

BANNON LAKES
Community Development District

February 27, 2025

AGENDA

Bannon Lakes

Community Development District

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

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

February 20, 2025

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 **Thursday, February 27, 2025, at 6:00 p.m.** at World Golf Village Renaissance Hotel, 500 S. Legacy Trail, St. Augustine, FL 32092. Following is the advance agenda for this meeting:

- I. Call Order
- II. Public Comments
- III. Approval of Minutes of the January 23, 2025 Meeting
- IV. Discussion Items:
 - A. Amenity Policies
 - B. Master HOA
 - C. Pond Ownership
 - D. Amenity Center Enhancements (*Suvey Results*)
 - E. Meeting Schedule
- V. Consideration of Proposals for Janitorial Services
 - A. High Tech Commercial Cleaning
 - B. City Wide Facility Solutions
 - C. CT Pro Cleaners
- VI. Consideration of Proposal from Playmore for Spiral Slide Barrier Replacements
- VII. Other Business
- VIII. Staff Reports
 - A. Attorney
 - B. Engineer

- C. District Manager
- D. General Manager - Report
- IX. Audience Comments
- X. Supervisor's Requests
- XI. Financial Reports
 - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2024
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
- XII. Next Scheduled Meeting – To Be Determined
- XIII. Adjournment

THIRD ORDER OF BUSINESS

MINUTES OF MEETING
BANNON LAKES
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bannan Lakes Community Development District was held on Thursday, January 23, 2025, at 6:00 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 Chairperson
Sandy Gehring	Supervisor
Thomas Cooper	Supervisor
John Ter Louw	Supervisor

Also present were:

Jim Oliver	District Manager
Kyle Magee <i>by phone</i>	District Counsel
Matt Biagetti	GMS
Jeff Johnson	RMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order. Five Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver stated there were two public comment sections, one at the beginning of the meeting regarding items that were on the agenda then another opportunity under the 11th order of business, and that can be CDD matters, on the agenda or not. Mr. Oliver added that the comments needed to be limited to three minutes. Mr. Oliver noted that it was possible that the Board members would not engage in conversation during audience comments. They may reserve comments until after that period or when they get to the agenda items during the meeting.

THIRD ORDER OF BUSINESS

Approval of Minutes of the December 10, 2024, Meeting

Mr. Oliver presented the minutes from the December 10, 2024, Board of Supervisors meeting and asked for any comments, corrections, or changes. A Board member mentioned paragraph 2, page 6. He noted an item that needed to be corrected: the \$50 fee for rentals to private parties. It initially stated that it was non-refundable, but it is refundable.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the Minutes of the December 10, 2024, Meeting, were approved as amended 5-0.

FOURTH ORDER OF BUSINESS

Discussion of Rate Hearing

A. Consideration of Resolution 2025-02, Setting a Public Hearing Date to Adopt Rates

Mr. Oliver stated this was a discussion of the rate hearing. He noted they need to approve a resolution to set a public hearing. Mr. Oliver stated that the meeting would be at the Good News Church near the development at the March meeting. Ms. Gehring wanted to clarify that the rate hearing, which was required, is about adding a rental fee for the non-refundable rental fee for use of the amenity center for private parties.

Mr. Oliver explained that the public hearing would focus on the maximum increase, which could be discussed and commented on by the Board. Ms. Gehring asked if the public hearing would occur at the regular meeting. Mr. Oliver responded yes. He noted that it would be at the beginning of the regular meeting.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, Resolution 2025-02, Setting a Public Hearing Date to Adopt Rates for March 27, 2025 at 6:00 p.m., was approved 5-0.

FIFTH ORDER OF BUSINESS

Discussion of Pond Ownership

Mr. Sheldon recalled from the last meeting they were going to set up work groups to meet with individual communities to determine upcoming items. Mr. Sheldon noted that he took ownership of looking at the issue with the pond transfer. He stated that he had appointments lined up with one or more of the communities, and the idea seemed feasible through the conversations. He noted there were engineering and legal items to review. He said it is likely that homeowners

will vote to transfer assets from the CDD. Mr. Sheldon added he had asked for information from the communities about the quality of their lakes. For example, how much did they spend on it, what issues might they have had, etc. Those responses would help the engineering and legal process, ultimately deciding whether it goes to the HOA to transfer those assets.

Ms. Gehring asked about the timing and when this would be addressed. Mr. Sheldon answered he wanted to have a motion in place at the March meeting. He added that that would give legal and engineering time to prepare. Mr. Sheldon said they would like it done before late May because of the budget process in June for the budget of FY26 in August. Mr. Sheldon spoke of a contract on special maintenance for the lakes in terms of biological studies. Mr. Sheldon mentioned the ownership issue and the liability. Referring to the HOA not a government agency, the liability of that. He noted they may have greater problems than it would be for the CDD because they are a government agency.

SIXTH ORDER OF BUSINESS

Discussion of Amenity Center Enhancements

Ms. Crenier stated that there was a good turnout at the general workshop on January 9. There were 14 people and they all had a lot of ideas. It was decided that a survey of all the ideas would be circulated. The survey was in draft form but was being finalized and edited for clarity and formatting; it hadn't been sent out yet. The suggestions presented offered an idea of what was most important to the community. A Board member asked Ms. Crenier about the survey distribution method. Ms. Crenier noted that it would be on two community Facebook pages, and Ms. Diana Lambert also offered to send it out in her emails. There would be a link. Ms. Crenier noted that if anyone did not have an email or Facebook, they would print out the survey for them.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal from Bio-Tech Consulting for Pond Treatment

Mr. Oliver noted that this item is related to mitigation work being required by St. Johns Water Management District. Mr. Oliver added that they have the proposal and were doing it for the Water Management District requirements. Mr. Oliver said they wanted the District Engineer to look at it to ensure they weren't doing more than required. Mr. Oliver noted they wanted to approve it substantially, subject to review by the Engineer and the chairman's approval. Mr. Oliver said that when the Engineer approves of it, he may have problems with some of the costs being

too high or unnecessary. A Board member asked if there was value in having the legal department look at a couple of the paragraphs. Mr. Oliver said yes. Another Board member asked if this was replacing someone who had done this before or if it was the first time they did it. Mr. Oliver answered that it was the first time. He added that the work with this company and the development were built in phases, and not everything was done upfront. Mr. Oliver noted that they serve some littoral plants along the lake bank. Mr. Oliver stated that he wanted to ensure this was not something they were recommended to do but something they were required to do. Mr. Oliver asked for a motion to approve, subject to review by the Engineer and approval by the Chairman. The total price is \$16,800 for 16 quarterly treatments.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the Proposal from Bio-Tech Consulting Pond Treatment, was approved in substantial form subject to District Engineer and Counsel’s review and Chairman approval 5-0.

EIGHTH ORDER OF BUSINESS

Consideration of Agreement for Professional Engineering Services with Matthews Design Group, LLC

Mr. Oliver stated that the RGQ was initiated engage a new Engineer two meetings ago. The previous Engineer, England-Thims & Miller, had resigned from the Community Development District’s in northeast Florida, adding that their focus was more on construction projects. He said they had received a response from Matthews Design, a local engineering group, and the Board had reviewed that they were the only proposers. He noted that many Engineering firms weren’t up to the task, but they had provided their rate sheet and a copy of the agreement and the rate sheet. Mr. Oliver stated he was looking for a motion to approve.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the Agreement for Professional Engineering Services with Matthews Design Group, LLC, was approved 5-0.

NINTH ORDER OF BUSINESS

Other Business

Mr. Oliver stated they didn’t have any other business for discussion.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee stated that in the last meeting the legal department mentioned the Master HOA for the community, which wanted to discuss documents. He noted that they seemed to be spending around \$13,000 on maintenance and collecting around \$40,000. Mr. Magee pointed out that most of the money that everyone is paying is being paid to another management company. He added that the amount wasn't \$45 but now \$49.40. Mr. Oliver noted there would need to be a detailed discussion and they need the Chairman, the Attorney, and the Engineer to analyze it thoroughly and determine how the community could benefit by engaging the CDD and attempting to work on a payment agreement. Mr. Oliver added they would have a detailed report at the next meeting.

Mr. Magee stated that there were no reports from the District Counsel but was happy to answer any questions.

B. Engineer

Mr. Oliver stated that the Engineer, Mr. Alex Acree, could not be present.

C. District Manager

Mr. Oliver said it was time to start discussing FY26 in Florida. He noted that statutes 190 required that they approve a proposed budget by June 15th, adopt it, and hold a public hearing for adoption no sooner than 60 days after the approval of the budget. Mr. Oliver said they would start working on the budget at the next meeting and plan to approve a proposed budget that the Board had already discussed. Mr. Oliver noted that in previous meetings, they would approve a budget in late May, continue discussing it at the June and July meetings, and adopt it at the August meeting. Mr. Oliver stated that the amenity manager was on vacation. He noted that her last meeting would be in February, and they would recognize her there.

D. General Manager

Mr. Johnson stated that he had nothing to report but was happy to answer any questions. Ms. Gehring asked if he was responsible for the cleaning service vendor agreement. He responded that he was. She asked if he was reevaluating them. He answered yes and added that he had several proposals that he was working on. He said he was giving Jani-King one more opportunity to make this right; if not, they would propose the next meeting to make a change. Mr. Johnson noted that

he had not been happy with their service. Mr. Oliver added that Mr. Johnson had communicated with Jani-King regarding their deficiencies by e-mail and in person.

Mr. Johnson said that there was a roof issue at the amenity center. He noted that he had made the necessary calls to get the roof evaluated and fixed. It was stated that the roof was approximately 8 years old. Mr. Johnson said they would gather all the information and get it fixed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

- Resident Hailey, 597, Blind Oak Circle, stated that she was the one helping with the survey. After being called on for her comment, Ms. Hailey said she couldn't recall what she would say. She did state that they wouldn't use Google Forms because they don't have an accurate ranking system built into their platform. She said instead that they were going to use Microsoft Forms. She indicated that she had done lots of research, and through much discussion, Ms. Hailey stated that she would be ready to present the survey to the community at the next meeting.
- Resident Christine, 764 Blind Oak Circle, stated that this would be mentioned at the next meeting, but as Ms. Diane Lambert was leaving, she had offered to e-mail it so they could find out who the new person was.
- Resident Kelly, 178 Ash Breeze, stated that he would make the same comment, but the survey is available and ready for use if you get an email from the respective HOA.
- Resident Mike Mortes, Bridge Bay, 275 Ridge Rd, had a question about the ponds. He asked how many ponds there were. The answer was 16. He asked how many were HOA-owned. After counting, it was determined that 6 were CDD-owned, and the rest were HOA-owned. A Board member asked how the amenity center enhancements were going to be paid for. Ms. Crenier stated that they would have to look at and see what people are looking for, what the upgrades will entail, and how much they will cost. She added that they would see if the enhancements could be afforded. Mr. Oliver stated that timing was one of the biggest things. He added that the community develops a list of what their future projects might be and then gets a course of resident input throughout the process and depending on those improvements, there will be a bond issue or refunding of existing bonds when the call period has ended so they can be refunded at a lower rate that generates fundings. Mr. Oliver stated that they weren't there yet, just talking about a half-million-dollar or

\$1,000,000 issue or nothing at all. He indicated they just don't know yet. Mr. Oliver noted that for many years they had the resident controlled Board saying that they have it controlled by the residents, with no development control. He added that they would have those discussions when they go from developer control to resident control. He said they would start having those discussions. He noted that he didn't have many Districts that haven't had some type of expansion of facilities or new facilities. There was a Board member who asked about understanding Mr. Oliver, that in the last phase they worked to build, their bonds were issued to complete that. He also asked Mr. Oliver if he was saying that they potentially may not spend that money. Mr. Oliver answered that at that time, he was just putting a number out there, but, at that moment, they had approximately \$800,000 in the Project Fund that they could use for projects that were approved by the Engineers report. He noted that they couldn't use those funds for repairs or replacements, as in the roof, they couldn't use it for that but could use it for the intent of those funds, and it was construction of facilities. Mr. Oliver noted that the Engineer's report is broad in what it can be used for, but some things would not qualify. Ms. Crenier said that what would probably happen when they find out what the residents are most interested in, they would put a list of priorities together with prices. A Board member asked about approving the new biotech consulting pond treatment proposal. He wondered if that was above and beyond other lake treatments. Mr. Oliver stated that it was to conduct a mitigation that the Water Management District requires. He added that they need the new Engineer as well as the attorney to review it and then sign off on it, then we bring it to the chair for his execution.

- Resident Emily Coppell, 71 Artist Oaks, asked if the homeowners in the ponds got to vote. A Board member answered that he couldn't speak for the HOA but believed they would have to have 60% of those voting.
- Resident 398 Blue Jack Lane asked a question concerning the ponds. She stated that she wondered in their research if they were part of the CDD and if others weren't. She added that it would have been more straightforward from the beginning to know how much belonged to the CDD. Mr. Biagetti stated that, in his opinion, the developer had a responsibility. He asked if they remembered that there was deficit funding in some of the HOAs. When HOAs were 30% or 40% occupied, the budget for managing that HOA was more significant than the builder was on the hook for. He added that if the cost of the First

Service Residential services was more important than what they were paying in their dues for the HOA, then Pulte Group was on the hook for the remainder. The same thing applied to the CDD. The developer would be on the hook if there were a management cost deficit. Mr. Biagetti stated that they had researched and understood the risk of being independently managed. Mr. Biagetti added that he thought it would be good if they considered consolidation and noted the community's concern for the lakes affected them all. He said that if one of the lakes has an algae problem, they are all likely to have a problem with algae. He stated they needed to know that they were all being managed correctly. The resident asked if they had talked to Pulte. Mr. Oliver wanted to point out that the CDD owned some of the bonds. The master developer had gone to the county to apply for permits, which were part of mitigation. The master developer didn't want to be responsible for the long term. They found a way to turn it back to the CDD. It was said the St. Johns River Management District was the oversight and the Army Corps of Engineers were involved. It was complicated in the surrounding areas that were previously owned by the developer that is part of the CDD. It was asked if there was an exclusivity clause that CDD entered into regarding the ISP with AT&T? He added that it seemed that they were locked to just one provider. Are there others allowed into the neighborhood or certain agreements? The answer to those questions was no. There were several different providers mentioned. A Board member noted that residents don't have to be hard-wired for the internet anymore.

- Resident Connie Fontaine, 42 Bridge Oak Lane, stated that she worked from home and that AT&T's service is the worst, and she had been with them for five years. She noted that she had complained every year about lowering her rate. She added that it was about purpose and connectivity service. She said she was hardwired in and still could not connect. She wants a new provider. Mr. Biagetti stated that the CDD had no authority in that area. He also added that there may be more alternatives through the HOA.

TWELFTH ORDER OF BUSINESS

Financial Reports

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

Mr. Oliver presented the unaudited financials through December 31, 2024. Three months into the fiscal year, the income statement had no unusual variances. The Capital Projects Fund had a balance of \$872,000.00, and the Capital Reserve Fund was \$60,520.00.

B. Assessment Receipt Schedules

Mr. Oliver noted the receipt schedule; the collection rate was 84.29%. He noted that they would be fully collected like every year, likely by the end of April.

C. Approval of Check Register

Mr. Oliver presented the check register for Board approval. Mr. Biagetti asked if they had authorized a reserve study. Mr. Oliver stated that they had, that Mr. Charlie Shepherd was going to do the study, and that they would have it in time for the budget process.

On MOTION by Mr. Sheldon, seconded by Ms. Crenier, with all in favor, the Check Register was approved 5-0.

THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – February 27, 2025 @ 6:00 p.m. at the World Golf Village

Mr. Oliver stated the next meeting is scheduled for February 27, 2025, at 6:00 p.m. This meeting will be at the World Golf Village, but the remaining meetings will be at the Good News Church. Mr. Oliver added that they were still working on dates. He noted that they would meet monthly and make it public as to when those meetings would be. Mr. Biagetti stated that they were still meeting their obligations with the contract they made with Renaissance. He said they still have two meetings left. Then, they had made arrangements with Good News Church for a meeting room there. A resident asked for microphones because it was hard for them to hear. Mr. Sheldon spoke of having a sound system they use for meetings that he would bring.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Sheldon, seconded by Mr. Cooper, all in favor, the meeting was adjourned 5-0.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

FOURTH ORDER OF BUSINESS

A.

