

Bannon Lakes
Community Development District

May 19, 2026

AGENDA

Bannon Lakes

Community Development District

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

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

May 12, 2026

Board of Supervisors
Bannon Lakes Community Development District

Dear Board Members:

The Bannon Lakes Community Development District meeting is scheduled for **May 19, 2026 at 6:00 p.m.** at Bannon Lakes Amenity Center, 435 Bannon Lakes Boulevard, St. Augustine, Florida 32095.

Following is the advance agenda for this meeting:

- I. Call Order
- II. Public Comments
- III. Approval of Minutes of the April 21, 2026 Meeting
- IV. Discussion of:
 - A. Amenity Center Lighting
 - B. Traffic Calming Update
 - C. Southshore Bike Rack
 - D. Pond Ownership
 - E. Trees on Pond Banks
- V. Consideration of Proposals:
 - A. Renewal of Commercial Fitness Quarterly Preventive Maintenance
 - B. Lawncare Group for Palm Pruning
 - C. DCCM for Civil Engineering Relating to Expansion Project
- VI. Consideration of Work Authorization No. 1 with Basham & Lucas Design Group, Inc. for Clubhouse Fitness Expansion Construction

- VII. Consideration of Resolution 2026-03, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure
- VIII. Consideration of Resolution 2026-04, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (*July 21, 2026*) (*under separate cover*)
- IX. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager
 - 1. 2026 General Election
 - 2. Report on the Number of Registered Voters (1,493)
 - 3. Annual Ethics Training & Annual Form 1 Filing
 - D. General Manager - Report
- X. Audience Comments
- XI. Supervisor's Requests
- XII. Financial Reports
 - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending April 30, 2026
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
- XIII. Ratification of Requisition No. 12
- XIV. Next Scheduled Meeting: June 16, 2026 at 6:00 p.m. at Bannan Lakes Amenity Center
- XV. Adjournment

THIRD ORDER OF BUSINESS

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

The regular meeting of the Board of Supervisors of the Bannon Lakes Community Development District was held on Tuesday, **April 21, 2026**, at 6:00 p.m. at the Bannon Lakes Amenity Center, 435 Bannon Lakes Boulevard, St. Augustine, Florida 32095.

Present and constituting a quorum were:

Michael Sheldon	Chairman
Kim Crenier	Vice Chairperson
Sandy Gehring	Assistant Secretary
John Ter Louw	Assistant Secretary
Thomas Cooper	Assistant Secretary

Also present were:

Matt Biagetti	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Ivan Lamos	District Engineer, DCCM
Michael Lucas	Basham & Lucas
Emily Wright	Amenity Manager, RMS
Jeff Johnson	Operations Manager, RMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Biagetti called the meeting to order at 6:00 p.m. Five Supervisors were in attendance in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Biagetti opened the public comment period for agenda items only and reminded speakers that comments were limited to three minutes, must relate to agenda items, and require the speaker's name and address for record.

Resident addressed the Board regarding concerns with bald cypress trees, stating that the trees are invasive and are encroaching into private property, including near home foundations. The resident expressed concern about potential damage and requested that the issue be addressed.

Staff noted that the comment was not related to an agenda item and advised that the matter could be discussed later in the meeting during a subsequent public comment period.

There being no further comments, the Board proceeded with the agenda.

THIRD ORDER OF BUSINESS

Approval of Minutes of the March 17, 2026 Meeting

Mr. Biagetti presented the minutes of the March 17, 2026, meeting which were included in the agenda package. There being no comments or revisions, a motion was made and seconded to approve the minutes.

On MOTION by Ms. Crenier, seconded by Mr. Cooper, with all in favor, the Minutes of the March 17, 2026, Meeting, were approved.

FOURTH ORDER OF BUSINESS

Discussion of Fitness Center Expansion

Mr. Biagetti presented preliminary layouts and cost estimates for both the building expansion and replacement of fitness equipment. It was noted that the existing equipment has exceeded its expected lifespan, and proposed upgrades include additional treadmills, strength equipment, and expanded weight areas based on prior community input. Estimated costs for equipment were approximately \$140,000, in addition to prior construction estimates of roughly \$500,000 for the building expansion.

The Board discussed timing considerations, noting that equipment procurement should align with the construction schedule to avoid storage and installation issues. Staff advised that equipment purchases would not require a formal RFP process but could be solicited closer to the construction phase. The anticipated construction timeline was estimated at approximately six to nine months, with equipment procurement expected to take two to three months once finalized.

Following discussion, the Board agreed to defer action on equipment procurement until further progress is made on the construction process. A motion was made and seconded to table the item for three months.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, to Table Consideration of Fitness Equipment Proposals for Three Months, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Basham & Lucas Proposal for Construction Drawings for Fitness Center Expansion

Mr. Biagetti presented the proposal from Basham & Lucas for preparation of construction drawings related to the fitness center expansion. The architect explained that the proposal covers the remaining architectural, structural, and MEP design work necessary to produce final construction documents. These drawings will be used in the bidding process and permitting, and coordination with the civil engineer will be required as part of the process.

The Board discussed the anticipated timeline for permitting and construction, noting that the permitting process could take several months depending on county review times. It was also explained that once a contractor is selected, a construction schedule will be provided and used as part of the evaluation criteria during the RFP process. Additional considerations discussed included contractor qualifications, experience, use of subcontractors, and potential inclusion of liquidated damages provisions to address project delays.

Following discussion, a motion was made and seconded to approve the Basham & Lucas proposal for construction drawings.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, the Proposal from Basham & Lucas for Construction Drawings, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Amenity Center Proposals

A. Lighting

Mr. Biagetti presented lighting proposals for the amenity center, including additional lighting for the playground and athletic courts. The proposals for installation consistent with existing fixtures, including three lights for the playground and additional lighting for the pickleball and basketball courts. The total estimated cost for both components was discussed, with approximately \$42,000 attributed to court lighting and an additional amount for playground lighting.

The Board discussed the appropriateness of lighting the playground, noting prior discussions regarding liability concerns and existing policies that restrict use of the playground after dark. Based on those considerations, several Board members expressed hesitation about proceeding with playground lighting.

Discussion then focused on lighting for the athletic courts. While some Board members acknowledged community interest in extending usability of the courts, others expressed concern about limited community input and the operational and maintenance implications of installing lighting.

Staff further advised that lighting should be evaluated comprehensively across the entire amenity area rather than addressing isolated locations. It was noted that selective lighting could create safety concerns in unlit areas, and a broader approach would better address visibility, security, and pedestrian safety throughout the site.

Following discussion, the Board directed staff to develop a more comprehensive lighting plan for the amenity center, including additional locations and estimated costs, for consideration at a future meeting. A motion was made and seconded to authorize staff to obtain additional information and proposals for a full lighting plan.

On MOTION by Mr. Cooper, seconded by Ms. Crenier, with all in favor, for Staff to Obtain Additional Information and Proposals for a Full Lighting Plan, was approved.

B. Landscaping

Mr. Biagetti presented a landscaping proposal from Landcare for replacement of damaged plantings within the amenity center roundabout area. Mr. Johnson advised that several existing shrubs had died as a result of recent freeze conditions and recommended replacement with more cold-tolerant plant material, specifically a variety better suited to withstand winter conditions while maintaining the overall aesthetic of the community.

Mr. Johnson also noted that an alternative option would be to cut back the existing plants and allow them to regenerate; however, this approach would result in an extended period of reduced visual quality before full regrowth occurs. Given the roundabout's prominence as a focal point within the community, staff recommended replacement to maintain appearance.

The Board discussed the proposal, including the suitability of the recommended plant material for both cold and hot weather conditions, and acknowledged the importance of maintaining the visual appeal of the amenity center entrance.

Following discussion, a motion was made and seconded to approve the Landcare proposal in the amount of \$3,377.00.

On MOTION by Mr. Cooper, seconded by Ms. Gehring, with all in favor, the Proposal from Landcare in the amount of \$3,377.00, was approved.

SEVENTH ORDER OF BUSINESS Consideration of Public Facilities Report Proposal

Mr. Biagetti presented a proposal from DCCM for preparation of the Public Facilities Report. Staff explained that the report is a required document for governmental entities and provides an overview of the District’s existing public facilities, as well as anticipated future capital needs and associated costs. It was noted that the report is updated periodically in accordance with statutory requirements.

Following discussion, a motion was made and seconded to approve the proposal for preparation of the Public Facilities Report in the amount of \$4,600.00.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, the Proposal for Preparation of the Public Facilities Report in the Amount of \$4,600.00, was approved.

EIGHTH ORDER OF BUSINESS Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget

Mr. Biagetti presented guidance for preparation of the proposed Fiscal Year 2027 budget. The upcoming schedule was reviewed, noting that the proposed budget is anticipated for approval at the May meeting, with final adoption scheduled for July. It was explained that the proposed budget is typically set at a higher level initially, allowing flexibility to reduce it prior to final adoption.

The Board discussed the District’s current capital reserve balance and noted that reserves remain strong due to prior funding for major projects. It was discussed that reserve contributions

could be adjusted to offset increases in operating costs if desired, though the Board generally expressed a preference to maintain current assessment levels while continuing to adequately fund reserves.

Additional discussion included potential cost drivers for the upcoming fiscal year, including increased expenses for law enforcement services. The Board also discussed holding a budget workshop to allow for further review and public input prior to final adoption.

There being no formal action required, the Board provided general direction to staff to prepare the proposed budget consistent with prior years while maintaining stable assessments where feasible.

NINTH ORDER OF BUSINESS

Consideration of RFP Manual for Landscape and Irrigation Maintenance

The Board considered the draft RFP for landscape and irrigation maintenance services. Staff reviewed the timeline for the solicitation, noting that the current contract is set to expire at the end of July and that proposals would be received and evaluated in advance of that deadline.

The Board discussed the contents of the RFP, including the importance of ensuring that maps and exhibits accurately reflect current community conditions. A revision to Exhibit B was identified to update the map for accuracy.

Following discussion, a motion was made and seconded to approve the RFP in substantial form, subject to revisions to Exhibit B, The Board also designated Supervisor Mr. Ter Louw to work with staff on final review prior to issuance.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, the RFP Manual for Landscape and Irrigation Maintenance, Subject to Revisions to Exhibit B, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated there was no report. Mr. Biagetti provided an update regarding a homeowner project in which a contractor accessed a common area buffer to construct a pool. Staff issued a notice to the homeowner, and the homeowner promptly responded and has been fully cooperative. It was reported that the contractor will restore affected common area to its original

condition. At the time of the meeting, restoration work had not yet been completed; however, staff noted that communication with the homeowner has been positive and the matter is being addressed.

B. Engineer

The District Engineer stated that there was nothing to report.

C. District Manager

Mr. Biagetti provided several updates to the Board. He reminded Board members to complete their annual Form 1 financial disclosure by July 1st and advised that reminders would be sent, with staff available to assist if needed.

Mr. Biagetti also reviewed information regarding the upcoming general election, noting that three Board seats (Seats 2, 4, and 5) will be up for election. The qualifying period will be June 8 through June 12 at the Supervisor of Elections Office. He explained that candidates must submit the required paperwork and applicable fee during that time to qualify.

Additional discussion followed regarding the qualification process. It was noted that candidates may qualify for any open seat, not necessarily their current seat, and that if only one candidate qualifies for a seat, that candidate will be elected without opposition. If multiple candidates qualify for a seat, the election will be held during the general election. It was further noted that if a seat remains unfilled after the election process, the Board has the authority to appoint a replacement.

Board members also discussed the process for completing and submitting qualification paperwork, including the availability of guidance from the Supervisor of Elections Office and the importance of submitting materials prior to the deadline.

D. General Manager – Report

Ms. Wright provided an update on recent and upcoming events. She reported that the recent Vendor Village event was highly successful, with strong attendance and participation. Based on this success, staff plans to continue hosting similar events in the future, including a potential holiday-themed Vendor Village. It was noted that the events are offered to vendors without generating revenue for the District, with staff providing on-site supervision.

Ms. Wright also provided an update on upcoming summer programming, including a children's event planned for June and an adult bingo night. She encouraged residents to participate and sign up for events as they become available.

Additionally, she reported that a seasonal weekend staff member is currently being trained and is expected to be fully onboarded by the end of May.

Discussion also included clarification regarding swim lessons, with staff confirming that lessons are conducted in small group formats to allow for individual attention, rather than large group instruction.

Mr. Johnson stated that there was no formal report and offered to answer any questions from the Board.

Discussion followed regarding pond conditions, including algae and mold growth. Mr. Johnson explained that algae blooms are seasonal and largely driven by weather conditions, particularly rising water temperatures. He advised that treatment is reactive, with the District's vendor applying treatments after blooms develop. It was noted that treatments may take approximately seven to ten days to show visible improvement. He confirmed that the vendor had recently serviced the ponds and continues to monitor conditions.

Additional discussion included wildlife activity within the community. Mr. Johnson reported that hog activity has been observed and that a contractor was engaged to trap and remove animals, with several hogs recently removed from preserve areas. He noted that trapping efforts are ongoing as needed and are initiated based on sightings and reports from residents.

Board members also discussed factors contributing to wildlife activity, including drought conditions and irrigation practices, which may attract animals to certain areas.

ELEVENTH ORDER OF BUSINESS Audience Comments

A resident expressed concern regarding bald cypress trees located near residential properties, stating that the trees are invasive and that roots may impact home foundations and fences. The resident asked what actions could be taken to address the issue. Mr. Haber explained Florida law regarding vegetation, noting that property owners have the right to trim roots or branches encroaching onto their property, but the District would only have liability if a tree is dead or diseased and caused damage.

