

***BANNON LAKES***  
*Community Development District*

*December 10, 2024*

## *AGENDA*



# *Bannon Lakes*

## *Community Development District*

---

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

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

December 3, 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 **Tuesday, December 10, 2024, at 6:00 p.m.** at Good News Church, 573 W. Twincourt Trail, St. Augustine, FL 32092. Following is the advance agenda for this meeting:

- I. Call Order
- II. Public Comments
- III. Organizational Matters
  - A. Oath of Office for Newly Elected & Appointed Supervisors (Seat 1, Seat 3 and Seat 4)
  - B. Election of Officers, Resolution 2025-01
- IV. Approval of Minutes of the November 6, 2024 Meeting
- V. Consideration of Proposals for Engineering Services
- VI. Discussion of Proposed Rates & Policy Changes
- VII. Discussion of CDD 101
- VIII. Discussion of Pond Ownership
- IX. Other Business
- X. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager
  - D. General Manager - Report
- XI. Audience Comments
- XII. Supervisor's Requests

XIII. Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period  
Ending October 31, 2024

B. Assessment Receipt Schedule

C. Approval of Check Register

XIV. Next Scheduled Meeting – February 5, 2025 @ 1:00 p.m. at World Golf  
Village Renaissance Hotel

XV. Adjournment

### *THIRD ORDER OF BUSINESS*

*B.*

**RESOLUTION 2025-01**

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

**WHEREAS**, the Board of Supervisors of the Bannon Lakes Community Development District at a regular business meeting held on December 10, 2024 desires to elect the below recited persons to the offices specified.

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

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

_____	Chairman
_____	Vice-Chairman
<u>James Oliver</u>	Secretary
<u>James Oliver</u>	Treasurer
<u>Darrin Mossing</u>	Assistant Treasurer
<u>Marilee Giles</u>	Assistant Treasurer
<u>Daniel Laughlin</u>	Assistant Treasurer
<u>Matthew Biagetti</u>	Assistant Treasurer
<u>Darrin Mossing</u>	Assistant Secretary
<u>Marilee Giles</u>	Assistant Secretary
<u>Daniel Laughlin</u>	Assistant Secretary
<u>Matthew Biagetti</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

**PASSED AND ADOPTED THIS 10<sup>TH</sup> DAY OF NOVEMBER, 2024.**

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

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

## *FOURTH 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 6, 2024 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:

Michael Sheldon	Chairman
Kim Crenier	Vice Chair
Sandy Gehring	Supervisor
Thomas Cooper	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Jeff Johnson	Operations Manager
Diana Lambert	Amenities Manager
Lori Dunham	Riverside Management Services
Matthew Biagetti	Governmental Management Services
Shari Arnold	Board Candidate
Thomas Cooper	Board Candidate
Mark Guerra	Board Candidate
Rich Rhoda	Board Candidate

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Oliver opened the public comment period.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Appointment of New Supervisor(s) to Fill Unexpired Term of Office (11/26)**

Mr. Oliver noted three seats will be filled. Eight residents provided letters of interest. Seat #3 currently held by Sandy Gehring will be filled first. The new term of this seat expires in 2028. Sandy Gehring was nominated to fill seat #3.

On MOTION by Ms. Crenier seconded by Mr. Sheldon, with all in favor and Ms. Gehring abstaining, the Appointment of Sandy Gehring to Seat #3, was approved 2-0.
--

Supervisor Gehring will not be sworn in today, as she is already in the seat. She will be sworn in again for the new term, no sooner than the second Tuesday after the general election date of November 5, 2024.

Mr. Oliver stated the next two seats expire in November of 2026. The seats are vacant due to Board resignations. Thomas Cooper was nominated for seat #2.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the Appointment of Thomas Cooper to seat #2, was approved 3-0.
--

Mr. Oliver administered the Oath of Office to Thomas Cooper.

Mr. Oliver asked for a nomination for seat #4. Mr. Sheldon nominated John Ter Louw.

On MOTION by Mr. Sheldon, seconded by Ms. Gehring, with all in favor, the Appointment of John Ter Louw to seat #4, was approved 4-0.
--

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

John Ter Louw was not in attendance and will be sworn in later. Mr. Oliver noted there will be a more comprehensive discussion of the Sunshine Law, Public Records Law, and Ethics Law at the next meeting.



**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the August 7, 2024 Meeting**

Mr. Oliver presented the minutes from the August 7, 2024 Board of Supervisor's meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, the Minutes of the August 7, 2024 Board of Supervisor's Meeting, were approved 4-0.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2023 Audit Report**

Mr. Oliver stated Florida Statutes require an independent CPA firm conduct an audit each year. The audit begins on page 36 of the agenda package and has been forwarded to chief financial officer. It is a clean audit.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, Acceptance of Fiscal Year 2023 Audit Report, was approved 4-0.

**SIXTH ORDER OF BUSINESS**

**Items Related to the District Engineer**

**A. Acceptance of Resignation from District Engineer**

Mr. Oliver stated ETM has resigned from the District. He asked for acceptance of ETM's resignation.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the Acceptance of ETM's Resignation, was approved 4-0.

**B. Consideration of Evaluation Criteria**

**C. Authorization for Staff to Issue RFQ**

Mr. Oliver reviewed the selection criteria developed by Counsel on page 80 of the agenda.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the Evaluation Criteria & Authorizing Staff to Issue an RFQ, was approved 4-0.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals for Capital Reserve Study**

Mr. Oliver presented the Capital Reserve Study proposals from Community Advisors, Custom Reserves, and Reserve Advisors. Community Advisors and Custom Reserves proposed \$3,900 and Reserve Advisors proposed \$7,000.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with Mr. Sheldon, Ms. Crenier, and Mr. Cooper in favor and Ms. Gehring opposed, the Proposal from Community Advisors, was approved 3-1.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Pond Ownership**

Mr. Sheldon noted some ponds are assigned to the HOA's and some kept within the purview of the CDD. There are 16 interconnected ponds and anything that comes into the system from the Preserve, Orchard, and Grove filters through their system. He would like to meet with each of the HOAs to ask if they are willing to transfer their ponds over to the CDD and put them all under the control of the CDD.

**NINTH ORDER OF BUSINESS**

**Discussion of Amenity Center**

**A. Furnishings**

**B. Enclosure**

Mr. Sheldon discussed setting up a workshop to get the communities thoughts on what to do with the amenity center. Ms. Gehring suggested getting the thoughts of the Boards of the HOA's on what sort of space they would like to see and address it on a community wide basis. Ms. Crenier would like to see an open forum at night for residents to give their opinions.

**TENTH ORDER OF BUSINESS**

**Discussion of Revision to Fiscal Year 2025 Meeting Schedule**

Mr. Oliver recommended the Board consider having the next Special Meeting on December 10<sup>th</sup> with a workshop at 6:00 p.m. at the Good News Church. At that meeting, they will come back with a proposed annual schedule.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, Revision to FY25 Meeting Schedule – Meeting Scheduled for December 10, 2024 at 6:00 p.m. at Good News Church, was approved 4-0.

**ELEVENTH ORDER OF BUSINESS****Ratification of Agreements**

Mr. Oliver stated to keep business moving between meetings, staff provides proposals or agreements to the Chair for review and execution. If that happens, that is brought back to the Board to formally ratify those actions.

- A. Pachabelly Dance**
- B. Commercial Fitness Products**
- C. Thigpen**
- D. Jani-King**
- E. Lake Doctors**
- F. Sandra Gehring (Yoga)**

Mr. Oliver noted Sandy Gehring also provides yoga classes so he would like the Board to consider ratification with Sandy abstaining from that vote.

On MOTION by Ms. Crenier, seconded by Mr. Sheldon, with all in favor and Ms. Gehring abstaining, Sandra Gehring (Yoga), was ratified 3-0.

**G. Gina Levesque (Running)**

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, Items A, B, C, D, E, & G, were ratified 4-0.

**TWELFTH ORDER OF BUSINESS****Ratification of Requisitions:**

- A. Series 2021 Requisition (51)**
- B. Series 2022 Requisition (11)**

Mr. Oliver stated the Engineer prepared the first requisition from the 2021 bond series which was the wrong requisition to fund the final payment to Vallencourt for road resurfacing. Requisition 11 from the Series 2022 Bonds construction account was paid in the amount of \$211,000 to Vallencourt for final asphalt lift and related work required by St. Johns County.

On MOTION by Ms. Crenier, seconded by Mr. Sheldon, with all in favor, the Series 2022 Requisition (11), was ratified 4-0.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber discussed the Master HOA. Mr. Sheldon doesn't know if it is necessary to have a Master HOA. The only agreement they have is with the Preserve.

**B. Engineer**

There being no comments, the next item followed.

**C. District Manager**

Mr. Oliver will administer the oath to Sandy Gehring and John Ter Louw at the next meeting.

**D. General Manager – Report**

Ms. Lambert followed up on the small rental fee for the clubhouse private parties and noted last week's events were well attended. The Board discussed charging the fee versus money in the budget for some furniture replacement. Mr. Oliver noted there isn't funding for that project in the operations budget, but it could be funded from the capital reserve account. Board members thanked Jeff Johnson of RMS for his work in preparing for back to back hurricanes, and for fixing the dog park gate.

**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments**

- Diana – Noted a lot of grit, dirt and candy pieces on the floor while doing yoga and asked about the mopping schedule. Ms. Lambert will review.
- Mary – Feels the meetings aren't shared like they should be & the Board process is very one sided. Ms. Crenier noted the seats are elected through the Supervisor of Elections. The CDD follows Florida Statutes Chapter 190. She asked for the meetings to be posted on FB. E-Blasts go out to residents and its on the CDD website.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

**SEVENTEENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2024**

Mr. Oliver presented the unaudited financials through the end of September 2024.

**B. Assessment Receipt Schedule**

**C. Approval of Check Register**

Mr. Oliver presented the check register for approval.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the Check Register, was approved 4-0.
---

**EIGHTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – December 11, 2024 @ 6:00 p.m. at the Good News Church**

Mr. Oliver stated the next meeting will be December 11, 2024 at 6:00 p.m. at the Good News Church. The proposed meeting schedule will be brought to this meeting.

**NINETEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the meeting was adjourned 4-0.
--

---

Secretary / Assistant Secretary

---

Chairperson / Vice Chairperson

*FIFTH ORDER OF BUSINESS*

**BANNON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

**DISTRICT ENGINEER PROPOSALS**

**COMPETITIVE SELECTION CRITERIA**

**1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

**2) Consultant's Past Performance** (Weight: 25 Points)

Past performance for other community development districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

**3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

**4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

**5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

**6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

**7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.



Matthews

**DCCM**



DECEMBER 3, 2024

## **Request for Qualifications:**

Engineering Services for the Bannon Lakes  
Community Development District

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

**ORIGINAL**



December 3, 2024

Bannon Lakes Community Development District  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

RE: Request for Qualifications - Professional Engineering Services

Dear Members of the District Selection Committee,

**Matthews | DCCM** understands that local infrastructure is essential to business, schools, families, and the economy. We are dedicated to improving this community through projects just like this because it is our community, too. Established in 2005, our team has been helping counties throughout Florida solve their challenges in site/civil, transportation, planning, landscape architecture, surveying, utility infrastructure, land development, and construction administration and inspection services.

Our team will be led by **Alex Acree, PE**, as Project Manager for this contract. He will be the primary point-of-contact that will be overseeing the attendance of District meetings, construction services, and other engineering tasks. Our firm has extensive experience working with CDDs. Matthews | DCCM has been the District Engineering or prime engineering consultant for other CDDs, HOAs, POAs, and master planned communities.

#### WHY MATTHEWS | DCCM

- » **Full Service:** Our range of services results in efficiencies and increased cost-effectiveness.
- » **Available Depth of Staff:** With ~50 professionals local to the project, we can provide you with the right team to serve the specific needs of this project.
- » **Proactive and Responsive:** Our team is attentive and responsive - returning calls and emails within 24 hours and providing you with updates to keep you informed of project status.
- » **This is Our Home:** We have extensive resumes of completed projects working to support the growth of our local communities.
- » **Collaborative:** Communication and client experience are important, which is why we balance stakeholder concerns and requirements with the functional needs of the project/client.
- » **On-Time/On Budget:** We actively seek ways to complete every project ahead of schedule and under budget.
- » **No Cookie Cutter:** We provide customized solutions for the unique engineering constraints of the NE Florida coast.
- » **Quality:** We have detailed QA/QC processes to ensure the highest quality.

As President and CEO of Matthews | DCCM, and Principal-in-Charge for this contract, I take responsibility for the oversight and delivery of the projects issued under this contract, and fully commit the firm's resources to work order assignments.

This proposal outlines our approach to your request. We appreciate the opportunity to help you achieve your goals. If you need more information or definition, please feel free to give me a call at any time at 904-826-1334. We are eager to solve your challenges and ask for your confidence by awarding us this project.

Respectfully,

**Matthews | DCCM**



Rob A. Matthews III, PE  
President/CEO

# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

RFQ for Professional Engineering Services | St. Augustine, FL

2. PUBLIC NOTICE DATE

November 21, 2024

3. SOLICITATION OR PROJECT NUMBER

N/A

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Alex Acree, PE, VP of Production

5. NAME OF FIRM

Matthews | DCCM

6. TELEPHONE NUMBER

904-826-1334

7. FAX NUMBER

N/A

8. E-MAIL ADDRESS

mdg.marketing@dccm.com

### C. PROPOSED TEAM

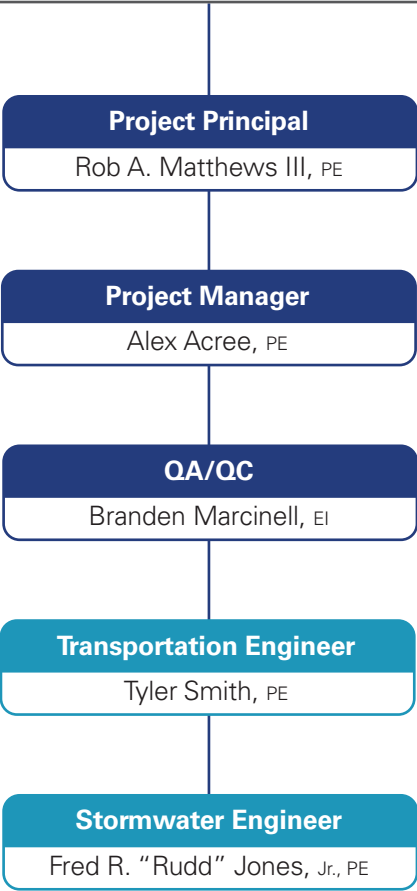
(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER			
			SUBCON-TRACTOR			
a.	✓			Matthews   DCCM  CHECK IF BRANCH OFFICE	7 Waldo Street, St. Augustine, FL 32084	Prime
b.	✓			Matthews   DCCM  CHECK IF BRANCH OFFICE	4600 Touchton Road, Building 200, Suite 175, Jacksonville, FL 32246	Engineering, Planning, Landscape Architecture
c.				  CHECK IF BRANCH OFFICE		
d.				  CHECK IF BRANCH OFFICE		
e.				  CHECK IF BRANCH OFFICE		
f.				  CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

# Bannon Lakes CDD



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Alex Acree, PE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 19	b. WITH CURRENT FIRM 8
15. FIRM NAME AND LOCATION (City and State) Matthews   DCCM – St. Augustine, FL			
16. EDUCATION (Degree and Specialization) BS, Civil Engineering – Florida State University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer - FL	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Certified Stormwater Management Inspector			

19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) <b>Sampson Creek CDD, District Engineer</b> <b>St. Johns, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
a.	<b>Project Manager.</b> As District Engineer, Matthews   DCCM provides ongoing engineering services, including drainage analysis, roadway maintenance, aquatic center upgrades, and landscape renovations for the Golf and Country Club Amenity Center.		
(1) TITLE AND LOCATION (City and State) <b>Stillwater CDD, District Engineer</b> <b>St. Johns, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
b.	<b>Project Manager.</b> As District Engineer, Matthews   DCCM provides ongoing professional engineering services, which include wastewater and stormwater needs, phase 1A infrastructure dedication, and golf cart signage plans. Scope of work has also included attending meetings/hearings, monitoring projects, general engineering consulting, and preparation of reports and requisitions.		
(1) TITLE AND LOCATION (City and State) <b>South Village CDD, District Engineer</b> <b>Orange Park, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
c.	<b>Project Manager.</b> As District Engineer, Matthews   DCCM provides ongoing engineering services, including pond bank reconstruction, facility evaluations, financial planning, and regulatory compliance reporting.		
(1) TITLE AND LOCATION (City and State) <b>Aberdeen CDD, District Engineer</b> <b>St. Johns, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
d.	<b>Project Manager.</b> As District Engineer, Matthews   DCCM provides comprehensive engineering services to Aberdeen CDD, including stormwater management, roadway maintenance, and utility planning. Our team oversees construction administration, regulatory compliance, and resource coordination to ensure projects are completed on time and within budget while meeting district goals.		
(1) TITLE AND LOCATION (City and State) <b>Bartram Springs CDD, District Engineer</b> <b>Jacksonville, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm	
e.	<b>Project Manager.</b> As District Engineer, Matthews   DCCM delivers a full range of engineering services for Bartram Springs CDD, including public facilities reporting, stormwater system evaluations, and infrastructure planning. We ensure quality through detailed project management and a robust QA/QC process, supporting sustainable and cost-effective solutions.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Rob A. Matthews III, PE	13. ROLE IN THIS CONTRACT Principal-in-Charge	14. YEARS EXPERIENCE	
		a. TOTAL 28	b. WITH CURRENT FIRM 19
15. FIRM NAME AND LOCATION (City and State) Matthews   DCCM – St. Augustine, FL			
16. EDUCATION (Degree and Specialization) BS, Civil Engineering – Clemson University MS, Civil Engineering – Clemson University		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer - FL, SC	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Certified Stormwater Management Inspector			

