## Villages of Westport Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817 407-723-5900- FAX 407-723-5901 www.villagesofwestportcdd.com

The continued meeting of the Board of Supervisors of Villages of Westport Community Development District will be held Monday, August 21, 2023, at 5:30 pm at the Highlands Regional Library, 826 Dunn Avenue, Jacksonville, FL 32218. The following is the agenda for this continued meeting.

Call in number: 1-844-621-3956

Passcode: 2536 634 0209

https://pfmcdd.webex.com/join/carvalhov

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

#### **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 Resolution 2023-09, Adopting the Annual Meeting Schedule for Fiscal Year 2023-2024
- 2. Discussion Pertaining to Amenity Policies
  - a. Clarification of Age Restriction
- 3. Public Hearing on the Adopting of Revised Amenity Policies
  - a. Public Comments and Testimony
  - b. Board Comments
  - c. Consideration of Resolution 2023-10, Adopting the Revised Amenities Policies
- 4. Update on the FY 2022 Audit Report
- 5. Letter from the Supervisor of Elections- Duval County
- 6. Review of Security Company Proposals for Patrolling the Amenity Center
- 7. Review and Acknowledgment of PFM Letter of Resignation for District Management Services
- 8. Consideration of Proposals for District Management Company Services
- 9. Ratification of Vendor Communication & Notification Policy
- 10. Ratification of Treadmill Repair
- 11. Ratification of Payment Authorizations 185 192



12. Review of District Financial Statements

#### **Other Business**

- Staff Reports
  - District Counsel
    - HOA License Agreement
    - Florida Commission on Ethics Training for Supervisors
    - District Engineer
  - District Manager
- Audience Comments
- Supervisors Requests

#### Adjournment



## VILLAGES of WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Consideration of Resolution 2023-09, Adopting the Annual Meeting Schedule for Fiscal Year 2023-2024

#### **RESOLUTION 2023-09**

#### A RESOLUTION OF THE BOARD OF SUPERVISORS OF VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2024

**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 2024 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 2024 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 21<sup>st</sup> DAY OF AUGUST 2023.

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 2024

October 23, 2023 January 22, 2024 April 22, 2024 July 22, 2024

All meetings will convene at 1826 Dunn Avenue, Jacksonville, FL 32218, at 5:30 p.m.

## VILLAGES of WESTPORT COMMUNITY DEVELOPMENT DISTRICT

**Discussion Pertaining to Amenity Policies** 

a. Clarification of Age Restriction

## VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Policies and Fees For the Amenity Facilities Adopted – June 5, 2014 Updated – July 25, 2022 Updated – April 24, 2023

Villages of Westport CDD Amenity Center Jacksonville, Florida

#### **DEFINITIONS**

"Amenity Facilities" or "Amenity"- shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the pool, tot lot, basketball court, and multi-purpose field, together with their appurtenant facilities and areas.

"Amenity Facilities Policies" or "Policies" – shall mean these Amenity Facilities Policies of the Villages of Westport Community Development District, as amended from time to time.

"Amenity Manager" – shall mean the District Manager or that person or firm so designated by the District's Board of Supervisors.

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

**"Board of Supervisors" or "Board" –** shall mean the Villages of Westport Community Development District's Board of Supervisors.

"Guest" - shall mean any person or persons who are invited by a Resident or Non-Resident User to participate in the use of the Amenity Facilities.

"District" - shall mean the Villages of Westport Community Development District.

"District Manager" - shall mean the professional management company with which the District has contracted to provide management services to the District.

"Non-Resident User" - shall mean any person or family not owning property in the District who is paying the Annual User Fee to the District for use of all Amenity Facilities.

"Patron" or "Patrons" - shall mean Residents, Guests, and Non-Resident Users who are eighteen (18) years of age and older.

"**Property Owner**" - shall mean that person or persons having fee simple ownership of land within the Villages of Westport Community Development District.

"**Renter**" - shall mean any tenant residing in a Property Owner's home pursuant to a valid rental or lease agreement.

"**Resident**" - shall mean any person or persons residing in a home within the Villages of Westport Community Development District that is a Property Owner or a Renter assigned user privileges pursuant to the policies set forth herein.

#### VILLAGES OF WESTPORT ANNUAL USER FEE

The Annual User Fee for any Non-Resident is \$2,000.00 per year. This payment must be paid in full at the time of completion of the Non-Resident user application and the corresponding agreement. This fee will permit the use of all Amenity Facilities for one (1) full year from the date of receipt of payment by the District. Each subsequent renewal shall be paid in full on the anniversary date of application for use of the Amenity Facilities by the Non–Resident User. Such fee may be increased, not more than once per year, by action of the Board of Supervisors, to reflect increased costs of operation and maintenance of the amenity facilities. The use of the Amenity Facility is not available for commercial purposes without Board approval.

#### **GUESTS**

- 1. Residents or Non-Resident Users who have a Guest are responsible for any and all actions taken by such Guest. Violation by a Guest of any of these Polices as set forth by the District could result in loss of that Patron's privileges and membership.
- 2. Each Resident or Non-Resident User may bring no more than five (5) persons as guests to the Amenities at one time.

#### **RENTER'S PRIVILEGES**

- 1. Property Owners who rent out or lease out their residential unit(s) in the District shall have the right to designate the Renter of their residential unit(s) as the beneficial users of the Property Owner's Amenity Facilities privileges.
- 2. In order for the Renter to be entitled to use the Amenity Facilities, the Renter must complete the Non Resident user application and sign the accompanying agreement. The Annual User Fee will then be waived for the Renter. A Renter who is designated as the beneficial user of the Resident's membership shall be entitled to the same rights and privileges to use the Amenity Facilities as the Resident.
- 3. During the period when a Renter is designated as the beneficial user of the Property Owner's privilege to use the Amenity Facilities, the Property Owner shall not be entitled to use the Amenity Facilities with respect to that property.
- 4. Property Owners shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Property Owners are responsible for the deportment of their respective Renter.
- 5. Renters shall be subject to such other rules and regulations as the Board may adopt from time to time.

#### **KEY CARD ACCESS**

- 1. A facility Key Card will be issued to a property owning entity at the time they are closing upon property within the District. The fee for the initial card will be \$10.00. Proof of property ownership may be required annually. All Patrons must use their Key Card for entrance to the Amenity Facilities. The Key Card should not be given to non-residents.
- 2. For damaged Key Cards, the property owners will have to pay \$30.00 to replace the damaged card. Please contact the District Manager for instructions on how to obtain a replacement Key Card. Damaged Key Cards must be mailed to the District Manager's office prior to obtaining a replacement.
- 3. For lost or stolen Key Cards, the property owner will have to pay \$50.00 to obtain a new Key Card. Please contact the District Manager to initiate the replacement process. Please note that the lost or stolen Key Card will be deactivated for security reasons.

#### GENERAL FACILITY PROVISIONS

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

The Board reserves the right to amend, modify, or delete, in part or in their entirety, these Policies when necessary, at a duly-noticed Board meeting. However, in order to change or modify rates or fees beyond the increases specifically allowed for by the District's rules and regulations, the Board must hold a duly-noticed public hearing on said rates and fees.

- 1. Children under eighteen (18) years of age must be accompanied at all times by a guardian or adult Patron over eighteen (18) years of age.
- 2. Dogs and all other pets (with the exception of Seeing Eye dogs) are not permitted at the Amenity Facilities.
- 3. Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic.
- 4. Fireworks of any kind are not permitted anywhere at or on the Amenity Facilities or adjacent areas.
- 5. The Board of Supervisors (as an entity), the District Manager, and the District Manager's designees shall have full authority to enforce these policies.
- 6. Smoking is not permitted at any of the Villages of Westport Amenity Facilities or lands.

- 7. Glass and other breakable items are not permitted at the Amenity Facilities.
- 8. Patrons and their Guests shall treat all District Staff members with courtesy and respect.
- 9. Off-road bikes/vehicles are prohibited on all property owned, maintained and operated by the District or on any of the Amenity Facilities.
- 10. The District will not offer childcare services to Patrons at any of the Amenity Facilities.
- 11. Skateboarding and rollerblading are not allowed on the Amenity Facilities property at any time. This includes, but is not limited to, the Amenity Center, basketball courts, multi-purpose fields, tot lot area, and sidewalks surrounding these areas.
- 12. Events/Performances at any Amenity Facility, including those by outside entertainers, must be approved in advance by the District Manager.
- 13. Alcoholic beverages are not permitted at any District owned facility or property at any time.
- 14. Commercial advertisements shall not be posted or circulated in the Amenity Facilities. Except as may otherwise be permitted by law, petitions, posters or promotional material shall not be originated, solicited, circulated or posted on Amenity Facilities property unless approved in writing by the District Manager.
- 15. Unless otherwise authorized by the Board, the Amenity Facilities shall not be used for commercial purposes. The term "commercial purposes" shall mean those activities which involve, in any way, the provision of goods or services for compensation or advertising.
- 16. Firearms or any other weapons are not permitted in any of the Amenity Facilities.
- 17. The District Manager reserves the right to authorize all programs and activities, including the number of participants, equipment and supplies usage, facility reservations, etc., at all Amenity Facilities, except usage and rental fees that have been established by the Board.
- 18. Loitering (the offense of standing idly or prowling in a place, at a time or in a manner not usual for law-abiding individuals, under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity) is not permitted at any Amenity Facility.
- 19. All Patrons shall abide by and comply with any and all federal, state and local laws and ordinances while present at or utilizing the Amenity Facilities, and shall ensure that any minor for whom they are responsible also complies with the same.

#### LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY

- 1. Each Patron, as a condition of use of the Amenity Facilities, assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on or in any of the Amenity Facilities.
- 2. No person shall remove from the room in which it is placed, or from any Amenity Facility, any property or furniture belonging to the District or its contractors without proper authorization from the District Manager or the Board. Patrons shall be liable for any property damage and/or personal injury at the Amenity Facilities, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, which is caused by the Patron or the Patron's Guest or family member(s). The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses it suffers due to property damage or personal injury caused by a Patron or the Patron's Guest or family member(s).
- 3. Any Patron or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the District or its contractors, or who engages in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by the District, either on or off the Amenity Facilities' premises, shall do so at his or her own risk, and shall hold the Amenity Facilities' owners, the District, the Board of Supervisors, District employees, District representatives, District contractors and District agents, harmless from any and all loss, cost, claim, injury, damage or liability sustained or incurred by him or her, resulting therefrom and/or from any act of omission of the District, or their respective operators, supervisors, employees, contractors or agents. Any Patron shall have, owe, and perform the same obligation to the District and their respective operators, supervisors, cost, claim, injury, damage or liability sustained or incurred by any Guest or Patron.
- 4. Should any party bound by these Policies bring suit against the District, the Board of Supervisors or staff, agents or employees of the District, or any Amenity Facility operator or its officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any event operated, organized, arranged or sponsored by the District or sponsored by the District, and fail to obtain judgment therein against the District or the Amenity Facilities' operators, officers, employees, representatives, contractors or agents, said party bringing suit shall be liable to the prevailing party (i.e. the District, etc.) for all costs and expenses incurred by it in the defense of such suit, including court costs and attorney's fees through all appellate proceedings.

#### AMENITY FACILITY OPERATIONS

*Hours:* The District Amenity Facilities' daily hours of operation are from sunrise to sunset, except for the Fitness Center which is open for use from 6 a.m. to 8 p.m. daily. The Amenity Center will be closed on the following holidays: Easter, Thanksgiving Day, Christmas Day and New Year's Day. The Amenity Center will also close early at the discretion of Amenity Staff on Christmas Eve and New Years Eve.

*Emergencies:* After contacting 911 if required, all emergencies and injuries must be reported to the District Manager at 407-723-5900.

*District Equipment:* All equipment owned by the District and available for use by Patrons must remain in the Amenity Facilities. Should the equipment be damaged, have missing pieces or be in worse condition than when it was used by a Patron, that Patron will be responsible to the District for any cost associated with repair or replacement of the equipment.

#### **GENERAL SWIMMING POOL RULES**

#### There is no lifeguard on duty- swim at your own risk.

- 1. Children under eighteen (18) years of age must be accompanied at all times by a guardian or adult Patron during usage of the pool facility.
- 2. No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
- 3. Hanging on the lane lines, interfering with the lap-swimming lane, and diving are prohibited.
- 4. Radios, tape players, CD players, MP3 players and televisions are not permitted unless they are personal units equipped with headphones.
- 5. Swimming is permitted only during designated hours as posted at the pool, and such hours are subject to change at the discretion of the District Manager. Swimming after dusk is prohibited by the Florida Department of Health. Patrons and Guests swim at their own risk and must adhere to swimming pool rules at all times.
- 6. Showers are required before entering the pool.
- 7. Alcohol, glass containers, food, and drink are prohibited.
- 8. Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
- 9. The District Manager or its designee is authorized to direct the discontinued usage of play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices during times of peak or scheduled activity at the pool, or if the equipment causes a safety concern.
- 10. Swimming pool hours will be posted. Pool availability may be limited or rotated in order to facilitate maintenance of the facility. Depending upon usage, the pool may be closed for various periods of time to facilitate maintenance and to maintain health code regulations.

- 11. Pets (except Seeing Eye dogs), bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area or inside the Amenity Facilities.
- 12. The District Manager or its designee reserves the right to authorize all programs and activities (including the number of participants, equipment and supplies usage, etc.) conducted at the pool, including swim lessons and aquatic/recreational programs.
- 13. Any person swimming during non-posted swimming hours may be suspended from using the facility.
- 14. Proper swim attire (no cutoffs) must be worn in the pool.
- 15. No chewing gum is permitted in the pool or on the pool deck area.
- 16. For the comfort of others, the changing of diapers or clothes is not allowed poolside.
- 17. No one shall pollute the pool. Anyone who pollutes the pool is liable for any costs incurred in treating and reopening the pool.
- 18. Radio controlled water craft are not allowed in the pool area.
- 19. Pool entrances must be kept clear at all times.
- 20. No swinging on ladders, fences, or railings is allowed.
- 21. Pool furniture is not to be removed from the pool area.
- 22. Loud, profane, or abusive language is absolutely prohibited.
- 23. No physical or verbal abuse will be tolerated.
- 24. Tobacco products are not allowed in the pool area.
- 25. Illegal drugs are not permitted.
- 26. The District is not responsible for lost or stolen items.
- 27. Chemicals used in the pool/spa may affect certain hair or fabric colors. The District is not responsible for these effects.
- 28. The Amenity Center pool area may not be rented at any time; however, access may be limited at certain times for various District functions, as approved by the Board.

29. The Amenity Center pool may not be used by any Patron who is under the influence of alcohol or drugs.

#### SWIMMING POOL: FECES POLICY

- 1. If contamination occurs, the pool will be closed for twelve (12) hours so that remedial measures may be taken to ensure safe swimming conditions.
- 2. Parents should take their children to the restroom before entering the pool.
- 3. Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers and a swimsuit over the swim diaper.

#### **BASKETBALL COURT POLICIES**

## Please note that the Basketball Facility is an unattended facility and persons using the facility do so at their own risk.

*Hours:* The basketball facility is available for use by Patrons from sunrise to sunset. The basketball facility may not be used after dark. No access will be allowed, by a Patron or any other person, before or after Basketball Facility hours. Trespassing may be prosecuted as a criminal offense and may lead to the loss of the Key Card and/or the revocation of access to the Amenity Center for the entire household.

*Eligible Users:* Children under the age of eighteen (18) are not allowed to use the basketball facility unless accompanied by a guardian or adult Patron. Patrons may be accompanied by up to five (5) guests.

*Emergencies:* All emergencies and injuries must be reported to the District Manager at 407-723-5900.

*Proper Attire:* Proper basketball or athletic shoes and attire are required at all times while on the courts. No black soled shoes. Proper attire shall consist of athletic shoes, shirts, and shorts or athletic pants. No cutoffs, swimsuits, or jeans allowed at the facility.

*Reservations:* Reservations are not accepted for use of the basketball courts. This facility is on a first come, first serve basis. Use of a basketball court is limited to one (1) hour when others are waiting.

#### General Policies:

- 1. Proper basketball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
- 2. Persons using the basketball facility must supply their own equipment.
- 3. The basketball facility is for the play of basketball only. Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited from use at the facility.

- 4. Beverages are permitted at the basketball facility if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the basketball courts. Alcoholic beverages are not permitted on basketball courts.
- 5. No chairs other than those provided by the District are permitted on the basketball courts.

#### **MULTI-PURPOSE FIELD POLICIES**

#### Please note that the Multi-Purpose Field is an unattended facility and persons using the Multi-Purpose Field do so at their own risk.

*Hours*. The Athletic Field shall be available for use from sunrise until sunset. No access will be allowed, by a Patron or any other person, before or after Multi-Purpose Field hours. Trespassing may be prosecuted as a criminal offense and may lead to the loss of the Key Card and/or the revocation of access to the Amenity Center for the entire household.

*Eligible Users: All* Patrons and guests seventeen (17) or younger must be accompanied by an adult eighteen (18) years of age and/or older to be permitted to use the Athletic Field. Patrons may be accompanied by up to five (5) guests.

*Emergencies:* For all emergencies, call 911 immediately. All emergencies and injuries must also be reported to the District Manager at 407-723-5900.

*Reservations*. Reservations are not accepted for use of the multi-purpose fields. This facility is on a first come, first serve basis. Use of a field is limited to one (1) hour when others are waiting.

#### General Policies:

- 1. The Athletic Field is not to be used for events other than athletic events, Board approved reservations, or District sponsored events.
- 2. Pets (other than service animals), bicycles, skates, skateboard, scooters, rollerblades and motorized vehicles of any kind are not permitted in the Athletic Field at any time.
- 3. Alcoholic beverages, glass containers and other breakable items are prohibited.
- 4. The use of profanity or disruptive behavior is prohibited.
- 5. Patrons must bring their own sports equipment (e.g., soccer balls, softball bats, etc.).
- 6. Persons using the Athletic Field must clean up all food, beverages and miscellaneous trash brought to the Athletic Field.
- 7. Use of the Athletic Field may be limited from time to time due to a District-sponsored event.

#### FITNESS CENTER POLICIES

## Persons interested in using the Fitness Center are encouraged to consult with a physician prior to commencing a fitness program.

*Hours:* The Fitness Center is open for use by Patrons and guests during the hours of 6 a.m. to 8 p.m. daily. No access will be allowed, by a Patron or any other person, before or after Fitness Center hours. Trespassing may be prosecuted as a criminal offense and may lead to the loss of the Key Card and/or the revocation of access to the Amenity Center for the entire household.

*Eligible Users:* Patrons eighteen (18) years of age and older are permitted to use the Fitness Center during designated operating hours. No children under the age of eighteen (18) are allowed to use the Fitness Center.

*Emergencies:* For all emergencies, call 911 immediately. All emergencies and injuries must also be reported to the District Manager at 407-723-5900.

*Food and Beverage:* Food (including chewing gum) is not permitted within the Fitness Center. Beverages, however, are permitted in the Fitness Center if contained in non-breakable containers with screw top or sealed lids; alcoholic beverages are not permitted. Smoking is not permitted in the Fitness Center.

#### General Policies:

- 1. Appropriate attire and footwear (covering the entire foot) must be worn at all times in the Fitness Center. Appropriate attire includes t-shirts, tank tops, shorts, leotards, and/or sweat suits (no swimsuits).
- 2. Each individual is responsible for wiping off fitness equipment after use.
- 3. Use of personal trainers is permitted in the Fitness Center per approval of the District Manager.
- 4. Hand chalk is not permitted to be used in the Fitness Center.
- 5. Radios, tape players and CD players are not permitted unless they are personal units equipped with headphones.
- 6. No bags, gear, or jackets are permitted on the floor of the Fitness Center or on the fitness equipment.
- 7. Weights or other fitness equipment may not be removed from the Fitness Center.
- 8. Please limit use of cardiovascular equipment to thirty (30) minutes and step aside between multiple sets on weight equipment if other persons are waiting.

- 9. Please be respectful of others. Allow other Patrons and Guests to also use equipment, especially the cardiovascular equipment.
- 10. Please replace weights to their proper location after use.
- 11. Free weights are not to be dropped and should be placed only on the floor or on the equipment made specifically for storage of the weights.

#### DISTRICT TOT LOT POLICIES

- 1. Children under the age of eight (8) must be accompanied by an adult Patron.
- 2. No roughhousing on the tot lot.
- 3. Persons using the tot lot must clean up all food, beverages and miscellaneous trash brought to the playground. Glass containers are prohibited.
- 4. The use of profanity or disruptive behavior is absolutely prohibited.
- 5. Patrons who use the tot lot do so at their own risk.
- 6. The tot lot may not be reserved or rented by Patrons; however, they may be reserved by the District for District-sponsored events or functions.

