

**BANNON LAKES**  
*Community Development District*

*February 5, 2020*

# Bannon Lakes

## Community Development District

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

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

January 29, 2020

Board of Supervisors  
Bannon Lakes  
Community Development District

Dear Board Members:

The Bannon Lakes Community Development District Board of Supervisors Meeting is scheduled for **Wednesday, February 5, 2020 at 1:00 p.m.** at the **Northeast Florida Regional Airport, 4730 Casa Cola Way, St. Augustine, FL 32095.** Following is the advance agenda for the meeting:

### Regular Meeting

- I. Call Order
- II. Public Comment
- III. Affidavits of Publication
- IV. Approval of Minutes of the November 6, 2019 Meeting
- V. Public Hearing to Adopt Amended and Restated Rules of Procedure;  
Consideration of Resolution 2020-03
- VI. Other Business
- VII. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
  - D. Field Services - Operations Memorandum
  - E. Amenity Report – Amenity Report
- VIII. Supervisor's Requests
- IX. Audience Comments
- X. Financial Reports
  - A. Balance Sheet as of December 31, 2019 and Statement of Revenues & Expenditures
  - B. Assessment Receipt Schedule
  - C. Approval of Check Register
- XI. Next Scheduled Meeting – May 6, 2020 at 1:00 p.m. at the Northeast Regional Airport Conference Center 4730 Casa Cola Way, St. Augustine, FL 32095
- XII. Adjournment

The fourth order of business is the approval of minutes from the November 6, 2019 meeting. Minutes are enclosed for your review.

The fifth order of business is the public hearing to adopt amended and restate rules of procedure; consideration of resolution 2020-03. A copy of the resolution and amended and restated rules of procedure are enclosed for your review.

Listed under Field Services is the operations memorandum. A copy of the memorandum is enclosed for your review.

Listed under Amenity Report is the Manager's report. A copy of the report is enclosed for your review.

Copies of the balance sheet and statement of revenue & expenditures, assessment receipt schedule and check register are enclosed for your review.

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

Sincerely,

*James Oliver*

James Oliver  
District Manager

# *AGENDA*

***Bannon Lakes***  
***Community Development District***  
***Revised Agenda***

Wednesday  
February 5, 2020  
1:00 p.m.

Northeast Florida Regional  
Airport Conference Center  
4730 Casa Cola Way  
St. Augustine, Florida 32095  
bannonlakescdd.com  
**Call In # 1-888-757-2790 Code 509700**

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  - A. Balance Sheet as of December 31, 2019 and Statement of Revenues &  
Expenditures

B. Assessment Receipt Schedule

C. Approval of Check Register

XI. Next Scheduled Meeting – May 6, 2020 at 1:00 p.m. at the Northeast Regional Airport Conference Center 4730 Casa Cola Way, St. Augustine, FL 32095

XII. Adjournment

*THIRD ORDER OF BUSINESS*

THE ST. AUGUSTINE RECORD  
Affidavit of Publication

BANNON LAKES CDD - GMS  
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15652  
AD# 0003245724-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF INTENT** in the matter of **RULE DEVELOPMENT** was published in said newspaper on **01/02/2020**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

**NOTICE OF RULE DEVELOPMENT  
BY THE BANNON LAKES  
COMMUNITY DEVELOPMENT  
DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Bannan Lakes Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.3144, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

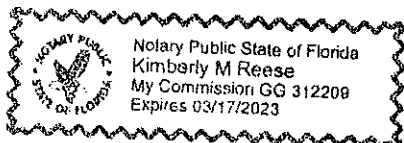
A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, c/o Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Phone: (904) 940-5850.

Jim Oliver, District Manager  
Bannan Lakes Community  
Development District  
0003245724 January 2, 2020

Sworn to and subscribed before me this   2   day of   JAN 0 2   2020

by   Melissa Rhinehart   who is personally known to me or who has produced as identification

  Kimberly M Reese    
(Signature of Notary Public)





THE ST. AUGUSTINE RECORD  
Affidavit of Publication

BANNON LAKES CDD - GMS  
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15652  
AD# 0003245720-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

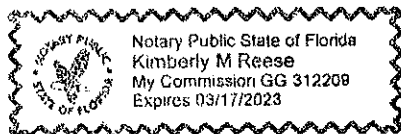
STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF ACTION** in the matter of **RULEMAKING RULES OF PROCEDURE** was published in said newspaper on 01/03/2020.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

Sworn to and subscribed before me this JAN 03 2020  
by [Signature] who is personally known to me  
or who has produced as identification

[Signature]  
(Signature of Notary Public)



**NOTICE OF RULEMAKING  
REGARDING THE AMENDED AND  
RESTATED RULES OF  
PROCEDURE OF THE BANNON  
LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Bannon Lakes Community Development District ("District") on February 5, 2020 at 1:00 p.m. at Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, FL 32095.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the St. Augustine Record on January 3, 2020.

The Amended and Restated Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(14) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.3144, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(5), 190.011(6), 190.011(14), 190.035, 190.035, 210.33, 218.391, 255.05, 255.0514, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's Office at 475 West Town Place Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1-800-955-8770 for aid in contacting the District Office.

Bannon Lakes Community  
Development District  
Jim Oliver, District Manager  
0003245720 January 3, 2020

THE ST. AUGUSTINE RECORD  
Affidavit of Publication

**BANNON LAKES CDD - GMS**  
**475 W TOWN PLACE, STE 114**

**SAINT AUGUSTINE, FL 32092**

ACCT: 15652  
AD# 0003253758-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF MEETING** in the matter of **REG MTG BOS 2/5/20** was published in said newspaper on **01/28/2020**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

**NOTICE OF MEETING**  
**BANNON LAKES COMMUNITY**  
**DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bannon Lakes Community Development District will be held on Wednesday, February 5, 2020 at 1:00 p.m. at the Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, Florida 32093. 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, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record 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 Office 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 these meetings 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 such appeal is to be based. This meeting is not sponsored by the Authority, its Staff or the Airport.

James Oliver  
District Manager  
0003253758 January 28, 2020

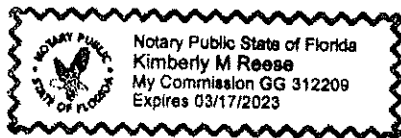
Sworn to (or affirmed) and subscribed before me by means of

physical presence or  
 online notarization

this 28 day of JAN 28 2020

by [Signature] who is personally known to me of who has produced as identification

[Signature]  
(Signature of Notary Public)



*FOURTH ORDER OF BUSINESS*

MINUTES OF MEETING  
BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bannan Lakes Community Development District was held on Wednesday, November 6, 2019 at 1:00 p.m. at the Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, Florida 32095.

Present and constituting a quorum were:

Art Lancaster	Chairman
John Dodson	Vice Chairman
Linda Scandura	Supervisor
Chris Hill	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by phone)
Jason Crews	ETM (by phone)
Brian Stephens	Riverside Management Services
Robin Nixon	Amenity Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 21, 2019 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the August 21, 2019 meeting minutes.

On MOTION by Mr. Dodson seconded by Mr. Lancaster with all in favor the Minutes of the August 21, 2019 Meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Acceptance of Audit Committee Minutes of the August 21, 2019 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the audit committee minutes from the August 22, 2019 meeting.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Minutes of the Audit Committee Minutes of the August 21, 2019 Meeting were accepted.

**FIFTH ORDER OF BUSINESS**

**Ratification of FY19 Audit Engagement Letter with Grau & Associates**

Mr. Oliver stated you selected Grau & Associates through the RFP process to perform the FY19 audit.

On MOTION by Mr. Dodson seconded by Mr. Lancaster with all in favor the FY19 Audit Engagement Letter with Grau & Associates was ratified.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Resignation of Margaret Shultis from the Board of Supervisors**

Mr. Oliver stated included in your agenda package is a letter of resignation from Margaret Shultis.

On MOTION by Mr. Dodson seconded by Mr. Lancaster with all in favor the Resignation of Margaret Shultis from the Board of Supervisors was accepted.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01, Setting a Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure**

Mr. Oliver stated every few years District Counsel reviews any statutory changes that have come about through the legislature and they have come up with the redlined changes you have before you. Today, you will set the public hearing to consider the changes.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor Resolution 2020-01 Setting a Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure for February 5, 2020 at 1:00 p.m. at the Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, Florida 32095 was approved.

**EIGHTH ORDER OF BUSINESS**                      **Consideration of Proposals for AED Machine**

Mr. Oliver stated Robin received several proposals and she has a recommendation on this.

Ms. Nixon stated I would suggest getting two AED machines, so we could have one in the fitness center and one under the pavilion for the pool area.

Mr. Lancaster asked are they mounted in safety boxes?

Ms. Nixon responded yes. The safety boxes are \$150.

Mr. Lancaster asked is there long-term maintenance aspects to these?

Ms. Nixon responded there is maintenance plan.

Mr. Lancaster stated I am fine with going ahead and ordering this first one.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor the Proposal for an AED Machine was approved.

**NINTH ORDER OF BUSINESS**                      **Consideration of Proposals for Pressure Washing**

Mr. Oliver stated recently there was pressure washing of the pool deck area and furniture. You have two proposals in your agenda package for pressure washing and one proposal was previously provided to you by Riverside Management Services.

Mr. Stephens stated you have a proposal from Reflections for \$975. The proposal from Riverside Management Services is in the amount of \$800. My concern with Reflections is I don't know much about them and plus they are planning on using a soft wash, which is basically using water and a lot of chemicals as opposed to pressure. I would be concerned about using a lot of chemicals on that paint. The Riverside proposal at \$1,300 was a not to exceed amount for two whole days. If we finished in less than two days, then we could either call it there and bill for the hours used. This is for pressure washing both structures and sidewalks. The last time we skipped all of the ceiling structure because of the lighting and the fans and also because there is no backing.

Mr. Lancaster asked what about on the tower area?

Mr. Stephens responded we will get a lift. The third proposal came in for \$2,230. We can get it started in two weeks.

Mr. Lancaster asked are you going to follow up on getting the actual handwritten document on it?

Mr. Oliver responded yes. I will forward that to the board.

Mr. Lancaster stated I would like to see that.

On MOTION by Mr. Dodson seconded by Mr. Scandura with all in favor the Proposal from Riverside Management Services for Pressure Washing was approved, subject to review and approval by Chairman.

**TENTH ORDER OF BUSINESS                      Consideration of Proposals for Windscreen**

Mr. Stephens stated the tennis court windscreens are in need of replacement. I reached out to Court Services. They are the ones that did the original installation. They provided me with three different proposals for three different tiers. My recommendation would be to go with the Dura Air.

Mr. Lancaster asked what matches up with what we have on right now?

Mr. Stephens responded the Ten Air.

Mr. Lancaster stated I think we should replace with like products. Do we have that in reserves?

Mr. Oliver responded yes.

Mr. Dodson asked is it pretty normal to have to replace those within a couple of years?

Mr. Lancaster responded it has been three years and there have been a lot of storms.

Mr. Stephens stated there is a one year warranty on them.

Mr. Lancaster stated the warranties typically have an exclusion for storm damage.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Ten Air Windscreen Proposal from Court Services was approved.

**ELEVENTH ORDER OF BUSINESS                      Consideration of Proposal from Lifetime Fitness for Stair-master Machine**

Mr. Oliver stated included in your agenda package is a proposal from Lifetime Fitness for the purchase of a new stair-master machine. The proposal is in the amount of \$5,839.

On MOTION by Mr. Dodson seconded by Ms. Scandura with all in favor the Proposal from Lifetime Fitness for a Stair-master Machine was approved.

**TWELFTH ORDER OF BUSINESS                      Consideration of Agreement with Landcare Group, Inc. for Landscape & Irrigation Maintenance Services**

Mr. Oliver stated over the past year you amended the contract with Landcare Group, Inc. This agreement incorporates the amendments you have made. The annual fee is \$149,845.68.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor the Agreement with Landcare Group, Inc. for Landscape & Irrigation Maintenance Services was approved.

**THIRTEENTH ORDER OF BUSINESS                      Ratification of Amenity Management Services Agreement with Riverside Management Services, Inc.**

Mr. Oliver stated you have approved the proposal previously for amenity management services with Riverside Management Services, Inc.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Amenity Management Services Agreement with Riverside Management Services, Inc. was ratified.

**FOURTEENTH ORDER OF BUSINESS                      Ratification of Agreement with Heather Schnellbacher Regarding the Use of District Facilities for Yoga Classes**

Mr. Oliver stated this agreement has already been executed. She has provided all of the documentation.

On MOTION by Mr. Lancaster seconded by Mr. Dodson with all in favor the Agreement with Heather Schnellbacher Regarding the Use of District Facilities for Yoga Classes was ratified.

**FIFTEENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**SIXTEENTH ORDER OF BUSINESS                      Staff Reports**

**A. District Counsel**

There being none, the next item followed.



**B. District Engineer**

There being none, the next item followed.

**C. District Manager – Ratification of Meeting Schedule for FY20**

Mr. Oliver stated included in your agenda package is a proposed meeting schedule for FY20.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor the Meeting Schedule for FY20 was ratified.
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**D. Field Services – Operations Memorandum**

Mr. Stephens stated I have an electrician scheduled to be out tomorrow to look at a couple of parking lot lights that are not functioning properly. Freedom Pest Control is continuing with their monthly pest control service for the entire facility. The new fence and new gates have been installed around the playground. The playground mulch has been ordered. It is scheduled to be here on Monday and will be installed Tuesday. There was a sinkhole on the asphalt walk path around the amenity complex. It has been repaired. All of the pool and patio furniture has been pressure washed. The filters have been replaced in the fitness center drinking fountain. We have replaced two bad electrical outlets on the back patio and the air conditioning in both the fitness center and clubhouse have been repaired. The holiday decorations are scheduled to be started at the end of the next week.

Mr. Lancaster asked what was wrong with the air conditioners?

Mr. Stephens responded one of them had a plug in the drain line and it kept backing up. The other one had a small freon leak in it and they repaired that.

Mr. Lancaster asked are we under a maintenance contract with them?

Mr. Stephens responded we are. We are planning on turning on the holiday lights on the Friday after Thanksgiving.

Mr. Lancaster stated I think it would be nice to turn the lights on before Thanksgiving.

Mr. Stephens stated okay.

**E. Amenity Report – Manager’s Report**

Ms. Nixon stated we are in the process of getting another trashcan for the pavilion. We just purchased two additional tables for the clubhouse room, and they can be used for parties and events. We have started a new club called Mexican Train Club and it is kind of like a tile game.

We still have the food truck Thursday's every week. Our Halloween party was a huge hit. We had kids decorating pumpkins. We had a face painter. We had a costume contest. We had a potluck competition also. We have also been doing health seminars. We have another one next week. We have also partnered with Bevo Tours. They are day tours and they pick up people at the amenity center. We did the Bannon Lakes Jaguars Experience.

Mr. Lancaster asked did you have a good turnout?

Ms. Nixon responded we did. I think we are going to do it again next year. For upcoming events, we have a movie night on Black Friday. We have a huge Christmas party planned.

**SEVENTEENTH ORDER OF BUSINESS    Supervisor's Requests**

There being none, the next item followed.

**EIGHTEENTH ORDER OF BUSINESS    Audience Comments**

A resident asked where do you publicly post when the meetings are going to be held?

Mr. Oliver responded we are required by statute to put it in the newspaper and we also post it on the website.

A resident stated there is evidence on Bannon Lakes Boulevard that at one point there was a yellow line going down the street. Can we get those lines repainted?

Mr. Dodson responded it was probably temporary striping.

Mr. Lancaster stated the main boulevard is a single lift and the reason we do that is because of the amount of heavy road traffic going out. They will tear up your final asphalt if we did a final lift of asphalt. Because of that you have to put down a temp striping. We will check into that. It is probably just wear and tear of a painted stripe.

Mr. Mike Sullivan stated when you are leaving the development the traffic signal going onto International Golf Parkway does not function correctly when you make a left turn. I don't know if the mechanism in the ground is in the proper location but sometimes it goes two or three cycles without a left turn signal.

Mr. Lancaster asked can you call St. Johns County Public Works and let them know?

Ms. Nixon responded absolutely.

A resident stated I backup if there is no one behind me and that will reset it somehow.

A resident stated at the last meeting we brought up the issue about the two trees coming down Bannon Lakes Boulevard. One of the trees is dead and the other one is almost ready to die. We also brought up about the weeds on International Golf Parkway. You had discussed about mowing that down, so it looks more presentable.

Mr. Lancaster stated we are working on that right now. I just had two contractors go out and look at it. I went out and looked at it. There is actually a ditch right there and it is not able to be mowed. It is a conveyance ditch. We were trying to get a large tractor to mow that whole area, but we are trying to address it.

A resident asked you did get the one tree cut down at the entrance, but have you talked about the other two?

Mr. Stephens responded you have a proposal in your agenda package from Landcare on those two trees. This is to replace the three trees that are in the courtyard area behind the amenity center, as well as any other trees that we want to replace throughout the facility.

Mr. Lancaster asked how many trees need to be replaced at the entrance?

Mr. Stephens responded there are two at the entrance and three in the courtyard.

Mr. Dodson asked should we make a motion to repair the three at the center and then go ahead and have the two on the island removed and then see if we can get Urban Forestry Works to get two, so they are the right size?

Mr. Lancaster responded yes. I think you ought to take that approach first.

Mr. Oliver stated you don't need a motion. You have given us direction.

Mr. Stephens asked do you want to do the four inch caliber in the courtyard?

Mr. Lancaster responded yes.

Mr. Dodson stated you can have them remove the two on the boulevard.

A resident stated as you drive into the neighborhood, the pathway on the left-hand side looks like it is designated for golf carts. I couldn't find anything in the master plans where that was designated for golf carts.

Mr. Lancaster stated it is not. This is not a golf cart community. That is purely a walking path.

A resident stated I noticed the crosswalk at the front doesn't trip because it is a wider crosswalk. Will that ever be a crosswalk for golf carts?

Mr. Lancaster responded that is not the intention.

A resident asked is there any way we can put benches along the main pathway? I went through all the documents and it shows that we were originally slated for 999 homes. Right now, we currently have 538.

Mr. Lancaster stated we will be glad to take that into consideration. The board just authorized additional benches in the amenity center area. At some point, we have to look at what is manageable budget wise, but we are always open to suggestions. I am not sure how bus routing is done but at the corner of Durand and Bannon Lakes Boulevard, there is fairly large tract of open space, which would be a good pickup point. Maybe instead of KB Homes being a pickup point, we can make that a pickup point.

