

Villages of Westport Community Development District

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The meeting of the Board of Supervisors of **Villages of Westport Community Development District** will be held **Thursday, July 22, 2021** at 12:00 pm at the **Highlands Regional library located at 1826 Dunn Avenue, Jacksonville, FL 32218**. The following is the agenda for this continued meeting.

Call in number: 1-844-621-3956

Passcode: 790 562 990 #

<https://pfmgroupp.webex.com/meet/carvalhov>

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

General Business Matters

1. Consideration of the Minutes of the April 12, 2021 Special Board of Supervisors' Meeting
2. Review & Acceptance of Fiscal Year 2020 Audit Report
3. Public Hearing on the Adoption of the District's Annual Budget
 - a) Public Comments and Testimony
 - b) Board Comments
 - c) Consideration of Resolution 2021-05, Adopting the Fiscal Year 2022 Budget and Appropriating Funds
4. Public Hearing on the Levying O&M Assessments and Certifying an Assessment Roll
 - a) Public Comments and Testimony
 - b) Board Comments
 - c) Consideration of Resolution 2021-06, Levying O&M Assessments and Certifying an Assessment Roll
5. Review and Discussion of Field Management Services RFP
6. Consideration of Resolution 2021-07, Adopting the Annual Meeting Schedule for Fiscal Year 2021-2022
7. Consideration of Resolution 2021-08, Ratifying the Action of the District Manager in Re-Setting the Location of the Public Hearing on the Proposed Budget for Fiscal Year 2021/2022
8. Discussion Regarding Traffic Calming Petition Process
9. Review and Consideration of Mulch and Landscape Proposals
10. Review and Consideration of Pool Paver and Pool Cleaning Proposals
11. Review and Consideration of Paver Proposals for School Bus Waiting Area



12. Discussion on Adding Fencing around Retention Ponds
13. Discussion on Setting Towing Policies for the Amenity Facility
14. Review of Fiscal Year Documents
15. Ratification of Crystal Clean Repairs, LLC Proposal
16. Review of Public Comment Period and Board Members Responsibility
17. Letter from the Supervisor of Elections, Duval County
18. Ratification of Payment Authorizations 96 -- 109
19. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
- Audience Comments
- Supervisors Requests

Adjournment



**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of the Minutes of the April 12,
2021 Special Board of Supervisors' Meeting

MINUTES OF MEETING

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

Monday, April 12, 2021 12:00 p.m.

**14785 Old St. Augustine Road, Suite 3,
Jacksonville, FL 32258**

Present and constituting a quorum:

Syron Stewart	Chairman	
Yashekia Scarlett	Assistant Secretary	
Alice Sanford	Assistant Secretary	
Henry Simmons	Vice-Chairman	(via phone)
James Stowers	Assistant Secretary	(via phone)

Also present were:

Venessa Ripoll	PFM Group Consulting, LLC	
Vivian Carvalho	District Manager-PFM Group Consulting, LLC	(via phone)
Amy Champagne	PFM Group Consulting, LLC	(via phone)
Wes Haber	District Counsel- Hopping Green & Sams	(via phone)
Jake Card	Advanced Security	
Mike Veazey	Project Manager- ICI Homes	
Kelly White	ICI Homes	(via phone)
Reid Wicker	Leland Management	(via phone)
Various Audience Members Present		(via phone)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order by Ms. Ripoll at 12:11 PM and roll call was initiated. Present and or via speakerphone are the following Board Members: Yashekia Scarlett, Henry Simmons, James Stowers, Syron Stewart and Alice Sanford. Others in attendance are listed above.

Ms. Scarlett was administered the oath of office at the last meeting. Ms. Ripoll asked if Ms. Scarlett wanted to receive or waive compensation, she chose the waive compensation.

Public Comment Period

There were not public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the January 8, 2021 Board of Supervisors' Meeting

The Board reviewed the Minutes of the January 8, 2021 Board of Supervisors' Meeting.

Ms. Sanford provided edits to strike from the record the comment Mr. Veazey made on page 10, Discussion of replacement of Leland Management, fifth line down.

On MOTION by Ms. Stewart, seconded by Ms. Sanford, with all those in favor, the Board approved the Minutes of the January 8, 2021 Special Board of Supervisors' Meeting, as revised.

Consideration of the Minutes of the February 5, 2021 Cancelled/ Continued Board of Supervisors' Meeting

The Board reviewed the Minutes of the February 5, 2021 Board of Supervisors' Meeting.

Ms. Sanford asked if there is a draft of those minutes so the public can know what is going on. Ms. Ripoll replied on the agenda that was sent out to those on the distribution list the meeting minutes were on there. She offered to send the resident a copy of the meeting minutes with the revision that was just made. Ms. Carvalho noted the meeting minutes which the Board is currently reviewing is also located on the District website within the agenda package for today's meeting.

Ms. Ripoll requested a motion to approve the February 5, 2021 Cancelled/Continued Board of Supervisors Meeting Minutes

On MOTION by Ms. Stewart, seconded by Ms. Sanford, with all those in favor, the Board approved the Minutes of the February 5, 2021 Cancelled/Continued Board of Supervisors' Meeting, as amended.

Consideration of Resolution 2021-04, Approving a Preliminary Budget for Fiscal Year 2022 and Setting a Public Hearing Date (Suggested date, July 12, 2021)

Ms. Ripoll presented the Fiscal Year 2022 Preliminary Budget and suggested July 12, 2021 as the Public Hearing date.

Ms. Champagne reviewed the Preliminary Budget. Minor adjustments were made to count for increases in insurance. Ms. Carvalho noted District Management fees were also being proposed for an increase. Mr. Haber noted the bottom of the first page of the budget outlines the prior year adopted assessment levels and the proposed amount and that is the increase discussed as a result of the boundary amendment. This budget is being allocated over 767 units instead of the original 1,000 plus units. The Judge that reviewed the Boundary Amendment submitted his recommended order which is for the Boundary Amendment to move forward. It is now with the State. The Budget was approved based on the lower number of units which now yields a higher O&M Assessment with the expectation that the Boundary Amendment would be approved by the State prior to the end of the Fiscal Year. Mr. Haber explained the budget approval process. A notice will be sent to each homeowner with respect to the proposed increase in the O&M Assessment.

Ms. Stewart asked what the District has remaining at the end of the year. Ms. Carvalho reviewed Exhibit A, the Actual expenses through February 28, 2021. It shows anticipated expenses for contractual obligations. It outlines total anticipated expenses for 2021, the adopted budget for Fiscal year 2021 and what is being proposed. She stated there are certain line items that have all been expensed or are expenses on a pro-rated basis, certain line items have not been expensed at all. The Landscape Improvements have not been expensed yet. There are certain projects that the District Board might have coming up before the end of the Fiscal Year.

Ms. Stewart asked about the \$70,000.00 amount for Security. Mr. Veazey stated that amount is for the security monitoring of the Amenity Center. Mr. Veazey asked about security patrols through the community. Mr. Haber stated when a CDD is established they are granted some powers by Chapter 190 Florida Statutes. Once granted a request needs to be made for special powers for the Amenity facilities and security. If the District has those security powers they have the ability to fund security that would roam the neighborhood and if not the CDD has the authority to pay for security to secure its own area of its own improvements. Mr. Haber thinks the District has security powers.

Mr. Card stated he is roaming the neighborhood. Ms. Stewart requested the Board Members receive the invoices from Mr. Card. Ms. Ripoll will sent the payment authorizations to the Board. A discussing took place about adding patrol to the neighborhood. Mr. Veazey stated if the Board wants security patrol in the District the District must get a quote from Advanced Security because there might be additional hours needed for the budget.

Ms. Stewart and Mr. Veazey previously discussed looking at the items like the repairs and maintenance building and landscape. There is money in the budget to move forward with these items. When reviewing upcoming proposals for this year the Board needs to keep an eye on the budget. Ms. Ripoll explained what the Board is being asked to do today is to approve a preliminary budget and setting a public hearing. Between now and the Public Hearing changes can still be made to the Proposed Budget the only caveat is the Budget cannot exceed the total Net Revenue after today.

Ms. Ripoll asked Mr. Haber if the District will be sending assessment letters to all homeowners regarding the increase and he said yes. Those need to be sent 20 days in advance of the July 12, 2021 Public Hearing. Mr. Haber's office will work with District Management on the assessment letter. The District must send a publication for the assessment letter to place an ad and also for the public hearing.

Ms. Stewart asked if the District had to hold its meetings at the offices of ICI. Ms. Ripoll noted that today the District has to pick a location for the Public Hearing but in the future the District can meet somewhere else within the County the District resides Ms. Ripoll can work with the Board to choose a location for any meeting after the upcoming public hearing.

Ms. Sanford asked if a gate going up in Kenniston is in this budget. She stated she spoke about a gate surrounding the retention pond in Kenniston. Mr. Veazey stated he has a price on that gate for the Board to consider. The Board has not yet approved the gate. Ms. Ripoll noted the Board will discuss that later in the agenda. Mr. Haber stated

even if there are not line items in this budget for that there is \$50,000.00 in an account available for those types of Capital Improvements.

Ms. Ripoll requested a motion to approve Resolution 2021-04, setting a Public Hearing for July 12, 2021 at ICI at 12:00 p.m.

On MOTION by Ms. Stewart, seconded by Ms. Sanford, with all those in favor, the Board approved Resolution 2021-04, Approving a Preliminary Budget for Fiscal Year 2022 and Set July 12, 2021 as the Public Hearing Date.

Discussion Regarding Traffic Calming Petition Process

Ms. Sanford requested this item be on the agenda. A lengthy discussion took place regarding requests for speed bumps, turning the stop signs on Deviston, and the addition of speed limit signs.

Mr. Haber stated if the Board has a desire to move forward with seeking the Traffic Calming Device on the City owned roads it can undertake the process on behalf of the neighborhood. It can also be done by a neighborhood committee. This is not necessarily a CDD issue. Neighborhood Traffic Calming Device Committee if it contains more than one Board member would need to be a publicly noticed meeting and any communication between Board members is problematic due to the Sunshine law.

Mr. Veazey stated the City has already said they do not want to change the stop signs. He stated the District would want City approval or engineering approval to change the corners of the stop signs. The City would have to approve the addition of new stop signs. Mr. Haber stated even on CDD owned roads if they are going to put a formal traffic enforcement device such as a stop sign they still need the local government approval. It raises concerns about liability for the City and CDD. The City might be more willing to approve the signs if it is paid for by the CDD.

Ms. Stewart stated the City indicated the CDD was responsible for requesting these things. Ms. Sanford proposed a motion to vote to request the City to add additional stop signs. Ms. Ripoll asked Mr. Haber if that was necessary. He said no as long as it is an informational call. However, if the motion is to grant authority to make the request and if approved for the signs to go up then a vote is appropriate.

Ms. Ripoll noted she can table this discussion for now and at the next meeting it will be added to the agenda with an update regarding the speeding signs. Mr. Card offered helping the Board with this request. Ms. Ripoll requested that anything be first emailed to District management so they can distribute it to everyone with the proper verbiage and requested the Board not reply back to each other due to the Sunshine Law.

Review and Consideration of Arbitrage Rebate Calculation Report Series 2005A

Ms. Ripoll noted the Bonds have no rebate arbitrage liability or yield of reduction payment in the amount for the period beginning February 14, 2005 and ending January 31, 2021.

On MOTION by Mr. Stewart, seconded by Ms. Scarlett, with all those in favor, the Board accepted the Arbitrage Rebate Calculation Report Series 2005A.

Review of District Management Services Comparison Sheet

Ms. Ripoll presented to the Board the District Management Services Comparison Sheet. This was a follow up from the original meeting in January about district management companies in similar nature to Villages of Westport that is managed by different companies. Ms. Carvalho stated in the Duval County or Jacksonville area she tried to take certain districts of similar characteristics to Villages of Westport to provide that analysis for the Board's review. She stated most companies that do district management have other services like arbitrage, accounting, re-amortization and or assessment administration and that is separate from the district manager fees seen in the district manager services comparison sheet. The fees in the comparison sheet is strictly looking at apples to apples as it relates to district management fees specifically.

Mr. Carvalho noted for the most part out of all the other Districts that were compared as to their O&M Budget and the fees for District management, Villages of Westport is still at a lower rate than some of these respective Districts.

A lengthy discussion took place about replacing PFM for their failure to keep Leland Management accountable to their scope of work.

Ms. Sanford stated she wants to get proposals from other District Management Companies and terminating PFM Group Consulting LLC. Mr. Haber stated if the Board would like for that to be the action it is in the Board's discretion to do so. In that process of submitting a proposal generally a CDD will rely on District Counsel to perform that process of reaching out to other companies to see if there is an interest in submitting a proposal to provide services for District Management Services.

Ms. McCarrick spoke at length that the issue is with Leland Management not PFM and it is the Board's responsibility to keep Leland Management accountable.

A discussion took place to work towards making Leland Management do what they are supposed to do and if they cannot manage to get it together to the Board's satisfaction the District has options to terminate Leland Management. Ms. Stewart suggested moving Mr. Wicker. Mr. Wicker told her his schedule does not allow him to make regularly scheduled announced inspections the Board wants. He confirmed that is correct. He does not do prearranged inspections. He does periodic inspections of the HOA. Mr. Veazey noted the HOA is separate from the CDD. Leland Management is getting paid for two different jobs. One from the CDD and one from the HOA. A lengthy discussion took place.

Mr. Veazey stated at a previous meeting Ms. Sanford asked for proposals to replace Leland Management and the District Manager solicited proposals from 3 different companies and only got a response back from Leland. He asked the Board to consider what they need to do with Leland before requesting RFPs to replace PFM. Ms. Sanford asked if she could solicit proposals for Field Management Services. Ms. Ripoll said yes. Ms. Sanford stated she will also work with Mr. Haber to solicit proposals for District Management Services.

Mr. Card stated he reported the issue with the trees as depicted in the photos to Mr. Veazey and within 2 days they were removing the trees. The photos were taken after the District experienced a windstorm. A lengthy discussion ensued.

On MOTION by Ms. Sanford, seconded by none, the motion for Mr. Haber to proceed with an RFP District Management Services failed.

Ms. Ripoll offered to assist Ms. Sanford in working with Leland Management. She offered her cellphone number and asked to work with Ms. Sanford as a team and asked

her to give her and Ms. Carvalho a chance to work with her. Ms. Carvalho stated it is important for the Board to remember that PFM is a contract like every other contract provided to the District. While she keeps hearing, PFM is not holding Leland Management accountable Leland Management was hired as a contract like PFM to be accountable for their scope of work. If the Board is looking at the PFM contract and the scope of services within PFM and PFM is not holding accountable to the scope of services in their contract, then that is a different conversation. She asked the Board to keep that in mind when they are going through that exercise because there is a big distinction and difference between one company and the other as it relates to the management of this District.

Ms. Ripoll and Ms. Sanford will work together on getting more proposals for Field Management Services.

Review of Field Management Services RFP

District staff reached out to 3 field management companies with the RFP, Evergreen Lifestyles Management, Leland Management and First Coast Management. District staff received one sealed bid from Leland Management, and heard from Evergreen that due to lack of staffing they replied back that they are not going to provide proposal at this time.

Ms. Ripoll will work with Ms. Sanford on proposals for the July meeting.

Ratification of E- Verification Application for the District

Ms. Ripoll explained per Section 448.095, Florida Statutes. This section requires public employers to register with and use the E-Verify system. All Community Development Districts, whether they directly employ employees or contract for work and services, must register with the E-Verify system. E-Verify is an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees. All CDDs must enroll through the Department of Homeland Security's website and execute a Memorandum of Understanding that provides the terms of agreement between the employer and DHS. Ms. Ripoll went to that website and went through all the modules, took the test and registered Villages of Westport CDD.

On MOTION by Ms. Stewart, seconded by Ms. Scarlett, with all those in favor, the Board ratified the E-Verification Application for the District.

Review of Pending Items from Previous Board Meeting

Mr. Veazey stated there was a request to get a price for a 6-foot fence around the Amenity Center replacing the 54" fence that is there. The cost is \$19,450.00.

Ms. Stewart shared the 3-4 proposals from a few different companies with the Board. She was told it might be better to do an 8-foot fence to deter climbing over. She passed the proposal around.

Ms. Ripoll asked for this item to be tabled. Ms. Sanford wants to look at the budget.

District management is going to work on an open action item list and send it to Ms. Sanford.

The Board reviewed the proposal for the closed message bulletin Board. Ms. Ripoll noted the cost is \$6,639.11 and the second was \$7,494.00. which is \$2,200.00 each for three entrances.

Ms. Sanford suggested a community website with a certain page listed as a bulletin board and residents would know to go to that website. Ms. Ripoll stated that is why Villages of Westport has the District website which is also ADA compliant. Ms. Sanford suggested an additional resident website where they could go on for announcements and a bulletin board for updates. Go daddy has a website for \$200 per year. Ms. Ripoll asked Ms. Sanford to send her the information. Ms. Stewart stated the newsletter is the HOA not CDD. Ms. Ripoll asked the Board to direct residents to contact her so she can add them to the distribution list for all the agendas and any updates the Board sends to her and direct them to the website. Ms. Stewart suggested getting all residents emails from Leland. Ms. Ripoll replied that residents must request to be put on the distribution list as she is not permitted to get their contact information without their consent because of public records law. The bulletin board item will be tabled for now.

Ms. Ripoll is going to work on an open action list with Ms. Sanford.

The Board reviewed the pool chair repair for \$300.00 to reattach the loose straps.

On MOTION by Ms. Stewart, seconded by Mr. Scarlett, with all those in favor, the Board approved Coastal Services proposal in the amount of \$300.00 for pool chair repair.

Mr. Veazey discussed the landscaping proposal that was brought to the Board at the last meeting. At the last meeting the Board approved up to \$5,000.00 but he went back to the landscape company and there is no clear way to cut \$4,300.00 off the proposal. A discussion took place about items to remove from that proposals. A discussion took place to remove the irrigation from the proposal. Ms. Sanford requested another proposal. Ms. Stewart will work with her on getting the proposal.

Mr. Veazey received two proposals for mulch. One was from mulch masters for \$5,648.00. The other proposal was from Gateway for \$10,800.00 for mulching. The Board asked about rubber mulch. Mr. Veazey said the cost is seven times that amount. Mr. Veazey indicated there is money in the budget for mulch. Ms. Sanford asked to work with Ms. Ripoll for another proposal. A discussion took place about the various mulch proposals.

On MOTION by Ms. Sanford, seconded by Ms. Stewart, with all those in favor, the Board approved not to exceed \$6,000.00 for mulch and get one more proposal.

Mr. Veazey got a proposal for soccer nets. The new nets are \$7,000.00 repair was \$350.00 to repaint and add the nets. A discussion took place whether the nets are used. Ms. Sanford said the nets are used. That Board directed staff to repaint the frame and place new nets instead of replacing the goals.

Mr. Veazey stated the palm trees were complete. The pressure washing of the pool deck and furniture was complete. The stone was approved at the last meeting and he needs to check on completion. The access card with pictures was an item on the list. He stated with the current door key system new cards with pictures will be \$7.00 each and 2 per household. It is expensive to get the cards. He will solicit other proposals. It must be compatible with door king.

Mr. Veazey spoke about the fence gap. The PVC fence is \$920.00 and aluminum is \$880.00. That area is needed for access to take care of the lake and mowing. Whatever

fence goes there has to have a gate. Ms. Sanford requested a lock for the gate only the contractors have access. She also asked for PVC fence to close up that area from kids walking through. A discussion took place about if that whole area is CDD property. Mr. Veazey will look into it. Ms. Ripoll will go on the property appraiser website to see. Ms. Sanford asked to approve a not to exceed amount. Ms. Ripoll suggested waiting to the next meeting because she will present a spreadsheet with all these prices and proposals for the Board to review.

Mr. Veazey discussed annual plants. He told the Board to let Yellowstone know the areas they want annuals. It will be an increase to the budget if they want additional annuals. Ms. Ripoll will add that to the action list.

A homeowner asked about the maintenance of the grass around the retention pond in Kenniston inside the gate. Mr. Veazey stated all the ponds are being maintained. Ms. Sanford stated there is trash and weeds in that pond. Ms. Ripoll will make a note of that issue and follow up with the vendors accordingly. A lengthy discussion took place. This area is on two properties. Ms. Stewart asked the homeowner to call her so they can work on this together.

Mr. Veazey stated there is an option to provide a photo access card to every resident over the age of 16. It is a Board decision because there is a cost to that. The reason the CDD had two for each household was to limit cards so children didn't hand them out to friends or guests. A lengthy discussion took place. Ms. Ripoll will add this to the action list.

A discussion took place about adding communication options to the action list. Ms. Sanford noted many people are still confused about the pool hours, if its open, the age limit. Ms. Ripoll can draft information and send it to the distribution list. Ms. Stewart requested a copy of the Rules for the District for her and Mr. Card. Ms. Ripoll will work on the information regarding the Amenity Center rules and send it to the Board to review before sending it to the distribution list. The Board asked if the District was still under a government mandate.

The District is following recommendations from the CDC. The Amenity Center is at half capacity, no more than 3 people in the waiting room and no visitors at this time. Mr. Haber replied there are no governmental mandates. Any restrictions that are put on the use of the facility is the Board's discretion. He stated some CDDs have opened up completely and some have restrictions that remain in place until there is more certainty with respect to vaccinations etc. A number of insurance companies prefer that some level of restriction be put in place although they are not requiring any restrictions in order

to say that the District is covered should a claim arise. A lengthy discussion took place. The current restrictions will be left in place. Ms. Ripoll will direct individuals to the District website for information. Mr. Veazey stated the District is operating under Amenity Policies and he was not sure if the current covid policy is on the website, Ms. Ripoll stated she can put it on there. Ms. Sanford stated the District needs to provide Mr. Card with an enforceable policy. A discussion took place regarding enforcing mask and social distancing in the pool area. Ms. Sanford asked something to be put on the website regarding the covid policy that masks are not mandatory in open areas but are mandatory in the waiting room and the gym. Ms. Ripoll will draft the language and Mr. Haber will email her the original covid rules the District had in place.

The next item on the list was a discussion to replace all vendors and contractors. District staff is working on this item. The stop signs were the next item. District staff is working on this. The District also already discussed the wall. Mr. Veazey presented the discussion on a maintenance schedule. Mr. Ripoll is starting the list.

The next item was to discuss the CDD Bond. Ms. Sanford stated there were Capital Bonds cashed in last year in the total of \$435,000.00 and asked what the money was used for. Mr. Haber stated all property in the District had assessments on it that secured the bonds. Sometimes homebuilders will pay off the Debt assessment and those moneys that are paid by the builders are used to pay off or redeem the Bonds. Ms. Sanford will email Ms. Ripoll so District staff can get a better clarification of her question in order to answer her question. Ms. McCarrick stated every year in May is a principal and interest payment is paid. The principal in 2021 is \$455,000.00 and there could be additional principal payments if the homeowner pays off their debt or is a builder paid off the debt.

Ms. Sanford asked Mr. Card can she gets security footage. Mr. Card stated he cannot under state statute 493 due to the privacy act. He cannot release any footage without that entity's approval. He can send it to Mr. Haber and Mr. Veazey. Ms. Stewart requesting access to the footage cannot be approved by Mr. Card unless he is authorized by Mr. Haber. Mr. Haber stated the security footage under Florida law is confidential and exempt from public record. He is able to share it with Board members and District staff and law enforcement. Board members or staff that are shared that footage cannot share it with other members of the public and doing so could be problematic. Ms. Stewart stated some members of the community needs to see what is going on. She is not interested in sharing it with everyone but someone in the community needs to see what is going on. Mr. Haber stated she as a Board member can look at it, but the law prohibits her from sharing with a member of the community. Mr. Haber stated if a parent asks a Board Member to confirm or deny if their child was in the footage. The

Board member can say yes or no but the Board member is not able to provide the footage directly to the resident or the member of the public. That answered Ms. Stewart's question.

Ms. Sanford noted less than \$5,000,000.00 was set aside for infrastructure including a planned Amenity Center, landscaping at a later date. She looked at permits on the Duval County website which says a swimming pool was \$110,000.00 the Club for Westport was \$234,000.00 she asked about the remainder of the money that was set aside in 2009. Ms. Ripoll will get a breakdown for the bond money that was utilized for the Amenity Center.

Ms. Sanford stated there are over 500 homes and that pool has the capacity for 90 people. She asked people have to take turns to use the pool? Mr. Veazey stated the Board had previous discussions about the Amenity and future development and the ability for residents to have the choice to go to a future Amenity. There would be O&M expenses to do that. It is up to the Board whether to have an additional Amenity Center. Mr. Veazey stated if the playground is small some of the \$50,000.00 could go to that because the District has approximately \$50,000.00 to use for Capital Improvements.

Mr. Veazey had a note to discuss the security gates for each subdivision entrance. He noted that would be very expensive if it was possible. The District was never designed to be a gated community. There are space requirements for gates. Ms. Sanford stated she spoke with a company who came out and said it can be done but he has to find out about doing the arms system. Mr. Veazey stated Ms. Sanford needs to speak with the City of Jacksonville Engineering in regards to this matter. Depending on where the arms are placed a certain amount of stacking is required because it can cause a backup at each gate and it could be a liability.

Mr. Veazey discussed the basketball court gate lock. Whoever is using the court continues to break it. Ms. Sanford asked for the gate to stay but keep it unlocked with a latch hook.

**Ratification of Payment
Authorizations 2019-74 – 2019- 76
& 2020- 77- 2020- 95**

The Board reviewed Payment Authorizations 2019-74 – 2019- 76 & 2020- 77- 2020- 95. They have been previously approved and signed by the Chair and need ratified by the Board.

Ms. Sanford asked about Payment Authorization 2020-74 which outlines removing dead palm trees by Advance Security Specialist and Consultant. She asked why Mr. Card removed the palm tree. Mr. Veazey stated Mr. Card provided a price and the District had him remove the dead palm trees. Mr. Card stated his company is Advanced Security Specialists and Consulting. It saved the District some money to remove the trees. Ms. Sanford wanted to make sure this Payment Authorization was for the dead palm tree and not the dead hogs. It was for the palm tree. Mr. Card stated the hogs did over \$4,000.00 worth of damage to residences and yards. He contacted the Jacksonville Sheriff's office and a couple of the SWAT team came out and eliminated the hog in a safe way. A resident had it trapped on his property and wanted it removed. When it went from a community terror to being trapped in a resident's house it was the resident's decision on what to do. Ms. Sanford requested photos of the removal of the dead palm tree. Mr. Card wanted to remove the dead palm tree because he was concerned about the safety of children. He contacted a licensed company to do the work. Ms. Sanford asked to see the copy of the proposal Mr. Card received from the sub-contractor. Ms. Ripoll will send it to Ms. Sanford.

On MOTION by Ms. Stewart, seconded by Ms. Scarlett, with all those in favor, the Board ratified Payment Authorizations 2019-74 – 2019- 76 & 2020-77 - 2020- 95 and not 2020-74.

Review of District Financial Statements

The Board reviewed the financials through March 31, 2021.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Mr. Haber stated a question was raised at the last meeting regarding towing. He included a memorandum regarding what the District is able to do with respect to towing and provide a quick summary. The District has the right to set policies related to parking and towing on property that it owns. To the extent the District wants to impose a towing policy it first needs to determine what that policy will be and which areas the District owns does it want to enforce a towing policy. policy He provided an example from another District that wanted to prevent overnight policy. To the extent

the District want to impose a policy the District is required to publish a notice in the newspaper and hold a public hearing to put that policy in place. Once in place the District is required to enter into an agreement with a towing company who would enforce the District's towing policy. Those agreements are at no expense to the District because those companies earn their money from the cars that they are towing. Mr. Veazey asked Mr. Card if there are any issues with individuals parking at the Amenity. Mr. Card stated people still park there and a resident still parks his company vehicle on the right of way of the JEA easement. Ms. Ripoll asked if the Board wants to move forward with setting a public hearing so she can run an add in the newspaper to coincide with the July 12, 2021 meeting. Ms. Sanford asked Ms. Ripoll to hold off on the advisement and make this an agenda item for the next meeting. Furthermore, between now and then Ms. Sanford will speak to the neighborhood.

District Engineer – Not Present

District Manager – District management will be working on the Preliminary Budget for FY 2022. Ms. Ripoll will draft the assessment letter and proper notifications to be placed in the newspaper. She will start the open item action spreadsheet and work with Ms. Sanford on that. Ms. Ripoll will work on the verbiage to send the e-blast to the residents regarding the mask mandates at the gym, pool, and amenity center.

The next meeting will be held July 12, 2021. A quorum will be required. The Board approved the resolution for the budget to be adopted on July 12, 2021 but the District will not have in person quorum for that meeting. Mr. Haber stated the Board can determine a better date where they will have quorum and do a motion to amend that resolution to update the date. A discussion took place. The budget meeting will be scheduled for July 22, 2021 at 12:00 p.m. at this location. Ms. Ripoll requested a motion to amend Resolution 2021-04.

On MOTION by Ms. Stewart, seconded by Ms. Sanford, with all those in favor, the Board amended Resolution 2021-04, Approving a Preliminary Budget for Fiscal Year 2022 and Set July 22, 2021 at 12:00 at this location as the Public Hearing Date.

Ms. Ripoll will cancel the July 12, 2021 meeting and send a calendar invite to the Board and District staff for July 22, 2021.

Audience Comments and Supervisor Requests

Ms. Sanford stated a homeowner requested a bus rest area for kids waiting for the bus stop. She asked if that can be added. Mr. Veazey stated the District has \$50,000.00 for capital expenses. Ms. Ripoll noted District staff will look into this and add it to the list.

Ms. Sanford noted a resident suggested a movie night, but the District needs a screen or projector. Mr. Veazey stated that is up to the Board. There is \$2,000.00 in the budget for this year for events and some was spent on signs. Ms. Ripoll will look into how much a screen cost. Ms. Ripoll asked as the District gets closer to the budget meeting, they can have Ms. Champagne provide a cash flow analysis that outlines year to date actuals and anticipated expenses and cash remaining. Ms. Ripoll will work with Ms. Champagne on this.

FOURTH ORDER OF BUSINESS

Adjournment

There was no additional business to be discussed. Ms. Ripoll requested a motion to adjourn.

On MOTION by Ms. Stewart, seconded Ms. Scarlett, with all those in favor, the April 12, 2021 Board of Supervisors Meeting of the Villages of Westport CDD was adjourned at 3:07 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review & Acceptance of Fiscal Year 2020 Audit
Report

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2020**

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Villages of Westport Community Development District
Duval County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Villages of Westport Community Development District, Duval County, Florida ("District") as of and for the fiscal year ended September 30, 2020, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund, of the District as of September 30, 2020, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

June 29, 2021

MANAGEMENT'S DISCUSSION AND ANALYSIS

The management of the Villages of Westport Community Development District, Duval County, Florida ("District") would like to offer the readers of the District's financial statements this discussion and analysis of the District's financial activities for the fiscal year ended September 30, 2020. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The liabilities of the District exceeded its assets at the close of the most recent fiscal year resulting in a net position deficit balance of (\$3,261,845).
- The change in the District's total net position in comparison with the prior fiscal year was \$354,628, an increase. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2020, the District's governmental funds reported combined ending fund balances of \$1,657,797, an increase of \$222,622 in comparison with the prior fiscal year. A portion of fund balance is non-spendable for prepaid items, restricted for debt service and capital projects, assigned for subsequent year's expenditures and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by assessments. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance functions.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category, the governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, debt service fund and capital projects fund, all of which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, liabilities exceeded assets at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION SEPTEMBER 30,		
	2020	2019
Assets, excluding capital assets	\$ 1,683,104	\$ 1,607,383
Capital assets, net of depreciation	5,824,615	6,060,709
Total assets	7,507,719	7,668,092
Liabilities, excluding long-term liabilities	274,564	429,565
Long-term liabilities	10,495,000	10,855,000
Total liabilities	10,769,564	11,284,565
Net Position		
Net investment in capital assets	(4,380,544)	(4,542,941)
Restricted	963,079	812,038
Unrestricted	155,620	114,430
Total net position	\$ (3,261,845)	\$ (3,616,473)

GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure); less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position increased during the most recent fiscal year. The majority of the increase represents the extent to which ongoing program revenues exceeded the cost of operations and depreciation expense.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2020	2019
Revenues:		
Program revenues		
Charges for services	\$ 1,470,782	\$ 1,122,557
Operating grants and contributions	13,038	23,374
Capital grants and contributions	3,492	5,128
General revenues		
Miscellaneous and investment earnings	593	1,339
Total revenues	1,487,905	1,152,398
Expenses:		
General government	75,480	66,537
Maintenance and operations	448,242	288,618
Interest	609,555	628,089
Total expenses	1,133,277	983,244
Change in net position	354,628	169,154
Net position - beginning	(3,616,473)	(3,785,627)
Net position - ending	\$ (3,261,845)	\$ (3,616,473)

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2020 was \$1,133,277. The costs of the District's activities were funded by program revenues. Program revenues are comprised primarily of assessments. In total, program revenues increased over the prior year. In total, expenses, including depreciation, increased from the prior fiscal year, the majority of the increase was the result of an increase in professional services including the landscape maintenance and repairs.

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2020, the District had \$6,989,713 invested in capital assets for its governmental activities. In the government-wide financial statements depreciation of \$1,165,098 has been taken, which resulted in a net book value of \$5,824,615. More detailed information about the District's capital assets is presented in the notes of the financial statements.

Capital Debt

At September 30, 2020, the District had \$10,495,000 in Bonds outstanding. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year. In addition, it is anticipated that the general operations of the District will remain fairly constant

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide property owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Villages of Westport Community Development District's Finance Department at 12051 Corporate Boulevard, Orlando, Florida 32817.

