# **BANNON LAKES** Community Development District

*February* 7, 2024

# AGENDA

# **Bannon** Lakes

## Community Development District

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January 31, 2024

Board of Supervisors Bannon Lakes Community Development District

Dear Board Members:

The Bannon Lakes Community Development District Board of Supervisors Regular Meeting is scheduled for **Wednesday, February 7, 2024, 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 this meeting:

- I. Call Order
- II. Public Comments
- III. Approval of Minutes of the November 1, 2023 Meeting
- IV. Presentation with WGV Fighting Turtles Swim Team
- V. Memorandum Regarding Annual Ethics Training & Annual Form 1 Filing
- VI. Review of Amenity Center Policies
- VII. Ratification of Requisitions (5-6)
- VIII. Ratification of Agreement with Bio-Tech Consulting
  - IX. Consideration of Mowing of Area Located Near Water Tank Berm
  - X. Consideration of Resolution 2024-02, General Election Resolution
  - XI. Consideration of Proposals for Bike Rack
- XII. Other Business
- XIII. Staff Reports A. Attorney
  - B. Engineer

- C. District Manager
- D. General Manager Report
- XIV. Audience Comments
- XV. Supervisor's Requests
- XVI. Financial Reports
  - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2023
  - B. Assessment Receipt Schedules
  - C. Approval of Check Register
- XVII. Shade Session: Consideration of Proposals for Security Camera Systems\*
- XVIII. Next Scheduled Meeting May 1, 2024 @ 1:00 p.m. at World Golf Village Renaissance Hotel

XIX. Adjournment

\* Florida law requires Board discussions related to the District's security system, as well as any discussions that would reveal the operations of the security system, types of equipment, and/or locations, to be held in a closed session, per Section 119.07138 and Section 281.301 of the Florida Statutes. Only the Board and staff can be present for discussion of this agenda item.

THIRD ORDER OF BUSINESS

### 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 1, 2023 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 Chris d'Aquin John Dodson Michael Sheldon Chairman Vice Chairman Supervisor Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber by phone	District Counsel
Jerry Lambert	Operations Manager
Diana Lambert	Amenity Center Manager
Jeff Johnson	Riverside Management Services

### 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 noted this was the public's opportunity to make comments on items that were on this agenda. Hearing no comments, the next item followed.

### THIRD ORDER OF BUSINESS

### Approval of Minutes of the August 2, 2023 Meeting

Mr. Oliver presented the meeting minutes from the regular August 2, 2023 Board of Supervisor's meeting. Ms. Lambert provided some corrections to the minutes.

On MOTION by Mr. d'Aquin, seconded by Mr. Lancaster, with all in favor, the Minutes of the August 2, 2023 Board of Supervisor's Meeting, were approved as amended.

### FOURTH ORDER OF BUSINESS

### Consideration of Resolution 2024-01, Amending the Budget

Mr. Oliver presented the Resolution 2024-01 stating that this was part of the audit process that they were about to start. As a unit of Government in Florida, they are required to go through an independent financial audit each year and this is the first step in preparation for that audit. This is to bring all the lines into balance on the budget. There is a copy of the resolution in the agenda packet. He pointed out that the largest line items to bring into balance this year were repairs and maintenance, landscape maintenance, and landscape contingency. The question was asked if this was for the current fiscal year budget that is 2024 or was it for the 2023 budget. Mr. Oliver responded that it was for the 2023 budget, which just ended. He noted that this was something that needs to be done before the audit commences. After being asked, the third line on the revenues and the differences were explained to the Board by Mr. Oliver.

On MOTION by Mr. Lancaster seconded by Mr. Dodson, with Mr. Lancaster, Mr. d'Aquin, and Mr. Dodson in favor and Mr. Sheldon opposed, Resolution 2024-01 Amending the Budget, was approved 3-1.

### FIFTH ORDER OF BUSINESS Consideration of Proposals

### A. Holiday Décor

Mr. Lambert presented the proposal for Holiday Décor. This is the same vendor used last year. The proposal total was \$5,076.22. The question was asked if the power washing would be completed before the lights go up. The response was that the power washing gentleman would be coming on this Friday and then on Sunday the lighting people are coming. It was noted that the decorations would be up by Thanksgiving. After discussion, it was decided to approve the holiday decorations.

On MOTION by Mr. d'Aquin, seconded by Mr. Lancaster, with all in favor, the Holiday Decoration Proposal, was approved.

### **B.** Awning Replacement

Mr. Lambert presented the awning replacement proposal. He offered to seek more proposals for the awning replacement. After Board discussion, it was decided to table this item since it was not an immediate need and obtain additional proposals for comparison.

### C. Tree Removal

Mr. Lambert presented the tree removal proposal. He stated that the proposal was for two dead trees. The total proposal amount is \$1,320. After discussion, it was decided to approve the tree removal proposal by Landcare Group.

On MOTION by Mr. Sheldon, seconded by Mr. Lancaster, with all in favor, the Tree Removal Proposal by Landcare Group, was approved.

### **D.** Pressure Washing

Ms. Lambert noted that this pressure washing was done in the fall annually. In the spring, they annually pressure wash the pool deck and the furniture to get it ready for the season. The proposal total from My Clean Roof was \$4,200. Mr. Lancaster asked if this proposal price was consistent to what they paid last year. Ms. Lambert responded that she could get that information, but she did not have it at this time. Mr. Lancaster noted that the price seemed expensive, and he would like to see some competitive bidding to base this off of. Mr. Oliver noted that the Board could authorize staff to work with an appointed Supervisor, get additional proposals, review the proposals and then they could decide. He explained that for last year's repairs and maintenance, they budgeted \$27,500 and they expended \$43,000. After Board discussion, it was agreed that the proposal price is reasonable and the pressure washing proposal from My Clean Roof will be approved.

On MOTION by Mr. Lancaster, seconded by Mr. d'Aquin, with all in favor, the Pressure Washing Proposal from My Clean Roof, was approved.

### E. ZeroRez

Mr. Oliver presented the proposal from ZeroRez. The proposal is for cleaning chairs and rugs upholstery. He noted that typically a proposal for this amount would not go before the Board. This is typical maintenance. Ms. Lambert noted that they were scheduled for next Tuesday.

### SIXTH ORDER OF BUSINESS Other Business

Mr. Oliver noted that the next item was discussion of use of community room for physical fitness related classes. He had discussion with Supervisor Sheldon about the community room itself, which has living room type furniture in it being used for activities like yoga, Pilates, dance classes, etc. He stated that he wanted to determine what the Board's guidance is so they can make it more clear in the policies for the District how that room and the outside porch area is to be used and how they would be set up. Mr. Lancaster noted his opinion stating that if it is a CDD sponsored event within the amenity area, then they should be responsible for moving and putting back stuff. He also noted that if it's a private event, the displacement of furniture should be the responsibility of that party to move it and put it back together as it should be. He added that it would be up to the manager, Ms. Lambert, to make sure it's being put back and if it isn't, to notify the Board and the entity using it that they are on notice. He explained that he doesn't have an issue inside or outside and the amenities were there for the community to enjoy and make best use of. He noted that they needed to define who is responsible for what.

A member of the public commented on the yoga classes being outside while the Pilates classes is inside. Mr. Lancaster thanked this member of the public for bringing this to their attention and noted that this was the first time he had heard this. Mr. Oliver explained that this was why it was on the agenda to be discussed. He explained that if yoga classes want to move inside, they can move their classes inside as long as there is room for it, and they are appropriately moving their furniture and putting it back into place and it doesn't fall on the CDD to do. He noted that he wants all residents to have equal access for use their amenities facilities. Mr. Lancaster asked the Board if they all agreed that clubs and classes should be treated equally both inside and outside. The Board agreed. Mr. Lancaster noted that it was up to the Board to set that precedent. He suggested that both spaces should be open, and they will direct Ms. Lambert as the manager to administer it that way. The question was asked about non-residents being involved. Mr. Oliver responded that

policies state facilities may be used by residents are patrons and their guests. It wasn't up to the instructor to invite non-residents to participate.

Mr. Sheldon pointed out that when the Pilates class is there, the bathrooms are open, and they were using more than just the room and clearly maintenance is required. He suggested that there may be some need to consider a small fee. He also suggested that if there are regular people coming from the outside, they can buy a membership for \$900 a year. Mr. Lancaster noted that the rules on what defines a guest is totally different and can be addressed, but they need to stay focused on the indoor and outdoor use equal among all parties as well as the CDD not getting involved in movement of furniture and things must be put back in place and if not, that can be disqualification for the use of the space after a warning.

Mr. Oliver stated that for the next agenda, they will have policy review on there and will have formal language for that. He also noted that they will go through the entire amenity policies. Mr. Lancaster noted that they could direct Ms. Lambert today and she can start implementing those policies and then they can put it in writing and adopt as a Board at the next meeting. Mr. Oliver and the Board agreed. Liability insurance was also discussed.

A member of the public commented on the Pilates teacher running a business and charges \$10 a person. She noted that her objection when she found out that there were more non-residents going to the classes than residents was that she was paying \$900 a year to support the CDD on her tax bill and these people pay nothing and the Pilates teacher is running her business. Mr. Lancaster agreed with this member of the public's objection. Mr. Oliver stated that they could make the policies clearer on this. Mr. Lancaster noted that the pool in their community has a limit on guests and how many times they can come in, but it's not monitored because it's not an issue now, but as the community gets to a point where there is too many people at the pool, that is when they will start monitoring and enforcing. He noted that it was a good rule to have in place to enforce it if they need it. The member of the public also commented that the Pilates class is twice a week and it's taking away from the use of a resident. Mr. Lancaster agreed that the residents should get the priority. He also noted that he didn't have a problem with bringing people from outside in to help support the community and give a benefit to the community, it's just matter of everybody being treated equal. He explained that this was the first time he had heard of this issue, and he thought they could have done a better job upfront managing it, but from this point forward, he was sure it will be. A schematic was suggested so that everyone knows how the furniture is supposed to be.

### **SEVENTH ORDER OF BUSINESS**

**Staff Reports** 

### A. Attorney

Mr. Haber had nothing to report to the Board.

### **B.** Engineer

There being no report, the next item followed.

### C. District Manager

Mr. Oliver stated that they would start the audit process this month.

### **D.** General Manager – Report

Ms. Lambert reviewed the General Manager report. The first items she discussed from the report was the follow-up items, which included the clubhouse rental times. She explained that since their community is growing, they may need to change some policies. One of her recommendations was to update the rental times to set hours being 10:00 a.m. to 4:00 p.m. and 4:00 p.m. to 10:00 p.m. Another recommendation was a possible addition of small rental fee. The third recommendation was to review pool party impacts during peak season and lack of outdoor rentable space. Discussion ensued on the pool party impact and the lack of outdoor rentable space as well as rental fees. Mr. Oliver stated that they could not set the rate today, it would require having a public hearing to set rates, but they could certainly put that on the agenda for next time. He added that there would be plenty of opportunity for resident comment as they go through that public hearing. The question was asked if they allowed outside people to rent the Amenity Center space. The response was that they do not allow outside people to rent the space.

Mr. Oliver noted that the motion was to change the party window dates to 10:00 a.m. to 4:00 p.m. and 4:00 p.m. to 10:00 p.m.

On MOTION by Mr. Lancaster, seconded by Mr. d'Aquin, with all in favor, Party Rental Time Block to 10:00 a.m. to 4:00 p.m. and 4:00 p.m. to 10:00 p.m., was approved.

Mr. Lambert presented a couple of proposals for the pool pump system repairs. He recommended the CBuss Enterprises proposal. After discussion, it was decided to approve the CBuss Enterprises proposal for pool pump system repairs for a total of \$10,173.22.

On MOTION by Mr. d'Aquin (1:13:22), seconded by Mr. Lancaster, with all in favor, the CBuss Enterprises Proposal for Pool Pump System Repairs for \$10,173.22, was approved.

### EIGHTH ORDER OF BUSINESS Audience Comments

Resident commented on potential problems with access and egress into the community. Mr. Lancaster responded that all of the roads and all the public utilities are public in the community now, so the CDD and this Board are responsible for the drainage and for the amenity lands and for the mitigation lands. He explained that anything above and beyond that, the resident can either take on personally with their District representative to look at issues and they can entertain their HOA, but the District would not have any involvement in that. He thanked the resident for bringing it to their attention.

Resident commented on the Dog Park lock issues. She noted that it was now a one-sided lock. Mr. Lancaster asked for Ms. Lambert to address this issue.

Resident requested two soccer goals for the utility field for kids' usage in the neighborhood. He noted that kids in the neighborhood were playing soccer in the streets, and it was not safe. Mr. Lancaster agreed and asked for the envision to be provided to Ms. Lambert so she can do some research on it and get pricing.

Resident asked what the Board's position is on community yard sales. Mr. Lancaster responded that if it's individual HOA, it would be taken up strictly with the HOA. If they want to access the CDD property, then he suggested that they coordinate with Ms. Lambert.

Resident asked at what point the developers come off board. Mr. Lancaster responded that they were in the process of transitioning out now and they would need new people to come on board.

Resident asked about renting about the Amenity Center during the week. It was explained that after some discussions, they came to the current policy that clubs have priority during the week on weekdays and individuals' private parties have priority on the weekends. It was noted that this resident could work something out with Ms. Lambert.

Resident commented on the request for soccer goals stating that once you set up a policy for one sport, then someone is going to request equipment for another sport as well.

Resident requested fountains in the ponds that surround the community center. Mr. Lancaster noted that it was a great idea, but the fountains would be very expensive.

### NINTH ORDER OF BUSINESS Supervisor's Requests

Mr. Jeff Johnson was introduced and was noted to be taking the operations and maintenance over.

### TENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2023

Mr. Oliver presented the unaudited financial as of September 30, 2023. They will start the audit immediately.

### **B.** Assessment Receipt Schedules

Mr. Oliver stated that they were 100% collected for Fiscal Year 2023.

### C. Approval of Check Register

Mr. Oliver noted that the check register required Board approval. After all questions were answered and discussed, the check register was approved.

On MOTION by Mr. Lancaster, seconded by Mr. d'Aquin, with all in favor, the Check Register, was approved.

### **ELEVENTH ORDER OF BUSINESS**

Shade Session: Presentation Regarding Security Camera Systems\*

Mr. Oliver closed the meeting for the Board to hold a shade session to discuss security matters.

### **TWELFTH ORDER OF BUSINESS**

Next Scheduled Meeting – February 7, 2024 @ 1:00 p.m. at the World Golf Renaissance Hotel

### November 1, 2023

Mr. Oliver stated the next scheduled regular meeting date would be February 7, 2024 at 1:00 p.m. at the World Golf Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, FL 32092.

### THIRTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned.

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

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

FIFTH ORDER OF BUSINESS

#### **KUTAKROCK**



#### District Managers,

As of January 1, 2024, all Board Supervisors of Florida Community special districts are required to complete four (4) hours of ethics training each year that addresses at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of Florida. The purpose of this email is to notify you of free, on-demand resources available to Board Supervisors to satisfy this requirement. Further information regarding the requisite training is available on the Florida Commission on Ethics' ("COE") website.

Please share this information with Board Supervisors or include in the next available agenda package. As always, if you have any questions, please do not hesitate to reach out to your Kutak Rock attorney.

#### Free Training Resources

The COE has produced several free, online training tutorials that will satisfy the ethics component of the annual training. The on-demand videos are available at the link below. Further, the website provides additional links to resources that Supervisors can access to complete the training requirements.

#### Florida Commission on Ethics Training Resources

Please note that the COE-produced content only provides free training for the ethics component of the annual training. However, the Office of the Attorney General of the State of Florida offers a free, twohour online audio course that covers the Sunshine Law and Public Records Act components of the requisite training. The on-demand audio course is available at the link below.

#### Office of the Attorney General Training Resources

#### Compliance

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the ethics training requirements. At this time there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

We have received multiple inquiries as to whether Board Supervisors are required to annually file Form 6 in addition to Form 1. Currently, Board Supervisors continue to be examplificant to file

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Finally, with respect to the annual filing of Form 1, beginning this year the Commission on Ethics will be requiring electronic submission of Form 1. Filers, including Board Supervisors, should be receiving an email directly from the Commission on Ethics, providing detailed information about the electronic filing process and the upcoming deadline of July 1, 2024. Note the submission of the forms will no longer be handled through county Supervisor of Election's offices.

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(850) 692-7330





**Cheryl Stuart** 

SIXTH ORDER OF BUSINESS

### 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 and for the movement of the furniture.

### COMMUNITY CLUB/CLASS USE OF FACILITIES

1. Each Community Club/Class 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/Class' use of the Amenity Facility at any time, including but not limited to circumstances in which the Community Club/Class 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/Class 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/Class' events and for the movement of the furniture.

3. The District may revoke an organization's status under these policies as a Community Club/Class at any time

### GENERAL FACILITY RENTAL POLICY (p.12)

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, between 10:00am-4:00pm or 4:00pm-10:00pm. 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.

# BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

# **AMENITY FACILITY POLICIES**

(Nov. 1, 2023)

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 Bannon 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 Bannon 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 Bannon 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 Bannon 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.
- 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 and for the movement of the furniture.

### **COMMUNITY CLUB/CLASS USE OF FACILITIES**

- 1. Each Community Club/Class 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/Class' use of the Amenity Facility at any time, including but not limited to circumstances in which the Community Club/Class 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/Class 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/Class' events and for the movement of the furniture.
- 3. The District may revoke an organization's status under these policies as a Community Club/Class 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, 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

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• 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 from sunrise to sunset if they have a waiver of liability, signed by their parent or legal guardian, registered at the Facility Manager's office. All Guests between the ages of twelve (12) and fourteen (14) must be accompanied by an adult. No one under the age of twelve (12) is allowed in the fitness center at any time.
- 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, between 10:00am-4:00pm or 4:00pm-10:00pm. 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>	Rental Rate	<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 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 until10:00pm. 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.
  - h. The use of a bounce house during an approved rental period must be specifically approved at the time of reservation and the bounce house may be placed only on the green space by the playground.

### **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 911Emergency 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 Bannon 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 Bannon 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.

SEVENTH ORDER OF BUSINESS

#### **REQUISITION NO. 5** (2022 Acquisition and Construction Account)

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

#### Special Assessment Revenue Bonds, Series 2022

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: 5
- (B) Name of Payee: Allstate Electrical Contractors, Inc.
- (C) Amount Payable \$6,735.60

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

(E) Fund or Account from which disbursement to be made: 2022 Acquisition and Construction Account

The undersigned hereby certifies that:

- 1. this requisition is for Costs of the 2022 Project payable from the 2022 Acquisition and Construction Account that have not previously been paid.
- 2. each disbursement set forth above is a proper charge against the 2022 Costs of Issuance 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: January 5, 2023

#### 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: <u>Xkan V. Katsm</u> Title: <u>District Engineer</u>

[Invoices to be Attached]

Allstate Electrical Contractors, Inc. 7447 Salisbury Rd Jacksonville, FL 32256

904-296-2700 Inv	Project: BANNON LAI OICE BANNON LAI	(ES (SVC POLE) (ES
Bill to: BANNON LAKES 700 PONTE VEDRA LAKES BLVD PONTE VEDRA FL, FL 32082	Invoice number: Invoice date: Terms: Estimator:	59317 11/30/2023 AIA <b>Jesse Key</b>
Our JobID: 1552	Application #:	1
Your order #:	Period:	11/01/23 - 11/30/23
4. TOTAL COMPLETED AND STORED TO DATE 5. RETAINAGE: a10.00_% of Completed Work b0.00_% of Stored Material		34,310.00 0.00 34,310.00 7,484.00 748,40
6. TOTAL EARNED LESS RETAINAGE	di al tar na tar a tar a tar a tar i a	6,735.60
7. PREVIOUS CERTIFICATES	«»	0.00
	T·····	6,735.60
9. BALANCE TO FINISH, PLUS RETAINAGE	····	27,574.40
Unj	paid previous applications: Total amount due:	0.00 6,735.60

COMMERSI, TORING LANCE				AIA Ty Application and C	AIA Type Document Application and Certification for Payment	ment	*			Page 2 of 2
Contractore, Inc.         VA. (ATCHTECT):         ARCHITECTS         ACCHITECTS         Contract Line:         Contract Date:         I//	TO (OWNER): BAN 7001 PON	NON LAKES PONTE VEDRA LAKES BLVD TE VEDRA FL, FL 32082		PROJECT: BANN 429 BL ST AU	ON LAKES (SVC PC LIND OAK CIR GUSTINE , FL 3209	3LE) 5	APPLICATION N PERIOD TO: 11/3	0: 1 0/2023	ן≊צ״זיׂו 	ISTRABUTION D: DWNER ARCHITECT
ON         SCHEDULE         PREVIOUS         STORED         ALANCE         RETAIN           ON         VALUE         APPLICATIONS         THS PERDOD         MATERIAL         STORED         9,6         BALANCE         RETAIN           CITRICAL         34,310.00         0.00         7,484.00         21.81         26,826.00         \$           LLS         \$34,310.00         \$0.00         \$7,484.00         \$1,44.00         21.81         26,826.00         \$	FROM (CONTRACI	rOR): Alistate Electrical Contra 7447 Salisbury Rd Jacksonville, FL 32256		VIA (ARCHITECT)			ARCHITECT'S PROJECT NO:		Ĩ	CONTRACTOR
Description       Schedule       Reprutous       Completee       Storedule       Matterus       Storedule       Storedule	CONTRACT FOR B	ANNON LAKES					CONTRACT DATE	E: 11/10/2022		
34,310.00         0.00         7,484.00         0.00         7,484.00         26,826.00         5           \$34,310.00         \$0.00         \$7,484.00         \$1.81         \$26,826.00         \$	ITEM	DESCRIPTION	SCHEDULE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED	%	BALANCE	RETAINAGE
\$34,310.00         \$0.00         \$7,484.00         \$1.31         \$26,826.00	UNDE CON	ERGROUND ELECTRICAL JUIT SYSTEM AS PER FPL VINGS	34,310.00	0.00	7,484.00	0.00	7,484.00	21.81	26,826.00	748.4
		REPORT TOTALS	\$34,310.00	\$0.00	\$7,484.00	\$0.00	\$7,484.00	21.81	\$26,826.00	\$748.4
									ti.	2

## CONDITIONAL WAIVER AND RELEASE OF LIEN PROGRESS PAYMENT

The undersigned lienor, in consideration of the progress payment in the amount of **\$5,616.00** hereby waives and releases its lien and right to claim of lien for labor, services or materials <u>thru</u> <u>12/31/2023</u> to <u>Eastland</u> on the job of <u>Bannon Lakes (SVC Pole)</u> to the following described property:

#### 429 Blind Oak circle St. Augustine, FL. 32095

This waiver and release does not cover any retention of labor, services, or materials furnished after the date specified.

This lien waiver is contingent upon the receipt and the check clearing the bank in the amount of **\$5,616.00** otherwise, it is null and void.

I tomovie Al.

Dated on December 27, 2023

	Lienor's Nam	ie: Allstate Electrical Contractors, Inc.
	Address:	7447 Salisbury Rd S
	AN Mack	sonville, FL. 32256
Ву:	AN ANY	

....