A resident stated I think someone needs to check the day and night sensors on the streetlights on the boulevard.

Mr. Stephens stated I will take a look at those.

Mr. Lancaster stated we will have Brian do a nighttime review of those.

A resident stated I would highly recommend putting an AED machine by the pool and one by the fitness center. Can you comment on what the future plan might be of the soccer field?

Mr. Lancaster responded back when the entitlements and the PUD were originally approved for Bannon Lakes, the County was in short supply of public park use. We really didn't want a public park within a private community because the County had written in that they would have access to that. We felt that we had designed the amenity center a lot of open green space, especially the large area for kids to get out and kick a ball around. It wasn't meant for organized sports. Organized sports bring a lot of traffic. We found out the County was in need of funds and trying to build an offsite park, so we were able to go back and negotiate for that site to just be commercial and get rid of the onsite burden of having public facilities there. That site is now commercial or office use. There is a 30 foot easement buffer to the reclaimed water.

A resident stated I would like to propose that you all consider square umbrellas for the swimming pool. My daughter has a life threatening autoimmune condition. For some reason the sun causes a reaction in her body.

Mr. Lancaster asked this would be used over the water?

A resident responded it could be something that is just portable and moved into position to block out the sun in some of the pool.

Mr. Lancaster stated we will be glad to take a look at this and apply some costs to it.

A resident asked how are the CDD fees being distributed since in the beginning there was going to be 999 homes and now there is only 587?

Mr. Lancaster responded it doesn't change it. It is established and set per the plat.

A resident asked so there will be an increase if they build more homes?

Mr. Lancaster responded no because any additional homes would have additional bonds issued. The bonds that were issued on your homesteads were already set in place as a phase 1 issuance. It is locked down for 30 years. It can be redeemed after 10 years. They will be part of the CDD. Bond placement is really up to the Developer on how they place it. Some people place bond debt over developed and undeveloped property. In our case, we do it only on platted lots, so the CDD will never get stuck with a debt burden.

**NINETEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet as of September 30, 2019 and Statement of Revenues & Expenditures**

Mr. Oliver stated included in your agenda package is the balance sheet and income statement as of September 30, 2019.

**B. Assessment Receipt Schedule**

Mr. Oliver stated included in your agenda package is a copy of the assessment receipt schedule.

**C. Approval of Check Register**

Mr. Oliver stated included in your agenda package is the check register.

On MOTION by Mr. Lancaster seconded by Ms. Scandura with all in favor the Check Register was approved.

**TWENTIETH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 5, 2020  
at 1:00 p.m. at the Northeast Regional  
Airport Conference Center, 4730 Casa Cola  
Way, St. Augustine, FL 32095**

Mr. Oliver stated the next scheduled meeting date is February 5, 2020 at 1:00 p.m. at the this location.

**TWENTY-FIRST ORDER OF BUSINESS    Adjournment**

On MOTION by Mr. Dodson seconded by Mr. Scandura with all in favor the Meeting was adjourned.

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson

*FIFTH ORDER OF BUSINESS*

**RESOLUTION 2020-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Bannon Lakes Community Development District (“**District**”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District has previously adopted Rules of Procedure to govern the administration of the District; and

**WHEREAS**, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

**WHEREAS**, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

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

**SECTION 1.** The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.



**PASSED AND ADOPTED** this 5th day of February, 2020.

**ATTEST:**

**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Amended and Restated Rules of Procedure

**EXHIBIT A:**  
AMENDED AND RESTATED RULES OF PROCEDURE

**AMENDED AND RESTATED  
RULES OF PROCEDURE  
BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**

**EFFECTIVE AS OF FEBRUARY 5, 2020**

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**Rule 1.0      General.**

- (1) The Bannon Lakes 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 electronic 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 in the county 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) 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, 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 required by statute or these Rules, at least seven (7) days, but no 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 in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. 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 at (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.”
- (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 confidential and any confidential and exempt information, shall be available to the public at least seven 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 comment
- 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
- Public comment
- 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 in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, 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. 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), Florida Statutes; and
  - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (c) Support economical and efficient operations; and
  - (d) Ensure reliability of financial records and reports; and
  - (e) 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. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. 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 (“Rule”). 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) 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 by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
  
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a 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, and 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. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, 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 by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. 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. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. 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 described in section (3) of this Rule, 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. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. 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.
- (8) Emergency Rule Adoption. 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. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. 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 and otherwise complies with these provisions.
- (9) 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 in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
  - (b) All notices given for a proposed rule;
  - (c) Any statement of estimated regulatory costs for the rule;
  - (d) A written summary of hearings, if any, on the proposed rule;
  - (e) All written comments received by the District and responses to those written comments; and
  - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a 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.
  - (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 rule is substantially affected by it.
  - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, 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 30 days thereafter, 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) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
  - (e) Hearings held under this section shall be de novo in nature. 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. 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) 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.
- (12) 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.

(13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

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

**Law Implemented:** §§ 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 in the District 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 consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. 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. 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) Definitions.

- (a) "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.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) 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.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) 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.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) 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 in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) 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.

- (6) 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 (3)(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.
  
- (7) 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.
- (8) 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.
- (9) 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 United States Mail, hand delivery, facsimile, or overnight delivery service. 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 District. 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 bidders by United States Mail, by hand delivery, or by overnight delivery service. 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 District and within the county in which the District 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 electronic mail, United States Mail, hand delivery, or facsimile, 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) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. 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.

(3) 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 in the District and in the county 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 United States Mail, hand delivery, facsimile, 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 electronic mail, United States Mail, hand delivery, or facsimile, 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) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. 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.

- (k) 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.
  
- (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 in the county in which the District 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 electronic mail, United States Mail, hand delivery, or facsimile, 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 consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. 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 should require that the contractor, before commencing the work, execute and record a payment and performance bond 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 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 electronic mail, United States Mail, hand delivery, or facsimile, 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 Responsible and Responsive 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 vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. 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 District and within the county 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 electronic mail, United States Mail, hand delivery, or facsimile, 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 vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. 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. 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 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 electronic 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 facsimile, 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) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (6) 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.
- (7) 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:** § 190.033, Fla. Stat.

**Rule 4.0      Effective Date.**

These Rules shall be effective \_\_\_\_\_, 20\_\_, 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.

*SEVENTH ORDER OF BUSINESS*

*D.*

# ***Bannon Lakes Community Development District***

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

## **Memorandum**

**Date:** February 2020  
**To:** Bannon Lakes Board of Supervisors  
Jim Oliver, Richard Whetsel  
**From:** Brian Stephens  
Operations Manager  
**Re:** Bannon Lakes CDD  
Monthly Operations Report

The following is a summary of activities related to the field operations of the Bannon Lakes Community Development District.

### **Landscape / Irrigation:**

1. Multiple irrigation repairs have been made.
2. New annual flowers have been installed.
3. Mulch has been installed.

### **Amenity / Site:**

1. Cleaning of the pools is being done two (2) days per week.
2. The Amenity and Fitness Facilities are being cleaned weekly.
3. The interior paint has been touched up in the Clubhouse.
4. New door hinges were installed on the front doors to the Clubhouse.
5. Freedom Pest Control is continuing monthly pest control services for the Amenity Center.
6. New wind screens were purchased and installed on the tennis courts.
7. The filters have been replaced in all of the AC units.
8. Mulch has been installed on the playground.
9. An asphalt repair was made to the sidewalk along Bannon Lakes Blvd.
10. The exterior of the Clubhouse and Fitness Center have been pressure washed.
11. The filter was replaced in the Fitness Center drinking fountain.

12. A new Chemical injector was installed for the pool.
13. New Holiday Decorations were purchased and installed at the Clubhouse.
14. One (1) GFCI outlet was replaced at Bannon Lakes Signs.
15. Multiple holes have been filled in at the Dog Park.

**Ponds:**

1. Lake Doctors is doing a good job maintaining the lakes.
2. Construction debris has been picked up in all of the lakes.

**Other Projects:**

1. None at this time.

Should you have any questions or comments regarding the above information, please feel free to contact me at (904) 627-9271 or Rich at (904) 759-8923.

*E.*



## Amenity Manager Report

Date of report: 01/24/2020

Submitted by: Robin Nixon

### Club House Usage:

Reservations for the Club House have grown. It continues to be reserved on weekends for parties and events, as well as during the week. Residents have also been utilizing the beautiful lawn area for family get togethers and parties on the weekends. We currently have 5 different club meetings throughout the week. Residents really enjoy using the kitchen and extra space for gatherings.

### CLUBS ACTIVE AT BANNON LAKES

- Mahjong
- “No Drama Mamas”
- Women’s Card Club
- Men’s Card Club
- Mexican Train

Requested Upgrades for Club House Room: None at this time.

## What has Bannon Lakes been up to?

### Vivo Tours Gathering:

**November 18<sup>th</sup> 2019**

We are continuing to have multiple food and dessert trucks out weekly for our “Food Truck Thursdays”. Residents really get excited on the different food options and desserts. This has become a huge thing for our community to come together during the work week and have fun!





In December we had a travel seminar in our club house room with GoVivo Tours. Sheryl Emmett, the director of GoVivo put on a great presentation of must-see sites they offer all year round. A few Bannon Lakes residents got to participate in tours to Orlando, Tampa, and Jacksonville for sight seeing day trips. They were transported to and from our amenity center for their convenience. We plan to do more in the future once we see more interest.



**Pickle Ball Group:**

We have a large group of residents that are involved in pickle ball games throughout the week. I was receiving tons of request for a pickle ball club in the community. I decided it would be a great idea to bring the community together and I invited all residents that were interested in playing pickle ball to meet at the club house one morning. So far its been a great turn out! I expect a small pickle ball tournament in the future.



Pickle Ball Meeting!

Don't forget...

“Healthy Holiday Game Plan” was a great seminar presented by Florida Health Care Plans. Residents that participated in this event were able to learn about all the go-to healthy options to bring to their family gatherings over the holidays. Residents got together and exchanged healthy tips and new recipes like “Overnight Oats” for example. Everyone ended up telling stories of their family holiday traditions and shared their favorite family recipes. Debbie our nutritionist for the event explained ways to still have your favorite holiday treats while staying healthy.

**Wellness Workshop  
"Healthy Holiday Game Plan"**



**Bannon Lakes Clubhouse  
Wednesday, November 13<sup>th</sup>  
10:00am - 11:00am**

The cold weather didn't stop us from having a super great time at our FAMILY MOVIE NIGHT! Residents who participated enjoyed watching “How the Grinch Stole Christmas” while enjoying delicious wood fire pizzas from Pele Wood Fire Pizza Food truck. We have another movie night planned for the week of Spring Break.



## SANTA'S VERY MERRY CHRISTMAS PARTY!

December 21<sup>st</sup>, 2019

We had our **first ever Christmas party** at Bannon Lakes and it was a total **SUCCESS!** All residents got to enjoy one on one meet and greets with Santa & Mrs. Claus. Old City Face Craft provided free face painting to all children with adorable Christmas themes like "The Grinch" and "Rudolph". We also got to hand out prizes to all 3 of our **UGLY SWEATER CONTEST** winners. Jammias Jax also came out to participate in the event providing Asian cuisine food truck style as well as Tikis shaved ice for dessert and snow cones.







**UP COMING EVENTS:**

**Bannon Lakes Valentines Day Party!**

**February 7<sup>th</sup> 2020**


Valentine's Day Party: I have tons of exciting stuff set up for this event. Popcorn machine station, Snow cone Station, Games & Valentine Crafts station for all children, Candy bar, Live DJ under the pavilion, "Team Love" Food Truck, NEW Themed photo booth with props, and also a couple bounce houses for outdoor activities for all ages. The whole community has shown excitement about attending this event.



**“GYM 101” Health Seminar with YMCA Certified Fitness Trainers**


**February 13<sup>th</sup> 2020**

Gym 101": We will have a few personal trainers (from the new YMCA) coming out to give some tips on healthy and safe workouts to start the year off right. This is going to be a great opportunity to showcase to all of our residents how efficient our fitness center really is. Residents will have the chance to try out some work outs and learn what is best for their goals. The YMCA will also be giving out free one week passes to everyone who attends this seminar.



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**Gym 101**  
**Thursday, February 13th, 2020**  
**10:00A.M.- 11:00A.M.**  
**Bannon Lakes Clubhouse**



Start the new year off right!  
Join FHCP and Certified Fitness Trainers from your new local YMCA , to learn helpful tips that will have you ready to hit the gym! Also, get the inside scoop about the various programs your new YMCA has to offer.

Don't miss out!

**RSVP Preferred**

Also, our NEW stair master will be installed before this event! I'm very excited for residents to be able to try it out and learn how to properly use it.



**Maintenance and Updates at amenity center:**

**New mulch installed around playground area:**

We have received many compliments of the new mulch and how beautiful it looks.





Holiday decorations were installed:

Thanksgiving week the holidays decorations were installed. We purchased a Christmas tree for the club house and it looked beautiful.



A week after thanksgiving, during “Food Truck Thursday” Residents and I decorated the tree together as a community. I would like this to become a yearly tradition at Bannan lakes. Decorating the club house tree as a community. Next year we are planning to bring in family ornaments.



BANNON LAKES ENTRY SIGNS:



Club house room paint touch up and maintenance:



### New wind screens installed around court area:



### Other items that were serviced or repaired:

- Kitchen-aid Oven in Club house repaired with new door lock switch replaced.
- Kitchen-aid Freezer in Club house drained, unclogged, and new seals put in around freezer door.
- Electrical outlets repaired under pavilion area that were not properly working.
- Pressure washing exterior areas around amenity center including court areas.

*NINTH ORDER OF BUSINESS*

A.

*Bannon Lakes*  
*Community Development District*  
*Unaudited Financial Statements*  
*as of*  
*December 31, 2019*

*Bannon Lakes*  
Community Development District  
*Combined Balance Sheet*  
*December 31, 2019*

	<u>General</u>	<u>Debt Service</u>	<u>Capital Project</u>	<u>Memorandum Only</u>
<u>Assets:</u>				
Cash	\$794,926	---	---	\$794,926
SBA - GF	\$100,759	---	---	\$100,759
Investments:		---	---	
Reserve	---	\$384,750	---	\$384,750
Interest	---	\$0	---	\$0
Sinking	---	\$0	---	\$0
Revenue	---	\$65,117	---	\$65,117
Prepayment	---	\$3,369	---	\$3,369
Construction	---	---	---	\$0
Due From General Fund	---	\$432,636	---	\$432,636
Due from Capital	\$1,345	---	---	\$1,345
Due from Other	\$190	---	---	\$190
Prepaid Expenses	---	---	---	\$0
Utilities Deposit	\$50	---	---	\$50
<b>Total Assets</b>	<b>\$897,271</b>	<b>\$885,872</b>	<b>\$0</b>	<b>\$1,783,143</b>
<u>Liabilities:</u>				
Accounts Payable	\$5,320	---	---	\$5,320
Due to Debt	\$432,636	---	---	\$432,636
	---			
<u>Fund Balances:</u>				
Restricted for Debt Service	---	\$885,872	---	\$885,872
Nonspendable	\$50	---	---	\$50
Unassigned	\$459,264	---	---	\$459,264
<b>Total Liabilities &amp; Fund Equity</b>	<b>\$897,271</b>	<b>\$885,872</b>	<b>\$0</b>	<b>\$1,783,143</b>



*Bannon Lakes*  
Community Development District  
 GENERAL FUND  
 Statement of Revenues & Expenditures  
 For the Period ending December 31, 2019

	<i>Adopted Budget</i>	<i>Prorated Thru 12/31/19</i>	<i>Actual Thru 12/31/19</i>	<i>Variance</i>
<b><u>REVENUES:</u></b>				
<i>Assessment - Tax Roll</i>	\$377,650	\$239,496	\$239,496	\$0
<i>Assessment - Direct</i>	\$127,103	\$14,968	\$14,968	\$0
<i>Developer Contributions</i>	\$90,789	\$0	\$0	\$0
<i>Interest</i>	\$0	\$0	\$485	\$485
<i>Facility Revenue</i>	\$300	\$75	\$75	\$0
<b><i>Total Revenues</i></b>	<b>\$595,842</b>	<b>\$254,539</b>	<b>\$255,025</b>	<b>\$485</b>

<b><u>EXPENDITURES:</u></b>				
<i>Supervisors</i>	\$0	\$0	\$0	\$0
<i>FICA Expense</i>	\$0	\$0	\$0	\$0
<i>Engineering</i>	\$4,000	\$1,000	\$0	\$1,000
<i>Attorney Fees</i>	\$12,000	\$3,000	\$1,122	\$1,879
<i>Dissemination</i>	\$4,100	\$1,025	\$1,275	(\$250)
<i>Annual Audit</i>	\$4,200	\$500	\$500	\$0
<i>Arbitrage</i>	\$600	\$0	\$0	\$0
<i>Assessment Roll</i>	\$5,000	\$5,000	\$5,000	\$0
<i>Trustee Fees</i>	\$10,000	\$1,333	\$1,333	\$0
<i>Management Fees</i>	\$45,000	\$11,250	\$11,250	\$0
<i>Information Technology</i>	\$1,733	\$433	\$433	(\$0)
<i>Telephone</i>	\$200	\$50	\$30	\$20
<i>Postage</i>	\$500	\$125	\$47	\$78
<i>Insurance</i>	\$5,800	\$5,800	\$5,750	\$50
<i>Printing and Binding</i>	\$3,000	\$750	\$304	\$446
<i>Legal Advertising</i>	\$2,000	\$500	\$81	\$419
<i>Other Current Charges</i>	\$700	\$175	\$333	(\$158)
<i>Office Supplies</i>	\$1,000	\$250	\$16	\$234
<i>Website Services</i>	\$1,200	\$300	\$0	\$300
<i>Dues, Licenses &amp; Subscriptions</i>	\$175	\$175	\$175	\$0
<b><i>Total Administrative</i></b>	<b>\$101,208</b>	<b>\$31,667</b>	<b>\$27,649</b>	<b>\$4,018</b>

