**

Make check payable to Florida Power & Light in USD and mail payment with the top portion of this invoice to the address below:

**General Mail Facility  
Miami FL 33188-0001**



PO BOX 740608  
CINCINNATI OH 45274-0608

PHONE: 386-673-0405  
WEB: flapest.com  
Text: 352-376-2661

<b>Bill To Number</b> 2692782	<b>Invoice Date</b> 8/2/2024	<b>Amount Due</b> 89.60
----------------------------------	---------------------------------	----------------------------

INVOICE# 66411976 DEER RUN CDD



INVOICE DETAIL

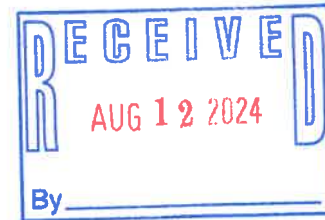
Thank you for allowing us to provide the following services:

PEST CONTROL MAINTENANCE

Deer Run Cdd  
501 GRAND RESERVE DR  
BUNNELL, FL ON 8/2/2024

89.60

0013205380048400  
Pest Control Aug24



Payment Receipt. Please Return with Payment Remittance



PO Box 13848  
Reading, PA 19612-3848

<b>Bill To #:</b> 2692782	<b>Date:</b> 8/2/2024
<b>Due Date:</b> 9/1/2024	<b>Invoice #:</b> 66411976
<b>Amount Due:</b> 89.60	<b>Amount Paid:</b> _____
	<b>Check No.:</b> _____



6772 1 AB 0.593 27 Return Service Requested  
Deer Run Cdd  
6200 Lee Vista Blvd Suite 300  
ATTN INDHIRA ARAUJO  
Orlando, FL 32822-5149



FLORIDA PEST CONTROL  
PO BOX 740608  
CINCINNATI OH 45274-0608

0026927820000000000066411976000008960202409010000

**GMS-Central Florida, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice****Invoice #:** 375  
**Invoice Date:** 8/1/24  
**Due Date:** 8/1/24  
**Case:**  
**P.O. Number:****Bill To:**Deer Run CDD  
9145 Narcoossee Rd  
Suite A206  
Orlando,FL 32827

Description		Hours/Qty	Rate	Amount
Management Fees - August 2024	0013105130034000		3,040.50	3,040.50
Website Administration - August 2024	0013105130035200		57.83	57.83
Information Technology - August 2024	0013105130035100		96.75	96.75
Dissemination Agent Services - August 2024	0013105130035100		208.33	208.33
Office Supplies	0013105130031300		0.75	0.75
Postage	0013105130051000		48.00	48.00
Copies	0013105130042000		69.60	69.60
Telephone	0013105130042500		29.10	29.10
	0013105130041000			

**Total** \$3,550.86**Payments/Credits** \$0.00**Balance Due** \$3,550.86

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 31, 2024

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**ACH/Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3426395

Client Matter No. 6023-1

Notification Email: eftgroup@kutakrock.com

Mr. George Flint  
Deer Run CDD  
Governmental Management Services-CF, LLC  
Suite A206  
9145 Narcoossee Rd.  
Orlando, FL 32827

Invoice No. 3426395  
6023-1

Re: Deer Run CDD - General Counsel

For Professional Legal Services Rendered

06/03/24	K. Buchanan	0.30	94.50	Confer with district manager
06/03/24	K. Haber	0.20	51.00	Correspond with Mossing regarding budget documents
06/04/24	K. Haber	0.60	153.00	Prepare budget documents; correspond with Mossing regarding same
06/07/24	K. Haber	0.20	51.00	Correspond with Mossing regarding budget documents
06/10/24	K. Buchanan	0.30	94.50	Review correspondence regarding sunshine law violations
06/11/24	K. Haber	0.20	51.00	Correspond with Sweeting regarding budget documents
06/19/24	K. Buchanan	1.70	535.50	Prepare request for proposals for amenity management services
06/20/24	K. Buchanan	1.20	378.00	Continue to prepare request for proposals for district management and district management services

0013105130031500  
General Counsel Jun24

**KUTAK ROCK LLP**

Deer Run CDD

July 31, 2024

Client Matter No. 6023-1

Invoice No. 3426395

Page 2

06/21/24	K. Buchanan	3.20	1,008.00	Attend conference call relating to preparation of request for proposals for district management and amenity management; prepare request for proposal packages regarding same
06/24/24	K. Buchanan	0.50	157.50	Attend conference call relating to transfer of Phase 4 improvements
06/25/24	K. Buchanan	0.50	157.50	Reply to records request; confer with district manager; research pond construction easement status
06/26/24	K. Buchanan	5.50	1,732.50	Prepare for, travel to and from and attend workshop and board meeting

TOTAL HOURS 14.40

TOTAL FOR SERVICES RENDERED \$4,464.00

DISBURSEMENTS

Meals 9.57  
Travel Expenses 118.82

TOTAL DISBURSEMENTS 128.39

TOTAL CURRENT AMOUNT DUE \$4,592.39



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 8/1/2024

Invoice # 111295609846

Terms	Net 20
Due Date	8/21/2024
PO #	

Bill To
Deer Run Community Development District 6200 Lee Vista Blvd, Suite 300 Orlando FL 32822

Ship To
Rich Whetsel Deer Run Community Development District 501 Grand Reserve Drive Bunnell FL 32110

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,459.73
WM-XPC Upgrade	XPC System Upgrade	1	ea	25.00
WM-Wireless Communication Charge	XPC Communication Fee	1	ea	0.00
<p>Approved Pool Chemicals 001.320.53800.48100 Rich Gray</p> <p>Water Management AUG24</p>				

**Subtotal** 1,484.73  
**Shipping Cost (FEDEX GROUND)** 0.00  
**Total** 1,484.73  
**Amount Due** \$1,484.73

OUR REMITTANCE ADDRESS HAS CHANGED!!

### Remittance Slip

**Customer**  
11DEE025  
**Invoice #**  
111295609846

**Amount Due** \$1,484.73

**Amount Paid** \_\_\_\_\_

**Make Checks Payable To**  
Poolsure  
1707 Townhurst Dr  
Houston, TX 77043-2810



111295609846

**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 225  
Invoice Date: 8/1/2024  
Due Date: 8/1/2024  
Case:  
P.O. Number:

**Bill To:**

Deer Run CDD  
9145 Narcoosee Rd.  
Suite A206  
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
1.320.53800.12100 - Facility Management - Deer Run - August 2024		6,250.00	6,250.00
<i>Jerry Lambert</i> 8-8-24			

<b>Total</b>	<b>\$6,250.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$6,250.00</b>



**Riverside Management Services, Inc**

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

**Invoice**

**Invoice #:** 226  
**Invoice Date:** 8/2/2024  
**Due Date:** 8/2/2024  
**Case:**  
**P.O. Number:**

**Bill To:**

Deer Run CDD  
 9145 Narcoosee Rd.  
 Suite A206  
 Orlando, FL 32827

Approved  
 Pool Maintenance & Repairs  
 001-320-53800-55000  
 Rich Gray

Description	Hours/Qty	Rate	Amount
<p><b>Black Algae Removal</b>            Scrubbed all active areas of black algae that were present on the pool floor, walls, stairs, and pool tiles.            Completed a backwash, cleaned out pump basket.            Brought pool up to 30 ppm while maintaining a low PH around 7.1 to maximize the potency of the chlorine treatment.            Pool maintained 30 ppm for 10 hours, then slowly started re-introducing acid back into system to level out chemistry of the pool.            Secondary treatment of soaking and scrubbing the upper tiles.</p>		725.00	725.00

<b>Total</b>	<b>\$725.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$725.00</b>

**DEER RUN CDD**

**RIVERSIDE MANAGEMENT SERVICES, INC.  
INVOICE DETAIL**

<b><u>Description</u></b>	<b><u>Amount</u></b>
Black Algae Removal Scrubbed all active areas of black algae that were present on the pool floor, walls, stairs, and pool tiles. I also completed a backwash and cleanout out pump basket. Brought pool up to 30ppm while maintaining a low PH around 7.1 to maximize the potency of the chlorine treatment. The pool maintained 30PPM for 10 hrs. then slowly started re-introducing acid back into the system to level out the chemistry of the pool. Secondary treatment of soaking and scrubbing the upper tiles.	\$ 725.00

TOTAL DUE:

\$ 725.00

**Riverside Management Services, Inc**

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

**Invoice**

**Invoice #:** 227  
**Invoice Date:** 7/31/2024  
**Due Date:** 7/31/2024  
**Case:**  
**P.O. Number:**

**Bill To:**

Deer Run CDD  
9145 Narcoosee Rd.  
Suite A206  
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Assistant Manager through July 2024 <i>320.53800.12100</i>	242.94	26.50	6,437.91
<i>Jerry Lambert</i> 8-8-24			

<b>Total</b>	<b>\$6,437.91</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$6,437.91</b>

DEER RUN COMMUNITY DEVELOPMENT DISTRICT

Assistant Manager

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
242.94	Assistant Manager	\$ 26.50	\$ 6,437.91

Covers Period: July 2024

GL # 320.53800.12100

TOTAL DUE:

\$ 6,437.91

**DEER RUN COMMUNITY DEVELOPMENT DISTRICT  
AMENITY ASSISTANT BILLABLE HOURS  
FOR THE MONTH OF JULY 2024**

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/1/24	4.9	N.C.	Assisted with planning, completed daily checklist
7/2/24	5.72	N.C.	Assisted with planning, completed daily checklist
7/2/24	7.1	A.V.	Assisted with planning, completed daily checklist
7/3/24	4.67	N.C.	Assisted with planning, completed daily checklist
7/3/24	7.13	A.V.	Assisted with planning, completed daily checklist, Event - Prep assistance
7/4/24	8.2	N.C.	Assisted with planning, completed daily checklist
7/4/24	7.65	A.V.	Assisted with planning, completed daily checklist
7/5/24	7.22	N.C.	Assisted with planning, completed daily checklist, Bingo Night - set up, assist and clean up
7/6/24	8.57	A.V.	Assisted with planning, completed daily checklist
7/7/24	8.45	A.V.	Assisted with planning, completed daily checklist
7/8/24	5.27	N.C.	Assisted with planning, completed daily checklist, Craft Night - set up, assist and clean up
7/8/24	5.27	A.V.	Assisted with planning, completed daily checklist, Craft Night - set up, assist and clean up
7/9/24	4.5	N.C.	Assisted with planning, completed daily checklist
7/9/24	5.12	A.V.	Assisted with planning, completed daily checklist
7/10/24	4.65	N.C.	Assisted with planning, completed daily checklist
7/10/24	5.08	A.V.	Assisted with planning, completed daily checklist
7/11/24	4.88	N.C.	Assisted with planning, completed daily checklist
7/11/24	5.17	A.V.	Assisted with planning, completed daily checklist
7/12/24	4.65	N.C.	Assisted with planning, completed daily checklist
7/13/24	8.1	N.C.	Assisted with planning, completed daily checklist
7/14/24	8.13	A.V.	Assisted with planning, completed daily checklist
7/15/24	4.4	N.C.	Assisted with planning, completed daily checklist
7/15/24	5.1	A.V.	Assisted with planning, completed daily checklist
7/16/24	8.12	N.C.	Assisted with planning, completed daily checklist, Kids Event - set up, assist and clean up
7/16/24	7.2	A.V.	Assisted with planning, completed daily checklist, Kids Event - set up, assist and clean up
7/17/24	6.78	N.C.	Assisted with planning, completed daily checklist
7/17/24	5.08	A.V.	Assisted with planning, completed daily checklist
7/18/24	5.12	N.C.	Assisted with planning, completed daily checklist
7/18/24	5.12	A.V.	Assisted with planning, completed daily checklist
7/19/24	5.7	N.C.	Assisted with planning, completed daily checklist
7/20/24	8.05	A.V.	Assisted with planning, completed daily checklist
7/21/24	8.07	A.V.	Assisted with planning, completed daily checklist
7/22/24	5.05	A.V.	Assisted with planning, completed daily checklist
7/23/24	7.12	A.V.	Assisted with planning, completed daily checklist
7/24/24	6.98	A.V.	Assisted with planning, completed daily checklist
7/26/24	5.2	N.C.	Assisted with planning, completed daily checklist, Paint Night - set up, assist and clean up
7/26/24	4.95	A.V.	Assisted with planning, completed daily checklist
7/27/24	1.45	A.V.	Assisted with planning, completed daily checklist
7/29/24	7.05	A.V.	Assisted with planning, completed daily checklist
7/31/24	5.97	A.V.	Assisted with planning, completed daily checklist

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242.94

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## INVOICE

INVOICE #	INVOICE DATE
PC 737643	8/1/2024
TERMS	PO NUMBER
Net 30	

**Bill To:**

Deer Run CDD  
c/o GMS-CF, LLC  
6200 Lee Vista Blvd  
Suite 300  
Orlando, FL 32822

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Deer Run CDD

**Address:** 400 Grand Reserve Dr  
Bunnell, FL 32110

**Invoice Due Date:** August 31, 2024

**Invoice Amount:** \$11,066.53

Description	Current Amount
Monthly Landscape Maintenance August 2024	\$11,066.53

Approved  
Landscape Maintenance  
001.320.53800.46000  
Rich Gray

**Invoice Total**                      **\$11,066.53**

*Excellence*

IN COMMERCIAL LANDSCAPING

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



## INVOICE

INVOICE #	INVOICE DATE
PC 739963	7/29/2024
TERMS	PO NUMBER
Net 30	

**Bill To:**

Deer Run CDD  
c/o GMS-CF, LLC  
6200 Lee Vista Blvd  
Suite 300  
Orlando, FL 32822

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Deer Run CDD

**Address:** 400 Grand Reserve Dr  
Bunnell, FL 32110

**Invoice Due Date:** August 28, 2024

**Invoice Amount:** \$200.00

Description	Current Amount
Grand Reserve Dr. Wood Line Cut Back 7-24 Landscape Enhancement	\$200.00

Approved  
Tree Pruning  
001.320.53800.46300  
Rich Gray

**Invoice Total \$200.00**

*Excellence*

IN COMMERCIAL LANDSCAPING

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

approved by NC on 8/20/24

48000

**ESTIMATE**

**C Buss Enterprises**  
152 Lipizzan Trail  
Saint Augustine, FL 32095

clayton@cbussenterprises.com  
904-710-8161  
https://www.cbussenterprises.com



**Bill to**

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

**Ship to**

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

**Estimate details**

Estimate no.: 1492  
Estimate date: 08/15/2024

0013205380055000  
Reset Pool Ladder

#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL REPAIR</b>	RESET LOOSE POOL LADDER	1	\$375.00	\$375.00
				<b>Total</b>	<b>\$375.00</b>

**Accepted date**

**Accepted by**





David Gray Plumbing, Electric, and Heating and Air  
6491 Powers Avenue, Jacksonville, FL 32217 United States  
(904) 724-7211

Approved  
Amenity Repair & Replace  
001.320.53800.54000  
Rich Gray

**BILL TO**

Deer Run CDD  
501 Grand Reserve Drive  
Bunnell, FL 32110 USA

INVOICE 153511559	INVOICE DATE Aug 22, 2024
----------------------	------------------------------

**JOB ADDRESS**

Island Club  
501 Grand Reserve Drive  
Bunnell, FL 32110 USA

Completed Date: 8/22/2024  
Payment Term: COD  
Due Date: 8/22/2024

**DESCRIPTION OF WORK**

Urinal clogged will need to bring calci solve to try and clear blockage, if that does not work will need to pull the urinal off the wall and snake line. Customer did not answer to approve price

TASK	DESCRIPTION	QTY	PRICE	TOTAL
PS-2000-0044	Travel and Diagnostic Charge	1.00	\$49.00	\$49.00

POTENTIAL SAVINGS	\$0.00
SUB-TOTAL	\$49.00
TAX	\$0.00
TOTAL DUE	\$49.00
BALANCE DUE	<b>\$49.00</b>

Thank you for choosing David Gray Plumbing, Electric, and Heating and Air.

**CUSTOMER AUTHORIZATION**

All accounts are due and payable 10 days from invoice date. After 30 days, a finance charge of 1.5% per month 18% annum will be added and invoice may be sent to collections. Customer agrees to pay all court costs, collection costs and attorney's fees if suit and/or collections become necessary. All work is satisfactory with customer or renter. If payment is not made within 25 days, the total will be charged to any credit card you have on file.

Sign here 

Date 8/22/2024

**CUSTOMER ACKNOWLEDGEMENT**

I accept the services performed by David Gray Plumbing, Electric, and Heating and Air are to my satisfaction. No warranty on preexisting Plumbing, Electrical, or Heating and Air service or fixtures.

Sign here



Date 8/22/2024

---



David Gray Plumbing, Electric, and Heating and Air  
6491 Powers Avenue, Jacksonville, FL 32217 United States  
(904) 724-7211

**BILL TO**

Deer Run CDD  
501 Grand Reserve Drive  
Bunnell, FL 32110 USA

Approved  
Amenity Repair & Replace  
001.320.53800.54000  
Rich Gray

INVOICE 153556401	INVOICE DATE Aug 26, 2024
----------------------	------------------------------

**JOB ADDRESS**

Island Club  
501 Grand Reserve Drive  
Bunnell, FL 32110 USA

Completed Date: 8/26/2024  
Payment Term: COD  
Due Date: 8/26/2024

**DESCRIPTION OF WORK**

Augered urinal in men's bathroom at the pool

TASK	DESCRIPTION	QTY	PRICE	TOTAL
600306-0030	Clear Toilet Stoppage With Auger * Standard	1.00	\$258.00	\$258.00

POTENTIAL SAVINGS	\$25.80
SUB-TOTAL	\$258.00
TAX	\$0.00
TOTAL DUE	\$258.00
BALANCE DUE	<b>\$258.00</b>

Thank you for choosing David Gray Plumbing, Electric, and Heating and Air.

**CUSTOMER AUTHORIZATION**

All accounts are due and payable 10 days from invoice date. After 30 days, a finance charge of 1.5% per month 18% annum will be added and invoice may be sent to collections. Customer agrees to pay all court costs, collection costs and attorney's fees if suit and/or collections become necessary. All work is satisfactory with customer or renter. If payment is not made within 25 days, the total will be charged to any credit card you have on file.

Sign here 

Date 8/26/2024

**CUSTOMER ACKNOWLEDGEMENT**

I accept the services performed by David Gray Plumbing, Electric, and Heating and Air are to my satisfaction. No warranty on preexisting Plumbing, Electrical, or Heating and Air service or fixtures.

Sign here

A handwritten signature in black ink, appearing to be a stylized name, located above the signature line.

Date 8/26/2024



<b>ACCOUNT NAME</b>		<b>ACCOUNT #</b>	<b>PAGE #</b>
Deer Run Comm Dev Dist		464637	1 of 1
<b>INVOICE #</b>	<b>BILLING PERIOD</b>	<b>PAYMENT DUE DATE</b>	
0006523909	Jun 1- Jun 30, 2024	July 20, 2024	
<b>PREPAY (Memo Info)</b>	<b>UNAPPLIED (included in amt due)</b>	<b>TOTAL CASH AMT DUE*</b>	
\$0.00	\$0.00	\$90.80	

<b>BILLING ACCOUNT NAME AND ADDRESS</b>
DEER RUN COMM DEV DIST 219 EAST LIVINGSTON STREET ORLANDO, FL 32801

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

**BILLING INQUIRIES/ADDRESS CHANGES** 1-877-736-7612 or [smb@ccc.gannett.com](mailto:smb@ccc.gannett.com) **FEDERAL ID** 47-2390983

**To sign-up for E-mailed invoices and online payments please contact [abgspecial@gannett.com](mailto:abgspecial@gannett.com).**

Date	Description	Amount
6/1/24	Balance Forward	\$47.70

<b>Package Advertising:</b>					
Start-End Date	Order Number	Product	Description	PO Number	Package Cost
6/19/24	10273976	DTB Flagler/ Palm Coast News Tribune	Deer Run CDD – 464637 JUNE MTG		\$25.46
6/19/24	10275668	DTB Flagler/ Palm Coast News Tribune	6/26 workshop	6/26 workshop	\$17.64

0013105130048000

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

Total Cash Amount Due	\$90.80
Service Fee 3.99%	\$3.62
*Cash/Check/ACH Discount	-\$3.62
*Payment Amount by Cash/Check/ACH	\$90.80
Payment Amount by Credit Card	\$94.42