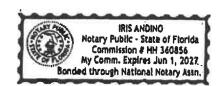
Printed Name Scott Williams President

STATE OF Florida, COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of I Physical Presence this <u>27 December 2023</u> by <u>Scott Williams, President</u> who is personally known to me or has produced \_\_\_\_\_\_ as identification and who did (did not) take an oath.

NOTARY PUBLIC

Iris Andino Notary Name typed or printed



Note: this is statutory form prescribed by section 713.20, Florida Statutes (1996) Effective October 1, 1996, a person may not require a lienor to furnish a waiver or release of lien that is different from the statutory form.

#### **REQUISITION NO. 6** (2022 Acquisition and Construction Account)

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

#### Special Assessment Revenue Bonds, Series 2022

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: 6
- (B) Name of Payee: Allstate Electrical Contractors, Inc.
- (C) Amount Payable \$5,616.00

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

(E) Fund or Account from which disbursement to be made: 2022 Acquisition and Construction Account

The undersigned hereby certifies that:

- 1. this requisition is for Costs of the 2022 Project payable from the 2022 Acquisition and Construction Account that have not previously been paid.
- 2. each disbursement set forth above is a proper charge against the 2022 Costs of Issuance 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: January 5, 2023

#### 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: <u>Xkan V. Katsm</u> Title: <u>District Engineer</u>

[Invoices to be Attached]

Allstate Electrical Contractors, Inc. 7447 Salisbury Rd Jacksonville, FL 32256

#### INVOICE

904-296-2700

Bill to:

BANNON LAKES 700 PONTE VEDRA LAKES BLVD PONTE VEDRA FL, FL 32082



Project: BANNON LAKES (SVC POLE) BANNON LAKES

Invoice number:	59357
Invoice date:	12/27/2023
Terms:	AIA

Jesse Key

**Estimator:** 

Our JobID: 1552	Application #:	2
Your order #:	Period:	12/01/23 - 12/31/23
1. ORIGINAL CONTRACT SUM	22122 27 - 33	34,310.00
2. Net Change by Change Orders	Les Concerne concerne au la con-	0.00
3. CONTRACT SUM TO DATE		34,310.00
4. TOTAL COMPLETED AND STORED TO DATE	····.	13,724.00
5. RETAINAGE:		
a. <u>10.00</u> % of Completed Work		
b% of Stored Material		
Total retainage	· · · · · · · · · · · · · · · · · · ·	1,372.40
6. TOTAL EARNED LESS RETAINAGE	ひたこう うがい・さ シイト おおさ・ ビ・ミ・ラ	12,351.60
7. PREVIOUS CERTIFICATES		6,735.60
8. CURRENT PAYMENT DUE		5,616.00
9. BALANCE TO FINISH, PLUS RETAINAGE	5 · · · · 80° · · · · · · · · · · · · · · · · · · ·	21,958.40
Unpaid	d previous applications:	6,735.60
	Total amount due:	12,351.60

Approval \_\_\_\_\_ Entity \_\_\_\_\_ Account \_\_\_\_\_ Entered \_\_\_\_\_ Draw \_\_\_\_\_ Note \_\_\_\_\_

		AIA Type Document Application and Certification fe	AtA Type Document ication and Certification for Payment		Dare 1 of 2
TO (OWNER): BANNON LAKES 700 PONTE VEDRA LAKES BLVD PONTE VEDRA FL, FL 32082	ES BLVD 2082	PROJECT: BANNON LAKES (SVC POLE) 429 BLIND OAK CIR ST AUGUSTINE , FL 32095	BANNON LAKES (SVC POLE) 429 BLIND OAK CIR ST AUGUSTINE , FL 32095	APPLICATION NO: 2 PERIOD TO:12/31/2023	DISTRIBUTION DISTRIBUTION TO: OWNER
FROM (CONTRACTOR): Alistate Electrical Contractors, Inc. 7447 Salisbury Rd Jacksonville, FL 32256	ical Contractors, Inc. y Rd -L 32256	VIA (ARCHITECT):		ARCHITECT'S PROJECT NO:	_ ARCHITECT _ CONTRACTOR
CONTRACT FOR: BANNON LAKES				CONTRACT DATE: 11/10/2022	
CONTRACTOR'S APPLICATION FOR PAYME Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.	LICATION FOR wn below, in connection with is attached.	PAYMENT the contract.	The Undersigned Contra belief the work covered t Contract Documents, tha Certificates for Payment	The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments accound from the owner and the previous	<ul> <li>knowledge, information and leted in accordance with the ICO Work for which previous where and their</li> </ul>
1. ORIGINAL CONTRACT SUM	69	34,310.00	current payment shown herein is now due.	ierein is now due.	
2. Net Change by Change Orders	*	0.00	CONTRACTOR: Alistate	CONTRACTOR: Alistate Electrical Contractors, Inc.	
4. TOTAL COMPLETED AND STORED TO DATE	TO DATE \$	34,310.00 13,724.00		į	2000/2010
5. RETAINAGE:			SCOTT WILLIAMS /PRESIDENT		
a. 10.00 % of Completed Work	s	1,372.40	State of: FL County of: Di IVAI		
b. 0.00% of Stored Material	S	0.00	Subscribed and Swom to before me this	before me this 27th Dav of	Duranh- 20 33
Total retainage (Line 5a + 5b)	\$	1,372.40	Notary Public	Interview Notary Public - State	3
6. TOTAL EARNED LESS RETAINAGE	\$	12,351,60	ARCHITECT'S	ARCHITECT'S CERTIFICATE PACENT AND COMMISSION PHILIDAUSE	Commission F IN 3609-39 Av Comm. Expires Jun 1, 2027 Av Litvough National Natery Asin.
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	OR PAYMENT	6.735.60	In Accordance with the C prising the above applica	n-site of	bservations and the data com-
8. CURRENT PAYMENT DUE		5,616.00	knowledge, information a is in accordance with the	knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documente and the Contract Documente of the Work	d,the quality of the work
9. BALANCE TO FINISH, INCLUDING RETAINAGE			AMOUNT CERTIFIED.		initiation to payment of the
(Line 3 less Line 5)		21,958.40	AMOUNT CERTIFIED.	<b>(9)</b>	5,616.00
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	(Attach explanation if am Amination and on the C	(Attach explanation if amount certified differs from the amount applied. Initial all figures on this	initial all figures on this
Total changes approved in previous months by Owner	00.0	0.00		Accurrence on use cumunation sheet that are changed to conform to the amount certified.)	to the emount certified.) $h_{\rm CM}/\eta_{\rm CM}$
Total approved this Month	0.00	00.0	This Certificate is not ner	This Certificate is not negotiable. The AMOUNT CERTIFIED is narrowh and the descent	Judia
TOTALS	0.00	00.0	named herein. Issuance, rights of the Owner or Cr	named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contractor	out prejudice to any
NET CHANGES by Change Order	0.00				

AIA Type Document Application and Certification for Payment

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1,372.40 TO: OWNER ARCHITECT Page 2 of 2 RETAINAGE DISTRIBUTION 20,586.00 BALANCE CONTRACT DATE: 11/10/2022 40.00 PERIOD TO: 12/31/2023 % APPLICATION NO: 2 ARCHITECT'S PROJECT NO: 13,724.00 COMPLETED STORED 0.00 STORED MATERIAL PROJECT: BANNON LAKES (SVC POLE) 429 BLIND OAK CIR ST AUGUSTINE , FL 32095 6,240.00 COMPLETED THIS PERIOD VIA (ARCHITECT): PREVIOUS APPLICATIONS 7,484.00 34,310.00 SCHEDULE FROM (CONTRACTOR): Allstate Electrical Contractors, Inc. TO (OWNER): BANNON LAKES 700 PONTE VEDRA LAKES BLVD PONTE VEDRA FL, FL 32082 7447 Salisbury Rd Jacksonville, FL 32256 UNDERGROUND ELECTRICAL CONDUIT SYSTEM AS PER FPL DRAWINGS DESCRIPTION CONTRACT FOR: BANNON LAKES ITEM \*

\$1,372.40

\$20,586.00

40.00

\$13,724.00

\$0.00

\$6,240.00

\$7,484.00

\$34,310.00

**REPORT TOTALS** 

## CONDITIONAL WAIVER AND RELEASE OF LIEN PROGRESS PAYMENT

The undersigned lienor, in consideration of the progress payment in the amount of **\$5,616.00** hereby waives and releases its lien and right to claim of lien for labor, services or materials <u>thru</u> <u>12/31/2023</u> to <u>Eastland</u> on the job of <u>Bannon Lakes (SVC Pole)</u> to the following described property:

#### 429 Blind Oak circle St. Augustine, FL. 32095

This waiver and release does not cover any retention of labor, services, or materials furnished after the date specified.

This lien waiver is contingent upon the receipt and the check clearing the bank in the amount of **\$5,616.00** otherwise, it is null and void.

Dated on December 27, 2023

	Lienor's Name	e: Allstate Electrical Contractors, Inc.
	Address:	7447 Salisbury Rd S
	A LA Vacks	sonville, FL. 32256
By:	MY MK	

STATE OF <u>Florida</u>, COUNTY OF <u>Duval</u>

The foregoing instrument was acknowledged before me by means of ☑ Physical Presence this **<u>27 December 2023</u>** by **<u>Scott Williams, President</u> who is personally known to me or has produced \_\_\_\_\_\_ as identification and who did (did not) take an oath.** 

NOTARY

Iris Andino Notary Name typed or printed



Note: this is statutory form prescribed by section 713.20, Florida Statutes (1996) Effective October 1, 1996, a person may not require a lienor to furnish a waiver or release of lien that is different from the statutory form.

Printed Name Scott Williams President

EIGHTH ORDER OF BUSINESS



May 24, 2023

Jim Oliver Governmental Management Services, LLC 475 West Town Place Suite 114 St. Augustine, Florida 32092

## Proj: Bannon Lakes Littoral Creation - Monitoring and ReportingRe: Proposal for Environmental Services - (BTC Proposal No. 23-834)

Dear Jim:

Bio-Tech Consulting, Inc. (BTC) is pleased to provide this proposal for environmental services associated with Bannon Lakes Littoral Creation - Monitoring and Reporting in St. Johns County. If you would like BTC to proceed with the scope outlined herein, pleasesign the signature block, complete the billing information section and initial where provided, then return to my attention.

Should you have any questions or require any additional information, please do not hesitate to contact this office at (407) 894-5969 or toll free at (877) 894-5969. Thank you.

Regards, Jason Milton Project Manager

Orlando: Main Office 3025 East South Street Orlando, FL 32803

Jacksonville Office 11235 St Johns Industrial Pkwy N Suite 2 Jacksonville, FL 32246

Tampa Office 6011 Benjamin Road Suite 101B Tampa, FL 33634

Vero Beach Office 4445 NA1A Suite 221 Vero Beach, FL 32963

Key West Office 1107 Key Plaza Suite 259 Key West, FL 33040

Land & Aquatic Management Operations 3825 Rouse Road Orlando, FL 32817

407.894.5969 877.894.5969 407.894.5970 fax

#### PROPOSAL FOR ENVIRONMENTAL SERVICES BANNON LAKES LITTORAL CREATION - MONITORING AND REPORTING BTC PROPOSAL No. 23-834

#### 1. MONITORING - BASELINE MITIGATION (50-0)

This task includes the initial set-up of monitoring data collection points as required by the governing agency. This task includes the required inspection, data compilation, photography, etc. **TOTAL PRICE:** \$2,800.00

#### MONITORING - BASELINE MITIGATION REPORT (50-1) Preparation of a Baseline Monitoring Report to record the results of the Baseline Monitoring Event. TOTAL PRICE: \$1,600.00

#### 3. MONITORING - ANNUAL MITIGATION (50-4)

Conduct the annual monitoring event of the mitigation area as required. This task includes the required inspection, data compilation, photography, etc. NOTES: Anticipating 3 events at \$1,600.00 each. TOTAL PRICE: \$4,800.00

#### 4. MONITORING - ANNUAL MITIGATION REPORT (50-6)

Preparation and submittal of an annual report detailing the monitoring events conducted in mitigation areas. This report will include all data and documentation necessary to meet the respective agency's permit conditions.

**NOTES:** Anticipating 3 events at \$1,200.00 each. **TOTAL PRICE:** \$3,600.00

#### 5. SJRWMD - ON-SITE MEETING (20-11)

BTC will meet with representatives from the St. Johns River Management District to review the site conditions.

**NOTES:** Anticipating up to 4 events ay \$1,200.00 each. **TOTAL PRICE:** \$4,800.00

#### 6. GENERAL PROJECT COORDINATION (65-0)

Project coordination will cover any requested reports, meetings, telephone calls, or other consultation as needed for the project.

Hourly Not to Exceed Total Price: \$3,200.00



INITIAL:	ql	_(BTC) _	(Client)
	1/		

#### Bio-Tech Consulting, Inc. <u>Time & Materials Schedule</u>

Expert Witness	\$350.00-\$400.00/Hour
President, John Miklos	\$250.00/hour
Vice President/Directors	\$175.00/Hour
Project Manager	\$150.00/Hour
Wildlife Specialist	\$140.00/Hour
Field Biologist	\$130.00/Hour
Field Technician	\$105.00/Hour
GIS	\$110.00/Hour
Administrative	\$65.00/Hour
Materials Cost	Cost + 12%

Bio-Tech Consulting's company policy requires that the Proposal for Services must be executed and returned via fax, email or post prior to initiation of any work associated with this scope and/or project. The client will only be billed for the tasks and/or hours completed. Fees and all other charges will be billed monthly or as the work progresses and the net amount shall be due at the time of invoicing. Any Time and Materials work is based on the above rates and any actual costs incurred. Any work requested outside of this Proposal for Services described above would require either an additional contract or authorization for Time and Materials. Please note that the hourly rates are subject to the current year's pricing. Any balance remaining unpaid after 30 days of initial invoicing will be subject to an interest charge of 12% APR (not to exceed the maximum rate allowable by law). The client agrees that any balance remaining unpaid after 90 days from the date of the initial invoicing shall be deemed in default. The client further agrees that any balance remaining unpaid after 90 days from the date of Collection Agency and/or an attorney, to pay all cost of collection, including but not limited to, all collection agency fees, attorney's fees, paralegal fees, court costs, and investigative fees. It is also agreed that if legal action is necessary to collect on the account, the State of Florida, Orange County, will retain jurisdiction and venue over the matter. Client confirms project limits as outlined/illustrated in this agreement, accepts the general conditions attached herein and agrees that Bio-Tech Consulting, Inc., and its staff and assigns, have full access to the identified property, for the purposes of completing the tasks identified in the above Proposal for Services.

#### **MUTUALLY UNDERSTOOD AND AGREED:**

John Miklos, President Bio-Tech Consulting, Inc.

Authorized Signatory

May 24, 2023

Date

Ton. 18,2024



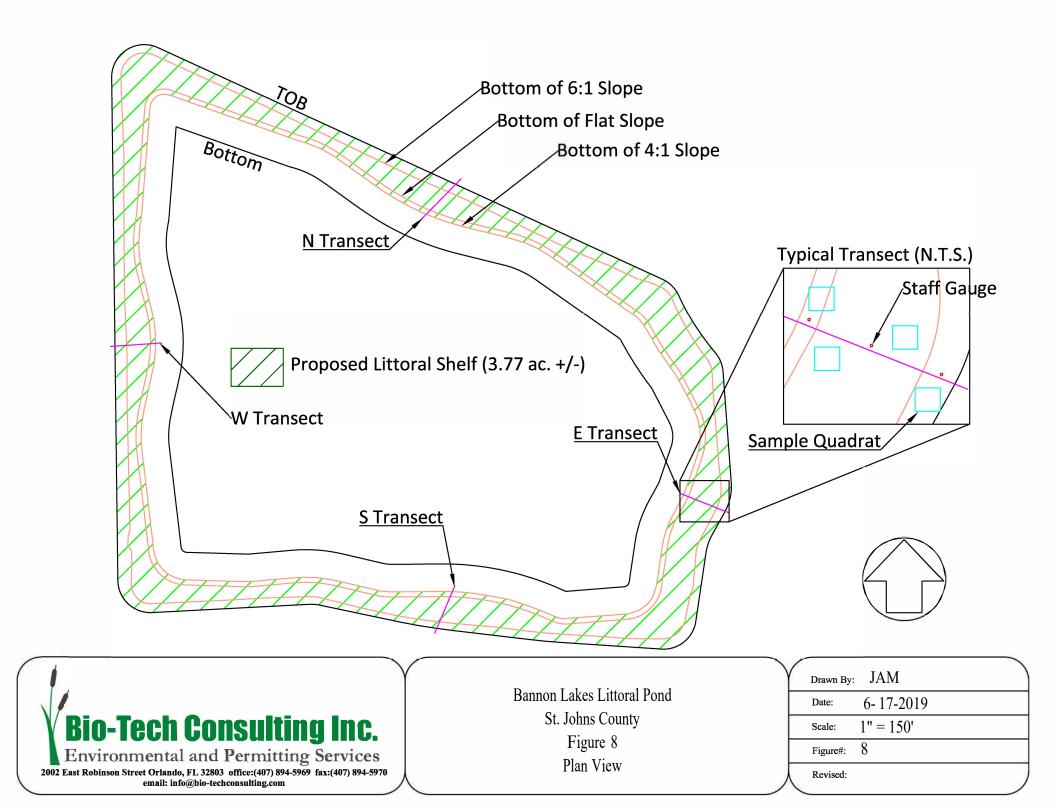
(Client)

Jim Oliver; Governmental Management Services, LLC Bannon Lakes Littoral Creation - Monitoring and Reporting (BTC Proposal # 23-834)

Billing Information:	Name:	
	Title:	
	Company:	
	Address:	
	Phone:	
	Cell:	
	Fax:	
	E-mail:	
		Please check here if you prefer to receive a paper invoice







#### **Bio-Tech Consulting, Inc.** <u>General Contract Conditions</u>

#### **SECTION 1: RESPONSIBILITIES**

1.1 Bio-Tech Consulting, Inc. heretofore referred to as the "Consultant" has the responsibility for providing the services described under the "Scope of Services" section. The work is to be performed according to accepted standards of care and is to be completed in a timely manner.

1.2 The "Client", or a duly authorized representative, is responsible for providing the Consultant with a clear understanding of the project nature and scope. The Client shall supply the Consultant with sufficient and adequate information, including, but not limited to, maps, site plans, reports, surveys and designs, to allow the Consultant to properly complete the specified services. The Client shall also communicate changes in the nature and scope of the project as soon as possible during performance of the work so that the changes can be incorporated into the work product.

#### **SECTION 2: STANDARD OF CARE**

2.1 Services performed by the Consultant under this Agreement are expected by the Client to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the Consultant's profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, expressed or implied, is made.

2.2 The Client recognizes that conditions may vary from those observed at locations where observations and analysis has occurred, and that site conditions may change with time. Data, Interpretations, and recommendations by the Consultant will be based solely on information available to the Consultant at the time of service. The Consultant is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.

#### **SECTION 3: SITE ACCESS AND SITE CONDITIONS**

3.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for the Consultant to perform the work set forth in this Agreement. The Client will notify any and allpossessors of the project site that Client has granted Consultant free access to the site. The Consultant will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur, and the correction of such damage is not part of this Agreement unless so specified in the Proposal.

#### SECTION 4: SAMPLE OWNERSHIP AND DISPOSAL

4.1 Any samples obtained from the project during performance of the work shall remain the property of the Client.

4.2 The Consultant will dispose of or return to Client all remaining samples 60 days after submission of report covering those samples. Further storage or transfer of samples can be made at Client's expense upon Client's prior written request.



#### **SECTION 5: BILLING AND PAYMENT**

5.1 Consultant will submit invoices to Client monthly or upon completion of services. Invoices will show charges for different personnel and expense classification.

5.2 Payment is due 30 days after presentation of invoice and is past due 31 days from invoice date. Client agrees to pay a finance charge of one percent (1%) per month, or the maximum rate allowed by law, on past due accounts.

5.3 If the Consultant incurs any expenses to collect overdue billing on invoices, the sums paid by the Consultant for reasonable attorney's fees, court costs, Consultant's time, Consultant's expenses, and interest will be due and owing by the Client.

#### **SECTION 6: OWNERSHIP OF DOCUMENTS**

6.1 All reports, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by the Consultant, as instruments of service, shall remain the property of the Consultant.

6.2 Client agrees that all reports and other work furnished to the Client or his agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose.

6.3 The Consultant will retain all pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to the Client at all reasonable times.

#### **SECTION 7: DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS**

7.1 Client warrants that a reasonable effort has been made to inform Consultant of known or suspected hazardous materials on or near the project site.

7.2 Under this agreement, the term hazardous materials will include hazardous materials (40 CFR 172.01), hazardous wastes (40 CFR 261.2), hazardous substances (40 CFR 300.6), petroleumproducts, polychlorinated biphenyls and asbestos.

7.3 Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Consultant and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work. Consultant and Client also agree that the discovery of unanticipated hazardous materials may make it necessary for Consultant to take immediate measures to protect health and safety. Client agrees to compensate Consultant for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous waste.

7.4 Consultant agrees to notify Client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client agrees to make any disclosures required by law to the appropriate governing agencies. Client also agrees to hold Consultant harmless for any and all consequences of disclosure made by Consultant which are required by governing law. In the event the project site is not owned by Client, Client recognizes that it is the Client's responsibility



to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials.

7.5 Notwithstanding any other provision of the Agreement, Client waives any claim against Consultant, and to the maximum extent permitted by law, agrees to defend, indemnify, and save Consultant harmless from any claim, liability, and/or defense costs for injury or loss arising from Consultant's discovery of unanticipated hazardous materials or suspected hazardous materials including any costs created by delay of the project and any cost associated with possible reduction of the property's value. Client will be responsible for ultimate disposal of any samples secured by the Consultant which are found to be contaminated.

#### SECTION 8: RISK ALLOCATION

8.1 Unless a Client specific certificate of liability insurance is requested at time of proposal acceptance, Client agrees that Consultant's liability for any damage on account of any error, omission or other professional negligence will be limited to a maximum of \$10,000.

#### **SECTION 9: INSURANCE**

9.1 The Consultant represents and warrants that it and its agents, staff and Consultants employed by it, is and are protected by or exempt from worker's compensation insurance and that Consultant has such coverage under public liability and property damage insurance policies which the Consultant deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Consultant agrees to indemnify and save Client harmless from and against loss, damage, or liability arising from negligent acts by Consultant, its agents, staff, and consultants employed by it. The Consultant shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance or the limits described in Section 8, whichever is less. The Client agrees to defend, indemnify and save consultant harmless for loss, damage or liability arising from acts by client, client's agent, staff, and other consultants employed by Client.

#### **SECTION 10: DISPUTE RESOLUTION**

10.1 All claims, disputes, and other matters in controversy between Consultant and Client arising out of or in any way related to this Agreement will be submitted to 'alternative dispute resolution' (ADR) such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law.

10.2 If a dispute at law arises related to the services provided under this Agreement and that dispute requires litigation instead of ADR as provided above, then: (a) the claim will be brought and tried in judicial jurisdiction of the court of the county where Consultant's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction, and (b) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim related expenses.