Board members discussed the need to determine property boundaries and ownership of the trees before taking action. Staff noted that a survey could be obtained, if necessary, though some residents indicated that property lines are generally understood based on fence locations.

Several residents spoke on the matter, expressing concern about the cost and practicality of individual homeowners addressing root intrusion, and suggested that the District consider removal and replacement of problematic trees with less invasive species.

A resident shared prior experience working with staff and regulatory agencies to remove trees, noting that a process exists involving evaluation by staff and, in some cases, approval from regulatory entities depending on the tree's location.

Board members discussed the need to establish a consistent process for addressing such concerns, including potential documentation from homeowners and evaluation by staff or specialist. It was agreed that staff would review the issue further and consider developing a formal approach for handling similar situations in the future.

A resident provided input regarding the fitness center expansion project, noting that while construction timelines were discussed, delays often occur during pre-construction phases. The resident recommended maintaining a close oversight of architects and engineers and considering contractual provisions such as liquidated damages to ensure project timelines are met.

Another resident recommended that the District require contractors to provide a safety plan as part of the construction process., including measures to protect residents and clearly identify hazard areas during construction.

A resident raised concerns regarding the playground shade structure, stating that while a shade structure had been installed, it does not provide sufficient coverage to prevent equipment from becoming excessively hot during the day. The resident requested that the District evaluate the current installation and consider improvements to better protect users.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests

A Supervisor requested that discussion regarding the installation of a bike rack near South Shore area be placed on a future agenda. The Supervisor noted that the issue has been ongoing and expressed interest in revisiting potential options, including coordination with the South Shore HOA.

Staff confirmed that the South Shore HOA has not recently addressed the matter and agreed to follow up with the association to discuss the issue further prior to the next meeting.

Mr. Haber advised that the District would not have authority to install improvements on HOA property or assess costs to another entity.

THIRTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2026

Mr. Biagetti presented the financial reports through March 31, 2026. Staff reported no unusual variances, noting a positive variance of approximately \$17,340.

B. Assessment Receipt Schedules

Mr. Biagetti stated assessment receipt schedule shows that the CDD is 99.08% collected.

C. Approval of Check Register

Mr. Baigetti presented the check register totaling \$392,587.23.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, the Check Register Totaling \$392,587.23, was approved.

FOURTEENTH ORDER OF BUSINESS Ratification of Requisition No. 52

Mr. Biagetti presented ratification of requisition number 52 in the amount of \$2,700 payable to Basham & Lucas for professional services related to the fitness center expansion project.

On MOTION by Mr. Cooper, seconded by Ms. Crenier, with all in favor, Requisition No. 52 in the Amount of \$2,700, was ratified.

FIFTEENTH ORDER OF BUSINESS Ratification of Requisition No. 53

Mr. Biagetti presented ratification of requisition number 53 in the amount of \$9,700 payable to Basham & Lucas for additional services related to the fitness center expansion project.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, Requisition No. 53 in the Amount of \$9,700, was ratified.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting -May 19, 2026, at 6:00 p.m. at Bannon Lakes Amenity Center

Mr. Biagetti announced that the next meeting was scheduled for May 19, 2026, at 6:00 p.m. at the Bannon Lakes Amenity Center.

SEVENTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Crenier seconded by Mr. Ter Louw, with all in favor the meeting was adjourned. 7:38 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

FIFTH ORDER OF BUSINESS

A.



PROPOSAL

10239 Windhorst Rd., Tampa, FL 33619

Office: 239-938-1461

Cell: 813-299-2300

Email: chad@commfitnessproducts.com

Fax: 239-938-1462

PROPOSAL # OR260416

Date: Apr 17, 2026

Expiration Date: 5/17/2026

BILL

TO: Bannan Lakes
435 Bannan Lakes Blvd
St Augustine, FL 32095

SHIP

TO: Bannan Lakes
435 Bannan Lakes Blvd
St Augustine, FL 32095

ATN Jeff Johnson
Phone (904) 907-1100
Email jjohnson@rmsnf.com

ATN Jeff Johnson
Phone (904) 907-1100
Email jjohnson@rmsnf.com

Prepared By	P.O. Number	Payment Terms	Effective Date	Ending Date
Chad Brigati	Will Advise	Net 30 Days AFTER Each Visit	July 1, 2026	June 30, 2027

QTY	MODEL	DESCRIPTION	UNIT PRICE	LINE TOTAL
4	PM-4	Preventative Maintenance Service - Quarterly Visits (4X/Year)	\$425.00	\$1,700.00
		<i>Chest Press</i> <i>Functional Trainer</i> <i>Life Fitness 95T Treadmill</i> <i>Life Fitness 95T Treadmill</i> <i>Life Fitness 95T Treadmill</i> <i>Life Fitness Clibmill</i> <i>Life Fitness Elliptical</i> <i>Life Fitness Elliptical</i> <i>Life Fitness Lat Pulldown</i> <i>Life Fitness Leg Press</i> <i>Life Fitness Multi Station</i> <i>Life Fitness Recumbent</i> <i>Life Fitness Rower</i> <i>Life Fitness upright Cycle</i> <i>Seated Row</i>		
			Subtotal	\$1,700.00
			State Tax	\$110.50
			Grand Total	\$1,810.50

Signature: _____ Date: _____

Customer Contact expressly warrants and represents that he/she has the authority and right to enter into this Agreement. Please initial each page and sign page five.

Initial _____

CommercialFitnessProducts

PREVENTATIVE MAINTENANCE PLAN

Under the following Terms and Conditions, Commercial Fitness Products (“CFP”) agrees, for the stated fees, to perform Preventive Maintenance Service for one (1) year from the effective date for the customer.

The equipment that will receive the maintenance service has been listed by type, model, and serial number.

This custom plan has been specifically designed to fit the needs of the Customer. The equipment covered under this agreement will be routinely maintained in accordance with the manufacturer’s recommendations. The maintenance provided will focus on increasing the life of the Customer’s equipment, decreasing or eliminating downtime, and maintaining the equipment at peak performance.

Upon the first PM Visit under this Agreement, an initial inspection will be performed. A detailed Estimate of equipment in need of repair will be submitted for the Customer’s approval. This estimate is provided at no charge. It is the Customer’s responsibility for the equipment under contract to be brought up to proper working specifications. Customer warrants that the listed equipment is in proper working order on the effective date of this Agreement.

Services to be performed under this PM Plan –

Routine PM Service

Each regularly scheduled preventative maintenance call shall include a complete function and safety inspection. Additionally, cleaning, lubrication, and mechanical adjustments determined as due by CFP will be performed. The cost of routine supply items required for preventative maintenance service is included herein. Any necessary repairs will be identified, and an estimate will be provided to the Customer for approval.

All services covered by this Agreement will be performed during CFP’s regular hours of 9:00 AM and 5:00 PM weekdays, excluding holidays. If emergency service is requested outside such regular hours, the CFP’s Emergency Rates prevail - \$155.00/Hour/Technician, plus a Service Charge of \$155.00.

Repairs

If a non-warranty repair is required, **Commercial Fitness Products (CFP)** will use its best efforts to complete the repair as quickly as possible. The Customer may contact CFP during regular business hours to speak with a Service Representative or may email CFP at any time. Upon contact, the Customer will be provided with a recommended course of action to resolve the issue or scheduled for a service call as needed.

All repair services are billed at **discounted labor rates** (as shown below) plus the cost of parts. Any non-preventative maintenance (non-PM) service performed during regular working hours will be billed at the following **discounted rates** for the term of this Agreement.

(Standard labor rate and service charge for non-PM customers: \$105.00 per hour, per technician.)

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Initial _____

Commercial**Fitness**Products

Discounted Repair Rates:

- **Labor Rate:** \$95.00 per hour, per technician (1-hour minimum)
- **Service Charge:** \$95.00 per trip
-

All repairs, including diagnostic service calls, are billed with a **one-hour minimum charge**. After the first hour, labor is billed in **half-hour (½ hour) increments**.

All repair labor, parts, and service charges shall be invoiced with **Net 30-day** payment terms.

Estimate –

A written Estimate will be presented for each billable part, accessory, or supply, and/or labor. The Estimate must be approved by the Customer prior to CFP – a.) ordering the part, b.) scheduling a service call.

Service Request –

Service Requests must be made in writing by the individual Property Manager or a staff member authorized to make such a request. Service Requests must include all pertinent information related to the machine and its reported issue. Essential information required for timely repair includes identifying the machine by make/model/serial #, and a description of the problem.

Repairs necessitated by casualty, acts of God (unforeseen, naturally occurring events that were unavoidable), voltage aberrations (high or low spikes in electricity to the product), abuse (misuse of product, vandalism, or any act which harms the product in any way), or negligence, are not covered by this agreement but will be provided at Servicer's hourly rate(s) plus parts.

Repair calls requested as a result of "User Error", in which no actual repair is required, will be billed at the CFP's PM Customer's 1 Hour Labor Rate of \$95.00, plus a Service Charge of \$95.00.

Warranty

All Repair services done by CFP will be warranted for ninety (90) days from the service date. Parts used for the repair will be covered under the parts supplier or manufacturer's specific warranty period.

All required Parts not covered by CFP's warranty will be billed at CFP's current Preferred Customer discounted price plus shipping charges.

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Commercial**Fitness**Products

Governing/Venue

This Agreement shall be construed in accordance with the laws of the State of Florida. In the event of any dispute, the parties shall retain all rights and remedies available to them by law. In the event there shall be any litigation between parties, the prevailing party shall be entitled to recover from the other party its reasonable attorney fees, including any associated fees and court costs.

Payment

Payment Terms are “Net 30 Days”. All unpaid balances under this agreement shall bear interest at the rate of 1.5% per month, simple interest, in the event that such invoice is not paid within thirty (30) days from the date service is rendered.

If the Customer requires an internal Purchase Order, or other such documentation, to be generated internally, for any expense, including service labor or parts, the Customer must inform CFP of this policy and the procedure for submitting Invoices, prior to executing this agreement.

Insurance. Indemnification

CFP, at its sole cost and expense, shall provide and keep in force insurance coverages for Workman’s Compensation, Comprehensive General Liability, and Comprehensive Automobile Liability.

It is understood and agreed that this is a service & maintenance agreement only, and that under this plan, Servicer will be performing routine Preventive Maintenance procedures. CFP shall have no liability arising out of, or in connection with, personal injury or property damage resulting from the use of the equipment by any person on the premises in which the equipment is located. Customer agrees to indemnify and hold CFP, its directors, officers, employees, and agents, harmless from and against any and all claims, lawsuits, costs, damages, liabilities, and expenses, including attorney’s fees.

This Agreement shall not be construed as an assumption by Servicer of any risk of loss or liability due to the undersigned’s failure to routinely inspect, or negligent inspection of, the equipment by its own staff. CFP shall not be responsible to any third party or ultimate user for harm caused by continued use of equipment and/or parts that are deemed unsafe by CFP

Cancellation

Either party may cancel at any time for any reason, provided a written notice has been received thirty (30) days prior to the next scheduled call. Customer shall render payment on any outstanding invoices within five (5) business days preceding cancellation of services.

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Commercial**Fitness**Products

Agreement

This agreement may not be amended except in writing, agreed to, and signed by both parties.

Explanation of Services:

During each preventative maintenance visit, all equipment covered under this agreement will be:

- ✓ **Inspected for safety & proper function**
- ✓ **Cleaned**
- ✓ **Lubricated**
- ✓ **Adjusted in accordance with manufacturers' specifications**
- ✓ **Parts & Repair Estimate provided as needed.**

Signature: _____

Print Name: _____

Date: _____

5034 N. Hiatus Road, Sunrise, FL 33351
P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Initial _____

B.



Proposal #1758

Date: 5/11/2026

Customer:

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

Property:

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

Palm Pruning 2026

Prune palms and remove loose boots throughout the property.

Palm Pruning

Palm Pruning

Items	Quantity	Unit	Price/Unit	Price
Palm Pruning, Medjools	8.00	ea	\$125.00	\$1,000.00
Palm Pruning, Sylvester	3.00	ea	\$125.00	\$375.00
Palm Pruning, Sabals	23.00	ea	\$60.00	\$1,380.00
			Palm Pruning:	\$2,755.00

Subtotal	\$2,755.00
Estimated Tax	\$0.00
Total	\$2,755.00

Terms & Conditions

By _____
David Jackson

Date 5/11/2026

By _____

Date _____
Bannon Lakes CDD

SIXTH ORDER OF BUSINESS

WORK AUTHORIZATION #1

May 19, 2026

Bannon Lakes Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Subject: **Work Authorization Number 1**
Bannon Lakes Community Development District

Dear Chairman, Board of Supervisors:

Basham & Lucas Design Group, Inc. (“Consultant”) is pleased to submit this work authorization to provide professional services for the Bannon Lakes Community Development District. We will provide these services pursuant to our current agreement dated April 20, 2016 (“Consultant Agreement”) as follows:

I. Scope of Work

Bannon Lakes Community Development District (“District”) hereby engages the services of Consultant to perform the work described in Attachment A, Proposed Project #25-28C, attached hereto.

II. Fees

The District will compensate Consultant in accordance with the terms of the Consultant Agreement and Attachment A.