<b><u>Amenity Center</u></b>				
<i>Insurance</i>	\$19,974	\$19,974	\$13,840	\$6,134
<i>Utilities</i>				
<i>Phone/Internet/Cable</i>	\$6,800	\$1,700	\$1,261	\$439
<i>Electric</i>	\$25,000	\$6,250	\$3,646	\$2,604
<i>Water/Irrigation</i>	\$15,000	\$3,750	\$1,898	\$1,852
<i>Gas</i>	\$200	\$50	\$0	\$50
<i>Refuse</i>	\$3,100	\$775	\$1,012	(\$237)
<i>Security</i>				
<i>Security Monitoring</i>	\$600	\$150	\$0	\$150
<i>Access Cards</i>	\$2,500	\$625	\$0	\$625
<i>Management Contracts</i>				
<i>Facility Management</i>	\$60,000	\$15,000	\$15,000	\$0

***Bannon Lakes***  
***Community Development District***  
***GENERAL FUND***  
***Statement of Revenues & Expenditures***  
***For the Period ending December 31, 2019***

	<i>Adopted Budget</i>	<i>Prorated Thru 12/31/19</i>	<i>Actual Thru 12/31/19</i>	<i>Variance</i>
<i>Continued Management Contacts</i>				
<i>Field Mgmt/ Admin</i>	\$22,000	\$5,500	\$4,790	\$711
<i>Pool Maintenance</i>	\$12,000	\$3,000	\$3,558	(\$558)
<i>Pool Chemicals</i>	\$10,000	\$2,500	\$1,425	\$1,075
<i>Janitorial</i>	\$7,000	\$1,750	\$1,750	\$0
<i>Janitorial Supplies</i>	\$3,450	\$863	\$0	\$863
<i>Facility Maintenance</i>	\$7,500	\$1,875	\$625	\$1,250
<i>Repairs &amp; Maintenance</i>	\$4,310	\$1,078	\$3,962	(\$2,885)
<i>New Capital Projects</i>	\$0	\$0	\$10,005	(\$10,005)
<i>Special Events</i>	\$5,000	\$3,128	\$3,128	\$0
<i>Holiday Decorations</i>	\$1,500	\$691	\$691	\$0
<i>Fitness Center Repairs/Supplies</i>	\$900	\$225	\$0	\$225
<i>Office Supplies</i>	\$1,500	\$375	\$74	\$301
<i>ASCAP/BMI Licenses</i>	\$500	\$125	\$0	\$125
<i>Pest Control</i>	\$1,800	\$450	\$450	\$0
 <i>Amenity Center Expenditures</i>	 \$210,634	 \$69,833	 \$67,114	 \$2,719
 <i>Ground Maintenance Expenditures</i>				
<i>Hydrology Quality/Mitigation</i>	\$3,000	\$750	\$0	\$750
<i>Landscape Maintenance</i>	\$141,000	\$35,250	\$37,461	(\$2,211)
<i>Landscape Contingency</i>	\$20,000	\$5,000	\$1,430	\$3,570
<i>Lake Maintenance</i>	\$7,500	\$1,875	\$1,600	\$275
<i>Ground Maintenance</i>	\$8,000	\$2,000	\$579	\$1,421
<i>Pump Repairs</i>	\$2,000	\$500	\$0	\$500
<i>Streetlights</i>	\$9,000	\$2,250	\$2,174	\$76
<i>Streetlight Repairs</i>	\$5,000	\$1,250	\$0	\$1,250
<i>Irrigation Repairs</i>	\$7,500	\$1,875	\$1,348	\$527
<i>Miscellaneous</i>	\$5,000	\$1,250	\$0	\$1,250
<i>Reclaim Water</i>	\$76,000	\$19,000	\$8,282	\$10,718
 <i>Total Ground Maintenance Expenditures</i>	 \$284,000	 \$71,000	 \$52,873	 \$18,127
 <b>TOTAL EXPENSES</b>	 \$595,842	 \$172,499	 \$147,636	 \$24,863
 <b>EXCESS REVENUES (EXPENDITURES)</b>	 \$0		 \$107,389	
 <b>FUND BALANCE - Beginning</b>	 \$0		 \$351,926	
 <b>FUND BALANCE - Ending</b>	 \$0		 \$459,314	

*Bannon Lakes*  
*Community Development District*  
*General Fund*  
*Month By Month Income Statement*  
*Fiscal Year 2020*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Revenues:</u>													
Assessments - Tax Roll	\$0	\$25,840	\$213,656	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$239,496
Assessments - Direct	\$14,968	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,968
Developer Contributions - FR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$174	\$155	\$156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$485
Facility Revenue	\$25	\$25	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75
<b>Total Revenues</b>	<b>\$15,167</b>	<b>\$26,020</b>	<b>\$213,837</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$255,025</b>
<u>Expenditures:</u>													
<u>Administrative</u>													
Supervisors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney Fees	\$692	\$430	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,122
Dissemination	\$592	\$342	\$342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,275
Annual Audit	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Trustee Fees	\$1,333	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,333
Management Fees	\$3,750	\$3,750	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,250
Computer Time	\$144	\$144	\$144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433
Telephone	\$7	\$0	\$23	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30
Postage	\$12	\$32	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47
Insurance	\$5,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,750
Printing and Binding	\$8	\$291	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$304
Legal Advertising	\$81	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$81
Other Current Charges	\$67	\$155	\$112	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333
Office Supplies	\$0	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16
Website Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative</b>	<b>\$18,110</b>	<b>\$5,159</b>	<b>\$4,380</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,649</b>
<u>Amenity Center</u>													
Insurance	\$13,840	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,840
Phone/Internet/Cable	\$421	\$420	\$420	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,261
Electric	\$1,206	\$1,162	\$1,277	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,646
Water/Irrigation	\$538	\$694	\$667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,899
Gas	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refuse	\$252	\$253	\$507	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,012
Security Monitoring	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Access Cards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Management	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Field Mgmt/ Admin	\$1,597	\$1,597	\$1,597	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,790
Pool Maintenance	\$911	\$1,737	\$911	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,558
Pool Chemicals	\$600	\$240	\$585	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,425
Janitorial	\$583	\$583	\$583	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,750
Facility Maintenance	\$625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$625

*Bannon Lakes*  
*Community Development District*  
*General Fund*  
*Month By Month Income Statement*  
*Fiscal Year 2020*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u><i>Amenity Center Continued</i></u>													
<i>Repairs &amp; Maintenance</i>	\$640	\$3,322	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,962
<i>New Capital Projects</i>	\$10,005	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,005
<i>Special Events</i>	\$1,165	\$1,013	\$950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,128
<i>Holiday Decorations</i>	\$0	\$691	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$691
<i>Fitness Center Repairs/Supplies</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Office Supplies</i>	\$74	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74
<i>ASCAP/BMI Licenses</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Pest Control</i>	\$150	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
<b>Total Amenity Center</b>	<b>\$37,607</b>	<b>\$16,862</b>	<b>\$12,645</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,114</b>
<u><i>Ground Maintenance Expenditures</i></u>													
<i>Hydrology Quality/Mitigation</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Landscape Maintenance</i>	\$12,487	\$12,487	\$12,487	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,461
<i>Landscape Contingency</i>	\$0	\$0	\$1,430	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,430
<i>Lake Maintenance</i>	\$475	\$475	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600
<i>Ground Maintenance</i>	\$579	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$579
<i>Pump Repairs</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Streetlights</i>	\$727	\$720	\$727	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,174
<i>Streetlight Repairs</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Irrigation Repairs</i>	\$790	\$558	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,348
<i>Miscellaneous</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Reclaim Water</i>	\$2,178	\$4,089	\$2,015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,282
<b>Total Ground Maintenance Expenditures</b>	<b>\$17,235</b>	<b>\$18,330</b>	<b>\$17,308</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,873</b>
<b>Total Expenses</b>	<b>\$72,952</b>	<b>\$40,350</b>	<b>\$34,334</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$147,636</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$57,785)</b>	<b>(\$14,330)</b>	<b>\$179,503</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$107,389</b>

**Bannon Lakes**  
**Community Development District**  
**DEBT SERVICE FUND**  
Statement of Revenues & Expenditures  
For the Period ending December 31, 2019

	Adopted Budget	Prorated Thru 12/31/19	Actual Thru 12/31/19	Variance
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**REVENUES:**

Interest Income	\$2,000	\$500	\$2,706	\$2,206
Special Assessments - Tax Roll	\$769,808	\$484,961	\$484,961	\$0
Prepayments	\$0	\$0	\$2,634	\$2,634
<b>TOTAL REVENUES</b>	<b>\$771,808</b>	<b>\$485,461</b>	<b>\$490,300</b>	<b>\$4,840</b>

**EXPENDITURES:**

**Series 2016**

Interest Expense - 11/01	\$291,350	\$291,350	\$291,325	\$25
Principal Expense - 11/01	\$180,000	\$180,000	\$190,000	(\$10,000)
Principal Expense - 11/01 (Prepayment)	\$25,000	\$25,000	\$45,000	(\$20,000)
Interest Expense - 05/01	\$287,300	\$0	\$0	\$0
Principal Expense - 05/01	\$0	\$0	\$0	\$0
Principal Expense - 05/01 (Prepayment)	\$0	\$0	\$0	\$0
Other Debt Service Costs	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$783,650</b>	<b>\$496,350</b>	<b>\$526,325</b>	<b>(\$29,975)</b>

**OTHER SOURCES/(USES)**

Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$11,842)</b>		<b>(\$36,025)</b>	
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FUND BALANCE - Beginning	\$512,248		\$921,897	
FUND BALANCE - Ending	\$500,407		\$885,872	

**Bannon Lakes**  
Community Development District  
**CAPITAL PROJECTS FUND**  
Statement of Revenues & Expenditures  
For the Period ending December 31, 2019

	Series 2016
<b><u>REVENUES:</u></b>	
Developer Contribution	\$1,303,864
Interest Income	\$0
<b>TOTAL REVENUES</b>	<b>\$1,303,864</b>
<b><u>EXPENDITURES:</u></b>	
Capital Outlay	\$1,303,864
<b>TOTAL EXPENDITURES</b>	<b>\$1,303,864</b>
<b><u>OTHER SOURCES/(USES)</u></b>	
Interfund Transfer In (Out)	\$0
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>
<b>FUND BALANCE - Ending</b>	<b>\$0</b>

***Bannon Lakes***  
***Community Development District***  
***Long Term Debt Report***

<b>Series 2016 Special Assessment Bonds</b>	
Interest Rate:	4.5% -5.0%
Maturity Date:	11/1/48
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$382,750.00
Reserve Balance:	\$384,750.00
Bonds outstanding - 1/31/2016	\$11,850,000
Less: May 1, 2016	\$0
Less: May 1, 2019 (Prepayment)	(\$50,000)
Less: November 1, 2019	(\$190,000)
Less: November 1, 2019 (Prepayment)	(\$45,000)
<b>Current Bonds Outstanding</b>	<b>\$11,565,000</b>

*B.*



**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2020 ASSESSMENT RECEIPTS**

ASSESSED	# UNITS	SERIES 2016 DEBT SERVICE NET	FY20 O&M NET	TOTAL ASSESSED
RREF III-P-EP ARAGON INVESTMENTS LLC (ACRES)	65.57	-	27,627.53	27,627.53
RREF III-P-EP CYPRESS CREEK FARMS LLC (ACRES)	68.86	-	29,013.76	29,013.76
RREF III-P-EP BANNON LAKES JV LLC (ACRES)	7.67	-	3,231.71	3,231.71
<b>SUBTOTAL ADMIN O&amp;M</b>	<b>142.10</b>	<b>-</b>	<b>59,873.00</b>	<b>59,873.00</b>
LENNAR HOMES, LLC	81	-	67,230.00	67,230.00
<b>SUBTOTAL PLATTED LOTS</b>	<b>81</b>	<b>-</b>	<b>67,230.00</b>	<b>67,230.00</b>
<b>TAX ROLL ASSESSED</b>	<b>455</b>	<b>764,711.77</b>	<b>377,650.00</b>	<b>1,142,361.77</b>
<b>TOTAL ASSESSED</b>	<b>678</b>	<b>764,711.77</b>	<b>504,752.99</b>	<b>1,269,464.76</b>

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
RREF III-P-EP ARAGON INVESTMENTS LLC (ACRES)	13,813.77	-	13,813.76	13,813.76
RREF III-P-EP CYPRESS CREEK FARMS LLC (ACRES)	14,506.88	-	14,506.88	14,506.88
RREF III-P-EP BANNON LAKES JV LLC (ACRES)	1,615.85	-	1,615.86	1,615.86
<b>SUBTOTAL ADMIN O&amp;M</b>	<b>29,936.50</b>	<b>-</b>	<b>29,936.50</b>	<b>29,936.50</b>
LENNAR HOMES, LLC	33,615.00	-	33,615.00	33,615.00
<b>SUBTOTAL PLATTED LOTS</b>	<b>33,615.00</b>	<b>-</b>	<b>33,615.00</b>	<b>33,615.00</b>
<b>TAX ROLL RECEIPTS</b>	<b>17,604.07</b>	<b>752,927.38</b>	<b>371,830.32</b>	<b>1,124,757.70</b>
<b>TOTAL RECEIPTS</b>	<b>81,155.57</b>	<b>752,927.38</b>	<b>435,381.82</b>	<b>1,188,309.20</b>

DIRECT INVOICES DUE IN INSTALLMENTS OF 25% DUE 10/15/19, 1/1/20, 4/1/20, 7/1/20

LENNAR PARCEL DOES NOT HAVE BOND DEBT ISSUED AT THIS TIME ANTICIPATED ISSUE DURING FY20

THERE IS AN ADDITIONAL \$90,789 DUE FOR DEVELOPER CONTRIBUTION

**TAX ROLL RECEIPTS**

DISTRIBUTION	DATE	SERIES 2016 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/19/19	13,516.60	6,675.12	20,191.72
2	11/25/19	3,348.18	1,653.49	5,001.67
3	11/26/19	35,459.61	17,511.59	52,971.20
4	12/13/19	229,781.74	113,476.84	343,258.58
5 (11/26-12/6)	12/19/19	202,854.44	100,178.89	303,033.33
6 (11/2-11/3)	01/14/20	223,023.63	110,139.37	333,163.00
7 (11/9-12/31)	01/29/20	44,943.18	22,195.02	67,138.20
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>752,927.38</b>	<b>371,830.32</b>	<b>1,124,757.70</b>

PERCENT COLLECTED DIRECT	0.00%	50.00%	50.00%
PERCENT COLLECTED TAX ROLL	98.46%	98.46%	98.46%
PERCENT COLLECTED TOTAL	98.46%	86.26%	93.61%

C.

**Bannon Lakes  
Community Development District**

*Check Run Summary*

10/1/19 - 12/31/19

<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>	<i>Amount</i>
<i>General Fund</i>			
10/1/19 - 10/31/19	522-549	\$ 93,282.39	
11/1/19 - 11/30/19	550-559	\$ 27,843.11	
12/1/19 - 12/31/19	560-578	\$ 86,601.82	
	<i>Total Checks</i>		<u>\$ 207,727.32</u>
10/21/19	St Johns County Utility Dept	\$ 2,715.90	
10/21/19	AT&T	\$ 203.27	
10/25/19	FPL	\$ 1,930.83	
10/29/19	AT&T	\$ 217.95	
11/19/19	St Johns County Utility Dept	\$ 4,782.76	
11/19/19	AT&T	\$ 201.87	
11/26/19	FPL	\$ 1,882.90	
11/27/19	AT&T	\$ 217.95	
12/19/19	St Johns County Utility Dept	\$ 2,681.21	
12/19/19	AT&T	\$ 201.87	
12/27/19	FPL	\$ 2,003.49	
12/27/19	AT&T	\$ 217.95	
	<i>Total Paid Electronically</i>		<u>\$ 17,257.95</u>
<i>Total General Fund</i>			<u>\$ 224,985.27</u>

\* Fedex Invoices will be available upon request

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED YRMO	TO DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/04/19	00037	10/01/19	10012019	201910	300-20700-10200				*	170.13		
			7/16 TAX INTEREST DIST #3					BANNON LAKES CDD C/O BANK OF NEW			170.13	000522
10/04/19	00045	8/31/19	61629	201908	330-53800-46400				*	40.00		
			BACKFLOW TEST 8/29/19					BOB'S BACKFLOW&PLUMBING SERVICES			40.00	000523
10/04/19	00030	9/19/19	1017797	201909	320-57200-60000				*	150.00		
			SEP PEST CONTROL					FREEDOM PEST CONTROL			150.00	000524
10/04/19	00003	9/15/19	55	201910	310-51300-31400				*	5,000.00		
			FY20 ASSESSM ROLL CERTIF					GOVERNMENTAL MANAGEMENT SRVCS LLC			5,000.00	000525
10/04/19	00013	9/19/19	8928	201909	330-57200-46210				*	1,560.00		
			REMOVAL OF 3 DEAD TREES					LANDCARE GROUP, INC.			1,560.00	000526
10/04/19	00018	9/16/19	68710058	201910	320-57200-45800				*	252.12		
			OCT REFUSE					REPUBLIC SERVICES #687			252.12	000527
10/04/19	00014	9/18/19	61	201908	320-57200-45210				*	30.59		
			AUG POOL CHEMICALS									
		9/18/19	61	201908	330-53800-46800				*	158.05		
			AUG LAKE MAINTENANCE									
		9/18/19	61	201908	320-57200-45100				*	1,698.93		
			AUG FACILITY MAINTENANCE					RIVERSIDE MANAGMENT SERVICES, INC			1,887.57	000528
10/04/19	00031	9/25/19	26031	201909	320-57200-63000				*	4,427.00		
			INSTALLATION OF VFD					VAK PAK INC.			4,427.00	000529
10/10/19	00040	10/02/19	2	201910	310-51300-31600				*	250.00		
			2016 11/1/19 PREPAY AMORT					DISCLOSURE SERVICES LLC			250.00	000530
10/10/19	00003	10/01/19	56	201910	310-51300-34000				*	3,750.00		
			OCT MANAGEMENT FEES									
		10/01/19	56	201910	310-51300-35100				*	144.42		
			OCT INFORM TECHNOLOGY									
		10/01/19	56	201910	310-51300-31600				*	341.67		
			OCT DISSEMINATION SERVICE									

