

VILLAGES OF WESTPORT
Community Development District

AUGUST 19, 2024

AGENDA

Villages of Westport Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.villagesofwestportcdd.com

August 12, 2024

Board of Supervisors
Villages of Westport Community Development District

Dear Board Members:

The Villages of Westport Community Development District Meeting is scheduled for **Monday, August 19, 2024 at 5:30 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. Acceptance of Vesta Resignation Letter
- V. Ratification of Acknowledgement and Release
- VI. Discussion of Agreement for Mulch Installation
- VII. Consideration of Proposals:
 - A. Landscape Maintenance Proposals
 1. Yellowstone
 2. VerdeGo
 3. Koehn Outdoor
 4. Brightview
 - B. Phase IV (LGI Development)
 1. Lake Maintenance – Solitude
 2. Landscape - Yellowstone
 - C. Irrigation System Replacement Amenity Center

1. C&L Landscape
2. Yellowstone
3. Down to Earth

VIII. Information Regarding Insurance Purposes

IX. Staff Reports

A. Manager

1. Discussion of New Homebuyer Welcome Letter
2. Update on Email Blast System and Fitness Room Survey
3. Discussion of Fountain in Cadley Circle Pond
4. Discussion of Payment Authorization Process and Financial Reports

B. Attorney

C. Operation Manager - Report

X. Supervisor's Request

XI. Public Comments

XII. Approval of Consent Agenda

A. Approval of the Minutes of the July 22, 2024 Meeting

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

C. Assessment Receipt Schedule

D. Approval of Check Register

XIII. Next Scheduled Meeting – October 28, 2024 @ 5:30 p.m. @ Highlands Regional Library

XIV. Adjournment

THIRD ORDER OF BUSINESS



KILINSKI | VAN WYK

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

jennifer@cddlattorneys.com; (850) 508-2335

chris@cddlattorneys.com; (772) 359-6037

DISCLAIMER: Nothing in this presentation should be interpreted as legal advice. This presentation is intended to provide a framework of general legal principles so that a person can ask the right questions to an attorney of their choice. This information is not intended to substitute for professional legal advice for any specific situation and does not create an attorney-client relationship. You should accept legal advice only from a licensed legal professional with whom you have established an attorney-client relationship.

FOURTH ORDER OF BUSINESS



Vested in your community.

904.355.1831
245 Riverside Avenue, Suite 250
Jacksonville, FL 32202

VestaPropertyServices.com

7/19/2024

Villages of Westport Board of Supervisors,

Over the past several years Vesta has worked hard to provide value to the District. In a short period of time we have weathered a great deal of changes including eight different Board members, three District Managers and two district management companies. Additionally, out of a spirit of partnership, Vesta delayed collection of multiple invoices when the District was having difficulties paying their bills.

We feel that the current circumstances and demands are unsustainable, therefore as of today we are issuing notice of sixty (60) days to terminate our contract. We believe that now is a good time for the Board to reprioritize what services they desire and what resources they want to allocate so it is clear to both the service provider and the board members what the expectations are and that they are resourced accordingly. We are happy to work with all parties on a successful transition and support an RFP or whatever course of action the Board desires.

We appreciate the opportunity to have served the residents of Villages of Westport and look forward to working with you on the transition.

Respectfully,
Dan Fagen
Regional General Manager

FIFTH ORDER OF BUSINESS

ACKNOWLEDGEMENT AND RELEASE

This Acknowledgement and Release is made and entered into to be effective as of the ____ day of July 2024, by and between:

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in the City of Jacksonville, Florida (the "District"); and

LGI HOMES - FLORIDA, LLC, a Florida limited liability company, and owner of a portion of lands within the boundaries of the District (the "Developer").

RECITALS

WHEREAS, the District was established by Rule 42QQ-1, Florida Administrative Code, adopted by the Florida Land & Water Adjudicatory Commission and effective on June 14, 2004, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including a storm water management system, roads, water and sewer improvements and other infrastructure; and

WHEREAS, on February 1, 2005, the District issued its \$24,345,000 Villages of Westport Community Development District Capital Improvement Revenue Bonds, Series 2005A ("Series 2005A Bonds"); and

WHEREAS, in conjunction with the issuance of the Series 2005A Bonds, the District entered into that certain *Agreement Between the Villages of Westport Community Development District and Westport Villages, Inc., Regarding the Acquisition of Certain Work Product and Infrastructure*, dated February 1, 2005 ("Acquisition Agreement"), setting forth obligations between the then master developer and the District regarding the District's acquisition of land, work product, and infrastructure improvements, among other things; and

WHEREAS, the Master Trust Indenture and First Supplemental Trust Indenture, both dated February 1, 2005, and entered into between the District and U.S. Bank National Association, as successor in interest to Wachovia Bank, National Association, in connection with the issuance of the Series 2005A Bonds (together, "Trust Indenture"), provide for the recovery of "Deferred Costs," as defined under the Trust Indenture; and

WHEREAS, the District is in the process of certifying the completion of the Series 2005A Project, as defined under the Trust Indenture, and desires to obtain an acknowledgement and release from the Developer as to the amount of Deferred Costs due and as to any further claims for payment under the Acquisition Agreement or for Deferred Costs, and the Developer desires to provide such a release in consideration for the District's prior release of \$517,762.13 to the Developer in conjunction of acquisition of certain of its constructed improvements.

