

*Deer Run Community
Development District*

Agenda

May 27, 2026

AGENDA

Deer Run Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.DeerRunCDD.com

May 20, 2026

Board of Supervisors
Deer Run Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Deer Run Community Development District Meeting is scheduled for **Wednesday, May 27, 2026 at 6:30 p.m.** at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida 32110.

- I. Roll Call
- II. Public Comments (*regarding agenda items below*).
- III. Discussion of:
 - A. Speed Humps
 - B. Re-Upholstering Furniture
- IV. Consideration of Janitorial Proposals
- V. Consideration of Resolution 2026-01, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption
- VI. Consideration of Resolution 2026-02, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure
- VII. Engineer's Report
- VIII. Staff Reports
 - A. Attorney
 - B. District Manager
 1. 2026 General Election
 2. Report on the Number of Registered Voters (1,007)

3. Annual Ethics Training & Annual Form 1 Filing

C. Operations Manager

1. Report

2. Landscape Report - Yellowstone

D. Amenity Manager

IX. Supervisor's Request

X. Public Comments

XI. Approval of Consent Agenda

A. Approval of the Minutes of the March 25, 2026 Meeting

B. Balance Sheet as of April 30, 2026 and Statement of Revenues and Expenses for the Period Ending April 30, 2026

C. Approval of Check Register

XII. Next Scheduled Meeting – June 24, 2026 at 6:30 p.m. @ Island Club

XIII. Adjournment

Community Interest:

A. Amenity Maintenance & Policy

B. Social Events

C. Contracts – *Supervisor Garner*

D. Irrigation & Landscape

FOURTH ORDER OF BUSINESS



J&G COMMERCIAL CLEANING SERVICES LLC

PROJECT SCOPE

May 18, 2026

INTRODUCTION

Hello,

We happily introduce ourselves as Jason and Gretchen Sandoval. We are currently the proud owners of J&G Commercial Cleaning Services LLC (formerly J&G Cleaning Services of Central Florida LLC). We started this company in August of 2017, however, we have 9+ years of experience in residential house cleaning as well as commercial cleaning, vacation rental cleaning and new home construction cleaning. We are highly skilled and experienced in all facets of the cleaning industry. We are very detail oriented on every job and try to go above and beyond customer expectations. We pride ourselves, as well as our brand and company name, on loyalty, hard work, effort, and honesty.

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

Sincerely,

Jason & Gretchen Sandoval

Owners

J&G Commercial Cleaning Services LLC

386-986-7445

22 Prince Anthony Ln.

Palm Coast FL, 32164



J&G COMMERCIAL CLEANING SERVICES LLC

OVERVIEW

1. Project Background and Description

To conduct a facility cleaning 4x per week (M, W, F and Sunday to be completed before 7am) and maintain the general appearance of all indoor spaces.

2. Project Scope

Fitness Room:

- Wipe down all equipment doors and touch points (4x week)
- Spot check inside windows (4x week)
- Dust all AC vents and light fixtures (4x week)
- Clean storage cubby (4x week)
- Dust TV and ceiling fans (4x week)
- Dust all baseboards (4x week)
- Clean water fountains (4x week)
- Empty all trash and restock wipes (4x week)
- Vacuum floors (4x week)

Upstairs Patio:

- Clean fireplace glass (4x week)



- Dust TV (4x week)
- Clean tables and furniture (4x week)
- Dust light fixtures and ceiling fan (4x week)
- Blow/sweep floor (4x week)
- Empty Trash (4x week)

Upstairs Lounge:

- Dust all AC vents (4x week)
- Dust all shelves and furniture (4x week)
- Dust light fixtures and baseboards (4x week)
- Dust TV (4x week)
- Spot check inside windows (4x week)
- Wipe down all tables and chairs (4x week)
- Empty trash (4x week)
- Vacuum floors (4x week)

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

- Clean all mirrors countertops and touch points (4x week)
- Clean changing tables (4x week)
- Clean water fountains (4x week)
- Clean stall partitions (4x week)
- Disinfect and clean toilets and sinks and urinals (4x week)
- Dust all vents light fixtures and baseboards (4x week)
- Restock all toilet paper seat covers paper towels and hand soap (4x week)
- Empty trash (4x week)
- Sweep and mop floors (4x week)

Multi-purpose "Meeting" Room:

- Dust all vents and light fixtures (4x week)
- Dust blinds/curtains shelves and baseboards (4x week)
- Dust TV and décor (4x week)
- Spot check inside windows (4x week)



- Wipe down all tables and chairs (4x week)
- Empty all trash (4x week)
- Vacuum floor (4x week)

Kitchen/Social Room:

- Wipe down countertops appliances and sinks (4x week)
- Spot check interior windows and glass doors (4x week)
- Polish all stainless steel (4x week)
- Dust all décor baseboards light fixtures and ceiling fans (4x week)
- Empty trash (4x week)
- Sweep mop floors (4x week)

Downstairs Patio:

- Dust TV light fixtures and ceiling fans (4x week)
- Clean sink tables and countertops (4x week)
- Polish outside of grills hood and sink (4x week)
- Clean grills (4x week)
- Empty trash (as needed)

Entryway/Hallway Elevator Area:

- Wipe door handles and touchpoints and doors (4x week)
- Dust all AC vents light fixtures and baseboards (4x week)
- Clean glass doors (4x week)
- Spot check windows (4x week)
- Polish all stainless steel inside and outside of elevator (4x week)
- Sweep mop and vacuum floors (4x week)

Stairs & Landing:



- Spot check windows (4x week)
- Dust handrails (4x week)
- Sweep mop floors and stairs (4x per week)

Office (if unlocked and open):

- Spot check inside windows (4x week)
- Wipe down countertops (4x week)
- Dust vents ceiling fan and baseboards (4x week)
- Clean glass door and front gate window (4x week)
- Empty trash (4x week)
- Vacuum floor (4x week)

3. High-Level Requirements

If approved for this bid the following is required:

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

4. High-Level Timeline/Schedule

Cleaning will take approximately 1.5 – 3 hours per clean to maintain.

5. Supplies and Materials

We will use all of our cleaning supplies and materials. We would only need you to supply the toilet paper, paper towels, hand soap, fitness wipes, trash bags etc. Cost of our supplies have been factored into the weekly cost.



Weekly - \$700.00

(\$175.00 per clean)

APPROVAL AND AUTHORITY TO PROCEED

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

Name	Title	Date
Jason Sandoval	Officer	5/18/2026
Gretchen Sandoval	Officer	5/18/2026

Jason
Sandoval _____
Approved By - _____
Owner

5/18/2026
Date

Gretchen
Sandoval _____
Approved By - _____
Owner

5/18/2026
Date



Approved By - District Chair for
Deer Run CDD

Date



J&G COMMERCIAL CLEANING SERVICES LLC

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

Sincerely,

Jason & Gretchen Sandoval

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Fitness Room:

- Wipe down all equipment doors and touch points (4x week)
- Spot check inside windows (4x week)
- Dust all AC vents and light fixtures (1x week)
- Clean storage cubby (4x week)
- Dust TV and ceiling fans (1x week)
- Dust all baseboards (4x week)
- Clean water fountains (4x week)
- Empty all trash and restock wipes (4x week)
- Vacuum floors (4x week)

Upstairs Patio:

- Clean fireplace glass (2x week)



- Dust TV (1x week)
- Clean tables and furniture (4x week)
- Dust light fixtures and ceiling fan (1x week)
- Blow/sweep floor (4x week)
- Empty Trash (4x week)

Upstairs Lounge:

- Dust all AC vents (1x week)
- Dust all shelves and furniture (2x week)
- Dust light fixtures (1x week)
- Dust Baseboards (4x week)
- Dust TV (1x week)
- Spot check inside windows (4x week)
- Wipe down all tables and chairs (4x week)
- Empty trash (4x week)
- Vacuum floors (4x week)

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

- Clean all mirrors countertops and touch points (4x week)
- Clean changing tables (4x week)
- Clean water fountains (4x week)
- Clean stall partitions (4x week)
- Disinfect and clean toilets and sinks and urinals (4x week)
- Dust all vents light fixtures (2x week)
- Restock all toilet paper seat covers paper towels and hand soap (4x week)
- Empty trash (4x week)
- Sweep and mop floors (4x week)

Multi-purpose “Meeting” Room:

- Dust all vents and light fixtures (2x week)
- Dust blinds/curtains shelves (1x week)
- Dust TV and décor (1x week)



- Spot check inside windows (4x week)
- Wipe down all tables and chairs (4x week)
- Dust Baseboards (4x week)
- Empty all trash (4x week)
- Vacuum floor (4x week)

Kitchen/Social Room:

- Wipe down countertops appliances and sinks (4x week)
- Spot check interior windows and glass doors (4x week)
- Polish all stainless steel (4x week)
- Dust all décor light fixtures and ceiling fans (4x week)
- Empty trash (4x week)
- Sweep mop floors (4x week)
- Dust Blinds (1x week)
- Dust Baseboards (4x week)

Downstairs Patio:

- Dust TV light fixtures and ceiling fans (4x week)
- Clean sink tables and countertops (4x week)
- Polish outside of grills hood and sink (4x week)
- Clean grills (4x week)
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- Spot check windows (4x week)
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Stairs & Landing:

- Spot check windows (4x week)
- Dust handrails (4x week)
- Sweep mop floors and stairs (4x per week)

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- Spot check inside windows (4x week)
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4. High-Level Timeline/Schedule

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5. Supplies and Materials



We will use all of our cleaning supplies and materials. We would only need you to supply the toilet paper, paper towels, hand soap, fitness wipes, trash bags etc. Cost of our supplies have been factored into the weekly cost.

Weekly - \$500.00

(\$125.00 per clean)

APPROVAL AND AUTHORITY TO PROCEED

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

Name	Title	Date
Jason Sandoval	Officer	5/18/2026
Gretchen Sandoval	Officer	5/18/2026

Jason
Sandoval

Approved By -
Owner

5/18/2026

Date

Gretchen
Sandoval

Approved By -
Owner

5/18/2026

Date



Approved By - District Chair for
Deer Run CDD

Date

FIFTH ORDER OF BUSINESS

RESOLUTION 2026-01
[FY 2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DEER RUN COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Deer Run Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: August 26, 2026
TIME: 6:30 PM
LOCATION: Island Club
501 Grand Reserve Drive
Bunnell, Florida 32110

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 27th DAY OF MAY, 2026.

ATTEST:

DEER RUN COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A
Proposed Budget

Deer Run
Community Development District

Proposed Budget
FY 2027



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Deer Run

Community Development District

General Fund Budget

DESCRIPTION	ADOPTED FY2026 BUDGET	ACTUAL THRU 4/30/26	PROJECTED NEXT 5 MONTHS	TOTAL AS OF 9/30/26	PROPOSED FY2027 BUDGET	INCREASE/ (DECREASE) REVISION	% Change
Revenues							
Assessments	\$1,006,746	\$997,893	\$8,853	\$1,006,746	\$ 1,070,131	\$63,385	0%
Golf Course Lake Maintenance	\$4,642	\$2,320	\$2,322	\$4,642	\$4,642	\$0	0%
Rental Income/Misc. Inc.	\$500	\$1,710	\$350	\$2,060	\$500	\$0	0%
Interest - SBA	\$10,000	\$6,971	\$3,750	\$10,721	\$10,000	\$0	0%
TOTAL REVENUES	\$ 1,021,888	\$ 1,008,894	\$ 15,275	\$ 1,024,169	\$ 1,085,273	\$ 63,385	6.20%

Expenditures

Administrative

Supervisor Fees	\$8,000	\$3,800	\$3,000	\$6,800	\$8,000	\$0	0%
FICA Expense	\$612	\$291	\$225	\$516	\$612	\$0	0%
Engineering	\$17,000	\$11,572	\$5,000	\$16,572	\$23,000	\$6,000	35%
Dissemination	\$3,625	\$2,631	\$1,095	\$3,726	\$2,756	(\$869)	-24%
Disclosure Software	\$0	\$0	\$0	\$0	\$1,000	\$1,000	100%
Attorney	\$25,000	\$5,736	\$4,097	\$9,833	\$25,000	\$0	0%
Annual Audit	\$4,200	\$0	\$3,375	\$3,375	\$4,200	\$0	0%
Trustee Fees	\$3,500	\$3,500	\$0	\$3,500	\$3,500	\$0	0%
Arbitrage	\$450	\$0	\$450	\$450	\$450	\$0	0%
Assessment Roll Services	\$2,756	\$2,756	\$0	\$2,756	\$2,894	\$138	5%
Management Fees	\$40,226	\$23,465	\$16,760	\$40,225	\$42,237	\$2,011	5%
Information Technology	\$1,280	\$747	\$535	\$1,282	\$1,344	\$64	5%
Website Maintenance	\$729	\$425	\$305	\$730	\$765	\$36	5%
Telephone	\$168	\$109	\$78	\$187	\$168	\$0	0%
Postage	\$850	\$391	\$279	\$670	\$850	\$0	0%
Insurance	\$8,974	\$7,985	\$0	\$7,985	\$8,974	\$0	0%
Printing & Binding	\$800	\$245	\$175	\$420	\$800	\$0	0%
Travel Per Diem	\$250	\$0	\$50	\$50	\$250	\$0	0%
Legal Advertising	\$2,000	\$604	\$431	\$1,035	\$2,000	\$0	0%
Other Current Charges	\$2,500	\$1,048	\$500	\$1,548	\$2,500	\$0	0%
Office Supplies	\$100	\$4	\$50	\$54	\$100	\$0	0%
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175	\$0	0%
Total Administrative	\$ 123,195	\$ 65,484	\$ 36,406	\$ 101,890	\$ 131,576	\$ 8,381	6.80%

Maintenance

Field Management	\$40,000	\$23,333	\$16,667	\$40,000	\$42,000	\$2,000	5%
Electric	\$92,000	\$59,271	\$42,336	\$101,607	\$101,200	\$9,200	10%
Water & Sewer	\$19,320	\$11,715	\$8,368	\$20,083	\$21,252	\$1,932	10%
Landscape Maintenance	\$159,425	\$78,302	\$55,930	\$134,232	\$154,425	(\$5,000)	-3%
Landscape Contingency	\$15,000	\$650	\$7,500	\$8,150	\$15,000	\$0	0%
Mulch	\$5,250	\$0	\$2,125	\$2,125	\$5,250	\$0	0%
Tree Pruning	\$4,725	\$0	\$2,000	\$2,000	\$4,725	\$0	0%
Lake Maintenance and Repairs	\$25,700	\$14,752	\$10,595	\$25,347	\$26,985	\$1,285	5%
Irrigation Repairs	\$21,420	\$5,310	\$5,000	\$10,310	\$11,420	(\$10,000)	-47%
Irrigation Pump Preventative Maintenance	\$0	\$0	\$0	\$0	\$9,850	\$9,850	100%
Sidewalk Repair	\$2,500	\$0	\$1,250	\$1,250	\$2,500	\$0	0%
Street Repair	\$5,000	\$0	\$2,500	\$2,500	\$5,000	\$0	0%
Contingency	\$2,500	\$541	\$1,250	\$1,791	\$2,500	\$0	0%
Total Maintenance	\$ 392,840	\$ 193,874	\$ 155,521	\$ 349,395	\$ 402,107	\$ 9,267	2.36%