This proposal, together with the Consultant Agreement, represents the entire understanding between the District and Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering Basham & Lucas Design Group, Inc. We look forward to helping you create a quality project.

Sincerely,

Authorized Representative of
Basham & Lucas Design Group, Inc.

APPROVED AND ACCEPTED

By: _____
Authorized Representative of
Bannon Lakes Community Development District
Date: _____

Attachment A



**BASHAM
& LUCAS**
DESIGN GROUP, INC.

PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
GRAPHICS

PROPOSAL FOR:

**Bannon Lakes
Clubhouse Fitness Expansion Construction Documents**
Project No. 25-28C

TO: Jim Oliver
Governmental Management Services, LLC
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

DATE: April 20, 2026

Dear Jim,

Thank you for the opportunity to submit our professional design service proposal. We shall provide the final construction documents including architectural, structural, mechanical and electrical engineering for the proposed fitness building addition. Our scope of services is as follows:

Part 1: \$24,100

Final Architectural & Engineering Construction Documents

- A. Architectural construction documents to include the following:
 - 1. Architectural site plan
 - 2. Floor plan
 - 3. Exterior elevations
 - 4. Roof framing plan
 - 5. Building cross section(s)
 - 6. Wall section(s) and details
 - 7. Window/door schedules
 - 8. Generic interior restroom elevations
 - 9. Demolition of existing building for new improvements.
- B. Structural Construction Documents as per The Florida Building Code
 - 1. Foundation plan and details
 - 2. Wall assemblies and details
 - 3. Floor/roof framing plan and details
 - 4. Structural specifications
- C. Mechanical, Electrical and Plumbing Design
 - 1. Power distribution floor plan
 - 2. Electrical meter center plans
 - 3. Schedules/calculations/load and elevations
 - 4. Electrical specifications
 - 5. HVAC floor plan
 - 6. HVAC schedule and details
 - 7. Equipment sizing and specifying.
 - 8. Plumbing plans and specifications
 - 9. Engineering design reflecting feeder sizes and circuitry distribution for electric service.



Part 2: \$4,700

Fitness Club Interior Design & Construction Documents

1. Interior design presentation to the client including materials and finishes for approval.
2. Interior wall elevations with referencing details for any specialty wall finish treatment.
3. Floor finish plan.
4. Reflected ceiling plan with referencing details for any specialty ceiling finish details.
5. Room finish schedule.
6. Selection and specification of all interior finishes to include paint, wall coverings, architectural woodwork material/finish, stone, wood flooring, tile, carpet, and acoustical ceiling material.
7. Interior trim schedule with referencing details including all door and window casing.
8. Selection and specification of interior *decorative* lighting and coordination with electrical engineer for placement and load sizing.
9. Electrical requirements plan for F, F, & E interface purposes.
10. Bar equipment design and specification for all kitchen equipment.
11. Built-in cabinetry design and equipment specification.
12. All coordination with mechanical engineer for distribution and return vent placement within their ceiling system.
13. Confirmation with building code that their material selections meet fire spread requirements.
14. CAD produced drawings that can be coordinated with architectural construction documents.
15. Coordination with the kitchen designer that their finishes and millwork are designed in tandem with equipment requirements.
16. Signed/sealed documents by a registered interior designer for permit drawings.

Part 3: \$3,000 (Not to exceed allowance)

Reimbursable Expenses

A. All expenses such as travel expenses, lodging, mileage, bulk printing cost, courier, postage, reproduction cost, etc., shall be billed at direct cost plus 15%.

END OF SCOPE

Assumptions and Exclusions:

1. Geotechnical services are not included in this proposal although geotechnical data will be required and provided by the owner.
2. The proposal does not include utility, site grading, site geometry, or storm water design around the entry or amenity area. We shall coordinate our design intent of grading with the civil engineer.
3. Building permitting and submittal shall be done by others.
4. All components of this project will be designed at one time and presented to the client for approval.
5. Construction management or supervision is not included in this contract.
6. We shall include (1) set of review prints for review at 30%, 70% review and final review. All other printing cost by developer.
7. We have not included any color graphic presentations, marketing collateral or fly-thru animations in our scope although we can do so once we determine what your needs are.
8. We have not included any A/V or technology design in our scope although we shall coordinate with your selected vendor and include their design direction for bidders.
9. We shall coordinate our details and site plans with your civil engineer, but it is ultimately their responsibility to delineate and detail utilities, drainage, grading and ADA slope conformance across the site.
10. Any changes to the drawings after 70% submittal due to value engineering shall be additional services.



**BASHAM
& LUCAS**
DESIGN GROUP, INC.

PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
GRAPHICS

Not included in our Scope of Services:

- A. Civil, Environmental or Geo-technical Engineering
- B. Shop Drawing Preparation.
- C. As-built construction documents.
- D. Pre-construction cost analysis during the course of document preparation (other than Part 13 above).
- E. Construction Administration including project representation and construction observation on a full-time basis.
- F. Offsite drainage & utilities design, permitting or detailed drainage throughout the site.
- G. Any construction cost.
- H. LEED Accreditation.
- I. Site electrical sleeving plans.
- J. Any marketing renderings.
- K. Any landscape or irrigation improvements
- L. Light gauge metal frame engineering.
- M. Energy Modeling studies
- N. Renovation of the existing building other than what is needed for addition of the new structure.

Meetings

- A. We have included the following meeting allocation within our proposal outline:
 - We have included one (1) meeting for one (1) design professional to participate in the 70% final review of the fitness club with the client and their consulting design team.
 - We have included one (1) meeting for one (1) design professional to present the design development to the building dept.; travel expenses are reimbursable expense.
 - We have included one (1) meeting to present our final construction documents and meet with the client; travel expenses are reimbursable expense.
- B. All additional meetings/travel will be invoiced at \$1,500 per day, per design professional, plus travel expenses.
- C. All Zoom or Microsoft meetings shall be provided as needed throughout the design process.

The above services will be performed for the fees indicated after each item. Payments to **Basham & Lucas Design Group, Inc.** shall be made on a monthly basis as invoiced according to a pro-rated amount of work completed each billing period. All payments shall be made no later than 30 days after receipt of invoice. A finance charge of 18% annually shall accrue and be due and payable for the period 30 days from the date of this invoice until such amount is paid. These fees shall be valid for a period of 90 days from the date of this proposal. Any "stop work" order for more than 30 days shall void this contract and all work completed up to that date shall be invoiced based on our percent of completion. Any owner requested value engineering changes to the drawings after 70% completion shall be considered additional services. Final payment of all completed services must be paid prior to permit document release of plans.

All additional terms and conditions are in accordance with the AGREEMENT FOR PROFESSIONAL DESIGN SERVICES previously executed.

7645 GATE PARKWAY, SUITE 101 • JACKSONVILLE, FLORIDA 32256
904.731.2323 • AA26000586 | LC26000508
BASHAMLUCAS.COM

PAUL M. BASHAM - PRESIDENT
MICHAEL T. LUCAS, AIA - EXECUTIVE VICE PRESIDENT

SEVENTH ORDER OF BUSINESS

RESOLUTION 2026-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

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

WHEREAS, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

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

SECTION 1. A Public Hearing will be held to adopt Rules of Procedure on July 21, 2026, at 6:00 p.m., at Bannon Lakes Amenity Center, 435 Bannon Lakes Boulevard, St. Augustine, Florida 32095.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of May, 2026.

ATTEST:

**BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**RULES OF PROCEDURE
BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
RULE NO. 2026-_____**

EFFECTIVE AS OF _____, 2026

TABLE OF CONTENTS

Rule 1.0	General.....	2
Rule 1.1	Board of Supervisors; Officers and Voting.	3
Rule 1.2	District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.	7
Rule 1.3	Public Meetings, Hearings, and Workshops.	10
Rule 1.4	Internal Controls to Prevent Fraud, Waste and Abuse.....	15
Rule 2.0	Rulemaking Proceedings.	16
Rule 3.0	Competitive Purchase.	31
Rule 3.1	Procedure Under the Consultants’ Competitive Negotiations Act.	36
Rule 3.2	Procedure Regarding Auditor Selection.	40
Rule 3.3	Purchase of Insurance.	44
Rule 3.4	Pre-qualification.....	46
Rule 3.5	Construction Contracts, Not Design-Build.	51
Rule 3.6	Construction Contracts, Design-Build.	56
Rule 3.7	Payment and Performance Bonds.	61
Rule 3.8	Goods, Supplies, and Materials.	62
Rule 3.9	Maintenance Services.	66
Rule 3.10	Contractual Services.	69
Rule 3.11	Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.....	70
Rule 4.0	Effective Date.	73

Rule 1.0 General.

- (1) The Bannan Lakes Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

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

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

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

Law Implemented: §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

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

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

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

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),
 - (b) Florida Statutes; and
 - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (d) Support economical and efficient operations; and
 - (e) Ensure reliability of financial records and reports; and
 - (f) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

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

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.

- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.

- (4) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:
 - (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) A short, plain explanation of the purpose and effect of the proposed rule;
 - (ii) The proposed rule number;
 - (iii) A summary of the proposed rule or amendment;
 - (v) The grant of rulemaking authority for the proposed rule;
 - (vi) The law being implemented or interpreted;
 - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

- (viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;
 - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;
 - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-

mail address, and may be required to pay the cost of copying and mailing as applicable.

- (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.

(6) Modification of Rules.

(a) Technical Changes.

- (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
- (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.

(b) Substantive Changes.

- (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;

2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.

- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
 - (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.
- (9) Petitions to Initiate Rulemaking.
- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
 - (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
 - (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.
 - (ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District

shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.
2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

- (a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:
 - (i) The date, time, and location of the public hearing; and
 - (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.
 - (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the

District is located and shall include the specific facts and reasons for such renewal.

- (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.
- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
 - (a) A copy of the rule;

- (b) Any material incorporated by reference in the rule;
- (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
- (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
- (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
- (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(14) Petitions to Challenge Rules.

- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In

the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

- (15) Variations and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District’s rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner’s written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner’s written request to finish processing the petition. The District’s statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District’s action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

- (a) By January 1, 2026, District staff shall prepare a report that summarizes the District’s existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the “**Existing Rule Review Report**”). The Existing Rule Review Report shall be presented to the District’s Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
 - (i) Is a valid exercise of delegated legislative authority;
 - (ii) Has current statutory authority;
 - (iii) Reiterates or paraphrases statutory material;
 - (iv) Is in proper form;
 - (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
 - (vi) Requires a technical or substantive update to reflect current use; and

- (vii) Requires updated references to statutory citations and incorporated materials.
- (d) By April 1 of each year in which a rule review is being undertaken, the District shall adopt a resolution evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the “**Rule Review Resolution**”):
 - (i) If the District determines that no change is necessary, the District Rule Review Resolution shall include the following information:
 1. A copy of the reviewed rule;
 2. A written statement of its intended action; and
 3. Its assessment of factors specified in Section 16(c) of this Rule.
 - (ii) If the District determines that one or more technical changes are necessary, the District Rule Review Resolution shall include the following information:
 1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
 2. A written statement of its intended action;
 3. Its assessment of the factors specified in Section 16(c) of this Rule; and
 4. The facts and circumstances justifying the technical change or changes to the reviewed rule.
 - (iii) If the District determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:
 1. A copy of the reviewed rule;
 2. The recommended change or changes coded by underlining new text and striking through deleted text;
 3. A written statement of its intended action; and

4. Its assessment of factors specified in Section 16(c) of this Rule.
- (iv) If the District determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:
1. A written statement of its intended action; and
 2. Its assessment of factors specified in subsection 16(c) of this Rule.
- (e) The rule review is completed upon the District’s adoption of the Rule Review Resolution and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, the District shall publish a notice of the completed rule review (“**Notice of Completed Rule Review**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.
- (17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

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

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals”** or **“RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and

requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
- (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

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

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “**Project**” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
 - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - (v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;
- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “**goods, supplies, and materials**” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of

the Florida Statutes, if the vendor is a corporation; and

- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

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

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

EIGHTH ORDER OF BUSINESS

RESOLUTION 2026-04
[FY 2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Bannan Lakes Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. SETTING A PUBLIC HEARING; DIRECTING PUBLICATION. A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: July 21, 2026
TIME: 6:00 p.m.
LOCATION: Bannan Lakes Amenity Center
435 Bannan Lakes Boulevard
St. Augustine, Florida 32095

3. TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET. The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. SEVERABILITY; EFFECTIVE DATE. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 19th DAY OF MAY, 2026.

ATTEST:

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A
FY 2027 Proposed Budget

NINTH ORDER OF BUSINESS

C.

1.

EXHIBIT A

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

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Bannon Lakes Community Development District will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at 4455 Avenue A, Suite 101 St. Augustine, Florida 32095, Phone (904) 823-2238. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Bannon Lakes Community Development District has three (3) seats up for election, specifically seats 2, 4 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

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

Publish on or before May 25, 2026.

2.

Vicky Oakes
St. Johns County Supervisor of Elections

April 23, 2026

Joseph M. Sarmiento

Attn: Katelyn Beach, Recording Secretary

Request for Registered Voter Totals, Bannan Lakes CDD

This letter is in response to your request for Registered Voter Totals for the Bannan Lakes Community Development District (CDD). As of 04/15/2026, the total number of active registered voters in Bannan Lakes CDD is 1,493. If you have any further questions, please feel free to contact me.

