

# ***BANNON LAKES***

*Community Development District*

*February 3, 2021*

# *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 28, 2021

Board of Supervisors  
Bannon Lakes  
Community Development District

Dear Board Members:

The Bannon Lakes Community Development District Board of Supervisors Special Meeting is scheduled for **Wednesday, February 3, 2021 at 1:00 p.m.** at the **World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, FL 32092**. Following is the advance agenda for the meeting:

- I. Call Order
- II. Public Comment
- III. Affidavit of Publication of Meeting Notice
- IV. Approval of Minutes
  - A. November 4, 2020 Meeting
  - B. November 24, 2020 Landowners' Meeting
  - C. January 6, 2021 Special Meeting
- V. Organizational Matters
  - A. Consideration of Resolution 2021-05, Canvassing and Certifying the Results of the Landowners' Election
  - B. Consideration of Resolution 2021-06, Election of Officers
- VI. Consideration of Resolution 2021-07, Ratifying Actions Related to Series 2021 Bond Issue
- VII. Consideration of Revisions to Amenity Policies
- VIII. Other Business
- IX. Staff Reports
  - A. District Counsel
  - B. District Engineer – Ratification of Requisitions No. 147-149
  - C. District Manager
  - D. Field Services – Operations Memorandum
  - E. Amenity Manager – Amenity Report
- X. Supervisor's Requests
- XI. Audience Comments
- XII. Financial Reports
  - A. Balance Sheet as of December 31, 2020 and Statement of Revenues & Expenditures
  - B. Assessment Receipt Schedule

- C. Approval of Check Register
- D. Approval of Construction Funding Request No. 24 & 25
- XIII. Next Scheduled Meeting – May 5, 2021 at 1:00 p.m. at TBD
- XIV. Adjournment

Minutes from the November 4, 2020, November 24, 2020 and January 6, 2021 meetings are enclosed for your review.

The fifth order of business is consideration of resolution 2021-05, canvassing and certifying the results of the landowners' election. Next, is the consideration of resolution 2021-06, election of officers. Copies of the resolutions are enclosed for your review.

The sixth order of business is the consideration of resolution 2021-07, ratifying actions related to series 2021 bond issue. A copy of the resolution is enclosed for your review.

Listed under engineer reports is the ratification of requisitions no. 147-149. Copies of the requisitions are enclosed for your review.

Listed under field services reports is the operations memorandum. A copy of the report is enclosed for your review.

Listed under amenity manager is the amenity report. A copy of the report is enclosed for your review.

Copies of the balance sheet and statement of revenue & expenditures, assessment receipt schedule, check register and funding requests 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  
Agenda***

Wednesday  
February 3, 2021  
1:00 p.m.

World Golf Village Renaissance Hotel  
500 S. Legacy Trail  
St. Augustine, Florida 32092  
Website: [bannonlakescdd.com](http://bannonlakescdd.com)

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- XIV. 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# 0003333529-01  
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 2/3/21** was published in said newspaper on **01/26/2021**.

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.

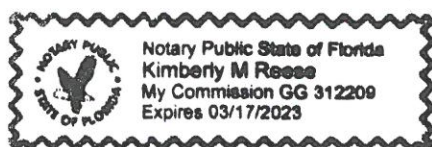
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or  
☐ online notarization

this \_\_\_\_\_ day of **JAN 26 2021**

by *Michael Chubb* 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 Bannon Lakes Community Development District will be held on **Wednesday, February 3, 2021 at 1:00 p.m. at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida 32092**. 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  
0003333529 January 26, 2021



## *FOURTH ORDER OF BUSINESS*

*A.*

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

The regular meeting of the Board of Supervisors of the Bannon Lakes Community Development District was held on Wednesday, **November 4, 2020** at 1:00 p.m. at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida.

Present and constituting a quorum were:

Art Lancaster	Chairman
Linda Scandurra	Supervisor
Chris Hill	Supervisor
Chris d'Aquin	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>via phone</i>	District Counsel
Brian Stephens	Operations Manager, RMS
Bre Meeks	Amenity Manager, RMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:00 p.m. Three members of the Board were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Oliver asked that the public keep their comments for this portion of the meeting focused on items on the agenda, adding that they would have a chance at the end of the meeting to provide comments on any CDD matters. There being no public comments at this time, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavits of Publication**

Mr. Oliver noted that this meeting was advertised in the St. Augustine Record.

**FOURTH ORDER OF BUSINESS****Approval of Minutes of the July 29, 2020 Meeting**

Mr. Oliver presented the minutes of the July 29, 2020 meeting. He asked for any additions, corrections, or deletions to the meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the Minutes of the July 29, 2020 Meeting, were approved.

**FIFTH ORDER OF BUSINESS****Organizational Matters****A. Consideration of Candidates for Appointment to Seat 4**

Mr. Oliver noted that Seat 4 is vacant because a previous supervisor resigned, and the Board directed staff to seek candidates to fill this seat. Letters of interest were received from three different candidates: Chris d'Aquin, Jim Carrado, and Stephen Commorato. The process for filling the vacancy is broadly mentioned in Florida Statutes and the majority of the Board will decide who fills the vacancy. Once a Board member makes a nomination and if it gets a second, the Board will vote on the nomination and by majority that person will be selected to fill the vacancy.

Mr. Lancaster reported that he had the opportunity to meet Mr. d'Aquin at a function he had helped put together and thought he did an outstanding job and showed leadership. He then made a motion to name Mr. d'Aquin as the person to fill the empty seat.

On MOTION by Mr. Lancaster seconded by Ms. Scandurra, with all in favor, Appointing Chris d'Aquin as the Candidate for Appointment to Seat 4 and, was approved.

**B. Oath of Office for Newly Appointed Supervisor**

Mr. Oliver administered the Oath of Office to Mr. d'Aquin.

**C. General Information for New Supervisor**

Mr. Oliver noted that Mr. d'Aquin is now a public official subject to Florida's Sunshine Law. CDD Board members can only have conversations or other communications with other members regarding District matters at a noticed meeting. Florida has a very broad Records Law regarding access to public records. It is advised that CDD records maintained by supervisors are kept segregated other business or personal records. Mr. Oliver stated that his office keeps the official records of the District, so it is not necessary for you to retain records already maintained

by the District. It is also recommended that a separate email account is used for the District matters. Social media postings and text messages are also subject to public records. If discussions of District business are posted or exchanged, a screen shot should be taken and saved by the Supervisor. It is important to be careful with the many modes of communication that are available. As a member of a governmental organization, a Statement of Financial Interest must be submitted. The Form 1 needs to be completed and provided to the St. Johns County Supervisor of Elections within thirty days of taking the oath of office. As a Board Member, you may receive \$200 per meeting per Florida Statutes. Mr. Oliver will also provide a fact sheet regarding CDDs, a copy of the Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officials. Lastly, he will provide a copy of Chapter 190 of Florida Statutes.

**D. Consideration of Resolution 2021-01, Election of Officers**

Mr. Oliver noted this is to appoint Mr. d'Aquin as an Assistant Secretary, so he is an officer of the District.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, Resolution 2021-01 Electing Mr. d'Aquin as an Assistant Secretary, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of FY20/21 Funding Agreement with RREF III-P-EP Bannon Lakes JV, LLC**

Mr. Oliver summarized that this a deficit funding agreement, in which the developer provides funding of budget shortfalls. This is approved each year when the budget is adopted. At the July meeting, this was approved in substantial form. There is a need for a motion of approval of the final version of the document..

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the FY20/21 Funding Agreement with RREF III-P-EP Bannon Lakes JV, LLC, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Renewal of Services for Lake Maintenance with Lake Doctors, Inc.**

Mr. Oliver stated that this is for the same amount that was adopted budget for FY21.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, Consideration of Renewal for Lake Maintenance with Lake Doctors, Inc., was approved.
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**EIGHTH ORDER OF BUSINESS****Consideration of Partial Release of Recorded 2016 Assessment Documents**

Mr. Haber reported that in 2016 the District issued a series of bonds that are secured by a certain stage of development within the project. At the time the bonds were issued certain portions of that stage were not yet developed or sold, so the assessments securing the bonds were allocated across all of the developable property within the District with the understanding that as the property was sold and development rights were allocated with those sales, that the assessments would be allocated to the property that was sold and would no longer be allocated to the remaining property within the District. Counsel for the Developer has provided copies of agreements showing that all of the property to be sold to secure the 2016 bonds have been sold and development rights for all of the units that are necessary to secure the 2016 bonds have been allocated and conveyed to the purchasers of that property. The true-up agreement for all of the units to secure the 2016 bonds have been signed by all the new property owners within that area. In light of all those actions, by law the 2016 assessments are no longer on the property but there are agreements that were recorded in the public records that unless the supplemental information was received, it may be interpreted that the agreements that were recorded in the public record still impact the property outside the area that secures the 2016 bonds. This document identifies the document that are recorded against the remaining property, mainly the true-up agreement, a collateral assignment, and a consent to jurisdiction, and provides for the partial relief that those documents as it relates to the property identified on the partial relief, which is property that falls outside the 2016 assessment area. The document has been reviewed and counsel is comfortable with it that it is appropriate in light of the terms of the various bond agreement that are connect to the issuant of the bond.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the Partial Release of Recorded 2016 Assessment Documents, was approved.
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**NINTH ORDER OF BUSINESS****Ratification of Memo of Understanding with the St. Johns Property Appraiser**

Mr. Oliver stated that there is a lot of information on the property tax roll that is confidential. For example, names and addresses of law enforcement officers, judges, military, and some other residents are exempt from public records request. The St. Johns Property Appraiser Office has reached out all county CDDs saying they will not provide an assessment roll until they receive an approved and signed agreement stating the assessment roll is not for general distribution. If someone were to make the request, Wes Haber, District Counsel should be notified of the records request. A determination should be made with the property appraiser's office.

On MOTION by Mr. Hill seconded by Mr. Lancaster, with all in favor, the Memo of Understanding with the St. Johns Property Appraiser, was ratified

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

#### **Ratification of FY 20 Audit Engagement Letter with Grau & Associates**

Mr. Oliver noted Grau & Associates is a CPA firm that this Board selected through the RFP process that is required by Chapter 218 of Florida Statutes. The fee for the FY20 audit is \$3,900 and that is the amount that was budgeted. As a unit of government in Florida, the CDD is required to have an independent financial audit conducted each year.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the FY 20 Audit Engagement Letter with Grau & Associates, was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of First Amendment to the Agreement for Landscape and Irrigation Maintenance Services with Landcare Group, Inc.**

Mr. Oliver stated this is the group that has been out there working already. This incorporates the new areas. This has already been executed so they could begin their FY 20 services.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the First Amendment to the Agreement for Landscaping Services with Landcare Group, Inc., was ratified.
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**TWELTH ORDER OF BUSINESS**

**Consideration of Revision to Amenity Policies**

Mr. Oliver asked the Board to table this for the day. Ms. Meeks and Mr. d'Aquin, as the resident supervisor, to take a look at the policies and fine tune them due to some discrepancies with some of the language. The group will sit down sometime before the next meeting to bring back some recommendations to the Board.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Haber went into further detail on the Sunshine Law and the Public Records Law and stated it is important to note that commenting about issues that may be taking place in a neighborhood on social meeting should be refrained from. Verbal, written, email, social media, and text are all considered communications for purposes of the Sunshine Law.

**B. District Engineer**

There being none, the next item followed.



**C. District Manager**

Mr. Oliver stated that they will continue to try to secure the airport facility where previous meetings have been held. As the February meeting approaches, communication will be shared on where the meeting will be if it can't be at the airport facility.

**D. Field Services – Operations Memorandum**

Mr. Stephens noted there were a couple additions to the operations memorandum. A date has been scheduled for the pool gates for the week of November 16<sup>th</sup>. The parking lot lights have been adjusted for daylight savings. The holiday decorations are scheduled to start installation next week. Typically, they will be lit the day after Thanksgiving. The Board thought as soon as they were installed, they should be turned on, and Mr. Stephens complied. Mr. Stephens continued that the community issues with the trees is being worked on.

**E. Amenity Report – Amenity Report**

Ms. Meeks stated that the clubs are still active and meeting on a weekly basis in the clubhouse. The residents know to clean up after themselves and to practice social distancing. Same with the fitness center which wipes are provided. Food trucks are coming onto the property two or three times a week, per resident's request. There was a 'Dancing in the Street' event on September 5<sup>th</sup> with a live band, food trucks, bounce houses, and it was a big hit for residents. She then reported that First Coast Athletics will come weekly, on Thursdays for the kids. The Halloween festivities were canceled due to her absence.

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

There being none, the next item followed.

**SIXTEENTH ORDER OF BUSINESS****Audience Comments**

A resident asked what he is receiving from the CDD that he is paying for as he is new to the State.

Mr. Oliver answered that the CDD is established so the District can issue tax exempt bonds as a governmental entity. Bond proceeds are used to construct the infrastructure such as the road system, surface water management system, underground utilities, common areas, entry

monumentation and the amenities facilities, field and dog park. Debt service for payment of principal and interest on the bonds is by assessments collected by the tax collector on the annual property tax bill. In addition, operations and maintenance costs are funded by the assessments.

**SEVENTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet as of September 30, 2020 and Statement of Revenues & Expenditures**

Mr. Oliver stated that the balance sheet can be found in the agenda package as of September 30, 2020, which is the end of the Fiscal Year. The engagement letter was approved, and the audit will begin.

**B. Assessment Receipt Schedule**

Mr. Oliver noted that it shows they are fully collected for FY 20 and will start the process all over again. The tax collector mailed out the property tax bills on November 1.

**C. Approval of Check Register**

Mr. Oliver noted that the Check register required Board approval.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the Check Register was approved.
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**D. Approval of Construction Funding Request No. 22 & 23**

Mr. Oliver noted that these are construction related matters tied to IGP. The money is fronted by the developer through construction funding requests.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, Approval of Construction Funding Request No. 22 & 23, were approved.
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**EIGHTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 3,  
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 is February 3, 2021 at the Northeast Regional Conference Center, and if something changes advanced notice will be given. The Landowner's Election will be held on November 24, 2020, at 10:00 a.m.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned at 1:52 p.m.

On MOTION by Mr. Lancaster seconded by Mr. Hill, with all in favor, the Meeting was adjourned.
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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson

*B.*

**MINUTES OF LANDOWNERS MEETING  
BANNON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

The Landowners meeting of the Bannon Lakes Community Development District was held on Tuesday, **November 24, 2020** at 10:00 a.m. at the Offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present were:

Daniel Laughlin  
Jim Oliver  
Wes Haber *via phone*

Proxy Holder  
District Manager  
District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Determination of Number of Voting Units  
Represented**

Mr. Oliver noted that the proxy holder for the developer was Daniel Laughlin. 442 votes were represented and 441 were proxy votes based on landowners for Pulte and undeveloped land held by the primary Developer.

**THIRD ORDER OF BUSINESS**

**Election of a Chairman for the Purpose of  
Conducting the Landowners Meeting**

Mr. Oliver, with no objection, appointed himself to serve as the Chairman for the Landowner meeting.

**FOURTH ORDER OF BUSINESS**

**Nominations for the Position of Supervisor**

Mr. Laughlin nominated Art Lancaster, Linda Scandurra, and Chris Hill for the position of supervisor.

**FIFTH ORDER OF BUSINESS**

**Casing of Ballots**

Mr. Laughlin casted 126 votes for Art Lancaster, 126 votes for Linda Scandurra, and 76 votes for Chris Hill.

**SIXTH ORDER OF BUSINESS**

**Tabulation of Ballots and Announcement  
of Results**

Mr. Oliver noted that Mr. Lancaster and Ms. Scandurra would serve 4 year terms and Mr. Hill would serve a 2 year term.

**SEVENTH ORDER OF BUSINESS**

**Landowners Questions and Comments**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned at 10:10 a.m.

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Secretary / Assistant Secretary

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Chairperson / Vice Chairperson

*C.*

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

The special meeting of the Board of Supervisors of the Bannon Lakes Community Development District was held on Wednesday, **January 6, 2021** at 11:00 a.m. at World Golf Village Renaissance Resort, 500 S. Legacy Trail, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Art Lancaster	Chairman
John Dodson	Vice Chairman
Chris d'Aquin	Supervisor
Chris Hill	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
George Katsaras <i>by phone</i>	District Engineer
Peter Dame <i>by phone</i>	Akerman, LLP

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 1:00 p.m. Four members of the Board were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Oliver asked that the public keep their comments for this portion of the meeting focused on items on the agenda, adding that they would have a chance at the end of the meeting to provide comments on regarding CDD matters, whether on the agenda or not. There being no public comments at this time, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavits of Publication**

Mr. Oliver stated that the meeting was properly noticed in the St. Augustine Record.



**FOURTH ORDER OF BUSINESS****Consideration of Items Related to 2021 Bonds**

Mr. Haber noted that when the CDD was established they adopted an Engineer's Report and Assessment Methodology which sets forth the manner in which the District would finance improvements for the project. He stated that the District issued a series of bonds previously in 2016. He stated that this is a second series of bonds to fund the improvements that are described in the Engineer's Report. He noted that any public hearings related to the assessment have already taken place. Once the bonds are issued those assessments will start being collected by the District in the upcoming year.

**A. Revised Supplemental Assessment Methodology Report**

Mr. Oliver noted that a copy of the Assessment Methodology is in the agenda. He provided an overview. He explained that this report is prepared whenever bonds are issued. He noted the Table of Contents is followed by the narrative section, which has an executive summary and also details the components of the report. In the last section is a series of exhibits, which are tables supporting the narrative section. This bond issue will be secured by the 235 single family residences that are going to be constructed in that phase. He reviewed Section 5.5 explaining the true up mechanism. It shows that 235 lots are going to be built in that phase 2 and that is how the debt is going to be apportioned over those 235 lots. If for some reason, the homebuilder decides to build fewer than 235 lots that are planned, a true-up payment must be paid by that landowner.

Mr. Oliver asked everyone to review the tables. Table 1 shows 235 lots. One is the residential single family parcel B of 81 units and parcel 2A is 154 units. He noted the anticipated construction cost is just over \$8 million. Mr. Oliver reviewed Table 3 noting the bonds to be issued are \$7.17 million. The construction funds generated are estimated to be \$5.9 million. Table 4 shows the assessments per unit for each of the lots. On the assessment roll is each of the 235 properties, with some already platted.

Mr. Haber noted there will not be a true-up agreement in place. The District will be relying on the true-up provisions in the methodology and assessment resolution for collecting any true-up payments that may become necessary. He asked for a revision to the section to remove the reference to the true-up agreement. He also noted that the amount that he referenced in the methodology as what the expectation is, and those amounts may vary some once the actual terms of the bonds is known. He noted if the amounts are less than what was adopted at the public hearing

when the District started this process in 2015/2016 then the District can move forward without further public hearing.

Mr. Haber asked for questions and a motion to approve the methodology report in substantial form noting that the changes are going to be made to the true up section and authorizing the Chair to review that change and any other changes that members of the finance team may have prior to being used for the marketing of the bonds.

On MOTION by Mr. Dodson seconded by Mr. Lancaster with all in favor, the Revised Supplemental Assessment Methodology Report and Authorization for the Chairman to Sign off on the Final Version, was approved in substantial form.

#### **B. Revised Engineer's Report**

Mr. Katsaras presented the revised Engineer's Report. He stated the supplemental Engineer's Report for Phase 2 is found in the agenda package under 4B. Mr. Katsaras noted page 1 is the general background of the Bannon Lake CDD and the use of the Engineer's Report. He noted in the middle towards the bottom it identifies the anticipated capital improvements to be associated with the Phase 2 improvements. He continued with the table on page 2 that identifies the 2 parcels (B and 2A) that are going to secure the Phase 2 bonds with a total of 235 units. On page 3, Table 1 shows cost estimates of the proposed improvements associated with Phase 2.

Mr. d'Aquin questioned the statement on the engineer's report under the Recreation/Utility facility that says there is \$500,000 for the payment that was made to St. Johns County for the county's park.

Mr. Lancaster stated this payment removed the need to put a county park or soccer field, open to the general public, at the CDD. It will be built off-site on county property.

Mr. d'Aquin asked what the cost would have been if the District went ahead and built the facility by Seacrest Harbor.

Mr. Lancaster stated about \$750,000 and that pricing was from approximately 2 years ago.

Mr. d'Aquin? had a question on page 1 of the report where it talks about Phase 2 improvements. It lists the amenity center but when you look at the breakdown in the table the amenity center has a line item with no money contributed to it.

Mr. Lancaster stated that because as of today all of the improvements are done. That does not exclude future improvements. The line item is in there because the Board in the future is going to take into consideration additional security measures, gates, those type of things. He noted they don't have a budget line item. He stated here is also an anticipated future bond on future lots. That's where additional money might be seen.

Mr. d'Aquin?) asked if this bond issue is purely for Seacrest Harbor and for the first phase of the new Pulte neighborhood that is about to come in.

Mr. Lancaster stated that is correct.

Mr. d'Aquin asked if he was referring to most likely more bond issues in the future for when Pulte continues to expand.

Mr. Oliver noted that later in the meeting, Wes will explain the construction completion agreement. It gives the Board flexibility that if there are not construction funds in the CDD account, the developer can still undertake fronting that money to the CDD.

Mr. Haber didn't have anything to add. He asked for a motion along the lines of the motions made for the methodology just to allow for any other revision that may be raised by members of the finance team that they work with the underwriter, underwriters counsel, and others who have been reviewing it but just in case something pops up. A motion to approve it in substantial form authorizing the Chair for final sign off is appropriate.

On MOTION by Mr. Dodson seconded by Mr. Hill with all in favor, the Revised Engineer's Report and Authorization for the Chairman to Sign Off on the Final Version, was approved in substantial form.

### **C. Delegation Resolution 2021-02**

- 1. Bond Purchase Agreement**
- 2. Supplemental Indenture**
- 3. Preliminary Limited Offering Memorandum**
- 4. Continuing Disclosure Agreement**

Mr. Dame introduced himself as being with the law firm of Akerman and stated they are serving as Bond Counsel to the District. He briefly described their job; to draft documents and provide assurance to the district and to the investors in the bonds that the bonds are legally approved and enforceable and the interest on the bonds is tax-exempt to the holder. He presented Resolution 2021-2 and gave a brief description. He stated the resolution offers the next series of

bonds for \$8 million. He stated that it does approve the issuance of the bonds. The bonds are repayable only from the special assessments levied for the purposes of repaying those bonds. The resolution approves a form of the various documents that are attached as exhibits including the Supplemental Indenture, Limited Offering Memorandum, Bond Purchase Contract, and a Continuing Disclosure Agreement. He stated the resolution approves the sale of the bonds to the underwriter and authorizes the Chairman of the Board to execute a contract. He reviewed the parameters for the sale of the bonds (Section 5). He made mention of Section 10 approving the Engineering Report and the broad authority to the Chairman, the staff, and the consultant for the District to approve other documents and take the actions that are necessary to go forth to issue the bonds and put them in place.

Mr. Dame noted District Counsel's request that language is included saying; including but not limited to the Acquisition Agreement, Completion Agreement, Collateral Assignment, and Assumption of Development Rights be added under section 12. He noted the effective date and that it is effective immediately upon adoption.

Mr. d'Aquin asked for further explanation of the \$95,905,000 referenced in the WHEREAS clause. Mr. Dame stated back in 2016 when the Board was first established the Board adopted a resolution that authorized \$95 million worth of bonds to be issued in various series from time to time as necessary. He noted under Florida Statutes it's necessary to go to a District court and get the court to validate the bonds. In 2016 the District authorized, what at the time, they thought was the maximum amount of bonds it would need to issue for the purposes of the various infrastructure improvements. That's the \$95 millions number and then that was taken to the court to validate the issuance of that amount of bonds. He noted this resolution is the follow up resolution to issue a portion of that \$95 million in the amount of \$8 million.

Mr. Haber noted the amount is clearly higher than any amount of bonds that the District will issue, but that amount was considered so the District could leave itself the opportunity to issue bonds to fund not only the master infrastructure which it is doing but also neighborhood infrastructure which to date it has not done.

Mr. Oliver expanded that at a certain point in time when the developer completely turns over the Board to the residents, that still gives the residents bond capacity should the residents want to take on additional improvements to the project without having to go back to court for validation.

On MOTION by Mr. Dodson seconded by Mr. Hill with all in favor, the Delegation Resolution 2021-02, was approved.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Completion Agreement with RREF III-P-EP Bannon Lakes JV, LLC**

Mr. Haber stated the amount of money that the CDD is getting in its construction account is less than the amount of money that is going to be needed to complete all of the improvements that are described to the 2021 project. It was the \$5 million versus \$8 million. He noted in connection with the bond issuance the CDD enters into an agreement with the developer which obligates the developer to complete the improvements identified for the 2021 project. It obligates the developer to do that completion to the extent the District doesn't issue any future series of bonds that would otherwise complete certain portions of that projects. He noted the District is not obligated to issue any future bonds. In the event the District doesn't issue future bonds the developer would have the obligation to complete that project.

Mr. Haber noted importantly for the purpose of this agreement and the bond holders who are purchasing these bonds they want to know that if there are not future bonds that the developer will be on the hook for the completion of that project.

On MOTION by Mr. Lancaster seconded by Mr. Hill with all in favor, the Completion Agreement with RREF III-P-EP Bannon Lakes JV, LLC, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Other Business**

Mr. Oliver stated no other business for this special meeting.

## **SEVENTH ORDER OF BUSINESS**

### **Supervisor's      Requests,      Audience Comments,      and      Other      CDD Matters**

There being none, the next item followed. There were no other audience members on the phone that wanted to comment.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 3, 2021 at 1:00 p.m. at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida 32092**

Mr. Oliver stated the next scheduled regular meeting date is scheduled for February 3, 2021. A meeting in which all of the regular business will be discussed and CDD matters.