19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) <b>Julington Creek Plantation, POA, Continuing Engineering Services Fruit Cove, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. <b>Principal-in-Charge.</b> Matthews   DCCM provided oversight of roadway pavement evaluations, curbing redesign, traffic studies, and drainage issue assessments for this large subdivision under a continuing services contract.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>World Golf Village HOA, Pond Evaluations St. Augustine, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2020	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. <b>Principal-in-Charge.</b> Matthews   DCCM conducted evaluations of 45 stormwater facilities, providing detailed reports on conditions, compliance, and maintenance recommendations, signed and sealed by a Florida-licensed engineer.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Cimarrone POA Master Drainage System Study St. Augustine, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2015	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. <b>Principal-in-Charge.</b> Matthews   DCCM evaluated the master drainage plan for the subdivision and provided recommendations to address problem areas under a continuing services contract.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Plantation Estates POA Road &amp; Stormwater Evaluation Jacksonville, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2018	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. <b>Principal-in-Charge.</b> Matthews   DCCM conducted assessments and remediation for drainage systems and roadway conditions for this gated single-family home community under a continuing services contract.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Olympus CDD, District Engineer Clermont, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. <b>Principal-in-Charge.</b> Matthews   DCCM is providing professional engineering services, including surveying, planning, landscaping, construction administration, environmental management, permitting, and financial studies to support infrastructure improvements within the District.		Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Branden Marcinell, EI</b>	13. ROLE IN THIS CONTRACT <b>QA/QC</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>9</b>	b. WITH CURRENT FIRM <b>9</b>
15. FIRM NAME AND LOCATION (City and State) <b>Matthews   DCCM – St. Augustine, FL</b>			
16. EDUCATION (Degree and Specialization) <b>BS, Civil Engineering – University of North Florida</b>		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>Certified Stormwater Management Inspector, FDOT Asphalt Paving Level 1</b>			

19. RELEVANT PROJECTS			
(1) TITLE AND LOCATION (City and State) <b>Heritage Landing CDD, District Engineer St. Johns, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		<b>Ongoing</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>a. Engineer.</b> As District Engineer, Matthews   DCCM provides engineering services to Heritage Landing CDD, including surveying, infrastructure evaluations, and annual public facilities reporting. We manage construction oversight, permitting, and compliance to ensure efficient, high-quality project delivery that meets district needs and regulatory standards.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Queen's Harbour Drainage Assessment St. Augustine, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		<b>2020</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>b. Engineer/Inspector.</b> Matthews   DCCM conducted a comprehensive assessment of Queen's Harbour's stormwater drainage system, including over 20 ponds, inlets, pipes, and outfalls. The evaluation included a master drainage map, repair recommendations with cost estimates, and maintenance guidelines.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Santa Maria Drainage Engineering St. Augustine, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		<b>2021</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>c. Engineer.</b> Matthews   DCCM provided engineering services for renovating the degraded drainage system along Santa Maria Boulevard. The project included pipe condition assessments, televised inspection analysis, and construction documents for repairs, prioritizing methods like sliplining to preserve trees.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Ocean Walk Subdivision Drainage Assessment St. Johns, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		<b>2021</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>d. Engineer.</b> Matthews   DCCM assessed the inadequate stormwater system in Ocean Walk Subdivision, addressing flooding issues caused by obstructed swales and limited drainage infrastructure. The evaluation includes the existing 24" outfall pipe and offsite systems, with proposed improvements to mitigate roadway and property flooding.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>St. Johns Golf Club Course Improvements Elkton, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		<b>2022</b>	<b>2022</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>e. Engineer.</b> Matthews   DCCM addressed drainage issues at the St. Johns County Golf Club by designing a stormwater pond and modifying the SJRWMD permit for compliance. Collaborating with a golf architect, the team integrated drainage solutions into the course redesign, improving playability and aesthetics while ensuring sustainability.		Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Tyler Smith, PE	13. ROLE IN THIS CONTRACT Transportation Engineer	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
		12	5

15. FIRM NAME AND LOCATION (City and State)  
Matthews | DCCM – Jacksonville, FL

16. EDUCATION (Degree and Specialization)  
BS, Civil Engineering – Pennsylvania State University

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)  
Professional Engineer - FL

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

FDOT Advanced TTC Certification, FDOT Pre-Qualified in 3.1 - Minor Highway Design, 3.2 - Major Highway Design, 7.1 - Signing, Pavement Marking, and Channelization, and 10.1 - Roadway CEI.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>SR A1A/Mickler Road Intersection Improvements St. Augustine, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>a. Project Manager.</b> Matthews   DCCM, in partnership with the County and FDOT, is improving the A1A intersection by adding turn lanes and a travel lane to enhance capacity while minimizing environmental impacts near the Guana Preserve and wetlands.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Woodlawn Road Corridor Improvements St. Augustine, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>b. Project Manager.</b> Matthews   DCCM is providing professional engineering services for the design, permitting, right-of-way acquisition, utility coordination services, and construction documents for Woodlawn Road corridor improvements from State Road 16 (SR-16) to ±1,350 feet North of White House Boulevard in St. Johns County, Florida.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Mickler Road Roundabout Improvements St. Augustine, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>c. Project Manager.</b> Matthews   DCCM is collaborating with St. Johns County to convert the Mickler Road and Palm Valley Road roundabout into a signalized intersection. The project includes adding turn lanes, widening approaches, utility adjustments, and stormwater system modifications to handle increased traffic volumes identified in a master traffic study.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>CR 223 &amp; CR 210 Improvements St. Augustine, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2018	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>d. Engineer.</b> This project involves widening Veterans Parkway to four lanes from Longleaf Pine Parkway to Stillwater Parkway, extending it to CR 210, and upgrading the CR 223/CR 210 intersection. The scope includes over three miles of roadway improvements, landscape design, permitting, and construction administration, creating a vital north/south connection.		Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Olympus CDD, District Engineer Clermont, FL</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>e. Engineer.</b> Matthews   DCCM is providing professional engineering services, including surveying, planning, landscaping, construction administration, environmental management, permitting, and financial studies to support infrastructure improvements within the District.		Check if project performed with current firm	



## E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Fred R. "Rudd" Jones, Jr., PE	13. ROLE IN THIS CONTRACT Stormwater Engineer	14. YEARS EXPERIENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">a. TOTAL</td> <td style="width: 50%;">b. WITH CURRENT FIRM</td> </tr> <tr> <td style="text-align: center;">36</td> <td style="text-align: center;">3</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	36	3
a. TOTAL	b. WITH CURRENT FIRM						
36	3						
15. FIRM NAME AND LOCATION (City and State) Matthews   DCCM – St. Augustine, FL							
16. EDUCATION (Degree and Specialization) BS, Civil Engineering – University of Florida		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer - FL					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Certified Stormwater Management Inspector							

19. RELEVANT PROJECTS							
(1) TITLE AND LOCATION (City and State) <b>Olympus CDD, District Engineer</b> <b>Clermont, FL</b>	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES</td> <td style="width: 50%;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)						
Ongoing	N/A						
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. <b>Engineer.</b> Matthews   DCCM is providing professional engineering services, including surveying, planning, landscaping, construction administration, environmental management, permitting, and financial studies to support infrastructure improvements within the District.							
(1) TITLE AND LOCATION (City and State) <b>Somerset at Palm Coast Park CDD</b> <b>Palm Coast, FL</b>	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES</td> <td style="width: 50%;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)						
Ongoing	N/A						
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. <b>Project Manager.</b> Matthews   DCCM delivers engineering services for Somerset at Palm Coast Park CDD, including stormwater management, infrastructure planning, and construction administration. The team ensures compliance, efficiency, and quality in all project phases.							
(1) TITLE AND LOCATION (City and State) <b>Ocean Walk Drainage Assessment</b> <b>St. Augustine, FL</b>	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES</td> <td style="width: 50%;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">2021</td> <td style="text-align: center;">N/A</td> </tr> </table>			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	2021	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)						
2021	N/A						
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. <b>Project Manager.</b> Matthews   DCCM assessed the inadequate stormwater system in Ocean Walk Subdivision, addressing flooding issues caused by obstructed swales and limited drainage infrastructure. The evaluation includes the existing 24" outfall pipe and offsite systems, with proposed improvements to mitigate roadway and property flooding.							
(1) TITLE AND LOCATION (City and State) <b>CR A1A and Pope Road Drainage</b> <b>St. Augustine Beach, FL</b>	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES</td> <td style="width: 50%;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)						
Ongoing	N/A						
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. <b>Project Manager.</b> Matthews   DCCM supports the City of St. Augustine Beach by providing administrative assistance, updating the stormwater model, and preparing construction plans to counter tidal impacts, along with pre-construction services.							
(1) TITLE AND LOCATION (City and State) <b>Flagler Estates Roadway &amp; Water Management District</b> <b>St. Johns and Flagler County, FL</b>	(2) YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES</td> <td style="width: 50%;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)						
Ongoing	N/A						
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e. <b>Project Manager.</b> Since 2010, Matthews   DCCM has supported Flagler Estates with roadway improvements, stormwater upgrades, and disaster recovery efforts. Work includes FEMA and HMGP grants, drainage repairs, and a Roadway Management Program for this 7,000-acre community.							



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

1

21. TITLE AND LOCATION (City and State)

**Sampson Creek CDD, District Engineer  
St. Johns, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (If applicable)

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Sampson Creek CDD

b. POINT OF CONTACT NAME

Ernesto Torres

c. POINT OF CONTACT TELEPHONE NUMBER

904-940-5850

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM has been delivering a broad range of professional engineering services under an ongoing continuing services contract. The scope includes:

- » **Roadway Maintenance and Improvements:** Provided construction administration for the maintenance and enhancement of roadways within the district. Services included detailed project oversight, coordination, and execution to ensure long-term durability and safety of the transportation infrastructure.
- » **Pickleball Court Development:** Professional engineering and due diligence for the design and development of new pickleball courts at the St. Johns Golf and Country Club Amenity Center. Tasks included preparing cost estimates for demolition, grading, earthwork, and paving, ensuring the courts meet the community's recreational needs while adhering to budgetary constraints.
- » **Community Infrastructure Evaluations:** Delivered comprehensive evaluations and redesigns for key infrastructure, including curbing, traffic flow, and stormwater drainage systems. These services focused on improving usability, enhancing convenience, and addressing environmental considerations to preserve the district's eco-sensitive qualities.
- » **Sustainability and Planning:** Collaborated closely with district leadership to develop innovative solutions that optimize functionality while maintaining cost efficiency. Matthews | DCCM also ensured compliance with local and state regulatory requirements, including permitting and reporting.

Through these diverse tasks, Matthews | DCCM continues to demonstrate its commitment to engineering excellence, providing tailored solutions that support the district's growth and enhance the quality of life for its residents.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**2**

21. TITLE AND LOCATION *(City and State)*

**Olympus Development and CDD, District Engineer  
Clermont, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Olympus CDD

b. POINT OF CONTACT NAME

Verona Griffith

c. POINT OF CONTACT TELEPHONE NUMBER

407-723-5900

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM has been actively engaged with the Olympus Reserve Community Development District under an interim services agreement, providing a wide range of engineering and consulting services to support the district's development and infrastructure goals. The scope of work includes:

- » **Comprehensive Infrastructure Development:** Design and planning for infrastructure improvements, encompassing roadway systems, stormwater management, and utilities to support the district's phased growth.
- » **Environmental and Regulatory Compliance:** Services include permitting, environmental assessments, and ensuring all project components align with local, state, and federal regulations.
- » **Community Enhancements:** Support for the planning and development of amenities and public facilities that align with the district's vision for a thriving community.
- » **Financial and Economic Studies:** Conducted evaluations to optimize the cost-efficiency and economic sustainability of infrastructure projects, ensuring the district's fiscal goals are met.

This partnership highlights Matthews | DCCM's ability to deliver innovative, tailored solutions that balance functionality, aesthetics, and environmental stewardship.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**3**

21. TITLE AND LOCATION *(City and State)*

**Stillwater Development and CDD, District Engineer  
St. Johns, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Lennar

b. POINT OF CONTACT NAME

Ginny Feiner

c. POINT OF CONTACT TELEPHONE NUMBER

904-380-0778

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM provides comprehensive engineering services to the Stillwater Community Development District under an ongoing agreement. The scope of work includes:

- » **Infrastructure Development:** Planning and oversight for stormwater and wastewater systems, roadway design, and utility infrastructure to support the district's growth.
- » **Needs Analysis:** Conducted a 20-year wastewater and stormwater needs analysis, including evaluations of existing facilities, projected service demands, cost projections, and funding strategies, in compliance with legislative requirements.
- » **Construction Administration:** Managed district construction projects, including site inspections, contractor oversight, and compliance with procurement policies.
- » **Community Enhancements:** Provided professional engineering services to enhance public spaces and optimize infrastructure functionality while preserving the environmental quality of the district.

These efforts highlight Matthews | DCCM's commitment to delivering tailored, cost-effective solutions to meet the district's present and future needs.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**4**

21. TITLE AND LOCATION *(City and State)*

**South Village CDD, District Engineer  
Orange Park, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

South Village CDD

b. POINT OF CONTACT NAME

Marilee Giles

c. POINT OF CONTACT TELEPHONE NUMBER

904-940-5850

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM provides a comprehensive suite of professional engineering services for the South Village Community Development District under an ongoing contract. Key services include:

- » **Wastewater and Stormwater Needs Analysis:** Conducted a 20-year analysis in compliance with Florida Statutes, evaluating facilities, service areas, costs, projected demand, and funding strategies to ensure sustainability and compliance with regulatory requirements.
- » **Public Facilities Report:** Prepared a detailed report on existing and planned public facilities, including capacity assessments, improvement timelines, and financial strategies, submitted in alignment with state reporting requirements.
- » **Construction Administration:** Oversaw construction projects for the district, providing site inspections, contractor management, and ensuring adherence to procurement policies and contract terms.
- » **Community Enhancements:** Supported infrastructure improvements and public space optimizations, addressing stormwater management, drainage issues, and roadway needs while preserving community aesthetics.

This ongoing partnership highlights Matthews | DCCM's dedication to delivering tailored solutions that address the district's evolving needs while maintaining cost efficiency and regulatory compliance.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**5**

21. TITLE AND LOCATION *(City and State)*

**Somerset at Palm Coast Park CDD, District Engineer  
Palm Coast, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Palm Coast Park CDD

b. POINT OF CONTACT NAME

David Root

c. POINT OF CONTACT TELEPHONE NUMBER

407-841-5524

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM is the District Engineer for the Somerset at Palm Coast Park CDD, providing a broad range of professional engineering and consulting services to support the district's development and infrastructure management.

Key services include:

- » **Comprehensive Infrastructure Support:** Planning, design, and oversight for stormwater management systems, roadway infrastructure, and utilities to meet the district's current and future needs.
- » **Regulatory Compliance:** Facilitating permitting processes and ensuring compliance with state and local regulations to streamline project implementation and district operations.
- » **Construction Administration:** Providing site inspections, contractor oversight, and management of construction activities to ensure projects meet quality, budget, and timeline objectives.
- » **Community Enhancements:** Supporting improvements to public facilities and infrastructure while preserving the aesthetic and environmental character of the district.

Through these efforts, Matthews | DCCM delivers customized, sustainable solutions that align with the district's goals and foster long-term community development.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**6**

21. TITLE AND LOCATION *(City and State)*

**Wynnfield Lake CDD, District Engineer  
Jacksonville, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Wynnfield Lake CDD

b. POINT OF CONTACT NAME

Daniel Laughlin

c. POINT OF CONTACT TELEPHONE NUMBER

904-940-5850 Ext 401

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM serves as the District Engineer for the Wynnfield Lakes CDD, delivering professional engineering and consulting services under an ongoing agreement. Key responsibilities include:

- » **Public Facilities Report:** Prepared a comprehensive report in compliance with Chapter 189.08, Florida Statutes, detailing the current and projected capacities, demands, and improvement plans for district facilities.
- » **Infrastructure Support:** Provided expertise in planning, permitting, and construction administration for district infrastructure, including stormwater systems and public amenities.
- » **Regulatory Compliance:** Ensured all engineering and development activities adhere to local and state regulatory requirements, streamlining approvals and project execution.
- » **Construction Administration:** Oversaw construction activities, performed inspections, and managed contractor compliance to maintain project quality and timelines.