Amenity Center

Deer Run

Community Development District

General Fund Budget

DESCRIPTION	ADOPTED FY2026 BUDGET	ACTUAL THRU 4/30/26	PROJECTED NEXT 5 MONTHS	TOTAL AS OF 9/30/26	PROPOSED FY2027 BUDGET	INCREASE/ (DECREASE) REVISION	% Change
Amenities Management	\$83,228	\$48,550	\$34,680	\$83,230	\$87,389	\$4,161	5%
Facilities Assistant	\$29,896	\$21,103	\$20,000	\$41,103	\$41,760	\$11,864	40%
Property Insurance	\$40,000	\$35,028	\$0	\$35,028	\$40,000	\$0	0%
Pool Maintenance	\$21,600	\$12,830	\$9,000	\$21,830	\$21,600	\$0	0%
Pool Chemicals	\$21,600	\$11,463	\$8,325	\$19,788	\$23,328	\$1,728	8%
Janitorial Services	\$20,000	\$11,750	\$8,750	\$20,500	\$22,000	\$2,000	10%
Pest Control	\$1,213	\$760	\$545	\$1,305	\$1,370	\$158	13%
Facilities Maintenance	\$25,000	\$9,276	\$6,626	\$15,902	\$35,000	\$10,000	40%
Cable, Internet & Telephone Services	\$6,261	\$2,617	\$1,765	\$4,382	\$6,261	\$0	0%
Electric - Amenities	\$18,480	\$9,516	\$7,500	\$17,016	\$19,404	\$924	5%
Water & Sewer - Amenities	\$58,727	\$27,718	\$25,000	\$52,718	\$61,663	\$2,936	5%
Gas Service	\$1,045	\$521	\$372	\$893	\$1,045	\$0	0%
Security Monitoring	\$4,000	\$4,271	\$1,605	\$5,876	\$4,000	\$0	0%
Access Cards	\$500	\$890	\$0	\$890	\$500	\$0	0%
Operating Supplies	\$3,308	\$2,658	\$1,899	\$4,557	\$3,473	\$165	5%
Amenity Repairs & Maintenance	\$25,000	\$23,673	\$12,000	\$35,673	\$35,000	\$10,000	40%
HVAC Preventative Maintenance	\$0	\$0	\$0	\$0	\$1,800	\$1,800	100%
Pool Repairs & Maintenance	\$20,000	\$18,553	\$2,500	\$21,053	\$15,000	(\$5,000)	-25%
Special Events	\$17,500	\$8,682	\$8,818	\$17,500	\$17,500	\$0	0%
Holiday Décor	\$2,000	\$1,537	\$463	\$2,000	\$2,000	\$0	0%
Fitness Center Repairs & Maintenance	\$1,500	\$723	\$500	\$1,223	\$1,500	\$0	0%
Office Supplies	\$2,500	\$842	\$601	\$1,443	\$2,500	\$0	0%
Elevator Maintenance	\$2,000	\$1,355	\$750	\$2,105	\$2,000	\$0	0%
Pressure Washing	\$10,000	\$6,187	\$3,813	\$10,000	\$12,000	\$2,000	20%
Refuse	\$4,000	\$0	\$2,000	\$2,000	\$7,000	\$3,000	75%
Contingency	\$1,000	\$538	\$500	\$1,038	\$1,000	\$0	0%
Total Amenity Center	\$ 420,357	\$ 261,041	\$ 158,012	\$ 419,053	\$ 466,094	\$ 45,737	10.88%
Other Sources/(Uses)							
Capital Reserve - Transfer out	\$85,496	\$85,496	\$0	\$85,496	\$ 85,496	\$0	0%
Total Other Sources/(Uses)	\$ 85,496	\$ 85,496	\$ -	\$ 85,496	\$ 85,496	\$ -	0%
TOTAL EXPENDITURES	\$ 1,021,888	\$ 605,895	\$ 349,939	\$ 955,834	\$ 1,085,273	\$ 63,385	
EXCESS REVENUES/(EXPENDITURES)	\$ (0)	\$ 402,999	\$ (334,664)	\$ 68,335	\$ -	\$ 0	

FY2027 Budget

Operations & Maintenance Assessments - No Amenities

Lot Size	No. of Units	ERU Value	Total ERU's	%	FY27 Total Net Assessments	FY27 Total Gross Assessments	FY27 Per Unit Gross Assessment
40'	449	0.54	242.46	44.97%	\$233,209.18	\$248,094.87	\$552.55
50'	338	0.67	226.46	42.01%	\$217,819.65	\$231,723.03	\$685.57
75'	61	1	61	11.31%	\$58,672.61	\$62,417.67	\$1,023.24
Commercial	15	0.5	7.5	1.39%	\$7,213.85	\$7,674.30	\$511.62
Golf Course	1	1.69	1.69	0.31%	\$1,625.52	\$1,729.28	\$1,729.28
			<u>539.11</u>		<u>\$518,540.80</u>	<u>\$551,639.15</u>	

Operations & Maintenance Assessments - Amenities

Lot Size	No. of Units	ERU Value	Total ERU's	%	FY27 Total Net Assessments	FY27 Total Gross Assessments	FY27 Per Unit Gross Assessment
40'	449	1	449	53.26%	\$293,788.69	\$312,541.16	\$696.08
50'	338	1	338	40.09%	\$221,159.41	\$235,275.97	\$696.08
75'	61	1	61	7.24%	\$39,913.39	\$42,461.05	\$696.08
Commercial	15	0	0	0.00%	\$0.00	\$0.00	\$0.00
Golf Course	1	0	0	0.00%	\$0.00	\$0.00	\$0.00
			<u>848</u>		<u>\$554,861.49</u>	<u>\$590,278.18</u>	

Operations & Maintenance Assessments - Combined

Lot Size	No. of Units	FY27 Total Net Assessments	FY27 Total Gross Assessments	FY27 Gross Per Unit Assessment	FY26 Gross Per Unit Assessment	Increase	Percentage Increase
40'	449	\$526,997.87	\$560,636.03	\$1,248.63	\$1,172.59	\$76.04	6%
50'	338	\$438,979.06	\$466,999.00	\$1,381.65	\$1,306.50	\$75.15	6%
75'	61	\$98,585.99	\$104,878.71	\$1,719.32	\$1,638.56	\$80.76	5%
Commercial	15	\$7,213.85	\$7,674.30	\$511.62	\$503.13	\$8.49	2%
Golf Course	1	\$1,625.52	\$1,729.28	\$1,729.28	\$1,700.60	\$28.68	2%
		<u>\$1,073,402.29</u>	<u>\$1,141,917.33</u>				

Deer Run
Community Development District
GENERAL FUND BUDGET

REVENUES:

Assessments

The District will levy a non-ad valorem special assessment on taxable property within the District to fund all general operating and maintenance expenditures for the Fiscal Year. It will also enter into a Deficit Funding Agreement with landowner to fund the District's general operating and maintenance expenses throughout the fiscal year.

Golf Course Lake Maintenance Contribution

The District's Lake Maintenance expense will be partially funded by contributions from the Golf Course.

Rental/Miscellaneous/Interest Income

Miscellaneous income received on behalf of the District. The District will have all excess funds invested with State Board of Administration. The amount is based upon the estimated average balance of funds available during the fiscal year.

EXPENDITURES:

Administrative:

Supervisor Fees

The Florida Statutes allows each supervisor to be paid per meeting, for the time devoted to District business and board meetings. The amount is based upon 8 Supervisors attending meetings during the fiscal year.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisor checks.

Engineering

The District's engineer, Dewberry Engineers, Inc., will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices, etc.

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b) (5) which relates to additional reporting requirements for unrated bond issues.

Disclosure Software

The District is required to utilize software provided by Disclosure Technology Services, LLC.

Attorney

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

Deer Run
Community Development District
GENERAL FUND BUDGET

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. The District is contracted with Berger, Toombs, Elam Gaines & Frank to provide this service.

Trustee Fees

The District's Series 2018 Capital Improvement Revenue Bonds are held with a Trustee at Regions Bank.

Arbitrage

The District will contract with an independent certified public accountant, to annually calculate the District's Arbitrage Rebate Liability once the Bonds are issued. The District has contracted with AMTEC Corporation to provide this service.

Assessment Roll Services

Represents cost associated with certifying, invoicing and collections of annual operations and maintenance and debt service assessments.

Management Fees

The District has contracted with Governmental Management Services - Central Florida, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financials reporting, annual audits, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc.

Website Maintenance

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

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, checks for vendors, and any other required correspondence, etc.

Insurance

Represents the District's general liability, public officials liability and property insurance coverage, which is provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Deer Run
Community Development District
GENERAL FUND BUDGET

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Legal Advertising

Advertising of monthly board meetings, public hearings, and any services that are required to be advertised for public bidding, i.e. audit services, engineering service, maintenance contracts and any other advertising that may be required.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the fiscal year.

Office Supplies

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175. This is the only expense under this category for the District.

Maintenance:

Field Management

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

Electric

This represents the District cost for electric and street lighting with Florida, Power & Light.

Water & Sewer

The District incurs cost for water with the City of Bunnell.

Deer Run
Community Development District
GENERAL FUND BUDGET

Landscape Maintenance

The District will incur landscape maintenance expenses, which include mowing, edging, string-trimming, annual flower replacements, shrub and palm pruning, weeding, fertilization, pine straw, pest control and irrigation inspections during the fiscal year.

Landscape Contingency

To record the cost of landscape enhancements as well as any miscellaneous landscape items currently not budgeted or covered in landscape contract.

Mulch

Represents estimated costs for supplemental mulch to be added during the fiscal year.

Tree Pruning

Represents the costs of trimming trees throughout the fiscal year.

Lake Maintenance and Repairs

The monthly aquatic management service of 28 waterways for the District is provided by Applied Aquatic Management. Services include monthly inspections and treatment for the continued control of torpedo grass, cattails, spike rush and algae.

Irrigation Repairs

To record the cost of repairs to the irrigation system.

Irrigation Pump Preventative Maintenance

To record the cost of preventative maintenance on the irrigation pump station. \$6,000 of this fee represents the added warranty for preventative maintenance.

Sidewalk Repairs

Represents costs for any side walk repairs for areas owned and maintained by the District.

Street Repairs

Represents costs for any street repairs for areas owned and maintained by the District.

Contingency

To record the cost of any maintenance expenses not properly classified in any of the other accounts.

Amenity Center:

Amenities Management

Deer Run
Community Development District
GENERAL FUND BUDGET

Represents the cost to staff the Amenity Center, oversee maintenance contracts related to the Amenity Center, conduct various special events throughout the year, administer rental program, respond to resident request, etc.

Facilities Assistant

Cost to provide assistance to Facility Manager during summer weekend hours, special events, etc. contracted with Riverside Management Services.

Property Insurance

The District will incur fees to insure items owned by the District for its property needs. Coverage is provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage for government agencies.

Pool Maintenance

Represents estimated costs of regular cleaning and treatments of the pools within the District.

Pool Chemicals

Represents the costs of pool chemicals purchased to maintain the pool not covered by the pool maintenance contract.

Janitorial Services

Represents estimated costs to provide janitorial services and supplies for the District's amenity center.

Pest Control

The District will incur costs for pest control treatments to its amenity center.

Facilities Maintenance

Represents the estimated costs to provide routine repairs and maintenance on the District's common areas and amenities.

Cable, Internet & Telephone Services

The District will obtain cable television, internet and phone services for its amenity center.

Electric – Amenities

This represents the estimated cost for electric utilities of the Amenity Center.

Water & Sewer – Amenities

This represents the estimated cost for electric utilities of the Amenity Center.

Gas Service

Represents estimated gas services provided at the amenity center.

Deer Run
Community Development District
GENERAL FUND BUDGET

Security Monitoring

Represents estimated costs of maintaining security systems for the amenity center and any maintenance needed to those systems.

Access Cards

Represents the estimated cost for providing and maintaining an access card system.

Operating Supplies

Represents estimated costs of supplies purchased for operating and maintaining common areas.

Amenity Repairs & Maintenance

Represents estimated cost for repairs and maintenance of the amenity center.

HVAC Preventative Maintenance

Represents cost for preventative maintenance of the HVAC system at the Amenity Center.

Pool Repairs & Maintenance

Estimated miscellaneous pool maintenance cost not included under the agreements with Aquatic Express.

Special Events

The Facilities Manager will coordinate and provide various activities throughout the year. The amount represents the cost of supplies, notice of events, etc.

Holiday Decor

The District will incur costs to related to the decoration of common areas during the Holidays.

Fitness Center Repairs & Maintenance

Represents costs related to repairing and maintaining the fitness equipment owned by the District.

Office Supplies

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

Elevator Maintenance

Represents costs of repairs and maintenance of the elevators.

Pressure Washing

Deer Run
Community Development District
GENERAL FUND BUDGET

Represents costs of pressure washing the amenity center and other facilities.

Refuse

Represents costs of a dumpster and dumpster maintenance.

Contingency

To record the cost of any amenity expenses not properly classified in any of the other accounts.

OTHER SOURCES AND USES:

Capital Reserve – Transfer Out

Funds transfer out to Capital Projects fund for repairs and replacement of District-owned capital assets.

Deer Run

Community Development District

Capital Reserve Fund Budget

DESCRIPTION	ADOPTED FY2026 BUDGET	ACTUAL THRU 4/30/26	PROJECTED NEXT 5 MONTHS	TOTAL AS OF 9/30/26	PROPOSED FY2027 BUDGET
Revenues					
Interest - SBA	\$1,000	\$5,129	\$2,000	\$7,129	\$1,000
Carry Forward Surplus	\$271,551	\$219,504	\$0	\$219,504	\$ 259,911
TOTAL REVENUES	\$ 272,551	\$ 224,633	\$ 2,000	\$ 226,633	\$ 260,911
Expenditures					
Capital Outlay	\$0	\$52,130	\$0	\$52,130	\$0
Miscellaneous Expense	\$0	\$44	\$44	\$88	\$0
TOTAL EXPENDITURES	\$ -	\$ 52,174	\$ 44	\$ 52,218	\$ -
Other Sources/(Uses)					
Capital Reserve - Transfer In	\$85,496	\$85,496	\$0	\$85,496	\$85,496
Total Other Sources/(Uses)	\$ 85,496	\$ 85,496	\$ -	\$ 85,496	\$ 85,496
EXCESS REVENUES	\$ 358,047	\$ 257,955	\$ 1,956	\$ 259,911	\$ 346,407

Deer Run

Community Development District

Debt Service Fund Budget - Series 2018

DESCRIPTION	ADOPTED FY2026 BUDGET	ACTUAL THRU 4/30/26	PROJECTED NEXT 5 MONTHS	TOTAL AS OF 9/30/26	PROPOSED FY2027 BUDGET
Revenues					
Assessments	\$635,688	\$644,450	\$0	\$644,450	\$634,295
Prepayments	\$0	\$5,375	\$0	\$5,375	\$0
Interest	\$13,000	\$17,534	\$4,384	\$21,918	\$13,000
Carry Forward Surplus	\$378,368	\$480,931	\$0	\$480,931	\$505,994
TOTAL REVENUES	\$ 1,027,056	\$ 1,148,290	\$ 4,384	\$ 1,152,674	\$ 1,153,289
Expenditures					
Interest - 11/1	\$203,750	\$203,475	\$0	\$203,475	\$196,995
Special Call - 11/1	\$0	\$10,000	\$0	\$10,000	\$0
Principal - 5/1	\$230,000	\$0	\$230,000	\$230,000	\$245,000
Interest - 5/1	\$203,750	\$0	\$203,205	\$203,205	\$196,995
TOTAL EXPENDITURES	\$ 637,500	\$ 213,475	\$ 433,205	\$ 646,680	\$ 638,990
EXCESS REVENUES	\$ 389,556	\$ 934,815	\$ (428,822)	\$ 505,994	\$ 514,299

Interest 11/1 \$190,380

Deer Run
Community Development District
Series 2018 Special Assessment Bonds
Amortization Schedule

Date	Balance	Prinicpal	Interest	Total
05/01/26	\$ 7,475,000.00	\$ 230,000.00	\$ 203,205.00	
11/01/26	\$ 7,245,000.00	\$ -	\$ 196,995.00	\$ 630,200.00
05/01/27	\$ 7,245,000.00	\$ 245,000.00	\$ 196,995.00	
11/01/27	\$ 7,000,000.00	\$ -	\$ 190,380.00	\$ 632,375.00
05/01/28	\$ 7,000,000.00	\$ 260,000.00	\$ 190,380.00	
11/01/28	\$ 6,740,000.00	\$ -	\$ 183,360.00	\$ 633,740.00
05/01/29	\$ 6,740,000.00	\$ 275,000.00	\$ 183,360.00	
11/01/29	\$ 6,465,000.00	\$ -	\$ 175,935.00	\$ 634,295.00
05/01/30	\$ 6,465,000.00	\$ 285,000.00	\$ 175,935.00	
11/01/30	\$ 6,180,000.00	\$ -	\$ 168,240.00	\$ 629,175.00
05/01/31	\$ 6,180,000.00	\$ 305,000.00	\$ 168,240.00	
11/01/31	\$ 5,875,000.00	\$ -	\$ 160,005.00	\$ 633,245.00
05/01/32	\$ 5,875,000.00	\$ 320,000.00	\$ 160,005.00	
11/01/32	\$ 5,555,000.00	\$ -	\$ 151,365.00	\$ 631,370.00
05/01/33	\$ 5,555,000.00	\$ 340,000.00	\$ 151,365.00	
11/01/33	\$ 5,215,000.00	\$ -	\$ 142,185.00	\$ 633,550.00
05/01/34	\$ 5,215,000.00	\$ 355,000.00	\$ 142,185.00	
11/01/34	\$ 4,860,000.00	\$ -	\$ 132,600.00	\$ 629,785.00
05/01/35	\$ 4,860,000.00	\$ 375,000.00	\$ 132,600.00	
11/01/35	\$ 4,485,000.00	\$ -	\$ 122,475.00	\$ 630,075.00
05/01/36	\$ 4,485,000.00	\$ 395,000.00	\$ 122,475.00	
11/01/36	\$ 4,090,000.00	\$ -	\$ 111,810.00	\$ 629,285.00
05/01/37	\$ 4,090,000.00	\$ 420,000.00	\$ 111,810.00	
11/01/37	\$ 3,670,000.00	\$ -	\$ 100,470.00	\$ 632,280.00
05/01/38	\$ 3,670,000.00	\$ 445,000.00	\$ 100,470.00	
11/01/38	\$ 3,225,000.00	\$ -	\$ 88,455.00	\$ 633,925.00
05/01/39	\$ 3,225,000.00	\$ 465,000.00	\$ 88,455.00	
11/01/39	\$ 2,760,000.00	\$ -	\$ 75,900.00	\$ 629,355.00
05/01/40	\$ 2,760,000.00	\$ 495,000.00	\$ 75,900.00	
11/01/40	\$ 2,265,000.00	\$ -	\$ 62,287.50	\$ 633,187.50
05/01/41	\$ 2,265,000.00	\$ 520,000.00	\$ 62,287.50	
11/01/41	\$ 1,745,000.00	\$ -	\$ 47,987.50	\$ 630,275.00
05/01/42	\$ 1,745,000.00	\$ 550,000.00	\$ 47,987.50	
11/01/42	\$ 1,195,000.00	\$ -	\$ 32,862.50	\$ 630,850.00
05/01/43	\$ 1,195,000.00	\$ 580,000.00	\$ 32,862.50	
11/01/43	\$ 615,000.00	\$ -	\$ 16,912.50	\$ 629,775.00
05/01/44	\$ 615,000.00	\$ 615,000.00	\$ 16,912.50	\$ 631,912.50
		\$ 7,475,000.00	\$ 4,523,655.00	\$ 11,998,655.00

SIXTH ORDER OF BUSINESS

RESOLUTION 2026-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DEER RUN COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

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

WHEREAS, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

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

SECTION 1. A Public Hearing will be held to adopt the District’s Rules of Procedure on August 26, 2026, at 6:30 p.m., at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida 32110.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 27th day of May, 2026.