**BANNON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

AMENITY FACILITY POLICIES

(Nov. 1, 2023)

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

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INTRODUCTION

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

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

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

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

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

restrictions and covenants.

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

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

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

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

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

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

SECURITY ACCESS CARDS

1. Security access cards may be issued to all members of each Resident’s household and/or Non-Resident Members. There is a charge to replace lost or stolen cards and/or for additional cards above two (2) cards.
2. Patrons will be required to sign a waiver of liability before using the District amenities.
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 Bannon Lakes Community Development District governing the Amenity Facility. Disregard or violation of the District's policies and rules and misuse or destruction of equipment of the Basketball Facilities may result in the suspension or termination of privileges of the Basketball Facilities. Guests may use the Basketball Facilities if accompanied by an adult Patron.

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

1. *Eligible Users.* Patrons and guests twelve (12) years of age and older are permitted to use the Basketball Facilities during designated operating hours. Children who are under twelve (12) years of age may use the facilities only when accompanied by an adult aged eighteen (18) or older.
2. *Hours.* The Basketball Facilities are available for use during daylight hours. The facilities may not be used after dark.
3. *Emergencies:* For all emergencies, call 911 Emergency Services immediately. All emergencies and injuries must also be reported to Amenity Facility Staff (904) 907-1100 as well as the District Manager at (904) 627-9271.
4. *Proper Attire:* Proper athletic shoes and attire are required at all times while on the courts. Shirts must be worn. No black-soled or open-toe shoes are permitted.
5. *Availability:* The basketball court is available on a "first come, first served" basis.
6. *General Policies:*
 - The use of profanity 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.

E.

NOTICE OF MEETINGS
BANNON LAKES
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Bannon Lakes Community Development District will hold their regularly scheduled public meetings for the remainder of **Fiscal Year 2025** at World Golf Village Renaissance Hotel, 500 Legacy Trail, St. Augustine, Florida 32092 at 6:00 p.m. on the third Tuesday of each month (unless notated otherwise*) as follows:

March 18, 2025
April 15, 2025
May 22, 2025 * (4th Thursday)
June 17, 2025
July 15, 2025
August 19, 2025
September 16, 2025

FIFTH ORDER OF BUSINESS

A.



HIGH TECH

COMMERCIAL CLEANING

"A Cleaning Revolution, The Proactive Way"

A Cleaning Proposal designed specifically for



Submitted by:

Nichole Nace

Director of Sales

904-732-7270

904-449-9993

Nichole.nace@htccleaning.com

NewVenture of Jacksonville, Inc.

DBA High Tech Commercial Cleaning



December 9th, 2024

Jeff Johnson
Bannon Lakes CDD
435 Bannon Lakes Blvd.
St Augustine, FL 32259

Dear Jeff:

Thank you for meeting with me to discuss your cleaning requirements for your facility. I sincerely appreciate this opportunity!

High Tech Commercial Cleaning "HTCC" has been the industry leader in the Jacksonville area, servicing hundreds of clients for over two decades. Some of our key partners include **Meadow View at Twin Creeks, Mill Creek Forest HOA, Brandywine HOA, and the HOA at Bishops Court**, just to name a few. We have consistently held the highest customer retention rate in the industry. There is a reason why 98% of the clients of High Tech Commercial Cleaning renew their contracts with us every year.

We understand that finding a **reliable** cleaning company is a tough choice. Our method to providing you quality janitorial services is simple: Honesty, Integrity, Loyalty and unmatched customer service. Enclosed, you will find not only the most thorough health focused cleaning schedule in the industry, but the platform that defines the High Tech Commercial Cleaning difference.

In this proposal, I have taken everything into consideration that we discussed during my on-site visit:

- **Strong focus on dusting, to ensure a clean dust free environment.**
- **Consistent quality service, so that you get what you're paying for!**
- **Cleaning focused on improving the health of all visitors.**

We look forward to a strong long term relationship with **Bannon Lakes CDD**. If you have any questions or concerns, please do not hesitate to contact me.

Best regards,

A handwritten signature in black ink that reads 'Nichole Nace'.

Nichole Nace
Director of Sales
High Tech Commercial Cleaning
(904) 449-9993 mobile
nichole.nace@htccleaning.com

Proactive Quality Control



We seek to find out what we can do better! Many companies offer a guarantee, but do they have a way to support it?

LODESTAR



<http://lodestar.htccleaning.com>

THE HIGH TECH SERVICE GUARANTEE

"Any complaint resulting from the neglect of duties outlined in the cleaning schedule that is not resolved within one business day, will receive a free scheduled service at no additional charge"

We are able to stand by this guarantee using Lodestar, our proprietary business process management software, which tracks your services from start to finish.

Inspections & Customer Service Calls

- Automatically system scheduled by Lodestar to ensure targeted dates are met consistently. These become permanent record in Lodestar.
- Inspection results are shared with you and are immediately emailed to your cleaning team, ensuring areas of needed improvement are communicated timely.

Complaint Resolution

When a complaint is entered into Lodestar, every step of the process is recorded and tasked to your dedicated Operations Manager until it is 100% resolved. All tasks must be completed by close of business.

Lodestar Customer Portal

A designated point of contact in your facility will be given full access to:

- Manage your company contacts
- View past inspections
- Documents
- Invoice status & history
- Account history & timeline
- Managing multiple locations

Online messaging for communication with your team & HTCC

Health Focused Cleaning



Through proper training, our cleaning techniques & equipment program are built around providing you a healthier environment.

Disinfection of Frequently Touched Surfaces

- Entrance door handles, receptionist counters, phones, kitchen & restroom surfaces and handles will be wiped with **hospital-grade quaternary disinfectants** every clean to avoid the spread of viruses and bacteria.

ZERO Cross Contamination Process

- Color coded microfiber cloths & mop heads are used to ensure no cross contamination of viruses, bacteria and germs.
- **Red** = Restrooms
- **Blue** = Kitchen/Break Rooms
- **Green** = General Purpose

Environmentally Safe Cleaning Products



- Our core cleaning agents have passed the GS-34 standard for being officially Green Seal Certified. Odorless cleaning products are available upon request.

Improved Air Quality

- HEPA filtered vacuums capture 99.9% of all dust particulates. HTCC will vacuum all carpeted areas, mats, rugs & air vents to improve your indoor air quality.

HealthShield Electrostatic Disinfecting

This service is utilized for virus outbreaks and / or proactive disinfection of your facility. Ask a HTCC representative how you can add this affordable service weekly or monthly!



Electrostatic Spray Gun

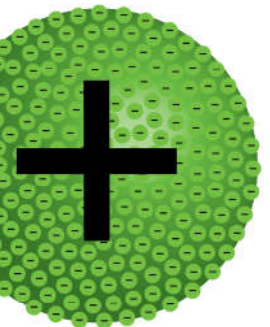
As the disinfectant passes through the gun, it receives a negative charge from an electrode.



Surface

Disinfectant droplets

Charged particles evenly coat all exposed surfaces using electrostatic force of attraction due to all surfaces carrying a positive charge.



The Right People



HTCC is a locally owned and operated woman owned business, providing first class janitorial services to businesses in the state of Florida for over a decade. Any company is only as good as the people that work there. Having the right people has been the key to our success.

- **Historical Facts**

- 98% contract renewal rate, 22 years in a row
- "Top 50 Women Owned Businesses" – *Business Journal* (11 years in a row)
- "Best of Jacksonville, Cleaning Services" (9 years in a row)
- "Top 50 Fastest Growing Private Companies" – *Business Journal*
- 100+ years of combined janitorial and business management experience

- **Your designated Operations Manager**

- Receives a monthly bonus based on customer satisfaction and measured by account retention rates
- Performs regular physical inspections of your facility
- Ready to assist you at any time during normal business hours
- Conducts on-site training with cleaning teams as needed to improve performance

- **Your Cleaning Team**

- Bonded and insured with liability and worker's compensation insurance
- Wears HTCC designated shirts and ID badges
- Certified through required professional cleaning training
- Compliant with all OSHA requirements for safety
- Receives additional industry specific training for Medical, Restaurants, Schools, Preschool, Industrial, Financial, Religious Institutions & Auto Dealerships



Customized Cleaning



No building or environment is the same, therefore an HTCC representative will work closely with you to customize our services around your needs.

- **Cleaning Schedule –The most thorough in the industry**

- Clearly defining cleaning duties, ensures cleaning team accuracy and removes inconsistency issues.
- Cleaning duties are customized specifically to your facility's needs.

- **Physical Inspections**

- You are in control! Increase or decrease the frequency of quality control inspections at any time by contacting your assigned Operations Manager.



Customer Testimonials



"High Tech Commercial Cleaning provides us nightly routine cleaning services, floor services, and supplies us with our consumables for over 50 of our medical facilities. I have been very pleased with their attention to consistent execution of the scope of work, being flexible with their services, while remaining very competitive with their pricing. I strongly recommend High Tech Commercial Cleaning to anyone that is in need of a commercial cleaning service."

-Tony Newman, Facilities Manager

BAE SYSTEMS

"High Tech Commercial Cleaning has done an outstanding job for me over the past three years. Their crew is well trained, courteous, safe, and responds quickly to any special cleaning requirements that I may have. They truly are a team of professionals, and they have my strongest recommendation."

-Allen King, Facilities Manager



"I have had High Tech cleaning service for the past 2 years. We have 30,000 square feet that must be cleaned on a nightly basis. Never have I had a complaint about theft like I use to from other cleaning services. Communication is excellent between me and the crew supervisor. I would not hesitate to recommend the High Tech Cleaning service for any person or company. They make my job much easier. It's always a pleasure having them here."

-Larry Winslow, Maintenance Facilitator



CLEANING SCHEDULE

NIGHTLY CLEANING

Entrances / Common Areas / Hallways:

- Thoroughly clean all entrance door glass **inside and out**.
- **Clean and disinfect the entrance door handles to reduce the spread of bacteria, viruses, and other harmful organisms.**
- Dust all exposed horizontal surfaces of furniture; including counters, tables, and work surfaces. Damp wipe to remove marks & smudges as needed. HTCC will not move personal items or papers without written permission.
- **Make sure to dust top of life box located at entrance to gym.**
- Clean all glass furniture tops to remove streaks and smudges.
- Spot clean all seating in the Waiting Area as needed.
- Spot clean all interior glass.
- Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless otherwise requested by Client.
- Remove loose debris from flooring.
- Vacuum all area rugs and mats. Clean beneath, and place in their original position.
- Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.
- **Disinfect the drinking fountain(s) and remove any haze or streaks.**

Clubhouse:

- Dust all exposed horizontal surfaces of furniture; including counters, tables, and work surfaces. Damp wipe to remove marks & smudges as needed. HTCC will not move personal items or papers without written permission.
- Clean all glass furniture tops to remove streaks, marks, and smudges.
- Spot clean all interior glass.
- Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless otherwise requested by Client.

NIGHTLY CLEANING cont.



- Vacuum all area rugs and mats. Clean beneath, and place in their original position.
- Remove loose debris from flooring.
- Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- Spot mop all hard surface flooring using a neutral cleaner to remove soil and spills.

Gym:

- Thoroughly dust all gym equipment and weights, pay close attention around and **underneath** the bases. HTCC is not responsible for moving dumbbells or equipment.
- Remove loose debris from flooring.
- Spot clean all interior glass.
- Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless otherwise requested by Client.
- Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- Damp mop all hard surface flooring using a neutral disinfectant cleaner to remove soil and spills. Use minimal water on rubber flooring. **Make sure to get under all equipment.**

Patio:

- Wipe down 9 tables and bar area.
- Empty 2 waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless otherwise requested by Client.
- **Disinfect the drinking fountain(s) and remove any haze or streaks. (located in Gym Hall and Pool Restrooms)**

Kitchen:

- Dust and wipe clean all horizontal surfaces. Be sure to get under items on counters.
- **Disinfect faucet handles, appliance handles, counters, and the tops of the table(s).**
- **Disinfect and scour the sink(s) and backsplash areas thoroughly.**
- Spot clean the exterior of the appliances. Stainless steel appliances should be free of streaks and smudges.
- Thoroughly clean the inside and outside of the microwave(s). Be sure to get the inside top and clean beneath the rotating glass tray.
- Restock all paper supplies and hand soap.
- Spot clean cabinets and walls. Pay close attention to walls around waste receptacles.
- Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless otherwise requested by Client.
- Vacuum all area rugs and mats. Clean beneath, and place in their original position.

NIGHTLY CLEANING cont.



- Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, under tables, corners, etc. Move light items as necessary.
- Thoroughly mop all hard surface flooring using neutral cleaner to remove soil and spills.

Restrooms: (Includes Pool)

- Thoroughly dust furniture, dispensers, wall hangings, doors, partition tops, mirrors, pictures, windowsills and air vents.
- **Disinfect all light switches, door handles, handrails, dispensers, counters, and fixtures to reduce the spread of bacteria, viruses, and other harmful organisms.**
- **Scour, clean and disinfect all sinks, urinals, toilets and toilet seats. Pay close attention to the bases of the toilets!**
- Spot clean / wipe clean all mirrors and dispensers. Ensure they are free of streaks and smudges.
- Restock all consumables: soap, toilet tissue, paper towels, seat covers, etc.
- Spot clean partitions and walls as needed.
- **Pay close attention to walls and baseboards under dispensers.**
- Empty all waste receptacles and clean as needed. Place all waste into a leak proof container for transport to the dumpster. Replace plastic liners unless otherwise requested by Client.
- Dust mop/sweep/vacuum all hard surface flooring to remove loose debris. Pay close attention to all hard to reach areas like behind doors, behind toilets, corners, edges, etc.
- **Thoroughly mop all flooring with a germicidal disinfectant.**

Janitor's Closets:

- Remove trash from area.
- Maintain an orderly arrangement of all janitorial supplies and equipment.
- Hang all mop heads so they dry out properly.
- Clean and disinfect service sinks as needed.
- Sweep and spot mop floors as needed.
- High dust all reachable surfaces as needed.

WEEKLY CLEANING

Restrooms:

- Polish all stainless / chrome; including dispensers and fixtures.
- Wipe clean all baseboards and walls as needed. Pay close attention under dispensers.
- Wipe clean, then sanitize partitions and tiled walls around toilets and urinals
- Pour disinfectant down floor drains to prevent traps from drying out.

All Areas:

- Thoroughly dust all horizontal surfaces of furniture; including counters, tables, cabinet, reachable lighting, and wall hangings. HTCC will not move personal items or papers without written permission.
- **Surfaces that are cleared off will be disinfected.**
- Dust and wipe clean all windowsills high and low. Pay close attention to lower windowsills.
- **Disinfect and thoroughly clean all telephone receivers and dust the bases.**
- Spot clean light switches, walls, doors, and doorframes. Pay close attention to walls around waste receptacles. Note: some painted walls cannot be cleaned due to the type of paint or current condition.
- Clean door jambs and thresholds around all entry doors as needed.
- Polish all reachable stainless steel items like sinks, appliances, drinking fountains, etc.
- Thoroughly mop all hard surface floors.

MONTHLY CLEANING

All Areas:

- High dust all reachable tops of doors, door frames, air vents, ceiling fans, and light fixtures.
- Pay close attention to walls/corners high and low; remove cobwebs as needed.
- Thoroughly dust and wipe clean all vertical surfaces of furniture and wall hangings.
- Dust all baseboards. Baseboards may be wet wiped and cleaned for an additional charge.
- Vacuum or brush all upholstered furniture.
- Dust the legs and bases of furniture.
- Thoroughly dust all blinds throughout the facility.

MISCELLANEOUS DUTIES

- Immediately report all maintenance problems to Client. (dripping faucets, broken fixture handles, etc.)
- When cleaning is complete:
 1. Inspect all completed cleaning duties.
 2. Straighten all seating throughout the facility.
 3. Turn off applicable lighting as directed by the Client.
 4. Ensure all exterior doors are properly locked & secured. If applicable; security alarm is activated.

SPECIAL NOTES

- HTCC will only be responsible for 9 tables, 2 trash cans, and drinking fountains located on patio.
- HTCC will clean windowsills and picture frames in pool restrooms nightly.
- HTCC will dust gym equipment nightly.
- HTCC will mop under all gym equipment nightly. HTCC will not move equipment.
- HTCC will make sure to dust life box located at entry to gym nightly.

Additional Services

HTCC is a full service provider. Below is a list of services that are available upon request. Contact your HTCC representative to schedule any of the services listed below.