BANL -BANNON LAKES- BPEREGRINO

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
		10/01/19	56	201910	310-51300	51000			*	.24		
			OFFICE SUPPLIES									
		10/01/19	56	201910	310-51300	42000			*	12.19		
			POSTAGE									
		10/01/19	56	201910	310-51300	42500			*	7.50		
			COPIES									
		10/01/19	56	201910	310-51300	41000			*	6.61		
			TELEPHONE									
GOVERNMENTAL MANAGEMENT SRVCS LLC											4,262.63	000531
10/10/19	00012	9/30/19	18664	201909	310-51300	32200		AUDIT FYE 9/30/2019	*	500.00		
GRAU & ASSOCIATES											500.00	000532
10/10/19	00017	10/01/19	461923	201910	330-53800	46800		COT LAKE MAINTENANCE	*	475.00		
LAKE DOCTORS, INC.											475.00	000533
10/10/19	00014	10/01/19	62	201910	320-57200	45300		OCT JANITORIAL SERVICES	*	583.33		
		10/01/19	62	201910	320-57200	45210		OCT POOL MAINTENANCE	*	910.50		
		10/01/19	62	201910	320-57200	46001		OCT OPER MNGMT SERVICES	*	1,596.50		
		10/01/19	62	201910	320-57200	34000		OCT FACIL MNGMT SERVICES	*	5,000.00		
RIVERSIDE MANAGMENT SERVICES, INC											8,090.33	000534
10/10/19	00014	10/01/19	62A	201909	320-57200	34000		SEP FACIL MNGMT SRVC PROR	*	833.25		
RIVERSIDE MANAGMENT SERVICES, INC											833.25	000535
10/10/19	00002	9/18/19	I0321528	201909	310-51300	48000		NOTICE OF MEETINGS FY20	*	85.27		
THE ST AUGUSTINE RECORD											85.27	000536
10/16/19	00037	10/16/19	10162019	201909	300-20700	10200		FY19 DEBT SERVICES	*	38,067.51		
BANNON LAKES CDD C/O BANK OF NEW											38,067.51	000537
10/17/19	00046	10/10/19	38802	201910	320-57200	63000		PLAYGROUND FENCE	*	6,916.80		
		10/10/19	38802	201910	320-57200	63000		GATE	*	1,240.00		
		10/10/19	38802	201910	320-57200	63000		INSTALLATION	*	1,848.00		
FINYL SALES, INC.											10,004.80	000538

BANL -BANNON LAKES- BPEREGRINO

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/17/19	00030	10/04/19	1019865	201910	320-57200-45100			FREEDOM PEST CONTROL	*	150.00	150.00	000539
10/17/19	00005	9/30/19	110252	201908	310-51300-31500			HOPPING GREEN & SAMS	*	1,351.01	1,351.01	000540
10/17/19	00013	10/01/19	9036	201910	330-53800-46200			LANDCARE GROUP, INC.	*	5,395.89	5,395.89	000541
10/17/19	00013	10/01/19	9037	201910	330-53800-46200			LANDCARE GROUP, INC.	*	7,091.25	7,091.25	000542
10/17/19	00019	10/07/19	13129558	201910	320-57200-45210			POOLSURE	*	600.00	600.00	000543
10/25/19	00014	10/14/19	64	201910	320-57200-49400			RIVERSIDE MANAGMENT SERVICES, INC	*	29.52	29.52	000544
10/25/19	00014	10/14/19	65	201909	320-57200-45100			RIVERSIDE MANAGMENT SERVICES, INC	*	1,054.35	1,247.36	000545
		10/14/19	65	201909	320-57200-51000				*	193.01		
10/31/19	00001	10/01/19	74630	201910	310-51300-54000			DEPARTMENT OF ECONOMIC OPPORTUNITY	*	175.00	175.00	000546
10/31/19	00047	10/22/19	INV0011	201910	320-57200-49400			KENIA WARNER	*	300.00	300.00	000547
10/31/19	00013	9/30/19	9090	201909	330-53800-46400			LANDCARE GROUP, INC.	*	696.75	696.75	000548
10/31/19	00048	10/15/19	6191432	201910	320-57200-54500			TURNER PEST CONTROL	*	190.00	190.00	000549

BANL -BANNON LAKES- BPEREGRINO

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/07/19	00044	11/29/19	11292019	201911 320-57200-49400		BOUNCER, SLIDES, AND MORE INC.	*	350.00	350.00	000550
11/07/19	00013	11/01/19	9170	201911 330-53800-46200		LANDCARE GROUP, INC.	*	5,395.89	5,395.89	000551
11/07/19	00013	11/01/19	9171	201911 330-53800-46200		LANDCARE GROUP, INC.	*	7,091.25	7,091.25	000552
11/07/19	00018	10/16/19	68710126	201911 320-57200-45800		REPUBLIC SERVICES #687	*	253.46	253.46	000553
11/07/19	00014	11/01/19	66	201911 320-57200-45300		RIVERSIDE MANAGEMENT SERVICES, INC	*	583.33	583.33	000554
		11/01/19	66	201911 320-57200-45200			*	910.50	910.50	
		11/01/19	66	201911 320-57200-46001			*	1,596.50	1,596.50	
		11/01/19	66	201911 320-57200-34000			*	5,000.00	5,000.00	
11/07/19	00044	12/21/19	12212019	201911 300-15500-10000		BOUNCER, SLIDES, AND MORE INC.	*	400.00	400.00	000555
		12/21/19	12212019	201911 300-15500-10000			*	250.00	250.00	
		12/21/19	12212019	201911 300-15500-10000			*	250.00	250.00	
		12/21/19	12212019	201911 300-15500-10000			*	100.00	100.00	
11/18/19	00003	11/01/19	57	201911 310-51300-34000			*	3,750.00	3,750.00	
		11/01/19	57	201911 310-51300-35100			*	144.42	144.42	
		11/01/19	57	201911 310-51300-31600			*	341.67	341.67	
		11/01/19	57	201911 310-51300-51000			*	15.42	15.42	
		11/01/19	57	201911 310-51300-42000			*	31.69	31.69	

BANL -BANNON LAKES- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
		11/01/19 57	201911 310-51300-42500			*	290.70	
		COPIES			GOVERNMENTAL MANAGEMENT SRVCS LLC			4,573.90 000556
11/18/19 00017		11/01/19 467719	201911 330-53800-46800			*	475.00	
		NOV LAKE MAINTENANCE			LAKE DOCTORS, INC.			475.00 000557
11/18/19 00002		10/29/19 I0322795	201910 310-51300-48000			*	80.78	
		NOTICE OF MEETING 11/6/19			THE ST AUGUSTINE RECORD			80.78 000558
11/26/19 00005		10/31/19 110887	201909 310-51300-31500			*	532.50	
		SEP GENERAL COUNSEL			HOPPING GREEN & SAMS			532.50 000559
12/05/19 00030		11/18/19 1022052	201911 320-57200-54500			*	150.00	
		NOV PEST CONTROL			FREEDOM PEST CONTROL			150.00 000560
12/05/19 00013		10/31/19 9210	201910 330-53800-46400			*	96.50	
		OCT IRRIGATION REPAIRS			LANDCARE GROUP, INC.			96.50 000561
12/05/19 00013		10/31/19 9211	201910 330-53800-46400			*	693.50	
		OCT IRRIGATION REPAIRS			LANDCARE GROUP, INC.			693.50 000562
12/05/19 00013		12/01/19 9288	201912 330-53800-46200			*	12,487.14	
		DEC LANDSCAPE MAINTENANCE			LANDCARE GROUP, INC.			12,487.14 000563
12/05/19 00019		11/12/19 13129558	201911 320-57200-45210			*	240.00	
		POOL CHEMICALS			POOLSURE			240.00 000564
12/05/19 00018		11/16/19 68710189	201912 320-57200-45800			*	253.30	
		DEC REFUSE			REPUBLIC SERVICES #687			253.30 000565
12/05/19 00014		11/26/19 69	201910 320-57200-49400			*	835.27	
		OCT SPECIAL EVENTS			RIVERSIDE MANAGMENT SERVICES, INC			835.27 000566
12/05/19 00014		11/26/19 68	201910 320-57200-45100			*	625.00	
		OCT FACILITY MAINTENANCE						

BANL -BANNON LAKES- BPEREGRINO



\*\*\* CHECK DATES 10/01/2019 - 12/31/2019 \*\*\*

BANNON LAKES - GENERAL FUND  
BANK A BANNON LAKES-GENERAL

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
11/26/19	68	68	201910	320-57200-51000				OCT OFFICE SUPPLIES	*	73.82		
11/26/19	68	68	201910	330-53800-46100				OCT GROUNDS MAINTENANCE	*	578.61		
11/26/19	68	68	201910	320-57200-60000				OCT REPAIRS/MAINT	*	640.34		
RIVERSIDE MANAGMENT SERVICES, INC											1,917.77	000567
12/05/19	00049	11/12/19	9557	201911	320-57200-60000			WOOD PLAYGROUND MULCH	*	1,600.00		
SOUTHERN RECREATION, INC.											1,600.00	000568
12/12/19	00003	12/01/19	58	201912	310-51300-34000			DEC MANAGEMENT FEES	*	3,750.00		
12/01/19	58	58	201912	310-51300-35100				DEC INFORM TECHNOLOGY	*	144.42		
12/01/19	58	58	201912	310-51300-31600				DEC DISSEMINATION SERVICE	*	341.67		
12/01/19	58	58	201912	310-51300-51000				OFFICE SUPPLIES	*	.18		
12/01/19	58	58	201912	310-51300-42000				POSTAGE	*	3.00		
12/01/19	58	58	201912	310-51300-42500				COPIES	*	6.00		
12/01/19	58	58	201912	310-51300-41000				TELEPHONE	*	23.24		
GOVERNMENTAL MANAGEMENT SRVCS LLC											4,268.51	000569
12/12/19	00005	11/27/19	111462	201910	310-51300-31500			OCT GENERAL COUNSEL	*	691.50		
HOPPING GREEN & SAMS											691.50	000570
12/12/19	00017	12/01/19	473497	201912	330-53800-46800			DEC LAKE MAINTENANCE	*	475.00		
LAKE DOCTORS, INC.											475.00	000571
12/12/19	00017	12/02/19	474518	201912	330-53800-46800			DEC LAKE MAINT ADDIT AREA	*	175.00		
LAKE DOCTORS, INC.											175.00	000572
12/12/19	00013	11/30/19	9339	201911	330-53800-46400			NOV IRRIGATION SERVICE	*	558.00		
LANDCARE GROUP, INC.											558.00	000573
12/12/19	00013	12/09/19	9331	201912	330-53800-46200			TREES REMOVAL/STUMP GRIND	*	1,430.00		
LANDCARE GROUP, INC.											1,430.00	000574

BANL -BANNON LAKES- BPEREGRINO

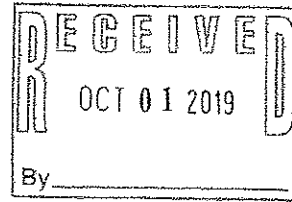
CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/12/19	00014	12/01/19	67	201912	320-57200-45300				*	583.33		
								DEC JANITORIAL SERVICES				
12/01/19		67	201912	320-57200-45200					*	910.50		
								DEC POOL MAINTENANCE				
12/01/19		67	201912	320-57200-46001					*	1,596.50		
								DEC OPERATION MANAGEMENT				
12/01/19		67	201912	320-57200-34000					*	5,000.00		
								DEC FACILITY MANAGEMENT				
RIVERSIDE MANAGMENT SERVICES, INC										8,090.33	000575	
12/20/19	00037	12/12/19	12122019	201912	300-20700-10200				*	15.61		
								SJC INTEREST DIST 4				
12/12/19		12122019	201912	300-20700-10200					*	13,516.60		
								SJC TAX DIST 1				
12/12/19		12122019	201912	300-20700-10200					*	3,348.18		
								SJC TAX DIST 2				
12/12/19		12122019	201912	300-20700-10200					*	35,459.61		
								SJC TAX DIST 3				
BANNON LAKES CDD C/O BANK OF NEW										52,340.00	000576	
12/20/19	00050	12/10/19	12102019	201912	320-57200-49400				*	200.00		
								SANTA VISIT 12/21/19				
PATRICK MULLEN										200.00	000577	
12/20/19	00051	12/10/19	12102019	201912	320-57200-49400				*	100.00		
								MRS.CLAUS VISIT 12/21/19				
SHARON MULLEN										100.00	000578	
TOTAL FOR BANK A										207,727.32		
TOTAL FOR REGISTER										207,727.32		

BANL -BANNON LAKES- BPEREGRINO

**Bannon Lakes**  
COMMUNITY DEVELOPMENT DISTRICT

*General Fund*

**Check Request**



Date	Amount	Authorized By
October 1, 2019	\$170.13	Sheryl Fulks

Payable to:

Bannon Lakes CDD c/o BNY Mellon #37

Date Check Needed:

Budget Category:

ASAP	1-300-20700-10200
------	-------------------

Intended Use of Funds Requested:

A

7/16 Tax Interest Dist #3	170.13
<p align="center"><i>(Attach supporting documentation for request.)</i></p>	

**Bob's Backflow & Plumbing Services, Inc.**

6510 Columbia Park Dr., Ste 102  
Jacksonville FL 32258

Phone # 904-268-8009 Fax # 904-292-4403

Invoice Date

8/31/2019

Invoice #

61629

**Invoice**

<b>Bill To</b>
Bannon Lakes Community C/o Governmental Management Services 475 West Town Place Suite 114 St Augustine, FL 32092 Attn: Dave deNagy

<b>Job At</b>
Bannon Lakes Community 435 Bannon Lakes Blvd Saint Augustine, FL 32095

Please make checks payable to Bob's Backflow

Please detach and return top portion with payment

Bob's Backflow & Plumbing Services, Inc.  
6510 Columbia Park Dr. Ste 102  
Jacksonville FL 32258

<b>P.O. Number</b>	<b>Terms</b>	<b>Due Date</b>
	Net 30	9/30/2019

Serviced	Description	Quantity	Price Each	Amount
8/29/2019	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider  Potable: 1.5" Wilkins 975XL Serial# 4323463- Passed  <i>B Steph 9-30-19</i> <i>IRRIGATION REPAIRS</i> <i>001,330,53800,46100</i> <i>V-45 (A)</i>  <b>RECEIVED</b> SEP 30 2019 By _____	1	40.00	40.00

Thank you for your business. Please include Invoice # on check or call office to pay by Credit Card

<b>Total</b>	\$40.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$40.00

A 1.5% interest will be assessed on unpaid balances after 30 days.

**FREEDOM**  
**PEST CONTROL**  
 904-272-BUGS (2847)  
 3600 Peoria Rd, Suite 103  
 Orange Park, FL 32065



**Service Slip/Invoice**

INVOICE: 1017797  
 DATE: 9/19/2019  
 ORDER: 1017797

Bill To: [106210]  
 Bannan Lakes CDD  
 Bannan Lakes Resident's Club  
 435 B Bannan Lakes Blvd  
 St. Augustine, FL 32092

Work Location: [106210]  
 Bannan Lakes CDD  
 Bannan Lakes Resident's Club  
 435 B Bannan Lakes Blvd  
 St. Augustine, FL 32092

Work Date	Time	Target Pest	Technician	Time In
9/19/2019	01:21 PM		2MARCUS	Marcus Lopez
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	9/19/2019		

Service	Description	Price
MONTHLY	Monthly Pest Control	150.00
		<b>SUBTOTAL \$150.00</b>
		<b>TAX \$0.00</b>
		<b>AMT. PAID \$0.00</b>
		<b>TOTAL \$150.00</b>
		<b>AMOUNT DUE \$150.00</b>

*Bkpt 9-23-19*  
*MISCELLANEOUS*  
~~001.330, 838.00, 463.00~~  
*V-30* (A)  
*1,320, 572.600*

**RECEIVED**  
 SEP 30 2019  
 By \_\_\_\_\_

Balance outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

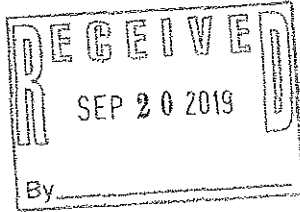
**PLEASE PAY FROM THIS INVOICE**

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

# Invoice

Invoice #: 55  
Invoice Date: 9/15/19  
Due Date: 9/15/19  
Case:  
P.O. Number:

Bill To:  
Bannon Lakes CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL



Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2020  1,310, 573, 314  ① V-3		5,000.00	5,000.00
<b>Total</b>			<b>\$5,000.00</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,000.00</b>

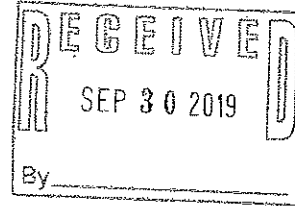


**Landcare Group**  
 Irrigation • Landscape • Maintenance  
 35 Enterprise Drive  
 Bunnell, FL 32110  
 (386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	9/19/2019	8928

Bannon Lakes CDD  
 475 W. Town Place, Suite 114  
 St. Augustine, FL 32092



Project			Project #
Oak Tree Removal			M101
Description	Quantity	Rate	Amount
Removal and stump grinding of 3 dead Oak Trees on 8/29/19 1 at entrance, 2 at Amenity Center  Tree Removal Service           <i>B Step 9.30.19</i> <i>LANDSCAPE MAINT.</i>  <del>1-32-572-46210</del>  <i>Contingency (A) 1-13</i>  <u>1,330,572.46210</u>	1	1,560.00	1,560.00
Thank you for your business!		<b>Total</b>	\$1,560.00
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$1,560.00



**REPUBLIC SERVICES**

8619 Western Way  
Jacksonville FL 32256-036060

Customer Service (904) 731-2456  
RepublicServices.com/Support

Account Number 3-0687-0010861  
Invoice Number 0687-001005886  
Invoice Date September 16, 2019  
Past Due on 09/16/19 \$252.85  
Payments/Adjustments \$0.00  
Current Invoice Charges \$252.12

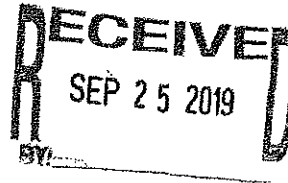
<b>Total Amount Due</b>	<b>Payment Due Date</b>
<b>\$504.97</b>	<b>Past Due</b>

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
Bannon Lakes Cdd 435 Bannon Lakes Dr CSA A172389154 St. Augustine, FL Contract: 9687022 (C51) 1 Waste Container 6 Cu Yd, 1 Lift Per Week Pickup Service 10/01-10/31			\$175.80	\$175.80
Administrative Fee				\$5.95
Total Fuel/Environmental Recovery Fee				\$58.74
Total Franchise - Local				\$11.63
<b>CURRENT INVOICE CHARGES, Due by October 06, 2019</b>				<b>\$252.12</b>

V-18 (A)