ATTEST:

**DEER RUN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

**RULES OF PROCEDURE
DEER RUN
COMMUNITY DEVELOPMENT DISTRICT
RULE NO. _____**

EFFECTIVE AS OF _____, 2026

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Rule 1.0 General.

- (1) The Deer Run Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),
 - (b) Florida Statutes; and
 - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (d) Support economical and efficient operations; and
 - (e) Ensure reliability of financial records and reports; and
 - (f) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.

- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.

- (4) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:
 - (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) A short, plain explanation of the purpose and effect of the proposed rule;
 - (ii) The proposed rule number;
 - (iii) A summary of the proposed rule or amendment;
 - (v) The grant of rulemaking authority for the proposed rule;
 - (vi) The law being implemented or interpreted;
 - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

- (viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;
 - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;
 - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.
 - (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.
- (6) Modification of Rules.
- (a) Technical Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
 - (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.
 - (b) Substantive Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests

of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;
2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.
- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
- (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
- (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
- (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county

or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.

(ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.

2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the

scheduled public hearing. The Notice of Public Hearing shall include the following information:

- (i) The date, time, and location of the public hearing; and
- (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.

- (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.
 - (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
 - (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
 - (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
 - (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.

- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
- (a) A copy of the rule;
 - (b) Any material incorporated by reference in the rule;
 - (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
 - (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
 - (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
 - (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.
- (14) Petitions to Challenge Rules.
- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District’s authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation

of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.

- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.
- (15) Variations and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
- (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District's rule. Each petition shall specify:
- (i) The rule from which a variance or waiver is requested;
- (ii) The type of action requested;
- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
- (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

- (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action. The District shall maintain a record of the type and disposition of each petition filed.
- (16) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals”** or **“RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and

requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
- (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “**Project**” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
 - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - (v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;
- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “**goods, supplies, and materials**” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsive and Responsible Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2025, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

EIGHTH ORDER OF BUSINESS

B.

1.

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
DEER RUN COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Deer Run Community Development District will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the Flagler County Supervisor of Elections located at 1769 E Moody Blvd., #101, Bunnell, Florida 32110, Phone (386) 313-4170. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Flagler County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Deer Run Community Development District has two (2) seats up for election, specifically seats 1 and 2. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Flagler County Supervisor of Elections.

2.



Kaiti Lenhart ★ FLAGLER COUNTY SUPERVISOR OF ELECTIONS

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

April 15, 2026

Sarah Sweeting
Deer Run CDD
475 West Town Pl, Suite 114
St. Augustine, FL 32092

RE: CDD Registered Voters

Dear Sarah Sweeting:

Per your request, in accordance with the requirements of Florida Statute 190.006(3)(a)(2)(d), the total number of registered voters for the Deer Run Community Development District as of April 15, 2026, is **1007**.

According to Florida Statute 190.006 (3)(b), you will need to publish the qualifying period for candidates to run for Seats 1 and 2:

Elections of board members by qualified electors held pursuant to this subsection shall be nonpartisan and shall be conducted in the manner prescribed by law for holding general elections. The district shall publish a notice of the qualifying period set by the supervisor of elections for each election at least 2 weeks prior to the start of the qualifying period.

Candidate Qualifying for the 2026 Election will be from Noon, June 8, 2026, through Noon, June 12, 2026. Any qualified elector of the district can file paperwork starting May 26, 2026. Interested individuals can contact the Flagler County Elections Office to get the necessary paperwork to file to run for office.

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

Thank you,

Kaiti Lenhart
Supervisor of Elections

C.

1.

Deer Run

5/27/2026

Community Development District

Field Operations & Amenity Management Report



Natalie Clem

AMENITY MANAGER
RIVERSIDE MANAGEMENT SERVICES, INC.

Rich Gray

MANAGER OF OPERATIONS
RIVERSIDE MANAGEMENT SERVICES, INC.

Deer Run

Community Development District

Amenity Management Report

May 27th, 2026


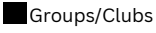



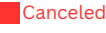




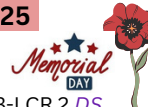
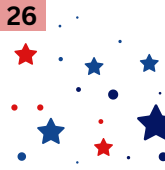
To: Board of Supervisors

From: Natalie Clem
Amenity Manager

Rich Gray
Manager Of Operations

RE: Amenity Management Report – May 27th, 2026

The following is a summary of items related to field operations, maintenance, and amenity management for the Deer Run Community Development District (CDD).

 May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Pickleball and Bocce Ball are open to all residents on a first-come, first-serve basis. Join others for Pickleball on Mon, Wed & Fri at 8:30 AM , and for Bocce Ball on Mon & Wed at 10 AM and Thu at 8:30 AM .		 Groups/Clubs  CDD Events/Mgts  HOA Meetings  Rentals	 Canceled  Fitness  Rescheduled  New Group	ABBREVIATIONS <i>DS-Downstairs</i> <i>UP-Upstairs</i> <i>WP-Weather</i> <i>Permits</i> <i>NTO-Next to Office</i>	1 9am-Zumba Tone 10am-Aqua Tabata WP/Zumba 11-3-Pins, Needles & HKS <i>DS</i> 6-8-FTF-Kerala Xpress 7pm-Party W/ The Reserves <i>Cancelled</i>	2 8-2pm-Community Yard Sale 6:30-LCR <i>DS</i>
3 5:30-Hand & Foot Cards <i>UP</i> 6:30-Diamond Painting & Art <i>DS</i>	4 3-LCR 2 6-Turbo Poker Open <i>UP</i> 7-Bunco 2 Rescheduled <i>DS</i>	5 7pm-the neighborhood hangs:Ladies Night <i>DS</i>	6 9am-Zumba 10am-Aqua Tabata WP/Zumba Tone 12-2-Family Books & Board Games <i>UP</i> 1-4-Mexican Train Dominoes <i>DS</i> 6-Ladies Poker <i>UP</i>	7 12-3-Mahjong <i>UP</i> 12-4-Ladies Cards & Games <i>DS</i> 5-Yoga <i>Cancelled</i> 6-Turbo Poker <i>UP</i> 6:30-Bingo <i>DS</i>	8 9am-Zumba Tone 10am-Aqua Tabata WP/Zumba 11-3-Pins, Needles & HKS <i>DS</i> 6-8-Family Bingo <i>DS</i> 6-8-FTF-Pedals & Cream	9
10  5:30-Hand & Foot Cards <i>UP</i> 6:30-Diamond Painting & Art <i>DS</i>	11 3-LCR 2 <i>DS</i> 6-Turbo Poker Open <i>UP</i> 6:30-Craft Night	12 7pm-Ladies Game Night <i>DS</i>	13 9am-Zumba 10am-Aqua Tabata WP/Zumba Tone 1-4-Mexican Train Dominoes <i>DS</i> 5-Social Comm Mtg 6-Ladies Poker <i>UP</i>	14 12-3-Mahjong <i>UP</i> 12-4-Ladies Cards & Games <i>DS</i> 5-Yoga <i>NTO</i> 6-Turbo Poker <i>UP</i> 7pm-Bunco 4 <i>DS</i>	15 9am-Zumba Tone 10am-Aqua Tabata WP/Zumba 11-3-Pins, Needles & HKS <i>DS</i> 5-Happy Hr Potluck <i>DS</i> 6-8-FTF-Tropi Soul	16 6:30 LCR <i>DS</i>
17 5:30-Hand & Foot Cards <i>UP</i> 6:30-Diamond Painting & Art <i>DS</i>	18 3-LCR 2 <i>DS</i> 6-Turbo Poker Open <i>UP</i> 7-Bunco 2 <i>DS</i>	19 6:15-Stone Cold Poker <i>UP</i>	20 9am-Zumba 10am-Aqua Tabata WP/Zumba Tone 12-2-Family Books & Board Games <i>UP</i> 1-4-Mexican Train Dominoes <i>DS</i> 6-Ladies Poker <i>UP</i> 7-9pm-Ice Cream Social <i>DS</i>	21 12-3-Mahjong <i>UP</i> 12-4-Ladies Cards & Games <i>DS</i> 5-Yoga <i>NTO</i> 6-Turbo Poker <i>UP</i> 6:30-Bunco <i>DS</i>	22 9am-Zumba Tone 10am-Aqua Tabata WP/Zumba 11-3-Pins, Needles & HKS <i>DS</i> 6-8-FTF-Wabi Sabi	23
24 5:30-Hand & Foot Cards <i>UP</i> 6:30-Diamond Painting & Art <i>DS</i>	25  3-LCR 2 <i>DS</i> 6-Turbo Poker Open <i>UP</i>	26 	27 9am-Zumba 10am-Aqua Tabata WP/Zumba Tone 1-4-Mexican Train Dominoes <i>DS</i> 6:30-CDD Meeting <i>DS</i>	28 12-3-Mahjong <i>UP</i> 12-4-Ladies Cards & Games <i>DS</i> 5-Yoga <i>NTO</i> 6-Turbo Poker <i>UP</i>	29 9am-Zumba Tone 10am-Aqua Tabata WP/Zumba 11-3-Pins, Needles & HKS <i>DS</i> 6-8-FTF-Cool Beans 6:30-Paint Night	30
31 5:30-Hand & Foot Cards <i>UP</i> 6:30-Diamond Painting & Art <i>DS</i>	3-LCR 2 <i>DS</i> 6-Turbo Poker Open <i>UP</i>					

Deer Run Community Events

The following is a summary of community events and activities held at the Amenity Center:

Fitness Classes:

- Aqua Tabata on Wednesday and Friday mornings, weather permitting
- Zumba on Wednesday and Friday mornings
- Zumba Toning on Wednesday and Friday mornings
- Yoga on Thursday evening

Community Organized Events:

- Bunco is on the first Monday and the second and third Thursdays of the month.
- Community Bocce Ball is open for play on Mondays and Thursdays.
- Community Pickleball, open play every Monday, Wednesday, and Friday.
- Diamond Painting and Art are held every Sunday.
- Hand and Foot Card Game every Sunday night.
- Happy Hour is every Friday.
- The Happy Hour Potluck is held on the third Friday of every month.
- Ladies Night is the first Tuesday of the month.
- Ladies' Poker Night is every Wednesday.
- LRC is every Monday and on the first and third Saturdays of the month.
- Music with Kurt & Debbie is on pause until Fall.
- Stone Cold Poker Night is every third Tuesday of the month.
- The Links Social is on the first Friday of every other month.
- The Pins, Needles, and Hooks group meets every Friday.
- The Reserves perform on the last Saturday of the month.
- Turbo Poker is every Monday and Thursday night.

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, BBQ, and bar area is monitored and checked daily, straightened, cleaned, and organized. Additionally, all tables and chairs inside the clubhouse and upstairs patio lounge are maintained in the same manner.
- All entry to the development is checked for trash, debris, and maintenance concerns.

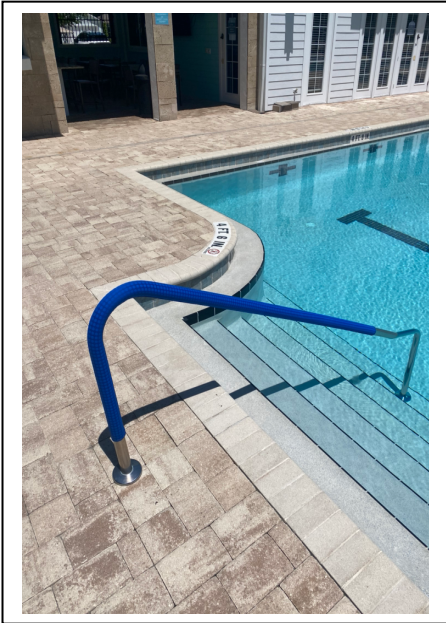
Additional Maintenance Items Completed

- Trinity Paint Company completed the resurfacing of the outdoor pool RR
- RMS has completed painting the downstairs grill area. we will now move to the upstairs sitting area.
- RMS completed touch-up painting on the Island Club Sign, No Parking Signage, and the front entryway of the Amenity Center.
- RMS installed new clocks and a welcome mat on the Pool Deck.
- CBus completed the broken Tile replacement on the pool deck and did an Algae Dive.
- Grover Electric completed the relocation of (1) GFCI outlet and installed another near the Pickleball Court. He also moved the photocell for better operation at the US 1 Entry.

➤ *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.
- The Amenities Manager regularly orders and purchases supplies for the facility and events.
- The Amenity Manager has initiated a process requiring each potluck and fitness class to complete a sign-in sheet to track 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 by the staff every month for approval or denial.
- Received invoices are approved and sent over for payment on a regular basis.

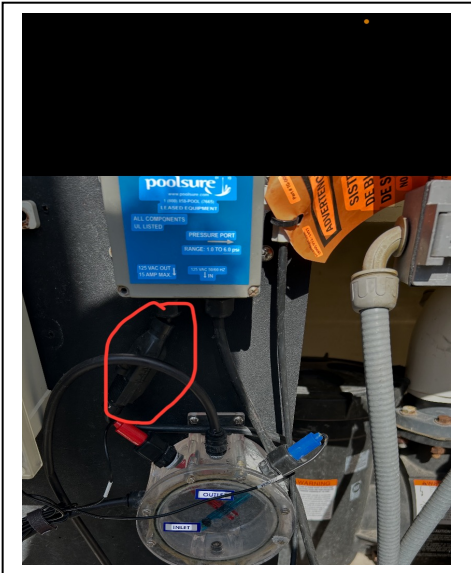
Completed Projects



C-buss completed the replacement of the broken tile and a thorough cleaning of the Pool surface.

RMS installed new thermal rail cover, clocks, Umbrellas, and welcome mats on the outdoor Pool Deck.

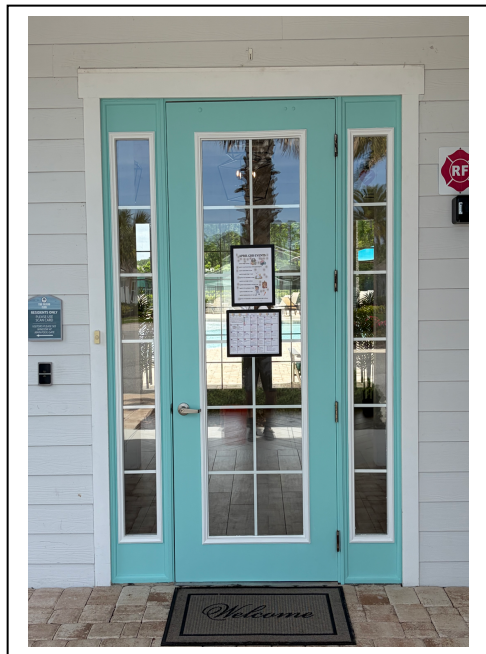
Poolsure completed the controller recalibration, replaced the chlorine lines, and replaced the probes.