He noted another special meeting will be held to finish the bond process. It will be about 3 weeks from now. The Board discussed continuing the meeting versus holding a special meeting and it was Wes's opinion that it makes more sense to issue a notice of special meeting since it is related to a bond issuance., and not routine business.

Mr. Oliver proposed that the meeting be held the week of the 25<sup>th</sup>. It was agreed the special meeting be held Monday Jan. 25<sup>th</sup> at 11:00 a.m. at World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida 32092. For quorum, at least three supervisors must be present in person.

**NINTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned

On MOTION by Mr. Lancaster seconded by Mr. Hill 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*

*A.*



**RESOLUTION 2021-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BANNON LAKES  
COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING  
THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD  
PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, AND PROVIDING  
FOR AN EFFECTIVE DATE**

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

**WHEREAS**, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

**WHEREAS**, such landowners meeting was held on November 04, 2020, at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

**WHEREAS**, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

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

Section 1. The following persons are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

<u>Art Lancaster</u>	Votes: <u>126</u>
<u>Linda Scandurra</u>	Votes: <u>126</u>
<u>Chris Hill</u>	Votes: <u>76</u>

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named person is declared to have been elected for the following term of office:

<u>Art Lancaster</u>	4 Year Term	Seat 1
<u>Linda Scandurra</u>	4 Year Term	Seat 3
<u>Chris Hill</u>	2 Year Term	Seat 5

Section 3. This resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 3<sup>rd</sup> DAY OF FEBRUARY, 2021.**

**BANNON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

Attest:

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*B.*

**RESOLUTION 2021-06**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
BANNON LAKES COMMUNITY DEVELOPMENT  
DISTRICT**

**WHEREAS**, the Board of Supervisors of the Bannon Lakes Community Development District at a regular business meeting held on February 3, 2021 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
_____	Secretary
_____	Treasurer
_____	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

**PASSED AND ADOPTED THIS 3rd DAY OF FEBRUARY 2021.**

\_\_\_\_\_  
Chairman / Vice Chairman

\_\_\_\_\_  
Secretary / Assistant Secretary

## *SIXTH ORDER OF BUSINESS*

## **RESOLUTION 2021-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE ISSUANCE OF BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2021; RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRMAN, VICE CHAIRMAN, TREASURER, SECRETARY, ASSISTANT SECRETARIES, AND ALL DISTRICT STAFF REGARDING THE ISSUANCE OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2021; AND DETERMINING SUCH ACTIONS AS BEING IN ACCORDANCE WITH THE AUTHORIZATION GRANTED BY THE BOARD; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Bannon Lakes Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the District previously adopted resolutions authorizing the issuance of \$8,000,000 Bannon Lakes Community Development District Special Assessment Revenue Bonds, Series 2021 (the “Series 2021 Bonds”); and

**WHEREAS**, the District has closed on the issuance of the Series 2021 Bonds; and

**WHEREAS**, as prerequisites to the issuance of the Series 2021 Bonds, the Chairman, Secretary, and District Staff including the District Manager, District Engineer and District Counsel were required to execute and deliver various documents (the “Closing Documents”); and

**WHEREAS**, the District desires to ratify, confirm, and approve all actions of the District Chairman, Secretary, and District Staff in closing of the Series 2021 Bonds.

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

**SECTION 1.** The issuance of the Series 2021 Bonds is in the best interests of the District.

**SECTION 2.** The issuance of the Series 2021 Bonds, the adoption of resolutions relating to such bonds, and all actions taken in the furtherance of the issuance on such bonds, are

hereby declared and affirmed as being in the best interests of the District and are hereby ratified, approved, and confirmed.

**SECTION 3.** The actions of the Chairman, Secretary, and all District Staff in finalizing the closing and issuance of the Series 2021 Bonds, including the execution and delivery of the Closing Documents as listed on **Exhibit A** attached hereto, and all documents and certifications to effectuate the issuance of the Series 2021 Bonds, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved, and confirmed in all respects.

**SECTION 4.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 5.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

**Exhibit A:** Closing Documents List

## **Exhibit A**

### **BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT (ST. JOHNS COUNTY, FLORIDA)**

**\$7,415,000  
Special Assessment Revenue Bonds, Series 2021**

#### **INDEX OF CLOSING DOCUMENTS**

		<b>Responsible Party</b>
	<b>I. <u>BASIC DOCUMENTS</u></b>	
1.1	(a) Master Trust Indenture, dated as of January 1, 2016	<b>A</b>
	(b) Second Supplemental Trust Indenture, dated as of January 1, 2021	<b>A</b>
1.2	Bond Purchase Contract dated January 20, 2021	<b>SPB</b>
1.3	Blanket Issuer Letter of Representations	<b>A</b>
1.4	Preliminary Limited Offering Memorandum dated January 8, 2021	<b>SPB</b>
1.5	Limited Offering Memorandum dated January 20, 2021	<b>SPB</b>
1.6	Continuing Disclosure Agreement dated as of January 29, 2021	<b>SPB</b>
1.7	Acknowledgement and Amendment to Completion Agreement dated as of January 29, 2021	<b>HG</b>
1.8	Acquisition Agreement dated as of January 29, 2021	<b>HG</b>
	<b>II. <u>DOCUMENTS DELIVERED BY THE DISTRICT</u></b>	
2.1	Copy of Ordinance No. 2015-60 enacted September 15, 2015	<b>A</b>
2.2	Certified copies of the following Bond Resolutions and Assessment Resolutions:	<b>A</b>
	(a) Resolution 2016-28 adopted by the District on October 7, 2015, authorizing issuance of the Bonds	<b>GMS</b>

	<b>Responsible Party</b>
(b) Resolution 2021-02 adopted by the District on January 6, 2021 authorizing issuance of the 2021 Bonds	<b>GMS</b>
(c) Assessment Resolutions Nos. 2016-26, 2016-27, 2016-29, 2016-31 and 2021-03, adopted by the District on October 7, 2015, October 7, 2015, November 23, 2015, and January 25, 2021, respectively	<b>HG/GMS</b>
2.3 Validation Proceedings – Final Judgment and Certificate of No Appeal	<b>A</b>
2.4 General and Closing Certificate of the District, including certifications and copies of Oaths of Office of Members of Board of Supervisors	<b>A</b>
2.5 Tax Matters Certificate, including Certificate of Underwriter and Rebate Covenants attached thereto	<b>A</b>
2.6 IRS Form 8038-G	<b>A</b>
2.7 Request and Authorization for Authentication and Delivery of 2021 Bonds	<b>A</b>
2.8 Specimen Bonds	<b>A</b>
2.9 Notice of Establishment of Bannan Lakes Community Development District as recorded in the public records of Duval County	<b>HG</b>
2.10 Notice of 2021 Assessments of Bannan Lakes Community Development District	<b>HG</b>
2.11 Certificate of the District deeming the PLOM final for purposes of Rule 15c2-12	<b>A</b>

### **III. DOCUMENTS DELIVERED BY THE TRUSTEE**

3.1 Certificate of Trustee, Paying Agent and Registrar	<b>A/T</b>
3.2 Certificate of Trustee as to Delivery of 2021 Bonds and Receipt and Application of Proceeds of 2021 Bonds	<b>A</b>



		<b>Responsible Party</b>
<b>IV.     <u>DOCUMENTS DELIVERED BY THE UNDERWRITER</u></b>		
4.1	Delivery Instructions of Underwriter	<b>A</b>
4.2	Underwriter's Certificate	<b>A</b>
<b>V.         <u>DOCUMENTS DELIVERED BY THE DISTRICT MANAGER</u></b>		
5.1	(a)     Master and Neighborhood Special Assessment Methodology Report for the Special Assessment Bonds Series 2016, dated October 19, 2015	<b>GMS</b>
	(b)     Supplemental Special Assessment Methodology Report for the Special Assessment Revenue Bonds Series 2021- Phase 2 dated January 20, 2021	<b>GMS</b>
5.2	Certificate of District Manager, Methodology Consultant and Dissemination Agent required by Section 8(c)(18) of the Purchase Contract	<b>GMS</b>
<b>VI.     <u>DOCUMENTS DELIVERED BY THE CONSULTING ENGINEER</u></b>		
6.1	Engineer's Report Capital Improvement Plan dated November 23, 2015, as supplemented by the Supplemental Engineer's Report for Master Infrastructure – Phase 2 Improvement Capital Improvement Plan dated January 5, 2021	<b>ETM</b>
6.2	Certificate of Consulting Engineer required by Section 8(c)(17) of the Purchase Contract	<b>ETM</b>
<b>VII.    <u>DOCUMENTS DELIVERED BY THE DEVELOPER AND           <u>LANDOWNER</u></u></b>		

		<b>Responsible Party</b>
7.1	Certificate of RREF III-P-EP Bannon Lakes JV, LLC required by Section 8(c)(10) of the Purchase Contract	<b>RREF</b>
7.2	Declaration of Consent to Jurisdiction of the District, Imposition of Special Assessments and Imposition of Lien of Record (Pulte)	<b>HG/RREF</b>
7.3	Declaration of Consent to Jurisdiction of the District, Imposition of Special Assessments and Imposition of Lien of Record (Lennar)	<b>HG/RREF</b>

### **VIII. OPINIONS OF COUNSEL**

8.1	Approving Opinion of Akerman LLP, Bond Counsel	<b>A</b>
8.2	Supplemental Opinion of Bond Counsel	<b>A</b>
8.3	Reliance Letter of Bond Counsel	<b>A</b>
8.4	Opinion of Counsel to the District	<b>HG</b>
8.5	Opinion of Counsel to the Underwriter	<b>SPB</b>
8.6	Opinion of Counsel to the Developer required by Section 8(c)(9) of the Purchase Contract	<b>CFJB</b>

### **IX. MISCELLANEOUS**

9.1	Notice of Sale to Division of Bond Finance of State Board of Administration	<b>A</b>
9.2	Division of Bond Finance Combined Forms 2003/2004	<b>A</b>
9.3	Requisition (Costs of Issuance)	<b>A/GP</b>
9.4	Requisition (Project Costs)	<b>RREF /ETM</b>
9.5	Closing Memorandum	<b>FMS</b>



## *SEVENTH ORDER OF BUSINESS*

# **BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**

## **AMENITY FACILITY POLICIES**

(February 3, 2021)

Governmental Management Services  
475 West Town Place,  
Suite 114 World Golf Village  
St. Augustine, Florida 32092

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## INTRODUCTION

The Board of Supervisors (as an entity), the Facility Manager and its staff shall have full authority to enforce these policies. However, the Facility Manager shall have the authority to waive strict application of any of these Policies when prudent, necessary, or in the best interest of the District and its Residents. Such a temporary waiver of any policy by the Facility Manager shall not constitute a continuous, ongoing waiver of said policy, and the Facility Manager reserves the right to enforce all of these policies at any time he or she sees fit.

## DEFINITIONS

**“Amenity Facility”** – shall mean the properties and areas owned by the District, intended for recreational use and available for rent in certain circumstances, including, but not specifically be limited to, the pool, tennis, pickleball and basketball courts, fitness room, playground, multi-use field, dog park and event room, together with its appurtenant facilities and areas.

**“Amenity Facility Policies”** or **“Policies”** – shall mean these Amenity Facility Policies of Bannock Lakes Community Development District, as amended from time to time.

**“Basketball Facilities”** – shall mean the basketball court that is part of the District’s Amenity Facility.

**“Board of Supervisors”** or **“Board”** – shall mean the Bannock Lakes Community Development District’s Board of Supervisors.

**“Community Club”** – shall mean a group of two (2) or more self-organized Residents, Renters and/or Non-Resident Members with a common hobby or recreational, social, service and/or cultural interest that has applied for and received such designation from the District’s Board.

**“District”** – shall mean the Bannock Lakes Community Development District.

**“District Manager”** – shall mean the professional management company with which the District has contracted to provide management services to the District.

**“Facility Manager”** – shall mean the management company, including its employees, staff and agents, contracted by the District to manage the Amenity Facility.

**“Guest”** – shall mean any individual who is invited to use the Amenity Facility by a Resident, Non-Resident Member, or Renter and possesses a valid guest pass issued by the Facility Manager.

**“Homeowners Association”** – shall mean any entity having jurisdiction over lands located within the District, either now or in the future, which exists to aid in the enforcement of deed restrictions and covenants.

**“Non-Resident”** – shall mean any person or persons who do not own or rent property within the District.

**“Non-Resident Annual User Fee”** – shall mean the fee established by the District for any person who is not a Resident or Renter and wishes to become a Non-Resident Member. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.

**“Non-Resident Member”** – shall mean any individual not owning or renting property in the District who is paying the Non-Resident Annual User Fee to the District for use of the Amenity Facility.

**“Patron” or “Patrons”** – shall mean Residents, Guests, Non-Resident Members, and Renters who are eighteen (18) years of age and older.

**“Renter”** – shall mean any tenant residing in a Resident’s home pursuant to a valid rental or lease agreement, or any person who rents certain portions or spaces of the Amenity Facility for specified events pursuant to the approval of the District staff.

**“Resident”** – shall mean any person, spouse or registered domestic partner of a person or family owning property within the Bannock Lakes Community Development District.

## **SECURITY ACCESS CARDS**

1. Security access cards may be issued to all members of each Resident’s household and/or Non-Resident Members. There is a charge to replace lost or stolen cards and/or for additional cards above two (2) cards.
2. Patrons will be required to sign a waiver of liability before using the District amenities & guidelines.
3. Patrons may be required to present ID cards or guest passes upon request by staff at the Amenity Facility.

## **NON-RESIDENT ANNUAL USER FEE**

The Non-Resident Annual User Fee for any person not owning or renting real property within the District is \$3,500 and this fee shall include privileges for immediate family members. This payment must be paid in full at the time of completion of the Non-Resident application and the corresponding agreement. This fee will cover membership to the Amenity Facility for one (1) fiscal year, October 1st through September 30th of following year, prorated if applicable. Each subsequent annual membership fee shall be paid in full by October 1st. Such fee may be increased by action of the Board of Supervisors. This membership is not available for commercial purposes.

## **HOMEOWNERS ASSOCIATION USE OF FACILITIES**

1. Each Homeowners Association may use the Amenity Facility without being required to pay an Annual User Fee and/or a room rental fee. The District may limit or terminate a Homeowners



Association's use of the Amenity Facility at any time.

2. Any Homeowners Association that uses the Amenity Facility shall be responsible for the cost of repairing any damage to the Amenity Facility occurring during Homeowners' Association events.

## **COMMUNITY CLUB USE OF FACILITIES**

1. Each Community Club may use the Amenity Facility for a function without being required to pay an Annual User Fee and/or a room rental fee. However, the District may limit or terminate a Community Club's use of the Amenity Facility at any time, including but not limited to circumstances in which the Community Club proposes to host an event or function in which the primary attendance at such event or function is not Residents, Renters and/or Non-Resident Members (i.e. a wedding, birthday party, etc.).
2. Any Community Club that uses the Amenity Facility shall be responsible for the cost of repairing any damage to the Amenity Facility occurring during the Community Club's events.
3. The District may revoke an organization's status under these policies as a Community Club at any time.

## **GUEST POLICIES**

1. All Guests, regardless of age, must register with the office of the Facility Manager prior to using the Amenity Facility. In the event the Guest is under eighteen (18) years of age, the Resident, Non-Resident Member or Renter inviting the Guest must be present upon registration, unless other arrangements have been made with the Facility Manager's office. All Guests under fifteen (15) years of age must also be accompanied at all times while using the Amenity Facility by a parent or adult Patron unless previously authorized by the Facility Manager. Guests over the age of eighteen (18) must register and may use the Amenity Facility unaccompanied by a Patron.
2. All Guests over the age of eighteen (18) must sign a waiver of liability upon registration at the Facility Manager's office. All Guests under the age of 18 must have a waiver of liability signed by their parent or legal guardian.
3. Residents, Non-Resident Members, and Renters who have registered a Guest are responsible for any and all actions taken by such Guest. Violation by a Guest of any of these Policies as set forth by the District could result in loss of the privileges and/or membership of that Resident, Non-Resident Member or Renter.

## **RENTER'S PRIVILEGES**

1. Residents who rent or lease out their residential unit(s) in the District shall have the right to designate the Renter of their residential unit(s) as the beneficial users of the Resident's membership privileges for purposes of Amenity Facility use.
2. In order for the Renter to be entitled to use the Amenity Facility, the Renter may be required to acquire a membership with respect to the residence which is being rented or leased as well as obtain an ID card. A Renter who is designated as the beneficial user of the Resident's membership shall be entitled to the same rights and privileges to use the Amenity Facility as the Resident.

3. During the period when a Renter is designated as the beneficial user of the membership, the Resident shall not be entitled to use the Amenity Facility with respect to that membership.
4. Residents shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Residents are responsible for the deportment of their respective Renter.
5. Renters shall be subject to rules and regulations as the Board may adopt from time to time.

## **GENERAL AMENITY FACILITY PROVISIONS**

1. The Board reserves the right to amend, modify, or delete, in part or in their entirety, these Policies at a duly-noticed Board meeting. However, in order to change or modify rates or fees beyond any increases or modifications that may be specifically allowed for by the District's rules and regulations, the Board must hold a duly-noticed public hearing on said rates and fees.
2. All Patrons may be required to present their ID cards in order to gain access to the Amenity Facility.
3. All hours of operation, including holiday schedules, of the Amenity Facility will be established by the District and Facility Manager.
4. Dogs and all other pets (with the exception of service animals) are not permitted in the Amenity Facility, except for the following locations:
  - a. Dog park
  - b. Multipurpose field
  - c. Walking path around the island where the Amenity Facility is located.

In the event a special event is held, as previously approved by the Facility Manager, and dogs are permitted at the Amenity Facility as part of the special event, they must be leashed. Patrons are responsible for picking up after all pets and disposing of any waste in a designated pet waste receptacle or an outdoor dumpster as a courtesy to residents.

5. Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, in any way which blocks the normal flow of traffic, or in any way that limits the ability of emergency service workers to respond to situations. The Facility Manager reserves the right to waive this parking restriction in the event overflow parking is needed for a large event.
6. Patrons and their guests may use the clubhouse during general hours of operation as long as it doesn't interfere with a scheduled event or activity. Those under sixteen (16) years old must be accompanied by an adult. Usage of the clubhouse in this manner does not include the kitchen, only the living area. Patrons who use the clubhouse in this manner shall be liable for any property damage and/or personal injury while doing so.
7. Fireworks of any kind are not permitted anywhere at or in the Amenity Facility or adjacent areas; however, notwithstanding this general prohibition, the Board may approve the use of fireworks over a body of water.
8. Only District employees, contractors or employees of the Facility Manager are allowed in the service areas of the Amenity Facility.
9. All lost or stolen Security access cards should be reported immediately to the Facility Manager's office. A fee will be assessed for any replacement cards as set forth herein.
10. Smoking is not permitted at the Amenity Facility except within smoking areas designated by the Facility Manager, if any.

11. Disregard for rules or policies may result in expulsion from the Amenity Facility and/or loss of Amenity Facility privileges in accordance with the procedures set forth herein. Pool rules that are posted in the appropriate area must be observed.
12. Patrons shall treat all staff members with courtesy and respect.
13. Off-road motorbikes/vehicles are prohibited on all property owned, maintained and operated by the District including, but not limited to, the Amenity Facility.
14. Skateboarding is not allowed on the Amenity Facility property at any time.
15. Performances at the Amenity Facility, including those by outside entertainers, must be approved in advance by the Facility Manager.
16. Commercial advertisements shall not be posted or circulated in the Amenity Facility. Petitions, posters or promotional material shall not be originated, solicited, circulated or posted on Amenity Facility property unless approved in writing by the Facility Manager.
17. The Amenity Facility shall not be used for commercial purposes without written permission from the Facility Manager and the District Manager. The term “commercial purposes” shall mean those activities which involve, in any way, the provision of goods or services for compensation or advertising.
18. Firearms or any other weapons are prohibited in the Amenity Facility during any governmental meetings or functions, including those of the District, and as otherwise prohibited in the Amenity Facility in accordance with Florida law.
19. The Facility Manager reserves the right to authorize all programs and activities, including the number of participants, usage of equipment and supplies, facility reservations, etc., at the Amenity Facility, except usage and rental fees that have been established by the Board. The Facility Manager also has the right to authorize management-sponsored events and programs to better serve the Patrons, and to reserve any Amenity Facility for said events (if the schedule permits) and to collect revenue for those services provided. This includes, but is not limited to, various athletic events, cultural programs and social events. Should the District be entitled to any of these revenues based on its established rental or usage fees or any contractual obligation, the Facility Manager will be required to compensate the District accordingly.
20. Loitering (the offense of standing idly or prowling in a place, at a time or in a manner not usual for law-abiding individuals, under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity) is not permitted at the Amenity Facility.
21. All Patrons shall abide by and comply with any and all federal, state and local laws and ordinances while present at or utilizing the Amenity Facility, and shall ensure that any minor for whom they are responsible also complies with the same.
22. There shall be no overnight parking in the Amenity Facility parking lot unless the owner of vehicle notifies the Facility Manager and obtains a 24-hour parking pass.
23. Public displays of affection, which in the discretion of the Facility Manager are inconsistent with the family-oriented nature of the Amenity Facility, are prohibited.
24. Golf carts must be parked in spaces designated for golf cart parking. Additionally, any golf carts operating on District property shall be operated in strict accordance with all applicable Federal, State and local laws governing such use.

## **LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY**

1. Each Patron assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on or in the Amenity Facility.
2. Patrons shall be liable for any property damage and/or personal injury at the Amenity Facility, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, which is caused by the Patron or the Patron's family member(s). The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses it suffers due to property damage or personal injury caused by a Patron or the Patron's family member(s).
3. Any Patron or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased, or operated by the District or its contractors, or who engages in any contest, game, function, exercise, competition or other activity operated, organized, arranged, or sponsored by the District, either on or off the Amenity Facility's premises, shall do so at his or her own risk, and shall hold the Amenity Facility's owners, the District, the Board of Supervisors, District employees, District representatives, District contractors, and District agents, harmless from any and all loss, cost, claim, injury, damage or liability sustained or incurred by him or her, resulting therefrom and/or from any act of omission of the District, or its respective operators, supervisors, employees, representatives, contractors or agents. Any Patron shall have, owe, and perform the same obligation to the District and their respective operators, supervisors, employees, representatives, contractors, and agents hereunder with respect to any loss, cost, claim, injury, damage, or liability sustained or incurred by any family member of such Patron.

## **SERVICE ANIMAL POLICY**

Dogs or other pets (with the exception of "Service Animal(s)" trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability) are not permitted within any District-owned public accommodations including, but not limited to, the Amenity Facility. A Service Animal must be kept under the control of its handler by leash or harness, unless doing so interferes with the Service Animal's work or tasks or the individual's disability prevents doing so. The District may remove the Service Animal under the following conditions:

- If the Service Animal is out of control and the handler does not take effective measures to control it
- If the Service Animal is not housebroken
- If the Service Animal's behavior poses a direct threat to the health and safety of others.

The District is prohibited from asking about the nature or extent of an individual's disability in order to determine whether an animal is a Service Animal or pet. However, the District may ask whether an animal is required because of a disability and what work or tasks the animal has been trained to perform.

## GENERAL BANNON LAKES CDD AMENITY FACILITY USAGE POLICY

All Patrons using the Amenity Facility are expected to conduct themselves in a responsible, courteous, and safe manner, in compliance with all District policies and rules governing the Amenity Facility. Violation of the District's Policies and/or misuse or destruction of Amenity Facility equipment may result in the suspension or termination of District Amenity Facility privileges with respect to the offending Patron or Guest in accordance with District Policies set forth herein.

1. *Hours:* The Amenity Facility is available for use by Patrons during normal operating hours to be established and posted by the District and Facility Manager.
2. *Emergencies:* After contacting 911 Emergency Services if required, all emergencies and injuries must be reported to the Facility Manager at (904) 907-1100 and to the office of the District Manager at (904) 627-9271.
3. *District Equipment:* Any Patron utilizing District equipment is responsible for said equipment. If, as a result of the use of the equipment it is damaged, missing pieces or is in worse condition than when it was when usage began, that Patron will be responsible to the District for any cost associated with repair or replacement of the equipment.

**Please note that the facilities at the Amenity Facility are often unsupervised facilities. Persons using the Amenity Facility do so at their own risk. Facility Manager's staff members are not present to provide personal training, exercise consultation or athletic instruction, unless otherwise noted, to Patrons. Persons interested in using the Amenity Facility are encouraged to consult with a physician prior to commencing a physical fitness program.**

## SWIMMING POOL RULES

### NO LIFEGUARD ON DUTY – SWIM AT YOUR OWN RISK

1. At any given time, a Resident, Renter or Non- Resident Member may allow up to five (5) Guests to the swimming pool (unless a greater number of guests has been approved by the Facility Manager).
2. Guests under fifteen (15) years of age must be accompanied at all times by a parent or adult Patron eighteen (18) years of age or older, during usage of the pool facility.
3. No pushing, running, throwing any item or other horseplay is allowed in the pool or on the pool deck area.
4. Diving is prohibited.
5. Lap lanes are to be used only by persons swimming laps or water walking or jogging. Hanging on the lane lines and interfering with the lap-swimming lane is prohibited.
6. Radios, tape players, CD players, MP3 players, televisions or other electronic devices used to play music or other forms of entertainment are not permitted unless they are personal units equipped with headphones or for scheduled activities such as water aerobics classes.
7. Swimming is permitted only during designated hours as posted at the pool, and such hours are subject to change at the discretion of Facility Manager. Lifeguards are NOT on duty on a regular basis, if at all. Patrons swim at their own risk and must adhere to swimming pool rules at all times.