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2020**

	Governmental Activities
ASSETS	
Cash	\$ 159,867
Investments	5,035
Assessments receivable	164,246
Interest receivable	322
Prepays and deposits	16,025
Restricted assets:	
Investments	1,337,609
Capital assets:	
Nondepreciable	2,020,928
Depreciable, net	3,803,687
Total assets	<u>7,507,719</u>
LIABILITIES	
Accounts payable	25,307
Accrued interest payable	249,257
Non-current liabilities:	
Due within one year	460,000
Due in more than one year	10,035,000
Total liabilities	<u>10,769,564</u>
NET POSITION	
Net investment in capital assets	(4,380,544)
Restricted for debt service	963,079
Unrestricted	155,620
Total net position	<u>\$ (3,261,845)</u>

See notes to the financial statements

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary government:					
Governmental activities:					
General government	\$ 75,480	\$ 75,480	\$ -	\$ -	\$ -
Maintenance and operations	448,242	252,745	-	3,492	(192,005)
Interest on long-term debt	609,555	1,142,557	13,038	-	546,040
Total governmental activities	<u>1,133,277</u>	<u>1,470,782</u>	<u>13,038</u>	<u>3,492</u>	<u>354,035</u>
General revenues:					
Unrestricted investment earnings					108
Miscellaneous					<u>485</u>
Total general revenues					<u>593</u>
Change in net position					354,628
Net position - beginning					<u>(3,616,473)</u>
Net position - ending					<u><u>\$ (3,261,845)</u></u>

See notes to the financial statements

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2020**

	Major Funds			Total
	General	Debt Service	Capital Projects	Governmental Funds
ASSETS				
Cash	\$ 159,867	\$ -	\$ -	\$ 159,867
Investments	5,035	1,047,846	289,763	1,342,644
Assessments receivable	-	164,246	-	164,246
Interest receivable	-	244	78	322
Prepaid items	16,025	-	-	16,025
Total assets	\$ 180,927	\$ 1,212,336	\$ 289,841	\$ 1,683,104
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 25,307	\$ -	\$ -	\$ 25,307
Total liabilities	25,307	-	-	25,307
Fund balances:				
Nonspendable:				
Prepaid items	16,025	-	-	16,025
Restricted for:				
Debt service	-	1,212,336	-	1,212,336
Capital projects	-	-	289,841	289,841
Assigned for:				
Subsequent year's expenditures	40,000	-	-	40,000
Unassigned	99,595	-	-	99,595
Total fund balances	155,620	1,212,336	289,841	1,657,797
Total liabilities and fund balances	\$ 180,927	\$ 1,212,336	\$ 289,841	\$ 1,683,104

See notes to the financial statements

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET –
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2020**

Total fund balances - governmental funds \$ 1,657,797

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets in the net position of the government as a whole.

Cost of capital assets	6,989,713	
Accumulated depreciation	<u>(1,165,098)</u>	5,824,615

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(249,257)	
Bonds payable	<u>(10,495,000)</u>	<u>(10,744,257)</u>
Net position of governmental activities		<u><u>\$ (3,261,845)</u></u>

See notes to the financial statements

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Major Funds			Total
	General	Debt Service	Capital Projects	Governmental Funds
REVENUES				
Assessments	\$ 328,225	\$ 1,142,557	\$ -	\$ 1,470,782
Interest income	108	13,038	3,492	16,638
Miscellaneous	485	-	-	485
Total revenues	328,818	1,155,595	3,492	1,487,905
EXPENDITURES				
Current:				
General government	75,480	-	-	75,480
Maintenance and operations	212,148	-	-	212,148
Debt service:				
Principal	-	360,000	-	360,000
Interest	-	617,655	-	617,655
Total expenditures	287,628	977,655	-	1,265,283
Excess (deficiency) of revenues over (under) expenditures	41,190	177,940	3,492	222,622
OTHER FINANCING SOURCES (USES)				
Interfund transfer in (out)	-	(34,999)	34,999	-
Total other financing sources (uses)	-	(34,999)	34,999	-
Net change in fund balances	41,190	142,941	38,491	222,622
Fund balances - beginning	114,430	1,069,395	251,350	1,435,175
Fund balances - ending	\$ 155,620	\$ 1,212,336	\$ 289,841	\$ 1,657,797

See notes to the financial statements

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

Net change in fund balances - total governmental funds	\$	222,622
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Amounts reported for governmental activities in the statement of activities
are different because:

Depreciation of capital assets is not recognized in the governmental fund statements but is reported as an expense in the statement of activities.		(236,094)
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Repayment of long-term liabilities are reported as expenditures in the governmental fund statement but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.		360,000
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The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.		8,100
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Change in net position of governmental activities	\$	<u>354,628</u>
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See notes to the financial statements

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

Villages of Westport Community Development District ("District") was created on June 14, 2004 by Rule 42QQ-1, Florida Administrative Code, adopted by the Florida Land & Water Adjudicatory Commission, pursuant to the Uniform Community Development District Act of 1980, and otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected on an at large basis by the qualified electors within the District. The Board exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes. At September 30, 2020, certain members were affiliated with ICI Homes ("Developer").

The Board has the final responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting; however, debt service expenditures are recorded only when payment is due.

Assessments

Assessments are non-ad valorem assessments on all assessable property within the District. Assessments are levied to pay for the operations and maintenance and debt service of the District. The fiscal year for which annual assessments are levied begins on October 1 and, if collected using the Uniform Method of Collection, with discounts available for payments through February 28 and become delinquent on April 1. Alternatively, the District adopts a resolution providing for the collection dates and directly collects the assessments.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Projects Fund

This fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Deposits and Investments

The District's cash on hand and demand deposits are considered to be cash and cash equivalents.

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

The State Board of Administration's ("SBA") Local Government Surplus Funds Trust Fund ("Florida PRIME") is a "2a-7 like" pool. A "2a-7 like" pool is an external investment pool that is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which comprises the rules governing money market funds. Thus, the pool operates essentially as a money market fund. The District has reported its investment in Florida PRIME at amortized cost for financial reporting purposes.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured and any unspent Bond proceeds are required to be held in investments as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are completed and placed in service.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Roadways and other	20
Storm water system	25
Amenity facilities	20

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities and Net Position or Equity (Continued)

Fund Equity/Net Position (Continued)

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE 4 – DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District's investments were held as follows at September 30, 2020:

	Amortized Cost	Credit Risk	Maturities
Investment in Local Government Surplus Funds Trust Fund (Florida PRIME)	\$ 1,194,887	S&P AAAm	Weighted average of the portfolio: 48 days
US Bank Mmkt 5	147,757	N/A	N/A
Total Investments	<u>\$ 1,342,644</u>		

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

Investments (Continued)

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indenture limits the type of investments held using unspent proceeds.

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. For external investment pools that qualify to be measured at amortized cost, the pool's participants should also measure their investments in that external investment pool at amortized cost for financial reporting purposes. Accordingly, the District's investments have been reported at amortized cost above. Disclosures in blue only required for Florida PRIME

External Investment Pool – With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that "The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days." With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2020, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value.

NOTE 5 – INTERFUND TRANSFERS

Interfund transfers for the fiscal year ended September 30, 2020 were as follows:

Fund	Transfer in	Transfer out
Debt service	\$ -	\$ 34,999
Capital projects	34,999	-
Total	<u>\$ 34,999</u>	<u>\$ 34,999</u>

Transfers are used to move revenues from the fund where collection occurs to the fund where funds have been reallocated for use. In the case of the District, transfers from the debt service fund to the capital projects fund were made in accordance with the Bond Indentures.

NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2020 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land improvements	\$ 2,020,928	\$ -	\$ -	\$ 2,020,928
Construction in progress	2,823,789	-	(2,823,789)	-
Total capital assets, not being depreciated	<u>4,844,717</u>	<u>-</u>	<u>(2,823,789)</u>	<u>2,020,928</u>
Capital assets, being depreciated				
Infrastructure - roadways and other	910,456	-	-	910,456
Infrastructure - stormwater system	1,234,540	-	-	1,234,540
Amenity facilities	-	2,823,789	-	2,823,789
Total capital assets, being depreciated	<u>2,144,996</u>	<u>2,823,789</u>	<u>-</u>	<u>4,968,785</u>
Less accumulated depreciation for:				
Infrastructure - roadways and other	591,798	45,523	-	637,321
Infrastructure - stormwater system	337,206	49,382	-	386,588
Amenity facilities	-	141,189	-	141,189
Total accumulated depreciation	<u>929,004</u>	<u>236,094</u>	<u>-</u>	<u>1,165,098</u>
Total capital assets, being depreciated, net	<u>1,215,992</u>	<u>2,587,695</u>	<u>-</u>	<u>3,803,687</u>
Governmental activities capital assets	<u>\$ 6,060,709</u>	<u>\$ 2,587,695</u>	<u>\$ (2,823,789)</u>	<u>\$ 5,824,615</u>

Depreciation expense was charged to the maintenance and operations function.

The total expected cost of the District's infrastructure improvements was estimated at approximately \$47 million. A portion of the Series 2005A Bonds discussed in Note 7 were for the acquisition and construction of certain infrastructure improvements. The balance of the District's improvements was to be funded either by the Developer or by the issuance of additional bonds.

At September 30, 2020, there is a balance of \$234,589 in the deferred cost account. The District has not yet determined if a liability exists for deferred costs.

NOTE 7 – LONG-TERM LIABILITIES

On February 1, 2005 the District issued \$24,345,000 of Capital Improvement Revenue Bonds, Series 2005A. \$4,265,000 of the Bonds is due May 1, 2015 with a fixed interest rate of 5.125%; \$3,130,000 of the Bonds is due May 1, 2020 with a fixed interest rate of 5.4%; \$16,950,000 of the Bonds is due May 1, 2035 with a fixed interest rate of 5.7%. The Bonds were issued to finance the acquisition and construction of certain improvements for the benefit of the District. Interest is to be paid semiannually on each May 1 and November 1, and the principal is to be paid annually on each May 1, commencing May 1, 2006.

The Series 2005A Bonds are subject to redemption at the option of the District prior to their maturity. In addition, the Bonds are subject to extraordinary mandatory redemption prior to their selected maturity as outlined in the Bond Indenture.

The Bond Indenture established a debt service reserve requirement as well as other restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2020.

Changes in long-term liability activity for the fiscal year ended September 30, 2020 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Series 2005A Bonds	\$ 10,855,000	\$ -	\$ 360,000	\$ 10,495,000	\$ 460,000
Total	\$ 10,855,000	\$ -	\$ 360,000	\$ 10,495,000	\$ 460,000

At September 30, 2020, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2021	\$ 460,000	\$ 598,215	\$ 1,058,215
2022	485,000	571,995	1,056,995
2023	515,000	544,350	1,059,350
2024	540,000	514,995	1,054,995
2025	570,000	484,215	1,054,215
2026-2030	3,405,000	1,892,685	5,297,685
2031-2035	4,520,000	802,275	5,322,275
	<u>\$ 10,495,000</u>	<u>\$ 5,408,730</u>	<u>\$ 15,903,730</u>

NOTE 8 – DEVELOPER TRANSACTIONS AND CONCENTRATION

The Developer owns a portion of land within the District; therefore, assessment revenues in the general and debt service funds include the assessments levied on those lots owned by the Developer. The District's activity is dependent upon the continued involvement of the Developer, the loss of which could have a material adverse effect on the District's operations.

NOTE 9 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting advisory services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, and other administrative costs.

NOTE 10 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

NOTE 11 – SUBSEQUENT EVENTS

Bond Payments

Subsequent to fiscal year end, the District prepaid a total of \$10,000 of the Series 2005A Bonds. The prepayments were considered extraordinary mandatory redemptions as outlined in the Bond Indenture.

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**

	Budgeted Amounts <u>Original & Final</u>	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 327,925	\$ 328,225	\$ 300
Interest income	-	108	108
Miscellaneous	-	485	485
Total revenues	<u>327,925</u>	<u>328,818</u>	<u>893</u>
EXPENDITURES			
Current:			
General government	79,295	75,480	3,815
Maintenance and operations	248,630	212,148	36,482
Total expenditures	<u>327,925</u>	<u>287,628</u>	<u>40,297</u>
 Excess (deficiency) of revenues over (under) expenditures	 <u>\$ -</u>	 41,190	 <u>\$ 41,190</u>
 Fund balance - beginning		 <u>114,430</u>	
 Fund balance - ending		 <u>\$ 155,620</u>	

See notes to required supplementary information

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
DUVAL COUNTY, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the General Fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2020.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Villages of Westport Community Development District
Duval County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Villages of Westport Community Development District, Duval County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated June 29, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

June 29, 2021



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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
Villages of Westport Community Development District
Duval County, Florida

We have examined Villages of Westport Community Development District, Duval County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2020. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2020.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Villages of Westport Community Development District, Duval County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

June 29, 2021



**MANAGEMENT LETTER PURSUANT TO THE RULES OF
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Board of Supervisors
Villages of Westport Community Development District
Duval County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Villages of Westport Community Development District, Duval County, Florida ("District") as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated June 29, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 29, 2021, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Villages of Westport Community Development District, Duval County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Villages of Westport Community Development District, Duval County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

June 29, 2021

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2019.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2020.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2020.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2020. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Public Hearing on the Adoption of the District's
Annual Budget

RESOLUTION 2021-05

THE ANNUAL APPROPRIATION RESOLUTION OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2021, submitted to the Board of Supervisors ("**Board**") of the Villages of Westport Community Development District ("**District**") proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes (“Adopted Budget”)*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Villages of Westport Community Development District for the Fiscal Year Ending September 30, 2022.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND – SERIES 2005A	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000

or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 22nd DAY OF JULY, 2021.

ATTEST:

**VILLAGES OF WESTPORT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2022 Budget

Exhibit A
Villages of Westport Community Development District
Proposed Fiscal Year 2022 Annual Operational & Maintenance Budget

	Adopted FY 2021 Budget	Proposed FY 2022 Budget
<u>Revenues</u>		
Assessments	\$287,925.00	\$290,425.00
Carry Forward Surplus	40,000.00	40,000.00
Interest Income	0.00	0.00
Net Revenues	\$327,925.00	\$330,425.00
<u>Expenditures</u>		
Public Official Insurance	\$3,258.00	\$3,258.00
Trustee Fees	3,720.00	3,720.00
Supervisor Fees	2,400.00	2,400.00
District Management Fees	25,000.00	27,500.00
Field Management	19,200.00	19,200.00
Engineering Fees	0.00	0.00
Dissemination Agent	5,000.00	5,000.00
Reamortization Schedule	500.00	500.00
District Counsel	5,000.00	5,000.00
Assessment Administration	5,000.00	5,000.00
Audit Fees	6,500.00	6,500.00
Arbitrage	1,000.00	1,000.00
Postage	250.00	250.00
Legal Advertising	1,500.00	1,500.00
Website	2,400.00	2,400.00
Miscellaneous Charges	1,000.00	1,000.00
Community Events	2,000.00	2,000.00
Dues, Licenses & Fees	175.00	175.00
Amenity - Water/Electric	45,000.00	45,000.00
Amenity - Telephone	1,500.00	1,500.00
Amenity - Insurance	4,129.00	4,129.00
Amenity - Dues & License	400.00	400.00
Amenity - Irrigation Repair	3,000.00	3,000.00
Amenity - Pool Maintenance	9,600.00	9,600.00
Amenity - Access Control	1,700.00	1,700.00
Amenity - Janitorial	8,100.00	8,100.00
Amenity - Pest Control	1,200.00	1,200.00
Amenity - R&M Building	10,127.00	10,127.00
Amenity - R&M Grounds	5,000.00	5,000.00
Amenity - Security	70,000.00	70,000.00
General Insurance	3,966.00	3,966.00
General Repairs & Maintenance	5,000.00	5,000.00
Irrigation Repairs & Maintenance	2,500.00	2,500.00
Lake Maintenance	12,000.00	12,000.00
Landscape Maintenance	46,000.00	46,000.00
Landscape Improvements	5,000.00	5,000.00
Right of Way, Lake Bank Mowing	6,000.00	6,000.00
Contingency-Hurricane Repairs	3,800.00	3,800.00
Operating & Maintenance Expenditures	\$327,925.00	\$330,425.00

Units	767
Current Year Proposed	\$378.65
	\$409.35
Prior Year Adopted	\$155.13
	\$167.71

** the district is in the process of a boundary amendment that has not been finalized and the above proposed assessments are based on that amendment

Villages of Westport CDD
Proposed Debt Service Fund Budget
Series 2005A Special Assessment Bonds FY 2021

"Exhibit B"

<u>Description</u>	<u>Proposed FY 2022 Budget</u>
<u>Revenues:</u>	
Special Assessments	\$1,006,963
Total Revenues	<u><u>\$1,006,963</u></u>
<u>Expenditures:</u>	
Series 2005A -Interest 11/1/21	\$217,455
Series 2005A - Interest 5/1/22	\$217,455
Series 2005A - Principal 5/1/22	\$365,000
Total Expenditures	<u><u>\$799,910</u></u>
Excess Revenues / (Expenditures)	<u><u>\$207,053</u></u>
11/1/22 Interest Series 2005A	\$207,053

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Public Hearing on the Levying O&M
Assessments and Certifying an Assessment Roll

RESOLUTION 2021-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021/2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Villages of Westport Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Duval County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”), attached hereto as **Exhibit “A,”** and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2021/2022; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B,”** and to certify the portion of the Assessment Roll related to certain developed property (“**Tax Roll Property**”) to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property (“**Direct Collect Property**”), all as set forth in **Exhibit “B;”** and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapter 190, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

- A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**
- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits “A” and “B.”** Operations and maintenance assessments directly

collected by the District are due according to the following schedule: 25% due no later than October 15, 2021, 25% due no later than January 15, 2022, 25% due no later than April 15, 2022 and 25% due no later than July 15, 2022. Debt service assessments directly collected by the District are due according to the following schedule: \$ _____ due no later than April 15, 2022, and \$ _____ due no later than October 15, 2022. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2021/2022, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.

- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 22nd day of July, 2021.

ATTEST:

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget

Exhibit B: Assessment Roll (Uniform Method)
Assessment Roll (Direct Collect)

Exhibit A
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Proposed Fiscal Year 2022 Annual Operational & Maintenance Budget

	Adopted FY 2021 Budget	Proposed FY 2022 Budget
<u>Revenues</u>		
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Net Revenues	\$327,925.00	\$330,425.00
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Villages of Westport CDD
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Series 2005A Special Assessment Bonds FY 2021

"Exhibit B"

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Total Expenditures	<u><u>\$799,910</u></u>
Excess Revenues / (Expenditures)	<u><u>\$207,053</u></u>
11/1/22 Interest Series 2005A	\$207,053

STRAP	Gross O&M Assessment	Gross Debt Service Assessment
R-002484-5010		
R-002509-0115		
R-002511-0000		
R-003783-0020		
R-003784-0005		
R-003784-0010		
R-003784-0015		
R-003784-0020		
R-003784-0025		
R-003784-0030		
R-003784-0035		
R-003784-0040		
R-003784-0045		
R-003784-0050	409.35	
R-003784-0055	409.35	
R-003784-0060	409.35	
R-003784-0065	409.35	
R-003784-0070	409.35	
R-003784-0075	409.35	1,165.41
R-003784-0080	409.35	1,165.41
R-003784-0085	409.35	1,165.41
R-003784-0090	409.35	1,165.41
R-003784-0095	409.35	1,165.41
R-003784-0100	409.35	1,165.41
R-003784-0105	409.35	1,165.41
R-003784-0110	409.35	1,165.41
R-003784-0115	409.35	1,165.41
R-003784-0120	409.35	1,165.41
R-003784-0125	409.35	1,165.41
R-003784-0130	409.35	1,165.41
R-003784-0135	409.35	1,165.41
R-003784-0140	409.35	1,165.41
R-003784-0145	409.35	1,165.41
R-003784-0150	409.35	1,165.41
R-003784-0155	409.35	1,165.41
R-003784-0160	409.35	1,165.41
R-003784-0165	409.35	1,165.41
R-003784-0170	409.35	1,165.41
R-003784-0175	409.35	1,165.41
R-003784-0180	409.35	1,165.41
R-003784-0190	409.35	1,165.41
R-003784-0195	409.35	1,165.41
R-003784-0200	409.35	1,165.41
R-003784-0205	409.35	1,165.41
R-003784-0210	409.35	1,165.41
R-003784-0215	409.35	1,165.41

R-003784-0220	409.35	1,165.41
R-003784-0225	409.35	1,165.41
R-003784-0230	409.35	1,165.41
R-003784-0235	409.35	1,165.41
R-003784-0240	409.35	1,165.41
R-003784-0245	409.35	1,165.41
R-003784-0250	409.35	1,165.41
R-003784-0255	409.35	1,165.41
R-003784-0260	409.35	1,165.41
R-003784-0265	409.35	1,165.41
R-003784-0270	409.35	1,165.41
R-003784-0275	409.35	1,165.41
R-003784-0280	409.35	1,165.41
R-003784-0285	409.35	1,165.41
R-003784-0290	409.35	1,165.41
R-003784-0295	409.35	1,165.41
R-003784-0300	409.35	1,165.41
R-003784-0305	409.35	1,165.41
R-003784-0310	409.35	1,165.41
R-003784-0315	409.35	1,165.41
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R-003784-0325	409.35	1,165.41
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R-003784-0335	409.35	1,165.41
R-003784-0340	409.35	1,165.41
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R-003784-0355	409.35	1,165.41
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R-003784-0365	409.35	1,165.41
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R-003784-0385	409.35	1,165.41
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R-003784-0395	409.35	1,165.41
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R-003784-0410	409.35	-
R-003784-0415	409.35	1,165.41
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R-003784-0430	409.35	1,165.41
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R-003784-0440	409.35	1,165.41
R-003784-0445	409.35	1,165.41
R-003784-0450	409.35	1,165.41

R-003784-0455	409.35	1,165.41
R-003784-0465	409.35	1,165.41
R-003784-0470	409.35	1,165.41
R-003784-0475	409.35	1,165.41
R-003784-0480	409.35	1,165.41
R-003784-0485	409.35	1,165.41
R-003784-0490	409.35	1,165.41
R-003784-0495	409.35	1,165.41
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R-003784-0505	409.35	1,165.41
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R-003784-0525	409.35	1,165.41
R-003784-0530	409.35	1,165.41
R-003784-0535	409.35	1,165.41
R-003784-0540	409.35	1,165.41
R-003784-0545	409.35	1,165.41
R-003784-0550	409.35	1,165.41
R-003784-0555	409.35	1,165.41
R-003784-0560	409.35	1,165.41
R-003784-0565	409.35	1,165.41
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R-003784-0575	409.35	1,165.41
R-003784-0580	409.35	1,165.41
R-003784-0585	409.35	1,165.41
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R-003784-0685	409.35	1,165.41
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R-003784-0695	409.35	1,165.41
R-003784-0700	409.35	1,165.41
R-003784-0705	409.35	1,165.41
R-003784-0710	409.35	1,165.41

R-003784-0715	409.35	1,165.41
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R-003784-0730	409.35	1,165.41
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R-003784-0835	409.35	1,165.41
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R-003784-0845	409.35	1,165.41
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R-003784-0855	409.35	1,165.41
R-003784-0860	409.35	1,165.41
R-003784-0865	409.35	1,165.41
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**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review and Discussion of Field Management
Services RFP

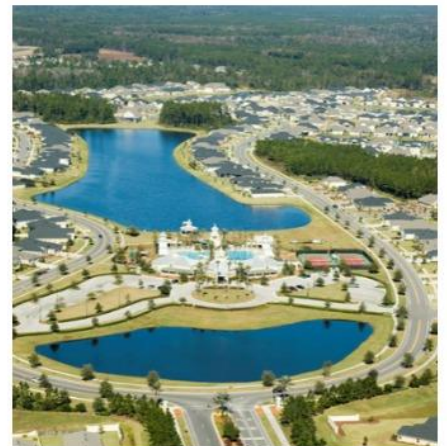


FIELD OPERATIONS MANAGEMENT
PROPOSAL
FOR:
Villages of Westport CDD



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INTRODUCTION / OVERVIEW

Since its founding by Roy Deary in 1994, Jacksonville-based **Amenity Companies** has been the trailblazer and leader in providing contracted amenity and recreation facility operations for planned-communities in Florida, touching the lives of hundreds of thousands of people for more than 25 years.

We have continuously and successfully handled large, amenity facility-management/staffing contracts throughout the state and have served CDDs continuously in Northeast Florida since 1997. In 2011, Amenity Companies joined **Vesta Property Services, Inc.** – Florida’s pioneer in combining amenity financing and management, lifestyle programming, and association management services under one umbrella. Headquartered in the center of Jacksonville, Vesta has offices throughout the state, employing more than 1,300 professionals, strategically positioned in all our communities, providing a wide spectrum of services to more than 300,000 residents and unit owners.

What Distinguishes Vesta from Others?

Comprehensive Expertise & Engagement:

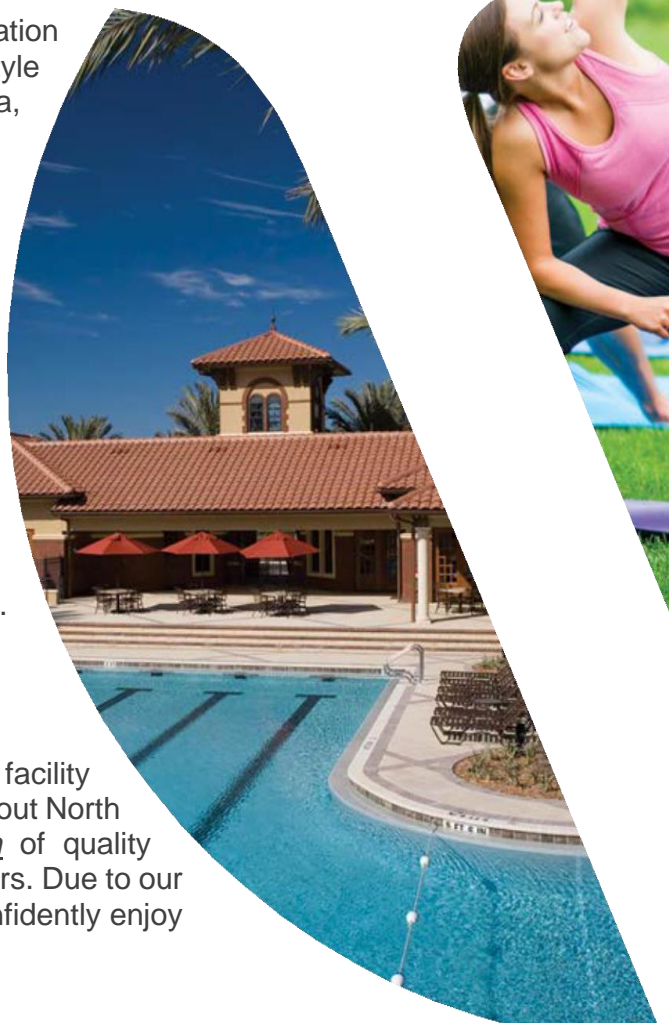
We offer a wide breadth of services (amenity/recreation facilities management, maintenance, and lifestyle programming) for CDDs and HOAs throughout Florida, engaging tens of thousands of families every day with friendly, reliable, and passionate service professionals.

Exceptional, Long-Term Relationships:

Our Amenities Division and District Services Division are both marked by long-term relationships built upon close, personal ties between our customers, management team, and vendors. (We still serve our very first customer – Kings Point Delray – after 27 years!) This length and depth of our relationships correspond with our 97% customer retention-rate, which reflects the loyalty and satisfaction that we’ve sustained with our customers every day for the past quarter-century.

Advantages of Vesta’s Approach

Vesta has a lengthy history of providing excellent facility maintenance services for dozens of communities throughout North East Florida. We do so with our own tight-knit team of quality employees, rather than using independent, sub-contractors. Due to our successfully operating in this manner, our clients can confidently enjoy



- Cleaner, better maintained amenity buildings, clubhouses, and related facilities.
- Improved response-times via an in-house team of maintenance technicians. Also, less “down-time,” waiting for other contractors to (hopefully) show up.
- No “finger-pointing” between management and outside vendors.
- Greater control of the personnel’s schedules, work-habits, appearance, and results.
- Greater efficiency and flexibility in the deployment of personnel, by being able to nimbly respond to the most pressing needs that arise.
- A Staff who “owns” the operation, acting as the eyes-and-ears of the Board & District Mgmt.

Vesta’s Field Operations Management Experience and Expertise

Vesta is the leading provider of Field Operations Management services for CDDs in North East Florida. We have been successfully providing this unique, specific service for the following CDDs in this area (all of whom are current, loyal clients):

Bartram Springs CDD

Brandy Creek CDD (“Johns Creek”)

Durbin Crossing CDD

Heritage Landing CDD

Julington Creek Plantation CDD

Rivers Edge CDD (“RiverTown”)

Southaven CDD (“Markland”)

Tison’s Landing CDD

Two Creeks CDD

“Our community and amenity center are over 10 years old. The previous property management company was in place since the beginning; we switched to Vesta at the end of FY2019, and the differences operationally and professionally are night-and-day.

Our last company only had the Operations Mgr. on site once a week; things were going unnoticed and unattended. Vesta has provided an Ops. Mgr. that is diligent and highly qualified; his due diligence has found and resolved several items that were ignored by previous staff. Vesta has the talent and resources to handle a lot of these items in-house, something that before was normally contracted out at a higher rate.”

Brandon Kirsch

Chairman, Tison’s Landing CDD (“Yellow Bluff Landing”)

Contact: CDDBrandonK@gmail.com (904) 635-7174

SERVICES

Whether your community has 200 or 20,000 residents, we can build dynamic lifestyle and amenity programs that range from pool services to theatrical productions and on-site restaurant management. Our holistic approach ensures every element of lifestyle creation is provided with no burden or stress to the community. We work directly with HOAs and CDDs to become their one point of contact, providing seamless and exceptional services. Our teams work on-site at our client-communities and are overseen and supported by our regional operations managers. Regardless of the size of your community, we are available to keep your operations running smoothly.

Clubhouse Maintenance

Experience the peace of mind that comes from knowing your facility is being truly cared for by Vesta. Our daily dedication to maintaining and enhancing the look, feel, and value of your amenities is unsurpassed.



Spa

Helping our residents feel good and look good with comprehensive spa and wellness services is one of our specialties. We offer spa services ranging from therapeutic massage to manicures, pedicures, rejuvenating facials, and skin treatments. Our expertise in retail and operations management of on-site spa facilities can help increase revenue within your community.



Fitness

We are proud to offer a wide variety of health, fitness, and wellness services to our members and guests, including state-of-the-art fitness equipment, personal training, dozens of group fitness classes, and consulting services. Additionally, our wellness team coordinates with certified trainers and instructors, ensuring all classes and programs offered through your gym or community center are safe and effective.



Food and Beverage

From coffee bars to full-service restaurants, our industry-trained professionals ensure dining operations in your community run smoothly. Creating places where residents can gather to meet friends and build lasting memories is a highlight of our job.



Special Events and Theater Operations

Celebrations, competitions, games, and parties enhance residents' lives and make fond memories. Whether presenting theater shows, community plays, musical acts or movies, or hosting luxurious weddings or even swim meets, every community benefits from our events management experience.



Aquatics

Vesta has been Florida's leading aquatics specialist for planned communities and clubs since 1995. Our turnkey water park operations provide a variety of swimming programs, staffing, and maintenance services that keep the pool buzzing with activity. By providing quality maintenance and staffing for community pools, we handle the daily details, so residents can swim, relax, and enjoy the water. Prices are kept low through our vendor relationships, and we work with the American Red Cross and Starfish Aquatics to meet your seasonal or year-round aquatic needs.



Support Services

Recruiting, testing, and training are all a part of the hiring life cycle of employment. Finding, acquiring, and retaining talented employees is a complex process. Vesta makes the process easy. Using our in-depth knowledge of state policy and employment law, combined with our professional Human Resources department, we ensure all requirements are met while we seek the right person for each job.



Technology

Vesta integrates the latest technology into our management and residents' services to provide unparalleled access and 24-hour support for our communities. All accounts are managed by skilled local staff, using the latest management software to create custom reports to sort, summarize, arrange, and produce a variety of property data.



Access Control

Improve your resident's safety with a gated access system. We offer a wide variety of access system services including installing custom security gates, setting up a keypad, keyless entry, or video surveillance system, assisting your community in monitoring their building access, and repairing and maintaining your security access system.



"Vesta takes great pride in their work and their expertise in the amenity management space is top-notch. I would recommend their services to anyone seeking an all-inclusive solution for their amenity needs."

DURBIN CROSSING

Peter Pollicino
Board Chairman, Durbin Crossing CDD



Proposal

INTRODUCTION

Vesta Property Services (“Contractor”) services shall include Field Operations Management, Facility Maintenance and Janitorial services on behalf of the Villages of Westport Community Development District (“the District.”)

Vesta’s Management Staff at Villages of Westport shall serve the district and community in a professional manner, providing the residents the numerous benefits of a first-class operation of these facilities. Included within the responsibility of the complex’s management is the occupation and oversight of the recreation facilities. The management responsibility shall include professional interaction and coordination with other outside entities such as property management, landscape maintenance, and other service contractors. Aspects such as budgeting, policy recommendations and enforcement, safety/security recommendations, and coordination and communication with the CDD board and others shall be included. Attendance and reporting at CDD Board of Supervisors meetings as requested by the District Manager shall be included.