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

<b>ACCOUNT NAME</b>		<b>ACCOUNT NUMBER</b>		<b>INVOICE NUMBER</b>		<b>AMOUNT PAID</b>
Deer Run Comm Dev Dist		464637		0006523909		
<b>CURRENT DUE</b>	<b>30 DAYS PAST DUE</b>	<b>60 DAYS PAST DUE</b>	<b>90 DAYS PAST DUE</b>	<b>120+ DAYS PAST DUE</b>	<b>UNAPPLIED PAYMENTS</b>	<b>TOTAL CASH AMT DUE*</b>
\$43.10	\$47.70	\$0.00	\$0.00	\$0.00	\$0.00	\$90.80
<b>REMITTANCE ADDRESS (Include Account# &amp; Invoice# on check)</b>				<b>TO PAY WITH CREDIT CARD PLEASE CALL:</b>		<b>TOTAL CREDIT CARD AMT DUE</b>
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$94.42
				To sign up for E-mailed invoices and online payments please contact <a href="mailto:abgspecial@gannett.com">abgspecial@gannett.com</a>		

0000464637000000000000065239090000908067171

**AFFIDAVIT OF PUBLICATION**

Sarah Sweeting  
DEER RUN COMM DEV DIST  
219 EAST LIVINGSTON STREET  
ORLANDO FL 32801

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The Flagler/Palm Coast NEWS-TRIBUNE, published in Flagler County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Flagler County, Florida, or in a newspaper by print in the issues of, on:

06/19/2024

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/19/2024

Legal Clerk

*Kaitlyn Felty*  
\_\_\_\_\_  
Notary, State of WI, County of Brown

3-7-27

My commission expires

Publication Cost: \$25.46  
Tax Amount: \$0.00  
Payment Cost: \$25.46  
Order No: 10273976 # of Copies: 1  
Customer No: 464637  
PO #:

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

**KAITLYN FELTY**  
Notary Public  
State of Wisconsin

**NOTICE OF MEETING  
DEER RUN  
COMMUNITY DEVELOPMENT  
DISTRICT**

The meeting of the Board of Supervisors (the "Board") of the Deer Run Community Development District is scheduled to be held on **Wednesday, June 26, 2024 at 6:00 p.m.** located at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida 32110. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at this meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**Darrin Mosing**  
District Manager

6/19/24

**AFFIDAVIT OF PUBLICATION**

Sarah Sweeting  
DEER RUN COMM DEV DIST  
219 EAST LIVINGSTON STREET  
ORLANDO FL 32801

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The Flagler/Palm Coast NEWS-TRIBUNE, published in Flagler County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Flagler County, Florida, or in a newspaper by print in the issues of, on:

06/19/2024

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/19/2024

Legal Clerk

*[Signature]*  
\_\_\_\_\_  
Notary, State of WI, County of Brown

*3-7-27*  
\_\_\_\_\_

My commission expires

Publication Cost:	\$17.64	
Tax Amount:	\$0.00	
Payment Cost:	\$17.64	
Order No:	10275668	# of Copies:
Customer No:	464637	1
PO #:	6/26 workshop	

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

**KAITLYN FELTY**  
Notary Public  
State of Wisconsin

**NOTICE OF WORKSHOP  
DEER RUN  
COMMUNITY DEVELOPMENT  
DISTRICT**

A public workshop of one or more members of the Board of Supervisors of the Deer Run Community Development District will be held on **Wednesday, June 26, 2024, at 4:00 p.m.**, located at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida 32110. This workshop is will be held to discuss the Fiscal Year 2025 Budget. No final action will be taken at this Workshop. The Workshop is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. Any person requiring special accommodations at this Workshop because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the Workshop. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

**Darrin Mossing**  
District Manager

PC#10275668 6/19/24

# INVOICE

J & J Aquatics Specialist LLC  
PO Box 3417  
Lake City, FL 32056

jandjaquatics22@gmail.com  
+1 (386) 898-8649



## Bill to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

Approved  
Lake Maintenance  
001.320.53800.47000  
Rich Gray

## Ship to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

## Invoice details

Lake Maintenance Aug24

Invoice no.: 990133  
Terms: Net 30  
Invoice date: 08/10/2024  
Due date: 09/09/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Pond Maintenance</b>		1	\$2,038.93	\$2,038.93

**Total**

**\$2,038.93**

Thank you for your business. We accept Cash, Check or Credit Card.

Note if paying by Credit Card a 3.9% transaction fee will be required.

Total if paying by Credit Card is \$



approved by NC on 8/13/24  
48300

**Invoice**

144

8/12/2024

NET 15

Dear Run Amenity Center

Attn: Natalie

Service	Cost
Week of 8/5	300.00

---

**Total Due: 300.00**

Please make checks payable to J&G Commercial Cleaning Services LLC.

Thank you,

*Jason & Gretchen Sandoval*

*Owners*

*J&G Commercial Cleaning Services LLC*

*386-986-7445*

*22 Prince Anthony Ln.*

*Palm Coast FL, 32164*

0013205380048300

Cleaning 8/5



approved by NC on 8/19/24  
48300

**Invoice**  
145

8/18/2024  
NET 15

Dear Run Amenity Center  
Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 8/12	300.00
<b>Total Due:</b>	<b>300.00</b>

Please make checks payable to J&G Commercial Cleaning Services LLC.

Thank you,

*Jason & Gretchen Sandoval*  
*Owners*  
*J&G Commercial Cleaning Services LLC*  
*386-986-7445*  
*22 Prince Anthony Ln.*  
*Palm Coast FL, 32164*

0013205380048300  
Cleaning 8/12



approved by NE on  
8/26/24  
48300

**Invoice**

146

8/18/2024

NET 15

Dear Run Amenity Center  
Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 8/19	300.00
<b>Total Due:</b>	<b>300.00</b>

Please make checks payable to J&G Commercial Cleaning Services LLC.

Thank you,

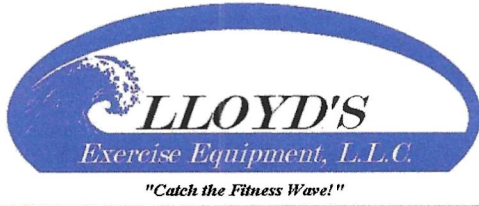
*Jason & Gretchen Sandoval*  
Owners  
*J&G Commercial Cleaning Services LLC*  
386-986-7445  
22 Prince Anthony Ln.  
Palm Coast FL, 32164

0013205380048300  
Cleaning 8/19



approved by NE on 8/13/24

56000



### Service Invoice

Invoice Date	Invoice #	P.O. No.	Service Date
8/12/2024	T709-10		7/8/2024

<b>Bill To</b>	<b>Remit Payment To:</b>
Deer Run CDD The Island Club 501 Grand Reserve Bunnell, FL 32110 386-263-7213-Kayla/904-759-8890-Rich	LLOYD'S Exercise Equipment PO Box 290723 Port Orange, FL 32129 386-322-3213 (phone) 815-331-5329 (fax)

Unit/Model Info	Item	Description	Amount
Spirit Treadmill CT800 8008451809006072	Diagnosis	Both rear roller end caps are broken. Estimate to order and replace the rear end caps.	
	Part(s) For Repair	Left Rear End Cap	25.00
	Part(s) For Repair	Right Rear End Cap	25.00
	Labor	Replaced both rear end caps; test checked operation.	
Spirit Treadmill CT800 8008451809006035	Diagnosis	Left rear roller end cap broken. Estimate to order and replace the left end cap.	
	Part(s) For Repair	Left End Cap	25.00
	Labor	Replaced the left rear end cap; test checked operation.	
	Shipping & Handling	0013205380056000	25.00
	Labor/Time On Site	Gym Equipment Maint	125.00

Thank you for your business.

<b>Subtotal</b>	<b>\$225.00</b>
<b>Sales Tax (0.0%)</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$225.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$225.00</b>

Did you know ... we SELL fitness equipment, too?

**Riverside Management Services, Inc**

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

**Invoice**

**Invoice #:** 223  
**Invoice Date:** 7/17/2024  
**Due Date:** 7/17/2024  
**Case:**  
**P.O. Number:**

**Bill To:**

Deer Run CDD  
9145 Narcoosee Rd.  
Suite A206  
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2024		420.57	420.57
Maintenance Supplies		436.22	436.22
<p>Approved Operating Supplies- \$436.22 001.320.53800.53000</p> <p>Amenity Repair &amp; Maintenance-\$420.57 001.320.53800.54000</p> <p>Rich Gray</p>			

*Jerry Lambert*  
7-22-24

<b>Total</b>	<b>\$856.79</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$856.79</b>

DEER RUN COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JUNE 2024

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/6/24	6.25	M.C.	Pool door next to bocce ball courts was not closing, swapped old hinges with two new ones and adjusted magnet at closing so that it is no longer loose, cleaned a little more of the outside maintenance closet, used cold patch to plug two pot holes along main street to amenity center
6/21/24	1.75	M.C.	Checked issues with door leading out to grill, placed sump pump in front water falls to remove excess water

TOTAL      8

MILES        226

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 7/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DEER RUN	5/21/24	Lysol Disinfectant Wipes	17.22	K.R.
	5/21/24	Coffee Creamer	17.24	K.R.
	5/21/24	Coffee Pods	27.58	K.R.
	5/21/24	HP Copy Paper	10.20	K.R.
	5/21/24	Constant Contact Monthly Fee	81.60	K.R.
	5/26/24	Ink Subscription	49.21	K.R.
	5/29/24	Paper Towels	54.68	K.R.
	5/29/24	Toilet Paper	60.74	K.R.
	5/31/24	Amazon Prime Membership	18.87	K.R.
	6/13/24	Primo Water Delivery	53.21	K.R.
	6/13/24	55 Gallon Trash Bags 40ct	22.98	K.R.
	6/24/24	Hand Soap	6.35	K.R.
	6/25/24	Command Hooks for Holiday Décor	4.05	K.R.
	6/25/24	Dec Hooks for Holiday Décor	12.29	K.R.
		<b>TOTAL</b>	<b><u><u>\$436.22</u></u></b>	

**Riverside Management Services, Inc**

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

**Invoice**

**Invoice #:** 224  
**Invoice Date:** 7/17/2024  
**Due Date:** 7/17/2024  
**Case:**  
**P.O. Number:**

**Bill To:**

Deer Run CDD  
9145 Narcoosee Rd.  
Suite A206  
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Maintenance Supplies - Special Events ending 6/5/23  <i>Special Events</i> <i>1.320.53800.59000</i>		661.11	661.11

*Jerry Lambert*  
7-22-24

<b>Total</b>	\$661.11
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$661.11