8. Showers are required before entering the pool.
9. Glass containers are prohibited.
10. Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
11. Play equipment, such as floats, rafts, snorkels, dive sticks, flotation devices and other recreational items such as balls and pool toys must meet with staff approval. The facility reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the pool, or if the equipment causes a safety concern or annoyance to other users of the facility.
12. Pool availability may be limited or rotated in order to facilitate maintenance of the facility. Depending upon usage, the pool may be closed for various periods of time to facilitate maintenance and to maintain health code regulations.
13. Pets (except service dogs), bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area inside any Amenity Facility gates at any time.
14. The Facility Manager reserves the right to authorize all programs and activities (including the number of participants, equipment and supplies usage, etc.) conducted at the pool, including swim lessons and aquatic/recreational programs.
15. Any person swimming during non-posted swimming hours may be suspended or terminated from using the facility.
16. Proper swim attire (no cutoffs) must be worn in the pool.
17. No chewing gum is permitted in the pool or on the pool deck area.
18. For the comfort of others, the changing of diapers or clothes is not allowed poolside.
19. No one shall pollute the pool. Anyone who pollutes the pool will be liable for any costs incurred in treating and reopening the pool.
20. Radio controlled water craft are not allowed in the pool or the pool area.
21. Pool entrances must be kept clear at all times.
22. No swinging on ladders, fences, or railings is allowed.
23. Pool furniture is not to be removed from the pool area.
24. Loud, profane, or abusive language is prohibited.
25. No physical or verbal abuse will be tolerated.
26. The District is not responsible for lost or stolen items.
27. Chemicals used in the pool/spa may affect certain hair or fabric colors. The District is not responsible for these effects.
28. The spa and deck area may not be rented at any time; however, access may be limited at certain times for various District functions, as approved by the Board and/or Facility Manager.

## **SWIMMING POOL THUNDERSTORM POLICY**

The Facility Manager will control whether swimming is permitted in inclement weather, and the pool facility may be closed or opened at his or her discretion.

## FITNESS CENTER POLICIES

All Patrons and guests using the Fitness Center are expected to conduct themselves in a responsible, courteous, and safe manner in compliance with all policies and rules of the Bannon Lakes Community Development District governing the Amenity Facility. Disregard or violation of the District's Policies and rules and misuse or destruction of Fitness Center equipment may result in the suspension or termination of Fitness Center privileges.

**Please note that the Fitness Center is an unattended facility and persons using this facility do so at their own risk. Amenity Facility Staff are not present to provide personal training or exercise consultation to Patrons or guests. Persons interested in using the Fitness Center are encouraged to consult with a physician prior to commencing a fitness program.**

1. *Eligible Users:* Patrons eighteen (18) years of age and older are permitted to use the fitness center during designated operating hours. All Guests between the ages of fifteen (15) and seventeen (17) may use the fitness center during daylight hours if they have a waiver of liability, signed by their parent or legal guardian, registered at the Facility Manager's office. No one under the age of fifteen (15) is allowed in the fitness center at any time without adult supervision.
2. *Food and Beverage:* Food, including chewing gum, is not permitted within the fitness center. Beverages, however, are permitted in the fitness center if contained in non- breakable containers with screw top or sealed lids. Alcoholic beverages are not permitted.
3. *Emergencies:* For all emergencies, call 911 Emergency Services immediately. All emergencies and injuries must also be reported to Amenity Facility Staff at (904) 907-1100 as well as the District Manager at (904) 627-9271.
4. *Proper Attire:* Appropriate clothing and footwear (covering the entire foot) must be worn at all times in the Fitness Center. Appropriate attire includes t-shirts (tank tops), shorts (no jeans), leotards, and/or sweat suits (no swimsuits).
5. *Hours:* The Fitness Center is available for use by Patrons and guests during the hours of 4:00 a.m. to 10:00 p.m.
6. *General Policies*
  - Each individual is responsible for wiping off fitness equipment after use using antiseptic wipes provided by the District.
  - Use of personal trainers is permitted in the District fitness centers. Personal trainers must be preapproved by the Facility Manager prior to personal training session.
  - Hand chalk is not permitted to be used in the fitness center.
  - Radios, tape players, MP3 players, CD players or other electronic devices used to play music or other forms of entertainment are not permitted unless they are personal units equipped with headphones.
  - No bags, gear, or jackets are permitted on the floor of the fitness center or on the fitness equipment.
  - Fitness equipment may not be removed from the fitness center.
  - Please limit use of cardiovascular equipment to thirty (30) minutes and step aside between multiple sets on weight equipment if other people are waiting.
  - Please be respectful of others. Allow other Patrons to also use equipment, especially the cardiovascular equipment.
  - Please replace weights to their proper location after use.
  - Free weights are not to be dropped and should be placed only on the floor or on equipment

made specifically for storage of the weights and must be kept in designated area.

- Any fitness program operated, established and run by the Facility Manager may have priority over other users of the District fitness centers.
- Strollers and infant carry seats are not allowed in the Fitness Center.
- Pets (with the exception of “Service Animals”) are prohibited from the Fitness Center.

## GENERAL FACILITY RENTAL POLICY

Patrons may reserve for rental certain portions of the Amenity Facility for private events. Only one (1) meeting room is available for rental during regular hours of operation and reservations may not be made more than four (4) months prior to the event. In addition, each household may rent a portion of the Amenity Facility no more than six (6) times per calendar year. Persons interested in doing so should contact the Amenity Manager regarding the anticipated date and time of the event to determine availability.

Please note that the Amenity Facility is unavailable for private events on the following holidays/weekends:

New Year’s Day	Thanksgiving
Easter Sunday	Christmas Eve
Memorial Day Weekend	Christmas Day
Fourth of July	New Year’s Eve
Labor Day Weekend	

1. *Rentals*: Certain portions of the Amenity Facility may be rented by the following individuals/groups.
  - Residents (includes both events held by the Resident and events sponsored by the Resident)
  - Renters
  - Non-Resident Members
  - Homeowners Associations
  - Community Clubs
2. *Available Facilities*: The following portions of the Amenity Facility are available for rental for functions for up to six (6) hour increments (including set-up and post-event cleanup). The rental time period is inclusive of set-up and clean-up time. For Community Use, rental fees may be waived; however, a refundable damage deposit of 200 dollars (\$200.00) shall be required. For private events, the following rental fees shall apply:

<u>Facility</u>	<u>Capacity</u>	<u>Rental Rate</u>	<u>Deposit</u>
Club House	54	\$0	\$200

**The Pool Areas of the Amenity Facility are not available for private rental and shall remain open to other Patrons and their guests during normal operating hours. The Patron renting any portion of the Amenity Facility shall be responsible for any and all damage and expenses arising from the event.**

3. *Reservations*: Staff will take reservations in advance for the Amenity Facility. Reservations are on



a “first come, first served” basis and can be made only in person by filling out a Facility Use Application. Reservations must be made at least (thirty) 30 days in advance to the Amenity Manager Staff. Patrons interested in reserving a room must submit to the Amenity Manager Staff a completed Facility Use Application. Reservations will be held for fifteen (15) minutes past the scheduled start time before re-assigning the reservation time slot. There are no personal “standing” reservations allowed for the facilities listed in the reservation policy. If the renter wishes to cancel a reservation, the cancellation must be communicated to the Facility Manager no later than thirty (30) days prior to the scheduled event to have the full rental fee and the full deposit returned. If the event is cancelled less than thirty (30) days prior to the event, only the full security deposit, but none of the rental fee, will be returned.

4. *Deposit and Payment:* At the time of submission, the Patron shall provide the rental fee referenced above and a deposit. Rental fees may be paid by check or money order, payable to **Bannon Lakes Community Development District**. The Amenity Manager Staff will review the Facility Use Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District’s Board of Supervisors for consideration. At the time the reservation is made, two checks or money orders (no cash), one for the deposit and one for the room rental, both made out to District must be delivered to the Facility Manager along with completed paperwork and insurances, if necessary. Each Patron renting the Amenities must sign and execute a Rental Agreement acceptable to the District. Regardless of whether the Rental Agreement is executed, the Patron is bound by the Rental Agreement, which is incorporated herein by this reference.
5. *Deposit:* Payment of the deposit and rental fee will secure the rental time, location, and date. To receive the full refund of the deposit within ten (10) days after the party, the renter must:
  - Ensure that all garbage is removed and placed in the dumpster.
  - Remove all displays, favors or remnants of the event.
  - Restore the furniture and other items to their original position.
  - Wipe off counters, table tops and sink area.
  - Replace garbage liner.
  - Clean out and wipe down the refrigerator, and all cabinets and appliances used.
  - Clean any windows and doors in the rented area.
  - Ensure that no damage has occurred to the Amenity Facility.
  - Patron and Patron’s guests are required to adhere to all Amenity Facility rules and policies. Failure to comply with such rules and policies may result in the forfeiture of Patron’s deposit.
  - Pets (with the exception of “Service Animals”) are prohibited from any and all rented facilities.

The District may retain all or part of any deposit if the District determines, in its sole discretion, that it is necessary to repair any damages (including any clean-up costs) arising from the rental.

6. *Staffing:* During the Amenity Facility’s operating hours in which Amenity Facility Staff is present, private events with twenty-five (25) persons or less are not required to pay for additional staff unless otherwise required by the District. For events in excess of twenty-five (25) people during operating hours, or for events after operating hours, additional staff may be required. The Facility Manager shall decide, on a case-by-case basis, if additional staff is required and if there will be any associated costs.
7. *Alcohol Policies:* Patrons intending to serve alcohol at a rented facility must so indicate on the Facility Use Application. Any Patron who does not so indicate at the time the application is

submitted shall not be permitted to serve alcohol. Event Liability insurance coverage in the amount of One Million Dollars (\$1,000,000) will be required for all events that are approved to serve alcoholic beverages. The District, the Board, and District staff and consultants are to be named on these policies as additional insureds. Patrons serving alcohol agree to indemnify and hold harmless the District, Amenity Services Group and their Supervisors, officers, directors, consultants and staff from any and all liability, claims, actions, suits, or demands by any person, corporation or other entity, for injuries, death property damage of any nature, arising out of, or in connection with the service of alcohol. Patrons agree that such indemnification shall not constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, *Florida Statutes*. Patrons must hire a certified bartender to dispense alcohol.

8. *Additional Policies*: The following additional policies apply to any rental of an amenity facility or space:
  - a. The capacity limit of any portion of the Amenity Facility or space shall not be exceeded at any time for a party or event.
  - b. The volume of live or recorded music must not violate applicable St. Johns County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
  - c. The Amenities may be rented for parties and events during normal operating hours. Additionally, the clubhouse may be rented after hours and until 10:00pm. All parties and events, including clean-up, at the clubhouse must conclude by midnight.
  - d. No decorations may be affixed to the walls, doors or any fixtures.
  - e. Event Liability coverage may be required, even in the absence of alcohol service, on a case by case basis in the sole discretion of the Board of Supervisors.
  - f. Patron and Patron's Guests are required to adhere to all Amenity Facility rules, policies, and directions from Amenity Facility staff.
  - g. No glass, breakable items or alcohol are permitted in the Pool Area.

## **TENNIS AND PICKLEBALL FACILITY POLICIES**

**Please note the Tennis and Pickleball Facility is an unsupervised facility and persons using the facility do so at their own risk. Persons interested in using the Tennis and Pickleball Facility are encouraged to consult with a physician prior to using the facility**

As a courtesy to other Patrons, we ask that all players please recognize and abide by these rules and guidelines. Remember, not only are tennis and pickleball lifetime sports, they are also games of sportsmanship, proper etiquette, and fair play.

1. *Eligible Users*. Patrons and guests twelve (12) years of age and older are permitted to use the Tennis and Pickleball Facility during designated operating hours. Children who are under twelve (12) years of age may use the Tennis and Pickleball Facility only when accompanied by an adult aged eighteen (18) or older. The limit is three (3) Guests to a single court.
2. *Hours*. The Tennis and Pickleball Facility are available for use during daylight hours. The facilities may not be used after dark.
3. *Emergencies*: For all emergencies, call 911 Emergency Services immediately. All emergencies and injuries must also be reported to Amenity Facility Staff at (904) 907-1100 as well as the District Manager at (904) 627-9271.
4. *Proper Attire*: Proper tennis shoes and attire, as determined by the Facility Manager, are required

at all times while on the courts. Shirts must be worn at all times.

5. *Availability:* The tennis and pickleball courts are available on a “first come, first served” basis. Each Patron and the Patron’s guests are limited to the use of one (1) tennis or pickleball court for one hour when others are waiting. If you find it necessary to “bump” other players when it is your turn to play:

- Never attempt to enter someone else’s court before your turn.
- Never enter the court or distract players while others are in the middle of a point or game.
- Wait outside the entrance gate and politely inform the players that it is your turn.
- Allow players to finish out one more point, and then begin the player changeover for the court.
- If you are bumped from a court and wish to continue play, please notify staff and they will do their best to get you on the next available court.

6. *General Policies:*

- Proper tennis and pickleball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
- Persons using the Tennis and Pickleball Facility must supply their own equipment (rackets, balls, etc.).
- The Tennis and Pickleball Facility is for the play of tennis and pickleball only. Pets (with the exception of “Service Animals”), roller blades, bikes, skates, skateboards, and scooters are prohibited from the tennis and pickleball facility.
- Beverages are permitted at the Tennis and Pickleball Facility if contained in non- breakable containers with screw top or sealed lids. No alcoholic beverages, glass or other breakable items are permitted on the tennis or pickleball courts.
- No chairs other than those provided by the District are permitted on the tennis or pickleball courts.
- No jumping over nets.
- Players must clean up after play. This includes “dead” balls, Styrofoam cups, plastic bottles, etc. The goal is to show common courtesy by leaving the court ready for play for Patrons who follow you.
- Court hazards or damages, such as popped line nails, need to be reported to the Facility Manager for repair.
- The tennis and pickleball courts may be reserved by the District for District- sponsored events or functions.

## **TENNIS AND PICKLEBALL COURTS: THUNDERSTORM POLICY**

The Facility Manager, when present, will control whether tennis or pickleball is permitted in inclement weather, and the tennis and pickleball courts may be closed or opened at their discretion. Otherwise, play is at your own risk.

## **BASKETBALL FACILITY POLICIES**

All Patrons and guests using the Basketball Facilities are expected to conduct themselves in a responsible, courteous, and safe manner in compliance with all policies and rules of the Bannan

Lakes Community Development District governing the Amenity Facility. Disregard or violation of the District's policies and rules and misuse or destruction of equipment of the Basketball Facilities may result in the suspension or termination of privileges of the Basketball Facilities. Guests may use the Basketball Facilities if accompanied by an adult Patron.

**Please note the Basketball Facilities are unsupervised facilities and persons using the facilities do so at their own risk. Persons interested in using the facilities are encouraged to consult with a physician prior to using the facilities.**

1. *Eligible Users.* Patrons and guests twelve (12) years of age and older are permitted to use the Basketball Facilities during designated operating hours. Children who are under twelve (12) years of age may use the facilities only when accompanied by an adult aged eighteen (18) or older.
2. *Hours.* The Basketball Facilities are available for use during daylight hours. The facilities may not be used after dark.
3. *Emergencies:* For all emergencies, call 911 Emergency Services immediately. All emergencies and injuries must also be reported to Amenity Facility Staff (904) 907-1100 as well as the District Manager at (904) 627-9271.
4. *Proper Attire:* Proper athletic shoes and attire are required at all times while on the courts. Shirts must be worn. No black-soled or open-toe shoes are permitted.
5. *Availability:* The basketball court is available on a "first come, first served" basis.
6. *General Policies:*
  - The use of profanity of disruptive behavior is prohibited.
  - Persons using the Basketball Facilities must supply their own basketballs. Basketballs, if available, may be obtained from the office.
  - The Basketball Facilities is for the play of basketball only. Pets (with the exception of "Service Animals"), roller blades, bikes, skates, skateboards, and scooters are prohibited from the tennis facility.
  - Beverages are permitted at the Facilities if contained in non-breakable containers with screw top or sealed lids. No alcoholic beverages, glass or other breakable items are permitted on the basketball court.
  - No chairs other than those provided by the District are permitted on the court.
  - The court must be left clean after use.
  - The basketball court may be reserved by the District for District-sponsored events or functions.

## **MULTI-PURPOSE FIELD POLICIES**

**Please note the Multi-Purpose Field is unattended facility and persons using the facility do so at their own risk.**

1. *First Come Basis.* The field is available for use by Patrons only on a "first come, first served" basis.
2. *Vehicles.* No bicycles, scooters, skate boards, hover boards or other equipment or vehicles with wheels are permitted.
3. *Chalking.* Chalking or marking the field must be approved in advance, if at all, and proper marking materials must be used.

4. *Glass Containers.* No glass containers or breakable objects of any kind are permitted on the field.
5. *Pets.* Pets must be kept on leash, and Patrons must pick up and dispose of pet waste in appropriate receptacles.
6. *Equipment.* Patrons are responsible for bringing their own equipment.
7. *Golfing.* Golfing is not permitted on the field.
8. *Sports Instruction.* Except as expressly authorized by the District, sports instruction for fees, or solicitation of sports instruction for fees, is prohibited.

## **PLAYGROUND POLICIES**

**Please note the Playground is an unattended facility and persons using the facility do so at their own risk.**

1. Adult supervision (eighteen years and older) is required for children under the age of twelve (12). All children must remain in the sight of parents/guardians. All children are expected to play cooperatively with other children.
2. The playground is available for use during daylight hours. The facilities may not be used after dark.
3. Proper footwear is required. Loose clothing, especially with strings, is prohibited.
4. Since mulch material is necessary for reducing fall impact and for good drainage, mulch must not be picked up, thrown, or kicked for any reason.
5. No food, drinks or gum are permitted at the playground.
6. No pets of any kind are permitted at the playground.
7. No glass containers are permitted at the playground.
8. No jumping off from any climbing bar or platform.
9. Profanity, rough-housing, and disruptive behavior are prohibited.
10. If anything is wrong with the equipment or someone gets hurt, notify the District immediately.
11. Use of the Playground may be limited from time to time due to a District-sponsored event.
12. For all emergencies, call 911 Emergency Services immediately. All emergencies and injuries must also be reported to Amenity Facility Staff (904) 907-1100 as well as the District Manager at (904) 627-9271.

## **FISHING POLICY**

Patrons may fish from any District owned lake/retention pond within the Bannan Lakes Community Development District. Please check with the Facility Manager for rules and regulations pertaining to fishing and for proper access points to these bodies of water. The District has a “catch and release” policy for all fish caught in these waters. **No watercrafts of any kind are allowed in these bodies of water except for small remote-controlled boats intended for recreational purposes. Swimming is also prohibited in any of the waters.**

## DOG PARK POLICY

### USE OF THE DOG PARK IS AT YOUR OWN RISK

Your voluntarily use of the Dog Park evidences your waiver of any claims against the Bannon Lakes Community Development District resulting from activities occurring at the Dog Park. The Bannon Lakes Community Development District is not responsible for any injury or harm caused by use of the Dog Park.

1. The Dog Park is restricted to use only by Patrons and their guests. ALL OTHER PERSONS ARE CONSIDERED TRESPASSERS AND MAY BE PROSECUTED AS SUCH UNDER FLORIDA LAW.
2. Dogs must be on leashes at all times, except within the Dog Park area.
3. Dogs must be accompanied by a handler who is eighteen (18) years old or older.
4. Dogs inside the Dog Park must be under voice control by their handler at all times. If voice control is not possible, do not enter the Dog Park.
5. Dog handler must have the leash with them at all times.
6. Dogs may not be left unattended and must be within unobstructed sight of the dog handler.
7. Dogs must be vaccinated and wear a visible rabies and license tag at all times.
8. Limit three dogs per Adult dog handler.
9. Puppies under four months of age should not enter the Dog Park.
10. Children under the age of twelve (12) are not permitted within the Dog Park area.
11. Dog handlers are responsible for the behavior of their animals.
12. Aggressive dogs are not allowed in the Dog Park. Any dog showing signs of aggression should be removed from the Dog Park immediately.
13. Female dogs in heat are not permitted in the Dog Park.
14. Human or dog food inside the Dog Park is prohibited.
15. Any dog toys inside the Dog Park are prohibited.
16. Dog handlers must clean up any dog droppings made by their pets.
17. Dog handlers must fill in any holes made by their pets.
18. Please do not brush or groom pets inside the Dog Park. The Dog Park is for play time.
19. Only licensed and insured dog trainers will be permitted to do training at the Dog Park. Owner must register trainer with the District prior to working with the dog.
20. The Dog Park is designated a “No Smoking” area.
21. The Dog Park area is equipped with closed-circuit surveillance cameras.

### SUSPENSION AND TERMINATION OF PRIVILEGES

1. **Introduction.** This rule addresses the suspension and termination of privileges to use the Bannon Lakes Community Development District’s (“District”) recreational facilities (“Amenities”).
2. **Violations.** The privileges of a patron of the Amenities, including resident owners, designated tenants, non-residents who pay the applicable non-resident usage fee, and members of the households of any of the foregoing (collectively, “Patron”), to use the Amenities may be suspended or terminated if the Patron engages in any of the following behavior:
  - a. Submits false information on any application for use of the Amenities.

- b. Permits the unauthorized use of an amenity pass.
  - c. Exhibits unsatisfactory behavior or appearance.
  - d. Fails to pay fees owed to the District in a proper and timely manner.
  - e. Fails to abide by any policies or rules established for the use of the Amenities.
  - f. Treats the District's supervisors, staff, facility management, contractors, or other representatives, or other Patrons, in an unreasonable or abusive manner.
  - g. Damages or destroys District property.
  - h. Engages in conduct that is improper or likely to endanger the welfare, safety, harmony or reputation of the District, or its supervisors, staff, facility management, contractors, or other representatives, or other Patrons.
- 3. Reporting of Violations.** For all offenses outlined in Section 2 above, the District Manager, or District's facility manager, shall create a written report of the incident, which report shall be signed by the offending Patron and the District Manager or facility manager, as the case may be, and kept on file by the District. If the offending Patron refuses to sign the incident report, it shall be kept on file by the District with a notation to that effect by the District Manager or facility manager, as the case may be.
- 4. Suspension by the District Manager or District's Facility Manager / Appeal of Suspension.** The District Manager, or the District's facility manager, may at any time suspend a Patron's privileges to use the Amenities for committing any of the violations outlined in Section 2. Such suspension shall be for a maximum period of 30 consecutive days. In determining the length of any suspension, the District Manager, or facility manager, shall take into account the nature of the conduct and any prior violations. A Patron subject to a suspension under this Section 4 may appeal the suspension to the District's Board of Supervisors ("Board") by filing a written request for an appeal, which written request shall be immediately sent to the District's Chairperson. The filing of a request for an appeal shall not result in the stay of the suspension. The District shall consider the appeal at its next Board meeting and shall provide reasonable notice to the Patron of the Board meeting where the appeal will be considered. At that meeting, the Board shall allow the Patron to appear and present statements and/or evidence on the Patron's behalf, subject to any reasonable restrictions that the Board may impose. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning or otherwise modifying the suspension, to address the appeal and any violations outlined in Section 2. In determining the appropriate action to be taken, the Board shall take into account the nature of the violation and any prior violations.
- 5. Suspension or Termination by the Board.** The District Manager, or the District's facility manager, may recommend to the Board, or the Board on its own initiative may elect to consider, a suspension or termination of a Patron's privileges for committing any of the violations outlined in Section 2. At least 15 days prior to any Board meeting where a suspension or termination is to be considered under this Section, the District shall send written notice of the meeting by United States mail to the Patron's last known address.

Upon prior written request submitted by the Patron to the District at least 5 days prior to the meeting, the Board shall allow the Patron to appear at the meeting and present statements and/or evidence on the Patron's behalf, subject to any reasonable restrictions that the Board may impose. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances to address the violations outlined in Section 2, including suspension or permanent termination of a Patron's privileges to use the Facilities. In determining the appropriate action to be taken, the Board shall take into account the nature of the violation and any prior violations.

6. **Trespass.** If a Patron subject to a suspension or termination is found on the Amenity premises, such Patron will be subject to arrest for trespassing.



## *NINTH ORDER OF BUSINESS*

*B.*

**REQUISITION NO. 147**  
**(2016 Acquisition and Construction Account)**

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**(ST. JOHNS COUNTY, FLORIDA)**

**\$11,850,000**  
**Special Assessment Revenue Bonds, Series 2016**

The undersigned, a Responsible Officer of Bannan Lakes Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of January 1, 2016 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 147
- (B) Name of Payee: ETM
- (C) Amount Payable: Total: \$9,298.68
- (D) Bannon Lakes CDD Invoice #0195078
- (E) Fund or Account from which disbursement to be made: 2016 Acquisition and Construction Account

The undersigned hereby certifies that:

1. this requisition is for Costs of the 2016 Project payable from the 2016 Acquisition and Construction Account that have not previously been paid;
2. each disbursement set forth above is a proper charge against the 2016 Acquisition and Construction Account;

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated July 2, 2019

**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

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

Arthur E. Lancaster

Chairperson, Board of Supervisors

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND, THIMS & MILLER, INC.