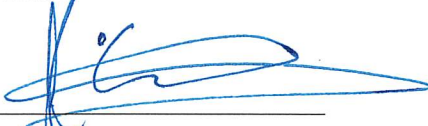
NOW THEREFORE, for and in consideration of mutual promises and obligations, and an additional sum of \$10.00, the receipt and sufficiency of which are hereby acknowledged, the District and the Developer agree as follows:

SECTION 1. GENERAL. The recitals so stated above are true and correct and by this reference are incorporated as a material part of this Release.

SECTION 2. DEFERRED COSTS. The Developer and District hereby acknowledge that there is no remaining amount of Deferred Costs due to the Developer under the Trust Indenture or otherwise by the District.

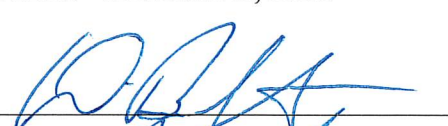
SECTION 3. RELEASE. The Developer hereby acknowledges receipt of all payments due and owing under the Acquisition Agreement for work product, infrastructure, or land conveyance, or any other acquisition; certifies that there are no outstanding requests for payment and that there is no disagreement as to the appropriateness of any such payments; and further waives and releases any claim, entitlement, or right to any additional payments under the Acquisition Agreement.


ATTEST



JOHN E. KASSIK
[print name]

LGI HOMES - FLORIDA, LLC



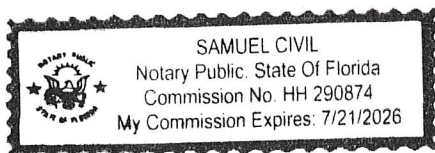
By: 
[print name]

Its: 
[print title]

STATE OF FLORIDA

COUNTY OF Seminole

The foregoing instrument was acknowledged before me this 1st day of August 2024, by Brian Martin, Officer of **LGI HOMES - FLORIDA, LLC** who is personally known to me or who has produced _____ as identification, and did [] or did not [] take the oath.





Notary Public, State of Florida

Print Name: Samuel Civil

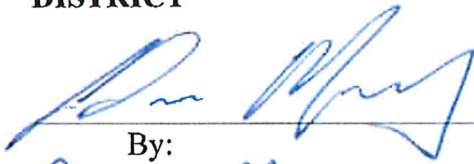
Commission No.: HH 290874

My Commission Expires: 7/21/2026

ATTEST:

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT
DISTRICT**

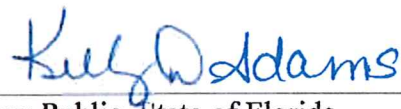

Assistant Secretary


By:
Darrin Mossing
Its: District Manager

**STATE OF TENNESSEE
COUNTY OF ROANE**

The foregoing instrument was acknowledged before me this 1st day of August, 2024, by Darrin Mossing, of the Villages of Westport Community Development District who is personally known to me or who has produced _____ as identification, and did ☒ or did not [] take the oath.




Notary Public, State of Florida
Print Name: Kelly D Adams
Commission No.: _____
My Commission Expires: June 21, 2027

SIXTH ORDER OF BUSINESS

**AGREEMENT FOR MULCH INSTALLATION SERVICES BETWEEN THE
VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT AND FCM
INDUSTRIES OPCO LLC D/B/A FIRST COAST MULCH**

This Agreement is made and entered into this 15th day of July 2024, by and between:

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Duval County, Florida, with a mailing address of c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“District”), and

FCM INDUSTRIES OPCO LLC, d/b/a First Coast Mulch, a Florida limited liability company, with a mailing address of 155 Bartram Market Dr., Ste. 135, PMB 240, St. Johns, FL 32259 (“Contractor” and, together with the District, “Parties”).

RECITALS

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including among other things, certain amenity facilities that include aquatic facilities; and

WHEREAS, the District has a need to retain an independent contractor to provide mulch installation for those lands more particularly described in **Composite Exhibit A** attached hereto; and

WHEREAS, Contractor submitted the proposals attached hereto as **Composite Exhibit A** and represents that it is qualified to serve as a contractor and has agreed to provide to the District those services in compliance with the terms and conditions of this Agreement (“Work”); and

WHEREAS, the District desires to enter into this Agreement to have Contractor perform the Work as more particularly described herein.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. DUTIES.