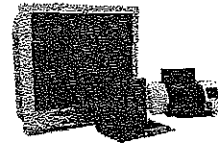
1,320,572,458



L2RCACDTCQ 013299 1NNNNNNNN NNN NNN 001 001 026901 21352565.1

**Electronics Recycling with BlueGuard™**

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit RepublicServices.com/Electronics



Past Due	30 Days \$252.85	60 Days \$0.00	90+ Days \$0.00
----------	---------------------	-------------------	--------------------



8619 Western Way  
Jacksonville FL 32256-036060

Please Return This  
Portion With Payment

**Total Enclosed**

[Empty box for Total Enclosed]

Return Service Requested

L2RCACDTCQ 013299



BANNON LAKES CDD  
LOUIS COWLING  
475 W TOWN PL  
STE 114  
ST AUGUSTINE FL 32092-3648

<b>Total Amount Due</b>	<b>\$504.97</b>
<b>Payment Due Date</b>	<b>Past Due</b>
<b>Account Number</b>	<b>3-0687-0010861</b>
<b>Invoice Number</b>	<b>0687-001005886</b>

For Billing Address Changes,  
Check Box and Complete Reverse

Make Checks Payable To:



REPUBLIC SERVICES #687  
PO BOX 9001099  
LOUISVILLE KY 40290-1099

30687001086100000010058860000252120000504974

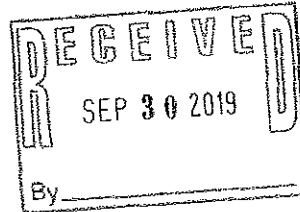


Riverside Management Services, Inc  
 9655 Florida Mining Blvd. W.  
 Building 300, Suite 305  
 Jacksonville, FL 32257

# Invoice

Date	Invoice #
9/18/2019	61

<b>Bill To</b>
Bannon Lakes CDD 9655 Florida Mining Blvd W Suite 305 Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance August 1 - August 31, 2019	1,675.42	1,675.42
	Maintenance Supplies	212.15	212.15
	V-14 (A)		
	B. Stup 9-27-19		
	Pool Chemicals - \$ 30.59		
	001.320.57200.45210		
	LAKE MAINT, \$158.05		
	001.330.53800.46800		
	Facility MAINT. - \$1698.93		
	001.320.57200.45100		
		<b>Total</b>	<b>\$1,887.57</b>

RMS

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/1/19	4	K.H.	Blow leaves and debris off walkways and pavilion, dusted buildings for spider webs, wiped down window frames outside of fitness center, checked and changed trash receptacles
8/7/19	4.5	B.M.	Repaired ties on windscreens at tennis courts, installed bird repelling devices on tennis courts, cleaned amenity center lake
8/8/19	4	K.B.	Blow leaves and debris off tennis courts and basketball courts, dusted for spider webs and eggs, checked and changed all trash receptacles, emptied all dog pots, pressure washed basketball court, main entrances to buildings and around gym windows
8/15/19	4	K.B.	Fixed wind screen on tennis courts, glued spikes to top of basketball court, fixed showers in pool area, dusted for spiders and cobwebs
8/22/19	1.5	K.B.	Fixed tennis court wind screen, put spikes back on basketball goal
8/26/19	4	C.P.	Removed debris around amenity center lake and lake across road from amenity center, replaced zip-ties with new zip-ties on tennis court nets
8/26/19	3	R.M.	Diagnosed issue with pool pump VFD, reset fault codes on VFD, set pool pump to run
8/27/19	4	F.S.	Removed debris around the lake
8/29/19	8	K.B.	Prepared for Hurricane Dorian, pressure washed basketball court, tied down pool furniture, took and tied windscreens
8/29/19	2	R.W.	Move and secured pool furniture for preparation of Hurricane Dorian
8/29/19	6	F.S.	Prepared for Hurricane Dorian by securing pool furniture, moving furniture and taking down tennis court windscreens

TOTAL 46

MILES 147

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.446

MAINTENANCE BILLABLE PURCHASES

Period Ending 09/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL				
BANNON LAKES				
	8/12/19	Chlorine Deposit (2)	11.48	B.S.
	8/12/19	2.5 Gallon Chlorine (2)	19.11	B.S.
	8/13/19	Power Grab Exp Heavy Duty	6.14	K.B.
	8/13/19	HDX 50 gallon Black Bags 50 cr	19.86	K.B.
	8/13/19	Pool Shower Valves (2)	114.44	B.S.
	8/29/19	1/4"x100' Rope (3)	41.33	B.S.
		TOTAL	<u>\$212.16</u>	

VAK PAK INC.  
 Manufacturing  
 P.O. BOX 3264  
 JACKSONVILLE, FL, 32206

INVOICE  
 VAK PAK INC.  
 Manufacturing

"THE name In Quality Swimming pool.  
 Fountain and Water Feature Systems"  
 Phone: (904) 353-4403  
 Fax: (904) 358-2014  
 Email:

Number: 26031  
 Page: 1  
 Date: 09/25/19

Sold To Cust No BANCOM

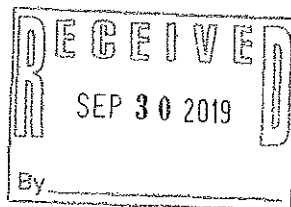
Ship To

BANNON LAKES COMMUNITY DEVELOP. DIST.  
 475 WEST TOWN PLACE  
 SUITE 114

Shipped Via: JOB NAME/P O # : Our Reference #: Salesperson Ordered By:  
 090619-01 Q27456 KC

Item Number	Description	Shipped	Unit Price	Extended
	DATE OF SERVICE 09/18/19 COMPLETED BY JON HICKEN			4427.00
	LABOR AND INSTALLATION OF THE VFD			

*BH*  
*Sept 9-26-19*  
 CAPITAL 1-32-572-63



V-31 A

** Thank You For Your Business **	Sub-Total :	4427.00
	Tax :	0.00
	Total :	4427.00
	Paid :	
RECEIVED BY _____	Net Due :	4427.00

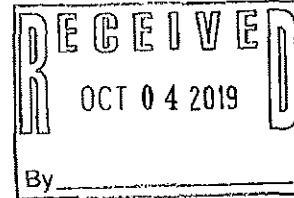
Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
10/2/2019	2

Bill To
Bannon Lakes CDD C/O GMS



Terms	Due Date
Net 30	11/1/2019

Description	Amount
Amortization Schedule Series 2016 11-1-19 Prepay \$45,000  <i>V-10</i> <i>1,310,573.316 (#)</i>	250.00
<b>Total</b> \$250.00	
<b>Payments/Credits</b> \$0.00	
<b>Balance Due</b> \$250.00	

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

<b>Total</b>	\$250.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$250.00

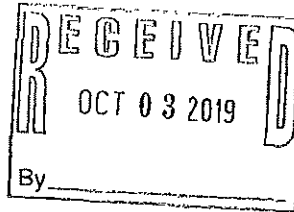
**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 56  
Invoice Date: 10/1/19  
Due Date: 10/1/19  
Case:  
P.O. Number:

**Bill To:**  
Bannon Lakes CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL



Description	Hours/Qty	Rate	Amount
Management Fees - October 2019 <i>1,310,573,340</i>		3,750.00	3,750.00
Information Technology - October 2019 <i>-357</i>		144.42	144.42
Dissemination Agent Services - October 2019 <i>316</i>		341.67	341.67
Office Supplies <i>570</i>		0.24	0.24
Postage <i>420</i>		12.19	12.19
Copies <i>425</i>		7.50	7.50
Telephone <i>410</i>		6.61	6.61
<i>VMB</i> <i>(A)</i>			
<b>Total</b>			<b>\$4,262.63</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,262.63</b>

**Grau and Associates**

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

RECEIVED  
OCT 04 2019

BY...

Phone: 561-994-9299

Fax: 561-994-5823

Bannon Lakes Community Development District  
1408 Hamlin Avenue, Unit E  
Saint Cloud, FL 34771

RECEIVED  
OCT 04 2019  
By \_\_\_\_\_

Invoice No. 18664  
Date 09/30/2019

**SERVICE**

**AMOUNT**

Audit FYE 09/30/2019

\$ 500.00

Current Amount Due

\$ 500.00

V-12 (A)

1,310,573,322

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
500.00	0.00	0.00	0.00	0.00	500.00

Payment due upon receipt.



3543 State Road 419, Winter Springs, FL 32708  
 PH: 800-666-5253

# INVOICE

Invoice #	461923
Account #	723475
Invoice Date	10/1/2019
Due Date	10/11/2019
Rep	MAS

<b>Bill To</b>
BANNON LAKES CDD GMS MANAGEMENT 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Invoice Questions:  
 Lakes@lakedoctors.com  
 Payment Questions:  
 Payments@lakedoctors.com

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	

Item	Description	Amount
	Monthly Water Management Service (R)	475.00
<b>RECEIVED</b> <b>OCT 08 2019</b> BY: _____ V-17 (A) 1,330,538.468		
<b>Customer Total Balance</b>		<b>\$475.00</b>

Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!	<b>Total Invoice</b>	<b>\$475.00</b>
---	----------------------	-----------------

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
BANNON LAKES CDD GMS MANAGEMENT 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Amount Enclosed

Invoice #	461923
Account #	723475
Date	10/1/2019

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

**The Lake Doctors, Inc.**  
 3543 State Road 419  
 Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
___ Mastercard	___ Visa	___ American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	___ Check box if same as above	
_____		
Signature	_____	



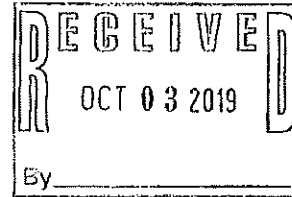
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
 Building 300, Suite 305  
 Jacksonville, FL 32257

# Invoice

Date	Invoice #
10/1/2019	62

<b>Bill To</b>
Bannon Lakes CDD 9655 Florida Mining Blvd W Suite 305 Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - October 2019 320, 572, 4530	583.33	583.33
	Pool Maintenance Services - October 2019 320, 572, 45210	910.50	910.50
	Operations Management Services - October 2019 320, 572, 46001	1,596.50	1,596.50
	Facility Management Services - October 2019 320, 572, 3400	5,000.00	5,000.00
	Facility Management Services - September Prorated 5 Days 320, 572, 3400	833.35	833.35
	V-14      Ⓢ		
		<b>Total</b>	58,923.68

*R.M.W.  
 10, 2, 19*



Questions on this invoice call:  
(866) 470-7133 Option 2

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/01		Balance Forward						\$0.00	
09/18 09/18	103215288-09182019	SCH MTGS FY 2020	SA St Augustine Record	1.00 x 4,7500	4.75	1	\$8.98	\$42.66	
09/18 09/18	103215288-09182019	SCH MTGS FY 2020	SA St Aug Record Online	1.00 x 4,7500	4.75	1	\$8.97	\$42.61	
PREVIOUS AMOUNT OWED:								\$0.00	
NEW CHARGES THIS PERIOD:								\$85.27	
CASH THIS PERIOD:								\$0.00	
DEBIT ADJUSTMENTS THIS PERIOD:								\$0.00	
CREDIT ADJUSTMENTS THIS PERIOD:								\$0.00	
We appreciate your business.									

V-2 (A) 1,310,513,480

**RECEIVED**  
OCT 08 2019  
BY:

**INVOICE AND STATEMENT OF ACCOUNT** AGING OF PAST DUE ACCOUNTS \* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE **SBI™**

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
	\$85.27		\$0.00	\$0.00	\$0.00	\$0.00		\$85.27

24	SALES REPRESENTATIVE	25	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	8	ADVERTISER/CLIENT NAME
	Melissa Rhinehart 904-819-3423		09/02/2019 - 09/29/2019		15652		15652		BANNON LAKES CDD - GMS

**MAKE CHECKS PAYABLE TO** The St. Augustine Record Dept 1261  
The St. Augustine Record PO Box 121261 Dallas, TX 75312-1261

**Payment is due upon receipt.**

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



The St. Augustine Record Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

**ADVERTISING INVOICE and STATEMENT**

1	BILLING PERIOD	2	ADVERTISER/CLIENT NAME
	09/02/2019 - 09/29/2019		BANNON LAKES CDD - GMS

COMPANY	23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	3	TERMS OF PAYMENT
SA 7		\$85.27	\$0.00		NET 15 DAYS

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS
	\$85.27		\$0.00	\$0.00	\$0.00

4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	24	STATEMENT NUMBER
			09/29/2019		15652		15652		0000054688

5 BILLING ACCOUNT NAME AND ADDRESS 9 REMITTANCE ADDRESS



8 - 2807

BANNON LAKES CDD - GMS  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649



The St. Augustine Record  
Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Wed, Sep 18, 2019  
9:07:35AM

Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augusting Record Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

**Acct:** 15652  
**Phone:** 9049405850  
**E-Mail:**  
**Client:** BANNON LAKES CDD - GMS

**Name:** BANNON LAKES CDD - GMS  
**Address:** 475 W TOWN PLACE, STE 114

**City:** SAINT AUGUSTINE **State:** FL **Zip:** 32092

**Ad Number:** 0003215288-01 **Caller:** SHELBY STEPHENS **Paytype:** BILL  
**Start:** 09/18/2019 **Issues:** 1 **Stop:** 09/18/2019  
**Placement:** SA Legals **Rep:** Melissa Rhinehart  
**Copy Line:** NOTICE OF MEETINGS BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of the Bar

Lines 56  
Depth 4.75  
Columns 1  
Price \$85.27

**NOTICE OF MEETINGS  
BANNON LAKES  
COMMUNITY DEVELOPMENT  
DISTRICT**

The Board of Supervisors of the Bannion Lakes Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2020 at the Northeast Florida Regional Airport Conference Center, 4730 Cass Cole Way, St. Augustine, FL 32095 at 1:00 p.m. on the first Wednesday of each month listed (unless notated otherwise\*) as follows:

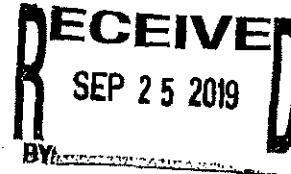
- November 6, 2019
- February 5, 2020
- May 6, 2020
- August 5, 2020

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-933-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meetings 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 such appeal is to be based.

James Oliver  
District Manager  
0003215288 September 18, 2019



THE ST. AUGUSTINE RECORD  
Affidavit of Publication

BANNON LAKES CDD - GMS  
475 W TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15652  
AD# 0003215288-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

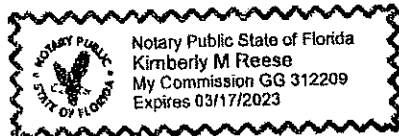
STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a NOTICE OF MEETING in the matter of SCH MTGS FY 2020 was published in said newspaper on 09/18/2019.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

Sworn to and subscribed before me this SEP 18 2019  
by Melissa Rhinehart who is personally known to me  
or who has produced as identification

Kimberly M Reese  
(Signature of Notary Public)



NOTICE OF MEETINGS  
BANNON LAKES  
COMMUNITY DEVELOPMENT  
DISTRICT

The Board of Supervisors of the Bannon Lakes Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2020 at the Northeast Florida Regional Airport Conference Center, 4730 Cass Cole Way, St. Augustine, FL 32095 at 1:00 p.m. on the first Wednesday of each month listed (unless notated otherwise\*) as follows:

- November 6, 2019
- February 5, 2020
- May 6, 2020
- August 5, 2020

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

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Each person who decides to appeal any action taken at the meetings 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 such appeal is to be based.

James Oliver  
District Manager  
0003215288 September 18, 2019

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**

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

DATE 8/28/2018

PERIOD COVERED

10/1/18 - 9/30/19

FY 2019 NON AD VALOREM ASSESSMENTS BILL

PAST DUE

KB HOME JACKSONVILLE, LLC  
ATTN: DEREK CITINO  
DCITINO@KBHOME.COM

PROPERTY: BANNON LAKES CDD - PHASE 1A-1B

PARCEL	ASMT TYPE	# UNITS	NET ANNUAL SERIES 2016 DEBT RATE / UNIT	TOTAL SERIES 2016 ANNUAL DEBT SERVICE	O&M RATE	FY19 TOTAL O&M	TOTAL
027020-0041	SINGLE FAMILY	90	\$1,691.89	152,270.10	\$830.00	74,700.00	226,970.10
<b>TOTAL</b>		<b>90</b>		<b>\$152,270.10</b>		<b>\$74,700.00</b>	<b>\$226,970.10</b>

Assessments are due in full upon sale to a homeowner.

Due in full by December 1, 2018 or in installments as outlined below:

**PAYMENT SCHEDULE:**

INVOICE #	DUE DATE	% DUE	DEBT SERVICE	O&M	TOTAL DUE
KBHOCT18	10/15/18	25.00%	38,067.53	18,675.00	56,742.53
KBHJAN19	1/1/19	25.00%	38,067.53	18,675.00	56,742.53
KBHAPR19	4/1/19	25.00%	38,067.53	18,675.00	56,742.53
KBHJULY19	7/1/19	25.00%	38,067.51	18,675.00	56,742.51
<b>TOTAL</b>			<b>152,270.10</b>	<b>\$74,700.00</b>	<b>\$226,970.10</b>

In the event that an assessment payment is not made in accordance with the schedule stated above, such assessment shall accrue penalties and interest in the amount of one percent (1%) per month plus all costs of collection and enforcement, an shall either be enforced pursuant to a foreclosure action, or, at the District's discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement.