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

Jay V. Katsen 9/18/2020

Title: District Engineer

Art Lancaster  
Bannon Lakes, CDD  
700 Ponte Vedra Lakes Boulevard  
Ponte Vedra Beach, FL 32082

July 31, 2020  
Project No: 19208.00000  
Invoice No: 0195078

Project 19208.00000 Bannon Lakes Force Main - International Golf Parkway I-95

**Professional Services rendered through July 31, 2020**

Task Lump Sum

Task	Contract Amount	Percent Complete	Earned To Date	Previously Billed	Current Billed
1. Pre-Design Concept Plans	5,000.00	100.00	5,000.00	5,000.00	0.00
2. Forcemain Construction Plans	36,000.00	100.00	36,000.00	27,000.00	9,000.00
3. DEP Sanitary Sewer Collection Sys Ind	3,500.00	0.00	0.00	0.00	0.00
4. St. Johns County Development Review	25,000.00	0.00	0.00	0.00	0.00
5. FDOT Utility Permit	15,000.00	10.00	1,500.00	1,500.00	0.00
6. NPDES Notice of Intent	1,500.00	0.00	0.00	0.00	0.00
Total Fee	86,000.00		42,500.00	33,500.00	9,000.00

Total Fee 9,000.00

Total this Task \$9,000.00

Task XP Expenses

## Expenses

Reproductions  
Permits

Total Expenses

ENTERED  
hy

1.15 times

27.72

232.00

259.72

298.68

Total this Task \$298.68

Invoice Total this Period \$9,298.68



Approval  
Entity Bannon Lakes  
Account 2020  
Entered 2020  
Draw 2020  
Note

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-4960 • fax 904-646-8485  
CA-00062884 LC-0000518

**REQUISITION NO. 148**  
**(2016 Acquisition and Construction Account)**

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**(ST. JOHNS COUNTY, FLORIDA)**

**\$11,850,000**  
**Special Assessment Revenue Bonds, Series 2016**

The undersigned, a Responsible Officer of Bannon Lakes Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of January 1, 2016 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 148
- (B) Name of Payee: ETM
- (C) Amount Payable: Total: \$18,127.08
- (D) Bannon Lakes CDD Invoice #0195332
- (E) Fund or Account from which disbursement to be made: 2016 Acquisition and Construction Account

The undersigned hereby certifies that:

1. this requisition is for Costs of the 2016 Project payable from the 2016 Acquisition and Construction Account that have not previously been paid;
2. each disbursement set forth above is a proper charge against the 2016 Acquisition and Construction Account;


The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated July 2, 2019


**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Arthur E. Lancaster  
Chairperson, Board of Supervisors

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND, THIMS & MILLER, INC.

By:   
Title: District Engineer

Art Lancaster  
Bannon Lakes, CDD  
700 Ponte Vedra Lakes Boulevard  
Ponte Vedra Beach, FL 32082

*Invoice  
never rec'd?*

August 28, 2020  
Project No: 19208.00000  
Invoice No: 0195332

Project 19208.00000 Bannon Lakes Force Main - International Golf Parkway I-95  
Professional Services rendered through August 31, 2020

Task Lump Sum

Task	Contract Amount	Percent Complete	Earned To Date	Previously Billed	Current Billed
1. Pre-Design Concept Plans	5,000.00	100.00	5,000.00	5,000.00	0.00
2. Forcemain Construction Plans	36,000.00	100.00	36,000.00	36,000.00	0.00
3. DEP Sanitary Sewer Collection Sys Ind	3,500.00	0.00	0.00	0.00	0.00
4. St. Johns County Development Review	25,000.00	50.00	12,500.00	0.00	12,500.00
5. FDOT Utility Permit	15,000.00	25.00	3,750.00	1,500.00	2,250.00
6. NPDES Notice of Intent	1,500.00	0.00	0.00	0.00	0.00
Total Fee	86,000.00		57,250.00	42,500.00	14,750.00
Total Fee				14,750.00	
Total this Task				\$14,750.00	

Task XP Expenses

Delivery / Messenger Svc	31.59	
Permits	-232.00	
Other Taxes & Licenses	3,137.00	
Total Expenses	2,936.59	3,377.08
Total this Task		\$3,377.08

RECEIVED  
NOV 06 2020  
By *HL*  
Approval  
Entity *Bannon Lakes*  
Account *AR 500*  
Entered *11/6/20*  
Draw  
Note

Invoice Total this Period **\$18,127.08**

### Outstanding Invoices

Number	Date	Balance
0195078	7/31/2020	9,298.68
Total		9,298.68

*Log # 147 p'd 9/26 to Gms*  
Total Now Due **\$27,425.76**

*Pay to  
Bannon CDD*

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-842-8900 • Fax 904-846-9400  
CA-00002584 LC-0000318



**REQUISITION NO. 149**  
**(2016 Acquisition and Construction Account)**

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**(ST. JOHNS COUNTY, FLORIDA)**

**\$11,850,000**

**Special Assessment Revenue Bonds, Series 2016**

The undersigned, a Responsible Officer of Bannon Lakes Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of January 1, 2016 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 149
- (B) Name of Payee: Clary & Associates, Inc.
- (C) Amount Payable: Total: \$5,600.00
- (D) Bannon Lakes CDD Invoice #2020-566
- (E) Fund or Account from which disbursement to be made: 2016 Acquisition and Construction Account

The undersigned hereby certifies that:

1. this requisition is for Costs of the 2016 Project payable from the 2016 Acquisition and Construction Account that have not previously been paid;
2. each disbursement set forth above is a proper charge against the 2016 Acquisition and Construction Account;

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated July 2, 2019

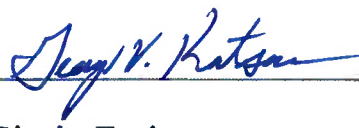
**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Arthur E. Lancaster  
Chairperson, Board of Supervisors

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND, THIMS & MILLER, INC.

By:  11/16/2020  
Title: District Engineer

# Clary & Associates, Inc.

3830 Crown Point Road Suite A • Jacksonville, Florida 32257 • (904)260-2703

INVOICE NO: 2020-566  
DATE: 10/28/20

PAGE 1

3352  
EASTLAND  
700 PONTE VEDRA LAKES BLVD  
PONTE VEDRA BEACH FL 32082

**DELIVER TO:**

SEE REQUEST BY JASON CREWS @  
ETM REC'D 8/24

ORDERED BY: ART

DESCRIPTION: 09/03/20

W.O. NO. 2020-566


LOT : F.M.  
SUBDIVISION: BANNON LAKES UNIT -  
SECTION : 1 TOWNSHIP: 6S RANGE: 28E  
ADDRESS : NINE MILE RD  
ST. JOHNS  
IN NAME OF : SOFT DIGS FOR FORCE MAIN AT IGP/CENTER  
PLACE WAY INTERSECTION (SEE MARKUP FROM  
JASON CREWS @ ETM)

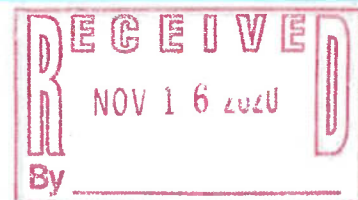
16 SOFT DIGS AT SITE

UTIL SOFT DIG (SUE LEVEL A)

5,600.00

TOTAL DUE \$5,600.00

Approval   
Entity Bannon Lakes  
Account AR CDD Reg #149  
Enterec 11/16/20  
Draw 53  
Note Force main IGP  
CDD deficit



PAYMENT DUE 10 DAYS FROM RECEIPT  
PLEASE REFER TO INVOICE NUMBER WHEN MAKING PAYMENT

*D.*

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

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

## **Memorandum**

**Date:** February 2021  
**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. The Oak Tree Rings have been expanded throughout the community.
3. New 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 pool filtration pump has been repaired and the pool has reopened.
4. Ant mounds are being treated weekly.
5. Freedom Pest Control is continuing monthly pest control services for the Amenity Center.
6. The grating on the pool gates has been enlarged to prevent access to the panic bar.
7. The filters have been replaced in all of the AC units.
8. Timers have been installed for the patio lighting and the small ceiling fans.
9. All of the pool furniture and metal patio furniture has been pressure washed.
10. All of the storm drains on the field have been cleaned.

11. The main pool gate lock was repaired.
12. Multiple holes have been filled in at the Dog Park.
13. The sidewalk in front of the Clubhouse was pressure washed.

**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. The Amenity and Fitness buildings are scheduled to be pressure washed in February.

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: 01/27/2021

Submitted by: Alexandro Losert

### **Club House Usage:**

Reservations for the Club House continue. It continues to be reserved on weekends for parties and events, as well as during the week. We currently have 5 different club meetings throughout the week.

### **CLUBS ACTIVE AT BANNON LAKES**

- Monday: Mahjong 1-4pm
- Tuesday: Open
- Wednesday: Women's Card Club 2:00-5:00pm

Men's Card Club 6:00-9:00pm (**possibly switching to Tuesdays soon**)

- Thursday: Games Club 12:30-5:00pm
- Friday: Bunco 5:00-6:00 or 10:00pm (**just switched from Saturdays**)

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



## Community Events

### **Food Trucks:**

**Tuesdays and Thursdays**

We are continuing to have multiple food and dessert trucks out weekly for our “Food Truck Thursdays”, we also try to book most Tuesdays and include one to two weekends a month. This seems to be a nice and easy way to do something for the neighborhood...I have only heard good things about the food truck evenings!



### **First Coast Athletics:**

**January 21<sup>st</sup>, 2021:**

On January 21<sup>st</sup>, First Coast Athletics started field day once again. They use the field next to the Amenity Center, and the kids seem to have a fun time! The parents usually sit in the patio, giving them a chance to mingle while watching their kids play. Field day is scheduled to go on for 6 weeks.

Currently there are no events being hosted (awaiting board approval):

### **Florida Health Care Plans (FHCP)**

**tbd**

I have been exchanging emails with a Community Wellness Liaison from FHCP, Mary Martinez, about possibly hosting small workshops once we are authorized to host programs/events again. “The wellness workshops vary in topics that range from exercise, nutrition, and anything that relates to active seniors”. I am currently working on scheduling a zoom meeting with Ms. Martinez where she will present to me what the workshops offer in more detail. Overall, sounds like a good potential program for the neighborhood.

## *ELEVENTH ORDER OF BUSINESS*

*A.*

*Bannon Lakes*  
*Community Development District*  
*Unaudited Financial Statements*  
*as of*  
*December 31, 2020*

***Bannon Lakes***  
***Community Development District***  
***Combined Balance Sheet***  
*December 31, 2020*

	<b><i>General</i></b>	<b><i>Debt Service</i></b>	<b><i>Capital Project</i></b>	<b><i>Capital Reserve</i></b>	<b><i>Memorandum Only</i></b>
<b><u>Assets:</u></b>					
Cash	\$363,041	---	---	\$32,937	\$363,041
SBA - GF	\$101,522	---	---	---	\$101,522
Investments:			---	---	
Reserve	---	\$377,875	---	---	\$377,875
Revenue	---	\$14,465	---	---	\$14,465
Prepayment	---	\$23,880	---	---	\$23,880
Due From General Fund	---	\$263,786	---	---	\$263,786
Due from Developer	---	---	\$23,727	---	\$23,727
Due from Other	---	---	---	---	\$0
Prepaid Expenses	\$313	---	---	---	\$313
Utilities Deposit	\$50	---	---	---	\$50
<b>Total Assets</b>	<b>\$464,926</b>	<b>\$680,006</b>	<b>\$23,727</b>	<b>\$32,937</b>	<b>\$1,168,659</b>
<b><u>Liabilities:</u></b>					
Accounts Payable	\$10,921	---	---	---	\$10,921
FICA Payable	---	---	---	---	\$0
Due to Debt	\$110,783	---	---	---	\$110,783
Due to General Fund	---	---	---	---	\$0
Contracts Payable	---	---	\$23,727	---	\$23,727
Retainage Payable	---	---	---	---	\$0
<b><u>Fund Balances:</u></b>					
Restricted for Debt Service	---	\$680,006	---	---	\$680,006
Nonspendable	\$50	---	---	---	\$50
Unassigned	\$343,172	---	\$0	\$32,937	\$343,172
<b>Total Liabilities &amp; Fund Equity</b>	<b>\$464,926</b>	<b>\$680,006</b>	<b>\$23,727</b>	<b>\$32,937</b>	<b>\$1,168,659</b>

***Bannon Lakes***  
***Community Development District***  
***GENERAL FUND***  
*Statement of Revenues & Expenditures*  
*For the Period ending December 31, 2020*

	<i>Adopted</i>	<i>Prorated</i>	<i>Actual</i>	
	<i>Budget</i>	<i>Thru 12/31/20</i>	<i>Thru 12/31/20</i>	<i>Variance</i>
<b><u>REVENUES:</u></b>				
<i>Assessment - Tax Roll</i>	\$444,880	\$156,541	\$156,541	\$0
<i>Assessment - Direct</i>	\$59,873	\$14,968	\$14,968	\$0
<i>Developer Contributions</i>	\$85,076	\$0	\$0	\$0
<i>Interest</i>	\$500	\$125	\$59	(\$66)
<i>Facility Revenue</i>	\$300	\$75	\$0	(\$75)
<b><i>Total Revenues</i></b>	<b>\$590,629</b>	<b>\$171,710</b>	<b>\$171,569</b>	<b>(\$141)</b>
<b><u>EXPENDITURES:</u></b>				
<i>Supervisors</i>	\$0	\$0	\$200	(\$200)
<i>FICA Expense</i>	\$0	\$0	\$15	(\$15)
<i>Engineering</i>	\$4,000	\$1,000	\$1,350	(\$350)
<i>Attorney Fees</i>	\$12,000	\$3,000	\$4,014	(\$1,014)
<i>Dissemination</i>	\$4,300	\$1,075	\$875	\$200
<i>Annual Audit</i>	\$3,900	\$0	\$0	\$0
<i>Arbitrage</i>	\$600	\$0	\$0	\$0
<i>Assessment Roll</i>	\$5,000	\$5,000	\$5,000	\$0
<i>Trustee Fees</i>	\$5,000	\$1,000	\$1,000	\$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	\$35	\$15
<i>Postage</i>	\$500	\$125	\$147	(\$22)
<i>Insurance</i>	\$6,325	\$6,325	\$6,037	\$288
<i>Meeting Room Rental</i>	\$0	\$0	\$313	(\$313)
<i>Printing and Binding</i>	\$1,600	\$400	\$295	\$105
<i>Legal Advertising</i>	\$2,000	\$500	\$530	(\$30)
<i>Other Current Charges</i>	\$500	\$125	\$150	(\$25)
<i>Office Supplies</i>	\$500	\$125	\$47	\$78
<i>Website Services</i>	\$1,200	\$300	\$300	\$0
<i>Dues, Licenses &amp; Subscriptions</i>	\$175	\$175	\$175	\$0
<b><i>Total Administrative</i></b>	<b>\$94,533</b>	<b>\$30,883</b>	<b>\$32,166</b>	<b>(\$1,282)</b>
<b><u>Amenity Center</u></b>				
<i>Insurance</i>	\$16,000	\$16,000	\$15,463	\$537
<i>Utilities</i>				
<i>Phone/Internet/Cable</i>	\$5,400	\$1,350	\$1,405	(\$55)
<i>Electric</i>	\$25,000	\$6,250	\$2,893	\$3,357
<i>Water/Irrigation</i>	\$15,000	\$3,750	\$1,900	\$1,850
<i>Gas</i>	\$200	\$50	\$0	\$50
<i>Refuse</i>	\$3,900	\$975	\$943	\$32
<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, 2020*

	<i>Adopted</i>	<i>Prorated</i>	<i>Actual</i>	
	<i>Budget</i>	<i>Thru 12/31/20</i>	<i>Thru 12/31/20</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	\$2,732	\$269
<i>Pool Chemicals</i>	\$10,000	\$2,500	\$1,785	\$715
<i>Janitorial</i>	\$7,000	\$1,750	\$1,808	(\$58)
<i>Janitorial Supplies</i>	\$3,450	\$863	\$252	\$611
<i>Facility Maintenance</i>	\$7,500	\$1,875	\$875	\$1,000
<i>Repairs &amp; Maintenance</i>	\$25,000	\$6,250	\$6,838	(\$588)
<i>Special Events</i>	\$5,000	\$1,250	\$266	\$984
<i>Holiday Decorations</i>	\$1,500	\$375	\$0	\$375
<i>Fitness Center Repairs/Supplies</i>	\$900	\$225	\$0	\$225
<i>Office Supplies</i>	\$1,500	\$375	\$559	(\$184)
<i>ASCAP/BMI Licenses</i>	\$500	\$125	\$0	\$125
<i>Pest Control</i>	\$3,100	\$775	\$750	\$25
<b><i>Amenity Center Expenditures</i></b>	<b>\$228,050</b>	<b>\$69,013</b>	<b>\$58,260</b>	<b>\$10,753</b>
<b><i>Ground Maintenance Expenditures</i></b>				
<i>Hydrology Quality/Mitigation</i>	\$3,000	\$750	\$0	\$750
<i>Landscape Maintenance</i>	\$151,706	\$37,926	\$37,926	\$0
<i>Landscape Contingency</i>	\$20,000	\$5,000	\$0	\$5,000
<i>Lake Maintenance</i>	\$7,800	\$1,950	\$1,950	\$0
<i>Ground Maintenance</i>	\$5,000	\$1,250	\$0	\$1,250
<i>Pump Repairs</i>	\$2,000	\$500	\$0	\$500
<i>Streetlights</i>	\$9,000	\$2,250	\$2,184	\$66
<i>Streetlight Repairs</i>	\$5,000	\$1,250	\$332	\$918
<i>Irrigation Repairs</i>	\$7,500	\$1,875	\$377	\$1,498
<i>Miscellaneous</i>	\$5,000	\$1,250	\$0	\$1,250
<i>Reclaim Water</i>	\$50,000	\$12,500	\$3,364	\$9,136
<i>Capital Reserve</i>	\$2,040	\$0	\$0	\$0
<b><i>Total Ground Maintenance Expenditures</i></b>	<b>\$268,046</b>	<b>\$66,501</b>	<b>\$46,134</b>	<b>\$20,367</b>
<b><i>TOTAL EXPENSES</i></b>	<b>\$590,629</b>	<b>\$166,397</b>	<b>\$136,559</b>	<b>\$29,838</b>
<b><i>EXCESS REVENUES (EXPENDITURES)</i></b>	<b>\$0</b>		<b>\$35,010</b>	
<b><i>FUND BALANCE - Beginning</i></b>	<b>\$0</b>		<b>\$308,213</b>	
<b><i>FUND BALANCE - Ending</i></b>	<b>\$0</b>		<b>\$343,222</b>	

***Bannon Lakes***  
***Community Development District***  
***General Fund***  
*Month By Month Income Statement*  
*Fiscal Year 2021*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b><u>Revenues:</u></b>													
Assessments - Tax Roll	\$0	\$40,907	\$115,634	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$156,541
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	\$25	\$19	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59
Facility Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$14,994</b>	<b>\$40,926</b>	<b>\$115,650</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>\$171,569</b>

<b><u>Expenditures:</u></b>													
<b><u>Administrative</u></b>													
Supervisors	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200
FICA Expense	\$0	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15
Engineering	\$0	\$1,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,350
Attorney Fees	\$2,946	\$1,068	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,014
Dissemination	\$292	\$292	\$292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$875
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
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	\$0	\$0	\$35	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35
Postage	\$9	\$21	\$118	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$147
Insurance	\$6,037	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,037
Meeting Room Rental	\$313	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$313
Printing and Binding	\$22	\$225	\$48	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$295
Legal Advertising	\$76	\$359	\$94	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$530
Other Current Charges	\$34	\$34	\$82	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
Office Supplies	\$1	\$40	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47
Website Services	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Dues, Licenses & Subscriptions	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative</b>	<b>\$19,723</b>	<b>\$7,773</b>	<b>\$4,670</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>\$32,166</b>

<b><u>Amenity Center</u></b>													
Insurance	\$15,463	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,463
Phone/Internet/Cable	\$543	\$431	\$431	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,405
Electric	\$1,084	\$972	\$838	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,893
Water/Irrigation	\$540	\$442	\$918	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,900
Gas	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refuse	\$315	\$314	\$314	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$943
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	\$911	\$911	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,732
Pool Chemicals	\$525	\$375	\$885	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,785
Janitorial	\$583	\$583	\$642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,808
Janitorial Supplies	\$252	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$252
Facility Maintenance	\$875	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$875



***Bannon Lakes***  
***Community Development District***  
***General Fund***  
*Month By Month Income Statement*  
*Fiscal Year 2021*

	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Total</i>
<b><u><i>Amenity Center Continued</i></u></b>													
<i>Repairs &amp; Maintenance</i>	\$1,789	\$1,977	\$3,072	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,838
<i>Special Events</i>	\$266	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$266
<i>Holiday Decorations</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Fitness Center Repairs/Supplies</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Office Supplies</i>	\$559	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$559
<i>ASCAP/BMI Licenses</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Pest Control</i>	\$250	\$250	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750
<b><i>Total Amenity Center</i></b>	<b>\$30,551</b>	<b>\$12,852</b>	<b>\$14,856</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>\$58,260</b>
<b><u><i>Ground Maintenance Expenditures</i></u></b>													
<i>Hydrology Quality/Mitigation</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Landscape Maintenance</i>	\$12,642	\$12,642	\$12,642	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,926
<i>Landscape Contingency</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Lake Maintenance</i>	\$650	\$650	\$650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,950
<i>Ground Maintenance</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Pump Repairs</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Streetlights</i>	\$728	\$728	\$728	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,184
<i>Streetlight Repairs</i>	\$0	\$0	\$332	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$332
<i>Irrigation Repairs</i>	\$259	\$28	\$91	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$377
<i>Miscellaneous</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Reclaim Water</i>	\$1,247	\$1,047	\$1,071	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,364
<i>Capital Reserve</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><i>Total Ground Maintenance Expenditures</i></b>	<b>\$15,525</b>	<b>\$15,094</b>	<b>\$15,514</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>\$46,134</b>
<b><i>Total Expenses</i></b>	<b>\$65,800</b>	<b>\$35,719</b>	<b>\$35,040</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>\$136,559</b>
<b><i>Excess Revenues (Expenditures)</i></b>	<b>(\$50,806)</b>	<b>\$5,206</b>	<b>\$80,609</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>\$35,010</b>

***Bannon Lakes***  
**Community Development District**  
**DEBT SERVICE FUND**  
Statement of Revenues & Expenditures  
For the Period ending December 31, 2020

	<i>Adopted Budget</i>	<i>Prorated Thru 12/31/20</i>	<i>Actual Thru 12/31/20</i>	<i>Variance</i>
<b><u>REVENUES:</u></b>				
<i>Interest Income</i>	\$5,000	\$1,250	\$20	(\$1,230)
<i>Special Assessments</i>	\$764,712	\$263,786	\$263,786	\$0
<i>Prepayments</i>	\$0	\$0	\$23,253	\$23,253
<b><i>TOTAL REVENUES</i></b>	<b>\$769,712</b>	<b>\$265,036</b>	<b>\$287,059</b>	<b>\$22,024</b>
<b><u>EXPENDITURES:</u></b>				
<b><u>Series 2016</u></b>				
<i>Interest Expense - 11/01</i>	\$282,463	\$282,463	\$282,463	\$0
<i>Principal Expense - 11/01</i>	\$190,000	\$190,000	\$190,000	\$0
<i>Principal Expense - 11/01 (Prepayment)</i>	\$0	\$0	\$135,000	(\$135,000)
<i>Interest Expense - 05/01</i>	\$278,188	\$0	\$0	\$0
<i>Principal Expense - 05/01 (Prepayment)</i>	\$0	\$0	\$0	\$0
<b><i>TOTAL EXPENDITURES</i></b>	<b>\$750,650</b>	<b>\$472,463</b>	<b>\$607,463</b>	<b>(\$135,000)</b>
<b><u>OTHER SOURCES/(USES)</u></b>				
<i>Interfund Transfer In/(Out)</i>	\$0	\$0	\$0	\$0
<b><i>TOTAL OTHER SOURCES AND USES</i></b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><i>EXCESS REVENUES (EXPENDITURES)</i></b>	<b>\$19,062</b>		<b>(\$320,403)</b>	
<i>FUND BALANCE - Beginning</i>	\$567,019		\$1,000,409	
<i>FUND BALANCE - Ending</i>	<u>\$586,080</u>		<u>\$680,006</u>	

***Bannon Lakes***  
***Community Development District***  
***Capital Reserve Fund***  
*Statement of Revenues & Expenditures*  
*For the Period ending December 31, 2020*

	<i>Adopted</i>	<i>Prorated</i>	<i>Actual</i>	
	<i>Budget</i>	<i>Thru 12/31/20</i>	<i>Thru 12/31/20</i>	<i>Variance</i>
<b><u>Revenues:</u></b>				
General Fund Transfer In	\$2,040	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$2,040</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Expenditures</u></b>				
Capital Outlay	\$25,000	\$6,250	\$0	\$6,250
Other Current Charges	\$420	\$105	\$87	\$18
<b>Total Expenditures</b>	<b>\$25,420</b>	<b>\$6,355</b>	<b>\$87</b>	<b>\$6,268</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$23,380)</b>		<b>(\$87)</b>	
<b><u>OTHER SOURCES/(USES)</u></b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>Total Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Change in Fund Balance</b>	<b>(\$23,380)</b>		<b>(\$87)</b>	
<b>Fund Balance - Beginning</b>	<b>\$39,018</b>		<b>\$33,023</b>	
<b>Fund Balance - Ending</b>	<b>\$15,638</b>		<b>\$32,937</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:	\$377,625.00
Reserve Balance:	\$377,875.00
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)
Less: May 1, 2020 (Prepayment)	(\$140,000)
Less: November 1, 2020	(\$190,000)
Less: November 1, 2020 (Prepayment)	(\$135,000)
Current Bonds Outstanding	\$11,100,000

*B.*

# BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2021 ASSESSMENT RECEIPTS

ASSESSED	# UNITS	SERIES 2016 DEBT SERVICE NET	FY21 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>
<b>TAX ROLL ASSESSED</b>	<b>536</b>	<b>749,660.16</b>	<b>444,880.00</b>	<b>1,194,540.16</b>
<b>TOTAL ASSESSED</b>		<b>749,660.16</b>	<b>504,753.00</b>	<b>1,254,413.16</b>

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
RREF III-P-EP ARAGON INVESTMENTS LLC (ACRES)	20,720.65	-	6,906.88	6,906.88
RREF III-P-EP CYPRESS CREEK FARMS LLC (ACRES)	21,760.32	-	7,253.44	7,253.44
RREF III-P-EP BANNON LAKES JV LLC (ACRES)	2,423.78	-	807.93	807.93
<b>SUBTOTAL ADMIN O&amp;M</b>	<b>44,904.75</b>	<b>-</b>	<b>14,968.25</b>	<b>14,968.25</b>
<b>TAX ROLL RECEIPTS</b>	<b>182,031.80</b>	<b>635,422.08</b>	<b>377,086.28</b>	<b>1,012,508.36</b>
<b>TOTAL RECEIPTS</b>	<b>226,936.55</b>	<b>635,422.08</b>	<b>392,054.53</b>	<b>1,027,476.61</b>