This partnership highlights Matthews | DCCM's commitment to delivering tailored solutions that enhance the district's infrastructure, ensuring sustainability and community growth.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

7

21. TITLE AND LOCATION (City and State)

**Aberdeen CDD, District Engineer  
St. Johns, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION (If applicable)  
N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Aberdeen CDD

b. POINT OF CONTACT NAME

Howard "Mac" McGaffney

c. POINT OF CONTACT TELEPHONE NUMBER

904-940-5850 Ext 415

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM serves as the District Engineer for the Aberdeen Community Development District, providing a comprehensive range of professional engineering services under a continuing services agreement. Key responsibilities include:

- » **Infrastructure Planning and Management:** Oversee infrastructure improvements, including stormwater systems, utilities, and roadways, to ensure functionality and sustainability.
- » **Construction Administration:** Provide project oversight, including contractor coordination, processing pay estimates, reviewing change orders, and final inspections to ensure project quality and compliance.
- » **Regulatory and Compliance Support:** Facilitate permitting processes and ensure all projects align with state and local regulations.
- » **General Consulting and Board Support:** Assist the Board of Supervisors with feasibility studies, trust indenture reviews, and other duties related to infrastructure and services.

Through these efforts, Matthews | DCCM supports Aberdeen CDD's mission to maintain and enhance its infrastructure, ensuring long-term benefits for the community.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

8

21. TITLE AND LOCATION (City and State)

**Bartram Springs CDD, District Engineer**  
**Jacksonville, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION (If applicable)  
N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Bartram Springs CDD

b. POINT OF CONTACT NAME

James Oliver

c. POINT OF CONTACT TELEPHONE NUMBER

904-940-5850

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM delivers a comprehensive suite of professional engineering and consulting services to the Bartram Springs CDD under a continuing services agreement. The scope of work includes:

- » **Public Facilities Reporting:** Preparation of detailed reports in accordance with Chapter 189.08, Florida Statutes. These reports assess current facility capacities, projected demands, and plans for future infrastructure improvements to ensure compliance and effective resource management.
- » **Infrastructure Planning and Management:** Services include the planning, design, and maintenance of critical infrastructure such as stormwater systems, roadways, and utilities to meet the evolving needs of the community.
- » **Construction Administration:** Oversight of contractor activities, including site inspections, review of pay applications, and final certifications to ensure that projects are executed to the highest standards.
- » **Regulatory Compliance and Permitting:** Comprehensive support to navigate and meet state and local regulations, streamlining the implementation of district projects.
- » **General Engineering Support:** Ongoing consultation and attendance at Board of Supervisor meetings to provide technical expertise and guidance on district initiatives.

This partnership underscores Matthews | DCCM's dedication to fostering sustainable growth, enhancing infrastructure, and meeting the strategic goals of Bartram Springs CDD.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

9

21. TITLE AND LOCATION (City and State)

**Heritage Landing CDD, District Engineer**  
**St. Augustine, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (If applicable)

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Heritage Landing CDD

b. POINT OF CONTACT NAME

Melissa Dobbins

c. POINT OF CONTACT TELEPHONE NUMBER

904-436-6270

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM provides professional engineering services to the Heritage Landing CDD under a continuing services agreement. The scope of work includes:

- » **Surveying and Infrastructure Evaluation:** Conducting detailed surveying and evaluations to support infrastructure maintenance and development within the district.
- » **Annual Reporting:** Preparation of comprehensive reports outlining the condition, capacity, and projected improvements for district facilities in compliance with Chapter 189.08, Florida Statutes.
- » **Construction Administration:** Managing construction activities, including contractor coordination, processing of pay estimates, and final inspections to ensure compliance with project specifications and quality standards.
- » **Regulatory Compliance and Consultation:** Assisting the Board of Supervisors with permitting, planning, and infrastructure development to align with state and local regulations.
- » **General Engineering Support:** Providing ongoing technical expertise and attendance at Board meetings to address district needs and objectives.

This collaboration reflects Matthews | DCCM's commitment to delivering efficient, innovative, and sustainable solutions tailored to the unique needs of Heritage Landing CDD.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

**10**

21. TITLE AND LOCATION *(City and State)*

**Double Branch CDD, District Engineer  
Orange Park, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Double Branch CDD

b. POINT OF CONTACT NAME

Marilee Giles

c. POINT OF CONTACT TELEPHONE NUMBER

904-940-5850

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Matthews | DCCM serves as the District Engineer for the Double Branch CDD, providing a comprehensive range of professional engineering and consulting services under a continuing services agreement. Key responsibilities include:

- » **General Engineering Support:** Regular participation in Board of Supervisors meetings and provision of technical expertise to support district initiatives and decision-making processes.
- » **Public Facilities Reporting:** Preparation of detailed reports as mandated by Chapter 189.08, Florida Statutes, evaluating the current and projected capacities, conditions, and improvement plans for the district's public facilities.
- » **Construction Administration:** Oversight of infrastructure projects, including inspections, contractor coordination, and review of pay applications to ensure adherence to specifications and quality standards.
- » **Regulatory Compliance:** Assistance with permitting and regulatory requirements to ensure all projects align with state and local guidelines.

This partnership reflects Matthews | DCCM's dedication to delivering high-quality, sustainable solutions tailored to the needs of the Double Branch CDD.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Matthews   DCCM	St. Augustine, FL	Prime

## G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

## 29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	Sampson Creek CDD, District Engineer	6	Wynnfield Lake CDD, District Engineer
2	Olympus Development and CDD, District Engineer	7	Aberdeen CDD, District Engineer
3	Stillwater Development and CDD, District Engineer	8	Bartram Springs CDD, District Engineer
4	South Village CDD, District Engineer	9	Heritage Landing CDD, District Engineer
5	Somerset at Palm Coast Park CDD, District Engineer	10	Double Branch CDD, District Engineer

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

To fully address the criteria requested in the RFQ, we offer the following additional information. This further demonstrates Matthews | DCCM's expertise and capabilities to perform all work that is anticipated under this contract as District Engineer for the Bannon Lakes CDD.

### ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

Matthews | DCCM is equipped with a team of around 50 professionals, including engineers, technicians, inspectors, planners, landscape architects, and project administrators, who bring extensive experience in a wide range of projects. This encompasses construction plans and specifications for land development, transportation systems, Signing & Pavement Markings, Maintenance of Traffic, stormwater management, utilities, and permits from various authorities. Our Project Managers, Team Leaders, Engineers, and Technicians possess firsthand expertise in protocols, design criteria, and filing conventions necessary for permit and project approval.

Our key staff for this project team are experts in their disciplines and well suited to provide the continuing engineering services required of your District Engineer. Our project management team and discipline leads are supported by other highly skilled engineers, technicians, and designers to provide a well-rounded and well-staffed production force.

#### **Alex Acree, PE | VP of Production | Proposed Role: Project Manager**



As Project Manager, Alex will provide technical expertise and oversee the planning, design, and implementation of civil engineering designs. He will prepare engineering drawings and specifications, coordinate with contractors and suppliers, and supervise construction activities. Alex will also attend district meetings to ensure smooth project execution.

#### **Rob A. Matthews III, PE | President and CEO | Proposed Role: Principal-in-Charge**



As Principal-in-Charge, Rob will provide strategic leadership and ensure the project's vision, goals, and objectives are effectively implemented. He will oversee client relations, project delivery, financial management, and quality control while fostering client relationships and maintaining project success.

#### **Branden Marcinell, EI | VP of Culture and Innovation | Proposed Role: QA/QC Manager**



As QA/QC Manager, Branden will ensure all deliverables and services meet established quality standards. He will implement quality management systems, procedures, and protocols to maintain consistency and compliance with regulations and client requirements.

#### **Tyler Smith, PE | Transportation Lead | Proposed Role: Transportation Engineer**



As Transportation Engineer, Tyler will lead the planning, design, and implementation of transportation infrastructure projects. His work will focus on enhancing safety, efficiency, and sustainability in the Bannon Lakes community.

#### **Rudd Jones, Jr., PE | Stormwater Engineer | Proposed Role: Stormwater Engineer**



As Stormwater Engineer, Rudd will lead the design and analysis of stormwater management systems. His expertise will ensure compliance with regulations and support sustainable, effective solutions for water management in the community.

### CERTIFIED MBE

Matthews | DCCM is not a certified MBE.

### WILLINGNESS & ABILITY TO MEET TIME & BUDGET REQUIREMENTS

The Matthews | DCCM Team commits to meeting the schedule and budget goals of the Bannon Lakes CDD. Matthews | DCCM will determine the most cost-effective solutions and time saving measures for all project improvements issued under this contract.

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Our team, led by **Alex Acree, PE**, as Project Manager, will oversee all resources and activities necessary to fulfill contract requirements. To ensure quality and timeliness, we implement advanced internal deadlines, detailed project management plans, a robust QA/QC process, and frequent progress reporting. Measures such as early focus on critical issues like permitting and utility coordination, constructibility reviews, and cost updates at every stage ensure efficiency. With a proven track record of completing projects on time and within budget, Matthews | DCCM is committed to maintaining this standard by delivering prompt, high-quality service and construction documents.

### CONSULTANT'S PAST EXPERIENCE/PERFORMANCE

Matthews | DCCM has maintained work/task order driven continuing service contracts for several years and has the experience and resources necessary to anticipate and compensate for these challenges. Through efficient scheduling, a dedicated workforce, solid experience, and proven record of success with past projects, Matthews | DCCM has earned a reputation for providing high-quality, innovative engineering solutions in a timely and cost-effective manner.

Matthews | DCCM has also completed multitude private development projects within its service area. These projects involved planning, design, and permitting, and many involved construction inspection. Pertinent to the interests of this RFQ, our expertise includes application of the latest versions of ICPR and PONDSD hydrologic software applications to address issues associated with stormwater infrastructure including stormwater ponds, and pond bank design and reconstruction. Clients that entrust Matthews | DCCM to perform these professional services on a continuing basis include:

- » Antigua Community Development District (Continuing Engineering Services - District Engineer)
- » Madeira Community Development District (Continuing Engineering Services - District Engineer)
- » Sampson Creek Community Development District (Continuing Engineering Services - District Engineer)
- » Stillwater Community Development District (Continuing Engineering Services - District Engineer)
- » South Village Community Development District (Continuing Engineering Services - District Engineer)
- » Tolomato Community Development District, Nocatee (Continuing Engineering Services - District Engineer)
- » Olympus Community Development District (Continuing Engineering Services - District Engineer)
- » Flagler Estates Road and Water Control District (Continuing Engineering Services - District Engineer)
- » St. Johns County School District (Continuing Engineering Services)
- » St. Johns County (Continuing Engineering Services)
- » St. Johns County Parks and Recreation Department (Continuing Engineering Services)
- » St. Johns County Airport (Civil Engineering Subconsultant Continuing Services)
- » City of St. Augustine (Continuing Contract for Professional Services - Civil & Environmental Engineering)
- » City of Jacksonville (A/E Continuing Services for Misc. Park Improvement Projects)
- » City of Green Cove Springs (Continuing Engineering Services for Water, Wastewater, Drainage, Stormwater, Roadway & Parks)
- » City of Flagler Beach (Emergency Civil/Structural Engineering, Planning & Emergency Management Support Services for Disaster Recovery)
- » Flagler County (Continuing Civil Engineering Services)
- » Flagler County School District (Continuing Civil Engineering Services)
- » Putnam County (Continuing Professional Engineering Services)
- » St. Johns River State College (Continuing Civil Engineering Services)
- » Catholic Diocese of St. Augustine (Civil Engineering Services)
- » Florida Department of Transportation, District 2 (Continuing Services Subconsultant for Landscape Design)
- » Florida Department of Military Affairs (Continuing Engineering Services)

### GEOGRAPHIC LOCATION

Matthews | DCCM's corporate office is located just north of the historic district at 7 Waldo Street in St. Augustine, Florida and will have direct responsibility for work performed under this contract. Our Jacksonville office is located at 4600



## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Touchton Road, Building 200, Suite 175 in Jacksonville. Our close proximity, ~12 miles, make our staff readily available to serve the needs of the Bannon Lakes CDD. This office location is important during permitting and construction to ensure timely responses.

### RECENT, CURRENT & PROJECTED WORKLOADS

Matthews | DCCM ensures effective project management, resource allocation, and timely, high-quality project completion within budget. Our team is well-staffed and equipped to meet the RFQ requirements, with additional resources available as needed. We maintain open communication, leveraging in-house and partner resources to prevent delays. With a strong track record of on-time, on-budget delivery and high client satisfaction, Matthews | DCCM's reputation for quality and repeat business speaks to our commitment to excellence. Using an internal forecast tool, we manage workloads to allocate 20% of staff capacity for new opportunities, ensuring readiness for projects outlined in the RFQ.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Available Hrs	6,336	6,048	6,048	6,336	6,336	5,760	6,336	6,336	6,048	6,336	5,760	5,760
Planned Hrs	5,068	4,438	4,438	5,068	5,068	4,608	5,068	5,068	4,438	5,068	4,608	4,608

### VOLUME OF WORK PREVIOUSLY AWARDED TO CONSULTANT BY DISTRICT

Matthews | DCCM has not previously performed work for the Bannon Lakes CDD.

### REFERENCES

**Ernesto Torres**  
**Sampson Creek CDD**  
904-940-5850  
etorres@gmsnf.com

**Daphne Gilyard**  
**Stillwater CDD**  
877-276-0889  
gillyardd@whhassociates.com

**Leslie Gallagher**  
**Madeira CDD**  
904-838-7153  
LGallagher@rizzetta.com

### TECHNICAL EXPERIENCE

#### Stormwater Management & Permitting

Stormwater management engineering requires the seamless integration of site function, civil infrastructure, regulatory requirements, and client goals and objectives. To execute a project with so many moving parts requires a team of professionals who are experienced in delivering projects of varying sizes for all types of clients. Matthews | DCCM has an expert team of engineers and planners, and teams with other professionals that are proficient in their disciplines. We evaluate existing site conditions, including topography/pond banks, natural resources, wetlands and streams, drainage patterns, and existing or nearby utility and roadway infrastructure, so the site is contiguous with existing conditions and meets the intended use. Matthews | DCCM ensures that site layouts maximize development and land use potential with cost-effective features.

Matthews | DCCM is a leader in stormwater management design and permitting, and has completed stormwater studies and associated plans for projects ranging from single roadway intersections, to small, rapidly developing communities, cities, and counties. Matthews | DCCM has developed innovative approaches that integrate the needs of both the private sector and the municipalities in the development of recommendations. Matthews | DCCM's stormwater plans are routinely approved and implemented with minimal opposition. We are able to accomplish this by including our clients, as well as the regulatory agencies, at the early stages of a project to be part of the planning process and resolve any potential permitting design issues from the start.

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

### Drainage Studies & Design

Dependent upon the soil characteristics, roadway swales will be designed for proper stormwater storage, treatment, and conveyance. In some instances, roadside swales can be regraded and used as linear ponds to provide water quality treatment and attenuation. Alternatively, attenuation in roadside swales can be provided using ditch blocks or raised inlets. Regardless of the unique location challenges, our drainage engineering professionals will evaluate and design improvements as necessary to reduce flooding at each project location. Matthews | DCCM will manage these study/design efforts. Our objective is to create effective, low maintenance drainage systems that will operate optimally with less maintenance requirements.

### Utility (Potable & Sanitary) Design & Coordination

A key aspect of a project's success requires an understanding of how existing utilities affect the design, maintenance schedule, and budget. Matthews | DCCM provides this critical need and conducts all utility design for potable and sanitary water, while also coordinating with using agencies. All meetings and utility conflict resolution is led by our in-house professional engineers. All utilities will be identified, designed and mapped within the relevant project corridor. Our design will avoid utility conflicts when possible and keep any utility relocations or adjustments to a minimum. Additionally, our close relationship to many local utility agencies expedites production of accurate data and ultimately keeps the project moving forward, preventing delays. Effective utility coordination requires innovation, experience, and a team approach. Matthews | DCCM is eager and equipped to begin.

### Grant Support & Administration

Matthews | DCCM has a long history of working with small to large municipalities to ensure they maximize the benefit of their grants. Since 2008, Matthews | DCCM has been involved with a number of projects financed in part with grant funds. Matthews | DCCM served as lead consultant for the St. Johns County Community Development Block Grant (CDBG) Disaster Recovery Initiative to address stormwater drainage and other issues within the County. Matthews | DCCM has also worked on the Hazard Mitigation Grant Program (HMGP) application, providing grant application assistance for Putnam County. This included gathering information, conceptual design drawings, an opinion of probable costs for proposed improvements, project schedule with timeline and key milestones, and a maintenance schedule for the proposed improvements. This experience demonstrates that Matthews | DCCM is capable of handling the design and engineering as well as the timelines and processes associated with HMGP grants and working with the regulatory agencies such as the Department of Economic Opportunity (DEO). Matthews | DCCM's extensive experience assisting counties and cities with grant-funded and grant-related public work projects has an estimated value exceeding \$10M.