Regards,



Joseph M. Sarmiento
GIS Elections Services Specialist

for

Vicky Oakes, St. Johns County Supervisor of Elections

904-823-2238

jsarmiento@votesjc.gov

D.



Amenity & Operations Manager's Reports

Date of report: 5/19/2026

Submitted by: Emily Wright

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
Zumba 6:00pm-7:00pm
- Thursday: Games Club 1:00pm-5:00pm
- Friday: Yoga 10:00-11:00 am
Bunco 7:00pm-10:00pm (2nd Friday Monthly)
- Saturday: Zumba 9:00am-10:00pm

Upcoming & Completed Events

- May 23rd – Blood Drive 9:00am-2:00pm
- June 6th – Summer Kick-Off 10:00am-1:00pm
- June 27th – Kids Paint Day 10:00am -1:00pm
- July 11th – Pool Party 11:00am -2:00pm

Operations Manager Updates

Completed Projects

- ◇ Bushes around the island palm trees have been replaced
- ◇ Repaired pool entrance gate
- ◇ Pressure washed pool chairs and tables
- ◇ Cleaned windows in both fitness center and clubhouse
- ◇ Pressure washed tennis ct.
- ◇ Painted Tennis Ct. gates
- ◇ Continued Treatment of all CDD Ponds (algae concerns)
- ◇ Onsite staff continues to work to deter Ducks and Geese from the Amenity Center

TWELFTH ORDER OF BUSINESS

A.

Bannon Lakes
Community Development District

Unaudited Financial Reporting
April 30, 2026



Table of Contents

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

Bannon Lakes
Community Development District
Combined Balance Sheet
April 30, 2026

	General Fund	Debt Service Fund	Capital Project Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account - Hancock	\$ 280,104	\$ -	\$ -	\$ 88,621	\$ 368,725
Assessments Receivable	-	-	-	-	-
Due from Other	-	-	-	-	-
Due from General Fund	-	16,224	-	-	16,224
Due from Capital Fund	-	-	-	-	-
Due from Debt Service	-	-	-	-	-
Due from Capital Reserve	-	-	-	-	-
Due from Governmental Units	-	-	-	-	-
Investments:					
State Board of Administration (SBA)	501,165	-	-	159,850	661,015
Series 2016					
Reserve	-	369,500	-	-	369,500
Interest	-	248,250	-	-	248,250
Sinking	-	-	-	-	-
Revenue	-	679,970	-	-	679,970
Prepayment	-	10,000	-	-	10,000
Construction	-	-	-	-	-
Series 2021					
Reserve	-	206,806	-	-	206,806
Interest	-	124,050	-	-	124,050
Prepayment	-	10,000	-	-	10,000
Revenue	-	204,646	-	-	204,646
Sinking	-	165,000	-	-	165,000
Construction	-	-	19,881	-	19,881
Series 2022					
Reserve	-	259,400	-	-	259,400
Revenue	-	168,759	-	-	168,759
Interest	-	233,166	-	-	233,166
Prepayment	-	4	-	-	4
Sinking	-	180,000	-	-	180,000
Construction	-	-	917,156	-	917,156
Prepaid Expenses	7,868	-	-	-	7,868
Deposits	50	-	-	-	50
Total Assets	\$ 789,187	\$ 2,875,776	\$ 937,037	\$ 248,471	\$ 4,850,470
Liabilities:					
Accounts Payable	\$ 3,369	\$ -	\$ -	\$ -	\$ 3,369
Accrued Expenses	0	-	-	-	0
Due to General Fund	-	6,400	-	-	6,400
Due to Debt Service - Series 2016	7,163	-	-	-	7,163
Due to Debt Service - Series 2021	4,035	-	-	-	4,035
Due to Debt Service - Series 2022	5,027	-	-	-	5,027
Total Liabilities	\$ 19,593	\$ 6,400	\$ -	\$ -	\$ 25,993
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 7,868	\$ -	-	\$ -	\$ 7,868
Deposits	50	-	-	-	50
Restricted for:					
Debt Service	-	2,869,376	-	-	2,869,376
Capital Project	-	-	937,037	-	937,037
Assigned for:					
Capital Reserve Fund	-	-	-	248,471	248,471
Unassigned	761,676	-	-	-	761,676
Total Fund Balances	\$ 769,594	\$ 2,869,376	\$ 937,037	\$ 248,471	\$ 4,824,477
Total Liabilities & Fund Balance	\$ 789,187	\$ 2,875,776	\$ 937,037	\$ 248,471	\$ 4,850,470

Bannon Lakes
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,087,348	\$ 1,087,348	\$ 1,087,860	\$ 512
Commercial	2,436	2,436	2,436	-
Interest	15,000	6,352	6,352	-
Facility Revenue	2,500	2,500	3,350	850
Miscellaneous	-	-	155	155
Total Revenues	\$ 1,107,284	\$ 1,098,637	\$ 1,100,154	\$ 1,517
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	7,000	\$ 6,400	\$ 600
PR-FICA	918	536	490	46
Engineering	10,000	5,833	3,421	2,412
Attorney	18,000	10,500	7,709	2,791
Annual Audit	4,015	-	-	-
Assessment Administration	8,348	8,348	8,348	-
Arbitrage Rebate	1,800	1,800	2,550	(750)
Dissemination Agent	10,029	5,850	5,850	-
Trustee Fees	18,700	18,700	21,782	(3,082)
Management Fees	57,974	33,818	33,818	-
Information Technology	2,123	1,238	1,238	-
Website Maintenance	1,415	826	825	-
Telephone	200	200	270	(70)
Postage & Delivery	750	750	1,107	(357)
Meeting Room Rental	1,000	583	-	583
Insurance General Liability/Public Officials	8,971	8,971	7,885	1,086
Printing & Binding	1,000	583	371	212
Legal Advertising	1,000	583	483	100
Other Current Charges	500	292	483	(191)
Office Supplies	250	146	4	142
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 159,167	\$ 106,732	\$ 103,211	\$ 3,522

Bannon Lakes

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/26	Thru 04/30/26	Variance
<u>Operations & Maintenance</u>				
Amenity Center Expenditures				
Insurance	\$ 30,581	\$ 30,581	\$ 27,946	\$ 2,635
Utilities				
Phone/Internet/Cable	4,300	2,508	2,225	283
Electric	25,000	14,583	12,736	1,847
Water/Irrigation	15,000	8,750	5,547	3,203
Refuse	4,266	2,489	2,597	(108)
Security				
Security Monitoring	6,694	4,178	4,178	-
Off-Duty Security - RollKall	12,000	12,000	17,780	(5,780)
Access Cards	1,000	743	743	-
Management Contracts				
Facility Management	81,467	47,522	47,522	-
Facility Attendant	8,820	5,145	759	4,386
Field Mgmt / Admin	30,000	17,500	17,500	-
Pool Maintenance	14,865	8,671	8,671	-
Pool Chemicals	12,679	7,396	4,517	2,879
Janitorial	10,188	5,943	5,761	182
Janitorial Supplies	1,840	1,074	-	1,074
Facility Maintenance	40,000	23,333	22,557	777
Repairs & Maintenance	55,000	37,383	37,383	-
Special Events	15,000	5,805	5,805	-
Holiday Decorations	5,000	3,925	3,925	-
Fitness Center Repairs/Supplies	7,000	4,083	2,498	1,586
Office Supplies	1,500	1,041	1,041	-
ASCAP/BMI Licenses	500	-	-	-
Pest Control	3,800	2,217	1,820	397
Nuisance Animal Control	4,788	4,788	6,087	(1,299)
Subtotal Amenity Center Expenditures	\$ 391,288	\$ 251,658	\$ 239,597	\$ 12,062
Grounds Maintenance				
Hydrology Quality/Mitigation	\$ 28,000	\$ 11,050	\$ 11,050	\$ -
Landscape Maintenance	188,916	110,201	110,201	-
Landscape Contingency	45,000	15,042	15,042	-
Tree Removals	15,000	650	650	-
Lake Maintenance	10,234	5,970	5,740	230
Grounds Maintenance	19,600	11,229	11,229	-
Pump Repairs	10,000	5,833	-	5,833
Streetlights	13,000	7,583	7,244	340
Streetlight Repairs	5,000	2,917	-	2,917
Irrigation Repairs	15,000	13,415	13,415	-
Miscellaneous	5,000	2,917	-	2,917
Reclaim Water	40,000	23,333	24,809	(1,476)
Storm Cleanup	4,000	-	-	-
Capital Reserve	158,079	158,079	158,079	-
Subtotal Grounds Maintenance	\$ 556,829	\$ 368,219	\$ 357,460	\$ 10,760
Total Operations & Maintenance	\$ 948,117	\$ 619,878	\$ 597,056	\$ 22,821
Total Expenditures	\$ 1,107,284	\$ 726,610	\$ 700,267	\$ 26,343
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 399,886	
Net Change in Fund Balance	\$ -		\$ 399,886	\$ -
Fund Balance - Beginning	\$ -		\$ 369,708	
Fund Balance - Ending	\$ -		\$ 769,594	

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	\$ -	\$ 63,592	\$ 126,876	\$ 680,619	\$ 199,652	\$ 6,552	\$ 10,570	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,087,860
Commercial	-	-	-	-	-	2,436	-	-	-	-	-	-	2,436
Interest	636	268	267	261	1,510	1,835	1,576	-	-	-	-	-	6,352
Facility Revenue	600	-	500	475	575	650	550	-	-	-	-	-	3,350
Miscellaneous	-	-	49	-	-	106	-	-	-	-	-	-	155
Total Revenues	\$ 1,236	\$ 63,860	\$ 127,691	\$ 681,354	\$ 201,737	\$ 11,579	\$ 12,696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,154

Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 800	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400
PR-FICA	61	77	77	61	61	77	77	-	-	-	-	-	490
Engineering	388	-	233	913	393	556	940	-	-	-	-	-	3,421
Attorney	1,354	1,175	2,315	1,103	1,763	-	-	-	-	-	-	-	7,709
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	8,348	-	-	-	-	-	-	-	-	-	-	-	8,348
Arbitrage Rebate	-	-	-	1,350	1,200	-	-	-	-	-	-	-	2,550
Dissemination Agent	836	836	836	836	836	836	836	-	-	-	-	-	5,850
Trustee Fees	6,450	-	-	14,766	-	567	-	-	-	-	-	-	21,782
Management Fees	4,831	4,831	4,831	4,831	4,831	4,831	4,831	-	-	-	-	-	33,818
Information Technology	177	177	177	177	177	177	177	-	-	-	-	-	1,238
Website Maintenance	118	118	118	118	118	118	118	-	-	-	-	-	825
Telephone	49	89	14	24	28	35	30	-	-	-	-	-	270
Postage & Delivery	138	326	115	198	118	120	93	-	-	-	-	-	1,107
Meeting Room Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance General Liability/Public Officials	7,885	-	-	-	-	-	-	-	-	-	-	-	7,885
Printing & Binding	101	63	21	31	42	73	40	-	-	-	-	-	371
Legal Advertising	71	69	69	67	67	69	71	-	-	-	-	-	483
Other Current Charges	273	10	-	-	-	-	200	-	-	-	-	-	483
Office Supplies	1	0	1	1	1	1	1	-	-	-	-	-	4
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 32,056	\$ 8,770	\$ 9,805	\$ 25,274	\$ 10,435	\$ 8,459	\$ 8,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,211
Operations & Maintenance													
Amenity Center Expenditures													
Insurance	\$ 27,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,946
Utilities													
Phone/Internet/Cable	318	318	318	318	318	318	318	-	-	-	-	-	2,225
Electric	1,846	1,668	1,574	1,884	2,029	1,840	1,896	-	-	-	-	-	12,736
Water/Irrigation	703	974	980	734	877	636	643	-	-	-	-	-	5,547
Gas	-	-	-	-	-	-	-	-	-	-	-	-	-
Refuse	307	369	371	386	386	372	407	-	-	-	-	-	2,597
Security													
Security Monitoring	575	575	575	575	575	731	575	-	-	-	-	-	4,178
Off-Duty Security - RollKall	4,281	2,344	2,604	1,590	2,048	2,935	1,979	-	-	-	-	-	17,780
Access Cards	-	-	-	-	-	743	-	-	-	-	-	-	743
Management Contracts													
Facility Management	6,789	6,789	6,789	6,789	6,789	6,789	6,789	-	-	-	-	-	47,522
Facility Attendant	84	-	-	225	449	-	-	-	-	-	-	-	759
Field Mgmt / Admin	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	-	-	-	-	17,500