Please Remit to:  
BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
Attn: Sheryl Fulks, Assessment Roll Administrator  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
904-940-5850 X 407  
sfulks@gmsnf.com



# Invoice

Date	Invoice #
10/10/2019	38802

2921 NW 8th Place Fax: 352-351-0983  
 Ocala, FL 34475 Ph: 352-351-3578

Project / Job

Bill To		Ship To		
Bannon Lakes CDD Brian Stephens 904-627-9271		Bannon Lakes Amenity 35 Bannon Lakes Drive St Augustine, FL 32095		
Customer P.O. #	Terms	Rep	Ship Via	S.O. No.
Brian	Due on Completion	TED	FSI	20877

Line	Item Code	Description	Qty	Price	B.O.	Ordered	Amount
	PCOURT	60" Playground Fence (same style as pool fence) 60" 3-Rail Alum Fence Style 1131 By Digger Specialties Includes powdercoat Silver Per LF Materials: 2-1/2" Posts w/ Alum Ball Cap and 3/4" pickets 6' sections Flush bottom rail and flat top pickets	264	26.20	0	264	6,916.80T
	PCOURT	Gate 42" W x 60" H Courtyard Aluminum by Digger Specialties Hinges: True-Close self closin, black Latch: Magna-latch, black Handle: D-ring, black	2	620.00	0	2	1,240.00T
	INSTALLA...	Installation Charges with concrete and SS fasteners	264	7.00		264	1,848.00

*B. Stephens*  
*10-15-19*  
*Capital Projects*  
*1,320,572,680*  
*V-46 (A)*

.Thank you for your business.		Subtotal	\$10,004.80
		Sales Tax (0.0%)	\$0.00
		Payments/Credits	\$0.00
		<b>Balance Due</b>	<b>\$10,004.80</b>

**FREEDOM  
PEST CONTROL**  
904-272-BUGS (2847)

3600 Peoria Rd, Suite 103  
Orange Park, FL 32065



**Service Slip/Invoice**

INVOICE: 1019865  
DATE: 10/4/2019  
ORDER: 1019865

Bill To: [106210]  
Bannon Lakes CDD  
Bannon Lakes Resident's Club  
435 B Bannon Lakes Blvd  
St. Augustine, FL 32092

Work Location: [106210]  
Bannon Lakes CDD  
Bannon Lakes Resident's Club  
435 B Bannon Lakes Blvd  
St. Augustine, FL 32092

Work Date	Time	Target/Pest	Technician	Time In
10/4/2019	02:41 PM		ZMARCUS	
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	10/4/2019		

Service	Description	Price
MONTHLY	Monthly Pest Control	150.00
	V-30 (A)	
	B. H. Sept. 10-7-19	
	Facility MAINT	
	001.320.57200.45100	
SUBTOTAL		\$150.00
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$150.00
AMOUNT DUE		\$150.00

**RECEIVED**  
OCT 11 2019  
By \_\_\_\_\_

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

Client hereby acknowledges the satisfactory completion of all services rendered and agrees to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

✓ 5 (R)  
1,310, 513. 315

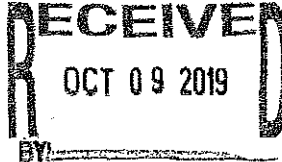
===== STATEMENT =====

September 30, 2019

Bannon Lakes Community Development District  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 110252  
Billed through 08/31/2019

General Counsel  
BLCDD 00001 WSH



**FOR PROFESSIONAL SERVICES RENDERED**

08/01/19	KSB	Review Lake Doctors renewal proposal.	0.20 hrs
08/02/19	KFJ	Prepare amendment to lake management agreement; confer with Buchanan.	0.50 hrs
08/12/19	KSB	Review tentative agenda; confer with Lancaster.	0.20 hrs
08/14/19	KSB	Review budget, appropriation resolution and assessment resolution.	0.80 hrs
08/21/19	KSB	Prepare for, travel to and from, and attend board meeting.	3.50 hrs
08/30/19	MCE	Research and revise rules of procedure; review memorandum to district regarding same.	0.20 hrs
Total fees for this matter			\$1,272.00

**DISBURSEMENTS**

Travel	77.47
Travel - Meals	1.54
Total disbursements for this matter	\$79.01

**MATTER SUMMARY**

Jusevitch, Karen F.- Paralegal	0.50 hrs	125 /hr	\$62.50
Buchanan, Katie S.	4.70 hrs	245 /hr	\$1,151.50
Eckert, Michael C.	0.20 hrs	290 /hr	\$58.00

TOTAL FEES	\$1,272.00
TOTAL DISBURSEMENTS	\$79.01

**TOTAL CHARGES FOR THIS MATTER \$1,351.01**

**BILLING SUMMARY**

Jusevitch, Karen F.- Paralegal	0.50 hrs	125 /hr	\$62.50
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Buchanan, Katie S.	4.70 hrs	245 /hr	\$1,151.50
Eckert, Michael C.	0.20 hrs	290 /hr	\$58.00
TOTAL FEES			\$1,272.00
TOTAL DISBURSEMENTS			\$79.01
<b>TOTAL CHARGES FOR THIS BILL</b>			<b>\$1,351.01</b>

---

**Please include the bill number on your check.**



**Landcare Group**  
 Irrigation • Landscape • Maintenance  
 35 Enterprise Drive  
 Bunnell, FL 32110  
 (386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	10/1/2019	9036

Bannon Lakes CDD  
 475 W. Town Place, Suite 114  
 St. Augustine, FL 32092

**RECEIVED**  
 OCT 11 2019  
 By \_\_\_\_\_

Project			Project #
Bannon Lakes Amenity Center			M101
Description	Quantity	Rate	Amount
Monthly maintenance for the month of October  <i>V-13 (A)</i>  <i>B. Steph 10-1-19</i> <i>LANDSCAPE MAINT</i> <i>001.330.53800.46200</i>	1	5,395.89	5,395.89
Thank you for your business!		<b>Total</b>	\$5,395.89
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$5,395.89



# Landcare Group

Irrigation • Landscape • Maintenance  
 35 Enterprise Drive  
 Bunnell, FL 32110  
 (386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	10/1/2019	9037

Bannon Lakes CDD  
 475 W. Town Place, Suite 114  
 St. Augustine, FL 32092

**RECEIVED**  
 OCT 11 2019  
 By \_\_\_\_\_

Project			Project #
Common Areas & Lakes			MI02
Description	Quantity	Rate	Amount
Monthly maintenance for the month of October- Increase this month due to new contract pricing for this term which began 8/1/19  <div style="text-align: center;"> <p>V-13 (A)</p> <p><i>CBH</i> 10-1-19</p> <p>LANDSCAPE MAINT.</p> <p>001.330.53800.416200</p> </div>	1	7,091.25	7,091.25
Thank you for your business!			<b>Total</b> \$7,091.25
			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$7,091.25



Invoice

Date 10/7/2019  
Invoice # 131295589182

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

Terms	Net 20
Due Date	10/27/2019
PO #	
Delivery Ticket #	Sales Order #1328511
Delivery Date	10/11/2019
Delivery Location	Bannon Lakes Pool
Customer #	13BAN025

Bill To  
Riverside Management Services  
Bannon Lakes CDD  
9655 Florida Mining Blvd West  
bdg 300 suite 305  
Jacksonville FL 32257

Ship To  
Bannon Lakes CDD  
435 Bannon Lakes Blvd  
St. Augustine FL 32095

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 ID	Item	Quantity	Units	Rate	Amount
115-300	Bleach Minibulk Delivered	400	gal	1.50	600.00

*B. H. Smith 10.10.19  
Pool Chemicals  
001.320.5720.45210*

RECEIVED

OCT 11 2019

By \_\_\_\_\_

V-19 (A)

Total Amount Due 600.00 \$600.00

Remittance Slip

Customer 13BAN025  
Invoice # 131295589182

Amount Due \$600.00

Amount Paid \_\_\_\_\_

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295589182

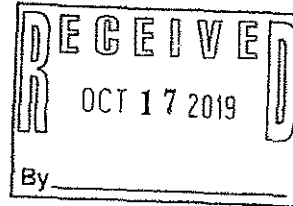
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
10/14/2019	64

Bill To
Bannon Lakes CDD 9655 Florida Mining Blvd W Suite 305 Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Halloween Event	29.52	29.52
	Special Events 1. 320, 572, 4940 V-14 (H)		
<b>Total</b>			\$29.52

RHW  
10, 15, 19

SPECIAL EVENT

Period Ending 10/05/10

<u>DISTRICT</u>	<u>DATE</u>	<u>EVENT</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL					
BANNON LAKES	9/24/19	Halloween	Halloween Stickers for Goodie Bags	14.58	D.S.
	9/24/19	Halloween	Halloween Stickers for Jack-O-Latern	14.94	D.S.

TOTAL \$29.52

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
 Building 300, Suite 305  
 Jacksonville, FL 32257

# Invoice

Date	Invoice #
10/14/2019	65

Bill To
Bannon Lakes CDD 9655 Florida Mining Blvd W Suite 305 Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance September 1 - September 30, 2019	580.33	580.33
	Maintenance Supplies	667.03	667.03
	<i>Bkpt 10-15-19</i>		
	<i>FACILITY MAINT. → \$1054.35</i>		
	<i>001.320.57200.45100</i>		
	<i>Office Supplies → \$193.01</i>		
	<i>001.320.57200.51000</i>		
	<i>V-14 (A)</i>		
<b>Total</b>			\$1,247.36





RMS

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF SEPTEMBER 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/6/19	3	K.B.	Started to put pool furniture back post Hurricane Doian
9/12/19	3.5	K.B.	Checked and changed all trash receptacles, blew leaves and debris off tennis courts and basketball courts, emptied dog pots, re-installed 6 windscreens
9/26/19	3	K.B.	Dusted for spider webs, re-installed windscreens on tennis courts, blew off leaves and debris on tennis courts and basketball courts, fixed pool gate handle near gym, checked and changed all trash receptacles and dog pots
9/26/19	6	F.S.	Raked playground, sprayed ant killer on playground, dusted cobwebs around buildings, blew leaves and debris from sidewalks, amenity center and gym

TOTAL 15.5

MILES 85

\*Mileage is reimbursable per section 112.081 Florida Statutes Mileage Rate 2008-D,446

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2019/2020 Special District Fee Invoice and Update Form**  
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 74630			Date Invoiced: 10/01/2019
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2019: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

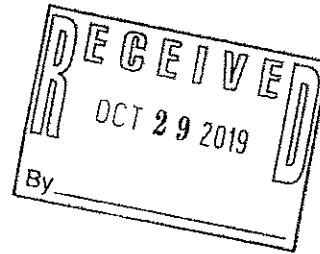
**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Bannon Lakes Community Development District**  
 Mr. Wesley Haber  
 Hopping Green & Sams, P.A  
 119 South Monroe Street, Suite 300  
 Tallahassee, FL 32301

V-1 (A)  
 1,310,573,540

- 2. Telephone: (850) 222-7500
- 3. Fax: (850) 224-8551
- 4. Email: wesh@hgslaw.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: www.bannonlakescdd.com
- 8. County(ies): St. Johns
- 9. Function(s): Community Development
- 10. Boundary Map on File: 01/25/2018
- 11. Creation Document on File: 10/01/2015
- 12. Date Established: 09/21/2015
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: St. Johns County
- 15. Creation Document(s): County Ordinances 2015-60 and 2018-2
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 11/02/2018



I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: Wesley Haber Date 10/24/19

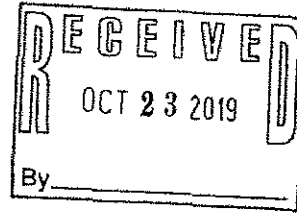
**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
  - 1. \_\_\_ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
  - 2. \_\_\_ This special district is in compliance with the reporting requirements of the Department of Financial Services.
  - 3. \_\_\_ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2017/2018 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_ Denied: \_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.



# Invoice INV0011

**NAME** Barron lakes  
**ADDRESS** 435 Barron Lakes Blvd. Saint Augustine FL 32092  
**PHONE** 904-9071100  
**EMAIL** barronmanager@rmsnl.com  
**DATE** October 22, 2019  
**DUPLICATE** October 26, 2019

**Kenia Warner**  
 217 King Arthur ct  
 Saint Augustine FL 32086  
[www.facebook.com/oldcityfacecraft](http://www.facebook.com/oldcityfacecraft)  
 904-377-877  
[wkenia@gmail.com](mailto:wkenia@gmail.com)

DESCRIPTION	UNIT PRICE	QTY	TOTAL
Tree hours of facepainting for Fall Festival	\$100.00	3	\$300.00
		<b>SUBTOTAL</b>	<b>\$300.00</b>
		<b>TOTAL</b>	<b>\$300.00</b>
		<b>PAID</b>	<b>\$0.00</b>
		<b>DUE</b>	<b>\$300.00</b>

### Payment instructions

**Via PayPal**  
 Send payment to: [wkenia@gmail.com](mailto:wkenia@gmail.com)

**By check**  
 Make checks payable to: Kenia Warner

October 22, 2019

V-47 (A)  
 1,320, 572, 494



**Landcare Group**  
Irrigation • Landscape • Maintenance

**Invoice**

Terms	Date	Invoice #
Net 30	9/30/2019	9090

35 Enterprise Drive  
Bunnell, FL 32110  
(386) 586-3321

Bannon Lakes CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

**RECEIVED**  
OCT 28 2019  
By \_\_\_\_\_

Project		Proposal #	Project #
Bannon Lakes CDD			M102
Description	Quantity	Rate	Amount
Irrigation Maintenance Service for September - see attached list.	1	696.75	696.75
<p><i>Blair 10-14-19</i> <i>IRRIGATION REPAIRS</i> <i>001.330.53800.46400</i> <i>K-13 (A)</i></p>		<b>Total</b>	\$696.75
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$696.75
Thank you for your business!			

Bannon Lakes CDD

<u>Date</u>	<u>Location</u>	<u>Description</u>	<u>Material</u>	<u>Labor</u>	<u>Total Cost</u>
9/5	Bannon Lakes Blvd.	5' - 1 1/4" PVC, 1 1/4" slip fix, (5) 1/2' coupling, 5 MPR nozzles, (3) 6 P's, (1) 2-station hunter decoder, 1' 1/2" flex pipe, (2) 1/2" caps, (2) .25 tree bubblers, 10 DBYs, nozzle	\$ 330.50	\$ 280.00	\$ 610.50
9/9	Bannon Lakes Blvd.	1 1/4" slip fix, 1 1/4" coupling	\$ 13.75	\$ 35.00	\$ 48.75
9/25	Bannon Lakes Blvd.	4" rotor	\$ 20.00	\$ 17.50	\$ 37.50
				<b>Total Due</b>	<b>\$ 696.75</b>



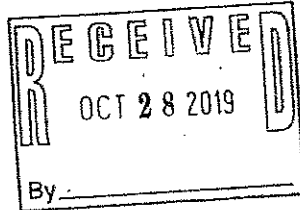
Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256  
 904-355-5309 • Fax: 904-353-1499 • Toll Free: 800-225-3705  
 www.turnerpest.com

Turner Pest Control  
 8400 Baymeadows Way, Suite 12  
 Jacksonville, FL 32256  
 904-355-5300

**Service Slip/Invoice**

INVOICE:	6191432
DATE:	10/15/2019
ORDER:	6191432

BILL TO: [385188]  
 Beacon Lake Amenity Center  
 Brian Stephens  
 850 Beacon lake pkwy  
 Saint Augustline, FL 32095



Work Location: [385188] 904-627-9271  
 Beacon Lake Amenity Center  
 Brian Stephens  
 850 Beacon lake pkwy  
 Saint Augustline, FL 32095

Work Date	Time	Target Pest	Technician	Time In
10/15/2019	09:06 AM	MICE, RATS, ROACH, S		09:06 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	10/15/2019		10:19 AM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	190.00
		<b>SUBTOTAL \$190.00</b>
		<b>TAX \$13.30</b>
		<b>AMT. PAID \$0.00</b>
		<b>TOTAL \$203.30</b>
		<del>AMOUNT DUE \$203.30</del>

V-48 (A)

B. Stephens 10-17-19  
 Amenity Maint.  
 001.320.5720.4550.8  
 11.3.20.572.545 - pest control

Tax exempt form

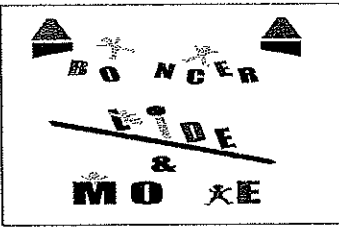
TECHNICIAN SIGNATURE: *[Signature]*

CUSTOMER SIGNATURE: Richard

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of service as specified above.

PLEASE PAY FROM THIS INVOICE

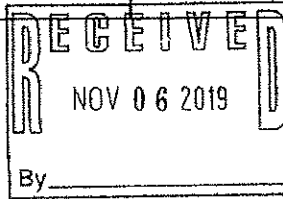


Bouncers, Slides, and More Inc.  
 1915 Bluebonnet Way  
 Fleming Island, FL  
 32003

**Invoice**  
 Date: 29 November, 2019  
 Invoice No.: 11292019.05

Name / Address  
 Attn: Robin Nixon  
 Bannan Lakes  
 435 Bannan Lakes Blvd.  
 St Augustine, FL 32092  
 BannanManager@RMSNF.c

**Additional Details:**



	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Discount</u>	<u>Subtotal</u>	<u>Extended</u>
1	Outdoor Movie	1	\$450.00	20%	\$350.00	\$350.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
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15						
16						
17						
18						
19						
20						

<b>Comments:</b>	<b>Subtotal</b>			\$350.00
	<b>Sales Tax (0.0%)</b>			N/A
	<b>Total</b>			\$350.00

1,320,572,494 V-44 (A)



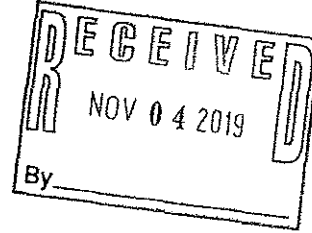
# Landcare Group

Irrigation • Landscape • Maintenance  
35 Enterprise Drive  
Bunnell, FL 32110  
(386) 586-3321

## Invoice

Terms	Date	Invoice #
Net 30	11/1/2019	9170

Bannon Lakes CDD 475 W. Town Place, Suite 114 St. Augustine, FL 32092
---



Project			Project #
Bannon Lakes Amenity Center			M101
Description	Quantity	Rate	Amount
Monthly maintenance for the month of November  <i>B. H. 11-1-19</i> <i>LANDSCAPE MAINT.</i> <i>001.330.53800.46200</i> <i>V-13 (A)</i>	1	5,395.89	5,395.89
Thank you for your business!			<b>Total</b> \$5,395.89
			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$5,395.89



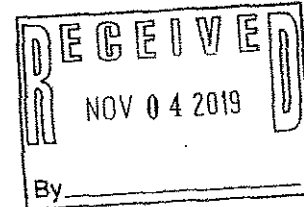


Irrigation • Landscape • Maintenance  
 35 Enterprise Drive  
 Bunnell, FL 32110  
 (386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	11/1/2019	9171

Bannon Lakes CDD  
 475 W. Town Place, Suite 114  
 St. Augustine, FL 32092



Project			Project #
Common Areas & Lakes			M102
Description	Quantity	Rate	Amount
Monthly maintenance for the month of November	1	7,091.25	7,091.25
<p><i>B. Stephen 11-1-19</i>  <i>LANDSCAPE MAINT.</i>  <i>001.330.53800.46200</i>  <i>K-13 (A)</i></p>			<b>Total</b> \$7,091.25
			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$7,091.25
			Thank you for your business!