### Approach to Project Management/Methodology

We understand that the role of an effective project manager is crucial for the overall success of any project. Therefore, the achievement of project objectives relies heavily on the implementation of effective project management practices throughout the project's entire life cycle. These practices encompass several key elements, including:

- » **Project Understanding:** The project manager needs a deep understanding of project objectives, requirements, and outcomes, forming the basis for decision-making and alignment.
- » **Budget & Schedule Control:** Our managers vigilantly oversee budgets and schedules, monitoring expenses, resources, and implementing strategies to prevent cost overruns and delays.
- » **Risk Management:** Identifying and mitigating risks is crucial. Our manager assesses potential obstacles, gauges their impact, and develops mitigation plans to keep the project on track.
- » **Effective Communication:** Open and transparent communication with the CDD and project team staff is vital for success. This fosters collaboration and shared project objectives.
- » **Quality Control (QC):** Adherence to the QC Plan is fundamental. Our manager ensures quality standards are met, implements quality control measures, and conducts assessments for high-quality outcomes.

### SCHEDULE MANAGEMENT AMONG TEAM MEMBERS

Matthews | DCCM takes full responsibility for project management, resource allocation, and delivering projects on time, within budget, and to the highest quality standards. Our team is well-staffed, capable of meeting the District's RFQ

## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

requirements, and supported by additional resources as needed. As part of DCCM, a nationwide provider of design, consulting, and construction management services with over 1,200 professionals, we can access extensive expertise to ensure project success. Known for completing work on time and within budget, Matthews | DCCM's exceptional service and quality have earned a strong reputation and repeat business, reflecting our commitment to client satisfaction and project excellence.

### FIRM LICENSURE & PREQUALIFICATIONS

Matthews | DCCM is licensed to perform professional engineering and landscape architecture in the State of Florida and is certified with the Florida Department of State as an S-Corporation. Matthews | DCCM is also licensed to perform work in Georgia and South Carolina for both engineering and landscape architecture. A copy of the firm's licenses, and key staff licenses, can be found at the of this section as Exhibit A.

### FINANCIAL CAPACITY

Matthews | DCCM is a Sub "S" Corporation, founded in June 2005 and in its 19th year of business. Bank and CPA reference can be provided upon request. Both our Banker and CPA have vouched for our financial strength. To date, Matthews | DCCM has never faced legal proceedings of any kind for failing to meet or honor any of its contractual obligations.

### INSURANCE

Matthews | DCCM carries General Liability insurance with a general aggregate limit of \$2 million and Professional Errors and Omissions insurance with an aggregate limit of \$2 million. Proof of insurance appears at the end of the additional information section as Exhibit B.

### LEGAL REQUIREMENTS AND DISCLOSURE

No judicial or administrative agency or qualification board has ever investigated Matthews | DCCM or any of its employees. Neither Matthews | DCCM nor any Matthews | DCCM employee, including its engineers, has ever received any prior adverse decision or settlement relating to a violation of ethical standards.

- » Matthews | DCCM has not been terminated from any contract.
- » Matthews | DCCM has not defaulted on any contract or is in arrears on any contract.
- » Matthews | DCCM or any of its employees are not involved in any litigation involving work.
- » Matthews | DCCM or any of its employees have not been the subject of any governmental action of any kind.
- » No person or affiliate associated with this submission has ever appeared on a convicted vendor list following conviction of a public entity crime.

Further, Matthews | DCCM accepts its responsibility to comply with all federal, state, county, and local laws, ordinances and regulations that affect the services covered in the Bannon Lakes RFQ.

### QUALITY & SCHEDULE CONTROL

Matthews | DCCM employs robust project management methods to monitor and track all projects efficiently. Using Deltek, we manage budgets, milestones, and resource allocation, allowing Project Managers to track progress at every phase, including 30%, 60%, and 90% milestones. Our internal tracking system provides firm-wide visibility into project status, key milestones, and resource needs, ensuring schedules and budgets are maintained. Regular communication with sub-consultants helps align efforts and keep projects on track. To ensure quality, deliverables undergo both team and independent reviews by a licensed PE, guaranteeing high standards for permitting and construction while optimizing cost savings.



## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

### EXHIBIT A - LICENSES

#### 2024 FLORIDA LIMITED LIABILITY COMPANY AMENDED ANNUAL REPORT

DOCUMENT# L22000424179

Entity Name: MATTHEWS DESIGN GROUP, LLC

Current Principal Place of Business:

7 WALDO ST.  
ST. AUGUSTINE, FL 32084

Current Mailing Address:

7 WALDO ST.  
ST. AUGUSTINE, FL 32084 US

FEI Number: 92-0592519

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

CLUKEY & TEBALUT, LLC  
201 OWENS AVENUE  
UNIT A  
SAINT AUGUSTINE, FL 32080 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: MICAH CLUKEY 10/14/2024  
Electronic Signature of Registered Agent Date

#### Authorized Person(s) Detail :

Title	PRESIDENT, CEO	Title	DIRECTOR
Name	MATTHEWS, ROB	Name	LANEHART, ERIC
Address	7 WALDO ST.	Address	7 WALDO ST.
City-State-Zip:	ST. AUGUSTINE FL 32084	City-State-Zip:	ST. AUGUSTINE FL 32084
Title	AUTHORIZED MEMBER	Title	AUTHORIZED MEMBER
Name	HEWITT, JEREMY	Name	GARRINGER, MICHAEL
Address	7 WALDO ST.	Address	7 WALDO ST.
City-State-Zip:	ST. AUGUSTINE FL 32084	City-State-Zip:	ST. AUGUSTINE FL 32084
Title	VP		
Name	ACREE, ALEX		
Address	7 WALDO ST.		
City-State-Zip:	ST. AUGUSTINE FL 32084		

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: ROB A. MATTHEWS III 10/14/2024  
Electronic Signature of Signing Authorized Person(s) Detail Date

#### Licensee

Name:	MATTHEWS DESIGN GROUP, LLC	License Number:	26535
Rank:	Registry	License Expiration Date:	
Primary Status:	Current	Original License Date:	08/22/2005

#### Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
58425	Current, MATTHEWS, ROB A III Active	Registry		08/22/2005	Professional Engineer	02/28/2025



#### ONLINE SERVICES

[Apply for a License](#)  
[Verify a Licensee](#)  
[View Food & Lodging Inspections](#)  
[File a Complaint](#)  
[Continuing Education Course Search](#)  
[View Application Status](#)  
[Find Exam Information](#)  
[Unlicensed Activity Search](#)  
[AB&T Delinquent Invoice & Activity List Search](#)

#### LICENSEE DETAILS

2:17:36 PM 11/1/2023

##### Licensee Information

Name:	MATTHEWS DESIGN GROUP, LLC (Primary Name)
Main Address:	P.O BOX 3126 SAINT AUGUSTINE Florida 32085
County:	ST. JOHNS

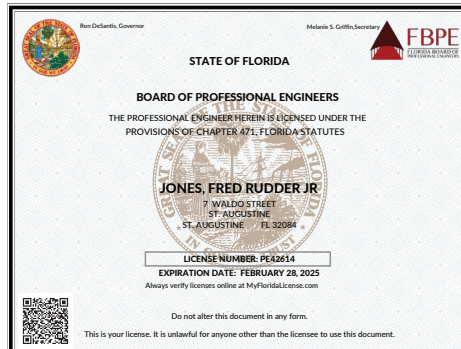
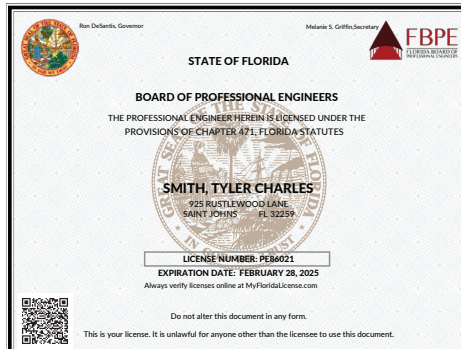
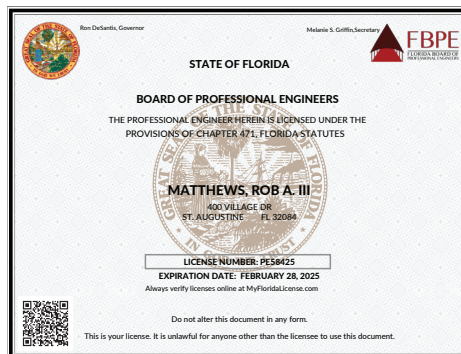
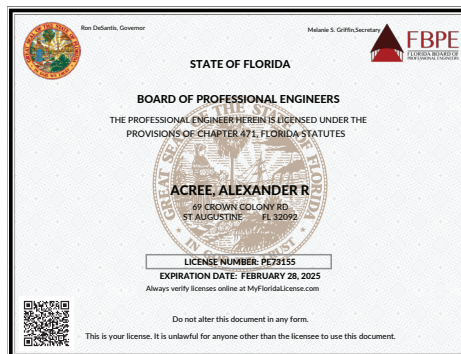
##### License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	26535
Status:	Current
Licensure Date:	08/22/2005
Expires:	

##### Special Qualifications

##### Qualification Effective

##### Alternate Names



## H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

## EXHIBIT B - INSURANCE

Client#: 189537 DCCMLLC

**ACORD<sup>TM</sup> CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
6/26/2024

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


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

<b>PRODUCER</b> <b>Propel Insurance</b> 1201 Pacific Avenue; Suite 1000 COM Middle Market Tacoma, WA 98402-4321	<b>CONTACT NAME:</b> Nicole Anderson <b>PHONE (A/C, No, Ext):</b> 800 499-0933 <b>FAX (A/C, No):</b> 866 577-1326 <b>E-MAIL ADDRESS:</b> nicole.anderson@propelinsurance.com												
<b>INSURED</b> Matthews Design Group LLC DCCM, LLC 7 Waldo St. St. Augustine, FL 32084	<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A : American Guarantee and Liability Ins.Co</td> <td style="width: 20%;">NAIC # 26247</td> </tr> <tr> <td>INSURER B : Zurich American Insurance Company</td> <td>16535</td> </tr> <tr> <td>INSURER C : HDI Specialty Insurance Company</td> <td>16131</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER A : American Guarantee and Liability Ins.Co	NAIC # 26247	INSURER B : Zurich American Insurance Company	16535	INSURER C : HDI Specialty Insurance Company	16131	INSURER D :		INSURER E :		INSURER F :	
INSURER A : American Guarantee and Liability Ins.Co	NAIC # 26247												
INSURER B : Zurich American Insurance Company	16535												
INSURER C : HDI Specialty Insurance Company	16131												
INSURER D :													
INSURER E :													
INSURER F :													

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

INSUR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:2,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GLO872027301	06/30/2024	06/30/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		BAP872027401	06/30/2024	06/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		SXS808437601	06/30/2024	06/30/2025	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC872027201	06/30/2024	06/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional, Pol		PID6558400S	06/30/2024	06/30/2025	\$10,000,000 Clm. \$10,000,000 Agg.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Project 46954.00 UFHSJ - Durbin Hospital Restart**  
**Additional Insured status applies per attached form(s)**

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) 1 of 1 The ACORD name and logo are registered marks of ACORD  
 #S6727715/M6721803 NXJ00

## I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

11/21/24

33. NAME AND TITLE

Rob A. Matthews III, PE | CEO/President

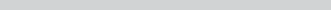
1. SOLICITATION NUMBER ( If any)  
RFQ # from the First Page

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME Matthews Design Group, LLC dba Matthews   DCCM			3. YEAR ESTABLISHED XXXX		4. UNIQUE ENTITY IDENTIFIER SAM No.	
2b. STREET 7 Waldo Street			5. OWNERSHIP			
2c. CITY St. Augustine			2d. STATE FL		2e. ZIP CODE 32084	
6a. POINT OF CONTACT NAME AND TITLE Alex Acree, PE   VP of Production			a. TYPE LLC			
6b. TELEPHONE NUMBER 904-826-1334			b. SMALL BUSINESS STATUS N/A			
6c. E-MAIL ADDRESS aacree@dccm.com			7. NAME OF FIRM (If Block 2a is a Branch Office) N/A			
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	6	4	C15	Construction Management	2
08	CADD Technician	6	5	H07	Highways; Streets; Airfield Parking; Parking Lots	4
12	Civil Engineer	8	1	H11	Housing (Residential, Multifamily, Apartments, Condos)	4
15	Construction Inspector	2	0	L03	Landscape Architecture	1
39	Landscape Architect	0	1	O01	Office Buildings; Industrial Parks	2
47	Planner: Urban/Regional	0	2	P06	Planning (Site, Installation & Project)	3
38	Land Surveyor	4	0	R04	Recreation Facilities; Parks; Marinas, Etc.	1
48	Project Manager	5	1	S13	Stormwater Handling & Facilities	3
60	Transportation Engineer	0	2	W04	Water Supply; Treatment & Distribution	2
				L02	Zoning; Land Use Studies	2
	Other Employees					
Total		31	16			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	0	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	6	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	6	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	b. DATE 11/21/24
c. NAME AND TITLE Rob A. Matthews III, PE   CEO/President	





**PREPARED BY:**

**Matthews | DCCM**

7 Waldo Street

St. Augustine, FL 32084

904.826.1334

[www.matthews.dccm.com](http://www.matthews.dccm.com)

**CONTACT:**

**Alex Acree, PE**

[aacree@dccm.com](mailto:aacree@dccm.com)

Matthews

**DCCM**

## *SIXTH ORDER OF BUSINESS*

**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

## TABLE OF CONTENTS

INTRODUCTION.....	3
DEFINITIONS .....	3
SECURITY ACCESS CARDS.....	4
NON-RESIDENT ANNUAL USER FEE .....	4
HOMEOWNERS ASSOCIATION USE OF FACILITIES.....	5
COMMUNITY CLUB USE OF FACILITIES .....	5
GUEST POLICIES.....	5
RENTER'S PRIVILEGES.....	5
GENERAL AMENITY FACILITY PROVISIONS .....	6
LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY .....	8
SERVICE ANIMAL POLICY .....	8
GENERAL BANNON LAKES CDD AMENITY FACILITY USAGE POLICY .....	9
SWIMMING POOL RULES.....	9
SWIMMING POOL THUNDERSTORM POLICY.....	11
FITNESS CENTER POLICIES .....	11
GENERAL FACILITY RENTAL POLICY.....	12
TENNIS AND PICKLEBALL FACILITY POLICIES .....	14
TENNIS AND PICKLEBALL COURTS: THUNDERSTORM POLICY .....	16
BASKETBALL FACILITY POLICIES.....	16
MULTI-PURPOSE FIELD POLICIES .....	17
PLAYGROUND POLICIES .....	17
FISHING POLICY .....	18
DOG PARK POLICY.....	18
SUSPENSION AND TERMINATION OF PRIVILEGES.....	19



## 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, employees, representatives, contractors, and agents hereunder with respect to any loss, cost, claim, injury, damage, or liability sustained or incurred by any family member of such Patron.

## **SERVICE ANIMAL POLICY**

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

- If the Service Animal is out of control and the handler does not take effective measures to control it
- If the Service Animal is not housebroken

- If the Service Animal's behavior poses a direct threat to the health and safety of others.

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

## GENERAL BANNON LAKES CDD AMENITY FACILITY USAGE POLICY

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

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

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

## SWIMMING POOL RULES

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

1. At any given time, a Resident, Renter or Non- Resident Member may allow up to five (5) Guests to the swimming pool (unless a greater number of guests has been approved by the Facility Manager).
2. Guests under fifteen (15) years of age must be accompanied at all times by a parent or adult Patron eighteen (18) years of age or older, during usage of the pool facility.
3. No pushing, running, throwing any item or other horseplay is allowed in the pool or on the pool deck area.
4. Diving is prohibited.
5. Lap lanes are to be used only by persons swimming laps or water walking or jogging. Hanging

- on the lane lines and interfering with the lap-swimming lane is prohibited.
6. Radios, tape players, CD players, MP3 players, televisions or other electronic devices used to play music or other forms of entertainment are not permitted unless they are personal units equipped with headphones or for scheduled activities such as water aerobics classes.
  7. Swimming is permitted only during designated hours as posted at the pool, and such hours are subject to change at the discretion of Facility Manager. Lifeguards are NOT on duty on a regular basis, if at all. Patrons swim at their own risk and must adhere to swimming pool rules at all times.
  8. Showers are required before entering the pool.
  9. Glass containers are prohibited.
  10. Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
  11. Play equipment, such as floats, rafts, snorkels, dive sticks, flotation devices and other recreational items such as balls and pool toys must meet with staff approval. The facility reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the pool, or if the equipment causes a safety concern or annoyance to other users of the facility.
  12. Pool availability may be limited or rotated in order to facilitate maintenance of the facility. Depending upon usage, the pool may be closed for various periods of time to facilitate maintenance and to maintain health code regulations.
  13. Pets (except service dogs), bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area inside any Amenity Facility gates at any time.
  14. The Facility Manager reserves the right to authorize all programs and activities (including the number of participants, equipment and supplies usage, etc.) conducted at the pool, including swim lessons and aquatic/recreational programs.
  15. Any person swimming during non-posted swimming hours may be suspended or terminated from using the facility.
  16. Proper swim attire (no cutoffs) must be worn in the pool.
  17. No chewing gum is permitted in the pool or on the pool deck area.
  18. For the comfort of others, the changing of diapers or clothes is not allowed poolside.
  19. No one shall pollute the pool. Anyone who pollutes the pool will be liable for any costs incurred in treating and reopening the pool.
  20. Radio controlled water craft are not allowed in the pool or the pool area.
  21. Pool entrances must be kept clear at all times.
  22. No swinging on ladders, fences, or railings is allowed.
  23. Pool furniture is not to be removed from the pool area.
  24. Loud, profane, or abusive language is prohibited.
  25. No physical or verbal abuse will be tolerated.
  26. The District is not responsible for lost or stolen items.
  27. Chemicals used in the pool/spa may affect certain hair or fabric colors. The District is not responsible for these effects.
  28. The spa and deck area may not be rented at any time; however, access may be limited at certain times for various District functions, as approved by the Board and/or Facility Manager.