#### **FISHING POLICY**

Patrons may not fish from any lake/retention pond within the Villages of Westport Community Development District. No watercrafts of any kind are allowed in these bodies of water except for lake maintenance vehicles. Any violation of this policy will be reported to the local authorities. Swimming is also prohibited in any of the waters. Please use the pools at the Amenity Facilities for swimming. The purpose of these bodies of water is to help facilitate the District's natural water system for runoff and overflow. Anyone who violates this provision does so at their own risk.

#### FACILITY RENTAL POLICIES

Patrons, ages eighteen (18) years and older, may reserve certain portions of the Amenity Facilities for community and private events. The daily guest limits referenced on page 3 of these Policies shall not apply to guests attending a Patron sponsored function at a rented Amenity Facility. Generally, only one (1) room or portion of an Amenity Facility is available for rent at any given time; however, recurring events may be approved at the discretion of the District Manager.

Reservations may not be made more than three (3) months prior to the event. In addition, each Patron may rent a portion of the Amenity Facility only once per quarter of the calendar year. Patrons interested in doing so should contact the District Manager regarding the anticipated date and time of the event to determine availability. Please note the Amenity Facilities are unavailable for Community Use or private events during times when the Amenity Center is being utilized for a District-sponsored event and on the following holidays:

New Year's Day	Easter Sunday	Memorial Day
4 <sup>th</sup> of July	Labor Day	Thanksgiving

(1) **Available Facilities:** The following areas of the Amenity Facilities are available for Community Use and private events for up to six (6) total hours (including set-up and post-event cleanup). A refundable damage deposit of Five Hundred Dollars (\$500.00) shall be required, and the following rental fees shall apply:

Facility	Capacity	Fee
Pool Area	50 persons	\$150
Multi-Purpose Field	100 persons	Whole Field: \$200 Half Field: \$150
Picnic Area by Playground	50 persons	\$150

## The Pool Area shall remain open to other Patrons and their guests during normal operating hours.

## The Patron renting any portion of the Amenity Facilities shall be responsible for any and all damage and expenses arising from the event.

(2) **Reservations:** Patrons, ages eighteen (18) years and older, interested in reserving an Amenity Facility for Community Use or private event must submit to the District Manager a completed Facility Use Application which must include the name and contact information of the individual that will be responsible and accountable for the event.

At the time of submission, two (2) checks or money orders (no cash) made out to the Villages of Westport Community Development District shall be submitted to the District Manager in order to reserve the desired area of the Amenity Facility. One (1) check shall be in the amount of the facility rental fee referenced above and the other check shall be in the amount of Five Hundred Dollars (\$500.00) as a refundable damage deposit.

The District Manager will review the Facility Use Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District's Board of Supervisors for consideration. The Board may, in its sole discretion, waive room rental fees for at the request of the District Manager or any Patron.

- (3) Deposit: As stated above, a refundable damage deposit in the amount of Five Hundred Dollars (\$500.00) is required at the time the reservation is requested through submission of a Facility Use Application. Damage deposits will be refunded in full provided:
  - (a) There is no damage to District Property, Amenity Facility, and its furnishings;
  - (b) Garbage and trash are removed and placed in the dumpster;
  - (c) All displays, favors or remnants of the event are removed;

- (d) Furniture and other items are restored to their original position;
- (e) Counters, table tops and sink are cleaned and wiped down;
- (f) Trash can liners are replaced;
- (g) The refrigerator and all cabinets/appliances used are cleaned and wiped down; and
- (h) In the event of any damage it must be reported immediately to the District Manager.

Failure to comply with such rules, policies, and directions may result in the forfeiture of a Patron's deposit and/or privileges to use of the Amenity Facilities.

If additional cleaning of the Amenity Facility is required, the Patron signing the Facility Use Application for the Amenity Facility will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District. The District Manager shall determine the amount of deposit to return, if any.

Deposit checks will be returned only to the Patron who completed the Facility Use Application or to a party designated by the Patron at the time of submittal of the Facility Use Application. Photo identification shall be required for the return of deposit checks.

#### (4) **General Policies:**

- (a) No decorations may be affixed to the walls, doors or any fixtures.
- (b) Patron and Patron's Guests are required to adhere to all Amenity Facility rules, Policies, and directions from the District Manager and on-site staff.
- (c) The areas of the Amenity Facilities listed above may be rented after normal operating hours until 10:00 p.m.
- (d) The volume of live or recorded music must not violate applicable Duval County noise ordinances.
- (e) No glass or breakable items are permitted on District property, including the Amenity Facilities.

Event Liability coverage may be required on a case-by-case basis in the sole discretion of the Board of Supervisors.

#### SUSPENSION AND TERMINATION OF PRIVILEGES

**Section 1. Introduction.** This policy addresses the suspension and termination of privileges to use the Villages of Westport Community Development District's ("District") recreational facilities ("Amenities").

Section 2. Violations. The privileges of a patron of the Amenities, including resident owners, designated tenants, non-residents who pay the applicable non-resident usage fee, and members of the households of any of the foregoing (collectively, "Patron"), to use the Amenities may be suspended or terminated if the Patron engages in any of the following behavior:

- a) Submits false information on any application for use of the Amenities;
- b) Permits the unauthorized use of an amenity pass;
- c) Exhibits unsatisfactory behavior, deportment or appearance;
- d) Fails to pay fees owed to the District in a proper and timely manner;
- e) Fails to abide by any policies or rules established for the use of the Amenities;
- f) Treats the District's supervisors, staff, facility management, contractors, or other representatives, or other Patrons, in an unreasonable or abusive manner;
- g) Damages or destroys District property; or
- h) Engages in conduct that is improper or likely to endanger the welfare, safety, harmony or reputation of the District, or its supervisors, staff, facility management, contractors, or other representatives, or other Patrons.

Section 3. Reporting of Violations. For all offenses outlined in Section 2 above, the District Manager, or District's facility manager (if any), shall create a written report of the incident, which report shall be signed by the offending Patron and the District Manager or facility manager, as the case may be, and kept on file by the District. If the offending Patron refuses to sign the incident report, it shall be kept on file by the District with a notation to that effect by the District Manager or facility manager or facility manager.

Section 4. Suspension by the District Manager or District's Facility Manager / Appeal of Suspension. The District Manager, or the District's facility manager, may at any time suspend a Patron's privileges to use the Amenities for committing any of the violations outlined in Section 2. Such suspension shall be for a maximum period of 30 consecutive days. In determining the length of any suspension, the District Manager, or facility manager, shall take into account the nature of the conduct and any prior violations. A Patron subject to a suspension under this Section 4 may appeal the suspension to the District's Board of Supervisors ("Board") by filing a written request for an appeal, which written request shall be immediately sent to the District's Chairperson. The filing of a request for an appeal shall not result in the stay of the suspension. The District shall consider the appeal at its next Board meeting and shall provide reasonable notice to the Patron of the Board meeting where the appeal will be considered. At that meeting, the Board shall allow the Patron to appear and present statements and/or evidence on the Patron's behalf, subject to any reasonable restrictions that the Board may impose. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, extending, or otherwise modifying the suspension, to address the appeal and any violations outlined in Section 2.

In determining the appropriate action to be taken, the Board shall take into account the nature of the violation and any prior violations.

Section 5. Suspension or Termination by the Board. The District Manager, or the District's facility manager, may recommend to the Board, or the Board on its own initiative may elect to consider, a suspension or termination of a Patron's privileges for committing any of the violations outlined in Section 2. At least 15 days prior to any Board meeting where a suspension or termination is to be considered under this Section, the District shall send written notice of the meeting by United States mail to the Patron's last known address. Upon prior written request submitted by the Patron to the District at least 5 days prior to the meeting, the Board shall allow the Patron to appear at the meeting and present statements and/or evidence on the Patron's behalf, subject to any reasonable restrictions that the Board may impose. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances to address the violations outlined in Section 2, including suspension or permanent termination of a Patron's privileges to use the Facilities. In determining the appropriate action to be taken, the Board shall take into account the nature of the violation and any prior violations.

**Section 6. Trespass.** If a Patron subject to a suspension or termination is found on the Amenity premises, such Patron will be subject to arrest for trespassing.

The above policies were adopted by the Board of Supervisors for the Villages of Westport Community Development District on this 5th day of June, 2014.

The above policies were revised and updated by the Board of Supervisors for the Villages of Westport Community Development District on this 24<sup>th</sup> day of April, 2023.

## VILLAGES of WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Public Hearing on the Adopting of Revised Amenity Policies

- a. Public Comments and Testimony
- b. Board Comments
- c. Consideration of Resolution 2023-10, Adopting the Revised Amenities Policies

#### **RESOLUTION 2023-10**

#### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZING PUBLICATION OF NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES, RATES, FEES AND CHARGES OF THE DISTRICT 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 Duval County, Florida; and

WHEREAS, the District's Board of Supervisors ("Board") is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*, and to authorize user charges or fees; and

WHEREAS, the Board finds it is in the District's best interests to set a public hearing to adopt the amendments to its Disciplinary Rules set forth in Exhibit A, which relate to penalties for violations of the District's amenity rules and policies.

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

SECTION 1. A Public Hearing will be held to adopt the amendments to its Disciplinary Rules of the District on \_\_\_\_\_\_, 2023, at 5:30 p.m., at 826 Dunn Avenue, Jacksonville, Florida 32218.

**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 21<sup>st</sup> day of August, 2023.

ATTEST:

#### VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Secretary

Chairman, Board of Supervisors

#### EXHIBIT A

#### SUSPENSION AND TERMINATION OF ACCESS RULE

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2022) Effective Date: \_\_\_\_\_\_, 2023

In accordance with Chapters 190 and 120 of the Florida Statutes, and on \_\_\_\_\_\_, 2023 at a duly noticed public meeting, the Board of Supervisors ("Board") of the Villages of Westport Community Development District ("District") adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.

**1. Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District ("Amenity Center" or "Amenity Facilities").

2. General Rule. All persons using the Amenity Facilities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District's Amenity Facilities.

**3. Patron Card.** Patron Cards are the property of the District. The District may request surrender of, or may deactivate, a person's Patron Card for violation of the District's rules and policies established for the safe operations of the District's Amenity Facilities.

4. Suspension and Termination of Rights. The District, through its Board, District Manager, and Amenity Manager shall have the right to restrict or suspend, and after a hearing as set forth herein, terminate the Amenity Facilities access of any Patron and members of their household or Guests to use all or a portion of the Amenity Facilities for any of the following acts (each, a "Violation"):

a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;

b. Failing to abide by the terms of rental applications;

c. Permitting the unauthorized use of a Patron Card or otherwise facilitating or allowing unauthorized use of the Amenity Facilities;

d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;

e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);

f. Failing to abide by any District rules or policies (e.g., Amenity Policies);

g. Treating the District's staff, contractors, representatives, residents, Patrons or Guests, in a harassing or abusive manner;

h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;

i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;

j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, amenities management, contractors, representatives, residents, Patrons or Guests;

k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests is likely endangered;

l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or

m. Such person's guest or a member of their household committing any of the above Violations.

Termination of access to the District's Amenity Facilities shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of access to the Amenity Facilities.

Authority of District Manager and Amenity Manager. The District Manager, 5. Amenity Manager or their designee has the ability to remove any person from one or all Amenities if a Violation occurs or if in his/her reasonable discretion it is the District's best interests to do so. The District Manager, Amenity Manager or their designee may each independently at any time restrict or suspend for cause or causes, including but not limited to those Violations described above, any person's privileges to use any or all of the Amenities until the next regularly scheduled meeting of the Board of Supervisors that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or longer if such individual requests deferment of his or her right to due process. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

6. Administrative Reimbursement. The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the actual legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

7. **Property Damage Reimbursement.** If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property

Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

## 8. Initial Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.

a. If a person's Amenity Facilities privileges are suspended, as referenced in Section 5, a hearing shall be held at the next regularly scheduled Board meeting that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, during which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing if they so choose. Any written materials should be submitted at least seven (7) days before the hearing for consideration by the Board. If the date of the suspension is less than eight (8) days before a Board meeting, the hearing may be scheduled for the following Board meeting at the discretion of the suspendee.

b. The person subject to the suspension may request an extension of the hearing date to a future Board meeting, which shall be granted upon a showing of good cause, but such extension shall not stay the suspension.

c. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.

d. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.

e. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.

f. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

9. Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 5, and the hearing shall be conducted in accordance with Section 8.

10. Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

Appeal of Board Suspension. After the hearing held by the Board required by 11. Section 8, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("Appeal Request"), as referenced in Section 8(e). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board's determination as required by Section 8(f), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final.

12. Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at the Amenity Facilities, such person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Amenity Facilities after expiration of a suspension imposed by the District.

13. Severability. If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.

## VILLAGES of WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Update on the FY 2022 Audit Report

## 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

June 1, 2023

Vivian Carvalho Villages of Westport Community Development District 3501 Quadrangle Blvd., Suite 270 Orlando, FL 32817

Dear Vivian,

The information you requested on April 17, 2023, appears below:

#### Villages of Westport CDD

#### 911 Registered Voters as of 4/15/2023

· (1994年) · 法法国际支援的合规制

If you have any questions or need additional assistance, please contact Robert Phillips at 904-255-3436 or phillips@coj.net.

Sincerely,

Lana Self

Lana Self Director of Candidates and Records

## VILLAGES of WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Review of Security Company Proposals for Patrolling the Amenity Center

## PHINNESSEE GUARD SERVICES

## REQUEST FOR PROPOSAL



#### 4651 SALISBURY ROAD, SUITE 400 JACKSONVILLE, FL 32256

PREPARED FOR: Villiage At Westport CDD 12546 Dewhurst Circle Jacksonville FL, 32218 PREPARED BY: Chief Phinnessee chief@phinguards.com

## **ABOUT US**

Phinnessee Guard Services, LLC (PGS) and Training Institute founded by Chief Phinnessee, was established in 2021 with over sixteen years of security experience along with Class D-License and G-License, Class B Agency License (B3100063), CPR-1st Aid and various security trainings and certificates. PGS services Northeast Florida and surrounding areas. Through our PGS training institute we provide strategic "Class D & G" license training as it relates to Chapter 493, Florida Statutes and has created the new industry of security enforcement officers, "The PHINGUARD" (The Last Guard).

#### The PHINGUARD will be the last guard your company Hires!

The **PHINGUARD** is a uniformed contracted security enforcement officer with expertise of the latest innovative security technology. The **PHINGUARD** are armed and unarmed security enforcement officer's adept in areas such as: CCTV monitoring, industrial, construction. commercial properties, and HOAs. The **PHINGUARD** is trained in the latest innovative security technology and safety procedures such as active shooter preparedness, closed captioning television reviewing, surveillance techniques, quarterly firearm, and OSHA fire watch training as it relates to private security. We believe our high-quality quarterly training gives us the edge in providing quality security services.

**Phinnessee Guard Services** is certified as a Jacksonville Small Emerging Business (JSEB), Minority and Woman Small Business certified by the State of Florida, and Member of Jacksonville Chamber of Commerce (Jax Chamber).

#### **Statement of Work**

Since 2021, Phinnessee Guards Services has provided execeptional Security Enforcement Officer Services. Phinnessee Guard Services is a privatelyowned firm based out of Jacksonville, Florida.



"The PHINGUARD, protecting your today, and securing your tomorrow and your future!"

### **PHINGUARD** Personnel Requirements:

- Passed Chapter 493 Statutes Security Requirements.
- Passed a physical examination and have Properly trained for all assigned tasks. a valid State Driver's License.
- Obtained a D License or G License certified by the State of Florida.
- Quarterly customer service training and ongoing security training required.
- Maintain a professional appearance and demeanor to all employees and customers.

#### **PHINGUARD Work Requirements:**

- Ensure the security, safety, and well-being of all personnel, visitors, and the premises.
- Ensure operation of security equipment and surveillance cameras by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Follow procedures for various initiatives, including fire prevention, patrolling premises regularly, traffic control, and accident investigations.
- Maintain environment by monitoring and setting building and equipment controls.
- Prevent losses and damage by reporting irregularities, informing violators of policy, and procedures, and restraining trespassers.
- Protect the homeowner's assets relative to theft, assault, fire, and other safety issues.
- Report suspicious activity, criminal behavior, and security breaches.
- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points permitting entry.
- Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Comply to our user-friendly security app to provide real-time access and updates pertaining to security reports and using site specific QR codes for geo-tracking of foot and vehicle patrols.
- Contribute to security team effort by accomplishing related results as needed.

# PRICING & PROPOSAL



## Disclamier

This document serves as a proposal for services. This proposal is based upon information obtained from a representative from your establishment/organization. This is not an actual contract for services, only a proposed price for security services from information gathered. Once reviewed, please contact our office for additional questions or concerns to proceed with services.

## Pricing includes the following duties for the officer:

(Per Guard) Unarmed Officer at the rate of \$25.00 per hour. This is based on 4-hr shifts seven (7) days a week. Monday - Friday, 3 p.m. – 8:00 p.m., Saturday - Sunday 12 p,m, - 8.p.m Community events as needed. (Hours can updated at client request)

## Proposal Expiration

#### Our rates are negotiable. Please remember to add the 7% Florida Sales Tax to all pricing.

Please note: The above captioned pricing proposal is our indication for security services based on the information received as of September 1, 2023. Pricing is subject to change should there be any modifications to the scope of work and/or contract provisions. Our pricing proposal is valid 30 days from today's date.



#### St. Nick's Security Services PLLC, Fl. license B1200142

#### **Agreement for Services**

(904) 674-5674

Email- Youneedstnicks@gmail.com

Client : Villages of Westport

Address: 6702 Sandle DR

City, State - Jacksonville, Florida 32219

Contact Name / Title : Kwame Jackson and Board of Directors

Weekly Hours of Service- 28 hours, 4 hrs per day as per Request.

<u>Scope of assignment -</u> One Uniformed armed "G" licensed Security officer, Uniform will be a Blue or Black embroidered company shirt with ST NICKS SECURITY SERVICES on left chest and Black or TAN BDU Slacks, Black shoes, This is to cover Amenity center area for a total of 28 hrs a wk specifically as per request . Post to be manned 4 hrs per night , 7 days a week by 1 Fl State Licensed G officers in compliance with Florida State Law .

Observe and report any unlawful activity to Jacksonville Sheriffs Office and CC to management team. Check All common areas for trespassers or damages, if anyone is noted on premise unlawfully JSO will be notified and trespass warning will be issued advising party that they are in violation of law and if they return they will be charged with trespass in violation of Florida state statute. If narcotics activity or suspected prostitution is noted management will be advised via report of which unit number and if possible a vehicle make and model if activity was conducted in a vehicle. Description of party committing the infraction also to be included in narrative submitted by reporting officer of St. Nicks Security Services.

St. Nick's Security will provide client with copy of State of Florida Business license and current copy of insurance policy binder . St. Nicks is operating as a sub contracted non employee and is

responsible for its own insurance and will hold Villages of Westport harmless against any claim caused by security contractor.

\*\* Under Insurance Policy and Florida State Law the Contractor will not perform any Non Security related functions

TERMS-weekly

Hours- 28 hours per week/ \$980.00 per week/ plus State Tax

Hourly Billable amount -	\$35.00	
Client:Villages of Westport_		
Authorized Representative;		Dated
Title;		

COMPANY - St Nick's Security Services PLLC; Fl. B 1200142

Authorized Representative – David Rivera ; President Dated

Title: President\_\_\_\_\_

#### VILLAGES of WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Review and Acknowledgment of PFM Letter of Resignation for District Management Services



July 31, 2023

Board of Supervisors Villages of Westport Community Development District

RE: Resignation from District Management Services with Villages of Westport Community Development District

#### pfm

Dear Board of Supervisors:

3501 Quadrangle Blvd. Suite 270 Orlando, FL 32817 407.723.5900

pfm.com

Pursuant to the District Management Services Agreement, dated January 10, 2019, with PFM Group Consulting LLC ("PFM") (by assignment from Fishkind & Associates), we are hereby tendering PFM's resignation and giving the Board of Supervisors our 30-day termination notice effective as of July 31, 2023. Our last day of service will be August 30, 2023. We thank you for our work together over the last 13 years and we wish all the best moving forward.

We encourage the Board to retain a new district management company as soon as possible. We are happy to cooperate and work with the District in transferring matters to either the District Counsel or new manager the District retains.