DIRECT INVOICES DUE IN INSTALLMENTS OF 25% DUE 10/15/20, 1/1/21, 4/1/21, 7/1/21

LENNAR PHASE 4B DOES NOT HAVE BOND DEBT ISSUED AT THIS TIME ANTICIPATED ISSUE DURING FY21

THERE IS AN ADDITIONAL \$85,076 DUE FOR DEVELOPER CONTRIBUTION

### TAX ROLL RECEIPTS

DISTRIBUTION	DATE	SERIES 2016 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/02/20	2,425.52	1,439.40	3,864.92
2	11/12/20	14,255.71	8,459.94	22,715.65
3	11/24/20	52,250.89	31,007.88	83,258.77
4	12/04/20	84,070.84	49,891.18	133,962.02
5	12/16/20	110,782.59	65,743.07	176,525.66
6	01/07/21	371,608.08	220,527.93	592,136.01
INTEREST	01/19/21	28.45	16.88	45.33
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>635,422.08</b>	<b>377,086.28</b>	<b>1,012,508.36</b>

PERCENT COLLECTED DIRECT	0.00%	25.00%	25.00%
PERCENT COLLECTED TAX ROLL	84.76%	84.76%	84.76%
PERCENT COLLECTED TOTAL	84.76%	77.67%	81.91%

*C.*

# Bannon Lakes Community Development District

## Check Run Summary

10/1/20 - 12/31/20

<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>	<i>Amount</i>
<i>General Fund</i>			
10/1/20 - 10/31/20	731-746	\$ 49,871.17	
11/1/20 - 11/30/20	747-762	\$ 32,266.17	
12/1/20 - 12/31/20	763-779	\$ 209,840.46	
<i>Total Checks</i>			<u>\$ 291,977.80</u>
10/19/20	St Johns County Utility Dept	\$ 1,786.95	
10/20/20	AT&T	\$ 325.22	
10/24/20	FPL	\$ 1,811.66	
10/28/*20	AT&T	\$ 217.95	
11/18/20	St Johns County Utility Dept	\$ 1,488.66	
11/19/20	AT&T	\$ 213.12	
11/23/20	FPL	\$ 1,700.13	
11/30/20	AT&T	\$ 217.95	
12/19/20	St Johns County Utility Dept	\$ 1,989.26	
12/21/20	AT&T	\$ 213.12	
12/23/20	FPL	\$ 1,565.60	
12/28/20	AT&T	\$ 217.95	
<i>Total Paid Electronically</i>			<u>\$ 11,747.57</u>
<i>Total General Fund</i>			<u>\$ 303,725.37</u>

\* Fedex Invoices will be available upon request



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/01/20	00040	9/28/20 5	202009 310-51300-31600	DISCLOSURE SERVICES LLC	*	500.00	500.00 000731
			SE2016 AMORT SCHDL PREPAY				
10/01/20	00003	9/15/20 68	202010 310-51300-31400	GOVERNMENTAL MANAGEMENT SRVCS LLC	*	5,000.00	5,000.00 000732
			FY21 ASSESSM ROLL CERTIF				
10/01/20	00013	9/30/20 10990	202009 330-53800-46300	LANDCARE GROUP, INC.	*	85.00	85.00 000733
			STUMP GRINDING SERVICE				
10/01/20	00018	9/16/20 68710868	202010 320-57200-45800	REPUBLIC SERVICES #687	*	315.01	315.01 000734
			OCT REFUSE				
10/01/20	00014	9/22/20 95	202008 320-57200-60000	RIVERSIDE MANAGMENT SERVICES, INC	*	1,234.66	1,777.93 000735
			AUG REPAIRS & MAINTENANCE				
		9/22/20 95	202008 320-57200-45310		*	453.62	
			AUG JANITORIAL SUPPLIES				
		9/22/20 95	202008 320-57200-51000		*	89.65	
			AUG OFFICE SUPPLIES				
10/09/20	00037	8/24/20 08242020	202008 300-20700-10200	BANNON LAKES CDD C/O BANK OF NEW	*	3,625.53	3,625.53 000736
			6/10/20 TAX CERTIFICATES				
10/09/20	00003	10/01/20 69	202010 310-51300-34000		*	3,750.00	
			OCT MANAGEMENT FEES				
		10/01/20 69	202010 310-51300-53000		*	100.00	
			OCT WEBSITE ADMIN				
		10/01/20 69	202010 310-51300-35100		*	144.42	
			OCT INFORM TECHNOLOGY				
		10/01/20 69	202010 310-51300-31600		*	291.67	
			OCT DISSEMINATION SERVICE				
		10/01/20 69	202010 310-51300-51000		*	.51	
			OFFICE SUPPLIES				
		10/01/20 69	202010 310-51300-42000		*	8.50	
			POSTAGE				
		10/01/20 69	202010 310-51300-42500		*	21.75	
			COPIES				
				GOVERNMENTAL MANAGEMENT SRVCS LLC			4,316.85 000737
10/09/20	00017	10/01/20 534320	202010 330-53800-46800	LAKE DOCTORS, INC.	*	650.00	650.00 000738
			OCT LAKE MAINTENANCE				

BANL -BANNON LAKES- BPEREGRINO

\*\*\* CHECK DATES 10/01/2020 - 12/31/2020 \*\*\*  
 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 #
10/09/20	00013	10/01/20 11072	202010 330-53800-46200	OCT LANDSCAPE MAINTENANCE	*	12,642.14	
				LANDCARE GROUP, INC.			12,642.14 000739
10/09/20	00013	9/30/20 11121	202009 330-53800-46400	SEP IRRIGATION MAINTEN	*	69.50	
				LANDCARE GROUP, INC.			69.50 000740
10/09/20	00014	10/01/20 96	202010 320-57200-45300	OCT JANITORIAL SERVICES	*	583.33	
		10/01/20 96	202010 320-57200-45200	OCT POOL MAINTENANCE	*	910.50	
		10/01/20 96	202010 320-57200-46001	OCT CONTRACT ADMIN	*	1,596.50	
		10/01/20 96	202010 320-57200-34000	OCT FACILITY MANAGEMENT	*	5,000.00	
				RIVERSIDE MANAGMENT SERVICES, INC			8,090.33 000741
10/15/20	00007	9/21/20 CFR#23 R	202009 300-21900-10000	REQ#147 INV#0195078	*	9,298.68	
				ENGLAND THIMS & MILLER INC			9,298.68 000742
10/23/20	00005	9/30/20 117745	202008 310-51300-31500	AUG GENERAL COUNSEL	*	299.42	
				HOPPING GREEN & SAMS			299.42 000743
10/23/20	00064	10/19/20 10192020	202010 310-51300-46000	MEETING ROOM RENTAL	*	312.50	
				RENAISSANCE RESORT			312.50 000744
10/23/20	00014	10/13/20 98	202009 320-57200-51000	SEP OFFICE SUPPLIES	*	51.75	
		10/13/20 98	202009 320-57200-45310	SEP JANITORIAL SUPPLIES	*	183.61	
		10/13/20 98	202009 320-57200-60000	SEP REPAIRS & MAINTENANCE	*	2,531.75	
				RIVERSIDE MANAGMENT SERVICES, INC			2,767.11 000745
10/23/20	00002	9/18/20 I0330759	202009 310-51300-31500	NOTICE OF MEETINGS SCHDL	*	121.17	
				THE ST AUGUSTINE RECORD			121.17 000746
11/09/20	00001	10/01/20 83502	202011 310-51300-54000	FY21 SPECIAL DISTRICT FEE	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 000747

BANL -BANNON LAKES- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
11/09/20	00030	10/22/20 1046881	202010 320-57200-54500	OCT PEST CONTROL	*	150.00	
				FREEDOM PEST CONTROL			150.00 000748
11/09/20	00030	10/22/20 1047096	202010 320-57200-54500	OCT RODENT ONTROL	*	100.00	
				FREEDOM PEST CONTROL			100.00 000749
11/09/20	00003	11/01/20 70	202011 310-51300-34000	NOV MANAGEMENT FEES	*	3,750.00	
		11/01/20 70	202011 310-51300-53000	NOV WEBSITE ADMIN	*	100.00	
		11/01/20 70	202011 310-51300-35100	NOV INFORM TECHNOLOGY	*	144.42	
		11/01/20 70	202011 310-51300-31600	NOV DISSEMINATION SERVICE	*	291.67	
		11/01/20 70	202011 310-51300-51000	OFFICE SUPPLIES	*	15.27	
		11/01/20 70	202011 310-51300-42000	POSTAGE	*	20.92	
		11/01/20 70	202011 310-51300-42500	COPIES	*	224.70	
				GOVERNMENTAL MANAGEMENT SRVCS LLC			4,546.98 000750
11/09/20	00017	11/01/20 540350	202011 330-53800-46800	NOV LAKE MAINTENANCE	*	650.00	
				LAKE DOCTORS, INC.			650.00 000751
11/09/20	00013	11/01/20 11196	202011 330-53800-46200	NOV LANDSCAPE MAINTENANCE	*	12,642.14	
				LANDCARE GROUP, INC.			12,642.14 000752
11/09/20	00055	11/01/20 11108333	202011 320-57200-60000	ANNUAL AED SERVICE	*	200.00	
				LIFESAFE SERVICES LLC			200.00 000753
11/09/20	00019	10/29/20 13129559	202010 320-57200-45210	OCT POOL CHEMICALS	*	525.00	
				POOLSURE			525.00 000754
11/09/20	00014	11/01/20 99	202011 320-57200-45300	NOV JANITORIAL SERVICES	*	583.33	
		11/01/20 99	202011 320-57200-45200	NOV POOL MAINTENANCE	*	910.50	
		11/01/20 99	202011 320-57200-46001	NOV CONTRACT ADMIN	*	1,596.50	

BANL -BANNON LAKES- BPEREGRINO

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/26/21	PAGE	4
*** CHECK DATES 10/01/2020 - 12/31/2020 ***														
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 #
		11/01/20 99	202011 320-57200-34000		*	5,000.00	
		NOV FACILITY MANAGEMENT					
				RIVERSIDE MANAGMENT SERVICES, INC			8,090.33 000755
11/30/20 00065		11/13/20 11132020	202011 310-51300-51000		*	24.48	
		OFFICE SUPPLIES REIMBURS					
				CHRIS D'AQUIN			24.48 000756
11/30/20 00005		10/31/20 118392	202009 310-51300-31500		*	772.42	
		SEP GENERAL COUNSEL					
				HOPPING GREEN & SAMS			772.42 000757
11/30/20 00013		10/31/20 11251	202010 330-53800-46400		*	258.50	
		OCT IRRIGATION MAINTEN					
				LANDCARE GROUP, INC.			258.50 000758
11/30/20 00018		10/16/20 68700109	202011 320-57200-45800		*	314.27	
		NOV REFUSE					
				REPUBLIC SERVICES #687			314.27 000759
11/30/20 00014		11/13/20 101	202010 320-57200-49400		*	265.88	
		OCT SPECIAL EVENTS					
				RIVERSIDE MANAGMENT SERVICES, INC			265.88 000760
11/30/20 00014		11/13/20 102	202010 320-57200-45100		*	874.88	
		OCT FACILITY MAINTENANCE					
		11/13/20 102	202010 320-57200-60000		*	1,789.33	
		OCT REPAIRS/MAINTENANCE					
		11/13/20 102	202010 320-57200-51000		*	558.94	
		OCT OFFICE SUPPLIES					
		11/13/20 102	202010 320-57200-45310		*	251.73	
		OCT JANITORIAL SUPPLIES					
				RIVERSIDE MANAGMENT SERVICES, INC			3,474.88 000761
11/30/20 00002		10/27/20 I0331624	202010 310-51300-48000		*	76.29	
		NOTICE OF MEETING 11/4/20					
				THE ST AUGUSTINE RECORD			76.29 000762
12/07/20 00029		11/09/20 CFR#24 R	202011 300-13100-10100		*	5,600.00	
		REQ#149 INV#2020-566					
				CLARY & ASSOCIATES, INC.			5,600.00 000763
12/07/20 00007		11/09/20 CFR#24 R	202011 300-13100-10100		*	18,127.08	
		REQ#148 INV#195332					
				ENGLAND THIMS & MILLER INC			18,127.08 000764

BANL -BANNON LAKES- BPEREGRINO



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/21/20	00007	11/30/20 196275	202011 310-51300-31100	NOF PROFESSIONAL SERVICES	*	1,350.00	
				ENGLAND THIMS & MILLER INC			1,350.00 000770
12/21/20	00030	11/25/20 1049204	202011 320-57200-54500	NOV PEST CONTROL	*	150.00	
				FREEDOM PEST CONTROL			150.00 000771
12/21/20	00005	3/31/20 113925	202010 310-51300-31500	FEB GENERAL COUNSEL	*	892.00	
				HOPPING GREEN & SAMS			892.00 000772
12/21/20	00005	8/31/20 117093	202010 310-51300-31500	JUL GENERAL COUNSEL	*	896.42	
				HOPPING GREEN & SAMS			896.42 000773
12/21/20	00005	11/30/20 118988	202010 310-51300-31500	OCT GENERAL COUNSEL	*	1,157.92	
				HOPPING GREEN & SAMS			1,157.92 000774
12/21/20	00013	11/30/20 11340	202011 330-53800-46400	NOV IRRIGATION MAINT	*	27.50	
				LANDCARE GROUP, INC.			27.50 000775
12/21/20	00019	11/19/20 13129559	202011 320-57200-45210	NOV POOL CHEMICALS	*	375.00	
				POOLSURE			375.00 000776
12/21/20	00064	12/09/20 12092020	202012 300-15500-10000	MEETING ROOM RENT 1/6/20	*	312.50	
				RENAISSANCE RESORT			312.50 000777
12/21/20	00014	12/11/20 103	202011 320-57200-60000	NOV REPAIRS AND MAINT	*	1,777.45	
				RIVERSIDE MANAGMENT SERVICES, INC			1,777.45 000778
12/21/20	00002	11/02/20 I0331625	202011 310-51300-48000	LO MEETING AND ELECTION	*	359.00	
				THE ST AUGUSTINE RECORD			359.00 000779
TOTAL FOR BANK A						291,977.80	
TOTAL FOR REGISTER						291,977.80	

BANL -BANNON LAKES- BPEREGRINO

Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
9/28/2020	5

<b>Bill To</b>
Bannon Lakes CDD C/O GMS

RECEIVED

SEP 29 2020

Terms	Due Date
Net 30	10/28/2020

Description	Amount
Amortization Schedule Series 2016 11-1-20 Prepay \$135,000	500.00
<p>40 @</p> <p>1,810,513.316</p>	

<b>Total</b>	\$500.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$500.00

<b>Phone #</b>
865-717-0976

<b>E-mail</b>
tcarter@disclosureservices.info

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

# Invoice

RECEIVED

SEP 16 2020

Invoice #: 68  
Invoice Date: 9/15/20  
Due Date: 9/15/20  
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 2021		5,000.00	5,000.00
1. 3/0, 573, 3/4 30A			
Total			\$5,000.00
Payments/Credits			\$0.00
Balance Due			\$5,000.00





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

# Invoice

Terms	Date	Invoice #
Net 30	9/30/2020	10990

RECEIVED

SEP 30 2020

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

Project			Project #
Amenity Center			M101
Description	Quantity	Rate	Amount
Grind stump at Amenity Center.  Stump Grinding Service  <i>13 (A)</i> <i>1,380, 538. 463</i>	1	85.00	85.00
Attn. Brian Stephens		<b>Total</b>	\$85.00
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$85.00



8619 Western Way  
Jacksonville FL 32256-036060

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

#### Important Information

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.

Account Number 3-0687-0010861  
Invoice Number 0687-001086864  
Invoice Date September 16, 2020  
Previous Balance \$422.25  
Payments/Adjustments -\$422.25  
Current Invoice Charges \$315.01

Total Amount Due	Payment Due Date
<b>\$315.01</b>	<b>October 06, 2020</b>

#### PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 09/11	705	-\$422.25

#### CURRENT INVOICE CHARGES

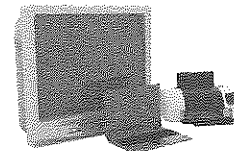
Description	Reference	Quantity	Unit Price	Amount
Bannon Lakes Cdd 435 Bannon Lakes Dr CSA A172389154 St. Augustine, FL Contract: 9687022 (C51) 1 Waste Container 6 Cu Yd, 1 Lift Per Week Pickup Service 10/01-10/31			\$228.54	\$228.54
Administrative Fee				\$5.95
Total Fuel/Environmental Recovery Fee				\$65.87
Total Franchise - Local				\$14.65
CURRENT INVOICE CHARGES				<b>\$315.01</b>

309 11 2020

18 (A) 1,320,572.458

## 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

Return Service Requested

L2RCACDTZI 021048



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



Total Amount Due \$315.01  
Payment Due Date October 06, 2020  
Account Number 3-0687-0010861  
Invoice Number 0687-001086864



For Billing Address Changes,  
Check Box and Complete Reverse.

Make Checks Payable To:



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

30687001086100000010868640000315010000315012

L2RCACDTZI 021048 11NNNNNNNN NNN NNN 001 001 042099 21727113.1

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

# Invoice

RECEIVED

Invoice #: 95

Invoice Date: 9/22/2020

Due Date: 9/22/2020

Case:

P.O. Number:

SEP 25 2020

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance August 1 - August 31, 2020		1,137.36	1,137.36
Maintenance Supplies		640.57	640.57
<i>B. Stephens 9-24-20</i>			
<i>Repairs + Maint - \$1234.66</i>			
<i>001.320.57200.60000</i>			
<i>Janitorial Supplies - \$453.62</i>			
<i>001.320.57200.48310</i>			
<i>Office Supplies - \$89.65</i>			
<i>001.320.57200.51000</i>			
<i>14 A</i>			
Total			\$1,777.93
Payments/Credits			\$0.00
Balance Due			\$1,777.93

RMS

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2020**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/4/20	4	K.H.	Dusted buildings for spider webs and eggs, picked up supplies, blew leaves and debris off basketball and tennis courts, sidewalk and pavilion, checked and changed all trash receptacles and dog pots, removed debris at entrance, along roadways, common areas and amenity center. Pick up supplies.
8/6/20	6	K.H.	Applied weed killer to weeds around pool deck, organized storage room, sprayed ant killer on pool deck and around facility, cleaned algae buildup from back entrance gym door, replaced windscreens on tennis court, replaced bad parking lot light bulb and tested street lights, removed debris at amenity center and along main road, checked and changed all trash receptacles and dog pots
8/11/20	6.5	K.H.	Straightened pool and patio furniture, installed tool racks in maintenance shed, picked up supply, dusted buildings for spider webs and eggs, repaired windscreen on tennis courts, blew leaves and debris off basketball and tennis courts, sidewalk, pavilion and pool deck, removed debris at entrance, along roadways and common areas, checked and changed all trash receptacles and dog pots
8/13/20	2.5	K.H.	Started washing outdoor windows on fitness center, removed debris at amenity center, along roadways and at entrance, checked and changed all trash receptacles and dog pots
8/20/20	1	K.B.	Removed goose feces from sidewalk, checked and changed trash receptacles in common areas and dog park
8/26/20	8	T.C.	Zip tied windscreens, blew leaves and debris off pool deck, walkways and athletic courts, removed palm seeds from beds on pool deck, repaired fan in rental room, adjusted door hinge to make ease of opening, cleaned dog waste receptacles, removed debris in all common areas
8/27/20	4	T.C.	Pressure washed fitness center, dusted webs and egg sacs from amenity center, pressure washed bird feces from athletic courts, removed debris from amenity center
<b>TOTAL</b>	<u><u>32</u></u>		
<b>MILES</b>	<u><u>39</u></u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 09/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL				
BANNON LAKES				
	8/3/20	Gate Latch	17.60	K.H.
	8/3/20	Combo Lock	19.31	K.H.
	8/7/20	Constant Contact Monthly	23.00	B.S.
	8/10/20	Chlorine	17.25	B.S.
	8/11/20	H&M Hook 25lbs (4)	34.50	K.H.
	8/11/20	Fabuloso Lemon Scent	8.36	K.H.
	8/11/20	Heavy Duty Double Arm Hanger	8.03	K.H.
	8/11/20	Small U Hook	8.03	K.H.
	8/25/20	Dog Waste Bags 10 rolls of 200 - 2 boxes	140.48	B.M.
	8/25/20	Gym & Fitness Wipes 800 wipes (4) 2 boxes	225.38	B.M.
	8/25/20	Dymo Label Refills 6pk	17.00	B.M.
	8/25/20	Assorted Positions File Folders 100pk	11.93	B.M.
	9/1/20	Broom	14.92	T.C.
	9/1/20	Fire Ant Killer (2)	8.67	T.C.
	9/1/20	39 gallon Trash Bags 50ct	16.07	T.C.
	9/1/20	Lavender Cleaner	8.03	T.C.
	9/1/20	Resolve Upholstry Cleaner	7.67	T.C.
	9/1/20	Airwick Refills	12.04	T.C.
	9/1/20	Command Strips	4.92	T.C.
	9/4/20	42gallon Trash Bags	20.67	T.C.
	9/4/20	AA Batteries 8pk	8.37	T.C.
	9/4/20	AAA Batteries 8pk	8.37	T.C.
			0.00	
		<b>TOTAL</b>	<b>\$640.57</b>	

**Bannon Lakes**  
COMMUNITY DEVELOPMENT DISTRICT

RECEIVED

General Fund

OCT 07 2020

**Check Request**

Date	Amount	Authorized By
August 24, 2020	\$3,625.53	Sheryl Fulks

Payable to:

Bannon Lakes CDD c/o BNY Mellon #37
-------------------------------------

Date Check Needed:

Budget Category:

ASAP	1-300-20700-10200	(11)
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Intended Use of Funds Requested:

Intended Use of Funds Requested:	
6/10/20 Tax Certificates	3,625.53
	3,625.53
(Attach supporting documentation for request.)	

**Bannon Lakes Community Development District  
FY20 Assessment Receipts**

ASSESSED TO	# Units	SERIES 2016 DEBT SERVICE ASMNT	FY 20 O&M ASMNT	TOTAL ASMTS
RREF III-P-EP ARAGON INVESTMENTS LLC (ACRES)	65.57	-	27,627.53	27,627.53
RREF III-P-EP CYPRESS PARK 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 SERIES 2016 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>504,753.00</b>	<b>1,269,464.77</b>

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	FY 20 O&M RECEIVED	TOTAL RECEIVED
RREF III-P-EP ARAGON INVESTMENTS LLC (ACRES)	-	-	27,627.53	27,627.53
RREF III-P-EP CYPRESS PARK FARMS LLC (ACRES)	-	-	29,013.76	29,013.76
RREF III-P-EP BANNON LAKES JV LLC (ACRES)	-	-	3,231.71	3,231.71
<b>SUBTOTAL ADMIN O&amp;M</b>	<b>-</b>	<b>-</b>	<b>59,873.00</b>	<b>59,873.00</b>
LENNAR HOMES LLC	33,615.00	-	33,615.00	33,615.00
<b>SUBTOTAL SERIES 2016 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>(3,770.70)</b>	<b>767,226.39</b>	<b>378,906.08</b>	<b>1,146,132.47</b>
<b>TOTAL RECEIPTS / DUE</b>	<b>29,844.30</b>	<b>767,226.39</b>	<b>472,394.08</b>	<b>1,239,620.47</b>

DIRECT INVOICES DUE IN INSTALLMENTS OF 25% DUE 10/15/19, 1/1/20, 4/1/20, 7/1/20  
LENNAR PACEL 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)	1/29/20	44,943.18	22,195.02	67,138.20
INTEREST	1/31/20	764.10	377.35	1,141.45
8 (1/1-1/31)	3/30/20	3,431.95	1,694.85	5,126.80
INTEREST	4/14/20	362.77	179.15	541.92
9 (2/1-4/30)	5/6/20	6,114.66	3,019.70	9,134.36
TAX CERTIFICATES	6/10/20	3,625.53	1,790.46	5,415.99
INTEREST	7/10/20	-	14.25	14.25
		-	-	-
		-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>767,226.39</b>	<b>378,906.08</b>	<b>1,146,132.47</b>

PERCENT COLLECTED DIRECT	0.00%	73.55%	73.55%
PERCENT COLLECTED TAX ROLL	100.33%	100.33%	100.33%
PERCENT COLLECTED	100.33%	93.59%	97.65%

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

RECEIVED

OCT 08 2020

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

Invoice #: 69

Invoice Date: 10/1/20

Due Date: 10/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - October 2020 1,310.573.340		3,750.00	3,750.00
Website Administration - October 2020 530		100.00	100.00
Information Technology - October 2020 357		144.42	144.42
Dissemination Agent Services - October 2020 316		291.67	291.67
Office Supplies 510		0.51	0.51
Postage 420		8.50	8.50
Copies 1125		21.75	21.75
8 (A)			
Total			\$4,316.85
Payments/Credits			\$0.00
Balance Due			\$4,316.85



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 \_\_\_\_\_



# Invoice

Terms	Date	Invoice #
Net 30	10/1/2020	11072

RECEIVED

OCT 01 2020

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 October	1	12,642.14	12,642.14
<div>18 A</div> <div>1,330,538.462</div>			
Thank you for your business!		<b>Total</b>	\$12642.14
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$12,642.14



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

# Invoice

Terms	Date	Invoice #
Net 30	9/30/2020	11121

RECEIVED

OCT 08 2020

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

Project			Project #
Bannon Lakes CDD			M101
Description	Quantity	Rate	Amount
Irrigation Maintenance Service for September- see attached list.  13 <sup>th</sup> 1,330.538.464	1	69.50	69.50
Attn. Brian Stephens		Total	\$69.50
		Payments/Credits	\$0.00
		Balance Due	\$69.50

**Bannon Lakes CDD**

<u>Date</u>	<u>Location</u>	<u>Description</u>	<u>Material</u>	<u>Labor</u>	<u>Total Cost</u>
9/29	Bannon Lakes Blvd.	(3) MPR nozzles, 1/2" cap	\$ 30.50	\$ 17.50	\$ 48.00
	Amenity Center	(4) 1/2" poly couplings	\$ 4.00	\$ 17.50	\$ 21.50
				<b>Total Due</b>	<b>\$ 69.50</b>

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

# Invoice

RECEIVED

OCT 07 2020

Bill To:

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

Invoice #: 96  
Invoice Date: 10/1/2020  
Due Date: 10/1/2020  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Janitorial Services - October 2020 <del>320,572,4530</del>		583.33	583.33
Pool Maintenance Services - October 2020 <del>320,572,4520</del>		910.50	910.50
Contract Administration - October 2020 <del>320,572,4400</del> 46001		1,596.50	1,596.50
Facility Management - Bannon Lakes - October 2020 <del>320,572,3400</del>		5,000.00	5,000.00

AD 141

Total \$8,090.33

Payments/Credits \$0.00

Balance Due \$8,090.33

2020  
10, 2, 20

# Bannon Lakes

Community Development District

Construction Funding Request #23

September 21, 2020

Req. PAYEE

Series 2016 Contruction

147 England Thims & Miller Inc

Bannon Lakes Force Main Inv #0195078 7/31/20

\$ 9,298.68

Total Funding Request

\$ 9,298.68

Please make check payable to: **Bannon Lakes CDD**  
c/o GMS LLC  
475 West Town Place  
Suite 114  
St. Augustine FL 32092

Signature: \_\_\_\_\_  
Chairman/Vice Chairman

Signature: \_\_\_\_\_  
Secretary/Asst. Secretary

1,300,219.1000  
7 A

**REQUISITION NO. 147**  
**(2016 Acquisition and Construction Account)**

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**(ST. JOHNS COUNTY, FLORIDA)**

**\$11,850,000**  
**Special Assessment Revenue Bonds, Series 2016**

The undersigned, a Responsible Officer of Bannan Lakes Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of January 1, 2016 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 147
- (B) Name of Payee: ETM
- (C) Amount Payable: Total: \$9,298.68
- (D) Bannan Lakes CDD Invoice #0195078
- (E) Fund or Account from which disbursement to be made: 2016 Acquisition and Construction Account

The undersigned hereby certifies that:

1. this requisition is for Costs of the 2016 Project payable from the 2016 Acquisition and Construction Account that have not previously been paid;
2. each disbursement set forth above is a proper charge against the 2016 Acquisition and Construction Account;

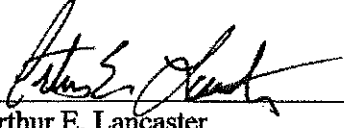
The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated July 2, 2019

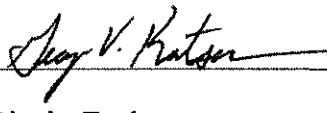
**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Arthur E. Lancaster  
Chairperson, Board of Supervisors

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND, THIMS & MILLER, INC.