**SPECIAL EVENTS**

Period Ending 7/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>EVENT</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DEER RUN	5/3/24	Luau Party	Disco Cups for Prizes	12.31	N.C.
	5/6/24	May Craft Night	Stencils	77.65	N.C.
	5/21/24	Schools Out For Summer Pool Party	Banner	13.79	K.R.
	5/21/24	Schools Out For Summer Pool Party	Rubber Ducks	31.04	K.R.
	5/21/24	Schools Out For Summer Pool Party	Water Balloons	15.51	K.R.
	5/21/24	Schools Out For Summer Pool Party	Candy Necklaces	43.11	K.R.
	5/21/24	Schools Out For Summer Pool Party	Toys for Prizes	85.68	K.R.
	5/21/24	Schools Out For Summer Pool Party	Candy for Pinata	50.19	K.R.
	5/21/24	Schools Out For Summer Pool Party	Pinata	39.33	K.R.
	6/25/24	Chat with the Chief	Water Bottles	9.64	K.R.
	6/25/24	Chat with the Chief	Cookies	11.48	K.R.
	7/3/24	4th of July Celebration	Water	12.65	K.R.
	7/5/24	July Bingo	Bingo Prizes	258.75	K.R.
			<b>TOTAL</b>	<u><u>\$661.11</u></u>	

**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 229  
Invoice Date: 8/16/2024  
Due Date: 8/16/2024  
Case:  
P.O. Number:

**Bill To:**

Deer Run CDD  
9145 Narcoosee Rd.  
Suite A206  
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		747.68	747.68
<p>Approved Operating Supplies- \$647.68 001.320.53800.53000</p> <p>Pool Repairs &amp; Main-\$100.00 001.320.53800.55000</p> <p>Rich Gray</p>			
<p><i>Jerry Lambert</i> 8-23-24</p>			
<b>Total</b>			<b>\$747.68</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$747.68</b>

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 8/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DEER RUN	6/21/24	Constant Contact Monthly Fee	81.60	K.R.
	6/29/24	Ink Subscription	86.12	K.R.
	6/30/24	Amazon Prime Membership	18.87	K.R.
	7/4/24	Hardware Hooks	12.29	N.C.
	7/5/24	Primo Water Delivery	46.12	K.R.
	7/11/24	Ream of Paper 750 Sheets	11.39	K.R.
	7/11/24	Coffee Creamer 180ct	18.27	K.R.
	7/11/24	Toilet Paper 80ct	63.10	K.R.
	7/11/24	Disposable Coffee Cups 210pk	36.56	K.R.
	7/11/24	Med Roast Coffee Cups 88pk	42.65	K.R.
	7/11/24	55 Gal Trash Liners 30 ct (2)	54.86	K.R.
	7/11/24	Soft Soap 6pk (3)	27.21	K.R.
	7/11/24	Tape 12pk	11.43	K.R.
	7/11/24	Multifold Towels (2)	116.45	K.R.
	7/11/24	Febreze 2ct	6.68	K.R.
	7/11/24	Pool Railing Covers 6'	21.93	K.R.
	7/12/24	55 Gal Trash Liners 20 ct	17.22	K.R.
	7/14/24	Packaging Tape	5.99	N.C.
	7/20/24	Replacement Pool Brush's (3)	68.94	R.G.
		<b>TOTAL</b>	<b><u><u>\$747.68</u></u></b>	

**Riverside Management Services, Inc**

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

**Invoice**

Invoice #: 230  
Invoice Date: 8/16/2024  
Due Date: 8/16/2024  
Case:  
P.O. Number:

**Bill To:**

Deer Run CDD  
9145 Narcoosee Rd.  
Suite A206  
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Maintenance Supplies - Special Events ending 7/5/23 <i>Special Events 1,320.53800.59000</i>		21.32	21.32
<i>Jerry Lambert 8-23-24</i>			

<b>Total</b>	<b>\$21.32</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$21.32</b>

**SPECIAL EVENTS**

Period Ending 8/05/24

**DISTRICT**  
**DEER RUN**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>	<b><u>SUPPLIES</u></b>	<b><u>PRICE</u></b>	<b><u>EMPLOYEE</u></b>
7/23/24	Teens Night	Chips	11.49	N.C.
7/23/24	Teens Night	Soda	9.83	N.C.
<b>TOTAL</b>			<b><u>\$21.32</u></b>	



## INVOICE

INVOICE #	INVOICE DATE
752731	8/16/2024
TERMS	PO NUMBER
Net 30	

**Bill To:**

Deer Run CDD  
c/o GMS-CF, LLC  
6200 Lee Vista Blvd  
Suite 300  
Orlando, FL 32822

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Deer Run CDD

**Address:** 400 Grand Reserve Dr  
Bunnell, FL 32110

**Invoice Due Date:** September 15, 2024

**Invoice Amount:** \$2,470.00

Description	Current Amount
Grand Reserve Dr. Pond Backfill & Rip Rap Rock Installation 7-24 Landscape Enhancement	\$2,470.00

Approved  
Lake Main & Repair  
001.320.53800.47000  
Rich Gray

**Invoice Total** \$2,470.00

*Excellence*

IN COMMERCIAL LANDSCAPING

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

# INVOICE

**C Buss Enterprises**  
152 Lipizzan Trail  
Saint Augustine, FL 32095

clayton@cbussenterprises.com  
904-710-8161  
<https://www.cbussenterprises.com>



## Bill to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

**Approved**  
**Pool Maintenance**  
**001.320.53800.48000**  
**Rich Gray**

## Ship to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

---

Sept Pool Service

## Invoice details

Invoice no.: 2247  
Terms: Due on receipt  
Invoice date: 08/26/2024  
Due date: 09/25/2024

#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL SERVICE</b>	SEPTEMBER POOL SERVICE	1	\$1,800.00	\$1,800.00
				<b>Total</b>	<b>\$1,800.00</b>

# INVOICE

**C Buss Enterprises**  
152 Lipizzan Trail  
Saint Augustine, FL 32095

clayton@cbussenterprises.com  
904-710-8161  
<https://www.cbussenterprises.com>



## Bill to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

**Approved**  
**Pool Repairs & Main**  
**001.320.53800.55000**  
**Rich Gray**

## Ship to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

Black Algae Dive

## Invoice details

Invoice no.: 2302  
Terms: Due on receipt  
Invoice date: 09/04/2024  
Due date: 10/01/2024

#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL REPAIR</b>	BLACK ALGAE DIVE 2 DIVERS 20 LB GRANULAR TRICHLOR	1	\$1,000.00	\$1,000.00

**Total** **\$1,000.00**

## Note to customer

THIS JOB IS COMPLETE. THANK YOU FOR YOUR BUSINESS!



**Invoice**

**Dewberry Engineers Inc.**  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN:13-0746510



DEER RUN CDD  
9145 NARCOOSSEE RD, SUITE 206-A  
ORLANDO, FL 32827

August 30, 2024  
Project No: 50168591.000  
Invoice No: 22419170  
Due Date: September 29, 2024  
Project Manager PETER ARMANS

Project 50168591.000 Deer Run CDD 2024 Gen Eng

**Professional Services from June 29, 2024 to July 26, 2024**

Phase T001 GENERAL ENGINEERING

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
ENGINEER V	.50	200.00	100.00	
Totals	.50		100.00	
<b>Total Labor</b>				<b>100.00</b>
		<b>Total this Phase</b>		<b>100.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	
Labor	100.00	6,357.50	6,457.50	
<b>Totals</b>	<b>100.00</b>	<b>6,357.50</b>	<b>6,457.50</b>	
		<b>Total Invoice Amount Due</b>		<b>100.00</b>

0013105130031100  
Engineer Svcs Jul 24

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number. This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct. This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the amount should be brought to the attention of Dewberry Immediately. For faster and accurate processing of your payment, email your ACH requirements to ar@dewberry.com. Thank you

# INVOICE



<b>Customer</b>	Deer Run Community Development District
<b>Acct #</b>	257
<b>Date</b>	08/27/2024
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

Deer Run Community Development District  
 c/o Governmental Management Services  
 219 E Livingston St  
 Orlando, FL 32801

Payment Information	
<b>Invoice Summary</b>	\$ 41,983.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#24830
100124132	

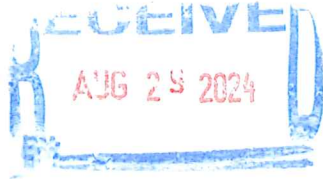
Thank You

Please detach and return with payment



Customer: Deer Run Community Development District

Invoice	Effective	Transaction	Description	Amount
24830	10/01/2024	Renew policy	Policy #100124132 10/01/2024-10/01/2025 Florida Insurance Alliance  Package - Renew policy Due Date: 8/27/2024  0013001550010000 FY24 Insurance Renewal	41,983.00



**Total**

\$ 41,983.00

Thank You

*FOR PAYMENTS SENT OVERNIGHT:  
 Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349*

<b>Remit Payment To: Egis Insurance Advisors</b> P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939  sclimer@egisadvisors.com	<b>Date</b>
		08/27/2024

approved by NC  
9/4/24  
48300

**Invoice**  
143

8/5/2024  
NET 15

**Dear Run Amenity Center**  
Attn: Kayla

<u>Service</u>	<u>Cost</u>
Week of 7/29	300.00
<b>Total Due:</b>	<b>300.00</b>

Please make checks payable to J&G Commercial Cleaning Services LLC.