SERVICES


Field Operations Manager

The Field Manager shall be the first point of contact with the District’s residents on a day-to-day basis. This individual shall be responsible for oversight and management services for all the common areas, landscaping, and stormwater facilities, and recreation located within the District's boundaries. Additional responsibilities include the overall supervision of the District's property and maintenance of its infrastructure, including the supervision of any outside contractors, vendors, or maintenance staff contracted by the District.

The Field Operations Manager shall be responsible for implementing all policies and procedures established by the Board of Supervisors and/or District Manager. This person shall have a thorough knowledge of the community and provide a personal response regarding problems or requests for service and handle them as expeditiously as possible.

General duties: Vesta shall be responsible for the management and oversight of District vendors for the District Property in an efficient, lawful and satisfactory manner and in accordance with the District's bond covenants relating to such maintenance under the District's direction. Vesta shall be responsible for the overall supervision of service contractors and maintenance staff, as well as arranging for certain repair and maintenance work. Vesta shall report directly to the District Manager and the Board of Supervisors. Vesta shall attend monthly Board Meetings when requested by the District Manager or Board of Supervisors.

Inspection: Company shall conduct regular inspections of all District Property and report any irregularities to the District Manager, or his designated representative, and shall correct any irregularities.



Repair and Maintenance: Company shall make, or cause to be made, such routine repair work or normal maintenance to District Property as may be required for the operation or physical protection of District Property. Company shall cause emergency repairs to be made when such repairs are necessary for the preservation and safety of persons and/or property, or when the repairs are required to be made to avoid the suspension of any services. Company shall immediately notify the District Manager, or a designated representative, concerning the need for emergency repairs.

Oversee and manage landscape maintenance provider's performance. Work with District Manager to develop an annual maintenance budget for the District. Assess and advise the District of a necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear and tear," "acts of God," or vandalism, and secure cost estimates for same.

Investigation and Report of Accidents/Claims: Company shall promptly notify the District Manager as to all accidents or claims for damage relating to the management of the District and maintenance and operation of District Property. Such report shall at a minimum include a description of any damage or destruction of property. Company shall cooperate and make any and all reports required by any insurance company or the District in connection with any accident or claim. Company shall not file any claims with the District's insurance company without the prior consent of the District Manager or his designee.

Compliance with Government Rules, Regulations, Requirements and Orders: Company shall take such action as is necessary to comply promptly with any and all orders or requirements affecting District Property placed thereon by any governmental authority having jurisdiction. Company shall immediately notify the District Manager and District Counsel in writing of all such orders or requirements. At the request of the District, Company shall prepare for execution and filing by the District any forms, reports or returns which may be required by law in connection with the ownership, maintenance and operation of the District Property.

Adherence to District Rules, Regulations and Policies: To the extent they apply to Company's performance herein, Company's personnel shall be familiar with any and all District policies and procedures, if any, and shall ensure that all persons using District Property are informed with respect to the rules, regulations and notices as may be promulgated by the District from time to time and ensure that said persons conform therewith. Company may adopt such policies and procedures as it deems necessary to the fulfillment of its obligations under this Agreement provided that copies of such policies and procedures shall be provided to the District at all times. Company shall assure the District that all third parties will be dealt with at arm's length, and that the District's interest will be best served at all times.

Care of the Property: Company shall use all due care to protect the District Property, its residents and landowners from damage by Company, its employees or contractors.

Field Operations Manager Duties and Responsibilities

- Provide weekly oversight of all District common grounds and assets
- Advise the District of any necessary repairs

- Direct access to residents and vendors for rapid response and subsequent District savings
- Create a detailed scope of work for projects requiring additional contractors. Work with and present to the board of supervisors when appropriate. Secure cost estimates and initiate work.
- Administer contract execution/compliance by all District maintenance contractors, such as the landscape service provider, lake maintenance service provider, termite / pest, HVAC, Fitness, Fire safety, etc.
- Implement all policies and procedures established by the District as they relate to the day-to-day maintenance and up keep of the District. The individual shall have a thorough knowledge of the community and provide a timely, personal response regarding problems or request for service and handle them as expeditiously as possible.
- Remain aware of potential safety or security hazards within District property, communicate with the appropriate District personnel regarding possible corrective action to resolve a safety or security matter, and implement such action when necessary for the safety and security of the District.
- Continually inspect community dog stations and mailbox kiosks for aesthetics and functionality.
- Assist management with Reserve study and community risk evaluation with District insurance.
- Maintain full knowledge/awareness of all aspects of residential community maintenance to include landscaping, lake and wetland maintenance, carpentry, janitorial, electrical, plumbing, painting, and management and/or monitoring of recreational facilities.
- Assist in negotiating, purchasing and bidding of contract services.
- Assess property damage, neglect and/or depreciation and estimate costs associated with repair and /or replacement.
- Maintain an Operations and Maintenance manual complete with current drawings. This will include, but is not limited to community maps, schedules, job descriptions, spec sheets, SOPs, as builds, etc.
- Assist District management in monitoring annual maintenance budget.
- Provide financial oversight and make recommendations accordingly.
- Oversee common area landscape maintenance provider's performance through weekly meetings and weekly drive through of District and generate "to-do" lists to assist in documenting and monitoring problem-resolution. Work with provider's management team to ensure compliance with contractual requirements as well as to make necessary corrections to performance deficiencies. Work with landscape architect as needed.
- Must be a licensed Certified Pool Operator (CPO)
- Oversee performance of pool maintenance (provider) and storm water management (provider / municipal). Also, ensure that debris does not collect and/or is removed from outfall structures in order to prevent flooding problems.
- Maintain MSDS book for all chemicals used for facility maintenance.
- Responsible for overall health of pools with regard to chemistry, construction, health codes and SOPs
- Implement District approved capital projects and makes recommendations for future needs. Vesta shall obtain (3) bids (when possible / necessary) on any recommended capital improvements. Vesta understands that any recommended capital improvement is subject to approval by the Board.
- Advise the District of any necessary repairs, extraordinary cleaning, or replacement items that may

be required due to 'normal wear and tear', 'acts of God', or vandalism, and secure cost estimate for the same. Such work that is outside the normal 'day-to-day' maintenance scope of work shall be billed separately upon approval of the District, either by Vesta or other outside service contractor. Ensure proper insurance, credentials, contracts and agreements are in place.

- Maintain inventory control of maintenance items, including preparation of preventive maintenance programs
- Continually monitor fire suppressant systems, as well as backflow and backflow inspections.
- Field operations duties shall be performed weekly, or as needed throughout the month to both ensure regular site inspections and provide oversight tied to work performed by outside service contractors.
- Act as Project Manager for the community on Capital projects. Where applicable, for projects exceeding \$25,000.00, there may be up to a 10% oversight fee.

Maintenance Management Oversight

Additional maintenance services outside of regularly contracted services are available and often result in a substantial savings to the community. Based on the work required, Vesta will provide a competitive bid through our Amenity Maintenance Group department. All additional maintenance and project work will be under the oversight of the Regional Field Operations Manager.

Act as Project Manager for the community on Capital projects. Where applicable, for projects exceeding \$10,000.00, Vesta may charge up to a 10% fee for Project Oversight.

PRICING AND RELATED INFORMATION

Field Management Services = \$19,200.00 / year (\$1,600.00 / month)

Additional Options:

- In-Depth Study to improve the Optimization and maximize operating efficiencies of the District = \$2,500
- Development of Residents' amenity/lifestyle website & mobile app = \$2,700 (one-time fee)
- Website/mobile app - Administration and Upkeep = \$1,500 annually

All fees shall include all forms of compensation and related payroll overhead expenses, group health insurance benefits and other company benefits, workman's compensation insurance, commercial liability insurance, periodic training and certifications, uniforms, and other typical overhead expenses of the Contractor.

This fee shall exclude normal, budgeted District operating expenses such as: on-site office supplies, equipment, telephone, mileage reimbursement for community needs or supply retrieval, equipment fuel, etc.

Terms:

Contractor shall submit monthly invoices; terms are net thirty (30) days upon receipt.

REFERENCES

Aberdeen CDD

Project Type: Planned community of 1,936 homes

Location: Saint Johns, Florida

Scope of Services: Amenity Mgt., Maintenance Services, Programs, & Lifeguard Services

Contract Value: \$300,000+

Vesta On-Site Staff: 10+

Dates Serviced: 2009 – present.



Bartram Springs CDD

Contact: Kevin Colcord, Board Chairman

Phone: (904) 451-6808

Description: Planned community of 1,694 homes.

Location: Jacksonville, Florida

Scope of Services: Amenity Management, Field Operations, Maintenance Services, Lifestyle Programs, and Lifeguard Services.

Contract Value: \$400,000+

Vesta On-Site Staff: 15+

Dates Serviced: 2005 - present

Durbin Crossing CDD

Contact: Peter Pollicino – Board Chairman

Phone: (973) 713-7384

Description: Community of 2,600 homes

Location: Saint Johns, FL

Scope of Services: Amenity Management, Field Operations Management, Maintenance Services, Lifeguard Services, and Facility Monitoring

Contract Value: \$375,000 Vesta On-Site Staff: 12+

Dates Serviced: 2008 – present.



Grand Haven CDD

Contact: Barry Kloptosky – District Ops. Mgr.

Contact Phone: (386) 715-6081

Project Type: Planned community of 1,895 homes

Location: Palm Coast, Florida

Scope of Services: Amenities Management, Restaurant & Bar Turn-key Operation, Facilities Maintenance, and Lifestyle Programs & Events

Contract Value: \$550,000 (excluding Restaurant Mgmt.)

Vesta On-Site Staff: 25

Dates Serviced: 2007 – present.

Harbor Bay CDD

Contact: Dan Leventry – Board Chairman

Contact Phone: (813) 995-5669

Project Type: Planned community of 1,300+ homes

Location: Apollo Beach, Florida

Scope of Services: Amenities Management, Café - Turn-key Operation, Field Operations & Facilities Maintenance Services, Lifeguard Staffing, and Lifestyle Programs & Events

Contract Value: \$700,000+

Vesta On-Site Staff: 25

Dates Serviced: 2019 – present.

Heritage Landing CDD

Contact: Robert Och – Board Supervisor

Email: robertochcdd@gmail.com

Cell: (904) 250-7602

Project Type: Planned community of 1,154 homes

Location: Saint Johns, Florida

Scope of Services: Amenity Management & Staffing, Field Operations Management and Grounds Maintenance Management, Maintenance Services, Programs, Lifeguard Services, and Facility Monitoring.

Contract Value: \$400,000 Vesta On-Site Staff: 15+



Dates Serviced: 2006 – present.



Julington Creek Plantation CDD

Contact: Tom Chambers, Board Chairman

Telephone: (904) 465-6101

Project Type: Planned community of 5800 homes

Scope of Services: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, Turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.

Contract Value: \$1.2m.+ On-Site Staff: 60+; Dates Serviced: 2017 – present.

Lakeshore Ranch CDD

Contact: Patricia Comings-Thibault, District Manager

Email: patricia.comings-thibault@dpgf.com

Cell: (407) 221-9153

Project Type: Planned community of 800 homes

Location: Land O' Lakes, Florida

Scope of Services: Amenity Management & Staffing, Maintenance Services, and Lifestyle Programs and Events

Contract Value: \$165,000 Vesta On-Site Staff: 7; Dates Served: 2015 – present.



Rivers Edge CDD (RiverTown)

Contact: Jacon O'Keefe –

VP Land Acquisition and Development

Mail: 7800 Belfort Parkway,
#195 Jacksonville, FL
32256

Description: Planned community of 4,000 + homes at build-out.

Location: Saint Johns, Florida

Amenity Management & Staffing, Field Operations Management, Facility

Maintenance Services, Lifeguard Staffing, and Resident Programs for two amenity centers, including turnkey management of full-service café.

Contract Value: \$400,000

Vesta On-Site Staff: 20+

Dates Served: March 2015 - present.

Venetian CDD

Contact: Rich Bracco, Board Chairman

Cell: (631) 807-1956

Project Type: Planned community of 1,200+ homes

Location: North Venice, Florida

Scope of Services: Amenity Mgt., Maintenance Services, Programs, & Restaurant Mgt. – Turnkey Operations

Contract Value: \$800,000+

Vesta On-Site Staff: 25+

Dates Served: 2021 – present.

List of Current Amenity Management Clients

Aberdeen CDD

Anthem Park CDD

Bartram Springs CDD

Brandy Creek CDD ("Johns Creek")

Celestina HOA

Cypress Bluff CDD (eTown)

Durbin Crossing CDD

Grand Haven CDD

Harbor Bay CDD (MiraBay)

Harbour Isles CDD

Heritage Landing CDD

Julington Creek Plantation CDD

Kings Point Delray Beach HOA

Kings Point Sun City Center HOA

Lakeside Plantation CDD

LakeShore Ranch CDD

Long Lake Ranch CDD

Renaissance at West Villages HOA

Rivers Edge CDD ("RiverTown")

Southaven CDD ("Markland")

Sunrise Preserve HOA

Tisons Landing CDD


Trails CDD ("Winchester Ridge")

Venetian CDD

Westlake HOA

Westshore Yacht Club HOA

Wynnfield Lakes CDD



"Vesta affords our team the ability to focus on the rest of the RiverTown community's development while they handle all aspects of our Amenity management, programming, and maintenance needs.

They are an integral part of our development team and success."

***– Jason Sessions
Board of Supervisors Chairman, Rivers Edge CDD***

LOCAL LEADERSHIP TEAM (Multiple Disciplines)

Jay King, Vice President - District Services Division



Jay has over 25 years of leadership experience with the U.S. Navy, The Home Depot, CSX Transportation, and Vesta. He is a current CDD Board member with over 6 years' experience including heading up \$1.4 million in recent capital project management, social media engagement, and annual resident surveying for the Bartram Springs CDD.

As a long-time real estate investor, Jay remains active in the greater Jacksonville communities in which he owns property. To further his investments in these communities, Jay serves on their HOA Boards. He is committed to a culture that puts Customer Service first and a Regional Team that works exclusively within the communities they serve, rather than from a remote regional office.

Dan Fagen, NE FL Director of Amenity Operations



Dan Fagen has been with Vesta for over 15 years; prior to that, he enjoyed many years of successful experience in the management of fitness operations at exclusive, local yacht-and-country clubs including Epping Forest Yacht Club, Deerwood Country Club, and San Jose Country Club.

Mr. Fagen's experience also includes large asset and equipment purchases, event programming, and the management of staff such as maintenance personnel, personal trainers and group training instructors. He closely oversees multiple, year-round amenity management contracts for Vesta and ensures strong relationships with the Board of Supervisors, District Manager, and District Counsel at each of these Districts.

Sean Smith, Regional Aquatics Director



Sean Smith has been with Vesta for 12 years serving in our Aquatics Division. During this time, he has worked as an Aquatics Director in several communities including Fleming Island Plantation and Julington Creek Plantation, managing seasonal staff numbers of over 70 employees during peak times of the year.

He also provides regional aquatics supervision and support including recruiting, hiring and staffing lifeguards for multiple communities throughout the Northeast, Florida region. He holds a Lifeguard and Lifeguard Instructor certification with the American Red Cross and provides a pivotal role in the certifying and training of all Aquatics Employees across our company.

Steve Howell, Director of Field Services - Field Operations & Maintenance

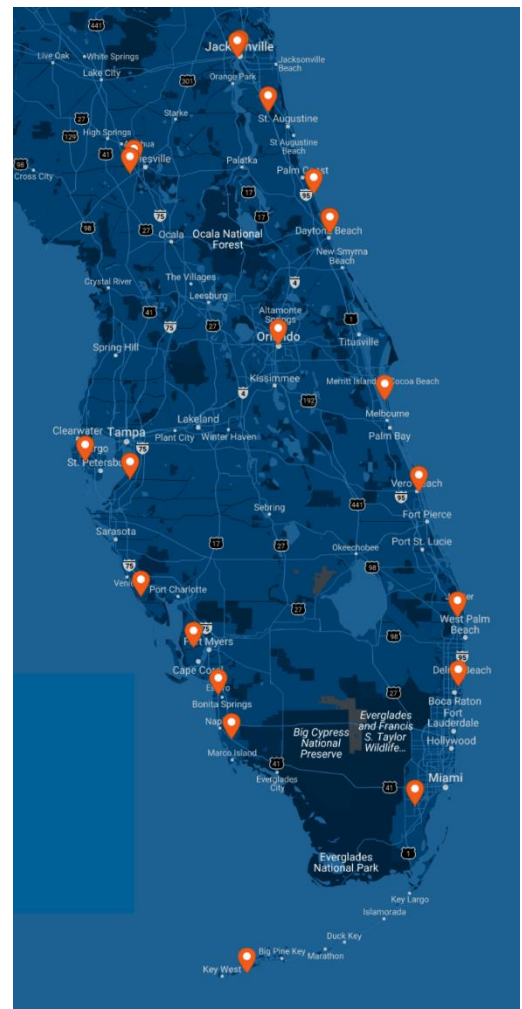


With over 25 years in the outdoor services industry including sales and service of pond and lake management and landscape management, our Regional Field Operations & Maintenance Director Steve seeks to ensure that every resident enjoys a “resort-like” look-and-feel within the communities that they live.

He is committed to a team approach and takes every opportunity to promote learning every aspect of responsible and outstanding Field Operations within our company. After receiving his Business degree from Georgia Southern University, he has successfully worked in various roles throughout the Southeast in resort management, contract service, owner/operator of a residential rehabilitation company, and now oversight and support of various communities and Field Operations Managers within the Northeast Region of Vesta.

Steve also closely oversees multiple, year-round field operations management contracts for Vesta and ensures strong relationships with the Board of Supervisors, District Manager, and District Engineer at each of these Districts.

Map of Vesta’s Statewide Offices



Vesta's Value to You

Vesta's Depth-of-Local-Talent Value

Vesta is able to leverage our local workforce of over 350 associates - most within minutes of Villages of Westport CDD - to allow for Paid Time Off for the staff, help with emergencies and sudden staff shortages, provide extra help for events and maintenance projects, etc., without having to resort to utilizing local temp-services or leaving positions unfilled for any length of time. (No other company can match this capability in Northeast Florida). Our local scale enables our employee's advancement opportunities without having to relocate which leads to more experienced and satisfied staff.

Vesta's Board-Reporting Value

We make it efficient for you to stay informed on a monthly basis:

Monthly Manager Reporting

- Performance Metrics and Analysis
- Recent Event Highlights
- Upcoming Events and Planning
- Updates on Amenity Operations
- Recommendations

Monthly Field Operations Reporting

- Project Work Highlights and Pictures
- Cost Savings
- Bids and Comparisons
- Vendor Management

The image displays two sample reports generated by Vesta. The top report is titled 'DURBIN CROSSING Field Operation Manager's Report' and is dated 3-26-2018, submitted by Steve Howell. It includes a 'POOL RESURFACING UPDATE / Project complete:' section, stating that the project has been completed at both facilities and that the residents of Durbin Crossing have been notified. It lists several items that have occurred throughout the process, including the selection of a white solid pool surface instead of a speckled surface, the removal of trip hazards, and the replacement of pool furniture. The bottom report is titled 'Jalisco Creek Plantation Community Development District GENERAL MANAGER REPORT' and is dated 4/26/2018, submitted by Heather Enfort. It includes a 'FITNESS UPDATE' section, stating that Spring Break always brings in new faces in our fitness department and that there were approximately 7,400 fitness floor participants. It also lists equipment replacements, such as the replacement of the Magnum Dip Assist machine and the replacement of two functional floor pads.



Vesta's Resident-Focused-Communication Value

We make it easy for you to connect with your residents. We monitor social media to stay ahead of issues and ensure residents have the most accurate info through varied forms of proactive communication.

- Quick response to resident emails and voicemails
- Monthly e-Newsletters

- Weekly e-Blasts
- Capital Project Updates
- Pre-Annual Meeting Year in Review Board Accomplishments
- Website
- Social Media Updates and Responses
- Community Publications
- Surveying
- Community and Marquee Signage



Vesta Vantage Pro: Fully integrated, multi-channel platform for maximum, proactive connection with your residents.

Vesta's Lifestyle Value

We strive and excel at bringing residents together. We will build on your strong traditions or create new ones, and add new events, programming and other lifestyle enhancements.

- Our goal is to provide a small, closely connected, hometown feeling.
- Meet & Greet events are offered to ensure residents are connected and know their staff. Part of providing a quality lifestyle includes engaging with & listening to residents.
- Provide recommendations to add fitness elements to existing playgrounds and parks in order to enhance all aspects of the lifestyle provided to residents.
- Facilitate new memories and magic – Communitywide Events such as Aqua Egg Hunts, Pumpkin Plunge, Luau Parties, Craft Classes, NFL team trips, and more.



The Value of Independent District and Amenity Management Companies

Vesta partners with all the major district management firms across our communities to avoid a conflict of interest we do not do that scope of work. This enables a healthy dynamic whereby the district management company is only beholden to the Board and its interests are not divided between the Board and any other service contracts that management company may also have with the District. This enables the management company to always lookout for the best interests of the Board in supervising contracts. We find this arrangement best aligns with resident interests by improving quality of services and pricing.

Vesta's Vendor-Relationship Value

We provide the best options and pricing for services. We leverage our scale (20 amenity contracted communities in greater Jacksonville) and local relationships with vendors to receive the most responsive and economical services for our communities.

Vesta's Technology Value

We can adapt to your existing technology systems, software, and providers or recommend a new approach tailored to your needs based on our extensive experience in the industry. We provide webmaster services and are familiar with ADA compliance solutions.

Vesta's Efficiency Value

We operate an efficient organization to ensure your residents get the best value in services.

"I am the former Chairman of Harbor Bay CDD. We switched to Vesta in 2019, during my third year as a Board Supervisor. If you are considering a switch in Management Companies, I wholeheartedly recommend that you consider Vesta.

No matter the size of your community, Vesta will over-invest in your management team, both in terms of the onsite personnel they assign to your community but also in the back-up support they provide to your onsite personnel.

I have found Vesta to be ethical, resident-oriented, and creative in their approach to programming and solving problems."

***- Paul Curley,
Former Chairman, Harbor Bay CDD***

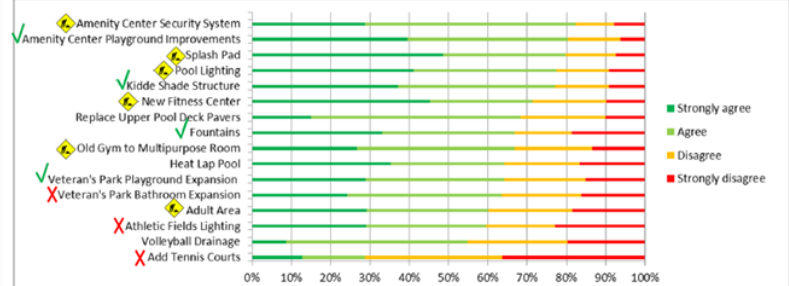
Vesta's Capital-Project-Experience Value

We ensure that you receive the most project bang-for-your-buck:

- Reserve Study Development Support
- Project Planning
- Resident Feedback and Project
- Prioritization Surveying
- RFP Development
- Onsite Vendor Support and Oversight
- Resident Communication and Updates
- Care and Maintenance Planning

2016 Projects Prioritization Survey Results

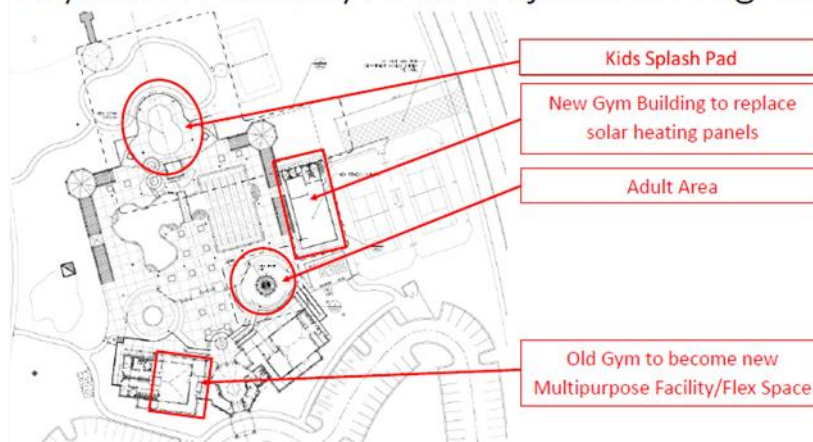
We conducted surveys in 2013, 2014 and 2015 to collect resident inputs on possible capital projects



We then prioritized projects via a Spring 2016 resident survey and meeting once we finalized the bond refi.

11

Layout of Amenity Area Projects In Progress



"Vesta Property Services began working for Julington Creek Plantation (JCP) in October 2016. Currently, all employees working at the District are Vesta employees, including a a full-time, on-site field operations manager.

I am very happy with their performance, as they eagerly stepped into a challenging situation and immediately demonstrated a professional attitude and willingness to work hard. They quickly took charge, made immediate changes, and suggested further improvements for long-term success.

During their time at JCP, I have been most impressed by their willingness to work with the CDD Board on a variety of issues. If we are concerned about something and disagree as a Board on how to fix it, Vesta volunteers to research the situation further and present us with viable options that usually solve the issue to everyone's satisfaction. I believe three factors make Vesta stand out: experience, positive attitude/work ethic, and a creative, problem-solving approach. "

Alison Golan

Julington Creek Plantation Board of Supervisors, Seat 1

Vesta's Analytical Value

We strive to optimize your District's operations and financial results:

- Comprehensive Analysis
- Benchmarking
- Cost Saving Projects
- SMART Recommendations
- Follow through and updates until completion

Vesta's Scope-of-Services Value

We provide a full range of in-house services. The greater our contracted scope of service for you, the greater your savings as a District.

- Amenity Management Services
- Field Operations Management Services
- HOA Management Services
- Food and Beverage Management Services
- Pool Chemistry and Maintenance Services
- Lifeguard Services
- Pool Monitor Services
- Lifestyle Services
- Janitorial Services
- Maintenance Services
- Pet Waste Disposal Services
- Gated Access System Installation and Maintenance Services

Review, Analysis & Recommendations Regarding Operations at JCP

Introduction:

As committed, Vesta has conducted an in-depth review and analysis of the operation of Julington Creek Plantation's Recreation Amenities. As we and others have referred to it, our intent has been to determine how to "optimize" a match between the District's needs and resources, addressing such topics as department leadership, structure, programs, and finances. Our recommendations largely look at the next 18 months, through the end of the District's next fiscal year. With the benefit of an additional 12 months (beyond just our first 6 months to date), it is likely that additional changes to further optimize things will be submitted by Vesta in the coming year or so. However, as of now we are trying to strike a balance that:

- (1) Maintains a degree of stability through a continuation of proven and successful approaches and people at JCP (and minimizes negative disruption in level of service, staff morale, etc.);
- (2) Considers input from others with helpful insights and/or long-term histories with JCP;
- (3) Taps into our experience elsewhere to bring a new perspective and ideas to the operation;
- (4) Results in completing a thorough and detailed review and necessary recommendations, in conjunction with the timing of the District's current FY '18 budget process.

Objectives of Vesta's Optimization Report:

To guide this process, aided by the helpful input of the Board and District Management, the specific objectives of this Report have been:

- (1) Challenge the status quo and the notion of, "Because that's how we've always done it."
- (2) Align current operating revenues and expenses by department to improve clarity of understanding.
- (3) Achieve Personnel "Optimization" by:
 - a. Ensuring an understanding of key staff's roles, responsibilities, and individual strengths.
 - b. While being as considerate of our team members as possible, make recommended improvements to the overall operating structure.
- (4) Identify potential cost-reductions in the Recreation Operation to benefit the District (such as redirecting resources to other areas, reducing assessments, etc.)
- (5) Achieve Programs "Optimization" by:
 - a. Answering the question of, "What is an 'amenity' and what is a 'program'?" by department and activity.
 - b. Recommending the best overall approach to handling Programs (i.e., continuing it as a District-subsidized operation or moving to a contracted/outsourced operation.)
- (6) If possible, incorporate some of the Board's recently-stated top priorities:
 - a. Landscaping improvements along Racetrack Road.
 - b. Energy Efficient Property Upgrades



Associa®

Community Management Concepts of Jacksonville, Inc.

COMMUNITY. PARTNERSHIP. ASSOCIA.

PROPOSAL FOR FULL SERVICE MANAGEMENT

PREPARED BY ASSOCIA COMMUNITY MANAGEMENT CONCEPTS OF JACKSONVILLE

June 28, 2021



RE: Request for Proposal

Dear Board of Directors,

Thank you for the opportunity to present Associa Community Management Concepts of Jacksonville to the Villages at Westport CDD board of directors. We have been providing the full spectrum of management services to communities like yours for over 40 years, and we know better than anyone else how to deliver exceptional community management as well as what it takes to make your association a success.

Enclosed you will find a detailed proposal regarding the many services we recommend for your community based on our assessment. We're confident that what Associa Community Management Concepts of Jacksonville offers is far beyond what you will find anywhere else. Please review this proposal and let us know if we can provide any additional information you may need.

Once again, thank you for the opportunity to submit our proposal for the professional management of your association.

Sincerely,

Jim Giancola
Branch President
Associa Community Management Concepts of Jacksonville
(904) 448-3635
james.giancola@cmcjaxfla.com

WHO WE ARE

WE ARE AN ASSOCIA COMPANY

Community Management Concepts of Jacksonville is part of the Associa family of management firms. Associa is the largest and most stable management company in the world, and collectively we manage more associations than any other company. No matter how many, or how few, homes an association contains, homeowners can rest assured they're in a partnership with the industry leader in customer service, financial management and information technology. Associa has been in business for 41 years.

Community Management Concepts of Jacksonville was established here in Florida when community management was still a cottage industry. Over the years, we have grown with the neighborhoods around us and watched the neighborhoods we manage mature into thriving communities.

Although its original roots are over 30 years old, the Jacksonville office, known as Community Management Concepts has been owned by Associa for 13 years. The Jacksonville Branch covers the territory from Amelia Island to Palm Coast. We also manage a large 3700 home community in Tallahassee.

At the present time we manage 74 properties. Our potential is much greater and is evidenced by our partner branches in Florida who manage 150 to 250 communities. Our goal is to have over 100 associations under management by the end of 2022.

COMMUNITY MANAGEMENT CONCEPTS OF JACKSONVILLE INTRODUCTION

Community Management Concepts of Jacksonville is an Accredited Association Management Company (AAMC®), the only company in Florida to have obtained this highest level of certification from the Community Associations Institute. This is a testament to our commitment to serving the associations we've managed since our company began. Since our founding, we have established ourselves as the leader in association management throughout Florida.

THE MOST SUCCESSFUL COMMUNITY ASSOCIATIONS ARE POWERED BY ASSOCIA.

Associa manages more than 13,000 communities that are home to over 5 million homeowners, and we've earned our leadership position. With more than 200 of our employees holding a PCAM®, our industry's highest professional designation, Associa employs more PCAMs than any other community management company.

OUR PROVEN LEADERS

The Associa Community Management Concepts of Jacksonville leadership team has decades of broad and deep experience managing active adult communities, lifestyle-centric associations, single-family home communities, condominiums, urban and high-rise properties, and more.

OUR A+ RATING

For over ten years, Associa has maintained an A+ rating with the Better Business Bureau (BBB). The BBB has stringent requirements including a 16-category grading scale. Associa has the highest rating of A+ due mainly to our proportionally low rate of filed claims and 100% closure rate. We actively monitor BBB claims and use these findings to ensure clients always receive the service they deserve.

OUR ACCOLADES

“

I wanted to take a moment to share my thoughts on our first year together as a team. I call it a team because for the last 20 years I feel the community had a company in place that was there to do a job, while Associa from top to bottom makes me feel like we are a part of a team.

I appreciate the technology, the timeliness and accuracy of information, but most of all the attitude and the professionalism — which I feel is priceless. From digging deep into matters to the simplest of tasks, the staff has been such a pleasure to work with and the residents often call me with positive comments instead of concern that would have in previous years felt like they had fallen on deaf ears.

I am looking forward to many years together and appreciate your candor, friendship and professional knowledge.

Again, thank you.

– Tim S.

”

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Experience Community Your Way.....	9
Maintenance.....	10
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SERVICES OVERVIEW

OUR EXPERTISE AND YOUR COMMUNITY GO HAND IN HAND

When a leading community and a leading community management company come together, you can expect success. Through our decades of experience, we've learned that the best boards focus on sustainability, security, improvement and engagement. With our expertise and your vision, we put our services to work for you.



SUSTAINABILITY + MAINTENANCE – Having fundamental programs and services in place for comprehensive management allows communities to continuously meet the needs of their residents.



SECURITY + TECHNOLOGY – The most robust technology protects communities' funds and safeguards sensitive information while enabling easy access to authorized board members and homeowners.



IMPROVEMENT + CUSTOMER CARE – Communities that are constantly becoming better places to live go beyond the basics with a customized mix of additional services that allow them to steadily work toward achieving their vision.



ENGAGEMENT + LIFESTYLE SERVICES – Successful communities understand the impact of engagement and they find ways to use their collective resources to turn residents into agents of good for their community and the communities around them.

*By partnering with Associa, your board members can focus their efforts on engaging with the community while we help ensure it continues to thrive.
Read on to discover how.*





IMPROVEMENT + CUSTOMER CARE

The most successful communities are always looking for ways to become even better places to live. That's why we offer a variety of integrated services for continuous improvement and dedicated customer care solutions to keep every community operating at its best.

IMPROVEMENT

A full suite of optional add-ons allows your community to build a custom package of services designed to fit your homeowners' unique needs.

ASSOCIA ADVANTAGE extends exceptional discounts and savings to your community from trusted vendors.

ASSOCIA ONCALL responds to maintenance issues with a simple phone call.

