

VILLAGES OF WESTPORT
Community Development District

JUNE 27, 2024

AGENDA

Villages of Westport Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.villagesofwestportcdd.com

June 20, 2024

Board of Supervisors
Villages of Westport Community Development District

Dear Board Members:

The Villages of Westport Community Development District Meeting is scheduled for **Thursday, June 27, 2024 at 4:30 p.m.** at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida 32218.

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments (*regarding agenda items below*)
- III. Presentation Regarding CDDs
- IV. Discussion Items:
 - A. Fiscal Year 2025 Budget
 - B. Amenity Center Policies
 - C. Phase 4 Improvements from LGI Homes
 - D. Insurance Property Schedule
- V. Staff Reports
 - A. Manager
 - B. Attorney
 - C. Operation Manager - Report

VI. Consideration of Proposals:

- A. Mulch / Pine Bark
- B. Pool Fencing
- C. Fitness Equipment Preventative Maintenance
- D. Fitness Equipment Purchase
- E. Pool Attendant/GMS Contract Amendment
- F. Irrigation

VII. Supervisor's Request

VIII. Public Comments

IX. Approval of Consent Agenda

- A. Approval of the Minutes of the October 23, 2023 and April 24, 2024 Meetings
- B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending May 31, 2024
- C. Assessment Receipt Schedule
- D. Approval of Check Register

X. Next Scheduled Meeting – 07/22/24 @ 5:30 p.m. @ Highlands Regional Library

XI. Adjournment

THIRD ORDER OF BUSINESS

CDD 101

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

General Background

What is a CDD?

- Local unit of special purpose government (NOT quasi-government!)
- Established under the Uniform Community Development Act of 1980 (Chapter 190, Florida Statutes)
- Primary functions:
 - Provide a mechanism to finance, construct and maintain high-quality improvements and amenities
 - Issue tax-exempt bonds to finance cost of public infrastructure
 - Maintain roadways, facilities, amenities, common areas, and other public improvements
 - Collect revenues and pay operating expenses
 - Levies special assessments on lands benefited by improvements

Powers of CDDs

Allowed by Chapter 190, F.S.:

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

NOT authorized by Chapter 190, F.S.:

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

Unit of Government

As a unit of government, a CDD is:

- Subject to the Government in the Sunshine Law
- Subject to Public Records laws
- Subject to certain reporting and disclosure requirements
- Subject to bidding requirements for certain projects
- Able to issue tax-exempt bonds to finance public improvements
- Able to enjoy the protections of sovereign immunity
- Exempt from sales tax

CDDs v. HOAs

CDDs

- Unit of government
- Subject to open government and public records laws
- CDD assessments are co-equal with County taxes, making them very secure
- Able to finance large improvements through bonds, resulting in less financial burden on homeowners
- Required to hold public hearings for certain actions
- Board begins turnover to resident Board members as early as 6 years from establishment
- Tax-exempt

HOAs

- Private entity (not-for-profit corporation)
- Financing limited to annual assessments, shorter-term loans, and other private financing
- Required to hold homeowner votes for certain decisions
- Turnover to resident control usually occurs over a longer period (based on percentages of sold lots)
- Has control over deed restrictions on private lots

Responsibilities and Control – VILLAGES OF WESTPORT CDD

CDD

- Stormwater Management Facilities
- Utilities (Water Main Extensions, Sanitary Force Mains, Lift Stations)
- Irrigation and Landscaping (common areas)
- Amenity Center and grounds
- Entrance features and signage

HOA

- Deed restriction enforcement
- Community architectural control
- Irrigation and landscaping (private property)
- Homeowners' driveways and lawns

Key Legal Considerations for Supervisors



Chapter 190, Florida Statutes

- Sets forth all powers and responsibilities of CDDs
- If Chapter 190, Florida Statutes, does not grant the power, the CDD – and therefore Supervisors acting in their capacity as Supervisors of the CDD – cannot do it.
- Keep in mind:
 - CDD has limited authority.
 - CDD must comply with applicable laws, including City and County ordinances.

Comply with the Law – Sunshine Law

- The Government in the Sunshine Law (a/k/a Open Records Law), see Chapter 286, Florida Statutes & Article I, s. 24, Constitution of the State of Florida
- Constitutional and statutory right of public access to governmental proceedings, at state or local level
- Applies to any gathering of two or more members of the same Board to discuss some matter which may foreseeably come before that Board for action.
 - Includes phone calls, text messages, emails, social media
 - Applies to conversations with other Board members, not with Staff
- Such discussions can only take place at a meeting that is: (1) noticed, (2) open to the public, and (3) where minutes are taken.
- A quorum (3/5 Supervisors) must be physically present to make any decisions

Other Sunshine Law Considerations

- Do not use other individuals (Staff, neighbors, etc.) as a conduit to have a conversation between Supervisors.
- Reasonable notice is required for all Board meetings. This means notice must be published in the newspaper and an agenda should be posted at least 7 days in advance.
- An opportunity for public comment is required before the Board takes action.
- The public must be allowed to attend meetings, but the District is NOT required to provide a means for electronic attendance for the public.
- Secret voting is not allowed.
- Minutes do not have to be a verbatim transcript.
- Committees may be subject to the Sunshine Law if they have decision-making authority

Narrow Exceptions to Sunshine Law

- Only those exemptions or exceptions expressly provided in Florida law are permitted.
- Examples:
 - Pending litigation
 - Security and fire safety system details

Penalties for Violating Sunshine Law

- Criminal penalties:
 - Knowing violation is a 2nd degree misdemeanor which can result in sentences of 60 days' imprisonment and fine of up to \$500
- Civil fines up to \$500
- Civil lawsuits:
 - Must pay attorneys' fees (can be against individuals involved), but no damages are awardable
- Removal from office
- Action is considered to be invalid but can cure

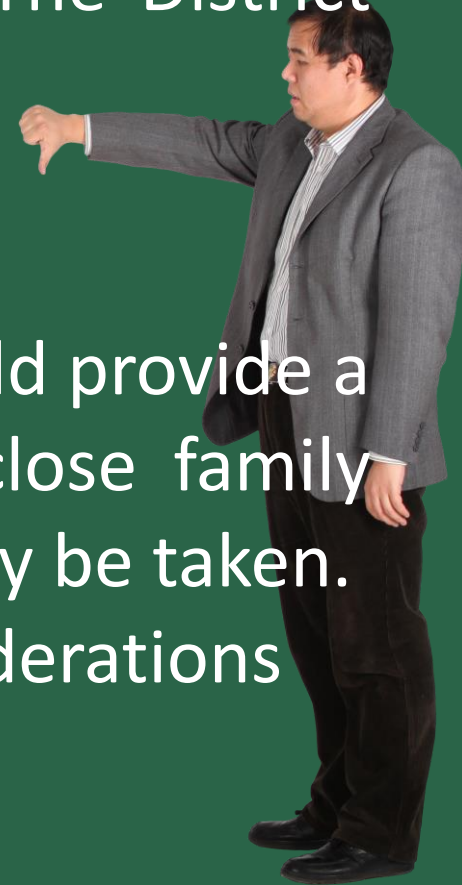


Comply with the Law – Public Records

- With limited exceptions, documents related to District business must be preserved as public records and produced when requested.
 - We recommend using a separate e-mail address for all District business and keeping any hard copy files in a separate and easy-to-access place.
- Forward any public records requests to the District Manager for processing

Comply with the Law – Ethics Law

- Supervisors are subject to many of the same ethics laws as county and city officials.
- Supervisors must make required financial disclosures. The District Manager will provide the required forms (Form 1).
- Do not accept a bribe.
- Avoid conflicts of interest.
 - If there is ever an item before you for a vote that would provide a special benefit to you, a business associate, or a close family member, let District Counsel know so proper steps may be taken.
- See Chapter 112, Florida Statutes, for other ethical considerations



Finance Basics



Annual Budget

- Fiscal Year runs from October 1 to September 30.
- Proposed budget must be adopted before June 15 each year
- Final budget must be adopted after a public hearing before October 1 each year.
- Describes anticipated expenditures and sources of funds.
- Available on the District's website: <https://www.villagesofwestportcdd.com>
- Funds may be moved amongst line items by motion, but large changes may require an amendment by resolution

What are Bonds?

- Long term, tax-exempt financing available to the CDD because it is a unit of government with authority to issue long-term, tax-exempt debt.
- Must be validated by a court and comply with Florida law.
- May be repaid over up to 30 years.
 - Spreading costs over a longer period makes costs more manageable for homeowners.
 - Costs only paid at the time you own your house – assessments run with the land, not the property owner.
 - May be refunded to obtain better interest rates

What are Assessments?

Debt Assessments

- Levied to repay bonds
- One-time mailed and published notices and public hearing required
- Usually collected on the County tax roll

Operations & Maintenance Assessments

- Levied to pay annual administrative, operational, and general maintenance costs of the District – adopted annually with budget
- Includes reserves and amounts for maintaining current infrastructure
- Mailed and published notices and public hearing required to increase above last noticed amount
- Usually collected on the County tax roll

Annual Audit

- Required by statute
- Must be completed by June 30 each year (unless an earlier deadline applies for bonds).
- Available on the Florida Department of Financial Services website



Management and Control of the District

Staff Roles and Responsibilities

District Manager

- Receives authority from Florida Statute, District policies, and as provided in the agreement between the District and the management company.
- The Board makes policy, and the District Manager implements the Board's policies.
- Has “charge and supervision of the works of the District” and is responsible for preserving, operating and maintaining improvements, facilities, and equipment and for performing such other duties as may be prescribed by the Board. §190.007(1), *Florida Statutes*.
- May hire and fire professional, supervisory, and clerical employees as may be necessary and authorized by the Board. §190.007(1), *Florida Statutes*.

Staff Roles and Responsibilities

District Counsel

- Works for the Board, not the District Manager or any Board member
- Works with the District Manager and Staff to help protect the District from legal perils and achieve its goals

District Engineer

- Assists with the construction of the District's Capital Improvement Plan
- Assists in the acquisition and conveyance of infrastructure
- Assists with permit compliance
- Assists with maintenance of infrastructure

Board of Supervisors

The CDD is controlled by an elected 5-member Board of Supervisors.

Phase 1: Landowner Elections

- Initially, Supervisors are elected on an at-large basis by those owning property within the CDD.
- 1 acre of land = 1 vote (partial acres are rounded up).
- Candidates must be Florida residents and U.S. citizens.

Phase 2: General Qualified Electors

- Beginning six years after the initial appointment of Supervisors and once the CDD has at least 250 qualified electors, Supervisors begin to be elected through the general election process.
- Supervisors elected through the General Election process must be qualified electors (residents of the District who are at least 18 years old and registered to vote in Polk County) and serve four-year terms with staggered expiration dates

Role of the Board

Authorized by Chapter 190, F.S.

- Policy making
- Retention of staff to implement policy
- Holding staff accountable for policy implementation
- Making material business decisions for the District (ex. whether to issue or refinance bonds or enter into significant contracts)

NOT authorized by Chapter 190, F.S.

- Directing on-site staff
- Individual board members are not supposed to be operating the District, unless delegated some limited authority by the Board.

Role of Individual Supervisors

- Receive input from constituents
- Propose new policies or policy changes
- Vote on proposals brought before the Board at meetings

District Officers

- Chair – selected by the Board; has certain powers to sign documents, convene meetings, authorize emergency expenditures, and take other actions permitted by law, rule, and policy.
- Vice Chair and Assistant Secretaries –
 - Vice Chair fulfills the duties of the Chair when the Chair is absent.
 - Assistant Secretaries who are Board members can fulfill the role of Chair when the Chair and Vice Chair are both absent.
 - Assistant Secretaries who are not Board members have certain signing/attestation authority.
- Treasurer – statutory position; has charge of the funds of the District, required to provide a bond and/or insurance and does not need to be a Board member.
- Secretary – responsible for maintaining minutes, retaining records, coordinating certain disclosures; required to provide a bond and/or insurance and does not need to be a Board member.

Meeting Procedures

- Call meeting to order
- Roll Call
- Public Comment (3 minutes, not a question & answer session)
- District Business
 - Decisions are made by a majority vote of the Supervisors present (may vote by phone if a physical quorum is present)
 - Motion, second, all in favor
 - District has not adopted Robert's Rules of Order but does follow procedures to maintain decorum
- Public hearings (rules, assessments, etc.)
 - Separate published notice
 - Separate public comment opportunity

Best Practices for Supervisors

Social Media

- Because of the Sunshine Law, once a Supervisor posts on social media, another Supervisor should not respond to the post.
 - Our recommendation is to avoid using social media for District business on an individual level.
- If you do post on a social media page, create a copy of that page, and submit it promptly to the District Manager's office.
- **DO NOT delete posts.**
- If in doubt about the accuracy of any planned posts, please consult with District Manager first or direct residents to the District Manager for follow-up.
- If you want to set up your own Facebook or other account where District business will be discussed, please consult further with District Manager and District Counsel first. There will be technological requirements the Board needs to consider.
- Use person-to-person contact, e-mail and telephone as your primary, or sole, means of communication with your constituents.

Prepare for Board Meetings, Workshops, and Conference Calls

- Anticipate questions regarding your positions on issues that are on the agenda.
- Make sure others are prepared. For example, if you have an engineering question, give the District Engineer notice before the meeting.
- Meeting time is limited and valuable. All questions on the materials in the agenda package should be raised to Staff in advance of the meeting.
- Identify issues that may need input from District Counsel or the District Engineer in advance. We can help you be proactive in preventing future problems and creating efficient agenda items for Board action.

Be Organized

- Avoid requesting last minute agenda items unless time is of the essence.
- Avoid audio and/or visual issues. Let staff know in advance if you have a PowerPoint or electronic presentation.
- Be consistent with treatment of the audience and do not perpetuate bad habits. For example, it is “audience comments,” not “audience questions.” Do not invite questions from the audience unless the Board has a formal policy to do so.
- While it may seem awkward to tell your neighbor to wait until audience comments to provide input, that is how effective governments operate.

Respect Fellow Board Members and Staff

Board Members

- In a meeting, on social media, or in conversations in the community
- Rarely will commenting negatively on another Board member help the community
- Keep criticism to “positions,” not “people”

Staff

- If you have concerns with a Staff member (other than the District Counsel or District Engineer who report directly to the Board), speak to the District Manager. If not resolved, bring it to the Board’s attention for discussion.
- If you have concerns with the District Counsel or District Engineer, speak to them. If not resolved, bring it to the Board’s attention for discussion.

Avoid Micromanagement

The most successful Boards do not micromanage Staff or engage in the day-to-day operation of the District.

Micromanagement is problematic for many reasons:

- It creates potential liability for the individual Board member.
- It creates potential liability for the District.
- It waters down the protections the District bargained for when it hired an independent contractor.
- It creates uncertainty with Staff as to who Staff should take direction from.
- It is inefficient governance.
- It causes friction with other Board members who may not feel the same way.

QUESTIONS?



Contact



For additional information, please contact Kilinski | Van Wyk PLLC at:

Kilinski | Van Wyk PLLC

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Tallahassee, Florida 32301

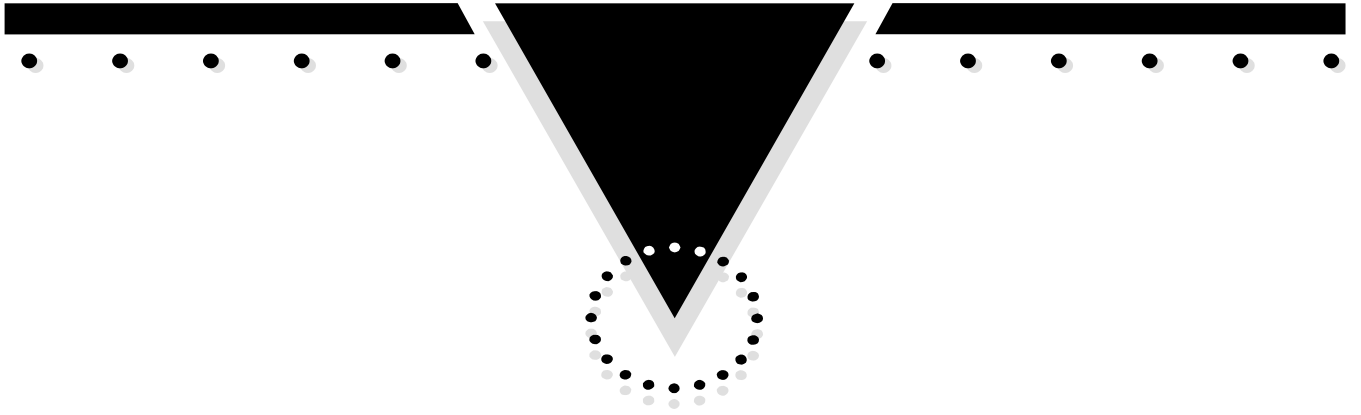
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FOURTH ORDER OF BUSINESS

A.