**REPUBLIC SERVICES**

8619 Western Way  
Jacksonville FL 32256-036060

Customer Service (904) 731-2456  
RepublicServices.com/Support

Account Number	3-0687-0010861
Invoice Number	0687-001012665
Invoice Date	October 16, 2019
Previous Balance	\$504.97
Payments/Adjustments	-\$504.97
Current Invoice Charges	\$253.46

<b>Total Amount Due</b> \$253.46	<b>Payment Due Date</b> November 05, 2019
-------------------------------------	--

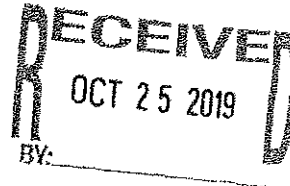
**PAYMENTS/ADJUSTMENTS**

Description	Reference	Amount
Payment - Thank You 09/20	516	-\$252.85
Payment - Thank You 10/16	527	-\$252.12

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
Bannon Lakes Cdd 435 Bannon Lakes Dr CSA A172389154 St. Augustine, FL Contract: 9687022 (C51) 1 Waste Container 6 Cu Yd, 1 Lift Per Week Pickup Service 11/01-11/30			\$175.80	\$175.80
Administrative Fee				\$5.95
Total Fuel/Environmental Recovery Fee				\$60.01
Total Franchise - Local				\$11.70
<b>CURRENT INVOICE CHARGES</b>				<b>\$253.46</b>

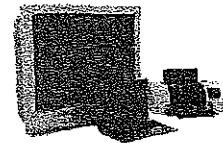
V-18 (A)  
1,320, 92.458



L2RCACDTE8 014505 1NNNNNNNN NNN NNN 001 001 029013 21398586.1

**Electronics Recycling with BlueGuard™**

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit RepublicServices.com/Electronics



8619 Western Way  
Jacksonville FL 32256-036060

Please Return This  
Portion With Payment

**Total Enclosed**

[Empty box for Total Enclosed]

Return Service Requested

L2RCACDTE8 014505



BANNON LAKES CDD  
LOUIS COWLING  
475 W TOWN PL  
STE 114  
ST AUGUSTINE FL 32092-3648



Total Amount Due	\$253.46
Payment Due Date	November 05, 2019
Account Number	3-0687-0010861
Invoice Number	0687-001012665

For Billing Address Changes,  
Check this and Complete Reverse  
Make Checks Payable To:

REPUBLIC SERVICES #687  
PO BOX 9001099  
LOUISVILLE KY 40290-1099

30687001086100000010126650000253460000253468

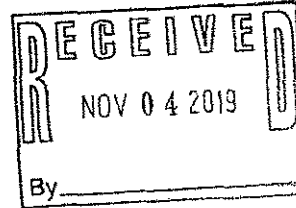
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
11/1/2019	66

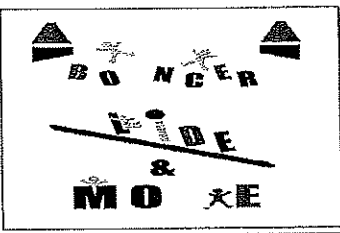
<b>Bill To</b>
Bannon Lakes CDD 9655 Florida Mining Blvd W Suite 305 Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - November 2019 320,572,4530 ✓	583.33	583.33
	Pool Maintenance Services - November 2019 320,572,4520	910.50	910.50
	Operations Management Services - November 2019 320,572,46001 ✓	1,596.50	1,596.50
	Facility Management Services - November 2019 320,572,3400 ✓	5,000.00	5,000.00
	(A) K-14		
<b>Total</b>			\$8,090.33

Rmw  
11.1.19

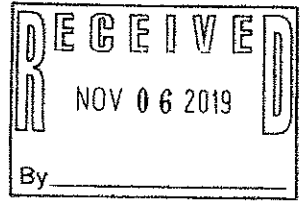


Bouncers, Slides, and More Inc.  
 1915 Bluebonnet Way  
 Fleming Island, FL  
 32003

**Invoice**  
 Date: 21 December, 2019  
 Invoice No.: 12212019.07

Name / Address  
 Attn: Robin Nixon  
 Bannan Lakes  
 435 Bannan Lakes Blvd.  
 St Augustine, FL 32092  
 BannanManager@RMSNF.c

**Additional Details:**



	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Discount</u>	<u>Subtotal</u>	<u>Extended</u>
1	Hayride	1	\$600.00	33%	\$400.00	\$400.00
2	Snow Globe	1	\$350.00	33%	\$200.00	\$250.00
3	Obstacle Course	1	\$300.00	15%	\$250.00	\$250.00
4	15' x 15' Bounce House	1	\$130.00	20%	\$100.00	\$100.00
5	Generator	1	\$75.00	100%	\$0.00	\$0.00
6						
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18						
19						
20						
<b>Comments:</b>		<b>Subtotal</b>				\$1,000.00
		<b>Sales Tax (0.0%)</b>				N/A
		<b>Total</b>				\$1,000.00

V-44 1,300.155.100  
 (A)

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

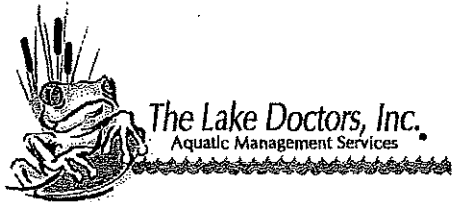
# Invoice

Invoice #: 57  
 Invoice Date: 11/1/19  
 Due Date: 11/1/19  
 Case:  
 P.O. Number:

Bill To:  
 Bannon Lakes CDD  
 476 West Town Place  
 Suite 114  
 St. Augustine, FL



Description	Hours/Qty	Rate	Amount
Management Fees - November 2019 <i>1,310.573.340</i>		3,750.00	3,750.00
Information Technology - November 2019 <i>-11-357</i>		144.42	144.42
Dissemination Agent Services - November 2019 <i>-11-316</i>		341.67	341.67
Office Supplies <i>-11-570</i>		15.42	15.42
Postage <i>-11-420</i>		31.69	31.69
Copies <i>-11-425</i>		290.70	290.70
<i>V-3 (A)</i>			
<b>Total</b>			<b>\$4,573.90</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,573.90</b>



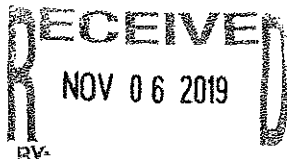
3543 State Road 419, Winter Springs, FL 32708  
 PH: 800-666-5253

# INVOICE

Invoice #	467719
Account #	723475
Invoice Date	11/1/2019
Due Date	11/11/2019
Rep	MAS

<b>Bill To</b>
BANNON LAKES CDD GMS MANAGEMENT 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Invoice Questions: <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> Payment Questions: <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
--

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description	Amount	
	Monthly Water Management Service (R)  (A) 1,380,538.468 V-17	475.00	
 BY: _____			
<b>Customer Total Balance</b>		<b>\$475.00</b>	
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			<b>Total Invoice \$475.00</b>

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
BANNON LAKES CDD GMS MANAGEMENT 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Amount Enclosed

Invoice #	467719
Account #	723475
Date	11/1/2019

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

**The Lake Doctors, Inc.**  
 3543 State Road 419  
 Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
___ Mastercard	___ Visa	___ American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	___ Check box if same as above	
	_____	
Signature	_____	



Questions on this invoice call:

(866) 470-7133 Option 2

10	11	12/14	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/29		Balance Forward						\$85.27	
10/21	P108252	Payment - Lockbox 536						-\$85.27	
10/29 10/29	103227953-10292019	REG BOS MTG 11/06/19	SA St Augustine Record	1.00 x 4.5000	4.5	1	\$8.98	\$40.41	
10/29 10/29	103227953-10292019	REG BOS MTG 11/06/19	SA St Aug Record Online	1.00 x 4.5000	4.5	1	\$8.97	\$40.37	
PREVIOUS AMOUNT OWED:								\$85.27	
NEW CHARGES THIS PERIOD:								\$80.78	
CASH THIS PERIOD:								(\$85.27)	
DEBIT ADJUSTMENTS THIS PERIOD:								\$0.00	
CREDIT ADJUSTMENTS THIS PERIOD:								\$0.00	
We appreciate your business.									
<p>V-2 (A)</p> <p>1,310, 573, 480</p>									

**INVOICE AND STATEMENT OF ACCOUNT**

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE	
	\$80.78		\$0.00	\$0.00	\$0.00	\$0.00		\$80.78	
SALES REPHONE #		ADVERTISER INFORMATION							
Melissa Rhinehart 904-819-3423		1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
			09/30/2019 - 11/03/2019		15652		15652		BANNON LAKES CDD - GMS

MAKE CHECKS PAYABLE TO

The St. Augustine Record Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Payment is due upon receipt.

The St. Augustine Record

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



The St. Augustine Record Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

**ADVERTISING INVOICE and STATEMENT**

1		BILLING PERIOD		2		ADVERTISER/CLIENT NAME			
		09/30/2019 - 11/03/2019				BANNON LAKES CDD - GMS			
COMPANY		23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT		3		TERMS OF PAYMENT	
SA 7			\$80.78					NET 15 DAYS	
21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS				
	\$80.78		\$0.00	\$0.00	\$0.00				
4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	24	STATEMENT NUMBER
			11/03/2019		15652		15652		000056835

8 BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



8 - 2511

BANNON LAKES CDD - GMS  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649

The St. Augustine Record  
Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261



Tue, Oct 29, 2019  
9:28:36AM

Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augusting Record Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Acct: 15652  
Phone: 9049405850  
E-Mail:  
Client: BANNON LAKES CDD - GMS

Name: BANNON LAKES CDD - GMS  
Address: 475 W TOWN PLACE, STE 114

City: SAINT AUGUSTINE State: FL Zip: 32092

Ad Number: 0003227953-01  
Start: 10/29/2019  
Placement: SA Legals  
Copy Line: NOTICE OF MEETING BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

Caller: SHELBY STEPHENS  
Issues: 1  
Rep: Melissa Rhinehart

Paytype: BILL  
Stop: 10/29/2019

Lines 52  
Depth 4.50  
Columns 1  
Price \$80.78

**NOTICE OF MEETING  
BANNON LAKES  
COMMUNITY DEVELOPMENT  
DISTRICT**

The regular meeting of the Board of Supervisors of the Bannan Lakes Community Development District will be held on Wednesday, November 6, 2019 at 1:00 p.m. at the Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, Florida 32096. 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, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record 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 Office 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 these meetings 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 such appeal is to be based. This meeting is not sponsored by the Authority, its Staff or the Airport.

James Oliver  
District Manager  
0003227963 October 29, 2019

RECEIVED  
NOV 01 2019  
BY: \_\_\_\_\_



THE ST. AUGUSTINE RECORD  
Affidavit of Publication

BANNON LAKES CDD - GMS  
475 W TOWN PLACE, STE 114  
SAINT AUGUSTINE, FL 32092

ACCT: 15652  
AD# 0003227953-01  
PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

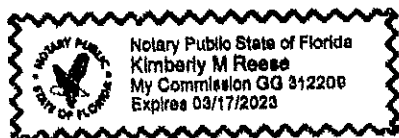
STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF MEETING** in the matter of **REG BOS MTG 11/06/19** was published in said newspaper on **10/29/2019**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

Sworn to and subscribed before me this 29 day of OCT 29 2019  
by Melissa Rhinehart who is personally known to me  
or who has produced as identification

Kimberly M Reese  
(Signature of Notary Public)



NOTICE OF MEETING  
BANNON LAKES  
COMMUNITY DEVELOPMENT  
DISTRICT

The regular meeting of the Board of Supervisors of the Bannan Lakes Community Development District will be held on Wednesday, November 8, 2019 at 4:00 p.m. at the Northeast Florida Regional Airport Conference Center, 4750 Casa Cola Way, St. Augustine, Florida 32095. 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, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-6860). This meeting may be continued to a date, time, and place to be specified on the record 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 Office at (904) 940-6860 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 these meetings 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 such appeal is to be based. This meeting is not sponsored by the Authority, its Staff or the Airport.

James Oliver  
District Manager  
0003227953 October 29, 2019

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

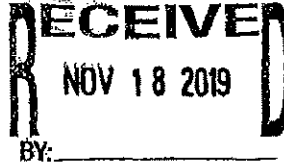
V-5 (A)  
1,310,573.815

===== STATEMENT =====

October 31, 2019

Bannon Lakes Community Development District  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 110887  
Billed through 09/30/2019



**General Counsel**  
**BLCDD 00001 WSH**

**FOR PROFESSIONAL SERVICES RENDERED**

09/10/19	KSB	Prepare update to service agreement; confer with district manager.	0.70 hrs
09/10/19	KFJ	Confer with Buchanan regarding amenity management agreement.	0.80 hrs
09/11/19	KFJ	Prepare amenity management agreement and facility management amendment; confer with Buchanan.	1.10 hrs
09/13/19	KSB	Finalize service agreement.	0.30 hrs
09/19/19	KFJ	Prepare amended and restated rules of procedure and related documents; confer with Buchanan.	0.40 hrs
Total fees for this matter			\$532.50

**MATTER SUMMARY**

Jusevitch, Karen F.- Paralegal	2.30 hrs	125 /hr	\$287.50
Buchanan, Katie S.	1.00 hrs	245 /hr	\$245.00

TOTAL FEES \$532.50

**TOTAL CHARGES FOR THIS MATTER \$532.50**

**BILLING SUMMARY**

Jusevitch, Karen F.- Paralegal	2.30 hrs	125 /hr	\$287.50
Buchanan, Katie S.	1.00 hrs	245 /hr	\$245.00

TOTAL FEES \$532.50

**TOTAL CHARGES FOR THIS BILL \$532.50**

**Please include the bill number on your check.**

**FREEDOM**  
**PEST CONTROL**  
**904-272-BUGS (2847)**  
 3600 Peoria Rd, Suite 103  
 Orange Park, FL 32065



**Service Slip/Invoice**

INVOICE: 1022052  
 DATE: 11/18/2019  
 ORDER: 1022052

Bill To: [106210]  
 Bannan Lakes CDD  
 Bannan Lakes Resident's Club  
 435 B Bannan Lakes Blvd  
 St. Augustline, FL 32092

**RECEIVED**  
 NOV 26 2019  
 By \_\_\_\_\_

Work Location: [106210]  
 Bannan Lakes CDD  
 Bannan Lakes Resident's Club  
 435 B Bannan Lakes Blvd  
 St. Augustline, FL 32092

Work Date	Time	Target Pest	Technician	Time In
11/18/2019	12:36 PM		2MARCUS	Marcus Lopez

Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	11/18/2019		

Service	Description	Price
MONTHLY	Monthly Pest Control	150.00
		<b>SUBTOTAL \$150.00</b>
		TAX \$0.00
		AMT. PAID \$0.00
		<b>TOTAL \$150.00</b>
		<b>AMOUNT DUE \$150.00</b>

*B. Steph* 11-25-19  
 PEST CONTROL  
 001.320.57200.54500  
 V-30 (A)

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**



Irrigation • Landscape • Maintenance  
 35 Enterprise Drive  
 Bunnell, FL 32110  
 (386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	10/31/2019	9210

Bannon Lakes CDD  
 475 W. Town Place, Suite 114  
 St. Augustine, FL 32092

Project			Project #
Bannon Lakes Amenity Center			M101
Description	Quantity	Rate	Amount
Irrigation Maintenance for the month of October			
Irrigation Parts: (6) MPR nozzles, 1-ft. poly tubing, poly coupling	1	61.50	61.50
Irrigation Labor	1	35.00	35.00
<p><i>BH</i>            11-7-19            IRRIGATION REPAIRS            001.330.53800.46400            V-13 (A)</p> <p><b>RECEIVED</b>            NOV 26 2019            By _____</p>			
Thank you for your business!			<b>Total</b> \$96.50
			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$96.50



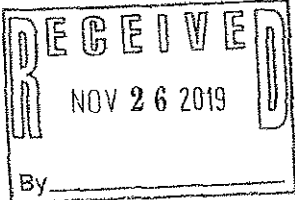
**Landcare Group**  
Irrigation • Landscape • Maintenance

35 Enterprise Drive  
Bunnell, FL 32110  
(386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	10/31/2019	9211

Bannon Lakes CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Project			Project #
Bannon Lakes CDD			M102
Description	Quantity	Rate	Amount
Irrigation Maintenance Service for October - see attached list.	1	693.50	693.50
			
<p><i>B Steph 11-8-19</i> IRRIGATION REPAIRS 001.330.53800.46400 V-13 (A)</p>			
Thank you for your business!			<b>Total</b> \$693.50
			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$693.50

Bannon Lakes CDD

<u>Date</u>	<u>Location</u>	<u>Description</u>	<u>Material</u>	<u>Labor</u>	<u>Total Cost</u>
10/10	Bannon Lakes Blvd.	(4) 1/2" couplings, 4-ft. 1/2" flex pipe, 6P, MPR nozzle	\$ 30.50	\$ 35.00	\$ 65.50
10/31	Bannon Lakes Blvd.	3" slip fix, 3" SXS coupling, (21) MPR nozzles, (2) 6" pop-ups, (4) 1/2" SXS couplings	\$ 278.00	\$ 350.00	\$ 628.00
				<b>Total Due</b>	<b>\$ 693.50</b>

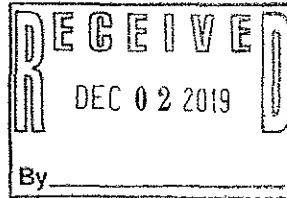


Irrigation • Landscape • Maintenance  
 35 Enterprise Drive  
 Bunnell, FL 32110  
 (386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	12/1/2019	9288

Bannon Lakes CDD  
 475 W. Town Place, Suite 114  
 St. Augustine, FL 32092



Project			Project #
Bannon Lakes CDD			M101
Description	Quantity	Rate	Amount
Monthly maintenance for the month of December  <i>V-13 (A)</i> <i>1,330,538.462</i>	1	12,487.14	12,487.14
Thank you for your business!		<b>Total</b>	\$12487.14
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$12,487.14



Invoice

Date 11/12/2019  
Invoice # 131295589819

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

Terms	Net 20
Due Date	12/2/2019
PO #	
Delivery Ticket #	Sales Order #1328918
Delivery Date	11/12/2019
Delivery Location	Bannon Lakes Pool
Customer #	13BAN025