ASSOCIATIONS INSURANCE

AGENCY, INC. keeps your community covered with appropriate insurance.

LHR rebuilds your community in the event of disaster and partners with you to complete construction and capital improvement projects.

COMMUNITY WEBSITES connects your homeowners with their board and community.

COMMUNITY NEWSLETTERS deliver your community's news to the doorsteps of your homeowners.

COMMUNITY MESSAGING

BY VOLO VILLAGE provides easy-to-use community notifications to keep your community informed and connected

CUSTOMER CARE

Serving our customers is a team effort. Your community manager isn't the only person available to assist your residents; our administrative assistants, financial managers and executives can also address resident issues. Committee members and homeowners primarily interact with the community manager; however, homeowners may also communicate with emergency duty managers, escrow, collections and accounts receivable personnel, depending on the issue at hand. That's why we emphasize the importance of professional service at all levels of our organization.

We've implemented the following tools and best practices to ensure consistent communications and quality customer service.

- Our managers are equipped with smart phones for email, web and phone communication.
- Our company intranet allows your manager to collaborate with other managers across the globe to solve common problems found in other communities.
- We offer annual trainings on best practices and industry standards to our boards and community managers.
- Our live emergency answering service can assist you 24/7.
- We return all emails and calls within one business day.
- We conduct regular corporate communications and site visits from the executive team.

OUR SERVICES



ENGAGEMENT + LIFESTYLE SERVICES

Community engagement is important because at Associa, we believe that the best part of having success is sharing it with neighbors nearby and communities everywhere. That's why we've created programs that allow us to help communities thrive no matter what obstacles they face as well as comprehensive lifestyles services to enrich the lives of your homeowners.

ENGAGEMENT

Part of having success is sharing it, and our corporate initiatives help your community do just that.

ASSOCIA CARES

Associa Cares is a nonprofit that supports families and communities in crisis because of natural or manmade disasters.

ASSOCIA GREEN

Associa Green helps families live healthy and sustainable lives by promoting products, services and programs that support green living.

ASSOCIA SUPPORTS KIDS

Associa Supports Kids educates families about safety and sponsors youth sports. Associa also supports National Night Out to foster cooperation between neighborhoods and law enforcement.

LIFESTYLE SERVICES

To keep your homeowners active in your community, our lifestyle services build a sense of belonging, give them a chance to meet their neighbors, and of course, have fun.

We offer:

- Dedicated lifestyle directors experienced in designing programs for every type of community
- Customized calendar of events coordinated with other local events to build a relationship with your city or municipality
- Expanded amenities through partnerships with local businesses, parks and hospitals
- Enjoyable, effective ongoing and one-time activities designed to boost revenue and involvement
- Community-building events through Associa Cares, Associa Supports Kids (ASK), Associa Green and National Night Out

“

IN THIS DAY AND AGE WHERE CUSTOMER SERVICE IS NOT ALWAYS A GOOD EXPERIENCE, IT'S REFRESHING TO ENCOUNTER SOMEONE ON THE OTHER END OF THE PHONE THAT GOES ABOVE AND BEYOND TO ASSIST YOU. I LOOK FORWARD TO CONTINUING TO WORK WITH THE ASSOCIA TEAM. KEEP UP THE GREAT WORK!

– SEAN G.

”



EXPERIENCE COMMUNITY YOUR WAY!

Say goodbye to limited web portals and say hello to TownSq! Meet your neighbors, manage your account, and access the resources you need for better community living, all through one user-friendly app.

Our TownSq app combines the social and administrative aspects of community living – allowing you to connect, collaborate and stay-up-to date – any time on any device.

From service requests and booking amenities and reviewing important association documents, TownSq makes living in and managing your community easy!

Boards can:

- Post polls and announcements
- Access governing documents and financials
- View open violations
- Manage common areas and amenities
- Create committees to manage special projects and assignments
- Save time and reduce paperwork
- View and receive updates on community projects
- Upload and access association documents whenever you need
- And more

Residents can:

- Easily communicate with neighbors, community managers, and board members
- Manage their account
- Get up-to-date community news and events
- Request and review status of service inquiries
- Participate in community polls
- Reserve common areas and amenities
- And more

Our new community website solution is integrated with TownSq for the all-in-one community living experience. Promote your community with your completely custom, mobile friendly website and with seamless access to TownSq for board members and residents.

- Fast and easy to setup and update
- Multiple themes, fonts and colors to choose from
- Pick from 7 page templates
- Preview content for approvals before publishing
- Responsive web design for easy to read mobile and tablet view
- Unique subdomains available with support for custom domain masking



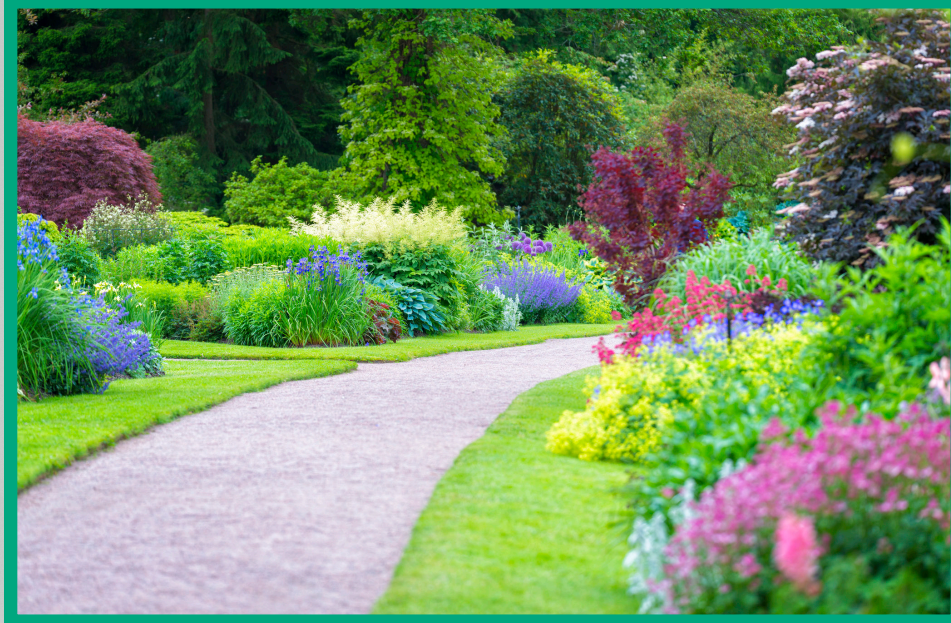
EXPERT SERVICE

FROM A TRUSTED NEIGHBOR



YOUR HOME AND COMMUNITY
MAINTENANCE SOLUTION





WE'RE MORE THAN MAINTENANCE

Maintaining communities and homes is a never-ending task that can overwhelm homeowners, board members and community managers alike. Between routine upkeep and unexpected repairs, keeping property beautiful and functional is time-consuming, inconvenient and stressful, especially if you can't be sure that the work is high-quality.

ASSOCIA ONCALL DELIVERS MORE THAN MAINTENANCE DONE RIGHT

Our customers also receive:

- **Complete Peace of Mind** – You can rest assured that all your home- and community-related maintenance needs will be fulfilled with quality work. All it takes is one simple phone call.
- **Trusted Expertise** – Every professional technician you'll work with is licensed, bonded and insured with extensive knowledge in their area of specialty, making them experts you can trust.
- **Total Convenience** – Our maintenance experts are available when you are to provide a wide range of maintenance solutions*, serving individual homes as well as every type of community – even ones not managed by Associa. In short, you'll receive the services you need when you need them.



ASSOCIATION SERVICES

Maintaining Value By Maintaining Property

Well-kept communities not only appear inviting, they protect property values for homeowners. As your partner in accomplishing this goal, Associa OnCall provides maintenance technicians on an hourly or contract basis to carry out a broad portfolio of association-related services including:

- Project oversight
- Building maintenance
- Common area repairs and maintenance
- Emergency repairs
- Lighting and electrical
- Gutter cleaning and building drainage
- Janitorial and porter work
- Landscape services
- Insurance claims
- Capital projects
- Preventative maintenance

HOMEOWNER SERVICES

Overcoming your Overwhelming Projects

With an investment as large and as personal as your home, it's crucial that any work done on it is done right, which only makes each project harder to handle. Whether you live in an Associa-managed association or not, let Associa OnCall take care of your maintenance and repairs with a wide range of homeowner services such as:

- Complete maintenance technician services
- Carpentry repairs
- Door & window repairs
- Interior painting
- Exterior painting
- Drywall repair
- Power washing
- Plumbing fixture repair & replacement
- Light plumbing repair & replacement
- Many more services tailored just for you!

When you require assistance with repair, installation, supervision – or just advice on one of your own projects – we're here to help.

START YOUR PROJECT BY CONTACTING US TODAY!

**Services vary by region. Please contact Associa OnCall for information specific to your area.*

Please call for more information or pricing on any services.

7400 Baymeadows Way, Suite 317
Jacksonville, FL 32256
904.367.8532

www.cmcjaxfla.com



MANAGEMENT QUOTE

Management Fee: \$1,675.00

Above rates shall not exceed an increase of 3% per year

New client set up: \$450.00

Villages at Westport CDD will receive the following

COMMUNITY MANAGEMENT

- Routine property inspections
- Preparation and attendance at regular board meetings and the annual meeting
- Preparation of board updates and meeting packages
- Care and oversight of common areas and landscaping
- Mobile/tablet-compatible compliance program
- Local management support team
- Annual management calendar
- Project management and oversight
- Automated work order and compliance process
- Customized maintenance solutions
- 24-hour maintenance response

CUSTOMER CARE

- Managers equipped with smart phones for email, web and phone communication
- Annual continuing education for onsite employees, board members and committees
- 24/7 live emergency answering service
- Emails and calls returned within one business day
- Regular communications and site visits from the executive team

FINANCIAL SERVICES

- Budget analysis and preparation
- Delinquent account management
- Online invoice payment system
- Monthly financial reports
- Monthly statements or coupon booklets mailed to homeowners
- Maintain and update all association finances in real time
- General ledger modified accrual method
- Accounts payable and accounts receivable services

TECHNOLOGY SOLUTIONS

- Fully integrated of TownSq application/software
- Turnkey association management software C3
- Mobile inspection software
- Daily backup of all association information
- Communication network of over 6,000 community managers
- Online association document library
- Association systems with 99.99% uptime
- 365-day disaster recovery system
- Dedicated IT department
- Most advanced security measures in the industry

At Community Management Concepts of Jacksonville, we provide your community with the integrity, reliability and security it deserves. Plus, our relationships with industry-leading vendors generate exclusive savings for our clients.

Exhibit A
Itemized Charges for Periodic Routine Services
Fees effective 01-01-2022

Association _____ **Villages at Westport CDD** _____

Item	Charge
Records Storage	\$5.50 per box per month
Monthly Account Maintenance fee (includes coupons, quarterly statements)	\$1.05 per unit (monthly)
Replacement coupon booklet	\$8.99 per booklet NOT APPLICABLE
Billing Statement (monthly statements)	\$2.50 per statement NOT APPLICABLE
Accounts Payable Check Stock	\$1.00 per check NOT APPLICABLE
ACH set up fee	\$3.00 NOT APPLICABLE
Annual Corporate Filing Fee	\$35.00 (plus state fee) NOT APPLICABLE
Acting Agent of Record Fee	\$150.00 annually NOT APPLICABLE
Office supply fee	\$2.50 per door (annually) NOT APPLICABLE
Electronic data storage fee	\$9.99 (monthly) NOT APPLICABLE
Demand letter	
1st Notice ("Friendly Reminder")	\$4.75 per notice NOT APPLICABLE
Late Notice	\$4.75 per notice
Delinquency Notice (Intent to Lien Letter)	\$100.00 per notice (pass through to homeowner)
Materials Reproduction (copies/faxes/scanning)	\$0.25 per page - black/white; \$0.50 per page - color
Envelopes	\$0.26 per envelope - standard #10 & #9 business
1099 / 1096 Form Processing	\$35.00 per vendor
Purchasing - Miscellaneous Supplies/ Material, etc.	Cost plus 10%
Architectural Review Administration, Compliance, Misc.	
Violation Processing	\$2.25 per notification letter / \$3.50 with photo
Arch Review application processing	\$20.00 per request
TownSq Module OPTIONAL	\$40.00 per month
Misc.	
Additional tasks or projects	Time and materials base on hourly rates below
Lifestyle Services	\$25 per hour 5 hour monthly minimum
Administrative (if additional support is requested)	\$20-\$25 per hour
Maintenance tech (if additional support is needed, emergency, etc.)	\$45-\$55 per hour
Manager additional time when requested	\$55 per hour
Accounting/audit additional time when requested	\$65 per hour
Senior manager/director additional time when requested	\$65 per hour

Additional services are provided as may become available at the prevailing rate or as mandated by law. All fees listed on this Exhibit A are subject to annual increases and change, from time to time, and will be presented for approval by the Association prior to implementation or during annual budgeting process.

Exhibit B

Advanced Technology Group
Associa Abstract Services, Inc.
Associa Advantage, Inc.
Associa Client Shared Services Center, Inc.
Associa Community Association Websites,
Inc.
Associa Community Watch
Associa Developer Services, Inc.
Associa OnCall
Associa Supports Kids
Associations Insurance Agency, Inc.
Avid Xchange, Inc.
Community Archives, Inc.
First Associations Bank
First National Bank of Kemp
Lincoln Hancock Restoration, LLC
Mutual of Omaha Bank
Pacific Premier Bank
Platinum Title Services, LLC
TownSq
Union Bank

*Other entities as periodically may be
disclosed through amendment of the
Agreement or as published on Agent's
website.

Board Member Name: _____

Board Member Signature: _____ Date: _____

**Villages of Westport CDD
REQUEST FOR PROPOSALS FOR
Field Management Services
Duval County, Florida**

The Villages of Westport Community Development District ("District") is seeking competitive proposals for Field Management Services for District Property.

PROJECT: Field Management Services

The District owns various systems, facilities and infrastructure requiring inspection, operation and maintenance services and is seeking competitive proposals for field management services. Below is the scope of services:

Oversight and management services for all the common areas, landscaping, and stormwater facilities, and recreation located within the District's boundaries ("District Property"). Attached to this RFP is "Exhibit A" site map of the community outlining the areas.

General duties. Company shall be responsible for the management and oversight of District vendors for the District Property in an efficient, lawful and satisfactory manner and in accordance with the District's bond covenants relating to such maintenance under the District's direction.

Company shall be responsible for the overall supervision of service contractors and maintenance staff, as well as arranging for certain repair and maintenance work. Company shall report directly to the District Manager and the Board of Supervisors. Company shall attend monthly Board Meetings when requested by the District Manager or Board of Supervisors.

Inspection. Company shall conduct regular inspections of all District Property and report any irregularities to the District Manager, or his designated representative, and shall correct any irregularities.

Repair and Maintenance. Company shall make, or cause to be made, such routine repair work or normal maintenance to District Property as may be required for the operation or physical protection of District Property. Company shall cause emergency repairs to be made when such repairs are necessary for the preservation and safety of persons and/or property, or when the repairs are required to be made to avoid the suspension of any services. Company shall immediately notify the District Manager, or a designated representative, concerning the need for emergency repairs.

Oversee and manage landscape maintenance provider's performance.

Work with District Manager to develop an annual maintenance budget for the District.

Assess and advise the District of a necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear and tear," "acts of God," or vandalism, and secure cost estimates for same.

Investigation and Report of Accidents/Claims. Company shall promptly notify the District Manager as to all accidents or claims for damage relating to the management of the District and maintenance and operation of District Property. Such report shall at a minimum include a description of any damage or destruction of property. Company shall cooperate and make any and all reports required by any insurance company or the District in connection with any accident or claim. Company shall not file any claims with the District's insurance company without the prior consent of the District Manager or his designee.

Compliance with Government Rules, Regulations, Requirements and Orders. Company shall take such action as is necessary to comply promptly with any and all orders or requirements affecting District Property placed thereon by any governmental authority having jurisdiction. Company shall immediately notify the District Manager and District Counsel in writing of all such orders or requirements. At the request of the District, Company shall prepare for execution and filing by the District any forms, reports or returns which may be required by law in connection with the ownership, maintenance and operation of the District Property.

Adherence to District Rules, Regulations and Policies. To the extent they apply to Company's performance herein, Company's personnel shall be familiar with any and all District policies and procedures, if any, and shall ensure that all persons using District Property are informed with respect to the rules, regulations and notices as may be promulgated by the District from time to time and ensure that said persons conform therewith. Company may adopt such policies and procedures as it deems necessary to the fulfillment of its obligations under this Agreement provided that copies of such policies and procedures shall be provided to the District at all times. Company shall assure the District that all third parties will be dealt with at arm's length, and that the District's interest will be best served at all times.

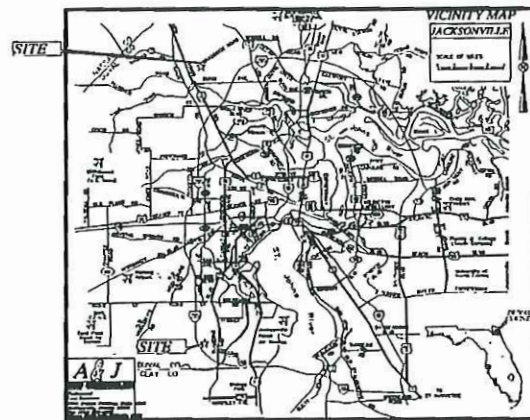
Care of the Property. Company shall use all due care to protect the District Property, its residents and landowners from damage by Company, its employees or contractors.

Timeframe Proposal Deadline. Firms desiring to provide services must submit one (_1_) copy of the required proposal via mail and or via email of the required proposal no later than **2:00 p.m. on Friday, July 9, 2021** at the offices of District Management Company, PFM Group Consulting, LLC, located at 12051 Corporate Blvd., Orlando, FL 32817 and or via email at carvalhov@pfm.com.

Attention: Vivian Carvalho, District Manager. Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package, and shall identify the name of the District and Project. Proposals will be opened at the time and date stipulated above; those received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

EXHIBIT A- SITE MAP

Phase 1 Plot



UNPLATTED LANDS OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 25 EAST, O.R. BOOK 10808 PAGE 1155.

UNPLATTED LANDS OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 25 EAST, O.R. BOOK 10808 PAGE 1155.

N 2225534.9411
E 415532.0779

UNPLATTED LANDS OF SECTION 36, TOWNSHIP 1 NORTH, RANGE 25 EAST, O.R. BOOK 10808 PAGE 1155.

N 2225287.4677
E 415291.6505

100' JEA EASEMENT
(O.R. BOOK 5762, PG. 352)

100' JEA EASEMENT
(O.R. BOOK 5762, PG. 352)

N 2225290.4161
E 415749.5717

(NOT TO SCALE)

S.E. CORNER OF SECTION 36, 1
TOWNSHIP 1 NORTH,
RANGE 25 EAST

2. THE EASEMENTS SHOWN HEREON AND DESIGNATED AS UNOBSERVED BY ANY PERMANENT IMPROVEMENTS WHICH MAY IMPEDE THE USE OF THE INSTALLATION OF FENCES, HEDGES AND LANDSCAPING IS PERMITTED EACH LOT OWNER FOR THE REMOVAL AND/OR REPLACEMENT OF SUCH
3. THE EASEMENTS SHOWN HEREON AND DESIGNATED AS UNOBSERVED UNOBSERVED BY ANY IMPROVEMENTS THAT MAY IMPEDE THE USE AN
4. EASEMENTS SHOWN HEREON ARE FOR DRAINAGE, UTILITIES AND SE
5. ALL DRAINAGE EASEMENTS ARE UNOBSERVED UNLESS OTHERWISE
6. THE TABULATED LINE AND CURVE TABLES SHOWN ON EACH SHEET APPEAR ON THAT SHEET.
7. ALL PLATTED UTILITY EASEMENTS SHALL ALSO BE EASEMENTS FOR OPERATION OF CABLE TELEVISION SERVICES, PROVIDED HOWEVER, NO SI OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE GAS, OR OTHER PUBLIC UTILITY.
8. NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN OF THE PLAT, WHETHER GRAPHIC OR DIGITAL. THERE MAY BE ADDITION/ MAY BE FOUND IN THE PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA.
9. CERTAIN EASEMENTS ARE RESERVED FOR JEA FOR USE IN CONJUNC
10. "JEA E.E." DENOTES JEA EQUIPMENT EASEMENT. THESE EASEMENTS IMPROVEMENTS THAT MAY IMPEDE THE USE AND ACCESS OF SAID EASE
11. "JEA E." DENOTES JEA EASEMENT. JEA WILL ALLOW CERTAIN NON-I USE OF SAID EASEMENTS BY JEA. THE INSTALLATION OF FENCES, HEDG TO REMOVAL BY JEA AT THE EXPENSE OF EACH LOT OWNER FOR THE F
12. (100.00') DENOTES DISTANCE TO EASEMENTS OR VEGETATED NATU
13. THE LANDS SHOWN HEREON LIE WITHIN FLOOD ZONE ("X") AS DEPII COMMUNITY NUMBER 120077, PANEL NUMBERS 0237 - 0241; MAP REV: DELINEATIONS ON THIS PLAT ARE VALID ONLY FOR DATES UP TO AND IF PLAT. THERE MAY HAVE BEEN SUBSEQUENT REVISIONS AFTER THIS DATE FOR THIS SHOULD BE MADE TO THE COMMUNITY'S FLOOD PLAIN MANAGE CITY OF JACKSONVILLE.
14. THE SUBJECT PROPERTY IS LOCATED WITHIN JIA AIR INSTALLATION DESIGN AND CONSTRUCTION OF RESIDENCES LOCATED UPON THE PROPER TWENTY-FIVE DBA.

LEGEND

- ESM'T. OFFICIAL RECORD
O.R. VOL.
PG.
(OA)
P.C. POINT OF
P.T. POINT OF
P.R.C. POINT OF REVE
R.P. RA
P.L. POINT OF INT
P.C.C. POINT OF COMPO
R.
L.
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V.N.B. VEGETATED NATU
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POINT OF COMM

Page 2 Plat

ROAD (A 60 FOOT ROAD RIGHT OF WAY, CLOSED BY ORDINANCE NO. 2006-92-E, AS RECORDED IN OFFICIAL RECORDS BOOK 13138, PAGE 335 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA), ALL LYING IN TOWNSHIP 1 NORTH, RANGE 25 EAST, CITY OF JACKSONVILLE, DUVAL COUNTY, FLORIDA

CLERK'S CERTIFICATE

2013239768

THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN EXAMINED, ACCEPTED AND APPROVED BY THE CITY OF JACKSONVILLE, FLORIDA AND SUBMITTED TO ME FOR RECORDING, AND IS RECORDED IN PLAT BOOK 66, PAGES 115-123 OF THE CURRENT PUBLIC RECORDS OF DUVAL COUNTY, FLORIDA THIS 11TH DAY OF September, 2013.

BY: Ronnie Fussell
RONNIE FUSSELL, CLERK OF THE CIRCUIT COURT

BY: Juan Marshall
JUAN MARSHALL, DEPUTY CLERK

PLAT CONFORMITY REVIEW

THIS PLAT HAS BEEN REVIEWED AND FOUND IN COMPLIANCE WITH PART 1, CHAPTER 177, FLORIDA STATUTES, THIS 11TH DAY OF SEPTEMBER, 2013.

Danny S. Wheeler
DANNY S. WHEELER, PSM
PROFESSIONAL LAND SURVEYOR NUMBER 6902

UNPLATTED LANDS OF THE
BLOODWORTH DONATION,
SECTION 38, TOWNSHIP 1
NORTH, RANGE 25 EAST

UNPLATTED LANDS OF THE
N. 1/2 OF SECTION 35,
TOWNSHIP 1 NORTH, RANGE
25 EAST

UNPLATTED LANDS OF THE
S. 1/2 OF SECTION 35,
TOWNSHIP 1 NORTH, RANGE
25 EAST

UNPLATTED LANDS OF
SECTION 36, TOWNSHIP 1
NORTH, RANGE 25 EAST

UNPLATTED LANDS OF
SECTION 36, TOWNSHIP 1
NORTH, RANGE 25 EAST

LEGEND
ESM'T. EASEMENT
O.R. OFFICIAL RECORDS
DATE DATE

GRAPHIC SCALE
0 100 200
(IN FEET)
1 inch = 200 ft.

FARM 45
DINSMORE FARMS
(UNRECORDED)

GENERAL NOTES

BASIS OF BEARINGS

- STATE PLANE CO-ORDINATES SHOWN HEREON ARE BASED ON NORTH AMERICAN DATUM (NAD) 1983 (1990). NAMES ARE AS FOLLOWS:
STATION NAME: 110 72 A09 (NGS ID: BC0968).
STATION NAME: 110 72 A10 (NGS ID: BC0969).
- THE EASEMENTS SHOWN HEREON AND DESIGNATED AS UNOBSTRUCTED EASEMENTS SHALL REMAIN TOTALLY UNOBSTRUCTED PERMANENT IMPROVEMENTS WHICH MAY IMPEDE THE USE OF SAID EASEMENTS, BY THE CITY. THE CONSTRUCTION INSTALLATION OF FENCES, HEDGES AND LANDSCAPING IS PERMISSIBLE BUT SUBJECT TO REMOVAL, AT THE EXPENSE THE REMOVAL AND/OR REPLACEMENT OF SUCH ITEMS.
- THE EASEMENTS SHOWN HEREON AND DESIGNATED AS UNOBSTRUCTED ACCESS EASEMENTS SHALL REMAIN TO ANY IMPROVEMENTS THAT MAY IMPEDE THE USE AND ACCESS OF SAID EASEMENT.
- EASEMENTS SHOWN HEREON ARE FOR DRAINAGE, UTILITIES AND SEWERS, UNLESS OTHERWISE NOTED.
- ALL DRAINAGE EASEMENTS ARE UNOBSTRUCTED UNLESS OTHERWISE NOTED.
- THE TABULATED LINE AND CURVE TABLES SHOWN ON EACH SHEET ARE APPLICABLE ONLY TO THE LINES AND THAT SHEET.
- ALL PLATTED UTILITY EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINT OF CABLE TELEVISION SERVICES, PROVIDED HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS,
- NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED L/ AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF ADDITIONAL RESTRICTIONS NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF DUVAL COUNTY.
- CERTAIN EASEMENTS ARE RESERVED FOR JEA FOR USE IN CONJUNCTION WITH THE UNDERGROUND DISTRIBUTION SYSTEM.
- "JEA-E.E." DENOTES JEA EQUIPMENT EASEMENT. THESE EASEMENTS SHALL REMAIN TOTALLY UNOBSTRUCTED THAT MAY IMPEDE THE USE AND ACCESS OF SAID EASEMENT BY JEA.
- "JEA-E." DENOTES JEA EASEMENT. JEA WILL ALLOW CERTAIN NON-PERMANENT IMPROVEMENTS WHICH DO NOT IMPEDE SAID EASEMENTS BY JEA. THE INSTALLATION OF FENCES, HEDGES, AND LANDSCAPING IS PERMISSIBLE BUT SUBJECT TO THE EXPENSE OF EACH LOT OWNER FOR THE REMOVAL AND FOR REPLACEMENT OF SUCH ITEMS.
- (100.00') DENOTES DISTANCE TO EASEMENTS OR UPLAND BUFFERS.
- LANDS LOCATED IN A SFHA & SUBSEQUENTLY REMOVED BY LOMR/A: A LETTER OF MAP REVISION/AMENDMENT 12-04-6121P, WITH AN ISSUE DATE OF FEBRUARY 21, 2013 AND AN EFFECTIVE DATE OF: JULY 8, 2013 HAS BEEN PROJECT. THE BUILDABLE PORTION OF THE LOTS NO LONGER FALL WITHIN THE SPECIAL FLOOD HAZARD (SFHA) / INSURANCE RATE MAP (FIRM) COMMUNITY NUMBER 120077, PANEL No. 0055, SUFFIX E, DATED AUGUST 15, 1989 SUPERCEDES THE MAPS. COPIES OF THIS LETTER AND DOCUMENTATION OF THE CHANGES AND ORIGINAL SUBMITT. THESE FILES ARE AVAILABLE AT THE COMMUNITY'S FLOODPLAIN MANAGEMENT REPOSITORY, DEVELOPMENT SERVICES DIVISION OF PLANNING AND DEVELOPMENT, CITY OF JACKSONVILLE. THE FIRM INFORMATION AND DELINEATIONS ON THIS PLAT DATES UP TO AND INCLUDING THE EFFECTIVE RECORDING DATE OF THIS PLAT. THERE MAY HAVE BEEN SUBSEQUENT DATE THAT WILL SUPERSEDE SAID INFORMATION. INQUIRIES FOR THIS SHOULD BE MADE TO THE COMMUNITY'S FLC REPOSITORY, DEVELOPMENT SERVICES DIVISION, DEPARTMENT OF PLANNING AND DEVELOPMENT, CITY OF JACKSONVILLE.
- THE SUBJECT PROPERTY IS LOCATED WITHIN JIA AIR INSTALLATION COMPATIBLE USE ZONE ("AICUZ") NOISE CONSTRUCTION OF RESIDENCES LOCATED UPON THE PROPERTY MUST PROVIDE FOR A NOISE LEVEL REDUCTION OF 15 DB.
- THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF TITLE, THE FOLLOWING ITEMS WERE REVEALED WITH RESPECT TO THIS PLAT:
A) MORTGAGE, FINANCING STATEMENT AND SECURITY AGREEMENT RECORDED IN OFFICIAL RECORDS BOOK 12723, MODIFICATION AGREEMENT EVIDENCING RENEWAL NOTE RECORDED IN OFFICIAL RECORDS BOOK 15142, PAGE 1628, FLORIDA LIMITED LIABILITY COMPANY, BY ASSIGNMENT OF MORTGAGE AND SECURITY DOCUMENTS RECORDED IN OF 1317.
B) CONSERVATION EASEMENT TO THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT AS RECORDED IN OFFICIAL RECORDS BOOK 10335, PAGE 172.
C) DEVELOPMENT AGREEMENT AS RECORDED IN OFFICIAL RECORDS BOOK 10335, PAGE 172.
D) USE RESTRICTIONS AND COVENANTS AS SET FORTH IN OFFICIAL RECORDS BOOK 10802, PAGE 493.
E) COVENANTS AS SET FORTH IN OFFICIAL RECORDS BOOK 10808, PAGE 1155.
F) NOTICE OF ESTABLISHMENT OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT RECORDED IN 1380.
G) NOTICE OF FAIR SHARE ASSESSMENT CONTRACT RECORDED IN OFFICIAL RECORDS BOOK 12002, PAGE 2472.
H) VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT NOTICE OF THE IMPOSITION OF SPECIAL ASSESSMENT BOOK 12261, PAGE 157.
I) DECLARATION OF CONSENT TO JURISDICTION OF COMMUNITY DEVELOPMENT DISTRICT AND THE IMPOSITION OF : OFFICIAL RECORDS BOOK 12368, PAGE 2228.
J) DECLARATION OF CONSENT TO JURISDICTION TO COMMUNITY DEVELOPMENT DISTRICT AND THE IMPOSITION OF : OFFICIAL RECORDS BOOK 12368, PAGE 2237.
K) ORDINANCE 2006-92-E RECORDED IN OFFICIAL RECORDS BOOK 13138, PAGE 335.
L) DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY COMMUNITY DEVELOPMENT DISTRICT RECORDED IN OFFICIAL RECORDS BOOK 14852, PAGE 2254.
M) REVOCABLE PERMIT AND INDEMNIFICATION AGREEMENT RECORDED IN OFFICIAL RECORDS BOOK 15768, PAGE 9.

JEA EASEMENT DETAIL
NOT TO SCALE

STREET

JEA
S
JEA E.E. -
(See dimension
below for size)

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2021-07, Adopting
the Annual Meeting Schedule for Fiscal Year
2021-2022

RESOLUTION 2021-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT
DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE
FOR FISCAL YEAR 2021-2022**

WHEREAS, the Villages of Westport Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 2004-423, Laws of Florida; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time and location of the District's meetings; and

WHEREAS, the Board has proposed the Fiscal Year 2021-2022 annual meeting schedule as attached in **Exhibit A**;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF
THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT
DISTRICT**

1. The Fiscal Year 2021-2022 annual public meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published in accordance with the requirements of Florida law.

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____ DAY OF JULY, 2021.

ATTEST:

**VILLAGES OF WESTPORT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

EXHIBIT "A"

**BOARD OF SUPERVISORS MEETING DATES
VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021-2022**

Dates	Times	Location
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All meetings will convene at the _____.

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Consideration of Resolution 2021-08, Ratifying
the Action of the District Manager in Re-Setting
the Location of the Public Hearing on the
Proposed Budget for Fiscal Year 2021/2022

RESOLUTION 2021-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ACTION OF THE DISTRICT MANAGER IN RE-SETTING THE LOCATION OF THE PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2021/2022; AMENDING RESOLUTION 2021-04 TO SET THE PUBLIC HEARING THEREON; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Villages of Westport Community Development District (“District”) is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure improvements; and

WHEREAS, on April 12, 2021, at a duly noticed public meeting, the District’s Board of Supervisors (“Board”) adopted Resolution 2021-04 approving the proposed budget for Fiscal Year 2021/2022 and setting a public hearing for July 22, 2021 at 12:00 p.m. at 14758 Old St. Augustine Road, Suite 3, Jacksonville, Florida 32258; and

WHEREAS, in order to provide a larger location for public participation, the District Manager, after consultation with the Chairman of the Board of Supervisors, re-set the location of the public hearing to be held at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida 32218 at the same date and time as provided in Resolution 2021-04, and caused notice thereof to be provided pursuant to Florida law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Resolution 2021-04 is hereby amended to reflect the changed location of the public hearing as declared in Resolution 2021-04.