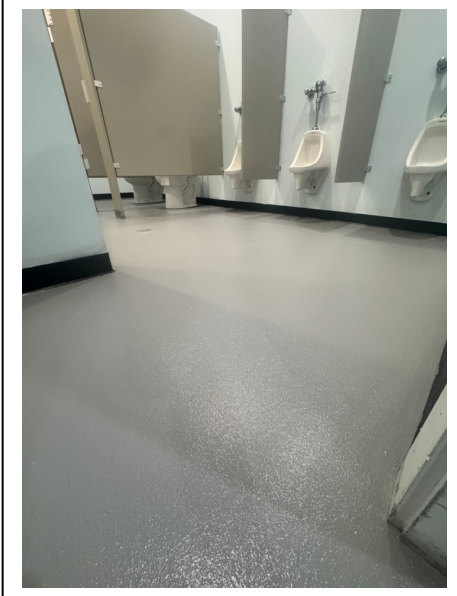
Completed Projects



RMS deep-cleaned the grill area after heavy residential use. We also polished all stainless steel and repainted the Front entry door.



Completed Projects



Trinity Paint Company completed the retexturing and painting of the Outdoor Amenity Center bathrooms. We will continue to monitor for any issues.



RMS reinstalled the broken Pickleball latch on court #3 using stronger hardware for added security.

Conclusion

All the items outlined 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

Kind Regards

Natalie Clem
Amenity Manager

Richard Gray
Manager Of Operations

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, May 25, 2026 at 6:30 p.m. at the Island Club, 501 Grand Reserve Drive, Bunnell, Florida.

Present and constituting a quorum were:

Gary Garner	Chairman
Barbara DeSantis	Supervisor
Melissa Tabares	Supervisor
Gary Masten	Supervisor

Also present were:

Matt Biagetti	District Manager
Katie Buchanan	District Counsel
Joey Duncan	District Engineer via Zoom
Rich Gray	RMS
Alison Mossing	RMS
Cheryl Palmes	RMS
Daniel Harvey	GMS
Hunter Hurley	Kutak Rock LLP
Kristen Bates	Bunnell City Clerk
Antonio Perez	Yellowstone
Samuel Ruiz	Yellowstone

FIRST ORDER OF BUSINESS

Roll Call

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

On MOTION by Mr. Masten seconded by Ms. DeSantis with all in favor Mr. Gates absence from the meeting was approved.

SECOND ORDER OF BUSINESS

Public Comments

There being none, the next item followed.

The next item taken out of order

FOURTH ORDER OF BUSINESS

Plaque Presentation to “the Reserves” Band

Mr. Garner on behalf of the community presented a plaque of appreciation to The Reserves Band.

THIRD ORDER OF BUSINESS

Bunnell City Clerk, Kristen Bates

Ms. Bates gave an overview of her background, her duties and responsibilities as city clerk, municipal elections officer, public information officer, and representative of solid waste department.

The next item taken out of order.

Landscape Report

Mr. Perez gave an overview of the March landscape report, copy of which was included in the agenda package.

FIFTH ORDER OF BUSINESS

Discussion of FPL Streetlight Transfer to Freedom HOA

Mr. Biagetti stated vice chairman Gates on behalf of the CDD met with Alan representing Freedom HOA settled on \$5,500 that the Freedom HOA will pay the CDD for the CDD paying for the streetlights. The board had set the expectation that as long as it didn’t exceed \$5,616 they settled on that. We are looking for the board to accept that. If the board accepts the \$5,500 Alan will take it back to the Freedom HOA board. The only caveat is the Freedom HOA at this point would request that there be a settlement release that the payment has been satisfied and nothing further is due to the CDD.

On MOTION by Mr. Masten seconded by Ms. DeSantis with three in favor and Mr. Garner abstained due to a conflict of interest the proposed settlement of \$5,500 was accepted as full and final payment and district counsel was authorized to prepare a one page release for the settlement and staff will have it executed.

The next item taken out of order.

SEVENTH ORDER OF BUSINESS

Engineer’s Report

Mr. Duncan stated I did the map for the completion of the Sand Wedge repair that we did. That completed the items needed for acceptance of Phase 1A.

Mr. Masten stated you are saying the repairs completed by Horton were satisfactory on Sand Wedge?

Mr. Duncan stated yes. I have a map to share with you and a photograph that shows it. We thought it was a storm sewer leak that caused it. The city came out and checked the storm sewer and found that it was an old soft drain line that Horton had used that had not been capped properly. Horton opened it up, dug down and capped the line, backfilled and they also did a sub-base, first lift and second lift of asphalt. They did it the proper way and it should hold up and Rich will continue to watch that and make sure if another issue comes up Horton will take care of it.

Mr. Masten stated my understanding was that as soon as that was completed we were in agreement that we would accept conveyance of Sand Wedge and Grand Par. Is that correct?

Mr. Duncan stated I have it as 1A and 1B, yes.

Mr. Masten asked what do we have to do?

Ms. Buchanan stated my recommendation is to have the developer execute a bill of sale and I prefer to have a certificate from your engineer saying he has reviewed it and it is in good condition.

Mr. Masten asked where are we on the conveyance of Phase 2, 4, and 5? I think we were hesitant to accept 4 and 5 because of potential damage to 2, which had the second lift and we were looking for some sort of agreement from Horton that if they caused damage to 2, they would fix that in conjunction with the final phaseout of 4 and 5.

Mr. Duncan stated I understand Katie is working with Horton's lawyer to get that agreement.

Ms. Buchanan stated I do have initial thoughts from Horton's lawyer on that concept. I'm happy to let Joey finish his report or we can do it now.

Mr. Duncan stated I'm just here for questions.

Ms. Buchanan stated a high-level overview is essentially the district would agree to accept Phases 2, 4 and 5 of the roads, subject to the developer providing a guarantee as to the maintenance of the roadway improvements and promise to repair. They would agree to repair the defects, which are defined as faulty materials or workmanship or what I think is more

significant to our concern, material excessive use of construction vehicles accessing the roads resulting in a degradation of the roadway improvements. They are trying to address your concerns as to construction traffic, but they do want to clarify that a defect will not include cosmetic damage or general wear and tear. They did have a video documentation on the condition of the roads recorded on February 3rd at their cost so we would have that to go back and refer to. I would expect there may be situations where the district and Horton would disagree as to whether something is a material defect and in those instances, we would initially have our respective engineers try to work it out and if we can't have a mutual third party who the district and Horton agree on, to make a recommendation. We give them notice and they have 60 days to make the repairs. If they don't make the repairs, we would then be able to do that and bill them. If they still don't pay us back, then we have the ability to sue them and would get attorney's fees for those lawsuits. The term of this agreement continues until the transfer of title to a third-party purchaser for the last remaining lot owned by Horton in Phase 5. I think that covers it, but I want to get your thoughts on if that is the right direction.

Mr. Masten stated I think that is what we talked about doing. That was our concern.

Mr. Biagetti stated that was the board's ask and at first glance I think it is covering any concerns that we were going to look at.

Mr. Masten stated I'm good with it. What do you need from us to move in that direction?

Ms. Buchanan stated you have two options. You can choose to consider this full agreement in print at your next meeting or you can designate authority to an individual to negotiate. Either one is fine with me, whatever you are comfortable with.

On MOTION by Ms. Tabares seconded by Ms. DeSantis with all in favor Mr. Masten was authorized to work with district counsel to finalize the agreement.
--

Ms. Buchanan stated if they provide changes that are materially different than what we talked about we will just bring it back to the next meeting.

You did have some legislative changes to be aware of. Your sovereign immunity limits increased so they used to be \$200,000 per person \$300,000 per incident and now it is \$300,000 and \$500,000. Your premiums might go up a little. There is a bill that passed that allows for a

community to unseat a qualified board member. There is a petition process, they have to work with the supervisor of elections office, it is a long process.

I know that there has been a request for me to attend meetings in person and I am happy to do that. Sometimes I feel it may be more cost effective for me to phone in. What is your opinion.

Mr. Garner stated I met with Katie tonight before the meeting and I suggested to her that when the final agenda package comes out for her to get with Matt to go over it and let Matt get with the chairman and discuss whether we need you or not. When you come here it costs about \$1,000.

Ms. Buchanan stated \$500 to \$1,000. I travel from Tallahassee, but I usually try to cluster about 7 meetings so I can split the time but if I only have 3 meetings it is going to cost a little more.

Mr. Garner stated get with Matt and he can give me a call and we will bless it.

SIXTH ORDER OF BUSINESS

Consideration of Proposal for Irrigation Pumps Preventative Maintenance Program with M and M Sales - Service

Mr. Gray gave an overview of the preventive maintenance program and stated since we have installed the weather sensor I have approval from Tim and it is confirmed that this amount will include him coming out to restart the system should it be shut down due to the rain. By approving this we should incur no additional charges outside of maintenance to the system that is not covered under warranty. Pump 2 is under a five-year warranty and Pump 1 is under the original warranty.

On MOTION by Mr. Masten seconded by Ms. DeSantis with all in favor the proposal from M and M Sales and Service in the amount of \$3,830 was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

This report made earlier in the meeting.

B. District Manger – Budget Workshop

Mr. Biagetti stated after discussion with the chair to keep things in line with our regular meetings, I'm looking at Wednesday, April 29th.

It was the consensus of the board to meet April 29th for a budget workshop.

Mr. Biagetti stated just a reminder that we have the general election coming up in November. Seat 1 and seat 2 are up for election. The qualifying period is from noon June 8th to noon June 12th.

C. Operations Manager

1. Report

Mr. Gray stated the building enclosure is complete. The rain station is scheduled to go online Thursday. There has to be 2" of rain within one single event or within 7 days. We can adjust that if we find out that 2" is not enough.

I requested a mosquito treatment for the pond at the amenity center in May. We recently repainted the grill area.

Mr. Masten asked can we get Tim to put a light in the irrigation shed?

Mr. Gray stated I will speak with him. It shouldn't be a problem.

Mr. Masten stated on the subject of the weather sensor, I think everyone is aware Bunnell is in a phase 1 water alert. This is potable water not reclaimed water and they are asking people to limit washing vehicles, install low flow shower heads, be careful with the water. On the subject of the rain sensor, this is one more attempt to try to extend the pump life by not running irrigation when we don't need it. People still run their sprinklers during a downpour.

2. Landscape Report – Yellowstone

This item taken earlier in the meeting.

D. Amenity Manager

Ms. Mossing stated we are going to continue to monitor the weekend usage of the amenity center. We did budget this year to start staffing in May for the weekends if needed. We will come to the budget meeting in April and discuss whether we need to start staffing weekends early.

NINTH ORDER OF BUSINESS

Supervisor’s Requests

Additional comments: Town Hall meeting, forward complaints to the responsible party, email complaints to the staff and copy the board, chemicals in pool being checked Monday, Wednesday, Friday by the vendor and Tuesday and Thursday by staff, recommendation that amenity center staff wear khaki shorts or pants and uniform shirt with name tag, would like a variety of offerings at amenity center, website needs to be kept updated, request that a school representative to attend the May meeting to talk about moving the location of the school bus stop, presentation on how to prevent cyber fraud next Monday at the City Chambers and one here in the fall, pickleball waivers, install solar lighting on mailboxes.

On MOTION by Mr. Masten seconded by Ms. Tabares with all in favor staff was authorized to install one solar light at Freedom and Links mailboxes to be taken out of the capital reserve.

Request to counsel to bill on a flat fee basis to include meetings, calls, etc. will invite the chief of police to be guest speaker.

TENTH ORDER OF BUSINESS

Public Comments

Additional comments: request for stormwater inspection and repairs prior to hurricane season, peeping tom, an occupied tent between a homeowner’s fence and U.S. 1, have chairman execute letter to the police authorizing them to trespass anyone on our property and give staff authority to post no trespassing signs, concern about a dumpster being out front, pot luck participants should take their trash home with them, will take out curbing and construct dumpster area and lock the dumpster inside it, purpose of the bond and payoff date, additional amenities, path to Bunnell Park.

ELEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the January 28, 2026 Meeting

On MOTION by Ms. DeSantis seconded by Mr. Masten with all in favor the minutes of the January 28, 2026 meeting were approved as presented.

B. Balance Sheet as of February 28, 2026 and Statement of Revenues and Expenses for the Period Ending February 26, 2026

On MOTION by Mr. Masten seconded by Ms. DeSantis with all in favor the financials were accepted.

C. Approval of Check Register

On MOTION by Mr. Masten seconded by Ms. DeSantis with all in favor the consent agenda items were approved.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – May 27, 2026 at 6:30 p.m. at the Island Club

Mr. Garner stated the next regular meeting is scheduled for May 27, 2026 and a budget workshop will be held April 29, 2026 at 6:30 p.m..

On MOTION by Mr. Masten seconded by Ms. DeSantis with all in favor the meeting adjourned at 8:08 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Deer Run
Community Development District

Unaudited Financial Reporting
April 30, 2026



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7-8	<hr/>	Month to Month
9	<hr/>	Long Term Debt Report
10	<hr/>	Assessment Receipt Schedule
11	<hr/>	Utility Schedule

Deer Run
Community Development District
Combined Balance Sheet
April 30, 2026

	General Fund	Capital Reserve Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
Assets:					
Operating Account	\$ 103,538	\$ 36,421	\$ -	\$ -	\$ 139,958
INV-SBA	\$ 562,612	\$ 221,535	\$ -	\$ -	\$ 784,147
Investments:					
<u>Series 2018</u>					
Reserve	\$ -	\$ -	\$ 318,621	\$ -	\$ 318,621
Revenue	\$ -	\$ -	\$ 494,321	\$ -	\$ 494,321
Interest	\$ -	\$ -	\$ 203,205	\$ -	\$ 203,205
Prepayment	\$ -	\$ -	\$ 9,873	\$ -	\$ 9,873
Sinking Fund	\$ -	\$ -	\$ 230,000	\$ -	\$ 230,000
Construction	\$ -	\$ -	\$ -	\$ 25,695	\$ 25,695
Due from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Due from Other	\$ -	\$ -	\$ -	\$ -	\$ -
Due from Golf Course	\$ -	\$ -	\$ -	\$ -	\$ -
Prepaid Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Assets	\$ 669,974	\$ 257,955	\$ 1,258,209	\$ 25,695	\$ 2,211,834
Liabilities:					
Accounts Payable	\$ 4,137	\$ -	\$ -	\$ -	\$ 4,137
Accrued Expense Payable	\$ 9,997	\$ -	\$ -	\$ -	\$ 9,997
Deferred Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Due to Debt Service	\$ 3,478	\$ -	\$ -	\$ -	\$ 3,478
Due to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Due to Other	\$ -	\$ -	\$ -	\$ -	\$ -
FICA Payable	\$ 338	\$ -	\$ -	\$ -	\$ 338
Total Liabilities	\$ 17,950	\$ -	\$ -	\$ -	\$ 17,950
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted for:					
Debt Service - Series 2008	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service - Series 2018	\$ -	\$ -	\$ 1,258,209	\$ -	\$ 1,258,209
Capital Projects - Series 2008	\$ -	\$ -	\$ -	\$ 0	\$ 0
Capital Projects - Series 2018	\$ -	\$ -	\$ -	\$ 25,695	\$ 25,695
Assigned for:					
Capital Reserves	\$ -	\$ 257,955	\$ -	\$ -	\$ 257,955
Unassigned	\$ 652,024	\$ -	\$ -	\$ -	\$ 652,024
Total Fund Balances	\$ 652,024	\$ 257,955	\$ 1,258,209	\$ 25,695	\$ 2,193,884
Total Liabilities & Fund Balance	\$ 669,974	\$ 257,955	\$ 1,258,209	\$ 25,695	\$ 2,211,834