Regards,

L. Walden

Jennifer Walden Senior District Manager PFM Group Consulting LLC 3501 Quadrangle Blvd., Suite 270 Orlando, FL 32817 407-723-5900

CC: Jennifer Kilinski, District Counsel

#### VILLAGES of WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Consideration of Proposals for District Management Company Services



Rizzetta & Company Professionals in Community Management



## PROPOSAL

Villages of Westport Community Development District Prepared for: Villages of Westport Board of Supervisors

**ST. AUGUSTINE OFFICE** 

2806 N. Fifth Street, Suite 403 St. Augustine, FL 32084 904.436.6270 rizzetta.com

#### FIRSTLY THANK YOU FOR CONSIDERING US!

August 11, 2023



Yashekia Scarlett Chairman Villages of Westport CDD

RE: District Management Services

Dear Yashekia Scarlett,

Rizzetta & Company appreciates the opportunity to present our qualifications to serve as District Manager for Villages of Westport Community Development District. With 37 years of experience, a state-wide presence, and standard-setting performance, we've perfected our approach to District management. We are prepared to handle all present and future projects for the district.

Changing management can be a daunting task, and we understand the concerns. Through decades of experience, we have developed rigorous procedures which ensure seamless conversion to a higher level of service, control, and security for the district. Our proposal outlines a knowledgeable team, including Carol Brown as your proposed Lead District Manager from our St. Augustine office. She'll have the support of Lesley Gallagher as 2nd Chair District Manager, Melissa Dobbins our Regional District Manager and a large team of district services professionals to ensure transition and daily operations run smoothly.

Rizzetta is a comprehensive community management company servicing over 120 Community Development Districts, over 150 Homeowner Associations, and 20 community clubhouses throughout Florida. The firm has evolved over the years to meet the demands of an ever-changing market by emphasizing a culture of continuous improvement and enthusiastic client satisfaction. We present industry-leading experience and knowledge and a partnership with a dedicated resource team specifically tailored to your district.

Thank you for your time and consideration of our proposal. We look forward to meeting with you and the Board of Supervisors to review and discuss our proposal in detail. Should you have any questions or require additional information, please feel free to contact me at sbrizendine@rizzetta.com

Very truly yours,

Scott Blizendine Vice President of Operations



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## OUR STORY

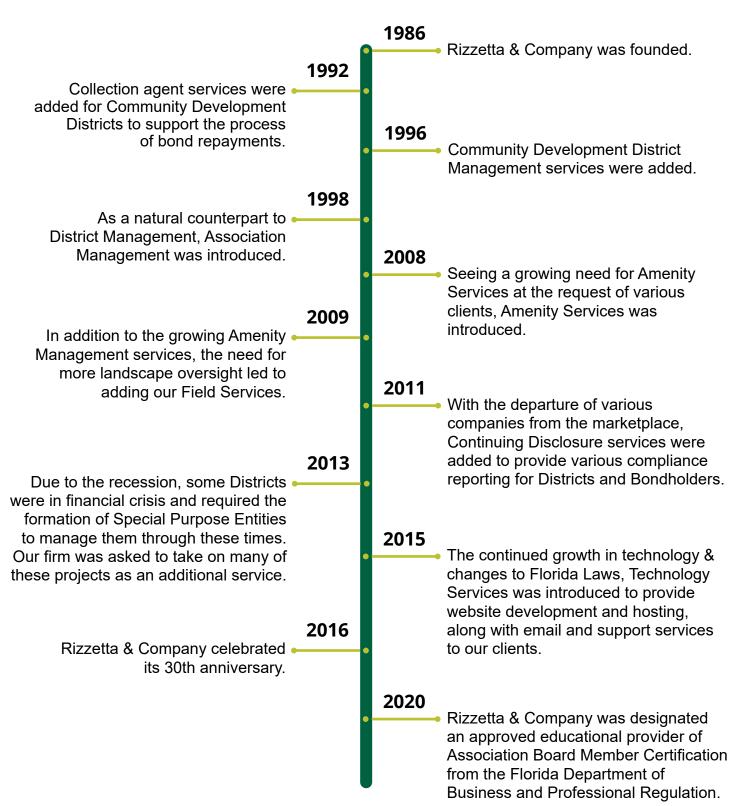
Rizzetta & Company is a Florida-based professional community management and consulting firm that provides services to residential and commercial communities throughout the state of Florida. With over 37 years in the industry, Rizzetta & Company, is staffed with highly experienced managers and support staff. Each of our eight offices throughout Florida has a team of employees with diverse backgrounds, both personally and professionally, who provide the highest quality services to our clients.

Rizzetta & Company was founded in 1986 in Tampa, Florida by William Rizzetta. The original focus of the Company was to provide professional assessment consulting services for Community Development Districts in association with the issuance of bonds. As the Company's reputation for excellent work and customer service grew, the practice expanded over the next thirty years by adding related services which resulted in today's "Full Service" organization.



#### **OFFICE LOCATIONS**

#### our MILESTONES





#### **BY THE** NUMBERS



YEARS OF EXPERIENCE EST. 1986

ASSOCIATION SERVICES CLIENTS

37 365 150+ 55 **150**+

ASSOCIATION SERVICES TEAM MEMBERS





AMENITY SERVICES CLIENTS



AMENITY SERVICES TEAM MEMBERS

DISTRICT SERVICES CLIENTS

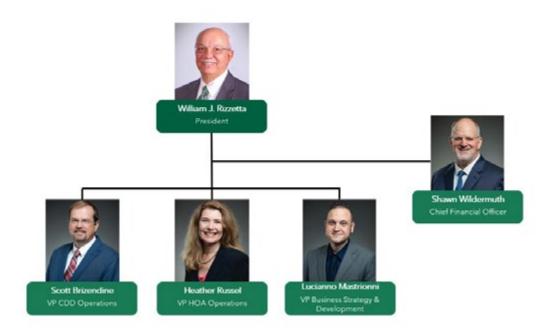


DISTRICT SERVICES TEAM **MEMBERS** 





#### organizational CHART



#### **COMMUNITY DEVELOPMENT DISTRICT LEADERSHIP**





#### DISTRICT SERVICES

#### STRESS FREE MANAGEMENT FOR YOUR DISTRICT



#### AREAS OF SERVICE

Rizzetta & Company would provide professional district management services to Villages of Westport CDD pursuant to Chapter 190, Florida Statutes. A brief description of these services is provided below:

#### Management

- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, continued meetings, and workshops.
- Arrange for time and location and all other necessary logistics for such meetings.
- Ensure compliance with all statutes affecting the district which include but are not limited to:
  - » Assist in the negotiation of contracts, as directed by the Board of Supervisors.
  - » Advise the Board on the status of negotiations as well as contract provisions and their impacts on the District.
  - » Make recommendations on contract approval, rejection, amendment, renewal, and cancellation. In advance of expiration of contracts, advise the Board as to need for renewal or additional procurement activities and implement same.
  - » Monitor certificates of insurance as needed per contracts.
- District Manager wil perform one monthly site inspection and will meet with vendors as needed
- Review and create as needed a periodict maintenance schedule for District assets

The District Manager is not a role filled by an individual, rather it is a commitment by a team of motivated and skilled employees. We recognize that our role is more than an individual orchestrating a Board meeting. It is to ensure the District is fully compliant with statutory requirements and managed effectively and efficiently. Given Rizzetta's physical footprint across the state and extensive staffing resources, we are uniquely qualified to respond to the needs of your District.

#### Administrative

- Prepare agendas for Board of Supervisors meetings
- Provide accurate minutes for all meetings and hearings.
- Implement and maintain a document management system to create and save documents, and provide for the archiving of District documents per general records schedule GS1-SL.
- Certify and file the annual report to the Department of State, Library and Archive Division, for storage and disposal of public records.
- Protect integrity of all public records in accordance with the requirements of State law. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy.



approach also allows immediate posting on the CDD website as required by statute. redundantly backed up to both a local and cloud storage appliance. Audio recordings of the board meetings are stored on our Raid 5 disk array which is by providing electronic tablets to Board resulting in substantial savings in printing costs to the Districts. We go one step further Rizzetta has been electronically providing agendas to our Boards for a number of years member for use during the meetings. This

## Accounting

and requisition processing, filing of annual reports required by the State of Florida and receivable functions, asset tracking, investment tracking, capital program administration accordance with Governmental Accounting Standards, accounts payable and accounts monitoring of trust account activity. Services include the monthly preparation of the District's financial statements ⊒.

an industry recognition by auditing firms that the books and records of Rizzetta managed insure proper internal control and accuracy. The result of our accounting infrastructure is governmental fund accounting. Our accounting processes have multi-level reviews to districts are exceptional. Rizzetta uses Sage Intacct Fund Accounting software that is designed specifically for

# **Financial & Revenue Collection**

and operations and maintenance obligations District assessments in order to ensure adequate funds to meet the District's debt service Services include all functions necessary for the timely billing, collection and reporting of

for property not on the tax roll are managed in concert with the same familiar staff. to county Property Appraiser offices. relationship with those staff throughout the state. In addition, the required direct billings Our staff has significant expertise in assessment roll preparation and required certification Because of our experience, we enjoy a great

assessments and issue estopel letters and lien releases as needed for property transfers We are organized to efficiently respond to property owner questions regarding District

# **Bond Issuance Services**

When the District is ready for a major augmentation that may require additional bonds; we can help by:

Preparing a Special Assessment Allocation Report;

b) Prepare Preliminary Special Assessment Allocation Report and present to District a) Prepare benefit analysis based on infrastructure to be funded with bond proceeds board and staff.



<u></u> Present Final Special Assessment Allocation Report to board and staff at noticed public hearing levying special assessments

Bond Validation;

- ٩ Coordinate the preparation of a Bond Validation Report which states the "Not-to part of the Bond Resolution. exceed" par amount of bonds to be issued by the District and present to board as
- <u>e</u> Provide expert testimony at bond validation hearing in circuit court.

Certifications and Closing Documents;

Ĵ Prepare or provide signatures on all closing documents, certificates or schedules Assessment Methodology Consultant. related to the bond issue that are required by District Manager or District

methods that are acceptable to the industry. methodology report has been continually refined over the years to reflect new financing founded, our expertise in this area is unparalleled. Because providing bond issuance services was the cornerstone on which Rizzetta was The special assessment allocation

# Landscape Inspection Services

environment envisioned by the original landscape architect. vegetation and landscape maintenance are working in concert to create the appealing unrivalled. Working alongside the District Manager, monthly inspections ensure irrigation, communities preparing monthly reports for District Boards wanting their greenspace to be the largest maintenance expenditure. Our Field Services team presently services 40 fastest growing business sector at Rizzetta. As the District's live assets generally represent Landscape Inspection Services conducted by certified and experienced advisors is the

# **Amenity Services and Management**

oversight, and evaluation. include duties associated with managing the personnel, such as recruiting, hiring, training contract with the District within the agreed upon scope of service. These responsibilities Rizzetta & Company provides expert general management and oversight of the amenity

updates or address concerns as well as be available to any board member for open and direct communications. As required, the Amenity Services representative will attend meetings to provide any

# **Technology Services**

the same roof as District Management ensures details are not missed and critical filings are consistently observed. A third-party vendor performs the ADA mediation of the website the websites remain in compliance with statutory requirements. Having this service under Our Technology Services host District websites for purposes of updating records to ensure We also host and archive District specific e-mail accounts, if necessary



### TECHNOLOGY TOOLS & RESOURCES

#### **Vendor Management Software**

As leaders in the industry, we are continually looking for ways to improve the level of service we offer and protect the communities we serve. To enhance our Vendor Compliance Program, we have partnered with Vendor Information Verification Experts (VIVE) as the platform to support the program.

We chose to move vendor vetting to VIVE to ensure consistent compliance

VIVE

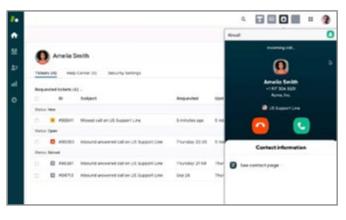
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amongst similar vendors, speed up the review process, and allow our managers to have real-time information to properly screen vendors for insurance and trade licensing. The choice to engage with a particular vendor will always be in the hands of the board of supervisors. Our goal is to provide our clients with information to help make educated decisions.

#### **Client Support System**

Dedication to our clients is one of the driving principles at Rizzetta & Company. We're here to help our communities thrive and offer support in ways that are convenient for our board of supervisors and residents. Our integrated, client-focused system, powered by Zendesk, helps our staff manage requests across platforms and efficiently connect with internal teams and external partners.

#### **ZENDESK**



This industry-leading system allows our team to deliver immediate assistance while providing superior customer experience over the phone or e-mail. Making it easier to track, prioritize and streamline the processes to provide faster resolution.



#### **Document Management System**

You're just a click away from what you are looking for with your dedicated SharePoint Site. This web-based collaborative platform will allow you to quickly find District information and share files, data, news, and other resources. SharePoint empowers teamwork, seamlessly integrates with Microsoft Office, and securely connects across PCs, Macs, and mobile devices.

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Customize your site to streamline your District's work. Accelerate productivity by transforming processes—from simple tasks like notifications and approvals to complex operational workflows.

#### **Financial Management Software**

Sage Intacct will simplify your accounts payable and payment processes and get convenient, secure access to all your financial information. One District account login provides access to realtime accounting information. Sage Intacct integrates with existing tools and automates processes.

- Accounts payable: Streamline workflows and see expenses.
- Cash management: Track multiple accounts with real-time visibility.



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Applications ·	
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	Keep up with Sege Intect
	Software relation, we add updates and notices to respond to your needs, Improve your Sage Intext experience, and lawp you informed about sproming changes.
	Be ease to read the 2023 R.1 returns notes to learn about the latest major updates, including
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	<ul> <li>Learn how we're making your experience better with simplified user interfece fabels.</li> </ul>
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- · Back transactions: View written checks, deposits, and monthly statements.
- Fianancial Statements: Easily track transactions at anytime from anywhere

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#### WHY CHOOSE US?

Clients choose us because we have the experience to create robust, integrated solutions based on each District's unique needs, budget, and long-term goals.

#### Extensive Experience

- Rizzetta is the only "**original**" Community Development District Management company continuously providing services to Districts since the first CDD (Tampa Palms) issued bonds in 1986. Today, 36 years later, Bill Rizzetta continues to manage his company on a daily basis. In addition, Rizzetta brings extensive industry knowledge and influence at the legislative level.
- The first District Management company to successfully merge multiple separate CDD's into a unified District.

#### Result-Driven & Client-Focused

- District Finance team has vast knowledge having been involved in over 250 separate Bond Transactions with total funding exceeding \$3 Billion; served as the Dissemination Agent for over 80 Districts; and prepared over 1,700 Tax Assessment rolls.
- District Accounting staff has been audited over 3,000 times (each District is audited annually) with no findings of internal control issues or fraudulent activity.
- We have established a dual team approach where an assigned Lead District Manager handles daily operations and the 2nd Chair District Manager ensures continuity of service by a qualified District manager when the Lead District Manager is out of the office.
- Client Relations Manager endeavors to relentlessly monitor and enhance our services and exposure to your residents. This aids in pre-empting resident complaints occupying Board proceedings.
- Rizzetta's continuous improvement culture compounded with relentless training of all staff provides for ever increasing levels of service and performance.

#### Training & Infrastructure

- As part of the transition process, we provide an Onboarding Workshop to go over responsibilities and contracts with Board of Supervisors. We also offer free training sessions to new board members to gain better understanding of how the community should operate.
- Rizzetta made significant investments in its information infrastructure to harden its protection of Public Documents and enhance the electronic communication with Board members. Public documents are now protected with multi-factor authentication, cloud storage, professional patch management and hardware replacement policies.
- Rizzetta introduced "electronic agendas" to Board meetings negating the need to print and bind thousands of pages by providing electronic tablets for Board use during all meetings.



#### **БИСІИС БКОБОЗЕ**

070'0 <del>7</del> \$	\$21,200	TOTAL RIZZETTA FEES (Fixed fee for FY 2024, FY 2025)		
		Website Monitoring and Monthly Content Uploads		
\$5`250	\$4 <sup>°</sup> 500	Technology Services		
000'S\$	000'S\$	<b>Continuing Disclosure Services</b> Serve as the Dissemination Agent for All Bond Issuances to Ensure Compliance with the Security & Exchange Commission Rule 15c2-12 (\$1,000 for each additional bond issuance)		
		Debt Management		
		Estopple Issuance		
	pəpnjouj	Annual Finance and Revenue Collections		
		Create and Maintain the Assessment Rolls		
		Prepare Annual Assessment Rolls and Submit to County Tax Collectors and Property Appraisers		
000'⊊\$	000'S\$	noitstainimbA lloЯ tnemseesA		
		Budget Prep and Monthly Monitoring		
		Monthly Financial Package per GASB		
	pəpnjouj	District Accounting		
		Administrative Fees: - For all meetings exceeding 3 hours \$175/per hour (includes drafting agenda, meeting attendance, and drafting of minutes)		
		Repository and Distribution District Operations.		
		Based on quarterly meetings per year and 1 budget workshop. Recording, Notice, Administrative Support, Public Records		
00 <i>9</i> '27\$	000'0 <del>7</del> \$	District Management		
Budget FY 2024	Services Fees	District Services Provided		



#### VILLAGES OF WESTPORT CDD DEDICATED **TEAM MEMBERS**

Rizzetta & Company prides itself on the experience and dedication of its collective staff. When you engage Rizzetta, you have a combined group with hundreds of years of experience at your service. Our service includes a two-team District Manager approach and an after-hours answering service so your District has 24/7 coverage. If any escalation is needed, your assigned point of contact is Scott Brizendine, Vice President of Operations.



Carol

#### Lead District Manager

Carol Brown is a District Manager for Rizzetta & Company, currently managing five Community Development Districts, located in Clay, Duval and St. Johns Counties. She joined the Rizzetta team in August of 2021 and has quickly developed strong relationships with her Boards, residents, vendors and on-site staff.

Brown

Prior to joining Rizzetta & Company, Ms. Brown worked for FirstService Residential as a Community Association Manager. She was responsible for the day-to-day operations of a 440-unit Condominium Association in Jacksonville, Florida.

Other positions held included Director of Recruitment for Alternatives Unlimited Inc., where she was responsible for the recruitment functions of a 450-person human service agency and prior to that was an Associate Agent for Northwestern Mutual Life, where she held her insurance producer's license.

Ms. Brown received her Bachelor of Science Degree from the University of Hartford and is a Licensed Community Association Manager and Notary Public in the state of Florida.



Lesley Gallagher

#### 2nd Chair District Manager

Lesley Gallagher is a District Manager with Rizzetta & Company, working out of our St. Augustine office, and managing Districts in Clay, Duval Nassau and St. Johns Counties. She has been employed as a District Manager since 2015 and is known for her strong relationships with her boards, residents, vendors, and on-site staff. Ms. Gallagher began her employment with Rizzetta in 2012 serving as an Administrative Assistant.

Before joining Rizzetta & Company, Ms. Gallagher worked in the real estate/title insurance industry as a Licensed Title Agent. She was a

manager for a title agency that handled real estate transactions for a national builder as well as a management role with a diversified financial services company.



In addition, Ms. Gallagher was previously employed by a local St. Johns County title company and understands the importance of customer service along with building and maintaining strong business relationships within the community.

Ms. Gallagher is a Licensed Community Association Manager and a Florida Notary Public.



Melissa Dobbins

#### **Regional District Manager**

Melissa Dobbins is a Regional District Manager for Rizzetta & Company and is responsible for oversight of the management team in our St. Augustine office. Ms. Dobbins started with Rizzetta & Company in 2006 as a District Manager. She currently manages Districts in St. Johns County.

Before joining Rizzetta & Company, Ms. Dobbins worked as an

Education Administrator/Assistant Director at the post-secondary and university levels of academia for over six years. Ms. Dobbins' responsibilities included program development, training, evaluation,

fiscal management, remediation, and retention. She created safe, professional and fail environments by instituting quality control management and strategic leadership tactics. In addition, she has diverse experience in sales and marketing while always ensuring the highest standards and quality service.

Ms. Dobbins holds a B.A. in Business Administration from the University of Florida. After competing her undergraduate work, Ms. Dobbins obtained her M.A. in Education Administration also from the University of Florida. She is a licensed Community Association Manager and a Notary Public in the State of Florida.

#### **AROUND THE REGION**

We strive to provide exceptional and efficient service that meets our clientele's needs. The assigned District Manager is housed at our St. Augustine office.