## SWIMMING POOL THUNDERSTORM POLICY

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

## FITNESS CENTER POLICIES

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

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

1. *Eligible Users:* Patrons eighteen (18) years of age and older are permitted to use the fitness center during designated operating hours. All Guests between the ages of fifteen (15) and seventeen (17) may use the fitness center 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>	<u>Rental Rate</u>	<u>Deposit</u>
Club House	54	\$0	\$200

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

3. *Reservations:* Staff will take reservations in advance for the Amenity Facility. Reservations are on a “first come, first served” basis and can be made only in person by filling out a Facility Use Application. Reservations must be made at least (thirty) 30 days in advance to the Amenity Manager Staff. Patrons interested in reserving a room must submit to the Amenity Manager Staff a completed Facility Use Application. Reservations will be held for fifteen (15) minutes past the scheduled start time before re-assigning the reservation time slot. There are no personal “standing” reservations allowed for the facilities listed in the reservation policy. If the renter wishes to cancel a reservation, the cancellation must be communicated to the Facility Manager no later than thirty (30) days prior to the scheduled event to have the full rental fee and the full deposit returned. If the event is cancelled less than thirty (30) days prior to the event, only the full security deposit, but none of the rental fee, will be returned.
4. *Deposit and Payment:* At the time of submission, the Patron shall provide the rental fee referenced above and a deposit. Rental fees may be paid by check or money order, payable to **Bannon Lakes Community Development District**. The Amenity Manager Staff will review the Facility Use Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District’s Board of Supervisors for consideration. At the time the reservation is made, two checks or money orders (no cash), one for the deposit and one for the room rental, both made out to District must be delivered to the Facility Manager along with completed paperwork and insurances, if necessary. Each Patron renting the Amenities must sign and execute a Rental Agreement acceptable to the District. Regardless of whether the Rental Agreement is executed, the Patron is bound by the Rental Agreement, which is incorporated herein by this reference.
5. *Deposit:* Payment of the deposit and rental fee will secure the rental time, location, and date. To receive the full refund of the deposit within ten (10) days after the party, the renter must:
  - Ensure that all garbage is removed and placed in the dumpster.
  - Remove all displays, favors or remnants of the event.
  - Restore the furniture and other items to their original position.
  - Wipe off counters, table tops and sink area.
  - Replace garbage liner.
  - Clean out and wipe down the refrigerator, and all cabinets and appliances used.
  - Clean any windows and doors in the rented area.
  - Ensure that no damage has occurred to the Amenity Facility.
  - Patron and Patron’s guests are required to adhere to all Amenity Facility rules and policies. Failure to comply with such rules and policies may result in the forfeiture of Patron’s deposit.
  - Pets (with the exception of “Service Animals”) are prohibited from any and all rented facilities.

The District may retain all or part of any deposit if the District determines, in its sole discretion,

that it is necessary to repair any damages (including any clean-up costs) arising from the rental.

6. *Staffing*: During the Amenity Facility's operating hours in which Amenity Facility Staff is present, private events with twenty-five (25) persons or less are not required to pay for additional staff unless otherwise required by the District. For events in excess of twenty-five (25) people during operating hours, or for events after operating hours, additional staff may be required. The Facility Manager shall decide, on a case-by-case basis, if additional staff is required and if there will be any associated costs.
7. *Alcohol Policies*: Patrons intending to serve alcohol at a rented facility must so indicate on the Facility Use Application. Any Patron who does not so indicate at the time the application is submitted shall not be permitted to serve alcohol. Event Liability insurance coverage in the amount of One Million Dollars (\$1,000,000) will be required for all events that are approved to serve alcoholic beverages. The District, the Board, and District staff and consultants are to be named on these policies as additional insureds. Patrons serving alcohol agree to indemnify and hold harmless the District, Amenity Services Group and their Supervisors, officers, directors, consultants and staff from any and all liability, claims, actions, suits, or demands by any person, corporation or other entity, for injuries, death property damage of any nature, arising out of, or in connection with the service of alcohol. Patrons agree that such indemnification shall not constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, *Florida Statutes*. Patrons must hire a certified bartender to dispense alcohol.
8. *Additional Policies*: The following additional policies apply to any rental of an amenity facility or space:
  - a. The capacity limit of any portion of the Amenity Facility or space shall not be exceeded at any time for a party or event.
  - b. The volume of live or recorded music must not violate applicable St. Johns County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
  - c. The Amenities may be rented for parties and events during normal operating hours. Additionally, the clubhouse may be rented after hours and until 10:00pm. All parties and events, including clean-up, at the clubhouse must conclude by midnight.
  - d. No decorations may be affixed to the walls, doors or any fixtures.
  - e. Event Liability coverage may be required, even in the absence of alcohol service, on a case by case basis in the sole discretion of the Board of Supervisors.
  - f. Patron and Patron's Guests are required to adhere to all Amenity Facility rules, policies, and directions from Amenity Facility staff.
  - g. No glass, breakable items or alcohol are permitted in the Pool Area.
  - 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 911 Emergency Services immediately. All emergencies and injuries must also be reported to Amenity Facility Staff at (904) 907-1100 as well as the District Manager at (904) 627-9271.
4. *Proper Attire:* Proper tennis shoes and attire, as determined by the Facility Manager, are required at all times while on the courts. Shirts must be worn at all times.
5. *Availability:* The tennis and pickleball courts are available on a “first come, first served” basis. Each Patron and the Patron’s guests are limited to the use of one (1) tennis or pickleball court for one hour when others are waiting. If you find it necessary to “bump” other players when it is your turn to play:
  - Never attempt to enter someone else’s court before your turn.
  - Never enter the court or distract players while others are in the middle of a point or game.
  - Wait outside the entrance gate and politely inform the players that it is your turn.
  - Allow players to finish out one more point, and then begin the player changeover for the court.
  - If you are bumped from a court and wish to continue play, please notify staff and they will do their best to get you on the next available court.
6. *General Policies:*
  - Proper tennis and pickleball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
  - Persons using the Tennis and Pickleball Facility must supply their own equipment (rackets, balls, etc.).
  - The Tennis and Pickleball Facility is for the play of tennis and pickleball only. Pets (with the exception of “Service Animals”), roller blades, bikes, skates, skateboards, and scooters are prohibited from the tennis and pickleball facility.
  - Beverages are permitted at the Tennis and Pickleball Facility if contained in non- breakable containers with screw top or sealed lids. No alcoholic beverages, glass or other breakable items are permitted on the tennis or pickleball courts.
  - No chairs other than those provided by the District are permitted on the tennis or pickleball courts.
  - No jumping over nets.
  - Players must clean up after play. This includes “dead” balls, Styrofoam cups, plastic bottles, etc. The goal is to show common courtesy by leaving the court ready for play for Patrons who follow you.
  - Court hazards or damages, such as popped line nails, need to be reported to the Facility Manager for repair.
  - The tennis and pickleball courts may be reserved by the District for District- sponsored

events or functions.

## TENNIS AND PICKLEBALL COURTS: THUNDERSTORM POLICY

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

## BASKETBALL FACILITY POLICIES

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

# CDD “101” Workshop

## Bannon Lakes CDD

### **Kutak Rock LLP**

107 W. College Avenue  
Tallahassee, Florida 32301  
850-692-7300

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

475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
904-940-5850

# Topics for Today

---

- What's a CDD?
- What does Bannan Lakes CDD do?
- How is CDD different than HOA?
- CDD Operations
- Budget and Assessments
- Board of Supervisors
- Elections

# What's a CDD?

---

## **Local unit of special purpose government**

- Established under the Uniform Community Development Act of 1980 (Chapter 190, F.S.)
- Provides a mechanism to finance, construct and maintain high quality infrastructure improvements
- Separate from, and NOT an arm of, the County
- Also separate from HOA
- Independent entity that is separate from its residents



# What does Bannon Lakes CDD do?

---

## Allowed By F.S. 190:

- Construct and maintain public infrastructure
- Issue long-term bonds
- Levy and collect non-ad valorem assessments for debt service
- Levy and collect operating and maintenance assessments
- Contract for services

## Not Allowed By F.S. 190:

- Issue building permits
- Regulate land use/zoning
- Issue development orders
- Provide police services
- Enforce code compliance
- Architectural review

# What does Bannon Lakes CDD do?

---

CDD owns and is responsible for the maintenance of the following:

- Portions of the Stormwater Management System
- The Amenity Facilities
- Certain Wetlands, Common Areas, and Landscaping

But the CDD does not own, operate or maintain:

- Utility Improvements (Water/Sewer)
- Certain portions of the Stormwater Management System

# CDD Operations - Staff

---

District Manager	District Counsel	District Engineer
Administrator of the CDD, oversees the CDD's operations	Legal counsel to the CDD, ensures that the CDD conducts its business in accordance with Florida law	Engineer of the CDD, provides support services regarding planning, designing, permitting, construction, and operation and maintenance of the CDD's infrastructure
<b>James Oliver</b> Governmental Management Services, LLC joliver@gmsnf.com 904-940-5850	<b>Wesley Haber</b> Kutak Rock LLP	<b>England-Thims &amp; Miller, Inc.</b>

# CDD Operations – District Manager

---

- The District Manager has “charge and supervision of the works of the district”
- The Board makes policy; the District Manager implements the Board’s policies
- District Managers get their authority from Chapter 190, Florida Statutes, and the contract between the District and the management company
- The District Manager has clerical and accounting staff to assist with District operations

# CDD Operations – District Counsel & District Engineer

---

## **District Counsel**

- District Counsel works for the Board, not the District Manager
- District Counsel works with the District Manager and staff to help protect the District from legal risks and achieve its goals

## **District Engineer**

- Assists with permit compliance
- Assists with maintenance of infrastructure
- Assists with the construction of the District's improvement plan



# CDD Operations - Vendors

---

**Auditor and Other Financial Service Providers**

# CDD Operations - Meetings

---

## **Seven days prior to the meeting:**

- Notice is published in a newspaper
- The agenda is posted on the District's website:  
<https://bannonlakescdd.com/>

## **Day of meeting:**

- Meeting is open to the public
- Quorum = three supervisors attending in person

# CDD Operations - Meeting Agenda

---

**Set by the District Manager with input from District Counsel and the Chairperson.**

## **Typical items include:**

- Audience Comments on Agenda Items – each individual is entitled to three (3) minutes to present comments to the Board on matters included in the agenda
- Minutes and Expenditures
- Business Items
- Staff Reports
- Supervisor Requests
- Audience Comments on General Items – each individual is entitled to three (3) minutes for comments on general issues or concerns relating to the District
- **Comments Concerning a Maintenance Related Item Will Need to be Addressed by District Manager Outside the Context of the Meeting**

# CDD Operations - Meeting Protocol

---

- Board members review the agenda in advance and follow up with District Staff if they have questions on agenda items
- The Board will receive audience comments and may address such comments upon conclusion of the public comment period, but is not required to engage in discussion
- Comments will not be received outside of a designated public comment period
- Comments concerning a maintenance related item will need to be addressed by the District Manager outside the context of the meeting
- Disruptive persons may be asked to leave

# CDD Operations - Governing Documents

---

## **Florida Statutes**

### **Establishment Ordinance**

- Bannan Lakes CDD – established by St. Johns County Ordinance No. 2015-60

### **Resolutions**

- Kept at the Records Custodian's Office - Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Phone: 904-940-5850

### **Rules of Procedure**

- Bannan Lakes CDD Rules of Procedure

# Budgets & Assessments – Annual Budget Process

---

**By June 15th** – District Manager presents proposed budget at board meeting.

- **Bannon Lakes CDD may consider the proposed budget for the upcoming fiscal year as early as March, April, or May**

**If assessments increase above previously noticed amount, the District mails notice to residents**

**By October 1st** – District Manager presents updates to proposed budget at the board meeting

- Board receives comments and/or objections to the budget during budget hearing
- Board may adjust and/or decrease budget based on comments received, but may not increase the assessments higher than the noticed amount
- **Bannon Lakes CDD will hold its budget hearing no sooner than 60 days after approving the proposed budget**



# Budgets & Assessments – CDD Assessments

---

## **Two Components (together, “Special Assessments” or “CDD Assessments”)**

- Debt Service Assessments, which secure the CDD’s 2016 Bonds, 2021 Bonds, and 2022 Bonds (collectively the “Bonds”)
- The 2016 Bonds mature in 2048, the 2021 Bonds mature in 2051, and the 2022 Bonds mature in 2053
- Upon the maturity of the Bonds, and as long as the CDD does not issue any additional debt, the Debt Service Assessment on all lots shall no longer be collected
- Operations & Maintenance Assessments

## **Special Assessments**

- Annual assessments on platted lots placed on county property tax bill
- Liens are co-equal with taxes
- HOA fees are separate
- Different from a “one-time” special assessment

# Budgets & Assessments – CDD Assessments

---

## **Operations & Maintenance Assessments**

- Based on operating budget approved at annual public hearing
- May change from year to year
- Directly tied to the operating expenses of the District
- Includes administrative costs and field maintenance
- Cannot be paid off

## **Debt Service Assessments**

- Established at issuance of bonds
- Does not change from year to year, unless the bond is refinanced, or an additional bond is issued
- Repays the debt service on the bonds used to pay for infrastructure
- Can be paid off (balance and instructions may be obtained from the District Manager)

# Board of Supervisors

---

- The Board of Supervisors consists of five (5) members called Supervisors
- Serves as the governing body of the District
- Receive input from constituents
- Makes material business decisions for the District
- Sets public policies implemented by staff
- Action taken shall be by majority vote of the board
- Authority of Chairperson/Vice-Chairperson set by Rules of Procedure

# General Elections

---

- Held after CDD has been established for six years and has  $\geq 250$  qualified electors
- Conducted by the County Supervisor of Elections
- One vote per qualified elector
- Open to qualified electors – citizens of the United States, residents of the CDD, and registered to vote (including renters)

# CDD v. HOA

---

## **How is a CDD different from an HOA?**

- Governmental entity
- Sunshine Laws / Open Records / Sovereign Immunity
- Issues tax exempt bonds
- Revenue collection and enforcement
- Public procurement
- Typically no architectural review
- Elected Board of Supervisors

Questions?



## *TENTH ORDER OF BUSINESS*

*D.*



## **Manager Report Amenities & Operations**

**Date of report: 12/10/2024**

**Submitted by: Diana Lambert**

### **Amenity Manager Updates**

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

- Monday: Yoga 10:00-11:00 am  
Mahjong 1:00pm-5:00pm
- Tuesday: Book Club 7:00pm-10:00pm (2nd Tuesday Monthly)
- Wednesday: Women's Card Club 1:00pm-5:00pm  
Men's Card Club 5:30-9:00 pm
- Thursday: Games Club 1:00pm-5:00pm
- Friday: Yoga 10:00-11:00 am  
Bunco 7:00pm-10:00pm (2<sup>nd</sup> Friday Monthly)
  - adjusted as needed to accommodate resident reservations.
- Inspired St. Johns - Craft Nights once every 2-3 months

#### **Follow-up Items**

- Small Rental Fee for Clubhouse Rentals (\$50-\$100)

#### **Upcoming & Completed Events**

- December 14<sup>th</sup> – Winter Wonderland 10:30am-1:30pm

## **Operations Manager Updates**

### **Completed Projects**

- Dog Park Gate has been fixed
- Annual Pressure washing of Amenity Center Buildings
- Christmas Lights were installed on Monuments, Amenity Center and Fitness Center
- Installed new Bird deterrents on Basketball Goal
- Pool bullnose and Tile edge around pool was fixed
- Furniture in Clubhouse and Tile and Grout were cleaned

### **Pending Projects**

- Pool lounge chairs repairs and reupholstered
- Drainage project around playground
- Continued Treatment of all CDD Ponds
- Onsite staff continues to work to deter Ducks and Geese from the Amenity Center

*THIRTEENTH ORDER OF BUSINESS*

*A.*



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

***Unaudited Financial Reporting***  
***October 31, 2024***



# Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4-5	<u>Month to Month</u>
6	<u>Debt Service Fund Series 2016</u>
7	<u>Debt Service Fund Series 2021</u>
8	<u>Debt Service Fund Series 2022</u>
9	<u>Capital Project Funds</u>
10	<u>Capital Reserve Fund</u>
11	<u>Long Term Debt Report</u>
12	<u>Assessment Receipt Schedule</u>
13	<u>Check Register Summary</u>