SECTION 2. The actions of the District Manager in re-scheduling and noticing the public hearing are hereby ratified and approved

SECTION 3. Except as otherwise provided herein, all of the provisions of Resolution 2021-04 continue in full force and effect.

SECTION 3. 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.

SECTION 4. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 22nd day of July, 2021.

ATTEST:

**VILLAGES OF WESTPORT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairman, Board of Supervisors

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Discussion Regarding Traffic Calming Petition
Process



TRAFFIC CALMING REQUESTS

Many residents request the installation of multi-way stops due to speeding problems. The City (per the Manual on Uniform Traffic Control Devices (MUTCD) and the Florida Green Book) does not install multi-way stops to control speeding. Information on why COJ does not use stop signs to control speeding is available at this link: [Traffic Signs FAQ](#).

The most common forms of traffic calming are speed humps or reduced speed limit signs.

Reduced Speed Limits:

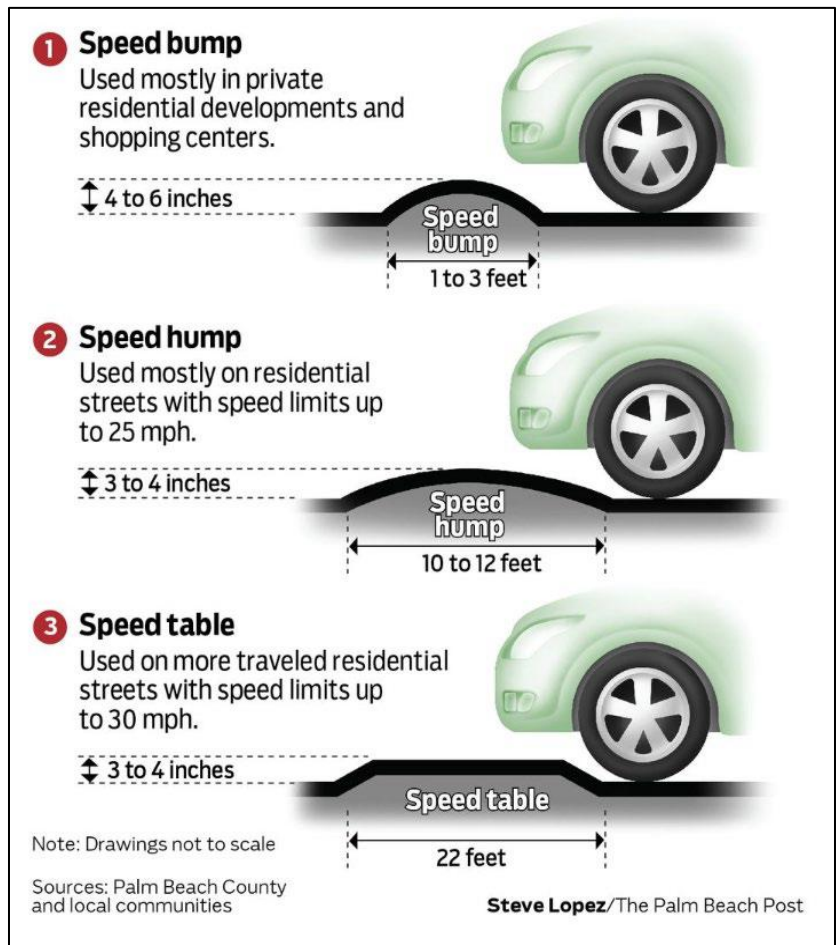
The statewide residential speed limit is 30 mph. Your neighborhood may have the speed limit reduced by petition. If your pavement width is 20ft or greater then the reduced speed limit will be 25mph. If the pavement width is less than 20ft then the reduced speed limit will be 20mph. It is important to note that reduced speed limit signs are not effective without JSO enforcement. Traffic Engineering will determine where and how many signs are installed. The neighborhood is responsible for the full cost of the signs. Each sign costs \$275.

Speed Humps:

Your neighborhood may have speed humps installed by petition. Speed humps are designed in a such a way that vehicles must slow down to 15-20mph as they pass over them. Traffic Engineering will determine where and how many speed humps are installed. Speed humps can only be installed on public residential roads. Roads classified as collectors or arterials are not eligible. The neighborhood is responsible for paying the cost of each speed hump. Each speed hump costs \$3,000.

Petition Process:

1. The requestor submits the request for traffic calming via email to trafficeng@coj.net. Requests should include the streets on which traffic calming is needed, the type of calming, and a contact person.
2. Traffic Engineering performs an investigation. If the streets are eligible for traffic calming, then Traffic Engineering sends a sketch and cost estimate to the requestor.
3. The requestor contacts their district council member and request a public meeting. JSO and JFRD must be present at the meeting because traffic calming may affect emergency response time.
4. At the public meeting Traffic Engineering explains the advantages and disadvantages of the project.
5. At the public meeting, Traffic Engineering gives the petition to the sponsor. Only affected property owners are eligible to sign the petition. The petition that Traffic Engineering provides will include the list of names of property owners who are eligible to sign.
6. The sponsor collects signatures. Signatures will be inspected by the City.
7. The sponsor or someone from the neighborhood collects money. A check or money order is submitted to Traffic Engineering, made payable to the Tax Collector, for the total of the agreed cost.
8. After payment is received, the City will install the project.



**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review and Consideration of Mulch and
Landscape Proposals

Greenway Lawn and Landscape
10244 Beach Blvd
Jacksonville, FL 32246 US
contact@greenway-lawncare.com



Estimate

ADDRESS

Villages of Westport
10175 Fortune Parkway Suite
906
Jacksonville, FL 32256

ESTIMATE # 4296

DATE 04/09/2021

ACTIVITY	QTY	RATE	AMOUNT
Landscape 2 Devinston: Remove approximately 24 yards of existing pine bark in beds to right and left of the front entrance to clubhouse area Haul away from community	1	1,800.00	1,800.00
Landscape 2 Devinston: Install 120 yards of pine bark to all bed areas at front entrance, clubhouse, pool area and beds in parking area, due to the amount of mulch already in beds we will top dress only Quote does not include playground or beds surrounding	1	5,400.00	5,400.00
Landscape 2 Creston: Install 40 yards of pine bark mulch to front entry beds only	1	1,800.00	1,800.00
Landscape 2 Kenniston: Install 40 yards of pine bark mulch to front entry beds only	1	1,800.00	1,800.00
TOTAL			\$10,800.00

Accepted By

Accepted Date



10780 US Hwy 1, N.
Ponte Vedra, FL 32081

Estimate / Invoice

Date	Estimate #
6/24/2021	461

Name / Address	
Villages Of Westport CDD Jacksonville, FL 32218	
Customer Phone	Customer Fax

Ship To

Terms
Pre-Pay

Description	Qty	Rate	Total
"Devinstion" Remove 25 Yards of old Mulch Left and Right of Club House	30	30.00	900.00
"Devinstion" 120 Yards Med. Pine Bark Installed Front Entrance only and Clubhouse to include Pool and Parking area beds.	120	67.00	8,040.00
"Creston" 40 Yards Med Pine Bark Installed Front Entrance only	40	67.00	2,680.00
"Kennistorn" 40 Yards Med Pine Bark Installed Front Entrance only	40	67.00	2,680.00
"Devinstion" Playground Chips installed	20	69.00	1,380.00
We did not include the beds along the outside border walls. for the 3 properties.			

	Subtotal	\$15,680.00
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Phone #	Fax #
904-886-7080	

Sales Tax (6.5%)	\$0.00
Total	\$15,680.00



10780 US Hwy 1, N.
Ponte Vedra, FL 32081

Estimate / Invoice

Date	Estimate #
7/8/2021	463

Name / Address	
Plantonomics LLC Michael Sanders 904-930-9446 sandml920@gmail.com	
Customer Phone	Customer Fax

Ship To
6702 Sandle Dr, 32219

Terms
Pre-Pay

Description	Qty	Rate	Total
Pine Nuggets Medium Cubic Yard	200	28.99	5,798.00T
Shipping Charges	2	90.00	180.00
Cypress Chips..	20	34.99	699.80T
Shipping Charges	1	90.00	90.00
Plantonomics LLC			
Michael Sanders			
904-930-9446			
sandml920@gmail.com			
Deliver to 6702 Sandle Dr, 32219			

		Subtotal	\$6,767.80
		Sales Tax (7.5%)	\$487.34
		Total	\$7,255.14

Phone #	Fax #
904-886-7080	



12411 Philips Highway
Jacksonville FL 32256
904-292-0354

Estimate

Date	Estimate #
7/10/2021	7385

Name / Address
Plantononmics,LLC Michael Sanders 11589 Key Biscayne DR. Jax, Fl 32218

P.O. No.	Rep	CUSTOMER NAME:	PHONE#
	RHH		
Qty	Description	Cost	Total
46	Podocarpus 7g	25.00	1,150.00T
49	Arboricola 3g	6.50	318.50T
50	Dwarf Oleander 3g	7.50	375.00T
103	Liriope Super Blue 1g	2.50	257.50T
60	Dianella Variegated Flax 3g	9.50	570.00T

		Subtotal	\$2,671.00
		Sales Tax (7.5%)	\$200.33
		Total	\$2,871.33

Prices and Availability subject to change without notice.
All deposits are non-refundable.



12411 Philips Highway
Jacksonville FL 32256
904-292-0354

Estimate

Date	Estimate #
7/8/2021	7381

Name / Address

Plantononmics,LLC
Michael Sanders
11589 Key Biscayne DR.
Jax, Fl 32218

P.O. No.	Rep	CUSTOMER NAME:	PHONE#	
	WTH			
Qty	Description		Cost	Total
40	Croton 3g		7.50	300.00T
40	Foxtail Fern 3g		8.00	320.00T
40	Agapanthus 3g		7.50	300.00T
40	Arboricola 3g		6.50	260.00T
40	Mexican Petunia 3g		6.50	260.00T
6	Philodendron 3g		6.50	39.00T
2	Pygmy Date Palm 30g		130.00	260.00T

Prices and Availability subject to change without notice.
All deposits are non-refundable.

Plantonomics LLC

11589 Key Biscayne Dr
Jacksonville, FL 32218 US
+1 9049309446
sandml920@gmail.com



Estimate

ADDRESS
Villages of Westport CDD

ESTIMATE 1020
DATE 07/10/2021
EXPIRATION DATE 07/10/2021

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Landscaping labor fee	1	2,500.00	2,500.00

This is the labor fee for the mulch removal and plant installation and new much installation.

TOTAL

\$2,500.00

Accepted By

Accepted Date

Mulch Masters, LLC

230 Lee Road
JACKSONVILLE, FL 32225 US
(904)727-1100
mulchmastersjax@gmail.com
<http://www.mulchmasters.com>

INVOICE

BILL TO

Villages of Westport
6714 Sandle Drive
Jacksonville, FL 32219

INVOICE # CM1209**DATE** 05/28/2020**DUE DATE** 06/27/2020**TERMS** Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Installation Playground Mulch	1	1,040.00	1,040.00
Installation PB mini nuggets	1	4,608.00	4,608.00

BALANCE DUE

\$5,648.00



C & L Landscape, Irrigation, & Building

P.O. Box 23425
Jacksonville, FL 32241
Phone: 904 353-6620
Fax: 904-355-5986

Date: 07/08/2021

Attn: Alice Sanford
6702 Sandle Dr
Jacksonville, FL 32219
Phone: 407-723-5901
Project: Villages of Westport CDD

Landscape Proposal

Landscape: 2

Devinston

Remove 24 cy mulch and dispose. \$2,700.00

Landscape: 2

Devinston

Install 120 cy Pine-bark mulch. \$13,3200.00

Landscape: 2

Creston

Install 40 cy Pine-bark mulch. \$4,400.00

Landscape: 2

Kenniston Install 40 cy Pine-bark mulch. \$4,400.00

Part #02

Amenity Center Front Beds Enhancement.

1. 46 - 3 gal. Podocarpus installed. \$1,380.00
2. 49 – Arboricola plants installed. \$1,500.00
3. 50 – 3 gal. Dwarf Oleander \$1,500.00
4. 103 – 1 gal. Liriope Blue \$2,060.00
5. Irrigation according to new plant bed installation and list of parts. \$4,500.00

The above items listed include purchasing all materials, labor, transportation and installation with a one-year warranty. If owner wishes to change to a deferent type of plant that was listed for pricing, we will review with owner. No mowing, water service for irrigation by others. We can connect to existing water system if one is already in place. That's what we are assuming is there and is in the price above to connect.

50 % deposit required to schedule.

Signature: _____ Date: _____

Troy Kruse
Estimator/ Project Manager

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review and Consideration of Pool Paver and
Pool Cleaning Proposals



POOLWERX BEACHES

Villages of West Port

12060 Braddock Rd

Jacksonville, FL 32219

POOL MAINTENANCE PROPOSAL



POOLWERX BEACHES

13546- 6 Beach Blvd * Jacksonville FL 32224 * Beaches@poolwerx.com * www.poolwerx.com * 904-599-2190

Pool Maintenance Proposal

Client: Villages of West Port

Service Address 12060 Braddock Rd* Jacksonville, FL 32219

Date: 01/27/2021

Work Start Date: TBD

Service Areas: 1 Pool

Service Options:

- *Jan-Dec – 1 trips per week - \$1050/month*
- *Jan-Dec – 2 trips per week - \$1,195/month*
- *Apr-Sept – 3 trips per week - \$1,345.00/month*
Oct – Mar 2 trips per week month

Total Monthly Fee: (basic chemicals included) algae treatments and other specialty chemicals not included

Included: (service below are for Three/Wk service. Duties will change based on the Service Option selected)

One time per week back wash filter and clean pool

Once per week Hose Vacuum.

We will check Chemicals and balance water every trip

Digital reports will be sent at each trip

Digital water testing will be done once per month

Skim, brush pool, brush tile, and check equipment at each visit

Not Included in Service Contract, Available For Additional Fee

- All specialty chemicals (Algaecides, Phosphate Remover, etc.), fecal accidents, storm clean ups, vandalism clean up, algae, stain treatment. Treatments will be performed and invoiced only after client approval is received
- All repairs over \$100 will be performed and invoiced to the account only **after** client approval is received
- Extra Cleaning Visits - \$185 / visit
- Owner will need to do necessary maintenance when PWB is not on site.

CHEMICALS Provided by Poolwerx Beaches:

Chemical Treatment is lower in winter and higher in summer as water/air temperatures change. Application treatments made in accordance with all health and safety codes – local, state, and national. Chemical prices include handling, delivery, and tax where applicable. PWB reserves the right to adjust chemical prices at any time.

NATIONAL AND STATE CERTIFIED SERVICES:

Supervised by a national **CPO- Certified Pool Operator**® per 64E-9.018 Florida Administrative Code, performed in accordance with local, state, and National Spa and Pool Institute standards.

Florida CPC License # 1458924

MAINTAINING POOL:

1. Inspect pool water for clarity. Main drain visible and water crystal clear with no algae.
2. Remove excess water to waste or add water as needed **during** visit.
3. Clean gutter drains and skimmer basket(s) of debris.
4. Inspect equipment operation: pump(s), motor(s), filter, pipes, valves, and gauges.

5. Each visit NSPI water quality test & analysis: PPM chlorine 1 to 5, PPM pH 7.2 to 7.8.
6. Monthly NSPI water quality test & analysis: PPM alkalinity 80 to 120.
7. Quarterly NSPI test & analysis: PPM calcium hardness 200 to 400 and stabilizer 30 to 50.
8. Semi-Annually, take a water sample to our ChemLab to analyze for bacteria, nitrates, and metals.
9. Add chemicals in amounts as tests indicate to maintain pool to NSPI water quality standards.
10. Shock: water temperature 80 + weekly, 70 to 79 every 2 weeks, -70 monthly, + after heavy bather load.
11. Clean pool tiles at water line each visit. Pool Deck above tile and furniture cleaning not included.
12. Leaf net pool surface and/or bottom of debris as needed.
13. Vacuum pool and/or brush, as needed each visit.
14. Turn pump(s) off, inspect, and clean pump strainer basket(s). Turn pump(s) on.
15. Clean filters: one or more times each week as flow meters and vacuum gauges indicate.
16. Inspect pool water for clarity after chemical treatment.
17. Run pumps 24 hours / 7 days per 64E-9.004 Florida Administrative Code.
18. Remove all service tools and equipment from pool area.
19. Inspect equipment for leaks and proper valve settings for normal operation prior to leaving.
20. Notify client of any problems in writing on the service ticket.

TERMS AND CONDITIONS

Client agrees to accept the above services and pay in accord with the following.

Monthly Payments are due in advance, on the 15th of each month, for services, supplies, chemicals, repairs, fuel surcharge, etc. as provided for the month just ended. A \$35 late fee or 2.5% (whichever is greater) will be applied to all invoices not paid within sixty (60) days of the original billing date.

1. HOLIDAYS: If your service day falls on a holiday, maintenance will be provided the day before or the day after the holiday, but on a regular workday Monday through Friday.

2. COVERS, INCLEMENT WEATHER and STORM CLEAN UP: We do not remove/replace covers. Owner should remove prior to service and replace 2-4 hours after service to allow chemicals to out gas. Complete service will not be provided during heavy rain, high wind and/or lighting. We will check & add chemicals as needed, with full services provided on our next regular visit. When storms place large amounts of debris in the pool that cannot be removed in a reasonable amount of time as allotted for regular pool servicing, we will request your approval for special storm clean-up services at additional charge. We cannot be responsible for pool chemistry for rainfall greater than 3 inches in an 7 day period. Additional charges may be incurred to re-balance the water after such events.

3. OTHER SERVICES AVAILABLE: Pool, Deck, & Tile – *Resurface, Restore, Refinish, Remodel*, and **Equipment Repairs/Replacement/ Upgrades:** New Heaters, Pumps, Motors, Filters, Valves, Plumbing, and Parts. Automation

4. NOT INCLUDED ROUTINE REPAIRS and ANNUAL SERVICES: All repairs to be performed only with the prior approval of the client. DE Filters must be dismantled, degreased, & demineralized once every year. Sand and Cartridge filters need annual service and elements replaced about every 2-3 years. We will request your approval in advance for all individual work.

5. SPECIAL PROVISIONS: PWB shall not be responsible for ground water Hydrostatic Pressure damages. We accept new maintenance customers only after completion of all work identified on the **startup survey**, such as: chemical balancing, repairs, parts, equipment replacement, chemical feeder installation, and / or special cleaning.

6. CUSTOMER'S RESPONSIBILITIES Between service visits:

1. Remove debris, leaves, and pine straw from gutters and skimmer drains, especially during periods of heavy leaf, pollen, & pine straw fall, or as needed.
2. Maintain water at proper level = 1/4" to 1/2" above gutters or middle of skimmer opening.
3. Keep grass, trees, plants trimmed, and all away from pool deck area.
4. Inspect and repair pool/yard gates, latches, fencing and screen enclosures. does not include a full safety inspection of these as part of the regular service.
5. Ensure all deck areas have no tripping hazards, proper drainage and non-skid properties to prevent slips and falls when the deck is wet.
6. Keep all pool equipment in good operating condition by approving needed repairs or equipment replacement.
7. Minerals and metals suspended in fill water can discolor pool/spa surfaces; therefore, PWB is not responsible for such surface problems

7. WATER QUALITY FACTORS

- Chemical grade, type, amount, and frequency applied.
- Level of chemical applicator's knowledge and skill.
- Frequency and quality of weekly maintenance visits.
- Level of maintenance technician's knowledge and skill.
- Design of pool circulation system: pipe size, inlets, outlets, etc.
- Quality of fill water = minerals, metals, and suspended matter.
- Quality and condition of pool shell and interior finish.
- Pump and Filter system = size, type, condition, and hours of operation.
- Amount of rain/no rain.
- Amount of Wind.
- Air & water temperature.
- Trees: Type and amount of falling pollen, pine straw, & leaves.
- Screen or glass enclosure, grass cuttings, shrub, and plant closeness to pool.
- Bather load = Frequency of pool use and by the number of people

***Poolwerx Beaches* has direct control over only four (4) of the above factors:**

- Chemical grade, type, amount, and frequency applied.
- Level of chemical applicator's knowledge and skill.
- Frequency and quality of weekly maintenance visits.
- Level of maintenance technician's knowledge and skill.

TYPICAL CHEMICAL RATINGS and EFFECTIVENESS

1. GOOD: A. Liquid has only 3% to 7% available chlorine and a 30-day shelf life.
B. Discount brand solids have only 35% to 65% available chlorine and high fillers.

2. BETTER: A. Automatic saline systems, high initial cost, investment payback average 24 months
B. Ozone, mineralizers, and metal technology equipment are costly,
Some require high maintenance and may cause pool staining.
C. Gas 100% available chlorine but is highly caustic, dangerous and may damage pool finish.

3. BEST: A. High quality chlorine/bromine solid sticks and tabs @ 95% to 99% availability.
Uses high quality chlorine/bromine solid sticks, tabs & dry granules.

Insurance:

Poolwerx Beaches carries all necessary insurance to maintain your facility properly and safely. Insurance certificates will be provided upon acceptance of the agreement. In the event that bacteria sickness may occur, we carry an additional **pollution policy that helps protect our clients against bacteria caused illness**. We offer this to all our clients at no charge. This policy is our commitment to you that your pool will be healthy and safe during our time of service.

Algae Free Guarantee:

If the client chooses, PB can offer an Algae Free Guarantee. In which, we will guarantee that your pool will be free from all basic types of Algae (Black Algae excluded). The water, walls, ladders, handrails, water features, etc. will always be clear of algae and harmful bacteria. There is an additional fee for the initial treatment for this guarantee. Price will vary based on the pool. Guarantee is good for pools with no current algae problems. The pool should be free from all algae prior to applying the Algae free chemicals.

Term of Agreement:

All payments are due by the 6th of each month made payable to PWB, invoices will be provided to owner. Payments are set up on auto draft with a credit card on file. Acceptance of this proposal gives PWB authorization to charge the card provided by owner. This price is subject to a minimum 4% cost of living increase upon annual renewal or as material costs increase. The contract will automatically renew after 12 months unless written notice is provided. Cancellation of contract requires 30-day written notice by both parties with or without cause.

Client Approval _____ Date _____

Thank you for the opportunity, and I look forward to earning your business,

Nick McAbee

Poolwerx Beaches
904-495-5386 – mobile
904-599-2190 – office
beaches@poolwerx.com

Crown Pools Inc

3002 Phillips Highway
Jacksonville, FL
904-858-4300
904-858-4330

Quote

1/26/2021
Quote # 11103
Entered by - JOHN W
Valid through -

Bill To:
VILLAGES OF WESTPORT
12060 BRADDOCK RD
JACKSONVILLE, FL 32219

Ship To:
VILLAGES OF WESTPORT
12060 BRADDOCK RD
JACKSONVILLE, FL 32219
ACADEMYOFDREAMS@YAHOO.COM

904-414-9481

Item	Description	QTY	Proposed Price
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MONTHLY POOL CLEANING SERVICE	SERVICE OF:		\$1,625.00
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(3) VISITS PER WEEK: M-W-F

PRICE INCLUDES:

LABOR & ALL STANDARD CHEMICALS {liquid chlorine/granular shock – acid – sod bicarb – d.e. filter media – stabilizer – chlorine tabs} NEEDED TO PROPERLY MAINTAIN POOL
EXTRA CHARGE FOR SPECIAL CHEMICALS:
{salt – phosphate remover – yellow treat – mirablue clarifier – scale free – stain free – metal free – pool perfect – supershock – tri-90 – after-shock}

SERVICE INCLUDES:

COMPLETE CLEANING OF POOL
BRUSHING OF TILE, WALLS, FLOOR, SKIM & DEEP NETTING
VACUUM WHEN NEEDED, ETC.

SERVICE OF POOL FILTRATION SYSTEM

EQUIPMENT CHECK: GASKETS, O-RINGS, ETC.
WE HAVE A DEDICATED SERVICE DEPARTMENT TO MAKE ANY TYPE OF POOL REPAIR REQUIRED

CHECK WATER FOR PROPER CHEMICAL READING AND BALANCE AS NEEDED TO MEET HEALTH CODES
FILL OUT HEALTH DEPT RECORD LOG & KEEP ON-SITE

ANY EXTRA NON-SCHEDULED VISIT:
THE CHARGE WILL BE \$175 PER TRIP (CHEMICALS NOT INCLUDED)

Item	Description	QTY	Proposed Price
		Group Subtotal	\$1,625.00
		Subtotal	\$1,625.00
		Tax	\$0.00
		Total	\$1,625.00
Notes			

Quote Accepted By: _____

Date: _____

Print/Sign

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review and Consideration of Paver Proposals
for School Bus Waiting Area



EARTHSCAPES

DESIGN BUILD

Concrete Paver Proposal for Kenneth Pospisil

Earthscapes is pleased to propose the following lump sum pricing to furnish labor, material and equipment to complete the following scope of work. The proposal is valid for 30 days.

Scope of work	688 SF (Includes waste factor) Please see Qualifications # 17	\$4,868
---------------	--	---------

1. Layout area from customer approved sketch
2. Grade area to subbase elevation
3. Remove all excavated material
4. Furnish and install 2"-3" of compacted subbase
5. Furnish and install paver field (Belgard - Cambridge, Appian, Mega Cambridge, Holland, or Catalina)*
6. Furnish and install edge
7. Furnish and install additional items

A. Weston Fire Pit			\$0
B. Additional Fill			\$0
C. Downspout Drains	0 Ea	0 LF	\$0
D. Lighting Package			\$0
E. Retaining Walls			\$0
F. Seat Walls			\$0
G. Demolition			\$0
H. Pergala			\$7,500
I. Pool drain			\$0

8. Cleanup and haul off all construction materials

Total proposal	\$12,368
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Additional costs (not required but sometimes requested)

1. Add for sealer	(Not required)	\$500
2. Add for polymeric sand	(Not required)	\$460
3. Add for natural stone (granite, travertine, marble) if desired		\$2,326
4. Add for Tremron		\$410
5. Irrigation modifications	(see qualification below)	\$200

* Additional styles have may have a higer cost

Qualifications

1. Construction materials will be staged at nearest possible location to project. If the customer will not permit materials to be staged at the project location, additional charges may apply.
2. Damage to sod may occur as part of normal construction processes (e.g., wheelbarrow tracks, etc.). Customer understands and agrees that Earthscapes may replace damaged sod for a unit price of \$500 per pallet and that such cost is not included in the proposed price. Ruts created by staging materials can be filled with sand for a fee of \$20 per bag. This price is also not included in the proposed price.
3. For projects which include concrete edge borders, subbase will be installed a minimum of six (6) inches beyond the paver area. This is required to facilitate installation. Customer understands that installation of subbase may damage sod.
4. While paver colors are generally consistent, batches may display some natural color variation. Wall block may chipping. Such chips occur in the manufacturing and/or shipping process; such chipping is unavoidable by Earthscapes.
5. Granite pavers come in the following color blends: light blend, grey blend, dark blend, pink blend or mixed blend. Granite pavers are a natural stone product; the final appearance of each granite paver project is unique. The intensity of color in granite pavers also naturally varies. Each granite paver is hand cut and thus, slight variations in size may occur. Granite pavers provide a natural, old world look and joint lines may not be perfectly straight or even. Granite is natural stone and each piece may react differently to environmental conditions.
6. Weather greatly impacts Earthscapes' ability to timely complete projects within projected timeframes. Certain components of the paver installation process cannot be performed in wet (or even damp) conditions. Once your binder deposit is received, your project will immediately be placed on our schedule. At that time, we will provide you with a projected timeframe for project completion. All possible steps will be taken to complete the project in the original timeframe. However, the schedule is subject to change due to weather or other unavoidable circumstances.
7. Additional work requested by the customer, which is not outlined in this proposal, may result in additional costs. Unforeseen conditions mandating additional work may also result in additional costs. Additional work (and incurring of additional costs) will not be performed without the written consent of the customer. Payment for additional work will be due per the agreed upon terms.
8. Granite pavers are washed prior to installation and must remain clean to facilitate sealing. Once granite pavers have been installed, customer agrees to take all necessary steps to keep pavers clean until the sealing process is complete. This includes keeping pets off of the pavers and eliminating foot traffic. Additional cleaning and/or remobilization charges may apply if pavers need to be re-cleaned prior to sealing.
9. If an irrigation system exists in the project location, Earthscapes recommends moving the system from under the patio. Our normal cost to do this is \$200 and can be added to the price. Earthscapes will hold no liability for water issues that may occur beneath the pavers. If the customer does not want this work performed then any sprinkler head within the paver area should be capped and tested prior to the start of the project by the customer.
10. Dust will be created in the paver installation process. The customer is responsible for relocating or covering any items that they wish to protect from the dust. Screen room cleaning may be required and is not included in this pricing.
11. Seat wall pricing includes standard concrete caps. Special order caps are available for additional cost.
12. The preparation of any drawings to be submitted to any homeowners or condominium association shall result in a \$50 fee.
13. In furtherance of facilitating project completion, the customer shall provide the following to Earthscapes at no cost: site access, permits (if required), water and electric.
14. Unique circumstances may arise in projects involving pool renovations. Extreme care is taken during pool coping demolition. Despite our best efforts, the manner in which some pools were originally tiled makes coping removal more difficult, resulting damage to pool tiles. If such unforeseeable circumstances arise, the customer shall be responsible for repair any cracked or damaged tiles. Reinstalling pool fence holes is also not included but can be performed for \$6\$/ LF
15. Following pool renovations, the pool will require professional cleaning. This cost is not included in Earthscapes proposed price.
16. Earthscapes reserves the right to use photographs of your project in its advertising and social media initiatives. This includes photographs taken before, during and after the construction of your project. Earthscapes will refrain from sharing any photographs that include images of people, pets and/or identifying information (e.g., street numbers, license plate numbers, etc.).
17. Earthscapes typically over orders so we do not run short on pavers. Earthscapes will leave 3 sizes of each paver type (if available) for customer. The remaining material is property of Earthscapes and can be purchased for additional cost by customer.
18. Internet, cable, irrigation, etc, lines may be damaged during construction. Earthscapes will not accept liability for damages that may occur.
19. If regular sand is used instead of polymeric sand, a small amount of sand will be left on the surface for the customer to broom around into the joints and then blow off.
20. If unsuitable material is encountered during construction (clay, soil too wet for proper compaction, etc.) the customer will be notified. A charge of \$125 / cubic yard will be charged to remove and replace with suitable material.

Exclusions

1. Any mock ups.
2. Demolition of slabs, walls, any structure existing (unless included above)
3. SOD repair
4. Landscaping
5. Plumbing and electrical work
6. Unsuitable material removal
7. Any street cleaning.
8. Protection of existing structures.
9. Any item not mentioned in the above scope of work.

Payment Terms

1. 5% binder fee for drawings, HOA submittals, project set up fees (non- refundable)
2. 45% due upon paver delivery (if other material needs purchased prior to install date (IE pergola, etc.) an invoice will be issued)
3. Final 50% due upon completion (if weather won't allow for polysand or sealer installation 40% will be due, final 10% on completion)
4. Additional work that occurs after paver installation (i.e., screenwork, pergola, etc.) to be paid upon completion

****Credit cards can be processed for a 3% fee****

****Checks are to be made out to Earthscapes****

If there are any questions concerning this proposal, please contact me for clarifications.

Sincerely,

Michael Serig

Michael Serig - Owner
Earthscapes

Acceptance of Proposal – The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are hereby authorized to do the work as specified.

Signature : _____

Printed Name: _____

Date: _____

Belgard Color Blends (Preferred Vendor)

*

🔥 AVAILABLE SOLID COLORS



WHITE



PEWTER



CREAM



MALT



CAMEL



CHARCOAL



CHESTNUT



GRAY

🔥 AVAILABLE BLENDED COLORS



AMARETTO



NAPOLI



RIO



TITANIUM



ADOBE



BROWN CHESTNUT



HARVEST BLEND



KNIGHTSBRIDGE



SLATE

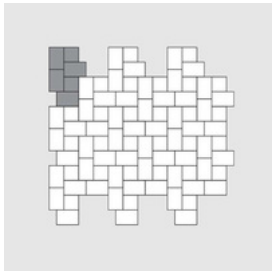
* Minimum order requirements on solid colors (may increase price)

www.earthscapes.earth

Estimate

DATE	ESTIMATE NO.		
5/19/2021	VWcop521		
DESCRIPTION	QTY	COST	TOTAL
The service technician has reported that approximately sixty plus linear feet of the pool deck perimeter coping pavers are loose and should be reset to prevent personal injury and further property damage. This estimate is to remove approximately sixty plus linear feet of loose paver coping, clean and prepare the top of the beam and bottom of the coping, reset and regrout existing paver coping, clean any construction debris from pool and pool area. Let us know if we may perform this service for you.	1	3,150.00	3,150.00
TOTAL		\$3,150.00	

SIGNATURE



ESTIMATE

Pavers Plus More
1948 Parental Home Rd
Suite #2
Jacksonville, Florida 32216
United States

904-571-0269

BILL TO
Kenneth Pospisil
Kenneth Pospisil
6714 Sandle Dr
Jacksonville, Florida 32219
United States

Pospisik@gmail.com

Estimate Number: 10050

Estimate Date: April 14, 2021

Expires On: April 23, 2021

Grand Total (USD): \$7,943.75

Items	Quantity	Price	Amount
Provide and Install approx. Provide and Install approx. 625 sqft of 3pc Old Towne Cappuccino. 25' x 25' paver pad with a 20' x 20' Sun Shade Sail.	1	\$7,693.75	\$7,693.75
Option 25' x 25' Sun Shade Sail.	1	\$250.00	\$250.00
Total:			\$7,943.75
Grand Total (USD):			\$7,943.75

Notes / Terms

50% down for materials and final payment upon completion.