#### Clients in the area

- Alta Lakes CDD
- Trails CDD
- Magnolia West CDD
- Bainebridge CDD
- Two Creeks CDD
- Baymeadows CDD
- Cross Creek North CDD



#### ΙΜΜΕΡΙΑΤΕ SUPPORT FOR VILLAGES OF WESTPORT CDD

#### **LEAM MEMBERS**

Scott Brizendine is our Vice Present of Operations, Community Development Districts. His responsibilities include the oversight of all operations associated with Rizzetta's district services department including management, administration, accounting, financial and dissemination services. Most recently, Scott was the Manager Manager and Associate Director, beginning his employment with district Financial Services after serving 10 years as a District Manager and Associate Director, beginning his employment with districts in Florida and Louisiana, as well as writing assessment methodology reports for 100+ bond issuances, processing assessment rolls and providing continuing disclosure services. He has served as an expert witness multiple times for litigation, district has served as an expert witness multiple times for litigation, district



Scott Brizendine

establishments, district boundary amendments and bond validation proceedings.

Prior to joining Rizzetta, Scott worked in the Finance Department of the Walt Disney Corporation and most recently he was employed as an Accountant for property management companies in Indianapolis as well as in Tampa.

Scott received a bachelor's degree in Finance from Florida State University. He is a licensed Community Association Manager and Notary Public. He is a member of the Florida Government Finance Officers Association, the Association of Florida Community volunity is a graduate of Leadership Tampa Bay – Class of 2018. Scott has enjoyed volunteering his services to multiple charities including the Make a Wish Foundation, Metropolitan Ministries and The United Way.

Kaitlyn Gallant is the Manager of our exceptional District Accounting Services. She started with Rizzetta in 2006 as a Construction Accounting Clerk and has progressed to her current role where she is responsible for all facets of district accounting, including preparation of financial statements, processing accounts payable and construction requisitions, reconciliation of bank statements, recording and collecting assessments, completing annual audits, and all other accounting processes that periodically require attention.

Kaitlyn received her bachelor's degree in International Business and Economics from Fitchburg State University in Massachusetts. As part of her coursework, she studied abroad in London, England.



Kaitlyn Gallant



Kayla Connell is the newest member of the CDD management team having been with Rizzetta & Company for 3 years and manages the District Financial Services department where she and her staff are responsible for the preparation of tax rolls for the thousands of homeowners residing in Rizzetta managed Districts and the corresponding collection of the revenues from the various tax corresponding collection of the revenues from the various tax corresponding collection of the revenues from the various tax

Additionally this department issues Estoppels for properties changing ownership, assists in individual District budget preparations and posts required disclosures to EMMA – the official source for municipal securities data and disclosure documents. She oversees the writing of assessment methodology reports for bond issuances,



kayla Connell

refundings and restructures; authoring Statement of Estimated Regulatory Costs reports for District establishment and boundary amendment petitions.

Kayla spends some of her spare time supporting Feeding Tampa Bay, Autism Speaks as well as instructing at Orange Theory Fitness. Kayla received her Bachelor of Science in Finance from the University of Central Florida.



#### EXTENDED SUPPORT FOR VILLAGES OF WESTPORT CDD TEAM MEMBERS



William (Bill) Rizzetta

Bill Rizzetta is the founder and President of Rizzetta & Company and has been responsible for the overall operation of the firm for over 35 years. In that time, he participated in the establishment and management of over 150 Community Developments Districts in Florida which issued over \$3 billion in bonds in over 250 separate transactions and managed over 170 Homeowners Associations.

He received his B.S. from the U.S.F. College of Engineering and his M.B.A. from U.S.F. School of Business. He has been qualified as an expert witness and provided testimony in: bond validation hearings in circuit court; administrative hearings conducted by the State of Florida, local public hearings required for establishment of CDD's

and the levy of special assessments and litigation regarding impact fee assessments.

He built Rizzetta on emphasizing the importance of giving back to the community and financially supports a variety of organizations including The Spring, Joshua House, Meals on Wheels, Athletes & Causes, Tampa Bay Heros and the Shriners. He previously served on the Board of Directors of the Tampa Lighthouse for the Blind and currently serves on the Board of Directors of the Jason Ackerman Foundation.



Shawn Wildermuth

Shawn Wildermuth, our long-time Chief Financial Officer, is responsible for all financial aspects of the Rizzetta companies as well as oversees the financial reporting for our clients, including special taxing districts and community associations.

Mr. Wildermuth has over 35 years of finance and accounting experience with both public and private companies. He started his career in public accounting with Arthur Andersen in Chicago. During his career, he has gained experience in various industries, including real estate development, Professional Employer Organizations, direct marketing, and manufacturing. Prior to joining Rizzetta & Company, he held positions as Chief Financial Officer, Controller,

Director of Treasury & Budget, and Director of Finance. His responsibilities included financial reporting, accounting, finance, treasury, payroll, human resources, and computer consulting.

Mr. Wildermuth received his bachelor's degree in Accountancy from the University of Illinois at Champaign-Urbana. He is a Registered **Certified Public Accountant** in the State of Illinois and a member of the American Institute of Certified Public Accountants.





Lucianno Mastrionni Luciano Mastrionni is Rizzetta & Company's Vice President of Business Strategy and Development. Lucianno oversees and supports the company's strategic planning processes, development, operations leadership, talent expansion and retention, oversight, and growth. Lucianno also oversees the leadership team of the Community Services Division, comprised of the Amenity Services and Landscaping Inspection Services Divisions and Aquatics Services. Additionally, he oversees Rizzetta's Administrative and Marketing Management teams. In these capacities, Lucianno oversees functions, focusing on planning, development, and delivery of all programs, and services.

Before joining our team, Lucianno served in hotel general management and asset management for hotel ownership companies including Hilton, Marriott, and IHG hotels, and worked in guest service operations management for The Walt Disney Company for over a decade. Most recently Lucianno served in corporate Hotel Management, overseeing new hotel builds, and Task Force General Management oversight, recovering distressed properties for an array of major hotel ownership companies across the United States. Lucianno holds his Bachelor of Science in Aeronautics from Embry Riddle Aeronautical University and maintains his Commercial Pilots License with numerous ratings and certifications.



Heather Russel is our Vice President of Operations, Association Management where she is responsible for contract management and compliance, staffing, customer service, business development and corporate association matters. Prior to her current position, Heather served for 17 years as the Director of Community Association Management, overseeing a team of management and support personnel.

Heather Russel

Prior to joining Rizzetta Heather held positions as a portfolio Community Association Manager, an on-site manager and a Florida licensed real estate associate. She is a designated Association Management Specialist (AMS), Certified Manager of Community

Associations (CMCA), is a Florida Licensed Community Association Manger (LCAM), and a Florida Notary Public.

#### OTHER SERVICES FOR YOUR CONVENIENCE





#### ASSOCIATION SERVICES

WE ARE EXPERTS AT CREATING SOLUTIONS



#### ASSOCIATION SERVICES

Rizzetta & Company provides services in association management along with a complete range of accounting and financial reporting services to each of the Associations we manage. These services include financial statement preparation, coordination of budgets, billing and collecting dues, accounts payable processing, compliance with state required filings, compliance with Association covenants and ongoing analysis and reporting of the Association's finances throughout the year. A summary of these services is shown below:

- Accounts Payable: Disburse payables as approved by the Association's board.
- Assessment Collection: Prepare invoices for annual association assessments, dues, fines, or other amounts due to the Association. Track collections and follow up with delinquent notices as needed.
- Architectural Control: Approve all exterior renovations, additions, or other modifications subject to architectural review.
- **Audits:** Provide all supporting schedules and accurate accounting records to ensure the efficient and timely completion of the audits or reviews performed annually.
- Bank Accounts: Maintain association bank accounts.
- **Budgeting:** Coordinate the preparation of the Association's annual maintenance budget as well as monitor disbursements and expense payments.
- **Community Inspections:** Perform regular inspections of properties to ensure compliance with deed restrictions. Prepare and send violation notices, as necessary.
- **Compliance:** Ensure the Association is compliant with governing documents and the Florida Statutes.
- **Emergency Services:** Coordinate emergency and after-hours services as necessary to minimize the disruption of normal Association activities.
- Financial Statements: Prepare monthly and annual financial statements.
- **Meeting Planning:** Prepare agendas, meeting materials and all other documents necessary for presentation at regular or special meetings.
- **Owner Information:** Maintain detailed owner information to ensure up-to-date owner information for each property for purposes of billing, violation notices or any other general correspondence.
- **Records Maintenance:** Maintain Association records and files and perform all other administrative functions necessary for efficient Association management.
- **Tax Preparation:** Coordinate the preparation and filing of federal income tax returns.
- **Title Company Correspondence:** Provide amounts of outstanding dues, assessments or liens and provide estoppel information to title companies for individual lot closings.

# OTHER SERVIC

#### COMMUNITY SERVICES

LIFE IS BETTER WHEN WE CREATE THE LIFESTYLE



#### amenity SERVICES

Amenity Services provides professional onsite management services for amenity facilities in both Community Development Districts and Community Associations that can be customized to fit the needs of a community.

Amenity Services focuses on providing all the amenity staffing needs for a community through dedicated onsite staff designed to handle the day-to-day operational needs of any community so it may thrive at the highest level. A summary of these services is shown below:

- **Pre-Opening Services:** Pre-opening services consist of getting an amenity center ready, from concept to reality. Our dedicated group of professionals will handle everything needed to ensure a successful Grand Opening.
- Onsite & Personnel Management: Onsite management services include development of operating procedures and general community maintenance to maintain and improve efficiency. Personnel management services included the selection, supervision, evaluation, and ongoing training of staff.
- **Recreation Management:** Recreation management services provide management and oversight of all recreational assets including managing facility rental spaces.
- Accountability & Communication: Onsite staff will complete weekly or monthly reports regarding facility operations and accomplishments.
- **Community Newsletters:** Create informative community emails that are designed to promote activities and provide residents with important community updates.
- Lifestyle & Events: Plan and promote events to bring the community together to create memories by providing a variety of innovative programs, activities, and events for residents of all ages. Lifestyle activities for social, educational, instructional, wellness, and recreational programs can be customized for each community to maximize participation and enjoyment.
- **Owner Information:** Maintain detailed records to ensure up-to-date resident information for community amenity access purposes.
- Maintenance Services: Complete work orders, preventative maintenance procedures, and facility inspections to ensure all is in good working order. Provide client with proposals for various projects.
- **Facility Appearance:** Ensure all buildings, grounds, and amenities are kept in pristine condition to create a safe and welcoming environment for all residents.



#### FIELD SERVICES

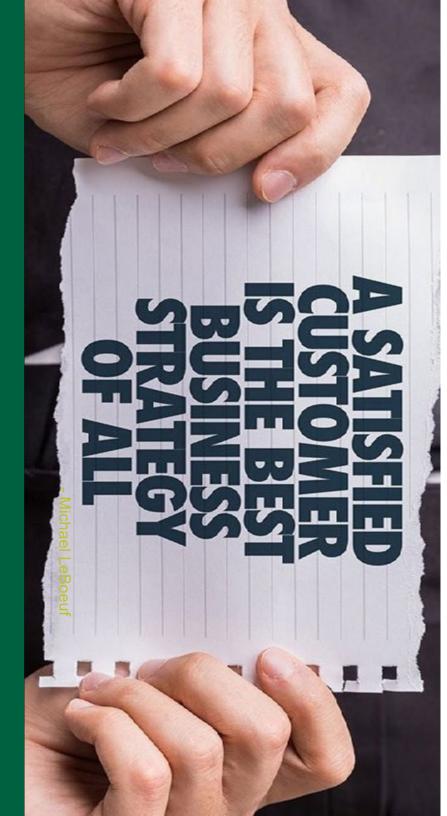
We offer an extensive menu of professional field services for both Community Development Districts and Community Associations. Our field services management team is Green Industries Best Management Practices (GIBMP) certified in the state of Florida. A summary of these services is shown below:

- Landscape Maintenance Inspections: Perform grounds inspections, provide the Client with inspection report, notify maintenance contractor about deficiencies in service and obtain proposals for various landscape projects.
- Landscape Turnover Inspections: Attend landscape turnover meeting and participate in the inspection on behalf of the Client. Follow up report provided.
- Landscape and Irrigation Specification Development: Develop a customized set of standards and specifications based on the Client's needs and budget. Conduct the bidding process, review and prepare a bid tabulation document for the Client. Assist the Client with reviewing the bid tabulation and other pertinent information.
- Landscape Design: Landscape designer on staff available for landscape design, landscape enhancements and landscape design consultation in the communities and amenity facilities.
- Arboriculturist Services: Certified Arborist on staff available for consultation services regarding; pruning, diagnosis treatment, tree value appraisal, fertilization, tree risk assessment and removal.
- Master Task Project Plan for Mature Communities: Develop a project plan specific to landscape replacement and enhancement for the common grounds and the amenity facility. Emphasis is on maturing landscape in the community and budgeting accordingly.
- **Community Asset Management Plan:** Perform a complete inventory of the Client's assets and provide an inventory report.





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# WE EXCEED X PECTATIONS

all have similarities, our success comes from our ability to understand the nuances of understand that Villages of Westport CDD has certain unique characteristics. While and fulfilling bond-holder obligations Our service is client-centric while ensuring the district is compliant with state statutes for long-term partnerships with clients we have represented for nearly twenty years each client and adapt our services, as necessary. This approach generates the basis The single most important factor in being successful is customer satisfaction. We



#### OUR COMMITMENT TO THE INDUSTRY

As a leader in District Management, we have a responsibility to be aware of industryrelated developments and then sharing that knowledge with our clients and peers. We encourage continuing education for all staff and provide the resources needed to attend classes and conferences. Currently, Rizzetta holds memberships in the following professional organizations:

- Association of Florida Community Developers
- Community Associations Institute
- International Society of Arboriculture
- The Northeast Florida Builders Association
- The Greater Tampa Chamber of Commerce
- Florida Government Finance Officers Association
- Florida Nursery, Growers & Landscape Association

- CFO Exchange Group
- Florida Association of Special District
- Leadership Tampa Bay
- Tampa Bay Builders Association
- Urban Land Institute, Tampa Bay
- Visit Tampa Bay

## GIVING BACK TO THE COMMUNITY



Rizzetta believes we have a responsibility to give back to the communities in which we operate. We have found the personal rewards of helping far exceeds any investments made.



#### WHAT OUR CLIENTS SAY ABOUT US...

"Rizzetta & Company is currently managing three Districts that they helped us create in the Jacksonville area. I don't know of another management firm that has the continuity and stability of Rizzetta. I have dealt with Bill Rizzetta and Melissa Dobbins and I still do today. Professionalism and customer service have always been a hallmark of their organization."

#### Bob Porter, Senior VP Land, D. R. Horton, Inc., Jacksonville

"Rizzetta's staff have been amazing to work with, their depth of knowledge in the CDD world made a very difficult process almost painless. The Rizzetta team's depth of experience in managing CDDs proved invaluable throughout the process. Every question or situation we presented was met with prior examples and knowledgeable guidance."

#### Andy Smith, Regional Development Manager at Freehold Companies

"Rizzetta & Company has recently become the management for our Community Development District. Their positive impact within the community has been immediate. The responsiveness to issues and the professional manner in which they have been addressed has proven to be incomparable to previous management. We look forward to a relationship of many years with Rizzetta & Company."

> Susie White, Chairperson, The Harbourage at Braden River Community Development District

### **WE BUILD**

# PARTNERSHIPS





### **CORPORATE OFFICE**

3434 Colwell Avenue, Suite 200, Tampa, FL 33614 888-208-5008 | rizzetta.com

*Municipal Advisor Disclaimer :* Rizzetta & Company, Inc., does not represent the Community Development District as a Municipal Advisor or Securities Broker nor is Rizzetta & Company, Inc., registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Rizzetta & Company, Inc., does not provide the Community Development District with financial advisory services or offer investment advice in any form.



### **Governmental Management Services**

Serving Florida's Communities

August 14th, 2023

Villages of Westport Community Development District c/o Jennifer Kilinski, District Counsel Kilinski | Van Wyk PLLC 517 East College Avenue Tallahassee, Florida 32301 Via email to jennifer@cddlawyers.com

RE: Proposal for District and Amenity Management Services

Dear Ms. Kilinski:

Governmental Management Services, L.L.C. ("GMS") is pleased to provide for your review our Proposal associated with providing District and Amenity Management Services to the abovereferenced Community Development District ("CDD"). We believe the Proposal demonstrates that the assembled team of management, financial, administrative, amenity, and operations professionals is extremely qualified to provide these services and meet time and budget requirements. We believe the information included in our Proposal is sufficient to meet the requirements of the request.

GMS is a leader in the Community Development District industry. We provide district management services to 250+ CDD's across the State of Florida. Our approach, methodology, and philosophy toward providing these services reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients. Our greatest strength is our ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the tasks described in this RFP is to fully understand them and provide them in a manner that meets all of the statutory requirements customized to the approach preferred by the Board of Supervisors.

We thank you for this opportunity to submit our Proposal and would be happy to provide any additional information if requested. Please feel free to contact me at (407) 841-5524, ext. 125 if you have any questions or need additional information.

Sincerely,

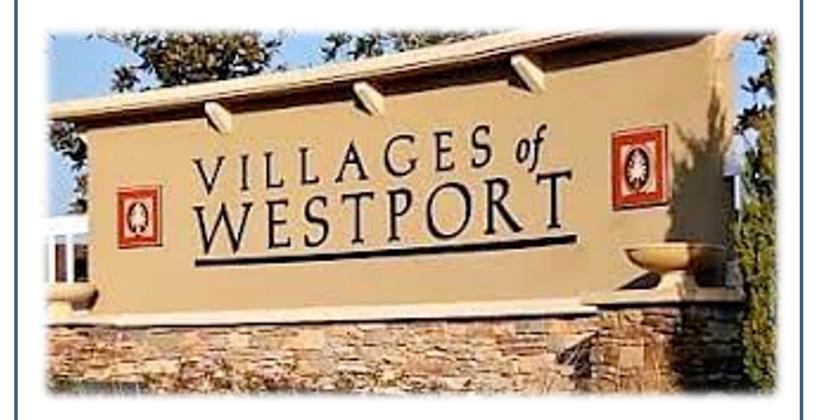
Darrin Mossing

Darrin Mossing GMS President

Enclosures

ORLANDO 219 E. Livingston St. Orlando, FL 32801 (407) 841-5524 JACKSONVILLE 9655 Florida Mining Blvd. W Suite 305 Jacksonville, FL 32257 (904) 940-5850 ST. AUGUSTINE 475 West Town Place Suite 114 St. Augustine, FL 32092 (904) 288-7667 ET. LAUDERDALE 5385 N. Nob Hill Road Sunrise, FL 33351 (954) 721-8681 <u>TAMPA</u> 4530 Eagle Falls Place Tampa, FL 33619 (813) 344-4844 PALM COAST 393 Palm Coast Parkway SW Suite 4 Palm Coast, FL 33137 (904) 940-5850 KNOXVILLE 1001 Bradford Way Kingston, TN 37763 (865) 717-7700

**Proposal For District & Amenity Management Services Prepared For The Villages of Westport Community Development District:** 



## GOVERNMENTAL MANAGEMENT SERVICES, L.L.C.



DISTRICT & AMENITY MANAGEMENT SERVICES

www.govmgtsvc.com

Submitted August 14<sup>th</sup>, 2023

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# COMPANY INFORMATION

Governmental **Services** Management ("GMS") is a family of limited liability companies that was established for the purpose of providing district management services to Special Taxing Districts. With encouragement from industry professionals and the development community, GMS was created to provide an alternative to the existing district management companies. GMS currently has offices in St. Cloud, Orlando, Tampa, Sunrise, Miami, Tallahassee, Port St. Lucie, St. Augustine, Palm Coast, Florida, and Knoxville, Tennessee. Company personnel who would be providing services are generally determined by geography of the District and required services. However, everyone at GMS works together to provide the most efficient, effective and comprehensive management services possible. GMS currently manages over 250 Community Development Districts across the State of Florida and fully understands the requirements of Chapter 190. As described in Section 3, the personnel at GMS are very well known and respected by people involved with Community Development Districts. Many of the personnel have worked with Investment Bankers, Bond Counsel, District Counsel, Engineers, Developers, and Boards of Supervisors across the State of Florida.

They have provided management, financial, administrative, and operational services to over 250 special taxing districts and homeowners associations. Our greatest strength is our ability to respond to individual client needs quickly, efficiently and professionally.