By:  9/18/2020  
Title: District Engineer





Art Lancaster  
Bannon Lakes, CDD  
700 Ponte Vedra Lakes Boulevard  
Ponte Vedra Beach, FL 32082

July 31, 2020  
Project No: 19208.00000  
Invoice No: 0195078

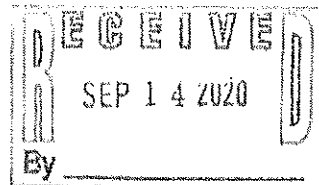
Project 19208.00000 Bannon Lakes Force Main - International Golf Parkway I-95  
Professional Services rendered through July 31, 2020

Task Lump Sum

Task	Contract Amount	Percent Complete	Earned To Date	Previously Billed	Current Billed
1. Pre-Design Concept Plans	5,000.00	100.00	5,000.00	5,000.00	0.00
2. Forcemain Construction Plans	36,000.00	100.00	36,000.00	27,000.00	9,000.00
3. DEP Sanitary Sewer Collection Sys Ind	3,500.00	0.00	0.00	0.00	0.00
4. St. Johns County Development Review	25,000.00	0.00	0.00	0.00	0.00
5. FDOT Utility Permit	15,000.00	10.00	1,500.00	1,500.00	0.00
6. NPDES Notice of Intent	1,500.00	0.00	0.00	0.00	0.00
Total Fee	86,000.00		42,500.00	33,500.00	9,000.00
Total Fee				9,000.00	
Total this Task				\$9,000.00	

Task	XP	Expenses		
Expenses				
Reproductions			27.72	
Permits			232.00	
Total Expenses			259.72	298.68
Total this Task				\$298.68

Invoice Total this Period \$9,298.68



Approval   
Entity Bannon Lakes  
Account 2020-3  
Entered 2020  
Draw AC52  
Note

England-Thimly & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32226 • Tel 904-642-4300 • Fax 904-646-9485  
CA-00002894 LC-0000918

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300

P.O. Box 6526

Tallahassee, FL 32314

850.222.7500

## STATEMENT

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

September 30, 2020

RECEIVED

Bill Number 117745  
Billed through 08/31/2020

OCT 16 2020

5 (A)  
1,810.513.815

### General Counsel

BLCDD 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

08/01/20	KSB	Prepare correspondence to Property Appraiser regarding release of assessment rolls; prepare form of indemnification agreement with property appraiser.	0.20 hrs
08/10/20	SSW	Monitor and review executive orders regarding requirements for budget and assessment hearings and waiver of physical quorum requirement for conducting same due to COVID-19 public health emergency; research and respond to questions regarding same; monitor and review executive orders extending waiver of physical quorum requirement for local government public meetings.	0.20 hrs
08/12/20	WSH	Confer with Oliver and Meeks regarding documentation for soccer program.	0.30 hrs
08/19/20	WSH	Review and respond to correspondence regarding soccer program.	0.20 hrs
08/28/20	WSH	Begin preparation of agreement for landscape maintenance.	0.20 hrs
Total fees for this matter			\$290.50

### MATTER SUMMARY

Buchanan, Katie S.	0.20 hrs	245 /hr	\$49.00
Warren, Sarah S.	0.20 hrs	245 /hr	\$49.00
Haber, Wesley S.	0.70 hrs	275 /hr	\$192.50

TOTAL FEES \$290.50

INTEREST CHARGE ON PAST DUE BALANCE \$8.92

**TOTAL CHARGES FOR THIS MATTER \$299.42**

### BILLING SUMMARY

Buchanan, Katie S.	0.20 hrs	245 /hr	\$49.00
Warren, Sarah S.	0.20 hrs	245 /hr	\$49.00
Haber, Wesley S.	0.70 hrs	275 /hr	\$192.50

=====

TOTAL FEES	\$290.50
INTEREST CHARGE ON PAST DUE BALANCE	\$8.92

**TOTAL CHARGES FOR THIS BILL** **\$299.42**

**Please include the bill number with your payment.**

Renaissance Resort  
at the World Golf Village

500 South Legacy Trail  
St Augustine FL 32092  
Phone: 904-940-8606 Fax: 904-940-8682

Invoice #

**INVOICE**

**Customer**

Name Bannon Lakes Board Meeting  
Attn Shelby Stephens  
Address 475 W Town Place, Suite 114  
City Saint Augustine, FL

Date 10/19/2020

Qty	Description	Charged
1	Meeting Room Rental - Event Date 11/04/2020 25% Service Charge	\$250.00 \$62.50
64 (A) 1,810,573.460		
Bannon Lakes <del>Six Mile Creek</del> Community Development District		
Tax Exempt #85-8013854049C-1		

Shelby

**Payment Details**

☒ Direct Bill  
☒ Check  
☐ Credit Card

SUB-TOTAL \$312.50

Amount Due \$312.50

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

# Invoice

RECEIVED

OCT 19 2020

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

Invoice #: 98  
Invoice Date: 10/13/2020  
Due Date: 10/13/2020  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1 - September 30, 2020		2,289.84	2,289.84
Maintenance Supplies		477.27	477.27
<i>Bkpts 10-15-20</i>			
<i>Office Supplies - \$51.75</i>			
<i>001.320.57200.51000</i>			
<i>Sanitorial Supplies - \$183.61</i>			
<i>001.320.57200.45310</i>			
<i>Repairs - Maint. - \$2531.75</i>			
<i>001.320.57200.60000</i>			
<i>14 (A)</i>			
Total			\$2,767.11
Payments/Credits			\$0.00
Balance Due			\$2,767.11

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF SEPTEMBER 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/1/20	1	K.B.	Checked and changed all trash receptacles, removed debris from roadways and common areas
9/3/20	5	T.C.	Pressure washed patio furniture and patio
9/3/20	5	B.A.	Cleaned cushions for patio furniture, cleaned dog pots, cleaned up basketball court
9/6/20	2	T.C.	Met with Fenwick Plumbing
9/10/20	5	T.C.	Pressure washed amenity center entrance, planter walls on left side of pool deck, inspected trash receptacles and dog waste receptacles
9/10/20	2	B.A.	Blew leaves and debris off walkways and courts, checked and changed trash receptacle liners, repaired cover in pool, removed debris throughout community
9/15/20	3	T.C.	Pressure washed furniture on patio, replaced trash receptacle liners as needed, replaced hinge on pool gate
9/15/20	3	B.H.	Pressure washed the pavilion, fixed gate hinge, removed debris from roadways and common areas, cleaned and restocked dog pots, checked trash receptacles
9/17/20	7	B.H.	Replaces hinge on pool gate, repositioned disinfectant container in gym, bleached cleaned split rails, removed webs from pavilion building, collected and disposed of branches, blew leaves and debris off pool area, removed debris throughout community
9/22/20	8	B.H.	Cleaned fans in the pavilion, sanded wall in gym, completed flag pole base installation, assisted in additional pool cleaning, removed debris throughout community, cleaned dog pots
9/22/20	5	K.B.	Dug hole for flag pole base and added concrete to base
9/22/20	3	K.B.	Additional pool services due to heavy winds, vacuumed, skimmed, scrubbed tile and checked pool chemicals
9/24/20	6	B.H.	Zip tied windscreens, arranged pool furniture properly, cleaned dog park gates, disposed of dog pot bags, removed debris throughout neighborhood
9/27/20	2	K.B.	Emergency Call Out - had to go to pool and clean human feces out of several parts of pool, closed pool for 24 hours while pool is shocked
9/29/20	7	B.H.	Painted gym wall, cleaned vents and lights in the pavilion, removed webs outside the clubhouse, removed debris from common areas and neighborhood, checked and changed all trash receptacles and dog pots

TOTAL      64

MILES      112

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL				
BANNON LAKES	9/7/20	Constant Contact Monthly	51.75	B.M.
	9/14/20	42 Gallon Trash Bags 50ct	29.87	T.C.
	9/15/20	Pine Sol	11.48	F.S.
	9/16/20	Toilet Paper 18ct	20.67	F.S.
	9/22/20	80lb Sakrete Concrete (4)	22.86	K.B.
	9/23/20	Jumbo Toilet Paper Roll 8 rolls (2)	81.02	B.M.
	9/23/20	Paper Towels Jumbo Rolls 6	40.58	B.M.
	9/24/20	Tru Close Hinges (3)	219.05	B.S.
			0.00	
			<u>TOTAL</u>	<u>\$477.27</u>



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	
08/31		Balance Forward							\$0.00
09/18 09/18	103307598-09182020	BOS MTG SCHEDULE FY2021	SA St Augustine Record	1.00 x 6.7500	6.75	1	\$8.98		\$60.62
09/18 09/18	103307598-09182020	BOS MTG SCHEDULE FY2021	SA St Aug Record Online	1.00 x 6.7500	6.75	1	\$8.97		\$60.55
PREVIOUS AMOUNT OWED:				\$0.00					
NEW CHARGES THIS PERIOD:				\$121.17					
CASH THIS PERIOD:				\$0.00					
DEBIT ADJUSTMENTS THIS PERIOD:				\$0.00					
CREDIT ADJUSTMENTS THIS PERIOD:				\$0.00					
We appreciate your business.									
2 (A) 1,810.57 215									

2 (H) 1,010.512 815

# 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
	\$121.17		\$0.00	\$0.00	\$0.00	\$0.00		\$121.17

25	ADVERTISER INFORMATION						
1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
	09/01/2020 - 09/30/2020		15652		15652		BANNON LAKES CDD - GMS

## MAKE CHECKS PAYABLE TO

The St. Augustine Record

The St. Augustine Record Dept 1261  
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
	09/01/2020 - 09/30/2020		BANNON LAKES CDD - GMS

COMPANY	23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	3	TERMS OF PAYMENT
SA 7		\$121.17	\$0.00		NET 15 DAYS

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS
	\$121.17		\$0.00	\$0.00	\$0.00

4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	24	STATEMENT NUMBER
			09/30/2020		15652		15652		0000076507

8 BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



7  
8 - 2091

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



Fri, Sep 18, 2020  
8:52:03AM

## Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

**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:** 0003307598-01

**Start:** 09/18/2020

**Placement:** SA Legals

**Copy Line:** NOTICE OF MEETINGS BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of the Ban

**Caller:** SHELBY STEPHENS

**Issues:** 1

**Rep:** Melissa Rhinehart

**Paytype:** BILL

**Stop:** 09/18/2020

Lines 80  
Depth 6.75  
Columns 1  
  
Price \$121.17

### 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 2021 at the Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, FL 32095 at 1:00 p.m. on the first Wednesday of each month listed (unless notated otherwise\*) as follows:

November 4, 2020  
February 3, 2021  
May 5, 2021  
August 4, 2021

It is anticipated that the meetings will take place at the location above. In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [joliver@gm-enf.com](mailto:joliver@gm-enf.com) or by calling 904-940-5850, in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

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 1-800-955-8770, 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  
0003307598 September 18, 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# 0003307598-01

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 BOS MTG SCHEDULE FY2021 was published in said newspaper on 09/18/2020.

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.

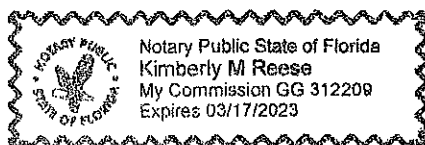
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or  
☐ online notarization

this \_\_\_\_\_ day of **SEP 18 2020**

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 2021 at the Northeast Florida Regional Airport Conference Center, 4730 Casa Cola Way, St. Augustine, FL 32095 at 1:00 p.m. on the first Wednesday of each month listed (unless notated otherwise\*) as follows:

November 4, 2020  
February 3, 2021  
May 5, 2021  
August 4, 2021

It is anticipated that the meetings will take place at the location above. In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [joliver@bdl.com](mailto:joliver@bdl.com) or by calling 904-940-5850, in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

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 1-800-955-8770, 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  
0003307598 September 18, 2020

Fri, Sep 18, 2020  
8:52:03AM

## Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

**Acct:** 15657  
**Phone:** 9042889130

**Name:** GMS/ISLES OF BARTRAM PARK CCD  
**Address:** 475 WEST TOWN PLACE, STE 114

**E-Mail:**  
**Client:** GMS/ISLES OF BARTRAM PARK CC **City:** SAINT AUGUSTINE **State:** FL **Zip:** 32092

**Ad Number:** 0003307595-01

**Start:** 09/18/2020

**Placement:** SA Legals

**Copy Line:** NOTICE OF MEETINGS ISLES OF BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors

**Caller:** SHELBY STEPHENS

**Issues:** 1

**Rep:** Melissa Rhinehart

**Paytype:** BILL

**Stop:** 09/18/2020

Lines 82  
Depth 7.00  
Columns 1  
  
Price \$125.65

### NOTICE OF MEETINGS ISLES OF BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Isles of Bartram Park Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2021 at the offices of Governmental Management Services, LLC located at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 at 2:00 p.m. on the third Wednesday of each month listed (unless notated otherwise\*) as follows:

November 18, 2020  
February 17, 2021  
May 19, 2021  
August 18, 2021

It is anticipated that the meetings will take place at the location above. In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-62, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [joliver@gmsllc.com](mailto:joliver@gmsllc.com) or by calling 904-940-5850, in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

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 1-800-955-8770, 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  
0003307595 September 18, 2020

THE ST. AUGUSTINE RECORD  
Affidavit of Publication

GMS/ISLES OF BARTRAM PARK CCD  
475 WEST TOWN PLACE, STE 114

SAINT AUGUSTINE, FL 32092

ACCT: 15657  
AD# 0003307595-01

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 SCHEDULE FY2021** was published in said newspaper on 09/18/2020.

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.

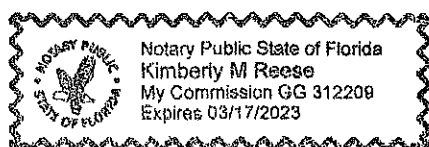
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or  
☐ online notarization

this \_\_\_\_\_ day **SEP 18 2020**

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  
ISLES OF BARTRAM PARK  
COMMUNITY DEVELOPMENT  
DISTRICT

The Board of Supervisors of the Isles of Bartram Park Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2021 at the offices of Governmental Management Services, LLC located at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 at 2:00 p.m. on the third Wednesday of each month listed (unless notated otherwise\*) as follows:

November 18, 2020  
February 17, 2021  
May 19, 2021  
August 18, 2021

It is anticipated that the meetings will take place at the location above. In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-62, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [joliver@gmncd.com](mailto:joliver@gmncd.com) or by calling 904-940-5850, in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

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  
0003307595 September 18, 2020

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2020/2021 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.: <b>83502</b>			Date Invoiced: <b>10/01/2020</b>
Annual Fee: <b>\$175.00</b>	Late Fee: <b>\$0.00</b>	Received: <b>\$0.00</b>	Total Due, Postmarked by 12/02/2020: <b>\$175.00</b>

**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



RECEIVED

NOV 03 2020

- |                                |                                      |
|--------------------------------|--------------------------------------|
| 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:        | 10/24/2019                           |

1 (A)  
1-810, 573, 540

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 11/2/2020

**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 2018/2019 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.

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

INFO@FREEDOMPESTCONTROLFL.COM  
3600 Peoria Rd. Suite 103, Orange Park, FL 32065



RECEIVED

NOV 03 2020

**Service Slip/Invoice**

INVOICE: 1046881  
DATE: 10/22/2020  
ORDER: 1046881

Bill To: [106210]

Bannon Lakes CDD  
Bannon Lakes Resident's Club  
435 B Bannon Lakes Blvd  
St. Augustine, FL 32092

RECEIVED

NOV 03 2020

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	Min/Max
10/22/2020	03:02 PM		2MARCUS	Marcus Lopez
Purchase Order	Terms	Last Service	Map Code	Time/Out
	NET 30	10/22/2020		Lic: JE276424

Service	Description	Price
---------	-------------	-------

MONTHLY

Monthly Pest Control

150.00

SUBTOTAL \$150.00  
TAX \$0.00  
AMT. PAID \$0.00  
TOTAL \$150.00

AMOUNT DUE \$150.00

*B. H. Stepto 10-23-20*  
*Pest Control 80 @*  
*001.320.5720 x 54500*

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 validity and pay completion of all services rendered, and agree to pay the cost of services as specified above.

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

INFO@FREEDOMPESTCONTROLFL.COM  
3690 Peoria Rd, Suite 103, Orange Park, FL 32065



**Service Slip/Invoice**

INVOICE: 1047096  
DATE: 10/22/2020  
ORDER: 1047096

Bill To: [106210]

Bannon Lakes CDD  
Bannon Lakes Resident's Club  
435 B Bannon Lakes Blvd  
St. Augustine, FL 32092

RECEIVED

NOV 03 2020

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
10/22/2020	02:11 PM		2MARCUS	
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	10/22/2020		
			Lic:JE276424	

Service	Description	Price
RODENT	Rodent Control	100.00
SUBTOTAL		\$100.00
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$100.00

AMOUNT DUE \$100.00

*B. H. 10-23-20*  
*Pest Control 30 @*  
*001,320,572.00, 545.00*

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 work considered and agree to pay the cost of services as specified above.

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

Invoice #: 70

Invoice Date: 11/1/20

Due Date: 11/1/20

Case:

P.O. Number:

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

RECEIVED

NOV 04 2020

Description	Hours/Qty	Rate	Amount
Management Fees - November 2020 1,810,513, 340		3,750.00	3,750.00
Website Administration - November 2020 580		100.00	100.00
Information Technology - November 2020 381		144.42	144.42
Dissemination Agent Services - November 2020 316		291.67	291.67
Office Supplies 510		15.27	15.27
Postage 425		20.92	20.92
Copies 425		224.70	224.70

3 (A)

**Total** \$4,546.98**Payments/Credits** \$0.00**Balance Due** \$4,546.98



# INVOICE



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

Invoice #	540350
Account #	723475
Invoice Date	11/1/2020
Due Date	11/11/2020
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) Water Mgmt Serv - Additional Area Added Effective December 2019	475.00 175.00
<div style="text-align: center;">                       170                      1,380.538.468                 </div>		
<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> \$650.00

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 #	540350
Account #	723475
Date	11/1/2020

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		



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

# Invoice

Terms	Date	Invoice #
Net 30	11/1/2020	11196

RECEIVED

NOV 03 2020

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 November	1	12,642.14	12,642.14
<p><i>B. Skipton 11-2-20</i> <i>LANDSCAPE MAINT. 13 @</i> <i>001.330,53800.46200</i></p>			
Thank you for your business!		Total	\$12642.14
		Payments/Credits	\$0.00
		Balance Due	\$12,642.14

LifeSafe Services LLC  
5971 Powers Avenue, #108  
Jacksonville, FL 32217  
(888) 767-0050

RECEIVED

NOV 03 2020

# INVOICE

**CLIENT – BILL TO:**

025-27147  
Riverside Management - Bannan Lakes  
45 Bannan Lakes Blvd  
St Augustine, FL 32095

**LOCATION**

025-27147  
Riverside Management - Bannan Lakes  
45 Bannan Lakes Blvd  
St Augustine, FL 32095

INVOICE #	PURCHASE ORDER #	DATE	TOTAL	TERMS
111083336		11/01/2020	\$200.00	Net 30

EQUIPMENT & SERVICES	QTY	RATE	AMOUNT
Basic Service for Client-Owned Automated External Defibrillator (AED) Annual Billing	1	200.00	200.00
Remember... LifeSafe Services offers on-site safety training. Please contact us for more information!			
<i>To pay by credit card, please call Sheryl @ (888) 767-0050, ext 13. Thank you!</i>			

REMIT TO:  
LIFESAFE SERVICES LLC  
5971 Powers Ave, Suite 108  
Jacksonville, FL 32217

SUBTOTAL:  
SHIPPING:  
TAX:  
TOTAL: 200.00  
BALANCE DUE: \$200.00

55 @  
1,320.572.600

poolsure

Invoice

Date  
Invoice #

10/29/2020  
131295596392

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

Terms	Net 20
Due Date	11/18/2020
PO #	
Delivery Ticket #	Sales Order #1332882
Delivery Date	10/29/2020
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	350	gal	1.50	525.00
<p style="text-align: center;">RECEIVED</p> <p style="text-align: center;">NOV 03 2020</p> <p style="text-align: center;">B Steph 11-2-20 Pool Chemicals 001.320.5220045210 13(A)</p>					

Total 525.00  
Amount Due \$525.00

Remittance Slip

Customer  
13BAN025  
Invoice #  
131295596392

Amount Due \$525.00

Amount Paid

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



131295596392

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

# Invoice

Invoice #: 99  
Invoice Date: 11/1/2020  
Due Date: 11/1/2020  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Janitorial Services - November 2020 320.512.4530		583.33	583.33
Pool Maintenance Services - November 2020 320.512.4520		910.50	910.50
Contract Administration - November 2020 320.512.46001		1,596.50	1,596.50
Facility Management - Bannon Lakes - November 2020 320.512.3420		5,000.00	5,000.00

14 A

RECEIVED  
NOV 04 2020

Total \$8,090.33

Payments/Credits \$0.00

Balance Due \$8,090.33

9655 11-3-20

amazon.com

Final Details for Order #114-3192571-8673821

Print this page for your records.**Order Placed:** November 12, 2020**Amazon.com order number:** 114-3192571-8673821**Order Total:** \$24.48*Bonnou Lakes***Shipped on November 13, 2020****Items Ordered**1 of: Bankers Box Heavy Duty Plastic File Box with Hanging Rails, Letter/Legal, 1 Pack (0086205) **Price** \$22.99

Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**Chris d'Aquin  
103 BLUEJACK LN  
SAINT AUGUSTINE, FL 32095-9026  
United States*Office supplies  
admin GF**65 A***Shipping Speed:**

One-Day Shipping

*1,810.513.570***Payment information****Payment Method:**

Visa | Last digits: 1194

Item(s) Subtotal: \$22.99  
Shipping & Handling: \$0.00**Billing address**Chris d'Aquin  
103 BLUEJACK LN  
SAINT AUGUSTINE, FL 32095-9026  
United StatesTotal before tax: \$22.99  
Estimated tax to be collected: \$1.49**Grand Total: \$24.48****Credit Card transactions**

Visa ending in 1194: November 13, 2020: \$24.48

To view the status of your order, return to Order Summary.Conditions of Use | Privacy Notice © 1996-2020, Amazon.com, Inc. or its affiliates

# Hopping Green & Sams

Attorneys and Counselors

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

50  
1,810,573,815

## STATEMENT

October 31, 2020

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

RECEIVED

Bill Number 118392  
Billed through 09/30/2020

NOV 17 2020

### General Counsel

BLCDD 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

09/01/20	SSW	Monitor executive orders regarding public meeting requirements and possible extension of waiver of physical quorum requirement for public meetings; research and confer with district management regarding questions relating to same.	0.20 hrs
09/01/20	KFJ	Prepare amendment to landscaping agreement; confer with Haber.	0.80 hrs
09/02/20	WSH	Review and revise agreement for landscape maintenance.	0.40 hrs
09/04/20	WSH	Review and revise acquisition documents.	0.40 hrs
09/09/20	WSH	Confer with Stephens regarding agreement with county regarding exemption from public records.	0.30 hrs
09/11/20	WSH	Prepare memorandum with county regarding public records exemption.	0.20 hrs
09/14/20	WSH	Review correspondence and review and revise amendment to landscape maintenance agreement.	0.30 hrs
09/25/20	KEM	Review fully executed memorandum of understanding.	0.10 hrs
09/26/20	JLK	Review phase 3 executive order; research related to Re-Open Florida Task Force for interpretation on same; draft, review and disseminate phase 3 reopening guidelines; confer with district's insurer on same; confer with district management and onsite team on same; update/edit and disseminate form of COVID waiver.	0.30 hrs
09/30/20	ACW	Review Executive Order 20-246 and prepare summary of meeting requirements.	0.10 hrs
09/30/20	LMG	Analyze executive order initiating phase 3; evaluate implications on district amenity operations; prepare memorandum to district managers and amenity managers regarding same.	0.20 hrs

Total fees for this matter

\$763.50

### MATTER SUMMARY

Willson, Alyssa C.	0.10 hrs	245 /hr	\$24.50
Kilinski, Jennifer L.	0.30 hrs	295 /hr	\$88.50
Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50
Jusevitch, Karen F.- Paralegal	0.80 hrs	125 /hr	\$100.00
Gentry, Lauren M.	0.20 hrs	245 /hr	\$49.00
Warren, Sarah S.	0.20 hrs	245 /hr	\$49.00
Haber, Wesley S.	1.60 hrs	275 /hr	\$440.00

TOTAL FEES

\$763.50

INTEREST CHARGE ON PAST DUE BALANCE

\$8.92

**TOTAL CHARGES FOR THIS MATTER****\$772.42****BILLING SUMMARY**

Willson, Alyssa C.	0.10 hrs	245 /hr	\$24.50
Kilinski, Jennifer L.	0.30 hrs	295 /hr	\$88.50
Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50
Jusevitch, Karen F.- Paralegal	0.80 hrs	125 /hr	\$100.00
Gentry, Lauren M.	0.20 hrs	245 /hr	\$49.00
Warren, Sarah S.	0.20 hrs	245 /hr	\$49.00
Haber, Wesley S.	1.60 hrs	275 /hr	\$440.00

TOTAL FEES

\$763.50

INTEREST CHARGE ON PAST DUE BALANCE

\$8.92

**TOTAL CHARGES FOR THIS BILL****\$772.42****Please include the bill number with your payment.**





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

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

# Invoice

Terms	Date	Invoice #
Net 30	10/31/2020	11251

RECEIVED

NOV 24 2020

Project			Project #
Bannon Lakes CDD			M101
Description	Quantity	Rate	Amount
Irrigation Maintenance Service for October - see attached list.	1	258.50	258.50
<p><i>B. Stephens 11-17-18</i>  <i>Irrigation Repair</i>  <i>001.330.53800.46400</i>  <i>13 (A)</i></p>			
Attn. Brian Stephens			<b>Total</b> \$258.50
			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$258.50

Bannon Lakes CDD

<u>Date</u>	<u>Location</u>	<u>Description</u>	<u>Material</u>	<u>Labor</u>	<u>Total Cost</u>
10/1	Bannon Lakes Blvd.	(3) MPR nozzles, (2) 1/2" caps, (6) DBYs	\$ 41.50	\$ 52.50	\$ 94.00
10/27	Bannon Lakes Blvd.	(4) 6Ps, (5) MPR nozzles	\$ 112.00	\$ 52.50	\$ 164.50
				Total Due	\$ 258.50



8619 Western Way  
Jacksonville FL 32256-036060

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

**Important Information**

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.