- A.** Contractor shall perform the Work associated with the mulch installation in accordance with the terms of this Agreement. The duties, obligations, and responsibilities of Contractor are to provide the material and labor for mulch installation, as more specifically described in **Composite Exhibit A**.

- B. This Agreement grants Contractor the right to enter District lands which are subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations.
- C. Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. The Work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards and best practices and this Agreement.
- D. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to commence repair of any damage resulting from Contractor's activities and work within twenty-four (24) hours.
- E. Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under this Agreement. Contractor will provide construction safety barriers to keep pedestrians out of construction areas. At completion of the Work, Contractor shall remove from the site waste materials, rubbish, tools, construction equipment, machinery and surplus materials. If Contractor fails to clean up as provided, the District may do so, and the cost thereof shall be charged to Contractor.

SECTION 3. COMPENSATION.

- A. As compensation for the Work set forth in this Agreement, the District agrees to pay Contractor in an amount equal to **Ten Thousand One Hundred Seventy-Five Dollars and No/100 Cents (\$10,175.00)**. Such compensation is inclusive of all labor, materials, and parts necessary for the Contractor to perform the Work identified herein. The District shall not be required to pay any additional compensation for Contractor's lodging or other per diem expenses. Compensation under this Agreement shall be paid by the District to Contractor in accordance with the Local Government Prompt Payment Act, as set forth in Sections 218.70 et seq., *Florida Statutes*.
- B. The Contractor agrees that the District shall not be liable for the payment of any additional services, unless the District, through an authorized representative of the District, authorizes the Contractor, in writing, to perform such additional services. Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order(s) to this Agreement. Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.
- C. The District may require, as a condition precedent to making any payment to Contractor, that all subcontractors, material men, suppliers or laborers be paid and

require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from Contractor, in a form satisfactory to the District, that any indebtedness of Contractor, as to services to the District, has been paid and that Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

SECTION 4. TERMINATION. The District agrees that Contractor may terminate this Agreement for cause by providing thirty (30) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, Contractor shall be entitled to payment for all Work rendered up until the effective termination of this Agreement, subject to whatever claims or offsets the District may have against Contractor, as Contractor's sole means of recovery hereunder.

SECTION 5. WARRANTY.

- A.** Contractor hereby covenants to the District that it shall perform the services necessary to complete the Work: (i) using its best skill and judgment and in accordance with generally accepted professional standards and practices for projects of similar design and complexity as the Work; (ii) in compliance with all reasonably known applicable federal, state, county, municipal, building and zoning, land use, environmental, public safety, non-discrimination and disability accessibility laws, codes, ordinances, rules and regulations, including, without limitation, all professional registration (both corporate and individual) for all required basic disciplines that it shall perform; and (iii) in an expeditious and economical manner consistent with the best interests of the District. Furthermore, the Contractor covenants and represents to the District that the Contractor has obtained and shall maintain throughout the Contractor's performance of the Work, all licenses required by law to perform the Work, and that all such licenses are, and shall continue to be throughout the Contractor's performance of the Work, valid and in good standing.
- B.** Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects, and will conform to the standards and practices for projects of similar design and complexity in an expeditious and economical manner consistent with the best interest of the District. Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the Work, nor final payment therefore, nor any provision of this Agreement shall relieve Contractor of responsibility for defective or deficient

materials or Work. If any of the materials or Work are found to be defective, deficient or not in accordance with this Agreement, Contractor shall correct, remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowner's within the District. The foregoing warranties and representations in this Section 5 are in addition to any and all warranties set forth in Composite Exhibit A.

SECTION 6. INSURANCE. Contractor shall maintain throughout the term of this Agreement the following insurance:

Workers' Compensation	Statutory
General Liability	
Bodily Injury (including Contractual)	\$1,000,000/\$2,000,000
Property Damage (including Contractual)	\$1,000,000/\$2,000,000
Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation, if any.	
Automobile Liability	Combined Single Limit \$1,000,000
Bodily Injury / Property Damage	

The District, its supervisors, officers, staff, and employees shall be named as an additional insured. Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverages, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.

If Contractor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 7. INDEMNIFICATION.

- A. Contractor agrees to defend, indemnify, and hold harmless the District and its officers, supervisors, professional staff, agents, and employees from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Work to

be performed by Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. Contractor shall indemnify the District for any and all percentage of fault attributable to Contractor for claims against the District, regardless whether the District is adjudged to be more or less than 50% at fault. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, *Florida Statutes*, or other statute.