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Discussion on Adding Fencing around Retention
Ponds

From: Danylle Conner <dpkconner@gmail.com>

Sent: Wednesday, June 2, 2021 9:00 AM

To: Vivian Carvalho <carvalhov@pfm.com>

Subject: VOW - CDD Meeting Agenda

EXTERNAL EMAIL: Use care with links and attachments.

Good morning Vivian,

In light of a recent tragedy where a child drowned in a retention pond, I'd like to request adding fences around the retention ponds to the agenda.

Please see below link.

<https://www.news4jax.com/news/local/2021/06/01/gaffney-mulls-requiring-fences-for-ponds-in-new-communities-after-childs-death/>

Regards,

Danylle Conner

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Discussion on Setting Towing Policies for the
Amenity Facility

Hopping Green & Sams

Attorneys and Counselors

TO: Board of Supervisors

FROM: District Counsel

DATE: April 12, 2021

RE: Villages of Westport Community Development District (“District”) – Towing

Chapter 190, Florida Statutes authorizes community development districts to contract with a towing operator to remove vehicles or vessels from district-owned facilities and property. In light of this provision, the District’s Board of Supervisors may be interested in implementing a towing policy to remove vehicles from certain areas of District-owned property.

Should the District desire to implement a towing policy, the first step it will need to take is to establish the policy’s details. The policy will need to provide the towing standards to be enforced and the areas covered by such standards. Attached to this memo as Exhibit A is a form of resolution and policy that can be used to implement a towing policy. The policy attached to the resolution is fairly typical for a district seeking to limit overnight parking in a designated area, such as a parking lot at an amenity facility. Once established, the District will need to enforce the towing policy consistently to ensure that anyone subject to the policy is treated uniformly.

The next step would be to go through the rule making process to adopt the towing policy as a rule. This requires the District to publish two separate notices and to conduct a public hearing to allow public comment on the towing policy. Once the towing policy is adopted, and after the rule’s effective date, the District can contract with a towing company to enforce the policy.

In connection with the enforcement of the policy, the District must follow the authorization, notice and procedural requirements of section 715.07, Florida Statutes, as though the District was an owner or lessee of private property. The District will have to establish tow-away zones, as explained further below, and will then be able to contract with a towing company approved by the County.

Below is a summary of the notice and procedural requirements for the District to follow to establish the tow-away zones.

Section 715.07(2)(a), Florida Statutes, provides, “The towing or removal of any vehicle or vessel from private property without the consent of the registered owner or other legally authorized person in control of that vehicle or vessel is subject to strict compliance with the following conditions and restrictions:

1. a. Any towed or removed vehicle or vessel must be stored at a site within a 15-mile radius of the point of removal in any county of less than 500,000 population. That site must be open for the purpose of redemption of vehicles on any day that the person or firm towing such vehicle or vessel is open for towing purposes, from

Hopping Green & Sams

Attorneys and Counselors

8:00 a.m. to 6:00 p.m., and, when closed, shall have prominently posted a sign indicating a telephone number where the operator of the site can be reached at all times. Upon receipt of a telephoned request to open the site to redeem a vehicle or vessel, the operator shall return to the site within 1 hour or she or he will be in violation of this section.

.....

5. Except for property appurtenant to and obviously a part of a single-family residence, and except for instances when notice is personally given to the owner or other legally authorized person in control of the vehicle or vessel that the area in which that vehicle or vessel is parked is reserved or otherwise unavailable for unauthorized vehicles or vessels and that the vehicle or vessel is subject to being removed at the owner's or operator's expense, any property owner or lessee, or person authorized by the property owner or lessee, prior to towing or removing any vehicle or vessel from private property without the consent of the owner or other legally authorized person in control of that vehicle or vessel, must post a notice meeting the following requirements:
 - a. The notice must be prominently placed at each driveway access or curb cut allowing vehicular access to the property, within 5 feet from the public right-of-way line. If there are no curbs or access barriers, the signs must be posted not less than one sign for each 25 feet of lot frontage.
 - b. The notice must clearly indicate, in not less than 2-inch high, light-reflective letters on a contrasting background, that unauthorized vehicles will be towed away at the owner's expense. The words "tow-away zone" must be included on the sign in not less than 4-inch high letters.
 - c. The notice must also provide the name and current telephone number of the person or firm towing or removing the vehicles or vessels.
 - d. The sign structure containing the required notices must be permanently installed with the words "tow-away zone" not less than 3 feet and not more than 6 feet above ground level and must be continuously maintained on the property for not less than 24 hours prior to the towing or removal of any vehicles or vessels.
 - e. The local government may require permitting and inspection of these signs prior to any towing or removal of vehicles or vessels being authorized.
 - f. A business with 20 or fewer parking spaces satisfies the notice requirements of this subparagraph by prominently displaying a sign stating "Reserved Parking for Customers Only Unauthorized Vehicles or Vessels Will be Towed Away At the Owner's Expense" in not less than 4-inch high, light-reflective letters on a contrasting background.
 - g. A property owner towing or removing vessels from real property must post notice, consistent with the requirements in sub-subparagraphs a.-f., which apply to vehicles, that unauthorized vehicles or vessels will be towed away at the owner's expense.

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A business owner or lessee may authorize the removal of a vehicle or vessel by a towing company when the vehicle or vessel is parked in such a manner that restricts the normal operation of business; and if a vehicle or vessel parked on a public right-of-way obstructs access to a private driveway the owner, lessee, or agent may have the vehicle or vessel removed by a towing company upon signing an order that the vehicle or vessel be removed without a posted tow-away zone sign.

Section 715.07(2)(a)(1),(5), Florida Statutes.

RESOLUTION 2021-__

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES RELATING TO PARKING AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Villages of Westport Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) is authorized by Sections 190.011(5) and 190.041, *Florida Statutes*, to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Board intends to adopt the *Rule Relating to Parking* (“Policy”), a proposed copy of which is attached hereto as **Exhibit A**. The District will hold a public hearing on such policies at a meeting of the Board to be held on _____, 2021 at _____ .m. at _____.

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 12th DAY OF APRIL, 2021.

ATTEST:

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

EXHIBIT A: Rule Relating to Parking

EXHIBIT A

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

POLICY RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT

On _____, 2021, at a duly noticed public meeting, the Board of Supervisors of the Villages of Westport Community Development District (“District”) adopted the following policies to govern overnight parking and parking enforcement.

SECTION 1. INTRODUCTION. The District finds that Vehicles and Vessels (hereinafter defined) Parked (hereinafter defined) in the District’s designated parking lots on an overnight basis, and/or Parking of any Vehicles and Vessels on other grounds of the District, causes hazards and danger to the health, safety and welfare of District residents, paid users and the public. This Policy is intended to provide a means by which the District may tow any such Parked Vehicles and Vessels, subject to certain exceptions. This Policy addresses the District’s designated Parking area(s) as identified in **Exhibit A** only and does not apply to private residential lots or lands owned by any other private or governmental entity. On-street parking in areas not specifically designated for Parking shall be subject to the City of Jacksonville Parking Ordinance and such areas are not addressed by this policy.

SECTION 2. DEFINITIONS.

- A. *Vehicle*. Any mobile item which normally uses wheels.
- B. *Vessel*. Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- C. *Park*. To leave a Vehicle or Vessel unattended by its owner or user.
- D. *Overnight*. Between the hours of 12:00 a.m. and 7:00 a.m. daily.
- E. *Oversized Vehicle*. As used herein, “Oversized Vehicle” shall mean the following:
 - a. Any vehicle heavier or larger in size than a one-ton, dual rear wheel pick-up truck;
 - b. Motor vehicles with a trailer attached;
 - c. Motor coaches;
 - d. Travel trailers, camping trailers, park trailers, fifth-wheel trailers, semi-trailers, or any other kind of trailer;
 - e. Mobile homes or manufactured homes.

SECTION 3. PARKING ALLOWED ON LIMITED BASIS; PROHIBITION; EXCEPTIONS.

- A. *Daytime Parking Only.* Vehicles and Vessels may be Parked during daytime hours at the District's designated Parking areas, as shown at **Exhibit A**. Vehicles and Vessels may not be Parked on an overnight basis in designated Parking areas, unless an exception is granted by the District.
- B. *Designated Areas Only.* Vehicles and Vessels may not Park on other grounds of the District which are not designated for Parking, including grassy areas near the ponds, at any time, unless an exception is granted by the District. Any Vehicle or Vessel Parked must be Parked within the designated Parking spot and may not be improperly Parked such that it utilizes additional spaces or impedes the flow of traffic in any way.
- C. *Oversized Vehicles Prohibited.* Oversized Vehicles are prohibited from Parking on District property except when actively engaged in loading or unloading, unless an exception is granted by the District.
- D. *Exceptions.* The District Manager may authorize in writing an exception to this Policy for special events or as necessitated by special circumstances, in which case the written authorization shall be for a limited time, and shall be posted in the windshield of the Vehicle or Vessel. Food Trucks invited to special events are exempt from this Policy.

SECTION 4. ENFORCEMENT.

- A. *First Offense: Written Warning.* The District will attempt to place a written warning on the windshield of the improperly Parked Vehicle or Vessel providing notification that such Vehicle or Vessel is improperly Parked and that, if it is not moved within a certain period of time, the Vehicle or Vessel may be towed.
- B. *Second Offense: Towing.* If the Vehicle or Vessel is not moved after issuance of a warning, is improperly Parked on another occasion after prior issuance of a warning, or if other special circumstances apply as set forth herein, such Vehicle or Vessel may be towed in the District's sole discretion and in accordance with the requirements and procedures set forth at Section 5 herein.
- C. *Special Circumstances:* In the event that the Vessel or Vehicle is Parked in such a manner that blocks access to District property, prevents the safe and orderly flow of traffic through the District, obstructs the ability of emergency vehicles to access roadways or property, causes damage to the District's property, restricts the normal operation of the District's business, or otherwise poses a danger to the District, its residents and guests, the general public, or the property of same, the District reserves the right to immediately tow such Vehicle or Vessel without first issuing a warning.

SECTION 5. TOWING/REMOVAL PROCEDURES.

- A. **SIGNAGE AND LANGUAGE REQUIREMENTS.** Signage providing notice shall be approved by the District's Board of Supervisors and shall be posted on District property in conspicuous locations and in a manner consistent with the requirements of section 715.07, *Florida Statutes*.

Hopping Green & Sams

Attorneys and Counselors

B. TOWING/REMOVAL AUTHORITY. To effect towing/removal of a vehicle or vessel, the District Manager, Amenity Manager, or his/her designee must verify that the subject Vehicle or Vessel was not authorized to Park under this Policy and then must contact a firm authorized by Florida law to tow/remove Vehicles and Vessels for the removal of such unauthorized Vehicle or Vessel at the owner's expense. The Vehicle or Vessel shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.

C. AGREEMENT WITH AUTHORIZED TOWING SERVICE. The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and in accordance with Florida law and with the policies set forth herein.

D.

SECTION 6. PARKING AT YOUR OWN RISK. Vehicles or Vessels may be Parked on District property in designated Parking areas and Parking spots pursuant to this Policy, provided however that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or Vehicles or Vessels.

Exhibit A: Designated Parking Areas

Specific Authority: §§ 190.011(5), and 190.041, *Fla. Stat.*

Effective date: _____, 2021

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review of Fiscal Year Documents

Vivian Carvalho

From: alice sanford <academyofdreams@yahoo.com>
Sent: Wednesday, July 14, 2021 11:38 PM
To: Vivian Carvalho; Venessa Ripoll
Cc: Amy Champagne
Subject: Villages of Westport CDD Meeting Agenda Line Item Addition - Email #1
Attachments: Tree Invoice (2019).pdf; Tree Invoice (2019) - Second Invoice.pdf; Tree Invoice (2020).pdf; VofWP Leland Management Agreement.pdf; 2018 invoice.pdf; 2017 invoice.pdf; 2019 Holiday decorating invoice.pdf; 2020 Holiday decorating invoice.pdf; Christmas Decorations.pdf; FE VOW-Advanced Security AGMT 6232015.pdf; Advanced Security Specialists and Consulting LLC.pdf; Advanced Security, 6.11.18.pdf; Advanced Security, 6.10.21.pdf; Advanced Security, 4.15.21.pdf; Advanced Security, 5.29.19.pdf; Advanced Security, 6.2.20.pdf; Advanced Security, 6.10.15.pdf; Advanced Security, 6.10.16.pdf; Advanced Security Specialist and Consulting LLC Invoice.pdf; Soccer Nets.pdf

ALERT: This message is from an external source.**BE CAUTIOUS** before clicking any link or attachment

Good Evening,

Please add **Fiscal Risks and Liabilities** on the July 22, 2021 CDD meeting agenda as a topic of discussion. Also, ensure that you attach all the attached exhibits to the agenda. See the attached documents.

Thank You,

We Hang Christmas Lights of Jacksonville

jax.whcl@gmail.com

<https://www.wehangchristmaslightsjax.com/>

INVOICE

BILL TO

Mike Veazey
Villages of Westport
12060 Braddock Rd
Jacksonville, FL 32219

INVOICE # C-1057

DATE 11/01/2017

DUE DATE 11/08/2017

TERMS 50% required to hold
install date

INSTALL DATE

November 14

ACTIVITY	QTY	RATE	AMOUNT
Garland:GARLAND 9 X 14 Oregon Fir - Warm White LED GARLAND FOR DEVINSTON, CRESTON, KENISTON AND VILLAGES OF WESTPORT SIGNS- 9 X 14 Oregon Fir Garland - Warm White each sign needs 2 strands. (155.00 per sign)	8	77.50	620.00T
Wreath:WREATH- 24" Deluxe Oregon Fir - Warm White with bow WREATHS FOR DEVINSTON, CRESTON, KENISON, AND VILLAGES OF WESTPORT SIGNS. 24" Deluxe Oregon Fir Wreath -Warm White with bow (2) each sign	8	44.50	356.00T
Bundle-TREE-OUTSIDE WRAP-5mm LED 7 LIGUSTRUM TREES- In the median for Kenison and Creston wrap the trees in a swirl design. SEE PHOTO for light strands per tree. (We could maybe get away with a few less light strands if budget is an issue.)	24	30.00	720.00
Power accessories-Wire and timer Extension wire and timers	4	28.75	115.00

This is an estimate, and price is subject to change. By signing this contract, customer acknowledges that WHCL fills their schedule well in advance, and all cancellations will be charged 50% of labor charge. By signing this contract you agree to allow a photo of your property to be used in our marketing, unless agreed in writing by WHCL. Please sign below and return document to us. Once your 50% deposit is paid we can secure your install date.

SUBTOTAL 1,811.00
TAX (7%) 0.00
TOTAL 1,811.00
BALANCE DUE **\$1,811.00**

601-053-9000 • 30-14

11-17-17

PAID 507.905.50
507.905.50

RECEIVED NOV 13 2017



Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966
7729339349 | sales@elitechristmaslighting.com |
elitechristmaslighting.com

RECIPIENT:

Villages of Westport

12051 Corporate Blvd.
Orlando, FL 32817

SERVICE ADDRESS:

12060 Braddock Rd
Jacksonville, FL 32219

Westport Holiday Lighting

SERVICE / PRODUCT	DESCRIPTION	QTY.	UNIT COST	TOTAL
GARLAND 9ft X 14in Oregon Fir - Warm White LED		8	\$77.50	\$620.00
WREATH- 24" Deluxe Oregon Fir - Warm White with bow		8	\$44.50	\$356.00
TREE-OUTSIDE WRAP- 5mm LED	7 LIGUSTRUM TREES- In the median	24	\$30.00	\$720.00
Power accessories-Wire and timer		4	\$28.75	\$115.00

Invoice #1828

Issued 12/12/2018

Due 12/12/2018

Total \$1,811.00

Account Balance \$905.50

Deposit Due 50%: \$968.89

Acceptable payment methods include cash, check, credit card, and bank transfer.
Returned checks will be charged a \$75.00 Non-Sufficient funds fee.
Customer is required to make a minimum deposit equal to 50% of the total project cost at the time of booking, prior to commencement of installation.
Deposits are non-refundable
Remaining 50% (or balance) of total project cost is due in full the day of project completion.
If final payment is not made within a timely manner Elite Christmas Lighting reserves the right to remove all decorations immediately.
In the event payment is not made and decorations are removed the customer is

Subtotal \$1,811.00

Tax Exempt (0.0%) \$0.00

Total \$1,811.00

Account balance \$905.50



Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966
7729339349 | sales@elitechristmaslighting.com |
elitechristmaslighting.com

RECIPIENT:

Villages of Westport

12051 Corporate Blvd.
Orlando, FL 32817

SERVICE ADDRESS:

12060 Braddock Rd
Jacksonville, FL 32219

Invoice #2082

Issued 11/11/2019

Due 11/11/2019

Total \$1,811.00

Account Balance \$1,811.00

Villages of Westport Holiday Lighting

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
GARLAND 9 X 14 Oregon FIR - Warm White LED		8	\$77.50	\$620.00
WREATH- 24" Deluxe Oregon Fir - Warm White with bow		8	\$44.50	\$356.00
TREE-OUTSIDE WRAP- 5mm LED	7 LIGUSTRUM TREES- In the median	24	\$30.00	\$720.00
Power accessories-Wire and timer		4	\$28.75	\$115.00

Returned checks will be charged a \$75.00 Non-Sufficient funds fee.
Customer is required to make a minimum deposit equal to 50% of the total project cost at the time of booking, prior to commencement of installation. (Installation dates are first come, first served and will not be reserved until full deposit payment is received.) Deposits are non-refundable

Remaining 50% (or balance) of total project cost is due in full the day of project completion. Accounts not paid within terms are subject to a 1.5% monthly finance charge.

If final payment is not made within a timely manner Elite Christmas Lighting reserves the right to remove all decorations immediately with no refund of prior payments. In the event payment is not made and decorations are removed the customer is still liable for full payment of agreed contract price. Customer will be responsible for any collection fees and or legal expenses required to resolve non payment.

Subtotal \$1,811.00

Tax Exempt (0.0%) \$0.00

Total \$1,811.00

Account balance \$1,811.00

50% Deposit

905.50



Elite Christmas Lighting

1607 91st Ct. Vero Beach, FL 32966
7729339349 | sales@elitechristmaslighting.com |
elitechristmaslighting.com

RECEIVED

By Amy Champagne at 7:46 am, Sep 16, 2020

RECIPIENT:

Villages of Westport

12051 Corporate Blvd.
Orlando, FL 32817

SERVICE ADDRESS:

12060 Braddock Rd
Jacksonville, FL 32219

Estimate #2583

Sent on 09/03/2020

Total \$1,811.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
GARLAND 9 X 14 Oregon Fir - Warm White LED		8	\$77.50	\$620.00
WREATH- 24" Deluxe Oregon Fir - Warm White with bow		8	\$44.50	\$356.00
TREE-OUTSIDE WRAP- 5mm LED	7 LIGUSTRUM TREES- In the median	24	\$30.00	\$720.00
Power accessories-Wire and timer		4	\$28.75	\$115.00

A deposit of \$905.50 will be required to reserve your installation.

50% Deposit Due: \$905.50

This estimate is valid for 30 days, prices may be subject to change.

Returned checks will be charged a \$75.00 Non-Sufficient funds fee. Customer is required to make a minimum deposit equal to 50% of the total project cost at the time of booking, prior to commencement of installation. (Installation dates are first come, first served and will not be reserved until full deposit payment is received.) Deposits are non-refundable

Remaining 50% (or balance) of total project cost is due in full the day of project completion. Accounts not paid within terms are subject to a 1.5% monthly finance charge.

If final payment is not made within a timely manner Elite Christmas Lighting reserves the

Subtotal	\$1,811.00
Tax Exempt (0.0%)	\$0.00
Total	\$1,811.00

INVOICE

By Amy Champagne at 7:21 am, Feb 04, 2021

Advanced Security Specialist & Consulting LLC
License# B1900191

INVOICE # V0012021
Date: February 01, 2021

1106 Copper Creek Drive, Macclenny Florida 32063
Phone 904-483-1227
advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando FL, 32817
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Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/ VOWP	N/A	N/A	January 2021	Payable Upon Receipt	02/01/21

Qty	Item #	Description	Unit Price	Discount	Line Total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
6	On site	January 2, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
4	On site	January 3, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 6, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 7, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
6	On site	January 8, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
5	On site	January 9, 2021 OSS 12pm - 5pm	\$ 25.00		\$ 125.00
4	On site	January 10, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 11, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 12, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 13, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 14, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
6	On site	January 15, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
6	On site	January 16, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
6	On site	January 17, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
4	On site	January 18, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 19, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 20, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
6	On site	January 22, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00

6	On site	January 23, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
6	On site	January 24, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
4	On site	January 25, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 26, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 27, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 28, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
4	On site	January 29, 2021 OSS 2pm - 6pm	\$ 25.00		\$ 100.00
6	On site	January 30, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
6	On site	January 31, 2021 OSS 12pm - 6pm	\$ 25.00		\$ 150.00
Total					\$ 5,391.00
Balance Due					\$ 5,391.00

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

NICOLE "NIKKI" FRIED
COMMISSIONER

DIVISION OF LICENSING

07/10/19
DATE ISSUED

07/10/22
DATE OF EXPIRATION

B 1900191
LICENSE NUMBER

ADVANCED SECURITY SPECIALIST AND CONSULTING LLC

1106 COPPER CREEK DR
MACCLENNY, FL 32063

CARD, CLARENCE J, OTHER

THE *SECURITY AGENCY* NAMED ABOVE IS LICENSED AND REGULATED UNDER THE PROVISIONS OF
CHAPTER 493, FLORIDA STATUTES.



Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER

INVOICE

Advanced Security Specialist & Consulting LLC
 1106 Copper Creek Drive, Macclenny Florida 32063
 Phone 904-483-1227 Cell 904-910-5222
Advancedsecurityspecialist@comcast.net

INVOICE # 0062016
 Date: July 1, 2016

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1	N/A	N/A	June 2016	Payable Upon Receipt/Wire Transfer	7/10/2016

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$2,166.00		\$2,166.00
4	On site	June 3, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 4, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 5, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 10, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 11, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 12, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 17, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 18, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 19, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 24, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 25, 2016 On site security 4 hours	25.00		\$100.00
4	On site	June 26, 2016 On site security 4 hours	25.00		\$100.00
14	On site	Interior ,exterior facility and property check	\$350.00	\$350.00	N/C
Subtotal		\$3,366.00			
Total		\$3,366.00			

INVOICE

Advanced Security Specialist & Consulting LLC
 1106 Copper Creek Drive, Macclenny Florida 32063
 Phone 904-483-1227 Fax 904-910-5222
Advancedsecurityspecialist@comcast.net

INVOICE # 0042016
 Date: May 2, 2016

To	Villages of Westport 12051 Corporate Boulevard Orlando FL, 32817
-----------	--

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1	N/A	N/A	April 2016	Net 30	5/10/2016

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$2,166.00		\$2,166.00
4	On site	April 15, 2016 On site security 4 hours	25.00		100.00
4	On site	April 16, 2016 On site security 4 hours	25.00		100.00
4	On site	April 17, 2016 On site security 4 hours	25.00		100.00
4	On site	April 22, 2016 On site security 4 hours	25.00		100.00
4	On site	April 23, 2016 On site security 4 hours	25.00		100.00
4	On site	April 24, 2016 On site security 4 hours	25.00		100.00
4	On site	April 29, 2016 On site security 4 hours	25.00		100.00
4	On site	April 30, 2016 On site security 4 hours	25.00		100.00
08	On site	Interior ,exterior facility and property check	\$250.00	\$250.00	N/C
Subtotal		\$2,966.00			
Total		\$2,966.00			

INVOICE

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227 Cell 904-910-5222

Advancedsecurityspecialist@comcast.net

INVOICE # 0052016

Date: June 1, 2016

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1	N/A	N/A	May 2016	Net 30	6/10/2016

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSPfiles	\$2,166.00		\$2,166.00
4	On site	May 1, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 6, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 7, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 8, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 13, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 14, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 15, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 21, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 22, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 27, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 28, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 29, 2016 On site security 4 hours	25.00		\$100.00
4	On site	May 30, 2016 On site security 4 hours	25.00		\$100.00
08	On site	Interior,exterior facility and property check	\$250.00	\$250.00	N/C
	Subtotal	\$3,466.00			
	Total	\$3,466.00			

INVOICE

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive
Maccleenny Florida 32063
Phone 904-483-1227

Advancedsecurityspecialist@comcast.net

INVOICE # 0042017

Date: May 1, 2017

RECEIVED MAY 10 2017

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/VOWP	N/A	N/A	April 2017	Payable Upon Receipt	05/01/2017

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$2,166.00		\$2,166.00
4	On site	April 1, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 2, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 7, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 8, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 9, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 14, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 15, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 16, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 21, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 22, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 23, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 28, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 29, 2017 On site security 4 hours	25.00		\$100.00
4	On site	April 30, 2017 On site security 4 hours	25.00		\$100.00
12	On site	Interior ,exterior facility and property check	\$300	\$300	N/C

1	Misc	**Abandoned Vessel Removal	\$200.00		\$200.00
Subtotal		\$3,766.00			
Total		\$3,766.00			

CLARENCE CARD
CPFCU
RT# 263079289
ACCT# 53551

INVOICE

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227 Cell 904-910-5222

Advancedsecurityspecialist@comcast.net

INVOICE # 0082016

Date: September 1, 2016

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/ VOWP	N/A	N/A	August 2016	Payable Upon Receipt/Wire Transfer	9/10/2016

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$2,166.00		\$2,166.00
4	On site	August 6, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 7, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 12, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 13, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 14, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 19, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 20, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 21, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 27, 2016 On site security 4 hours	25.00		\$100.00
4	On site	August 28, 2016 On site security 4 hours	25.00		\$100.00
21	On site	Interior ,exterior facility and property check	\$525	\$525	N/C
Subtotal		\$3,166.00			
Total		\$3,166.00			

INVOICE

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227 Cell 904-910-5222

Advancedsecurityspecialist@comcast.net

INVOICE # 0102016

Date: November 1, 2016

RECEIVED NOV 03 2016

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/ VOWP	N/A	N/A	October 2016	Payable Upon Receipt/Wire Transfer	11/10/2016

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$2,166.00		\$2,166.00
4	On site	October 2, 2016 On site security 4 hours	25.00		\$100.00
4	On site	October 10, 2016 On site security 4 hours	25.00		\$100.00
4	On site	October 14, 2016 On site security 4 hours	25.00		\$100.00
4	On site	October 21, 2016 On site security 4 hours	25.00		\$100.00
4	On site	October 23, 2016 On site security 4 hours	25.00		\$100.00
4	On site	October 29, 2016 On site security 4 hours	25.00		\$100.00
4	On site	October 31, 2016 On site security 4 hours	25.00		\$100.00
20	On site	Interior ,exterior facility and property check	\$500	\$500	N/C
Subtotal		\$2,866.00			
Total		\$2,866.00			

INVOICE

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227

advancedsecurityspecialist@comcast.net

INVOICE # 0122017

Date: January 1, 2018

RECEIVED JAN 08 2018

To	Villages of Westport 12051 Corporate Boulevard Orlando FL, 32817
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Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/VOWP	N/A	N/A	December 2017	Payable Upon Receipt	01/01/18

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
2	On site	December 1, 2017 On site security 2 hours	\$ 25.00		\$ 50.00
4	On site	December 2, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 3, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 8, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 9, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 15, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 16, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 17, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
2	On site	December 19, 2017 On site security 2 hours	\$ 25.00		\$ 50.00
4	On site	December 22, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 23, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 29, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
2	On site	December 30, 2017 On site security 2 hours	\$ 25.00		\$ 50.00
7	On site	December 31, 2017 On site security 7 hours	\$ 25.00		\$ 175.00
8	On site	Interior, exterior facility and property check	\$ 200.00	\$ 200.00	N/C
Subtotal		\$ 3,491.00			

Thank you for your business. Jake

INVOICE

INVOICE # 0022018

Date: March 3, 2018

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227

advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando FL, 32817
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Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/ VOWP	N/A	N/A	February 2018	Payable Upon Receipt	3/1/18

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
4	On site	February 2, 2017 On site security 2 hours	\$ 25.00		\$ 100.00
4	On site	February 3, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	February 4, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
2	On site	February 6, 2017 On site security 4 hours	\$ 25.00		\$ 50.00
4	On site	February 9, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	February 10, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	February 11, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	February 16, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	February 17, 2017 On site security 2 hours	\$ 25.00		\$ 100.00
2	On site	February 19, 2017 On site security 4 hours	\$ 25.00		\$ 50.00
4	On site	February 23, 2017 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	February 24, 2017 On site security 2 hours	\$ 25.00		\$ 100.00
10	On site	Interior, exterior facility and property check	\$ 250.00	\$ 250.00	N/C

Subtotal \$ 3,266.00

Total \$ 3,266.00

RECEIVED MAR 06 2018

INVOICE

INVOICE # 0052018

Date: June 1, 2018

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227

advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando FL, 32817
-----------	--

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/ VOWP	N/A	N/A	May 2018	Payable Upon Receipt	6/1/18

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
4	On site	May 4, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 5, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 6, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 11, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 12, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 13, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 18, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 19, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 20, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 25, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 26, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 27, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	May 28, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
9	On site	Interior, exterior facility and property check	\$ 225.00	\$ 225.00	N/C

Subtotal \$ 3,466.00

Total \$ 3,466.00

RECEIVED JUN 04 2018

INVOICE

INVOICE # 0122018

Date: January 1, 2019

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227

advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando Fl, 32817
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Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/ VOWP	N/A	N/A	December 2018	Payable Upon Receipt	1/1/19

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
4	On site	December 1, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 2, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 7, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 8, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 9, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 14, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 15, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 16, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 21, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 22, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 23, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 28, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 29, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	December 30, 2018 On site security 4 hours	\$ 25.00		\$ 100.00
6	On site	December 31, 2018 On site security 4 hours	\$ 25.00		\$ 150.00
12	On site	Interior, exterior facility and property check	\$ 300.00	\$ 300.00	N/C

Subtotal \$ 3,716.00

Total \$ 3,716.00

INVOICE

INVOICE # 0032019

Date: April 1, 2019

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227

advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando Fl, 32817
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Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-I/ VOWP	N/A	N/A	March 2019	Payable Upon Receipt	4/1/19

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
6	On site	March 1, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
4	On site	March 2, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 3, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 8, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 9, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 10, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
6	On site	March 14, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	March 15, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	March 16, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	March 17, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
4	On site	March 22, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 23, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 24, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 29, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 30, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
4	On site	March 31, 2019 On site security 4 hours	\$ 25.00		\$ 100.00
16	On site	Interior, exterior facility and property check	\$ 400.00	\$ 400.00	N/C

Subtotal \$ 4,016.00

INVOICE

INVOICE # 0052019

Date: June 1, 2019

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227

advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando FL, 32817
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001-053-9000-30-15

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security- I/ VOWP	N/A	N/A	May 2019	Payable Upon Receipt	6/1/19

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
6	On site	May 3, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	May 4, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	May 5, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	May 10, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	May 11, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	May 12, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
8	On site	May 17, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
8	On site	May 18, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
8	On site	May 19, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
16	On site	May 24, 2019 On site security 8 hours *2nd Officer on site security 8 hours	\$ 25.00		\$ 400.00
16	On site	May 25, 2019 On site security 8 hours *2nd Officer on site security 8 hours	\$ 25.00		\$ 400.00
16	On site	May 26, 2019 On site security 8 hours *2nd Officer on site security 8 hours	\$ 25.00		\$ 400.00
16	On site	May 27, 2019 On site security 8 hours *2nd Officer on site security 8 hours	\$ 25.00		\$ 400.00
8	On site	May 31, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
6	On site	Interior, exterior facility and property check	\$ 150.00	\$ 150.00	N/C
Total		\$ 5,466.00			

INVOICE

INVOICE # 0062019

Date: July 1, 2019

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227

advancedsecurityspecialist@comcast.net

To Villages of Westport
12051 Corporate Boulevard
Orlando FL, 32817

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Security-1/ VOWP	N/A	N/A	June 2019	Payable Upon Receipt	7/1/19

qty	item #	description	unit price	discount	line total
1	Opt-1	Security/Monitoring/MMSFiles	\$ 2166.00		\$ 2166.00
8	On site	June 1, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
8	On site	June 2, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
6	On site	June 7, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
8	On site	June 8, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
6	On site	June 9, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
6	On site	June 14, 2019 On site security 6 hours	\$ 25.00		\$ 150.00
8	On site	June 15, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
8	On site	June 16, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
8	On site	June 21, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
8	On site	June 22, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
7	On site	June 23, 2019 On site security 7 hours	\$ 25.00		\$ 175.00
8	On site	June 28, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
8	On site	June 29, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
8	On site	June 30, 2019 On site security 8 hours	\$ 25.00		\$ 200.00
4	On site	Interior, exterior facility and property check	\$ 100.00	\$ 100.00	N/C

Subtotal \$ 4,791.00

Total \$ 4,791.00

001-053-9000-30-15



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/15/21 6:22AM

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

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

PRODUCER Gaslamp Insurance Services, LLC Bruce Carlile 2244 Faraday Avenue #125 Carlsbad, CA 92008	CONTACT NAME: Customer Service Department	
	PHONE (A/C No. Ext): (800) 920-4125 FAX (A/C No.): (800) 920-4107	
	E-MAIL ADDRESS: certificates@premieragency-services.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Preferred Contractors Insurance Company, RRG	12497
INSURED Advanced Security Specialists and Consulting LLC 1106 Copper Creek Drive, Macclenny, FL 32063	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PCA5014-PC395230	04/13/2021	04/13/2022	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PRODUCTS - COMP/OP AGG	\$1,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	
	DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Verification of Coverage

Subject to all policy terms, exclusions and conditions

CERTIFICATE HOLDER

CANCELLATION

Verification of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Bruce Carlile

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INSURANCE BINDER

DATE (MM/DD/YYYY)

05/29/2019

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.