#### **SECTION 11: TERMINATION**

11.1 This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Consultant shall be paid for services performed pursuant to this agreement through the date of termination.

11.2 In the event of termination or suspension for more than (3) three months, prior to completion of all reports contemplated by this Agreement, Consultant may complete such analyses and records as are necessary to complete his files and also complete a report on the services performed to the date of notice of termination or suspension. The Consultant shall be entitled to payment for services for said completion, including all direct costs associated in completing such analyses, records and reports.

#### **SECTION 12: ASSIGNS**

12.1 Neither the Client nor the Consultant may delegate, assign, sublet or transfer his duties or interest in this Agreement without the written consent of the other party.

#### **SECTION 13: GOVERNING LAW AND SURVIVAL**

13.1 The laws of the State of Florida will govern the validity of these terms, their interpretation and performance.

13.2 If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this Agreement for any cause.



NINTH ORDER OF BUSINESS



Bannon Lakes



67

TENTH ORDER OF BUSINESS

#### **RESOLUTION 2024-02**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS BEGIN CONDUCTING THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, the Board of Supervisors of the District ("Board") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the St. Johns County Supervisor of Elections ("Supervisor") to conduct the District's elections by the qualified electors of the District at the general election ("General Election").

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

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by Art Lancaster and Seat 3, currently held by John Dodson, are scheduled for the General Election in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board are entitled to receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

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

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 7th day of February, 2024.

ATTEST:

#### BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: Form of Notice

#### EXHIBIT A

#### NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Bannon Lakes Community Development District will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at \_\_\_\_\_\_\_, Phone (\_\_\_) \_\_\_\_\_\_. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a "qualified elector" of the District, as defined in Section 190.003, *Florida Statutes*. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Bannon Lakes Community Development District has two (2) seats up for election, specifically seats 1 and 3. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections.

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

Publish on or before May 27, 2024.

ELEVENTH ORDER OF BUSINESS



Highland Products Group/The Park Catalog 931 Village Blvd Ste 905-354 West Palm Beach, FL 33409 Phone : 561-620-7878 Email : sales@theparkcatalog.com

**Shipping & Handling** 

Tax

**Grand Total** 

\$522.00

\$97.83

\$1,602.83

Bill to:	Ship to:	Quote Proposal	100793
Jeff Johnson	Jeff Johnson	Date of Proposal	Jan 2, 2024
Bannon Lakes Community Development	Bannon Lakes Community Development	Proposal valid until	Jan 31, 2024 (29 days)
District	District		<u>y</u> ( <u></u> )
435 Bannon Lakes Blvd	435 Bannon Lakes Blvd	Sales Rep: Cristy Clina	rd
St. Augustine, Florida, 32095	St. Augustine, Florida, 32095	cristy.clinard@thepark	catalog.com
United States	United States		
T: 904-759-8061	T: 904-759-8061		

This quote comes with our BEST PRICE GUARANTEE! If we are not your lowest delivered quote for equivalent product, we will BEAT it! (Exclusions may apply)

Product Image	Product Name	Item #	QTY	Price	Your Price	Discount	Subtotal
M	5 Bike Sonic Wave Rack (2 3/8" Heavy- Duty),Color=Telegray 4,Mounting Option=Surface Mount	536-1408-1-52	1	\$390.00	\$360.00	\$30.00	\$360.00
M	9 Bike Sonic Wave Rack (2 3/8" Heavy- Duty),Color=Telegray 4,Mounting Option=In-Ground Mount	536-1412-2-52	1	\$673.00	\$623.00	\$50.00	\$623.00
EDELOUT INC							
ACCESS	LUDES: NOTIFY BEFORE DELIVERY LIFT	GATE SERVICE RI	ESIDENT	TAL	Adjustment Subtotal	Quote	-\$80.00 \$983.00



Proposed Date	JANUARY 9, 2024
Expiration Date	FEBRUARY 9, 2024

# Southern Recreation

4060 Edison Avenue Jacksonville, Florida 32254 Phone 904-387-4390 Fax 904-387-4391 terry@southernrecreation.com www.southernrecreation.com

PROPOSE Jeff Johnson D TO Riverside Management (904) 759-8061 jjohnson@rmsnf.com PROJECT NAME: Bannon Lakes Amenity Center

BILL TO Same

SAL	ESPERSON	SHIPPING METHOD PA	AYMENT TERMS					
	Travis	Installed	50% Deposit					
QTY	ITEM #	UNIT PRICE	LINE TOTAL					
1ea.	625CSM		695.00					
1ea.	629CIG		895.00					

Subtotal	1,590.00
Tax Rate	.07
Tax	119.25
Freight	425.00
Installation	N/A
Total Due	2,134.25

Terms and Conditions and Required Signature on next page.

#### Southern Recreation, Inc. Terms and Conditions

**Payment A 50% deposit is required to begin project.** The deposit is non-refundable. If equipment is refused when delivery is attempted you will be responsible for any resulting charges. A signed terms and condition and payment of the deposit indicates that you are in full agreement with all terms and conditions of this proposal including the following: Prices are valid for 30 days. After 30 days, prices are subject to change without notice. Sales tax will be charged unless a copy of a valid Sales tax exemption certificate is presented.

Balance of monies are due immediately upon completion and acceptance by the owner of the equipment and installation. Installation, site work, drainage, equipment removal, building permits, engineered drawings, etc. as listed below are not included unless specifically noted on the proposal.

**Installation may include the following:** Permitting if required for the State of Florida - State Certified Contractor CBC1252594 Site Preparation to include equipment removal, excavation, grading and drainage Concrete work to include Curbing for containment and Sidewalks for accessibility

# Proposed Bike Racks

Location 1 – Adding an additional rack at the Fitness Center.





Location 2 – New Location near Dog Park at Front of Event Field



THIRTEENTH ORDER OF BUSINESS

D.



# Manager Report Amenities & Operations

# Date of report: 1/25/2024

# Submitted by: Diana Lambert

#### Amenity Manager Updates

#### **CLUBS/PROGRAMS ACTIVE AT BANNON LAKES**

- Monday: Pilates 10:00-11:00 am Mahjong 1:00pm-5:00pm Gift of Dance: 5:15pm-6:00pm (1/22-5/6)
- Tuesday: Book Club 7:00pm-10:00pm (2nd Tuesday) Robotics Club 4pm-5:30pm & 5:30pm-7:00pm (3<sup>rd</sup> Tuesday)
- Wednesday: Women's Card Club 1:00pm-5:00pm
  - Men's Card Club 5:30-9:00 pm
- Thursday: Pilates Class 10:00am-11:00am
   Games Club 1:00pm-5:00pm
  - Friday: Yoga 10:00am-11:00 am
- Saturday: Bunco 6:30-10:00 pm (3<sup>rd</sup> Saturday) adjusted as needed to accommodate resident reservations.
- Inspired St. Johns Craft Nights once every 2-3 months

## Follow-up Items

- Clubhouse Rentals Rented to 96 Residents in 2023
  - Possible Addition of Small Rental Fee
  - o Review Pool Party Impacts During Peak Season and Lack of Outdoor Rentable Space
- Summer Support Update Saturday 11am-3pm and Sunday 2pm-6pm

## **Upcoming & Completed Events**

- December 9th Sweet Treats w/ Santa & Mrs. Claus-62 Children Attended w/ Families.
- March 11-15 9:00am-3:00pm Robotics Camp
- March 23rd (March 30th Alternate Date) Spring Event w/ Easter Bunny

#### **Operations Manager Updates**

#### Completed Projects

- Impeller/Motor Replaced Plus Pump Housing Repaired
- New Pool Drain Grates Installed in Pool per State Regulations
- 10" Drain Handles in the Pool Pump Tank Replaced Ops Manager Replaced at n/c.
- New Landscaping Lighting Installed at the Front Entrance
- Buildings at Amenity Center and Entry Monuments/Fencing Professionally Power Washed
- Clubhouse Furniture and Rug Professionally Cleaned
- Patio Cushion and Pillow Covers Cleaned Ops Manager Cleaned at n/c.
- Patio Fans/Grills/Window Frames Painted Ops Manager Painted at n/c.
- Three Trees Felled into Preserve Two in Bridge Bay and One in The Preserve

## **Pending Projects**

- Onsite Staff Continues to Manage Increased Use of Amenity Center
- Continued Algae Maintenance in Ponds by Lake Doctors
- Onsite Staff Continues to Work to Deter the Ducks and Geese from the Amenity Center
- Fitness Center Treadmill Screen Replacement

## **Projects For Approval**

- Additional Bike Racks One more at Fitness Center and One Near Dog Park, at Front of Event Field
- Additional Security Cameras Per Presentation in Nov. 2023 CDD Meeting by Envera/Atlantic Security

## **Golf Cart Purchase Update**

- Tee Time Golf Carts Completed Street Legal Cart
- License Plate Tab Issued

SIXTEENTH ORDER OF BUSINESS

*A*.

Community Development District

# Unaudited Financial Reporting

December 31, 2023



# Table of Contents

1	Balance Sheet
2-3	General Fund
4-5	Month to Month
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8	Debt Service Fund Series 2022
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10	Capital Reserve Fund
11	Long Term Debt Report
12	Assessment Receipt Schedule
	Assessment Receipt Schedule
13	Check Register Summary

Community Development District Combined Balance Sheet

December 31, 2023

		General Fund	I	Debt Service Fund	Ca	pital Project Fund	Caį	oital Reserve Fund	Gove	Totals rnmental Funds
Assets										
Assets: Cash:										
Operating Account - Hancock	\$	636,280	\$	-	\$	-	\$	23,406	\$	659,685
Assessments Receivable			+	-	+	-	+		+	
Due from Other		-		-		-		-		-
Due from General Fund		-		437,402		-		-		437,402
Due from Capital Fund		28,354		-		-		-		28,354
Due from Developer		38,072		-		-		-		38,072
Investments:										
State Board of Administration (SBA)		1,957		-		-		44,241		46,198
Series 2016										
Reserve		-		370,625		-		-		370,625
Interest		-		-		-		-		-
Sinking		-		-		-		-		-
Revenue		-		81,647		-		-		81,647
Prepayment		-		-		-		-		-
Construction		-		-		-		-		-
<u>Series 2021</u>										-
Reserve		-		207,150		-		-		207,150
Interest		-		107		-		-		107
Prepayment		-		4		-		-		4
Revenue		-		19,710		-		-		19,710
Sinking		-		488		-		-		488
Construction		-		-		34,498		-		34,498
Series 2022								-		
Reserve		-		260,900		-		-		260,900
Revenue		-		10,031		-		-		10,031
Interest		-		11,778		-		-		11,778
Construction		-		-		1,098,319		-		1,098,319
Prepaid Expenses		-		-		-		-		-
Deposits		50		-		-		-		50
Total Assets	\$	704,712	\$	1,399,841	\$	1,132,817	#\$	67,647	\$	3,305,017
Liabilities:										
Accounts Payable	\$	17,091	\$	-	\$	-	\$	-	\$	17,091
Accrued Expenses		-		-		-		-		-
FICA Payable		-		-		-				
Due to Debt Service - Series 2016		186,356		-		-		-		186,356
Due to Debt Service - Series 2021		104,109		-		-		-		104,109
Due to Debt Service - Series 2022		146,937		-		-		-		146,937
Total Liabilites	\$	454,493	\$	-	\$	-	\$	-	\$	454,493
Fund Balance:										
Nonspendable:										
Deposits	\$	50	\$	_	\$	-	\$	-	\$	50
Restricted for:	φ	50	Φ	-	φ	-	φ	-	Ψ	50
Debt Service		-		1,399,841		-		-		1,399,841
Capital Project		_		-		1,132,817		-		1,132,817
Assigned for:						_,102,017				1,102,017
Capital Reserve Fund		-		-		-		67,647		67,647
Capital Reserves		_		-		-				
Unassigned		250,169		-		-		-		250,169
Total Fund Balances	\$	250,219	\$	1,399,841	\$	1,132,817	\$	67,647	\$	2,850,523
Total Liabilities & Fund Balance	\$	704,712	\$	1,399,841	\$	1,132,817	\$	67,647	\$	3,305,017
Total Liabilities & Pullu Balance	Þ	/04,/12	•	1,399,041		/		07,047	\$	3,303,017

**Community Development District** 

**General Fund** 

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

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 12/31/23	Thr	u 12/31/23	V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 775,170	\$	153,995	\$	153,995	\$	-
Special Assessments - Direct	20,398		20,398		72,301		51,903
Interest	800		200		27		(173)
Facility Revenue	300		75		-		(75)
Miscellaneous	-		-		-		-
Total Revenues	\$ 796,668	\$	174,668	\$	226,323	\$	51,655
Expenditures:							
<u>General &amp; Administrative:</u>							
Supervisor Fees	\$ 1,200	\$	300	\$	400	\$	(100)
PR-FICA	-	-	-		31		(31)
Engineering	4,000		1,000		-		1,000
Attorney	12,000		3,000		1,840		1,160
Annual Audit	3,725		-		-		-
Assessment Administration	7,950		7,950		7,950		-
Arbitrage Rebate	1,800		-		-		-
Dissemination Agent	9,010		2,253		2,252		0
Trustee Fees	13,545		5,862		5,862		-
Management Fees	52,088		13,022		13,022		(0)
Information Technology	1,908		477		477		-
Website Maintenance	1,272		318		318		-
Telephone	500		125		37		88
Postage & Delivery	500		125		207		(82)
Meeting Room Rental	2,200		563		563		-
Insurance General Liability/Public Officials	7,388		7,388		6,952		436
Printing & Binding	1,600		400		124		276
Legal Advertising	2,000		500		-		500
Other Current Charges	600		150		-		150
Office Supplies	400		100		1		99
Dues, Licenses & Subscriptions	175		175		175		-
Total General & Administrative	\$ 123,861	\$	43,707	\$	40,211	\$	3,496

**Community Development District** 

**General Fund** 

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

	Adopted	Pror	ated Budget		Actual			
	Budget	Thr	u 12/31/23	Thr	u 12/31/23		Variance	
\$	26,505	\$	26,505	\$	27,475	\$	(970	
	8,735		2,184		2,033		151	
	25,000		6,250		4,077		2,173	
	15,000		3,750		2,457		1,293	
	200		50		-		50	
	6,000		1,500		579		921	
	600		-		-		-	
	2,500		-		-		-	
	74.617		18.654		18.654		0	
							644	
							0	
							0	
							2,971	
							155	
							668	
							2,801	
							830	
							(1,496	
							-	
							1,225	
	1,500		375		409		(34	
					-		125	
	4,950		1,238		780		458	
\$	340,710	\$	108,031	\$	96,069	\$	11,962	
\$	3.000	\$	750	\$	-	\$	750	
			45.580		39.330		6,250	
							(1,865	
							57	
							1,925	
					2,775		500	
					2 725		268	
					2,735			
					2.7(0		1,250	
	-				2,769		982	
					-		1,250	
					5,683		5,942	
					-		1,000	
	3,084		771		-		771	
\$	332,096	\$	83,024	\$	63,945	\$	19,079	
\$	672,807	\$	191,055	\$	160,014	\$	31,042	
\$	796,668	\$	234,763	\$	200,225	\$	34,538	
\$	-	\$	(60,095)	\$	26,098	\$	86,193	
\$	-	\$	(60,095)	\$	26,098	\$	86,193	
		\$	(60,095)			\$	86,193	
<b>\$</b> \$	-	\$	(60,095)	<b>\$</b> \$	<b>26,098</b> 224,121	\$	86,193	
	\$ \$ \$ \$ \$	Виd get \$ 26,505 8,735 25,000 15,000 200 6,000 2,000 6,000 2,000 6,000 2,000 7,4,617 6,400 24,289 13,356 12,075 14,039 3,840 3,3604 45,000 10,000 5,000 7,000 1,500 5,000 7,000 1,500 5,000 4,950 3,84 3,840 3,84 3,840 3,84 3,840 3,84 3,84 3,84 3,84 3,84 3,84 3,84 3,85 3,000 3,084 3,84 3,84 3,84 3,84 3,85 3,000 3,84 3,84 3,84 3,85 3,000 3,84 3,84 3,84 3,84 3,85 3,000 3,84 3,84 3,84 3,84 3,84 3,85 3,000 3,84 3,84 3,85 3,000 3,84 3,84 3,84 3,85 3,000 3,84 3,84 3,85 3,000 3,84 3,84 3,85 3,000 3,84 3,84 3,85 3,000 3,84 3,84 3,85 3,000 3,84 3,84 3,85 3,000 3,84 3,84 3,85 3,000 3,84 3,85 3,85 3,000 3,84 3,85 3,85 3,000 3,84 3,85 3,85 3,000 3,84 3,85 3,85 3,000 3,84 3,85 3,85 3,000 3,84 3,85 3,85 3,85 3,85 3,85 3,85 3,85 3,85	Budget         Thr           \$         26,505         \$           8,735         25,000         15,000           15,000         200         6,000           6,000         2,500         1           74,617         6,400         24,289           13,356         12,075         14,039           14,039         3,840         33,604           45,000         10,000         5,000           7,000         1,500         500           4,9500         10,000         5,000           5,000         7,000         1,500           5,000         4,950         500           4,950         182,320         26,000           8,580         19,600         2,000           1,82,320         26,000         8,580           1,9600         2,000         15,000           1,9600         2,000         15,000           1,5,000         5,000         4,6,500           46,500         4,000         3,084           \$         33,084         \$           1,5,000         5,000         5,000           46,500         4,000         3,084           \$	Budget         Thru 12/31/23           \$         26,505         \$         26,505           8,735         2,184           25,000         6,250           15,000         3,750           200         50           6,000         1,500           6,000         1,500           2,500         6,000           6,000         1,600           2,500         6,072           3,356         3,339           12,075         3,019           14,039         3,510           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960           3,840         960	Budget         Thru 12/31/23         Thru           \$         26,505         \$         26,505         \$         26,505         \$           \$         8,735         2,184         25,000         6,250         15,000         3,750           200         50         6,000         1,500         3,750         200         50           6,000         1,500         3,750         2,500         -         -           74,617         18,654         6,072         3,339         -         -           13,356         3,339         3,510         3,340         960         -         -           14,039         3,510         3,840         960         -	Budget         Thru 12/31/23         Thru 12/31/23           S         26505         \$         26,505         \$         27,475           8735         2,184         2,033         2,500         6,250         4,077           15,000         3,750         2,457         2,00         50         -           200         50         -         -         -         -           200         50         -         -         -         -           2,500         -         -         -         -         -           2,500         -         -         -         -         -           2,500         -         -         -         -         -         -           2,500         1,500         1,600         -	Budget         Ihru 12/31/23         Ihru 12/31/23           \$         26.505         \$         26.505         \$         27.475         \$           \$         8.735         2.184         2.033         2.457         \$           \$         8.735         2.184         2.033         2.457         \$           \$         0.00         3.750         2.457         \$         \$           \$         0.00         3.750         2.457         \$         \$           \$         0.00         1.500         \$         \$         \$           \$         6.000         -         -         -         \$           \$         2.500         \$         \$         \$         \$           \$         6.000         -         -         -         \$           \$         6.000         1.000         \$         \$         \$           \$         74.617         18.654         18.654         \$           \$         74.617         18.654         18.654         \$           \$         3.840         960         2922         \$           \$         3.840         960         2925         \$<	

# **Bannon Lakes** Community Development District Month to Month

- \$ 153,9 - 72,3 - - - - <b>\$ 226,3</b> - - - - - - - - - - - - - - - - - - -
- 72,3 - - - <b>\$ 226,3</b> - <b>\$</b> 4 - - - 1,8 - - - 1,8 - - - - - - - - - - - - - - - - - - -
- \$ 226,3 - \$ 44 - 1,8 - 1,8 - 7,9 - 2,2 - 2,2 - 5,8
- \$ 226,3 - \$ 4 - \$ 4 - 1,8 - 1,8 - 7,9 - 2,2 - 2,2 - 5,8
- \$ 226,3 - \$ 44 - - 1,8 - - 1,8 - - - 7,9 - - - 2,2 - 5,8
- \$ 4 - - 1,8 - - 7,9 - - - 2,2 - 5,8
- \$ 4 - - 1,8 - - 7,9 - - - 2,2 - 5,8
- 1,8 - 7,9 - 2,2 - 2,8
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- 1,8 - 7,9 - 7,9 - 2,2 - 2,2 - 5,8
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- 2,2 - 5,8
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- 6,9
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- \$ 40,2
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-
- 18,6
- 9
- 9 - 6,0 - 3,3

# **Bannon Lakes** Community Development District Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Continued Amenity Center Expenditures													
Pool Chemicals	-	-	48	-	-	-	-	-	-	-	-		4
Janitorial	1,118	1,118	1,118	-	-	-	-	-	-	-	-		3,35
Janitorial Supplies	149	143	-	-	-	-	-	-	-	-	-		29
Facility Maintenance	-	2,800	2,800	-	-	-	-	-	-	-	-		5,60
Repairs & Maintenance	980	6,742	2,698	-		-		-	-	-	-	-	10,42
Special Events	2,033	922	1,040	-		-		-	-	-	-	-	3,99
Holiday Decorations	-	5,000		-		-		-	-	-	-	-	5,00
Fitness Center Repairs/Supplies	233	293		-		-		-	-	-	-	-	52
Office Supplies	13	47	348	-	-	-		-	-	-	-	-	40
ASCAP/BMI Licenses	-	-		-		-		-	-	-	-	-	
Pest Control	260	260	260	-	-	-	-	-	-		-	-	78
Subtotal Amenity Center Expenditures	\$ 45,451 \$	29,541 \$	21,077 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	96,06
Grounds Maintenance													
Hydrology Quality/Mitigation	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Landscape Maintenance	13,110	13,110	13,110	-	-	-	-	-	-	-	-		39,33
Landscape Contingency	326	1,320	6,719	-	-	-	-	-	-	-	-		8,36
Lake Maintenance	650	650	788	-	-	-	-	-	-	-	-		2,08
Grounds Maintenance	-	1,600	1,375	-		-		-	-	-	-	-	2,97
Pump Repairs	-	-		-		-		-	-	-	-	-	
Streetlights	912	912	912	-		-		-	-	-	-	-	2,73
Streetlight Repairs	-	-		-		-		-	-	-	-	-	
Irrigation Repairs	785	677	1,307	-	-	-		-	-	-	-	-	2,76
Miscellaneous	-	-	-	-	-	-		-	-	-	-	-	
Reclaim Water	1,982	1,937	1,765	-		-		-	-	-	-	-	5,68
Storm Cleanup	-	-		-		-		-	-	-	-	-	
Capital Reserve	-	-		-	-		-	-	-	-	-	-	
Subtotal Grounds Maintenance	\$ 17,764 \$	20,205 \$	25,975 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	63,94
Total Operations & Maintenance	\$ 63,215 \$	49,747 \$	47,052 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	160,014
Total Expenditures	\$ 90,203 \$	57,536 \$	52,486 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	200,22
					Ŷ		Ŷ	¥	÷		*	Ŷ	200,22
Excess (Deficiency) of Revenues over Expenditures	\$ (54,043) \$	12,006 \$	68,135 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	26,09
Total Other Financing Sources/Uses	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	
Net Change in Fund Balance	\$ (54,043) \$	12,006 \$	68,135 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	26,09