**Bill To**  
Riverside Management Services  
Bannon Lakes CDD  
9655 Florida Minning Blvd West  
bldg 300 suite 305  
Jacksonville FL 32257

**Ship To**  
Bannon Lakes CDD  
435 Bannon Lakes Blvd  
St. Augustine FL 32095

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 ID	Item	Quantity	Units	Rate	Amount
115-300	Bleach Minibulk Delivered	100	gal	1.50	150.00
160-050	Pool Acid bulk by Gallon	30	gal	3.00	90.00

RECEIVED

NOV 26 2019

By \_\_\_\_\_

*B/Steph 11-14-19*  
*Pool Chemicals*  
*001.320.57200.45210*  
*V-19 A*

Total 240.00  
Amount Due \$240.00

Remittance Slip

Customer  
13BAN025  
Invoice #  
131295589819

Amount Due \$240.00

Amount Paid \_\_\_\_\_

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295589819





**REPUBLIC SERVICES**

8619 Western Way  
Jacksonville FL 32256-036060

Customer Service (904) 731-2456  
RepublicServices.com/Support

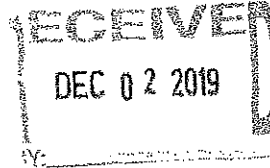
Account Number 3-0687-0010861  
Invoice Number 0687-001018960  
Invoice Date November 16, 2019  
Past Due on 11/16/19 \$253.46  
Payments/Adjustments \$0.00  
Current Invoice Charges \$253.30

<b>Total Amount Due</b>	<b>Payment Due Date</b>
<b>\$506.76</b>	<b>Past Due</b>

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
Bannon Lakes Cdd 435 Bannon Lakes Dr CSA A172389154 St. Augustine, FL Contract: 9687022 (C51) 1 Waste Container 6 Cu Yd, 1 Lift Per Week Pickup Service 12/01-12/31			\$175.80	\$175.80
Administrative Fee				\$5.95
Total Fuel/Environmental Recovery Fee				\$59.87
Total Franchise - Local				\$11.68
<b>CURRENT INVOICE CHARGES, Due by December 06, 2019</b>				<b>\$253.30</b>

V-18 (A)  
1,320, 572, 4158



L2RCACDTG8 015906 11111111111111111111 031815 21443337.1

**Electronics Recycling with BlueGuard™**

Convenient recycling solutions that are safe for your business and good for our planet. To learn more, visit RepublicServices.com/Electronics



Past Due	30 Days \$253.46	60 Days \$0.00	90+ Days \$0.00
----------	---------------------	-------------------	--------------------



8619 Western Way  
Jacksonville FL 32256-036060

Please Return This  
Portion With Payment

**Total Enclosed**

[Empty box for Total Enclosed]

Return Service Requested

L2RCACDTG8 015906



BANNON LAKES CDD  
LOUIS COWLING  
475 W TOWN PL  
STE 114  
ST AUGUSTINE FL 32092-3648

Total Amount Due \$506.76  
Payment Due Date Past Due  
Account Number 3-0687-0010861  
Invoice Number 0687-001018960

For Billing Address Changes,  
Check Box and Complete Reverse.

Make Checks Payable To:



REPUBLIC SERVICES #687  
PO BOX 9001099  
LOUISVILLE KY 40290-1099

30687001086100000010189600000253300000506769

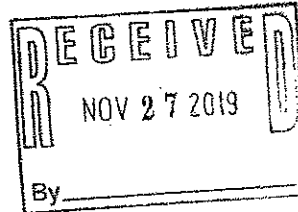
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
11/26/2019	69

Bill To
Bannon Lakes CDD 9655 Florida Mining Blvd W Suite 305 Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Special Event Supplies  320,572.4940 K-13 A	835.27	835.27
<b>Total</b>			<b>\$835.27</b>

RHW  
11,26,19

SPECIAL EVENT

Period Ending 11/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>EVENT</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL					
BANNON LAKES	10/9/19	Fall/Halloween	80 Pumpkins (Variety of sizes)	309.81	D.S.
	10/9/19	Fall/Halloween	Bales of Hay (10)	95.22	D.S.
	10/18/19	Halloween	Play-Doh - Young Child Prize	6.87	R.N.
	10/18/19	Halloween	Halloween Ribbon - Wrap Prizes	11.49	R.N.
	10/18/19	Halloween	Cellophane Bags - Wrap Prizes	7.81	R.N.
	10/18/19	Halloween	Spalula & Cookie Cutter - Best Dessert Prize	17.24	R.N.
	10/18/19	Halloween	5 pc Wooden Spoon Set - Best Dish Prize	16.78	R.N.
	10/18/19	Halloween	Witch's Brew Apron - Best Dessert Prize	17.22	R.N.
	10/18/19	Halloween	Dog Chew Toy - Best Dog Prize	9.19	R.N.
	10/18/19	Halloween	Charades Halloween Game - Adult Prize	26.44	R.N.
	10/18/19	Halloween	Skeleton Trophy (4) - Adult, Child(2) & Pet Prize	47.17	R.N.
	10/18/19	Halloween	Devil Collar - Best Cat Prize	5.74	R.N.
	10/18/19	Halloween	Skeleton Apron - Best Dish Prize	17.24	R.N.
	10/18/19	Halloween	Pet Bandana (3) - Best Dog, Cat & Other Prize	9.19	R.N.
	10/18/19	Halloween	Lego Vampire & Bal Kil - Older Child Prize	11.49	R.N.
	11/5/19	Holidays	7.5' Christmas Tree	226.39	B.S.
				0.00	
				<u>TOTAL</u>	<u>\$835.27</u>

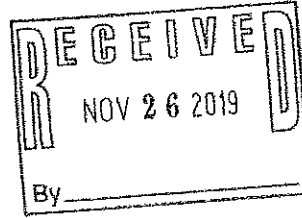
Riverside Management Services, Inc

# Invoice

9655 Florida Mining Blvd. W.  
 Building 300, Suite 305  
 Jacksonville, FL 32257

Date	Invoice #
11/26/2019	68

Bill To
Bannon Lakes CDD 9655 Florida Mining Blvd W Suite 305 Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance October 1 - October 31, 2019	1,583.61	1,583.61
	Maintenance Supplies	334.16	334.16
	Facility Maint. 320,572,4510	\$ 625,00	
	office Supplies 320,572,5100	\$ 73,82	
	Grounds Maint. 330,538,4610	\$ 578,61	
	Repairs/Maint 320,572,6600	\$ 640,34	
	V-111 (A)		
<b>Total</b>			\$1,917.77

Rmw  
 11.26.19

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
 MAINTENANCE BILLABLE HOURS  
 FOR THE MONTH OF OCTOBER 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/1/19	5	B.M.	Removed debris from lakes, cleaned windows, repaired windscreen, repaired float valve in AC in club room, removed debris around amenity center, emptied dog pots in dog park
10/6/19	2	K.B.	Call Out on weekend to check outlets at amenity center, due to an event going to start soon and 2 at pavilion not working, one outlet under pavilion middle column and other near AC unit, breakers are not tripped.
10/8/19	3.5	B.M.	Re-installed canvas, removed debris around amenity center, checked and changed dog pots at dog park, checked and changed all trash receptacles, re-hung mirror in social room
10/8/19	3.5	K.B.	Repaired tennis court windscreens, dusted spider webs and eggs, re-installed canvas over the sitting area for tennis courts
10/16/19	5	B.M.	Repaired hole in asphalt track, checked and changed all trash receptacles, blew leaves and debris off amenity center, removed debris around amenity center, emptied dog pots in dog park
10/16/19	3.5	K.B.	Changed water filter in gym, blew leaves and debris off tennis courts, pavilion and sidewalks, fixed screens
10/22/19	3.5	K.B.	Blew leaves and debris off tennis courts, basketball courts, sidewalks and pavilion, dusted for spider webs and eggs, fixed tennis court windscreens
10/22/19	5	B.M.	Removed debris from lakes, changed light bulb in woman's restroom, removed debris around amenity center grounds, wiped down tables, cleaned windows, checked and changed all trash receptacles on pool deck and common areas
10/29/19	3	K.B.	Blew leaves and debris off tennis courts, basketball courts, sidewalks, pavilion and pool deck, dusted for spider webs and eggs
10/29/19	8	B.M.	Removed debris in pocket parks, lakes and around amenity center, cleaned windows at amenity center and fitness center, checked and changed all trash receptacles and dog pots, repaired windscreen on tennis courts
10/29/19	5	A.J.	Removed debris in common areas and roadways, cleaned bathroom and clubhouse, checked and changed dog waste bags, repaired windscreen, picked up additional supplies for repair
TOTAL	<u>44</u>		
MILES	<u>98</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 11/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL				
BANNON LAKES	9/21/19	Pool Testing Kit	13.33	D.S.
	9/21/19	Tile Cleaner	16.09	D.S.
	10/16/19	Copy & Print Paper Ream of 500 sheets (10)	73.82	R.N.
	10/17/19	Acrylic Sign Holders (6)	32.19	R.N.
	10/29/19	6" Cable Ties 100 pk	9.45	B.M.
	10/31/19	Barbell Deluxe LAT Bar Cable Attachment	42.52	R.N.
	10/31/19	Tricep Rope Fitness Attachment	20.65	R.N.
	10/31/19	6' Folding Tables (2)	126.11	R.N.
			<u>TOTAL</u>	<u>\$334.16</u>

Southern Recreation, Inc.  
 4060 Edison Avenue  
 Jacksonville, FL 32254  
 www.southernrecreation.com

# Invoice

DATE	INVOICE #
11/12/2019	9557

<b>BILL TO</b>
Riverside Management Services 965 Florida Mining Road Building 300 Suite 305 Jacksonville, FL 32257

<b>SHIP TO</b>
Bannon Lakes St. Augustine, FL

P.O. NUMBER	TERMS	REP	SHIP	INVOICE NO.
Proposal	Due on receipt	TR	11/12/2019	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
50	WoodCarpet	Wood Playground Mulch Sales Tax	32.00 0.00%	1,600.00 0.00
<p><i>B. Steph → 11-13-19</i>  <i>REPAIRS + MAINT.</i>  <i>001.320.57200.60000</i>  <i>V-19 (A)</i></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">RECEIVED</p> <p style="text-align: center;">NOV 26 2019</p> <p>By _____</p> </div>				

Invoice Due Upon Receipt Thank You!	<b>Total</b>	\$1,600.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$1,600.00

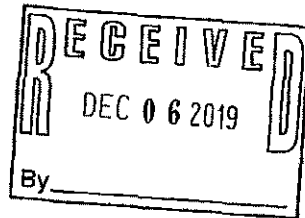
**Governmental Management Services, LLC**

1001 Bradford Way  
 Kingston, TN 37763

# Invoice

Invoice #: 58  
 Invoice Date: 12/1/19  
 Due Date: 12/1/19  
 Case:  
 P.O. Number:

**Bill To:**  
 Bannon Lakes CDD  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL



Description	Hours/Qty	Rate	Amount
Management Fees - December 2019 <i>1,310, 513.340</i>		3,750.00	3,750.00
Information Technology - December 2019 <i>-11-351</i>		144.42	144.42
Dissemination Agent Services - December 2019 <i>-11-316</i>		341.67	341.67
Office Supplies <i>- 570</i>		0.18	0.18
Postage <i>- 1120</i>		3.00	3.00
Copies <i>- 1125</i>		6.00	6.00
Telephone <i>110</i>		23.24	23.24

**(A)** K-3

<b>Total</b>	<b>\$4,268.51</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$4,268.51</b>



# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

V-15 (A)  
1,810.573.815

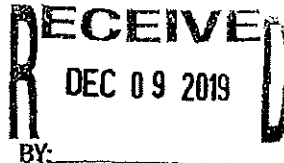
===== STATEMENT =====

November 27, 2019

Bannon Lakes Community Development District  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 111462  
Billed through 10/31/2019

General Counsel  
BLCDD 00001 WSH



**FOR PROFESSIONAL SERVICES RENDERED**

10/16/19	KFJ	Review special district fee invoice and update form.	0.20 hrs
10/30/19	KSB	Confer with district manager; prepare rules of procedure documents; prepare service agreement.	1.60 hrs
10/30/19	KFJ	Confer with Buchanan, correspond with district manager and prepare landscape maintenance agreement.	1.50 hrs
10/31/19	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.30 hrs
Total fees for this matter			\$691.50

**MATTER SUMMARY**

Jusevitch, Karen F.- Paralegal	1.70 hrs	125 /hr	\$212.50
Buchanan, Katie S.	1.60 hrs	245 /hr	\$392.00
Eckert, Michael C.	0.30 hrs	290 /hr	\$87.00

TOTAL FEES \$691.50

**TOTAL CHARGES FOR THIS MATTER \$691.50**

**BILLING SUMMARY**

Jusevitch, Karen F.- Paralegal	1.70 hrs	125 /hr	\$212.50
Buchanan, Katie S.	1.60 hrs	245 /hr	\$392.00
Eckert, Michael C.	0.30 hrs	290 /hr	\$87.00

TOTAL FEES \$691.50

**TOTAL CHARGES FOR THIS BILL \$691.50**

**Please include the bill number on your check.**



**The Lake Doctors, Inc.**  
Aquatic Management Services

3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253

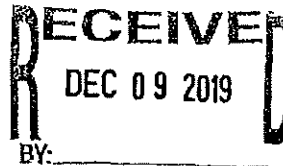
# INVOICE

Invoice #	473497
Account #	723475
Invoice Date	12/1/2019
Due Date	12/11/2019
Rep	MAS

<b>Bill To</b>
BANNON LAKES CDD GMS MANAGEMENT 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Invoice Questions:  
Lakes@lakedoctors.com  
Payment Questions:  
Payments@lakedoctors.com

Purchase Order Number		Terms	Invoice Date Reflects Month of Service Provided
		NET 10 DAYS	
Item	Description	Amount	
	Monthly Water Management Service (R)  V-17 (A) 1.380.538.468	475.00	
<b>Customer Total Balance</b>		\$475.00	
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!			<b>Total Invoice</b> \$475.00



To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
BANNON LAKES CDD GMS MANAGEMENT 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Amount Enclosed

Invoice #	473497
Account #	723475
Date	12/1/2019

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

**The Lake Doctors, Inc.**  
3543 State Road 419  
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
___ Mastercard	___ Visa	___ American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	___ Check box if same as above	
_____		
Signature	_____	



3543 State Road 419, Winter Springs, FL 32708  
 PH: 800-666-5253

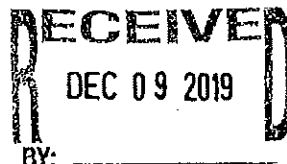
# INVOICE

Invoice #	474518
Account #	723475
Invoice Date	12/2/2019
Due Date	12/12/2019
Rep	MAS

<b>Bill To</b>
BANNON LAKES CDD GMS MANAGEMENT 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Invoice Questions: <a href="mailto:Lakes@lakedoctors.com">Lakes@lakedoctors.com</a> Payment Questions: <a href="mailto:Payments@lakedoctors.com">Payments@lakedoctors.com</a>
--

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Water Mgmt Serv - Additional Area Added Effective December 2019 (December 2019 Portion)  <i>K-17 D</i> <i>1,830,538.468</i>	175.00
<b>Customer Total Balance</b> \$650.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice</b> \$175.00



To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b>
BANNON LAKES CDD GMS MANAGEMENT 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092

Amount Enclosed

Invoice #	474518
Account #	723475
Date	12/2/2019

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

**The Lake Doctors, Inc.**  
 3543 State Road 419  
 Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card #	_____	
Card Verification #	_____	
Exp. Date #	_____	
Print Name	_____	
Billing Address:	_____ Check box if same as above	
Signature	_____	



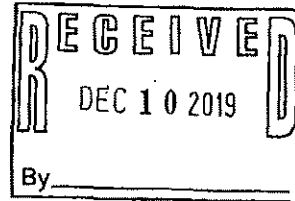
**Landcare Group**  
Irrigation • Landscape • Maintenance

35 Enterprise Drive  
Bunnell, FL 32110  
(386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	11/30/2019	9339

Bannón Lakes CDD  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092



Project			Project #
Bannón Lakes CDD			M101
Description	Quantity	Rate	Amount
Irrigation Maintenance Service for November - see attached list.	1	558.00	558.00
<p><i>B. Skipt 12-10-19</i> <i>IRRIGATION MAINT.</i> <i>001.330.53800.46400</i> <i>V-13 (A)</i></p>			<b>Total</b> \$558.00
			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$558.00
			Thank you for your business!

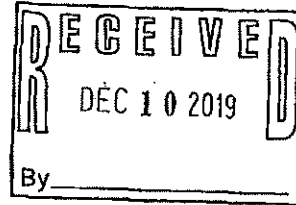


Irrigation • Landscape • Maintenance  
 35 Enterprise Drive  
 Bunnell, FL 32110  
 (386) 586-3321

# Invoice

Terms	Date	Invoice #
Net 30	12/9/2019	9331

Bannon Lakes CDD  
 475 W. Town Place, Suite 114  
 St. Augustine, FL 32092



Project			Project #
Tree Removal/ Stump Grinding			M101
Description	Quantity	Rate	Amount
At Amenity Center- removal & stump grinding of 3 trees marked with ribbons			
Tree Removal Service- Completed 11/26/19	2	520.00	1,040.00
Tree Removal Service- Completed 12/3/19	1	390.00	390.00
<i>B. Stephens 12-10-19</i> <i>LANDSCAPE MAINT.</i> <i>001.330.53800.46200</i> <i>V-13 (A)</i>			
Thank you for your business!			<b>Total</b> \$1,430.00 <b>Payments/Credits</b> \$0.00 <b>Balance Due</b> \$1,430.00

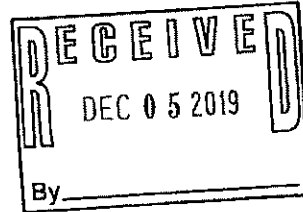
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
12/1/2019	67

Bill To
Bannon Lakes CDD 9655 Florida Mining Blvd W Suite 305 Jacksonville, FL 32257



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - December 2019 320,572.4530 ✓	583.33	583.33
	Pool Maintenance Services - December 2019 320,572.4520	910.50	910.50
	Operations Management Services - December 2019 320,572.4400	1,596.50	1,596.50
	Facility Management Services - December 2019 320,572.3400	5,000.00	5,000.00
	V-14 (A)		
<b>Total</b>			\$8,090.33

Rmw  
12.2.19