**Bannon Lakes**  
**Community Development District**  
**Combined Balance Sheet**  
**October 31, 2024**

	General Fund	Debt Service Fund	Capital Project Fund	Capital Reserve Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account - Hancock	\$ 111,348	\$ -	\$ -	\$ 13,883	\$ 125,231
Assessments Receivable	-	-	-	-	-
Due from Other	521	-	-	-	521
Due from General Fund	-	13,065	-	-	13,065
Due from Capital Fund	-	-	-	-	-
Due from Developer	38,072	-	-	-	38,072
<b>Investments:</b>					
State Board of Administration (SBA)	112,990	-	-	46,297	159,287
<b>Series 2016</b>					
Reserve	-	370,500	-	-	370,500
Interest	-	259,125	-	-	259,125
Sinking	-	220,000	-	-	220,000
Revenue	-	136,227	-	-	136,227
Prepayment	-	125	-	-	125
Construction	-	-	-	-	-
<b>Series 2021</b>					
Reserve	-	207,150	-	-	207,150
Interest	-	126,238	-	-	126,238
Prepayment	-	4	-	-	4
Revenue	-	51,805	-	-	51,805
Sinking	-	108	-	-	108
Construction	-	-	33,334	-	33,334
<b>Series 2022</b>					
Reserve	-	261,925	-	-	261,925
Revenue	-	171,475	-	-	171,475
Interest	-	39,855	-	-	39,855
Prepayment	-	343	-	-	343
Sinking	-	118	-	-	118
Construction	-	-	865,829	-	865,829
Prepaid Expenses	-	-	-	-	-
Deposits	50	-	-	-	50
<b>Total Assets</b>	<b>\$ 262,981</b>	<b>\$ 1,858,063</b>	<b>\$ 899,163</b>	<b>\$ 60,180</b>	<b>\$ 3,080,386</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 5,522	\$ -	\$ -	\$ -	\$ 5,522
Accrued Expenses	101	-	-	-	101
FICA Payable	-	-	-	-	-
Deferred Revenue	38,072	-	-	-	38,072
Due to Capital Reserve	-	-	-	-	-
Due to Debt Service - Series 2016	8,364	-	-	-	8,364
Due to Debt Service - Series 2021	4,701	-	-	-	4,701
Due to Debt Service - Series 2022	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 56,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,760</b>
<b>Fund Balance:</b>					
<b>Nonspendable:</b>					
Prepaid Items	\$ -	\$ -	-	\$ -	-
Deposits	50	-	-	-	50
<b>Restricted for:</b>					
Debt Service	-	1,858,063	-	-	1,858,063
Capital Project	-	-	899,163	-	899,163
<b>Assigned for:</b>					
Capital Reserve Fund	-	-	-	60,180	60,180
Capital Reserves	-	-	-	-	-
Unassigned	206,171	-	-	-	206,171
<b>Total Fund Balances</b>	<b>\$ 206,221</b>	<b>\$ 1,858,063</b>	<b>\$ 899,163</b>	<b>\$ 60,180</b>	<b>\$ 3,023,627</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 262,981</b>	<b>\$ 1,858,063</b>	<b>\$ 899,163</b>	<b>\$ 60,180</b>	<b>\$ 3,080,386</b>

**Bannon Lakes**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 775,371	\$ -	\$ -	\$ -
Special Assessments - Direct	153,304	-	-	-
Interest	6,000	500	564	64
Facility Revenue	300	25	-	(25)
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>\$ 934,975</b>	<b>\$ 525</b>	<b>\$ 564</b>	<b>\$ 39</b>
<b>Expenditures:</b>				
<b>General &amp; Administrative:</b>				
Supervisor Fees	\$ 6,000	\$ 500	\$ 600	\$ (100)
PR-FICA	459	38	46	(8)
Engineering	10,000	833	355	478
Attorney	18,000	1,500	-	1,500
Annual Audit	3,725	-	-	-
Assessment Administration	7,950	7,950	7,950	-
Arbitrage Rebate	1,800	-	-	-
Dissemination Agent	9,551	796	796	(0)
Trustee Fees	17,000	6,100	6,100	-
Management Fees	55,213	4,601	4,601	0
Information Technology	2,022	169	169	0
Website Maintenance	1,348	112	112	0
Telephone	150	13	27	(15)
Postage & Delivery	750	63	37	26
Meeting Room Rental	4,000	594	594	-
Insurance General Liability/Public Officials	8,197	8,197	7,439	758
Printing & Binding	1,600	133	79	55
Legal Advertising	1,000	83	70	13
Other Current Charges	500	42	-	42
Office Supplies	250	21	0	20
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 149,691</b>	<b>\$ 31,919</b>	<b>\$ 29,149</b>	<b>\$ 2,770</b>

**Bannon Lakes**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b><u>Operations &amp; Maintenance</u></b>				
<b>Amenity Center Expenditures</b>				
Insurance	\$ 30,609	\$ 30,609	\$ 28,388	\$ 2,221
<b>Utilities</b>				
Phone/Internet/Cable	8,735	728	228	500
Electric	25,000	2,083	1,953	130
Water/Irrigation	15,000	1,250	668	582
Gas	200	17	-	17
Refuse	4,266	356	237	119
<b>Security</b>				
Security Monitoring	600	-	-	-
Access Cards	1,000	83	-	83
<b>Management Contracts</b>				
Facility Management	79,094	6,591	6,591	(0)
Facility Attendant	8,400	700	-	700
Field Mgmt / Admin	25,746	2,146	2,146	0
Pool Maintenance	14,157	1,180	1,180	0
Pool Chemicals	12,075	1,006	144	863
Janitorial	19,039	1,587	1,440	147
Janitorial Supplies	1,840	153	-	153
Facility Maintenance	35,620	2,968	-	2,968
Repairs & Maintenance	55,000	4,583	2,770	1,813
Special Events	15,000	1,250	75	1,175
Holiday Decorations	5,000	-	-	-
Fitness Center Repairs/Supplies	7,000	583	434	149
Office Supplies	1,500	125	-	125
ASCAP/BMI Licenses	500	42	-	42
Pest Control	4,410	368	260	108
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 369,792</b>	<b>\$ 58,408</b>	<b>\$ 46,513</b>	<b>\$ 11,894</b>
<b>Grounds Maintenance</b>				
Hydrology Quality/Mitigation	\$ 28,000	\$ 2,333	\$ -	\$ 2,333
Landscape Maintenance	187,040	15,587	13,503	2,083
Landscape Contingency	35,000	2,917	600	2,317
Lake Maintenance	9,840	820	788	32
Grounds Maintenance	19,600	1,633	-	1,633
Pump Repairs	10,000	833	-	833
Streetlights	12,012	1,001	911	90
Streetlight Repairs	5,000	417	-	417
Irrigation Repairs	15,000	1,250	2,016	(766)
Miscellaneous	5,000	417	-	417
Reclaim Water	40,000	3,333	2,715	619
Storm Cleanup	4,000	-	-	-
Capital Reserve	45,000	-	-	-
<b>Subtotal Grounds Maintenance</b>	<b>\$ 415,492</b>	<b>\$ 30,541</b>	<b>\$ 20,534</b>	<b>\$ 10,007</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 785,284</b>	<b>\$ 88,949</b>	<b>\$ 67,047</b>	<b>\$ 21,902</b>
<b>Total Expenditures</b>	<b>\$ 934,975</b>	<b>\$ 120,868</b>	<b>\$ 96,196</b>	<b>\$ 24,672</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 0</b>		<b>\$ (95,632)</b>	
<b>Net Change in Fund Balance</b>	<b>\$ 0</b>		<b>\$ (95,632)</b>	<b>\$ -</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 301,853</b>	
<b>Fund Balance - Ending</b>	<b>\$ 0</b>		<b>\$ 206,221</b>	

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

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - Tax Roll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Special Assessments - Direct	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	564	-	-	-	-	-	-	-	-	-	-	-	564
Facility Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 564</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>564</b>

**Expenditures:**

**General & Administrative:**

Supervisor Fees	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	600
PR-FICA	46	-	-	-	-	-	-	-	-	-	-	-	46
Engineering	355	-	-	-	-	-	-	-	-	-	-	-	355
Attorney	-	-	-	-	-	-	-	-	-	-	-	-	-
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	7,950	-	-	-	-	-	-	-	-	-	-	-	7,950
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	796	-	-	-	-	-	-	-	-	-	-	-	796
Trustee Fees	6,100	-	-	-	-	-	-	-	-	-	-	-	6,100
Management Fees	4,601	-	-	-	-	-	-	-	-	-	-	-	4,601
Information Technology	169	-	-	-	-	-	-	-	-	-	-	-	169
Website Maintenance	112	-	-	-	-	-	-	-	-	-	-	-	112
Telephone	27	-	-	-	-	-	-	-	-	-	-	-	27
Postage & Delivery	37	-	-	-	-	-	-	-	-	-	-	-	37
Meeting Room Rental	594	-	-	-	-	-	-	-	-	-	-	-	594
Insurance General Liability/Public Officials	7,439	-	-	-	-	-	-	-	-	-	-	-	7,439
Printing & Binding	79	-	-	-	-	-	-	-	-	-	-	-	79
Legal Advertising	70	-	-	-	-	-	-	-	-	-	-	-	70
Other Current Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	0	-	-	-	-	-	-	-	-	-	-	-	0
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total General &amp; Administrative</b>	<b>\$ 29,149</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>29,149</b>

**Operations & Maintenance**

**Amenity Center Expenditures**

Insurance	\$ 28,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	28,388
Utilities													
Phone/Internet/Cable	228	-	-	-	-	-	-	-	-	-	-	-	228
Electric	1,953	-	-	-	-	-	-	-	-	-	-	-	1,953
Water/Irrigation	668	-	-	-	-	-	-	-	-	-	-	-	668
Gas	-	-	-	-	-	-	-	-	-	-	-	-	-
Refuse	237	-	-	-	-	-	-	-	-	-	-	-	237
Security													
Security Monitoring	-	-	-	-	-	-	-	-	-	-	-	-	-
Access Cards	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Contracts													
Facility Management	6,591	-	-	-	-	-	-	-	-	-	-	-	6,591
Facility Attendant	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Mgmt / Admin	2,146	-	-	-	-	-	-	-	-	-	-	-	2,146
Pool Maintenance	1,180	-	-	-	-	-	-	-	-	-	-	-	1,180

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

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Continued Amenity Center Expenditures</b>													
Pool Chemicals	144	-	-	-	-	-	-	-	-	-	-	-	144
Janitorial	1,440	-	-	-	-	-	-	-	-	-	-	-	1,440
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Facility Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	2,770	-	-	-	-	-	-	-	-	-	-	-	2,770
Special Events	75	-	-	-	-	-	-	-	-	-	-	-	75
Holiday Decorations	-	-	-	-	-	-	-	-	-	-	-	-	-
Fitness Center Repairs/Supplies	434	-	-	-	-	-	-	-	-	-	-	-	434
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
ASCAP/BMI Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	260	-	-	-	-	-	-	-	-	-	-	-	260
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 46,513</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>46,513</b>
<b>Grounds Maintenance</b>													
Hydrology Quality/Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Landscape Maintenance	13,503	-	-	-	-	-	-	-	-	-	-	-	13,503
Landscape Contingency	600	-	-	-	-	-	-	-	-	-	-	-	600
Lake Maintenance	788	-	-	-	-	-	-	-	-	-	-	-	788
Grounds Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Pump Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Streetlights	911	-	-	-	-	-	-	-	-	-	-	-	911
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs	2,016	-	-	-	-	-	-	-	-	-	-	-	2,016
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
Reclaim Water	2,715	-	-	-	-	-	-	-	-	-	-	-	2,715
Storm Cleanup	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Grounds Maintenance</b>	<b>\$ 20,534</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>20,534</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 67,047</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>67,047</b>
<b>Total Expenditures</b>	<b>\$ 96,196</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>96,196</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (95,632)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(95,632)</b>
<b>Total Other Financing Sources/Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net Change in Fund Balance</b>	<b>\$ (95,632)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(95,632)</b>



**Bannon Lakes**  
**Community Development District**  
**Debt Service Fund Series 2016**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 741,000	\$ -	\$ -	\$ -
Interest Income	30,000	2,500	3,840	1,340
<b>Total Revenues</b>	<b>\$ 771,000</b>	<b>\$ 2,500</b>	<b>\$ 3,840</b>	<b>\$ 1,340</b>
<b>Expenditures:</b>				
Interest - 11/01	\$ 259,125	\$ -	\$ -	\$ -
Principal - 11/01	220,000	-	-	-
Interest - 5/01	254,175	-	-	-
<b>Total Expenditures</b>	<b>\$ 733,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 37,700</b>	<b>\$ 2,500</b>	<b>\$ 3,840</b>	<b>\$ 1,340</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 37,700</b>	<b>\$ 2,500</b>	<b>\$ 3,840</b>	<b>\$ 1,340</b>
<b>Fund Balance - Beginning</b>	<b>\$ 611,646</b>		<b>\$ 990,501</b>	
<b>Fund Balance - Ending</b>	<b>\$ 649,346</b>		<b>\$ 994,340</b>	

**Bannon Lakes**  
**Community Development District**  
**Debt Service Fund Series 2021**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 413,100	\$ -	\$ -	\$ -
Interest Income	15,000	1,250	1,500	250
<b>Total Revenues</b>	<b>\$ 428,100</b>	<b>\$ 1,250</b>	<b>\$ 1,500</b>	<b>\$ 250</b>
<b>Expenditures:</b>				
Interest - 11/01	\$ 126,238	\$ -	\$ -	\$ -
Principal - 5/01	160,000	-	-	-
Interest - 5/01	126,238	-	-	-
<b>Total Expenditures</b>	<b>\$ 412,475</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 15,625</b>	<b>\$ 1,250</b>	<b>\$ 1,500</b>	<b>\$ 250</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 15,625</b>	<b>\$ 1,250</b>	<b>\$ 1,500</b>	<b>\$ 250</b>
<b>Fund Balance - Beginning</b>	<b>\$ 176,642</b>		<b>\$ 388,506</b>	
<b>Fund Balance - Ending</b>	<b>\$ 192,267</b>		<b>\$ 390,007</b>	

**Bannon Lakes**  
**Community Development District**  
**Debt Service Fund Series 2022**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Direct	\$ 521,800	\$ -	\$ -	\$ -
Special Assessments -Prepayments	-	-	-	-
Interest Income	7,000	583	1,845	1,261
<b>Total Revenues</b>	<b>\$ 528,800</b>	<b>\$ 583</b>	<b>\$ 1,845</b>	<b>\$ 1,261</b>
<b>Expenditures:</b>				
Interest - 11/01	\$ 171,475	\$ -	\$ -	\$ -
Principal - 5/01	175,000	-	-	-
Interest - 5/01	171,475	-	-	-
<b>Total Expenditures</b>	<b>\$ 517,950</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 10,850</b>	<b>\$ 583</b>	<b>\$ 1,845</b>	<b>\$ 1,261</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 10,850</b>	<b>\$ 583</b>	<b>\$ 1,845</b>	<b>\$ 1,261</b>
<b>Fund Balance - Beginning</b>	<b>\$ 209,699</b>		<b>\$ 471,871</b>	
<b>Fund Balance - Ending</b>	<b>\$ 220,549</b>		<b>\$ 473,716</b>	

**Bannon Lakes**  
**Community Development District**  
**Capital Projects Fund Series 2021 and Series 2022**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2024**

	Series	Series
	2021	2022
<b>Revenues</b>		
Interest Income	\$ 130	\$ 4,194
<b>Total Revenues</b>	<b>\$ 130</b>	<b>\$ 4,194</b>
<b>Expenditures:</b>		
Capital Outlay	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 130</b>	<b>\$ 4,194</b>
<b>Other Financing Sources/(Uses)</b>		
Transfer In/(Out)	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 130</b>	<b>\$ 4,194</b>
<b>Fund Balance - Beginning</b>	<b>\$ 33,204</b>	<b>\$ 861,635</b>
<b>Fund Balance - Ending</b>	<b>\$ 33,334</b>	<b>\$ 865,829</b>

**Bannon Lakes**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending October 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/24	Thru 10/31/24	Variance
<b>Revenues</b>				
Capital Reserve Transfer In	\$ 45,000	\$ -	\$ -	\$ -
Interest	2,500	208	197	(11)
<b>Total Revenues</b>	<b>\$ 47,500</b>	<b>\$ 208</b>	<b>\$ 197</b>	<b>\$ (11)</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Repairs and Maintenance	40,000	3,333	-	3,333
Other Service Charges	420	35	8	27
<b>Total Expenditures</b>	<b>\$ 40,420</b>	<b>\$ 3,368</b>	<b>\$ 8</b>	<b>\$ 3,360</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 7,080</b>		<b>\$ 189</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 7,080</b>		<b>\$ 189</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 72,480</b>		<b>\$ 59,991</b>	
<b>Fund Balance - Ending</b>	<b>\$ 79,560</b>		<b>\$ 60,180</b>	

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

Series 2016 Special 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	370,500
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)
<b>Current Bonds Outstanding</b>	<b>\$10,410,000</b>

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)
Less: May 1, 2024	(\$155,000)
<b>Current Bonds Outstanding</b>	<b>\$6,950,000</b>

Series 2022 Special Assessment Bonds	
Interest Rate:	2.875% -4.0%
Maturity Date:	5/1/1951
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$260,900
Reserve Fund Balance	261,925
Bonds Outstanding - 2/25/22	\$9,135,000
Less: May 1, 2024	(\$170,000)
Less: May 1, 2024 (Prepayment)	(\$60,000)
<b>Current Bonds Outstanding</b>	<b>\$8,905,000</b>