Deer Run
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/26	Thru 04/30/26	Variance
<u>Revenues:</u>				
Assessments	\$ 1,006,746	\$ 1,006,746	\$ 997,893	\$ (8,854)
Golf Course Lake Maintenance Contribution	\$ 4,642	\$ 2,320	\$ 2,320	\$ -
Rental Income	\$ 500	\$ 292	\$ 1,550	\$ 1,258
Miscellaneous Income	\$ -	\$ -	\$ 160	\$ 160
Interest - SBA	\$ 10,000	\$ 5,833	\$ 6,971	\$ 1,138
Total Revenues	\$ 1,021,888	\$ 1,015,191	\$1,008,893	\$ (6,297)
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 8,000	\$ 4,667	\$ 3,800	\$ 867
FICA Expense	\$ 612	\$ 357	\$ 291	\$ 66
Engineering	\$ 17,000	\$ 9,917	\$ 11,572	\$ (1,655)
Dissemination	\$ 3,625	\$ 2,631	\$ 2,631	\$ -
Attorney	\$ 25,000	\$ 14,583	\$ 5,736	\$ 8,848
Annual Audit	\$ 4,200	\$ 2,450	\$ -	\$ 2,450
Trustee Fees	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Arbitrage	\$ 450	\$ 263	\$ -	\$ 263
Assessment Roll Services	\$ 2,756	\$ 2,756	\$ 2,756	\$ -
Management Fees	\$ 40,226	\$ 23,465	\$ 23,465	\$ (0)
Information Technology	\$ 1,280	\$ 747	\$ 747	\$ (0)
Website Maintance	\$ 729	\$ 425	\$ 425	\$ -
Telephone	\$ 168	\$ 98	\$ 109	\$ (11)
Postage	\$ 850	\$ 496	\$ 391	\$ 105
Insurance	\$ 8,974	\$ 8,974	\$ 7,985	\$ 989
Printing & Binding	\$ 800	\$ 467	\$ 245	\$ 222
Travel Per Diem	\$ 250	\$ 146	\$ -	\$ 146
Legal Advertising	\$ 2,000	\$ 1,167	\$ 604	\$ 563
Other Current Charges	\$ 2,500	\$ 1,458	\$ 1,048	\$ 410
Office Supplies	\$ 100	\$ 58	\$ 4	\$ 54
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 123,195	\$ 78,799	\$ 65,483	\$ 13,316
<u>Operations & Maintenance</u>				
Field Expenditures				
Field Management	\$ 40,000	\$ 23,333	\$ 23,333	\$ 0
Electric	\$ 92,000	\$ 53,667	\$ 59,271	\$ (5,604)
Water & Sewer	\$ 19,320	\$ 11,270	\$ 11,715	\$ (445)
Landscape Maintenance	\$ 159,425	\$ 92,998	\$ 78,302	\$ 14,696
Landscape Contingency	\$ 15,000	\$ 8,750	\$ 650	\$ 8,100
Mulch	\$ 5,250	\$ 3,063	\$ -	\$ 3,063
Tree Pruning	\$ 4,725	\$ 2,756	\$ -	\$ 2,756
Lake Maintenance and Repairs	\$ 25,700	\$ 14,992	\$ 14,752	\$ 239
Irrigation Repairs	\$ 21,420	\$ 12,495	\$ 5,310	\$ 7,185
Sidewalk Repair	\$ 2,500	\$ 1,458	\$ -	\$ 1,458
Street Repair	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Contingency	\$ 2,500	\$ 1,458	\$ 541	\$ 917
Subtotal Field Expenditures	\$ 392,840	\$ 229,157	\$ 193,875	\$ 35,282

Deer Run
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/26	Thru 04/30/26	Variance
Amenity Expenditures				
Amenities Management	\$ 83,228	\$ 48,550	\$ 48,550	\$ (0)
Facilities Assistant	\$ 29,896	\$ 17,439	\$ 21,103	\$ (3,664)
Property Insurance	\$ 40,000	\$ 40,000	\$ 35,028	\$ 4,972
Pool Maintenance	\$ 21,600	\$ 12,600	\$ 12,830	\$ (230)
Pool Chemicals	\$ 21,600	\$ 12,600	\$ 11,463	\$ 1,137
Janitorial Services	\$ 20,000	\$ 11,667	\$ 11,750	\$ (83)
Pest Control	\$ 1,213	\$ 708	\$ 760	\$ (53)
Facilities Maintenance	\$ 25,000	\$ 14,583	\$ 9,276	\$ 5,307
Cable, Internet & Telephone Services	\$ 6,261	\$ 3,652	\$ 2,617	\$ 1,035
Electric - Amenities	\$ 18,480	\$ 10,780	\$ 9,516	\$ 1,264
Water & Sewer - Amenities	\$ 58,727	\$ 34,257	\$ 27,718	\$ 6,539
Gas Service	\$ 1,045	\$ 610	\$ 521	\$ 89
Security Monitoring	\$ 4,000	\$ 2,333	\$ 4,271	\$ (1,937)
Access Cards	\$ 500	\$ 500	\$ 890	\$ (390)
Operating Supplies	\$ 3,308	\$ 1,930	\$ 2,658	\$ (728)
Amenity Repairs & Maintenance	\$ 25,000	\$ 23,673	\$ 23,673	\$ -
Pool Repairs & Maintenance	\$ 20,000	\$ 18,553	\$ 18,553	\$ -
Special Events	\$ 17,500	\$ 10,208	\$ 8,682	\$ 1,526
Holiday Décor	\$ 2,000	\$ 1,167	\$ 1,537	\$ (370)
Fitness Center Repairs & Maintenance	\$ 1,500	\$ 875	\$ 723	\$ 152
Office Supplies	\$ 2,500	\$ 1,458	\$ 842	\$ 616
Elevator Maintenance	\$ 2,000	\$ 1,167	\$ 1,355	\$ (188)
Pressure Washing	\$ 10,000	\$ 6,187	\$ 6,187	\$ -
Refuse	\$ 4,000	\$ 2,333	\$ -	\$ 2,333
Contingency	\$ 1,000	\$ 583	\$ 538	\$ 45
Capital Project/Transfer Out	\$ 85,496	\$ 85,496	\$ 85,496	\$ -
Subtotal Amenity Expenditures	\$ 505,854	\$ 363,909	\$ 346,538	\$ 17,371
Total Operations & Maintenance	\$ 898,694	\$ 593,065	\$ 540,412	\$ 52,653
Total Expenditures	\$ 1,021,888	\$ 671,864	\$ 605,895	\$ 65,969
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 402,998	
Fund Balance - Beginning	\$ -		\$ 249,026	
Fund Balance - Ending	\$ -		\$ 652,024	

Deer Run
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ 52,130	\$ (52,130)
Miscellaneous Expenses	\$ -	\$ -	\$ 44	\$ (44)
Total Expenditures	\$ -	\$ -	\$ 52,174	\$ (52,174)
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (52,174)	
Other Financing Sources/(Uses)				
Transfer In	\$ 85,496	\$ 85,496	\$ 85,496	\$ -
Interest - SBA	\$ 1,000	\$ 1,000	\$ 5,129	\$ 4,129
Total Other Financing Sources (Uses)	\$ 86,496	\$ 86,496	\$ 90,625	\$ 4,129
Net Change in Fund Balance	\$ 86,496		\$ 38,451	
Fund Balance - Beginning	\$ 271,551		\$ 219,504	
Fund Balance - Ending	\$ 358,047		\$ 257,955	

Deer Run

Community Development District

Debt Service Fund Series 2018

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Assessments	\$ 635,688	\$ 635,688	\$ 644,450	\$ 8,762
Prepayments	\$ -	\$ -	\$ 5,375	\$ 5,375
Interest	\$ 13,000	\$ 7,583	\$ 17,534	\$ 9,951
Total Revenues	\$ 648,688	\$ 643,271	\$ 667,360	\$ 24,088
Expenditures:				
Interest - 11/1	\$ 203,750	\$ 203,750	\$ 203,475	\$ 275
Special Call - 11/1	\$ -	\$ -	\$ 10,000	\$ (10,000)
Principal - 5/1	\$ 230,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 203,750	\$ -	\$ -	\$ -
Total Expenditures	\$ 637,500	\$ 203,750	\$ 213,475	\$ (9,725)
Excess (Deficiency) of Revenues over Expenditures	\$ 11,188		\$ 453,885	
Fund Balance - Beginning	\$ 472,720		\$ 804,324	
Fund Balance - Ending	\$ 483,907		\$ 1,258,209	

Deer Run
Community Development District
Capital Projects Fund Series 2018
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues				
Interest	\$ -	\$ -	\$ 520	\$ 520
Total Revenues	\$ -	\$ -	\$ 520	\$ 520
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 520	
Fund Balance - Beginning	\$ -		\$ 25,175	
Fund Balance - Ending	\$ -		\$ 25,695	

Deer Run
Community Development District
Long Term Debt Report

Series 2018, Special Assessment Revenue and Refunding Bonds	
Interest Rate:	5.40%, 5.50%
Maturity Date:	5/1/2044
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$318,288
Reserve Fund Balance	\$318,621
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)
Less: Special Call - 02/01/25	(\$10,000)
Less: Principal Payment - 05/01/25	(\$220,000)
Less: Special Call - 05/01/25	(\$10,000)
Less: Special Call - 11/01/25	(\$10,000)
Current Bonds Outstanding	\$7,475,000

DEER RUN
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2026

Gross Assessments \$ 1,773,086.51 \$ 1,076,781.38 \$ 696,305.13
Net Assessments \$ 1,666,701.32 \$ 1,012,174.50 \$ 654,526.82

ON ROLL ASSESSMENTS

Series 2018

60.73% 39.27% 100.00%

DATE	Check#	DESCRIPTION	GROSS AMT	COMMISSIONS	DISC/PENALTY	INTEREST	NET RECEIPTS	O&M Portion	DSF Portion	Total
10/16/25	69608	Bank Interest	\$ 822.81	\$ -	\$ -	\$ -	\$ 822.81	\$ 822.81	\$ -	\$ 822.81
10/30/25	8214	Unspent Revenue	\$ 3,955.41	\$ -	\$ -	\$ -	\$ 3,955.41	\$ 3,955.41	\$ -	\$ 3,955.41
11/17/25	69721	10/01/25-11/13/25	\$ 152,744.98	\$ 3,054.90	\$ -	\$ -	\$ 149,690.08	\$ 90,905.60	\$ 58,784.48	\$ 149,690.08
11/26/25	69774	11/14/25-11/23/25	\$ 81,538.02	\$ 1,566.22	\$ 3,227.05	\$ -	\$ 76,744.75	\$ 46,606.48	\$ 30,138.27	\$ 76,744.75
12/15/25	69920	11/24/25-12/11/25	\$ 1,401,527.46	\$ 28,030.55	\$ -	\$ -	\$ 1,373,496.91	\$ 834,113.78	\$ 539,383.13	\$ 1,373,496.91
12/22/25	69946	12/12/25-12/18/25	\$ 5,843.69	\$ 116.87	\$ -	\$ -	\$ 5,726.82	\$ 3,477.85	\$ 2,248.97	\$ 5,726.82
1/28/26	70155	12/19/25-01/20/26	\$ 17,378.00	\$ 338.08	\$ 473.88	\$ -	\$ 16,566.04	\$ 10,060.42	\$ 6,505.62	\$ 16,566.04
3/3/26	70363	01/21/26-02/21/26	\$ 6,219.32	\$ 124.39	\$ -	\$ -	\$ 6,094.93	\$ 3,701.40	\$ 2,393.53	\$ 6,094.93
3/27/26	70493	02/22/26-03/22/26	\$ 12,982.68	\$ 259.65	\$ -	\$ -	\$ 12,723.03	\$ 7,726.60	\$ 4,996.43	\$ 12,723.03
TOTAL			\$ 1,683,012.37	\$ 33,490.66	\$ 3,700.93	\$ -	\$ 1,645,820.78	\$ 1,001,370.36	\$ 644,450.42	\$ 1,645,820.78

95%	Gross Percent Collected
\$ -	Balance Remaining to Collect

C.

Deer Run Community Development District

Summary of Check Register

April 01, 2026 through April 30, 2026

Fund	Date	Check No.'s	Amount
General Fund			
	4/1/26	2569-2577	\$ 21,045.56
	4/8/26	2578-2585	\$ 21,808.79
	4/15/26	2586-2590	\$ 3,870.93
	4/22/26	2591-2595	\$ 21,493.48
	4/29/26	2596-2599	\$ 2,234.99
Payroll			
	4/30/26	50291 B. DeSantis	\$ 184.70
	4/30/26	50292 G. Garner	\$ 184.70
	4/30/26	50293 G. Garner	\$ 184.70
	4/30/26	50294 G. Masten	\$ -
	4/30/26	50295 M. Tabares	\$ 184.70
Total Amount			\$ 71,192.55

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/01/26	00110	3/25/26	5748	202604	320-53800-48000		C BUSS ENTERPRISES INC	*	1,800.00	1,800.00	002569
4/01/26	00043	3/19/26	22483286	202602	310-51300-31100		DEWBERRY ENGINEERS INC.	*	1,050.00	1,050.00	002570
4/01/26	00082	3/22/26	230	202603	320-53800-48300		J&G COMMERCIAL CLEANING SERVICE LLC	*	400.00	400.00	002571
4/01/26	00082	3/29/26	231	202603	320-53800-48300		J&G COMMERCIAL CLEANING SERVICE LLC	*	400.00	400.00	002572
4/01/26	00093	11/17/25	H709-12	202510	320-53800-56000		LLOYDS EXERCISE EQUIPMENT	*	339.99	339.99	002573
4/01/26	00089	3/13/26	2023	202603	320-53800-46200		M&M SALES SERVICE LLC	*	3,830.00	3,830.00	002574
4/01/26	00072	3/03/26	TAJ18524	202602	320-53800-54000		OTIS ELEVATOR COMPANY	*	375.00	375.00	002575
4/01/26	00059	4/01/26	11129561	202604	320-53800-48100		POOLSURE	*	1,664.57	1,664.57	002576
4/01/26	00042	4/01/26	1134628	202604	320-53800-46000		YELLOWSTONE LANDSCAPE INC	*	11,186.00	11,186.00	002577
4/08/26	00033	4/06/26	32059	202604	320-53800-45000		EGIS INSURANCE ADVISORS LLC	*	242.00	242.00	002578
4/08/26	00118	4/01/26	17	202604	310-51300-34000		APR MANAGEMENT FEES	*	3,352.17		
		4/01/26	17	202604	310-51300-35200		APR WEBSITE ADMIN	*	60.75		
		4/01/26	17	202604	310-51300-35100		APR INFORMATION TECH	*	106.67		

DRUN DEER RUN SRICE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/01/26		17		202604 310-51300-31300	APR DISSEMINATION SVCS	*	218.75		
4/01/26		17		202604 310-51300-51000	OFFICE SUPPLIES	*	.51		
4/01/26		17		202604 310-51300-42000	POSTAGE	*	85.36		
4/01/26		17		202604 310-51300-42500	COPIES	*	30.90		
								3,855.11	002579
4/08/26	00092	4/01/26	440204	202604 320-53800-51000	APR SECURITY MONITORING	*	320.92		
								320.92	002580
4/08/26	00082	4/05/26	232	202603 320-53800-48300	CLEANING WEEK - 03/30/26	*	400.00		
								400.00	002581
4/08/26	00085	4/06/26	3728712	202601 310-51300-31500	JAN GENERAL COUNSEL	*	2,171.50		
		4/06/26	3728712	202602 310-51300-31500	FEB GENERAL COUNSEL	*	563.50		
								2,735.00	002582
4/08/26	00056	3/31/26	317	202603 320-53800-12110	MAR FACILITY ATTENDANT	*	3,754.24		
								3,754.24	002583
4/08/26	00056	4/01/26	315	202604 320-53800-12100	APR FACILITY MANAGEMENT	*	6,935.67		
		4/01/26	315	202604 320-53800-12000	APR FIELD MANAGEMENT	*	3,333.33		
								10,269.00	002584
4/08/26	00125	3/31/26	7643639	202603 310-51300-48000	NOTICE OF MEETING-3/25/26	*	232.52		
								232.52	002585
4/15/26	00027	4/01/26	18005396	202603 320-53800-43000	PREMIUM LIGHTING MAR26	*	902.00		
								902.00	002586
4/15/26	00102	4/10/26	991444	202604 320-53800-47000	LAKE MAINTENANCE APR26	*	2,118.93		
								2,118.93	002587
DRUN DEER RUN SRICE									