Villages of Westport Community Development District

Approved Budget
FY 2025



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**Villages of Westport Community Development District
General Fund Budget**

Description	Adopted Budget FY 2024	Actual Thru 05/31/24	Projected Next 4 Months	Projected Thru 9/30/24	Approved Budget FY 2025
Revenues					
Maintenance Assessments - Tax Roll	\$ 234,837	\$ 232,747	\$ 2,090	\$ 234,837	\$ 430,996
Maintenance Assessments - Direct	\$ 98,718	\$ 101,186	\$ -	\$ 101,186	\$ 59,696
Interest Income	\$ -	\$ 19	\$ 7	\$ 26	\$ -
Interest Income - SBA	\$ -	\$ 202	\$ 100	\$ 302	\$ -
Miscellaneous Income	\$ -	\$ 120	\$ -	\$ 120	\$ -
Total Revenues	\$ 333,555	\$ 334,274	\$ 2,197	\$ 336,471	\$ 490,692

Expenditure

Administrative

Supervisor Fees	\$ 4,800	\$ 2,000	\$ 1,600	\$ 3,600	\$ 4,800
Engineering	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Arbitrage	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Assessment Roll	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Dissemination	\$ 5,000	\$ 1,600	\$ 1,000	\$ 2,600	\$ 3,000
Amortization Schedule	\$ 250	\$ -	\$ 500	\$ 500	\$ -
Attorney	\$ 15,000	\$ 12,785	\$ 6,393	\$ 19,178	\$ 17,500
Annual Audit	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Trustee Fees	\$ 3,720	\$ 3,717	\$ -	\$ 3,717	\$ 3,720
Management Fees	\$ 27,500	\$ 19,478	\$ 12,985	\$ 32,463	\$ 40,903
Information Technology	\$ -	\$ 900	\$ 600	\$ 1,500	\$ 1,800
Website	\$ 2,520	\$ 1,100	\$ 400	\$ 1,500	\$ 1,200
Telephone	\$ -	\$ 93	\$ 372	\$ 465	\$ 1,250
Postage	\$ 250	\$ 219	\$ 32	\$ 251	\$ 250
Printing & Binding	\$ -	\$ 35	\$ 36	\$ 71	\$ 150
Insurance-Liability	\$ 4,700	\$ 4,358	\$ -	\$ 4,358	\$ 5,000
Insurance-Public Official	\$ 3,863	\$ 3,581	\$ -	\$ 3,581	\$ 4,000
Legal Advertising	\$ 1,500	\$ 395	\$ 1,200	\$ 1,595	\$ 1,500
Other Current Charges	\$ 1,000	\$ 300	\$ 200	\$ 500	\$ 1,000
Office Supplies	\$ -	\$ 15	\$ 15	\$ 30	\$ 100
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Total Administrative	\$ 81,278	\$ 50,751	\$ 38,833	\$ 89,584	\$ 102,348

Field Operations

Common Area:

Field Services	\$ 19,200	\$ 12,800	\$ 6,400	\$ 19,200	\$ 19,200
Landscape Maintenance	\$ 54,000	\$ 36,422	\$ 17,740	\$ 54,162	\$ 54,517
Irrigation Repairs	\$ 2,500	\$ 3,054	\$ 1,000	\$ 4,054	\$ 2,500
Lake Maintenance	\$ 14,000	\$ 9,218	\$ 4,608	\$ 13,826	\$ 14,516
Repairs and Maintenance	\$ 5,000	\$ 2,622	\$ 2,622	\$ 5,244	\$ 7,000
Contingency	\$ 8,000	\$ -	\$ 4,000	\$ 4,000	\$ 8,000
Total Common Area	\$ 102,700	\$ 64,116	\$ 36,370	\$ 100,486	\$ 105,733

**Villages of Westport Community Development District
General Fund Budget**

Description	Adopted Budget FY 2024	Actual Thru 05/31/24	Projected Next 4 Months	Projected Thru 9/30/24	Approved Budget FY 2025
<i>Amenity Center</i>					
Facility/Pool Attendants/Security	\$ 40,000	\$ 329	\$ 39,671	\$ 40,000	\$ 40,000
Janitorial	\$ 11,000	\$ 7,326	\$ 3,640	\$ 10,966	\$ 10,920
Pool Maintenance	\$ 18,000	\$ 9,782	\$ 4,832	\$ 14,614	\$ 18,000
Pool Chemicals	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Permits	\$ 400	\$ -	\$ 400	\$ 400	\$ 400
Utilities - Water/Electric	\$ 45,000	\$ 20,681	\$ 11,200	\$ 31,881	\$ 45,000
Trash	\$ -	\$ 179	\$ -	\$ 179	\$ 200
Pest Control	\$ 500	\$ 349	\$ 176	\$ 525	\$ 550
Irrigation Repair	\$ 3,000	\$ -	\$ 1,500	\$ 1,500	\$ 3,000
Insurance - Property	\$ 7,230	\$ 6,571	\$ -	\$ 6,571	\$ 7,885
Telephone	\$ 1,500	\$ 1,028	\$ 492	\$ 1,520	\$ 1,500
Access Control	\$ 1,700	\$ 98	\$ 392	\$ 490	\$ 1,700
Community Events	\$ -	\$ -	\$ -	\$ -	\$ -
Security Camera System/Monitoring	\$ 6,120	\$ 4,480	\$ 2,240	\$ 6,720	\$ 7,056
Facilities Maintenance - Contracted	\$ 10,127	\$ 7,261	\$ 3,631	\$ 10,892	\$ 12,000
Repairs and Maintenance - Amenity	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 9,400
Total Amenity	\$ 149,577	\$ 58,084	\$ 73,174	\$ 131,258	\$ 157,611
<i>Other</i>					
Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 25,000
First Quarter Operating Capital	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Other	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Total Maintenance	\$ 252,277	\$ 122,200	\$ 109,544	\$ 231,744	\$ 388,344
Total Expenditures	\$ 333,555	\$ 172,951	\$ 148,376	\$ 321,327	\$ 490,692
Excess Revenues (Expenditures)	\$ -	\$ 161,323	-\$ 146,179	\$ 15,144	\$ -

	FY24	FY25	Variance
Net Assessments	\$ 333,555	\$ 490,692	\$ 157,137
Collection Fees (7.5%)	\$ 27,045	\$ 39,786	\$ 12,741
Gross Assessments	<u>\$ 360,600</u>	<u>\$ 530,478</u>	<u>\$ 169,878</u>
No of Assessable Units	767	748	(19.00)
Net Assessment Per Unit	\$ 435	\$ 656	\$ 221
Gross Assessment Per Unit (Includes 7.5% Collection Cost)	\$ 470	\$ 709	\$ 239
Tax Roll Units	657		
Direct Units	<u>91</u>		
Total	748		

Villages of Westport Community Development District

GENERAL FUND BUDGET

REVENUES:

Assessments

The District will levy a non-ad valorem special assessment and on taxable property and unplatted lots within the District to fund general operating and maintenance expenditures for the Fiscal Year.

Interest Income

Represents estimated interest earnings from cash balances in the District's operating account with City National Bank and State Board Account.

Miscellaneous Income

Income received from rentals and other miscellaneous income.

EXPENDITURES:

Administrative:

Supervisor Fees

The Florida Statutes allows each supervisor to be paid per meeting, for the time devoted to District business and board meetings.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisor checks.

Engineering

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices, etc. The District is currently contracted with Prosser, Inc.

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Capital Improvement Revenue Bonds, Series 2005A.

Villages of Westport

Community Development District

GENERAL FUND BUDGET

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b) (5) which relates to additional reporting requirements for Capital Improvement Revenue Bonds, Series 2005A.

Attorney

The District's legal counsel, Kilinski Van Wyk PLLC, will be providing general legal services to the District, e.g. attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis by an Independent Certified Public Accounting Firm. The District has contracted with Berger, Toombs, Elam, Gaines & Frank for these services. (\$4,625/year)

Trustee Fees

The District's Capital Improvement Revenue Bonds, Series 2005A will be held and administered with a Trustee.

Management Fees

The District has contracted with Governmental Management Services, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financials reporting, annual audits, etc.

Information Technology

The District incurs costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, checks for vendors, and any other required correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc

Villages of Westport

Community Development District

GENERAL FUND BUDGET

Insurance - Liability

Represents the District's general liability, public officials liability and property insurance coverage, which will be provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

Advertising of monthly board meetings, public hearings, and any services that are required to be advertised for public bidding, i.e. audit services, engineering service, maintenance contracts and any other advertising that may be required.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the fiscal year.

Office Supplies

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175. This is the only expense under this category for the District.

Field Operations (Common Area):

Field Services

The District is contracted with Vesta to provide onsite field management of contracts for District Services such as landscape maintenance. Services to include weekly site inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

Landscape Maintenance

The District will incur landscape maintenance expenses, which include mowing, edging, string-trimming, annual flower replacements, shrub and palm pruning, weeding, fertilization, pine straw, pest control and irrigation inspections during the fiscal year.

Landscape Contingency

To record the cost of landscape enhancements as well as any miscellaneous landscape items currently not budgeted or covered in landscape contract.

Irrigation Repairs

To record the cost of repairs to the irrigation system and preventative maintenance on the irrigation pump station.

Villages of Westport
Community Development District
GENERAL FUND BUDGET

Lake Maintenance

The District will contract to provide for the Stormwater management facilities that the CDD will own and maintain.

Repairs and Maintenance

Cost of repairs and maintenance throughout the common area of the District.

Amenity Center:

Pool Attendants

The cost to hire and supervise pool attendants used to help with running the amenity center's pool. Account line includes staff hours for the fiscal year, all related benefits, and a contingency for projects and pay increase.

Janitorial

The cost for Vesta to provide cleaning for amenity center.

Pool Maintenance

The District is contracted with Vesta to provide for the maintenance of the Amenity Center swimming pool.

Pool Permits

Represents Permit Fees paid to the Department of Health for the swimming pool.

Utilities – Water/Electric

The cost of electric to run the amenity center.

Trash

The cost of providing garbage disposal services.

Pest Control

This represents pest control of amenity center by contracted vendor.

Irrigation Repairs

The District will incur cost for irrigation repairs at the amenity center.

Villages of Westport

Community Development District

GENERAL FUND BUDGET

Insurance - Property

The District's Property Insurance policy will contract with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies. The amount budgeted represents the estimated premium for property insurance related to the Amenity Center.

Telephone

The cost of phone services for amenity center.

Access Control

Represents the estimated cost for access cards used for entry to the District's Amenity Center.

Community Events

Represents estimated costs for the District to host special events for the community throughout the Fiscal Year.

Security Patrolling

The monthly service fee and maintenance costs associated with security patrolling provided by contracted vendor.

Security Camera System/Monitoring

The monthly service fee and maintenance costs associated with security camera system monitoring provided by contracted vendor.

Facilities Maintenance-Contracted

Represents regular repairs and replacements for District's Amenity Center provided by Vesta.

Other:

Capital Reserve

This amount is subject to change upon further completion of infrastructure supported by professional reserve study or engineer's estimate for annual funding.

Villages of Westport Community Development District
Debt Service Fund Budget
Series 2005A Bonds

Description	Adopted Budget FY 2024	Actual Thru 05/31/24	Projected Next 4 Months	Projected Thru 9/30/24	Approved Budget FY 2025
Revenues					
Assessments - Tax Roll	\$ 551,111	\$ 546,210	\$ 4,901	\$ 551,111	\$ 676,054
Assessments - Direct	\$ 242,411	\$ 248,471	\$ -	\$ 248,471	\$ 97,178
Assessments - Prepayments	\$ -	\$ 180,407	\$ -	\$ 180,407	\$ -
Interest Income	\$ -	\$ 32,915	\$ 10,000	\$ 42,915	\$ 15,000
Transfer In	\$ -	\$ 2,125	\$ -	\$ 2,125	\$ -
Carry Forward Surplus	\$ -	\$ 412,645	\$ -	\$ 412,645	\$ 635,798
Total Revenues	\$ 793,522	\$ 1,422,773	\$ 14,901	\$ 1,437,674	\$ 1,424,031

Expenditure					
Interest - 11/1	\$ 195,938	\$ 195,938	\$ -	\$ 195,938	\$ 184,253
Principal - 11/1 (Prepayment)	\$ -	\$ -	\$ -	\$ -	\$ 185,000
Principal - 5/1	\$ 410,000	\$ 410,000	\$ -	\$ 410,000	\$ 435,000
Interest - 5/1	\$ 195,938	\$ 195,938	\$ -	\$ 195,938	\$ 184,253
Transfer Out	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 801,876	\$ 801,876	\$ -	\$ 801,876	\$ 988,505

Excess Revenues	-\$ 8,354	\$ 620,897	\$ 14,901	\$ 635,798	\$ 435,526
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Beginning Fund Balance	\$ 903,303		Interest - 11/1	\$ 171,855
Less: Debt Service Reserve	\$ (490,658)			
Carry Forward Surplus	<u>\$ 412,645</u>			

Tax Collector

Product Type	Units	Debt	Gross Total	Net Total
Single Family	1	\$ -	\$ -	\$ -
Single Family	45	\$ 577	\$ 25,963	\$ 24,016
Single Family	1	\$ 673	\$ 673	\$ 623
Single Family	610	\$ 1,154	\$ 704,233	\$ 651,415
Total Units	657		\$ 730,869	\$ 676,054

Direct

Product Type	Units	Debt	Gross Total	Net Total
Single Family	91	\$ 1,154.48	\$ 105,057.68	\$ 97,178.35

**Villages of Westport Community Development District
Series 2005A, Special Assessment Bonds
(Term due 5/1/35)**

Amortization Schedule

Date	Balance	Coupon	Principal	Interest	Annual
11/1/23	\$ 6,875,000	5.700%		\$ 195,938	\$ -
5/1/24	\$ 6,875,000	5.700%	\$ 410,000	\$ 195,938	\$ -
11/1/24	\$ 6,465,000	5.700%		\$ 184,253	\$ 790,190
5/1/25	\$ 6,465,000	5.700%	\$ 435,000	\$ 184,253	\$ -
11/1/25	\$ 6,030,000	5.700%		\$ 171,855	\$ 791,108
5/1/26	\$ 6,030,000	5.700%	\$ 460,000	\$ 171,855	\$ -
11/1/26	\$ 5,570,000	5.700%		\$ 158,745	\$ 790,600
5/1/27	\$ 5,570,000	5.700%	\$ 490,000	\$ 158,745	\$ -
11/1/27	\$ 5,080,000	5.700%		\$ 144,780	\$ 793,525
5/1/28	\$ 5,080,000	5.700%	\$ 515,000	\$ 144,780	\$ -
11/1/28	\$ 4,565,000	5.700%		\$ 130,103	\$ 789,883
5/1/29	\$ 4,565,000	5.700%	\$ 545,000	\$ 130,103	\$ -
11/1/29	\$ 4,020,000	5.700%		\$ 114,570	\$ 789,673
5/1/30	\$ 4,020,000	5.700%	\$ 580,000	\$ 114,570	\$ -
11/1/30	\$ 3,440,000	5.700%		\$ 98,040	\$ 792,610
5/1/31	\$ 3,440,000	5.700%	\$ 610,000	\$ 98,040	\$ -
11/1/31	\$ 2,830,000	5.700%		\$ 80,655	\$ 788,695
5/1/32	\$ 2,830,000	5.700%	\$ 650,000	\$ 80,655	\$ -
11/1/32	\$ 2,180,000	5.700%		\$ 62,130	\$ 792,785
5/1/33	\$ 2,180,000	5.700%	\$ 685,000	\$ 62,130	\$ -
11/1/33	\$ 1,495,000	5.700%		\$ 42,608	\$ 789,738
5/1/34	\$ 1,495,000	5.700%	\$ 725,000	\$ 42,608	\$ -
11/1/34	\$ 770,000	5.700%		\$ 21,945	\$ 789,553
5/1/35	\$ 770,000	5.700%	\$ 770,000	\$ 21,945	\$ -
11/1/35	\$ -	5.700%			\$ 791,945
Totals			\$ 6,875,000	\$ 2,811,240	\$ 9,490,303

B.

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Policies and Fees
for the
Amenity Facilities
Adopted – June 5, 2014
Revised – August 21, 2023

Villages of Westport 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 deoportment 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, employees, representatives, contractors, and agents hereunder with respect to any loss, 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, 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 407-382-3256.

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 thirteen (13) years of age must be accompanied at all times by a guardian or adult Patron over (18) years of age during usage of the Basketball Facility. Patrons may be accompanied by up to five (5) guests.

Emergencies: All emergencies and injuries must be reported to the District Manager at 407-382-3256.

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 Multi-Purpose 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: Patrons and guests thirteen (13) years of age and older are permitted to use the Multi-Purpose Field. Children under thirteen (13) years of age must be accompanied at all times by a guardian or adult Patron over (18) years of age during usage of the Multi-Purpose 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 407-382-3256.

Reservations. This facility is on a first come, first serve basis, unless reserved in accordance with the Facility Rental Policies described herein. Use of a field is limited to one (1) hour when others are waiting.

General Policies:

1. The Multi-Purpose 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 Multi-Purpose 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 Multi-Purpose Field must clean up all food, beverages and miscellaneous trash brought to the Multi-Purpose Field.

7. Use of the Multi-Purpose 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. 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 during usage of the Fitness Center.

Emergencies: For all emergencies, call 911 immediately. All emergencies and injuries must also be reported to the District Manager at 407-382-3256.

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 thirteen (13) years of age must be accompanied at all times by a guardian or adult Patron over (18) years of age during usage of the tot lot.
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 th 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
Multi-Purpose Field (Whole Field)	100 persons	\$150
Picnic Area by Playground	50 persons	\$150

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 ACCESS RULE

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2022)

Effective Date: August 21, 2023

In accordance with Chapters 190 and 120 of the Florida Statutes, and on August 21, 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.

5. Authority of District Manager and Amenity Manager. The District Manager, 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 suspensee.

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.

11. Appeal of Board Suspension. After the hearing held by the Board required by 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.