- B.** Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

SECTION 8. COMPLIANCE WITH GOVERNMENTAL REGULATION. Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, codes and ordinances. If Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the Work being rendered under this Agreement or any action of Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of Work, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

SECTION 9. LIENS AND CLAIMS. Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of Contractor's performance under this Agreement, and Contractor shall immediately discharge any such claim or lien. In the event that Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

SECTION 10. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in section 768.28, *Florida Statutes* or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 11. NO THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or

for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

SECTION 12. INDEPENDENT CONTRACTOR. The District and Contractor agree and acknowledge that Contractor shall serve as an independent contractor of the District. Neither Contractor nor employees of Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of Contractor, if there are any, in the performance of this Agreement. Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District, and Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 13. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the District and Contractor relating to the subject matter of this Agreement. To the extent that the provisions of **Composite Exhibit A** conflict with the provisions of this Agreement, this Agreement controls.

SECTION 14. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and Contractor.

SECTION 15. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and Contractor, both the District and Contractor have complied with all the requirements of law, and both the District and Contractor have full power and authority to comply with the terms and provisions of this Agreement.

SECTION 16. NOTICES. All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be hand delivered, mailed by First Class Mail, postage prepaid, or sent overnight delivery service, to the parties, as follows:

A. If to the District:

Villages of Westport Community Development District
c/o Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager

With a copy to:

Kilinski | Van Wyk PLLC
517 E College Avenue
Tallahassee, FL 32301

Attn: District Counsel

B. If to Contractor:

FCM INDUSTRIES OPCO LLC,
d/b/a First Coast Mulch
155 Bartram Market Dr., Ste. 135 PMB 240
St. Johns, FL 32259

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for Contractor may deliver Notice on behalf of the District and Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the Parties and addressees set forth in this Agreement.

SECTION 17. ENFORCEMENT OF AGREEMENT. In the event that either the District or Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

SECTION 18. CONTROLLING LAW AND VENUE. Notwithstanding anything to the contrary in **Composite Exhibit A**, this Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Duval County, Florida.

SECTION 19. PUBLIC RECORDS. Notwithstanding anything to the contrary in **Composite Exhibit A**, Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Governmental Management Services, LLC** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are

transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, DARRIN MOSSING, C/O GOVERNMENTAL MANAGEMENT SERVICES, LLC, 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092; PH: 904-940-5850, DMOSSING@GMSTNN.COM.

SECTION 20. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

SECTION 21. NEGOTIATION AT ARM'S LENGTH. This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement and received the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, all parties are deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

SECTION 22. ASSIGNMENT. Contractor may not assign this Agreement or any monies to become due hereunder without the prior written approval of the District. Any assignments attempted to be made by Contractor without the prior written approval of the District are void.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the day and year first written above.

**VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT DISTRICT**

DocuSigned By:

Yashekia Scarlett

210894AB1C034EA...
Yashekia Scarlett

Chairman, Board of Supervisors

FCM INDUSTRIES OPCO LLC,

d/b/a First Coast Mulch

By: _____
Its: _____

Composite Exhibit A: Mulch Estimates

COMPOSITE EXHIBIT A
Scope of Services/Work



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



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!

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

TOTAL

\$2,475.00

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

Contractor shall top dress all currently landscaped areas as shown on the maintenance with the mulch types and specifications provided herein. ~~In doing so, Contractor shall ensure that all mulched areas are brought to a minimum depth of three (3) inches after compaction.~~ Contractor is responsible for all necessary clean up related to this procedure.