AGENCY Gaslamp Insurance Services, Inc. Justin Duenas 3238 Grey Hawk Court Carlsbad, CA 92010		COMPANY Preferred Contractors Insurance Company		BINDER #	
PHONE (A/C, No, Ext): (800) 920-4125		FAX (A/C, No):		DATE 05/29/2019	
CODE:		SUB CODE:		EXPIRATION DATE: 05/29/2020	
AGENCY CUSTOMER ID:		INSURED Advanced Security Specialists and Consulting LLC 1106 Copper Creek Drive, Macclenny, FL 32063		TIME 12:01 AM 12:01 PM NOON	
DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location)		TIME 12:01 AM 12:01 PM NOON			

COVERAGES**LIMITS**

TYPE OF INSURANCE	COVERAGE/FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	Subject to SIR (Self-Insured Retention) : Property Damage \$1,000 Bodily Injury \$1,000 Per Claim RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG		\$1,000,000 \$50,000 \$5,000 \$1,000,000 \$2,000,000 \$1,000,000
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE MEDICAL PAYMENTS PERSONAL INJURY PROT UNINSURED MOTORIST		\$ \$ \$ \$ \$ \$ \$
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> COLLISION: <input type="checkbox"/> OTHER THAN COL:	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES	ACTUAL CASH VALUE STATED AMOUNT		\$ \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE		\$ \$ \$ \$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE AGGREGATE SELF-INSURED RETENTION		\$ \$ \$
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		WC STATUTORY LIMITS E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT		\$ \$ \$ \$
SPECIAL CONDITIONS / OTHER COVERAGES		FEES TAXES ESTIMATED TOTAL PREMIUM		\$ \$ \$

NAME & ADDRESS

MORTGAGEE		ADDITIONAL INSURED	
LOSS PAYEE			
LOAN #			
AUTHORIZED REPRESENTATIVE			

CONDITIONS

This Company binds the kind(s) of insurance stipulated on the reverse side. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Colorado

With respect to binders issued to renters of residential premises, home owners, condo unit owners and mobile home owners, the insurer has thirty (30) business days, commencing from the effective date of coverage, to evaluate the issuance of the insurance policy.

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

Applicable in the Virgin Islands

This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/20 4:38PM

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

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

PRODUCER Gaslamp Insurance Services, LLC Bruce Carlile 3238 Grey Hawk Court Carlsbad, CA 92010	CONTACT NAME: Customer Service Department	
	PHONE (A/C No. Ext): (800) 920-4125 FAX (A/C No.): (800) 920-4107	
	E-MAIL ADDRESS: certificates@premieragencyervices.com	
INSURED Advanced Security Specialists and Consulting LLC 1106 Copper Creek Drive, Macclenny, FL 32063	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Preferred Contractors Insurance Company, RRG	12497
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PCA5009-PC359092	05/29/2020	05/29/2021	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$1,000,000
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	
	DED							\$
	RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Verification of Coverage

Subject to all policy terms, exclusions and conditions

CERTIFICATE HOLDER

CANCELLATION

Verification of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Bruce Carlile

© 1988-2014 ACORD CORPORATION. All rights reserved.



INSURANCE BINDER

DATE (MM/DD/YYYY)
6/10/2015**THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.**

AGENCY Gaslamp Insurance Services, Inc. 3234 Grey Hawk Ct. Carlsbad CA 92010 PHONE (A/C, No, Ext): 619-229-3854 x 136 FAX (A/C, No): CODE: SUB CODE: AGENCY CUSTOMER ID: INSURED Advanced Security Specialists and Consulting Inc. 1106 Copper Creek Drive Macclenny FL 32063		Preferred Contractors Insurance Company BINDER # DATE EFFECTIVE TIME 6/10/2015 12:01 X AM 6/10/2016 X 12:01 AM NOON X PCIC5001-PCA544638 DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location)	
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COVERAGES**LIMITS**

TYPE OF INSURANCE	COVERAGE/FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	Subject to Deductible: Property Damage \$ 1,000 Bodily Injury \$ 1,000 Per Claim RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG		\$ 1,000,000 \$ 50,000 \$ 5,000 \$ 1,000,000 \$ 1,000,000 \$ 1,000,000
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE MEDICAL PAYMENTS PERSONAL INJURY PROT UNINSURED MOTORIST		\$ \$ \$ \$ \$ \$ \$
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> COLLISION: <input type="checkbox"/> OTHER THAN COL:	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES	ACTUAL CASH VALUE STATED AMOUNT		\$ \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE		\$ \$ \$ \$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE AGGREGATE SELF-INSURED RETENTION		\$ \$ \$
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		WC STATUTORY LIMITS E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT		\$ \$ \$ \$
SPECIAL CONDITIONS / OTHER COVERAGES		FEES TAXES ESTIMATED TOTAL PREMIUM		\$ \$ \$

NAME & ADDRESS

	MORTGAGEE	ADDITIONAL INSURED
	LOSS PAYEE	
	LOAN #	
	AUTHORIZED REPRESENTATIVE <i>Phillip Salvaggio</i>	

CONDITIONS

This Company binds the kind(s) of insurance stipulated on the reverse side. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Colorado

With respect to binders issued to renters of residential premises, home owners, condo unit owners and mobile home owners, the insurer has thirty (30) business days, commencing from the effective date of coverage, to evaluate the issuance of the insurance policy.

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

Applicable in the Virgin Islands

This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.



INSURANCE BINDER

DATE (MM/DD/YYYY)
6/10/2016**THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.**

AGENCY Gaslamp Insurance Services, Inc. 3234 Grey Hawk Ct. Carlsbad CA 92010 PHONE (A/C, No, Ext): (800)920-4125 FAX (A/C, No): CODE: AGENCY CUSTOMER ID: INSURED Advanced Security Specialists and Consulting Inc. 1106 Copper Creek Drive Macclenny FL 32063		Preferred Contractors Insurance Company, RRG BINDER # DATE EFFECTIVE TIME 6/10/2016 12:01 X AM 6/10/2017 X 12:01 AM NOON X PCIC5009-PCACM568979 DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location)	
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COVERAGES**LIMITS**

TYPE OF INSURANCE	COVERAGE/FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	Subject to Deductible: Property Damage \$ 1,000 Bodily Injury \$ 1,000 Per Claim RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG		\$ 1,000,000 \$ 50,000 \$ 5,000 \$ 1,000,000 \$ 1,000,000 \$ 1,000,000
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE MEDICAL PAYMENTS PERSONAL INJURY PROT UNINSURED MOTORIST		\$ \$ \$ \$ \$ \$ \$
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> COLLISION: <input type="checkbox"/> OTHER THAN COL:	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES	ACTUAL CASH VALUE STATED AMOUNT		\$ \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE		\$ \$ \$ \$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE AGGREGATE SELF-INSURED RETENTION		\$ \$ \$
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		WC STATUTORY LIMITS E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT		\$ \$ \$ \$
SPECIAL CONDITIONS / OTHER COVERAGES		FEES TAXES ESTIMATED TOTAL PREMIUM		\$ \$ \$

NAME & ADDRESS

	MORTGAGEE	ADDITIONAL INSURED
	LOSS PAYEE	
	LOAN #	
	AUTHORIZED REPRESENTATIVE <i>Phillip Salvaggio</i>	

CONDITIONS

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With respect to binders issued to renters of residential premises, home owners, condo unit owners and mobile home owners, the insurer has thirty (30) business days, commencing from the effective date of coverage, to evaluate the issuance of the insurance policy.

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The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as loss payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

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Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.

Applicable in the Virgin Islands

This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.



INSURANCE BINDER

DATE (MM/DD/YYYY)
6/10/2016**THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.**

AGENCY Gaslamp Insurance Services, Inc. 3234 Grey Hawk Ct. Carlsbad CA 92010 PHONE (A/C, No, Ext): (800)920-4125 FAX (A/C, No): CODE: SUB CODE: AGENCY CUSTOMER ID: INSURED Advanced Security Specialists and Consulting Inc. 1106 Copper Creek Drive Macclenny FL 32063		Preferred Contractors Insurance Company, RRG BINDER # DATE EFFECTIVE TIME 6/10/2016 12:01 X AM 6/10/2017 X 12:01 AM NOON X PCIC5009-PCACM568979 DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location)	
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COVERAGES**LIMITS**

TYPE OF INSURANCE	COVERAGE/FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	Subject to Deductible: Property Damage \$ 1,000 Bodily Injury \$ 1,000 Per Claim RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG		\$ 1,000,000 \$ 50,000 \$ 5,000 \$ 1,000,000 \$ 1,000,000 \$ 1,000,000
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE MEDICAL PAYMENTS PERSONAL INJURY PROT UNINSURED MOTORIST		\$ \$ \$ \$ \$ \$ \$
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> COLLISION: <input type="checkbox"/> OTHER THAN COL:	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES	ACTUAL CASH VALUE STATED AMOUNT		\$ \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE		\$ \$ \$ \$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE AGGREGATE SELF-INSURED RETENTION		\$ \$ \$
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SPECIAL CONDITIONS / OTHER COVERAGES		FEES TAXES ESTIMATED TOTAL PREMIUM		\$ \$ \$

NAME & ADDRESS

	MORTGAGEE	ADDITIONAL INSURED
	LOSS PAYEE	
	LOAN #	
AUTHORIZED REPRESENTATIVE <i>Phillip Salvaggio</i>		

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Chapter 21 Title 25 Paragraph 2119

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This binder is effective for only ninety (90) days. Within thirty (30) days of receipt of this binder, you should request an insurance policy or certificate (if applicable) from your agent and/or insurance company.



INSURANCE BINDER

DATE (MM/DD/YYYY)

06/11/2018

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.

AGENCY Gaslamp Insurance Services, LLC Bruce Carlile 2244 Faraday Avenue #125 Carlsbad, CA 92008		COMPANY Preferred Contractors Insurance Company		BINDER #	
PHONE (A/C, No, Ext): (800) 920-4125		FAX (A/C, No):		DATE 06/11/2018	
CODE:		SUB CODE:		EXPIRATION DATE 06/11/2019	
AGENCY CUSTOMER ID:		DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location)		TIME 12:01 AM 12:01 PM NOON	
INSURED Advanced Security Specialists and Consulting LLC 1106 Copper Creek Drive, Macclenny, FL 32063		PCA5001-PC273529			

COVERAGES**LIMITS**

TYPE OF INSURANCE	COVERAGE/FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	Subject to SIR (Self-Insured Retention) : Property Damage \$1,000 Bodily Injury \$1,000 Per Claim RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG		\$1,000,000 \$50,000 \$5,000 \$1,000,000 \$2,000,000 \$1,000,000
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE MEDICAL PAYMENTS PERSONAL INJURY PROT UNINSURED MOTORIST		\$ \$ \$ \$ \$ \$ \$
VEHICLE PHYSICAL DAMAGE DED <input type="checkbox"/> COLLISION: <input type="checkbox"/> OTHER THAN COL:	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES	ACTUAL CASH VALUE STATED AMOUNT		\$ \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EACH ACCIDENT AGGREGATE		\$ \$ \$ \$
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SPECIAL CONDITIONS / OTHER COVERAGES		FEES TAXES ESTIMATED TOTAL PREMIUM		\$ \$ \$

NAME & ADDRESS

MORTGAGEE		ADDITIONAL INSURED	
LOSS PAYEE			
LOAN #			
AUTHORIZED REPRESENTATIVE <i>Phillip Salvaggio</i>			

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11/20/17



**AGREEMENT BETWEEN THE VILLAGES OF WESTPORT COMMUNITY
DEVELOPMENT DISTRICT AND ADVANDED SECURITY SPECIALS &
CONSULTING REGARDING THE PROVISION OF SECURITY SERVICES**

June This Agreement ("Agreement") is made and entered into this 23 day of June, 2015 by and between:

Villages of Westport Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Duval County, Florida, and with a mailing address 12051 Corporate Boulevard, Orlando, Florida 32817 (the "District"); and

Advanced Security Specialist & Consulting, with a mailing address of 1106 Copper Creek Drive, Macclenny, Florida 32063 ("Contractor", together with District the "Parties").

RECITALS

~~WHEREAS, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes* (the "Act"), by ordinance adopted by the City of Jacksonville, Florida; and~~

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District has a need to retain an independent contractor to provide security services for the District; and

WHEREAS, Contractor submitted a proposal and represents that it is qualified to provide security services and has agreed to provide to the District those services identified in Option 1 of **Exhibit A**, attached hereto and incorporated by reference herein ("Services"); and

WHEREAS, the District and Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated by reference as a material part of this Agreement.

SECTION 2. DESCRIPTION OF WORK AND SERVICES.

A. The District desires that the Contractor provide professional security services within presently accepted standards. Upon all Parties signing this Agreement, the Contractor shall provide the District with 24 hour continuous monitoring services via MMS

picture files, as identified in Option 1 of **Exhibit A**.

B. While providing the Services, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the Services.

C. The Contractor shall provide the Services as shown in **Section 3** of this Agreement. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District.

D. This Agreement grants to Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations.

SECTION 3. SCOPE OF SECURITY SERVICES. The Contractor will provide security services for the District. The duties, obligations, and responsibilities of Contractor are to provide the materials, tools, skill and labor necessary for the Services attached as **Exhibit A, Option 1**. To the extent any of the provisions of this Agreement are in conflict with the provisions of **Exhibit A**, this Agreement controls.

SECTION 4. MANNER OF CONTRACTOR'S PERFORMANCE. The Contractor agrees, as an independent contractor, to undertake work and/or perform such services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by the District issued in connection with this Agreement and accepted by the Contractor. All work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. The performance of the Services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

A. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of services to the District, such work or services shall be fully performed by the Contractor as if described and delineated in this Agreement.

B. The Contractor agrees that the District shall not be liable for the payment of any work or services not included in **Section 3** unless the District, through an authorized representative of the District, authorizes the Contractor, in writing, to perform such work.

C. The District shall designate in writing a person to act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services.

(1) The District hereby designates the District Manager to act as its representative.

- (2) Upon request by the District Manager, the Contractor agrees to meet with the District's representative to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement.

D. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours.

SECTION 5. COMPENSATION; TERM.

A. As compensation for the Services described in this Agreement, the District agrees to pay the Contractor a total annual amount of Twenty Six Thousand Dollars (\$26,000), payable in twelve equal monthly amounts of Two Thousand One Hundred Sixty Six Dollars and Sixty Six Cents (\$2,166.66). The term of this Agreement shall be from April 1, 2015 through March 31, 2016 unless terminated earlier by either party in accordance with the provisions of this Agreement.

B. If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an, addendum, addenda, or change order to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.

C. The District may require, as a condition precedent to making any payment to the Contractor that all subcontractors, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

D. The Contractor shall maintain records conforming to usual accounting practices. As soon as may be practicable at the beginning of each month, the Contractor shall invoice the District for all services performed in the prior month and any other sums due to the Contractor. The District shall pay the invoice amount within thirty (30) days after the invoice date. The Contractor may cease performing services under this Agreement if any payment due hereunder is not paid within thirty (30) days of the invoice date. Each monthly invoice will include such supporting information as the District may reasonably require the Contractor to provide.

SECTION 6. INSURANCE.

- A. The Contractor shall maintain throughout the term of this Agreement the following insurance:
- (1) Worker's Compensation Insurance in accordance with the laws of the State of Florida.
 - (2) Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
 - (i) Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
 - (3) Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
-
- (4) Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
- B. The District and its supervisors shall be named as additional insured. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- C. If the Contractor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 7. INDEMNIFICATION.

- A. Obligations under this section shall include the payment of all settlements,

judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

- B. Contractor agrees to indemnify, hold harmless, and defend the District and its officers, agents and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising out of, or in connection with, the work to be performed by Contractor, including litigation or any appellate proceedings with respect thereto.
- C. In no event, however, shall Contractor be liable for incidental, special, punitive or exemplary damages in connection with this Agreement, even if notice was given of the possibility of such damages and even if such damages were reasonably foreseeable.

SECTION 8. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed Contractor further agrees that nothing herein shall constitute or be construed as a waiver of liability beyond those contained in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 9. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

SECTION 10. LIENS AND CLAIMS. The Contractor shall promptly and properly pay for all labor employed, and equipment purchased by it to perform under this Agreement. The Contractor shall keep the District's property free from any liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

SECTION 11. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

SECTION 12. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

SECTION 13. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

SECTION 14. TERMINATION. The District agrees that the Contractor may terminate this Agreement with cause by providing thirty (30) days' written notice of termination to the District stating a failure of the District to perform according to the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or offsets the District may have against the Contractor.

SECTION 15. PERMITS AND LICENSES. All permits and licenses required by any governmental agency or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

SECTION 16. ASSIGNMENT. Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.

SECTION 17. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any

one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 18. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 19. ENFORCEMENT OF AGREEMENT. A default by either Party under this Agreement shall entitle the other Party to all remedies available at law or in equity. In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

SECTION 20. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the Parties relating to the subject matter of this Agreement. None of the provisions of **Exhibit A** shall apply to this Agreement and **Exhibit A** shall not be incorporated herein, except that **Exhibit A** is applicable to the extent that it states the scope of services for the labor and materials to be provided under this Agreement.

SECTION 21. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties.

SECTION 22. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the Parties, the Parties have complied with all the requirements of law, and the Parties have full power and authority to comply with the terms and provisions of this Agreement.

SECTION 23. NOTICES. All notices, requests, consents and other communications under this Agreement ("Notice" or "Notices") shall be in writing and shall be hand delivered, mailed by First Class Mail, postage prepaid, or sent by overnight delivery service, to the Parties, as follows:

A. If to District:	Villages of Westport Community Development District 12051 Corporate Boulevard Orlando, Florida 32817 Attn: District Manager
---------------------------	---

With a copy to:

Hopping Green & Sams, P.A.
119 S. Monroe Street, Suite 300
Tallahassee, Florida 32301
Attn: District Counsel

B. If to the Contractor:

Advanced Security Specialist &
Consulting
1106 Copper Creek Drive
Macclenny, Florida 32063
Attn: Jake Card

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notices on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth in this Agreement.

SECTION 24. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors, and assigns.

SECTION 25. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Duval County, Florida.

SECTION 26. PUBLIC RECORDS. The Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records and shall be treated as such in accordance with the District's Records Retention Policy and Florida law. Pursuant to Section 119.07(1)(a), *Florida Statutes*, Contractor shall permit such records to be inspected and copied by any person desiring to do so. Failure of Contractor to comply with public records laws to the extent required by statute will result in immediate termination of the Agreement.

SECTION 27. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 28. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.


SECTION 29. COUNTERPARTS. This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.


Attest:

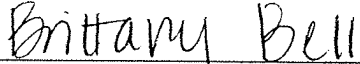
**VILLAGES OF WESTPORT COMMUNITY
DEVELOPMENT DISTRICT**

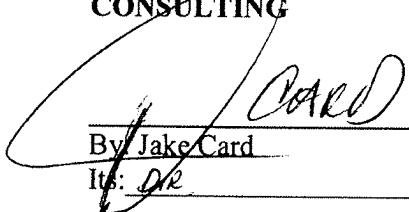
Secretary/Assistant Secretary


Chairman, Board of Supervisors

**ADVANCED SECURITY SPECIALIST &
CONSULTING**


(Signature of Witness)


(Print Name of Witness)


By: Jake Card

Its: AK

Date: _____

Exhibit A: Proposal/Schedule of Services

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IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

Attest:

**VILLAGES OF WESTPORT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

**ADVANCED SECURITY SPECIALIST &
CONSULTING**

Brittany Bell
(Signature of Witness)

Brittany Bell
(Print Name of Witness)

Jake Card
By: Jake Card

Its: DR

Date: _____

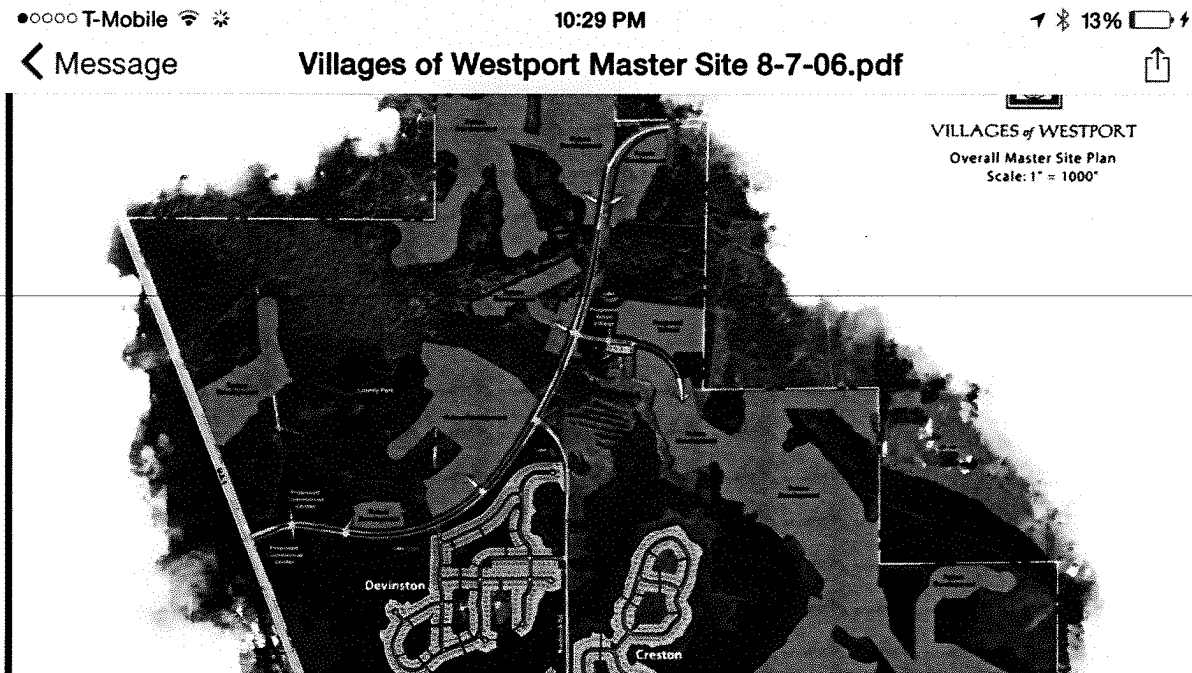
Exhibit A: Proposal/Schedule of Services

Advanced Security Specialist & Consulting

1106 Copper Creek Drive

Macclenny, FL 32063

Bid Proposal/Villages of Westport



Please note the following documentation reference to security/monitoring proposal submitted 04-01-2015

Option 1 - 24 hour continuous monitoring via immediate MMS picture files. (See below attached) Monitoring operations consist of four (4) to seven (7) blackout special ops concealment cameras, dual day and night monitoring. Specifications entail laser activation monitoring with .56 second video/picture capture and relay transmission to document portal. Optional immediate notification for request of law enforcement assistance if needed (criminal activity). Continuous activity (picture video storage with digital zoom) for evidentiary submission if applicable with thirty day storage override. Primary coverage areas include amenities pool and recreational facility and immediate outer perimeter. Proposed pricing \$26,000.00 annually

Option 2 – Inclusive of services listed in Option 1 with the addition of dispatch of Advanced Security Personnel to site if required. Routine facility inspection by law enforcement (Police Officer or FWC Officer). Option 2 only applicable if amenities are accessible to officers for the purpose of report writing and restroom facilities. Six (6) gate passes required for assignment to providing onsite law enforcement presence. Further providing off duty status patrolling. Proposed pricing \$36,000.00 annually.

Option 3 – Inclusive of services listed in Option 1 & 2 with the addition of routine presence with Advanced Security vehicle and employee with intermittent patrol of subdivisions ongoing construction lots, amenities center and all properties within the scope of Villages of Westport. Proposed pricing subject to further discussion as to scope of security requested.

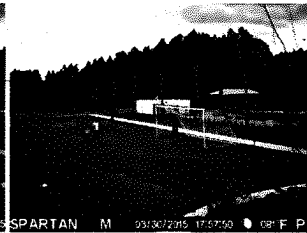
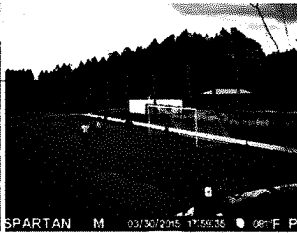
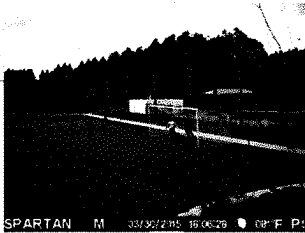
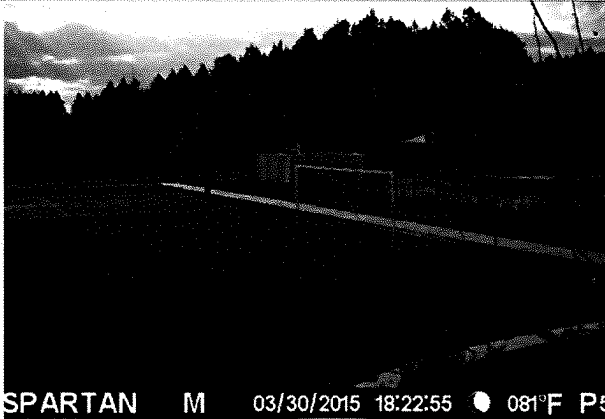
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
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ATTACHMENTS



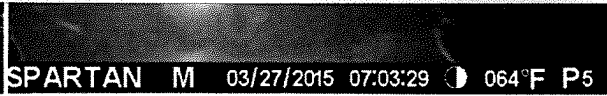
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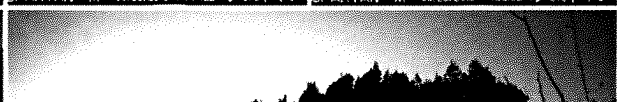
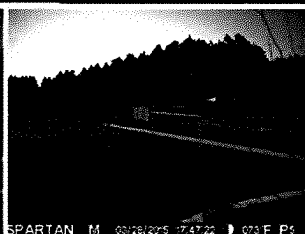
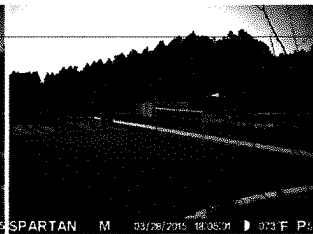
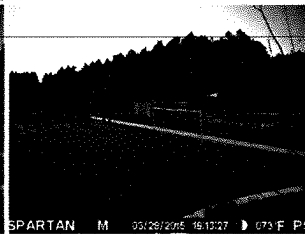
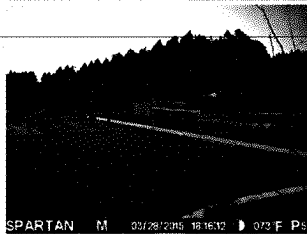
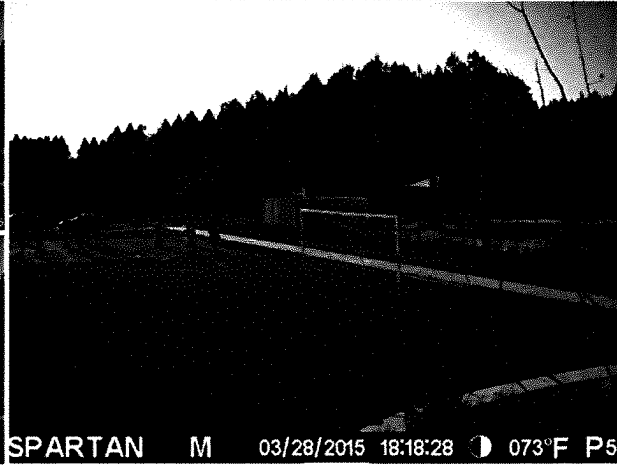
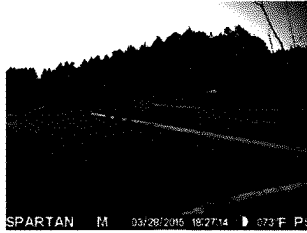
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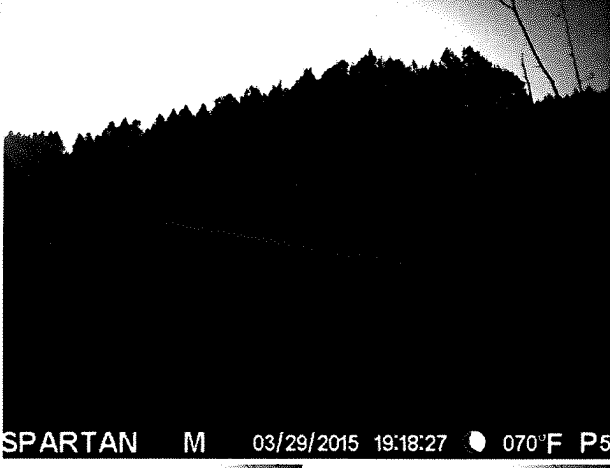
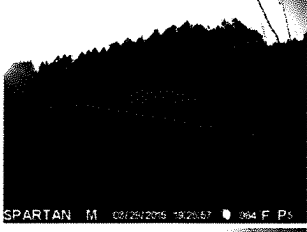
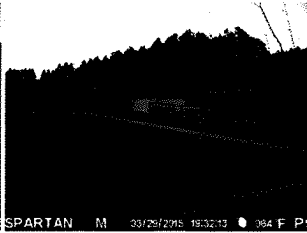
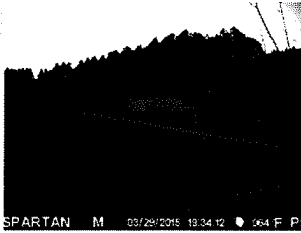
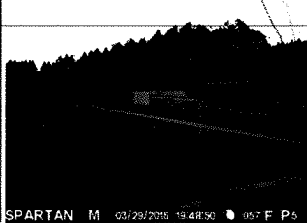
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Please feel free to contact me with any questions and or concerns
reference to clarity and or scope of actions need.

Respectfully ,
Jake Card/Advanced Security
904-483-1227
904-910-5222

INVOICE

INVOICE # 0062019-1

Date: June 26, 2019

Advanced Security Specialist & Consulting LLC

1106 Copper Creek Drive, Macclenny Florida 32063

Phone 904-483-1227

advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando Fl, 32817
-----------	--

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Property survey and removal	N/A	N/A	June 25, 2019	Payable Upon Receipt	7/1/19

qty	item #	description	unit price	discount	line total
1		<p>Top out and tether numerous pine trees. Securely cut base to position direction of fall away from residents and lay down toward forest. Remove 6'-8' of each trunk away from property line.</p> <p>12325 Glimmer Way 12395 Glimmer Way</p> <p>001-053-9000-46-1C</p>	\$ 1424.00		\$ 1424.00

Subtotal \$ 1,424.00

Total \$ 1,424.00

INVOICE

Advanced Security Specialist & Consulting LLC
License# B1900191

INVOICE # 0102019-1
Date: October 21, 2019

1106 Copper Creek Drive, Macclenny Florida 32063
Phone 904-483-1227
advancedsecurityspecialist@comcast.net

To	Villages of Westport 12051 Corporate Boulevard Orlando FL, 32817
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Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	Property survey and removal	N/A	N/A	October 11, 2019	Payable Upon Receipt	11/01/19

Qty	Item #	Description	Unit Price	Discount	Line Total
		Top cut and lay down hazardous trees on Glimmer Way.	\$ 600.00		\$ 600.00
			Subtotal		\$ 600.00
			Sales Tax (7.0%)		
			Total		\$ 600.00
			Balance Due		\$ 600.00

2762 W Beaver Street
Jacksonville, FL 32254
(904) 388-8104
(904) 388-9277 Fax

Invoice

Date	Invoice #
10/14/2019	3325

Bill To
Advanced Security Specialist 1106 COPPER CREEK DR. MACCLENNY, FL 32063

P.O. No.	Terms	Rep	Customer No.	Job Location
	Due on Receipt	Tim	483-1227	Glimmer Way

[illegible]

	Subtotal	\$412.00
Payment of services are due when rendered. Interest of 1.5% per month is charged on balance over 30 days. Customer agrees to pay all court costs and attorney fees. Southern Trees shall not be responsible for damage to any private or accompanying sub-surface or any route reasonably necessary to perform these services.	Sales Tax (6.0%)	\$0.00
	Total	\$412.00
	Balance Due	\$0.00

INVOICE

Advanced Security Specialist & Consulting LLC
License# B1900191

INVOICE # C0092020
Date: September 23, 2020

1106 Copper Creek Drive, Macclenny Florida 32063
Phone 904-483-1227
advancedsecurityspecialist@comcast.net

To	Mike Veazey, Development Project Manager, ICI Homes 14785 Old St. Augustine Road, Suite 3 Jacksonville, FL 32258
-----------	--

Consultant	Job	Shipping Method	Shipping Terms	Delivery Date	Terms	Due Date
Advanced Security	VOWP Amenities Center	N/A	N/A	Sept 22, 2020	Payable Upon Receipt	10/01/20

Qty	Item #	Description	Unit Price	Discount	Line Total
1	On site	Removed three dead palm trees at the amenities center pool. Filled holes with dirt and re-covered with existing mulch. * TC/150			\$ 850.00
Total					\$ 850.00
Balance Due					\$ 850.00

2762 W Beaver Street
Jacksonville, FL 32254
(904) 388-8104
(904) 388-9277 Fax

Date	Invoice #
9/22/2020	3543

Bill To
Advanced Security Specialist 1106 COPPER CREEK DR. MACCLENNY, FL 32063

P.O. No.	Terms	Rep	Customer No.	Job Location
Jake	Due on Receipt	Tim	904.483.1227	Villages of Westport

Description	Qty	Rate	Serviced	Amount
Tree removal - Dead Palms & Tables; Filled holes	3	200.00	9/21/2020	600.00
Subtotal				600.00
			Subtotal	\$600.00
Payment of services are due when rendered. Interest of 1.5% per month is charged on balance over 30 days. Customer agrees to pay all court costs and attorney fees. Southern Trees shall not be responsible for damage to any private or accompanying sub-surface or any route reasonably necessary to perform these services.			Sales Tax (6.0%)	\$0.00
			Total	\$600.00
			Balance Due	\$0.00

ORIGINAL

**AGREEMENT BETWEEN THE VILLAGES OF WESTPORT COMMUNITY
DEVELOPMENT DISTRICT AND LELAND MANAGEMENT, INC. FOR
INFRASTRUCTURE MANAGEMENT AND MAINTENANCE SERVICES**

THIS AGREEMENT is made and entered into this 8th day of July,
2010, by and between:

Villages of Westport Community Development District, a local unit of
special-purpose government (the "District")

and

Leland Management, Inc., a Florida corporation ("Leland").