Bannon Lakes
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Pool Maintenance	1,239	1,239	1,239	1,239	1,239	1,239	1,239	-	-	-	-	-	8,671
Continued Amenity Center Expenditures													
Pool Chemicals	1,105	435	1,374	324	-	946	333	-	-	-	-	-	4,517
Janitorial	819	819	819	819	819	819	847	-	-	-	-	-	5,761
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Facility Maintenance	3,971	3,371	3,392	3,409	4,724	3,333	357	-	-	-	-	-	22,557
Repairs & Maintenance	6,741	878	2,142	2,638	8,541	12,565	3,878	-	-	-	-	-	37,383
Special Events	-	994	775	548	1,521	1,759	208	-	-	-	-	-	5,805
Holiday Decorations	-	3,925	-	-	-	-	-	-	-	-	-	-	3,925
Fitness Center Repairs/Supplies	246	109	1,247	320	169	248	160	-	-	-	-	-	2,498
Surety Bond	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	291	43	99	433	49	77	49	-	-	-	-	-	1,041
ASCAP/BMI Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	260	260	260	260	260	260	260	-	-	-	-	-	1,820
Nuisance Animal Control	249	249	1,749	549	249	2,793	249	-	-	-	-	-	6,087
Subtotal Amenity Center Expenditures	\$ 60,268	\$ 27,858	\$ 28,805	\$ 25,540	\$ 33,541	\$ 40,901	\$ 22,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 239,597
Grounds Maintenance													
Hydrology Quality/Mitigation	\$ 8,500	\$ -	\$ 2,250	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11,050
Landscape Maintenance	15,743	15,743	15,743	15,743	15,743	15,743	15,743	-	-	-	-	-	110,201
Landscape Contingency	-	405	855	97	13,685	-	-	-	-	-	-	-	15,042
Tree Removals	-	-	-	-	-	-	650	-	-	-	-	-	650
Lake Maintenance	820	820	820	820	820	820	820	-	-	-	-	-	5,740
Grounds Maintenance	1,633	2,494	1,633	1,784	1,784	1,901	-	-	-	-	-	-	11,229
Pump Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Streetlights	994	994	994	1,065	1,065	1,065	1,065	-	-	-	-	-	7,244
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs	3,631	2,761	842	2,460	2,348	635	738	-	-	-	-	-	13,415
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
Reclaim Water	2,374	4,009	4,919	4,081	3,672	2,810	2,943	-	-	-	-	-	24,809
Storm Cleanup	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve	-	-	-	-	-	158,079	-	-	-	-	-	-	158,079
Subtotal Grounds Maintenance	\$ 33,695	\$ 27,227	\$ 28,057	\$ 26,350	\$ 39,117	\$ 181,053	\$ 21,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 357,460
Total Operations & Maintenance	\$ 93,963	\$ 55,084	\$ 56,862	\$ 51,890	\$ 72,658	\$ 221,955	\$ 44,646	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 597,056
Total Expenditures	\$ 126,018	\$ 63,854	\$ 66,666	\$ 77,164	\$ 83,092	\$ 230,414	\$ 53,059	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,267
Excess (Deficiency) of Revenues over Expenditures	\$ (124,782)	\$ 6	\$ 61,025	\$ 604,190	\$ 118,645	\$ (218,834)	\$ (40,363)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 399,886
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (124,782)	\$ 6	\$ 61,025	\$ 604,190	\$ 118,645	\$ (218,834)	\$ (40,363)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 399,886

Bannon Lakes
Community Development District
Debt Service Fund Series 2016
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 740,176	\$ 740,176	\$ 738,830	\$ (1,346)
Interest Income	30,000	17,500	18,421	921
Total Revenues	\$ 770,176	\$ 757,676	\$ 757,251	\$ (426)
Expenditures:				
Interest - 11/01	\$ 254,050	\$ 254,050	\$ 254,050	\$ -
Principal - 11/01	230,000	230,000	230,000	-
Special Call - 11/01	-	-	25,000	(25,000)
Interest - 5/01	248,875	-	-	-
Total Expenditures	\$ 732,925	\$ 484,050	\$ 509,050	\$ (25,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 37,251	\$ 273,626	\$ 248,201	\$ 24,574
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 37,251	\$ 273,626	\$ 248,201	\$ 24,574
Fund Balance - Beginning	\$ 660,772		\$ 1,066,682	
Fund Balance - Ending	\$ 698,023		\$ 1,314,882	

Bannon Lakes
Community Development District
Debt Service Fund Series 2021
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 416,052	\$ 416,052	\$ 416,247	\$ 195
Interest Income	15,000	8,750	8,713	(37)
Total Revenues	\$ 431,052	\$ 424,802	\$ 424,960	\$ 158
Expenditures:				
Interest - 11/01	\$ 124,138	\$ 124,138	\$ 124,138	\$ -
Special Call - 11/01	-	-	5,000	(5,000)
Principal - 5/01	165,000	-	-	-
Interest - 5/01	124,138	-	-	-
Total Expenditures	\$ 413,275	\$ 124,138	\$ 129,138	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 17,777	\$ 300,665	\$ 295,822	\$ 5,158
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 17,777	\$ 300,665	\$ 295,822	\$ 5,158
Fund Balance - Beginning	\$ 198,003		\$ 412,316	
Fund Balance - Ending	\$ 215,781		\$ 708,138	

Bannon Lakes
Community Development District
Debt Service Fund Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 520,023	\$ 520,023	\$ 518,503	(1,520)
Special Assessments - Direct	-	-	-	-
Special Assessments -Prepayments	-	-	-	-
Interest Income	15,000	8,750	10,225	1,475
Total Revenues	\$ 535,023	\$ 528,773	\$ 528,729	\$ (45)
Expenditures:				
Interest - 11/01	\$ 168,859	\$ 168,859	\$ 168,859	\$ -
Special Call - 11/01	-	-	5,000	(5,000)
Principal - 5/01	180,000	-	-	-
Interest - 5/01	168,859	-	-	-
Total Expenditures	\$ 517,719	\$ 168,859	\$ 173,859	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 17,305	\$ 359,914	\$ 354,869	\$ 4,955
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 17,305	\$ 359,914	\$ 354,869	\$ 4,955
Fund Balance - Beginning	\$ 226,230		\$ 491,486	
Fund Balance - Ending	\$ 243,535		\$ 846,356	

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 April 30, 2026

	Series 2021	Series 2022
Revenues		
Interest Income	\$ 688	\$ 18,448
Total Revenues	\$ 688	\$ 18,448
Expenditures:		
Capital Outlay	\$ 15,400	\$ -
Total Expenditures	\$ 15,400	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ (14,712)	\$ 18,448
Other Financing Sources/(Uses)		
Transfer In/(Out)	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -
Net Change in Fund Balance	\$ (14,712)	\$ 18,448
Fund Balance - Beginning	\$ 34,593	\$ 898,707
Fund Balance - Ending	\$ 19,881	\$ 917,156

Bannon Lakes
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues				
Capital Reserve Transfer In	\$ 158,079	\$ 158,079	\$ 158,079	\$ -
Interest	2,500	1,458	869	(590)
Roof Warranty Proceeds	-	-	111,433	
Total Revenues	\$ 160,579	\$ 159,537	\$ 270,381	\$ (590)
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Repairs and Maintenance	10,000	-	-	-
Roof Replacement	80,000	48,021	48,021	-
Other Service Charges	840	490	519	(29)
Total Expenditures	\$ 90,840	\$ 48,511	\$ 48,540	\$ (29)
Excess (Deficiency) of Revenues over Expenditures	\$ 69,739		\$ 221,841	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 69,739		\$ 221,841	
Fund Balance - Beginning	\$ 34,977		\$ 26,630	
Fund Balance - Ending	\$ 104,716		\$ 248,471	

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	\$369,500
Reserve Fund Balance	369,500
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)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025	(\$230,000)
Less: November 1, 2025 (Prepayment)	(\$25,000)
Current Bonds Outstanding	\$9,930,000

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	\$206,806
Reserve Fund Balance	206,806
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)
Less: May 1, 2025	(\$160,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)
Current Bonds Outstanding	\$6,780,000

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	\$259,300
Reserve Fund Balance	259,400
Bonds Outstanding - 2/25/22	\$9,135,000
Less: May 1, 2024	(\$170,000)
Less: May 1, 2024 (Prepayment)	(\$60,000)
Less: May 1, 2025	(\$175,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)
Current Bonds Outstanding	\$8,720,000

Total Bonds Outstanding	\$25,430,000
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**Bannon Lakes Community Development District
FY26 Assessment Receipts**

ASSESSED TO	# Units	SERIES 2016 DEBT SERVICE ASMNT	SERIES 2021 DEBT SERVICE ASMNT	SERIES 2022 DEBT SERVICE ASMNT	O&M ASMNT	TOTAL ASMTS
TAX ROLL ASSESSED	986	738,484.29	416,052.05	518,260.67	1,089,786.08	2,762,583.09

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL RECEIPTS	(1,293.22)	738,830.00	416,246.80	518,503.28	1,090,296.25	2,763,876.31

TAX ROLL RECEIPTS

ST JOHNS COUNTY DISTRIBUTION	DATE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/04/25	3,670.91	2,068.14	2,576.21	5,417.20	13,732.46
2	11/20/25	14,320.13	8,067.77	10,049.72	21,132.30	53,569.92
3	11/24/25	25,101.69	14,141.95	17,616.11	37,042.74	93,902.49
4	12/17/25	46,126.32	25,986.94	32,370.98	68,068.91	172,553.15
5	12/24/25	39,849.82	22,450.85	27,966.19	58,806.65	149,073.51
6	01/14/26	459,606.35	258,936.00	322,547.01	678,244.09	1,719,333.45
INTEREST 1	01/26/26	1,609.02	906.50	1,129.20	2,374.45	6,019.17
7	02/20/26	135,292.82	76,222.14	94,947.10	199,652.49	506,114.55
8	03/16/26	6,090.40	3,431.25	4,274.18	8,987.64	22,783.47
INTEREST 2	04/09/26	648.92	365.60	455.41	957.62	2,427.55
9	04/24/26	6,513.59	3,669.67	4,571.17	9,612.15	24,366.59
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL TAX ROLL RECEIPTS		738,830.00	416,246.80	518,503.28	1,090,296.25	2,763,876.31

PERCENT COLLECTED TAX ROLL	100.05%	100.05%	100.05%	100.05%	100.05%
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**Commercial Revenue included in tax roll.

C.

Bannon Lakes
Community Development District
Check Run Summary

Date	Check Numbers	Amount	Amount
General Fund			
4/7/26	2021-2030	\$21,973.52	
4/14/26	2031-2034	19,799.36	
4/15/26	2035-2038	17,286.05	
4/21/26	2039	7,920.00	
4/28/26	2040-2043	2,919.55	
Total General Fund Checks			\$69,898.48
Autopayments			
4/7/26	AT&T	\$74.90	
4/7/26	Republic Services	407.02	
4/13/26	RollKall	614.25	
4/21/26	RollKall	750.75	
4/20/26	SJCUD	3,586.76	
4/24/26	IRS FICA Payment	153.00	
4/20/26	AT&T	243.00	
4/27/26	FPL	2,960.00	
4/29/26	RollKall	614.25	
4/28/26	WF CC Payment - J. Johnson	514.89	
4/28/26	WF CC Payment - E. Wright	256.63	
Total Paid Electronically			\$10,175.45
Total Paid Checks and Electronically			\$80,073.93

* 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 #
4/07/26	00122	4/01/26	767761	202604	320	57200	34500		VIDEO MONITORING - MAY26	*	574.59		
									HIDDEN EYES LLC			574.59	002021
4/07/26	00003	4/01/26	144	202604	310	51300	34000		APR MANAGEMENT FEES	*	4,831.17		
		4/01/26	144	202604	310	51300	53000		APR WEBSITE ADMIN	*	117.92		
		4/01/26	144	202604	310	51300	35100		APR INFORMATION TECH	*	176.92		
		4/01/26	144	202604	310	51300	31600		APR DISSEMINATION SVCS	*	835.75		
		4/01/26	144	202604	310	51300	51000		OFFICE SUPPLIES	*	.66		
		4/01/26	144	202604	310	51300	42000		POSTAGE	*	92.75		
		4/01/26	144	202604	310	51300	42500		COPIES	*	40.05		
		4/01/26	144	202604	310	51300	41000		TELEPHONE	*	30.49		
									GOVERNMENTAL MANAGEMENT SRVCS LLC			6,125.71	002022
4/07/26	00128	4/01/26	265433	202604	320	57200	45300		APR JANITORIAL SERVICES	*	819.00		
									HIGH TECH COMMERCIAL CLEANING			819.00	002023
4/07/26	00128	4/02/26	265585	202604	320	57200	45300		INCREASE-EFFECTIVE 4/2/26	*	28.00		
									HIGH TECH COMMERCIAL CLEANING			28.00	002024
4/07/26	00017	4/01/26	360153B	202604	330	53800	46800		APR LAKE MAINTENANCE	*	820.00		
									THE LAKE DOCTORS INC			820.00	002025
4/07/26	00074	4/01/26	38750	202604	320	57200	54510		WILDLIFE MANAGEMENT-APR26	*	249.00		
									QUICK CATCH INC			249.00	002026
4/07/26	00014	3/31/26	288	202603	320	57200	49400		MAR SPECIAL EVT ASSISTANT	*	367.92		
									RIVERSIDE MANAGEMENT SERVICES INC			367.92	002027
4/07/26	00014	4/01/26	287	202604	320	57200	45200		APR POOL MAINTENANCE SVCS	*	1,238.75		
		4/01/26	287	202604	320	57200	46001		APR FIELD OPS MANAGEMENT	*	2,500.00		