**Community Development District** 

**Debt Service Fund Series 2016** 

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

		Adopted	Pro	rated Budget		Actual		
		Budget	Thr	u 12/31/23	Thi	ru 12/31/23	V	ariance
Revenues:								
Special Assessments - Tax Roll	\$	741,000	\$	175,136	\$	175,136	\$	-
Special Assessments - Tax Roll - 2021-2		-		-		-		-
Special Assessments - Prepayments		-		-		-		-
Interest Income		7,000		1,750		9,469		7,719
Total Revenues	\$	748,000	\$	176,886	\$	184,605	\$	7,719
Expenditures:								
Interest - 11/01	\$	263,850	\$	263,850	\$	263,850	\$	-
Principal - 11/01		210,000		210,000		210,000		-
Interest - 5/01		259,125		-		-		-
Total Expenditures	\$	732,975	\$	473,850	\$	473,850	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$	15,025	\$	(296,964)	\$	(289,245)	\$	7,719
Other Financing Sources/(Uses):								
Transfer In/(Out)	\$	-	\$	-	\$	-	\$	-
Total Other Financing Sources/(Uses)	\$	-	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$	15,025	\$	(296,964)	\$	(289,245)	\$	7,719
Fund Dalanga, Daginning	\$	549,310			\$	927,872		
Fund Balance - Beginning	¢	549,310			Э	927,872		
Fund Balance - Ending	\$	564,335			\$	638,627		

**Community Development District** 

Debt Service Fund Series 2021

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

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 12/31/23	Thr	ru 12/31/23	V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 413,100	\$	98,444	\$	98,444	\$	-
Interest Income	4,000		1,000		3,896		2,896
Total Revenues	\$ 417,100	\$	99,444	\$	102,340	\$	2,896
Expenditures:							
Interest - 11/01	\$ 128,275	\$	128,275	\$	128,275	\$	-
Special Call - 11/01	-		-		5,000		(5,000)
Principal - 5/01	155,000		-		-		-
Interest - 5/01	128,275		-		-		-
Total Expenditures	\$ 411,550	\$	128,275	\$	133,275	\$	(5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 5,550	\$	(28,831)	\$	(30,935)	\$	(2,104)
Other Financing Sources/(Uses):							
Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-
Total Other Financing Sources/(Uses)	\$ -	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$ 5,550	\$	(28,831)	\$	(30,935)	\$	(2,104)
Fund Balance - Beginning	\$ 132,180			\$	362,503		
Fund Balance - Ending	\$ 137,730			\$	331,568		

**Community Development District** 

**Debt Service Fund Series 2022** 

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

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 12/31/23	Thr	ru 12/31/23	V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 521,800	\$	116,347	\$	116,347	\$	-
Interest Income	5,000		1,250		4,920		3,670
Total Revenues	\$ 526,800	\$	117,597	\$	121,267	\$	3,670
Expenditures:							
Interest - 11/01	\$ 175,084	\$	175,084	\$	175,084	\$	-
Principal - 5/01	170,000		-		-		-
Interest - 5/01	175,084		-		-		-
Total Expenditures	\$ 520,168	\$	175,084	\$	175,084	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$ 6,633	\$	(57,486)	\$	(53,816)	\$	3,670
Other Financing Sources/(Uses):							
Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-
Total Other Financing Sources/(Uses)	\$ -	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$ 6,633	\$	(57,486)	\$	(53,816)	\$	3,670
Fund Balance - Beginning	\$ 191,773			\$	483,462		
Fund Balance - Ending	\$ 198,406			\$	429,645		

#### **Community Development District**

Capital Projects Fund Series 2021 and Series 2022

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

	Series		Series	
		2021		2022
Revenues				
Interest Income	\$	424	\$	13,504
Total Revenues	\$	424	\$	13,504
Expenditures:				
Capital Outlay	\$	-	\$	-
Total Expenditures	\$	-	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$	424	\$	13,504
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$	-	\$	-
Total Other Financing Sources (Uses)	\$	-	\$	-
Net Change in Fund Balance	\$	424	\$	13,504
Fund Balance - Beginning	\$	34,073	\$	1,084,815
Fund Balance - Ending	\$	34,498	\$	1,098,319

**Community Development District** 

#### **Capital Reserve Fund**

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

	Adopted	Pror	ated Budget		Actual		
	Budget	Thru	12/31/23	Thr	u 12/31/23	V	ariance
Revenues							
Capital Reserve Transfer In	\$ 3,084	\$	-	\$	-	\$	-
POA Contribution	-		-		-		-
Interest	1,100		275		843		568
Total Revenues	\$ 4,184	\$	275	\$	843	\$	568
Expenditures:							
Repairs and Maintenance	\$ 40,000	\$	10,000	\$	15,109	\$	(5,109)
Other Service Charges	420		105		21		84
Total Expenditures	\$ 40,420	\$	10,105	\$	15,131	\$	(5,026)
Excess (Deficiency) of Revenues over Expenditures	\$ (36,236)			\$	(14,287)		
Other Financing Sources/(Uses)							
Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-
Total Other Financing Sources (Uses)	\$ -	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$ (36,236)			\$	(14,287)		
Fund Balance - Beginning	\$ 92,095			\$	81,934		
Fund Balance - Ending	\$ 55,859			\$	67,647		

**Community Development District** 

Long Term Debt Report

Series 2016 Spec	ial Assessment Bonds
Interest Rate:	4.5% -5.0%
Maturity Date:	11/1/2048
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$370,500
Reserve Fund Balance	370,625
Bonds Outstanding - 1/31/16	\$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)
Less: May 1, 2021	(\$30,000)
Less: November 1, 2021	(\$195,000)
Less: November 1, 2021 (Prepayment)	(\$25,000)
Less: May 1, 2022 (Prepayment)	(\$25,000)
Less: November 1, 2022	(\$200,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: November 1, 2023	(\$210,000)
Current Bonds Outstanding	\$10,410,000

#### Series 2021 Special Assessment Bonds

Interest Rate:	2.5% -4.0%
Maturity Date:	5/1/1951
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$206,550
Reserve Fund Balance	207,150
Bonds Outstanding - 1/20/21	\$7,415,000
Less: May 1, 2022	(\$150,000)
Less: May 1, 2023	(\$155,000)
Less: November 1, 2023 (Prepayment)	(\$5,000)

\$7,105,000

\$26,650,000

#### **Current Bonds Outstanding**

**Total Bonds Outstanding** 

Series 2022 Sp	ecial Assessment Bonds
Interest Rate:	2.875% -4.0%
Maturity Date:	5/1/1953
Reserve Fund Definition	50% of Maximum Annual Debt Servic
Reserve Fund Requirement	\$260,900
Reserve Fund Balance	260,900
Bonds Outstanding - 2/25/22	\$9,135,000
Less: May 1, 2024	\$0
Current Bonds Outstanding	\$9,135,000

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#### Bannon Lakes Community Development District FY23 Assessment Receipts

		SERIES 2016	SERIES 2021	SERIES 2022		
		DEBT	DEBT	DEBT		
		SERVICE	SERVICE	SERVICE	O&M	TOTAL
ASSESSED TO	# Units	ASMNT	ASMNT	ASMNT	ASMNT	ASMTS
PULTE HOME COMPANY LLC	295	-	-	520,037.80	144,601.76	664,639.56
SUBTOTAL ADMIN O&M	295	-	-	520,037.80	144,601.76	664,639.56
TAX ROLL ASSESSED	691	740,176.13	416,052.05	-	650,826.09	1,807,054.27
TOTAL ASSESSED	986	740,176.13	416,052.05	520,037.80	795,427.85	2,471,693.83
		SERIES 2016	SERIES 2021	SERIES 2022		
DUE / RECEIVED		DEBT	DEBT	DEBT		
	BALANCE DUE	SERVICE	SERVICE	SERVICE	O&M	TOTAL
		RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED
PULTE HOME COMPANY LLC	475,991.24	-	-	116,347.44	72,300.88	188,648.32
SUBTOTAL ADMIN O&M	475,991.24	-	-	116,347.44	72,300.88	188,648.32
TAX ROLL RECEIPTS	244,302.77	640,108.82	359,804.33		562,838.35	1,562,751.50

DIRECT INVOICES DUE IN INSTALLMENTS OF 25% DUE 10/15/23, 1/1/24, 4/1/24, 7/1/24

#### TAX ROLL RECEIPTS

		SERIES 2016	SERIES 2021	SERIES 2022		
		DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	O&M	TOTAL
ST JOHNS COUNTY DISTRIBUTION	DATE	RECEIVED	RECEIVED	RECEIVED	RECEIVED	RECEIVED
1	11/03/23	4,621.48	2,597.73	-	4,063.60	11,282.80
2	11/17/23	31,095.54	17,478.77	-	27,341.86	75,916.17
3	11/22/23	43,362.57	24,374.04	-	38,128.07	105,864.68
4	12/14/23	62,382.21	35,064.96	-	54,851.77	152,298.95
5	12/21/23	33,674.48	18,928.38	-	29,609.48	82,212.34
6	01/09/24	464,972.53	261,360.46	-	408,843.57	1,135,176.56
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL TAX ROLL RECEIPTS		640,108.82	359,804.33	-	562,838.35	1,562,751.50
PERCENT COLLECTED DIRECT		0.00%	0.00%	22.37%	50.00%	28.38%
PERCENT COLLECTED TAX ROLL		86.48%	86.48%	0.00%	86.48%	86.48%
PERCENT COLLECTED		86.48%	86.48%	22.37%	79.85%	70.86%



**Community Development District** 

Check Run Summary

# 10/1/23 - 12/31/23

Date	Check Numbers	Amount	Amount
General Fund			
10/1/23 - 10/31/23	1354-1377	\$57,761.44	
11/1/23 - 11/30/23	1378-1396	\$50,218.57	
12/1/23 - 12/31/23	1370-1390	\$31,210.21	
12/1/23-12/31/23	1397-1407	\$51,210.21	
	Total General Fund Checks		\$139,190.22
Capital Reserve			
12/1/23 - 12/31/23	31-33	\$15,109.35	
	Total Capital Reserve Checks		\$15,109.35
Autopayments			
10/10/23	Republic Services	\$192.78	
10/19/23	St Johns County Utility Dept	\$2,869.22	
10/23/23	AT&T	\$270.67	
10/23/23	AT&T	\$188.50	
10/25/23	FPL	\$2,635.75	
10/28/23	Wells Fargo Credit Card	\$678.42	
10/31/23	AT&T	\$217.95	
11/7/23	Republic Services	\$193.69	
11/20/23	St Johns County Utility Dept	\$2,692.37	
11/20/23	AT&T	\$271.58	
11/20/23	AT&T	\$188.50	
11/28/23	FPL	\$2,144.43	
11/20/24	FICA IRS Tax payment	\$61.20	
11/28/23	Wells Fargo Credit Card	\$2,044.61	
11/29/23	AT&T	\$217.95	
12/7/23	Republic Services	\$192.89	
12/19/23	St Johns County Utility Dept	\$2,578.61	
12/20/23	AT&T	\$271.58	
12/26/23	AT&T	\$188.50	
12/28/24	FPL	\$2,032.55	
12/28/23	AT&T	\$217.95	
12/28/23	Wells Fargo Credit Card	\$1,901.34	
	Total Paid Electronically		\$22,251.04

Total Paid Checks and Electronically

st Fedex Invoices will be available upon request

\$176,550.61

AP300R *** CHECK NOS.	001354-001407 E	ACCOUNTS PAYABLE PREPAID/COMPUTER ( BANNON LAKES - GENERAL FUND BANK A BANNON LAKES-GENERAL	CHECK REGISTER	RUN 1/31/24	PAGE 1
CHECK VEND# DATE	DATE INVOICE YRMO DPT ACCT#	SOD SODCLASS			CHECK AMOUNT #
10/10/23 00044	10/21/23 10212023 202310 320-57200- FALL FESTIVAL 10/21	49400	*	1,480.00	
	FALL FESTIVAL 10/21	BOUNCER, SLIDES, AND MORE INC.			1,480.00 001354
10/10/23 00107	9/14/23 AA09161 202309 320-57200- PREVENTATIVE MAINTENANCE				
10/10/23 00030	9/28/23 1131283 202309 320-57200-		*	160.00	
	SEPT PEST CONTROL				160.00 001356
10/10/23 00003	10/01/23 112 202310 310-51300-	-34000	*	4,340.67	
	OCT MANAGEMENT FEES 10/01/23 112 202310 310-51300-	-53000	*	106.00	
	OCT WEBSITE ADMIN 10/01/23 112 202310 310-51300-	-35100	*	159.00	
	OCT INFO TECH 10/01/23 112 202310 310-51300-	-31600	*	750.83	
	OCT DISSEM AGENT SERVICES 10/01/23 112 202310 310-51300-	3 -51000	*	.30	
	OFFICE SUPPLIES 10/01/23 112 202310 310-51300-	-42000	*	28.52	
	POSTAGE 10/01/23 112 202310 310-51300-	42500	*	34.65	
	COPIES 10/01/23 112 202310 310-51300-	-41000	*	33.64	
	TELEPHONE	GOVERNMENTAL MANAGEMENT SRVCS LL	C		5,453.61 001357
10/10/23 00003	9/30/23 109 202310 310-51300-	-31400	*	7,950.00	
	FY24 ASSESSMENT ROLL CERT	GOVERNMENTAL MANAGEMENT SRVCS LL	C		7,950.00 001358
10/10/23 00090	10/01/23 JAK10230 202310 320-57200-	- 45300	*	1,118.25	
	OCT MONTHLY CLEANING	JANI-KING OF JACKSONVILLE			1,118.25 001359
10/10/23 00078	10/04/23 3292721 202308 310-51300-	-31500	*	990.00	
	AUG GENERAL COUNSEL	KUTAK ROCK LLP			990.00 001360
10/10/23 00013	10/01/23 14264 202310 330-53800-	-46200	*	13,110.00	
	OCT LANDSCAPE MAINTENANCH	LANDCARE GROUP INC			13,110.00 001361

AP300R *** CHECK NOS.	001354-001407 YEAR-TO-DATE B B	ACCOUNTS PAYABLE PREPAID/COMPUTER ANNON LAKES - GENERAL FUND ANK A BANNON LAKES-GENERAL	CHECK REGISTER	RUN 1/31/24	PAGE 2
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
10/10/23 00013	8/31/23 14243 202308 330-53800- AUG IRRIGATION MAINT SRVC	46400	*	2,011.00	
		LANDCARE GROUP INC			2,011.00 001362
10/10/23 00013	9/18/23 14241 202309 330-57200- TREE REMOVED, SOD ADDED		*	852.00	
		LANDCARE GROUP INC			852.00 001363
10/10/23 00081	10/21/23 4307 202310 320-57200- 10/21 DJ BACK TO SCHOOL	49400	*	300.00	
		MICHAEL A. GILBERT DBA			300.00 001364
10/10/23 00019	9/25/23 13129561 202309 320-57200- SEPT POOL CHEMICALS	45210	*	872.20	
		POOLSURE			872.20 001365
10/10/23 00064	9/29/23 51265 202311 310-51300- 11/1/23 MEETING RM RNTL	46000	*	562.50	
		RENAISSANCE RESORT			562.50 001366
10/10/23 00014	10/01/23 188 202310 320-57200- OCT POOL MAINTENANCE	45200	*	1,113.00	
	10/01/23 188 202310 320-57200- OCT CONTRACT ADMIN	46001	*	2,024.08	
	10/01/23 188 202310 320-57200- OCT FACILITY MANAGEMENT		*	6,218.08	
		RIVERSIDE MANAGMENT SERVICES, I	NC		9,355.16 001367
10/10/23 00014	9/14/23 187 202308 320-57200- AUG FACILITY MAINTENANCE		*	1,975.00	
	9/14/23 187 202308 320-57200- AUG REPAIR & MAINTENANCE		*	2,848.94	
		RIVERSIDE MANAGMENT SERVICES, I	NC		4,823.94 001368
10/10/23 00014	9/30/23 189 202309 320-57200-	34100	*	1,402.75	
		RIVERSIDE MANAGMENT SERVICES, I	NC		1,402.75 001369
10/23/23 00080	10/17/23 101723 202310 320-57200- INSTALL RECEPTACLES	60000	*	450.00	
		ALFRED W. GROVER D.B.A.			450.00 001370
10/23/23 00092	9/01/23 5910128 202309 310-51300- NOTICE OF FY24 MEETINGS	48000	*	77.52	
		CA FLORIDA HOLDINGS LLC			77.52 001371

AP300R *** CHECK NOS.	001354-001407 H	ACCOUNTS PAYABLE PREPAID/COMPUTE BANNON LAKES - GENERAL FUND BANK A BANNON LAKES-GENERAL	R CHECK REGISTER	RUN 1/31/24	PAGE 3
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	. VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
10/23/23 00040	9/29/23 10SEPT 202309 310-51300 SERIES 2021 11/1 \$5K	-49000	*	100.00	
	SERIES 2021 11/1 ŞSK	DISCLOSURE SERVICES LLC			100.00 001372
10/23/23 00030	10/18/23 1133868 202310 320-57200- OCT PEST CONTROL	-54500	*	160.00	
		FREEDOM PEST CONTROL			160.00 001373
10/23/23 00030	10/18/23 1133967 202310 320-57200- OCT RODENT CONTROL	-54500	*	100.00	
		FREEDOM PEST CONTROL			100.00 001374
10/23/23 00030	10/16/23 1131362 202309 320-57200- SEPT RODENT CONTROL	-54500	*	100.00	
		FREEDOM PEST CONTROL			100.00 001375
10/23/23 00013	9/30/23 14354 202309 330-53800 SEP IRRIGATION MAINT SRV(	-46400	*	1,654.00	
	SEP INCIGATION MAINI SKV	LANDCARE GROUP INC			1,654.00 001376
10/23/23 00014	10/18/23 190 202309 320-57200- SEP FACILITY MAINT	-45100	*	4,040.00	
	10/19/22 100 202209 220-57200	-60000	*	134.76	
	SEP MAINTENANCE SUPPLIES	RIVERSIDE MANAGMENT SERVICES,	INC		4,174.76 001377
11/08/23 00001	10/02/23 89183 202310 310-51300 FY24 SPECIAL DISTRICT FE	- 7 4 0 0 0	*	175.00	
	FIZA SECTAL DISTRICT FE	FL DEPT OF ECONOMIC OPPORTUNIT	Y		175.00 001378
11/08/23 00003	11/01/23 110 202311 310-51300 NOV MANAGEMENT FEES	-34000	*	4,340.67	
	11/01/23 110 202311 310-51300- NOV WEBSITE ADMIN	-53000	*	106.00	
	11/01/23 110 202311 310-51300- NOV INFO TECH	-35100	*	159.00	
	11/01/23 110 202311 310-51300-		*	750.83	
	NOV DISSEM AGENT SERVICES 11/01/23 110 202311 310-51300- OFFICE SUPPLIES	-51000	*	.42	
	11/01/23 110 202311 310-51300- POSTAGE		*	8.82	
	11/01/23 110 202311 310-51300- COPIES	-42500	*	27.90	
		GOVERNMENTAL MANAGEMENT SRVCS	LLC		5,393.64 001379

AP300R *** CHECK NOS.	001354-001407	BA	CCOUNTS PAYABLE NNON LAKES - GEN NK A BANNON LAKE		CHECK REGISTER	RUN 1/31/24	PAGE 4
CHECK VEND# DATE	DATE INVOICE	EXPENSED TO YRMO DPT ACCT# S	VEN SUB SUBCLASS	DOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
11/08/23 00090	11/01/23 JAK11230	202311 320-57200-4 ITORIAL	5300		*	1,118.25	
			JANI-KING OF JA	CKSONVILLE			1,118.25 001380
11/08/23 00078	10/31/23 3298097				*	165.00	
			KUTAK ROCK LLP				165.00 001381
11/08/23 00017	11/01/23 135929B	202311 330-53800-4	6800		*	650.00	
		E MAINTENANCE 	LAKE DOCTORS, I	NC.			650.00 001382
11/08/23 00013		202310 330-57200-4 & BED CLEANING			*	326.00	
				INC			326.00 001383
11/08/23 00055	11/01/23 11110404				*	206.00	
	DEFIBRI		LIFESAFE SERVIC	ES LLC			206.00 001384
11/08/23 00014	10/31/23 192 OCT FAC	202310 320-57200-3			*	956.39	
	10/31/23 193	202310 320-57200-4 CIAL EVNT ASSIST	9400		*	235.32	
	OCI SFE		RIVERSIDE MANAG	MENT SERVICES, IN	С		1,191.71 001385
11/09/23 00062	8/25/23 1053272A RPR A/C				*		
	KFK A/C	ONII	THIGPEN HEATING	AND COOLING INC.			203.75 001386
11/13/23 00017	11/08/23 128761B				*		
			LAKE DOCTORS, I	NC.			650.00 001387
11/13/23 00014	11/01/23 191 NOV POO	202311 320-57200-4	5200		*	1,113.00	
	11/01/23 191	202311 320-57200-4 TRACT ADMIN			*	2,024.08	
	11/01/23 191	202311 320-57200-3 ILITY MANAGEMENT	4000		*	6,218.08	
	NOV FAC	IIIII MANAGEMENI	RIVERSIDE MANAG	MENT SERVICES, IN	С		9,355.16 001388
11/13/23 00032	11/03/23 11026				*	30.00	
		202311 320-57200-6	0000		*	75.00	
	55RVICE		ST JOHNS FIRE E	QUIPMENT INC			105.00 001389

AP300R *** CHECK NOS.	001354-001407	YEAR-TO-DATE I I	ACCOUNTS PAYABLI BANNON LAKES - GI BANK A BANNON LAI		CHECK REGISTER	RUN 1/31/24	PAGE 5
CHECK VEND# DATE	DATE INVOICE	EXPENSED TO YRMO DPT ACCT#	SUB SUBCLASS	ENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT #
	7/13/23 1052243 TRANE UI	NIT MAINTENANCE		NG AND COOLING INC.	*	272.50	272.50 001390
	11/05/23 8594		 - 45920		· *	5,000,00	
,,	HOLIDAY 11/05/23 8594 SPECIAL	DECORATIONS 202311 320-57200-			*	76.22	
	Drectal	EVENIS	ANYTHING UNDER	R THE SUN SERVICES,	LLC		5,076.22 001391
11/28/23 00013	10/31/23 14426 OCT IRR	202310 330-53800-			*	784.50	
	001 114		LANDCARE GROUI	P INC			784.50 001392
11/28/23 00013	11/01/23 14381 NOV LANI		-46200			13,110.00	
				P INC			13,110.00 001393
11/28/23 00013	11/21/23 14438 TREE REE	202311 330-57200-	-46210		*	1,320.00	
			LANDCARE GROUI	P INC			1,320.00 001394
11/28/23 00082	11/14/23 265 PRESSURI	202311 320-57200-	-60000		*	4,200.00	
			JAMES M TETER	DBA MY CLEAN ROOF,	LLC		4,200.00 001395
	11/10/23 194 REPAIRS	202311 320-57200-			*	1,515.84	
	11/10/23 194		-46100		*	1,600.00	
	11/10/23 194 FACTLITT	202311 320-57200- Y MAINTENANCE			*	2,800.00	
	11101111		RIVERSIDE MANA	AGMENT SERVICES, IN	IC		5,915.84 001396
	12/11/23 12112023 SANTA EV	202312 320-57200-			*	240.00	
			DIANA LAMBERT				240.00 001397
12/18/23 00030	11/22/23 1135698 NOV PES	202311 320-57200-	-54500		*	100.00	
			FREEDOM PEST (	CONTROL			100.00 001398
	12/01/23 111 DEC MANA	202312 310-51300-			*	4,340.67	
	12/01/23 111 DEC WEBS	202312 310-51300-	-53000		*	106.00	