GMS WAS ESTABLISHED TO PROVIDE THE MOST EFFICIENT, EFFECTIVE AND COMPREHENSIVE MANAGEMENT SERVICES FOR COMMUNITY DEVELOPMENT DISTRICTS IN THE STATE OF FLORIDA.



# HOW WE **WORK**

Established in 2004, Governmental Management Services has over 250 full time and part time employees and has offices across the State of Florida. Our commitment to serving our clients and providing the most efficient, effective and comprehensive management services for Community Development Districts continues to fuel our growth.

### **Statement of Qualifications**

GMS is the best qualified provider of district management services because of the experience of the personnel who will be providing the management services for the District. GMS brings a wealth of experience in the management, administrative, accounting and financial reporting, field operations, and assessment certifications.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries and operations managers all with experience with Community Development Districts and other special districts. We offer integrated management services including:

- General Management
- Recording Secretary Services
- Accounting and Financial Reporting
- Assessment Roll Administration
- Investment Management
- Field Operations Management
- Amenity Management
- Preventative Maintenance
- Dissemination Agent Services
- Utility Billing
- Other Services



FULLY INTEGRATED SERVICES

These management services are being provided by the principals of GMS to over 250 Community Development Districts across the State of Florida.



### **MISSION**

The goal of GMS is to provide the most efficient, effective, and comprehensive management services for Community Development Districts in the State of Florida.



### **CORE VALUES**

Governmental Management Services' greatest strength is its ability to respond to individual client needs quickly, efficiently, and professionally. Listed below are our GMS core values:



### Customer Commitment

We keep customer needs at the center of all that we do to provide a superior customer experience.



Integrity We are honest, open, ethical, and fair.

People trust us to do what's right.



### Teamwork We win together, not alone.

We work together, across divisions, to meet the needs of our customers.



### Passion and Drive

We are proud of the services we provide.

We play to win and strive to help our customers do the same.



### Empower Individuals Our employees set us apart.

We value our employees, encourage their development, and reward their performance.



### Quality Details matter.

We provide consistent and unsurpassed service that, together, deliver premium value to our customers.

# CONTACT INFORMATION

### **Corporate Office:**

1001 Bradford Way Kingston, TN 37763 (865) 717-7700

As the largest CDD Management firm in the State of Florida, GMS is prepared to provide all CDD Management services directly and does not contemplate the need to subcontract services.



### - GMS Central Florida

219 E. Livingston St. Orlando, FL 32801 (407) 841-5524

6200 Lee Vista Blvd Ste. 300 Orlando, FL 32822

1408 Hamlin Avenue, Unit E St. Cloud, FL 34771

### **GMS - Tampa** 4530 Eagle Falls Place

Tampa, Florida 33619 (863)-225-1186

### GMS - South Florida

5385 Nob Hill Road Sunrise, FL 33351 (954) 721-8681

### GMS - North Florida

475 West Town Place, Suite 114 St. Augustine, FL 32092 (904) 940-5850

393 Palm Coast Parkway SW, Suite 4 Palm Coast, FL 33137

We have additional satellite offices throughout the State of Florida

# Proposed **GMS District Management** Service Team

### Trusted & Service Oriented

BERNADETTE

PEREG RINO

TODD POLVERE

MCGAFF NEY

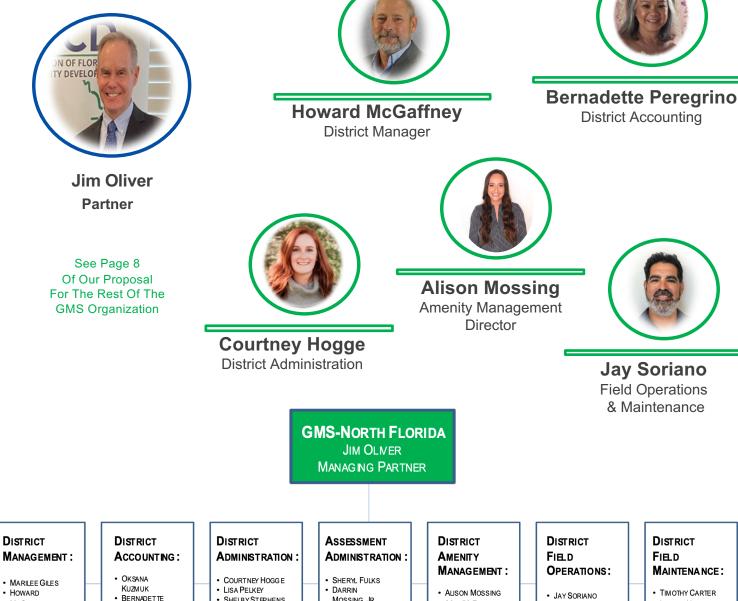
JAMES PERRY

DAVID RAY

DANIEL LAUGHLIN

SHELBY STEPHENS

SARAH SWEETING



MOSSING, JR.

MICHAELCORTESE

• 30 - 50 FLEX AND

FULL-TIME

EMPLO YEES

ROBERT BERLIN

CORBIN DENAGY

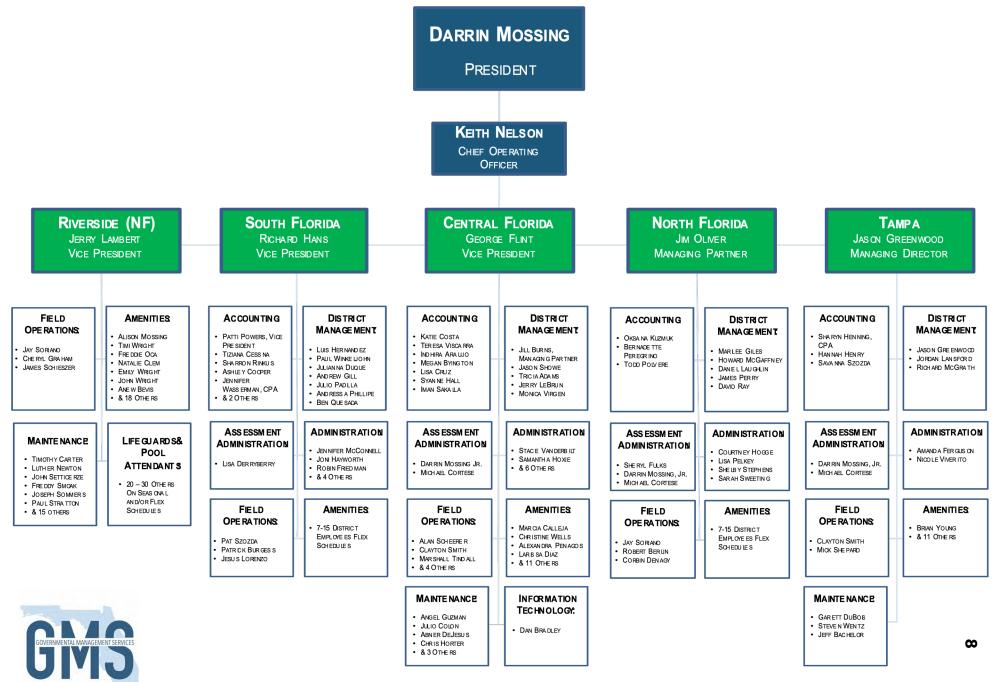
CHERYL GRAHAM

• JAMES SCHIESZER

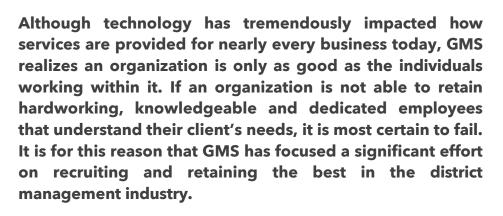
### FIELD **MAINTENANCE:**

7

- TIMOTHY CARTER LUTHER NEWTON
- JOHN SETTICERZE
- & 18 OTHERS



# OUR TEAM



### STATEMENT OF STAFF CONSISTENCY

The District Management Team proposed remains the same for the duration of the contracts. Any changes in the District Management Team will be discussed and approved by the Boards of Supervisors. Members of the management team have worked together for years, and there is complete trust and loyalty in their abilities to provide the most efficient, effective and professional management services possible. In addition, these types of long-term personal relationship among GMS staff are reassuring to our clients because personnel turnover in any organization is extremely detrimental to its ability to provide the necessary services.

> "GMS realizes an organization is only as good as the individuals working within it."

### **EDUCATION**

Ohio University, 1988, Bachelor of Science in Accounting

### EXPERIENCE

34 Years

- President and Founder – GMS Organization
- Corporate
   Operations &
   District Management

## DARRIN MOSSING President

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a Bachelor's degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988, for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 250 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

## JIM OLIVER MANAGING PARTNER

Jim Oliver, as managing director of the GMS-North Florida Office, also provides district management services for GMS clients in the Northeast Florida region. Mr. Oliver has a Bachelor of Science Degree in Accounting from the State University of New York. He also has a Master's of Business Administration from Touro University. After 22 years of active-duty service with the United States Army and Florida National Guard, he retired as a Lieutenant Colonel. He has gained broad experience in governmental liaison work at the local, state and federal levels with experience in utility acquisitions, valuations and negotiations. He has been with GMS since 2005.

## JAMES PERRY, CPA **Partner**

### **EDUCATION**

Bachelor of Science in Accounting From The State University Of New York

### EXPERIENCE

18 Years

- District Management
- Assessment Roll Administration
   22 Years U.S. Army

James Perry has over 19 years of experience in District Management Services. Mr. Perry graduated from the University of Central Florida with a Bachelor of Business Administration in Accounting degree. He has also attended the prestigious University of Pennsylvania-Wharton Executive Development program. He has served in senior financial positions with Fortune 100 companies as well as with the largest governmental utility provider in Northeast Florida. He is also a licensed CPA.

# DISTRICT MANAGEMENT SERVICES

THE FOLLOWING MANAGEMENT SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:

- Attend, record and conduct all regularly scheduled Board of Supervisors' Meetings including landowners' meetings, continued meetings and workshops.
- Present the District's annual budget in accordance with Chapter 190, Florida Statutes.
- Ensure District is in compliance with administrative and financial reporting for CDDs.
- Correspond and communicate with Board of Supervisors and Staff to respond to the various needs of the District and Community.
- Review and approve agendas for circulation to the Board of Supervisors.
- Review and approve annual budget, annual audit, and monthly disbursements.
- Review annual insurance policy to ensure District maintains proper insurance coverage.

# ADMINISTRATIVE SERVICES

**Sarah Sweeting and Courtney Hogge** share responsibility for our Administrative Services Department. This team prepares agenda packages, meeting notices, public records administration, statutory compliance and various other required administrative services. Ms. Sweeting joined GMS in 2005 and Ms. Hogge joined GMS in 2006.

### THE FOLLOWING ADMINISTRATIVE SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, RULES AND REGULATIONS:

- Prepare agenda packages for transmittal to Board of Supervisors and staff seven days prior to Board of Supervisors' Meeting.
- Provide minutes for all Board of Supervisors' Meetings, including landowners' meetings.
- Ensure compliance with all administrative statutes affecting the District which include but are not limited to:
  - Publish and circulate annual meeting notice.
  - Report annually the number of registered voters in the District by June 1 of each year.
  - Maintain "Record of Proceedings" for the District within the County that the District is located which includes meeting minutes, agreements, resolutions and other required records.
  - Transmit Registered Agent information to DCA and local governing authorities.
  - File Ordinance or Rule establishing the District to DCA.



# ACCOUNTING SERVICES

**Bernadette Peregrino** joined GMS as a District Accountant in 2007. She supports many CDD clients in the North and Central Florida areas with significant accounting experience in including financial statement preparation, payroll, budget preparation, preparation of annual audit reports, and statutory and bond compliance. Bernadette supports both developer and residential-controlled Board of Supervisor CDD clients. She has a Bachelor of Business Administration Degree in Accounting from the University of North Florida. She also supports staff training.

### **EDUCATION**

Bachelor of Business Administration Degree in Accounting, University Of North Florida

#### EXPERIENCE

- 27+ Years in Accounting
- Budgeting
- Financial Reporting
- Bond Compliance
- Utility Billing

#### **EDUCATION**

- MBA, University of North Florida
- Masters Degree of Accountancy & Audit, International Institution
- Bachelor of Economics & Business, International Institution

#### **EXPERIENCE**

- 11+ Years in Accounting Services
- 8+ Years in the U.S. Army
- Staff Sergeant in the U. S. Army Reserve

**Oksana Kuzmuk** joined the GMS organization as a District Accountant in 2019. She has significant experience in the accounting field with concentrations in accounting, tax, auditing, compliance, and customer service. She supports numerous CDD clients in the North Florida area. Oksana also has a passion for professional development and training with both Masters and Bachelor Degrees; she is pursuing a CPA designation. She also holds advanced Military security clearances and is active in the U.S. Army Reserve.

### THE FOLLOWING FINANCIAL SERVICES ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, AND RULES AND REGULATIONS:

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.

- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
  - Complete annual financial audit report within 9 months after the fiscal year-end.
  - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue-related compliance, i.e., coordination of annual arbitrage report, transmittal of the annual audit and budget to the trustee, transmittal of the annual audit to bondholders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Reports to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

## AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

**Alison Mossing** is the Director of Amenity Management Services. Alison Mossing relocated to Palm Coast, FL in 2021 from Nashville, TN to join the GMS organization. She graduated with her accounting degree from Middle Tennessee State University in 2017 and spent the next four years working as an accountant in the entertainment industry in Nashville. Since joining the organization, Alison has been active in assisting with district accounting, recruiting and field reporting. Alison was recently promoted to the position of Director of Amenity Services, and now leads our Amenity Management Services practice where she utilizes her experience in entertainment and financial literacy to lead our team of Amenity Management professionals.



## OPERATIONS MANAGEMENT Services

GMS provides Field Operations Management services to over 30 Districts throughout Florida. Jerry Lambert is the Director of Field Operations Management services in the North Florida region. For 28 years Jerry Lambert was the manager of the Prototype Metal Development Center and worked at the Engineering R & D facility in Auburn Hills, Michigan with Faurecia Automotive Seating. He has widespread experience with welding, automotives and assembly. He was the manager of a Testing Facility, Quality Lab, and Shipping & Receiving Departments for 15 years. He held a Michigan Builders License and owned a construction business for 20 years for commercial building interior renovations. Jerry leads customer delivery functions for the North Florida organization. Jay Soriano is our Field Operations Manager in Clay county, overseeing maintenance projects and providing field contract/operational management oversight services. After his first degree from East Carolina University, Jay then attended the University of Delaware, where he began his Master's studies in Health Administration and continued studies toward a second Bachelor's in Parks and Recreation programming. Over the past 25 years, Jay has worked as a Director of Recreation, Fitness and Aquatics, and as a manager for Facility operations for companies such as the YMCA, many small private fitness studios, and multiple CDD's, helping to guide them to successful program development, financial stability, and employee training. Working for GMS since 2012, Jay not only holds multiple professional certifications in many aspects of facilities maintenance, management, and program development, but also as an instructor for many professional organizations in Aquatics maintenance, and management, and pool construction.

### **PROPER OPERATION OF THE DISTRICTS INCLUDE:**

- Administer and manage maintenance contracts for landscaping, stormwater, wastewater and reuse systems management
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations
- Coordinate and implement maintenance projects throughout the community with vendors
- Conduct site visits (day and nighttime) to ensure satisfactory operation of the district and prepare periodic reports to the Board
- Review and approve construction contracts, change orders, payment request, etc. during construction phase
- We can also aid in the development of landscaping RFPs as requested.

# FACILITY REPAIR & MAINTENANCE SERVICES

GMS has an in-house preventative repairs and maintenance department providing fully insured maintenance services in Tampa, Central Florida, and North Florida territories. Small to medium-size maintenance requests are coordinated through the District Manager and/or Field Operations Manager at the direction of the Board of Supervisors.

GMS has significant experience with highly amenitized CDD communities and is flexible regarding the approach taken to staffing, managing, and operating amenities. We typically see one of three approaches taken to amenity management:

- 1) District contracts with GMS for operations
- 2) District contracts with a third party company for operations
- 3) District directly employs staff for operations

### UNDER THE FIRST APPROACH, THE FOLLOWING SERVICES ARE PROVIDED BY GMS TO ENSURE A FIRST CLASS, AMENITY CENTERED COMMUNITY:

- Recruit, hire, train, and monitor Clubhouse and Facilities staff.
- Assume responsibility to manage a vibrant schedule of activities, events and lifestyle programming. GMS is structured to take a regional approach to serving its clients, but this structure does not preclude us from assigning the most talented and qualified individuals, regardless of their location, to appropriate roles.
- Communicate lifestyle opportunities and residential services information to owners and potential residents.
- Promote voluntary compliance with District rules, regulations and policies by communicating with residents.
- Monitor the use of the amenities including resident barcode passes, security cameras, and other means of safeguarding the District.
- Coordinate with vendors, contractors, internal and external stakeholders to ensure smooth operations of day to day and special activities.
- Maintain all relevant records of incidents, inspections, revenue, and other information as required by the District.
- Assist with budget preparation and reports, policy recommendations and enforcement, safety and/or security recommendations, collection of rental fees, maintaining records as needed.
- Maintain excellent levels of customer service.

Under the second and third approach, although the above services would not be provided directly by GMS, we would work to ensure that the contractor or direct employees were performing these and other necessary services.

## SAMPLE SPECIAL Events

Social events are for all residents and open to the public, and a critical component to the success of the community. Below are some examples of events currently provided at other communities that GMS has previously assisted in staffing.

### SUMMER CAMP

Each week features an array of art activities, sports, games and a field trip. Campers are provided a t-shirt, daily snacks and extended care. A similar camp can also be provided during Spring Break.

### FALL FESTIVAL

A fall celebration featuring hayrides, craft tables, carnival games, contests, bounce houses and other activities.

### WINTER CELEBRATION

A holiday celebration including pictures with Santa, trolley rides, holiday decorations, cookies, hot chocolate and coffee.

### KIDS NIGHT OUT/TEEN SCENE

DJ, games, food, drinks and more to entertain kids & teens.

### ICE CREAM SOCIAL

Ice cream and beverages with contests, raffles and games.

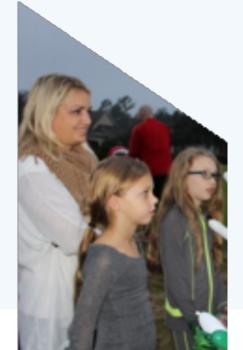
### SPRING FLING

An Easter egg hunt, pictures with the Easter bunny and a petting zoo. Bounce house, dunk tank, etc. can also be provided.

### DIVE-IN MOVIE

View a movie by the pool with snacks and beverages while you enjoy the show.







# SAMPLE NEWSLETTER

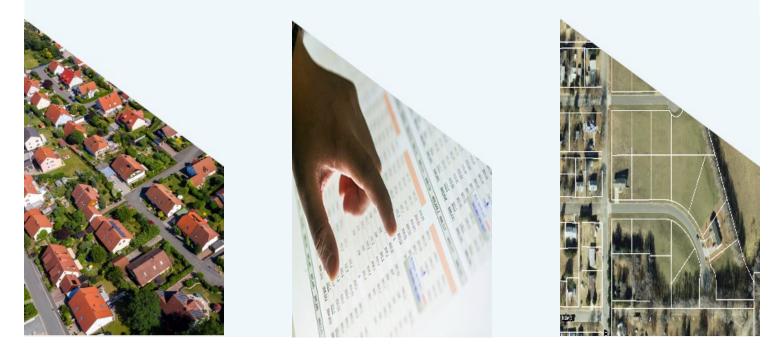


# ASSESSMENT ROLL CERTIFICATIONS & ADMINISTRATION

**Darrin Mossing Jr., Sheryl Fulks,** and **Michael Cortese** perform our assessment administration services for the Tampa, Central, and North Florida Divisions.