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 by the Board of Supervisors for the Villages of Westport Community Development District on this 21st day of August, 2023.

FACILITY USE APPLICATION
VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

Facility: Multi-Purpose Field Whole field: (\$150) Picnic Area by Playground (\$150)

Refundable Deposit: \$500 (check made out to the Villages of Westport CDD).

Name of Applicant: _____

Street Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Intended Use: _____

Estimated Attendance: _____ Date of Event: _____ Time (6-hour max): _____ *(Includes set-up and clean-up time)*

I agree to indemnify and hold harmless the Villages of Westport Community Development District (the "District") and its Supervisors, officers, directors, consultants and staff from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity, for liability, claims, actions, suits, or demands by any person, corporation, or other entity for injuries, death, property damage of any nature arising out of or in connection with the use of the Amenity Facilities or surrounding areas. Nothing herein shall constitute or be construed as a waiver of the Districts' sovereign immunity granted pursuant to Section 768.28, Fla. Stat. or other law.

To the extent my use of the Amenity Facilities involves the use of bounce houses, inflatables, obstacle courses, or other recreational or yard game equipment, I understand that participation in such activities involves risk, danger, and hazards that may cause serious personal injury or death, and that injuries are a common and ordinary occurrence, and as such agree to indemnify and hold harmless the Indemnitees from any and all liability, claims, actions, suits, or demands by any person, corporation, or other entity, for injuries, death, or property damage of any nature arising out of or in connection with such activities.

As stated in the Villages of Westport Community Development District's Policies and Fees for 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."**

I have read, understand, and agree to abide by all policies and rules of the District governing the Amenity Facilities. Failure to adhere to the applicable policies and rules may result in the suspension or termination of any privileges to use the Amenity Facilities. I also understand that I am financially responsible for any damages caused by me, my family members, and my guests. If requested, I will obtain an event insurance policy naming the Villages of Westport Community Development District and its agents, supervisors, officers, directors, employees, and staff as additional insured. Only the District's Patrons (as that term is defined in the District's Policies) may reserve a rental area, and the deposit for the reserved rental area must be made by the Patron who is making the reservation. That Patron must be present at the event for which the rental is made.

Signature of Applicant: _____

Date: _____

I have read and understand the following. Please initial by each line.

____ The six (6) hour maximum time limit includes set-up and clean-up time. Please schedule accordingly. Exceeding 6 hours could result in the forfeiture of a portion of your deposit.

____ The six (6) hour maximum time limit applies to all guests in attendance. Once the party is complete, all guests are expected to exit. Standard guest policy applies (limit of 5 guests per day) outside of the scheduled reservation.

____ There is a 48-hour cancellation policy. Failure to notify the District Manager of cancellation within 48 hours of the scheduled event could result in the forfeiture of a portion of your deposit.

____ Additional fees may be assessed if the clean-up is incomplete or if the event is not kept within the identified times.

____ Maximum capacities are as follows: Pool Area - 50, Multi-Purpose Field - 100, Picnic Table by Playground - 50.

____ Use of the pool is non-exclusive, and the pool shall remain open to all Patrons and their guests during normal operating hours.

____ No admission fees whatsoever shall be collected for an event at the District's Amenity Facilities unless such fee is first approved by the District.

____ Alcohol beverages are prohibited at any of the Amenity Facilities.

___ The District may require event liability insurance in the District's discretion and will require it when using outside vendors in conjunction with rental of the facilities, which must be pre-approved.

___ If bounce houses/inflatables, obstacle courses, or other recreational/yard game equipment are to be used at a rental event, I acknowledge that there are health and safety risks associated with this type of activity, including the risk of serious personal injury or death. I, therefore, assume responsibility for all risk of injury and/or death associated with this event on behalf of myself and my guests, and acknowledge that it is my sole responsibility to require and obtain any waivers or releases of liability from my guests.

___ Patron hereby agrees and recognizes that all documents and information of any kind submitted to the District may be public records and subject to public records requests under Chapter 119, *Florida Statutes*.

Receivables (Check when Complete)			
<u>District Use Only</u>			
	<i>Amount</i>	<i>Check No.</i>	<i>Receipt No.</i>
<input type="checkbox"/> Rental Amount + Refundable Deposit (\$500) <i>(Payable to Villages of Westport CDD)</i>	\$ _____	_____	_____
<input type="checkbox"/> Event Liability Insurance <i>(if applicable)</i>	\$1,000,000 Personal Injury \$250,000 Property Damage	(certificate required)	
<input type="checkbox"/> Homeowner's Insurance Rider/Endorsement <i>(if applicable)</i>			
<input type="checkbox"/> Proof of licensed caterer <i>(if applicable)</i>			
Approvals			
Admission or other fee approved by CDD:	<input type="checkbox"/> YES: \$ _____		<input type="checkbox"/> NO
District Approval: _____ <i>(Sign when all receivables are complete)</i>			Date: _____

D.

FIFTH ORDER OF BUSINESS

C.

Villages of Westport

Field Operations Report

Date of report: *June 19th, 2024*

Submitted by: *Tim Harden*

Maintenance projects completed:

1. Staff contacted Jacksonville Public Works and requested that the crosswalks and turn arrows at the intersection of Braddock Rd and Mabley Rd be repainted.

Pic of crosswalk



Pic of turn arrows



2. Yellowstone notified staff on May 10 that a large tree had gone down on District Property as a result of inclement weather. Yellowstone was able to get assets onsite in less than one hour to cut up and remove the debris.

Tree blown down in storm

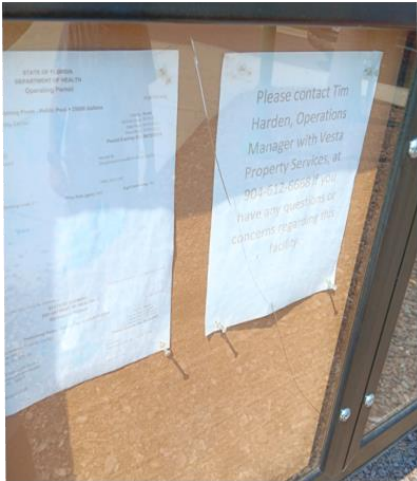


Tree crew removing debris



3. Staff replaced the broken plexiglass on left door on the message board at the entrance to the amenity center.

Before



After



4. Staff replaced a broken fence post on the left side of the amenity center.

5. Staff replaced two more light bulbs in the overhead fixtures by the pool and in the parking lot.

6. Staff hired Beaches Electrical to replace three landscape lights that were not working at the amenity center and Devinston entrance.

Estimates for the installation of pine bark chips

Yellowstone	\$15,437.45
First Coast Mulch	\$13,475.00
U.S. Mulch	\$11,515.00

Mulch would be cheaper than pine bark, but it is not recommended to install mulch on top of pine bark chips. It would be costly to remove the pine bark currently onsite so it is probably best that the District stays with pine bark.

Black Algae Issue at Pool

On May 25th staff determined that the pool had a black algae problem. Black algae cannot simply be brushed off like green algae can. It infects the pool surface and requires more specialized treatment. Staff solicited proposals for treatment from Surfside Pools, Henderson Pools, Big Z Pools and Epic Pools. Surfside Pools came out to see the pool, but because of the condition of the pool surface they

did not want to bid on the job. Henderson Pools submitted a bid of \$1,100 to treat the pool. Big Z Pools and Epic Pools expressed interest over the phone, but they were too busy to get anyone out to provide a proposal. Henderson provided the proposal for treatment on June 10th. Staff gave Henderson the green light to begin their treatment on June 11th. The pool was treated on June 13th. We were given the okay by Henderson to reopen the pool on June 17th.

Gym Equipment Proposals

1. Proposals for Quarterly Maintenance Contract:

Fitness Pro- 4 visits at \$135 each for an annual total of \$540

Commercial Fitness- 4 visits at \$165 each for an annual total of \$660

Southeast Fitness- 4 visits at \$192 each for an annual total of \$768

2. Proposals for replacement of current fitness equipment:

Fitness Pro Option 1- Spirit branded elliptical, treadmill and bike, True Dual \$14,885.00

Pulley Functional Trainer

Fitness Pro Option 2- True branded elliptical, treadmill and bike, True Dual \$16,700.00

Pulley Functional Trainer

Commercial Fitness- Matrix branded elliptical, treadmill and bike, Matrix Versa \$18,679.06

Functional Trainer (3yr warranty on cardio equipment)

3. Proposals for fitness equipment leasing

Life Fitness Purchase option 1 - Aspire branded elliptical, bike and treadmill \$12,712.16

(3 years parts and labor)

Life Fitness Lease of Aspire cardio equipment options - \$478.01 for 36 monthes

\$374.63 for 48 monthes

\$311.54 for 60 monthes

Life Fitness Purchase option 2 – Activate series elliptical, bike and treadmill \$12,503.51

(1 yr parts, 2 yr labor warranty)

Life Fitness Lease of Activate series cardio equipment options - \$412.26 for 36 monthes

\$323.10 for 48 monthes
\$268.69 for 60 monthes

Advantage Sport and Fitness Purchase option – Precor bike, elliptical, \$16,350.00
treadmill and BP FTS Glide (3 yr parts and labor warranty)

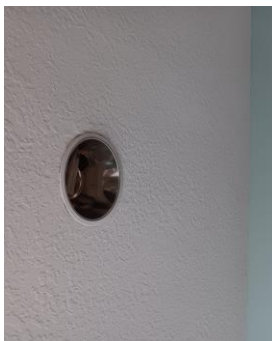
Advantage Sport and Fitness Lease option 1 – Precor bike, elliptical, 5 annual pymts of \$3,889.30
Treadmill and BP FTS Glide (equipment can be purchased for
\$1,250 at the conclusion of the lease period

Advantage Sport and Fitness Lease option 2 – Precor bike, elliptical, 5 annual pymts of \$4,092.82
Treadmill and BP FTS Glide (equipment can be purchased for
\$1 at the conclusion of the lease period

Amenity center lighting retrofit

We have a light out in the women’s restroom. The bulb has been changed out, but it appears that the fixture itself is bad. Staff recommendation is to replace all of the current 24 recessed halogen fixtures at the amenity center with LED surface mount lights. The LED fixtures should be more energy efficient and last longer. Beaches Electric charges \$200 per hour for a two man crew. Two men should be able to change out 24 fixtures in about three hours. So I figure labor will be about \$600. A case of six 6 inch flush mount lights is \$140 at Lowes. Four cases will cost \$560. So I am requesting an NTE of \$1,500 to convert lights on patio, gym and bathrooms to LED.

Current Halogen fixtures



Flush mount fixtures



If you have any comments or questions, feel free to contact me at tharden@vestapropertyservices.com.



SIXTH ORDER OF BUSINESS

A.



Proposal #365462

Date: 11/02/2023

From: Michael Hunter

Proposal For

Villages of Westport CDD
 c/o Vesta Property Services
 12546 Dewhurst Circle
 Jacksonville, FL 32218

main:
 mobile:

Location

12282 Dewhurst Cir,
 Jacksonville, FL 32218

Property Name: Villages of Westport CDD

Creston Entrance Mulch Install

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Pine Bark	60.00	\$63.010	\$3,780.60

Client Notes

Install pine bark in areas on provided map

	SUBTOTAL	\$3,780.60
Signature	SALES TAX	\$0.00
x	TOTAL	\$3,780.60

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.
 Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Michael Hunter
 Office:
 mhunter@yellowstonelandscape.com



Proposal #365474

Date: 11/02/2023

From: Michael Hunter

Proposal For

Villages of Westport CDD
c/o Vesta Property Services
12546 Dewhurst Circle
Jacksonville, FL 32218

main:
mobile:

Location

12282 Dewhurst Cir,
Jacksonville, FL 32218

Property Name: Villages of Westport CDD

Devinston Entrance Mulch Install

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Pine Bark	45.00	\$63.010	\$2,835.45

Client Notes

Install pine bark in areas on provided map

	SUBTOTAL	\$2,835.45
Signature	SALES TAX	\$0.00
x	TOTAL	\$2,835.45

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Michael Hunter

Office:

mhunter@yellowstonelandscape.com



Proposal #365470

Date: 11/02/2023

From: Michael Hunter

Proposal For

Villages of Westport CDD
 c/o Vesta Property Services
 12546 Dewhurst Circle
 Jacksonville, FL 32218

main:
 mobile:

Location

12282 Dewhurst Cir,
 Jacksonville, FL 32218

Property Name: Villages of Westport CDD

Amenity Center Mulch Install

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Pine Bark	60.00	\$63.010	\$3,780.60

Client Notes

Install pine bark in areas on provided map

	SUBTOTAL	\$3,780.60
Signature	SALES TAX	\$0.00
x	TOTAL	\$3,780.60

*Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.
 Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.*

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Michael Hunter
 Office:
 mhunter@yellowstonelandscape.com



Proposal #365466

Date: 11/02/2023

From: Michael Hunter

Proposal For

Villages of Westport CDD
c/o Vesta Property Services
12546 Dewhurst Circle
Jacksonville, FL 32218

main:
mobile:

Location

12282 Dewhurst Cir,
Jacksonville, FL 32218

Property Name: Villages of Westport CDD

Keniston Entrance Mulch Install

Terms: Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Pine Bark	80.00	\$63.010	\$5,040.80

Client Notes

Install pine bark in areas on map provided

	SUBTOTAL	\$5,040.80
Signature	SALES TAX	\$0.00
x	TOTAL	\$5,040.80

Signature above authorizes Yellowstone Landscape to perform work as described above and verifies that the prices and specifications are hereby accepted. All overdue balances will be charge a 1.5% a month, 18% annual percentage rate.

Limited Warranty: All plant material is under a limited warranty for one year. Transplanted plant material and/or plant material that dies due to conditions out of Yellowstone Landscape's control (i.e. Acts of God, vandalism, inadequate irrigation due to water restrictions, etc.) shall not be included in the warranty.

Contact

Print Name: _____

Title: _____

Date: _____

Assigned To

Michael Hunter

Office:

mhunter@yellowstonelandscape.com



First Coast Mulch
 155 Bartram Market Dr. Suite 135 Box 240
 Saint Johns, FL 32259 US
 +1 9042545366
 AR@Firstcoastmulch.com

Estimate

ADDRESS
Vesta Property Services 245 Riverside Ave. #300 Jacksonville, FL 32202

SHIP TO
Villages of Westport - Amenity Center Pine Bark 6702 Sandle Dr. Jacksonville, FL 32218

ESTIMATE #	DATE
2013	05/20/2024

PROJECT STATUS
 Pending

ACTIVITY	DESCRIPTION	AMOUNT
Mini Pine Bark	Installation of Mini Pine Bark as directed and indicated on the approved map not to exceed 60 yards. Villages of Westport - Amenity Center Pine Bark 6702 Sandle Dr. Jacksonville, FL 32218 Tim Harden - 904.612.6668 THarden@Vestapropertyservices.com	3,300.00

Thank you for the opportunity to bid your project. We look forward to working with you soon!

TOTAL

\$3,300.00

Please note that there is a 3% surcharge on all credit card payments. All estimates are valid for 90days.

Accepted By

Accepted Date



First Coast Mulch
 155 Bartram Market Dr. Suite 135 Box 240
 Saint Johns, FL 32259 US
 +1 9042545366
 AR@Firstcoastmulch.com

Estimate

ADDRESS
Vesta Property Services 245 Riverside Ave. #300 Jacksonville, FL 32202

SHIP TO
Villages of Westport - Creston Entrance Pine Bark Mabley Rd. Jacksonville, FL 32218

ESTIMATE #	DATE
2007	05/20/2024

PROJECT STATUS
 Pending

ACTIVITY	DESCRIPTION	AMOUNT
Mini Pine Bark	Installation of Mini Pine Bark as directed and indicated on the approved map not to exceed 60 yards. Villages of Westport - Creston Entrance Pine Bark Mabley Rd. Jacksonville, FL 32218 Tim Harden - 904.612.6668 THarden@Vestapropertyservices.com	3,300.00

Thank you for the opportunity to bid your project. We look forward to working with you soon!

TOTAL

\$3,300.00

Please note that there is a 3% surcharge on all credit card payments. All estimates are valid for 90days.

Accepted By

Accepted Date



First Coast Mulch
 155 Bartram Market Dr. Suite 135 Box 240
 Saint Johns, FL 32259 US
 +1 9042545366
 AR@Firstcoastmulch.com

Estimate

ADDRESS
Vesta Property Services 245 Riverside Ave. #300 Jacksonville, FL 32202

SHIP TO
Villages of Westport - Devinston Entrance Pine Bark Sandle Dr. Jacksonville, FL 32218

ESTIMATE #	DATE
2011	05/20/2024

PROJECT STATUS
 Pending

ACTIVITY	DESCRIPTION	AMOUNT
Mini Pine Bark	Installation of Mini Pine Bark as directed and indicated on the approved map not to exceed 45 yards. Villages of Westport - Devinston Entrance Pine Bark Sandle Dr. Jacksonville, FL 32218 Tim Harden - 904.612.6668 Tharden@Vestapropertyservices.com	2,475.00

Thank you for the opportunity to bid your project. We look forward to working with you soon!

TOTAL

\$2,475.00

Please note that there is a 3% surcharge on all credit card payments. All estimates are valid for 90days.