<b>Total Bonds Outstanding</b>	<b>\$26,265,000</b>
--------------------------------	---------------------

*B.*



## Bannon Lakes Community Development District FY25 Assessment Receipts

ASSESSED TO	# Units	SERIES 2016 DEBT SERVICE ASMNT	SERIES 2021 DEBT SERVICE ASMNT	SERIES 2022 DEBT SERVICE ASMNT	O&M ASMNT	TOTAL ASMTS
PULTE HOME COMPANY LLC	163	-	-	287,342.92	153,304.15	440,647.07
SUBTOTAL ADMIN O&M	163	-	-	287,342.92	153,304.15	440,647.07
TAX ROLL ASSESSED	823	740,176.13	416,052.05	230,925.67	775,151.77	2,162,305.62
TOTAL ASSESSED	986	740,176.13	416,052.05	518,268.59	928,455.92	2,602,952.69

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
PULTE HOME COMPANY LLC	330,485.30	-	-	71,835.73	38,326.04	110,161.77
<b>SUBTOTAL ADMIN O&amp;M</b>	<b>330,485.30</b>	<b>-</b>	<b>-</b>	<b>71,835.73</b>	<b>38,326.04</b>	<b>110,161.77</b>
<b>TAX ROLL RECEIPTS</b>	<b>2,149,553.93</b>	<b>4,365.03</b>	<b>2,453.56</b>		<b>4,571.28</b>	<b>12,751.69</b>
<b>TOTAL RECEIPTS / DUE</b>	<b>2,480,039.23</b>	<b>4,365.03</b>	<b>2,453.56</b>	<b>71,835.73</b>	<b>42,897.32</b>	<b>122,913.46</b>

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

## TAX ROLL RECEIPTS

ST JOHNS COUNTY DISTRIBUTION	DATE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/05/24	4,365.02	2,453.57	-	4,571.28	12,751.69
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL TAX ROLL RECEIPTS		4,365.03	2,453.56	-	4,571.28	12,751.69

PERCENT COLLECTED DIRECT	0.00%	0.00%	25.00%	25.00%	25.00%
PERCENT COLLECTED TAX ROLL	0.59%	0.59%	0.00%	0.59%	0.59%
PERCENT COLLECTED	0.59%	0.59%	13.86%	4.62%	4.72%

*C.*

**Bannon Lakes**  
**Community Development District**  
Check Run Summary

Date	Check Numbers	Amount	Amount
General Fund			
10/2/24	1577-1582	\$17,078.40	
10/7/24	1583-1589	35,874.60	
10/17/24	1590-1593	2,625.50	
10/30/24	1594-1597	6,281.36	
<b>Total General Fund Checks</b>			<b>\$61,859.86</b>
Capital Reserve			
10/8/24	35	\$9,415.70	
<b>Total Capital Reserve Checks</b>			<b>\$9,415.70</b>
Autopayments			
10/8/24	Republic Services	\$236.75	
10/21/24	AT&T	227.66	
10/21/24	St Johns County Utility Dept	3,383.20	
10/21/24	AT&T	227.66	
10/23/24	Florida Commerce-Special District Fee	175.00	
10/28/24	FPL	2,864.77	
10/28/24	Wells Fargo Credit Card	1,051.42	
10/29/24	FY24 Capital Reserve Transfer	3,084.00	
<b>Total Paid Electronically</b>			<b>\$11,250.46</b>
<b>Total Paid Checks and Electronically</b>			<b>\$82,526.02</b>

\* Fedex Invoices will be available upon request

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 12/03/24		PAGE 1	
*** CHECK DATES 10/01/2024 - 10/31/2024 ***		BANNON LAKES - GENERAL FUND													
		BANK A BANNON LAKES-GENERAL													

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/02/24	00080	9/25/24 91524	202409 320-57200-60000	INSTALL BALLAST- PRKG LOT	*	550.00	
				ALFRED W. GROVER D.B.A.			550.00 001577
10/02/24	00003	9/15/24 123	202410 310-51300-31400	FY25 ASSESSMENT ROLL CERT	*	7,950.00	
				GOVERNMENTAL MANAGEMENT SRVCS LLC			7,950.00 001578
10/02/24	00090	10/01/24 JAK10240	202410 320-57200-45300	OCT JANITORIAL SERVICES	*	1,439.87	
				JANI-KING OF JACKSONVILLE			1,439.87 001579
10/02/24	00078	9/26/24 3453874	202407 310-51300-31500	JULY GENERAL COUNSEL	*	875.00	
		9/26/24 3453874	202406 310-51300-31500	JUNE GENERAL COUNSEL	*	165.00	
				KUTAK ROCK LLP			1,040.00 001580
10/02/24	00017	10/01/24 217287B	202410 330-53800-46800	OCT LAKE MAINTENANCE	*	788.00	
				LAKE DOCTORS, INC.			788.00 001581
10/02/24	00014	9/23/24 230	202408 320-57200-45100	AUG FACILITY MAINTENANCE	*	2,800.00	
		9/23/24 230	202408 330-53800-46100	AUG GROUNDS MAINTENANCE	*	1,633.00	
		9/23/24 230	202408 320-57200-60000	AUG REPAIRS & MAINTENANCE	*	877.53	
				RIVERSIDE MANAGEMENT SERVICES, INC			5,310.53 001582
10/07/24	00016	9/29/24 20667	202409 310-51300-32200	FY23 FINAL AUDIT	*	3,725.00	
				BERGER, TOOMBS, ELAM, GAINES & FRANK			3,725.00 001583
10/07/24	00003	10/01/24 124	202410 310-51300-34000	OCT MANAGEMENT FEES	*	4,601.08	
		10/01/24 124	202410 310-51300-53000	OCT WEBSITE ADMIN	*	112.33	
		10/01/24 124	202410 310-51300-35100	OCT INFORMATION TECH	*	168.50	
		10/01/24 124	202410 310-51300-31600	OCT DISSEMINATION	*	795.92	
		10/01/24 124	202410 310-51300-51000	OFFICE SUPPLIES	*	.39	
		10/01/24 124	202410 310-51300-42000	POSTAGE	*	36.60	

BANL -BANNON LAKES- BPEREGRINO



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/30/24	00092	9/11/24	00067014 202409 310-51300-48000	NOTICE OF MEETING - 9/23	*	71.36	
				GANNETT FLORIDA LOCALIQ			71.36 001594
10/30/24	00082	10/25/24	408 202410 320-57200-60000	PRESSURE WASHING	*	1,650.00	
				JAMES M TETER DBA MY CLEAN ROOF,LLC			1,650.00 001595
10/30/24	00014	10/14/24	233 202409 320-57200-60000	USAGE FOR 26'RMS LADDER	*	100.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			100.00 001596
10/30/24	00014	10/17/24	234 202409 320-57200-45100	SEP FACILITY MAINTENANCE	*	2,800.00	
		10/17/24	234 202409 330-53800-46100	SEP GROUNDS MAINTENANCE	*	1,633.00	
		10/17/24	234 202409 320-57200-60000	SEP REPAIRS & MAINTENANCE	*	27.00	
				RIVERSIDE MANAGEMENT SERVICES, INC			4,460.00 001597
TOTAL FOR BANK A						61,859.86	
TOTAL FOR REGISTER						61,859.86	

**Alfred W. Grover, Electrical Contractor**

1304 Padola Road

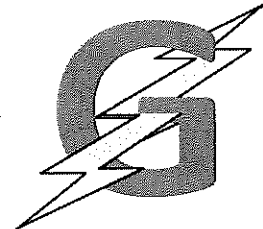
St Augustine, FL 32092

FL License: EC 13010167

**DATE:** 9/25/2024  
**INVOICE #** 91524**Terms:** Due on receipt**Bill To:**

Riverside Management Services

Jeff Johnson

[jjohnson@rmsnf.com](mailto:jjohnson@rmsnf.com)**Job Location:** Bannon Lakes - Amenity Center

DESCRIPTION OF WORK	AMOUNT
1) Installed ballast for parking lot light fixture	
2) Trouble shoot large paddle fan at outdoor patio	
Materials:	110.00
Labor: 1 electrician 5.5 hrs @ \$80 per hr	440.00
Approved 9/25/24 Jeff Johnson Repairs and Maintenance 1.320.57200.60000	
<b>TOTAL</b>	<b>\$ 550.00</b>

**Please make check payable to:** Alfred W. Grover**THANK YOU FOR YOUR BUSINESS!**



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 123**Invoice Date:** 9/15/24**Due Date:** 9/15/24**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2025		7,950.00	7,950.00
		<b>Total</b>	<b>\$7,950.00</b>
		<b>Payments/Credits</b>	<b>\$0.00</b>
		<b>Balance Due</b>	<b>\$7,950.00</b>

**Remit To:**

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

Invoice	
<b>Date</b> 10/01/2024	<b>Number</b> JAK10240063
<b>Due Date</b> 10/31/2024	<b>Cust #</b> 246097
<b>Invoice Amount</b> \$ 1,439.87	<b>Amount Remitted</b>

**Sold To:**

BANNON LAKES

435 BANNON LAKES BLVD

ST AUGUSTINE FL 32095

**For:**

Same as Sold To

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

**For:**

Same as Sold To

Invoice No	Date	Cust No	Slsmn No	PO Number	Franchisee	Due Date
JAK10240063	10/01/2024	246097	CRISTINA TRELLE		HIGH VIBE GLEAM, LLC	10/31/2024
Quantity	Description				Unit Price	Extended Price
1	MONTHLY CONTRACT BILLING AMOUNT FOR OCTOBER   					

**KUTAK ROCK LLP**  
**TALLAHASSEE, FLORIDA**  
Telephone 404-222-4600  
Facsimile 404-222-4654

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

Federal ID 47-0597598

September 26, 2024



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

Invoice No. 3453874  
2723-1

Re: General Counsel

For Professional Legal Services Rendered

06/05/24	W. Haber	0.20	55.00	Confer with Oliver and counsel for Envera regarding status
06/07/24	W. Haber	0.40	110.00	Review revised agreement with Envera; confer with Envera's counsel regarding same
07/09/24	W. Haber	0.40	110.00	Confer with Oliver regarding Board transition; roadway conveyance; and agenda for next meeting
07/15/24	G. Lovett	0.10	25.00	Research matters relating to district rules of procedure and incorporation of new legislation
07/16/24	W. Haber	0.50	137.50	Confer with Lancaster regarding project status and resignations
07/17/24	W. Haber	0.30	82.50	Confer with district accountant regarding construction account balances
07/19/24	A. Warner	0.30	37.50	Research and correspond with Haber regarding Landcare Group agreement
07/23/24	A. Warner	0.40	50.00	Draft addendum to LandCare landscape maintenance agreement

**KUTAK ROCK LLP**

Bannon Lakes CDD  
September 26, 2024  
Client Matter No. 2723-1  
Invoice No. 3453874  
Page 2

07/26/24	W. Haber	0.40	110.00	Review agenda for August meeting; confer with Oliver regarding Department of Commerce notice regarding audit
07/30/24	W. Haber	0.90	247.50	Prepare for and participate in call to discuss the status of various matters; review and revise resolutions adopting budget and O&M assessments
07/30/24	K. Jusevitch	0.40	50.00	Prepare budget hearing documents and confer with Haber regarding same
07/31/24	K. Jusevitch	0.20	25.00	Finalize budget documents and correspond with district manager regarding same
TOTAL HOURS		4.50		
TOTAL FOR SERVICES RENDERED				\$1,040.00
TOTAL CURRENT AMOUNT DUE				<u>\$1,040.00</u>

MAKE CHECK PAYABLE TO:



Post Office Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

## ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

BANNON LAKES CDD  
Diana Lambert  
475 W Town Place  
Suite 114  
St Augustine, FL 32092

00000000116522001000000021728700000007880030

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ACCOUNT NUMBER	DATE	BALANCE
723475	10/1/2024	\$788.00

The Lake Doctors  
Post Office Box 20122  
Tampa, FL 33622-0122

Please Return this invoice with your payment and  
notify us of any changes to your contact information.

**BANNON LAKES CDD****435 Bannan Lakes Blvd, St Augustine, FL St Augustine, FL 32092****Invoice Due Date 10/11/2024****Invoice 217287B****PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
10/1/2024	Water Management - Monthly		\$788.00	\$0.00	\$788.00

Please remit payment for this month's invoice.

Approved 10/1/24  
Jeff Johnson  
Lake Maintenance  
1.330.53800.46800

Please provide remittance information when submitting payments,  
otherwise payments will be applied to the oldest outstanding invoices.

<b>Credits</b>	\$0.00
<b>Adjustment</b>	\$0.00

**AMOUNT DUE****Total Account Balance including this invoice:**

\$788.00

**This Invoice Total:**

\$788.00

**Click the "Pay Now" link to submit payment by ACH**

**Customer #:** 723475  
**Portal Registration #:** 0F4EFD82  
**Customer E-mail(s):** jjohnson@rmsnf.com  
**Customer Portal Link:** www.lakedoctors.com/contact-us/

**Corporate Address**  
4651 Salisbury Rd, Suite 155  
Jacksonville, FL 32256

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

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

**Invoice #:** 230  
**Invoice Date:** 9/23/2024  
**Due Date:** 9/23/2024  
**Case:**  
**P.O. Number:**

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

Approved 9/25/24  
Jeff Johnson  
Facility Maintenance 1.320.57200.45100 \$2800  
Grounds Maintenance 1.330.53800.46100 \$1633  
Repairs and Maintenance 1.320.57200.60000 \$877.53

Jerry Lambert  
9.27.24

<b>Total</b>	<b>\$5,310.53</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,310.53</b>

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2024**

## BANNON LAKES

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2024**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/29/24	7	J.J.	changed all trash receptacles, emptied and restocked all dog waste receptacles Blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
8/30/24	6	J.J.	Pressure washed basketball court, raked mulch in playground, blew leaves and debris off walkways, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles

**TOTAL** 132

**MILES** 0

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



# MAINTENANCE BILLABLE PURCHASES

Period Ending 9/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL				
BANNON LAKES				
	8/6/24	Liquid Nails	4.58	J.J.
	8/6/24	Hinges 2pk (2)	9.04	J.J.
	8/6/24	Screws	1.59	J.J.
	8/6/24	Nuts	1.59	J.J.
	8/23/24	Tabs for Furniture Legs	3.99	J.J.
	8/23/24	Magnet Clip	9.75	J.J.
		TOTAL	<u>\$30.53</u>	

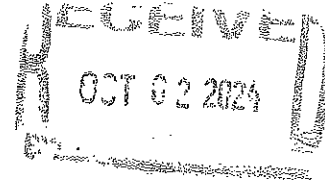


**Berger, Toombs, Elam,  
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120  
FAX: 772/468-9278



**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**475 WEST TOWN PLACE, STE 114**  
**ST. AUGUSTINE, FL 32092**

Invoice No. 369100  
Date 09/29/2024  
Client No. 20667

Services rendered in connection with the audit of the Basic Financial Statements  
as of and for the year ended September 30, 2023.

Total Invoice Amount \$ 3,725.00

You can pay online at: <https://treasurecoastcpas.com> or

**Scan to Pay**

Berger, Toombs, Elam, Gaines, Frank,  
McGuire & Gonano CPAs PL

Invoice Payment



POWERED BY  
CFACHARGE

We accept major credit cards.  
A 3% fee will be applied.

Please enter client number on your check.

Finance charges are calculated on balances over 30 days old at an annual percentage rate of 18%.