ELECTROSTATIC DISINFECTING

HealthShield (see page 4)

CARPETED FLOORING

Hot water extraction
Bonnet Cleaning
Stain/Spot Removal
Area Rug Cleaning

UPHOLSTERY

Shampoo Seating
Spot Removal
Partition Vacuuming

OTHER SERVICES

Emergency Cleanup (\$150.00 minimum)
Day Porter Hourly Service
External Grounds Cleanup
Outdoor Furniture Cleaning
Construction Cleaning
Power Washing
Deep Cleaning Baseboards

HARD SURFACE FLOORING

Strip & Refinish
Top Scrub & Refinish
Machine Scrub
Grout Cleaning
Auto Scrub
Mat Cleaning

WINDOW CLEANING

Interior Windows
External Windows
Wash Window Blinds

PAPER & SUPPLIES PROGRAM

We can build a cost efficient standards program for your paper towels, toilet paper, hand soap, hand sanitizer, and other commonly used consumables. Contact a HTCC representative for details.



SERVICES AGREEMENT

This Agreement is made effective this day of _____ between **NewVenture of Jacksonville, Inc., DBA High Tech Commercial Cleaning "HTCC"** and **Bannon Lakes CDD "Client"**. In consideration of the mutual covenants and obligations set forth in this entire Agreement, HTCC and Client agree to start services on _____ and agree to the following terms and conditions:

1. It is agreed that HTCC will select and designate a specific authorized HTCC Franchisee to perform its obligations under this agreement. The Franchisee selected to service this Agreement will be announced prior to the start date.
2. Client agrees to verbally inform HTCC of any non-performance in a timely manner, prior to any written notification. A timely manner is defined as less than 24 hours from the last clean date.
3. The term of the Agreement shall be for a period of one (1) year from the date services are scheduled to start and shall be automatically renewed on each anniversary date with the same terms and conditions, unless either party shall give written notice of termination at least thirty (30) days prior to the anniversary date. The only means for early termination is for non-performance. Non-performance is defined as the failure, neglect or refusal to perform any act outlined in the attached Cleaning Schedule. Before any termination for non-performance is effective, Client must give HTCC written notice specifying in detail the nature of any defect or failure in performance. HTCC, at its election, shall have fifteen days (15) days in which to cure the defect(s) in performance to the reasonable satisfaction of Client. If defect(s) are deemed satisfactorily resolved, Client agrees to sign a check off list created by HTCC as documented proof of resolve. In the event the defect(s) in performance is not satisfactorily resolved by the end of the fifteenth (15th) day, the Client terminating must provide timely written notification to HTCC of the failure to satisfactorily resolve the defect(s) and this Agreement will terminate fifteen (15) days from the date of the second notice. All notices shall be in writing sent via certified mail or email. If notices are sent via email, Client must obtain a confirmation of receipt of said email from HTCC.
4. Invoices are sent prior to the first (1st) day of each month with payment due to HTCC by the tenth (10th) of that month, delinquent by the last day of that month. A 4% convenience fee will be added for any payments made using a credit card. Visa or MasterCard only. A finance charge of 1.5% per month (min. \$15.00) will be assessed on all delinquent accounts. HTCC reserves the right to suspend all services due to delinquency. Credit(s) will not be issued for any missed services that are a result of Client's failure to notify HTCC in advance of alarm and/or facility access changes. Termination shall not relieve Client of payment for all services rendered through the last service date. In the event of termination of this Agreement by HTCC due to nonpayment, Client shall be responsible for payment of all costs, legal and otherwise incurred by HTCC during the course of seeking collection, including payment for all services that would have been rendered from the last day of service through the anniversary date stated above.
5. Client agrees during the term of this Agreement and within one (1) year after termination that it will not employ or contract any HTCC franchisees, HTCC franchisee staff, employees of HTCC, or former employees of HTCC without the express written consent of HTCC.

CLIENT REPRESENTATIVE

HTCC REPRESENTATIVE

Signature

Signature

Print Name & Title

High Tech Commercial Cleaning

Print Name & Title



PRICING AGREEMENT

CLIENT: Bannon Lakes CDD

CLEANING LOCATION: 435 Bannon Lakes Blvd.
St Augustine, FL 32259

PRICING (plus tax)

REGULAR SERVICE: \$819.00 per month _____
As outlined in the attached (Start Date)
Cleaning Schedule

FREQUENCY: 3 times per week
NIGHTS PER WEEK: Tuesday - Thursday – Sunday
TIME OF CLEAN: After 5:00pm

INITIAL DEEP CLEAN: \$179.00 _____
Optional service that includes all duties in the Cleaning Schedule. (Clean Date)



HEALTHSHIELD COMPLIMENTARY SERVICE

**HEALTH
SHIELD**

HTCC will provide a one-time complimentary HealthShield electrostatic disinfect service annually at no additional charge upon renewal of the contract.

Additional terms & conditions:

- All pricing is valid for 90 days.
- A duplicate key must be provided by Client, prior to the Start Date, in order to perform the HealthShield complimentary service.
- **Bannon Lakes CDD** will provide all consumables: paper towels, hand soap, trash can liners, etc.
- HTCC will provide all chemicals & equipment.
- Holiday Schedule – All 6 major holidays have been taking into consideration and deducted from the service price during the preparation of this proposal for Clients receiving service 5 or more times per week. All other Clients that have a service date which falls on these holidays will receive service on an alternative day.
- Some painted walls may not be cleanable due to the type of paint or their current condition.
- Hand sanitizer contains alcohol and will remove the finish from hard surface flooring.
- If HTCC is required to incur any undisclosed fee(s) for risk management, background checks, additional insurance, or third-party billing systems, HTCC shall have the right to adjust the above price accordingly.
- If an "Initial Deep Clean" is not chosen, allow 30 days for Cleaning Schedule duties to be completed.
- Hard surface flooring will require additional floor maintenance per manufacturer specifications in addition to standard sweeping and mopping to properly maintain them. Please see the HTCC Link Book or consult with a HTCC representative to learn more.

CLIENT REPRESENTATIVE
Signature: _____
Date: _____

HTCC REPRESENTATIVE
Signature: _____
Date: _____

B.



November 20th, 2024

Bannon Lakes CDD, Staff, and Board
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Re: Proposal for Janitorial Services
Bannon Lakes CDD, Staff, and Board

Dear Bannon Lakes CDD, Staff and Board,

City Wide's focus is to provide you with superior solutions for all your facility needs. We understand how time-consuming and frustrating it is to constantly deal with multiple – and in some cases underperforming – vendors while keeping up with all your other responsibilities. Our goal is to become a trusted part of your facility management team by providing you with TWO of the highest trained, most responsive people available to assist you regarding any of your facility needs.

We are here to serve you! Most service companies represent their own work, while City Wide represents you. If you are unhappy, you won't hear excuses, you'll see improved results. Your assigned managers will make sure the crews in your building consistently perform to your expectations. Our commitment is to make you look good every chance we get so you become a very satisfied client.

Our clients see a difference in the quality of services managed by City Wide. That's why we boast a client retention rate in excess of 94 percent.

I want to personally thank you for considering City Wide Facility Solutions. We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads 'Alan Joe Winn'.

Alan Joe Winn
Sales Executive
City Wide Facility Solutions



City Wide Facility Solutions

4963 Beach Boulevard | Jacksonville, FL 32207
(904) 737-4969 | GoCityWide.com/Jacksonville



We Want to Be Your First Choice.

Why continue to hire one janitorial company after another – resulting in the same problems – when you can hire a company that is committed to reducing your stress level and saving you time?

City Wide Facility Solutions wants to be your First Choice. With City Wide on your short list, you're not choosing between two maintenance companies; you're choosing between the same thing you have always done and a management company that can help you with more than 20 solutions for your facility.

Why Choose City Wide Facility Solutions?

For one service or many, City Wide will provide unparalleled assistance in the form of:

- ▶ One point of contact
- ▶ Simplified invoicing
- ▶ 24-hour client care
- ▶ Competitive pricing
- ▶ Facility Solutions Manager and Night Manager
- ▶ Proactive evaluation of your building

Our clients see a difference in the quality of service delivered by City Wide. That's why we boast a retention rate above 90%.

Our Mission

To create a *ripple effect* by positively impacting the people and communities we serve.

We Live Our Values Every Day

Community

Accountability

Professionalism

Our values serve as the foundation upon which we will work with each other, our clients, and our suppliers toward mutual success. Everyone associated with our organization is constantly challenged to live these values.

City Wide's Unique Value Proposition

We represent the client by providing a part-time facility manager who saves you time and solve problems in your commercial facility.



The Solutions We Manage

By providing just one point of contact for everything from carpet cleaning to janitorial supplies to window washing, your Facility Solutions Manager (FSM) reduces the stress and time spent dealing with vendors who are a constant source of problems. Your FSM will proactively help you keep your building in top shape and work with you to maximize your budget to get the most out of your facility. Here is a short list of some of the other services we manage:

Disinfecting Services

- ▶ High-touch areas
- ▶ Electrostatic spraying

Janitorial Supplies

- ▶ Toilet paper
- ▶ Soap and dispensers
- ▶ Paper towels
- ▶ Break room supplies

Detail Cleaners

- ▶ Edge vacuum carpets
- ▶ Dust blinds
- ▶ Dust air vents
- ▶ Wash walls in rest rooms

Floor Care Specialists

- ▶ Strip/refinish all resilient tile and hard surface floors
- ▶ Scrub restroom floors

Carpet Care Specialists

- ▶ Clean carpets using appropriate method; extraction, bonnet, or dry foam and more

Window Washers

- ▶ Wash interior and/or exterior windows, ground level to high-rise

Construction Cleans

- ▶ Prepare a site for use after construction

Pressure Washing

- ▶ Eliminate build-up from the exterior of your facility

Lighting Services

- ▶ Replace difficult to reach and high voltage lighting

Parking Lots

- ▶ Striping
- ▶ Pothole repair
- ▶ Resurfacing
- ▶ Sweeping

City Wide Business Model

City Wide Facility Solutions is a management company in the building maintenance industry. By uniquely representing the client, our professional management team serves as one point of contact for 20+ facility solutions for commercial properties, leveraging our network of independent contractors.



New Account Implementation Process

With 30 days' notice we will implement the following to ensure a smooth transition:

1. Immediately after our agreement has been signed, we will schedule a building walk-through with your Facility Solutions Manager. This is to view the facility, review the scope of work, and discuss items of importance.
2. During the pre-start walk-through we request building keys, alarm codes, and emergency procedures to provide to your City Wide team.
3. We will select the most qualified independent contractor(s) and Night Manager to perform the scope of work as agreed. Our goal is to ensure a smooth transition.
4. Your assigned Facility Solutions Manager and Night Manager will be at your facility for the first nights of the start-up to support the crews and to ensure we achieve the City Wide level of service.
5. Your dedicated Facility Solutions Manager will visit the facility and complete an inspection the morning following the first clean to ensure the expectations are being met and the building is being serviced properly.
6. Ongoing inspections will be made thereafter during the day by the Facility Solutions Manager on a regularly agreed upon day and time.

In Conclusion

Regardless of the size and scope of your operation and the range of your immediate needs, City Wide can manage the job. We have developed a proprietary business model and are dedicated to a vision that does not simply try to do better than the competition, but ensures 100% client satisfaction.

We have a superior track record in client retention for a reason and welcome the opportunity to show you why firsthand. City Wide appreciates that selecting the right vendor means taking into account all the information you've received. What's important to remember is you are not being given the choice between two maintenance companies, as we are not a maintenance company.

This is not an "apples to apples" comparison; it's truly "apples to oranges." You're being given the choice between yet another janitorial company OR a management company that will become an extension of your team.

QC Inspection Report (Example)

Night Manager

Debbie Sutton

Customer Info

HOA ABC

314 Palmetto St.

Jacksonville, FL

QC Matt DeFino

Call Nbr/Date/Type

0000101892

4/19/2024

QC

Customer Rating	Customer Contact	QC Rating	Cust Complaint	QCM Comments
10	Weekly Inspection	8	N	<p>Sweep behind flower pots in lobby.</p> <p>Damp wipe wall behind trash can in hallway.</p> <p>Dust tops of partitions.</p> <p>Great work on the lobby, this is an important area. Keep it up.</p> <p>Time to dust the blinds... especially the lobby</p> <p>Remove prints from elevator doors and vacuum elevator tracks.</p>

Chemicals & Equipment

Betco Fastdraw AF315 #7



This neutral pH disinfectant has been formulated to aid in the reduction of cross-contamination while providing long lasting freshness against tough odors. When used as directed, AF315 is effective against a wide variety of gram-positive and gram-negative bacteria. The effective cleaning product will not dull most floors.

USE: Preparation of use-solution: Add 5 oz. per gallon of water, to disinfect hard, precleaned nonporous surfaces.

Betco Fastdraw PH7 #1



When used as directed, it will thoroughly wet, emulsify, and suspend soil from highly polished floor surfaces without attacking the floss of the floor. Guaranteed to never dull, haze, or leave a film.

USE: 1. Dilute .5 oz/gal or 4ml/L of water, depending on soil conditions. 2. Apply cleaning solution using a mop or autoscrubber. 3. Pick up the solution. Rinsing is not required except in very dirty situations. 4. Allow floor to dry thoroughly.

Betco Fastdraw Peroxide #11



For daily use on floors, showers, glass, and other hard surfaces. This one product can clean your entire facility. Removes mold stains and soap scum on tile, grout, and bathtub surfaces and fixtures.

USE: Dilute with cold water only. For GENERAL PURPOSE dilute 1:32 – 1:64 oz. or 4 oz./gal - 2 oz/gal depending on soil level. Spray and wipe.



Blue Microfibers

USE: All Non-restroom areas.



Orange Microfibers

USE: Restrooms only.



32 oz. Trigger Spray Bottles

NOTE: All spray bottles are to be properly labeled for contents.

Wavebrake® Mop Bucket & Winger



The WaveBrake mop bucket and wringer system reduces splashing, which means a safer environment, cleaner floors, and improved productivity. The optional dirty water bucket helps produce cleaner, less slippery floors by separating dirty water from clean water. High efficiency wringer is easy to use and lasts longer.

Green Cleaning with Microfiber



Microfibers are specially designed non-abrasive, non-linting fibers, small enough to penetrate into surface pores and remove tiny dust particles for a deep clean. Microfiber is environmentally responsible, requiring less water and chemicals to clean. Drying time is reduced by 50%, saving valuable time and energy.

Toilet Bowl Swab / Scrubbers



55 Gallon Brutes with Dollies



Brute Caddies with pockets



Janitorial Carts



Wet Mops



Loop-ended cotton, blended, and microfiber.

Microfiber Dust Mop



Electromagnetically charged microfiber loops deep clean large areas.

Microfiber Wet Mop & Pad



Microfiber penetrates surface pores to remove even the tiniest dirt particles.

Microfiber Flex Duster



Electromagnetically charged microfibers attract and hold dust, dirt and grime. Launderable.

Color-Coded Microfibers



Color coded to avoid cross-contamination



Backpack Vacuums

Comfort Pak 10, Green Label Approved by the Carpet and Rug Institute



Upright Vacuum

Dual motor CarpetMaster 200 with HEPA filtration.



Security Policy

Human Resources Department – City Wide understands the importance of properly trained quality people with healthy cleaning products are the price of entry into the cleaning industry. All City Wide personnel assigned to your building have been interviewed and screened.

Background Checks – Background checks are run for every new hire. City Wide performs a Felony/Misdemeanor Country Criminal search in the county of residence for the past 7 years. This includes a social security number verification and a National Sex Offender Database search. We also ensure the individual is authorized to work in the United States. All background checks are conducted by a third-party vendor. Background checks may include but are not limited to theft/widescreen database check, criminal background check, and/or motor vehicle report.

An individual who has a conviction record is not automatically barred from employment, continued employment, or transfer/promotion. The facts and circumstances of each conviction are reviewed individually. The decision to hire someone is not based on whether they have a criminal background. Rather it is loosely based on if they have a felony, what it is for, and how long ago.

If an employee is promoted into a position and/or transferred into a designated assignment that requires a background check, he/she is required to successfully pass a background check as a condition of the new role. Annual recertifications are only done on designated assignments where the client has requested.

Some secure facilities we proudly service in your area include:

- ▶ Duval County Schools
- ▶ Jax Port & TWIC
- ▶ FBI
- ▶ Army
- ▶ Department of the Interior
- ▶ Navy
- ▶ IRS
- ▶ DEA
- ▶ GE Aviation
- ▶ Over 30 financial institutions

When requested we use Quest Diagnostic for drug screening.