Accepted By

Accepted Date



First Coast Mulch
 155 Bartram Market Dr. Suite 135 Box 240
 Saint Johns, FL 32259 US
 +1 9042545366
 AR@Firstcoastmulch.com

Estimate

ADDRESS
Vesta Property Services 245 Riverside Ave. #300 Jacksonville, FL 32202

SHIP TO
Villages of Westport - Keniston Entrance Pine Bark Dewhurst Cir. Jacksonville, FL 32218

ESTIMATE #	DATE
2009	05/20/2024

PROJECT STATUS
 Pending

ACTIVITY	DESCRIPTION	AMOUNT
Mini Pine Bark	Installation of Mini Pine Bark as directed and indicated on the approved map not to exceed 80 yards. Villages of Westport - Keniston Entrance Pine Bark Dewhurst Cir. Jacksonville, FL 32218 Tim Harden - 904.612.6668 THarden@vestapropertyservices.com	4,400.00

Thank you for the opportunity to bid your project. We look forward to working with you soon!

TOTAL

\$4,400.00

Please note that there is a 3% surcharge on all credit card payments. All estimates are valid for 90days.

Accepted By

Accepted Date

U.S. MULCHING - JACKSONVILLE

409 Queen Anne Court
St. Augustine, FL 32092



ESTIMATE

Villages of Westport CDD

6702 Sandle Dr
Jax, FL 32219
Tim Harden

DATE June 18, 2024
PO number
TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
245	Install Mini bark : Villages of Westport	\$47.00	\$11,515.00
		SUBTOTAL	11,515.00
		TAX	0.00
			\$11,515.00
			PAY THIS AMOUNT

DIRECT ALL INQUIRIES TO:

Javi Sowers
(904) 422-5927
email: usmulchingjax@bellsouth.net
www.usmulchingjax.com

THANK YOU FOR YOUR BUSINESS!

B.



Jax AA Fencing

Justin Patten

(904) 713-2380

justin.patten@jaxaafencing.com
www.Jaxaafencing.com

Proposal/Contract

OWNER(S) Villages of Westport CDD	CONTACT INFO (904) 612-6668 tharden@vestapropertyservices.com	DATE 4/10/2024
ADDRESS 6702 Sandle Dr Jacksonville, FL FL	REFERENCE Contact# 2434 Estimate#	COMPANY REPRESENTATIVE Justin Patten

OUR MISSION

"Whatever you do, do it well. Do it so well that when people see you do it, they will want to come back and see you do it again, and they will want to bring others and show them how well you do what you do."

-Walt Disney

At Jax AA Fencing, it's our mission to provide you with incredible craftsmanship and quality materials so that your yard is a safe space for you and your loved ones.

WORK DESCRIPTION AND SPECIFICATIONS:

1. Erect equipment as needed to access work areas safely.
2. Remove existing [PRODUCT] and fixtures as needed.
3. Install new material and accompanying components and accessories.
4. All equipment and work-related debris will be removed upon completion.

FINANCING:

We partner with Wisetack to provide financing for our services: <https://wisetack.us/#/hrii9rk/prequalify>



Jax AA Fencing
www.jaxaafencing.com
owner@jaxaafencing.com
 904-330-4829
 Jacksonville, FL, 32246

Date 04-10-2024 **Job Number** 2434

Site Address FL ALUMINUM

Client Details

Villages Of Westport CDD
[/ 9046126668](tel:9046126668)
tharden@vestapropertyservices.com
 6702 Sandle Dr
 FL ALUMINUM

Sales Representative

justin.patten
justin.patten@jaxaafencing.com

Product List

Description	Quantity
3-Rail 72" Black Aluminum Install Base Price:	351 ft
3R72 - PANEL - 3-ABIGAIL 3 Rail 72" Black Aluminum Section - Abigail Style	59
3R72LP 3 Rail 72" Line Post with Cap	58
3R72CP 3 Rail 72" Corner Post with Cap	3
3R72EP 3 Rail 72" End Post with Cap	4
CONCRETE 60lb Concrete Mix	49.12
NO REMOVAL/HAUL Existing Fence - NO Removal/Haul	35 ft
REMOVAL/HAUL Removal & Haul Of Existing Fence	351 ft
MATPROCESS - SPECIAL ORDER -Material Processing-	1
VLABOR	351
Subtotal	\$20,595.65
Discount	-\$500.00

Total

\$20,095.65

Payment

Balance

\$20,095.65

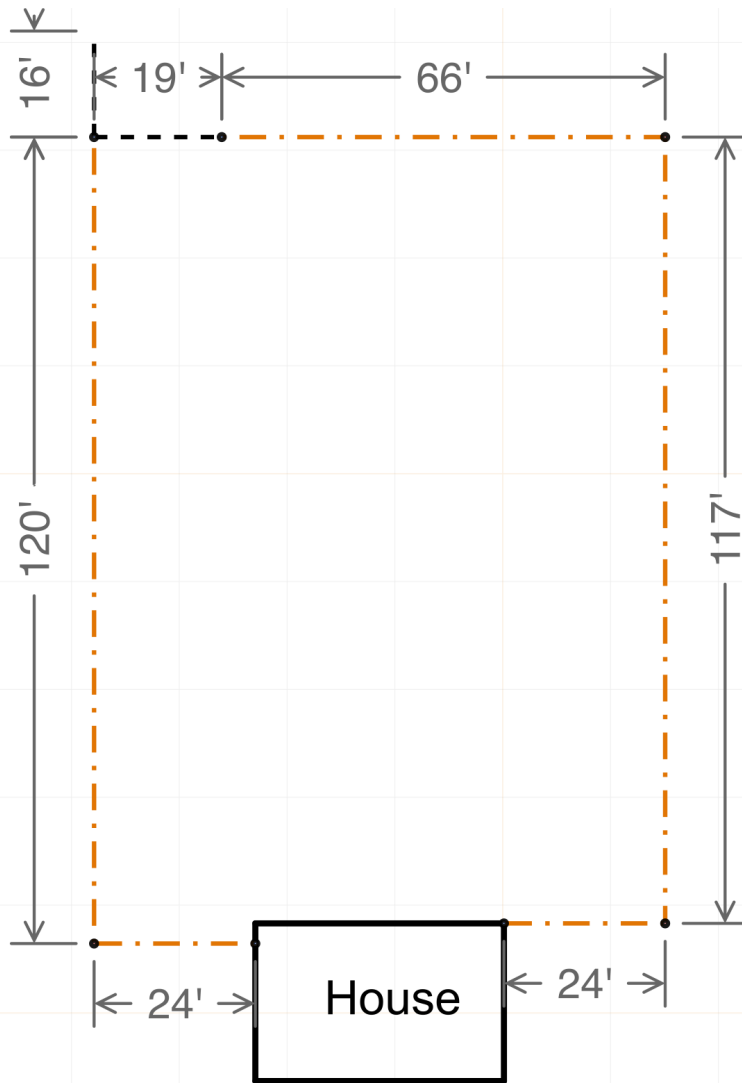
Payment Terms:

Payment for services to be paid:

- (1/2) \$10,047.82 Due before work begins
- (1/2) \$10,047.82 Due upon completion

**** A 3% CHARGING SERVICE FEE WILL BE REQUIRED IF PAYING BY CARD.**

Detail Plan



Legend	
<ul style="list-style-type: none"> 3-Rail 72" Black Aluminum (WITH R/H) 3R72 - End Post 	<ul style="list-style-type: none"> 3R72 - Corner Post Existing Fence - NO Remova/Haul
House House	

TERMS & CONDITIONS

Binding Contract: This Estimate is valid for 30 days. During said 30 days the Estimate is subject to change or revocation by Contractor without notice. Except to the extent Contractor exercises its right to change and/or revoke the Estimate, the Estimate shall constitute a binding agreement "Agreement" upon acceptance by Owner(s). The date of such Agreement shall be the date of Owner(s)' acceptance.

Payment of Funds and Deposits: Except as otherwise agreed between Owner(s) and Contractor, Owner(s) agrees to pay Contractor the Contract Price in cash, check, or credit card equivalents, according to the following schedule: 1/2 of the Contract Price up front; and the balance of the Contract Price upon completion.

Late Payment / Service Charge: Any funds owed greater than 15 days from completion of Work are subject to a service charge of 5% per month on the unpaid balance. A lien may be placed on the customers home if final payment has not been made within 25 days.

Changes in Agreement: All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. This Agreement, the work description and specifications, and the Contract Price shall not be modified except by written change order. A change order may be formalized by email correspondence between Contractor and Owner(s). Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate.

Contractor Responsibilities: Contractor agrees to perform the work description and specifications as outlined in the Estimate and any agreed written changes incorporated into this Agreement.

Work Schedule: All specifications for the work (fence style & color, gate sizes, etc.) must be finalized prior to obtaining a final schedule date. Contractor agrees to perform the Work in a good and workmanlike manner with reasonable dispatch in accordance with the specifications contained herein. The Contractor is responsible for establishing scheduling and sequencing of the work to be performed. Reasonable delays include, but are not limited to, weather, non-delivery, discontinuance, default in shipment by a supplier in whole or in part, labor shortages or other causes beyond Contractor's control.

Materials: Except as otherwise set forth in a writing between Owner(s) and Contractor, Contractor will provide necessary materials to complete the work per the work description and specifications. Contractor shall not be responsible for an exact match of any materials, including but not limited to, wood, vinyl, metal, paint, stain, and other fencing materials. Owner understands and acknowledges that unless otherwise agreed to in writing, all materials provided by Contractor are the property of Contractor and any unused materials as of the completion of the work will be retained by Contractor and removed from Owner(s) property.

Property Lines: Contractor will assist the customer in determining where the fence is to be erected upon request. Contractor assumes no responsibility concerning property lines or in any way guarantees their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

HOA: Unless HOA Assistance is elected, responsibility for obtaining HOA Approval and adhering to approval guidelines shall rest with the client.

Underground Utilities: Contractor will assume the responsibility for having underground public utilities located and marked. However, Contractor assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Contractor to dig in the immediate vicinity of known utilities.

Owner Responsibilities: Owner(s) warrants to Contractor that he/she/they is the legal owner of the property. Owner(s) shall make himself/herself available during work for clarification of specifications, approval of additional work and to provide adequate access to the property as may be required. Owner(s) acknowledges that this work may cause changes to Owner(s) property including but not limited to: disturbance to shrubbery and lawns, grass, small divots or ruts in yard from equipment such as trailers, augers, small divots in the driveway from equipment such as roll-off containers and dump truck. Owner(s) shall remove or move at least 5' away from work area any outdoor furniture, grills, planters, etc. Contractor shall not be responsible for any of the aforementioned property damage or for any inconvenience experienced by Owner(s) as a normal consequence of the work.

Building Permits: If permit is required, this will be the Owner(s)' responsibility to obtain from your borough or township.

Contractor Workmanship Warranty: Contractor warrants its workmanship against defects in the workmanship only for the period set forth in this Agreement from the date of completion of the work. However, said warranty shall be null and void under the following circumstances: (1) if Owner(s) fails to pay any sum owed to Contractor under this Agreement and any applicable change orders; (2) if Owner(s) fails to provide written notice to

Contractor within ten (10) days of discovering any defect in Contractor's workmanship; (3) if Owner(s) permits any third party to alter or repair any of the work performed by Contractor in any way.

Material Warranty: Contractor does not warrant the materials used to complete the Work. Material warranty shall be limited to manufacturer's warranty of materials according to the terms and conditions of said manufacturer warranty.

Limitation of Liability: Owner(s) acknowledges that at no time shall Contractor's liability exceed the total amount charged for the work performed under this Agreement. Contractor shall not be liable for any defects which are characteristic to the particular materials such as cracks, splits, and shrinkage or warping of wood or lumber, etc.

Contractor Insurance: Contractor shall, in amounts and with carriers subject to Contractor's sole discretion, provide workers' compensation and liability coverage for the Work.

Escalation clause for Specified Building Materials: The contract price for this project has been calculated based on the current prices for the component building materials. However, the market for the building materials is considered to be volatile, and sudden price increases could occur. Contractor will use our best efforts to obtain the lowest possible prices from available building material suppliers. In the event there should be an increase in the prices of the building materials that are purchased after execution of the contract, the Owner agrees to pay the cost increase. Contractor will notify the Owner of any material increases before a purchase is made.

Service Calls: Service calls requested by the Owner shall be included in the written workmanship warranty only if the call for service is a warranted service call. On service calls where it is deemed by the Contractor to be a non-warranted item, the Owner will be charged for the service call or Work performed at Contractor's established rates.

Cancellation: The Owner(s) may cancel this transaction at any time prior to midnight of the third business day after the date of this acceptance. See the included Notice of Cancellation form for an explanation of this right. Cancellations after that will be refunded 80% of total payment received at time of cancellation. Orders for special materials are non-refundable after being placed with the supplier. Material Processing Fee is non-refundable.

C.

CommercialFitnessProducts

PREVENTATIVE MAINTENANCE PLAN

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

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

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

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

Services to be performed under this PM Plan –

Routine PM Service

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

All service covered by this Agreement will be performed during CFP’s regular hours of 9:00 AM and 5:00 PM weekdays, excluding holidays. If emergency service is requested outside such regular hours, the CFP’s Emergency Rates prevail - \$125.00/Hour/Technician, plus Service Charge of \$125.00.

Repairs

If non-warranty repair is needed, CFP will use its best efforts to make such repairs as quickly as possible. The Customer can call during regular hours to speak to a Service Representative or email CFP at any time or day. The Customer will be given a course of action to resolve the problem or Customer will be scheduled for a service call. All Repairs Services are billed at discounted Labor Rates (as shown below) plus Parts.

Any non-PM related service during regular working hours will be billed at the following Discounted Rate for the term of this Agreement (regular Labor Rates for non-PM Customers @ \$90.00/Hour/Tech):

- **Labor Rate - \$80.00 per hour (1 Hour Minimum) – Per Technician**
- **Service Charge - \$80.00 Service (per trip)**

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

CommercialFitnessProducts

In the event a Technician is on site performing routine Preventative Maintenance and a repair service is required, the Discounted Labor Rate (\$80.00/Hour) will apply, but the \$80.00 Service Charge will not be charged. All repairs, including Diagnostic Service Calls, are billed with a (1) one-hour minimum charge. After the initial first hour, labor will be billed in half (1/2) hour increments.

All repair labor, parts and service charges shall be invoiced as Net 30 Days.

Estimate –

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

Service Request –

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

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

Repair calls requested as a result of "User Error", in which no actual repair is required, will be billed at the CFP's PM Customer's 1 Hour Labor Rate of \$70.00, plus Service Charge of \$70.00.

Warranty

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

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

Governing/Venue

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

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P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Commercial**Fitness**Products

Payment

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

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

Insurance. Indemnification

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

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

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

Cancellation

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

Agreement

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

Renewal

The agreement will automatically be renewed at the end of each term unless otherwise notified by the Customer. CFP will provide an agreement document with updated contract dates upon request. Invoices will be generated automatically after the first renewal PM service visit.

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

Commercial**Fitness**Products

SUMMARY –

Agreement Total: \$660 year/\$165 visit Plus Sales Tax; Total # of PM Visits: 4 (four) Per Year

Property Name: Villages at Westport

Property Address: 6702 Sandle Dr. Jacksonville

Email: tharden@vestapropertyservices.com

Contact: Tim Harden Contact Phone: 904-612-6668

Signature: _____ Title: Operations Manager

Customer Contact expressly warrants and represents that he/she has the authority and right to enter into this Agreement.

Terms: _____

Effective Date: _____ Ending Date: _____

CFP Approval Signature: _____ Date: May, 15th 2024

Explanation of Services:

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

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

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P (954) 747-5128 F (954) 747-5131
www.commfitnessproducts.com

Commercial**Fitness**Products

Equipment Covered:

QTY	BRAND	DESCRIPTION	MODEL #	SERIAL #
1		Treadmill		
1		Elliptical		
1		Recumbent Bike		
1		Functional Trainer		

Scheduled Maintenance (Frequency: 4 x/Year)

MAY	NOVEMBER
JUNE	DECEMBER
JULY	JANUARY
AUGUST	FEBRUARY
SEPTEMBER	MARCH
OCTOBER	APRIL

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



1400 Village Square Boulevard
 #3-293
 Tallahassee, FL 32312
 www.wearefitnesspro.com

Contract: Villages of Westport CDD Quarterly Preventative Maintenance Contract

CUSTOMER Villages of Westport CDD Tim Harden (904) 612-6668 tharden@vestapropertyservices.com	BILL TO Villages of Westport CDD 6702 Sandle Dr No lock box - please arrange with Tim for onsite visits Jacksonville, FL 32219
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START DATE	EXPIRES	CONTRACT TYPE	P.O. NO.	CONTRACT NO.
May 7, 2024	None	Quarterly Preventative Maintenance		Pay Per Visit

CONTRACT LIMIT:	Unlimited
SUBTOTAL:	\$135.00
TAX:	\$0.00
TOTAL:	\$135.00

CONTRACT DESCRIPTION This Preventative Maintenance Agreement will cover the servicing of the listed equipment at your facility. This service will be as follows: 1) Operational Inspection, 2) Visual Inspection, 3) Lubrication, 4) Calibration, 5) Internal inspection & Cleaning as needed, 6) Adjust to manufacturers specifications, 7) Repairs that can be done at time of PM that would not require additional parts or tools, 8) Notation of Service in Logbook (if customer requires and provides the logbook), and 8) Notation of equipment status. Fitness Pro will provide further product support with the following services: 1. An emailed summary of status and work done on equipment listed. 2. Access to customers service file online through our service website. 3. Will use only factory replacement parts on any repair, unless other specified or approved by customer or manufacturer. We will always let you know what your lowest price option is and let you choose. Preventative Maintenance fee does not include additional repairs. Customer will be notified of any additional repairs that are diagnosed at time of preventative maintenance. We require customer to approve of all additional repairs and fees.