AP300R \*\*\* CHECK NOS. 001354-001407

#### YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 1/31/24 PAGE 6 BANNON LAKES - GENERAL FUND BANK A BANNON LAKES-GENERAL

CHECK VEND# .....INVOICE..... ...EXPENSED TO... DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS VENDOR NAME STATUS AMOUNT ....CHECK.... AMOUNT # \* 202312 310-51300-35100 159.00 12/01/23 111 DEC INFO TECH 12/01/23 111 202312 310-51300-31600 \* 750.83 DEC DISSEM AGENT SERVICES 12/01/23 111 202312 310-51300-51000 \* .57 OFFICE SUPPLIES 12/01/23 111 202312 310-51300-42000 \* 11.97 POSTAGE 12/01/23 111 202312 310-51300-42500 \* 61.05 COPIES \* 12/01/23 111 202312 310-51300-41000 3.80 TELEPHONE GOVERNMENTAL MANAGEMENT SRVCS LLC 5,433.89 001399 \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ 12/18/23 00090 12/01/23 JAK12230 202312 320-57200-45300 \* 1,118.25 DEC JANTTORTAL 1,118.25 001400 JANI-KING OF JACKSONVILLE 12/18/23 00078 12/06/23 3323196 202310 310-51300-31500 \* 595.00 OCT GENERAL COUNSEL KUTAK ROCK LLP 595.00 001401 \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ 12/18/23 00017 12/01/23 142524B 202312 330-53800-46800 \* 788.00 DEC LAKE MAINTENANCE 788.00 001402 LAKE DOCTORS, INC. . . . . . . . . . . . . 12/18/23 00013 12/01/23 14451 202312 330-53800-46200 \* 13,110.00 DEC LANDSCAPE MAINTENANCE 13,110.00 001403 LANDCARE GROUP INC \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ 12/18/23 00110 10/25/23 F 23-032 202310 320-57200-60000 \* 264.11 FURNITURE & MATERIALS MICAMY DESIGN STUDIO LLC 264.11 001404 \* 12/18/23 00019 12/11/23 13129561 202312 320-57200-45210 47.85 POOL CHEMICALS 47.85 001405 POOLSURE \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ 12/18/23 00014 12/01/23 195 202312 320-57200-45200 \* 1,113.00 DEC POOL MAINTENANCE 12/01/23 195 202312 320-57200-46001 2.024.08 DEC CONTRACT ADMIN 12/01/23 195 202312 320-57200-34000 \* 6,218.08 DEC FACILITY MANAGEMENT RIVERSIDE MANAGMENT SERVICES, INC 9,355.16 001406 

AP300R *** CHECK NOS.	001354-001407	BANNO	UNTS PAYABLE PREPAID/COMPUTE N LAKES - GENERAL FUND A BANNON LAKES-GENERAL	R CHECK REGISTER	RUN 1/31/24	PAGE 7
CHECK VEND# DATE	DATE INVOICE	EXPENSED TO YRMO DPT ACCT# SUB	VENDOR NAME SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
12/18/23 00026		202311 310-51300-4200 N AD VALOREM NTCE	0	*	157.95	
	2023 NO.		. JOHNS COUNTY TAX COLLECTOR			157.95 001407
			TOTAL FOR BA	ANK A	138,986.47	
			TOTAL FOR R	EGISTER	138,986.47	

					Invo	ice	
	BONCER	Bouncers,	Bouncers, Slides, and More Inc.			<u>Date</u> : October 21st, 2023	
	No.	1915 Bluebonnet Way Fleming Island, FL			Invoice Number: 10212023.11		
	LUE						
	8	32003					
	M D XE						
	<u>Name / Address</u>	Additiona	al Details: 1	.1a-2p			
	<u>Attn:</u> Diana Lambert						
	Bannon Lakes						
	435 Bannon Lakes Blvd.						
	St Augustine, FL 32092						
	BannonManager@RMSNF.c						
	Description	Quantity	<u>Rate</u>	<u>Discount</u>	<u>Subtotal</u>	<u>Extended</u>	
1	Dual Lane Hamster Ball Track	1	\$650.00	10%	\$550.00	\$550.00	
2	Wipeout Big Balls	1	\$650.00	15%	\$500.00	\$500.00	
3	Soccer Kick	1	\$250.00	20%	\$200.00	\$200.00	
4	Bounce House	1	\$160.00	15%	\$130.00	\$130.00	
5	Generator	2	\$100.00	50%	\$50.00	\$100.00	
6							
7							
8							
9							
10							
11							
12							
13							
14	····						
15							
16							
17							
18						-	
19							
20	<u> </u>						
Com	<u>ments</u> :	Subtotal				\$1,480.00	
		Sales Tax	(0.0%)			N/A	
		Total				\$1,480.00	

001-320-57200-49400 Fall Festival 10/21

# Commercial Fitness Products

# Invoice

	Constant -			Date	Invoice #
5034 N Hiatus Road	954-747-5128	Phone	Γ	9/14/2023	AA09161
Sunrise, FL 33351	954-747-5131	Fax	_		
Sold To			Ship To		
Bannon Lakes				Bannon Lakes	

Attn: Manager A/P 435 Bannon Lakes Blvd. St. Augustine, FL 32095

Attn: Manager A/P 435 Bannon Lakes Blvd. St. Augustine, FL 32095

Rep	Account #	Sales Order No	Ship Date	Purchase Order #	Terms	Due Date
EC/HA	BL435	PM Plan	9/14/2023	PM Plan	Net 30	10/14/2023
Qty	Item Co	de	Descript	lion	Price Each	Amount
1	Preventative Main	Inspect exterior manufa Appr Dian	ative Maintenance Visit for safety, thoroughly cl , lubricate and adjust in cturers' specifications. oved 9.28.23 a Lambert ss Center Repairs 1	ean on interior as well as accordance to	300.00	300.00
Thank y	ou for your busine	ssl	<u> </u>	Total		\$300.00
				Payments/Credit	s	\$0.00
				Balance Due		\$300.00

			Servic	e Slip/In	voice
904- INFO@ 3600	EEDOM 272-BUGS (2847) PREEDOMPESTCONTROLFLCOM Peoria Rd. Suite 103 ge Park, FL 32065		INVOICE: DATE: ORDER:	1131283 9/28/2023 1131283	
Biff To:	[106210] Bannon Lakes CDD Bannon Lakes Resident's Club 435 B Bannon Lakes Blvd St. Augustine, FL 32092	Work Location:	[106210] Bannon Lakes CDD Bannon Lakes Resi 435 B Bannon Lake St. Augustine, FL 32	dent's Club s Blvd	
Work Date 9/28/2023 Purc	chase Order Terms Last Se	echnician 2MARCUS Irvice Map Code /2023		92 JE276424	Time In 02:20 PM Time Out 03:47 PM
MONTHLY	Service Monthly Pest Control	Description		JBTOTAL	Price \$160.00 \$160.00
			A	AX MT. PAID OTAL	\$0.00 \$0.00 \$160.00
			▲ 1-320-572 ept Pest Co		\$160.00
	Approved 10.9.23 Diana Lambert Pest Control 1.320.57200.545	500			
	1 Gat Ophilor 1.320.37200.34				
of the lesse	intstanding over 30 days from the date of service may be subject to a late fee er of 1.5% per month (18% per year) or the maximum allowed by low, agrees to pay accured expenses in the event of collection.	, mi .ee	via linew ledge the second certo pay the cost of our tr	actory completion of a dees as specified above	ll sa de estendared e
	FLEASE PAY F	ROM THIS INVOIC	*.		

#### **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

## Invoice

Invoice #: 112 Invoice Date: 10/1/23 Due Date: 10/1/23 Case: P.O. Number:

Description Management Fees - October 2023 Website Administration - October 2023 Information Technology - October 2023 Dissemination Agent Services - October 20 Office Supplies Postage Copies Telephone	001-310-51300-34000 001-310-51300-33000 001-310-51300-35100 23 001-310-51300-31600 001-310-51300-51000 001-310-51300-42000 001-310-51300-42500 001-310-51300-41000	Hours/Qty	Rate 4,340.67 106.00 159.00 750.83 0.30 28.52 34.65 33.64	159.00 750.83 .0.30 28.52 34.65
		Total Pavm	ents/Credits	\$5,453.61
		Balar	nce Due	\$5,453.61

Bill To: Bannon Lakes CDD 475 West Town Place

Suite 114 St. Augustine, FL

#### **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

Bannon Lakes CDD 475 West Town Place

Bill To:

Suite 114 St. Augustine, FL

## Invoice

Invoice #: 109 Invoice Date: 9/30/23 Due Date: 9/30/23 Case: P.O. Number:

Hours/Qty Rate Amount Description 7,950.00 7,950.00 Assessment Roll Certification - FY 2024 Assessment Administration - 1.310.51300.31400 \$7,950.00 Total \$0.00 **Payments/Credits** \$7,950.00 **Balance Due** 



Remit To: JANI-KING OF JACKSONVILLE 5700 ST. AUGUSTINE ROAD JACKSONVILLE FL 32207 (904) 346-3000

Sold To: BANNON LAKES For: Same as Sold To

For:

Same as Sold To

435 BANNON LAKES BLVD

ST AUGUSTINE FL 32095

Make All Checks Payable To: JANI-KING OF JACKSONVILLE RETURN THIS PORTION WITH YOUR PAYMENT

#### JANI-KING OF JACKSONVILLE Commercial Cleaning Services

(904) 346-3000



Sold To: BANNON LAKES 435 BANNON LAKES BLVD ST AUGUSTINE FL 32095

Invoice No	Date	Cust No	Sismn No	PO Number	Franchisee Due Date			
JAK10230277	10/01/2023	486021	CRISTINA TRELLE		KINGDOM	KINGDOM HANDS INVESTMENTS, LLC		
Quantity			Description	<u> </u>	innini = 1	Unit Price	Ext	ended Price
1	Approve Diana La	d 9.28.23 ambert	CT BILLING AMO		DBER	1118.25	1118.25	
						Amount of Sale		\$ 1,118.25
						Sales Tax \$ 0.0		
			e All Checks Payable KING OF JACKSON		<b>Total</b> \$ 1,118			\$ 1,118.25

#### KUTAK ROCK LLP

**TALLAHASSEE, FLORIDA** Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

October 4, 2023

Check Remit To: Kutak Rock LLP PO Box 30057 Omaha, NE 68103-1157

ACH/Wire Transfer Remit To: ABA #104000016 First National Bank of Omaha Kutak Rock LLP A/C # 24690470 Reference: Invoice No. 3292721 Client Matter No. 2723-1 Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver Bannon Lakes CDD Governmental Management Services – St. Augustine Suite 114 475 West Town Place St. Augustine, FL 32092

Invoice No. 3292721 2723-1

#### Re: General Counsel

For Professional Legal Services Rendered

08/01/23 08/02/23	W. Haber W. Haber	0.70 2.40	192.50 660.00	Prepare for Board meeting Prepare for and participate in Board meeting
08/11/23	W. Haber	0.50	137.50	Review correspondence regarding property usage; confer with Oliver and Fulks regarding same

3.60

TOTAL HOURS

TOTAL FOR SERVICES RENDERED

TOTAL CURRENT AMOUNT DUE

\$990.00 <u>\$990.00</u>

001-310-51300-31500 Aug General Counsel



Invoice

Invoice #	Date	Terms Net 30	
3 14264	10/1/2023		
5	10/1/2023	Net 30	

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

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 Approved 10/2/23 Diana Lambert Landscape Maintenance 1.330.53800.46200 Oct Landscape Maintenance	1	13,110.00	13,110.00
		Total	\$13110.00
Attn. Diana Lambert		Payments/C	redits \$0.00
	F	Balance	Due \$13,110.00



Irrigation - Landscape - Maintenance

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

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

Project		F	Project #
Bannon Lakes CDD		M101	
Description	Quantity	Rate	Amount
Irrigation Maintenance Service for August - see attached list. Approved 9.28.23 Diana Lambert Irrigation Repairs 1.330.53800.46400 Aug Irrigation Maint Srvc		2,011.00	2,011.00
		Total	\$2,011.00
Attn. Diana Lambert	-	Payments/Credit	
	F	Balance Due	

 Date
 Invoice #

 8/31/2023
 14243

Terms

Net 30



#### Bannon Lakes CDD

Date	Location	Description	<u>Material</u>	Labor	Ţ	otal Cost
8/31	Bannon Lakes Blvd. Amenity Center	(14) 6Ps, (15) MPRs 6P, nozzle, (4) 1-station RB decoders, (4) RB solenoids, Hunter solenoid, (26) DBYs, 15 ft. 2-wire	\$254.50 \$1,224.50	• • • • • • •	\$ \$	406.50 1,604.50
				Total Due	\$	2,011.00

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Invoice

madul d'el dep	
ation • Landscape • Maintenance	
35 Enterprise Drive	
Bunnell, FL 32110	
(386) 586-3321	
. ,	

Terms	Date	Invoice #
Net 30	9/18/2023	14241

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

Project			Project #
Oak Tree Removal			M101
Description	Quantity	Rate	Amount
Removal & stump grinding of an Oak tree struck by lightning on Bannon Lakes Parkway, and replacement of sod to cover the tree ring			
Tree Removal Service	1	720.00	720.00
Sod, St. Augustine, Per Piece (2.66 sq. ft.)	16	3.50	56.00
Labor, General	2	38.00	76.00
CHANGE ORDER #1 September 18, 2023 > Decreased quantity of St Augustine Pc from 25 to 16. Decreased price of St Augustine Pc from \$87.50 to \$56.00. (-\$31.50) Total change to estimate -\$31.50 Approved 9.28.23 Diana Lambert Landscape Contingency1.330.57200.46210 Remove tree, Sod Added			
		Total	\$852.00
Attn. Diana Lambert		Payments/C	redits \$0.00
		Balance	Due \$852.00



P.O. Box 23766 Jacksonville, FL. 32241 (904) 607-7111

TO: Bannon Lakes CDD 475 W. Town Place Ste 114 St. Augustine, FL 32092 Diana will pickup at the St. Augustine Office



INVOICE #4307

FOR: MC/DJ Member Event Back to School

	DESCRIPTION	HOURS	RATE	AMOUNT
10/21/23	MC/DJ Member Back to School	11am-2pm		\$450.00
	Credit From Previous Rainout			- \$150.00
				<b></b>
			TOTAL	\$300.00

001-320-57200-49400 10/21 DJ Back to School Evt

Make all checks payable to MagnetiX DJ Services.

Thank you for your business!

-poo	sure	) Invoice		Date Invoice	:# 1	9/25/2023 31295618003
1707 Townhurst			Terms	Net 20		
Houston TX 770	13		Due Date	10/15/2023		
ar@poolsure.cor 800-858-POOL (	n 7665)	·	PO #			
www.poolsure.co		Deli	ivery Ticket #	Sales Order #	1346028	
·			Delivery Date	9/19/2023		
			very Location	Bannon Lakes	s Pool	
Bill To			Customer #	13BAN025		
Riverside Manager Bannon Lakes CDI			AZ License #	#331721		
9655 Florida Minning Blvd West bldg 300 suite 305 Jacksonville FL 32257 LATE FEE: This constitutes notice under the truth in lend month late charge and attorney fees.		ling act that any accounts re	Ship To maining unpaid af	St. Augustir	n Lakes Blvd ne FL 32095	1/2% per
Item ID	Item		Quantity	Units	Rate	Amount
115-300	Bleach Minibulk Delivere	d	250	) gal	2.77	692.50
160-050	Pool Acid bulk by Gallon		3(	) gal	3.19	95.70
135-010	Sodium Bicarbonate 50#			3	28.00	84.00
	Approved 9.28.23 Diana Lambert Pool Chemicals 1 Sept Pool Chemic	.320.57200.45210				

872.20 0.00 872.20 \$872.20 Subtotal Shipping Cost (FEDEX GROUND) Total Amount Due

**Remittance Slip** 

Customer 13BAN025

Invoice # 131295618003



\$872.20

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



500 South Legacy Trail St Augustine FL 32092 Phone 904-940-8000 Invoice **#51265** Date **9/29/2023** 

INVOICE

#### Customer

NameBannon Lakes CDD MeetingAttnSarah SweetingAddress475 W Town PI Suite 114CitySt Augustine, FL

Qty	Description		Charged
1	Meeting Room Rental - Event Date 11/01/2	2023	\$450.00
·	25% Service Charge		\$112.50
	Bannon Lakes Community Deve	elopment District	
	Exempt #85-801716604		
		1.310.51300.46000	
		11/1/23 Meeting RM RNTL	
		SUB-TOTAL	\$562.50
	ayment Details	$\mathbf{h}$	
C		Amount Due	\$562.50
	Credit Card		
e	<sup>y</sup> Check		

## **Riverside Management Services, Inc**

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

## Invoice

Invoice #: 188 Invoice Date: 10/1/2023 Due Date: 10/1/2023 Case: P.O. Number:

Bill To: Bannon Lakes CDD 9655 Florida Mining Bivd W Sulte 305 Jacksonville, FL 32257

Description	Hours/Qty	Rate	Amount
1.320.57200.45200 - Pool Maintenance Services - October 2023 1.320.57200.46001 - Contract Administration - October 2023 1.320.67200.34000 - Facility Management - Bannon Lakes - October 2023		1,113.00 2,024.08 6,218.08	1,113.00 2,024.08 6,218.08
Juny Landert 10-4-23			
	Total	1	\$9,355.16
	Payme	nts/Credits	\$0.00
	Balanc	e Due	\$9,355.16

#### **Riverside Management Services, Inc**

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

## Invoice

Invoice #: 189 Invoice Date: 9/30/2023 Due Date: 9/30/2023 Case: P.O. Number:

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

Facility Assistant through September 2023       56.11       25.00         1,330,51300,34100       611       10         4       10-9-33       10         Total       Payments/Credits	Hours/Qty Rate Ar	mount
Total	56.11 25.00 1	mount 1,402.75
Total	nt	
Payments/Credits	Total \$1,	,402.75
Balance Due		\$0.00 402.75,

#### BANNON LAKES CDD

#### FACILITY ASSISTANT INVOICE DETAIL

Quantity	Description	Rate	Amount
56.11	Facility Assistant	\$ 25.00	\$1,402.75
	Covers September 2023		
	TOTAL DUE:	•	\$1,402.75

Facility Assistant 1.320.57200.34100

#### BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT FACILITY ASSISTANT BILLABLE HOURS THROUGH SEPTEMBER 2023

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Date	Hours	Employee	Description
9/2/23	4.03	D.S.	Completed daily checklist and returned calls and emails
9/3/23	4.15	D.S.	Completed daily checklist and returned calls and emails
9/9/23	5.77	D.S.	Event - Set Up, Assist and Clean Up
9/16/23	2,03	L.H.	Completed daily checklist and returned calls and emails
9/18/23	8,15	L.H.	Completed daily checklist and returned calls and emails
9/19/23	7.98	L.H.	Completed daily checklist and returned calls and emails
9/20/23	7.97	L,H.	Completed daily checklist and returned calls and emails
9/21/23	8.03	L,H.	Completed daily checklist and returned calls and emails
9/22/23	8	LH.	Completed daily checklist and returned calls and emails
		-	
TOTAL	56.11	_	

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#### **Riverside Management Services, Inc**

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

## Invoice

Invoice #: 187 Invoice Date: 9/14/2023 Due Date: 9/14/2023 Case: P.O. Number:

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, 2023 Maintenance Supplies Facility Maint #1,975° 1.300.57200.45100 Repair + Maint \$2.848 <sup>14</sup> 1.300.57200.60000	4,605.6 218.2	5 4,605.65
Jury Lanlut 9-19-23		
	Total	\$4,823.94
	Payments/Credits	\$0.00
	Balance Due	\$4,823.94

Date	<u>Hours</u>	Employee	Description
8/1/23	<b>6.8</b>	M.C.	Straightened and organized all pool deck and patio furniture, assembled chair for resting along path, emptied and restocked all dog waste receptacles, checked and changed all trash receptacles, removed debris from around amenity center, pool, field, parking lot and roadways
8/2/23	7.5	M.C.	Reattached zip ties from fallen windscreen, straightened and organized tables, chairs and umbrellas, removed debris along roadways, brushed water away from dog park, installed bench along asphalt path, checked and changed dog waste receptacies as needed, checked an changed trash receptacies as needed
8/3/23	6,2	M.C,	Moved fumiture in clubhouse for yoga class, cleaned new bench and made a couple of minor adjustments for use, checked windscreens and used a couple of zip ties to secure them, blew leaves and debris off courts and walkways, straightened and organized all tables, chairs and umbrelias, removed debris around pool deck, courts and amenity center, emptied and restocked all waste receptacles
8/7/23	6	J.J,	Straightened and organized all pool deck and patio furniture, organized office, removed debris around amenity center, pool deck, walkways, field, sport courds, parking lot and roadways, checked and changed all trash receptacles, emplied and restocked all dog waste receptacles, set up and broke down furniture for events in clubhouse
8/8/23	8	J.S.	Pressure washed gym building and middle curbing, checked and changed all trash receptacles as needed
8/10/23	8	J.8.	Straightened and organized all pool deck and patio furniture, rearranged clubhouse furniture and put back, emptied and restocked dog waste receptacles, removed debris around clubhouse, pool area, gym area, tennis courts, dog park, walkways and parking lot, cleaned all the outside gym windows, changed out two lightbuibs in women's bathroom, removed stain from sidewalk
8/11/23	6	J.J.	Blew leaves and debris off tennis courts and basketball courts, straightened and organized all pool deck and patio furniture, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris around amenity center
8/14/23	5.77	J.J.	Fixed women's tolled, organized office, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, basketball courts, tennis courts, field and parking lot, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
8/15/23	6	J.S.	Pressure washed front patio, back patio and pool deck furniture, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, playground area, walkways and dog park, removed debris around dog park, playground area, gym area, pool area and parking lot
8/17/23	8	J.S.	Sprayed geese repellant over event field, relocated coyotes around different beds, removed debris around dog park, pool area, pickleball courts and playground area, emplied and restocked dog waste receptacies, blew leaves and debris off pool deck, tennis courts, pickleball courts and basketbail courts, rearranged furniture in meeting room and put furniture back after class was done, straightened and organized pool deck and patio furniture
8/18/23	5.32	J,J.	Straightened and organized all pool deck and patio furniture, organized and cleaned office and supply room, removed debris around amenity center, pool deck, courts and parking lot, blaw leaves and debris off courts and walkways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
8/21/23	5	J.J.	Changed lightbuibs, fixed dumpster door, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, basketball courts, tennis courts, field and parking lot, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
8/22/23	8	J.S.	Removed tape stains from door and walls of meeting room, put furniture back from class in the meeting room, raked mulch on ruts under swings, streightened and organized pool deck and patio furniture, removed debris around roadways, pool area, tennis courts, playground area, basketball park and event field, removed trash off Duran Street and put concrete cover back on television box, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
8/24/23	8	J.S.	Straightened and organized all pool deck and patio furniture, cleaned all tops of tables, removed debris around playground area, tennis courts, dog park and gym area, emptied and restocked dog waste receptacles, checked and changed all trash receptacles, removed coffee stain from front of meeting room, straightened up furniture for class and put furniture back after class, lightened down boils on tennis bench, assisted splice chlorine feeder tube
8/25/23	5	J.J.	Straightened and organized all pool deck and patio furniture, removed debris around amenity center, field, basketball courts, tennis courts, walkways, pool deck and parking lot, blew leaves and debris off walkways, checked and changed trash receptacles
8/28/23	5	ની.તી,	Fixed issue with key pads and locks, rearranged furniture in clubhouse after class, straightened and organized all pool deck and patio furniture, removed debris around amenity center, field, basketball courts, tennis courts, walkways, pool deck and parking lot, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
8/29/23	6	J.J.	Prepared for hurricane, secured tables and chairs, put umbrellas away and made sure property was prepared for storm
8/29/23	8	7.8'	Took down windscreens and secured on tennis courts, basketball courts and pickleball