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/15/26	00082	2/08/26	223	202602	320	53800	48300		CLEANING WEEK - 02/02/26	*	400.00		
J&G COMMERCIAL CLEANING SERVICE LLC											400.00	002588	
4/15/26	00082	2/08/26	224	202602	320	53800	48300		GRILL CLEANING-2/2/26	*	50.00		
J&G COMMERCIAL CLEANING SERVICE LLC											50.00	002589	
4/15/26	00082	4/12/26	233	202604	320	53800	48300		CLEANING WEEK - 04/06/26	*	400.00		
J&G COMMERCIAL CLEANING SERVICE LLC											400.00	002590	
4/22/26	00121	4/17/26	041726	202604	320	53800	54000		INSTAL GFCE/PHOTOCELL	*	920.00		
ALFRED W GROVER											920.00	002591	
4/22/26	00043	4/16/26	22485799	202603	310	51300	31100		MAR ENGINEERING SERVICES	*	1,525.00		
DEWBERRY ENGINEERS INC.											1,525.00	002592	
4/22/26	00056	4/15/26	318	202603	320	53800	54000		AMENITIES REPAIRS & MAINT	*	1,089.19		
4/15/26		318		202603	320	53800	50000		FACILITIES MAINTENANCE	*	1,100.00		
4/15/26		318		202603	320	53800	57000		OFFICE SUPPLIES	*	50.00		
4/15/26		318		202603	320	53800	59100		HOLIDAY DECOR	*	196.45		
4/15/26		318		202603	320	53800	53000		OPERATING SUPPLIES	*	350.00		
4/15/26		318		202603	320	53800	55000		POOL REPAIRS & MAINT	*	850.00		
RIVERSIDE MANAGEMENT SERVICES, INC											3,635.64	002593	
4/22/26	00056	4/15/26	319	202603	320	53800	59000		SPECIAL EVENT SUPP - 4/5	*	1,517.26		
RIVERSIDE MANAGEMENT SERVICES, INC											1,517.26	002594	
4/22/26	00035	3/27/26	02372026	202604	300	20700	10100		01.28 FY26 ASSESSMENTS	*	6,505.62		
3/27/26		02372026		202604	300	20700	10100		03.03 FY26 ASSESSMENTS	*	2,393.53		
3/27/26		02372026		202604	300	20700	10100		03.27 FY26 ASSESSMENTS	*	4,996.43		
DEER RUN CDD C/O REGIONS BANK											13,895.58	002595	

DRUN DEER RUN SRICE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/29/26	00092	3/17/26	439245	202603	320	53800	54000		CAMERA REPLMT-BOCCE BALL HI-TECH SYSTEM ASSOCIATES	*	559.99	559.99	002596
4/29/26	00082	4/26/26	235	202604	320	53800	48300		CLEANING WEEK - 04/20/26 J&G COMMERCIAL CLEANING SERVICE LLC	*	400.00	400.00	002597
4/29/26	00093	3/27/26	2026-3S7	202603	320	53800	56000		GYM EQUIPMENT MAINTENANCE LLOYDS EXERCISE EQUIPMENT	*	175.00	175.00	002598
4/29/26	00126	4/24/26	369788	202604	320	53800	54000		BATHROOM FLOOR PAINTING TRINITY PAINTING & MAINTENANCE	*	1,100.00	1,100.00	002599
TOTAL FOR BANK A											70,453.75		
TOTAL FOR REGISTER											70,453.75		

DRUN DEER RUN SRICE

INVOICE

C Buss Enterprises Inc
152 Lipizzan Trl
Saint Augustine, FL 32095-8512

clayton@cbussenterprises.com
+1 (904) 710-8161
www.cbussenterprises.com



Bill to
Deer Run CDD
501 Grand Reserve Dr
Bunnell, FL 32110

Approved
Pool Maintenance
001.320.53800.48000
Rich Gray

Invoice details

Invoice no.: 5748
Terms: Net 30
Invoice date: 03/25/2026
Due date: 04/24/2026

RECEIVED
By Tara Lee at 7:15 am, Mar 29, 2026

#	Product or service	Description	Qty	Rate	Amount
1.	POOL SERVICE	MONTHLY POOL SERVICE: APRIL	1	\$1,800.00	\$1,800.00
				Total	\$1,800.00

Ways to pay

BANK

THANK YOU FOR YOUR BUSINESS! PLEASE MAKE CHECKS
PAYABLE TO C BUSS ENTERPRISES AND MAIL TO 152 LIPIZZAN
TRAIL, ST. AUGUSTINE, FL 32095

[View and pay](#)

Invoice

Please remit to:
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

March 19, 2026
Project No: 50190435.000
Invoice No: 22483286
Due Date: April 18, 2026
Project Manager Joey Duncan

Project 50190435.000 Deer Run CDD FY26 General Engineering

Professional Services from January 31, 2026 to February 27, 2026

Phase 0001 1. General Engineering

Professional Personnel

	Hours	Rate	Amount	
ENGINEER VIII	3.50	300.00	1,050.00	
Totals	3.50		1,050.00	
Total Labor				1,050.00
		Total this Phase		1,050.00

Billings to Date

	Current	Prior	Total	
Labor	1,050.00	8,997.00	10,047.00	
Totals	1,050.00	8,997.00	10,047.00	
			Total Invoice Amount Due	1,050.00

RECEIVED
By Tara Lee at 7:19 am, Mar 29, 2026

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

Billing Backup

Tuesday, March 17, 2026

002 - Dewberry Engineers Inc.

Invoice 22483286 Dated 03/19/2026

9:21:12 AM

Project	50190435.000	Deer Run CDD FY26 General Engineering
---------	--------------	---------------------------------------

Phase	0001	1. General Engineering
-------	------	------------------------

Professional Personnel

			Hours	Rate	Amount	
ENGINEER VIII						
1143 - Duncan, Joey	02/04/2026		1.00	300.00	300.00	
ROW (Road/Pond) Transfers						
1143 - Duncan, Joey	02/05/2026		1.00	300.00	300.00	
Review Notes from August inspection and January inspection						
1143 - Duncan, Joey	02/09/2026		.50	300.00	150.00	
Records update						
1143 - Duncan, Joey	02/10/2026		1.00	300.00	300.00	
Complete/Verify/Proof 1/7/2026 Inspection Write-up						
Totals			3.50		1,050.00	
Total Labor						1,050.00
				Total this Phase		1,050.00
				Total this Project		1,050.00
				Total this Report		1,050.00

Invoice

230

3/22/2026

NET 15

Dear Run Amenity Center

Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 3/16	400.00
Total Due:	400.00

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

RECEIVED

By Tara Lee at 7:13 am, Mar 29, 2026



Invoice

231

3/29/2026

NET 15

Dear Run Amenity Center
Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 3/23	400.00
Total Due:	400.00

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



Approved
Natalie Clem
3/31/2026
1.320.53800.48300

RECEIVED

By Tara Lee at 12:19 pm, Mar 31, 2026



Service Invoice

Invoice Date	Invoice #	P.O. No.	Service Date
11/17/2025	H709-12		10/9/2025

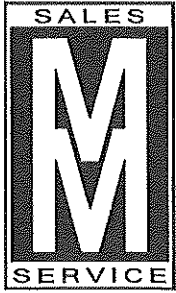
Bill To	Remit Payment To:
Deer Run CDD The Island Club 501 Grand Reserve Bunnell, FL 32110 386-263-7213Natalie/904-759-8890-Rich	LLOYD'S Exercise Equipment PO Box 290723 Port Orange, FL 32129 386-322-3213 (phone) 815-331-5329 (fax)

Unit/Model Info	Item	Description	Amount
Spirit Elliptical CE-800 8000451810003415	Problem Called In As Diagnosis	Display not coming on, she said she went down and rode it to try to get it to come on. (Trip 1) The belt needs to be replaced. Estimate to order and replace the belt.	
	Part(s) For Repair	Belt	50.00
	Labor	(Trip 2) Replaced the belt; test checked operation.	
	Shipping & Handling		25.00
	Labor/Time On Site	(Trip 1)	89.99
	Labor/Time On Site	(Trip 2)	175.00
Approved Fitness Center Repairs & Maintenance 001.320.53800.56000 Rich Gray			
<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED By Tara Lee at 7:07 am, Mar 29, 2026 </div>			

Thank you for your business.

Subtotal	\$339.99
Sales Tax (0.0%)	\$0.00
Balance Due	\$339.99
Payments/Credits	\$0.00
Balance Due	\$339.99

Did you know we SELL fitness equipment too?



M and M Sales-Service
2100 Dennis Street
Jacksonville, FL 32204 US
+19048258381
mandmpumpsandcontrols@gmail.com

Invoice

BILL TO
Lisa Cruz
Deer Run CDD
210 E Livingston Street
Orlando, FL 32822 USA

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
2023	02/02/2026	\$3,830.00	03/04/2026	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	PM Service Performed PM Service	3	850.00	2,550.00
	PM Service Performed PM Service	1	1,280.00	1,280.00

Location: Irrigation Pump station
PM service for 2026

SUBTOTAL	3,830.00
TAX	0.00
TOTAL	3,830.00
BALANCE DUE	\$3,830.00

Pay invoice

Approved
001.320.53800.46200
Irrigation Repairs - \$3,830.00
Full payment
Rich Gray

RECEIVED
By Tara Lee at 8:00 am, Apr 01, 2026

Please remit payment to:
M and M Sales-Service
PO Box 352392
Palm Coast, FL 32135


OTIS

11700 U.S. Hwy 1
West Tower, Suite 103
Palm Beach Gardens, FL 33408

CUSTOMER NO. 59688227	DATE 03/03/26	INVOICE NO. TAJ18524001
		AMOUNT DUE 375.00

INVOICE

PAYMENT DUE UPON RECEIPT

MAIL PAYMENT TO: 
 OTIS ELEVATOR COMPANY
 P.O. BOX 730400
 DALLAS TX 753730400

DEER RUN
 475 WEST TOWN PLACE
 SUITE 114
 ST. AUGUSTINE FL 32092

ENCLOSE THIS COUPON WITH YOUR PAYMENT.
 MAKE CHECK PAYABLE TO: OTIS ELEVATOR COMPANY

TO PAY YOUR INVOICES ONLINE, OR TO SET UP
 RECURRING PAYMENTS, PLEASE VISIT OUR
 PAYMENT PORTAL AT:
[HTTPS://OTIS.PAYINVOICEDIRECT.COM/](https://otis.payinvoicedirect.com/)

INVOICE

DETACH RETURN DOCUMENT ALONG PERFORATION

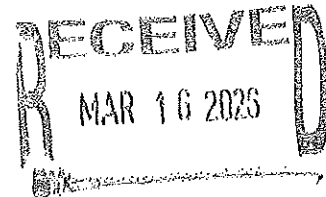
OTIS ELEVATOR COMPANY
 ** INVOICE CHARGES **

BUILDING REFERENCE	CUSTOMER NO.	DATE	INVOICE NO.
GRAND RESERVE AMENITY CEN 501 GRAND RESERVE DR	59688227	03/03/26	TAJ18524001

BUNNELL FL 32110

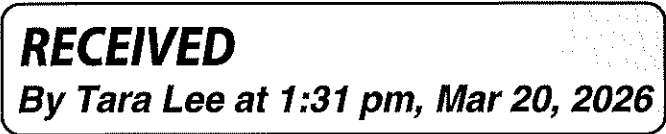
DATE OF SERVICE: 02/12/26

1, HYDRAULIC ELEVATOR, 2026, REQUIRED TEST
 WITNESSING AND QEI INSPECTION ;



Approved
 Amenities Repairs & Maintenance
 001.320.53800.54000
 Rich GRay

SUBTOTAL	375.00
TAX	.00
FREIGHT	.00
TOTAL AMOUNT DUE	375.00



ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT OTIS

AT: (844-636-6847)

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.
 OVERDUE PAYMENTS SHALL BEAR 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 OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS. A PROCESSING FEE WILL BE APPLIED TO CREDIT CARD PAYMENTS.



Invoice

Date
Invoice#

4/1/2026
111295616463

1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Terms	Net 20
Due Date	4/21/2026
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

OUR REMITTANCE ADDRESS HAS CHANGED. Physical payments will only be received at 1707 Townhurst Dr, Houston, TX 77043. Payments sent to any other address may experience delays. LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees.

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	\$1,639.57
WM-XPC Upgrade	XPC System Upgrade	1	ea	\$25.00

Subtotal \$1,664.57
Tax \$0.00
Total \$1,664.57

Amount Paid/Credit Applied \$0.00
Balance Due \$1,664.57

Approved
Pool Chemicals
001.320.53800.48100
Rich Gray

[Click Here to Pay Now](#)



RECEIVED
By Tara Lee at 1:30 pm, Mar 20, 2026



111295616463



INVOICE

INVOICE #	INVOICE DATE
1134628	4/1/2026
TERMS	PO NUMBER
Net 30	

Bill To:

Deer Run CDD
c/o GMS-CF, LLC
475 West Town Place
Suite 114
St. Augustine, FL 32092

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: May 1, 2026

Invoice Amount: \$11,186.00

Description	Current Amount
Monthly Landscape Maintenance April 2026	\$11,186.00

Approved
Landscape Maintenance
001.320.53800.46000
Rich Gray

Invoice Total \$11,186.00

RECEIVED
By Tara Lee at 7:43 am, Mar 29, 2026

IN COMMERCIAL LANDSCAPING

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

INVOICE



Customer	Deer Run Community Development District
Acct #	257
Date	04/06/2026
Customer Service	Brendan Callen
Page	1 of 1

Deer Run Community Development District
c/o Governmental Management Services
219 E Livingston St
Orlando, FL 32801

Payment Information	
Invoice Summary	\$ 242.00
Payment Amount	
Payment for:	Invoice#32059
100125132	

Thank You

Please detach and return with payment



Customer: Deer Run Community Development District

Invoice	Effective	Transaction	Description	Amount
32059	04/03/2026	Policy change	Policy #100125132 10/01/2025-10/01/2026 Florida Insurance Alliance Package - Added Pump House Due Date: 4/6/2026	242.00

Please Remit Payment To:
Egls Insurance and Risk Advisors
P.O. Box 748555

RECEIVED
By Tara Lee at 11:44 am, Apr 06, 2026

Total

\$ 242.00

Thank You

FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349
TO PAY VIA ACH: Accretive Global Insurance Services LLC

Remit Payment To: Egls Insurance Advisors P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939 accounting@eglsadvisors.com	Date
		04/06/2026



Deer Run Community Development District

Policy No.: 100125132
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch					Roof Covering
1	Irrigation Pump Station		2010	10/01/2025	\$211,150		\$211,150
	Within district boundaries Bunnell FL 32110		Non combustible	10/01/2026			
2	Entrance Monument		2010	10/01/2025	\$79,181		\$79,181
	US Hwy 1 & Grand Reserve Dr. Bunnell FL 32110		Masonry non combustible	10/01/2026			
3	Entrance Monument		2010	10/01/2025	\$79,181		\$79,181
	State Road 100 Bunnell FL 32110		Masonry non combustible	10/01/2026			
4	Clubhouse		2019	10/01/2025	\$2,269,863		\$2,412,812
	501 Grand Reserve Dr. Bunnell FL 32110 Complex		Jolsted masonry	10/01/2026	\$142,949		
					Asphalt shingles		
5	Pool		2019	10/01/2025	\$659,844		\$659,844
	501 Grand Reserve Dr. Bunnell FL 32110		Below ground liquid storage tank / pool	10/01/2026			
6	Pickleball Fence and Lights		2019	10/01/2025	\$47,509		\$47,509
	501 Grand Reserve Dr. Bunnell FL 32110		Non combustible	10/01/2026			
7	Pool Fence		2019	10/01/2025	\$27,977		\$27,977
	501 Grand Reserve Dr. Bunnell FL 32110		Non combustible	10/01/2026			



Deer Run Community Development District

Policy No.: 100125132
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt
8	Furniture at Pool		2019	10/01/2025	\$19,531		\$19,531
	501 Grand Reserve Dr. Bunnell FL 32110		Property in the Open	10/01/2026			
9	Canopies		2019	10/01/2025	\$86,572		\$86,572
	501 Grand Reserve Dr. Bunnell FL 32110		Property in the Open	10/01/2026			
10	Dock		2019	10/01/2025	\$36,951		\$36,951
	501 Grand Reserve Dr. Bunnell FL 32110		Waterfront structures	10/01/2026			
11	Rock Wall Fountain		2010	10/01/2025	\$21,115		\$21,115
	US Hwy 1 & Grand Reserve Dr. Bunnell FL 32110		Non combustible	10/01/2026			
12	15 HP Pool Pump		2019	10/01/2025	\$12,669		\$12,669
	501 Grand Reserve Dr. Bunnell FL 32110		Non combustible	10/01/2026			
13	Variable Speed Drive For Pool Pump		2019	10/01/2025	\$10,558		\$10,558
	501 Grand Reserve Dr. Bunnell FL 32110		Non combustible	10/01/2026			
14	REC Pond Dock		2025	10/01/2025	\$59,800		\$59,800
	155 Grand Reserve Dr. Bunnell FL 32110		Waterfront structures	10/01/2026			
15	REC Pond Fitness Equipment		2025	10/01/2025	\$23,581		\$23,581
	155 Grand Reserve Dr. Bunnell FL 32110		Property in the Open	10/01/2026			



Property Schedule

Schedule Items Effective As of: 10/01/2025

Deer Run Community Development District

Policy No.: 100125132
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value		Total Insured Value	
			Const Type	Term Date	Contents Value			
	Roof Shape	Roof Pitch				Roof Covering	Covering Replaced	Roof Yr Blt
16	Pump House		2026	04/03/2026	\$55,000			\$55,000
	Grand Reserve Dr. Bunnell FL 32110		Jolsted masonry	10/01/2026				
			Total:	Building Value \$3,700,482	Contents Value \$142,949	Insured Value \$3,843,431		

Governmental Management Services, LLC

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

Invoice

Invoice #: 17
Invoice Date: 4/1/26
Due Date: 4/1/26
Case:
P.O. Number:

Bill To:

Deer Run CDD
9145 Narcoossee Rd
Suite A206
Orlando FL 32827

Description	Hours/Qty	Rate	Amount
Management Fees - April 2026		3,352.17	3,352.17
Website Administration - April 2026		60.75	60.75
Information Technology - April 2026		106.67	106.67
Dissemination Agent Services - April 2026		218.75	218.75
Office Supplies		0.51	0.51
Postage		85.36	85.36
Copies		30.90	30.90

Total \$3,855.11

Payments/Credits \$0.00

Balance Due \$3,855.11

RECEIVED

By Tara Lee at 2:14 pm, Apr 07, 2026



Tallahassee, FL 32308
2498 Centerville Rd.