Thank you,

*Jason & Gretchen Sandoval*  
*Owners*  
*J&G Commercial Cleaning Services LLC*  
*386-986-7445*  
*22 Prince Anthony Ln.*  
*Palm Coast FL, 32164*

0013205380048300  
Cleaning 7/29



**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 30, 2024

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

0013105130031500

General Counsel Jul24

Mr. George Flint  
Deer Run CDD  
Governmental Management Services-CF, LLC  
Suite A206  
9145 Narcoossee Rd.  
Orlando, FL 32827

Invoice No. 3440043  
6023-1

Re: Deer Run CDD - General Counsel

For Professional Legal Services Rendered

07/01/24	K. Buchanan	0.40	126.00	Review meeting minutes
07/01/24	K. Buchanan	0.40	126.00	Review correspondence regarding transition of Phase 4 improvements
07/02/24	K. Haber	0.40	102.00	Prepare assessment and budget appropriation resolutions; correspond with Oliver and Sweeting regarding same
07/05/24	K. Haber	0.60	153.00	Prepare landscape maintenance agreement amendment; correspond with Sweeting regarding same
07/09/24	K. Buchanan	0.80	252.00	Prepare construction easement relating to pond modification by D. R. Horton
07/15/24	G. Lovett	0.10	25.00	Research matters relating to district rules of procedure and incorporation of new legislation
07/23/24	K. Buchanan	0.30	94.50	Prepare notice of termination of pool services provider

**KUTAK ROCK LLP**

Deer Run CDD

August 30, 2024

Client Matter No. 6023-1

Invoice No. 3440043

Page 2

07/24/24	J. Gillis	0.80	152.00	Draft termination letter for pool maintenance services with Aquatic Xpress; draft pool maintenance services agreement with CBUSS Enterprises
07/25/24	K. Buchanan	0.40	126.00	Prepare pool maintenance agreement
07/26/24	K. Buchanan	0.90	283.50	Confer with Dean; prepare correspondence to Porter regarding pond work

TOTAL HOURS 5.10

TOTAL FOR SERVICES RENDERED \$1,440.00

DISBURSEMENTS

Meals 3.06  
Travel Expenses 41.42

TOTAL DISBURSEMENTS 44.48

TOTAL CURRENT AMOUNT DUE \$1,484.48



**CUSTOMER NO.:** 59688227  
**DATE:** 7/15/2024  
**INVOICE NO.:** 100401634569

GRAND RESERVE AMENITY CEN  
**DUE DATE: 8/14/2024**

**ACCOUNT SUMMARY**

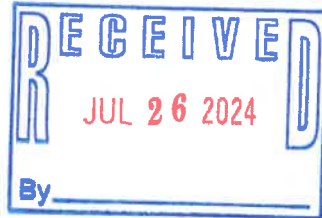
**BUILDING ADDRESS**

GRAND RESERVE AMENITY CEN 501 GRAND RESERVE DR BUNNELL FL 32110  
**CONTRACT:** 110428 | TAJ65057

Approved  
Elevator Maintenance  
001.330.57200.49200  
Rich Gray

**Maintenance Service from 8/1/2024 to 7/31/2025** **\$1,717.44**

Maint Svc 8/1/24-7/31/25



**NET SERVICE CONTRACT AMOUNT** **\$1,717.44**  
Sales Tax \$0.00

**TOTAL SERVICE CONTRACT AMOUNT DUE** **\$1,717.44**

**IMPORTANT MESSAGES**

To automate your payment, opt in to paperless billing, or to change your billing address, please visit <https://otis.payinvoicedirect.com> or scan the QR code below.



**ACH Payment Information:**

Bank Name: JP Morgan Chase  
Acct Name: Otis Elevator Company  
Acct #: 55-20622  
Routing #: 071000013

**QUESTIONS?**

**AR Rep's Email:**  
[Emma.Hernandez@otis.com](mailto:Emma.Hernandez@otis.com)

**AR Rep's Phone#:** 1-860-676-6906  
**OTISLINE®:** 1-800-233-6847

100

WE CERTIFY THAT GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF.

PAYMENTS NOT RECEIVED BY THE DUE DATE OF THE INVOICE SHALL INCUR AN INTEREST CHARGE OF THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH (18% PER ANNUM) OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS. A PROCESSING FEE WILL BE APPLIED TO CREDIT CARD PAYMENTS.

DETACH DOCUMENT ALONG PERFORATION. ENCLOSE AND RETURN THIS COUPON WITH YOUR PAYMENT.



11760 US Hwy 1 Suite W600 Palm Beach Gardens FL 33408

MB 01 006612 47128 H 22 D



DEER RUN  
Narcoossee Road  
6200 Lee Vista Blvd Suite 300  
ORLANDO FL 32822

**CUSTOMER NO.:** 59688227  
**DUE DATE:** 8/14/2024  
**INVOICE NO.:** 100401634569  
**TOTAL SERVICE CONTRACT AMOUNT:** \$ 1,717.44

**MAKE CHECK PAYABLE TO:**

Otis Elevator Company  
PO Box 730400  
Dallas TX 75373-0400



100401634569 0000171744 7

006612 1/1

6



**CUSTOMER NO.:** 59688227 GRAND RESERVE AMENITY CEN  
**DATE:** 7/15/2024  
**INVOICE NO.:** 100401634569

To: Customer  
DEER RUN  
Narcoossee Road  
6200 Lee Vista Blvd Suite 300  
ORLANDO FL 32822

Re: Price Adjustment Notification (NOT AN INVOICE)

Building

GRAND RESERVE AMENITY CEN  
501 GRAND RESERVE DR  
BUNNELL FL 32110

Dear Valued Customer:

Please accept this letter as notification of an adjusted contractual price. This adjustment is in accordance with and pursuant to the current maintenance contract for your equipment.

The adjusted contract price becomes effective on August 1, 2024 and remains in effect until July 31, 2025.

Below is an explanation of how the adjusted price was calculated. The new contract price indicated below is for all units on the contract and does not reflect a credit for any suspended units. We hope to continue to build a strong customer relationship and assure you of our quality service, please do not hesitate to contact us if you have any questions.

**Price Adjustment Calculation**

Contract #	Price before adjustment	Adjustment %	Current adjusted price
110428	\$1,590.12	8.007 %	\$1,717.44

Price before adjustment and current adjusted price is based on bill frequency of your contract at the time of the adjustment.

Adjustment Percentage is rounded to 3 decimal places.

Best Regards

Vertical barcode or tracking code on the right edge of the page.



# Invoice

Date  
Invoice#

9/1/2024  
111295610323

1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

Terms	Net 20
Due Date	9/21/2024
PO #	

Bill To
Deer Run Community Development District 6200 Lee Vista Blvd, Suite 300 Orlando FL 32822

Ship To
Rich Whetsel Deer Run Community Development District 501 Grand Reserve Drive Bunnell FL 32110

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	\$1,459.73
WM-XPC Upgrade	XPC System Upgrade	1	ea	\$25.00
WM-Wireless Communication Charge	XPC Communication Fee	1	ea	\$0.00

**Subtotal** \$1,484.73

**Tax** \$0.00

**Total** \$1,484.73

**Amount Paid/Credit Applied** \$0.00

**Balance Due** \$1,484.73

Approved  
Pool Chemicals  
001.320.53800.48100  
Rich Gray

Water Management Sep24



111295610323





## INVOICE

INVOICE #	INVOICE DATE
754700	9/1/2024
TERMS	PO NUMBER
Net 30	

**Bill To:**

Deer Run CDD  
c/o GMS-CF, LLC  
6200 Lee Vista Blvd  
Suite 300  
Orlando, FL 32822

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Deer Run CDD

**Address:** 400 Grand Reserve Dr  
Bunnell, FL 32110

**Invoice Due Date:** October 1, 2024

**Invoice Amount:** \$11,066.53

Description	Current Amount
Monthly Landscape Maintenance September 2024	\$11,066.53

Approved  
Landscape Maintenance  
001.320.53800.46000  
Rich Gray

Sep Landscape Maintenance **Invoice Total** **\$11,066.53**

*Excellence*

IN COMMERCIAL LANDSCAPING

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



Location : CINTAS FIRE PROTECTION

\*\*\* INVOICE CUSTOMER COPY \*\*\*

Invoice # : 0F61654188 Inv Date : 8/30/2024
Customer : 29778 Loc : F61
Type . . : CHG-S Route . : 08
PO Number : Acct # : 29778
WO Number : Acct Zip : 32110
Service Visit : 10353683

Remit to:
CINTAS FIRE 636525
P.O. BOX 636525
CINCINNATI, OH 452636525
(904)562-7000

Bill to:
DEER RUN CDC
501 GRAND RESERVE DR
BUNNELL, FL 321103430

Serviced:
DEER RUN CDC
501 GRAND RESERVE DR
BUNNELL, FL 321103430

Table with 5 columns: Item, Qty, Description, Unit Price, Net Amount Tx. Rows include INSPD, INSPW, SC, and summary rows for SUB-TOTAL, TAX, and TOTAL.

CINTAS FIRE PROTECTION
#98454000012007
#98452300012007
#502087000199
EF20000872

PLEASE PAY FROM THIS INVOICE
PLEASE INCLUDE INVOICE NUMBER WHEN MAILING PAYMENT
TO MAKE PAYMENT OR FOR ANY QUESTIONS
PLEASE CALL 570 891-0469
OR EMAIL EVANSM2@CINTAS.COM

0013205380050000
Sprinkler Sys Inspection

approved by NC 9/10/24  
50000



Location : CINTAS FIRE PROTECTION

\*\*\* INVOICE CUSTOMER COPY \*\*\*

Invoice # : 0F61654188 Inv Date : 8/30/2024  
Customer : 29778 Loc : F61  
Type . . : CHG-S Route . : 08  
PO Number : Acct # : 29778  
WO Number : Acct Zip : 32110  
Service Visit : 10353683

Remit to:  
CINTAS FIRE 636525  
P.O. BOX 636525  
CINCINNATI, OH 452636525  
(904)562-7000

Bill to:  
DEER RUN CDC  
501 GRAND RESERVE DR  
BUNNELL, FL 321103430

Serviced:  
DEER RUN CDC  
501 GRAND RESERVE DR  
BUNNELL, FL 321103430

Item	Qty	Description	Unit Price	Net Amount Tx
WE ACCEPT VISA/MC/AMEX DISCOVER AND CHECK BY PHONE				

Customer: DEER RUN CDC 29778

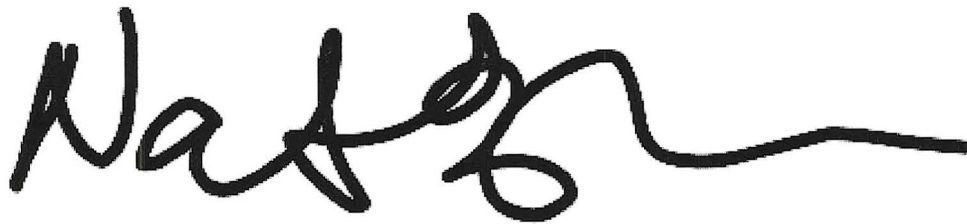
PO#:

Invoice: 654188

Collected: \$0.0

Signer: Natalie Clem

Authorizer: Natalie Clem

A handwritten signature in black ink, appearing to read "Natalie Clem", with a long horizontal flourish extending to the right.

approved by NC 9/10/24  
50000



Location : CINTAS FIRE PROTECTION

\*\*\* INVOICE CUSTOMER COPY \*\*\*

Invoice # : 0F61654189 Inv Date : 8/30/2024  
Customer : 29778 Loc : F61  
Type . . : CHG-S Route . : 08  
PO Number : Acct # : 29778  
WO Number : Acct Zip : 32110  
Service Visit : 10353682