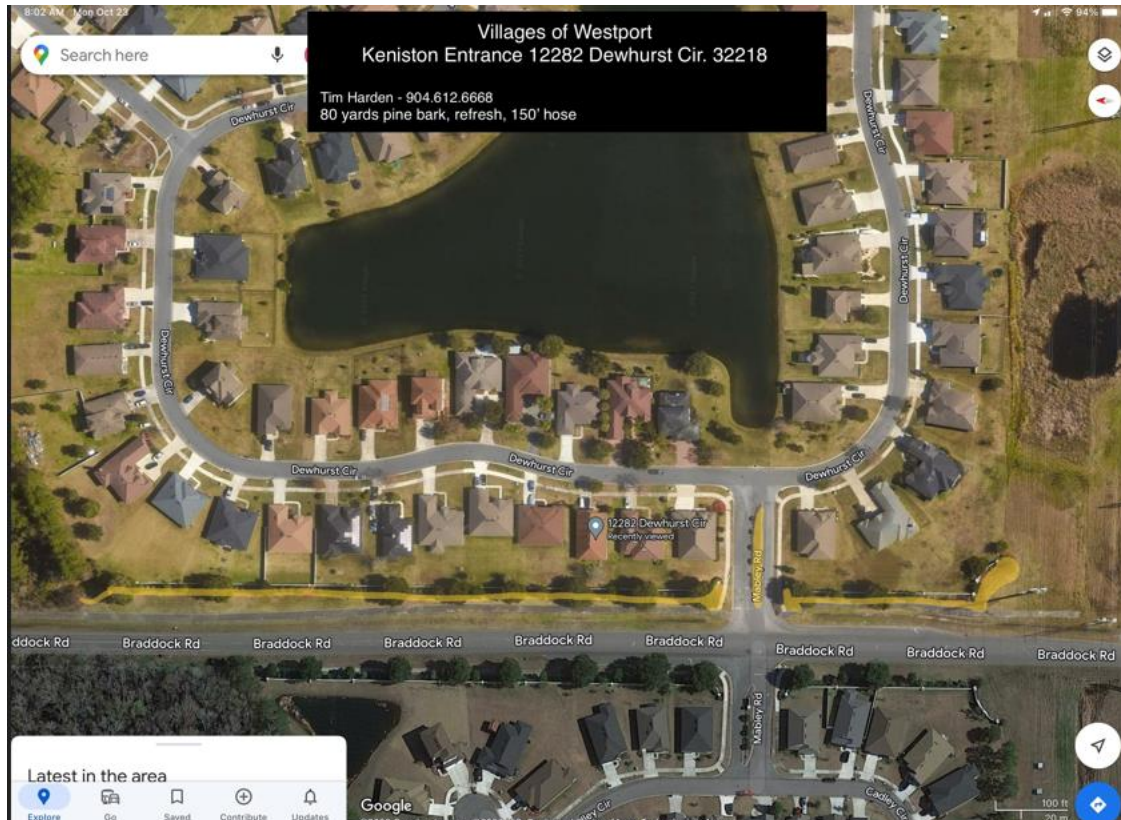
Contractor agrees to provide reasonably neat and defined lines along edges of all mulched areas. In addition to the aesthetics of this, it is also done to facilitate mechanical edging of these areas. ~~Additionally, Contractor shall properly trench all bedlines adjacent to concrete surfaces. Trenches shall be 3" deep and beveled. Mulched beds on slopes adjacent to turf shall also be trenched to a depth of 3" & beveled to reduce mulch washout. This procedure has not been practiced in the past and Contractor is to include any additional labor in the cost of the mulch for all trenching.~~ Mulch shall not be piled around tree trunks or bases of plants. Any mulch "volcanoes" around tree trunks shall be corrected immediately at no additional cost to Owner.

Contractor agrees to ensure that mulch caught in plant material will be shaken or blown from plants, so that upon completion there is no plant material left covered with mulch.

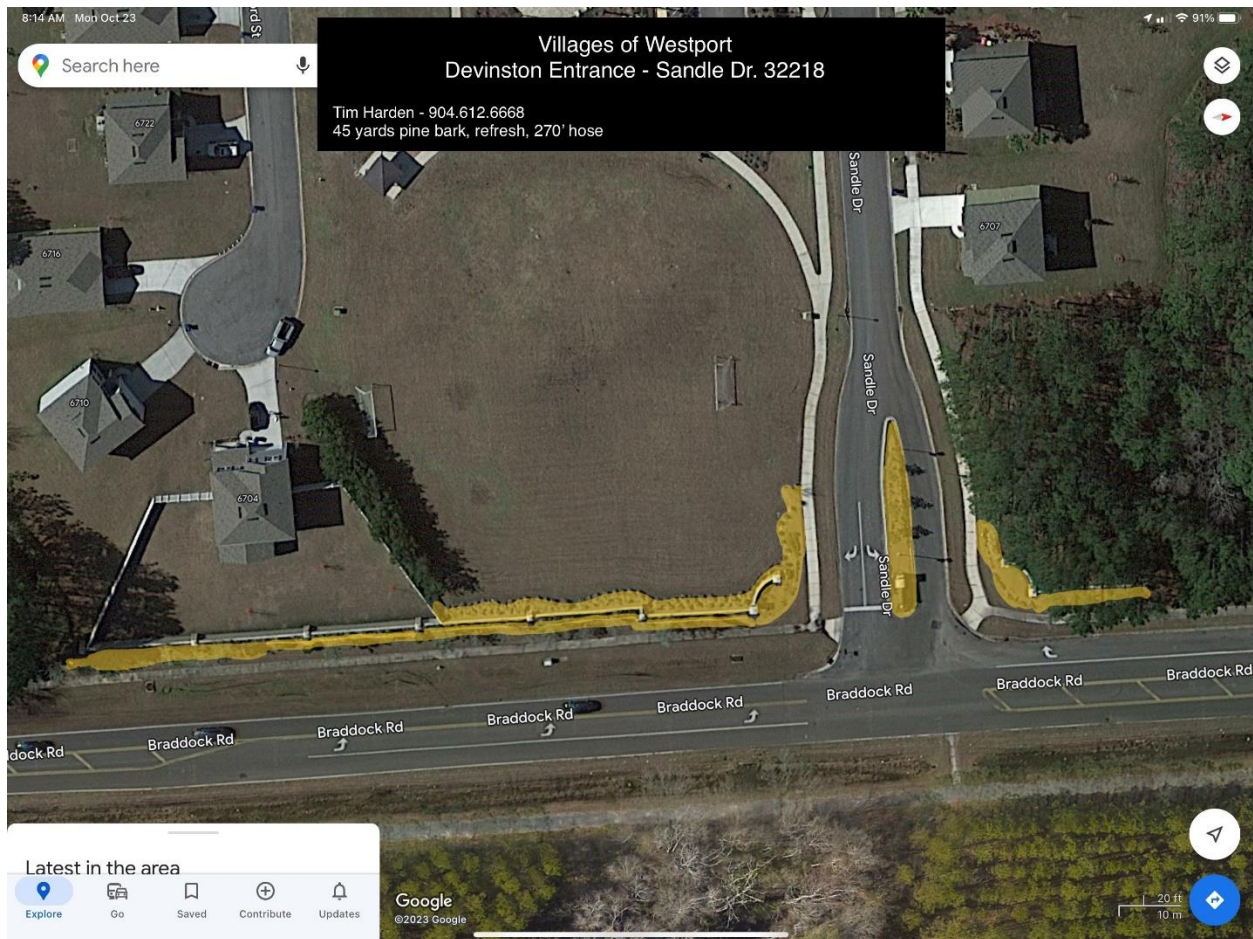
~~If, after installation is complete and it is determined that additional mulch is required to attain the required total depth of 3", sufficient mulch shall be supplied by Contractor at no additional cost to District.~~