BANL -BANNON LAKES- TLEE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/01/26		287		202604	320-57200-34000		APR FACILITY MANAGEMENT	*	6,788.92		
4/01/26		287		202604	320-57200-60000		POOL REPAIR-REPLED PUMP	*	715.53		
4/01/26		287		202604	320-57200-60000		POOL REPAIR-CHAIR LIFT	*	710.05		
4/01/26		287		202604	320-57200-60000		POOL REPAIR-STENNER TUBE	*	48.38		
4/01/26		287		202604	320-57200-60000		POOL REPR-REPLED STENNER	*	798.03		
										12,799.66	002028
4/07/26	00032	10/31/25	15592	202510	320-57200-45100		FIRE EXTINGUISHER INSP	*	121.00		
										121.00	002029
4/07/26	00136	3/31/26	7643725	202603	310-51300-48000		NOTICE OF MEETING-3/17/26	*	68.64		
										68.64	002030
4/14/26	00078	4/13/26	3730212	202601	310-51300-31500		JAN GENERAL COUNSEL	*	1,102.50		
		4/13/26	3730212.	202602	310-51300-31500		FEB GENERAL COUNSEL	*	1,762.50		
										2,865.00	002031
4/14/26	00013	3/31/26	1653	202603	330-53800-46400		IRRIGATION REPAIRS-MAR26	*	635.11		
										635.11	002032
4/14/26	00013	4/01/26	1630	202604	330-53800-46200		APR LANDSCAPE MAINTENANCE	*	15,743.00		
										15,743.00	002033
4/14/26	00125	4/09/26	194966	202603	310-51300-31100		MAR ENGINEERING SERVICES	*	556.25		
										556.25	002034
4/15/26	00037	4/14/26	04142026	202604	300-20700-10200		3/16 SJC TAX DIST 8	*	6,090.40		
										6,090.40	002035
4/15/26	00076	4/14/26	04142026	202604	300-20700-10300		3/16 SJC TAX DIST 8	*	3,431.25		
										3,431.25	002036

BANL -BANNON LAKES- TLEE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/15/26	00113	4/14/26	04142026	202604	300	20700	10400		BANNON LAKES CDD C/O BANK OF NEW	*	4,274.18	4,274.18	002037
4/15/26	00078	2/26/26	3703066	202511	310	51300	31500		NOV GENERAL COUNSEL	*	1,175.00		
		2/26/26	3703066	202512	310	51300	31500		DEC GENERAL COUNSEL	*	2,315.22		
									KUTAK ROCK LLP			3,490.22	002038
4/21/26	00014	4/15/26	289	202603	320	57200	45100		FACILITY MAINTENANCE-MAR	*	3,333.00		
		4/15/26	289	202603	330	53800	46100		REPAIRS & MAINTENANCE-MAR	*	1,633.00		
		4/15/26	289	202603	320	57200	60000		REPAIRS & MAINTENANCE-MAR	*	2,954.00		
									RIVERSIDE MANAGEMENT SERVICES INC			7,920.00	002039
4/28/26	00013	4/23/26	1682	202604	330	53800	46220		CUT DOWN 2 TREES-PRSERVE	*	650.00		
									LANDCARE GROUP INC			650.00	002040
4/28/26	00019	4/22/26	13129563	202604	320	57200	45210		APR POOL CHEMICALS	*	332.55		
									POOLSURE			332.55	002041
4/28/26	00062	2/20/26	0019817	202602	320	57200	60000		REPLACED HEATING ELEMENTS	*	1,488.00		
									THIGPEN HEATING AND COOLING INC.			1,488.00	002042
4/28/26	00062	4/23/26	0021653	202604	320	57200	60000		(3) SYSTEM MAINTENANCE	*	449.00		
									THIGPEN HEATING AND COOLING INC.			449.00	002043
TOTAL FOR BANK A											69,898.48		
TOTAL FOR REGISTER											69,898.48		

BANL -BANNON LAKES- TLEE

Envera

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

Approved 4/1/26
Jeff Johnson
Security
1.320.57200.34500

<h1>Invoice</h1>	
Invoice Number 767761	Date 04/01/2026
Customer Number 400558	Due Date 05/01/2026

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Bannon Lakes CDD	400558		04/01/2026	05/01/2026

Quantity	Description	Months	Rate	Amount
<i>3047 - CCTV - Bannon Lakes CDD - Bannon Lakes Blvd, Saint Augustine, FL</i>				
1.00	Active Video Monitoring 05/01/2026 - 05/31/2026	1.00	\$206.00	\$206.00
1.00	Passive Standard Camera 05/01/2026 - 05/31/2026	1.00	\$128.75	\$128.75
1.00	Service & Maintenance 05/01/2026 - 05/31/2026	1.00	\$239.84	\$239.84
			Subtotal:	\$574.59
			Tax	\$0.00
			Payments/Credits Applied	\$0.00
			Invoice Balance Due:	\$574.59

RECEIVED
By Tara Lee at 1:56 pm, Apr 01, 2026

Date	Invoice #	Description	Amount	Balance Due
4/1/2026	767761	Monitoring Services	\$574.59	\$574.59

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

<h1>Invoice</h1>	
Invoice Number 767761	Date 04/01/2026
Customer Number 400558	Due Date 05/01/2026

Net Due: \$574.59
Amount Enclosed: _____

Bannon Lakes CDD
C/O Governmental Mgmt Serv
475 W Town Pl., Ste 114
Saint Augustine, FL 32092

REMIT TO:

Envera
PO Box 2086
Hicksville, NY 11802

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

Invoice

Invoice #: 144
Invoice Date: 4/1/26
Due Date: 4/1/26
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 - April 2026		4,831.17	4,831.17
Website Administration - April 2026		117.92	117.92
Information Technology - April 2026		176.92	176.92
Dissemination Agent Services - April 2026		835.75	835.75
Office Supplies		0.66	0.66
Postage		92.75	92.75
Copies		40.05	40.05
Telephone		30.49	30.49

Total \$6,125.71

Payments/Credits \$0.00

Balance Due \$6,125.71

RECEIVED
By Tara Lee at 9:28 am, Apr 03, 2026



Invoice	
Date	Invoice #
4/1/2026	265433

Bill To
Bannon Lakes CDD Attn: Jeff Johnson 435 Bannon Lakes Blvd St Augustine, FL 32095

Please Remit Payment To:

NewVenture of Jacksonville, Inc. DBA High Tech Commercial Cleaning 8130 Baymeadows Circle W., #306 Jacksonville, FL 32256-1837

Questions about billing?
904-224-0770, 904-507-5020 fax, accounting@htccleaning.com
Questions about service?
Jacksonville area 904-732-7270 ~ Daytona area 386-760-2677

TERMS: NET 10

Quantity	Description	Rate	Amount
	<p>FEE FOR JANITORIAL SERVICE: Month of April 2026</p> <p>Bannon Lakes CDD 435 Bannon Lakes Blvd St Augustine, FL 32259</p> <p>FL DR-14 85-8017166046C-0 Expires 01/31/2027</p> <p>Billing on behalf of High Tech Commercial Cleaning franchisee, Everett Weatherspoon</p> <p>Approved 3/23/26 Jeff Johnson Janitorial Maintenance 1.320.57200.45300</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>RECEIVED By Tara Lee at 4:46 pm, Mar 28, 2026</p> </div>	819.00	819.00
Thank you for your business.		Total	\$819.00



Invoice	
Date	Invoice #
4/2/2026	265585

Bill To
Bannon Lakes CDD Attn: Jeff Johnson 435 Bannon Lakes Blvd St Augustine, FL 32095

Please Remit Payment To:

NewVenture of Jacksonville, Inc.
DBA High Tech Commercial Cleaning
8130 Baymeadows Circle W., #306
Jacksonville, FL 32256-1837

Questions about billing?
904-224-0770, 904-507-5020 fax, accounting@htccleaning.com
Questions about service?
Jacksonville area 904-732-7270 ~ Daytona area 386-760-2677

TERMS: NET 10

Quantity	Description	Rate	Amount
	<p>FEE FOR JANITORIAL SERVICE: Invoice for increase in service effective 04/02/2026 based on 13 of 13 possible service dates at the new increased billing rate of 847.00.</p> <p>Bannon Lakes CDD 435 Bannon Lakes Blvd St Augustine, FL 32259</p> <p>FL DR-14 85-8017166046C-0 Expires 01/31/2027</p> <p>Billing on behalf of High Tech Commercial Cleaning franchisee, Everett Weatherspoon</p> <p>Approved 3/26/26 Jeff Johnson Janitorial Maintenance 1.320.57200.45300</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>RECEIVED <i>By Tara Lee at 4:58 pm, Mar 28, 2026</i></p> </div>	28.00	28.00
Thank you for your business.		Total	\$28.00

MAKE CHECK PAYABLE TO:



Post Office Box 162134
Altamonte Springs, FL 32716
(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	4/1/2026	\$820.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

00000000116522001000000036015300000008200066

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

BANNON LAKES CDD	435 Bannan Lakes Blvd, St Augustine, FL	St Augustine, FL 32092
Invoice Due Date 4/11/2026	Invoice 360153B	PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
4/1/2026	Water Management - Monthly		\$820.00	\$0.00	\$820.00

Please remit payment for this month's invoice.

Approved 4/1/26
Jeff Johnson
Lake Maintenance
1.330.53800.46800

RECEIVED
By Tara Lee at 10:38 am, Apr 01, 2026

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

QUICK CATCH INC

12627 San Jose Blvd Suite 205
Jacksonville, FL 32223

admin@quick-catch.com

+1 (904) 859-6585

www.quick-catch.com



Bill to

Bridge Bay at Bannan Lakes c/o Bannan
Lakes CDD
2695 Dobbs Road St. Augustine, FL 32086

Ship to

Bridge Bay at Bannan Lakes c/o Bannan
Lakes CDD
2695 Dobbs Road St. Augustine, FL 32086

Invoice details

Invoice no.: 38750

Terms: Net 14

Invoice date: 04/01/2026

Due date: 04/15/2026

P.O. Number: OSKX

Approved 4/1/26

Jeff Johnson

Nuisance Animal Control

1.320.57200.54510

#	Date	Product or service	Description	Qty	Rate	Amount
1.		WILDLIFE MANAGEMENT	-Continuous hog removal program to include use of traps, archery equipment, and discreet suppressed rifle use (when needed) -Deer management program (only during deer season Sept 19th-Jan 24th) discreet removal of excess deer to maintain proper herd health using archery equipment -Misc. non target animal trapping when interfering with our bait/trap sites -Any animal trapped under the management plan. There is a per animal removal fee \$95	1	\$249.00	\$249.00

Total

\$249.00

Ways to pay



Note to customer

Bridge Bay Sales Center
Terri Fawcett
23 Bridge Oak Lane
Saint Augustine, FL 32095

RECEIVED

By Tara Lee at 8:58 am, Apr 01, 2026

[View and pay](#)

BANNON LAKES CDD

SPECIAL EVENT ASSISTANT INVOICE DETAIL

Quantity	Description	Rate	Amount
13.14	Special Event Assistant Covers March 2026	\$ 28.00	\$ 367.92
	TOTAL DUE:		<u>\$ 367.92</u>

Special Event Assistant 1.320.57200.49400

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
SPECIAL EVENT ASSISTANT BILLABLE HOURS
THROUGH MARCH 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/21/26	4.42	T.W.	Easter Event - set up, assist and clean up
3/21/26	4.52	E.B.	Easter Event - set up, assist and clean up
3/21/26	4.2	J.W.	Easter Event - set up, assist and clean up
TOTAL	<u>13.14</u>		

Riverside Management Services, Inc

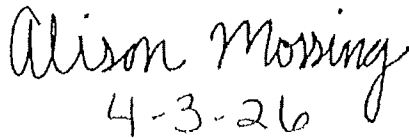
475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 287
Invoice Date: 4/1/2026
Due Date: 4/1/2026
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 - April 2026		1,238.75	1,238.75
1.320.57200.46001 - Contract Administration - April 2026		2,500.00	2,500.00
1.320.57200.34000 - Facility Management - Bannon Lakes - April 2026		6,788.92	6,788.92
Pool Repair - CL Stenner 120V Pump Replaced		715.53	715.53
Pool Repair - Aquatic Access Chair Lift Parts: Piston for IGAT, Top Guide for IGAT, & Bolts & Labor		710.05	710.05
Pool Repair - Replace Santoprene Stenner Tube		48.38	48.38
Pool Repair - Replace CL Stenner 1200V 50GPD 25 PSI .25" ADJ 1-Head Classic Pump & Install		798.03	798.03
			

Total \$12,799.66

Payments/Credits \$0.00

Balance Due \$12,799.66

RECEIVED

By Tara Lee at 11:08 am, Apr 03, 2026

St. John's Fire Equipment, Inc.
50 Muller Dr Unit 3
Saint Augustine, FL 32084 US
+19043259010
ar.sjfe@gmail.com
www.stjohnsfireequipment.com

Approved 4/2/26
Jeff Johnson
Facility Maintenance
1.320.57200.45100



INVOICE

BILL TO

Bannon Lakes CDD
435 Bannon Lake Blvd
St. Augustine, Florida 32095

SHIP TO

Bannon Lakes CDD
435 Bannon Lake Blvd
St. Augustine, Florida 32095

INVOICE # 15592

DATE 10/31/2025

DUE DATE 11/07/2025

TERMS Payment Terms

JOB LOCATION

Bannon Lakes Amenity Center

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/31/2025	Extinguisher:F EX INSP Fire Extinguisher Inspection	3	12.00	36.00
10/31/2025	Service:SC Service Charge	1	85.00	85.00

Preferred Payment Options:

- 1) Credit or Debit Card, Please process via:
<https://stjohnsfire.securepayments.cardpointe.com/pay>
- 2) ACH E-Check: Please click on the "Review & Pay" box in the invoice email.
- 3) PHONE: Please call 904-325-9010 extension 1.
Bannon Lakes Amenity Center

SUBTOTAL	121.00
TAX	0.00
TOTAL	121.00
BALANCE DUE	\$121.00

Ways to pay

BANK

[View and pay](#)

RECEIVED

By Tara Lee at 2:04 pm, Apr 02, 2026

ALL SALES ARE FINAL

Thank you for your business!
License # FED24-000037
License # FED16-000036

USA TODAY CO.