Invoice

Invoice #: 440204
Invoice Date: 04/01/2026
Completed: 04/02/2026
Terms: Due On Receipt
Bid#:

Bill to:
Deer Run at Grand Reserve
475 West Town Place
Suite 114
Saint Augustine, FL 32092
[Click Here to Pay Online!](#)

475 West Town Place

HiTechFlorida.com

Description	Qty	Rate	Amount
<i>1-11885-CCTV-1 - CCTV System - Grand Reserve Island Club Amenity Center - 501 Grand Reserve Dr, Bunnell, FL</i>			
Hi-Tech Commercial Video 4	1.00	\$20.00	20.00
<i>7421520 - Access Control System - Grand Reserve Island Club Amenity Center - 501 Grand Reserve Dr, Bunnell, FL</i>			
Hi-Tech Commercial Access 1	1.00	\$20.00	20.00
HT Comm Access 8	1.00	\$79.99	79.99
<i>AS50-0181 - Fire System - Grand Reserve Island Club Amenity Center - 501 Grand Reserve Dr, Bunnell, FL</i>			
HT Napco Fire	1.00	\$59.99	59.99
Fire Alarm Inspection	1.00	\$75.00	75.00
<i>AS50-0183 - Security System - Grand Reserve Island Club Amenity Center - 501 Grand Reserve Dr, Bunnell, FL</i>			
Hi-Tech Commercial Interactive Plus	1.00	\$59.99	59.99
Hi-Touch Ultimate Service Plan	1.00	\$5.95	5.95
Sales Tax			0.00

Tech Resolution Note:

Thank you for choosing HI-Tech!

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.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$320.92
Payments	\$0.00
Balance Due	\$320.92

Invoice

232

4/05/2026

NET 15

Dear Run Amenity Center
Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 3/30	400.00
Total Due:	400.00

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



Approved
Natalie Clem
4/6/2026
1.320.53800.48300

RECEIVED
By Tara Lee at 8:03 am, Apr 07, 2026

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 6, 2026

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157



Mr. George Flint
Deer Run CDD
Governmental Management Services-CF, LLC
Suite A206
9145 Narcoossee Rd.
Orlando, FL 32827

RECEIVED
By Tara Lee at 1:36 pm, Apr 07, 2026

Invoice No. 3728712
6023-1

Re: Deer Run CDD - General Counsel

For Professional Legal Services Rendered

01/02/26	J. Gillis	0.10	17.50	Prepare tracking chart for fiscal year 2027 budget adoption, audit acceptance and meeting schedule adoption
01/03/26	G. Lovett	0.30	84.00	Monitor legislative process relating to matters impacting special districts
01/12/26	K. Buchanan	0.50	150.00	Confer with amenity manager regarding pickle ball agreement; revise same
01/13/26	K. Buchanan	0.40	120.00	Revise agreement for pickle ball league
01/16/26	K. Buchanan	0.30	90.00	Confer with district manager regarding pump repair status
01/28/26	K. Buchanan	4.50	1,350.00	Prepare for and attend board meeting; confer with district manager; confer with amenity manager; review correspondence regarding real property conveyances

KUTAK ROCK LLP

Deer Run CDD

April 6, 2026

Client Matter No. 6023-1

Invoice No. 3728712

Page 2

01/29/26	K. Buchanan	1.20	360.00	Perform meeting follow up; confer with counsel to D.R. Horton regarding warranty agreement; research similar agreements
02/02/26	K. Buchanan	0.30	90.00	Confer with district staff regarding documentation of roadway conditions
02/03/26	K. Buchanan	0.50	150.00	Perform meeting follow up
02/03/26	K. Haber	0.80	208.00	Prepare amendment to irrigation pump station agreement; correspond with Gray and Biagetti regarding same
02/07/26	L. Whelan	0.30	115.50	Monitor legislative process relating to matters impacting special districts

TOTAL HOURS 9.20

TOTAL FOR SERVICES RENDERED \$2,735.00

TOTAL CURRENT AMOUNT DUE \$2,735.00

Riverside Management Services, Inc

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

Invoice

Invoice #: 317
Invoice Date: 3/31/2026
Due Date: 3/31/2026
Case:
P.O. Number:

Bill To:

Deer Run CDD
9145 Narcoosee Rd.
Suite A206
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Facility Attendant through March 2026	134.08	28.00	3,754.24
<i>Alison Moring</i> 4-3-26			

Total \$3,754.24

Payments/Credits \$0.00

Balance Due \$3,754.24

RECEIVED
By Tara Lee at 2:12 pm, Apr 07, 2026

DEER RUN COMMUNITY DEVELOPMENT DISTRICT

Facility Attendant

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
134.08	Facility Attendant	\$ 28.00	\$ 3,754.24

Covers Period: March 2026

GL # 001.320.53800.12110

TOTAL DUE:

\$ 3,754.24

RMS

DEER RUN COMMUNITY DEVELOPMENT DISTRICT
FACILITY ATTENDANT BILLABLE HOURS
FOR THE MONTH OF MARCH 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/1/26	3.37	C.P.	Party Attendant for rental
3/4/26	5.3	P.B.	Assisted with planning, completed daily checklist
3/5/26	7.73	C.P.	Assisted with planning, completed daily checklist
3/6/26	2.58	C.P.	Assisted with planning, completed daily checklist
3/9/26	3.62	C.P.	Assisted with planning, completed daily checklist
3/10/26	8.75	C.P.	Assisted with planning, completed daily checklist
3/11/26	7.48	C.P.	Assisted with planning, completed daily checklist
3/12/26	9.03	C.P.	Assisted with planning, completed daily checklist
3/13/26	3.47	P.B.	Assisted with planning, completed daily checklist
3/13/26	7.82	C.P.	Assisted with planning, completed daily checklist
3/13/26	2.8	P.B.	Family Bingo - set up, assist and clean up
3/16/26	8.22	C.P.	Assisted with planning, completed daily checklist
3/17/26	8.25	C.P.	Assisted with planning, completed daily checklist
3/18/26	4.12	P.B.	Assisted with planning, completed daily checklist
3/18/26	4.32	C.P.	Assisted with planning, completed daily checklist
3/19/26	8.28	C.P.	Assisted with planning, completed daily checklist
3/20/26	3.97	P.B.	Assisted with planning, completed daily checklist
3/20/26	5.75	C.P.	Assisted with planning, completed daily checklist
3/23/26	8.35	C.P.	Assisted with planning, completed daily checklist
3/24/26	8.3	C.P.	Assisted with planning, completed daily checklist
3/25/26	9.4	C.P.	Assisted with planning, completed daily checklist
3/26/26	3.17	C.P.	Assisted with planning, completed daily checklist

GRAND TOTAL 134.08

Riverside Management Services, Inc

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

Invoice

Invoice #: 315
Invoice Date: 4/1/2026
Due Date: 4/1/2026
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 - April 2026		6,935.67	6,935.67
1.320.53800.1200 - Field Management - Deer Run - April 2026		3,333.33	3,333.33
<i>Alison Moxing</i> 4-3-26			

Total	\$10,269.00
Payments/Credits	\$0.00
Balance Due	\$10,269.00

RECEIVED
By Tara Lee at 2:07 pm, Apr 07, 2026

USA TODAY CO.



ACCOUNT NAME Deer Run Comm Dev Dist		ACCOUNT # 464637	INV DATE 03/31/26
INVOICE # 0007643639	INVOICE PERIOD Mar 1- Mar 31, 2026	CURRENT INVOICE TOTAL \$232.52	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL CASH AMT DUE* \$232.52	

BILLING ACCOUNT NAME AND ADDRESS Deer Run Community Development District 219 E Livingston ST Orlando, FL 32801-1508	PAYMENT DUE DATE: APRIL 30, 2026 Legal Entity: USA TODAY 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@usatodayco.com FEDERAL ID 47-2390983

Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to <https://gcil.my.site.com/financialservicesportal/s/>.

Date	Description	Amount
3/1/26	Balance Forward	\$0.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
3/11/26	12101643	DTB Daytona Beach News-Journal	12101643		\$232.52

RECEIVED
By Tara Lee at 2:28 pm, Apr 07, 2026

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	\$232.52
Service Fee 3.99%	\$9.28
*Cash/Check/ACH Discount	-\$9.28
*Payment Amount by Cash/Check/ACH	\$232.52
Payment Amount by Credit Card	\$241.80

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME Deer Run Comm Dev Dist		ACCOUNT NUMBER 464637		INVOICE NUMBER 0007643639		AMOUNT PAID
CURRENT DUE \$232.52	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$232.52
REMITTANCE ADDRESS (Include Account# & Invoice# on check) USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				TO PAY BY PHONE PLEASE CALL: 1-877-736-7612		TOTAL CREDIT CARD AMT DUE \$241.80
						To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/

00004646370000000000000076436390002325267176

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Katelyn Beach
Deer Run Community Development District
475 West Town Place
Suite 114
St. Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The News-Journal, published in Volusia and Flagler Counties, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Volusia and Flagler Counties, Florida, or in a newspaper by print in the issues of, on:

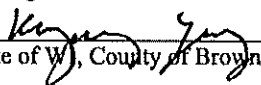
DTB Daytona Beach News-Journal 03/11/2026
DTB news-journalonline.com 03/11/2026

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/11/2026



Legal Clerk



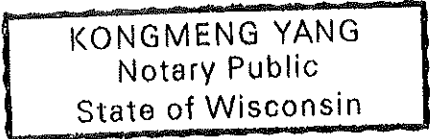
Notary, State of W, County of Brown
9-3-26

My commission expires

Publication Cost: \$232.52
Tax Amount: \$0.00
Payment Cost: \$232.52
Order No: 12101643 # of Copies: 1
Customer No: 464637
PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.



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, March 25, 2026 at 6:30 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.

James Oliver
District Manager
L#12101643 3/11/2026

PAYMENT COUPON

/411500640106300016034218005396750000090200

1800539675 1 of 1

4,1,1500,640106,3000160342,1800539675,0,0000090200

Please mail this portion with your check

DEER RUN CDD
6200 LEE VISTA BLVD STE 300
ORLANDO FL 32822

Cust. No.: 3000160342 Inv. No.: 1800539675	
This Month's Charges Past Due After 05/01/2026	Amount Due This Invoice \$ 902.00

Please see payment options and instructions at the bottom of this invoice.

RECEIVED

APR 10 2026

FPL
General Mail Facility
Miami FL 33188-0001

RECEIVED
By Tara Lee at 10:33 am, Apr 10, 2026

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: 1800539675
Invoice Date: 04/01/2026

4,1,1500,640106,3000160342,1800539675,0,0000090200

Please retain this portion for your records

CURRENT CHARGES AND CREDITS

Customer No: 3000160342 Invoice No: 1800539675

Description	Amount
PREMIUMLIGHTING	902.00
For Inquiries Contact: PREMIUM LIGHTING	Total Amount Due \$902.00 This Month's Charges Past Due After 05/01/2026

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

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

Invoice details

Invoice no.: 991444
Terms: Net 30
Invoice date: 04/10/2026
Due date: 05/10/2026

RECEIVED
By Tara Lee at 12:20 pm, Apr 13, 2026

#	Service Date	Product/service	Description	Qty	Rate	Amount
1.		Pond Maintenance		1	\$2,118.93	\$2,118.93

Total \$2,118.93

Ways to pay

BANK

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!!

[View and pay](#)

Approved
Lake Maintenance
001.320.53800.47000
Rich Gray

Invoice

223

2/08/2026

NET 15

Dear Run Amenity Center

Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 2/02	400.00
Total Due:	400.00

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



Approved
Natalie Clem
4/14/2026
1.320.53800.48300

RECEIVED
By Tara Lee at 12:44 pm, Apr 14, 2026

Invoice

224

2/08/2026

NET 15

Dear Run Amenity Center

Attn: Natalie

<u>Service</u>	<u>Cost</u>
Grill Cleaning 2/02	50.00
Total Due:	50.00

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

RECEIVED

By Tara Lee at 12:45 pm, Apr 14, 2026



Approved
Natalie Clem
4/14/2026
1.320.53800.48300

Invoice

233

4/12/2026

NET 15

Dear Run Amenity Center

Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 4/06	400.00
Total Due:	400.00

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

RECEIVED
By Tara Lee at 12:46 pm, Apr 14, 2026



Approved
Natalie Clem
4/14/2026
1.320.53800.48300

INVOICE

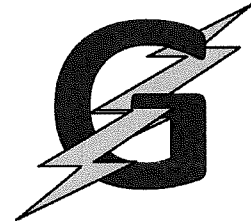
Alfred W. Grover
Electrical Contractor
1304 Padola Road
St Augustine, FL 32092
215-847-5339
awg7422@gmail.com
FL License: EC 13010167

DATE: 4/17/2026
INVOICE # 041726
TERMS: *Due upon receipt*

Bill To:
Grand Reserve
Bunnell, FL 32110

rgray@rmsnf.com
904-759-8890

Approved
001.320.53800.54000
Amenity Repairs and Main.
Rich Gray



Job Location: Grand Reserve

DESCRIPTION OF WORK	AMOUNT
<u>Island Club Amenity Center</u> 1) Relocated 1 outdoor outlet at fire pit 2) Installed 1 outdoor GFCI outlet on security cabinet at pickleball court 3) Installed 1 photocell lighting control for landscape lighting at entrance to Grand Reserve <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;">RECEIVED <i>By Tara Lee at 12:38 pm, Apr 20, 2026</i></div> Work orderd by R. Gray Material and Labor	920.00
TOTAL	\$ 920.00

Please make check payable to: Alfred W. Grover

THANK YOU FOR YOUR BUSINESS!

Invoice

Please remit to:
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

April 16, 2026
Project No: 50190435.000
Invoice No: 22485799
Due Date: May 16, 2026
Project Manager: Joey Duncan

Project 50190435.000 Deer Run CDD FY26 General Engineering

Professional Services from February 28, 2026 to March 27, 2026

Phase 0001 1. General Engineering

Professional Personnel

	Hours	Rate	Amount
ENGINEER VIII	5.00	300.00	1,500.00
ENGINEER I	.20	125.00	25.00
Totals	5.20		1,525.00
Total Labor			1,525.00
		Total this Phase	1,525.00

Billings to Date

	Current	Prior	Total
Labor	1,525.00	10,047.00	11,572.00
Totals	1,525.00	10,047.00	11,572.00
		Total Invoice Amount Due	1,525.00

RECEIVED
By Tara Lee at 8:36 am, Apr 21, 2026

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

Project	50190435.000	Deer Run CDD FY26 General Engineering	Invoice	22485799
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Billing Backup

Friday, April 10, 2026

002 - Dewberry Engineers Inc.