Immigration Compliance Policy

Federal regulations require City Wide to comply with the Immigration Reform and Control Act of 1986. All new employees must complete and I-9 Form and provide proof of their identity and their ability to work in this country. The Human Resources Department is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation. Human Resources will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

OSHA Regulation

City Wide follows all OSHA regulation and requirement. This includes posting of Material Safety Data Sheets and properly labeling containers and material that are used at your facility. In addition, our janitorial staff has been properly advised about bio-hazardous waste and blood borne pathogens that can be found in some facilities.

We are pleased to present this proposal for your facility. We have completed an extensive survey of your facility to design and present a solution tailored to meet your specific requirements.

As you read your proposal, you will come across a great deal of information. There are two important facts you should be aware of:

1. **City Wide has a superior track record in client retention.** We mention this because we believe in the power of client satisfaction. City Wide Facility Solutions has a client retention rate above 90%.
2. **City Wide is truly different than the rest.** All maintenance companies are not created equal. We are excellent managers and deliberately do things differently at City Wide. We believe our focus on management is the reason our relationships with our clients are so strong. In this proposal, you will clearly see the differences and the advantages our team provides you.

City Wide's Facility Solutions Manager: Your One Point of Contact

Your Facility Solutions Manager strives to understand your building as fully as possible. They know you have more important things to do, and they take care of the details for you. Let us introduce your Facility Solutions Manager:



Russ Christianson
Director of Operations



Matt Delfino
Facility Service Manager



Debbie Sutton
Night Manager

No matter how many, or few, services you require, City Wide will take the hassle out of the equation. Your Facility Solutions Manager meets with you during the day with the primary responsibility of helping to ensure quality and to be available to you to address any other needs for your facility. Your Night Manager oversees the after-hours services being done in your facility to ensure superior work on every project. Due to our unique business model, we can provide all of this at a competitive price compared with others in the industry.

We appreciate this opportunity to earn your business and thank you for your time and consideration. We look forward to working with you.

Clayton Fiddler
Director of Sales

City Wide Facility Solutions



City Wide Supply Management

By combining janitorial supply management with your daily janitorial service, you can eliminate a time-consuming management task and increase the efficiency of your building maintenance operations overall. City Wide provides world-class supply service to our clients, in compliance with your budgets and environmental requirements.

Save Costs on Janitorial Supply Services

Our network of world-class supply vendors enables us to find the right products for your facility, and to make ordering recommendations with your cost savings in mind. City Wide will take the pain out of product selection and make recommendations for improving your current supply strategies at our annual pricing review.

Support Local Business

City Wide is a locally owned and operated small business. We maintain a fleet of delivery trucks and drivers that keeps your business local. Our warehouse is located in Jacksonville, ensuring prompt delivery on your orders the next day.

Going Green is No Problem

Whether you have a formal green program or just want to improve a few products at a time, we recommend incorporating Green Seal® and other sustainable products into your supply purchasing. You Can't Go Wrong With City Wide Supply Management.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/20/2024

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).


PRODUCER USI Insurance Svcs LLC 4600 Touchton Rd Building 100, Suite 275 Jacksonville, FL 32246	CONTACT NAME: Lisa Keelor PHONE (A/C, No, Ext): 904-450-4715 FAX (A/C, No): E-MAIL ADDRESS: lisa.keelor@usi.com														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Employers Mutual Casualty Insurance Co</td> <td>21415</td> </tr> <tr> <td>INSURER B : FFVA Mutual Insurance Co</td> <td>10385</td> </tr> <tr> <td>INSURER C : Travelers Casualty & Surety Co. of Amer</td> <td>31194</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> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Employers Mutual Casualty Insurance Co	21415	INSURER B : FFVA Mutual Insurance Co	10385	INSURER C : Travelers Casualty & Surety Co. of Amer	31194	INSURER D :		INSURER E :		INSURER F :
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INSURED North Florida Building Maintenance, LLC dba City Wide Facility Solutions 4963 Beach Blvd. Jacksonville, FL 32207															

COVERAGES CERTIFICATE NUMBER: 47092700 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	6D5915024	09/10/2024	09/10/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 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 \$
A	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	6E5915024	09/10/2024	09/10/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0	X	X	6J5915024	09/10/2024	09/10/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 Pers Inj Agg \$5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	WC84008079892024A	09/10/2024	09/10/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	EPLI			106977697	09/10/2023	09/10/2026	\$1,000,000
C	Crime-Theft of Client Property			106977697	09/10/2023	09/10/2026	\$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Coverage also extends to the following Named Insured: South Florida Commercial Facility Solutions, LLC

CERTIFICATE HOLDER Bannon Lakes CDD, Staff, and Board 435 Bannon Lakes Blvd. St Augustine, FL 32095	CANCELLATION 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 
--	--

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. North Florida Building Maintenance, LLC	
2 Business name/disregarded entity name, if different from above City Wide Facility Solutions	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 4963 Beach Blvd	Requester's name and address (optional)
6 City, state, and ZIP code Jacksonville, Florida 32207	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> </table>					-	-	-	-		
-	-	-	-							
or										
Employer identification number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black;">4</td> <td style="width: 12.5%; border: 1px solid black;">1</td> <td style="width: 12.5%; border: 1px solid black;">-</td> <td style="width: 12.5%; border: 1px solid black;">2</td> <td style="width: 12.5%; border: 1px solid black;">2</td> <td style="width: 12.5%; border: 1px solid black;">7</td> <td style="width: 12.5%; border: 1px solid black;">9</td> <td style="width: 12.5%; border: 1px solid black;">3</td> <td style="width: 12.5%; border: 1px solid black;">9</td> <td style="width: 12.5%; border: 1px solid black;">5</td> </tr> </table>	4	1	-	2	2	7	9	3	9	5
4	1	-	2	2	7	9	3	9	5	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Cedric Woodard</i>	Date ▶ <i>1/8/2024</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

City Wide Facility Solutions | 4963 Beach Blvd | Jacksonville, FL 32207

This AGREEMENT (the "Agreement") is made and entered into as of the _____ day of _____, 2024, ("The Effective Date") by and between North Florida Building Maintenance, LLC, DBA City Wide Facility Solutions ("City Wide") and _____, a sole proprietorship / partnership / limited partnership / limited liability company / corporation /not-for-profit corporation (circle one), organized under the laws of the State of Florida ("Client"), each sometimes referred to individually as a "Party" and collectively as the "Parties."

1. Services and Products. City Wide agrees to provide the management of the Services as are detailed in the attached Statement of Work (SOW) and deliver such products as requested by Client. City Wide's services ("Services") shall commence on the date set forth in the attached Investment Recap, signed by representatives of both Parties. If no date is set forth in the Investment Recap, the Services will commence within two weeks of the Effective Date.
2. Performance. Services shall be provided in a professional and workman-like manner in conformity with the SOW. "City Wide Personnel" consists of City Wide employees, agents and/or independent contractors. City Wide shall retain full responsibility for the Services of any City Wide Personnel. If any individual assigned is unacceptable to Client, Client shall promptly notify City Wide management concerning the situation. If the Parties are unable to arrive at a solution that is acceptable to Client, the Client may request that City Wide replace the individual. City Wide will either replace the individual within a reasonable time or terminate the Services provided hereunder effective immediately and City Wide shall have no liability for doing such. City Wide must provide 10-day prior notice of termination.
3. Invoices and Payment. City Wide will invoice Client on or about the first workday of each month in which Services and products are provided. Monthly fees for Services and Products may be prorated by City Wide when appropriate. Invoices for Services and Products, as set forth in the SOW and Investment Recap, shall be paid within thirty (30) days from the date of invoice. INITIAL _____ WHEN APPLICABLE, SALES TAX WILL BE ADDED TO THE INVOICE. Additional services and products may be purchased by Client from City Wide. Invoices for the additional services and products will be sent immediately upon completion of the additional services or delivery of the additional products, and payment is due within ten (10) days from the date of invoice. Any dispute concerning an Invoice or Services shall be identified in writing within ten (10) days of the Invoice date or the rendering of the Services, as the case may be. City Wide does not accept credit cards. Interest shall accrue on all balances outstanding for more than 30 days from the invoice date at the rate of 1½% per month until paid. Client shall also pay all collection costs including reasonable attorneys' fees incurred by City Wide.
4. Price Increases. Notwithstanding anything herein to the contrary, adjustments to the charges for Services, as set forth in the Investment Recap, may be made in the event that (i) additional workers are employed by City Wide at the request of the Client to extend service areas and/or specifications, (ii) additional wages are paid out by City Wide for Services, due to union increases and/or (iii) any other governmental action that directly and materially affects City Wide's costs of Services. In addition to the aforementioned potential increases, City Wide increases its fees for services each January 1st as described in Section 14. Client shall immediately notify City Wide in writing of any addition or deletion of square footage being used in Client's building. No reduction in the charges shall be appropriate until written notification of the deletion of square footage has been given by Client to City Wide. Charges shall be due for an increase in of square footage regardless of whether Client notifies City Wide of such.
5. Materials. All cleaning materials and equipment necessary for Services will be furnished by City Wide personnel, except for usable/consumable items. Client shall provide the usable/consumable items including, but not limited to, hand towels, toilet tissue, hand soap, plastic liners, air fresheners, and feminine hygiene products. At Client's option, City Wide personnel may provide these products for an additional cost. All materials provided remain their property and are not to leave the premises.
6. Indemnification. To the extent permitted by law, Client agrees to fully indemnify, defend and hold harmless City Wide from any and all claims, investigations and suits arising out of or related to (i) Client's breach of this Agreement, (ii) the negligent acts or omissions of Client and parties for which Client is responsible and (iii) Client's failure to repair or maintain its premises in a safe condition.
7. Non-Solicitation. Client agrees that during the term of this Agreement and for one year after termination for any reason, it will not solicit or employ any employees, agents, contractors, or representatives of City Wide without the prior express written consent of City Wide.
8. Relationship of Parties. Each Party and its personnel are independent in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the Parties. Neither Party may assume or create any obligations on the other's behalf without prior written consent. Each Party shall remain responsible for the withholding and payment of all federal, state, and local personal income, wage, earnings, occupations, social security, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective personnel.
9. Compliance. The Client agrees to keep, or cause to keep, all of its facilities in conformity with all applicable federal, state or local laws, ordinances and regulations and agrees to fully indemnify, defend and hold harmless City Wide from any loss, injury or damages (including attorneys' fees) caused by the Client's failure to abide by the terms of this paragraph and/or this Agreement. City Wide agrees to keep, or cause to keep compliant with all applicable federal, state or local laws, ordinances and regulations and agrees to fully indemnify, defend and hold harmless the Client from any loss, injury or damages (including attorneys' fees) caused by City Wide's failure to abide by the terms of this paragraph and/or this Agreement.
10. Security. City Wide and its employees, agents, contractors, and related companies shall not be responsible for cash and personal valuable items left in the subject building. It is the Client/tenants' responsibility to have such items locked in a secured area, where City Wide Personnel do not have access. In the event of a theft, City Wide will fully cooperate with law enforcement agencies.
11. Insurance. Client shall maintain adequate insurance protection covering the subject premises and its employees, including coverage for statutory workers' compensation and comprehensive general liability for bodily injury and property damage. City Wide agrees to maintain in effect at all times during the term of the Services rendered hereunder the following coverage: bodily injury with limits of \$5,000,000 per occurrence, property damage with limits of \$5,000,000 per occurrence. Insurance certificates will be furnished upon request.
12. Term. The term of this Agreement shall commence on the Effective Date and continue for two (2) years from the first day of service and shall automatically extend for an additional one-year period unless written notice of termination is provided not less than 30 days prior to the end of the term. If a written 30 day notice of termination is provided, this Agreement shall expire at midnight of the anniversary date. Otherwise, this Agreement may only be terminated for cause as set below.

Cause as to City Wide shall mean its failure, neglect, or refusal to perform any material portion of this Agreement. This Agreement may be terminated by the client at any time as follows. Customer shall provide City Wide with a written notice stating in detail the nature of the problem and City Wide shall thereafter have 15 days to cure the problem. If City Wide is unable to cure the problem specified by Customer to Customer's

Initial: _____

reasonable satisfaction Customer may then give written notification to City Wide of its election to terminate the Agreement. This Agreement shall then terminate thirty (30) days after the date of the notice of termination.

Cause as to Client means if Client fails, neglects, or refuses to perform any material portion of this Agreement and such failure continues for ten (10) days after written notice from City Wide; notwithstanding the foregoing, City Wide may terminate this Agreement immediately if Client is more than fifteen (15) days past due in amounts owed hereunder. All notices required hereunder shall be in writing pursuant to section 10 hereof. If this agreement is terminated by City Wide for cause, or by Client without cause, then in addition to amounts owed by Client at the time of termination, Client shall pay City Wide as liquidated damages, an early termination fee equal to the total minimum sum stated in the Investment Recap multiplied by the number of months remaining under this Agreement. All payment and indemnification obligations shall survive the termination of this Agreement.

13. Holidays. Unless a request is made for Service at an additional charge, the following holidays will be observed and no Services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. No credit will be issued to the Client for these days off.

14. Annual Rate Adjustment: Due to increases in labor, insurance, etc. City Wide implements an annual rate increase in January consistent with COLA and CPI metrics. No additional notification is sent regarding the annual price increase. Florida's minimum wage raises minimum wage to \$10.00 per hour effective September 30th, 2021. Each September 30th thereafter, minimum wage shall increase by \$1.00 per hour until the minimum wage reaches \$15.00 per hour on September 30th, 2026. From that point forward, future minimum wage increases shall revert to being adjusted annually for inflation starting September 30th, 2027. Since labor fees will continue to increase due to the passing of this Florida Amendment until September 30th, 2026, City Wide Facility Solutions will need to adjust all monthly contracts when this requirement goes into effect. (September 30th, 2021 – September 30th, 2026).

15. Force Majeure. City Wide shall be excused from its performance for a commercially reasonable period of time to the extent that it is prevented, hindered or delayed by a force majeure occurrence.

16. Assignments. This Agreement shall bind all parties, their heirs, assigns, successors, agents, and representatives.

17. This Agreement shall be governed by the laws of Florida. The Client consents to the jurisdiction and venue of any court in Duval County.

18. Conflict/Limitation of Damages. This Agreement and any exhibits attached hereto constitute the entire agreement of the Parties with respect to the subject matter hereto. If terms or provisions herein conflict with the terms or conditions set forth in another agreement between the Parties, the terms hereof shall prevail even if the other agreement is entered into prior to this Agreement. In no event shall either Party hereto be liable for any punitive, exemplary, special, incidental, indirect or consequential damages of any kind (including, but not limited to loss of profits, loss of reputation and/or loss of current or prospective business advantage, even where such losses are characterized as direct damages) arising out of or in any way related to the relationship and/or dealings between the Parties, regardless of whether the claim under which damages are sought is based upon contract, tort, negligence, strict liability or otherwise, and regardless of whether the parties have been advised of the possibility of such damages at the time of contracting or otherwise. Under no circumstances (whether in tort, contract, negligence, strict liability or otherwise) shall a City Wide's liability to the Client exceed one month of amounts paid to City Wide by the Client under this Agreement.

19. The prevailing party shall be entitled to recover all reasonable attorneys' fees and costs related to the dispute and arbitration.

20. Notices. All notices, requests, demands and other communications (collectively "Notices") or any other communication provided for herein shall be in writing and shall have been deemed to have been duly given if placed in the US Mail, certified mail, return receipt requested or by commercial courier or delivery service which provides a delivery tracking feature, addressed as follows. All other notices including notices personally delivered to individuals performing services under this Agreement, shall be ineffective.