ACCOUNT NAME Bannon Lakes Cdd - Gms		ACCOUNT # 764131	INV DATE 03/31/26
INVOICE # 0007643725	INVOICE PERIOD Mar 1- Mar 31, 2026	CURRENT INVOICE TOTAL \$68.64	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL CASH AMT DUE* \$68.64	

BILLING ACCOUNT NAME AND ADDRESS Bannon Lakes Cdd - Gms 475 W Town Place, Ste 114 Saint Augustine, FL 32092	PAYMENT DUE DATE: APRIL 30, 2026 Legal Entity: USA TODAY Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.
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BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com **FEDERAL ID** 47-2390983

Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to <https://gcil.my.site.com/financialservicesportal/s/>.

Date	Description	Amount
3/1/26	Balance Forward	\$67.28
3/13/26	PAYMENT - THANK YOU	-\$67.28

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
3/9/26	12100863	SAG St Augustine Record	February Meeting		\$68.64

RECEIVED
By Tara Lee at 11:57 am, Apr 02, 2026

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

Total Cash Amount Due	\$68.64
Service Fee 3.99%	\$2.74
*Cash/Check/ACH Discount	-\$2.74
*Payment Amount by Cash/Check/ACH	\$68.64
Payment Amount by Credit Card	\$71.38

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER			INVOICE NUMBER		AMOUNT PAID
Bannon Lakes Cdd - Gms		764131			0007643725		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*	
\$68.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68.64	
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY BY PHONE PLEASE CALL:		TOTAL CREDIT CARD AMT DUE	
USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$71.38	
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/			

00007641310000000000000076437250000686467170

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

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

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

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

SAG St Augustine Record 03/09/2026
SAG staugustine.com 03/09/2026

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/09/2026

Legal Clerk

Notary, State of WI, County of Brown

8-25-26

My commission expires

Publication Cost:	\$68.64	
Tax Amount:	\$0.00	
Payment Cost:	\$68.64	
Order No:	12100863	# of Copies:
Customer No:	764131	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF MEETING BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bannon Lakes Community Development District will be held on **Tuesday, March 17, 2026 at 6:00 p.m. at the Bannon Lakes Amenity Center 435 Bannon Lakes Blvd, St. Augustine, Florida 32092.** The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver
District Manager
Pub: March 9, 2026; #12100863

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600
Facsimile 404-222-4654

Federal ID 47-0597598

April 13, 2026

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

RECEIVED

By Tara Lee at 11:31 am, Apr 13, 2026

Invoice No. 3730212
2723-1

Re: General Counsel

For Professional Legal Services Rendered

01/03/26	G. Lovett	0.50	140.00	Monitor legislative process relating to matters impacting special districts
01/16/26	W. Haber	0.90	247.50	Review and revise settlement agreement; confer with counsel for Tamko regarding same
01/20/26	W. Haber	2.30	632.50	Prepare for and participate in Board meeting
01/22/26	W. Haber	0.30	82.50	Prepare draft language regarding settlement; confer with Biagetti regarding same
02/03/26	W. Haber	0.80	220.00	Review and revise Tamko settlement agreement; confer with Biagetti and counsel for Tamko regarding same
02/04/26	W. Haber	0.70	192.50	Confer with counsel for Tamko; finalize settlement agreement and arrange for final payment
02/07/26	L. Whelan	0.50	200.00	Monitor legislative process relating to matters impacting special districts

KUTAK ROCK LLP

Bannon Lakes CDD

April 13, 2026

Client Matter No. 2723-1

Invoice No. 3730212

Page 2

02/09/26	W. Haber	0.40	110.00	Confer with Oliver regarding public comment resolution; review correspondence regarding same
02/10/26	A. Cox	1.00	125.00	Research and prepare resolution designating public comment period and confer with Haber regarding same
02/11/26	W. Haber	0.20	55.00	Review agenda for February meeting
02/16/26	W. Haber	0.30	82.50	Prepare for Board meeting; confer with Biagetti regarding same
02/17/26	W. Haber	1.60	440.00	Prepare for and participate in Board meeting; review and revise resolution establishing public comment procedure
02/23/26	W. Haber	0.30	82.50	Review correspondence and participate in call regarding damage to preserve
02/24/26	A. Cox	0.90	112.50	Review and prepare eighth amendment to agreement for pond management and confer with Haber regarding same
02/25/26	A. Cox	0.70	87.50	Review and confer with Haber regarding eighth amendment for pond management and disseminate same to Beach
02/25/26	W. Haber	0.20	55.00	Confer with Cox regarding amendment to Lake Doctors agreement
TOTAL HOURS		11.60		

KUTAK ROCK LLP

Bannon Lakes CDD

April 13, 2026

Client Matter No. 2723-1

Invoice No. 3730212

Page 3

TOTAL FOR SERVICES RENDERED \$2,865.00

TOTAL CURRENT AMOUNT DUE \$2,865.00

UNPAID INVOICES:

February 26, 2026 Invoice No. 3703066 3,490.22

TOTAL DUE \$6,355.22



35 Enterprise Drive
Bunnell, FL 32110

INVOICE

Invoice Batch Number 1653
 Invoice Date 03/31/26
 Payment Terms Net 30
 PO Number
 Sales Rep David Jackson

Bill To

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

Approved 4/10/26
 Jeff Johnson
 Irrigation Repairs
 1.330.53800.46400

RECEIVED
 By Tara Lee at 11:50 am, Apr 10, 2026

Description	Qty / UOM	Rate	Ext. Price	Amount
Service Location: Bannon Lakes CDD				
Irrigation system repairs.				
Will complete later. Need additional parts.				
Billable Irrigation - 03/17/2026				
Labor - 03/17/26	4.89 Hrs	\$45.00	\$220.05	
Scott Martin 03/18/2026 7:39 AM				
Billable Irrigation - 03/18/2026				
Labor - 03/18/26	1.84 Hrs	\$45.00	\$82.80	
Sch 40 PVC Cap 1/2 in. Socket (Material)	1.00 ea	\$0.48	\$0.48	
Rain Bird 1806 Spray Body NSI 6 in. Pop Up No Side Inlet (Material)	14.00 ea	\$5.32	\$74.48	
Hunter MP Rotator MP3000 Nozzle 22 ft. - 30 ft. 90 Degree - 210 Degree (Material)	4.00 ea	\$8.11	\$32.42	
Hunter MP Rotator MP2000 Nozzle 13 ft. - 21 ft. Radius 90 Degree - 210 Degree 13 ft. - 21 ft. 90 Degree - 210 Degree (Material)	18.00 ea	\$8.11	\$145.91	
Hunter MP Rotator MP1000 Nozzle 8 ft. - 15 ft. 90 Degree - 210 Degree (Material)	1.00 ea	\$8.11	\$8.11	
Irrigation system repairs.				
Irrigation Repair: Zone 15- Bannon Lakes Blvd				

Scott Martin 03/27/2026 8:30 AM

Billable Irrigation - 03/27/2026				
Labor - 03/27/26	1.37	Hrs	\$45.00	\$61.65
Rain Bird 1806 Spray Body NSI 6 in. Pop Up No Side Inlet (Material)	1.00	ea	\$5.32	\$5.32
Sch 40 PVC Coupling 1/2 in. Socket (Material)	1.00	ea	\$0.35	\$0.35
KF Black IPS Flex Pipe PVC 1/2 in. x 100 ft. (Sold per ft.) (Material)	1.00	FT	\$0.99	\$0.99
Sch 40 PVC 90 Degree Street Elbow 1/2 in. MIPT x Socket (Material)	1.00	ea	\$1.15	\$1.15
Rain Bird Nozzle Half Circle 10 ft. 180 Degree (Material)	1.00	ea	\$1.40	\$1.40
Total for Bannon Lakes CDD				\$635.11
			Invoice Subtotal:	\$635.11
			Sales Tax:	\$0.00
			Invoice Total:	\$635.11
			Credits/Payments:	\$0.00
			Balance Due:	\$635.11

Project Manager Michael Silverstein



Engineering - Architecture - Planning - Surveying

Bannon Lakes CDD Government Management Services
Bernadette Peregrino
475 West Town Place
St. Augustine, FL 32092

April 09, 2026
Invoice # 194966

Project 000002619.0000 24264.00 - Bannon Lakes CDD

This invoice includes charges for tasks performed for your project, including:

- CDD Coordination
- Process Requisitions

Please call Mike Silverstein if you have any questions or concerns regarding your project.
For billing inquiries, please contact our Accounting Department.

Professional Services through March 31, 2026

Phase 0001 Engineering Services

	Hours	Rate	Amount
Vice President of Production	1.25	290.00	362.50
Division Lead	.25	275.00	68.75
Project Coordinator 2	1.25	100.00	125.00
Total Labor			556.25
		Total Due:	556.25

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	556.25	13,547.50	14,103.75
Totals	556.25	13,547.50	14,103.75

RECEIVED
By Tara Lee at 12:28 pm, Apr 10, 2026

**Bannon Lakes
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
April 14, 2026	\$6,090.40	Sheryl Fulks

Payable to:

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

Date Check Needed:

Budget Category:

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

3/16/26 SJC TAX DIST 8	6,090.40
6,090.40	

(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
April 14, 2026	\$3,431.25	Sheryl Fulks

Payable to:

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

Date Check Needed:

Budget Category:

ASAP	1-300-20700-10300
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Intended Use of Funds Requested:

3/16/26 SJC TAX DIST 8
3,431.25

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

**Bannon Lakes Community Development District
FY26 Assessment Receipts**

ASSESSED TO	# Units	SERIES 2016 DEBT SERVICE ASMNT	SERIES 2021 DEBT SERVICE ASMNT	SERIES 2022 DEBT SERVICE ASMNT	O&M ASMNT	TOTAL ASMTS
TAX ROLL ASSESSED	986	738,484.29	416,052.05	518,260.67	1,089,786.08	2,762,583.09

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL RECEIPTS	25,500.92	731,667.48	412,211.54	513,476.70	1,079,726.48	2,737,082.17

TAX ROLL RECEIPTS

ST JOHNS COUNTY DISTRIBUTION	DATE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/04/25	3,670.91	2,068.14	2,576.21	5,417.20	13,732.46
2	11/20/25	14,320.13	8,067.77	10,049.72	21,132.30	53,569.92
3	11/24/25	25,101.69	14,141.95	17,616.11	37,042.74	93,902.49
4	12/17/25	46,126.32	25,986.94	32,370.98	68,068.91	172,553.15
5	12/24/25	39,849.82	22,450.85	27,966.19	58,806.65	149,073.51
6	01/14/26	459,606.35	258,936.00	322,547.01	678,244.09	1,719,333.45
INTEREST 1	01/26/26	1,609.02	906.50	1,129.20	2,374.45	6,019.17
7	02/20/26	135,292.82	76,222.14	94,947.10	199,652.49	506,114.55
8	03/16/26	6,090.40	3,431.25	4,274.18	8,987.64	22,783.47
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL TAX ROLL RECEIPTS		731,667.48	412,211.54	513,476.70	1,079,726.48	2,737,082.17

PERCENT COLLECTED TAX ROLL	99.08%	99.08%	99.08%	99.08%	99.08%
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KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

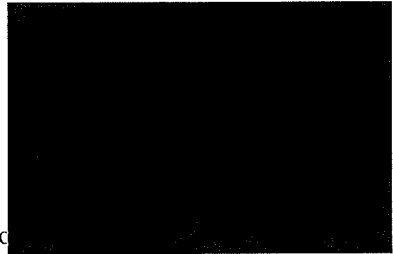
Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 26, 2026

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



Notificatio

RECEIVED
By Tara Lee at 2:02 pm, Apr 13, 2026

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

Invoice No. 3703066
2723-1

Re: General Counsel

For Professional Legal Services Rendered

11/02/25	P. O'Bryant	0.20	49.00	Conduct research and prepare memorandum regarding current law on the open carry of firearms on district property or at meetings
11/12/25	P. O'Bryant	1.50	367.50	Review correspondence and background documents; draft demand letter
11/17/25	P. O'Bryant	1.30	318.50	Review and revise demand letter
11/18/25	W. Haber	1.60	440.00	Prepare for and participate in Board meeting
12/03/25	W. Haber	0.20	55.00	Review agenda; follow up regarding roofing material claim
12/05/25	W. Haber	0.40	110.00	Review and revise correspondence to Tamko; confer with O'Bryant regarding same
12/08/25	P. O'Bryant	0.30	73.50	Review amendments to agreement for roof repair
12/11/25	W. Haber	0.40	110.00	Confer with O'Bryant regarding Tamko claim
12/11/25	P. O'Bryant	0.50	122.50	Revise demand letter

KUTAK ROCK LLP

Bannon Lakes CDD
February 26, 2026
Client Matter No. 2723-1
Invoice No. 3703066
Page 2

12/13/25	L. Whelan	0.50	192.50	Monitor legislative process relating to matters impacting special districts
12/16/25	W. Haber	2.80	770.00	Prepare for and participate in Board meeting
12/16/25	P. O'Bryant	0.60	147.00	Research statute of limitations issues
12/18/25	K. Haber	0.70	189.00	Prepare agreement for swim school's use of amenity facilities
12/18/25	W. Haber	0.40	110.00	Review and revise agreement for swim school
12/22/25	W. Haber	0.40	110.00	Receipt and review of settlement offer; confer with Biagetti regarding same
12/29/25	W. Haber	0.70	192.50	Review and revise settlement agreement; confer with counsel for Tamko regarding same