Contractor shall provide a price per cubic yard and estimated quantities to be installed per top dressing (based on his own field measurements) and shall submit with bid for future work.

Map of Creston entrance from 1st Coast Mulch:



Map of Devinston entrance from 1st Coast Mulch:



SEVENTH ORDER OF BUSINESS

A.

2.



Proposal for Landscape Maintenance
Villages of Westport CDD

Presenter: Amy Newhouse

Date: 08.09.2024

Villages of Westport CDD

6702 Sandle Dr
Jacksonville, FL 32219

To Whom It May Concern:

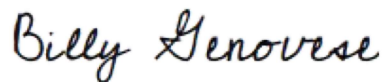
Thank you for the opportunity to provide a proposal for your wonderful community. As St Duval County and surrounding areas continues to grow and remains one of the top areas to live in Florida, VerdeGo fully understands the high expectations for your property and our focus is to exceed those expectations through proactive communication and extensive landscape experience.

VerdeGo has been providing high-quality plant material, landscape design, landscape construction and maintenance services to Northeast Florida for more than 19 years. Our maintenance division has the best and brightest talent throughout the United States and is comprised of more than 175 full-time employees. Many of our employees have multiple certifications (BMP, OHSA, FNGLA, Arborist, GC, Designer) and degrees that are specific to landscape horticulture, design, architecture, sports turf, finance, and landscape construction. Such education and certifications allow us to serve you and your property with knowledge and experience.

Our qualified team is here to clearly communicate the services performed on your property. A proactive approach to serving you and your property is strongly valued at VerdeGo. We understand your time is valuable, and we are here to simplify the landscape process.

Again, we sincerely appreciate the opportunity to provide a quote for your property's landscape services.

Sincerely,



Billy Genovese
Director of Business Development
386-225-0203
bgenovese@verdego.com

Contents

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3	Landscape Management Specifications	6-9
4	Pricing Sheet	10
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6	Insurances and Certifications	12-16

Who We Are

Rooted in Relationships

For almost 20 years we've been rising before the sun, rolling up our sleeves, growing strong, healthy plants and creating beautiful environments. We understand that landscaping is a continuous process that requires diligence, responsibility, consistency, and that excellence lies in the details. We deliver exceptional results by going above and beyond, building relationships that blossom into long-term partnerships.

Our Mission

VerdeGo Landscape's promise goes beyond thriving landscapes. We take pride in our work and aim to act as trusted advisors to our clients with customized solutions and exceeded expectations. We are dedicated to delivering exceptional results.

Operational Approaches

Communication

Proactive and Continuous communication is a key factor to our success and sets us apart as a company.

Dedicated Staff

Results come when your team truly connects with the property, they are servicing.

Consistency

Retaining the same crew on a sited job allows them to take pride and ownership in their results.

Accountability

Being accountable means working with integrity. Monthly internal assessments are used to evaluate the property's status and our team's performance.

Our Team

VerdeGo is led by our President, TJ McNitt, who has over 24 years of industry experience and holds several certifications including a General Contractor's license. An assigned Account Manager will be your day-to-day point of contact. The Account Manager will supervise all crew members as well as monitor the property to ensure the highest quality of performance is met. Full transparency is important to us and that is why we have included the contact information for all administrators related to your job. Please feel free to reach out any time you have questions or concerns.