Remit to:  
CINTAS FIRE 636525  
P.O. BOX 636525  
CINCINNATI, OH 452636525  
(904)562-7000

Bill to:  
DEER RUN CDC  
501 GRAND RESERVE DR  
BUNNELL, FL 321103430

Serviced:  
DEER RUN CDC  
501 GRAND RESERVE DR  
BUNNELL, FL 321103430

Item	Qty	Description	Unit Price	Net Amount	Tx
INSPBF	3	INSPECTION, BACKFLOW	154.00	462.00	N
SC	1	Service Charge	.00	.00	N
SUB-TOTAL :				462.00	
TAX :				.00	
TOTAL :				462.00	

CINTAS FIRE PROTECTION  
#98454000012007  
#98452300012007  
#502087000199  
EF20000872

PLEASE PAY FROM THIS INVOICE  
PLEASE INCLUDE INVOICE NUMBER WHEN MAILING PAYMENT  
TO MAKE PAYMENT OR FOR ANY QUESTIONS  
PLEASE CALL 570 891-0469  
OR EMAIL EVANSM2@CINTAS.COM  
WE ACCEPT VISA/MC/AMEX DISCOVER AND CHECK BY PHONE

0013205380050000  
Sprinkler Inspect/Backflow

Customer: DEER RUN CDC 29778

Collected: \$0.0

PO#:

Signer: Natalie Clem

Invoice: 654189

Authorizer: Natalie Clem

A large, handwritten signature in black ink, appearing to read "Natalie Clem", with a long horizontal flourish extending to the right.

approved by NC 9/10/2024  
50000



Location : CINTAS FIRE PROTECTION

\*\*\* INVOICE CUSTOMER COPY \*\*\*

Invoice # : 0F61654190 Inv Date : 8/30/2024  
Customer : 29778 Loc : F61  
Type . . : CHG-S Route . : 08  
PO Number : Acct # : 29778  
WO Number : Acct Zip : 32110  
Service Visit : 10439464

Remit to:  
CINTAS FIRE 636525  
P.O. BOX 636525  
CINCINNATI, OH 452636525  
(904)562-7000

Bill to:  
DEER RUN CDC  
501 GRAND RESERVE DR  
BUNNELL, FL 321103430

Serviced:  
DEER RUN CDC  
501 GRAND RESERVE DR  
BUNNELL, FL 321103430

Item	Qty	Description	Unit Price	Net Amount	Tx
INFA	1	INSPECTION, ANNUAL ALARM SYSTEM	627.00	627.00	N
SC	1	Service Charge	130.00	130.00	N
				SUB-TOTAL :	757.00
				TAX :	.00
				TOTAL :	757.00

CINTAS FIRE PROTECTION  
#98454000012007  
#98452300012007  
#502087000199  
EF20000872

PLEASE PAY FROM THIS INVOICE  
PLEASE INCLUDE INVOICE NUMBER WHEN MAILING PAYMENT  
TO MAKE PAYMENT OR FOR ANY QUESTIONS  
PLEASE CALL 570 891-0469  
OR EMAIL EVANSM2@CINTAS.COM  
WE ACCEPT VISA/MC/AMEX DISCOVER AND CHECK BY PHONE

0013205380050000  
Sprinkler Sys Inspection

Customer: DEER RUN CDC 29778

PO#:

Invoice: 654190

Collected: \$0.0

Signer: Natalie Clem

Authorizer: Natalie Clem

A large, stylized handwritten signature in black ink, appearing to read "Natalie Clem". The signature is written in a cursive, flowing style with a long horizontal stroke extending to the right.





ACCOUNT NAME		ACCOUNT #	PAGE #
Deer Run Comm Dev Dist		464637	1 of 1
INVOICE #	BILLING PERIOD	PAYMENT DUE DATE	
0006643171	Aug 1- Aug 31, 2024	September 20, 2024	
PREPAY (Memo Info)	UNAPPLIED (included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	<b>\$118.20</b>	

BILLING ACCOUNT NAME AND ADDRESS
DEER RUN COMM DEV DIST 219 EAST LIVINGSTON STREET ORLANDO, FL 32801

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

<b>BILLING INQUIRIES/ADDRESS CHANGES</b> 1-877-736-7612 or <a href="mailto:smb@ccc.gannett.com">smb@ccc.gannett.com</a>	<b>FEDERAL ID</b> 47-2390983
---	------------------------------

To sign-up for E-mailed invoices and online payments please contact [abgspecial@gannett.com](mailto:abgspecial@gannett.com).

Date	Description	Amount
8/1/24	Balance Forward	\$43.10

**Package Advertising:**

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
7/31/24-8/7/24	10278270	DTB Flagler/ Palm Coast News Tribune	Deer Run CDD – BUDGET		\$75.10

0013105130048000

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

Total Cash Amount Due	\$118.20
Service Fee 3.99%	\$4.72
*Cash/Check/ACH Discount	-\$4.72
*Payment Amount by Cash/Check/ACH	\$118.20
Payment Amount by Credit Card	\$122.92

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

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Deer Run Comm Dev Dist		464637		0006643171		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$75.10	\$0.00	\$43.10	\$0.00	\$0.00	\$0.00	<b>\$118.20</b>
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY WITH CREDIT CARD PLEASE CALL:		TOTAL CREDIT CARD AMT DUE
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		<b>\$122.92</b>
				To sign up for E-mailed invoices and online payments please contact <a href="mailto:abgspecial@gannett.com">abgspecial@gannett.com</a>		

00004646370000000000000066431710001182067179

**AFFIDAVIT OF PUBLICATION**

Sarah Sweeting  
DEER RUN COMM DEV DIST  
219 EAST LIVINGSTON STREET  
ORLANDO FL 32801

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The Flagler/Palm Coast NEWS-TRIBUNE, published in Flagler County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Flagler County, Florida, or in a newspaper by print in the issues of, on:

07/31/2024, 08/07/2024

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 08/07/2024

Legal Clerk

Notary, State of WI, County of Brown

3-7-27

My commission expires

Publication Cost: \$75.10

Tax Amount: \$0.00

Payment Cost: \$75.10

Order No: 10278270

Customer No: 464637

PO #:

# of Copies:

1

**THIS IS NOT AN INVOICE!**

Please do not use this form for payment remittance.

DEER RUN COMMUNITY  
DEVELOPMENT DISTRICT

NOTICE OF PUBLIC HEARING  
TO CONSIDER THE ADOPTION  
OF THE FISCAL YEAR 2025  
PROPOSED BUDGET(S) AND  
NOTICE OF REGULAR BOARD  
OF SUPERVISORS' MEETING.

The Board of Supervisors ("Board")  
of the Deer Run Community Deve-  
lopment District ("District") will  
hold a public hearing and regular  
meeting as follows:

DATE: August 28, 2024  
TIME: 6:00 p.m.  
LOCATION: Island Club  
501 Grand Reserve Drive  
Bunnell, Florida 32110

The purpose of the public hearing is  
to receive comments and objections  
on the adoption of the District's  
proposed budget(s) for the fiscal  
year beginning October 1, 2024, and  
ending September 30, 2025  
("Proposed Budget"). A regular  
Board meeting of the District will  
also be held at the above time where  
the Board may consider any other  
business that may properly come  
before it. A copy of the agenda and  
Proposed Budget may be obtained  
at the offices of the District  
Manager, Governmental Manage-  
ment Services, LLC, 475 West Town  
Place, Suite 114, St. Augustine,  
Florida 32092, (407) 841-5524  
("District Manager's Office"),  
during normal business hours, or by  
visiting the District's website at  
deerruncdd.com.

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

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

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

Darrin Mossing  
District Manager

7/31, 8/7/24

KAITLYN FELTY  
Notary Public



approved by NC  
9/10/2024  
51000



Tallahassee, FL 32308  
2498 Centerville Rd.

**Invoice**

**Invoice #:** 73958  
**Invoice Date:** 08/21/2024  
**Completed:** 08/21/2024  
**Terms:** Due On Receipt  
**Bid#:**  
**Service Ticket:** 73958  
475 West Town Place

**Bill to:**  
Deer Run at Grand Reserve  
475 West Town Place  
Suite 114  
Saint Augustine, FL 32092  
[Click Here to Pay Online!](#)

HiTechFlorida.com

Description	Qty	Rate	Amount
<i>7421520 - Access Control System - Grand Reserve Island Club Amenity Center - 501 Grand Reserve Dr, Bunnell, FL</i>			
"No Touch" RTE Plate - Single Gang	1.00	\$99.99	99.99
LED Illuminated RTE Single Gang Button	1.00	\$80.99	80.99
912 Venetian Bronze SmartCode Lever Lock	1.00	\$250.00	250.00
Service Labor	3.00	\$95.00	285.00
Sales Tax			0.00

0013205380051000  
Access control System

Tech Resolution Note:

WCT: Arrived to site and it was storming outside. While starting on the door lock the rain let up just long enough I could run outside and remove the old push to exit and install the new one. Tested push to exit with the gate and it's back 100%. Moved back to the door lock and finished removing the old door lock and deleted from system. Installed new door lock and learned onto the system. Assigned the doorlock to the appropriate access plan and tested lock.

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

<b>Total</b>	\$715.98
<b>Payments</b>	\$0.00
<b>Balance Due</b>	\$715.98

**Support@hitechflorida.com**  
**Office: 850-385-7649**

# INVOICE

J & J Aquatics Specialist LLC  
PO Box 3417  
Lake City, FL 32056

jandjaquatics22@gmail.com  
+1 (386) 898-8649



## Bill to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

## Ship to

Deer Run CDD  
501 Grand Reserve Dr  
Bunnell, FL 32110

Approved  
Lake Maintenance  
001.320.53800.47000  
Rich Gray  
Lake Maintenance Sep24

## Invoice details

Invoice no.: 990158  
Terms: Net 30  
Invoice date: 09/10/2024  
Due date: 10/10/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Pond Maintenance</b>		1	\$2,038.93	\$2,038.93

**Total** **\$2,038.93**

Thank you for your business. We accept Cash, Check or Credit Card.  
Note if paying by Credit Card a 3.9% transaction fee will be required.  
Total if paying by Credit Card is \$

## Note to customer

Thank you for your business!!

Approved by NC 9/10/24  
48300

**Invoice**

148

9/8/2024

NET 15

Dear Run Amenity Center  
Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 9/2	300.00
<b>Total Due:</b>	<b>300.00</b>

Please make checks payable to J&G Commercial Cleaning Services LLC.