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BANNON LAKES

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RMS

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#### BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF AUGUST 2023

Date	<u>Hours</u>	Employee	Description courts, prepared for humcane by securing pool deck furniture
8/31/23	5	J.J.	Cleaned up after storm,, reset all furniture on pool deck, blew leaves and debris off pool deck, walkways, patio and courts, removed limbs and sticks from storm
8/31/23	8	J.S.	Straightened and organized all pool deck and patio fumiture after stom, put windscreens back up on basketball court, tennis court and pickleball court, put flag back up, cleaned up from storm, checked and changed trash receptacles
TOTAL	131.59		
MILES	0	T	*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

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#### MAINTENANCE BILLABLE PURCHASES

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Period Ending 9/05/23

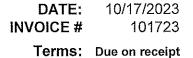
<u>DISTRICT</u> BL	DATE	SUPPLIES	PRICE	<u>EMPLOYEE</u>
BANNON LAKES				
	8/11/23	4 Tier Wire Storage Shelf Unit	73.4	6 J.L.
	8/11/23	Spectracide Pro Wasp Spray (3)	25.6	1 J.L.
	8/29/23	Tie Downs 35pk	24.5	8 J.L.
	8/29/23	50' Ropes (5)	73.7	0 J.L.
	9/5/23	1/4 Coupling (3)	20.9	4 J.S.
			TOTAL \$218.2	9

#### Alfred W. Grover, Electrical Contractor

1304 Padola Road St Augustine, FL 32092 **FL License: EC 13010167** 

Bill To:

Riverside Management Services Jeff Johnson jjohnson@rmsnf.com





Job Location:

**Bannon Lakes** 

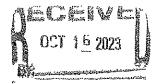
DESCRIPTION OF WORK	AMOUN	IT
1) Install 1, GFCI quad type outdoor weather proof receptacles on entrance island derived from existing landscape lighting circuit.		
Approved 10/23/23 Jeff Johnson Repairs and Maintenance1-320-57200-60000 Install Receptacles		
Labor and Material as quoted in proposal	450	.00
Worked completed 10/17/2023		
TOTAL	\$ 450	.00

Please make check payable to: Alfred W. Grover

THANK YOU FOR YOUR BUSINESS!

DIFFING ACCOUNT NAME AND ADDRESS Bannon Lakes Cdd - Gms 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 Juppi Jub Jumpin Juffi Jup Juffi Jup	INVOICE# 0005910128 PREPAY (Memorinta) \$0,00 Terms and Condition 16% per annum of th for a credit related to r to Publisher within 30	JT NAME as Cdd - Gms BJULING RERIOD Sep 1- Sep 30, 2023 JINAPPLIED Included In amt due) \$0,00 Legal Entity: Gannett Mee ns: Past due accounts are a maxinum legal rate (which ales incorrectly invoiced or days of the invoice date of advertising must be used w All funds payable in US	subject to interest at t shever is less), Adverti pald must be submitted or the claim will be wa rithin 30 days of issua	2023 MRDDE he rate of ser claims d In writing alved. Any
BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gar	inett.com		FEDERAL ID 47-2	2390983
To sign up for E-mailed involces and online payments please cor MOR 13662	itact abgspecial@g	annett.com Previou	s account numb	9): 
Date Description				Amount
9/1/23 Balance Forward				\$0,00
Package Advertising				<u> (* 1878)</u>
Start-End Date Order Number Description 9/1/23 9154414 Notice of Meeting	P(	) Number	Pa	ckage Cost \$77,52

#### 0013105130048000 NOTICE OF FY24 MEETINGS



As an incentive for customers, we provide a discount off the total invoice cost equal to the 3,99% service fee If you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Savel

Total Cash Amount Due	\$77,52
Service Fee 3.99%	\$3,09
*Cash/Check/ACH Discount	-\$3.09
*Payment Amount by Cash/Check/ACH	\$77.52
Payment Amount by Credit Card	\$80.61

	PLEASE	DETACHIANDR	eturn this poi	RTION WITH YOU	JR PAYMENT	
ACCOUN	NT NAME	ACCOUNT	NUMBER	INVOICE	NUMBER	
Bannon Lake	es Cdd - Gms	764	131	00059	10128	
CURRENT	80 DAYS PASTIDUE	60 DAYS RAST DUE	90 DAYS PASTIDUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL GASH AMT DUE
\$77.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.52
REMITTANCE ADD	RESS (molide Alam)	&involce# of check):				TOTAL CREDIT GARD
			VISA MAS	TERCARD 🗌 DISC	OVER 🗌 AMEX	\$80.61
CA	Florida Holdings, PO Box 631244	LLC	Card Number			
Cinc	innati, OH 45263-	1244	Exp Date		CVV Code	
			Signature		Date	

000076413100000000000059101280000775267171

# LOCALIQ

#### **PROOF OF PUBLICATION**

Bannon Lakes Cdd - Gms Bannon Lakes Cdd - Gms 475 W Town Place, Ste 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

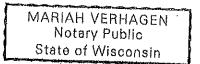
Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

#### 09/01/2023

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/01/2023

<del>78</del>		
Legal Clerk	th W	M
Notary, State of WI,	County of Brown	15.76
My commision expi	res ·	
Publication Cost:	\$77,52	
Order No:	9154414	# of Copies;
Customer No:	764131	1
PO #:		
THIS IS NOT	' AN INVOIC	E
Please do not use this fa	orm for payment rendu	ance.



PO Box 631244 Cincinnati, OH 45263-1244

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 2024 at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, FL 32092 at 1:00 p.m. on the first Wednesday of each month (isted (unless notated otherwise\*) as follows:

> November 1, 2023 February 7, 2024 May 1, 2024 August 7, 2024 \* 6 PM

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 meatings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least fortyeight (48) hours prior to the meeting. If you are hearing or speech impaired, places contact the Florida Relay Service at 1-800-955-8770, for ald 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 verballm record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Ollver District Manager Pub: Sept 1, 2023) #9154414

Page 1 of 1

Disclosure Services LLC

1005 Bradford Way Kingston, TN 37763

## Invoice

Date	Invoice #
9/29/2023	10

Bill To Bannon Lakes CDD C/O GMS

		Terms Due	Date
		Net 30 10/25	9/2023
	Description	Amount	
amortization Schedule leries 2021 11-1-23 Prepay \$5,000			100.00
	0013105130049000		
	SERIES 2021 11/1 \$5K		
		Total	\$100.
		Payments/Credits	\$0.0
Phone #	E-mail	Balance Due	\$100.0
865-717-0976	tcarter@disclosureservices.info		

#### **Account Statement**

Total Amount Due: 100.00

Page 1 of 1

Account #:

Statement Date:

106210

10/16/2023



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

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0., /	0900000, 1 E 02002			
Date	Invoice #	Description	Amount	Balance
Service Addr	ess: Bannon Lakes C	DD 435 B Bannon Lakes Blvd, St. Augustine, FL 32092		
9/28/2023	1131362	Rodent Control	100,00	100.00

SEPT RODENT CONTRL

Approved 10/19/23 Jeff Johnson Pest Control - 1.320,57200,54500

Bill-To: Bannon Lakes CDD Bannon Lakes Resident's Club 435 B Bannon Lakes Bivd St. Augustine, FL 32092 106210

10/16/2023

Total Due: 100.00

Freedom Pest Control 3600 Peoria Road Suite 103 Orange Park, FL 32065 904-272-2847

TREES	Gurrent	Over 30	Over 60	Over 90	Total
	100.00	0.00	0.00	0,00	100,00

PEST C 904-272- mro@rkeed 3600 Peorla	EDOM ONTROL BUGS (2847) MOMPESTCONTROLFLCOM A Rd. Suite 103 K, FL 32065			INVOICE: DATE: ORDER:	1133868 10/18/2023 1133868	V(6) (6(2))
Bann 435 B	210] ion Lakes CDD ion Lakes Resident's Club B Bannon Lakes Blvd ugustine, FL 32092	\}. ∱ ••	. 191 - 1.	[106210] Bannon Lakes CC Bannon Lakes Re 435 B Bannon Lai St. Augustine, FL	sident's Club kes Blvd	
10/18/2023 2:0//4()	onoon Due upon recei	20000000000000000000000000000000000000		Marcus Lo	opez Je: JE276424	03:22 PM 11::: ( 4 = D): 04:44 PM
	$R_{\rm H}$	મંત્રમાં છે.	ON ST			\$160.00
MONTHLY	Monthly Pest Control				SUBTOTAL TAX AMT. PAID TOTAL	\$160.00 \$160.00 \$0.00 \$0.00 \$160.00
	OCT PEST CONTROL				AMOUNT DUE	\$160.00
Approve Jeff J Pest Co	ep 10/19/23 Shivson 1.320,	572.00 ~545	500	)		
Endersee over the control to year out	eta za serveta geo denas darata na socialemente for ado 2015 - en acouto de sport y seure ou tra conservena adore 2015 - en acouto de serveta en atema de acouto de adore	an the alf the the		and the state of the state	an a	 Jai and and t

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			(Stadyle	c She/h	V@letz
FREED PEST CON 904-272-BUG INFO@FIREDOMFES 3600 Peorla Rd. S Orange Park, FL	iS (2847)		INVOICE: DATE: ORDER:	1133967 10/18/2023 1133967	
	es Resident's Club on Lakes Blvd	nt a Essectaria S	[106210] Bannon Lakes CDD Bannon Lakes Resid 435 B Bannon Lake St. Augustine, FL 32	lent's Club s Blvd	
01.27512.200000000000000000000000000000000000	DUE UPON RECEIPT	2001/00/01 2MARCUS 10/16/2023	Marcus Lope Lie:J	z E276424	02:39 PM
ODENT	Rodent Control	an complete	21.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1		
	OCT RODENT CONTROL	Ĺ	TA AN	BTOTAL X IT. PAID TAL	\$100.00 \$100.00 \$0.00 \$100.00
			AN	IOUNT DUE	\$100.00
Jeff Joh	10/19/23 12001 72000 545000	Pest Cont	rs 1		

PLEASE PAV FROM THIS INVOLCE



trigation - Landscape - Maintenance

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

Bannon Lakes CDD 475 W. Town Place, Suite 414 St. Augustine, FI, 32092

CLORENCE	nv	Oİ	ce
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Terms	Date	Invoice #
Net 30	9/30/2023	14354

Project			Pro	oject #
Bannon Lakes CDD	N	/1101		
Description	Quantity	/ Rate	Ar	nount
Irrigation Maintenance Service for September - see attached list. SEP IRRIGATION MAINT SRVC		1,654.00		55-1.00
Approven 10/19/23 Jeff Johnson Irrightion Repairs 1,330,53800-4	0400	5		
· · · · · · · · · · · · · · · · · · ·		Total		\$1.654.00
Attn. Diana Lambert		Payments/	Credits	\$0.00
		Balance	Due	\$1,654.00

#### Bannon Lakes CDD

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<u>Date</u>	Location	Description	Ŭ	<i>laterial</i>	į	Labor	Ι	otal Cost
9/29 9/29	Bannon Lakes Blvd. Amenity Center	<ul> <li>(7) 6Ps. (7) MPRs</li> <li>(5) 6Ps. MPR, (6) nozzles, (2) 4" rotors,</li> <li>(4) 1-station Rainbird decoders, 70 ft. 2-wire,</li> <li>Rainbird solenoid, (18) DBYs</li> </ul>	\$ \$	122.50 1,246.50	\$	95.00 190.00	\$	217.50 1,436.50 1.654.00
					10	mai Due	\$	1,054.00

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

## Invoice

Invoice #: 190 Invoice Date: 10/18/2023 Due Date: 10/18/2023 Case: P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Description         Facility Maint. #1,765 76 1,320.57200,45100         Repairs + Maint. *2,409°         1.320.57200.60000	Hours/Qty	Rate 4,040.00 134.76	Amount 4,040.00 134.76
Any Kanhut 10-20-23	Total		\$4,174.76
	Paymen	ts/Credits	\$0.00
	Balance	Due	\$4,174.76

+

Date	Hours	Employce	Description
9/1/23	5	J.J.	Straightened and organized all pool deck and path furniture, blew leaves and debris off pool deck, emplied and restocked all dog waste receptacies, checked and changed all trash receptacles, cleaned out storm drains, removed debris around amenity center,
9/5/23	6	J.J.	pool deck, field, parking lot and roadways Repaired chlorine pump leaks, straightened and organized all pol deck and pallo fumiture, removed debris along roadways, amenity center, pool deck, field, parking lot and sport courts, checked and changed all trash receptacles, emptied and restocked
9/7/23	6	J.J.	dog waste receptacles Stratghtened and organized all pool deck and patho fumiture, blew leaves and debris off pool deck, emptled and restocked all dog waste receptacles, checked and changed all trash receptacles, removed debris around amenity center, pool deck, field, parking lot and roadways
9/8/23	6	.J.J.	Blew leaves and debris off pool deck and walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, sports courts, parking iol and roadways, checked and changed all trash receptacies,
9/11/23	7	J.J.	emplied and restocked all dog waste receptacies Straightened and organized all pool deck and patio fumiture, blew leaves and debris off pool deck, walkways, tennis courts and basketball courts, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, emplied and restocked dog waste receptacies, checked and changed all trash receptacies
9/12/23	7	J.J.	Rehung light in maintenance shop, straightened and organized all pool deck and patio furniture, blew leaves and debris off walkways, pool deck, tennis courts and basketball courds, removed debris around amenity center, pool deck, field, sports courts, playground and parking lot, checked and changed trash receptacies as
9/14/23	7	J.J.	needed, emptied and restocked dog waste receptacles Straightened and organized all pool deck and patio furniture, blew leaves and debris off pool deck, walkways, tennis courts and basketball courts, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and readways, emptied and restocked dog waste receptacles, checked and changed all trash
9/15/23	6	1.),	receptacles, put clips on pool furniture Cleaned windows on fitness center, fixed handrail on walkway, straightened and organized all deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts and parking lot, checked and changed
9/18/23	7	ւել	all trash receptacles Started painting television cabinet on pallo, straightened and organized all pool deck and pailo fumiture, removed debris around amenity center, pool deck, field, sports courts, playground and parking lot, checked and changed trash receptacles as needed, emptied and restocked dog waste receptacles
9/19/23	6	J.J.	Painted television cabinet on patto, straightened and organized all pool deck and patio fumiture, removed debris around amenity center, pool deck, field, sports courts, playground and parking lot, checked and changed trash receptacies, empiled and restocked dog waste receptacles
9/21/23	7	. <b>ا</b> . ل	Blaw leaves and debris off pool deck and walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, sports courts, parking lot and roadways, checked and changed all trash receptacles, emptied and reslocked all dog waste receptacles
9/22/23	5	J.J.	Painted television cabinet, biew leaves and debris off pool deck, walkways, baskelball courts and patio, removed debris around amenity center, pool deck, field, sport courts and parking lot, straightened and organized all pool deck and patio furniture, checked and changed trash receptackes as needed, emptied and restocked all dog waste receptackes as needed
9/25/23	7	J.J.	Straightened and organized all pool deck and patio fumiture, blew leaves and debris off pool deck, walkways, tennis courts and basketball courts, removed debris around amenity center, pool deck, field, playground, sport courts, parking tot and roadways, emptied and restocked dog waste receptacles, checked and changed all trash receptacles
9/26/23	7	J.J.	Blaw leaves and debris off pool deck and walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, sports courts, parking lot and roadways, checked and changed all trash receptacles,
9/28/23	7	J.J.	emplied and restocked all dog waste receptacles as needed Straightened and organized all pool deck and patio furniture, blew leaves and debris off pool deck, walkways, termis courts and basketball courts, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, emplied and restocked dog waste receptacles, checked and changed all trash receptacles
9/29/23	5	J.J.	Bisw leaves and debris off pool deck, walkways, basketball courts and patio, removed debris around amenity center, pool deck, field, sport courts and parking lot, straightened and organized all pool deck and patio furniture, checked and changed trash receptacles as needed, emptied and restocked all dog waste receptacles as needed
TOTAL	101		
MILES	0		'Mileage is reimbursable per section 112.081 Florida Statutes Mileage Rate 2009-0.445

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#### MAINTENANCE BILLABLE PURCHASES

Period Ending 10/05/23

.

DISTRICT	DATE	SUPPLIES	PRICE	<b>EMPLOYEE</b>
BL				
BANNON LAKES				
	9/22/23	Paint	37.33	J.J.
	10/3/23	Disinfecting Wipes (3)	24.08	J.J.
	10/5/23	Glass Cleaner (4)	16.93	J.J.
	10/5/23	Flag	34.48	J.J.
	10/5/23	Do Not Enter Signs (2)	7.98	J.J.
	10/5/23	Tapcon Drill Bit	7.44	J.J.
	10/5/23	Tapcon Screws	6.52	J.J.
			TOTAL \$134.76	

#### Florida Department of Economic Opportunity, Special District Accountability Program

#### Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/02/2023				Invoice No: 89183
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/01/2023:
				\$175.00

STEP 1: Review the following profile and make any needed changes.

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

000070 Bannon Lakes Community Development District Mr. Wesley Haber Kutak Rock LLP 107 West College Avenue Tallahassee, Florida 32301



FLORIDA DEPARTMENT / ECONOMIC OPPORTUNITY

2. Telephone:	850-692-7300 Ext;	0013105130054000			
		FY24 Special District Fee			
3. Fax:	850-692-7319				
4. Email:	Wesley.Haber@KutakRock.com				
5. Status:	Independent				
6. Governing Body:	Elected				
7. Website Address:	www.bannonlakescdd.com				
8. County(ies):	St. Johns				
9. Special Purpose(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:	6. Statutory Authority: Chapter 190, Florida Statutes				
17. Authority to Issue Bonds:	Yes				
18. Revenue Source(s):	Assessments				

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: Welley Holm Date 10.30.2023

STEP 3: Pay the annual state fee or certify eligibility for zero annual fee.

**a.** Pay the Annual Fee: Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Florida Department of Economic Opportunity.

**b.** Or, Certify Eligibility for the Zero Fee: By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, BOTH of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1.\_\_\_\_ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2.\_\_\_\_ This special district is in compliance with its Fiscal Year 2023 - 2024 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2023 - 2024 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

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

STEP 4: Make a copy of this document for your records.

STEP 5: Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Taliahassee, FL 32399-4124. Direct questions to (850) 717-8430.