This agreement is strictly preventive in nature, intended to keep your facility as operational as possible by drawing attention to its present status. This agreement does not cover abuse, vandalism, normal wear and tear, external cleaning, or any acts of God resulting in failure of equipment, nor does it include the cost of parts, shipping, or labor charges associated with a repair not specified by this agreement. Fitness Pro reserves the right to refuse service on certain manufacturers.

CONTRACT TERMS

****Quarterly Terms: \$135.00 per visit, ** 4 visits per year

This agreement is subject to the fitness equipment located on property at the time the agreement was accepted. Any additions to your fitness center will require a new signed agreement.

Also, if your ownership requires any additional insurance coverage (i.e. waiver of subrogation or to be named an additional insured) or pre qualification these charges will be billed in addition to this estimated total. All compliance fees and/or monitoring fees required by the customer will be invoiced back to the customer.

Prices are subject to change with a 30-day notice.

THIS AGREEMENT MAY BE CANCELED BY EITHER PARTY WITH A 30-DAY WRITTEN NOTICE. Account payment terms will be agreed upon before first visit. A delinquent account will void this agreement.

Please remit payment to: Fitness Pro 1400 Village Square #3-293 Tallahassee, FL 32312

Billing Contact: Tracy Parmer
tracy@wearefitnesspro.com

Signature: _____

Printed Name: _____

Date: _____



Southeast Fitness Repair
 14476 Duval Place West #208
 Jacksonville, FL 32218
 (904) 683-1439

Created on: 5/17/2024

Account #101765
 VILLAGES OF WESTPORT CDD

Estimate

Service Location Information

Account	[101765] VILLAGES OF WESTPORT CDD	Service Contact	TIM HARDEN
Service Address	6702 Sandle Dr Jacksonville, FL 32219-1870		

Service Information

Services	Qty	Rate	Price
PM: Quarterly Quarterly scheduled preventative maintenance Cardio- - inspect and adjust running and/or drive belts - vacuum interiors - clean and grease incline motors - inspect all rollers and bearings; grease as needed - check error logs - lubricate chains Strength- - clean and lubricate guide rods - grease fittings as needed - check bushings - tighten any loose nuts and bolts - tighten pop pin handles and test spring strength - check cable/belts for fraying and tensions	1 visit	\$0.00 / visit	\$0.00
— Product: Q-PM: Treadmill	1.00 Ea	\$32.00 / Ea	\$32.00
— Product: Q-PM: Elliptical, Cross-trainer, ARC, AMT	1.00 Ea	\$32.00 / Ea	\$32.00
— Product: Q-PM: Recumbent, Upright Bicycle	1.00 Ea	\$21.00 / Ea	\$21.00
— Product: Q-PM: Multi-Station	1.00 Ea	\$17.00 / Ea	\$17.00
— Product: Travel <60 miles w/t	1.00 Ea	\$90.00 / Ea	\$90.00

Subtotal:	\$192.00
Tax:	\$14.40
Total:	\$206.40

*Labor hours are estimated and subject to change

To accept this estimate, please reply to the original email with your approval. We look forward to working with you!

Thank you for the opportunity to serve you!

D.

ESTIMATE

Allways Improving LLC dba
Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312

tracy@wearefitnesspro.com
(850) 523-8882
www.wearefitnesspro.com



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

Villages of Westport

Bill to

Tim Harden
Villages of Westport CDD
6702 Sandle Dr
Jacksonville, FL 32219

Ship to

Tim Harden
Villages of Westport CDD
6702 Sandle Dr
Jacksonville, FL 32219

Estimate details

Estimate no.: 9962
Estimate date: 05/22/2024

#	Product or service	Description	Qty	Rate	Amount
1.		Cardio Equipment			
2.	Spirit CT850	Spirit CT 850 Treadmill	1	\$3,800.00	\$3,800.00
3.	Spirit CE 850 Elliptical	Spirit CE 850 Adjustable Stride Elliptical	1	\$2,880.00	\$2,880.00
4.	SR CR 800	SPIRIT CR 800 Recumbent Bike Light Commercial	1	\$2,440.00	\$2,440.00
5.		Strength Equipment			
6.	True SM 1000	SM 1000 Dual Pulley Functional Trainer with Accessories	1	\$3,825.00	\$3,825.00
7.	Equipment Disposal	Equipment Disposal: Remove one existing Life Fitness Elliptical, one Life Fitness Treadmill and Life Fitness Multi Functional Trainer.	4	\$125.00	\$500.00
8.	Freight/Delivery/Installation	Freight/Delivery/Installation	1	\$1,440.00	\$1,440.00
9.		Contact: Bruce Miller 407.461.1506 bruce@wearefitnesspro.com			

Total

\$14,885.00

Note to customer

50% payment of total invoice is due at time of approval. Equipment will be ordered upon receipt of payment. Final payment is due at time of installation.

PREFERRED PAYMENT METHOD

ACH or E-Check

There is a 2.9% processing fee for all credit card payments. Should you wish to pay by ACH or e-check, there are no additional fees.

* Please note that a 30% restocking fee plus shipping, if applicable, will be charged on all equipment orders canceled after approval for purchase has been given.

Villages of Westport CDD

Fitness Center

Proposed New Fitness Equipment

Estimate 9962

SPIRIT CT 850Treadmill





SPIRIT CE 850 Elliptical





SPIRIT CR 800 Recumbent Bike



TRUE SM-1000
Multi-Functional Trainer
With accessories



ESTIMATE

Allways Improving LLC dba
Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312

tracy@wearefitnesspro.com
(850) 523-8882
www.wearefitnesspro.com



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

Villages of Westport

Bill to

Tim Harden
Villages of Westport CDD
6702 Sandle Dr
Jacksonville, FL 32219

Ship to

Tim Harden
Villages of Westport CDD
6702 Sandle Dr
Jacksonville, FL 32219

Estimate details

Estimate no.: 9961
Estimate date: 05/22/2024

#	Product or service	Description	Qty	Rate	Amount
1.		Cardio Equipment			
2.	TRUE TREADMILL - PERFORMANCE SERIES - 1000	TRUE TREADMILL - PERFORMANCE SERIES - 1000	1	\$3,580.00	\$3,580.00
3.	True ECS400 Emerge	True CS 400 Elliptical with Emerge Console	1	\$4,310.00	\$4,310.00
4.	TRUE RC400 w/ Emerge	TRUE RC400 Commercial Recumbent Bike w/ Emerge Console	1	\$3,035.00	\$3,035.00
5.		Strength Equipment			
6.	True SM 1000	SM 1000 Dual Pulley Functional Trainer with Accessories	1	\$3,825.00	\$3,825.00
7.	Equipment Disposal	Equipment Disposal: Remove one LF recumbent bike, one LF treadmill, one LF treadmill and one LF dual pulley machine.	4	\$125.00	\$500.00
8.	Freight/Delivery/Installation	Freight/Delivery/Installation	1	\$1,450.00	\$1,450.00
9.		Contact: Bruce Miller 407.461.1506 bruce@wearefitnesspro.com			

Note to customer

50% payment of total invoice is due at time of approval. Equipment will be ordered upon receipt of payment. Final payment is due at time of installation.

PREFERRED PAYMENT METHOD

ACH or E-Check

There is a 2.9% processing fee for all credit card payments. Should you wish to pay by ACH or e-check, there are no additional fees.

* Please note that a 30% restocking fee plus shipping, if applicable, will be charged on all equipment orders canceled after approval for purchase has been given.

Total

\$16,700.00

Villages of Westport CDD

Fitness Center

Proposed New Fitness Equipment

Estimate 9961

TRUE PS 1000 Treadmill



TRUE ECS 400 Elliptical





TRUE CR 400 Recumbent Bike



TRUE SM -1000
Multi-Functional Trainer
With accessories





OVER 30 YEARS OF SUCCESS

FITNESS EQUIPMENT PROPOSAL

PREPARED EXCLUSIVELY FOR

Villages of Westport

Tim Harden

Thursday, May 23, 2024

PREPARED BY

Commercial Fitness Products, Inc

Mark Smilek



Thursday, May 23, 2024

Villages of Westport
Tim Harden
2546 Dewhurst Cir
Jacksonville, FL 32218

Dear Tim,

Commercial Fitness Products has everything you should look for in a fitness equipment company –

- Over 30 years of success in Florida
- Highest Quality Equipment at Reasonable Prices
- Professional and knowledgeable Sales Representatives
- Factory trained & experienced Service Technicians
- Service, Maintenance & Installation provided by our own technicians located throughout the state.
- Substantially insured for the benefit of you, your residents, management and ourselves.
- A goal and strong desire to exceeding your expectations!!!

Best Regards,
Mark Smilek
Commercial Fitness Products, Inc
mark@commfitnessproducts.com



PROPOSAL

5034 N Hiatus Road, Sunrise, FL 33351

Office:

Cell: 904- 562-8318

Email: mark@commfitnessproducts.co

Fax: 239-938-1462

PROPOSAL # F05212402M

Date: May 23, 2024

Expiration Date: 6/23/2024

BILL

TO: Villages of Westport
2546 Dewhurst Cir
Jacksonville, FL 32218

SHIP

TO: Villages of Westport
2546 Dewhurst Cir
Jacksonville, FL 32218

ATN Tim Harden
Phone (904) 612-6688
Email tharden@vestapropertyservices.c

ATN Tim Harden
Phone (904) 612-6688
Email tharden@vestapropertyservices.c
om

Prepared By	P.O. Number	Ship Via	F.O.B. Point	Payment Terms	Install Date
Mark Smilek	Will Advise	Best Way	Origin	50% Deposit, 50% COD	

QTY	MODEL	DESCRIPTION	UNIT PRICE	LINE TOTAL
		<i>CONCEPT 2</i>		
		<i>CARDIO - MATRIX LIFESTYLE LED</i>		
1	T-LS-LED	Matrix Lifestyle LED Treadmill	\$3,995.00	\$3,995.00
1	E-LS-LED	Matrix Lifestyle LED Elliptical	\$3,450.00	\$3,450.00
1	R-LS-LED	Matrix Lifestyle LED Recumbent	\$2,650.00	\$2,650.00
		SubTotal		\$10,095.00
		<i>STRENGTH - MATRIX</i>		
1	VS-VFT LS + VS-FTS30	Matrix Versa Functional Trainer STD Stack 30" Storage	\$5,195.00	\$5,195.00
1	FT-AK-8A	8 piece Steel & Aluminum Cable Attachment Kit - Triceps Rope, Nylon Ankle Cuff, Aluminum Straight Bar, Aluminum Curl Bar, Aluminum Dual Cable Long Bar, (2) Aluminum Cable Handles; V-Pressdown Bar (metal)	\$329.00	\$329.00
		<i>*Optional Upgrade Available - Heavy Weight Stack Upgrade - Add \$300.00</i>		
1	VY-D85A	Matrix/Magnum VY-D85AMulti-adjustable Bench	\$950.00	\$950.00
		SubTotal		\$6,474.00
1	Delivery/Install	Inside Delivery, Assembly & Installation - 1st Floor, No Stairs, Elevator or Long Carry Distance (additional fees apply for stairs or elevator)	\$725.00	\$725.00
		<i>TAX EXEMPT - HOA - MUST PROVIDE DOCUMENTATION</i>		

QTY	MODEL	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<i>Frame Color</i>	Standard Silver		
	<i>Upholstery Color</i>	Standard Black		
	<i>Notes</i>	Customer is responsible for removal & disposal of existing equipment unless otherwise noted. CFP does not provide anchoring or wall mounting.		
			Subtotal	\$17,294.00
			State Tax	\$0.00
			Freight	\$1,385.06
			Grand Total	\$18,679.06

Lead Times

Due to global supply chain disruption, lead times may be extended. For current lead times, contact your CFP representative.

For Delivery Staff

Date:		Amount Collected:		Check No.:	
Received By: (Print Name and Sign)					

Terms and Conditions

Acceptance of Proposal

The stated prices, specifications, and conditions are satisfactory and are hereby accepted by the undersigned. This proposal becomes a binding contract when signed. Commercial Fitness Products is authorized to provide the materials as specified. Payment will be made as outlined above, if not finance charges may apply. Special Orders require a 50% Non-Refundable Deposit. Restocking charge fee is 25% on all cancelled orders. Changes in

Scheduled Installations

CFP will make every effort to deliver & install on Purchaser's required date.

Should Purchaser be unable to accept delivery after confirmed Ship Date or scheduled Installation Date, due to - readiness of the site, availability of payment, electrical connections, flooring installation, or other such issues, Redelivery & Storage Charges will apply. Fees will be assessed from volume of equipment, site location, and length of storage.

Confidentiality

Purchaser will keep all of the pricing terms and conditions of this Agreement confidential and Purchaser will neither disclose the existence of this Agreement nor the terms of this Agreement to any third Party except to those employees of Purchaser who need to know such terms for the purpose of effecting the transaction.

Additional Terms of Sale

Prices are guaranteed for 30 Days only. Product and Freight pricing based upon purchase of the total package.

Until products are paid for in full ownership of products remains as CFP. Customer grants to, and Commercial Fitness Products, Inc. shall retain, a security interest in and lien on all Products sold to Customer.

Per industry safety standards CFP hereby notifies Purchaser of the need to locate treadmills with a 2-meter-long clear zone behind each treadmill.

Purchaser shall indemnify CFP against any and all losses, liabilities, damages and expenses which may incur as a

Technology

Purchaser is responsible for providing power & technology requirements, as stated below. Failure to have any or all

Power Requirements - treadmills require a dedicated 20amp circuit with non-looped ground & neutral wires with a NEMA 5-20R receptacle. Bikes, Ellipticals ClimbMills & Steppers can be "daisy-chained" with up to four (4) units on a single receptacle.

TV Signal - unencrypted digital via RG6 COAX Cable. Each TV requires an RG6 patch cable with F-Type compression fitting. OPTV requirements vary - please check with A/V Technician & Cable/SAT provider.

Network - Hardline connection preferred, and required for some incidents - please check with A/V Technician & Internet provider. WiFi, 5Mbps per console MAX download usage -No Splash Page or Secondary Authentication

Warranties

Matrix CV Warranty: Frame & Drive Motor - 7 Yrs, Parts & Labor - 3 Yrs. Bikes & Ellipticals: Frame Construction (excludes finish) - 10 Yrs, Brake & Drive System - 3 Yrs, Flywheel Assembly - 3 Years. Service provided by

Matrix Strength (Ultra, Versa, Aura, Magnum, Varsity, Connexus) Warranty:Frame - 10 Yrs, Parts - 5 Yrs., Labor - 3Yrs., Upholstery/Cables/Springs/ Grips - 1Yr.

Matrix Strength (G1 Strength): Warranty:Frame - 10 Yrs, Parts - 1 Yrs., Labor - 1Yrs., Upholstery/Cables/Springs/ Circle Fitness Cardio of 3 yrs parts and 1 yr labor.

InFlight Fitness: Lifetime warranty on the frame and welds. One year warranty on cables, pulleys and moving parts.

BodyCraft Treadmills & Ellipticals: 10 year- Frame, 5 year- Parts.1 Year - Labor

BodyCraft Upright & Recumbent Bikes: 10 year- Frame . 5 year- Parts , 2 Year - Labor

Pre-Owned Equipment Warranty: 30 Days Parts & Labor



Please initial that you acknowledge and accept the 'Terms and Conditions' of this proposal.

Make payments to the order of:
Commercial Fitness Products, Inc.
Fed-Ex, UPS, USPS etc.
Commercial Fitness Products, Inc.
5034 N Hiatus Rd
Sunrise, FL 33351

Wire Transfer Bank Information Available
Upon Request.

Proposal # : F05212402M
Proposal Amount: \$18,679.06
Payment Terms: 50% Deposit, 50% COD
Deposit Amount: \$9,339.53
Balance: \$9,339.53
Signature _____
Print Name: _____
Facility Name: _____
Date of Acceptance: _____


MATRIX



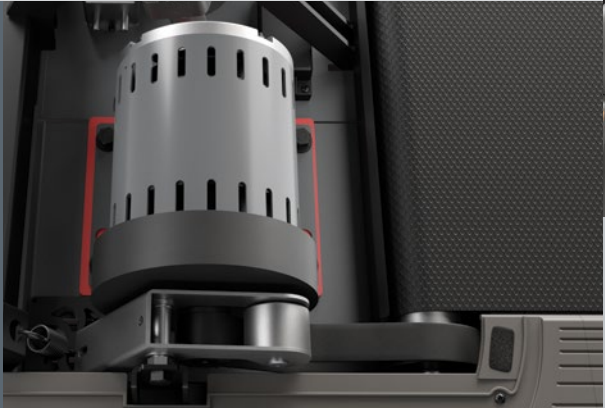
LIFESTYLE TREADMILL

Everything you need — and nothing you don't — to give the people you serve a beautifully simple run.


Our light-commercial treadmill is ideal for multi-family housing, small hotels, corporate facilities and municipal buildings. Compact design and low step-on make a solid run accessible to everyone, even when space is at a premium. The durable drive and deck keep it running smoothly for years, and streamlined maintenance minimizes downtime.



Self-lubricating Ultimate Deck System with industrial-grade cushioning provides over 25,000 miles of proven performance.



4.2 HP AC motor with Dynamic Response Drive System fine-tunes response based on footfall pattern for a smooth, consistent workout up to 19 km/h / 12 mph. Conveniently placed speed and incline controls provide tactile feedback with each adjustment.