Thank you,

*Jason & Gretchen Sandoval*  
*Owners*  
*J&G Commercial Cleaning Services LLC*  
*386-986-7445*  
*22 Prince Anthony Ln.*  
*Palm Coast FL, 32164*

0013205380048300  
Cleaning 9/2



approved by NC 9/10/2024  
50000

LifeSafe Services LLC

+18887670050  
birdie@lifesafeservices.com  
www.lifesafeservices.com



# INVOICE

**BILL TO**

025-27143  
Deer Run - Riverside  
Management Services  
501 Grand Reserve Dr  
Bunnell, FL 32110

**SHIP TO**

025-27143  
Deer Run - Riverside  
Management Services  
501 Grand Reserve Dr  
Bunnell, FL 32110

**INVOICE #** 111110405

**DATE** 09/01/2024

**DUE DATE** 10/01/2024

**TERMS** Net 30

EQUIPMENT & SERVICES - EMERGENCY USE ONLY

QTY RATE AMOUNT

Basic Service for Client-Owned Automated External  
Defibrillator (AED)  
Annual Billing

1 206.00 206.00

Remember... LifeSafe Services offers on-site safety  
training. Please contact us for more information!

Remit to:  
LifeSafe Services LLC  
5971 Powers Avenue, Ste108  
Jacksonville, FL 32217

SUBTOTAL 206.00  
TAX 0.00  
TOTAL 206.00  
BALANCE DUE **\$206.00**

For invoices, please contact Paige at 888-767-0050 x13.

For sales, please contact Julie at 888-767-0050 x21.

Please disregard this invoice if you have already  
submitted payment.

0013205380050000  
Onsite AED

**Riverside Management Services, Inc**


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

**Invoice**

Invoice #: 228  
Invoice Date: 9/1/2024  
Due Date: 9/1/2024  
Case:  
P.O. Number:

**Bill To:**

Deer Run CDD  
9145 Narcoosee Rd.  
Suite A206  
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
1.320.53800.12100 - Facility Management - Deer Run - September 2024		6,250.00	6,250.00
 9-6-24			

<b>Total</b>	\$6,250.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$6,250.00





DEER RUN COMMUNITY DEVELOPMENT DISTRICT

Assistant Manager

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
225.29	Assistant Manager	\$ 26.50	\$ 5,970.19

Covers Period: August 2024

GL # 320.53800.12100

TOTAL DUE:

\$ 5,970.19

**DEER RUN COMMUNITY DEVELOPMENT DISTRICT  
AMENITY ASSISTANT BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2024**

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/1/24	4	N.C.	Assisted with planning, completed daily checklist, Bingo Night - set up, assist and clean up
8/1/24	5.07	A.V.	Assisted with planning, completed daily checklist
8/3/24	7.97	A.V.	Assisted with planning, completed daily checklist
8/4/24	2.65	A.V.	Assisted with planning, completed daily checklist
8/5/24	5.07	A.V.	Assisted with planning, completed daily checklist
8/6/24	5	A.V.	Assisted with planning, completed daily checklist
8/7/24	4.97	A.V.	Assisted with planning, completed daily checklist
8/7/24	5	M.F.	Assisted with planning, completed daily checklist
8/8/24	5.4	A.V.	Assisted with planning, completed daily checklist, Kids Event - set up, assist and clean up
8/8/24	5	M.F.	Assisted with planning, completed daily checklist
8/9/24	5	M.F.	Assisted with planning, completed daily checklist
8/10/24	6.02	A.V.	Assisted with planning, completed daily checklist
8/10/24	5	M.F.	Assisted with planning, completed daily checklist
8/11/24	5.97	A.V.	Assisted with planning, completed daily checklist
8/11/24	5	M.F.	Assisted with planning, completed daily checklist
8/12/24	4.15	N.C.	Assisted with planning, completed daily checklist, Craft Night - set up, assist and clean up
8/12/24	4.15	A.V.	Craft Night - set up, assist and clean up
8/12/24	5	M.F.	Assisted with planning, completed daily checklist
8/13/24	5	A.V.	Assisted with planning, completed daily checklist
8/14/24	6	A.V.	Assisted with planning, completed daily checklist
8/15/24	5	M.F.	Assisted with planning, completed daily checklist
8/16/24	5.35	M.F.	Assisted with planning, completed daily checklist
8/17/24	8.07	A.V.	Assisted with planning, completed daily checklist
8/18/24	8.13	A.V.	Assisted with planning, completed daily checklist
8/19/24	4.98	A.V.	Assisted with planning, completed daily checklist
8/20/24	5.07	A.V.	Assisted with planning, completed daily checklist
8/21/24	5.07	A.V.	Assisted with planning, completed daily checklist
8/22/24	5.1	M.F.	Assisted with planning, completed daily checklist
8/23/24	5.12	M.F.	Assisted with planning, completed daily checklist
8/24/24	6.27	A.V.	Assisted with planning, completed daily checklist
8/24/24	5.18	M.F.	Assisted with planning, completed daily checklist
8/25/24	6	A.V.	Assisted with planning, completed daily checklist
8/25/24	5.1	M.F.	Assisted with planning, completed daily checklist
8/26/24	4.42	A.V.	Assisted with planning, completed daily checklist
8/27/24	5.12	A.V.	Assisted with planning, completed daily checklist, Teen Event - set up, assist and clean up
8/27/24	5.02	M.F.	Assisted with planning, completed daily checklist
8/28/24	4.8	A.V.	Assisted with planning, completed daily checklist
8/29/24	5.07	M.F.	Assisted with planning, completed daily checklist
8/30/24	4.15	N.C.	Assisted with planning, completed daily checklist, Paint Night - set up, assist and clean up
8/30/24	4.15	A.V.	Assisted with planning, completed daily checklist, Paint Night - set up, assist and clean up
8/30/24	5	M.F.	Assisted with planning, completed daily checklist
8/31/24	5.03	A.V.	Assisted with planning, completed daily checklist
8/31/24	6.67	M.F.	Assisted with planning, completed daily checklist

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225.29

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**Invoice**

**Dewberry Engineers Inc.**  
P.O. Box 821824  
Philadelphia, PA 19182-1824  
(703)849-0100 TIN:13-0746510



DEER RUN CDD  
9145 NARCOOSSEE RD, SUITE 206-A  
ORLANDO, FL 32827

September 25, 2024  
Project No: 50168591.000  
Invoice No: 22422223  
Due Date: October 25, 2024  
Project Manager PETER ARMANS

Project 50168591.000 Deer Run CDD 2024 Gen Eng

**Professional Services from July 27, 2024 to August 30, 2024**

Phase T001 GENERAL ENGINEERING

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
ENGINEER V	7.50	200.00	1,500.00	
Totals	7.50		1,500.00	
<b>Total Labor</b>				<b>1,500.00</b>
		<b>Total this Phase</b>		<b>1,500.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>	
Labor	1,500.00	6,457.50	7,957.50	
<b>Totals</b>	<b>1,500.00</b>	<b>6,457.50</b>	<b>7,957.50</b>	
		<b>Total Invoice Amount Due</b>		<b><u>1,500.00</u></b>

0013105130031100  
Engineer Svcs Aug 24

NOTE: Dewberry will not ask our clients to update any banking information via email. Please call Richard Goldstein directly at 703.849.0219 to request or verify our banking information or account number. This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct. This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the amount should be brought to the attention of Dewberry Immediately. For faster and accurate processing of your payment, email your ACH requirements to ar@dewberry.com. Thank you

# Labor Detail

Tuesday, September 24, 2024

7:26:17 AM

002 - Dewberry Engineers Inc.

For the period 1/27/2024 - 3/29/2024

			<b>Total Hours</b>	<b>Date</b>	
<b>Project Number: 50168591.000 Deer Run CDD 2024 Gen Eng</b>					
<b>Phase Number: T001 GENERAL ENGINEERING</b>					
	0957610	ARMANS, PETER	.50	8/6/2024	
	0957610	ARMANS, PETER	2.00	8/9/2024	
	0957610	ARMANS, PETER	1.00	8/12/2024	
	0957610	ARMANS, PETER	1.00	8/15/2024	
	0957610	ARMANS, PETER	.50	8/16/2024	
	0957610	ARMANS, PETER	.50	8/19/2024	
	0957610	ARMANS, PETER	.50	8/20/2024	
	0957610	ARMANS, PETER	.50	8/22/2024	
	0957610	ARMANS, PETER	1.00	8/28/2024	
<b>Total for T001</b>			<b>7.50</b>		
<b>Total for 50168591.000</b>			<b>7.50</b>		

PAYMENT COUPON

/411500640106300016034218004768599000090200

1800476859 1 of 1

4,1,1500,640106,3000160342,1800476859,9,0000090200

Please mail this portion with your check

DEER RUN CDD  
6200 LEE VISTA BLVD STE 300  
ORLANDO FL 32822

Cust. No.: <b>3000160342</b>	Inv. No.: <b>1800476859</b>
This Month's Charges Past Due After 10/01/2024	Amount Due This Invoice \$ 902.00

Please see payment options and instructions at the bottom of this invoice.

FPL  
General Mail Facility  
Miami FL 33188-0001

Florida Power & Light Company

Federal Tax Id.#: 59-0247775

**Invoice**

Customer Name and Address

DEER RUN CDD  
6200 LEE VISTA BLVD STE 300  
ORLANDO FL 32822

**Customer Number: 3000160342**

**Invoice Number: 1800476859**

**Invoice Date: 09/01/2024**

4,1,1500,640106,3000160342,1800476859,9,0000090200

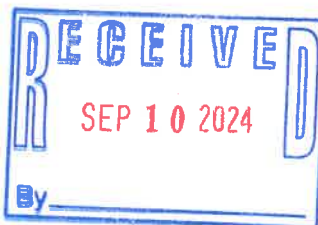
Please retain this portion for your records

CURRENT CHARGES AND CREDITS

Customer No: 3000160342 Invoice No: 1800476859

Description	Amount
PREMIUMLIGHTING	902.00
<b>For Inquiries Contact:</b> PREMIUM LIGHTING	<b>Total Amount Due \$902.00</b> This Month's Charges Past Due After 10/01/2024

0013205380043000  
Premium Lighting Sep24





approved by NC on 9/17/24  
48400

PO BOX 740608  
CINCINNATI OH 45274-0608

PHONE: 386-673-0405  
WEB: flapest.com  
Text: 352-376-2661

<b>Bill To Number</b> 2692782	<b>Invoice Date</b> 9/5/2024	<b>Amount Due</b> 89.60
----------------------------------	---------------------------------	----------------------------

INVOICE# 67771719 DEER RUN CDD

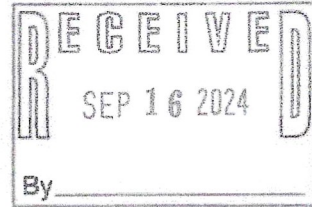


**INVOICE DETAIL**

Thank you for allowing us to provide the following services:

<b>PEST CONTROL MAINTENANCE</b>	89.60
Deer Run Cdd	
501 GRAND RESERVE DR	
BUNNELL , FL ON 9/5/2024	

0013205380048400  
Pest Control Sep24



Payment Receipt. Please Return with Payment Remittance



PO Box 13848  
Reading, PA 19612-3848

<b>Bill To #:</b> 2692782	<b>Date:</b> 9/5/2024
<b>Due Date:</b> 10/5/2024	<b>Invoice #:</b> 67771719
<b>Amount Due:</b> 89.60	<b>Amount Paid:</b> _____
	<b>Check No.:</b> _____



5124 1 AB 0.593 22 Return Service Requested  
Deer Run Cdd  
6200 Lee Vista Blvd Suite 300  
ATTN INDHIRA ARAUJO  
Orlando, FL 32822-5149



FLORIDA PEST CONTROL  
PO BOX 740608  
CINCINNATI OH 45274-0608

002692782000000000067771719000008960202410050003





**GMS-Central Florida, LLC**

1001 Bradford Way  
 Kingston, TN 37763

**Invoice**

**Invoice #:** 378  
**Invoice Date:** 9/1/24  
**Due Date:** 9/1/24  
**Case:**  
**P.O. Number:**

**Bill To:**

Deer Run CDD  
 9145 Narcoossee Rd  
 Suite A206  
 Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Management Fees - September 2024		3,040.50	3,040.50
Website Administration - September 2024		57.83	57.83
Information Technology - September 2024		96.75	96.75
Dissemination Agent Services - September 2024		208.33	208.33
Office Supplies		0.51	0.51
Postage		59.57	59.57
Copies		99.00	99.00



approved by NC on 9/23/2024  
48300

**Invoice**

147

9/1/2024

NET 15

Dear Run Amenity Center  
Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 8/26	300.00
<b>Total Due:</b>	<b>300.00</b>

Please make checks payable to J&G Commercial Cleaning Services LLC.

Thank you,

*Jason & Gretchen Sandoval*  
*Owners*  
*J&G Commercial Cleaning Services LLC*  
*386-986-7445*  
*22 Prince Anthony Ln.*  
*Palm Coast FL, 32164*



0013205380048300  
Cleaning 8/26

approved by NC on 9/17/24  
48300

**Invoice**

149

9/15/2024

NET 15

Dear Run Amenity Center

Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 9/9	300.00
<b>Total Due:</b>	<b>300.00</b>

Please make checks payable to J&G Commercial Cleaning Services LLC.

Thank you,

*Jason & Gretchen Sandoval*

*Owners*

*J&G Commercial Cleaning Services LLC*

*386-986-7445*

*22 Prince Anthony Ln.*

*Palm Coast FL, 32164*



0013205380048300  
Cleaning 9/9

approved by NC on 9/23/2024  
48300

**Invoice**  
150

9/23/2024  
NET 15

Dear Run Amenity Center  
Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 9/16	300.00
<b>Total Due:</b>	<b>300.00</b>

Please make checks payable to J&G Commercial Cleaning Services LLC.

Thank you,

*Jason & Gretchen Sandoval*  
Owners  
*J&G Commercial Cleaning Services LLC*  
386-986-7445  
22 Prince Anthony Ln.  
Palm Coast FL, 32164

0013205380048300  
Cleaning 9/16





# INVOICE

Page 2 of 2

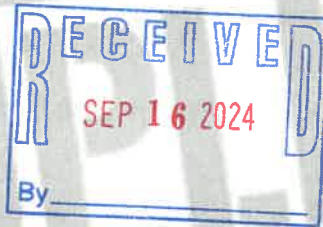
**CUSTOMER NO.:** 59688227 GRAND RESERVE AMENITY CEN  
**DATE:** 5/22/2024 **DUE:** 6/21/2024  
**INVOICE NO.:** F10000205686 PLEASE PAY PROMPTLY

## ACCOUNT SUMMARY

**BUILDING ADDRESS**  
 GRAND RESERVE AMENITY CEN 501 GRAND RESERVE DR  
 BUNNELL FL 32110  
**CONTRACT:** 110428 | TAJ65057

Approved  
 Elevator Maintenance  
 001.330.57200.49200  
 Rich Gray  
 Fuel Impact Fee

**Logistics and fuel impact fee** \$95.00  
 Letter of explanation enclosed within



**NET SERVICE CONTRACT AMOUNT** \$95.00  
 Sales Tax \$0.00

**TOTAL SERVICE CONTRACT AMOUNT DUE** \$95.00

## IMPORTANT MESSAGES

We are pleased to offer the convenience and flexibility of paperless billing and e-payment options! To automate your payment, opt in to paperless billing, or to change your billing address, please visit our e-payment site at <https://otis.payinvoicedirect.com>.

## QUESTIONS?

Invoice Questions: 1-844-636-6847  
 OTISLINE®: 1-800-233-6847

WE CERTIFY THAT GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF. PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE DATE OF THE INVOICE SHALL INCUR AN INTEREST CHARGE OF THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH (18% PER ANNUM) OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.

-----  
 DETACH DOCUMENT ALONG PERFORATION. ENCLOSE AND RETURN THIS COUPON WITH YOUR PAYMENT.



11760 US Hwy 1 Suite W600 Palm Beach Gardens FL 33408

DEER RUN  
 Narcoossee Road  
 6200 Lee Vista Blvd Suite 300  
 ORLANDO FL 32822

**CUSTOMER NO.:** 59688227  
**DATE:** 5/22/2024  
**INVOICE NO.:** F10000205686  
**TOTAL SERVICE CONTRACT AMOUNT:** \$95.00

## MAKE CHECK PAYABLE TO:

Otis Elevator Company  
 PO Box 730400  
 Dallas TX 75373-0400

F10000205686 0000009500 2



## INVOICE

INVOICE #	INVOICE DATE
770722	9/19/2024
TERMS	PO NUMBER
Net 30	

**Bill To:**

Deer Run CDD  
c/o GMS-CF, LLC  
6200 Lee Vista Blvd  
Suite 300  
Orlando, FL 32822

**Remit To:**

Approved  
Landscape Maintenance  
001.320.53800.46000  
Rich Gray

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Deer Run CDD

**Address:** 400 Grand Reserve Dr  
Bunnell, FL 32110

**Invoice Due Date:** October 19, 2024

**Invoice Amount:** \$578.00

Description	Current Amount
652 Grand Reserve Drive Back Woodline Clearing 7-24 Landscape Enhancement	\$578.00

*Excellence* Invoice Total **\$578.00**

IN COMMERCIAL LANDSCAPING

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

**DEER RUN**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts**  
**Fiscal Year 2024**

Gross Assessments \$ 1,227,367.82 \$ 780,442.48 \$ 446,925.34  
 Net Assessments \$ 1,153,725.75 \$ 733,615.93 \$ 420,109.82

**ON ROLL ASSESSMENTS**

DATE	Check#	DESCRIPTION	GROSS AMT	COMMISSIONS	DISC/PENALTY	INTEREST	NET RECEIPTS	Series 2018		
								Q&M Portion	DNF Portion	Total
								63.59%	36.41%	100.00%
11/16/23	65980	10/01/23-11/12/23	\$ 123,571.13	\$ 2,370.00	\$ 5,071.18	\$ -	\$ 116,129.95	\$ 73,843.18	\$ 42,286.77	\$ 116,129.95
11/29/23	66020	11/13/23-11/25/23	\$ 111,208.68	\$ 2,135.21	\$ 4,448.26	\$ -	\$ 104,625.21	\$ 66,527.70	\$ 38,097.51	\$ 104,625.21
12/13/23	66193	11/26/23-12/06/23	\$ 792,022.01	\$ 15,208.15	\$ 31,614.29	\$ -	\$ 745,199.57	\$ 473,847.69	\$ 271,351.88	\$ 745,199.57
12/28/23	66233	12/07/23-12/20/23	\$ 146,205.42	\$ 2,808.89	\$ 5,761.09	\$ -	\$ 137,635.44	\$ 87,517.81	\$ 50,117.63	\$ 137,635.44
1/30/24	66380	12/21/23-01/26/24	\$ 18,473.95	\$ 360.84	\$ 431.98	\$ -	\$ 17,681.13	\$ 11,242.84	\$ 6,438.29	\$ 17,681.13
2/27/24	66512	1/27/24-2/21/24	\$ 4,373.32	\$ 86.15	\$ 65.76	\$ -	\$ 4,221.41	\$ 2,684.25	\$ 1,537.16	\$ 4,221.41
3/27/24	66686	2/22/24-3/18/24	\$ 7,393.97	\$ 147.45	\$ 21.71	\$ -	\$ 7,224.81	\$ 4,594.02	\$ 2,630.79	\$ 7,224.81
5/1/24	66800	3/19/24-4/19/24	\$ 19,797.80	\$ 395.96	\$ -	\$ -	\$ 19,401.84	\$ 12,336.99	\$ 7,064.85	\$ 19,401.84
6/3/24	66916	4/20/24-5/28/24	\$ 4,342.60	\$ 89.46	\$ -	\$ 130.28	\$ 4,383.42	\$ 2,787.27	\$ 1,596.15	\$ 4,383.42
<b>TOTAL</b>			<b>\$ 1,227,388.88</b>	<b>\$ 23,602.11</b>	<b>\$ 47,414.27</b>	<b>\$ 130.28</b>	<b>\$ 1,156,502.78</b>	<b>\$ 735,381.75</b>	<b>\$ 421,121.03</b>	<b>\$ 1,156,502.78</b>

100%	Gross Percent Collected
-	Balance Remaining to Collect

**DIRECT ASSESSMENTS**

DR Horton						
			Net Assessments \$ 506,177.92 \$ 273,057.92 \$ 233,120.00			
DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	GENERAL FUND	DEBT SERVICE FUND 2018
11/8/23	10/1/23	1784208	\$ 126,544.48	\$ 126,544.48	\$ 68,264.48	\$ 58,280.00
1/24/23	12/1/23	1823259	\$ 126,544.48	\$ 126,544.48	\$ 68,264.48	\$ 58,280.00
2/1/24	2/1/24	1830140	\$ 126,544.48	\$ 126,544.48	\$ 68,264.48	\$ 58,280.00
5/1/24	5/1/24	1881875	\$ 126,544.48	\$ 126,544.48	\$ 68,264.48	\$ 58,280.00
			<b>\$ 506,177.92</b>	<b>\$ 506,177.92</b>	<b>\$ 273,057.92</b>	<b>\$ 233,120.00</b>