### **Our GMS Services Include:**

- Develop and administer the annual assessment roll for the District. This includes administering the tax roll for the District for assessments collected by the County tax collector and administering assessments for off tax roll parcels/lots
- Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary
- Issue estoppel letters as needed for property transfers
- Maintain the District's Lien Book, in which is recorded the details of any District debt and the related debt service assessments. The Lien Book will account for all District debt and show the allocation of debt principal to assessed properties within the Tampa and Central Florida Divisions



## REFERENCES

GMS prides itself on the timely delivery of quality services to its clients. As a result, our clients and other CDD industry stakeholders have come to recognize and appreciate the quality of the services that we provide. GMS encourages its prospective clients to contact our references and learn what other district supervisors, developers, attorneys, engineers, and financial professionals are saying about us. The following table contains just a few of the clients and professionals that are pleased to serve as our references:

### **Andrew Walden**

Chair, Bartram Springs CDD 14375 Cherry Lake Drive West Jacksonville, Florida 32258 (904) 338-5344

andrewbscdd@gmail.com

### **Art Lancaster**

Chair, Bannon Lakes CDD 700 Ponte Vedra Lakes Boulevard Ponte Vedra Lakes, FL 32082 (904) 403-6894

aelancaster@eastlanddev.com

### **Brandon Kirsch**

Chair, Tison's Landing CDD 15957 Tisons Bluff Road Jacksonville, Florida 32218 (904) 635-7174

cddbrandonk@gmail.com

### **Cindy Nelsen**

Chair, Double Branch CDD 1394 Canopy Oaks Drive Orange Park, Florida 32065 (904) 424-9960

bcnelsen@comcast.net

### Jeff Robinson

Chair, Amelia Walk CDD 85287 Majestic Walk Blvd Fernandina Beach, FL 32034 (770) 990-0957

Awcdd.jeffrobinson@gmail.com

### **Batey McGraw**

Chair, Wilford Preserve CDD 14701 Philips Highway, Suite 300 Jacksonville, Florida 32256 (904) 517-7983

batey.mcgraw@dreamfindershomes.com

GMS's current clients are listed in Table 2-1. This grid reflects a portion of the services provided to our clients.

## GOVERNMENTAL MANAGEMENT SERVICES <sup>21</sup>

Table 2-1. District Management Experience Summary

GMS	GMS Client Name	Florida	General	Accounting &	Recording	Water /	Operations
Client #	As of 2023 02 19	State County	Management	Financial Reporting	Secretary	Wastewater Utility	Management/ Amenities
1	Aberdeen	St. Johns	✓	✓	√	ĺ	✓
2	Academical Village	Broward	~	✓	√		✓
3	Amelia Concourse	Nassau	✓	✓	√		
4	Amelia Walk	Nassau	1	✓	√		√
5	Anabelle Island	Clay	✓	✓	✓		
6	Armstrong	Clay	✓	✓	✓		
7	Astonia	Polk	✓	✓	✓		✓
8	Ballentrae Hillsborough	Hillsborough	✓	✓	✓		✓
9	Bannon Lakes	St. Johns	✓	✓	✓		
10	Bartram Park	Duval	✓	✓	√		
11	Bartram Springs	Duval	1	✓	✓		
12	Bauer Drive	Miami-Dade	✓	✓	✓		
13	Bay Laurel Center	Marion	1	✓	✓		
14	Baytree	Brevard	✓	✓	✓		✓
15	Baywinds	Miami-Dade	1	✓	✓		√
16	Beacon Tradeport	Miami-Dade	✓	✓	✓		
17	Bella Collina	Lake	✓	✓	✓	1	✓
18	Bellagio	Miami-Dade	✓	✓	✓		
19	Belmont	Hillsborough	✓	✓	✓		<ul><li>✓</li></ul>
20	Bent Creek	St. Lucie	✓	✓	✓		
21	Biscayne Drive Estates	Miami-Dade	✓	✓	✓		
22	Bonita Village	Lee	✓	✓	✓		
23	Bonnet Creek	Orange	✓	✓	✓		<ul><li>✓</li></ul>
24	Bontaniko	Broward	✓	✓	✓		
25	Bradbury	Polk	✓	✓	✓		
26	Brandy Creek	St. Johns	✓	✓	✓		
27	Bridgewalk	Osceola	✓	✓	✓		✓
28	Campo Bello	Miami-Dade	✓	✓	✓		
29	Candler Hills	Marion	✓	✓	✓		
30	Canopy	Leon	✓	✓	✓		
31	Capital Region	Leon	✓	1	✓		
32	Central Lake	Lake	✓	✓	✓		
33	Centre Lake	Miami-Dade	✓	✓	✓		✓
34	ChampionsGate	Osceola	✓	✓	✓		
35	ChampionsGate Property Owners	Osceola	✓	✓	✓		
36	ChampionsGate Villas Condo 1	Osceola	✓	✓	✓		
37	Chapel Creek	Pasco	✓	✓	✓		✓
38	City of Coral Gables**	Miami-Dade	✓	✓			
39	Coconut Cay	Miami-Dade	✓	✓	✓		✓
40	Copper Creek	St. Lucie	✓	✓	✓		
41	Copper Oaks	Lee	✓	✓	✓		
42	Coral Bay	Broward	✓	✓	√		
43	Coral Keys Homes	Miami-Dade	✓	✓	√		
44	Cordova Palms	St. Johns	✓	1	✓		✓
45	Creekside	St. Lucie	✓	✓	✓		✓





GMS Client #	GMS Client Name As of 2023 02 19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
46	Crossings	Osceola	✓ ✓	✓ ✓	✓ ✓		✓
47 48	Crossings At Fleming Island, The Crossroads Village Center	Clay	✓ ✓	✓ ✓	✓ ✓		
48	Crosswinds East	Polk Polk	✓ ✓	 ✓	↓ ↓		
			~	↓ ↓	▼ √		
50	Crystal Cay	Miami-Dade Duval	✓ ✓	↓ ↓	✓ ✓		
51	Cypress Bluff		~	↓ ↓	▼ √		
52 53	Cypress Cove	Broward Hillsborough	✓ ✓	↓ ↓	✓ ✓		
55	Cypress Creek	Polk	~	~	▼ √		~
	Cypress Park Estates		✓ ✓	↓ ↓	✓ ✓		V
55	Cypress Ridge	Hillsborough	✓ ✓	↓ ↓	↓ ↓		~
56	Davenport Road South	Polk	✓ ✓				✓ ✓
57	Deer Island	Lake			1		
58	Deer Run	Flagler	~	1	1		√ 
59	Double Branch - Recreation	Clay	~	1	<b>v</b>		<ul> <li>✓</li> </ul>
60	Dowden West	Orange	~	1	✓ ✓		✓
61	Downtown Doral	Miami-Dade	<b>v</b>		✓ ✓		
62	Downtown Doral South	Miami-Dade	<b>√</b>	1	✓ ✓		✓
63	Dunes	Flagler	~	1	✓ ✓		
64	Dupree Lakes	Pasco	<b>√</b>	~	<b>√</b>		
65	Durbin Crossings	St. Johns	~	1	<b>√</b>		
66	Eagle Hammock	Polk	<b>√</b>	1	✓		<b>v</b>
67	East 547	Polk	<b>√</b>	1	<b>√</b>		<ul> <li>✓</li> </ul>
68	East Homestead	Miami-Dade	~	<b>v</b>	<b>√</b>		✓
69	Eden Hills	Polk	~	<b>_</b>	✓		✓
70	Elevation Point	St. Johns	<b>√</b>	1	✓		
71	Enclave @ Black Pointe Marina	Miami-Dade	<b>√</b>	✓	✓		<
72	Estancia at Wiregrass	Pasco	~	1	<b>√</b>		
73	Eureka Grove	Miami-Dade	<b>√</b>	✓	✓		
74	Falcon Trace	Orange	<b>√</b>	1	<b>√</b>		✓
75	Forest Brooke	Hillsborough	<b>√</b>	<b>v</b>	<b>√</b>		
76	Forest Lake	Polk	<b>√</b>	<b>v</b>	<b>√</b>		✓
77	Founders Ridge	Lake	~	<b>v</b>	✓		
78	Gardens at Hammock Beach	Flagler	~	1	✓ ✓		
79	GIR East	Osceola	<b>√</b>	<b>v</b>	<b>√</b>		
80	Grande Pines	Orange	<b>√</b>	<b>v</b>	<b>√</b>		
81	Green Corridor**	-Multiple	<b>√</b>	1	✓ ✓		
82	Griffin Lakes	Broward	<b>√</b>	1	<b>√</b>		
83	Hamilton Bluff	Polk	✓	✓	√		
84	Hammock Reserve	Polk	✓	~	✓		✓
85	Harbor Bay	Hillsborough	✓	1	√		
86	Hartford Terrace	Polk	✓	✓	✓		
87	Hemingway Point	Broward	✓	✓	√		<
88	Heritage Park	St. Johns	✓	✓	✓		✓
89	Heron Isles	Nassau	✓	✓	✓		
90	Hickory Tree	Osceola	✓	<ul><li>✓</li></ul>	✓		

## **CLIENT LISTING**



GMS	GMS Client Name	Florida	General	Accounting &		Water /	Operations
Client #	As of 2023 02 19	State County	Management	Financial Reporting	Secretary	Wastewater Utility	Management/ Amenities
91	Hicks Ditch	Lake	√	✓	√		
92	Highland Meadows West	Polk	✓	1	√		✓
93	Holly Hill Road East	Polk	✓	✓	√		✓
94	Hollywood Beach	Broward	✓	1	√		
95	Homestead 50	Pasco	✓	✓	√		
96	Indigo	Volusia	✓	1	√		
97	Indigo East	Marion	✓	1	√		
98	Interlaken	Broward	✓	1	√		
99	Islands at Doral Townhomes	Miami-Dade	✓	1	✓		
100	Islands of Doral III	Miami-Dade	✓	1	√		
101	Isle of Bartram Park	St. Johns	✓	1	√		
102	Kingman Gate	Miami-Dade	✓	1	√		✓
103	Knightsbridge	Osceola	✓	✓	✓		
104	Lake Ashton	Polk	✓	√	<b>√</b>		
105	Lake Ashton II	Polk	✓	✓	√		
106	Lake Deer	Polk	✓	<b>√</b>	√		
107	Lake Emma	Lake	1	✓	<b>√</b>		✓
108	Lake Harris	Lake	✓	✓	√		
109	Lake Lizzi	Osceola	✓	✓	<b>√</b>		
110	Lake Mattie Preserve	Polk	✓	<ul> <li>✓</li> </ul>	<b>√</b>		
111	Lakes by the Bay South	Miami-Dade	✓	✓	√		✓
112	Lakeside Plantation	Sarasota	✓	✓	√		
113	Landings	Flagler	✓	✓	✓		
114	Landings @ Miami Beach	Miami-Dade	✓	✓	<b>√</b>		
115	Lawson Dunes	Polk	1	✓	√		
116	Live Oak Lake	Osceola	✓	✓	√		✓
117	Lucaya	Lee	✓	✓	<b>√</b>		
118	Lucerne Park	Polk	✓	✓	√		✓
119	Majorca Isles	Miami-Dade	✓	✓	√		
120	Mayfair	Brevard	✓	✓	√		
121	McJunkin @ Parkland	Broward	✓	1	√		
122	Meadowview @ Twin Creeks	St. Johns	✓	1	√		
123	Mediterranea	Palm Beach	✓	1	✓		
124	Middle Village	Clay	✓	1	√		
125	Mirada	Lee	✓	1	✓		
126	Montecito	Brevard	✓	1	√		✓
127	Narcoossee	Orange	✓	1	✓		✓
128	Nob Hill HOA	Broward	✓	1	✓		
129	North Boulevard	Polk	✓	1	✓		✓
130	North Powerline Road	Polk	✓	1	✓		✓
131	North Springs	Broward	✓	✓	√		
132	Northern Riverwalk	Palm Beach	✓	1	√		
133	Oakridge	Broward	✓	✓	√		
134	Old Hickory	Osceola	✓	1	√		✓
135	Old Palm	Palm Beach	✓	✓	✓		

## **CLIENT LISTING**



GMS Client #	GMS Client Name As of 2023 02 19	Florida State County	General Management	Accounting & Financial Reporting	Recording Secretary	Water / Wastewater Utility	Operations Management/ Amenities
		1					
136	Orchid Grove Osceola Chain of Lakes	Broward	✓ ✓	✓ ✓	✓ ✓		✓ ✓
137 138	OTC	Osceola	~	▼ √	▼ √		×
138	Palm Coast Park	Duval	✓ ✓	 ✓	↓ ↓		
		Flagler Miami Dada	~	↓ ↓	▼ √		~
140 141	Palm Glades	Miami-Dade Manatee	~	↓ ↓	▼ √		×
141	Palms of Terra Ceia Bay Park Creek		~	↓ ↓	▼ √		
142	Park Creek	Hillsborough Polk	✓ ✓	↓ ↓	✓ ✓		~
145	Pine Air Lakes	Collier	~	~	▼ √		×
			~	↓ ↓	↓ ↓		
145	Pine Isles	Miami-Dade	✓ ✓	↓ ↓	↓ ↓		
146	Pine Ridge Plantation	Clay					,
147	Poinciana	Polk	1		1		✓
148	Poinciana West	Polk	~	1	~		✓
149	Pollard Road	Polk	<b>√</b>	✓	<ul> <li>✓</li> </ul>		
150	Portofino Isles	St. Lucie	✓	~	✓		
151	Portofino Landings	St. Lucie	✓	✓	✓		✓
152	Portofino Shores	St. Lucie	✓	✓	✓		
153	Portofino Springs	Lee	✓	✓	✓		
154	Portofino Vineyards	Lee	✓	√	✓		
155	Portofino Vista	Osceola	✓	√	✓		
156	Preston Cove	Osceola	✓	✓	✓		
157	Quail Roost	Miami-Dade	✓	<ul><li>✓</li></ul>	<ul><li>✓</li></ul>		
158	Randal Park	Orange	✓	✓	✓		✓
159	Randal Park POA	Orange	✓				✓
160	Randal Park THOA	Orange	✓				√
161	Remington	Osceola	✓	<ul><li>✓</li></ul>	✓		<ul><li>✓</li></ul>
162	Reserve	St. Lucie	✓	✓	✓		
163	Reserve II	St. Lucie	✓	✓	✓		
164	Residences at Tohoqua HOA	Osceola	✓				✓
165	Reunion East	Osceola	✓	<ul><li>✓</li></ul>	✓		<
166	Reunion West	Osceola	✓	✓	✓		✓
167	Rhodine Road North	Hillsborough	✓	<	✓		✓
168	Ridgewood Trails	Clay	✓	√	✓		
169	River Place	St. Lucie	✓	✓	✓		<
170	Riverbend	Hillsborough	✓	√	✓		
171	Rivercrest	Hillsborough	✓	✓	✓		
172	Rivers Edge	St. Johns	✓	<b>√</b>	✓		
173	Rivers Edge II	St. Johns	✓	✓	✓		
174	Rivers Edge III	St. Johns	✓	✓	✓		
175	Riverwalk (Everbe)	Orange	✓	<ul> <li>✓</li> </ul>	✓		
176	Rolling Hills	Clay	1	<ul> <li>✓</li> </ul>	<b>√</b>		
177	Rolling Oaks	Osceola	✓	<ul> <li>✓</li> </ul>	✓		
178	Sabal Palm	Broward	✓	<b>√</b>	<b>√</b>		
179	Saddle Creek Preserve of PC	Polk	✓	~	✓		~
180	Sampson Creek	St. Johns	✓	<b>√</b>	<b>√</b>		

## **CLIENT LISTING**



GMS Client	GMS Client Name	Florida State	General Management	Accounting & Financial	Recording Secretary	Water / Wastewater	Operations Management/
#	As of 2023 02 19	County	management	Reporting	Secretary	Utility	Amenities
181	San Simeon	Miami-Dade	✓	✓	<		✓
182	Sandmine Road	Polk	✓	✓	√		√
183	Sawyer's Landing	Miami-Dade	✓	✓	√		
184	Scenic Highway	Polk	✓	✓	√		✓
185	Scenic Terrace North	Polk	✓	✓	✓		
186	Scenic Terrace South	Polk	✓	✓	✓		✓
187	Schaller Preserve	Polk	✓	✓	✓		
188	Sedona Point	Miami-Dade	✓	✓	✓		
189	Shingle Creek	Osceola	✓	✓	√		✓
190	Shingle Creek @ Bronson	Osceola	✓	✓	✓		✓
191	Siena North	Miami-Dade	✓	✓	√		
192	Silver Palms	Miami-Dade	✓	✓	✓		
193	Six Mile	Clay	1	✓	✓		
194	Solterra	Miami-Dade	~	✓	✓		
195	South Dade Venture	Miami-Dade	1	✓	$\checkmark$		
196	South Kendall	Miami-Dade	1	✓	√		
197	South Village	Clay	1	✓	$\checkmark$		
198	St. Augustine Lakes CDD	St. Johns	~	✓	√		
199	Stoneybrook South	Osceola	✓	✓	✓		✓
200	Stoneybrook South @ CG	Osceola	1	✓	✓		✓
201	Storey Creek	Osceola	1	✓	✓		✓
202	Storey Drive	Orange	✓	✓	√		√
203	Storey Park	Orange	✓	✓	✓		<ul><li>✓</li></ul>
204	Sweetwater Creek	St. Johns	1	✓	√		
205	Talis Park	Collier	1	✓	√		
206	Tapestry	Osceola	~	✓	✓		✓
207	Terra Bella	Pasco	1	✓	✓		
208	Tesoro	St. Lucie	1	✓	✓		✓
209	TIFA	Brevard	✓	✓	✓		
210	Tison's Landing	Duval	✓	✓	✓		
211	Tohoqua	Osceola	1	✓	$\checkmark$		✓
212	Tohoqua Master Association	Osceola	✓				✓
213	Tohoqua Reserve	Osceola	✓				✓
214	Tolomato	St. Johns	✓	✓	✓		
215	Towne Park	Polk	✓	✓	$\checkmark$		✓
216	Townhomes at Tohoqua	Osceola	1				✓
217	Tranquility	Brevard	✓	✓	✓		
218	Treeline Preserve	Lee	✓	✓	✓		
219	Turtle Run	Broward	1	✓	✓		✓
220	Valencia Water Control District	Orange	✓	1	✓		
221	Veranda Landing	St. Lucie	✓	✓	✓		
222	Verano #1	St. Lucie	✓	1	✓		
223	Verano #2	St. Lucie	✓	1	✓		
224	Verano #3	St. Lucie	1	✓	✓		
225	Verano #4	St. Lucie	✓	✓	√		

## **CLIENT LISTING**



GMS Client	GMS Client Name	Florida State	General Management	Accounting & Financial	Recording Secretary	Water / Wastewater	Operations Management/
#	As of 2023 02 19	County		Reporting		Utility	Amenities
226	Verano #5	St. Lucie	✓	✓	√		
227	Verano Center	St. Lucie	✓	✓	✓		
228	Viera East	Brevard	✓	✓	✓		
229	Villa Portofino East	Miami-Dade	✓	✓	√		
230	Villa Portofino West	Miami-Dade	✓	✓	√		
231	Villages of Biscayne Park	Miami-Dade	✓	✓	✓		
232	Villages Of Bloomingdale	Hillsborough	✓	✓	√		
233	Villamar	Polk	✓	✓	✓		<ul><li>✓</li></ul>
234	Vizcaya in Kendall	Miami-Dade	✓	✓	✓		✓
235	Water's Edge	Pasco	✓	✓	✓		
236	Waterford Estates	Charlotte	✓	✓	✓		
237	Waterstone	St. Lucie	✓	✓	✓		
238	Weiberg Road	Polk	✓	✓	✓		
239	Wellness Ridge	Lake	✓	✓	✓		
240	Westside	Osceola	✓	✓	✓		<
241	Westside Haines City	Polk	✓	✓	✓		
242	Westview North	Miami-Dade	✓	✓	✓		
243	Westwood OCC	Orange	✓	✓	√		
244	Wilford Preserve	Clay	✓	✓	✓		
245	Willow Creek	Brevard	✓	✓	✓		<ul><li>✓</li></ul>
246	Wind Meadows South	Polk	✓	✓	$\checkmark$		✓
247	Windsor at Westside	Osceola	✓	✓	✓		✓
248	Windsor Cay	Lake	✓	✓	✓		
249	Windward	Osceola	✓	✓	✓		<ul><li>✓</li></ul>
250	Woodland Ranch Estates	Polk	✓	✓	$\checkmark$		
251	Wynnfield Lakes	Duval	<	✓	✓		
252	Wynnmere West	Hillsborough	✓	✓	✓		
253	Yarborough Lane	Polk	✓	✓	✓		
254	Zephyr Ridge	Pasco	✓	✓	✓		
255							
256							
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**CLIENT LISTING** 