Client _____

City Wide Facility Solutions
4963 Beach Boulevard
Jacksonville, FL 32207

21. Signature by Counterpart, Facsimile or Electronic Signature. The parties may execute this Agreement in one or more counterparts, each of which will be deemed an original, and all of which together will constitute one and the same instrument. The parties may execute this Agreement via facsimile, and such facsimile signatures shall be deemed to be originals for all purposes. In addition to facsimile signatures, this Agreement may be executed by either or both parties in accordance with the applicable version of the Uniform Electronic Transactions Act ("UETA") and the Electronic Signatures in Global and National Commerce Act ("ESIGN"). Both parties hereto agree to conduct transactions by electronic means and hereby affirmatively consent to use electronic records to memorialize and execute the Agreement and any of its amendments or exhibits.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

Print Client's Legal Name Here

City Wide Facility Solutions

By: _____

By: _____

Print: _____

Print: _____

Title: _____

Title: _____

Created for Bannon Lakes
Attention: Jeff Johnson
435 Bannon Lakes Blvd. St. Augustine, FL 32095

Investment Recap

City Wide Facility Solutions Janitorial Service Package

Includes all janitorial services outlined in the service agreement

Service(s) to be Performed	Frequency	Total Price Per Month
Janitorial Service	3 times per week (Tuesday, Thursday, Sunday)	\$1,000.00
Total Month Investment		\$ 1,000.00

Quote Includes:

- Assignment of a Facility Solutions Manager that visits one time every 2 weeks and a Night Manager to hire, manage, train, and hold accountable all persons responsible for cleaning.
- All services performed as listed in the detailed service agreement.
- All chemicals and basic equipment needed to perform services outlined in service agreement. Price does not include consumable products: soap, toilet paper, paper towel, trash bags, etc.

Consumables:

_____ Yes, City Wide is expected to manage and order consumable products.

City Wide Facility Solutions

Bannon Lakes CDD

Authorized Representative Signature

Authorized Representative Signature

Start Date

C.

Proposal

From: CT Pro Cleaners
Tony Altoro
1025 Avery Street, St. Augustine, FL 32084
414-380-6727
ctprocleaners@gmail.com

Proposal Submitted to: **Bannon Lakes CDD**
Jeff Johnson
435 Bannon Lakes Road
St Augustine, FL 32095

The following is a proposal in which CT Pro Cleaners proposes to perform all labor necessary as discussed with Jeff Johnson on 12-9-24.

Cleaning schedule:

Winter: Sunday, Tuesday and Thursday

Standard cleaning

- Cleaning interior of entire Clubhouse as needed
- Cleaning of Men's and Woman's bathrooms including all mirrors, sinks, toilets, urinals, baby changing station, paper dispensers, dividers, stainless steel, emptying trash cans and mopping with every clean.
- Cleaning of Exercise room+ 2 Bathrooms including wiping down exercise equipment, dusting, emptying trash, and mopping
- Cleaning of Patio area including wiping down tables, emptying 2 trash bins.
- .

CT Pro Cleaners will supply their own cleaning supplies.
Bannon Lakes to provide all consumables.

TOTAL = 80.00 per clean (960 per Month in winter @ 12 cleans)

SIXTH ORDER OF BUSINESS



Recreational
Products & Services

Proposal

#EST994

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

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

Proposal Date 2/11/2025	Project Manager Mary Cyr
-----------------------------------	------------------------------------

Project Name		Project ID	Terms
Bannon Lakes CDD : Spiral Slide Barrier Replacements		23202	Due w/ Order
Quantity	Description	Unit Price	Total Extended
1	PLAYWORLD AEN0598 BARRIER- SPIRAL SLIDE- LEFT - BEIGE	\$1,100.64	\$1,100.64
1	PLAYWORLD AEN0599 BARRIER- SPIRAL SLIDE- RIGHT - BEIGE	\$1,086.33	\$1,086.33
2	PLAYWORLD BFC1391 SPACER SHEET- 1.25in OD X .5in	\$16.69	\$33.38
2	Playworld BAE0595 WASHER - 3/8in SAE FLAT -	\$0.12	\$0.24
1	PLAYWORLD BAD0085 THREAD LOCKING ADHESIVE	\$2.96	\$2.96
12	Playworld BAE0664 BOLT -3/8in-16 X 1in BUTTON HD	\$1.09	\$13.08
18	Playworld BAE0600 WASHER - 1in O.D. FLAT -	\$0.22	\$3.96
6	Playworld BAE0620 NUT - 3/8in-16 LOCK W/ NYLON	\$0.69	\$4.14
2	Playworld BAE0662 BOLT - 3/8in-16 X 1-1/4in TAMP	\$2.96	\$5.92
2	Playworld BAE06645 BOLT- 3/8in-16x 1-1/2in BUTTON	\$1.46	\$2.92
1	Freight PLAYWORLD FREIGHT **INSTALLATION BY OTHERS	\$375.00	\$375.00
<i>THIS PROPOSAL IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS</i>		Subtotal	\$2,628.57
		Tax	\$0.00
		Total	\$2,628.57

Original SO# 1701327

Accepted By

Printed Name: _____ Signature: _____ Date: _____

PLEASE SIGN AND RETURN ONE COPY WHEN ORDERING.

PO/Reference #: _____

THANK YOU!

Standard Terms and Conditions

General Terms:

Acceptance by a signature, purchase order, or contract based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal, including the following:

- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed according to the manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

Warranties. All equipment, surfacing, and installation is warranted by Playmore for a period of one year from substantial completion date. After one year, any additional manufacturer's warranties will remain in effect. Manufacturer's warranty claims to be processed by manufacturer. Playmore assumes no responsibility for these additional warranties.

Playground Surfacing. All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer installs something contrary to the guidelines, they accept all responsibility for any liability and future litigation that may arise.

Installation Standard Services Include (as required):

- Shipping Notification/Receiving Instructions
- Pre-Installation On-Site Meeting
- Public Utility Check (Sunshine State One Call)
- Moving New Equipment at Job Site
- Layout of Equipment
- Installation of Equipment per Manufacturer's Instructions
- Trash Clean Up (Leave on-site)
- Post-Installation Walk Through

Installation Customer Responsibilities (unless otherwise noted in proposal):

- Site Plans and Surveys
- Trash Disposal or Dumpsters
- Provide Area for Storage and Staging
- Site Security
- Private Utility Locates
- Removal of Existing Equipment
- Site Prep, Grading, Drainage Systems, etc.
- Accept Deliveries and Unload Equipment

Building Permits:

Building permits are the responsibility of the owner. If a building permit is required for your project, 5% will be added to the total price if not already included in the proposal.

NOTE – All zoning, planning, health, environmental, architectural, etc. permits, reviews, and approvals are the responsibility of others as well as any required site plans or other supporting documents. If signed and sealed engineered drawings are needed, additional charges will apply if not included in the proposal.

Theft/Vandalism. The customer is responsible for securing the site and equipment and accepts all responsibility for theft and vandalism. Any additional equipment and labor required to replace such equipment is the responsibility of the customer.

Access/Utilities. Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access unless included in proposal. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer if not included in the proposal.

Rock/Foreign Object Clause. Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Any other responsibilities must be clearly outlined in the proposal.

EIGHTH ORDER OF BUSINESS

D.



Amenity & Operations Manager's Reports

Date of report: 2/27/2025

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 (2nd Friday Monthly)

Follow-up Items

- Diana's Retirement effective 2/28/25
- Introduction of Emily Wright as New Amenity Manager - Start Date 3/3/25

Upcoming & Completed Events

- March 16th – Vendor Village 11:00am-2:00pm
- April Youth Running Club – 1st, 8th, 15th, 22nd, 29th (rain delay date)
- April 12th – Spring Eggstravaganza 10:00am-2:00pm

Operations Manager Updates

Completed Projects

- Landscaping Project around Basketball and Tennis courts
- Drainage Project near playground and event field
- Bike Racks moved and repainted
- Windscreen Replaced on Basketball court

Pending Projects

- Pool lounge chairs repairs and reupholstered
- IGP Berm replenishment
- Playground Equipment repairs
- Continued Treatment of all CDD Ponds
- Onsite staff continues to work to deter Ducks and Geese from the Amenity Center

ELEVENTH ORDER OF BUSINESS

A.

Bannon Lakes
Community Development District

Unaudited Financial Reporting
January 31, 2025



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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
January 31, 2025

	General Fund	Debt Service Fund	Capital Project Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account - Hancock	\$ 67,951	\$ -	\$ -	\$ 13,835	\$ 81,786
Assessments Receivable	-	-	-	-	-
Due from Other	521	-	-	-	521
Due from General Fund	-	2,998	-	-	2,998
Due from Capital Fund	-	-	-	-	-
Due from Developer	38,072	-	-	-	38,072
Investments:					
State Board of Administration (SBA)	767,405	-	-	46,849	814,254
Series 2016					
Reserve	-	370,500	-	-	370,500
Interest	-	-	-	-	-
Sinking	-	-	-	-	-
Revenue	-	827,661	-	-	827,661
Prepayment	-	125	-	-	125
Construction	-	-	-	-	-
Series 2021					
Reserve	-	207,150	-	-	207,150
Interest	-	218	-	-	218
Prepayment	-	4	-	-	4
Revenue	-	439,408	-	-	439,408
Sinking	-	109	-	-	109
Construction	-	-	33,698	-	33,698
Series 2022					
Reserve	-	261,832	-	-	261,832
Revenue	-	296	-	-	296
Interest	-	398,296	-	-	398,296
Prepayment	-	347	-	-	347
Sinking	-	119	-	-	119
Construction	-	-	875,454	-	875,454
Prepaid Expenses	2,700	-	-	-	2,700
Deposits	50	-	-	-	50
Total Assets	\$ 876,699	\$ 2,509,064	\$ 909,152	\$ 60,683	\$ 4,355,598
Liabilities:					
Accounts Payable	\$ 14,198	\$ -	\$ -	\$ -	\$ 14,198
Accrued Expenses	-	-	-	-	-
FICA Payable	-	-	-	-	-
Deferred Revenue	38,072	-	-	-	38,072
Due to Capital Reserve	-	-	-	-	-
Due to Debt Service - Series 2016	1,600	-	-	-	1,600
Due to Debt Service - Series 2021	899	-	-	-	899
Due to Debt Service - Series 2022	499	-	-	-	499
Total Liabilities	\$ 55,268	\$ -	\$ -	\$ -	\$ 55,268
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 2,700	\$ -	-	\$ -	\$ 2,700
Deposits	50	-	-	-	50
Restricted for:					
Debt Service	-	2,509,064	-	-	2,509,064
Capital Project	-	-	909,152	-	909,152
Assigned for:					
Capital Reserve Fund	-	-	-	60,683	60,683
Capital Reserves	-	-	-	-	-
Unassigned	818,681	-	-	-	818,681
Total Fund Balances	\$ 821,431	\$ 2,509,064	\$ 909,152	\$ 60,683	\$ 4,300,330
Total Liabilities & Fund Balance	\$ 876,699	\$ 2,509,064	\$ 909,152	\$ 60,683	\$ 4,355,598

Bannon Lakes
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 775,371	\$ 709,222	\$ 709,222	\$ -
Special Assessments - Direct	153,304	76,652	76,652	-
Interest	6,000	2,000	3,979	1,979
Facility Revenue	300	100	25	(75)
Miscellaneous	-	-	69	69
Total Revenues	\$ 934,975	\$ 787,974	\$ 789,947	\$ 1,973

Expenditures:

General & Administrative:

Supervisor Fees	\$ 6,000	\$ 2,000	\$ 3,400	\$ (1,400)
PR-FICA	459	153	260	(107)
Engineering	10,000	3,333	355	2,978
Attorney	18,000	6,000	1,046	4,954
Annual Audit	3,725	-	-	-
Assessment Administration	7,950	7,950	7,950	-
Arbitrage Rebate	1,800	1,200	1,200	-
Dissemination Agent	9,551	3,184	3,184	(0)
Trustee Fees	17,000	14,200	14,200	-
Management Fees	55,213	18,404	18,404	-
Information Technology	2,022	674	674	-
Website Maintenance	1,348	449	449	-
Telephone	150	50	62	(12)
Postage & Delivery	750	250	350	(100)
Meeting Room Rental	4,000	1,333	2,081	(748)
Insurance General Liability/Public Officials	8,197	8,197	7,439	758
Printing & Binding	1,600	533	232	301
Legal Advertising	1,000	333	311	23
Other Current Charges	500	167	-	167
Office Supplies	250	83	2	81
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 149,691	\$ 68,669	\$ 61,774	\$ 6,895

Bannon Lakes
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
<i>Operations & Maintenance</i>				
Amenity Center Expenditures				
Insurance	\$ 30,609	\$ 30,609	\$ 28,388	\$ 2,221
Utilities				
Phone/Internet/Cable	8,735	2,912	1,328	1,584
Electric	25,000	8,333	7,585	748
Water/Irrigation	15,000	5,000	3,259	1,741
Gas	200	67	-	67
Refuse	4,266	1,422	1,011	411
Security				
Security Monitoring	600	600	2,771	(2,171)
Access Cards	1,000	333	-	333
Management Contracts				
Facility Management	79,094	26,365	26,365	(0)
Facility Attendant	8,400	2,800	-	2,800
Field Mgmt / Admin	25,746	8,582	8,582	0
Pool Maintenance	14,157	4,719	4,719	0
Pool Chemicals	12,075	4,025	610	3,415
Janitorial	19,039	6,346	5,759	587
Janitorial Supplies	1,840	613	47	567
Facility Maintenance	35,620	11,873	8,736	3,137
Repairs & Maintenance	55,000	18,333	8,501	9,832
Special Events	15,000	5,000	3,674	1,326
Holiday Decorations	5,000	4,115	4,115	-
Fitness Center Repairs/Supplies	7,000	2,333	988	1,345
Surety Bond	-	-	2,925	(2,925)
Office Supplies	1,500	500	670	(170)
ASCAP/BMI Licenses	500	167	-	167
Pest Control	4,410	1,470	1,040	430
Subtotal Amenity Center Expenditures	\$ 369,792	\$ 146,519	\$ 121,073	\$ 25,445
Grounds Maintenance				
Hydrology Quality/Mitigation	\$ 28,000	\$ 9,333	\$ -	\$ 9,333
Landscape Maintenance	187,040	62,347	55,123	7,223
Landscape Contingency	35,000	11,667	2,658	9,009
Lake Maintenance	9,840	3,280	3,216	64
Grounds Maintenance	19,600	6,533	3,877	2,656
Pump Repairs	10,000	3,333	-	3,333
Streetlights	12,012	4,004	3,724	280
Streetlight Repairs	5,000	1,667	-	1,667
Irrigation Repairs	15,000	5,000	4,966	34
Miscellaneous	5,000	1,667	800	867
Reclaim Water	40,000	13,333	11,398	1,935
Storm Cleanup	4,000	-	-	-
Capital Reserve	45,000	-	-	-
Subtotal Grounds Maintenance	\$ 415,492	\$ 122,164	\$ 85,762	\$ 36,402
Total Operations & Maintenance	\$ 785,284	\$ 268,682	\$ 206,835	\$ 61,847
Total Expenditures	\$ 934,975	\$ 337,352	\$ 268,609	\$ 68,742
Excess (Deficiency) of Revenues over Expenditures	\$ 0		\$ 521,337	
Net Change in Fund Balance	\$ 0		\$ 521,337	\$ -
Fund Balance - Beginning	\$ -		\$ 300,094	
Fund Balance - Ending	\$ 0		\$ 821,431	

Bannon Lakes
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 59,318	\$ 175,716	\$ 474,188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 709,222
Special Assessments - Direct	-	38,326	38,326	-	-	-	-	-	-	-	-	-	76,652
Interest	564	452	957	2,006	-	-	-	-	-	-	-	-	3,979
Facility Revenue	-	-	-	25	-	-	-	-	-	-	-	-	25
Miscellaneous	-	-	69	-	-	-	-	-	-	-	-	-	69
Total Revenues	\$ 564	\$ 98,096	\$ 215,067	\$ 476,219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 789,947

Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 600	\$ 800	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400
PR-FICA	46	61	-	153	-	-	-	-	-	-	-	-	260
Engineering	355	-	-	-	-	-	-	-	-	-	-	-	355
Attorney	469	578	-	-	-	-	-	-	-	-	-	-	1,046
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	7,950	-	-	-	-	-	-	-	-	-	-	-	7,950
Arbitrage Rebate	-	-	1,200	-	-	-	-	-	-	-	-	-	1,200
Dissemination Agent	796	796	796	796	-	-	-	-	-	-	-	-	3,184
Trustee Fees	6,100	-	-	8,100	-	-	-	-	-	-	-	-	14,200
Management Fees	4,601	4,601	4,601	4,601	-	-	-	-	-	-	-	-	18,404
Information Technology	169	169	169	169	-	-	-	-	-	-	-	-	674
Website Maintenance	112	112	112	112	-	-	-	-	-	-	-	-	449
Telephone	27	10	-	25	-	-	-	-	-	-	-	-	62
Postage & Delivery	37	227	17	69	-	-	-	-	-	-	-	-	350
Meeting Room Rental	594	-	300	1,188	-	-	-	-	-	-	-	-	2,081
Insurance General Liability/Public Officials	7,439	-	-	-	-	-	-	-	-	-	-	-	7,439
Printing & Binding	79	35	71	47	-	-	-	-	-	-	-	-	232
Legal Advertising	70	241	-	-	-	-	-	-	-	-	-	-	311
Other Current Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	0	1	1	0	-	-	-	-	-	-	-	-	2
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 29,618	\$ 7,629	\$ 7,267	\$ 17,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,774
Operations & Maintenance													
Amenity Center Expenditures													
Insurance	\$ 28,388	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,388
Utilities													
Phone/Internet/Cable	228	395	233	472	-	-	-	-	-	-	-	-	1,328
Electric	1,953	1,702	1,859	2,072	-	-	-	-	-	-	-	-	7,585
Water/Irrigation	668	815	731	1,045	-	-	-	-	-	-	-	-	3,259
Gas	-	-	-	-	-	-	-	-	-	-	-	-	-
Refuse	237	237	235	303	-	-	-	-	-	-	-	-	1,011
Security													
Security Monitoring	-	1,655	558	558	-	-	-	-	-	-	-	-	2,771
Access Cards	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Contracts													
Facility Management	6,591	6,591	6,591	6,591	-	-	-	-	-	-	-	-	26,365
Facility Attendant	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Mgmt / Admin	2,146	2,146	2,146	2,146	-	-	-	-	-	-	-	-	8,582
Pool Maintenance	1,180	1,180	1,180	1,180	-	-	-	-	-	-	-	-	4,719

Bannon Lakes
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Continued Amenity Center Expenditures													
Pool Chemicals	144	-	96	371	-	-	-	-	-	-	-	-	610
Janitorial	1,440	1,440	1,440	1,440	-	-	-	-	-	-	-	-	5,759
Janitorial Supplies	-	-	47	-	-	-	-	-	-	-	-	-	47
Facility Maintenance	2,800	2,968	2,968	-	-	-	-	-	-	-	-	-	8,736
Repairs & Maintenance	3,583	1,916	2,078	925	-	-	-	-	-	-	-	-	8,501
Special Events	75	2,929	410	260	-	-	-	-	-	-	-	-	3,674
Holiday Decorations	-	3,925	190	-	-	-	-	-	-	-	-	-	4,115
Fitness Center Repairs/Supplies	434	229	325	-	-	-	-	-	-	-	-	-	988
Surety Bond	-	-	-	2,925	-	-	-	-	-	-	-	-	2,925
Office Supplies	-	161	88	421	-	-	-	-	-	-	-	-	670
ASCAP/BMI Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	260	260	260	260	-	-	-	-	-	-	-	-	1,040
Subtotal Amenity Center Expenditures	\$ 50,126	\$ 28,547	\$ 21,433	\$ 20,967	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,073
Grounds Maintenance													
Hydrology Quality/Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance	13,503	13,503	14,058	14,058	-	-	-	-	-	-	-	-	55,123
Landscape Contingency	600	-	-	2,058	-	-	-	-	-	-	-	-	2,658
Lake Maintenance	788	788	820	820	-	-	-	-	-	-	-	-	3,216
Grounds Maintenance	1,633	909	1,335	-	-	-	-	-	-	-	-	-	3,877
Pump Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Streetlights	911	911	911	990	-	-	-	-	-	-	-	-	3,724
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs	2,016	1,300	546	1,104	-	-	-	-	-	-	-	-	4,966
Miscellaneous	-	-	-	800	-	-	-	-	-	-	-	-	800
Reclaim Water	2,715	3,031	3,053	2,600	-	-	-	-	-	-	-	-	11,398
Storm Cleanup	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Grounds Maintenance	\$ 22,167	\$ 20,442	\$ 20,724	\$ 22,429	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,762
Total Operations & Maintenance	\$ 72,292	\$ 48,989	\$ 42,157	\$ 43,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,835
Total Expenditures	\$ 101,910	\$ 56,618	\$ 49,424	\$ 60,657	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268,609
Excess (Deficiency) of Revenues over Expenditures	\$ (101,346)	\$ 41,478	\$ 165,643	\$ 415,562	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 521,337
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (101,346)	\$ 41,478	\$ 165,643	\$ 415,562	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 521,337

Bannon Lakes
Community Development District
Debt Service Fund Series 2016
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 741,000	\$ 677,221	\$ 677,221	\$ -
Interest Income	30,000	10,000	11,289	1,289
Total Revenues	\$ 771,000	\$ 687,221	\$ 688,510	\$ 1,289
Expenditures:				
Interest - 11/01	\$ 259,125	\$ 259,125	\$ 259,125	\$ -
Principal - 11/01	220,000	220,000	220,000	-
Interest - 5/01	254,175	-	-	-
Total Expenditures	\$ 733,300	\$ 479,125	\$ 479,125	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 37,700	\$ 208,096	\$ 209,385	\$ 1,289
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 37,700	\$ 208,096	\$ 209,385	\$ 1,289
Fund Balance - Beginning	\$ 611,646		\$ 990,501	
Fund Balance - Ending	\$ 649,346		\$ 1,199,885	

Bannon Lakes
Community Development District
Debt Service Fund Series 2021
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 413,100	\$ 380,665	\$ 380,665	\$ -
Interest Income	15,000	5,000	4,855	(145)
Total Revenues	\$ 428,100	\$ 385,665	\$ 385,520	\$ (145)
Expenditures:				
Interest - 11/01	\$ 126,238	\$ 126,238	\$ 126,238	\$ -
Principal - 5/01	160,000	-	-	-
Interest - 5/01	126,238	-	-	-
Total Expenditures	\$ 412,475	\$ 126,238	\$ 126,238	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 15,625	\$ 259,428	\$ 259,283	\$ (145)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 15,625	\$ 259,428	\$ 259,283	\$ (145)
Fund Balance - Beginning	\$ 176,642		\$ 388,506	
Fund Balance - Ending	\$ 192,267		\$ 647,789	

Bannon Lakes
Community Development District
Debt Service Fund Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/25	Thru 01/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 234,457	\$ 211,284	\$ 211,284	-
Special Assessments - Direct	287,343	143,671	143,671	-
Special Assessments -Prepayments	-	-	-	-
Interest Income	7,000	2,333	6,037	3,704
Total Revenues	\$ 528,800	\$ 357,289	\$ 360,993	\$ 3,704
Expenditures:				
Interest - 11/01	\$ 171,475	\$ 171,475	\$ 171,475	\$ -
Principal - 5/01	175,000	-	-	-
Interest - 5/01	171,475	-	-	-
Total Expenditures	\$ 517,950	\$ 171,475	\$ 171,475	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 10,850	\$ 185,814	\$ 189,518	\$ 3,704
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 10,850	\$ 185,814	\$ 189,518	\$ 3,704
Fund Balance - Beginning	\$ 209,699		\$ 471,871	
Fund Balance - Ending	\$ 220,549		\$ 661,389	

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 January 31, 2025

	Series 2021	Series 2022
Revenues		
Interest Income	\$ 494	\$ 13,818
Total Revenues	\$ 494	\$ 13,818
Expenditures:		
Capital Outlay	\$ -	\$ -
Total Expenditures	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 494	\$ 13,818
Other Financing Sources/(Uses)		
Transfer In/(Out)	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -
Net Change in Fund Balance	\$ 494	\$ 13,818
Fund Balance - Beginning	\$ 33,204	\$ 861,635
Fund Balance - Ending	\$ 33,698	\$ 875,454

Bannon Lakes
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
Revenues				
Capital Reserve Transfer In	\$ 45,000	\$ -	\$ -	\$ -
Interest	2,500	833	749	(84)
Total Revenues	\$ 47,500	\$ 833	\$ 749	\$ (84)
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Repairs and Maintenance	40,000	13,333	-	13,333
Other Service Charges	420	140	57	83
Total Expenditures	\$ 40,420	\$ 13,473	\$ 57	\$ 13,417
Excess (Deficiency) of Revenues over Expenditures	\$ 7,080		\$ 693	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 7,080		\$ 693	
Fund Balance - Beginning	\$ 72,480		\$ 59,991	
Fund Balance - Ending	\$ 79,560		\$ 60,683	

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)
Less: November 1, 2024	(\$220,000)
Current Bonds Outstanding	\$10,190,000

Series 2021 Special Assessment Bonds	
Interest Rate:	2.5% -4.0%
Maturity Date:	5/1/1951
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$206,550
Reserve Fund Balance	207,150
Bonds Outstanding - 1/20/21	\$7,415,000
Less: May 1, 2022	(\$150,000)
Less: May 1, 2023	(\$155,000)
Less: November 1, 2023 (Prepayment)	(\$5,000)
Less: May 1, 2024	(\$155,000)
Current Bonds Outstanding	\$6,950,000

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	261,832
Bonds Outstanding - 2/25/22	\$9,135,000
Less: May 1, 2024	(\$170,000)
Less: May 1, 2024 (Prepayment)	(\$60,000)
Current Bonds Outstanding	\$8,905,000

Total Bonds Outstanding	\$26,045,000
--------------------------------	---------------------

B.

C.

Bannon Lakes
Community Development District
Check Run Summary

Date	Check Numbers	Amount	Amount
General Fund			
1/7/25	1642-1645	\$10,612.32	
1/13/25	1646-1653	1,088,807.15	
1/23/25	1654-1660	24,787.92	
1/28/25	1661-1665	2,555.15	
Total General Fund Checks			\$1,126,762.54
Autopayments			
1/6/25	IRS FICA Payment	\$153.00	
1/7/25	Republic Services	302.73	
1/21/25	St Johns County Utility Dept	3,644.72	
1/21/25	AT&T	234.65	
1/21/25	AT&T	397.13	
1/28/25	FPL	3,061.74	
1/28/25	IRS FICA Payment	153.00	
1/28/25	Wells Fargo Credit Card	696.81	
Total Paid Electronically			\$8,643.78
Total Paid Checks and Electronically			\$1,135,406.32

* Fedex Invoices will be available upon request

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/07/25	00003	1/01/25	127	202501	310	51300	34000		JAN MANAGEMENT FEES	*	4,601.08		
1/01/25		127		202501	310	51300	53000		JAN WEBSITE ADMIN	*	112.33		
1/01/25		127		202501	310	51300	35100		JAN INFORMATION TECH	*	168.50		
1/01/25		127		202501	310	51300	31600		JAN DISSEMINATION SVCS	*	795.92		
1/01/25		127		202501	310	51300	51000		OFFICE SUPPLIES	*	.24		
1/01/25		127		202501	310	51300	42000		POSTAGE	*	69.39		
1/01/25		127		202501	310	51300	42500		COPIES	*	47.40		
1/01/25		127		202501	310	51300	41000		TELEPHONE	*	25.05		
GOVERNMENTAL MANAGEMENT SRVCS LLC											5,819.91	001642	
1/07/25	00017	1/02/25	240003B	202501	330	53800	46800		JAN LAKE MAINTENANCE	*	820.00		
LAKE DOCTORS, INC.											820.00	001643	
1/07/25	00019	12/31/24	13129562	202412	320	57200	45210		POOL CHEMICALS - ACID	*	95.70		
POOLSURE											95.70	001644	
1/07/25	00014	12/27/24	240	202411	320	57200	45100		FACILITY MAINTENANCE	*	2,968.00		
12/27/24		240		202411	330	53800	46100		GROUNDS MAINTENANCE	*	908.71		
RIVERSIDE MANAGEMENT SERVICES INC											3,876.71	001645	
1/13/25	00037	1/09/25	01092025	202501	300	20700	10200		12/18/24 SJC TAX DIST 5	*	113,952.98		
1/09/25		01092025		202501	300	20700	10200		1/9/25 SJC TAX DIST 6	*	451,192.48		
BANNON LAKES CDD C/O BANK OF NEW											565,145.46	001646	
1/13/25	00076	1/09/25	01092025	202501	300	20700	10300		12/18/24 SJC TAX DIST 5	*	64,052.82		
1/09/25		01092025		202501	300	20700	10300		1/9/25 SJC TAX DIST 6	*	253,614.71		
BANNON LAKES CDD C/O BANK OF NEW											317,667.53	001647	
1/13/25	00113	1/09/25	01092025	202501	300	20700	10400		12/6/24 SJC TAX DIST 4	*	16,795.58		

BANL -BANNON LAKES- BPEREGRINO

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
		1/09/25	01092025	202501	300-20700-10400			*	35,551.90		
		12/18/24	SJC TAX DIST 5								
		1/09/25	01092025	202501	300-20700-10400			*	140,766.39		
		1/9/25	SJC TAX DIST 6								
BANNON LAKES CDD C/O BANK OF NEW										193,113.87	001648
1/13/25	00054	1/07/25	1964	202412	320-57200-60000			*	381.07		
			WINDSCREEN (1)								
EL FARO GROUP LLC										381.07	001649
1/13/25	00090	1/01/25	JAK01250	202501	320-57200-45300			*	1,439.87		
			JAN JANITORIAL SERVICES								
JANI-KING OF JACKSONVILLE										1,439.87	001650
1/13/25	00064	1/08/25	51299	202501	310-51300-46000			*	593.75		
			MEETING RM RENTAL - 1/23								
RENAISSANCE RESORT										593.75	001651
1/13/25	00014	1/01/25	239	202501	320-57200-45200			*	1,179.75		
			JAN POOL MAINTENANCE SVCS								
		1/01/25	239	202501	320-57200-46001			*	2,145.50		
			JAN FIELD MGMT/ADMIN								
		1/01/25	239	202501	320-57200-34000			*	6,591.17		
			JAN FACILITY MANAGEMENT								
		1/01/25	239	202501	320-57200-60000			*	440.00		
			POOL PAVERS (32) REPAIRS								
RIVERSIDE MANAGEMENT SERVICES INC										10,356.42	001652
1/13/25	00014	1/03/25	241	202412	320-57200-49400			*	109.18		
			SPECIAL EVT ASSISTANT-DEC								
RIVERSIDE MANAGEMENT SERVICES INC										109.18	001653
1/23/25	00030	1/14/25	1178186	202501	320-57200-54500			*	160.00		
			JAN PEST CONTROL								
		1/14/25	1178186	202501	320-57200-54500			*	100.00		
			JAN RODENT CONTROL								
FREEDOM PEST CONTROL										260.00	001654
1/23/25	00012	1/15/24	26727	202412	310-51300-31200			*	600.00		
			ARBIT SE2016 FYE 12/13/24								
		1/15/24	26727	202412	310-51300-31200			*	600.00		
			ARBIT SE2021 FYE 12/31/24								
GRAU & ASSOCIATES										1,200.00	001655
1/23/25	00123	1/07/25	3751228	202501	320-57200-50000			*	3,090.00		
			SURETY BOND								

BANL -BANNON LAKES- BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		1/07/25 3751228	202501 320-57200-50000	CREDIT-INV#3957150	*	165.00-	
				HUB INTERNATIONAL MIDWEST LIMITED			2,925.00 001656
1/23/25 00078		1/14/25 3512121	202410 310-51300-31500	OCT GENERAL COUNSEL	*	468.66	
		1/14/25 3512121	202411 310-51300-31500	NOV GENERAL COUNSEL	*	577.50	
				KUTAK ROCK LLP			1,046.16 001657
1/23/25 00013		1/01/25 15884	202501 330-53800-46200	JAN LANDSCAPE MAINTENANCE	*	14,058.30	
				LANDCARE GROUP INC			14,058.30 001658
1/23/25 00013		1/09/25 15930	202412 330-53800-46400	DEC IRRIGATION MAINT/REPR	*	546.00	
				LANDCARE GROUP INC			546.00 001659
1/23/25 00014		1/13/25 242	202412 320-57200-45100	FACILITY MAINTENANCE	*	2,968.00	
		1/13/25 242	202412 330-53800-46100	GROUPS MAINTENANCE	*	1,335.46	
				RIVERSIDE MANAGEMENT SERVICES INC			4,303.46 001660
1/23/25 00062		12/31/24 0007604	202412 320-57200-60000	QUARTLEY HAVC MAINTENANCE	*	449.00	
				THIGPEN HEATING AND COOLING INC.			449.00 001661
1/28/25 00122		1/02/25 750394	202501 320-57200-34500	VIDEO MONITORING - FEB25	*	557.85	
				HIDDEN EYES LLC			557.85 001662
1/28/25 00013		1/23/25 15953	202501 330-57200-46210	DROP 3 TREES-PRESERVE	*	1,260.00	
				LANDCARE GROUP INC			1,260.00 001663
1/28/25 00019		1/23/25 13129562	202501 320-57200-45210	POOL ACID (45) GALLONS	*	143.55	
				POOLSURE			143.55 001664
1/28/25 00064		1/16/25 51296	202501 310-51300-46000	RM RENTAL-CDD MTG 2/27	*	593.75	
				RENAISSANCE RESORT			593.75 001665

TOTAL FOR BANK A 1,126,762.54

BANL -BANNON LAKES- BPEREGRINO

Governmental Management Services, LLC
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 127
Invoice Date: 1/1/25
Due Date: 1/1/25
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 - January 2025		4,601.08	4,601.08
Website Administration - January 2025		112.33	112.33
Information Technology -January 2025		168.50	168.50
Dissemination Agent Services - January 2025		795.92	795.92
Office Supplies		0.24	0.24
Postage		69.39	69.39
Copies		47.40	47.40
Telephone		25.05	25.05
Total			\$5,819.91
Payments/Credits			\$0.00
Balance Due			\$5,819.91

RECEIVED
By Tara Lee at 9:58 am, Jan 06, 2025

MAKE CHECK PAYABLE TO:

 **The Lake Doctors, Inc.**
Aquatic Management Services
Post Office Box 20122
Tampa, FL 33622-0122
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER _____ EXP. DATE _____
SIGNATURE _____ AMOUNT PAID _____

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

ACCOUNT NUMBER	DATE	BALANCE
723475	1/2/2025	\$820.00

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

00000000116522001000000024000300000008200060

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

BANNON LAKES CDD	435 Bannon Lakes Blvd, St Augustine, FL	St Augustine, FL 32092
Invoice Due Date 1/11/2025	Invoice 240003B	PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
1/1/2025	Water Management - Monthly		\$820.00	\$0.00	\$820.00

Please remit payment for this month's invoice.