TJ McNitt

24 yrs. Industry
Experience

President

Bruno Perez

25 yrs. Industry
Experience

Director of Operations

Paul Lukert

30 yrs. Industry
Experience

Branch Manager

Bryan Wackes

11 yrs. Industry
Experience

Account Manager

TJ McNitt

President

(386) 437-3122
tmcnitt@verdego.com

Bruno Perez

Director of Operations

(386) 237-2313
bperez@verdego.com

Paul Lukert

Branch Manager

(813) 416-9892
plukert@verdego.com

Bryan Wackes

Account Manager

(386) 268-4915
bwackes@verdego.com

Landscape Management Expectations

Turf Care

Our Turf Program focuses on proper mowing techniques that promote optimal vigor for turf grass health. Great care will be taken to ensure proper edging, line trimming, and blowing are in the best interest of you, your guests, and the plants on your property.

- Turf areas will be free of bare spots, holes, and depressions.
- Hard edging of curbs and sidewalks will be performed with each mowing rotation.
- Grass clippings will be blown off of all hardscape surfaces after mowing.
- Mowing equipment will be well maintained (sharpened blades and proper deck height positioning).
- The health of the turf will be monitored. This includes:
 - Color
 - Density
 - Weed/Pest Control
- Pesticides will be applied as needed (herbicide, insecticide, and fungicide).
- Soil samples will be administered as part of our Start-Up Program to determine the appropriate fertilization program for your site.
- Pesticide applicators at VerdeGo are licensed with the Florida Department of Agriculture and Consumer Services.



Palms, Trees, Shrubs, and Ground Cover

Our horticulture techniques are based on the Green Industries 'Best Management Practices'. Many of our leaders are licensed and trained by UF-IFAS Florida-Friendly Landscaping program professionals. These programs are designed to promote environmentally friendly safe landscaping practices and protect Florida's water sources. VerdeGo Landscape promotes these practices at the same time as providing beautiful outdoor spaces that Florida residents and visitors have come to enjoy and expect.

Our management practices and components consist of, but are not limited to the following:

- Pruning and Shearing – equipment will be maintained to the highest of standards.
- Pruning and Shearing techniques will be performed according to horticulture industry standards.
- Soil samples will be taken to promote optimal tree and plant health.
- Fertilization will be performed per contractual obligation; however, VerdeGo Landscape will advise and make recommendations to promote plant health and vigor.
- Pesticide Applications will be administered to protect trees and plants from disease and decline.
- Recommendations for plant replacement will be made on an 'as needed' basis. "Right Plant, Right Place" will be promoted to enhance the aesthetics and health of all plant material.



Irrigation

VerdeGo irrigation experts have developed practices to ensure your turf, trees, palms, and shrubs are healthy and all water needs have been met. Our teams are trained and encouraged to consider Best Management Practices while achieving optimal plant health.

Our practices include the following:

- Monthly wet checks will be performed.
- Rain sensors will be used whenever possible.
- Highly trained personnel in all irrigation practices and techniques will work on your property.
- The VerdeGo irrigation team will receive continual education on the latest irrigation techniques and materials.



Annuals & Mulch

Annuals bring a pop of color to landscapes. Whether it's to enhance and highlight a monument sign or simply bring attention to a community's entrance or Amenities, VerdeGo prides itself on providing great annual designs for your property.

Our practices include:

- Rotations will be determined per contract specifications.
- A variety of choices or annuals will be determined by seasonal availability.
- Pesticides (insecticides and fungicides) will be applied to prevent plant decline.
- Fertilization will be provided to promote optimal growth and longevity.
- Soil amendments and treatments will be administered before planting each rotation (fertilization and rototilling).

The installation or replenishment of mulch will be performed per contract specifications.



Maintenance Proposal: Villages of Westport CDD

Landscape Maintenance:

Cost:

Services	Frequency	Amount
Full-Service Maintenance: Phase 1	38	\$32,846.00
Full Service Maintenance: Phase 2	38	\$21,012.10
Detailing Services: Turf, Shrubs, Beds & Weeds	12	\$9,600.00
Irrigation Management	12	\$4,646.40
Chemical/Fertilization Program: Phase 1	3	\$5,578.02
Chemical/Fertilization Program: Phase 2	3	\$3,839.91
Shrub, Tree, and Palm Fertilization	1	\$582.31
Annual Flowers Rotation – Qty 810	4	\$7,262.60
Palm Pruning – Qty 20	1	\$800.00
TOTAL PHASE 1:		<u>\$58,857.33</u>
TOTAL PHASE 2:		<u>\$27,310.01</u>
COMMON AREA MONTHLY		<u>\$7,180.62</u>
ANNUAL INVESTMENT		<u>\$86,167.34</u>