### **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

#### Invoice #: 110 Invoice Date: 11/1/23 Due Date: 11/1/23 Case: P.O. Number:

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

Description		Hours/Qty Rate	Amount
Management Fees - November 2023	0013105130034000	4,340.67	
Website Administration - November 2023	0013105130053000	106.00	
Information Technology - November 2023 Dissemination Agent Services - November 2023	0013105130035100	750.8	
Office Supplies	0013105130031600	0.4	2 0.42
Postage	0013105130051000	8.8; 27.9	
Copies	0013105130042000 0013105130042500	21.5	27.30
	0013103130047300		
		:	
		Total	\$5,393.64
		Payments/Credits	\$0.00
		Balance Due	\$5,393.64

## Invoice

		Invoice
ij	Remit To: JANI-KING OF JACKSONVILLE	Date Number 11/01/2023 JAK11230292
TING Lein C	5700 ST. AUGUSTINE ROAD JACKSONVILLE FL 32207	Due Date         Cust #           11/30/2023         486021
	(904) 346-3000	Invoice Amount Amount Remitted \$ 1,118.25

Sold To: BANNON LAKES

Jan

For: Same as Sold To

For:

Same as Sold To

435 BANNON LAKES BLVD

ST AUGUSTINE FL 32095

Make All Checks Payable To: JANI-KING OF JACKSONVILLE RETURN THIS PORTION WITH YOUR PAYMENT

#### JANI-KING OF JACKSONVILLE Commercial Cleaning Services (904) 346-3000



Sold To: BANNON LAKES 435 BANNON LAKES BLVD ST AUGUSTINE FL 32095

Invoice No	Date	Cust No	Sismn No	PO Number		Franchisee	Due Date	
JAK11230292	11/01/2023	486021	CRISTINA TRELLE		KINGDOM	KINGDOM HANDS INVESTMENTS, LLC 11/3		
Quantity			Description			Unit Price	Ext	ended Price
1	MONTHLY CONTRACT BILLING AMOUNT FOR NOVEMBER Approved 11.2.23 Diana Lambert Janitorial Maintenance 1.320.57200.45300		1118.25		1118.25			
						Amount of Sale		\$ 1,118.25
				Sales Tax		\$ 0.00		
	Make All Checks Payable To: JANI-KING OF JACKSONVILLE					Total		\$ 1,118.25

#### KUTAK ROCK LLP

**TALLAHASSEE, FLORIDA** Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

October 31, 2023

Check Remit To: Kutak Rock LLP PO Box 30057 Omaha, NE 68103-1157

ACH/Wire Transfer Remit To: ABA #104000016 First National Bank of Omaha Kutak Rock LLP A/C # 24690470 Reference: Invoice No. 3298097 Client Matter No. 2723-1 Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver	
Bannon Lakes CDD	
Governmental Management Services – St. Augustine	
Suite 114	
475 West Town Place	
St. Augustine, FL 32092	Invoice No. 3298097
	2723-1

Re: General Counsel

For Professional Legal Services Rendered

09/19/23	W. Haber	0.40	110.00	Review correspondence and confer with Oliver regarding assessment
09/29/23	W. Haber	0.20	55.00	allocation; review methodology Confer with Oliver regarding O&M assessment allocation
TOTAL HO	URS	0.60		
TOTAL FOR SERVICES RENDERED				\$165.00
TOTAL CU	RRENT AMOUI	NT DUE		<u>\$165.00</u>

0013105130031500 Sept General Counsel

MAKE CHECK PAYABLE TO:			PLEASE FILL O	UT BELOW IF PAYING BY CREDI	IT CARD
Post Office Box 20122 Tampa, FL 33622-0122 (904) 262-5500		188 . C/	ARD NUMBER GNATURE	EXP. DATE AMOUNT PAID	
			ACCOUNT NUMBER	DATE	BALANCE
ADDRESSEE	hange on reverse side		723475	11/1/2023	\$650.00
BANNON LAKES CDD Diana Lambert 475 W Town Place Suite 114 St Augustine, FL 32092			The Lake Doctors Post Office Box 2 Tampa, FL 33622-		
000000011652200100000001359	92900000006500089		Please Return this p	ortion with your payme	ent
Invoice Due Date 11/11/2023	Invoice	135929B		PO #	
Invoice Date Description		Quantity	Amount	Тах	Total
435 Bannon Lakes Blvd, St Augustine, F	I St Augustine, FL 320	92			
	Needed,Water Manageme	nt -	\$325.00	\$0.00	\$325.00
Monthiy			\$325.00	\$0.00	\$325.00
Please remit payment for this month's invoice					
Approved 11/2/23 Jeff Johnson Lake Maintenance 133053	80046800				
Please provide remittance informatic	n when submittina p	ayments,		Credits	\$0.00
otherwise payments will be applied t				Adjustment	\$0.00
					AMOUNT DUE
Total Account Balance including	this invoice:	\$1300.00	This 1	Invoice Total:	\$650.00
Clic	k the "Pay Now" li	nk to submit	payment by ACH	1	
<b>Customer #:</b> 723475				Corporate Ad	dress
Portal Registration #: 0F4EFD82	2			4651 Salisbury Jacksonville, Fl	

Customer Portal Link: www.lakedoctors.com/contact-us/

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



Invoice

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

Terms	Date	Invoice #
Net 30	10/17/2023	14365

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

Project			Project #
Pond Bank Grasses			M101
Description	Quantity	Rate	Amount
At the Amenity Center pond bank, remove the top half of grasses to gain access for mowing and cleaning out beds			
Labor, General	7	38.00	266.00
Dump Fee, Per Trip	0.5	120.00	60.00
CHANGE ORDER #1 October 6, 2023 Increased quantity of Labor General from 4 to 7 due to grasses being sprayed with herbicide, so will now be completely removed. Increased price of Labor General from \$152.00 to \$266.00. (+\$114.00) Total change to estimate +\$114.00 Approved 10/24/23 Jeff Johnson Landscaping Contingency 1-330-57200-46210 Mowing & Cleaning Beds			
		Total	\$326.00
Attn. Diana Lambert		Payments/Credits	
		Balance	Due \$326.00

#### LifeSafe Services LLC

(888) 767-0050 paige@lifesafeservices.com www.lifesafeservices.com



INVOICE

**BILL TO** 025-27147 Riverside Management -**Bannon Lakes** 45 Bannon Lakes Blvd St Augustine, FL 32095

Jacksonville, FL 32217

SHIP TO 025-27147 Riverside Management -**Bannon Lakes** 45 Bannon Lakes Blvd St Augustine, FL 32095

**INVOICE #** 111104048 DATE 11/01/2023 DUE DATE 12/01/2023 TERMS Net 30

206.00

\$206.00

EQUIPMENT & SERVICES - EMERGENCY USE	ONLY	QTY	RATE	AMOUNT
Basic Service for Client-Owned Automated E> Defibrillator (AED) Annual Billing	ternal	1	206.00	206.00
Remember LifeSafe Services offers on-site training. Please contact us for more information	-			
Remit to:	SUBTOTAL			206.00
LifeSafe Services LLC	TAX			0.00
5971 Powers Avenue, Ste108	TOTAL			206.00

TOTAL

BALANCE DUE

For invoices, please contact Paige at 888-767-0050 x13

For sales, please contact Julie at 888-767-0050 x21.

Please disregard this invoice if you have already submitted payment.

> Approved 11/2/23 Jeft Johnson Repairs and Maintenance 13205720060000 **Defibrillator Basic Service**

#### **Riverside Management Services, Inc**

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

Invoice

Invoice #: 192 Invoice Date: 10/31/2023 Due Date: 10/31/2023 Case: P.O. Number:

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

Description	Hours/Qty	Rate	Amount
acility Assistant through October 2023 1, 3 2 0, 5 7 2 0 0, 3 4 1 0 0	36.09	26.50	956.39
Juny Kanbutt 11-7-23			
	Total		\$956.39
	Payment	s/Credits	\$0.00
	Balance	Due	\$956.39

#### BANNON LAKES CDD

#### FACILITY ASSISTANT INVOICE DETAIL

Quantity	Description	Rate	Amount
36.09	Facility Assistant	\$ 26.50	\$ 956.39
	Covers October 2023		
	TOTAL DUE:		\$ 956,39

Facility Assistant 1.320.57200.34100

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#### BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT FACILITY ASSISTANT BILLABLE HOURS THROUGH OCTOBER 2023

Date	Hours	Employee	Description
	······		
10/3/23	7.92	L.H.	Completed daily checklist and returned calls and emails
10/4/23	7.97	L.H.	Completed daily checklist and returned calls and emails
10/12/23	4.03	L.H.	Completed daily checklist and returned calls and emails
10/13/23	8.05	L.H.	Completed daily checklist and returned calls and emails
10/16/23	8.12	LH.	Completed daily checklist and returned calls and emails
TOTAL	36.09		

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

Invoice

Invoice #: 193 Invoice Date: 10/31/2023 Due Date: 10/31/2023 Case: P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Description Special Event Assistant through October 2023 しろうらうしうらんごうそうい	8.88	Pate 26.50	235.32
Any Kanbert 11-7-23			
	Total	<u> </u>	\$235.32
	Payments	s/Credits	\$0.00
	Balance I	Due	\$235.32

#### BANNON LAKES CDD

#### SPECIAL EVENT ASSISTANT INVOICE DETAIL

Quantity	Description	Rate	Amount
8.88	Special Event Assistant	\$ 26.50	\$235.32
	Covers October 2023		•
	TOTAL DUE:	-	\$235.32

Special Event Assistant 1.320.57200.49400

#### BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT SPECIAL EVENT ASSISTANT BILLABLE HOURS THROUGH OCTOBER 2023

.

Date	Hours	Employee	Description
10/21/23 10/21/23	4.48 4.4	L.H. D.S.	Special Event - Fall Event Special Event - Fall Event
TOTAL	8.88		



Since 1962

Thigpen Heating & Cooling, Inc. 2801 Dawn Road

Jacksonville, FL 32207

	Invoice
Date	Number
8/25/2023	1053272

Bill To Address:	
Bannon Lakes CDD Diana Lamber 475 W. Town Place, Suite 114 St. Augustine, FL 32092	

Work\Ship	Address:
TROUGOING TO THE	ruu oooi

Bannon Lakes Amenity Center 435 Bannon Lakes Blvd St. Augustine, FL 32095

Customer Phone: 904 759-8061

Agreement #	PO #	Terms	Due Date	Sales	Rep	WO #
25848		T DUE UPON RECE	08/25/2023			104833
ltem		Description		Quantity	Price	Amount
	checking DC voltage i room sensor outside u pressures in both circu inputs and outputs for Approved 8.29 Diana Lamber	ot coming on of clubhouse. It not calling for outdoor nput signals at Morganiz init came on. Checked re ifts. Checked all DC and tightness.	er control and frigerant ac voltage	1.75 1.00	\$105.00 \$20.00 CCEIVI UG 2 9 2023	\$183.77 \$20.00
				<u></u>	Sales Tax	\$0
					Total	\$203
					Payments	\$0
					Balance Due	\$203
					the second se	****

Phone #	Fax #	E-mail
904-448-1962		service@thigpenhvac.com

MAKE CHECK PAYABLE TO:	] [	PL	EASE FILL OUT BELOW IF PAYING E	BY CREDIT CARD
The Lake Doctors, Inc. Post Office Box 20122		VISA	EXP. E	
Tampa, FL 33622-0122 (904) 262-5500	l	SIGNATURE		INT FAID
ADDRESSEE	1	ACCOUNT NUM		BALANCE
Please check if address below is incorrect and indicate change on reverse side	-	723475	11/8/2023	\$650.00
BANNON LAKES CDD Diana Lambert 475 W Town Place Suite 114 St Augustine, FL 32092			Doctors ce Box 20122 L 33622-0122	
000000011652200100000012876100000065000	)83	Please Ret	urn this portion with your	payment
Invoice Due Date 10/11/2023 Invoice	128761B		PO #	
Invoice Date Description	Quantity	y Ar	nount Tax	z Total
435 Bannon Lakes Blvd, St Augustine, Fl St Augustine, FL	32092			
10/1/2023 Water Management - As Needed, Water Manage	ement -	\$3	\$25.00 \$0.0	90 \$325.00
Monthiy		\$3	325.00 \$0.0	0 \$325.00
Please remit payment for this month's invoice. Approved 11-8-23 Jeff Johnson Lake Maintenance 13305380046800				
Please provide remittance information when submittin otherwise payments will be applied to the oldest outst			Credits Adjustn	\$0.00 nent \$0.00
				AMOUNT DUE
Total Account Balance including this invoice:	\$1300.00		This Invoice Total:	\$650.00
Click the "Pay Now	" link to submi	t payment	by ACH	
<b>Customer #:</b> 723475			Corporat	te Address
Portal Registration #: 0F4EFD82				sbury Rd, Suite 155 Ile, FL 32256

Customer Portal Link: www.lakedoctors.com/contact-us/

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

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

Involce #: 191 Invoice Date: 11/1/2023 Due Date: 11/1/2023 Case: P.O. Number:

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

:

Description	Hours/Qty Rate	Amount
.320.57200.46001 - Contract Administration - November 2023 .320.57200.34000 - Facility Management - Bannon Lakes - lovember 2023	013205720045200 013205720046001 013205720046001 013205720034000	3 2,024.08 3 6,218.08
	an an Star Star Star Star Star Star Star Star	in an
Jury Landert		
11-7-23		
	Total	\$9,355.16
	Payments/Credits	\$0.00
	Balance Due	\$9,355.16

# Invoice

St. John's Fire Equipment, Inc. 50 Muller Dr Unit 3 Saint Augustine, FL 32084 US +1 9043259010 ar.sjfe@gmail.com www.stjohnsfireequipment.com



# INVOICE

BILL TO Riverside Property Management 435 Bannon Lake Blvd St.Augustine, Florida 32095 SHIP TO Riverside Property Management 435 Bannon Lake Blvd St.Augustine, Florida 32095

INVOICE # 11026 DATE 11/03/2023 DUE DATE 11/13/2023 TERMS Net 10

DATE	ACTIVITY	QTY	RATE	AMOUNT
11/03/2023	Extinguisher:F EX INSP Fire Extinguisher Inspection	3	10.00	30.00
11/03/2023	Service:SC Service Charge	1	75.00	75.00

Credit Card:

Please click on the "Review and Pay" link OR Please call 904-325-9010 ext 1 BALANCE DUE

\$105.00

#### ACH:

Enter bank account and routing information.

Please remit check payment to: 120 Palencia Village Dr, C-105, Box#141 St. Augustine, FL 32095

Approved 11/8/23 Jeff Johnson Repairs and Maintenance 13205720060000

ALL SALES ARE FINAL

Thank you for your business! License # FED16-000056 License # FED16-000036



Thigpen Heating & Cooling, Inc. 2801 Dawn Road Jacksonville, FL 32207 Invoice

Since 1962

Date	Number
7/13/2023	1052243

#### **Bill To Address:**

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

Work\Ship /	Address:
-------------	----------

Bannon Lakes CDD 435 Bannon Lakes Blvd St. Augustine, FL 32095

Customer Phone: 904 907-1100

Agreement#	PO #	Terms	Due Date	Sales F	Rep	WO #
25848		T DUE UPON RECE	07/13/2023			103325
ltem		Description		Quantity	Price	Amount
	meet you there) \$105.00 per hour billable fresh air unit is not of on call b4 Trane fresh air unit what the issue was working now. by En Approved Diana La Repairs & Maintena	ten enroute @ 904-629-924 cooling and the outside unit working on arrival. See fp re (why it stopped for several mieHudson on 7/13/2023, 5 1 11.8.23 mbert	is not coming eport. Not sure days) but is	2.50	\$105.00 \$10.00	\$262.50 \$10.00
					Subtotal	\$272.
					Sales Tax	\$0.0
				-	Total	\$272.
					Payments	\$0.
					Balance Due	\$272.

Phone #	Fax #	E-mail
904-448-1962		service@thigpenhvac.com

# INVOICE

### Bill To

Bannon Lakes Amenity 435 Bannon Lakes Blvd ST Augustine , Florida 32095 (904) 907-1100

Anything Under The Sun Services	Payment terms	Due upon receipt
185 East Bannerville Rd	Invoice #	8594
Palatka, Fl 32177	Date	11/05/2023
Phone: (386) 972-3926		
Email: pondguys@yahoo.com		
Web: www.waterfeaturesandmore.com		

Description	Total
Christmas decor installation	\$1,239.42
Installation of existing decor on signage out front.	
Additional Christmas Decor	\$1,504.00
Installation of c7, warm white Christmas lights on front of main amenity building. Starting at bottom of tower and going around front and stopping at lower gable on right side. The front gable and upper gable seen from the front would have lights.	
Next year install price:\$1,052.80	
Additional Christmas Decor	\$1,464.00
Installation of c7 warm white Christmas lights on fitness center. They will go around all 4 sides of building.	
Next years price:\$1,024.80	
Additional Christmas Decor	\$868.80
Installation of warm white mini lights on the three trees in island. Outlet would need to be installed for this.	
Next years price: \$868.80	
Next year's installation cost for all would be:\$3,925.18	

#### Additional

Prices include all materials to complete installation, maintenance of materials, takedown and storage of materials

Subtotal	\$5,076.22

Total

Jeff Johnson

Approved 11/15/23 Diana Lambert Holiday Decorations 1.320.57200.45920 \$5000.00 Special Events 1.320.57200.49400 \$76.22

Signed on: 10/12/2023 Bannon Lakes Amenity \$5,076.22



Invoice

Irrigation - Landscape - Maintenance

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

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

Project			Project #
Bannon Lakes CDD			M101
Description	Quantity	Rate	Amount
Description Irrigation Maintenance Service for October - see attached list.	I	Rate 784.50	784.50
Approved 11/14/23 Jeff Johnson Irrigation Repairs 1.330.53800.46400			
		Total	\$784.50
Attn. Jeff Johnson	F	Payments/C	redits \$0.00
		Balance I	Due \$784.50

 Terms
 Date
 Invoice #

 Net 30
 10/31/2023
 14426

#### Bannon Lakes CDD

<u>Date</u>	Location	Description	<u>Material</u>		<u>Labor</u>	<u>To</u>	tal Cost
10/6	Bannon Lakes Blvd.	(10) 6Ps, (12) MPRs, Hunter solenoid, (2) DBYs	\$ 234.50	)\$	114.00	\$	348.50
10/9	Amenity Center	1-station Rainbird decoder, solenoid, (6) DBYs, (3) 6Ps, (2) MPRs, nozzle	\$ 341.00	) \$	95.00	\$	436.00

Total Due \$ 784.50



Invoice

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

Terms	Date	Invoice #
Net 30	11/1/2023	14381

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 Approved 11/2/23 Jeff Johnson Landscape Maintenance 13305380046200	1	13,110.00	13,110.00
		Total	\$13110.00
Attn. Diana Lambert		Payments/C	redits \$0.00
		Balance	Due \$13,110.00



# Invoice

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

Terms	Date	Invoice #
Net 30	11/21/2023	14438

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

Project			Project #
Tree Removals			M101
Description	Quantity	Rate	Amount
62 Antler Branch Cir.			
Tree Removal Service- Drop and leave a large dead Oak tree in the preserve. Will need to hang a rope and pull with machine into the preserve, will cut up tree to try and hide as much as possible.	1	840.00	840.00
126 Artist Oaks Ct.			
Tree Removal Service- Drop and leave a dead Oak tree in the preserve	1	480.00	480.00
Approved 11/21/23 Jeff Johnson Landscape Contingency 1.330.57200.46210		Total	\$1 220.00
		Total	\$1,320.00
Attn. Jeff Johnson		Payments/	Credits \$0.00
		Balance	Due \$1,320.00

# My Clean Roof

# INVOICE

Date: 11/14/23 INVOICE #265

To Bannon Lakes

Date completed	dol	Payment Terms	Due Date
	Pressure washing		

1)	Pressure washed exterior of both buildings and cleaned exterior windows		\$1650.00
2)	Pressure washed sidewalks and curbs around both buildings , dog park , parking lot and entrance		\$1700.00
3)	Pressure washed front entrance signs , columns and fence at main entrance		\$850.00
 	· · · · · · · · · · · · · · · · · · ·	. Total	\$4200.00

Approved 11/15/2023 Jeff Johnson Repairs and Maintenance 13205720060000

## Make all checks payable to My Clean Roof Thank you for your business!

My Clean Roof 4771 Harpers Ferry Lane Jax FL 32257 Phone: 904-210-6342 James@mycleanroof.us

#### **Riverside Management Services, Inc**

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

# Invoice

Invoice #: 194 Invoice Date: 11/10/2023 Due Date: 11/10/2023 Case: P.O. Number:

Hours/Oty Description Rate **Antoun**i Facility Maintenance October 1 - October 31, 2023 5,240.00 5,240.00 675.84 675.84 Molnienance Supplies Approved 11/14/23 Jeff Johnson Repairs and Maintenance 13205720060000 \$1515.84 Grounds Maintenance 13305380046100 \$1600 Facility Maintenance 13205720045100 \$2800 Any Kanhut 11-110-23 Total \$5,915.84 **Payments/Credits** \$0.00 \$5,915.84 **Balance Due** 

BIII To: Bannon Lakes CDD 9655 Florida Mining Blvd W Sulte 305 Jacksonville, FL 32257 BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS FOR THE MONTH OF OCTOBER 2023

Date	<u>Hours</u>	Employee	Description
10/2/23	7	J.J.	Moved furniture in clubhouse, straightened and organized all pool deck and patio furniture, blew leaves and debris off sidewralks, emptled and restocked all dog waste receptacles, checked and changed all trash receptacles, removed debris around amenity center, pool deck, field, parking lot and roadways
10/3/23	6	J.J.	Straightened and organized all pool deck and patio fumiture, blew leaves and debris off pool deck, emptied and restocked all dog waste receptacles, checked and changed all trash receptacles, removed debris around amenity center, pool deck, field, parking
10/4/23	7	J.J.	Ict and roadways Painted television cabinet, straightened and organized all pool dack and patio formiture, emplied and reslocked all dog waste receptacles, checked and changed all trash receptacles, removed debris around amenity center, pool deck, field, parking lot and roadways
10/5/23	5	J.J.	Installed signs, fixed fence in dog park, straightened and organized all pool dack and patio fumiture
10/6/23	7	J,J.	Arranged fumiture in clubhouse, straightened and organized all pool deck and patio fumiture, blew leaves and debris off walkways, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, emptied and restocked dog waste receptacles, checked and changed all trash receptacles
10/9/23	7	<b>،</b> ار,ال	Installed new hinge on gate, arranged furniture in clubhouse, straightened and organized all pool deck and patio furniture, blew feaves and debris off walkways, removed debris around amenity center, pool deck, field, sports courts, playground and parking lot, checked and changed trash receptacles, emptied and restocked dog waste recentardes.
10/10/23	7	J.J.	Moved furniture in the clubhouse, blew leaves and debris off sidewalks, straightened and organized all pool deck and patic furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and readways, emptied and restructed doo waste receptacies, checked and changed all trash receptacies
10/11/23	7	J.J.	Replaced dog pot lock, adjusted gate hinge, straightened and organized all deck and pallo fumiture, removed debris around amenity center, pool deck, field, playground, sport courts and parking lot, checked and changed all trash receptacles, emotion and restocked all dog waste receptacles
10/12/23	7	.i.,i.	Hung security m/mor in fitness room, blew leaves and debris off walkways at amenity, Strakghtened end organized all pool deck and patio furniture, emptied and restocked all dog waste receptacies, checked and changed all trash receptacies, removed debris from around amenity center, pool, field, parking lot and roadways
10/13/23	6	J.J.	Arranged furniture in clubhouse, reset furniture in the clubhouse, straightened and organized all pool deck and patio furniture, blew leaves and debris off walkways, removed debris eround amenity center, pool deck, field, playground, sport courts, parking tot and roadways, emplied and restocked dog waste receptacles, checked and channed all trash receptacles
10/16/23	7	J.J.	Blew leaves and debris off sidewalks, straightened and organized all pool deck and patio furniture, removed debris around armenity center, pool deck, field, playground, sport courts, parking lot and roadways, emptied and restocked dog waste receptacles, charkert and chanced all trash receptacles
10/17/23	7	J.J.	Arranged furniture in clubhouse, reset furniture in the clubhouse, straightened and organized all pool deck and patio furniture, blew leaves and debris off walkways, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, emptied and restorked dog waste receptacles, checked and channed all trash receptacles, painted television cabinet
10/19/23	7	J.J.	Installed security mirror in fitness center, blew leaves and debits off sidewalks, arranged furniture in clubhouse, reset furniture in the clubhouse, straightened and organized all pool deck and patho furniture, blew leaves and debits off walkways, removed debits around amenity center, pool deck, field, playground, sport courts, parking tot and roadways, emptied and restocked dog waste receptacles, checked and changed all trash menolacles.
10/20/23	6	J.J.	Fixed dog park locks, fixed pad locks, arranged furniture in clubhouse, reset turniture in the clubhouse, straightened and organized all pool deck and patio furniture, blew leaves and debris off walkways, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, emptied and restocked dog wasle membrades, checked and changed all trash receptacles
10/23/23	5	J.J.	Removing gum off sidewalks, blaw leaves and debris off sidewalks, moved lumiture in the clubhouse, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking tot and roadways, emplied and restocked dog waste receptacles, checked checket and changed all trash receptacles
10/24/23	5	J.J.	Fixed door stop, painted shower poles in poot area, straightened and organized all pool deck fumiture, removed debris around amenity center, pool deck, field, playground, sport courts and parking loi, checked and changed all trash receptacies, emptied and restocked all dog waste receptacies
10/25/23	5	j.j.	Straightened and organized all pool deck and patio furniture, blew leaves and debris off sidewalks, emptied and restocked all dog waste receptacles, checked and changed all trash receptacles, removed debris around amenity center, pool deck, field, parking lot and around nond
10/26/23	6	J.J.	Arranged furniture in clubhouse, roset furniture in the clubhouse, straightened and organized all pool deck and patio furniture, blew leaves and debris off walkways, removed debris around amenity center; pool deck, field, playground, sport courts, parking lot and around ponds, emplied and restocked dog waste receptacles, checked and changed all trash receptacles.
10/27/23	3 5	J.J.	Raked playground mulch, zip tied lennis court windscreens, blew leaves and debris off sidewalks, emplied and restocked all dog waste receptacles, checked and changed