Invoice 22485799 Dated 04/16/2026

8:42:06 AM

Project	50190435.000	Deer Run CDD FY26 General Engineering		
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Phase	0001	1. General Engineering		
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Professional Personnel

		Hours	Rate		Amount
ENGINEER VIII					
1143 - Duncan, Joey	03/12/2026	1.00	300.00		300.00
Review Repairs to Road and Drainage System					
1143 - Duncan, Joey	03/25/2026	4.00	300.00		1,200.00
Phone call, email and report on 1A & 1B Roadway acceptance. Review agenda, prep, and attend BOS Meeting.					
ENGINEER I					
1136 - Pigg, Louisa	03/09/2026	.20	125.00		25.00
CDD annual goal inspection and ERP stormwater inspection research					
Totals		5.20			1,525.00
Total Labor					1,525.00
					Total this Phase
					1,525.00
					Total this Project
					1,525.00
					Total this Report
					1,525.00

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

Riverside Management Services, Inc
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 318
 Invoice Date: 4/15/2026
 Due Date: 4/15/2026
 Case:
 P.O. Number:

Bill To:
 Deer Run CDD
 9145 Narcoosee Rd.
 Suite A206
 Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Facility Maintenance March 1 - March 31, 2026	53.83	40.00	2,153.20
Maintenance Supplies		1,482.44	1,482.44
Approved			
Amenities Repairs & Maintenance 001.320.53800.54000-\$1,089.19			
Facilities Maintenance 001.320.53800.50000-\$1,100.00			
Office Supplies 001.320.53800.57000-\$50.00			
Holiday Decor 001.320.53800.59100-\$196.45			
Operating Supplies 001.320.53800.53000-\$350.00			
Pool Repairs & Maintenance 001.320.53800.55000-\$850.00			
Rich Gray			
<i>Alison Moxing</i> 4-20-26			

Total \$3,635.64

Payments/Credits \$0.00

Balance Due \$3,635.64

RECEIVED
 By Tara Lee at 9:14 am, Apr 21, 2026

**DEER RUN COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MARCH 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/4/26	9.05	M.C.	Installed new light fixtures in women's pool bathroom and men's bathroom, filled three pot holes where markers out, painted wall in grill area, moved water into office, brought gym wipes upstairs to gym closet, straightened and organized pool deck tables, chairs and umbrellas, removed debris around amenity center
3/5/26	2.5	M.C.	Painted the section of wall near grills and exit to parking lot
3/10/26	4	M.C.	Removed debris around ponds, checked and changed trash receptacles, polished aluminum in the grill area, continued touch up painting in the outdoor patio area
3/14/26	4	M.C.	Corrected water levels on highway one hundred fountain, reset all timers for daylight savings time, patched pot holes on Grand Reserve Drive, removed broken patio equipment from the pool deck, cleaned up broken glass from parking area, removed debris from ponds, checked and changed trash receptacles
3/18/26	7.48	M.C.	Returned umbrella stand to up right, worked on broken chairs and replaced both leg rest and back rest on lounge chairs, straightened and organized pool deck chairs, tables and umbrellas
3/19/26	9.95	M.C.	Painted grill area a teal color, straightened and organized pool deck and patio chairs, tables and umbrellas
3/25/26	8.47	M.C.	Painted island in grill area same color as walls, started to paint upstairs fire place area and walls of main building, straightened and organized pool deck chairs, tables and umbrellas
3/26/26	8.38	M.C.	Straightened out chairs and tables from the board meeting from last night, fixed three and a half lounge chairs with new slings, painted second floor wall near fire place, straightened and organized pool deck chairs, tables and umbrellas, removed debris around amenity center
TOTAL	<u>53.83</u>		
MILES	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 4/05/26

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DEER RUN	2/23/26	Tennis Net Post Covered Crank	114.53	R.G.
	2/24/26	Snow Cone Cups	15.51	N.C.
	2/24/26	Large Trash Bags	47.08	N.C.
	2/24/26	Pool Life Ring	174.02	N.C.
	2/24/26	Pool Testing Kit	31.04	N.C.
	2/28/26	Easter Décor	161.94	N.C.
	2/28/26	Amazon Prime Membership	17.24	N.C.
	3/5/26	Umbrella Stand	180.46	N.C.
	3/5/26	Window Sign Holder	27.58	N.C.
	3/5/26	Laminating Pouches	15.84	N.C.
	3/10/26	Musical Notes Plaque	8.04	N.C.
	3/11/26	Water Delivery	66.87	N.C.
	3/11/26	First Aid Kit	21.61	N.C.
	3/11/26	Container (Box)	6.90	N.C.
	3/11/26	Crayons and Colored Pencils	32.45	N.C.
	3/11/26	Coloring Books	7.92	N.C.
	3/11/26	Multifold Towels	43.07	N.C.
	3/11/26	Coffee	80.49	N.C.
	3/11/26	Coffee Cups	24.14	N.C.
	3/11/26	Flyer Holders	27.57	N.C.
	3/13/26	Toilet Paper	62.28	N.C.
	3/13/26	Snow Cone Cups	17.24	N.C.
	3/16/26	Coffee Creamer	17.24	N.C.
	3/16/26	Soap	15.46	N.C.
	3/18/26	Spacer	6.14	N.C.
	3/18/26	Hex Bolt	3.73	N.C.
	3/18/26	Hex Nut	0.71	N.C.
	3/18/26	Flat Washer	1.56	N.C.
	3/18/26	Window Clings (Easter Décor)	5.18	N.C.
	3/18/26	Figurines (Easter Décor)	11.50	N.C.
	3/18/26	Runner (Easter Décor)	11.50	N.C.
	3/19/26	Paper	27.59	N.C.
	3/20/26	Trash Bags	57.49	N.C.
	3/20/26	Sign Up Genius	34.49	N.C.
	3/21/26	Window Clings (Easter Décor)	6.33	N.C.
	3/21/26	Constant Contact Monthly Fee	99.73	N.C.
		TOTAL	<u>\$1,482.44</u>	

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 319
Invoice Date: 4/15/2026
Due Date: 4/15/2026
Case:
P.O. Number:

Bill To:
Deer Run CDD
9145 Narcoosee Rd.
Suite A206
Orlando, FL 32827

Description	Hours/Qty	Rate	Amount
Special Events Supples - Special Events ending 4/5/26 <i>Special Events</i> <i>1.320.53800.59000</i>		1,517.26	1,517.26
<i>Alison Moring</i> <i>4-20-26</i>			

Total \$1,517.26

Payments/Credits \$0.00

Balance Due \$1,517.26

RECEIVED

By Tara Lee at 9:17 am, Apr 21, 2026

SPECIAL EVENTS

Period Ending 4/05/26

<u>DISTRICT</u>	<u>DATE</u>	<u>EVENT</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DEER RUN	2/27/26	Paint Night	Canvases	29.88	N.C.
	2/27/26	Paint Night	Paint	41.34	N.C.
	2/27/26	Paint Night	Paint Brushes	98.36	N.C.
	2/27/26	Paint Night	Plastic Table Cover	6.83	N.C.
	3/5/26	Adult & Family Bingo	Bingo Prizes	69.00	N.C.
	3/5/26	Adult & Family Bingo	Bingo Prizes	48.00	N.C.
	3/5/26	Adult & Family Bingo	Bingo Prizes	92.00	N.C.
	3/5/26	Adult & Family Bingo	Bingo Prizes	92.00	N.C.
	3/5/26	Adult & Family Bingo	Bingo Prizes	149.50	N.C.
	3/5/26	Adult & Family Bingo	Candy Prizes	10.27	N.C.
	3/5/26	Family Bingo	Goldfish Snacks	15.74	N.C.
	3/5/26	Adult & Family Bingo	Bingo Prizes	92.00	N.C.
	3/5/26	Adult & Family Bingo	Bingo Prizes	92.00	N.C.
	3/6/26	Easter Bash	Filled Easter Eggs	220.58	N.C.
	3/6/26	Easter Bash	Easter Décor	47.13	N.C.
	3/6/26	Easter Bash	Candy	56.61	N.C.
	3/6/26	Easter Bash	Easter Craft	143.46	N.C.
	3/6/26	Easter Bash	Golden Eggs	11.03	N.C.
	3/6/26	St Patrick's Day	Candy	83.86	N.C.
	3/6/26	Family Bingo	Bingo Prizes	44.23	N.C.
	3/11/26	Valentines	Refund - Valentines Day Craft	-14.94	N.C.
	3/11/26	Easter Bash	Easter Trophys	90.19	N.C.
			TOTAL	<u>\$1,517.26</u>	

DEER RUN
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2026

Gross Assessments \$ 1,773,086.51 \$ 1,076,781.38 \$ 696,305.13
Net Assessments \$ 1,666,701.32 \$ 1,012,174.50 \$ 654,526.82

ON ROLL ASSESSMENTS

Series 2018

								60.73%	39.27%	100.00%
DATE	Check#	DESCRIPTION	GROSS AMT	COMMISSIONS	DISC/PENALTY	INTEREST	NET RECEIPTS	O&M Portion	DSF Portion	Total
10/16/25	69608	Bank Interest	\$ 822.81	\$ -	\$ -	\$ -	\$ 822.81	\$ 822.81	\$ -	\$ 822.81
10/30/25	8214	Unspent Revenue	\$ 3,955.41	\$ -	\$ -	\$ -	\$ 3,955.41	\$ 3,955.41	\$ -	\$ 3,955.41
11/17/25	69721	10/01/25-11/13/25	\$ 152,744.98	\$ 3,054.90	\$ -	\$ -	\$ 149,690.08	\$ 90,905.60	\$ 58,784.48	\$ 149,690.08
11/26/25	69774	11/14/25-11/23/25	\$ 81,538.02	\$ 1,566.22	\$ 3,227.05	\$ -	\$ 76,744.75	\$ 46,606.48	\$ 30,138.27	\$ 76,744.75
12/15/25	69920	11/24/25-12/11/25	\$ 1,401,527.46	\$ 28,030.55	\$ -	\$ -	\$ 1,373,496.91	\$ 834,113.78	\$ 539,383.13	\$ 1,373,496.91
12/22/25	69946	12/12/25-12/18/25	\$ 5,843.69	\$ 116.87	\$ -	\$ -	\$ 5,726.82	\$ 3,477.85	\$ 2,248.97	\$ 5,726.82
1/28/26	70155	12/19/25-01/20/26	\$ 17,378.00	\$ 338.08	\$ 473.88	\$ -	\$ 16,566.04	\$ 10,060.42	\$ 6,505.62	\$ 16,566.04
3/3/26	70363	01/21/26-02/21/26	\$ 6,219.32	\$ 124.39	\$ -	\$ -	\$ 6,094.93	\$ 3,701.40	\$ 2,393.53	\$ 6,094.93
3/27/26	70493	02/22/26-03/22/26	\$ 12,982.68	\$ 259.65	\$ -	\$ -	\$ 12,723.03	\$ 7,726.60	\$ 4,996.43	\$ 12,723.03
TOTAL			\$ 1,683,012.37	\$ 33,490.66	\$ 3,700.93	\$ -	\$ 1,645,820.78	\$ 1,001,370.36	\$ 644,450.42	\$ 1,645,820.78

95%	Gross Percent Collected
\$ -	Balance Remaining to Collect



Tallahassee, FL 32308
2498 Centerville Rd.

Invoice

Invoice #: 439245
 Invoice Date: 03/17/2026
 Completed: 03/17/2026
 Terms: Due On Receipt
 Bid#: 0
 Job: 10334-1

Bill to:
 Deer Run at Grand Reserve
 475 West Town Place
 Suite 114
 Saint Augustine, FL 32092
[Click Here to Pay Online!](#)

475 West Town Place

HiTechFlorida.com

Description	Qty	Rate	Amount
<i>Grand Reserve Island Club Amenity Center - 501 Grand Reserve Dr, Bunnell, FL</i>			
Installation	2.00	\$95.00	190.00
Travel Labor	1.00	\$50.00	50.00
ADC-VC838PF	1.00	\$319.99	319.99
Sales Tax			0.00
Approved Amenity Repairs & Maintenance 1.320.53800.54000 Rich Gray			

RECEIVED
 By Tara Lee at 10:02 am, Apr 27, 2026

Tech Resolution Note:
 CCTV

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.

Support@hitechflorida.com
Office: 850-385-7649

Total	\$559.99
Payments	\$0.00
Balance Due	\$559.99

Invoice

235

4/26/2026

NET 15

Dear Run Amenity Center

Attn: Natalie

<u>Service</u>	<u>Cost</u>
Week of 4/20	400.00
Total Due:	400.00

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

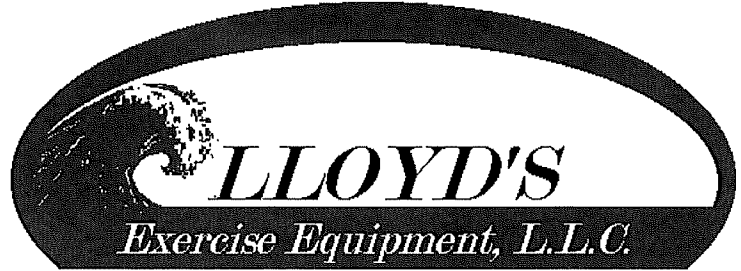


Approved
Natalie Clem
4/27/2026
1.320.53800.48300

RECEIVED
By Tara Lee at 12:47 pm, Apr 27, 2026

Scheduled Service Invoice

PO Box 290723
 Port Orange, FL 32129
 386-322-3213



Customer Bill To:

*Deer Run CDD
 The Island Club
 501 Grand Reserve
 Bunnell, FL 32110
 386-263-7213 (Leeann)*

"Catch the Fitness Wave!"

Service Date	Invoice #	P.O. No.	Terms
3/27/2026	2026-3S709		Due on receipt

Unit	Tech Notes	Amount
<p><i>2 Spirit CT800 Treadmills</i></p> <p><i>2 Spirit CE800 Ellipticals</i></p> <p><i>1 Spirit CR800 Recumbent Bike</i></p> <p><i>1 Inspire Functional Trainer</i></p> <p><i>1 Inspire Adjustable Bench</i></p> <p><i>3 Paramount Dual Circuits</i></p>	<p>Your Scheduled Service is set for 4x per year. * We will e-mail an estimate for any repairs that are needed or recommended.</p> <p>Approved Natalie Clem 4/23/2026 1.320.53800.56000</p>	175.00

Service notes available upon request.

Subtotal	\$175.00
Sales Tax (0.0%)	\$0.00
Total	\$175.00
Payments/Credits	\$0.00
Balance Due	\$175.00

RECEIVED
 By Tara Lee at 1:24 pm, Apr 23, 2026

INVOICE

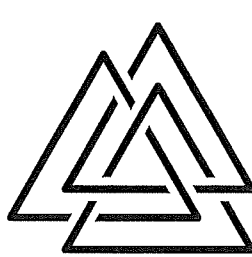
DATE: 04/24/26

INVOICE #369788

TO: Deer Run CDD

501 Grand reserve Dr.

Bunnell, FL 32110



**Trinity
Painting
&
Maintenance**

Approved
Amenities Repairs & Maintenance
001.320.53800.54000
Rich Gray

THE ISLAND CLUB

DESCRIPTION	QTY	RATE	TOTAL
<ul style="list-style-type: none">• Paint floors in both restrooms (color match)<ul style="list-style-type: none">◦ Prep: Scrape peeling paint off floors, prepare all paintable areas for painting◦ Paint: Apply paint coating on restroom floors (color match)		\$1,100.00	\$1,100.00
TOTAL:			\$1,100.00

Thank you for your business!

Please make all checks payable to Trinity Painting & Maintenance.

Please mail checks to:

605 Cross Ridge Dr. Ponte Vedra, FL. 32081

RECEIVED

By Tara Lee at 7:54 am, Apr 29, 2026

AJ/ALEJANDRO- PRESIDENT

(904)599-4130 | TR3NITYMAINTENANCE@GMAIL.COM

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50291	13	BARBARA A DESANTIS	184.70	4/30/2026
50292	12	FRANKLIN D GATES	184.70	4/30/2026
50293	10	GARY D GARNER	184.70	4/30/2026
50294	15	GARY R MASTEN	.00	4/30/2026
50295	14	MELISSA TABARES	184.70	4/30/2026
TOTAL FOR REGISTER			738.80	

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Deer Run CDD

Board Meeting Date: April 29, 2026

	<i>Name</i>	<i>In Attendance</i> <i>Please</i> ✓	<i>Fee Involved</i> <i>Yes / No</i>
1	Barbara DeSantis	✓	Yes (\$200)
2	Melissa Tabares	✓	Yes (\$200)
3	Franklin Gates	✓	Yes (\$200)
4	Gary Masten	✓	Yes (\$200)
5	Gary Garner	✓	Yes (\$200)

The supervisors present at the above referenced meeting should be compensated accordingly.

Approved for Payment:


District Manager Signature

4.30.26
Date

****RETURN SIGNED DOCUMENT TO District Accountant****