# RISK MANAGEMENT **REQUIREMENTS**

CER' CER'	TIF	IC	ATE OF LIA	BILITY I	NSUR/		DATE( 08/09/20	MM/DDAYYYY)
THIS CERTIFICATE IS ISSUED AS A CERTIFICATE DOES NOT AFFIRMAT BELOW. THIS CERTIFICATE OF IN REPRESENTATIVE OR PRODUCER, AN IMPORTANT: If the certificate holder the terms and conditions of the policy	IVELY SURAN ID THE is an	OR NCE CEI	NEGATIVELY AMEND, DOES NOT CONSTITUT RTIFICATE HOLDER. ITTIONAL INSURED, the	EXTEND OR AI TE A CONTRAC	TER THE CO FBETWEEN be endorsed.	UPON THE CERTIFICA OVERAGE AFFORDED I THE ISSUING INSUREF	TE HOL BY THE R(S), AU VAIVED,	DER. THIS POLICIES THORIZED
certificate holder in lieu of such endors			ulicles may require an er	idorsement. A s	atement on tr	ils cerunicate dues nucl	Junier II	gnis io ine
RODUCER					Howe			
elen Risk Solutions, Inc.				PHONE (AJC, No, Evt.) (904) E-MAIL		FAX (A/C. No)	(904) 2	62-1444
964 Devoe Street				ADDRESS DOIN	æzelenrisk.c			
acksonville FL 32220						RDING COVERAGE	-	NA IC #
VSURED						urance Company		
overnmental Management Services,	LLC			INSURER C :				
001 Bradford Way				INSURER D :				
lingston TN 37763				INSURER E :				
OVERAGES CEF	TIELC	ATE	NUMBER:	INSURER F :		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES	S OF IN	VSUR	ANCE LISTED BELOW HA	VE BEEN ISSUED	TO THE INSUR	ED NAMED ABOVE FOR T	HE POU	CY PERIOD
INDICATED. NOTWITHSTANDING ANY RI CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	PERT/ POLIC	AIN, 1 IES.I	NT, TERM OR CONDITION THE INSURANCE AFFORDE LIMITS SHOWN MAYHAVE	ED BY THE POLIC BEEN REDUCED E	IES DESCRIBE Y PAID CLAIMS	DOCUMENT WITH RESPE D HEREIN IS SUBJECT T	O ALL T	VHICH THIS HE TERMS
ISR TR TYPE OF INSURANCE	A DOL: INSR	SUBR	POLICY NUMBER	POLICY EF	POLICY EXP (IMM/DD//YYY)		TS	
GENERAL LIA BILITY						EACH OCCURRENCE	\$1,000	
COMMERCIAL GENERAL LIABILITY			SES1794996-02	40.004.000	2 10/01/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,	
CLAMS-MADE CLAMS-MADE			SES1794996-02	10/01/202	2 10/01/2023	MED EXP (Any one person ) PERSONAL & ADV INJURY	s10,00 s1,000	
						GENERAL AGGREGATE	\$2,000	
GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	s2,000	
POLICY X PRO-							\$	
AUTOMOBILE LIA BILITY						COMBINED SINGLE LIMIT (Ea accident)	s	
ANY AUTO ALL OWNED SCHEDULED AUTOS AUTOS						BODILY INJURY (Perperson)	s s	
NON-0%/NED						BODILY INJURY (Per accident) PROPERTY DAMAGE	s	
HIRED AUTOS AUTOS						(Per accident)	\$	
UMBRELLA LIA B X OCCUR						EACH OCCURRENCE	\$ <mark>2,00</mark>	
X EXCESSINB CLAMS-MADE			MQSX00007139-02	10/01/202	2 10/01/2023	AGGREGATE	\$ <mark>2,00</mark>	0,000
DED RETENTION \$0							s	
WORKERS COMPENSATION AND EMPLOYERS' LIA BILITY Y/N						WC STATU OTH TORY IMITS FR		
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMOER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYER	\$	
If yes, describe under DES CRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	s	
ESCRIPTION OF OPERATIONS / LOCATIONS / VEHI	CLES (A	Attach	A CO RD 101, Additional Remarks	s Schedule, if more sp	oeis required)			
Certificate holder is additional insured	with	resp	ect to the general liabili	ity when require	l by written c	ontract.		
CERTIFICATE HOLDER				CANCELLATIO	N			
Villages of Westport 475 West Town Place Ste	114			THE EXPIRAT	ON DATE TH	E SCRIBED POLICIES BE C EREOF, NOTICE WILL ICY PROVISIONS.	BE DEL	IVERED IN
St Augustine, FL 32092				AUTHORIZED REPRI	SENTATIVE	Videy M.Z	eli	, <hh> ~</hh>
1								
ACORD 25 (2010/05)	ть	10 M	CORD name and logo ar			CORD CORPORATION.	All righ	its reserv

40	/			ICATE OF LIA				_	08	(MMDD/YYYY) //11/2023
CER BELO REP	CERTIFICATE IS ISSUED AS A TIFICATE DOES NOT AFFIRMAT DW. THIS CERTIFICATE OF INS RESENTATIVE OR PRODUCER, AI NRTANT: If the certificate holder IBRGGATION IS WAIVED, subject	IVEL SURA ND TI	Y OF	R NEGATIVELY AMEND, DOES NOT CONSTITU ERTIFICATE HOLDER. DITIONAL INSURED, the	EXTE TE A	ND OR ALT CONTRACT ies) must ha	ER THE CO BETWEEN	VERAGE AFFORDED THE ISSUING INSURE	BY THER(S), A	E POLICIES UTHORIZED
this	certificate does not confer rights t				ich end	iorsement(s)				
RODUC					CONTA NAME: PHONE		ams			
	Farm Edie Williams 330 SR-A1A N Suite 32	4				, Ext): 904-42	5-4054	FAX (A/C, No	k.	
Ŏ	530 SR-ATAIN Suite 32	4			ADDRE	SS GUID. FEIIIIG	ama.mz.04@at			
	Ponte Vedra Beach			FL 32062	meun			DING COVERAGE omobile Insurance Compa	2007	NAIC # 25178
SURED					INSURE		in matual Aub	smoone modrance comp	any	20110
	GOVERNMENTAL MANAGE	MEN	IT SE	RVICES LLC	INSURE					
	1001 BRADFORD WAY				INSURE					
					INSURE	RE:				
	KINGSTON			TN 377633146	INSURE	RF:				
				NUMBER:				REVISION NUMBER:		
INDIC CERT EXCL	IS TO CERTIFY THAT THE POLICIES ATED. NOTWITHSTANDING ANY RE IFICATE MAY BE ISSUED OR MAY USIONS AND CONDITIONS OF SUCH	EQUIP PER 1 POLI	REME FAIN, CIES.	NT, TERM OR CONDITION THE INSURANCE AFFORE	OF AN	Y CONTRACT THE POLICIE REDUCED BY	OR OTHER S DESCRIBE PAID CLAIMS.	DOCUMENT WITH RESP DOCUMENT WITH RESP D HEREIN IS SUBJECT	THE PU PECT TO TO ALL	WHICH THIS THE TERMS,
R	TYPE OF INSURANCE	ADD INSD	SUB	POLICY NUMBER		MM0D/YYYY)	(MMDD/YYYY)	LIN	ITS	
-	COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE	\$	
$\vdash$	CLAIMS-MADE 0 CCUR							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	
+								MED EXP (Any one person)	\$	
0	NL AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY GENERAL AGGREGATE	\$	
F								PRODUCTS - COMP/OP AGO		
F	OTHER:								\$	
AU	TOMOBILE LIABILITY			E13 2052-A07-59E		07/07/2023	01/07/2024	COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO			E10 2002-M07-58E		0//0//2023	01/07/2024	BODILY INJURY (Per person)	\$ 1,0	00,000
	AUTOS ONLY AUTOS HIRED	N	Ν					BODILY INJURY (Per acciden		00,000
	AUTOS ONLY AUTOS ONLY							PROPERTY DAMAGE (Per accident)	\$ 1,0	00,000
-	UMBRELLA LIAB	_							\$	
$\vdash$	EXCESS LIAB CLAIMS-MADE							EACH OCCURRENCE AGGREGATE	\$	
	DED RETENTION \$							AGGREGATE	\$	
W	DRKERS COMPENSATION							PER OTH-	\$	
AN	Y PROPRIETOR/PARTNER/EXECUTIVE	N/A						E L EACH ACCIDENT	\$	
- m	FICERMEMBER EXCLUDED? andatory in NH) es describe under	17.A						E L DISEASE - EA EMPLOYE	EE \$	
DE	SCRIPTION OF OPERATIONS below							E L DISEASE - POLICY LIMP	r s	
	TION OF OPERATIONS / LOCATIONS / VEHIC	ES (	LCOPP	101. Additional Remarks Schools	le mart	e attached if mor	e space is remain	edh		
ERTI	FICATE HOLDER				CAN	ELLATION				
	GOVERNMENTAL MANAGEME 001 BRADFORD WAY	INT S	SER	VICES LLC	ACC	EXPIRATION	I DATE THE TH THE POLIC	ESCRIBED POLICIES BE EREOF, NOTICE WILL Y PROVISIONS.	CANCE BE D	LLED BEFORE ELIVERED IN
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# COSTOF Services

### MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

See Exhibits "A", "B", and "C"

Reimbursable expenses such as copies, postage, courier services, printing, and binding will be billed on a monthly basis. Management fees are invoiced at the beginning of each month and due within 30 days of the invoice date. Subsequent management fees will be established based upon the adoption of the annual operating budget, which will be adjusted to reflect ongoing levels of service.



### **Governmental Management Services**

### EXHIBIT "A" – DISTRICT MANAGEMENT FEE SCHEDULE

District Management Services	FY '24 Budget	FY '24 GMS Fees	GMS Annual Savings
<ul> <li>Management, Administrative, Financial &amp; Revenue Collection, and Accounting Services</li> <li>Annual Fee paid in equal monthly payments (plus, reimbursable expenses)</li> <li>Our Agreement contemplates five (5) meetings per year</li> </ul>	\$27,500	\$38,955	\$-11,455 -41.7%
<ul> <li>Annual Assessment Administration</li> <li>(Beginning with the first assessment to individual unit owners, direct assessment, or utilizing tax collector)</li> </ul>	\$5,000	\$5,000	\$0 0.0%
<ul> <li>Dissemination Agent Services</li> <li>Annual Fee for 1st Bond Issuance</li> <li>(\$1,000 for each additional series of Bonds)</li> </ul>	\$5,000	\$3,000	\$2,000 40.0%
<ul> <li>Information Technology Fees &amp; Annual Website Maintenance</li> <li>Annual Fee paid in equal monthly payments (Does not include the cost of creation of an ADA- compliant website, if applicable. No overage fees due to the number of pages stored by GMS.)</li> </ul>	\$2,520	\$3,000	\$-480 -19.0%
<ul> <li>Field Operations Management</li> <li>Annual Fee paid in equal monthly payments</li> <li>On-Site a minimum of Two (2) times a month doing inspections and/or coordinating with vendors.</li> </ul>	\$19,200	\$15,000	\$4,200 21.9%
<ul> <li>Fee Holiday</li> <li>GMS will offer two (2) months of Management, Administrative, and Accounting Services without monthly invoicing during Fiscal Year '24</li> </ul>		\$-6,493	
The GMS Proposal Compared To The Proposed Fiscal Year '24 Budget For The Villages of Westport Community Development District	\$59,220	\$58,463	\$758 1.3%



### EXHIBIT "B" – MISCELLANEOUS FEES SCHEDULE

Item	Cost
Agenda Package Hardcopy (if Applicable)	\$2.50 per regular Agenda Mtg.
Сору	\$0.15 / black and white page
Binders, Envelopes, Storage Boxes, and other Office Supplies	Actual Cost
USPS / FedEx / UPS	Actual Cost
Conference Calls	Actual Cost
Offsite Storage (archival)	Actual Cost
Additional Services Available:	Cost
<ul> <li>Other Services **</li> <li>New Bond Issuance Cost (per bond issue)</li> <li>Refinance Bond Issuance Cost (per bond issue)</li> <li>Debt Service Assessment Methodology Preparation</li> <li>SERC Preparation &amp; Assistance w/ Petition</li> <li>Prepaid Estoppel Letter - One Lot</li> <li>Prepaid Estoppel Letter - Multiple Lots</li> <li>Prepaid Estoppel Letter - Partial Payoffs</li> <li>Annual Construction Accounting Fee (while active)</li> <li>Annual Fee for 1st Bond Issuance (\$1,000 for each additional series of Bonds)</li> </ul>	\$ 25,000 \$ 15,000 \$ 20,000 \$ 5,000 \$ 100 \$ 250 \$ 500 \$ 2,500 \$ 3,000 Included
<ul> <li>Need For The Transition.</li> <li>Extended or Extra Board Meetings: <ul> <li>Our agreement includes five (5) meetings in the management fee. Extra meetings are available at a \$2,000 fee per meeting. Any meeting duration exceeding the noted 3-hour duration may be charged a meeting overage fee.</li> </ul> </li> </ul>	\$2,000 / Mtg. \$250.00 / Hour
<ul> <li>Facility Maintenance and Repair Services.</li> <li>The Maintenance Technician is an onsite part-time position. Including general handyman services, pressure washing, basic non-licensed electrical repairs, basic non-licensed plumbing repairs, Painting, cleaning, trash removal, etcetera.</li> <li>The Agreement is based upon \$40.00/Hour excluding the daily charge for mobilization and usage of tools for assignments. We will itemize all reimbursable pass-through expenses.</li> </ul>	\$40.00 / Hour

Miscellaneous Fees are reviewed by GMS annually; itemization of all mi.0llaneous fees and units consumed are included in the monthly invoice and presented to the Board of Supervisors for their approval as part of the Agenda packages. GMS strives to work with the District to minimize reimbursable expenses by utilizing electronic agendas and similar approaches.



### EXHIBIT "C" – AMENITY MANAGEMENT FEE SCHEDULE

	Property/Amenity Management Services	FY '24 GMS Fees
<ul> <li>The Faci</li> <li>Services</li> <li>M</li> <li>Sa</li> <li>Amounts</li> </ul>	<b>cility / Pool Attendant:</b> ility Attendant position is an on-site part-time position are offered between March 1 <sup>st</sup> to September 30 <sup>th</sup> londay - Friday from 4 PM to 8 PM aturday - Sunday from 2 PM to 8 PM is in excess of the annual adopted budget will require the Board of sors' approval.	980 Hours @ \$30/Hou \$29,400
<ul> <li>Services of the Ar both with</li> </ul>	<b>nity Management Services:</b> include a monthly fee, in equal parts, to provide managerial oversite menity providing on-site or on-call management services as needed th the seasonal staff as well as to address support needs in the center year-round.	\$12,000
• The hou Property the summer	e <b>rvices:</b> itorial Technician is an onsite part-time position ars and days of service will be scheduled at the direction of the y/Amenity Manager. Schedule to include three (3) days a week in and two (2) days a week in the winter s Supply expenses	GMS Has This Service Available
• The hou Property the summer	<b>nance:</b> I Maintenance Technician is an onsite part-time position Irs and days of service will be scheduled at the direction of the //Amenity Manager. Schedule to include three (3) days a week in • and two (2) days a week in the winter s Pool Chemical expenses	GMS Has This Service Available
<ul> <li>Additional Set</li> <li>All other to either</li> </ul>	<b>ervices:</b> r requested items not specifically denoted in Exhibits "A", "B", or "C" wil r a flat rate proposal or an hourly rate proposal to the District.	l be subject

 GMS will be subcontracting to Riverside Management Services, Inc. for the Services outlined in Exhibit "C".

> The GMS Proposal Compared To The Proposed Fiscal Year '24 Budget For The Villages of Westport Community Development District

\$ 41,400

# TO THE VILLAGES OF WESTPORT CDD BOARD OF SUPERVISORS



Serving

Florida's

Communities



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



**Direct Phone Line**: (407) 841-5524 x 125



THANK

Darrin Mossing, GMS President: DMOSSING@GMSTNN.COM

GOVERNMENTAL MANAGEMENT SERVICES

### VILLAGES of WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Ratification of Vendor Communication & Notification Policy

### MEMORANDUM

To: Board of Supervisors of Villages of Westport Community Development District

From: District Staff

Re: Vendor Communications and Notification Policy

This memorandum is intended to serve as a recommendation for implementing a chain of command for vendor communications to ensure efficient communication amongst District Staff and vendors and to limit onsite management responsibility of any single Board member. This process can be applied to most vendor contracts. The example provided below relates to security and the District's need to effectively address security and safety issues and concerns as they arise.

We recommend the following:

- 1. If an incident occurs within the District, the security vendor (or other applicable vendor) will report the incident to the District Manager and onsite staff as soon as possible.
- 2. To the extent requested, the District Manager will transmit video footage to JSO, as may be necessary and requested by JSO only, consistent with the confidential and exempt nature of video footage.
- 3. If there is a scope change requested, whether for convenience or due to an extenuating circumstance, the District Manager will first be advised by the vendor directly to the District Manager before subsequently informing the Chair for confirmation of the requested change, unless such change can wait until the next Board meeting. This is important for purposes of the District's budget as any change in the scope to vendor line items may increase the budgeted line item for the service and the District may not have funds to cover the optional scope. This also allows the Board to set policy and District Staff to implement it, removing Board members from day-to-day onsite management.
- 4. Attached is a recommended policy outlining the notification process for significant events occurring on the District's property, which provides a procedure for certain incidents and ensures the District Manager, District Counsel and Board of Supervisors are timely informed of their occurrence.
- 5. Going forward, all vendors shall report directly to onsite management, first, to the extent applicable (i.e. Vesta Property Services or applicable field management vendor) and to District Manager. Direction from individual Board members shall not be taken without first contacting the District Manager to coordinate with the Board member overseeing such District area.

#### Villages of Westport Community Development District Notification of District Manager, District Counsel and Board of Supervisors Regarding Significant Events

It is the policy of the District that the District Manager, or his/her designee (including but not limited to the onsite security provider), shall notify the police in all cases where a law has been broken on District property. The intent of this policy is to provide clear direction to management and its staff that anytime a law is broken on District property, the police should be called to complete a police report, appropriate incident reports shall be completed by management on behalf of the District, and appropriate action shall be taken against the offender(s). Any illegal activity on District property is grounds for immediate prosecution under the provisions of Florida law. It is the intent of the District to pursue prosecution of each violation to the fullest extent of the law.

The District Manager shall notify District Counsel and the District's Board of Supervisors when any of the following significant events occur on District property:

- Ambulance is called on site and an individual(s) is removed from the District's property.
- Law enforcement is called to the District's property.
- Suspension or termination of a resident or annual paid user's privileges at the District's facilities.

The onsite security provider shall notify the District Manager within four hours, by e-mail and/or phone as appropriate, of an incident of which they are aware. District Manager shall notify District Counsel and the Board of Supervisors as soon as possible but in no event more than 72 hours after the event giving rise to the notification. The District Manager shall make such notifications by e-mail unless the nature of the event necessitates a phone call to each of the persons identified herein. The District Manager shall ensure that his/her staff are made aware of this policy and shall ensure present and future District contractors are aware of this policy to notify police when any law is broken on District property and notify the District Manager immediately if any of the before mentioned events occur. Management will maintain a separate emergency action plan for staff and residents in the event of an emergency.

Ratification of Treadmill Repair

0		
Co	mmercia	
	Products and	Service

# **SERVICE ORDER** OS NO.: 23090

ORLANDO OFFICE: 8600 Commodity Circle, Suite #108 Orlando, FL 32819 407-730-3189 · Fax: 239-938-1462 service@commfitnessproducts.com

FORT MYERS OFFICE: 6221 Topaz Ct. Fort Myers, FL 33966 239-938-1461 · Fax: 239-938-1462

jimmy@Commfitnessproducts.com www.commfitnessproducts.com

CORPORATE OFFICE:	
5034 North Hiatus Road	
Sunrise, FL 33351	
954-747-5128 · Fax: 954-747-5131	
mike@commfitnessproducts.com	

www.comm	minessprouucis.com						
Customer:	Villages at Westport		Date Called:		Date of Svc:	Order No.:	
Address:	6702 Sandle Drive		Person Calling	:	Tim Harden	Technician:	
City:	Jacksonville		Phone Numbe	r:	904-612-6668	Sales Rep:	
State/Zip:	FL	32219	Email:	<u>tharden@v</u>	vestapropertyservices.com	Payment Terms:	
WORK TO BE	DONE: REGULAR	SERVICE CO	ONTRACT	WARRANTY	STIMATE	EQUIPMENT MOVE [	UPHOLSTERY
Install new p	arts listed below						

DESCRIPTION OF WORK PERFORMED	TECHNICIAN RECOMMENDATIONS:
	CUSTOMER HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS, COMMERCIAL FITNESS PRODUCTS, INC., FOR DAMAGES OR HARM INCLUDING PERSONAL INJURY ARISING FROM
	FAILURE TO REPAIR OR REPLACE EQUIPMENT AT THE RECOMMENDATION OF CFP. FURTHER
	CFP SHALL NOT BE RESPONSIBLE TO ANY THIRD PARTY OR ULTIMATE USER FOR HARM
	CAUSED BY CONTINUED USE OF EQUIPMENT AND/OR REPLACEMENT PARTS THAT ARE DEEMED UNSAFE BY CFP.