An easy-to-open motor cover streamlines service and maintenance by helping technicians get in and out more quickly, minimizing downtime.

MATRIX

LIFESTYLE TREADMILL

Choose what kind of console technology you pair with your equipment, providing experiences that span from beautifully simple to digitally connected and rich with entertainment. You can also access our most powerful Connected Solutions with WiFi-enabled consoles, including Personal Trainer Portal, Workout Tracking Network and Asset Management.



CONSOLE SPECS	TOUCH XL / TOUCH		PREMIUM LED	LED	GROUP TRAINING LED
Display	Touch XL: 56 cm / 22" class capacitive touchscreen LCD	Touch: 41 cm / 16" class capacitive touchscreen LCD	8,000 pixel multi-color LED	Large number LED with message center	
Workouts	16		14	12	Manual
Languages	English, German, French, Italian, Spanish, Dutch, Portuguese, Chinese-S, Chinese-T, Japanese, Korean, Swedish, Finnish, Russian, Arabic, Turkish, Polish, Welsh, Basque, Vietnamese, Somali, Danish, Thai, Malay, Catalan		English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
Fan	Yes			No	
Analog TV	NTSC, PAL, SECAM		Optional; attachable add-on TV		
Digital TV	ATSC 1.0, QAM-B, ISDB-T, ISDB-Tb, DVB-C/C2/S/S2/T/T2		Optional; attachable add-on TV		
IPTV	No				
Pro:Idiom Compatibility	Optional; coax		Optional; attachable add-on Pro:Idiom TV (≠ IPTV)		
WiFi	Yes			Optional; required for Asset Management and/or Workout Tracking Network app	
Bluetooth	Yes; smartphones, headphones, heart rate		Yes; heart rate		No
ANT+	Yes; heart rate		No		
RFID Wireless Login	Yes		Optional		
Connects to Apple Watch	Yes		Optional		No
Made for iPhone, iPad, iPod	Yes		No		
USB Port	Yes; device charging, device media, software updates		Yes; device charging, software updates		
Wireless Charging (Qi)	Yes		No		
CSAFE Ready	Yes				
Auto Wake-up	Yes			No	
FRAME SPECS					
Drive System	4.2 hp AC Dynamic Response Drive System				
Speed Range	0.8-20 km/h / 0.5-12 mph				
Incline Range	0-15% (700-lb. thrust-elevation motor)				
Running Surface Area	152 x 56 cm / 60" x 22"				
Running Surface Type	Belt and deck				
Cushion System	Ultimate Deck				
Handlebar Design	Molded ergo-grip design				
Crossbar Controls	Yes				
Contact & Telemetric HR	Yes				
Step-on Height	17.8 cm / 7"				
Service Caster	No				
Cast Aluminum End Caps	No				
Max User Weight	182 kg / 400 lbs.				
Ethernet Connectivity	No				
Tread Sense	Yes				
Assembled Dimensions	201 x 90 x 164 cm / 79.3" x 35.6" x 64.7"				
Power Requirements	20 A dedicated circuit required, non-looped grounded				

MATRIX

LIFESTYLE

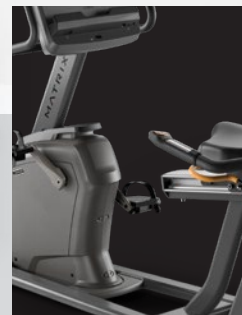
RECUMBENT CYCLE

Offer low-impact cardio exercise to people of all ability levels with our streamlined recumbent design.



Our light-commercial Recumbent Cycle is ideal for multi-family housing, small hotels, corporate facilities and municipal buildings. A compact footprint helps you make the most of your space, while a recumbent design with an ergonomic seat and back distributes weight for superior support.

Contoured handlebars fit the hand naturally, Ergo Form seat and back pad make even long rides comfortable, and self-balancing pedals make it quicker and easier to get started.



Conveniently placed controls provide tactile feedback, and step-through design offers easy entry and exit. Includes bottle holder and accessory tray.



Three-piece crank with forged arms and integrated pullers streamlines service to minimize downtime.

MATRIX

LIFESTYLE RECUMBENT CYCLE

Choose what kind of console technology you pair with your equipment, providing experiences that span from beautifully simple to digitally connected and rich with entertainment. You can also access our most powerful Connected Solutions with WiFi-enabled consoles, including Personal Trainer Portal, Workout Tracking Network and Asset Management.



CONSOLE SPECS	TOUCH	PREMIUM LED	LED	GROUP TRAINING LED
Display	41 cm / 16" class capacitive touchscreen LCD	8,000 pixel multi-color LED	Large number LED with message center	
Workouts	12	9	7	Manual
Languages	English, German, French, Italian, Spanish, Dutch, Portuguese, Chinese-S, Chinese-T, Japanese, Korean, Swedish, Finnish, Russian, Arabic, Turkish, Polish, Welsh, Basque, Vietnamese, Somali, Danish, Thai, Malay, Catalan	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
Fan	Yes		No	
Analog TV	NTSC, PAL, SECAM	Optional; attachable add-on TV		
Digital TV	ATSC 1.0, QAM-B, ISDB-T, ISDB-Tb, DVB-C/C2/S/S2/T/T2	Optional; attachable add-on TV		
IPTV	No			
Pro:Idiom Compatibility	Optional; coax	Optional; attachable add-on Pro:Idiom TV (≠ IPTV)		
WiFi	Yes		Optional; required for Asset Management and/or Workout Tracking Network app	
Bluetooth	Yes; smartphones, headphones, heart rate	Yes; heart rate	No	
ANT+	Yes; heart rate	No		
RFID Wireless Login	Yes	Optional		
Connects to Apple Watch	Yes	Optional	No	
Made for iPhone, iPad, iPod	Yes	No		
USB Port	Yes; device charging, device media, software updates	Yes; device charging, software updates		
Wireless Charging (Qi)	Yes	No		
CSAFE Ready	Yes		No	
Auto Wake-up	Yes	No		
FRAME SPECS				
Resistance System	Brushless generator			
Minimum Watts	2 W powered or 13 W self-powered			
Minimum RPM	10 RPM powered or 25 RPM self-powered			
Pedal Spacing	20.2 cm / 8"			
Seat Material	Custom one-piece, molded seat back and bottom			
Seat Adjustment	Single-hand lever			
Handlebar Design	Seat side; front ergo bend			
Crank Design	Three piece with forged arms and integrated puller			
Top-down Levelers	No			
Contact & Telemetric HR	Yes			
Rear-lift Handle	No			
Max User Weight	182 kg / 400 lbs.			
Ethernet Connectivity	No			
Assembled Dimensions	158 x 67 x 133 cm / 62" x 26.4" x 52.3"			
Power Requirements*	100-240 V — 50/60 Hz AC	Self-powered or 100-240 V — 50/60 Hz AC		

*Power recommended for connectivity features

MATRIX

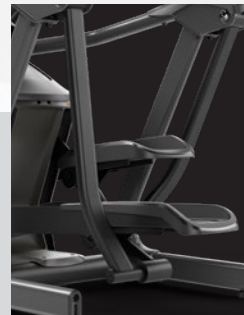


LIFESTYLE ELLIPTICAL

Offer your people a workout that's low-impact, natural and fits virtually any exercise space.

Our light-commercial elliptical is ideal for multi-family housing, small hotels, corporate facilities and municipal buildings. A compact footprint makes the most of your space, smart ergonomics fit the body and its natural movements, and convenience features improve the experience for users and facilities alike.

Patented suspension design is wheel- and track-free, reducing noise and minimizing friction to extend product life.



51 cm / 20" stride length, optimized pedal spacing and oversized pedals enhance comfort.



Convenience features include low step-on, rear entry, contact / telemetric heart rate tracking, water bottle holder and accessory tray.

MATRIX

LIFESTYLE ELLIPTICAL

Choose what kind of console technology you pair with your equipment, providing experiences that span from beautifully simple to digitally connected and rich with entertainment. You can also access our most powerful Connected Solutions with WiFi-enabled consoles, including Personal Trainer Portal, Workout Tracking Network and Asset Management.



CONSOLE SPECS	TOUCH	PREMIUM LED	LED	GROUP TRAINING LED
Display	41 cm / 16" class capacitive touchscreen LCD	8,000 pixel multi-color LED	Large number LED with message center	
Workouts	12	9	7	Manual
Languages	English, German, French, Italian, Spanish, Dutch, Portuguese, Chinese-S, Chinese-T, Japanese, Korean, Swedish, Finnish, Russian, Arabic, Turkish, Polish, Welsh, Basque, Vietnamese, Somali, Danish, Thai, Malay, Catalan	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
Fan	Yes		No	
Analog TV	NTSC, PAL, SECAM	Optional; attachable add-on TV		
Digital TV	ATSC 1.0, QAM-B, ISDB-T, ISDB-Tb, DVB-C/C2/S/S2/T/T2	Optional; attachable add-on TV		
IPTV	No			
Pro:Idiom Compatibility	Optional: coax	Optional; attachable add-on Pro:Idiom TV (≠ IPTV)		
WiFi	Yes		Optional; required for Asset Management and/or Workout Tracking Network app	
Bluetooth	Yes; smartphones, headphones, heart rate	Yes; heart rate	No	
ANT+	Yes; heart rate	No		
RFID Wireless Login	Yes	Optional		
Connects to Apple Watch	Yes	Optional	No	
Made for iPhone, iPad, iPod	Yes	No		
USB Port	Yes; device charging, device media, software updates	Yes; device charging, software updates		
Wireless Charging (Qi)	Yes	No		
CSAFE Ready	Yes			
Auto Wake-up	Yes	No		
FRAME SPECS				
Resistance System	Brushless generator			
Minimum Watts	5 W powered or 35 W self-powered			
Minimum RPM	10 RPM powered or 30 RPM self-powered			
Stride Length	51 cm / 20"			
Step-on Height	23 cm / 9.1"			
Pedal Spacing	6.4 cm / 2.5"			
Watt Range	5-650 W			
Contact and Telemetric HR	Yes			
Top-down Levelers	No			
Max User Weight	182 kg / 400 lbs.			
Ethernet Connectivity	No			
Assembled Dimensions	148 x 73 x 176 cm / 58.3" x 28.8" x 69.3"			
Power Requirements	Self-powered or 100-240 V – 50/60 Hz AC			

AVAILABLE STORAGE OPTION 1

18" Storage Rack VS-FTS18

Consists of 6 hooks for accessory storage



*VS-VFT + VS-FTS18 shown

AVAILABLE STORAGE OPTION 2

30" Storage Rack VS-FTS30

Consists of 9 storage hooks as well as 2 shelves for storing various accessories



*VS-VFT + VS-FTS30 shown

STANDARD HANDLE

COMES STANDARD WITH VS-VFT UNIT

D-Handle



OPTIONAL HANDLE PACKAGE

VS-FTHP

Heel Cup



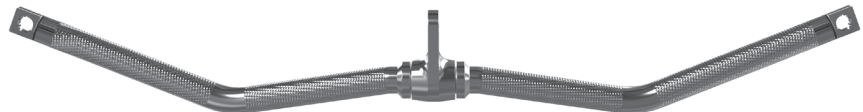
V-Bar



Triceps Rope



Curl Bar



INCREMENTAL WEIGHT

VS-FTIW incremental weight adds 1.1 kg / 2.5 lbs of effective resistance per side



STANDARD WEIGHT STACK

(COMES STANDARD WITH VS-VFT UNIT)

68 kg / 150 lbs (34 kg / 75 lbs of effective resistance per side)

HEAVY WEIGHT STACK (VS-VFT60)

(OPTIONAL HEAVY WEIGHT STACK WITH VS-VFT UNIT)

95 kg / 210 lbs (47.5 kg / 105 lbs of effective resistance per side)

CommercialFitnessProducts

FT-AK-8A – Attachment Kit

	Triceps Rope
	Ankle Cuff
	Triceps Press Down V Bar
	Straight Bar
	Curl Bar
	Dual Cable Long Bar
	Cable Handles (2)

Varsity Multi-Adjustable Bench

VY-D85A

- Back adjusts into 5 positions: flat, 30, 45, 60 and 80 degrees
- Seat adjusts into 2 positions
- Handle and wheels provide easy movement
- VY-D85AK Optional Kickstand: Allows the bench to be stored vertically when not in use



TECH SPECS

MAX USER WEIGHT	159 kg / 350 lbs.
MAX TRAINING WEIGHT	136 kg / 300 lbs.

OVERALL DIMENSIONS (L X W X H) 145 x 57 x 47.7 / 57" x 22.75" x 18.75"

PRODUCT WEIGHT 40.5 kg / 89 lbs.

WARRANTY

E.



Governmental Management Services

Serving Florida's New Communities

May 16, 2023

Yashekia Scarlett
Villages of Westport Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Pool Monitors

Dear Yashekia:

Please consider this proposal for Governmental Management Services to provide the following service for the Villages of Westport Community Development District:

<u>Services</u>	<u>FY 2024 Proposed Fee</u>
Pool Monitors (741 hours @ \$25/Hour)	\$18,525
<ul style="list-style-type: none"> • Enforce CDD policies • Ensure resident usage only and administer guest policy (5) • Maintain a clean pool deck and facility appearance • Restock bathroom supplies • Straighten pool deck furniture • Test pool chemicals • Remove debris from pool • Complete and submit incident reports and other issues to District Management 	

The ownership and management at Governmental Management Services would like to thank the Board of Supervisors in advance for your consideration of our request to provide the outlined services for your community. Should you have any questions or comments, please feel free to give me a call.

Sincerely,

Darrin Mossing

Darrin Mossing

President

Orlando
219 E. Livingston St.
Orlando, FL 32801

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

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

Ft. Lauderdale
5385 N. Nob Hill Rd.
Sunrise, FL 33351

Tampa
18842 N. Dale Mabry Hwy
Lutz, FL 33548

Knoxville
1001 Bradford Way
Kingston, TN 37763

F.



PROPOSAL

W. O. #

NAME

VILLAGES OF WESTPORT

ADDRESS

DATE

6/7/2024

PG OF

#	CLUBHOUSE/AMMENITY AREA	EACH	EXTNSN
			\$ -
	NEED TIME TO ADD HEAD AND CHANGE NOZZLES TO ZONE#2 TO ELIMINATE DRIP PIPING AROUND POOL AREA.		\$ -
4	RAINBIRD 1806 SPRAY HEADS/NOZZLES	\$ 18.50	\$ 74.00
10	RAINBIRD NOZZLES	\$ 2.50	\$ 25.00
	ASST FITTINGS AND PIPE(X4)	\$ 25.00	\$ 100.00
			\$ -
	CHANGE NOZZLES ZONE#1 FOR ADEQUATE COVERAGE ON TURF TO ELIMINATE DRIP AROUND POOL AREA		\$ -
9	RAINBIRD NOZZLES	\$ 2.50	\$ 22.50
			\$ -
	NEED TIME TO LOCATE ZONES 16,17 TO SWITCH/RE-PIPE DRIP ZONES TO SPRAY ZONES AROUND POOL AREA/CLUBHOUSE.ALL THIS WORK WILL NEED TO BE HAND DUG		\$ -
60	RAINBIRD 1812 SPRAY HEADS/NOZZLES	\$ 22.50	\$ 1,350.00
	ASST FITTINGS AND PIPE		\$ 750.00
			\$ -
PARTS TOTAL			\$ 2,321.50

Please stamp here

DESCRIPTION	HOURS	RATE	TOTAL
tech	120	\$93.00	\$ 11,160.00
			\$ -
			\$ -
			\$ -
LABOR & RENTAL TOTAL			\$ 11,160.00

Approved _____

Not Approved _____

Comments:

PROPOSED WORK

	MATERIALS	\$ 2,321.50
	LABOR & RENTAL	\$ 11,160.00
	TOTAL	\$ 13,481.50

DATE PROPOSED 6-7-24

TECHNICIAN SCOTT

CLIENT _____

NINTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Villages of Westport Community Development District was held Monday, October 23, 2023 at 5:33 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

Yashekia Scarlett	Chairman
Samuel Smith	Vice Chairperson
Alice Sanford <i>by phone</i>	Supervisor
Jolanda Dexter	Supervisor

Also present:

Howard McGaffney	District Manager, GMS
Jennifer Kilinski <i>by phone</i>	District Counsel, KE Law Group
Molly Maggiano <i>by phone</i>	District Counsel, KE Law Group
Tim Harden	Field Manager, Vesta Properties
Rhonda Mossing <i>by phone</i>	MBS Capital Markets

The following is a summary of the actions taken at the October 23, 2023 Regular Meeting of the Board of Supervisors of the Villages of Westport Community Development District.

FIRST ORDER OF BUSINESS

Roll Call

Mr. McGaffney called the meeting to order and called the roll. There were three Supervisors present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*regarding agenda items below*)

Mr. McGaffney stated that there were several members of the public present. He opened up the meeting to public comments regarding agenda items. There were no public comments at this time.

THIRD ORDER OF BUSINESS

Staff Reports

A. Manager

1. Update on Onsite Inspection

Mr. McGaffney stated that he met with Tim and has been on property three times and they've met with Yellowstone and walked the community.

2. District's Financial Position & Future Capital Projects

Mr. McGaffney stated that they would eventually need to work towards building a reserve fund. Mr. Smith suggested closing the parking lot at night, and the Board consensus was that Mr. McGaffney could review the finances and look at different options for closing the parking lot at night.