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

# Invoice

**Invoice #:** 124  
**Invoice Date:** 10/1/24  
**Due Date:** 10/1/24  
**Case:**  
**P.O. Number:**

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - October 2024		4,601.08	4,601.08
Website Administration - October 2024		112.33	112.33
Information Technology -October 2024		168.50	168.50
Dissemination Agent Services - October 2024		795.92	795.92
Office Supplies		0.39	0.39
Postage		36.60	36.60
Copies		78.60	78.60
Telephone		27.20	27.20
<b>Total</b>			<b>\$5,820.62</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,820.62</b>

Landcare Group, Inc.  
35 Enterprise Dr  
Bunnell, FL 32110-4302  
(386) 586-3321  
amanda@landcaregrp.com  
www.LandcareGrp.com



## INVOICE

### BILL TO

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

INVOICE # 15562  
DATE 10/01/2024  
DUE DATE 10/31/2024  
TERMS Net 30

PROJECT NUMBER  
M101

ATTENTION  
Jeff Johnson

PROJECT  
Bannon Lakes CDD

ITEM	DESCRIPTION	AMOUNT
PV - Maintenance	Monthly maintenance for the month of October	13,503.30

Attn. Jeff Johnson

SUBTOTAL	13,503.30
TAX	0.00
TOTAL	13,503.30
BALANCE DUE	<b>\$13,503.30</b>

Approved 10/1/24  
Jeff Johnson  
Landscape Maintenance  
1.330.53800.46200

# INVOICE

Landcare Group, Inc.  
35 Enterprise Dr  
Bunnell, FL 32110-4302

amanda@landcaregrp.com  
(386) 586-3321  
www.LandcareGrp.com



M101- Bannon Lakes CDD

**Bill to**

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

**Invoice details**

Invoice no.: 15625

Terms: Net 30

Invoice date: 10/03/2024

Project Number: M101

Attention: Jeff Johnson

Project: Storm Clean Up

Product/service	Description	Qty	Rate	Amount
	Saturday, 9/28: Clean up fallen Pine at entrance, and 3 Elms on pond #1			
Dump Fee	Dump Fee, Per Trip	1	\$120.00	\$120.00
Labor General	Labor, General	15	\$45.00	\$675.00
Machine, Skid Steer	Machine, Skid Steer Hours w/ Operator	1	\$175.00	\$175.00
	Monday, 9/30: Clean up fallen trees on Boulevard, and 2 dead trees removed as well			
Dump Fee	Dump Fee, Per Trip	2	\$120.00	\$240.00
Labor General	Labor, General	12	\$45.00	\$540.00
Total				\$1,750.00

Approved 10/3/24  
Jeff Johnson  
Storm Cleanup  
1.330.53800.47000

Renaissance Resort  
at the World Golf Village

500 South Legacy Trail  
St Augustine FL 32092

Phone 904-940-8000

Invoice #51295  
Date 10/02/2024

## INVOICE

### Customer

Name Bannon Lakes CDD Meeting  
Attn Sarah Sweeting  
Address 475 W Town Pl Suite 114  
City St Augustine, FL

Qty	Description	Charged
1	Meeting Room Rental - Event Date 11/06/2024 25% Service Charge  Bannon Lakes Community Development District Exempt #85-8017166046C-0	\$475.00 \$118.75
SUB-TOTAL		\$593.75
Amount Due		\$593.75

### Payment Details

- ☐ Direct Bill  
☐ Credit Card  
☒ Check



**EVENT ORDER**  
WORLD GOLF VILLAGE RENAISSANCE ST. AUGUSTINE RESORT  
500 South Legacy Trail, St. Augustine, FL 32092  
PHONE:(904) 940-8000

Page # 1 of 1  
Event Order #: 523892  
Quote #: M-U1CFD5Q  
Folio #: 5095

FUNCTION DAY/DATE: Wednesday, November 06, 2024

ORGANIZATION: Six Mile Creek CDD

POST AS: Bannon Lakes CDD Meeting  
BILLING ADDRESS: 475 W Town Place, Suite 114, Saint Augustine, FL 32092-3648  
CUSTOMER: Sarah Sweeting Phone #: (904) 940-5857 Fax #:  
IN-HOUSE CONTACT: SAME  
MANAGERS: Morgan Lewis  
DATE PRINTED: Wednesday, September 18, 2024

**ATTENDANCE GUARANTEE IS REQUIRED 72 HOURS (3 BUSINESS DAYS) PRIOR TO FUNCTION; OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE BASED ON FINAL GUARANTEE OF ATTENDANCE.**

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
1:00 PM-4:00 PM	Meeting	St. Augustine F	\$475.00	50		

**1:00 PM Meeting St. Augustine F**

(1) Water Station

**ROOM SET-UP**

Theatre

(1) 8 FT Table \*Place on side or back wall for materials\*  
SEE DIAGRAM  
(1) Head Table with (9) chairs set in a U

Once this event order is approved with a signature, a minimum room re-set fee of \$250.00++ will be applied for any 'on-site' changes made to room set-up. All prices are subject to 25% Taxable Service Charge & 6.5% Sales Tax.

Signature: Sarah Sweeting

If in agreement, please sign one copy and return


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

# Invoice

Invoice #: 231  
Invoice Date: 10/1/2024  
Due Date: 10/1/2024  
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 - October 2024		1,179.75	1,179.75
1.320.57200.46001 - Contract Administration - October 2024		2,145.50	2,145.50
1.320.57200.34000 - Facility Management - Bannon Lakes - October 2024		6,591.17	6,591.17
 10-3-24			

**Total** \$9,916.42

**Payments/Credits** \$0.00

**Balance Due** \$9,916.42



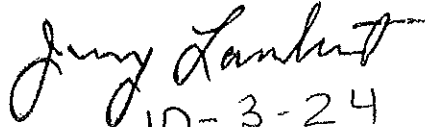
**Riverside Management Services, Inc**  
9655 Florida Mining Blvd. W  
Bldg. 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 232  
Invoice Date: 9/30/2024  
Due Date: 9/30/2024  
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 Assistant through September 2024 1.320.57200.34100	21.34	26.50	565.51
 10-3-24			
<b>Total</b>			<b>\$565.51</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$565.51</b>

**BANNON LAKES CDD**  
**FACILITY ASSISTANT INVOICE DETAIL**

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
21.34	Facility Assistant	\$ 26.50	\$ 565.51
	Covers September 2024		
	TOTAL DUE:		<u>\$ 565.51</u>
Facility Assistant 1.320.57200.34100			

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
FACILITY ASSISTANT BILLABLE HOURS  
THROUGH SEPTEMBER 2024**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/1/24	4.05	C.M.	Completed daily checklist and returned calls and emails
9/23/24	1.07	L.D.	Completed daily checklist and returned calls and emails
9/27/24	8.05	L.D.	Completed daily checklist and returned calls and emails
9/30/24	8.17	L.D.	Completed daily checklist and returned calls and emails
<b>TOTAL</b>	<u>21.34</u>		

4640 Subchaser Ct., Ste 113  
Jacksonville, FL 32244

16650

10/14/2024

Bannon Lakes Community  
c/o GMS/Governmental Mgmt Svcs Inc  
475 West Town Place Suite 114  
St Augustine, FL 32092

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

Fax # (904) 292-4403

P.O. Number	Terms	Due Date
	Net 30	11/13/2024

Serviced	Description	Quantity	Price Each	Amount
10/11/2024	Backflow Test; Backflow Test/ Certified and submitted to proper Water Utility Provider 1-1/2" Wilkins 975XL Serial# 4323463 - PASSED	1	45.00	45.00
<p>Approved 10/14/24  Jeff Johnson  Repairs and Maintenance  1.320.57200.60000</p>				

**Thank you for your business. We appreciate your prompt payment.**  
*Please make checks payable to Bob's Backflow and include your invoice number.*

<b>Total</b>	\$45.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$45.00



ENGLAND-THIMS &amp; MILLER

14775 Old St. Augustine Road, Jacksonville, FL 32258

etmnc.com | 904.642.8990

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

October 07, 2024

Invoice No: 216146

<b>Total This Invoice</b>	<b>\$1,414.50</b>
---------------------------	-------------------

Project 13061.31000 Bannon Lakes CDD - General Consulting Services

FINAL INVOICE

**Professional Services rendered through September 28, 2024****Labor**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Principal					
Katsaras, George	9/14/2024		.50	260.00	130.00
Katsaras, George	9/21/2024		.50	260.00	130.00
Katsaras, George	9/28/2024		3.50	260.00	910.00
Sr CEI					
Brooks, Jeffrey	9/21/2024		1.50	163.00	244.50
Totals			6.00		1,414.50
<b>Total Labor</b>					<b>1,414.50</b>
<b>Total This Invoice</b>					<b>\$1,414.50</b>

**FREEDOM**  
PEST CONTROL



3600 Peoria Rd. Ste 205 | Orange Park, FL 32065  
904-272-2847 | [info@freedompestcontrolfl.com](mailto:info@freedompestcontrolfl.com)

**Service Slip/Invoice**

INVOICE: 1168796  
DATE: 10/15/2024  
ORDER: 1168796

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

Work Location: [106210] 904-000-0000  
Bannon Lakes CDD  
Bannon Lakes Resident's Club  
435 B Bannon Lakes Blvd  
St. Augustine, FL 32092

Work Date	Time	Target Pest	Technician	Time In
10/15/2024			2MARCUS	10:03 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	DUE UPON RECEIPT	10/15/2024		12:04 PM

Service	Description	Price
MONTHLY	Monthly Pest Control	\$160.00
RODENT	Rodent Control	\$100.00
SUBTOTAL		\$260.00
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$260.00
AMOUNT DUE		\$260.00

Approved 10/15/24  
Jeff Johnson  
Pest Control  
1.320.57200.54500

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

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

Landcare Group, Inc.  
35 Enterprise Dr  
Bunnell, FL 32110-4302  
(386) 586-3321  
amanda@landcaregrp.com  
www.LandcareGrp.com



**BILL TO**

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

**INVOICE #** 15639

**DATE** 10/14/2024

**DUE DATE** 11/13/2024

**TERMS** Net 30

**PROJECT NUMBER**

M101

**ATTENTION**

Jeff Johnson

**PROJECT**

Monthly Irrigation Billing

<b>PV - Irr. Maint. Svc.</b>	Irrigation Maintenance Service for September- see attached list.	906.00
------------------------------	--	--------

SUBTOTAL	906.00
TAX	0.00
TOTAL	906.00
BALANCE DUE	<b>\$906.00</b>

Approved 10/14/24  
Jeff Johnson  
Irrigation Repairs  
1.330.53800.46400

**Bannon Lakes CDD**

<u>Date</u>	<u>Location</u>	<u>Description</u>	<u>Material</u>	<u>Labor</u>	<u>Total Cost</u>
9/16	Amenity Center	Rain Bird 1-station decoder, Rain Bird solenoid, (6) DBYs, 4" rotor, (3) 6Ps, (5) MPRs, (2) nozzles, 4ft 1/2" poly, (4) 1/2" couplings	\$ 426.25	\$ 147.00	\$ 573.25
9/17	Bannon Lakes Blvd.	12P, (7) 6Ps, (10) MPRs, (2) nozzles, (2) 1/2" bickles	\$ 185.75	\$ 147.00	\$ 332.75
				<b>Total Due</b>	<b>\$ 906.00</b>





Florida

GANNETT

ACCOUNT NAME		ACCOUNT #	PAGE #
Bannon Lakes Cdd - Gms		764131	1 of 1
INVOICE #	BILLING PERIOD	PAYMENT DUE DATE	
0006701469	Sep 1- Sep 30, 2024	October 20, 2024	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$71.36	

## BILLING ACCOUNT NAME AND ADDRESS

Bannon Lakes Cdd - Gms  
475 W. Town Pl. Ste. 114  
Saint Augustine, FL 32092-3649



Legal Entity: Gannett Media Corp.

**Terms and Conditions:** Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.

All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or [smb@ccc.gannett.com](mailto:smb@ccc.gannett.com)

FEDERAL ID 47-2390983

To sign-up for E-mailed invoices and online payments please contact [abgspecial@gannett.com](mailto:abgspecial@gannett.com).

Date	Description	Amount
9/1/24	Balance Forward	\$290.96
9/4/24	PAYMENT - THANK YOU	-\$219.60
9/17/24	PAYMENT - THANK YOU	-\$71.36

## Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
9/11/24	10546344	SAG St Augustine Record	9/23 meeting		\$71.36

**RECEIVED**

By Tara Lee at 8:52 am, Oct 28, 2024

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$71.36
Service Fee 3.99%	\$2.85
*Cash/Check/ACH Discount	-\$2.85
*Payment Amount by Cash/Check/ACH	\$71.36
Payment Amount by Credit Card	\$74.21

## PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Bannon Lakes Cdd - Gms		764131		0006701469		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$71.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71.36
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY WITH CREDIT CARD PLEASE CALL:		TOTAL CREDIT CARD AMT DUE
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$74.21
				To sign up for E-mailed invoices and online payments please contact <a href="mailto:abgspecial@gannett.com">abgspecial@gannett.com</a>		

0000764131000000000000067014690000713667177

# LOCALiQ

## FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

### **AFFIDAVIT OF PUBLICATION**

Sarah Sweeting  
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:

09/11/2024

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/11/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$71.36	
Tax Amount:	\$0.00	
Payment Cost:	\$71.36	
Order No:	10546344	# of Copies:
Customer No:	764131	1
PO #:		

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin

### **NOTICE OF WORKSHOP BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**

A public workshop of one or more members of the Board of Supervisors of the Bannon Lakes Community Development District will be held on Monday, September 23, 2024, at 1:30 p.m., at the World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, Florida 32092. No final action will be taken at this Workshop. The Workshop is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this Workshop may be obtained from the District Manager, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 (and phone (904) 940-5850). This Workshop may be continued to a date, time, and place to be specified on the record at the Workshop. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this Workshop because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the Workshop. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at this Workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver  
District Manager

# INVOICE

Date: 10/25/24  
INVOICE #408

Date completed	Job	Payment Terms	Due Date
	Pressure washing		

1) Pressure washed the exterior of the amenity center and gym	\$1650.00
2) Pressure washed sidewalks around building	
3) Pressure washed both monument signs out by entrance	
Total	\$1650.00

**Thank you for your business!**

**RECEIVED**

**By Tara Lee at 12:03 pm, Oct 28, 2024**

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

**Invoice #:** 233  
**Invoice Date:** 10/14/2024  
**Due Date:** 10/14/2024  
**Case:**  
**P.O. Number:**

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

Description	Hours/Qty	Rate	Amount
9/17/24 - Use of 26' RMS Ladder for Light Change		100.00	100.00
		Total	\$100.00
		Payments/Credits	\$0.00
		Balance Due	\$100.00

**BANNON LAKE CDD**

**RIVERSIDE MANAGEMENT SERVICES, INC.  
INVOICE DETAIL**

<u>Description</u>	<u>Amount</u>
9/17/24 Use of 26' RMS Ladder for light change	\$ 100.00

TOTAL DUE:	<u>\$ 100.00</u>
------------	------------------

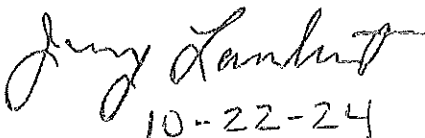
Riverside Management Services, Inc  
9655 Florida Mining Blvd. W  
Bldg. 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 234  
Invoice Date: 10/17/2024  
Due Date: 10/17/2024  
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 September 1 - September 30, 2024		4,460.00	4,460.00
<div>Approved 10/18/24 Jeff Johnson Facility Maintenance 1.320.57200.45100 \$2800 Grounds Maintenance 1.330.53800.46100 \$1633 Repairs and Maintenance 1320.57200.60000 \$27</div> <div><b>RECEIVED</b> By Tara Lee at 11:57 am, Oct 28, 2024</div> <div> 10-22-24</div>			
Total			\$4,460.00
Payments/Credits			\$0.00
Balance Due			\$4,460.00

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF SEPTEMBER 2024**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/3/24	4	J.J.	Blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
9/4/24	5	J.J.	Raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/5/24	7	J.J.	Pressure washed patio chairs, blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
9/6/24	6	J.J.	Pumped out water in playground, raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/9/24	8	J.J.	Blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
9/10/24	6	J.J.	Raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/11/24	5	J.J.	Blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
9/12/24	7	J.J.	Raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/13/24	6	J.J.	Pumped out water in playground, raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/16/24	6	J.J.	Blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
9/17/24	6	J.J.	Installed new locks on bathroom doors and kitchen door, installed new flag and light for pole, raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/17/24	1.5	R.W.	Changed two parking lot lights at amenity center
9/18/24	5	J.J.	Raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/19/24	7	J.J.	Blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
9/20/24	6	J.J.	Raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/23/24	5	J.J.	Blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
9/24/24	6	J.J.	Raked mulch in playground, blew leaves and debris off walkways, straightened and organized all pool deck and patio furniture, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/25/24	5	J.J.	Storm prep for upcoming storm, blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/27/24	6	J.J.	Put everything back in place after storm, raked mulch in playground, blew leaves and debris off walkways, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles
9/30/24	6	J.J.	Blew leaves and debris off walkways, raked mulch in playground, removed debris around amenity center, pool deck, field, playground, sport courts, parking lot and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, straightened and organized all pool deck and patio furniture
<b>TOTAL</b>	<u><u>111.5</u></u>		
<b>MILES</b>	<u><u>0</u></u>		

\*Mileage is reimbursable per section 112.081 Florida Statutes Mileage Rate 2009-0.445

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/08/24	00020	6/20/24	IN000033 202406 300-58400-60000 50% DEP-SECURITY SYSTEM		*	8,250.00	
		6/20/24	IN000033 202406 300-58400-60000 50% DEP-MONITORING & SER		*	1,165.70	
				HIDDEN EYES LLC			9,415.70 000035
-----							
						TOTAL FOR BANK B	9,415.70
						TOTAL FOR REGISTER	9,415.70





Number: IN00003342  
Page: 1  
Date: 6/7/2024

**Sold** Bannan Lakes CDD  
**To:** c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

**Ship To:** Bannon Lakes Amenity  
Bannon Lakes Blvd.  
St. Augustine, FL 32095

Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
	003098D			ONRCP

Item No.	Description/Comments	Quantity	UOM	Unit Price	Amount
AVS DEPOSIT	Active Video System Installation (50% Deposit) Amenity - Active & Passive Video Surveillance	1	EA	16,500.00	8,250.00
RMR CO DEPOSIT	Monitoring & Ser/Maint. Deposit - Chg Order Monthly Service for above	2	MONTH	582.85	1,165.70

Tax exempt - please see attached exemption certification

Remit To:  
Hidden Eyes LLC  
d/b/a Envera Systems  
P.O. Box 2086  
Hicksville, NY 11802

STJN

75.77

Subtotal before taxes	9,415.70
Total taxes	76.77
Total amount	9,491.47
Credit Amount	0.00
Payment received	0.00
Discount taken	0.00
Amount due	9,491.47

# Invoice