**Account Number** 3-0687-0010861  
**Invoice Number** 0687-001093543  
**Invoice Date** October 16, 2020  
**Previous Balance** \$315.01  
**Payments/Adjustments** -\$315.01  
**Current Invoice Charges** \$314.27

<b>Total Amount Due</b> <b>\$314.27</b>	<b>Payment Due Date</b> <b>November 05, 2020</b>
--	---

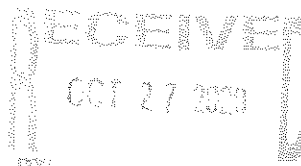
**PAYMENTS/ADJUSTMENTS**

Description	Reference	Amount
Payment - Thank You 10/14	734	-\$315.01

**CURRENT INVOICE CHARGES**

Description	Reference	Quantity	Unit Price	Amount
<b>Bannon Lakes Cdd 435 Bannon Lakes Dr CSA A172389154</b>				
<b>St. Augustine, FL Contract: 9687022 (C51)</b>				
<b>1 Waste Container 6 Cu Yd, 1 Lift Per Week</b>				
Pickup Service 11/01-11/30			\$228.54	\$228.54
Administrative Fee				\$5.95
Total Fuel/Environmental Recovery Fee				\$65.17
Total Franchise - Local				\$14.61
<b>CURRENT INVOICE CHARGES</b>				<b>\$314.27</b>

18 @  
1, 320, 572, 458



Simple account access at your fingertips.

Download the Republic Services app or visit  
RepublicServices.com today.



8619 Western Way  
Jacksonville FL 32256-036060

Please Return This  
Portion With Payment

**Total Enclosed**

Return Service Requested



00014886  
4209  
BANNON LAKES CDD  
LOUIS COWLING  
475 W TOWN PL  
STE 114  
ST AUGUSTINE FL 32092-3648

<b>Total Amount Due</b>	<b>\$314.27</b>
<b>Payment Due Date</b>	<b>November 05, 2020</b>
<b>Account Number</b>	<b>3-0687-0010861</b>
<b>Invoice Number</b>	<b>0687-001093543</b>



For Billing Address Changes,  
Check Box and Complete Reverse.

Make Checks Payable To:



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

30687001086100000010935430000314270000314276

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

# Invoice

RECEIVED

NOV 19 2020

Invoice #: 101  
Invoice Date: 11/13/2020  
Due Date: 11/13/2020  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Special Events Period Ending 11/05/2020		265.88	265.88
<i>B/Steps 11-16-20</i> <i>SPECIAL EVENTS</i> <i>001.320.57200.49400</i> <i>14 @</i>			

**Total** \$265.88

**Payments/Credits** \$0.00

**Balance Due** \$265.88

**SPECIAL EVENT**

Period Ending 11/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>EVENT</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL					
BANNON LAKES	10/16/20	Halloween	Black and Orange Latex Ballons 100pc	15.99	B.M.
	10/16/20	Halloween	Mars Chocolate & Variety Mix 350pc	44.17	B.M.
	10/16/20	Halloween	Halloween Medal Trophies & Trophy Ribbon 24pc	12.64	B.M.
	10/16/20	Halloween	90 Halloween Foam Sheets 9 colors	17.24	B.M.
	10/16/20	Halloween	82pc Halloween Pumpkin Stickers	16.09	B.M.
	10/16/20	Halloween	Witch Hat Toss Game	18.39	B.M.
	10/16/20	Halloween	50 Disposable Teaspoons	5.74	B.M.
	10/16/20	Halloween	Hershey's Bulk Candy 400 miniatures	29.51	B.M.
	10/16/20	Halloween	Halloween Trophies, Stickers & Ribbons	20.69	B.M.
	10/16/20	Halloween	Halloween Party Games	10.34	B.M.
	10/16/20	Halloween	Permanent Markers 12pk	9.65	B.M.
	10/16/20	Halloween	12 Plastic Eyeballs 3 packs (3)	39.02	B.M.
	10/16/20	Halloween	Halloween Gift Bags 40pcs	18.39	B.M.
	10/16/20	Halloween	96pcs Tacky Putty	8.04	B.M.
				0.00	
			<b>TOTAL</b>	<b><u>\$265.88</u></b>	

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

# Invoice

RECEIVED

Invoice #: 102  
Invoice Date: 11/13/2020  
Due Date: 11/13/2020  
Case:  
P.O. Number:

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

NOV 19 2020

Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1 - October 31, 2020		2,378.09	2,378.09
Maintenance Supplies		1,096.79	1,096.79
<p>B. H. Stephens 11-16-20</p> <p>Facility Maint - \$874.88</p> <p>001.320.57200.45100</p> <p>Repairs &amp; Maint. - \$1,789.33</p> <p>001.320.57200.60000</p> <p>Office Supplies - \$558.94</p> <p>001.320.57200.51000</p> <p>Janitorial Supplies - \$251.73</p> <p>001.320.57200.45310</p> <p>1/1 (A)</p>			

Total \$3,474.88

Payments/Credits \$0.00

Balance Due \$3,474.88

RMS

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF OCTOBER 2020**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/1/20	7	B.H.	Pressure washed front fence of dog park, scrubbed bird feces of basketball court, checked and changed all trash receptacles and dog pots
10/1/20	2	K.B.	Repaired chlorine pump
10/6/20	4	B.H.	Pressure washed sidewalk, checked and changed all trash receptacles and dog pots
10/8/20	6	B.H.	Organized pool deck furniture, pressure washed sidewalk, cleaned basketball court, removed debris from common areas, checked and changed all trash receptacles and dog pots
10/13/20	7	B.H.	Pressure washed sidewalk and furniture, cleaned cob webs, scrubbed basketball court, removed debris from common areas, checked and changed all trash receptacles and dog pots
10/13/20	3	T.C.	Installed flag post
10/13/20	5	L.E.	Installed flag pole at the amenities center, installed new solar light on flag
10/15/20	6.5	B.H.	Change filter in gym, blew leaves and debris off pool deck and courts, organized pool deck furniture, removed debris from common areas, checked and changed all trash receptacles and dog pots
10/17/20	2	K.B.	Emergency Call Out - Pool pump shut down and lost prime due to power failure
10/20/20	6.5	B.H.	Arranged pool furniture properly, raked playground mulch, arranged pavilion furniture properly, checked and changed all trash receptacles and dog pots, removed debris from common areas
10/22/20	6.5	B.H.	Pressure washed pavilion chairs, cleaned gym area, arranged pool furniture properly, removed debris from common areas, checked and changed all trash receptacles and dog pots
10/27/20	3.5	B.H.	Organized pool deck furniture, removed debris from common areas, checked and changed all trash receptacles and dog pots
10/29/20	7	B.H.	Pressure washed spider eggs and webs in pavilion area, properly arrange pool furniture, cleaned basketball court, removed debris from common area and neighborhood, checked and changed all trash receptacles and dog pots

**TOTAL**      66

**MILES**      153

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445





10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/30		Balance Forward						\$121.17	
10/27 10/27	103316245-10272020	BOS REG MTG 11/4/20	SA St Augustine Record	1.00 x 4.2500	4.25	1	\$8.98	\$38.17	
10/27 10/27	103316245-10272020	BOS REG MTG 11/4/20	SA St Aug Record Online	1.00 x 4.2500	4.25	1	\$8.97	\$38.12	

PREVIOUS AMOUNT OWED: \$121.17

NEW CHARGES THIS PERIOD: \$76.29

CASH THIS PERIOD: \$0.00

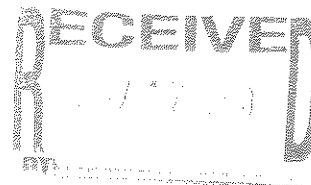
DEBIT ADJUSTMENTS THIS PERIOD: \$0.00

CREDIT ADJUSTMENTS THIS PERIOD: \$0.00

We appreciate your business.

So that we may serve you better, please remit the amount due. New business is dependent on prompt payments. Please include the remittance stub and input your account number on your check. Thank you.

2 A  
1,810,573.46



**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
	\$76.29		\$121.17	\$0.00	\$0.00	\$0.00		\$197.46

25	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
	10/01/2020 - 10/31/2020		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.

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
	10/01/2020 - 10/31/2020		BANNON LAKES CDD - GMS

COMPANY	23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	3	TERMS OF PAYMENT
SA 7		\$197.46	\$0.00		NET 15 DAYS

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS
	\$76.29		\$121.17	\$0.00	\$0.00

4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	24	STATEMENT NUMBER
			10/31/2020		15652		15652		0000078103

BILLING ACCOUNT NAME AND ADDRESS

REMITTANCE ADDRESS



8 - 2165

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 27, 2020  
9:00:37AM

## Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

**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:** 0003316245-01

**Start:** 10/27/2020

**Placement:** SA Legals

**Copy Line:** NOTICE OF MEETING BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT The regular meeting of the Board of Si

**Caller:** shelby stephens

**Issues:** 1

**Rep:** Melissa Rhinehart

**Paytype:** BILL

**Stop:** 10/27/2020

Lines	49
Depth	4.25
Columns	1
Price	\$76.29

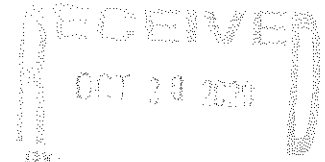
### NOTICE OF MEETING BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bannan Lakes Community Development District will be held on Wednesday, November 4, 2020 at 1:00 p.m. at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida 32092. 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  
0003316245 October 27, 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# 0003316245-01  
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 **BOS REG MTG 11/4/20** was published in said newspaper on **10/27/2020**.

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 (or affirmed) and subscribed before me by means of

☒ physical presence or  
☐ online notarization

this \_\_\_\_\_ day of **OCT 27 2020**

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

*Tiffany M. Lowe*  
(Signature of Notary Public)

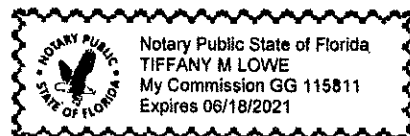
NOTICE OF MEETING  
BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT

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James Oliver  
District Manager  
0003316245 October 27, 2020



# Bannon Lakes

Community Development District

Construction Funding Request #24

November 9, 2020

Req.	PAYEE	Series 2016 Contruction
148	<b>ETM</b> Bannon Lakes Force Main - International Golf Pkwy I-95	\$ 18,127.08
149	<b>Clary &amp; Associates Inc</b> Soft digs for Force Main Inv #2020-566 10/28/20	\$ 5,600.00
<b>Total Funding Request</b>		<b>\$ 23,727.08</b>

Please make check payable to: **Bannon Lakes CDD**  
c/o GMS LLC  
475 West Town Place  
Suite 114  
St. Augustine FL 32092

Signature: \_\_\_\_\_  
Chairman/Vice Chairman

Signature: \_\_\_\_\_  
Secretary/Asst. Secretary

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

Invoice #: 274

Invoice Date: 12/1/20

Due Date: 12/1/20

Case:

P.O. Number:

**RECEIVED**

DEC 03 2020

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

Description	Hours/Qty	Rate	Amount
Management Fees - December 2020 1,810.573.840		3,750.00	3,750.00
Website Administration - December 2020 580		100.00	100.00
Information Technology - December 2020 351 3/6		144.42	144.42
Dissemination Agent Services - December 2020		291.67	291.67
Office Supplies 570		6.31	6.31
Postage 1120		5.50	5.50
Copies 425		48.45	48.45
Telephone 410		35.11	35.11
Domain Renewal 490		48.70	48.70

3 A

**Total** \$4,430.16**Payments/Credits** \$0.00**Balance Due** \$4,430.16



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

# INVOICE

Invoice #	546194
Account #	723475
Invoice Date	12/1/2020
Due Date	12/11/2020
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)  <div style="text-align: right;">1,880,538.468 17 (A)</div> <div style="text-align: center;"> </div>	650.00
<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> \$650.00

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 #	546194
Account #	723475
Date	12/1/2020

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	_____	



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

# Invoice

Terms	Date	Invoice #
Net 30	12/1/2020	T1301

**RECEIVED**

DEC 01 2020

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  <div style="text-align: center;"> <p>1/3 Ⓟ</p> <p>1,380,588.462</p> </div>	1	12,642.14	12,642.14
Thank you for your business!		<b>Total</b>	\$12642.14
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$12,642.14

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

# Invoice

Invoice #: 100  
Invoice Date: 12/1/2020  
Due Date: 12/1/2020  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Janitorial Services - December 2020 320, 572, 4530		583.33	583.33
Pool Maintenance Services - December 2020 320, 572, 4520		910.50	910.50
Contract Administration - December 2020 320, 572, 46001		1,596.50	1,596.50
Facility Management - Bannon Lakes - December 2020 320, 572, 3400		5,000.00	5,000.00
(A) 14			

**RECEIVED**

DEC 03 2020

**Total** \$8,090.33

**Payments/Credits** \$0.00

**Balance Due** \$8,090.33

2020  
12, 3, 20



**Bannon Lakes**  
**COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

RECEIVED

DEC 11 2020

**Check Request**

Date	Amount	Authorized By
December 11, 2020	\$153,002.96	Sheryl Fulks

Payable to:

Bannon Lakes CDD c/o BNY Mellon #37	(A)
-------------------------------------	-----

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

11/2/20	SJC Tax Dist1	2,425.52
11/12/20	SJC Tax Dist2	14,255.71
11/24/20	SJC Tax Dist3	52,250.89
12/4/20	SJC Tax Dist4	84,070.84
		153,002.96
(Attach supporting documentation for request.)		



Bannon Lakes, CDD  
c/o Governmental Management Services  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

November 30, 2020  
Project No: 13061.12000  
Invoice No: 0196275

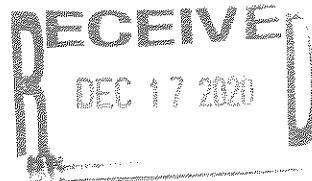
Project 13061.12000 Bannon Lakes CDD  
**Professional Services rendered through November 30, 2020**  
**Professional Personnel**

	Hours	Rate	Amount
Senior Engineer	7.50	180.00	1,350.00
Totals	7.50		1,350.00
<b>Total Labor</b>			<b>1,350.00</b>

	Current	Prior	To-Date
Expenses	0.00	1,198.97	1,198.97
Contract Limit			2,500.00
Remaining			1,301.03

**Invoice Total this Period \$1,350.00**

7 (A)  
1,810, 573.81



**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32256 • tel 904-642-8990 • fax 904-646-9485  
CA-00002584 LC-0000316

# FREEDOM PEST CONTROL

904-272-BUGS (2847)  
INFO@FREEDOMPESTCONTROLFL.COM  
3600 Peoria Rd. Suite 103, Orange Park, FL 32065



## Service Slip/Invoice

INVOICE: 1049204  
DATE: 11/25/2020  
ORDER: 1049204

RECEIVED

Bill To: [106210]

Bannon Lakes CDD  
Bannon Lakes Resident's Club  
435 B Bannon Lakes Blvd  
St. Augustine, FL 32092

DEC 10 2020

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
11/25/2020	02:44 PM		2MARCUS	
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	11/25/2020		
				Lic:JE276424

Service	Description	Price
MONTHLY	Monthly Pest Control	150.00
	SUBTOTAL	\$150.00
	TAX	\$0.00
	AMT. PAID	\$0.00
	TOTAL	\$150.00

AMOUNT DUE \$150.00

B. Stephens 11.30.20  
PEST CONTROL  
001.320.57200.54500 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.

# Hopping Green & Sams

Attorneys and Counselors

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

5 ④  
1,810.573.815

===== STATEMENT =====

March 31, 2020

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

Bill Number 113925  
Billed through 02/29/2020

RECEIVED

DEC 16 2020

## General Counsel

BLCDD 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

02/04/20	WSH	Prepare for board meeting.	0.20 hrs
02/05/20	WSH	Prepare for and participate in board meeting.	1.40 hrs
02/10/20	KFJ	Research 2020 election seats and status.	0.20 hrs
02/17/20	KFJ	Correspond with district manager regarding internal controls policy resolution.	0.20 hrs
02/19/20	WSH	Review and revise minutes; confer with Stephens.	0.30 hrs
02/25/20	WSH	Confer with Oliver regarding status of maintenance contracts.	0.30 hrs
02/28/20	MCE	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.30 hrs
02/28/20	MGC	Research and review potential internal control policies; prepare initial draft internal control policy (ICP) document; confer and correspond with various auditors and district managers regarding draft ICP document; revise draft ICP document consistent with auditor and district manager feedback; finalize proposed ICP document and coordinate consideration of same by district board.	0.50 hrs

Total fees for this matter \$892.00

### MATTER SUMMARY

Jusevitch, Karen F.- Paralegal	0.40 hrs	125 /hr	\$50.00
Eckert, Michael C.	0.30 hrs	290 /hr	\$87.00
Collazo, Mike	0.50 hrs	300 /hr	\$150.00
Haber, Wesley S.	2.20 hrs	275 /hr	\$605.00

TOTAL FEES \$892.00

**TOTAL CHARGES FOR THIS MATTER \$892.00**

### BILLING SUMMARY

=====

Jusevitch, Karen F.- Paralegal	0.40 hrs	125 /hr	\$50.00
Eckert, Michael C.	0.30 hrs	290 /hr	\$87.00
Collazo, Mike	0.50 hrs	300 /hr	\$150.00
Haber, Wesley S.	2.20 hrs	275 /hr	\$605.00

TOTAL FEES \$892.00

**TOTAL CHARGES FOR THIS BILL** **\$892.00**

**Please include the bill number with your payment.**

# Hopping Green & Sams

Attorneys and Counselors

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

5 (A)  
1,810.573.815

## STATEMENT

August 31, 2020

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

Bill Number 117093  
Billed through 07/31/2020

RECEIVED

DEC 16 2020

### General Counsel

BLCDD 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

07/01/20	WSH	Prepare revised budget hearing notice and confer with Stephens regarding same.	0.40 hrs
07/08/20	KFJ	Prepare budget hearing documents; confer with Haber.	0.80 hrs
07/16/20	SSW	Conduct ongoing research regarding compliance with public meeting requirements for district meetings held remotely using communications media technology; review executive orders issued by Executive Office of the Governor regarding conducting local government public meetings; correspond with representatives of Attorney General's Office and research questions regarding potential extension of waiver of physical quorum requirement for district meetings, manner of conducting district meetings in the event of expiration of same, and meeting and public hearing notice requirements related to same.	0.40 hrs
07/20/20	WSH	Review tentative agenda.	0.20 hrs
07/22/20	KFJ	Confer with Haber regarding meeting documents.	0.20 hrs
07/23/20	WSH	Confer with Oliver regarding meeting and board composition.	0.30 hrs
07/29/20	WSH	Prepare for and participate in board meeting.	1.40 hrs
07/30/20	JJ	Follow up on Governor's Office request for information regarding impact of quorum waiver extension.	0.10 hrs
Total fees for this matter			\$887.50

### MATTER SUMMARY

Johnson, Jonathan T.	0.10 hrs	320 /hr	\$32.00
Jusevitch, Karen F.- Paralegal	1.00 hrs	125 /hr	\$125.00
Warren, Sarah S.	0.40 hrs	245 /hr	\$98.00
Haber, Wesley S.	2.30 hrs	275 /hr	\$632.50

TOTAL FEES \$887.50

=====

\$8.92

**TOTAL CHARGES FOR THIS MATTER****\$896.42****BILLING SUMMARY**

Johnson, Jonathan T.	0.10 hrs	320 /hr	\$32.00
Jusevitch, Karen F.- Paralegal	1.00 hrs	125 /hr	\$125.00
Warren, Sarah S.	0.40 hrs	245 /hr	\$98.00
Haber, Wesley S.	2.30 hrs	275 /hr	\$632.50

## TOTAL FEES

\$887.50

INTEREST CHARGE ON PAST DUE BALANCE

\$8.92

**TOTAL CHARGES FOR THIS BILL****\$896.42****Please include the bill number with your payment.**

# Hopping Green & Sams

Attorneys and Counselors

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

5 (A)  
1,810.513 815

## STATEMENT

November 30, 2020

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

Bill Number 118988  
Billed through 10/31/2020

RECEIVED

DEC 15 2020

### General Counsel

BLCDD 00001 WSH

### FOR PROFESSIONAL SERVICES RENDERED

10/01/20	WSH	Prepare budget funding agreement and confer with Oliver regarding same.	0.40 hrs
10/09/20	WSH	Review and respond to correspondence from Meeks regarding certificate of insurance and agreements for use of CDD property.	0.30 hrs
10/09/20	SSW	Conduct on-going research and monitoring of waiver of physical quorum requirement for public meetings and best practices for conducting board meetings upon potential expiration of such waiver.	0.20 hrs
10/12/20	WSH	Prepare license agreement for field day; confer with Meeks regarding same.	0.60 hrs
10/13/20	WSH	Confer with Meeks and finalize agreement for use of field.	0.20 hrs
10/20/20	WSH	Confer with Oliver regarding notice for landowner meeting; review and revise same.	0.40 hrs
10/20/20	KFJ	Confer with Haber; prepare landowner election notice.	0.80 hrs
10/21/20	WSH	Review and revise notice for landowner election and conference with Stephens regarding same.	0.40 hrs
10/21/20	KFJ	Confer with Haber; amend landowner election notice and correspond with district manager.	0.30 hrs
10/29/20	WSH	Review proposed agenda for November meeting.	0.30 hrs
10/30/20	WSH	Review developer agreements and impact on undeveloped phases; confer with Giles.	0.90 hrs
Total fees for this matter			\$1,149.00

### MATTER SUMMARY

Jusevitch, Karen F.- Paralegal	1.10 hrs	125 /hr	\$137.50
Warren, Sarah S.	0.20 hrs	245 /hr	\$49.00



=====

Haber, Wesley S.	3.50 hrs	275 /hr	\$962.50
------------------	----------	---------	----------

TOTAL FEES	\$1,149.00
INTEREST CHARGE ON PAST DUE BALANCE	\$8.92

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,157.92</b>
--------------------------------------	-------------------