PARIS & IVIA	TERIALS :			
QUANTITY	PART #	DESCRIPTION	PRICE EACH	AMOUNT
1	0K60-01094-0000	Incline motor for Life Fitness Active treadmill	320.00	\$320.00

I HAVE THE AUTHORITY TO ORDER THE WORK AND THE WORK HAS BEEN	DIRECTI	ONS / SPECIAL INSTRUCTIONS	SERVICE CHARGE	\$80.00
SATISFACTORILY PERFORMED AS OUTLINED ABOVE. CUSTOMER AGREES			MATERIAL	\$320.00
TO TERMS & CONDITIONS OF THIS SERVICE ORDER AND ITS RECOMMENDATIONS. IT IS AGREED THAT CFP WILL RETAIN TITLE TO ANY			LABOR	\$80.00
EQUIPMENT, PARTS OR MATERIAL THAT MAY HAVE BEEN FURNISHED			SUBTOTAL	\$480.00
UNTIL FINIAL PAYMENT IS MADE AS AGREED. CFP HAS THE RIGHT TO REMOVE SAME AND WILL BE HELD HARMLESS FOR ANY DAMAGES FROM	<u>SPECIA</u>	L ORDER DEPOSIT REQUIRED	ТАХ	\$0.00
THE REMOVAL THEREOF.	DEPOSIT		SHIPPING	\$25.00
	C.O.D.		TOTAL	\$505.00

QUOTE VALID FOR 30 DAYS Approved By: \_\_\_\_\_

\_\_\_\_\_Signature:\_\_\_\_\_Date:\_\_\_\_\_Date:\_\_\_\_\_



# Invoice

Invoice #

5034 N Hiatus Road	954-747-5128 Phone			6/28/2023	AA06313
Sunrise, FL 33351	954-747-5131	Fax			
Sold To			Ship To		

Villages at Westport Attn: Manager A/P 12546 Dewhirst Circle Jacksonville FL 32218 Villag

Villages at Westport Attn: Manager A/P 12546 Dewhirst Circle Jacksonville, FL 32218

Date

Rep	Account #	Sales Order No.	Ship Date	Purchase Order #	Terms	Due Date	
EC	VW12546	OS23090.1	6/28/2023	Verbal	Net 30	7/28/2023	
Qty	Item Cod	e	Descriptio	on	Price Each	Amount	
	Service Charge Part Part Labor Freight	Lower Co Limit Sw	lotor for Life Fitness Ac ontrol Board for Life Fit itch for Life Fitness Act an installed part listed.	ness Active Treadmill	80.00 320.00 522.39 32.84 120.00 45.00	80.00 320.00 522.39 32.84 120.00 1,075.23 45.00	
Thank yo	ou for your business	!		Total		\$1,120.23	
				Payments/Credi	ts	\$0.00	
www	v.commfitnessp	products.com		Balance Due	)	\$1,120.23	

Ratification of Payment Authorizations 185 - 192

### **Payment Authorization 185**

4/14/2023

Item No.	Payee	Invoice #	 eral Fund Y 2023
1	Comcast Business (paid online)		
	6713 SANDLE DR; 04/11/23-05/10/23	Acct: 2518167	\$ 123.40
2	IT Systems of Jacksonville		
	DoorKing System Controller Service Call	1420	\$ 180.00
	DoorKing System Controller Replacement	1429	\$ 2,091.00
3	Jacksonville Daily Record		
	Legal Advertising on 04/13/23	23-02282D	\$ 116.75
4	JEA (paid online)		
	12060 Braddock Rd/12424 Cadley Cir; 02/28/23-04/03/23	Acct: 0230853498	\$ 619.91
	6714/6794 Sandle Dr; 02/27/23-03/29/23	Acct: 8245040569	CREDIT
5	PFM Group Consulting, LLC		
	District Management Fee: April 2023	DM-04-2023-52	\$ 2,083.33
6	Vector Security		
	Security Monitoring Services 03/21/23 - 04/20/23	71883340	\$ 477.00
	Security Recurring Services 03/21/23 - 04/20/23	71883340	\$ 33.00
7	Vesta Property Services		
	Billable Expenses Through March 2023	409240	\$ 201.43

TOTAL \$ 5,925.82

yash Chairperson

#### Payment Authorization 186 4/20/2023

ltem No.	Payee	Invoice #	General Fund FY 2023
1	Bug Out Pest Control Service: April 2023	18139219	¢ 20.00
		10139219	\$ 39.00
2	Kilinski   Van Wyk		
	General Counsel Through 03/31/23	6368	\$ 1,281.00
3	Vector Security		
	Security Monitoring/Recurring Services 04/21/23 - 05/20/23	71912782	\$ 560.00
		TOTAL	A
		TOTAL	\$ 1,880.00

yashi I Chairperson

## **Payment Authorization 187**

5/5/2023

Item No.	Payee	Invoice #	General Fund FY 2023		
1	FactSigne				
1	FastSigns Community Reader Board - 50% Balance Due	2215-7694	\$	644.72	
2	PFM Group Consulting, LLC				
	Disclosure Fee S2005A: 01/01/23-03/31/23	124681	\$	1,250.00	
3	Solitude Lake Management				
	Lake & Pond Management: May 2023	PSI-71448	\$	1,118.67	
4	Supervisor Fees - 04/24/2023 Meeting				
	Samuel Cooper Smith		\$	200.00	
	Melissa Ritter		\$	200.00	
	Jalonda Shanice Dexter		\$	200.00	
	Alice Sanford		\$	200.00	
5	Vesta Property Services				
	Field Services/Janitorial/Maintenance: May 2023	409865	\$	4,626.00	
			Ŷ	.,020.00	

TOTAL

8,439.39

\$

Jaske Chairperson

# Payment Authorization 188 5/11/2023

Item No.	Payee	Invoice #	 General Fund FY 2023	
1	Advanced Security Specialist & Consulting			
	Security Services: April 2023 (On Site)	V0042023-OS	\$ 3,125.00	
	Security Services: April 2023 (Roving Patrol)	V0042023-RP	\$ 4,025.00	
2	Comcast Business (paid online)			
	6713 SANDLE DR; 05/11/23-06/10/23	Acct: 2518167	\$ 123.40	
3	JEA (paid online)			
	12060 Braddock Rd/12424 Cadley Cir; 03/29/23-04/28/23	Acct: 0230853498	\$ 565.75	
	6714/6794 Sandle Dr; 03/28/23-04/27/23	Acct: 8245040569	CREDIT	
4	Vesta Property Services			
	Billable Expenses Through April 2023	410013	\$ 76.90	

TOTAL \$ 7,916.05

Yash Chairperson

#### Payment Authorization 189 5/18/2023

ltem No.	Payee	Invoice #	eneral Fund FY 2023
1	Forshee's Tree Service Pine Tree Removal	179	\$ 700.00
2	Vector Security Security Monitoring/Recurring Services 05/21/23 - 06/20/23	72076943	\$ 560.00
		TOTAL	\$ 1,260.00

Vivian Carvalho

lash Chairperson

### **Payment Authorization 190**

5/25/2023

Item No.	Payee	Invoice #	 neral Fund FY 2023	
1	Bug Out			
	Pest Control Service: May 2023	45238915	\$ 39.00	
2	Florida Department of Health (paid online)			
	Amenity Center Pool Permit No. 16-60-1374237	16-BID-6514632	\$ 325.35	
3	Jacksonville Sheriff's Office			
	False Alarm Reduction Program Permit Fee		\$ 20.00	
4	Kilinski   Van Wyk			
	General Counsel Through 04/30/23	6593	\$ 5,929.02	
5	PFM Group Consulting, LLC			
	District Management Fee: May 2023	DM-05-2023-52	\$ 2,083.33	
6	Yellowstone Landscape			
	Irrigation Repairs: Controller Replacement	JAX 532651	\$ 2,710.00	

TOTAL \$

\$ 11,106.70

Vivian Carvalho

Hush Chairperson

#### **Payment Authorization 191**

6/7/2023

ltem No.	Payee	Invoice #	General Fund FY 2023
1	Advanced Security Specialist & Consulting Security Services: May 2023 (On Site) Security Services: May 2023 (Roving Patrol)	V0052023-OS V0052023-RP	\$ 3,525.00 \$ 4,340.00
2	All Weather Contractors Investigate storm drain at pool parking lot Repair storm drain in playground area	159566 160232	\$ 3,720.00 \$ 4,485.00
3	Bob's Backflow & Plumbing Servics, Inc. Backflow Test/ Certified and submitted to Utility	90329	\$ 90.00
4	<b>PFM Group Consulting, LLC</b> Postage: Apr. 2023	OE-EXP-05-2023-52	\$ 1.44
5	Solitude Lake Management Lake & Pond Management: Jun 2023	PSI-78474	\$ 1,118.67
6	Vesta Property Services Field Services/Janitorial/Maintenance: Jun 2023	410612	\$ 4,626.00
7	VGlobalTech Quarter 3 ADA Audit Monthly Website Fee: Feb 2023 Monthly Website Fee: Mar 2023 Monthly Website Fee: Apr 2023 Monthly Website Fee: May 2023 Quarter 4 ADA Audit	4312 4762 4834 4948 5034 4554	<ul> <li>\$ 300.00</li> <li>\$ 110.00</li> <li>\$ 110.00</li> <li>\$ 110.00</li> <li>\$ 110.00</li> <li>\$ 110.00</li> <li>\$ 300.00</li> </ul>
8	Yellowstone Landscape Landscape Maintenance: May 2023 Annual Bed Additions	JAX 536979 JAX 533004	\$ 3,724.22 \$ 3,284.03
		Subtotal	\$ 29,954.36

Hushi Dout Chairperson

\$ 29,954.36

TOTAL

## Payment Authorization 192

6/7/2023

Item No.	Payee	Invoice #	neral Fund Y 2023
1	VGlobalTech Quarter 1 ADA Audit	4897	\$ 300.00
		Subtotal	\$ 300.00
		TOTAL	\$ 300.00

Gashee Chairperson

**Review of District Financial Statements** 

#### Villages of Westport CDD Statement of Financial Position As of 6/30/2023

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
		<u>Assets</u>			
Current Assets					
General Checking Account - CNB	\$155,197.92				\$155,197.92
State Board of Administration	5,261.83				5,261.83
Debt Service Reserve 2005A		477,289.79			477,289.79
Revenue 2005A Bond		411,556.91			411,556.91
Prepayment 2005A		1,038.12			1,038.12
Acquisition/Construction 2005A			\$76,886.60		76,886.60
Deferred Cost 2005A Bond			502,310.27		502,310.27
Total Current Assets	\$160,459.75	\$889,884.82	\$579,196.87	\$0.00	\$1,629,541.44
Investments					
Amount Available in Debt Service Funds				\$889,884.82	\$889,884.82
Amount To Be Provided				5,985,115.18	5,985,115.18
Total Investments	-	\$0.00	\$0.00	\$6,875,000.00	\$6,875,000.00
Total Assets	\$160,459.75	\$889,884.82	\$579,196.87	\$6,875,000.00	\$8,501,819.63
		Liabilities and Net A	Assets		
Current Liabilities					
Accounts Payable	\$49,039.13				\$49,039.13
Total Current Liabilities	\$49,039.13	\$0.00	\$0.00	\$0.00	\$49,039.13
Long Term Liabilities					
Revenue Bonds Payable LongTerm				\$6,875,000.00	\$6,875,000.00
Total Long Term Liabilities	-	\$0.00	\$0.00	\$6,875,000.00	\$6,875,000.00
Total Liabilities	\$49,039.13	\$0.00	\$0.00	\$6,875,000.00	\$6,924,039.13
		<b>_</b>			1

Villages of Westport CDD

#### Statement of Financial Position As of 6/30/2023

	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	4,599.75				4,599.75
Current Year Net Assets - General Government	(17,598.68)				(17,598.68)
Net Assets, Unrestricted		\$939,602.90			939,602.90
Current Year Net Assets, Unrestricted		(49,718.08)			(49,718.08)
Net Assets, Unrestricted			(\$797,404.12)		(797,404.12)
Net Assets, Unrestricted			1,293,773.36		1,293,773.36
Current Year Net Assets, Unrestricted			82,827.63		82,827.63
Total Net Assets	\$111,420.62	\$889,884.82	\$579,196.87	\$0.00	\$1,580,502.31
Total Liabilities and Net Assets	\$160,459.75	\$889,884.82	\$579,196.87	\$6,875,000.00	\$8,504,541.44

## Villages of Westport CDD

Statement of Activities

### As of 6/30/2023

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
Revenues					
On-Roll Assessments	\$205,207.28				\$205,207.28
Off-Roll Assessments	85,953.27				85,953.27
Other Income & Other Financing Sources	520.00				520.00
On-Roll Assessments		\$553,096.94			553,096.94
Off-Roll Assessments		242,411.03			242,411.03
Inter-Fund Group Transfers In		(67,374.46)			(67,374.46)
Inter-Fund Transfers In			\$67,374.46		67,374.46
Total Revenues	\$291,680.55	\$728,133.51	\$67,374.46	\$0.00	\$1,087,188.52
Expenses					
Supervisor Fees	\$2,800.00				\$2,800.00
Public Official Insurance	3,460.00				3,460.00
Trustee Services	3,717.38				3,717.38
District Management	18,749.97				18,749.97
Field Management	14,400.00				14,400.00
Disclosure Agent	2,500.00				2,500.00
District Counsel	32,289.18				32,289.18
Assessment Administration	5,000.00				5,000.00
Postage & Shipping	81.34				81.34
Legal Advertising	1,590.15				1,590.15
Contingency	24,784.18				24,784.18
Web Site Maintenance	1,780.00				1,780.00
Dues, Licenses, and Fees	195.00				195.00
Amenity - Water	90.00				90.00
Amenity - Electric	10,477.71				10,477.71
Amenity - Telephone	1,110.60				1,110.60
Amenity - Insurance	4,819.00				4,819.00
Amenity - Dues & License	325.00				325.00
Amenity - Pool Maintenance	12,968.88				12,968.88
Amenity - Access Control	4,960.45				4,960.45
Amenity - Janitorial	8,190.00				8,190.00
Amenity - Pest Control	312.00				312.00
Amenity - R&M Building	14,575.00				14,575.00
Amenity - R&M Grounds	4,305.34				4,305.34
Amenity - Security	66,239.00				66,239.00
General Insurance	4,211.00				4,211.00
General Repair & Maintenance	15,879.97				15,879.97
Lake Maintenance	10,068.03				10,068.03
Landscaping Maintenance & Material	33,906.64				33,906.64
Landscape Improvements	4,884.03				4,884.03

### Villages of Westport CDD Statement of Activities

#### As of 6/30/2023

	General Fund	Debt Service Fund	Construction Fund	Long Term Debt Group	Total
Community Events	235.40				235.40
Miscellaneous	574.14				574.14
Principal Payment		\$390,000.00			390,000.00
Interest Payments		414,105.00			414,105.00
Total Expenses	\$309,479.39	\$804,105.00	\$0.00	\$0.00	\$1,113,584.39
Other Revenues (Expenses) & Gains (Losses)					
Interest Income	\$200.16				\$200.16
Interest Income		\$26,253.41			26,253.41
Interest Income			\$15,453.17		15,453.17
Total Other Revenues (Expenses) & Gains (Losses)	\$200.16	\$26,253.41	\$15,453.17	\$0.00	\$41,906.74
Change In Net Assets	(\$17,598.68)	(\$49,718.08)	\$82,827.63	\$0.00	\$15,510.87
Net Assets At Beginning Of Year	\$129,019.30	\$939,602.90	\$496,369.24	\$0.00	\$1,564,991.44
Net Assets At End Of Year	\$111,420.62	\$889,884.82	\$579,196.87	\$0.00	\$1,580,502.31

### Villages of Westport CDD Budget to Actual For the period through 6/30/2023

	Actual	`	/ear To Date Budget		Variance	Adopted F 2023 Budge
Revenues						
Assessments	\$ 291,160.55	\$	217,818.75	\$	73,341.80	\$ 290,425.00
Carry Forward Surplus	-		41,894.25		(41,894.25)	55,859.00
Other Income & Other Financing Sources	520.00		-		520.00	-
Net Revenues	\$ 291,680.55	\$	259,713.00	\$	31,967.55	\$ 346,284.00
General & Administrative Expenses						
Public Official Insurance	\$ 3,460.00	\$	2,897.25	\$	562.75	\$ 3,863.00
Supervisor Fees	2,800.00		3,000.00		(200.00)	4,000.00
Trustee Services	3,717.38		2,790.00		927.38	3,720.00
District Management	18,749.97		20,625.00		(1,875.03)	27,500.00
Field Management	14,400.00		14,400.00		-	19,200.00
Dissemination Agent	2,500.00		3,750.00		(1,250.00)	5,000.00
Reamortization Schedule	-		375.00		(375.00)	500.00
District Counsel	32,289.18		3,750.00		28,539.18	5,000.00
Assessment Administration	5,000.00		3,750.00		1,250.00	5,000.00
Audit	-		3,600.00		(3,600.00)	4,800.00
Arbitrage Calculation	-		750.00		(0,000.00)	1,000.00
Postage & Shipping	81.34		187.50		(106.16)	250.00
Legal Advertising	1,590.15		1,125.00		465.15	1,500.00
Miscellaneous	574.14		750.00		(175.86)	1,000.00
Community Events	235.40		1,500.00		(1,264.60)	2,000.00
Web Site Maintenance	1,780.00		1,890.00		(1,204.00)	2,000.00
	1,780.00		-		63.75	2,520.00
Dues, Licenses, and Fees			131.25			
Amenity - Water/Electric	10,567.71		33,750.00		(23,182.29)	45,000.00
Amenity - Telephone	1,110.60		1,125.00		(14.40)	1,500.00
Amenity - Insurance	4,819.00		3,846.75		972.25	5,129.00
Amenity - Dues & License	325.00		300.00		25.00	400.00
Amenity - Irrigation Repairs	-		2,250.00		(2,250.00)	3,000.00
Amenity - Pool Maintenance	12,968.88		13,500.00		(531.12)	18,000.00
Amenity - Access Control	4,960.45		1,275.00		3,685.45	1,700.00
Amenity - Janitorial	8,190.00		7,500.00		690.00	10,000.00
Amenity - Pest Control	312.00		900.00		(588.00)	1,200.00
Amenity - R&M Building	14,575.00		7,595.25		6,979.75	10,127.00
Amenity - R&M Grounds	4,305.34		3,750.00		555.34	5,000.00
Amenity - Security	66,239.00		52,500.00		13,739.00	70,000.00
General Insurance	4,211.00		3,525.00		686.00	4,700.00
General Repair & Maintenance	15,879.97		3,750.00		12,129.97	5,000.00
Irrigation	-		1,875.00		(1,875.00)	2,500.00
Lake Maintenance	10,068.03		10,500.00		(431.97)	14,000.00
Landscaping Maintenance & Material	33,906.64		34,500.00		(593.36)	46,000.00
Landscape Improvements	4,884.03		3,750.00		1,134.03	5,000.00
Right of Way Mowing	-		4,500.00		(4,500.00)	6,000.00
Contingency-Hurricane Repairs	24,784.18		3,750.00		21,034.18	5,000.00
Total General & Administrative Expenses	\$ 309,479.39	\$	259,713.00	\$	49,766.39	\$ 346,284.00
Total Expenses	\$ 309,479.39	\$	259,713.00	\$	49,766.39	\$ 346,284.00
Income (Loss) from Operations	\$ (17,798.84)	\$	-	\$	(17,798.84)	\$-
Other Income (Expense)						
Interest Income	\$ 200.16	\$	-	\$	200.16	\$-
Total Other Income (Expense)	\$ 200.16	\$	-	\$	200.16	\$-
Net Income (Loss)	\$ (17,598.68)	\$	-	\$	(17,598.68)	\$-
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Staff Reports

Audience Comments and Supervisors Requests