TOTAL HOURS 12.50

TOTAL FOR SERVICES RENDERED \$3,357.00

DISBURSEMENTS

Freight and Postage	41.84
Meals	17.54
Reproduction Costs	0.60
Travel Expenses	73.24

TOTAL DISBURSEMENTS 133.22

TOTAL CURRENT AMOUNT DUE \$3,490.22

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

Invoice

Invoice #: 289
 Invoice Date: 4/15/2026
 Due Date: 4/15/2026
 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 March 1 - March 31, 2026	176	45.00	7,920.00
Approved 4/20/26 Jeff Johnson Facility Maintenance 1.320.57200.45100 \$3333.00 Grounds Maintenance 1.330.53800.46100 \$1633.00 Repairs and Maintenance 1.320.57200.60000 \$2954.00			
<i>Alison Moring</i> 4-20-26			

RECEIVED
 By Tara Lee at 8:38 am, Apr 21, 2026

Total	\$7,920.00
Payments/Credits	\$0.00
Balance Due	\$7,920.00

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MARCH 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/2/26	8	T.W.	Pressure washed playground patio, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/3/26	8	T.W.	Installed walkway park bench, fixed dog park fence, checked pool water levels and chemicals, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, walkways and courts, restocked the bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/4/26	8	T.W.	Pressure washed playground walkways, bug sprayed clubhouse, fitness center doors and windows, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/5/26	8	T.W.	Area sign relocation completed, bird control program completed, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, checked pool water levels and chemicals, removed debris for roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/6/26	8	T.W.	Fixed fitness center bathroom door handle, checked pool water levels and chemicals, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, restocked the fitness center and pool bathrooms, straightened and organized pool deck and patio furniture, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/9/26	8	T.W.	Started clubhouse drywall repair, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, raked the playground and cart park, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/10/26	8	T.W.	Fixed broken pool entrance sign, continued to fix clubhouse drywall, blew leaves and debris off pool deck, patio, courts and walkways, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, raked the playground and cart park, checked pool water levels and chemicals, checked and changed trash receptacles, emptied and restocked dog waste receptacles

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MARCH 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/11/26	8	T.W.	Completed clubhouse drywall repair and painted, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, raked the playground and cart park, restocked fitness center and pool bathrooms, reset clubhouse and fitness center, removed debris in roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/12/26	8	T.W.	Replaced fitness bathroom door handles, washed fitness center windows, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, checked pool water levels and chemicals, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/13/26	8	T.W.	Painted pool fence, patio handrails, office exit door and closet doors, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, raked the playground and cart park, checked pool water levels and chemicals, blew leaves and debris off pool deck, patio, courts and walkways, removed debris on roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/16/26	8	T.W.	Fixed windscreen on court from storm damage, fixed pool chairs and table from storm damage, straightened and organized pool deck and patio furniture, reset the clubhouse and fitness center, raked cart park and playground, blew leaves and debris off pool deck, patio, courts and walkways, restocked fitness center and pool bathrooms, checked pool water level and chemicals, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/17/26	8	T.W.	Fixed windscreens on courts, replaced pool bathroom urinal flush valve, bug sprayed windows and doors of clubhouse and fitness center, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, raked the playground and cart park, checked pool water levels and chemicals, blew leaves and debris off pool deck, patio, courts and walkways, removed debris on roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/18/26	8	T.W.	Repainted pool bathroom walls, straightened and organized pool deck and patio furniture, raked cart park and playground, checked pool water levels and chemicals, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, restocked the fitness center and pool bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/19/26	8	T.W.	Repaired broken drain pipe at playground, straightened and organized pool deck and patio furniture, set up clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, raked cart park and playground, checked pool water levels and chemicals, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MARCH 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/20/26	8	T.W.	trash receptacles, emptied and restocked dog waste receptacles Blew off event field for event, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, walkways and courts, restocked the bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, raked cart park and playground, checked pool water levels and chemicals, restocked pool and fitness center bathrooms
3/23/26	8	T.W.	Repaired damaged dog park fence, straightened and organized pool deck and patio furniture, set up clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/24/26	8	T.W.	Repaired seven pool chairs, outside clubhouse and fitness center removed mold and bugs, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, walkways and courts, restocked the bathrooms, straightened and organized pool deck and patio furniture, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, raked cart park and playground
3/25/26	8	T.W.	Repainted pool bathroom doors, straightened and organized pool deck and patio, reset the clubhouse and fitness center, raked cart park and playground, blew leaves and debris off pool deck, patio, courts and walkways, restocked fitness center and pool bathrooms, checked pool water level and chemicals, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/26/26	8	T.W.	Painted small dog park fence, painted fitness center doors, painted clubhouse and fitness light halos, straightened and organized pool deck and patio furniture, reset the clubhouse and fitness center, raked cart park and playground, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/27/26	8	T.W.	Straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, raked cart park and playground, checked pool water levels and chemicals, restocked pool and fitness center bathrooms, reset clubhouse and fitness center, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/30/26	8	T.W.	Blew leaves and debris off parking lot, pool deck, patio, courts and walkways, straightened and organized pool deck and patio furniture, set up clubhouse and fitness center, restocked pool and fitness center bathrooms, checked pool water levels and chemicals, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
3/31/26	8	T.W.	Cleaned all area street signs, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MARCH 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
			pool deck, patio, walkways and courts, restocked the bathrooms, raked cart park and playground, checked pool water levels and chemicals, removed debris from pond and roadways, checked and changed trash receptacles, emptied and restocked dog waste receptacles

TOTAL 176

MILES 0

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



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

Invoice

Date 4/22/2026
Invoice # 131295635164

Terms	Net 20
Due Date	5/12/2026
PO #	
Delivery Ticket #	Sales Order #1357407
Delivery Date	4/22/2026
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

THANK YOU FOR YOUR BUSINESS!

Item ID	Item	Quantity	Units	Rate	Amount
160-050	Pool Acid bulk by Gallon	45	gal	\$3.19	\$143.55
135-057	Stabilizer/CYA-Bag	1		\$75.00	\$75.00
135-010	Sodium Bicarbonate 50# bag	3		\$38.00	\$114.00

	Subtotal	\$332.55
Approved 4/24/26 Jeff Johnson Pool Chemicals 1.320.57200.45210	Tax	\$0.00
	Total	\$332.55
	Amount Paid/Credit Applied	\$0.00
	Balance Due	\$332.55

[Click Here to Pay Now](#)



RECEIVED
By Tara Lee at 8:40 am, Apr 24, 2026



131295635164

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 : 0019817

Invoice Date :02/20/2026	Install Date :06/26/2017
Service Order :044480	Page : 1 of 1
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

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

Service Comments :

3/13/2026. PR. On arrival replaced heating elements, break, and fuse holder. On TRANE M/N TWE090E300AA. S/N 17033NJABA. System is running at this time.

Description	Mfg Name	Model	Serial No
Air Handler	MISC	TWE090E300AA	17033NJABA
Qty	Description	Price	Extended
1	COMPLETE 16 - 25 KW HEAT ASSEMBLY	1,488.00	1,488.00
	Total Parts for Unit		1,488.00
	Total Labor for Unit		0.00

Approved 4/22/26
 Jeff Johnson
 Repairs and Maintenance
 1.320.57200.60000

RECEIVED

By Tara Lee at 1:18 pm, Apr 22, 2026

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

Materials:	1,488.00
Misc:	0.00
Trip Charge:	0.00
Labor:	0.00
Subtotal:	1488.00
Sales Tax:	0.00
Total:	1488.00 USD
Balance Due:	1488.00 USD

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 : 0021653

Invoice Date :04/23/2026	Install Date :06/26/2017
Service Order :045566	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

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

Service Comments :

04/21/2026. By P.R. On arrival bib a (3) three system maintenance. Water cleaned evaporator coils, drain pans, drain line, flush with water and treated with powerzyme, cleaned condenser coils, replaced all air filters. unit#1 TRANE M/N TWE090E300AA. S/N 17033NJABA. condenser M/N TTA090H300AA. S/. 16512L83YA. Stage A pressure 99.7 over 275.5. S/H 0.7. S/C 2.1. Sage B102.8 over 275.5.. S/H 3.7.. S/C 1.4..RA 76.4*.. SA. 45.4* with a 31.0* split..compressor amps 8.35./ 8.18.condenser fan 2.34 amps... UNIT#2. LENNOX M/N CBX25UH-036-230-10. S/N 1717B34977. condenser M/N 14HPX-036-230-21. S/N 1917B03797. Pressure 114.5 over 281.5. S/H 14.7. s/C 2.1..RA 74.5*.. SA 48.4*.with a 26.1* split. compressor amps8.24. condenser fan 0.86. UNIT #3 LENNOX CBX25UH-048-230-10. S/N 1717B16907. condenser 14HPX-048-230-21. S/N 1917B06555. Pressure 103.3 over 265.1. S/H 9.3.. S/v 8.6. RA 66.9*. SA 41.9*. with a 25.0* split Fan amps 1.66. Compressor 8.20.. condenser fan 1.04..OUTSIDE temperature 79.6*..... UNIT #3 LENNOX CBX25UH-048-230-10. S/N 1717B16907. condenser 14HPX-048-230-21. S/N 1917B06555. Found condenser fan motor getting hot with in :10 minutes it got to 114.1*. Recommend replacing condenser fan motor getting. Unit #3 was also locked out on low pressure lockout. All three systems are running at this time.

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

See Over < 2 >

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 : 0021653

Invoice Date :04/23/2026	Install Date :06/26/2017
Service Order :045566	Page : 2 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

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

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

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

Qty	Description	Price	Extended
	Total Parts for Unit		0.00
	Total Labor for Unit		0.00
	Maintenance Contract :		449.00

Approved 4/23/26
 Jeff Johnson
 Repairs and Maintenance
 1.320.57200.60000

RECEIVED
 By Tara Lee at 11:09 am, Apr 23, 2026

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

THIRTEENTH ORDER OF BUSINESS

REQUISITION NO. 12
(2022 Acquisition and Construction Account)

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

\$9,135,000

Special Assessment Revenue Bonds, Series 2022

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

- (A) Requisition Number: 1 2
- (B) Name of Payee: Southern Recreation, Inc.
4060 Edison Avenue
Jacksonville, FL 32254
- (C) Amount Payable: \$75,825.00
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Southern Recreation Inc -Benches, triangle shade structure, umbrella shade structure and engineered drawings.
- (E) Fund or Account from which disbursement to be made: 2022 Acquisition and Construction Account

The undersigned hereby certifies that:

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

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

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

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

Dated: 5/6/2026

**BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT**


By:  _____

Authorized Signer

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

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

DCCM

 _____

Consulting Engineer



Established 1985

Southern Recreation, Inc.
 4060 Edison Avenue
 Jacksonville, Florida 32254
 (O) 904-387-4390 • (F) 904-387-4391
 www.southernrecreation.com

Invoice

DATE	INVOICE#
4/21/2026	11201

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
 Job: Bannon Lakes
 Dog Park Shade

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
9806	Due on receipt	TAR	4/21/2026			

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	Shade	SRP 12'x12'x8' Dual Top Cantilever Umbrella Shade Structure	10,895.00	10,895.00T
1	Footers	Footers per Engineering	2,000.00	2,000.00T
1	Engineered Drawings	Set of Engineered Drawings	1,200.00	1,200.00T
	FRT	Freight Charges	895.00	895.00
	INST	Installation	2,000.00	2,000.00
		Sales Tax	0.00%	0.00

Invoice Due Upon Receipt
 Thank You!

TOTAL

\$16,990.00



Established 1985

Southern Recreation, Inc.
 4060 Edison Avenue
 Jacksonville, Florida 32254
 (O) 904-387-4390 • (F) 904-387-4391
 www.southernrecreation.com

Invoice

DATE	INVOICE#
------	----------

4/21/2026

11202

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
 Job: Bannon Lakes
 Benches

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
-------------	-------	-----	------	-----	--------	---------

98061 Due on receipt TAR 4/21/2026

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
4	B6WBRCS	6' Bench w/ Back-Inground Mount	775.00	3,100.00T
	FRT	Freight Charges	795.00	795.00
	INST	Installation	850.00	850.00
		Sales Tax	0.00%	0.00

Invoice Due Upon Receipt
 Thank You!

TOTAL

\$4,745.00



Established 1985

Southern Recreation, Inc.

4060 Edison Avenue
Jacksonville, Florida 32254

(O) 904-387-4390 • (F) 904-387-4391
www.southernrecreation.com

Invoice

DATE	INVOICE#
------	----------

4/21/2026

11203

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
Job: Bannon Lakes
Playground Shade

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
9778	Due on receipt	TAR	4/21/2026			

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
1	Shade	SRP Custom 4 Column 2 Triangle Sail Shade Structure	30,795.00	30,795.00T
4	Footers	Footers per Engineering	3,750.00	15,000.00T
1	Engineered Drawings	Set of Engineered Drawings	1,200.00	1,200.00T
	FRT	Freight Charges	2,095.00	2,095.00
	INST	Installation	5,000.00	5,000.00
		Sales Tax	0.00%	0.00

Invoice Due Upon Receipt
Thank You!

TOTAL

\$54,090.00