**BILLING SUMMARY**

Jusevitch, Karen F.- Paralegal	1.10 hrs	125 /hr	\$137.50
Warren, Sarah S.	0.20 hrs	245 /hr	\$49.00
Haber, Wesley S.	3.50 hrs	275 /hr	\$962.50

TOTAL FEES	\$1,149.00
INTEREST CHARGE ON PAST DUE BALANCE	\$8.92

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,157.92</b>
------------------------------------	-------------------

**Please include the bill number with your payment.**



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

# Invoice

Terms	Date	Invoice #
Net 30	11/30/2020	11340

RECEIVED

DEC 10 2020

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

Project			Project #
Bannon Lakes CDD			M101
Description	Quantity	Rate	Amount
Irrigation maintenance service for November 11.24, Bannon Lakes Blvd.			
Irrigation Parts: MPR nozzle		10.00	10.00
Irrigation Labor	0.5	35.00	17.50
<i>B. Stephens 12-8-20</i> <i>IRRIGATION REPAIRS</i> <i>001. 330. 53800. 46400 13 @</i>			
Attn. Brian Stephens		Total	\$27.50
		Payments/Credits	\$0.00
		Balance Due	\$27.50



## Invoice

Date  
Invoice #11/19/2020  
131295596790

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

Terms	Net 20
Due Date	12/9/2020
PO #	
Delivery Ticket #	Sales Order #1333058
Delivery Date	11/19/2020
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	250	gal	1.50	375.00
<p><i>B Steps 11-30-20</i> <i>Pool Chemical</i> <i>001.320.57200.45210</i> <i>19 @</i></p> <p>RECEIVED DEC 10 2020</p>					

Total 375.00  
Amount Due ~~375.00~~

## Remittance Slip

Customer  
13BAN025  
Invoice #  
131295596790

Amount Due 375.00

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295596790

Renaissance Resort  
at the World Golf Village

500 South Legacy Trail  
St Augustine FL 32092  
Phone: 904-940-8606 Fax: 904-940-8682

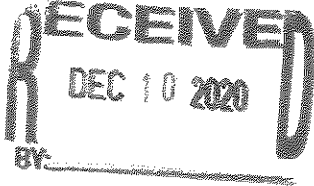
Invoice #

**INVOICE**

**Customer**

Name Bannon Lakes Board Meeting  
Attn Shelby Stephens  
Address 475 W Town Place, Suite 114  
City Saint Augustine, FL

Date 12/9/2020

Qty	Description	Charged
1	Meeting Room Rental - Event Date 1/6/2021 25% Service Charge  64 (A) 1. 360.155, 100    Six Mile Creek Community Development District  Tax Exempt #85-8013854049C-1	\$250.00 \$62.50

SUB-TOTAL \$312.50

Amount Due \$312.50

**Payment Details**

- ☐ Direct Bill  
☐ Credit Card  
☒ Check

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

# Invoice

RECEIVED

DEC 17 2020

**Bill To:**

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

Invoice #: 103  
Invoice Date: 12/11/2020  
Due Date: 12/11/2020  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Facility Maintenance November 1 - November 30, 2020		1,777.45	1,777.45
<i>B. Huph - 12.14.20</i> <i>Repairs + Maint. - \$1,777.45</i> <i>001.320.57200.60000</i> <i>1/4 A</i>			
Total			\$1,777.45
Payments/Credits			\$0.00
Balance Due			\$1,777.45

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF NOVEMBER 2020**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/3/20	8	B.H.	Properly arranged pool furniture, cleaned tables in pavilion, blew leaves and debris off pool area, checked and changed all trash receptacles and dog pots, removed debris at common areas, roadways, parks and amenity center
11/5/20	8	B.H.	Cleaned exterior gym windows, properly arranged pool furniture, removed debris at amenity center, roadways, parks and common areas, checked and changed all trash receptacles and dog pots
11/10/20	6	B.H.	Pressure washed pool furniture, properly arranged pool furniture, changed out water fountain filter, checked and changed all trash receptacles and dog pots, removed debris at amenity center, roadways, parks and common areas
11/12/20	6.5	B.H.	Secured windscreens at tennis court, organized pool furniture, checked and changed all trash receptacles and dog pots, removed debris at pool, amenity center, common areas, roadways and park
11/17/20	6	B.H.	Pressure washed pavilion, set up holiday lights, arranged pool furniture properly, removed debris at pool, amenity center, common areas, roadways and park, checked and changed all trash receptacles and dog pots
11/19/20	6.5	B.H.	Pressure washed the pool deck, spread ant killer on ant mounds, checked and changed all trash receptacles and dog pots, removed debris at pool, amenity center, common areas, roadways and park
11/19/20	6.5	W.V.	Pressure washed the pool deck, spread ant killer on ant mounds, checked and changed all trash receptacles and dog pots, removed debris at pool, amenity center, common areas, roadways and park
11/25/20	6	B.H.	Pressure washed pool deck, checked and changed all trash receptacles and dog pots, removed debris at pool, amenity center, common areas, roadways and park

**TOTAL** 49.5

**MILES** 101

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

# MAINTENANCE BILLABLE PURCHASES

Period Ending 12/05/20

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL				
BANNON LAKES				
	11/10/20	ZEP Foaming Wall Cleaner (2)	11.45	F.S.
	11/10/20	Weiman SS Cleaner	6.89	F.S.
	11/10/20	ZEP Antimicrobial Hand Cleaner	17.23	F.S.
	11/10/20	Airwick 5pk	12.04	F.S.
	11/10/20	Key	2.75	F.S.
	11/10/20	Red Velvet Bows (6)	27.46	T.C.
	11/10/20	75ct All Purpose Light Clips	4.58	T.C.
	11/10/20	300L Mini Icicle Lights (2)	114.95	T.C.
	11/10/20	Suction Wreath Hanger (2)	6.85	T.C.
	11/12/20	Terry Towels 75ct	11.47	B.H.
	11/12/20	Hand Soap (2)	11.22	B.H.
	12/1/20	Glass Cleaner	3.65	B.H.
	12/1/20	Steel Pad	5.70	B.H.
	12/1/20	Multipurpose Gloves	11.36	B.H.
	12/1/20	Terry Towels 20pk	11.47	B.H.
			0.00	
		<b>TOTAL</b>	<b><u>\$259.07</u></b>	

10	11	12	14	13	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION		PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT
10/31		Balance Forward							\$197.46
11/02	P153962	Payment - Lockbox 746							\$-121.17
11/02 11/09	103316253-11022020	LO MTG AND ELECTION		SA St Augustine Record	2.00 x 5.0000	10	2	\$8.98	\$179.60
11/02 11/09	103316253-11022020	LO MTG AND ELECTION		SA St Aug Record Online	2.00 x 5.0000	10	2	\$8.97	\$179.40

PREVIOUS AMOUNT OWED: \$197.46

NEW CHARGES THIS PERIOD: \$359.00

CASH THIS PERIOD: (\$121.17)

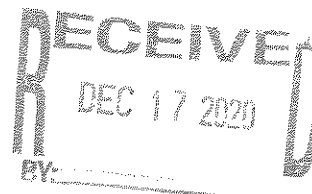
DEBIT ADJUSTMENTS THIS PERIOD: \$0.00

CREDIT ADJUSTMENTS THIS PERIOD: \$0.00

We appreciate your business.

So that we may serve you better, please remit the amount due. New business is dependent on prompt payments. Please include the remittance stub and input your account number on your check. Thank you.

2 (A)  
1,810,513.480



**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
	\$359.00		\$76.29	\$0.00	\$0.00	\$0.00		\$435.29

ADVERTISER INFORMATION			
1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER
	11/01/2020 - 11/30/2020		15652
7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
	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

1	BILLING PERIOD	2	ADVERTISER/CLIENT NAME
	11/01/2020 - 11/30/2020		BANNON LAKES CDD - GMS

COMPANY	23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	3	TERMS OF PAYMENT
SA 7		\$435.29	\$0.00		NET 15 DAYS

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS
	\$359.00		\$76.29	\$0.00	\$0.00

4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	24	STATEMENT NUMBER
			11/30/2020		15652		15652		0000079922

**ADVERTISING INVOICE and STATEMENT**

8 BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



8 - 6  
2053

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





Mon, Nov 9, 2020  
9:29:51AM

## Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

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: 0003316253-01 Caller: shelby stephens Paytype: BILL  
Start: 11/02/2020 Issues: 2 Stop: 11/09/2020  
Placement: SA Legals Rep: Melissa Rhinehart  
Copy Line: NOTICE OF LANDOWNERS MEETING AND ELECTION AND CONTINUED LANDOWNERS MEETING AND ELECTION OF

Lines 58  
Depth 5.00  
Columns 2  
Price \$359.00

### NOTICE OF LANDOWNERS' MEETING AND ELECTION AND CONTINUED LANDOWNERS' MEETING AND ELECTION OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within the Bannon Lakes Community Development District (the "District"), comprised of approximately 559.24 acres in St. Johns County, Florida, advising that a meeting of landowners will be opened on November 4, 2020 at 1:00 p.m. at World Golf Village Renaissance Hotel, 500 S Legacy Trail, St. Augustine, FL 32092 and will be continued to November 24, 2020 at 10:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, FL 32092. Beyond opening and continuing the Landowners' meeting, no other business shall be conducted during the November 4, 2020 Landowners' meeting. The continued portion of the Landowners' meeting will be held for the purpose of electing 3 members of the Board of Supervisors of the District.

#### Opening of Landowners' Meeting

Date: November 4, 2020  
Time: 1:00 p.m.  
Place: World Golf Village Renaissance  
Hotel Services  
500 S. Legacy Trail  
St. Augustine, Florida 32092

#### Continued Landowners Meeting and Election

Date: November 24, 2020  
Time: 10:00 a.m.  
Place: Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092

Each landowner may vote in person or by written proxy. Instructions on how all landowners may participate in the election, along with sample proxies, are available from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("District Manager's Office"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

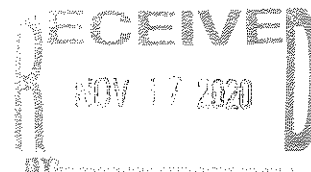
The landowners' meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for this meeting may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's office at (904) 940-5850, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings is advised that such 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.

Jim Oliver  
District Manager

0003316253 November 2, 9, 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# 0003316253-01

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 **LO MTG AND ELECTION** was published in said newspaper on 11/02/2020, 11/09/2020.

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.

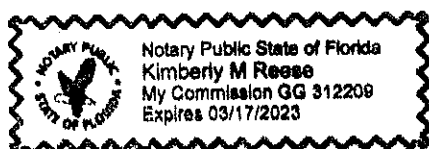
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or  
☐ online notarization

this \_\_\_\_\_ day **NOV 09 2020**

by *W. J. Rinehart* who is personally known to  
me or who has produced as identification

*Kimberly M Reese*  
(Signature of Notary Public)



**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND CONTINUED  
LANDOWNERS' MEETING AND ELECTION OF THE BANNON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within the Bannon Lakes Community Development District (the "District"), comprised of approximately 559.24 acres in St. Johns County, Florida, advising that a meeting of landowners will be opened on November 4, 2020 at 1:00 p.m. at World Golf Village Renaissance Hotel, 500 S Legacy Trail, St. Augustine, FL 32092 and will be continued to November 24, 2020 at 10:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, FL 32092. Beyond opening and continuing the Landowners' meeting, no other business shall be conducted during the November 4, 2020 Landowners' meeting. The continued portion of the Landowners' meeting will be held for the purpose of electing 3 members of the Board of Supervisors of the District.

<b>Opening of Landowners' Meeting</b>	<b>Continued Landowners Meeting and Election</b>
Date: November 4, 2020	Date: November 24, 2020
Time: 1:00 p.m.	Time: 10:00 a.m.
Place: World Golf Village Renaissance Hotel Services	Place: Governmental Management Services
500 S. Legacy Trail	475 West Town Place, Suite 114
St. Augustine, Florida 3209	St. Augustine, Florida 32092

Each landowner may vote in person or by written proxy. Instructions on how all landowners may participate in the election, along with sample proxies, are available from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("District Manager's Office"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for this meeting may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's office at (904) 940-5850, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings is advised that such 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.

Jim Oliver  
District Manager

0003316253 November 2, 9, 2020

*D.*

# Bannon Lakes

Community Development District

Construction Funding Request #24

November 9, 2020

Req.	PAYEE	Series 2016 Contruction
148	<b>ETM</b> Bannon Lakes Force Main - International Golf Pkwy I-95	\$ 18,127.08
149	<b>Clary &amp; Associates Inc</b> Soft digs for Force Main Inv #2020-566 10/28/20	\$ 5,600.00
<b>Total Funding Request</b>		<b>\$ 23,727.08</b>

Please make check payable to: **Bannon Lakes CDD**  
c/o GMS LLC  
475 West Town Place  
Suite 114  
St. Augustine FL 32092

Signature: \_\_\_\_\_  
Chairman/Vice Chairman

Signature: \_\_\_\_\_  
Secretary/Asst. Secretary

**REQUISITION NO. 148**  
**(2016 Acquisition and Construction Account)**

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**(ST. JOHNS COUNTY, FLORIDA)**

**\$11,850,000**  
**Special Assessment Revenue Bonds, Series 2016**

The undersigned, a Responsible Officer of Bannon Lakes Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of January 1, 2016 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 148
- (B) Name of Payee: ETM
- (C) Amount Payable: Total: \$18,127.08
- (D) Bannon Lakes CDD Invoice #0195332
- (E) Fund or Account from which disbursement to be made: 2016 Acquisition and Construction Account

The undersigned hereby certifies that:

1. this requisition is for Costs of the 2016 Project payable from the 2016 Acquisition and Construction Account that have not previously been paid;
2. each disbursement set forth above is a proper charge against the 2016 Acquisition and Construction Account;


The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated July 2, 2019


**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Arthur E. Lancaster  
Chairperson, Board of Supervisors

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND, THIMS & MILLER, INC.

By:   
Title: District Engineer

Art Lancaster  
Bannon Lakes, CDD  
700 Ponte Vedra Lakes Boulevard  
Ponte Vedra Beach, FL 32082

*Invoice  
never rec'd?*

August 28, 2020  
Project No: 19208.00000  
Invoice No: 0195332

Project 19208.00000 Bannon Lakes Force Main - International Golf Parkway I-95  
Professional Services rendered through August 31, 2020

Task Lump Sum

Task	Contract Amount	Percent Complete	Earned To Date	Previously Billed	Current Billed
1. Pre-Design Concept Plans	5,000.00	100.00	5,000.00	5,000.00	0.00
2. Forcemain Construction Plans	36,000.00	100.00	36,000.00	36,000.00	0.00
3. DEP Sanitary Sewer Collection Sys Ind	3,500.00	0.00	0.00	0.00	0.00
4. St. Johns County Development Review	25,000.00	50.00	12,500.00	0.00	12,500.00
5. FDOT Utility Permit	15,000.00	25.00	3,750.00	1,500.00	2,250.00
6. NPDES Notice of Intent	1,500.00	0.00	0.00	0.00	0.00
Total Fee	86,000.00		57,250.00	42,500.00	14,750.00
Total Fee				14,750.00	
Total this Task				\$14,750.00	

Task XP Expenses

Delivery / Messenger Svc	31.59	
Permits	-232.00	
Other Taxes & Licenses	3,137.00	
Total Expenses	2,936.59	3,377.08
Total this Task		\$3,377.08

Approval  
Entity Bannon Lakes  
Account AR 500  
Entered 11/6/20  
Draw  
Note

Invoice Total this Period **\$18,127.08**

### Outstanding Invoices

Number	Date	Balance
0195078	7/31/2020	9,298.68
Total		9,298.68

*log # 147 pd 9/26 to Gms*  
Total Now Due **\$27,425.76**

*Pay to  
Bannon CDD*

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-842-8900 • fax 904-846-9400  
CA-00002584 LC-0000318

## Linda Scandurra

---

**From:** Linda Scandurra  
**Sent:** Friday, November 6, 2020 10:28 AM  
**To:** George Katsaras; Bernadette Peregrino; Shelley Blair  
**Cc:** Jim Oliver  
**Subject:** RE: Bannan Lakes - construction ETM Invoice #0195332

I'm a little confused. The attached invoice is from 8/28/20? Was this invoice previously sent to me to process through a requisition? I'm trying to follow how Bernadette would receive this invoice if it is addressed to 700 Ponte Vedra Lakes Blvd?

**From:** George Katsaras <KatsarasG@etminc.com>  
**Sent:** Friday, November 6, 2020 10:13 AM  
**To:** Bernadette Peregrino <bperegrino@gmsnf.com>; Shelley Blair <BlairS@etminc.com>  
**Cc:** Jim Oliver <joliver@gmsnf.com>; Linda Scandurra <linda@eastlandpartners.net>  
**Subject:** RE: Bannan Lakes - construction ETM Invoice #0195332

Bernadette,

Normally for Bannan Lakes, the requisition is already prepared and then sent over to me for review and signature. I think the last one was sent over by Linda in Art's office (requisition No. 147). Could this one be handled the same way?

**George Katsaras, P.E.**  
Vice President / Shareholder  
England-Thims & Miller, Inc.  
d: 904.265.3150  
m: 904-504-8627

**From:** Bernadette Peregrino <[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)>  
**Sent:** Thursday, November 5, 2020 4:40 PM  
**To:** George Katsaras <[KatsarasG@etminc.com](mailto:KatsarasG@etminc.com)>; Shelley Blair <[BlairS@etminc.com](mailto:BlairS@etminc.com)>  
**Cc:** Jim Oliver <[joliver@gmsnf.com](mailto:joliver@gmsnf.com)>  
**Subject:** Fwd: Bannan Lakes - construction ETM Invoice #0195332

Good afternoon George.

Please see attached invoice for requisition processing.

Thank you,  
*Bernadette Peregrino*  
District Accountant  
1408 Hamlin Avenue, Unit E  
Saint Cloud, FL 34771  
Tel and Fax: [904-239-5309](tel:904-239-5309)  
[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)



Begin forwarded message:

**From:** Jim Oliver <[joliver@gmsnf.com](mailto:joliver@gmsnf.com)>  
**Subject:** Re: Bannon Lakes - construction ETM Invoice #0195332  
**Date:** November 5, 2020 at 4:24:17 PM EST  
**To:** Bernadette Peregrino <[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)>

Thanks Bern...please prepare CFR for developer.

Jim Oliver  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092  
P: (904) 940-5850 ext. 406  
F: (904) 940-5899  
E-mail: [joliver@gmsnf.com](mailto:joliver@gmsnf.com)

On Nov 5, 2020, at 3:10 PM, Bernadette Peregrino <[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)> wrote:

Jim

Please see attached construction invoice for your review. Let me know and I can create another CFR.

Thank you,  
*Bernadette Peregrino*  
District Accountant  
1408 Hamlin Avenue, Unit E  
Saint Cloud, FL 34771  
Tel and Fax: [904-239-5309](tel:904-239-5309)  
[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)

Begin forwarded message:

**From:** Lynn Clay <[ClayL@etminc.com](mailto:ClayL@etminc.com)>  
**Subject:** ETM Invoice #0195332  
**Date:** November 5, 2020 at 2:59:11 PM EST  
**To:** Bernadette Peregrino <[bperegrino@gmsnf.com](mailto:bperegrino@gmsnf.com)>  
**Cc:** Jason Crews <[CrewsJ@etminc.com](mailto:CrewsJ@etminc.com)>

Good afternoon Bernadette,  
I have attached a past due ETM invoice for your review.  
Thank you very much,

Lynn

**Lynn Clay**  
Accounts Receivable Specialist



d: 904.265.3157

[ClayL@etminc.com](mailto:ClayL@etminc.com)

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

**REQUISITION NO. 149**  
**(2016 Acquisition and Construction Account)**

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**(ST. JOHNS COUNTY, FLORIDA)**

**\$11,850,000**

**Special Assessment Revenue Bonds, Series 2016**

The undersigned, a Responsible Officer of Bannon Lakes Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of January 1, 2016 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 149
- (B) Name of Payee: Clary & Associates, Inc.
- (C) Amount Payable: Total: \$5,600.00
- (D) Bannon Lakes CDD Invoice #2020-566
- (E) Fund or Account from which disbursement to be made: 2016 Acquisition and Construction Account

The undersigned hereby certifies that:

1. this requisition is for Costs of the 2016 Project payable from the 2016 Acquisition and Construction Account that have not previously been paid;
2. each disbursement set forth above is a proper charge against the 2016 Acquisition and Construction Account;

---

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated July 2, 2019

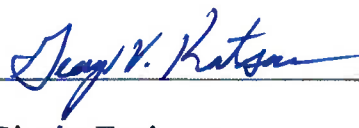
**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Arthur E. Lancaster  
Chairperson, Board of Supervisors

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND, THIMS & MILLER, INC.

By:  11/16/2020  
Title: District Engineer

# Clary & Associates, Inc.

3830 Crown Point Road Suite A • Jacksonville, Florida 32257 • (904)260-2703

INVOICE NO: 2020-566  
DATE: 10/28/20

PAGE 1

3352  
EASTLAND  
700 PONTE VEDRA LAKES BLVD  
PONTE VEDRA BEACH FL 32082

**DELIVER TO:**

SEE REQUEST BY JASON CREWS @  
ETM REC'D 8/24

ORDERED BY: ART

DESCRIPTION: 09/03/20

W.O. NO. 2020-566


LOT : F.M.  
SUBDIVISION: BANNON LAKES UNIT -  
SECTION : 1 TOWNSHIP: 6S RANGE: 28E  
ADDRESS : NINE MILE RD  
ST. JOHNS  
IN NAME OF : SOFT DIGS FOR FORCE MAIN AT IGP/CENTER  
PLACE WAY INTERSECTION (SEE MARKUP FROM  
JASON CREWS @ ETM)

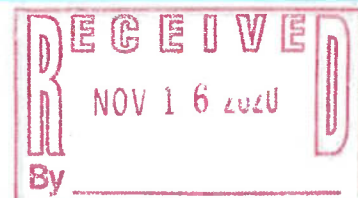
16 SOFT DIGS AT SITE

UTIL SOFT DIG (SUE LEVEL A)

5,600.00

TOTAL DUE \$5,600.00

Approval   
Entity Bannon Lakes  
Account AR CDD Reg #149  
Enterec 11/16/20  
Draw 53  
Note Force main IGP  
COO deficit



PAYMENT DUE 10 DAYS FROM RECEIPT  
PLEASE REFER TO INVOICE NUMBER WHEN MAKING PAYMENT

# Bannon Lakes

Community Development District

Construction Funding Request #25

December 16, 2020

Req.	PAYEE	Series 2016 Contruction
150	ETM Bannon Lakes Force Main - International Golf Pkwy I-95	\$ 6,250.00
Total Funding Request		\$ 6,250.00

Please make check payable to: **Bannon Lakes CDD**  
c/o GMS LLC  
475 West Town Place  
Suite 114  
St. Augustine FL 32092

Signature: \_\_\_\_\_  
Chairman/Vice Chairman

Signature: \_\_\_\_\_  
Secretary/Asst. Secretary

**REQUISITION NO. 150**  
**(2016 Acquisition and Construction Account)**

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**(ST. JOHNS COUNTY, FLORIDA)**

**\$11,850,000**  
**Special Assessment Revenue Bonds, Series 2016**

The undersigned, a Responsible Officer of Bannon Lakes Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of January 1, 2016 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 150
- (B) Name of Payee: ETM
- (C) Amount Payable: Total: \$6,250.00
- (D) Bannon Lakes CDD Invoice #196393
- (E) Fund or Account from which disbursement to be made: 2016 Acquisition and Construction Account

The undersigned hereby certifies that:

1. this requisition is for Costs of the 2016 Project payable from the 2016 Acquisition and Construction Account that have not previously been paid;
2. each disbursement set forth above is a proper charge against the 2016 Acquisition and Construction Account;

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

Dated July 2, 2019


**BANNON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Arthur E. Lancaster  
Chairperson, Board of Supervisors

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND, THIMS & MILLER, INC.

By:  12/16/20  
Title: District Engineer



Art Lancaster  
Bannon Lakes, CDD  
700 Ponte Vedra Lakes Boulevard  
Ponte Vedra Beach, FL 32082

December 2, 2020  
Project No: 19208.00000  
Invoice No: 0196383

Project 19208.00000 Bannon Lakes Force Main - International Golf Parkway I-95

**Professional Services rendered through November 30, 2020**

Task . Lump Sum

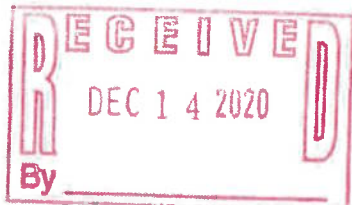
Task	Contract Amount	Percent Complete	Earned To Date	Previously Billed	Current Billed
1. Pre-Design Concept Plans	5,000.00	100.00	5,000.00	5,000.00	0.00
2. Forcemain Construction Plans	36,000.00	100.00	36,000.00	36,000.00	0.00
3. DEP Sanitary Sewer Collection Sys Ind	3,500.00	0.00	0.00	0.00	0.00
4. St. Johns County Development Review	25,000.00	75.00	18,750.00	12,500.00	6,250.00
5. FDOT Utility Permit	15,000.00	25.00	3,750.00	3,750.00	0.00
6. NPDES Notice of Intent	1,500.00	0.00	0.00	0.00	0.00
Total Fee	86,000.00		63,500.00	57,250.00	6,250.00
Total Fee				6,250.00	
Total this Task				\$6,250.00	

Task	XP	Expenses	Total this Task	0.00
Invoice Total this Period				\$6,250.00

## Outstanding Invoices

Number	Date	Balance
0195332	8/28/2020	18,127.08
<b>Total</b>		<b>18,127.08</b>

Total Now Due \$24,377.08



Approval  
Entity  
Account  
Entered  
Draw  
Note

*Bannon Lakes*  
*ARCB*  
*12/14/20*  
*CL 54*  
*for main*  
*109. #150*

England-Thiny & Miller, Inc.

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