RECEIVED
By Tara Lee at 12:48 pm, Jan 03, 2025

Approved 1/2/25
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.

Credits \$0.00
Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$820.00

This Invoice Total:

\$820.00

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



Invoice

Date
Invoice #

12/31/2024
131295626720

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

Terms	Net 20
Due Date	1/20/2025
PO #	
Delivery Ticket #	Sales Order #1351766
Delivery Date	12/27/2024
Delivery Location	Bannon Lakes Pool
Customer #	13BAN025

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

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

OUR REMITTANCE ADDRESS HAS CHANGED! PLEASE SEE REMITTANCE BELOW AND UPDATE YOUR RECORDS.

Item ID	Item	Quantity	Units	Rate	Amount
160-050	Pool Acid bulk by Gallon	30	gal	3.19	95.70
<p>Approved 1/6/25 Jeff Johnson Pool Chemicals 1.320.57200.45210</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>RECEIVED By Tara Lee at 10:12 am, Jan 06, 2025</p> </div>					

Subtotal	95.70
Shipping Cost (FEDEX GROUND)	0.00
Total	95.70
Amount Due	\$95.70

Remittance Slip

Customer
13BAN025
Invoice #
131295626720

Amount Due \$95.70

Amount Paid _____

Make Checks Payable To

Poolsure
1707 Townhurst Dr
Houston, TX 77043-2810



131295626720

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

Invoice

Invoice #: 240
 Invoice Date: 12/27/2024
 Due Date: 12/27/2024
 Case:
 P.O. Number:

Bill To:
 Bannan Lakes CDD
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance November 1 - November 30, 2024		3,840.00	3,840.00
Maintenance Supplies		36.71	36.71

Approved 12/30/24
 Jeff Johnson
 Facility Maintenance 1.320.57200.45100 \$2968
 Grounds Maintenance 1.330.53800.46100 \$908.71

RECEIVED
 By Tara Lee at 10:05 am, Jan 03, 2025

Alison Moring
 12-30-24

Total	\$3,876.71
Payments/Credits	\$0.00
Balance Due	\$3,876.71

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/24	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
11/4/24	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
11/5/24	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
11/6/24	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
11/7/24	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
11/8/24	2	J.S.	Straightened and organized pool deck furniture, emptied and restocked all dog waste receptacles, removed debris around pool area, tennis courts, playground area, dog park, parking lot, checked and changed trash receptacles
11/8/24	2	A.A.	Blew leaves and debris off pool deck and walkways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles, straightened and organized pool deck and patio furniture, removed debris around pool, tennis courts, playground, dog park and parking lot
11/12/24	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
11/13/24	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
11/14/24	6	J.J.	Installed new bird deterrents on top of basketball net, 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
11/15/24	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
11/18/24	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
11/19/24	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
11/20/24	5	J.J.	Blew leaves and debris off walkways, raked mulch in playground, removed debris

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/21/24	7	J.J.	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 Installed new locks in kitchen pantry cabinets, 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
11/22/24	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
11/25/24	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
11/26/24	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
11/27/24	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

TOTAL	<u>96</u>
MILES	<u>0</u>

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 12/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
BL BANNON LAKES	11/14/24	Cabinet Locks	36.71	J.J.
TOTAL			<u><u>\$36.71</u></u>	

Bannon Lakes
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
January 9, 2025	\$565,145.46	Sheryl Fulks

Payable to:

Bannon Lakes CDD c/o BNY Mellon #37 DS 2016

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

12/18/24 SJC TAX DIST 5 113,952.98
1/9/25 SJC TAX DIST 6 451,192.48
565,145.46

(Attach supporting documentation for request. Overnight via Fedex with deposit letter from Accountant)

**Bannon Lakes
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
January 9, 2025	\$317,667.53	Sheryl Fulks

Payable to:

Bannon Lakes CDD c/o BNY Mellon #76 DS 2021

Date Check Needed:	Budget Category:
ASAP	1-300-20700-10300

Intended Use of Funds Requested:

12/18/24 SJC TAX DIST 5	64,052.82
1/9/25 SJC TAX DIST 6	253,614.71
	<u>317,667.53</u>

(Attach supporting documentation for request. Overnight via Fedex with deposit letter from Accountant)

**Bannon Lakes
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
January 9, 2025	\$193,113.87	Sheryl Fulks

Payable to:

Bannon Lakes CDD c/o BNY Mellon #113 DS 2022
--

Date Check Needed:	Budget Category:
ASAP	1-300-20700-10400

Intended Use of Funds Requested:

12/6/24 SJC TAX DIST 4	\$ 16,795.58
12/18/24 SJC TAX DIST 5	\$ 35,551.90
1/9/25 SJC TAX DIST 6	140,766.39
193,113.87	
<i>(Attach supporting documentation for request.)</i>	



INVOICE

BILL TO
Bannon Lakes CDD
Attn. Jeff Johnson
435 Bannon Lakes Blvd
St Augustine, FL 32259

INVOICE 1964
DATE 01/07/2025
TERMS Due on receipt

DESCRIPTION	AMOUNT
Bannon Lakes Windscreen	
As Per Email/ Fax Agreement Dated Dec. 17, 2024	
One piece of 63' 4" black windscreen	381.07
Melissa@courtsurfacesfla.com	BALANCE DUE \$381.07

RECEIVED
By Tara Lee at 3:27 pm, Jan 07, 2025

Approved 1/7/25
Jeff Johnson
Repairs and Maintenance
1.320.57200.60000



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

Invoice	
Date 01/01/2025	Number JAK01250061
Due Date 01/31/2025	Cust # 246097
Invoice Amount \$ 1,439.87	Amount Remitted

Sold To:
 BANNON LAKES

For:
 Same as Sold To

435 BANNON LAKES BLVD
 ST AUGUSTINE FL 32095

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

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



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

For:
 Same as Sold To

Invoice No	Date	Cust No	Sismn No	PO Number	Franchisee	Due Date
JAK01250061	01/01/2025	246097	CRISTINA TRELLE		HIGH VIBE GLEAM, LLC	01/31/2025
Quantity	Description				Unit Price	Extended Price
1	MONTHLY CONTRACT BILLING AMOUNT FOR JANUARY				1439.87	1439.87
Approved 12/30/24 Jeff Johnson Janitorial Maintenance 1.320.57200.45300 <div style="border: 1px solid black; padding: 2px; display: inline-block;"> RECEIVED By Tara Lee at 8:43 am, Jan 03, 2025 </div> Make All Checks Payable To: JANI-KING OF JACKSONVILLE					Amount of Sale	\$ 1,439.87
					Sales Tax	\$ 0.00
					Total	\$ 1,439.87

Renaissance Resort
at the World Golf Village

500 South Legacy Trail
St Augustine FL 32092

Phone 904-940-8000

Invoice #51299

Date 1/8/2025

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 1/23/2025 25% Service Charge	\$475.00 \$118.75
RECEIVED By Tara Lee at 11:21 am, Jan 08, 2025		
Bannon Lakes Community Development District Exempt #85-8017166046C-0		

SUB-TOTAL \$593.75

Amount Due \$593.75

Payment Details

- Direct Bill
- Credit Card
- Check

World Golf Village Renaissance St. Augustine Resort
(904) 940-8000

Check #: 731282
 Print #: 1
 Status: Trial
 Business Type: Local
 Function Space: Wentworth
 Event Manager: Morgan Lewis

Bannon Lakes CDD Meeting
 475 W Town Place
 Suite 114
 Saint Augustine, FL 32092-3648
 Contact: Sarah Sweeting
 Thursday, January 23, 2025

Page #: 1
 Folio #:
 Bill Method: Check
 Event Order #: 731265

Quantity	Item	Unit Price	Total Price
Room Rental			
1	Wentworth	\$475.00	\$475.00
	Subtotal Room Rental		\$475.00
	Banquet Local Service Charge 25%		\$118.75
	Banquet Sales Tax 6.5%		\$7.72
	Meeting Room Tax 6.5%		\$30.88
	Grand Total:		\$632.35
	GRAND TOTAL:		\$593.75

Taxes to be removed at the conclusion of the event with proper documentation

Signature: _____

GUEST COPY

All prices are subject to 25% Taxable Service Charge & 6.5% Sales Tax.

Riverside Management Services, Inc

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

Invoice

Invoice #: 239
Invoice Date: 1/1/2025
Due Date: 1/1/2025
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
1.320.57200.45200 - Pool Maintenance Services - January 2025		1,179.75	1,179.75
1.320.57200.46001 - Contract Administration - January 2025		2,145.50	2,145.50
1.320.57200.34000 - Facility Management - Bannon Lakes - January 2025		6,591.17	6,591.17
Pool Repair - Reset 32 loose pavers, patch holes in gutter		440.00	440.00
<i>Alison Mossing</i> 1-6-25			

Total \$10,356.42

Payments/Credits \$0.00

Balance Due \$10,356.42

RECEIVED

By Tara Lee at 3:52 pm, Jan 07, 2025

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

Invoice

Invoice #: 241
Invoice Date: 12/31/2024
Due Date: 1/3/2025
Case:
P.O. Number:

Bill To:
Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Special Event Assistant through December 2024 1.320.57200.49400	3.97	27.50	109.18
<i>Alison Mossing</i> 1-7-25			

Total	\$109.18
Payments/Credits	\$0.00
Balance Due	\$109.18

RECEIVED
By Tara Lee at 3:32 pm, Jan 07, 2025

BANNON LAKES CDD
SPECIAL EVENT ASSISTANT INVOICE DETAIL

Quantity	Description	Rate	Amount
3.97	Special Event Assistant Covers December 2024	\$ 27.50	\$ 109.18
	TOTAL DUE:		<u>\$ 109.18</u>

Special Event Assistant 1.320.57200.49400

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
SPECIAL EVENT ASSISTANT BILLABLE HOURS
THROUGH DECEMBER 2024

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/14/24	3.97	D.S.	Special Event - Christmas Event
TOTAL	<u>3.97</u>		

Service Slip/Invoice

FREEDOM
PEST CONTROL



3600 Peoria Rd. Ste 205 | Orange Park, FL 32065
904-272-2847 | info@freedompestcontrolfl.com

INVOICE: 1178186
DATE: 01/14/2025
ORDER: 1178186

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
01/14/2025			2MARCUS	12:09 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	DUE UPON RECEIPT	01/14/2025		02:06 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
Approved 1/14/25 Jeff Johnson Pest Control 1.320.57200.60100 1.320.57200.54500 TRL		AMOUNT DUE \$260.00

RECEIVED
By Tara Lee at 3:53 pm, Jan 14, 2025

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.

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

Grau and Associates

1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

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

Invoice No. 26727
Date 01/15/2025

SERVICE	AMOUNT
Project: Arbitrage - Series 2016 FYE 12/31/24 Arbitrage Services	\$ <u>600.00</u>
Subtotal:	<u>600.00</u>
Project: Arbitrage - Series 2021 FYE 12/31/24 Arbitrage Services	\$ <u>600.00</u>
Subtotal:	<u>600.00</u>
Total	1,200.00
Current Amount Due	\$ <u>1,200.00</u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
1,200.00	0.00	0.00	0.00	0.00	1,200.00

Payment due upon receipt.



Hub International Midwest West

Phone: 630-468-5600
Fax:

Invoice # 3751228		Page 1 of 1
ACCOUNT NUMBER	DATE	
RIALCAP-02	01/07/2025	
BALANCE DUE ON	AMOUNT DUE	
08/05/2024	\$3,090.00	

RREF III-P-EP Bannon Lakes JV, LLC
Rialto Capital Management
700 Ponte Vedra Lakes Boulevard
Ponte Vedra Beach, FL 32082

Pay My Bill Online

Visit our online portal to easily and securely pay your HUB invoice using your banking information (ACH)

www.hubinternational.com/paymybill

Bond (Renewable)	PolicyNumber: 1140960	Effective: 08/05/2024 to 01/02/2025
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
44969025	08/05/2024	08/05/2024	RENB	Sub. St. Johns County, FL Bannon Lakes; \$753,872.40 - R	\$7,539.00
44969025	08/05/2024	01/07/2025	APCR	Sub. St. Johns County, FL Bannon Lakes; \$753,872.40 Ca	(\$4,449.00)
Sub. St. Johns County, FL Bannon Lakes; \$753,872.40					
Policy Invoice Balance:					\$3,090.00
Total Invoice Balance:					\$3,090.00

ADDITIONAL PAYMENT OPTIONS

PAY BY CHECK

Please remit your payment to:
HUB International
203 N La Salle St Ste 2000
Chicago, IL 60601-1245

*** PREMIUM FINANCING OPTIONS MAY BE AVAILABLE UPON REQUEST; PLEASE CONTACT YOUR HUB REPRESENTATIVE ***

*** PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR CHECK, AND REFERENCE ON THE PAYMENT YOUR INVOICE # 3751228 ***



Hub International Midwest West

Phone: 630-468-5600
Fax:

Invoice # 3957150		Page 1 of 1
ACCOUNT NUMBER	DATE	
RIALCAP-02	01/07/2025	
BALANCE DUE ON	AMOUNT DUE	
01/07/2025	-\$165.00	

RREF III-P-EP Bannon Lakes JV, LLC
Rialto Capital Management
700 Ponte Vedra Lakes Boulevard
Ponte Vedra Beach, FL 32082

Pay My Bill Online

Visit our online portal to easily and securely pay your HUB invoice using your banking information (ACH)

www.hubinternational.com/paymybill

Bond (Renewable)	PolicyNumber: 1163705	Effective: 02/21/2024 to 01/02/2025
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
47890154	01/02/2025	01/07/2025	CANC	Maint. St. Johns County, FL; Bannon Lakes-Duran Drive St	(\$165.00)
Policy Invoice Balance:					(\$165.00)
Total Invoice Balance:					(\$165.00)

Bond released effective 1/2/25. A return premium of -165.00 is Due Back.

Thank you for your business!