B. Attorney

1. District Financing Options for Future Capital Projects

Ms. Kilinski stated that there were some funding restrictions and funding concerns on continuing Capital Improvement repairs that may be needed within the District. She noted that they had discussed the parking lot previously, repairs to amenity facilities, enhanced landscaping, pool resurfacing, etc. Ms. Kilinski stated that there was no cost to the Board to have MBS evaluate their options for financing. MBS only gets paid if the Board moves forward on a bond issue.

Ms. Kilinski noted that the motion they would ask the Board to consider was an approval to engage MBS to do the analysis and come back to the January Board meeting with more information for the Board to consider.

2. Consideration of MBS Capital, IBA Agreement

Ms. Mossing with MBS Capital stated that the Board's next step would be for the Board to start thinking about what projects they would like to see undertaken for repairs and improvements so that they can get an idea of how much money the Board might need in the future and they can run different bond structures for the financing of those projects.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, the MBS Capital IBA Agreement, was approved.

Ms. Kilinski noted that directly prior to the meeting they received a resignation letter from Supervisor Ritter. She noted if they accept that resignation, they could make an appointment or they could discuss the process. She stated that they have 90 days to fill the vacancy.

Mr. McGaffney asked for a motion to accept the resignation of Supervisor Ritter.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, Accepting the Resignation of Supervisor Ritter, was approved.

C. Operation Manager – Report

Mr. Harden reviewed the operations report which was included in the agenda package.

FOURTH ORDER OF BUSINESS

Ratification of Agreement with GMS for District Management Services

Mr. McGaffney stated that GMS tried to get on the bank accounts and tried to tell them that they got hired and the Chair signed the resolution that they needed to get on the bank accounts, but the bank they are using wanted to make sure that the minutes read that at this meeting the Board took action to put myself on your account and put GMS staff on the accounts so that we can pay your bills. We are asking you to ratify the agreement with GMS for District Management Services. Mr. McGaffney noted that nothing had changed in the agreement since the Board saw it at the previous meeting.

On MOTION by Mr. Smith, seconded by Ms. Scarlett, with all in favor, the Agreement with GMS for District Management Services, was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Designating Officers

Mr. McGaffney reviewed the resolution in the agenda package which included GMS officers. Ms. Scarlett is listed as the Chairperson, Mr. Smith as the Vice Chairman, Mr. Dexter and Ms. Sanford as Assistant Secretaries, Mr. McGaffney as the Secretary, Assistant Treasurer, and Assistant Secretary, and Ms. Patti Powers with GMS as the Treasurer. James Oliver, Darrin Mossing, Daniel Laughlin, Rich Hans, Marilee Giles, were all GMS staff members that would be appointed as Assistant Secretaries. Mr. McGaffney explained that this allows other GMS staff to

NINTH ORDER OF BUSINESS

Consideration of Fiscal Year 2025 Budget Workshop – February 26, 2024 (Location TBD)

Mr. McGaffney suggested that the Board hold a budget workshop on February 26, 2024. He noted that the Board could not take any action at the workshop, it would only be for discussion of the Fiscal Year 2025 budget.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, Adding the Fiscal Year 2025 Budget Workshop – February 26, 2024 to the Meeting Schedule, was approved.

TENTH ORDER OF BUSINESS

Discussion of Holiday Lighting – Resident Volunteers

Mr. McGaffney suggested working with the HOA to come up with a resident competition or volunteer group to decorate the community during the holidays. Board discussion ensued regarding community events and HOA involvement and working in tandem with the CDD Board and staff.

The Board agreed to allow Supervisor Smith to coordinate a December event in coordination with the HOA.

On MOTION by Mr. Smith, seconded by Ms. Dexter, with all in favor, Authorizing District Counsel to Draft an Agreement between the CDD and HOA, Authorizing the Use of CDD property and the Amenity Center for HOA functions as approved by the Chair/Vice Chair to include special events provided the District is named as an Additional Insured, was approved.

ELEVENTH ORDER OF BUSINESS

Supervisor’s Request

Ms. Dexter informed the Board that she was moving and would no longer live within Duval County. Her resignation from the Board would be effective immediately following the adjournment of the meeting.

TWELFTH ORDER OF BUSINESS

Public Comments

The Board heard public comments at this time.

**THIRTEENTH ORDER OF BUSINESS Approval of Minutes of the July 24, 2023
Minutes and August 21, 2023 Continued
Meeting**

Mr. McGaffney presented the minutes of the July 24, 2023 and August 21, 2023 Continued meeting minutes.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, the Minutes of the July 24, 2023 Minutes and August 21, 2023 Continued Meeting, were approved.

**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 1/22/24 @ 5:30 p.m.
@ Highlands Regional Library**

Mr. McGaffney stated that the next scheduled meeting will be January 22, 2024 at 5:30 p.m. at the library.

On MOTION by Ms. Scarlett, seconded by Mr. Smith, with all in favor, Accepting the Resignation of Supervisor Jolanda Dexter effective immediately upon adjournment, was approved.

FIFTEENTH ORDER OF BUSINESS Adjournment

Mr. McGaffney adjourned the meeting.

On MOTION by Mr. Smith seconded by Ms. Scarlett, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

MINUTES OF MEETING
VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Villages of Westport Community Development District was held Wednesday, April 24, 2024 at 4:37 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

Yashekia Scarlette
Alice Sanford
Sam Smith

Chairman
Assistant Secretary

Also present:

Darrin Mossing
Tim Harden

District Manager, GMS
Field Manager, Vesta Properties

The following is a summary of the actions taken at the April 24, 2024 Regular Meeting of the Board of Supervisors of the Villages of Westport Community Development District.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Mossing called the meeting to order at 4:37 p.m. and called roll. There were three Supervisors present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*regarding agenda items below*)

Mr. Mossing noted two members of the public were present. There is another public comment at the end of the meeting. He asked for any comments on agenda items. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of New Supervisor(s) to Fill Vacant Seat (3 & 4)

Ms. Sanford appointed Anina Guyton to fill the vacant seat. Ms. Scarlette asked if they are appointing all three or only the people that are present. Mr. Mossing noted they do not need to be present to be appointed. Ms. Scarlette appointed Carl Hawkins to the other vacant seat.

On MOTION by Ms. Scarlette, seconded by Ms. Sanford, with all in favor, the Appointment of Anina Guyton and Carl Hawkins, were approved.

B. Oath of Office for Newly Appointed Supervisor(s)

Mr. Mossing stated a notary will be at the next meeting to administer the oath of office.

C. Election of Officers, Resolution 2024-04

Mr. Mossing stated this will be presented at the next meeting.

FOURTH ORDER OF BUSINESS

Public Comments

Mr. Smith noted he would like to turn in his resignation as he feels he is being pushed out. The Board can accept it or do as they want with it. Mr. Mossing received the written resignation.

On MOTION by Ms. Sanford, seconded by Ms. Scarlette, with all in favor, the Resignation of Sam Smith, was approved.

FIFTH ORDER OF BUSINESS

Next Scheduled Meeting – To Be Determined @ Highlands Regional Library

Mr. Mossing stated that the next scheduled meeting date is to be determined at 5:30 p.m. at Highlands Regional Library. Ms. Scarlette prefers Monday meetings. Mr. Mossing noted he would get with Ms. Scarlette to talk about future communications and setting the agenda. He asked Ms. Guyton and Mr. Hawkins to email their contact information to him. He noted if Monday May 6th is a problem, they will go to the 13th at 5:30 p.m. for the next meeting. Three people need to be present in person to conduct the meeting.

SIXTH ORDER OF BUSINESS

Adjournment

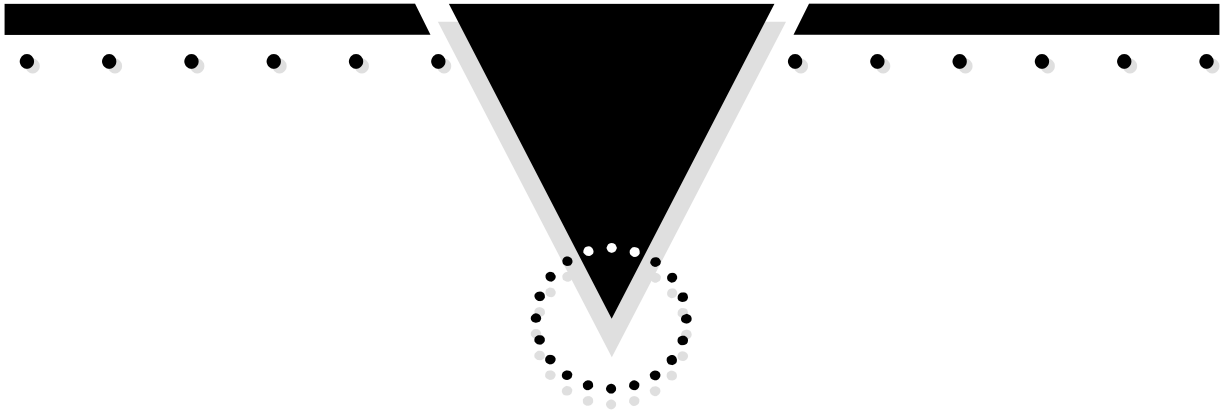
Mr. Mossing adjourned the meeting.

On MOTION by Ms. Scarlette seconded by Ms. Sanford, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.



**Villages of Westport
Community Development District**

Unaudited Financial Reporting
May 31, 2024



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**Villages of Westport
Community Development District**

Balance Sheet
May 31, 2024

Governmental Fund Types

	<u>General Fund</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Totals</u> <u>(memorandum only)</u>
<u>Assets</u>				
Cash				
Operating	\$68,417	---	---	\$68,417
Debit Card	\$873	---	---	\$873
SBA	\$5,537	---	---	\$5,537
Assessment Receivable	---	---	---	\$0
Interest Receivable	---	---	---	\$0
Due from Capital Projects	\$2,916	---	---	\$2,916
Due from Debt Service	\$101,186	---	---	\$101,186
Due from General Fund	---	\$5,263	---	\$5,263
Investments:				
<u>Series 2005A</u>				
Reserve A5	---	\$502,108	---	\$502,108
Revenue A5	---	\$523,872	---	\$523,872
Interest A5	---	---	---	\$0
Prepayment A5	---	\$181,499	---	\$181,499
Acquisition & Construction	---	---	\$80,885	\$80,885
Deferred Cost	---	---	\$528,430	\$528,430
Prepaid Expenses	\$0	---	---	\$0
Total Assets	\$178,929	\$1,212,742	\$609,314	\$2,000,985
<u>Liabilities</u>				
Accounts Payable	\$10,850	---	---	\$10,850
Due to Debt Service	\$5,263	---	---	\$5,263
Due to General Fund	---	\$101,186	---	\$101,186
<u>Fund Equity</u>				
Fund Balances				
Unassigned	\$162,816	---	---	\$162,816
Nonspendable- Prepaid	\$0	---	---	\$0
Restricted for Capital Projects	---	---	\$609,314	\$609,314
Restricted for Debt Service	---	\$1,111,557	---	\$1,111,557
Total Liabilities, Fund Equity, Other	\$178,929	\$1,212,742	\$609,314	\$2,000,985

Villages of Westport
Community Development District
General Fund
Statement of Revenues & Expenditures
For the Period Ending May 31, 2024

	Adopted Budget	Prorated Budget 05/31/24	Actuals 5/31/24	Variance
Revenues				
Maintenance Assessments- Tax Roll	\$ 234,837	\$ 234,837	\$ 232,747	\$ (2,090)
Maintenance Assessments- Direct Bills	\$ 98,718	\$ 98,718	\$ 101,186	\$ 2,468
Interest Income	\$ -	\$ -	\$ 19	\$ 19
Interest Income - SBA	\$ -	\$ -	\$ 202	\$ 202
Miscellaneous Income	\$ -	\$ -	\$ 120	\$ 120
Total Revenue	\$ 333,555	\$ 333,555	\$ 334,273	\$ 719
Expenditures				
<u>Administrative</u>				
Supervisors Fees	\$ 4,800	\$ 3,200	\$ 2,000	\$ 1,200
Engineering	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ 1,000	\$ 667	\$ -	\$ 667
Assessment Roll	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Dissemination	\$ 5,000	\$ 3,333	\$ 1,600	\$ 1,733
Amortization Schedule	\$ 250	\$ 167	\$ -	\$ 167
Attorney	\$ 15,000	\$ 10,000	\$ 12,785	\$ (2,785)
Annual Audit	\$ 5,000	\$ 3,333	\$ -	\$ 3,333
Trustee Fees	\$ 3,720	\$ 3,717	\$ 3,717	\$ -
Management Fees	\$ 27,500	\$ 18,333	\$ 19,478	\$ (1,144)
Information Technology	\$ -	\$ -	\$ 900	\$ (900)
Website	\$ 2,520	\$ 1,680	\$ 1,100	\$ 580
Telephone	\$ -	\$ -	\$ 93	\$ (93)
Postage	\$ 250	\$ 167	\$ 219	\$ (52)
Printing & Binding	\$ -	\$ -	\$ 35	\$ (35)
Insurance-Liability	\$ 4,700	\$ 4,700	\$ 4,358	\$ 342
Insurance-Public Official	\$ 3,863	\$ 3,581	\$ 3,581	\$ -
Legal Advertising	\$ 1,500	\$ 1,000	\$ 395	\$ 605
Other Current Charges	\$ 1,000	\$ 667	\$ 300	\$ 367
Office Supplies	\$ -	\$ -	\$ 15	\$ (15)
Dues, License, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Administration Subtotal	\$ 81,278	\$ 59,720	\$ 50,750	\$ 8,970
<u>Common Area Maintenance:</u>				
Field Services	\$ 19,200	\$ 12,800	\$ 12,800	\$ -
Landscape Maintenance	\$ 54,000	\$ 36,000	\$ 36,422	\$ (422)
Irrigation - Repairs	\$ 2,500	\$ 1,667	\$ 3,054	\$ (1,387)
Lake Maintenance	\$ 14,000	\$ 9,333	\$ 9,218	\$ 115
Repairs and Maintenance - Field	\$ 5,000	\$ 3,333	\$ 2,622	\$ 711
Contingency	\$ 8,000	\$ 5,333	\$ -	\$ 5,333
Total Common Area Maintenance	\$ 102,700	\$ 68,467	\$ 64,116	\$ 4,351

Villages of Westport
Community Development District
General Fund
Statement of Revenues & Expenditures
For the Period Ending May 31, 2024

	Adopted Budget	Prorated Budget 05/31/24	Actuals 5/31/24	Variance
<i><u>Amenity Center:</u></i>				
Facility/Pool Attendants	\$ -	\$ -	\$ 329	\$ (329)
Janitorial	\$ 11,000	\$ 7,333	\$ 7,326	\$ 8
Pool Maintenance	\$ 18,000	\$ 12,000	\$ 9,782	\$ 2,218
Pool Chemicals	\$ -	\$ -	\$ -	\$ -
Pool Permits	\$ -	\$ -	\$ -	\$ -
Utilites - Water/Electric	\$ 45,000	\$ 30,000	\$ 20,681	\$ 9,319
Trash	\$ -	\$ -	\$ 179	\$ (179)
Pest Control	\$ 500	\$ 333	\$ 349	\$ (16)
Irrigation Repair	\$ 3,000	\$ 2,000	\$ -	\$ 2,000
Insurance - Property	\$ 7,230	\$ 7,230	\$ 6,571	\$ 659
Telephone	\$ 1,500	\$ 1,000	\$ 1,028	\$ (28)
Access Control	\$ 1,700	\$ 1,133	\$ 98	\$ 1,035
Community Events	\$ -	\$ -	\$ -	\$ -
Security Patrolling	\$ 40,000	\$ 26,667	\$ -	\$ 26,667
Security Camera System/Monitoring	\$ 6,120	\$ 4,080	\$ 4,480	\$ (400)
Facilities Maintenance - Contract	\$ 10,127	\$ 6,751	\$ 7,261	\$ (510)
Repairs and Maintenance - Amenity	\$ 5,000	\$ 3,333	\$ -	\$ 3,333
Office Supplies	\$ -	\$ -	\$ -	\$ -
Dues and License	\$ 400	\$ 267	\$ -	\$ 267
Total Amenity Center	\$ 149,577	\$ 102,128	\$ 58,085	\$ 44,044
<i><u>Other Financing Sources (Uses)</u></i>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 333,555	\$ 230,315	\$ 172,950	\$ 57,365
Excess Revenues/ (Expenditures)	\$ (0)		\$ 161,323	
Beginning Fund Balance	\$ -		\$ 1,493	
Ending Fund Balance	\$ (0)		\$ 162,816	

Villages of Westport Community Development District

Debt Service Fund Series 2005A
Statement of Revenues & Expenditures
For the Period Ending May 31, 2024

	Adopted Budget	Prorated Budget 5/31/24	Actual 5/31/24	Variance
Revenues				
Special Assessments- Tax Roll	\$ 551,111	\$ 551,111	\$ 546,210	\$ (4,901)
Special Assessments- Direct A5	\$ 242,411	\$ 242,411	\$ 248,471	\$ 6,060
Special Assessments- Prepayment	\$ -	\$ -	\$ 180,407	\$ 180,407
Interest Income	\$ -	\$ -	\$ 32,915	\$ 32,915
Total Revenues	\$ 793,522	\$ 793,522	\$ 1,008,004	\$ 214,482
Expenditures				
<i>Series 2005A</i>				
Interest-11/1	\$ 195,938	\$ 195,938	\$ 195,938	\$ -
Interest-5/1	\$ 195,938	\$ 195,938	\$ 195,938	\$ -
Principal-5/1	\$ 410,000	\$ 410,000	\$ 410,000	\$ -
Total Expenditures	\$ 801,875	\$ 801,875	\$ 801,875	\$ -
Other Sources/Uses				
Transfer In/(Out)	\$ -	\$ -	\$ 2,125	\$ 2,125
Total Other Sources/ (Uses)	\$ -	\$ -	\$ 2,125	\$ 2,125
Excess Revenues/(Expenditures)	\$ (8,353)		\$ 208,254	
Beginning Fund Balance	\$ 192,606		\$ 903,303	
Ending Fund Balance	\$ 184,253		\$ 1,111,557	