RECITALS

WHEREAS, the District is a local unit of special-purpose government established
to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge and extend,
equip, operate and maintain systems, facilities and infrastructure in conjunction with the
development of lands within the District; and

WHEREAS, the District has constructed and/or acquired various systems, facilities
and infrastructure and other facilities requiring inspection, operation and maintenance
services; and

WHEREAS, the District desires to provide inspection, operation and maintenance
services for certain improvements and areas within the District, including the common
area landscaping and stormwater facilities located within the District's boundaries
("District Property"); and

WHEREAS, Leland is a Florida corporation overseeing the maintenance of
various improvements and facilities in close proximity to District Property; and

WHEREAS, for ease of administration, potential cost savings and the benefits of
inspection, operation and maintenance personnel, the District desires to contract with
Leland to manage and maintain the District Property; and

WHEREAS, Leland represents that it is qualified, through its officers, employees,
contractors and affiliates, to manage and maintain the District Property and desires to
contract with the District to do so in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements and mutual
covenants contained herein, and other good and valuable consideration, the receipt and
sufficiency of which are hereby acknowledged by the District and Leland (collectively,
the "Parties"), the Parties agree as follows:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. LELAND'S OBLIGATION.

A. *General duties.* Leland shall be responsible for the management and oversight of District vendors for the District Property in an efficient, lawful and satisfactory manner and in accordance with the District's bond covenants relating to such maintenance under the District's direction.

Leland is responsible for the overall supervision of service contractors and maintenance staff, as well as arranging for certain repair and maintenance work. Leland shall report directly to the District Manager and the Board of Supervisors. Leland shall attend monthly Board Meetings when requested by the District Manager or Board of Supervisors.

B. *Inspection.* Leland shall conduct regular inspections of all District Property and report any irregularities to the District Manager, or his designated representative, and shall correct any irregularities in accordance with the terms of this Agreement.

C. *Repair and Maintenance.* Leland shall make, or cause to be made, such routine repair work or normal maintenance to District Property as may be required for the operation or physical protection of District Property. Leland shall cause emergency repairs to be made when such repairs are necessary for the preservation and safety of persons and/or property, or when the repairs are required to be made to avoid the suspension of any services. Leland shall immediately notify the District Manager, or a designated representative, concerning the need for emergency repairs.

Oversee landscape maintenance provider's performance.

Work with District Manager to develop an annual maintenance budget for the District.

Assess and advise the District of an necessary repairs, extraordinary cleaning, or replacement items that may be required due to "normal wear and tear," "acts of God," or vandalism, and secure cost estimates for same.

D. *Investigation and Report of Accidents/Claims.* Leland shall promptly notify the District Manager as to all accidents or claims for damage relating to the management of the District and maintenance and operation of District Property. Such report shall at a minimum include a description of any damage or destruction of property. Leland shall cooperate and make any and all reports required by any insurance company or the District in connection with any accident or claim. Leland shall not file any claims with the District's insurance company without the prior consent of the District Manager or his designee.

E. Compliance with Government Rules, Regulations, Requirements and Orders. Leland shall take such action as is necessary to comply promptly with any and all orders or requirements affecting District Property placed thereon by any governmental authority having jurisdiction. Leland shall immediately notify the District Manager and District Counsel in writing of all such orders or requirements. At the request of the District, Leland shall prepare for execution and filing by the District any forms, reports or returns which may be required by law in connection with the ownership, maintenance and operation of the District Property.

F. Adherence to District Rules, Regulations and Policies. To the extent they apply to Leland's performance herein, Leland's personnel shall be familiar with any and all District policies and procedures, if any, and shall ensure that all persons using District Property are informed with respect to the rules, regulations and notices as may be promulgated by the District from time to time and ensure that said persons conform therewith. Leland may adopt such policies and procedures as it deems necessary to the fulfillment of its obligations under this Agreement provided that copies of such policies and procedures shall be provided to the District at all times. Leland assures the District that all third parties will be dealt with at arm's length, and that the District's interest will be best served at all times.

G. Care of the Property. Leland shall use all due care to protect the property of the District, its residents and landowners from damage by Leland, its employees or contractors.

SECTION 3. COMPENSATION. The District shall pay Leland the sum of \$250 per month and \$2.50 per closed lot, for the provision of management and maintenance services pursuant to the terms of this Agreement for the Phase 1 areas, not including any amenities. Fees are due and payable on the first day of each month during which services are to be provided.

SECTION 4. TERM. This Agreement shall be for a period of one year commencing on January 1, 2010 and shall automatically renew for one year periods unless canceled by either party at least 60 days prior to the annual renewal date. At any time after the end of each one year term of this Agreement, Leland shall have the right to adjust its monthly management fee. The District shall have 30 days to accept the proposed adjustments. If after 30 days the District does not accept the proposed adjustment, Leland, at its option, may terminate this Agreement or continue under the then existing terms and conditions.

Failure by the Parties to this Agreement to insist upon the strict performance of any term of this Agreement or to exercise any right, power or remedy upon a breach thereof by the Parties shall not constitute a waiver of any such term of any such breach. Waiver of any breach shall not affect or alter this agreement, which shall continue in full

force and effect with respect to any other then-existing or subsequent breach by the Parties.

Failure by either party to perform its duties and obligations under this Agreement for the continuous period of 30 days after written notice of default specifying the default complained of shall be grounds for the other's termination of this Agreement, and, at the option of the other, the defaulting party shall be liable for any and all damages flowing therefrom as a result of such breach or default. Additionally, upon 30 days written notice without a showing of cause. Leland shall have the right to terminate this Agreement upon 30 days written notice without a showing of cause.

SECTION 5. INSURANCE. Leland shall maintain in force, for the term of the Agreement, worker's compensation insurance, and such other insurance as may be reasonably requested in writing by the Board. Leland shall maintain, at its own expense throughout the term of this Agreement, the following insurance:

- A. Worker's Compensation Insurance in accordance with the laws of the State of Florida.
- B. Commercial General Liability Insurance covering Leland's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
- C. Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by Leland of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

SECTION 6. INDEMNIFICATION. Leland will indemnify and hold the District harmless from all loss, damage or injury resulting from willful and intentional acts done or caused by Leland, its officers, Supervisors, or employees which cause harm to persons or property which cause a monetary loss or expense to the District. In no event, however, shall Leland be liable to the District for actions or errors of judgment Leland may commit or refrain from committing in the reasonable good faith performance of its duties. Nothing herein shall waive the District's limitations of liability in Section 768.28, Florida Statutes or other laws.

SECTION 7. RECOVERY OF COSTS AND FEES. In the event the District is required to enforce this Agreement or any provision hereof by court proceedings or otherwise then, if prevailing, the District shall be entitled to recover from Leland all fees and costs incurred, including but not limited to reasonable attorneys' fees incurred prior to or during any litigation or other dispute resolution and including fees incurred in appellate proceedings.

SECTION 8. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

SECTION 9. ASSIGNMENT. Neither the District nor Leland may assign this Agreement without the prior written approval of the other.

SECTION 10. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, Leland shall be acting as an independent contractor. Neither Leland nor employees of Leland, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. Leland agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of Leland, if there are any, in the performance of this Agreement. Leland shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and Leland shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement. Nothing herein shall preclude Leland and the District from entering into separate agreements for the leasing of personnel or sharing of other resources.

SECTION 11. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 12. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the District and Leland relating to the subject matter of this Agreement.

SECTION 13. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and Leland.

SECTION 14. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and Leland, both the District and Leland have complied with all the requirements of law, and both the District and Leland have full power and authority to comply with the terms and provisions of this instrument.

SECTION 15. NOTICES. All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

A. If to the District: Villages of Westport Community
Development District
12051 Corporate Blvd.
Orlando, Florida 32817
Attn: District Manager

With a copy to: Hopping Green & Sams, P.A.
119 S. Monroe Street, Suite 300
Post Office Box 6526
Tallahassee, Florida 32314
Attn: Wesley S. Haber

B. If to Leland : Leland Management

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for Leland may deliver Notice on behalf of the District and Leland. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

SECTION 16. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and Leland and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and Leland any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and Leland and their respective representatives, successors, and assigns.

SECTION 17. CONTROLLING LAW. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida.

SECTION 18. PUBLIC RECORDS. Leland understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records and shall be treated as such in accordance with Florida law.

SECTION 19. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 20. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and Leland as an arm's length transaction. The District and Leland participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 21. COUNTERPARTS. This Assignment may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties execute this agreement the day and year first written above.

[Remainder of page left intentionally blank]

Attest:

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

Jill Cupps
Secretary

Kelly McCarrick
Kelly McCarrick, Chairperson

LELAND MANAGEMENT, INC.

Jill Cupps
(Signature of Witness)
Jill Cupps
(Print Name of Witness)

By: Rebecca J. Jordon
Its: President

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Crystal Clean Repairs, LLC
Proposal

PROPOSAL

Crystal Clean Repairs, LLC

11745 V C Johnson Rd
JACKSONVILLE, FLORIDA 32218

904-813-8200
email: jamie@crystalcleanrepairs.com

CPC1457970

PROPOSAL SUBMITTED TO Villages of Westport	PHONE	DATE 6.10.2021
STREET	JOB NAME	
CITY, STATE & ZIP CODE	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE

We propose to do the following at Villages of Westport Pool:

- *Remove loose coping from depth marker to depth marker (the radius)
- *Clean grout from coping and prep for new material
- *Apply coping back to pool beam
- *RegROUT between coping pieces with White grout, will match the best we can!

Total labor and materials: \$1,986.00

We propose to hereby furnish material and labor - complete in accordance with above specifications, for the sum of:

****Due Upon Completion**

\$1,986.00

Payment to be made as follows:

Crystal Clean Repairs, LLC

Contract price includes all labor, materials, sales tax complete. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

6/18/2021

Authorized
Signature

[Signature]

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature:

*District Manager
on behalf of the District
Chair and*

Signature:

*emergency District
related item. [Signature]*



4 FT.

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review of Public Comment Period and Board
Members Responsibility

Vivian Carvalho

From: alice sanford <academyofdreams@yahoo.com>
Sent: Thursday, July 15, 2021 12:41 AM
To: Venessa Ripoll; Vivian Carvalho
Cc: Amy Champagne; Wes Haber
Subject: Villages of Westport CDD Meeting Agenda Line Item addition - Email #3

ALERT: This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Good Evening,

Add the two items listed below onto the agenda

1,) Based on the below response from the insurance carrier that CDD board members can be sued for wrongful acts in the performance of their duties or for failure to perform their duties. This Information needs to be shared with current board members and parties seeking to apply for future seats so their educated on the vital role they play as a CDD Board member.

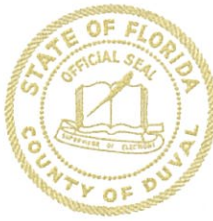
Yes – CDD board members can be sued for wrongful acts in the performance of their duties or for failure to perform their duties. The District has a Public Official's Liability policy that would provide coverage for the CDD's elected or appointed officials as well as employees acting for or on the District's behalf.

2.) I request that the public be reminded of the rules so that the board is not interrupted while the board is discussing agenda items. I would like to make sure that the public is aware that they can speak on any agenda item during the public comment period and not when the board is discussing agenda items. Public should be redirected to follow the rules if they interrupt the board. Interruptions have occurred at the past two meetings without redirection being given to the parties who have caused interruptions. Please ensure that a public comment period is included on the agenda.

Thank You,

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Letter from the Supervisor of Elections,
Duval County



OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN
SUPERVISOR OF ELECTIONS
OFFICE: (904) 255-3444
CELL: (904) 219-8924

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX: (904) 255-3434
E-MAIL: MHOGAN@COJ.NET

May 17, 2021

Vivian Carvalho
Villages of Westport CDD
12051 Corporate Blvd.
Orlando, Florida 32817

Dear Vivian,

The information you requested on April 19, 2021 appears below:

Villages of Westport Community Development District

847 Registered Voters

If you have any questions or need additional assistance, please contact Robert Phillips at 904-255-3436 or phillips@coj.net.

Sincerely,

Lana Self
Director of Candidate and Records

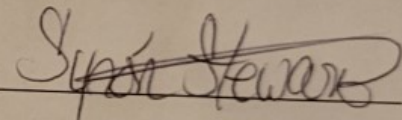
**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Ratification of Payment Authorizations 96 -- 109

VILLAGES OF WESTPORT CDD

Payment Authorization 96
3/25/2021

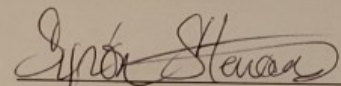
Item No.	Payee	Invoice #	FY21 General Fund
1	Coastal Maintenance Power Wash Sidewalks	3877	\$ 1,350.00
2	Yellowstone Landscape Landscape Maintenance: December 2020 Landscape Maintenance: January 2021 Landscape Maintenance: February 2021	JAX179035 JAX189919 JAX200810	\$ 3,615.75 \$ 3,615.75 \$ 3,615.75
TOTAL			\$ 12,197.25

Secretary/Assistant Secretary
Chairperson4-12-21
revised

VILLAGES OF WESTPORT CDD

Payment Authorization 97
4/1/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Coastal Maintenance Janitorial Services: April 2021	3920	\$ 510.00
2	Coastal Services of N FL Poolside Pressure Washing Palm Trimming	229 230	\$ 650.00 \$ 810.00
3	Hopping Green & Sams General Counsel thru 01/31/21	121091	\$ 1,331.00
4	Solitude Lake Management Fountain Repair	PI-A00572153	\$ 176.00
TOTAL			\$ 3,477.00

Secretary/Assistant Secretary
Chairperson

4-12-21

VILLAGES OF WESTPORT CDD

Payment Authorization 98
4/8/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Advanced Security Specialist & Consulting LLC Security Services: March 2021		
2	Almgiving Electric Electrical Repairs - Landscape Lights	V0032021	\$ 4,391.00
3	Jacksonville Daily Record Legal Advertising on 04/05/21	21050	\$ 385.00
4	JEA (paid online) 12060 Braddock Rd/12424 Cadley Cir; 02/26/21-04/02/21 6714/6794 Sandle Dr; 02/25/21-03/29/21	21-02274D Acct: 0230853498 Acct: 8245040569	\$ 170.75 \$ 1,310.46 \$ 1,519.48
5	Rick Arsenault Pool Maintenance: April 2021	VOW321	\$ 1,457.08
6	Solitude Lake Management Lake & Pond Management: April 2021	PI-A00579579	\$ 1,004.25
7	VGlobalTech Quarterly ADA Audit: January-March Monthly Website Fee: April 2021	2526 2613	\$ 300.00 \$ 100.00
8	Yellowstone Landscape Landscape Maintenance: March 2021	JAX208283	\$ 3,615.75
TOTAL			\$ 14,253.77

Secretary/Assistant Secretary

Sybil Stearns
4-12-21 Chairperson

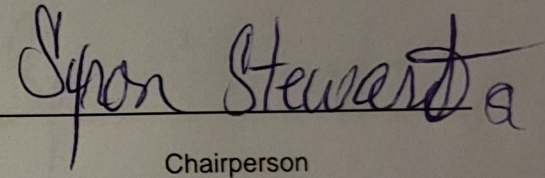
VILLAGES OF WESTPORT CDD

Payment Authorization 99

4/15/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Comcast Business (paid online) 6713 SANDLE DR; 04/11/21-05/10/21	Acct: 2518167	\$ 119.79
2	Supervisor Fees - 04/12/2021 Meeting Alice Sanford Henry Simmons	-- --	\$ 200.00 \$ 200.00
TOTAL			\$ 519.79

Secretary/Assistant Secretary



Chairperson

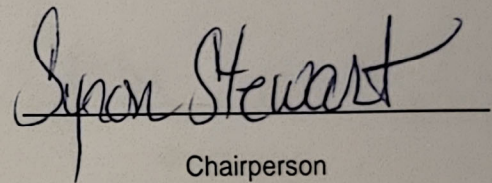
VILLAGES OF WESTPORT CDD

Payment Authorization 100

4/23/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Coastal Services of N FL Pool Chair Repair	241	\$ 300.00
2	PFM Group Consulting, LLC District Management Fee: April 2021 Postage: March 2021	DM-04-2021-0049 OE-EXP-04-44	\$ 2,083.33 \$ 3.06
TOTAL			\$ 2,386.39

Secretary/Assistant Secretary


Chairperson

VILLAGES OF WESTPORT CDD

Payment Authorization 101

4/29/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Hopping Green & Sams General Counsel thru 02/28/21	121809	\$ 351.00
TOTAL			\$ 351.00

Secretary/Assistant Secretary

Sybil Stewart
Chairperson

5/9/21

VILLAGES OF WESTPORT CDD

Payment Authorization 102

5/6/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Advanced Security Specialist & Consulting LLC Security Services: April 2021	V0042021	\$ 4,316.00
2	Coastal Maintenance Janitorial Services: May 2021	3927	\$ 765.00
3	JEA (paid online) 12060 Braddock Rd/12424 Cadley Cir; 03/29/21-04/29/21 6714/6794 Sandle Dr; 03/28/21-04/28/21	Acct: 0230853498 Acct: 8245040569	\$ 1,178.55 \$ 1,665.01
4	Rick Arsenault Pool Maintenance: May 2021	VOW421	\$ 997.54
5	Yellowstone Landscape Landscape Maintenance: April 2021	JAX219137	\$ 3,615.75
TOTAL			\$ 12,537.85

Syrón Stewart

Chairperson

Secretary/Assistant Secretary

VILLAGES OF WESTPORT CDD

Payment Authorization 103

5/13/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Leland Management, Inc. Management Fee: February 2021 Management Fee: March 2021 Management Fee: April 2021 Management Fee: May 2021	-- -- -- --	\$ 1,600.00 \$ 1,600.00 \$ 1,600.00 \$ 1,600.00
2	PFM Group Consulting, LLC Postage/FedEx: April 2021	OE-EXP-05-53	\$ 15.19
3	Solitude Lake Management Lake & Pond Management: May 2021	PI-A00597545	\$ 1,004.25
TOTAL			\$ 7,419.44

Secretary/Assistant Secretary

Syrón Stewart

Chairperson

VILLAGES OF WESTPORT CDD

Payment Authorization 104

5/20/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Comcast Business (paid online) 6713 SANDLE DR; 05/11/21-06/10/21	Acct: 2518167	\$ 119.79
2	Florida Department of Health (paid online) Amenity Center Pool Permit No. 16-60-1374237 Convenience Fee	16-BID-5298506 --	\$ 325.00 \$ 0.35
3	PFM Group Consulting, LLC District Management Fee: May 2021	DM-05-2021-0049	\$ 2,083.33
4	VGlobalTech Monthly Website Fee: May 2021	2701	\$ 100.00
TOTAL			\$ 2,628.47

Vivian Carvalho

Secretary/Assistant Secretary

Syron Stewart 5-15-21

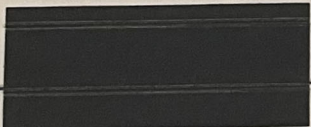
Chairperson

VILLAGES OF WESTPORT CDD

Payment Authorization 105

6/4/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Advanced Security Specialist & Consulting LLC Security Services: May 2021	V0052021	\$ 5,503.50
2	Coastal Maintenance Janitorial Services: June 2021	3949	\$ 765.00
3	Grau & Associates Audit FYE 09/30/2020	21282	\$ 1,000.00
4	JEA (paid online) 12060 Braddock Rd/12424 Cadley Cir; 04/28/21-06/01/21 6714/6794 Sandle Dr; 04/27/21-05/26/21	Acct: 0230853498 Acct: 8245040569	\$ 1,317.65 \$ 1,466.45
5	Rick Arsenault Pool Maintenance: June 2021	VOW521	\$ 1,540.54
6	Yellowstone Landscape Landscape Maintenance: May 2021	JAX229304	\$ 3,615.75
TOTAL			\$ 15,208.89


Secretary/Assistant Secretary

Syrón Stewart

Chairperson

VILLAGES OF WESTPORT CDD

Payment Authorization 106

6/10/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Hopping Green & Sams General Counsel thru 03/31/21	122690	\$ 264.00
2	Leland Management, Inc. Management Fee: June 2021	5206	\$ 1,600.00
TOTAL			\$ 1,864.00

Vivian Carvalho

Secretary/Assistant Secretary

Syron Stewart 7-5-21

Chairperson

VILLAGES OF WESTPORT CDD

Payment Authorization 107

6/17/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Comcast Business (paid online) 6713 SANDLE DR; 06/11/21-07/10/21	Acct: 2518167	\$ 119.79
2	PFM Group Consulting, LLC Dissemination Fee: 04/01/21-06/30/21 District Management Fee: June 2021	115486 DM-06-2021-0049	\$ 1,250.00 \$ 2,083.33
3	Solitude Lake Management Lake & Pond Management: June 2021	PI-A00615476	\$ 1,004.25
TOTAL			\$ 4,457.37

Vivian Carvalho

Secretary/Assistant Secretary

Syron Stewart 7-13-21

Chairperson

VILLAGES OF WESTPORT CDD

Payment Authorization 108

6/24/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	PFM Group Consulting, LLC Postage/FedEx: May 2021	OE-EXP-06-046	\$ 14.68
2	VGlobalTech Monthly Website Fee: June 2021	2786	\$ 100.00
TOTAL			\$ 114.68

Secretary/Assistant Secretary

Syron Stewart 7-8-21

Chairperson

VILLAGES OF WESTPORT CDD

Payment Authorization 109

7/1/2021

Item No.	Payee	Invoice #	FY21 General Fund
1	Coastal Maintenance Janitorial Services: July 2021	3963	\$ 765.00
2	Jacksonville Daily Record Legal Advertising on 07/01/21	21-04382D	\$ 545.38
TOTAL			\$ 1,310.38

Vivian Carvalho

Secretary/Assistant Secretary

Syron Stewart 7-8-21

Chairperson

**VILLAGES of WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

Review of District Financial Statements

Villages of Westport CDD
Statement of Financial Position
As of 7/31/2020

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account - CNB	\$255,625.90				\$255,625.90
State Board of Administration	5,031.52				5,031.52
Assessments Receivable		\$164,245.85			164,245.85
Debt Service Reserve 2005A		725,251.81			725,251.81
Revenue 2005A Bond		308,694.30			308,694.30
Prepayment 2005A		13,776.38			13,776.38
Acquisition/Construction 2005A			\$54,628.50		54,628.50
Deferred Cost 2005A Bond			234,424.60		234,424.60
Total Current Assets	<u>\$260,657.42</u>	<u>\$1,211,968.34</u>	<u>\$289,053.10</u>	<u>\$0.00</u>	<u>\$1,761,678.86</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$1,047,722.49	\$1,047,722.49
Amount To Be Provided				9,447,277.51	9,447,277.51
Total Investments		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,495,000.00</u>	<u>\$10,495,000.00</u>
Total Assets	<u><u>\$260,657.42</u></u>	<u><u>\$1,211,968.34</u></u>	<u><u>\$289,053.10</u></u>	<u><u>\$10,495,000.00</u></u>	<u><u>\$12,256,678.86</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$33,145.08				\$33,145.08
Deferred Revenue		\$164,245.85			164,245.85
Total Current Liabilities	<u>\$33,145.08</u>	<u>\$164,245.85</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$197,390.93</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable LongTerm				\$10,495,000.00	\$10,495,000.00
Total Long Term Liabilities		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,495,000.00</u>	<u>\$10,495,000.00</u>
Total Liabilities	<u><u>\$33,145.08</u></u>	<u><u>\$164,245.85</u></u>	<u><u>\$0.00</u></u>	<u><u>\$10,495,000.00</u></u>	<u><u>\$10,692,390.93</u></u>

Villages of Westport CDD
Statement of Financial Position
As of 7/31/2020

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
<u>Net Assets</u>					
Fund Balance - Unreserved	(\$4,844.00)				(\$4,844.00)
Net Assets, Unrestricted	129,263.55				129,263.55
Net Assets - General Government	(9,989.42)				(9,989.42)
Current Year Net Assets - General Government	113,082.21				113,082.21
Net Assets, Unrestricted		\$1,069,396.41			1,069,396.41
Current Year Net Assets, Unrestricted		(21,673.92)			(21,673.92)
Net Assets, Unrestricted			(\$797,404.12)		(797,404.12)
Net Assets, Unrestricted			1,048,754.62		1,048,754.62
Current Year Net Assets, Unrestricted			37,702.60		37,702.60
Total Net Assets	<u>\$227,512.34</u>	<u>\$1,047,722.49</u>	<u>\$289,053.10</u>	<u>\$0.00</u>	<u>\$1,564,287.93</u>
Total Liabilities and Net Assets	<u>\$260,657.42</u>	<u>\$1,211,968.34</u>	<u>\$289,053.10</u>	<u>\$10,495,000.00</u>	<u>\$12,256,678.86</u>

Villages of Westport CDD

Statement of Activities

As of 7/31/2020

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
<u>Revenues</u>					
On-Roll Assessments	\$95,714.32				\$95,714.32
Off-Roll Assessments	232,510.88				232,510.88
Other Income & Other Financing Sources	325.00				325.00
On-Roll Assessments		\$559,100.84			559,100.84
Off-Roll Assessments		408,167.46			408,167.46
Other Assessments		11,042.79			11,042.79
Inter-Fund Group Transfers In		(34,491.77)			(34,491.77)
Inter-Fund Transfers In			\$34,491.77		34,491.77
Total Revenues	<u>\$328,550.20</u>	<u>\$943,819.32</u>	<u>\$34,491.77</u>	<u>\$0.00</u>	<u>\$1,306,861.29</u>
<u>Expenses</u>					
Supervisor Fees	\$800.00				\$800.00
Public Official Insurance	2,962.00				2,962.00
Trustee Services	3,717.38				3,717.38
District Management	12,500.00				12,500.00
Field Management	20,800.00				20,800.00
Dissemination Agent	5,000.00				5,000.00
District Counsel	10,698.28				10,698.28
Assessment Administration	5,000.00				5,000.00
Audit	4,500.00				4,500.00
Arbitrage Calculation	500.00				500.00
Postage & Shipping	67.11				67.11
Legal Advertising	975.23				975.23
Web Site Maintenance	1,600.00				1,600.00
Dues, Licenses, and Fees	175.00				175.00
Amenity - Electric	17,881.97				17,881.97
Amenity - Telephone	1,192.10				1,192.10
Amenity - Dues & License	325.00				325.00
Amenity - Irrigation Repairs	2,597.78				2,597.78
Amenity - Pool Maintenance	11,838.76				11,838.76
Amenity - Access Control	4,975.00				4,975.00
Amenity - Janitorial	6,790.00				6,790.00
Amenity - R&M Grounds	1,470.00				1,470.00
Amenity - Security	38,444.00				38,444.00
General Insurance	3,605.00				3,605.00
Property & Casualty	3,754.00				3,754.00
General Repair & Maintenance	8,720.15				8,720.15
Lake Maintenance	9,779.25				9,779.25
Landscaping Maintenance & Material	33,202.93				33,202.93

Villages of Westport CDD

Statement of Activities

As of 7/31/2020

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
Landscape Improvements	1,187.66				1,187.66
Miscellaneous	506.74				506.74
Principal Payment		\$360,000.00			360,000.00
Interest Payments - A1 bond		617,655.00			617,655.00
Total Expenses	<u>\$215,565.34</u>	<u>\$977,655.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,193,220.34</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$97.35				\$97.35
Interest Income		\$12,161.76			12,161.76
Interest Income			\$3,210.83		3,210.83
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$97.35</u>	<u>\$12,161.76</u>	<u>\$3,210.83</u>	<u>\$0.00</u>	<u>\$15,469.94</u>
Change In Net Assets	\$113,082.21	(\$21,673.92)	\$37,702.60	\$0.00	\$129,110.89
Net Assets At Beginning Of Year	<u>\$114,430.13</u>	<u>\$1,069,396.41</u>	<u>\$251,350.50</u>	<u>\$0.00</u>	<u>\$1,435,177.04</u>
Net Assets At End Of Year	<u><u>\$227,512.34</u></u>	<u><u>\$1,047,722.49</u></u>	<u><u>\$289,053.10</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,564,287.93</u></u>

Villages of Westport CDD
 Budget to Actual
 For the period through 07/31/20

	Actual	Year To Date Budget	Variance	Adopted FY 2020 Budget
<u>Revenues</u>				
Assessments	\$ 328,225.20	\$ 273,270.83	\$ 54,954.37	\$ 327,925.00
Other Revenue	325.00	-	325.00	-
Net Revenues	\$ 328,550.20	\$ 273,270.83	\$ 55,279.37	\$ 327,925.00
<u>General & Administrative Expenses</u>				
Public Official Insurance	\$ 2,962.00	\$ 2,750.00	\$ 212.00	\$ 3,300.00
Supervisor Fees	800.00	666.67	133.33	800.00
Trustee Services	3,717.38	3,100.00	617.38	3,720.00
District Management	12,500.00	12,500.00	-	15,000.00
Field Management	20,800.00	16,000.00	4,800.00	19,200.00
Engineering	-	2,541.67	(2,541.67)	3,050.00
Dissemination Agent	5,000.00	4,166.67	833.33	5,000.00
Reamortization Schedule	-	416.67	(416.67)	500.00
District Counsel	10,698.28	4,166.67	6,531.61	5,000.00
Assessment Administration	5,000.00	4,166.67	833.33	5,000.00
Audit	4,500.00	5,416.67	(916.67)	6,500.00
Arbitrage Calculation	500.00	833.33	(333.33)	1,000.00
Postage & Shipping	67.11	208.33	(141.22)	250.00
Legal Advertising	975.23	1,250.00	(274.77)	1,500.00
Miscellaneous	506.74	833.33	(326.59)	1,000.00
Community Events	-	1,666.67	(1,666.67)	2,000.00
Web Site Maintenance	1,600.00	2,000.00	(400.00)	2,400.00
Dues, Licenses, and Fees	175.00	145.83	29.17	175.00
Amenity - Water/Electric	17,881.97	37,500.00	(19,618.03)	45,000.00
Amenity - Telephone	1,192.10	1,250.00	(57.90)	1,500.00
Amenity - Insurance	3,754.00	3,333.33	420.67	4,000.00
Amenity - Dues & License	325.00	333.33	(8.33)	400.00
Amenity - Irrigation Repairs	2,597.78	2,500.00	97.78	3,000.00
Amenity - Pool Maintenance	11,838.76	8,000.00	3,838.76	9,600.00
Amenity - Access Control	4,975.00	1,416.67	3,558.33	1,700.00
Amenity - Janitorial	6,790.00	6,750.00	40.00	8,100.00
Amenity - Pest Control	-	1,000.00	(1,000.00)	1,200.00
Amenity - R&M Building	-	8,333.33	(8,333.33)	10,000.00
Amenity - R&M Grounds	1,470.00	8,025.00	(6,555.00)	9,630.00
Amenity - Security	38,444.00	45,000.00	(6,556.00)	54,000.00
General Insurance	3,605.00	3,250.00	355.00	3,900.00
General Repair & Maintenance	8,720.15	11,416.67	(2,696.52)	13,700.00
Irrigation	-	5,000.00	(5,000.00)	6,000.00
Lake Maintenance	9,779.25	10,000.00	(220.75)	12,000.00
Landscaping Maintenance & Material	33,202.93	38,333.33	(5,130.40)	46,000.00
Landscape Improvements	1,187.66	10,833.33	(9,645.67)	13,000.00
Right of Way Mowing	-	5,000.00	(5,000.00)	6,000.00
Contingency-Hurricane Repairs	-	3,166.67	(3,166.67)	3,800.00
Total General & Administrative Expenses	\$ 215,565.34	\$ 273,270.83	\$ (57,705.49)	\$ 327,925.00
Total Expenses	\$ 215,565.34	\$ 273,270.83	\$ (57,705.49)	\$ 327,925.00
Income (Loss) from Operations	\$ 112,984.86	\$ -	\$ 112,984.86	\$ -
<u>Other Income (Expense)</u>				
Interest Income	\$ 97.35	\$ -	\$ 97.35	\$ -
Total Other Income (Expense)	\$ 97.35	\$ -	\$ 97.35	\$ -
Net Income (Loss)	\$ 113,082.21	\$ -	\$ 113,082.21	\$ -