ADDITIONAL PAYMENT OPTIONS

PAY BY CHECK

Please remit your payment to:
HUB International
203 N La Salle St Ste 2000
Chicago, IL 60601-1245

*** PREMIUM FINANCING OPTIONS MAY BE AVAILABLE UPON REQUEST; PLEASE CONTACT YOUR HUB REPRESENTATIVE ***
*** PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR CHECK, AND REFERENCE ON THE PAYMENT YOUR INVOICE # 3957150 ***

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 14, 2025

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



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

Invoice No. 3512121
2723-1

Re: General Counsel

For Professional Legal Services Rendered

10/03/24	W. Haber	0.30	82.50	Review and respond to Dodson regarding assignment of maintenance funding
10/04/24	W. Haber	0.30	82.50	Review documents regarding assignment of maintenance funding obligation; confer with Dodson regarding same
10/09/24	W. Haber	0.20	55.00	Review correspondence from Florida Auditor General and confer with Oliver regarding same
10/14/24	K. Jusevitch	0.20	25.00	Review annual agency invoice
10/18/24	W. Haber	0.20	55.00	Respond to audit inquiry
10/23/24	W. Haber	0.20	55.00	Review and finalize auditor response letter
10/24/24	J. Gillis	0.40	50.00	Coordinate response to auditor letter update
10/30/24	W. Haber	0.20	55.00	Confer with Oliver regarding Board appointment process

KUTAK ROCK LLP

Bannon Lakes CDD

January 14, 2025

Client Matter No. 2723-1

Invoice No. 3512121

Page 2

11/06/24	W. Haber	1.80	495.00	Prepare for and participate in Board meeting; review issue regarding CDD's assumption of Master HOA fee
11/07/24	W. Haber	0.30	82.50	Review and revise waiver and release and confer with Sweeting regarding same
TOTAL HOURS		4.10		
TOTAL FOR SERVICES RENDERED				\$1,037.50
DISBURSEMENTS				
Travel Expenses			8.66	
TOTAL DISBURSEMENTS				<u>8.66</u>
TOTAL CURRENT AMOUNT DUE				<u>\$1,046.16</u>

Landcare Group, Inc.
35 Enterprise Dr
Bunnell, FL 32110-4302
+13865863321
amanda@landcaregrp.com
www.LandcareGrp.com



INVOICE

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

INVOICE # 15884
DATE 01/01/2025
DUE DATE 01/31/2025
TERMS Net 30

PROJECT NUMBER M101	ATTENTION Jeff Johnson	PROJECT Bannon Lakes CDD
-------------------------------	----------------------------------	------------------------------------

ITEM	DESCRIPTION	AMOUNT
PV - Maintenance	Monthly maintenance for the month of January Back lake added to CDD common area	14,058.30

Attn. Jeff Johnson	SUBTOTAL	14,058.30
	TAX	0.00
	TOTAL	14,058.30
	BALANCE DUE	\$14,058.30

Approved 1/3/25
Jeff Johnson
Landscape Maintenance
1.330.53800.46200

RECEIVED
By Tara Lee at 10:09 am, Jan 03, 2025

Landcare Group, Inc.
35 Enterprise Dr
Bunnell, FL 32110-4302
+13865863321
amanda@landcaregrp.com
www.LandcareGrp.com



01/09/2025

BILL TO

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

INVOICE # 15930
DATE 01/09/2025
DUE DATE 02/08/2025
TERMS Net 30

PROJECT NUMBER
M101

ATTENTION
Jeff Johnson

PROJECT
Monthly Irrigation Billing

DESCRIPTION	AMOUNT	DATE
PV-Irr. Maint. Svc.	Irrigation Maintenance Service for December- see attached list.	546.00

SUBTOTAL	546.00
TAX	0.00
TOTAL	546.00
BALANCE DUE	\$546.00

Approved 1/10/25
Jeff Johnson
Irrigation repairs
1.330.53800.46400

RECEIVED
By Tara Lee at 8:52 am, Jan 10, 2025

Bannon Lakes CDD

<u>Date</u>	<u>Location</u>	<u>Description</u>	<u>Material</u>	<u>Labor</u>	<u>Total Cost</u>
12/2	Bannon Lakes Blvd.	3" slip fix, 3" coupling	\$ 80.00	\$ 252.00	\$ 332.00
12/23	Front Entrance/ Amenity Center	(2) 6Ps, (2) nozzles	\$ 21.50	\$ 21.00	\$ 42.50
12/24	Bannon Lakes Blvd.	(4) 6Ps, (5) MPRs	\$ 87.50	\$ 84.00	\$ 171.50
12/27	Bannon Lakes Blvd.	(2) 6Ps, (4) MPRs, 10" round valve box	\$ 97.50	\$ 84.00	\$ 181.50
				Total Due	\$ 546.00

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

Invoice

Invoice #: 242
 Invoice Date: 1/13/2025
 Due Date: 1/13/2025
 Case:
 P.O. Number:

Bill To:
 Bannan Lakes CDD
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance December 1 - December 31, 2024		4,280.00	4,280.00
Maintenance Supplies		23.46	23.46
<p>Approved 1/14/25 Jeff Johnson Facility Maintenance 1.320.57200.45100 \$2968.00 Grounds Maintenance 1.330.53800.46100 \$1335.46</p> <p><i>Alison Moring</i> 1-16-25</p>			

Total	\$4,303.46
Payments/Credits	\$0.00
Balance Due	\$4,303.46

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/2/24	6	J.J.	Fixed railroad tie in golf parking lot, 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
12/3/24	6	J.J.	Recaulked sink area on women's vanity, 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
12/4/24	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
12/5/24	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
12/6/24	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
12/9/24	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
12/10/24	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
12/11/24	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
12/12/24	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
12/13/24	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
12/16/24	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
12/17/24	6	J.J.	Repaired soccer goals, 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
12/18/24	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

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/19/24	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
12/20/24	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
12/23/24	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
12/30/24	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
12/31/24	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

TOTAL 107

MILES 0

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

THIGPEN

HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0007604

Invoice Date : 12/31/2024	Install Date : 06/26/2017
Service Order : 035250	Page : 1 of 2
Serviced At : 122663	
Bannon Lakes Amenity Center 435 Bannon Lakes Blvd Saint Augustine, FL 32095	

Bill To : 122663
Bannon Lakes Amenity Center 435 Bannon Lakes Blvd Saint Augustine, FL 32095 Phone : (904)660-3669

Contact	Telephone	Call Type	Customer PO	Terms
Jeff Johnson	(904) 660-3669	CMNT		DUE UPON RECEIPT

Service Requested :

Commercial Maintenance Commercial Maintenance. PAUL ONLY AT THIS LOCATION, EVEN FOR MAINT! CALL JEFF WHEN HEADING TO PROPERTY EVERY TIME. HE IS IN CHARGE OF FACILITIES. 1ST THING AM.

Service Comments :

Today I completed a maintenance on your equipment. Testing systems operation, component amperages, capacitor ratings, cleared the drain line, changed the filter, changed the belts, checked electrical connections, tested safety components, cleaned coils . Your systems is working properly at this time, amps, fan amps, blower amps, cap, lowside , highside

Description	Mfg Name	Model	Serial No
Condenser	MISC	TTA090H300AA	16512L83YA

Description	Mfg Name	Model	Serial No
Air Handler	MISC	TWE090E300AA	17033NJABA

Description	Mfg Name	Model	Serial No
Condenser	MISC	14HPX036-230-21	1917B03797

Description	Mfg Name	Model	Serial No
Air Handler	MISC	CBX25UH-036-230-10	1717B34977

Description	Mfg Name	Model	Serial No
Air Handler	LENNOX	CBX25UH-048-230-10	1717B16907

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Contact	Telephone	Call Type	Customer PO	Terms
Jeff Johnson	(904) 660-3669	CMNT		DUE UPON RECEIPT

Description	Mfg Name	Model	Serial No
Heat Pump	LENNOX	14HPX-048-230-21	1917B06555

Qty	Description	Price	Extended
1	A48 Belt	0.00	0.00
3	16x25x1 Pleated Filter	0.00	0.00
1	18x20x1 Pleated Filter	0.00	0.00
1	18x24x1 Pleated Filter	0.00	0.00
Total Parts for Unit			0.00
Total Labor for Unit			0.00
Maintenance Contract :			449.00

Approved 1/21/25
 Jeff Johnson
 Repairs and Maintenance
 1.320.57200.60000

RECEIVED
 By Tara Lee at 10:38 am, Jan 21, 2025

PLEASE REMIT TO:
Thigpen Heating & Cooling, Inc
2801 Dawn Road
Jacksonville, FL 32207

Materials:	0.00
Misc:	449.00
Trip Charge:	0.00
Labor:	0.00
Subtotal:	449.00
Sales Tax:	0.00
Total:	449.00 USD
Balance Due:	449.00 USD

Envera
 8281 Blaikie Court
 Sarasota, FL 34240
 (941) 556-7066

Invoice	
Invoice Number 750394	Date 01/02/2025
Customer Number 400558	Due Date 02/01/2025

Page 1

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Bannon Lakes CDD	400558		750394	02/01/2025
Quantity	Description		Rate	Amount
<i>Bannon Lakes CDD, Bannon Lakes Blvd, Saint Augustine, FL</i>				
1.00	Passive Standard Camera 02/01/2025 - 02/28/2025		125.00	125.00
1.00	Service & Maintenance 02/01/2025 - 02/28/2025		232.85	232.85
1.00	Active Video Monitoring 02/01/2025 - 02/28/2025		200.00	200.00
	Sales Tax			0.00
	Payments/Credits Applied			0.00
Invoice Balance Due:				\$557.85

IMPORTANT MESSAGES

Important Numbers to Know:

Billing Questions: (941) 556-7066
 Email: ar@enverasystems.com
 Service: (941) 952-3719

RECEIVED
 By Tara Lee at 4:23 pm, Jan 27, 2025

RECEIVED
 JAN 13 2024

Approved 1/27/25
 Jeff Johnson
 Security 1.320.57200.34500
 TRL

Date	Invoice #	Description	Amount	Balance Due
01/02/2025	750394	Monitoring Services	\$557.85	\$557.85


Envera
 8281 Blaikie Court
 Sarasota, FL 34240
 (941) 556-7066

Return Service Requested

Invoice	
Invoice Number 750394	Date 01/02/2025
Customer Number 400558	Due Date 02/01/2025

Net Due: \$557.85

Amount Enclosed: _____


 BANNON LAKES CDD
 C/O GOVERNMENTAL MGMT SERV
 475 W TOWN PL STE 114
 SAINT AUGUSTINE, FL 32092-3649

618

REMIT TO:

Envera
 PO Box 2086
 Hicksville, NY 11802

INVOICE

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

amanda@landcaregrp.com
+1 (386) 586-3321
www.LandcareGrp.com



Irrigation • Landscape • Maintenance

M101- Bannan Lakes CDD

Bill to

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

Invoice details

Invoice no.: 15953
Terms: Net 30
Invoice date: 01/23/2025

Project Number: M101
Attention: Jeff Johnson
Project: Preserve Trees Dropped

Product/service	Description	Qty	Rate	Amount
	Drop 3 trees in the preserve area			
Tree Felling	Tree Felling Service	3	\$420.00	\$1,260.00
		Total		\$1,260.00

Approved 1/23/25
Jeff Johnson
Landscape Contingency
1.330.57200.46210

RECEIVED

By Tara Lee at 3:58 pm, Jan 23, 2025



Invoice

Date
Invoice #

1/24/2025
131295627088

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

Terms	Net 20
Due Date	2/13/2025
PO #	
Delivery Ticket #	Sales Order #1351948
Delivery Date	1/23/2025
Delivery Location	Bannon Lakes Pool
Customer #	13BAN025

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

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

OUR REMITTANCE ADDRESS HAS CHANGED! PLEASE SEE REMITTANCE BELOW AND UPDATE YOUR RECORDS.

Item ID	Item	Quantity	Units	Rate	Amount
160-050	Pool Acid bulk by Gallon	45	gal	3.19	143.55
Approved 1/27/25 Jeff Johnson Pool Chemicals 1.320.57200.45210					

RECEIVED
By Tara Lee at 9:00 am, Jan 27, 2025

Subtotal 143.55
Shipping Cost (FEDEX GROUND) 0.00
Total 143.55
Amount Due \$143.55

Remittance Slip

Customer
13BAN025
Invoice #
131295627088

Amount Due \$143.55
Amount Paid _____

Make Checks Payable To
Poolsure
1707 Townhurst Dr
Houston, TX 77043-2810



131295627088

Renaissance Resort
 at the World Golf Village
 500 South Legacy Trail
 St Augustine FL 32092
 Phone 904-940-8000

Invoice #51296
 Date 1/16/2025

INVOICE

Customer

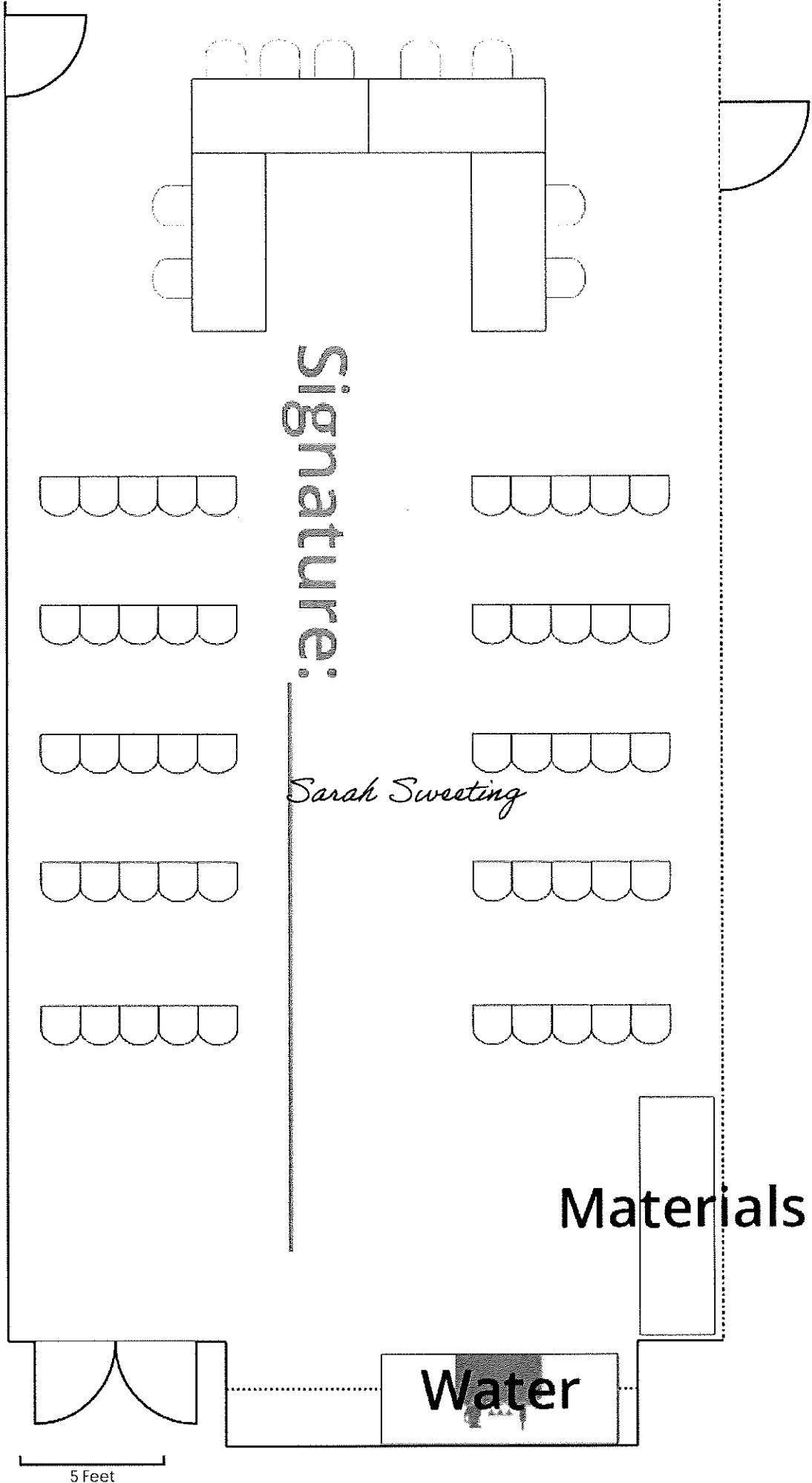
Name Bannan Lakes CDD Meeting
 Attn Sarah Sweeting
 Address 475 W Town Pl Suite 114
 City St Augustine, FL

Qty	Description	Charged
1	Meeting Room Rental - Event Date 02/27/2025	\$475.00
	25% Service Charge	\$118.75
Bannan Lakes Community Development District Exempt #85-8017166046C-0		

SUB-TOTAL	\$593.75
Amount Due	\$593.75

Payment Details

Direct Bill
 Credit Card
 Check



Signature:

Sarah Sweeting

Materials

Water

5 Feet