Due from General Fund	\$ 5,263
Due to Genral Fund	\$ (101,186)
Assessment Receivable	----
Interest Receivable	----
Reserve A5	\$ 502,108
Revenue A5	\$ 523,872
Interest A5	----
Prepayment A5	\$ 181,499
Total	\$ 1,111,557

Villages of Westport
Community Development District
 Capital Projects Fund
 Statement of Revenues & Expenditures
 For the Period Ending May 31, 2024

	Series 2005A
<u>Revenues</u>	
Interest Income	\$19,450
Developer Contributions	\$0
Interfund Transfer In	\$0
Total Revenues	\$19,450
<u>Expenditures</u>	
Capital Outlay	\$0
Professional Fees	\$0
Miscellaneous	\$0
Total Expenditures	\$0
<u>Other Sources/(Uses)</u>	
Transfer In/(Out)	(\$2,125)
Total Other Sources/ (Uses)	(\$2,125)
Excess Revenues/(Expenditures)	\$17,325
Beginning Fund Balance	\$591,990
Ending Fund Balance	\$609,314

**Villages of Westport
Community Development District
Month by Month**

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues													
Maintenance Assessments- Tax Roll	\$ -	\$ 195,431	\$ 34,043	\$ 1,030	\$ -	\$ 1,180	\$ 1,062	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232,747
Maintenance Assessments- Direct Bills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101,186	\$ -	\$ -	\$ -	\$ -	\$ 101,186
Interest Income	\$ 0	\$ 0	\$ 8	\$ 4	\$ 2	\$ 1	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ 19
Interest Income - SBA	\$ 25	\$ 25	\$ 26	\$ 26	\$ 24	\$ 26	\$ 25	\$ 26	\$ -	\$ -	\$ -	\$ -	\$ 202
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ 120
Total Revenue	\$ 26	\$ 195,456	\$ 34,077	\$ 1,060	\$ 26	\$ 1,208	\$ 1,089	\$ 101,332	\$ -	\$ -	\$ -	\$ -	\$ 334,273

Expenditures													
<i>Administrative</i>													
Supervisors Fees	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ 250	\$ 350	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 1,600
Amortization Schedule	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 2,504	\$ 479	\$ 251	\$ 1,426	\$ 1,114	\$ 586	\$ 2,074	\$ 4,352	\$ -	\$ -	\$ -	\$ -	\$ 12,785
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,717
Management Fees	\$ -	\$ -	\$ 3,246	\$ 3,246	\$ 3,246	\$ 3,246	\$ 3,246	\$ 3,246	\$ -	\$ -	\$ -	\$ -	\$ 19,478
Information Technology	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ 900
Website	\$ -	\$ -	\$ 100	\$ 600	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 1,100
Telephone	\$ -	\$ -	\$ 93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93
Postage	\$ -	\$ -	\$ 8	\$ 6	\$ 86	\$ 60	\$ 3	\$ 56	\$ -	\$ -	\$ -	\$ -	\$ 219
Printing & Binding	\$ 2	\$ -	\$ 7	\$ 5	\$ 4	\$ 16	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ 35
Insurance-Liability	\$ 4,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,358
Insurance-Public Official	\$ 3,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,581
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ 159	\$ 156	\$ -	\$ -	\$ -	\$ -	\$ 395
Other Current Charges	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ 300
Office Supplies	\$ 14	\$ -	\$ 0	\$ 0	\$ 0	\$ -	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ 15
Dues, License, & Subscriptions	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total Administrative	\$ 14,776	\$ 654	\$ 4,155	\$ 5,834	\$ 5,080	\$ 4,457	\$ 6,633	\$ 9,162	\$ -	\$ -	\$ -	\$ -	\$ 50,750

**Villages of Westport
Community Development District
Month by Month**

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<i>Common Area Maintenance</i>													
Field Services	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ 12,800
Landscape Maintenance	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 5,375	\$ -	\$ -	\$ -	\$ -	\$ 36,422
Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation - Repairs	\$ -	\$ -	\$ -	\$ -	\$ 3,054	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,054
Lake Maintenance	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ -	\$ -	\$ -	\$ -	\$ 9,218
Repairs and Maintenance	\$ 1,499	\$ 5	\$ 112	\$ 155	\$ 54	\$ -	\$ 58	\$ 738	\$ -	\$ -	\$ -	\$ -	\$ 2,622
Contingency - Hurricane Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Common Area Maintenance	\$ 8,687	\$ 7,193	\$ 7,299	\$ 7,343	\$ 10,295	\$ 7,187	\$ 7,246	\$ 8,865	\$ -	\$ -	\$ -	\$ -	\$ 64,116
<i>Amenity Center:</i>													
Facility/Pool Attendants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329	\$ -	\$ -	\$ -	\$ -	\$ 329
Janitorial	\$ 910	\$ 910	\$ 910	\$ 921	\$ 925	\$ 910	\$ 930	\$ 910	\$ -	\$ -	\$ -	\$ -	\$ 7,326
Pool Maintenance	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,267	\$ 1,208	\$ 1,264	\$ -	\$ -	\$ -	\$ -	\$ 9,782
Pool Chemicals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities - Water/Electric	\$ 3,186	\$ 3,275	\$ 2,865	\$ 2,435	\$ 2,116	\$ 1,788	\$ 2,600	\$ 2,416	\$ -	\$ -	\$ -	\$ -	\$ 20,681
Trash	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179
Pest Control	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ -	\$ -	\$ -	\$ -	\$ 349
Irrigation Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance - Property	\$ 6,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,571
Telephone	\$ 123	\$ -	\$ 123	\$ 255	\$ -	\$ 132	\$ 132	\$ 263	\$ -	\$ -	\$ -	\$ -	\$ 1,028
Access Control	\$ -	\$ -	\$ 98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98
Community Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security Patrolling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security Camera System/Monitoring	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ -	\$ -	\$ -	\$ -	\$ 4,480
Repairs and Maintenance Building - Contract	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ -	\$ -	\$ -	\$ -	\$ 7,261
Repairs and Maintenance Grounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues and License	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Amenity Center	\$ 13,689	\$ 6,904	\$ 6,717	\$ 6,331	\$ 5,761	\$ 5,608	\$ 6,381	\$ 6,693	\$ -	\$ -	\$ -	\$ -	\$ 58,085
<i>Other:</i>													
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 37,151	\$ 14,751	\$ 18,171	\$ 19,507	\$ 21,136	\$ 17,253	\$ 20,260	\$ 24,721	\$ -	\$ -	\$ -	\$ -	\$ 172,950
Excess Revenues/ (Expenditures)	\$ (37,126)	\$ 180,705	\$ 15,906	\$ (18,447)	\$ (21,110)	\$ (16,045)	\$ (19,171)	\$ 76,611	\$ -	\$ -	\$ -	\$ -	\$ 161,323

Villages of Westport
Community Development District
Long Term Debt Report

SERIES 2005A, SPECIAL ASSESSMENT REVENUE BONDS

OPTIONAL REDEMPTION DATE	5/1/2013
INTEREST RATE:	5.70%
MATURITY DATE:	5/1/2035
RESERVE FUND DEFINITION	6.9126% BONDS DEEMED OUTSTANDING
RESERVE FUND REQUIREMENT	\$502,108
RESERVE FUND BALANCE	\$502,108
BONDS OUTSTANDING - 9-30-22	\$7,265,000
LESS: PRINCIPAL PAYMENT - 05/01/23	(\$390,000)
LESS: PRINCIPAL PAYMENT - 05/01/24	(\$410,000)
CURRENT BONDS OUTSTANDING	\$6,465,000

C.

Villages of Westport

Community Development District

Assessment Receipts Schedule - Fiscal Year 2024

Gross Assessment	\$ 849,670.93	\$ 595,795.33	\$ 253,875.60
Less: Disc. & Coll. (7.5%)	\$ (63,725.32)	\$ (44,684.65)	\$ (19,040.67)
Net Assessment	\$ 785,945.61	\$ 551,110.68	\$ 234,834.93

Date	Amount	Debt Service	O&M
11/3/23	\$ 3,146.80	\$ 2,206.56	\$ 940.24
11/14/23	\$ 7,525.22	\$ 5,276.74	\$ 2,248.48
11/21/23	\$ 6,020.18	\$ 4,221.39	\$ 1,798.79
11/28/23	\$ 39,566.29	\$ 27,744.17	\$ 11,822.12
11/30/23	\$ 597,809.39	\$ 419,188.22	\$ 178,621.17
12/6/23	\$ 99,568.15	\$ 69,817.90	\$ 29,750.25
12/14/23	\$ 12,861.95	\$ 9,018.89	\$ 3,843.06
12/22/23	\$ 1,505.04	\$ 1,055.34	\$ 449.70
1/9/24	\$ 3,448.18	\$ 2,417.89	\$ 1,030.29
3/6/24	\$ 1,552.07	\$ 1,088.32	\$ 463.75
3/20/24	\$ 2,398.58	\$ 1,681.90	\$ 716.68
4/4/24	\$ 1,987.07	\$ 1,393.35	\$ 593.72
4/18/24	\$ 1,567.76	\$ 1,099.32	\$ 468.44

Total	\$ 778,956.68	\$ 546,209.99	\$ 232,746.69
Remaining	\$ 6,988.93	\$ 4,900.69	\$ 2,088.24
Percentage Collected	99%	99%	99%

D.

Villages of Westport Community Development District

Check Register Summary

April 1, 2024 to May 31, 2024

Bank	Date	Check No.'s		Amount
General Fund	4/15/24	1914-1918	\$	14,172.30
	4/17/24	1919-1921	\$	10,015.96
	5/7/24	1922-1931	\$	16,665.01
	5/23/24	1932-1938	\$	3,861.93
			\$	44,715.20

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/15/24	00029	4/01/24	70	202404	310	51300	34000		APR MANAGEMENT FEES	*	3,246.25		
4/01/24	70	202404	310-51300-49500						APR WEBSITE ADMIN	*	100.00		
4/01/24	70	202404	310-51300-35100						APR INFO TECH	*	150.00		
4/01/24	70	202404	310-51300-31300						APR DISSEM AGENT SERVICES	*	250.00		
4/01/24	70	202404	310-51300-49000						APR RECORD STORAGE	*	50.00		
4/01/24	70	202404	310-51300-51000						OFFICE SUPPLIES	*	.15		
4/01/24	70	202404	310-51300-42000						POSTAGE	*	3.20		
GOVERNMENTAL MANAGEMENT SERVICES												3,799.60	001914
4/15/24	00018	4/11/24	24-02401	202404	310	51300	48000		NOTICE OF MEETING 4/24	*	79.63		
4/11/24	24-02441	202404	310-51300-48000						NOTICE OF MEETING 4/24	*	79.63		
JACKSONVILLE DAILY RECORD C/0												159.26	001915
4/15/24	00004	4/01/24	PSI05957	202404	320	53800	46800		APR LAKE MAINTENANCE	*	1,152.23		
SOLITUDE LAKE MANAGEMENT												1,152.23	001916
4/15/24	00005	4/01/24	418282	202404	320	53800	34000		APR FIELD SERVICES	*	1,600.00		
4/01/24	418282	202404	330-57200-46700						APR JANITORIAL	*	910.00		
4/01/24	418282	202404	330-57200-46400						APR POOL MAINTENANCE	*	1,208.33		
4/01/24	418282	202404	330-57200-46001						APR FACILITY MAINTENANCE	*	907.67		
VESTA PROPERTY SERVICES, INC.												4,626.00	001917
4/15/24	00006	3/31/24	JAX 6751	202403	320	53800	46200		MAR LANDSCAPE MAINTENANCE	*	4,435.21		
YELLOWSTONE LANDSCAPE												4,435.21	001918
4/17/24	00032	4/13/24	9236	202403	310	51300	31500		MAR GENERAL COUNSEL	*	585.50		
KILINSKI VAN WYK, PLLC												585.50	001919
4/17/24	00031	4/11/24	73882562	202404	330	57200	34500		APR SECURITY	*	560.00		
VECTOR SECURITY, INC.												560.00	001920
VWSP VILL O WESTPRT AMOSSING													

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/17/24	00006	8/31/23	JAX 5894	202308	320	53800	46200			*	4,435.23		
			AUG 23 LANDSCAPE MAINT										
		9/30/23	JAX 5977	202309	320	53800	46200			*	4,435.23		
			SEPT 23 LANDSCAPE MAINT										
YELLOWSTONE LANDSCAPE												8,870.46	001921
5/07/24	00011	4/24/24	04242024	202404	310	51300	11000			*	200.00		
			4.24.24 PAYROLL										
ALICE SANFORD												200.00	001922
5/07/24	00002	4/16/24	59813067	202404	330	57200	46600			*	43.68		
			APR PEST CONTROL										
BUG OUT												43.68	001923
5/07/24	00029	5/01/24	71	202405	310	51300	34000			*	3,246.25		
			MAY MANAGEMENT FESS										
		5/01/24	71	202405	310	51300	49500			*	100.00		
			MAY WEBSITE ADMIN										
		5/01/24	71	202405	310	51300	35100			*	150.00		
			MAY INFO TECH										
		5/01/24	71	202405	310	51300	31300			*	250.00		
			MAY DISSEM AGENT SERVICES										
		5/01/24	71	202405	310	51300	49000			*	50.00		
			MAY RECORD STORAGE										
		5/01/24	71	202405	310	51300	51000			*	.33		
			OFFICE SUPPLIES										
		5/01/24	71	202405	310	51300	42000			*	55.88		
			POSTAGE										
		5/01/24	71	202405	310	51300	42500			*	1.80		
			COPIES										
GOVERNMENTAL MANAGEMENT SERVICES												3,854.26	001924
5/07/24	00018	5/02/24	24-02814	202405	310	51300	48000			*	79.63		
			NOTICE OF MEETING 5/13										
JACKSONVILLE DAILY RECORD C/O												79.63	001925
5/07/24	00032	2/11/24	8733	202401	300	13100	20000			*	427.50		
			JAN PROJECT CONSTRUCTION										
KILINSKI VAN WYK, PLLC												427.50	001926
5/07/24	00032	1/13/24	8469	202312	300	13100	20000			*	1,493.50		
			DEC PROJECT CONSTRUCTION										
KILINSKI VAN WYK, PLLC												1,493.50	001927
5/07/24	00032	9/14/23	7495	202308	300	13100	20000			*	353.00		
			AUG PROJECT CONSTRUCTION										
KILINSKI VAN WYK, PLLC												353.00	001928

VWSP VILL O WESTPRT AMOSSING

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/07/24	00004	5/01/24	PSI06727	202405	320-53800-46800		MAY LAKE MAINTENANCE SOLITUDE LAKE MANAGEMENT	*	1,152.23	1,152.23	001929
5/07/24	00005	5/01/24	419033	202405	320-53800-34000		FIELD SERVICES	*	1,600.00		
		5/01/24	419033	202405	330-57200-46700		JANITORIAL	*	910.00		
		5/01/24	419033	202405	330-57200-46400		POOL MAINTENANCE	*	1,208.33		
		5/01/24	419033	202405	330-57200-46001		FACILITY MAINTENANCE VESTA PROPERTY SERVICES, INC.	*	907.67	4,626.00	001930
5/07/24	00006	4/30/24	JAX 6941	202404	320-53800-46200		APR LANDSCAPE MAINTENANCE YELLOWSTONE LANDSCAPE	*	4,435.21	4,435.21	001931
5/23/24	00002	5/16/24	60953222	202405	330-57200-46600		MAY PEST CONTROL BUG OUT	*	43.68	43.68	001932
5/23/24	00018	5/16/24	24-03186	202405	310-51300-48000		NTC OF QUAL PER FOR CAND JACKSONVILLE DAILY RECORD C/O	*	76.25	76.25	001933
5/23/24	00032	5/12/24	9394	202404	310-51300-31500		APR GENERAL COUNSEL KILINSKI VAN WYK, PLLC	*	2,074.00	2,074.00	001934
5/23/24	00032	5/12/24	9395	202404	300-13100-20000		APR PROJECT CONTRUCTION KILINSKI VAN WYK, PLLC	*	108.00	108.00	001935
5/23/24	00048	5/14/24	0503275	202405	320-53800-46000		FIRE EXTING INSPECTION STAR FIRE SPRINKLERS, INC	*	60.00	60.00	001936
5/23/24	00031	5/11/24	74043736	202405	330-57200-34500		MAY SECURITY VECTOR SECURITY, INC.	*	560.00	560.00	001937
5/23/24	00006	5/21/24	JAX 7024	202405	320-53800-46200		FALLEN TREE REMOVAL YELLOWSTONE LANDSCAPE	*	940.00	940.00	001938
TOTAL FOR BANK A									44,715.20		

VWSP VILL O WESTPRT AMOSSING

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER							44,715.20	

VWSP VILL O WESTPRT AMOSSING