1

	FOR THE MONTH OF OCTOBER 2023						
<u>Date</u>	<u>Hours</u>	<u>Employee</u>	Description all trash receptacles, removed debris around amenity center, pool deck, field, parking lot and roadways, reamanged fumiture in clubhouse, straightened and organized pool deck and pallo fumiture				
10/30/23	6	J.J.	Put new basketball net, arranged furniture in clubhouse, blew leaves and debris off walkways, emptied and restocked all dog waste receptaclas, checked and changed all trash receptacles, removed debris around amenity center, pool deck, field, parking lot and roadways, rearranged furniture in clubhouse, straightened and organized pool deck and pallo furniture				
10/31/23	6	J.J.	Arranged furniture in clubhouse and pallo for Hallowean event, raked mulch in playground, blew leaves and debris off walkways, removed debris around amenity center, pool deck, field, playground, sport courds, parking lot and roadways, emptied and restocked dog waste receptacles, checked and changed all trash receptacles				
TOTAL	131	±					
MILES	0	-	*Nijeage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445				

RMS

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT MAINTENANCE BILLABLE HOURS

2

#### MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/23

<u>DISTRICT</u> BL	<u>DATE</u>	SUPPLIES	PRICE	<u>EMPLOYEE</u>
BANNON LAKES				
DANNON LANCO	10/9/23	20" Pool Safety Latch	109.17	J.J.
	10/9/23	Swiffer Wetjet Refill 2pk (2)	32.13	J.J.
			171.35	J.J.
	10/16/23	Keypad Door Lock		
	10/16/23	Anchor Kit	13.78	J.J.
	10/17/23	Hole Saw Blade	22.97	J.J.
	10/31/23	Microfiber Towels 24 pk (2)	29.85	J.J.
	10/31/23	Door Stops	7.15	J.J.
	10/31/23	2" Vinyl Numbers	3.99	J.J.
	10/31/23	Easywring Refill	19.52	J.J.
	10/31/23	Spray Bottles (2)	9.15	J.J.
	10/31/23	Bar Keepers Friend	4.35	J.J.
	10/31/23	Easywring Kit	51.72	J.J.
	10/31/23	Bleach	9.64	J.J.
	10/31/23	Vinegar	25.27	J.J.
	10/31/23	30 Second Cleaner (2)	28,70	J,J,
	10/31/23	Spray Paint (6)	44.71	J.J.
	11/2/23	Vinyl Letters (2)	1.75	J.J.
	11/2/23	Vinyl Numbers (2)	5.68	J.J.
	11/2/23		29.83	J.J.
		Gorilla Patch and Seal Tape	17.22	J.J.
	11/2/23	Step Ladder		
	11/2/23	Wire Fence	37.93	J,J.
			TOTAL <u>\$675.84</u>	

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COM	MUNITY DEVELOPMENT DI	STRICT	
	General Fund		
	Check Request		
Date	Amount		Authorized E
December 11, 2023	\$240.00		Diana Lambe
	Devekle for		
••••••••••••••••••••••••••••••••••••••	Payable to: Diana Lambert		
m			
Date Check Needed:	E	udget Category:	
Date Check Needed: ASAP		3udget Category: -320-57200-49400	
	1	-320-57200-49400	
		-320-57200-49400	
ASAP	Intended Use of Funds R Rodney Lancaster- Santa	-320-57200-49400 equested: \$240.00	
	1 Intended Use of Funds R	-320-57200-49400 equested: \$240.00	
ASAP	Intended Use of Funds R Rodney Lancaster- Santa	-320-57200-49400 equested: \$240.00	
ASAP	Intended Use of Funds R Rodney Lancaster- Santa	-320-57200-49400 equested: \$240.00	
ASAP	Intended Use of Funds R Rodney Lancaster- Santa	-320-57200-49400 equested: \$240.00	
ASAP	Intended Use of Funds R Rodney Lancaster- Santa	-320-57200-49400 equested: \$240.00	
ASAP 12/9/23	Intended Use of Funds R Rodney Lancaster- Santa	-320-57200-49400 equested: \$240.00 t 240.00	

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#### Receipt from Rodney Lancaster 1 message

Rodney Lancaster <messenger@messaging.squareup.com> Reply-To: Rodney Lancaster via Square <CAESKBIAGhovX29peXZpbnNiaWZtZGdzc3ppbmhiZ3VicyIIZGlhbG9ndWUilAst3KFi2gsqSHE Sat, Dec 9, 2023 at 2:33 PM

CAESKBIAGhpyX29peXZpbnNiaWZtZGdzc3ppbmhlZ3VicyIIZGlhbG9ndWUilAst3KFi2gsqSHBLGp7u/AtHremB3YaXpokiOuN3p4DN@reply2.squareup.com> To: bannonmanager@rmsnf.com



Rodney Lancaster



Let Rodney Lancaster know how your experience was



Custom Amount

\$240.00

Total

\$240.00

Yellowin ()



Ω, 9<sub>1,0</sub> tλ<sub>1</sub> Map data ≤ 2023

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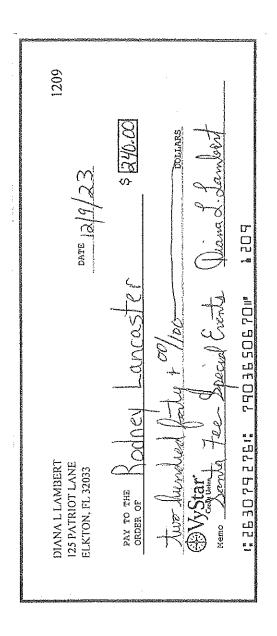
Rodney Lancaster Last Location (281) 222-3066

C

Cash

Dec 9 2023 at 2:29 PM #BmHY

Square Just Got More Rewarding Your favorite businesses may send you news and rewards via Square. Learn more and update preferences.



12/6/23 lamarure

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INVOICE:	1135698
DATE:	11/22/2023
ORDER:	1135698



[106210] Hill for Bannon Lakes CDD Bannon Lakes Resident's Club 435 B Bannon Lakes Blvd St. Augustine, FL 32092

Work. Location: [106210]

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

Work Date Time	Target Pest	Technician 2MARCUS	Marcus Lopez	Time In 02:58 PM
Purchase Order	Terms La DUE UPON RECEIPT	st Service Map Code 11/22/2023	Lic:JE276424	Time Out 03:39 PM
		11/22/2023	L30.01.27 0727	
Service		Description		Price
RODENT	Rodent Control			\$100.00
			SUBTOTAL TAX	\$100.00 \$0.00
			AMT. PAID	\$0.00
			TOTAL	\$100.00
			Landa da Canada da C	
			AMOUNT DUE	\$100.00
Δρογ	wed 11/28/23			
Jeff J	oved 11/28/23 Johnson			
	Control 1.320.57200.54500 Pest Control			
of the lesser of 1.59 per mont	days from the date of service may be subject to a Lite In (18% per year) or the maximum allowed by law, ad expenses in the event of collection.	fee Hicroby a and astern AV FROM THIS INVOICE	knowledge the satisfactory completion of a top y the cost of writees as specified abor-	al seren es numbro d. C

#### **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

invoice #: 111

Invoice

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Invoice Date: 12/1/23 Due Date: 12/1/23 Case: P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - December 2023 0013105130034000		4,340.67	4,340.67
Website Administration - December 2023 0013105130053000		106.00	106.00
Information Technology - December 2023 0013105130035100		159.00	159.00
Dissemination Agent Services - December 2023 0013105130031600		750.83	750.83
Office Supplies 0013105130051000	a ooloo yaxaa xayaa xayaa xa	0.57	0.57
Postage 0013105130042000	1 212 - 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	11.97	11.97 61.05
Copies 0013105130042500		61.05 <b>3,80</b>	3.80
Telephone 0013105130041000	in the second		1997) 999 999 999 999 999 999 999 999 999
	Total	nte/Credite	\$5,433.89
	Balance	nts/Credits e Due	\$5,433.89

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Jan
The King of Clean C
The king of Clean (-)

Remit To: JANI-KING OF JACKSONVILLE 5700 ST. AUGUSTINE ROAD JACKSONVILLE FL 32207 (904) 346-3000

Sold To: BANNON LAKES 
 Invoice

 Date
 Number

 12/01/2023
 JAK12230285

 Due Date
 Cust #

 12/31/2023
 486021

 Invoice Amount
 Amount Remitted

 \$ 1,118.25
 486021

For: Same as Sold To

For:

Same as Sold To

435 BANNON LAKES BLVD

ST AUGUSTINE FL 32095

Make All Checks Payable To: JANI-KING OF JACKSONVILLE RETURN THIS PORTION WITH YOUR PAYMENT

#### JANI-KING OF JACKSONVILLE Commercial Cleaning Services (904) 346-3000



Sold To: BANNON LAKES 435 BANNON LAKES BLVD ST AUGUSTINE FL 32095

Invoice No	Date	Cust No	Sismn No	PO Number		Franchisee		Due Date
JAK1223028	12/01/2023	486021	CRISTINA TRELLE		KINGDOM	HANDS INVESTMENT	S, LLC	12/31/2023
Quantity			Description			Unit Price	Ext	ended Price
1	Approve Diana L Janitoria	ed 11.30.2 ambert al Mainter	nance	JNT FOR DECE	MBER	1118.25		1118.25
	1.020.01	7200.453	00			Amount of Sale		\$ 1,118.25
							\$ 0.00	
			e All Checks Payable -KING OF JACKSONV			Total		\$ 1,118.25

#### KUTAK ROCK LLP

**TALLAHASSEE, FLORIDA** Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

December 6, 2023

Check Remit To: Kutak Rock LLP PO Box 30057 Omaha, NE 68103-1157



Mr. Jim Oliver Bannon Lakes CDD Governmental Management Services – St. Augustine Suite 114 475 West Town Place St. Augustine, FL 32092

Invoice No. 3323196 2723-1

#### Re: General Counsel

For Professional Legal Services Rendered

10/02/23	W. Haber	0.40	110.00	Review and respond to correspondence regarding assessment allocation
10/05/23	W. Haber	0.40	110.00	Review correspondence regarding stormwater system and criminal activity; confer with Oliver regarding same
10/09/23	W. Haber	0.20	55.00	Confer with Oliver regarding stormwater system
10/18/23	K. Jusevitch	0.20	25.00	Review annual agency invoice
10/27/23	W. Haber	0.40	110.00	Begin preparation of landscape maintenance agreement
10/30/23	A. Warner	0.60	75.00	Prepared landscape maintenance service agreement for LandCare Group
10/31/23	W. Haber	0.40	110.00	Prepare for Board meeting
TOTAL HO	URS	2.60		

#### KUTAK ROCK LLP

Bannon Lakes CDD December 6, 2023 Client Matter No. 2723-1 Invoice No. 3323196 Page 2

TOTAL FOR SERVICES RENDERED

\$595.00

<u>\$595.00</u>

TOTAL CURRENT AMOUNT DUE

0013105130031500 Oct General Counsel

MAKE CHECK PAYABLE TO:	Ī	PLE	ASE FILL OUT BELOW IF PAYING BY CR	REDIT CARD
Post Office Box 20122 Tampa, FL 33622-0122 (904) 262-5500		CARD NUMBER SIGNATURE	EXP. DATE AMOUNT P	ÁID
ADDRESSEE	I	ACCOUNT NUMB	er date 12/1/2023	balance \$788.00
BANNON LAKES CDD Diana Lambert 475 W Town Place Suite 114 St Augustine, FL 32092			Doctors e Box 20122 33622-0122	
000000011652200100000001425240000000788003	7	Please Retu	rn this invoice with your pay	ment
Invoice Due Date 12/11/2023 Invoice	142524B		PO #	
Invoice Date Description	Quantit	y Am	ount Tax	Total
435 Bannon Lakes Blvd, St Augustine, Fl 32         12/1/2023       Water Management - Monthly	2092	\$78	\$0.00 \$0.00	\$788.00
Please remit payment for this month's invoice.				
Approved 12/1/23 Jeff Johnson Lake Maintenance 1.330.53800.46800				
Please provide remittance information when submitting otherwise payments will be applied to the oldest outstar	payments, nding invoices.		Credits Adjustment	\$0.00 t \$0.00 AMOUNT DUE
Total Account Balance including this invoice:	\$788.00		This Invoice Total:	\$788.00
Click the "Pay Now"	link to subm	it payment	ьу АСН	
Customer #:723475Portal Registration #:0F4EFD82			Corporate	ıry Rd, Suite 155

Customer Portal Link: www.lakedoctors.com/contact-us/

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



Invoice

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

Terms	Date	Invoice #		
Net 30	12/1/2023	14451		

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 Approved 12/1/23 Jeff Johnson Landscape Maintainance 1.330.53800.46200	1	13,110.00	13,110.00
		Total	\$13110.00
Attn. Jeff Johnson		Payments/C	redits \$0.00
		Balance	Due \$13,110.00



Micamy Design Studio 4887 Victor Street Jacksonville, FL 32207 904-683-6625 Acct@MicamyDesign.com

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

#### SHIP TO PROJECT: Bannon Lakes CDD 475 W Town Place, Suite 114 St. Augustine, FL 32092

# INVOICE F 23-032.0-02

DATE 10/25/2023 TERMS Net 10

#### DUE DATE 11/04/202

#### PURCHASE ORDER / PROJECT # F 23-032.0

PROJECT MANAGER Jade Porter

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DATE	ACTIVITY	DESCRIPTION		QTY	RATE	AMOUNT
<u>an an a</u>	Furniture Fee	Furniture and Materials 3, dated 10-23-23 Tax Exemption # 85-08		1	184.00	184.00
	Freight Fee	Freight Fee		1	80.11	80.11
			SUBTOTAL			264.11
			TAX			0.00
			TOTAL			264.11

DTAL DUE

\$264.11

Approved 12.4.23 Diana Lambert Repairs and Maintenance 1.320.57200.60000

pool	sure	Invoice		Date Invoice #	¥ 1	12/11/2023 31295619338
1707 Townhurst Dr				Net 20		
Houston TX 77043			Due Date	12/31/2023		
ar@poolsure.com 800-858-POOL (766	5)		PO #			
www.poolsure.com	/	Deli	ivery Ticket #	Sales Order #13	146953	
			Delivery Date	12/11/2023		
P3 111 70		Deliv	ery Location	Bannon Lakes I	Pool	
Bill To Diverside Menagemer			Customer #	13BAN025		
Riverside Management Services Bannon Lakes CDD			AZ License #	#331721		
9655 Florida Minning bldg 300 suite 305 Jacksonville FL 32257		ing act that any accounts re	Ship To	Bannon Lake 435 Bannon St. Augustine	Lakes Blvd FL 32095	1 1/2% per
month late charge and atto	ney fees.			-	<b>.</b>	
Item ID	Item		Quantity	Units	Rate	Amount 47.85
160-050	Pool Acid bulk by Gallon Approved 12/13/23 Jeff Johnson Pool Chemicals 1.3		15	gal	3.19	47.03

Subtotal	47.85
Shipping Cost (FEDEX GROUND)	0.00
Total	47.85
Amount Due	\$47.85

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**Remittance Slip** 

Customer 13BAN025

**Invoice** # 131295619338



Amount Due Amount Paid \$47.85

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

#### **Riverside Management Services, Inc**

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

Involce #: 195 Involce Date: 12/1/2023 Due Date: 12/1/2023 Case: P.O. Number:

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

Description	Hours/Qty Rate	Amount
1.320.57200.45200 - Pool Maintenance Services - December 2023         1.320.57200.46001 - Contract Administration - December 2023         1.320.57200.34000 - Facility Management - Bannon Lakes - December 2023	Hours/Gty Hate 1,113.00 2,024.03 6,218.08	1,113.00 1,2,024.08
Any Lander 7 12-5-23		
	Total	\$9,355.16
	Payments/Credits	\$0.00
	Balance Due	\$9,355.16

# Invoice

November 14, 2023

Bannon Lakes CDD

#### INVOICE

In accordance with Florida Statute 197.322(3): "Postage shall be paid out of the general fund of each local governing board, upon statement thereof by the tax collector".

Your share of the postage for the mailing of the 2023 Real Estate, Tangible Personal Property, Railroad and Non Ad Valorem notices is as follows:

#### Postage Due: \$ 157.95

If you have any questions, please contact me or Christopher Swanson at 209-2251.

Sincerely,

Dennis W. Hollingsworth, C.F.C. St. Johns County Tax Collector code to postage - description: 2023 Non ad valorem notice 1.310.51300.42000.

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTE *** CHECK DATES 10/01/2023 - 12/31/2023 *** BANNON LAKES - CAPITAL RESERVE BANK B BANNON LAKES-CAPITAL	R CHECK REGISTER	RUN 1/31/24	PAGE 1
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
12/18/23 00018 12/07/23 1293 202312 300-58400-61000	*	10,173.22	
POOL REPAIR C BUSS ENTERPRISES, INC			10,173.22 000031
12/18/23 00018 12/07/23 1294 202312 300-58400-61000	*	3,796.13	
POOL PARTS AND REPAIR C BUSS ENTERPRISES, INC			3,796.13 000032
12/18/23 00018 12/07/23 1295 202312 300-58400-61000	*	1,140.00	
POOL PARTS C BUSS ENTERPRISES, INC			1,140.00 000033
TOTAL FOR B	ANK B	15,109.35	
TOTAL FOR R	EGISTER	15,109.35	

BANL -BANNON LAKES- BPEREGRINO

# INVOICE

C Buss Enterprises

152 Lipizzan Trail Saint Augustine, FL 32095 clayton@cbussenterprises.com 904-710-8161 https://www.cbussenterprises.com



#### Bannon Lakes CDD

Bill to Bannon Lakes CDD 435 Bannon Lakes Blvd Saint Augustine, FL 32095

#### Ship to Bannon Lakes

435 Bannon Lakes Blvd Saint Augustine, FL 32095

#### Invoice details

Invoice no.: 1293 Terms: Due on receipt Invoice date: 12/07/2023 Due date: 01/06/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	12/06/2023	POOL REPAIR RECONDITION 25HP MOTOR, 200V, 184T, 1800, TEFC BALDOR (TAKE MOTOR TO SHOP FOR BENCH TEST AND BALANCE)		1	\$4,057.77	\$4,057.77
2.	12/06/2023	POOL REPAIR IMPELLER KIT, SUMMIT OEM-BRONZE -IMPELLER -TRIM & BALANCE TO 9.875" -CASING RING		1	\$3,215.05	\$3,215.05
3.	12/06/2023	POOL REPAIR MECHANICAL SEAL KIT, SUMMIT OEM-BRONZE -MECHANICAL SEAL -SHAFT SLEEVE, O-RINGS -CASING GASKET -IMPELLER KEY, WASHER, BOLTS		1	\$700.40	\$700.40
4,	12/06/2023	LABOR REBUILD CONNECTING FLANGES FROM PUMP TO PUMP BAS	KET	1	\$1,200.00	\$1,200.00
5.	12/06/2023	LABOR LABOR & MISC. MATERIALS TO RECONDITION MOTOR AND RE	EBUILD PUMP W/ NEW	1 / BRONZ	\$1,000.00 ZE IMPELLER	\$1,000.00
6.		CONTINUED SEE INVOICE #1294			<b>.</b>	\$0.00

Approved 12/12/23 Jeff Johnson Repairs and Maintenance 1.320.57200.60000 PAY OUT OF CAPITAL RESERVE FUND -0023005840061000 - BANK B

# INVOICE

C Buss Enterprises

152 Lipizzan Trail Saint Augustine, FL 32095 clayton@cbussenterprises.com 904-710-8161 https://www.cbussenterprises.com



#### Bannon Lakes CDD

Bill to Bannon Lakes CDD 435 Bannon Lakes Blvd Saint Augustine, FL 32095

#### Ship to

Bannon Lakes CDD 435 Bannon Lakes Blvd Saint Augustine, FL 32095

Invoice details

P.O. Number: ADDTL REPAIRS REQ'D

#### Invoice no.: 1294 Terms: Due on receipt Invoice date: 12/07/2023

Due date: 01/06/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	12/06/2023	LABOR GENERAL SHOP LABOR LABOR TO PREP & PAINT PUMP SKID		1	\$369.38	\$369.38
2.	12/06/2023	LABOR LABOR, MACHINE SHOP SERVICES LABOR TO EXTRACT BROKEN BOLT IN ODE ENDBELL		1	\$138.25	\$138.25
3.	12/06/2023	LABOR LABOR, MACHINE SHOP SERVICES LABOR TO BORE & BUSH ODE BEARING HOUSING TO H6 FITMENT TOLERANCE		4	\$982.13	\$982.13
4.	12/06/2023	LABOR LABOR, MACHINE SHOP SERVICES LABOR TO RECTIFY SEAL SEAT SURFACE		1	\$413.88	\$413.88
5.	12/06/2023	<b>LABOR</b> LABOR FOR ONSITE ALIGNMENT JOBS, MIN. 4HRS.		1	\$628.88	\$628.88
6.	12/06/2023	POOL PARTS COOLING FAN, BALDOR OEM		1	\$74.05	\$74.05
7.	12/06/2023	POOL PARTS CONNECTION BOX, BALDOR OEM- LESS LID		1	\$370.19	\$370.19
8.	12/06/2023	POOL PARTS		1	\$66.50	\$66.50

1.75" X 3.543" X 0.438" CRW1 R SKF LIP SEAL

9. 12/06/2023	POOL PARTS	1	\$44.38	\$44.38
	1.25" X 1.686" X .25" TB-H TCM LIP SEAL			
10. 12/06/2023	POOL PARTS	1	\$568.74	\$568.74
	NEW COUPLING ASSEMBLY, INCLUDES BOTH HUBS AND ELEMENT			
11. 12/06/2023	POOL PARTS	1	\$139.75	\$139.75
	MISC HARDWARE/SAFETY SUPPLIES INCLUDES NEW VOLUTE BOLTS			
12.	Services	1	\$0.00	\$0.00
	EXPEDITE FEE FOR PUMP PARTS (WAIVED)			
13.	Services	1	\$0.00	\$0.00
	FREIGHT CHARGES (WAIVED)			
		Total	\$:	3,796.13

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Approved 12/13/23 Jeff Johnson Capital Reserves 2.300.58400.61000

# INVOICE

C Buss Enterprises

152 Lipizzan Trail Saint Augustine, FL 32095 clayton@cbussenterprises.com 904-710-8161 https://www.cbussenterprises.com



#### Bannon Lakes CDD

Bill to Bannon Lakes CDD 435 Bannon Lakes Blvd Saint Augustine, FL 32095 Ship to Bannon Lakes CDD 435 Bannon Lakes Blvd Saint Augustine, FL 32095

Invoice details Invoice no.: 1295 Terms: Due on receipt Invoice date: 12/07/2023 Due date: 01/06/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	12/06/2023	POOL PARTS		2	\$570.00	\$1,140.00
		REMOVE & INSTALL NEW VGB COMPLIANT 18" x 18" WATERW/	ay white pool fra	ME & GRAIL	- MAIN DHAII	NS.

	Total	\$1,140.00
Note to customer		
THIS REPAIR IS COMPLETE. THANK YOU FOR YOUR BUSINESS! VGB FORM WILL BE SENT TO CAM FOR SUBMISSION TO HEALTH DEPT.		

Approved 12/13/23 Jeff Johnson Capital Reserves 2.300.58400.61000