References

Property		Manager	Contact Info	Phone
Ocean Hammock POA	\$650K+	Amy Spradling	aspradling@mayresort.com	386-446-0085
Middle Village CDD	\$488K	Jay Soriano	jsoriano@gmsnf.com	904-562-0249
Double Branch CDD	\$422K	Jay Soriano	jsoriano@gmsnf.com	904-562-0249
Town Center at Palm Coast CDD	\$432K	Clint Smith	Clintsmith@aol.com	386-931-4496
The Riverfront Esplanade	\$239K	Joe Yarbrough	jwysdaytonafl@gmail.com	386-299-6373
World Golf Village	\$240K	Sarah McFee	smcfee@maymgt.com	855-629-9481 Ext 321



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/26/2023

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

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

PRODUCER Brown & Brown of Tennessee, Inc. 6 Cadillac Drive, Suite 200 Brentwood TN 37027	CONTACT NAME: Tasha Felts, TIIA PHONE (A/C, No. Ext): (615) 385-2860 E-MAIL ADDRESS: Tasha.Felts@bbrown.com FAX (A/C, No): (615) 385-8360
INSURED Verdego, LLC 3335 N. State Street Bunnell FL 32110	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty Company of America INSURER B: The Travelers Indemnity Company of Connecticut INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TC2JGLSA-3P390744-TIL-23	10/01/2023	10/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			TC2JCAP-3P390756-TIL-23	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-0W036142-23-NF	10/01/2023	10/01/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	UB-4S050569-23-51-K	10/01/2023	10/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Inland Marine			QT-630- 4S014177-TIL-23	10/01/2023	10/01/2024	Leased/ Rented Equip \$200,000 Deductible \$1,000

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

SAMPLE
CERTIFICATE**CERTIFICATE HOLDER****CANCELLATION**VERDEGO LLC / VERDEGO LANDSCAPE LLC
PO BOX 789
3335 N. STATE STREET
BUNNELL FL 32110

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

AUTHORIZED REPRESENTATIVE

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MCNITT, TERRY M JR

VERDEGO LLC

39 AUDUBON LANE

FLAGLER BEACH FL 32136

LICENSE NUMBER: CGC1506752

EXPIRATION DATE: AUGUST 31, 2024

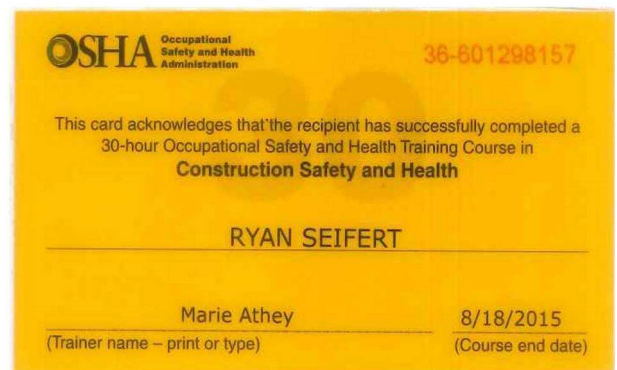
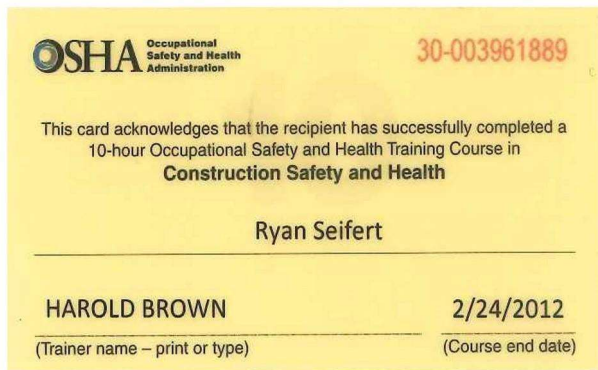
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Certifications & Licenses



Certifications & Licenses





Ryan Seifert
has successfully completed the
Hunter Product Technician
ONLINE TRAINING PROGRAM



PHIL ROBISCH, CID, CLIA, CLWM
Multimedia and Instructional Design Manager

TODD D. POLDERMAN, CID, CLIA, GRP
Vice President, Marketing
Landscape Irrigation and Outdoor Lighting



Ryan Seifert
has successfully completed the
Hunter Product Specialist
Hydrawise
ONLINE TRAINING PROGRAM



PHIL ROBISCH, CID, CLIA, CLWM
Multimedia and Instructional Design Manager

RYAN SEIFERT, PE, CID, CLIA
Vice President, Marketing



Ryan Seifert
has successfully completed the
Hunter Product Specialist
I-Core and Dual
ONLINE TRAINING PROGRAM



PHIL ROBISCH, CID, CLIA, CLWM
Multimedia and Instructional Design Manager

TODD D. POLDERMAN, CID, CLIA, GRP
Vice President, Marketing
Landscape Irrigation and Outdoor Lighting



Ryan Seifert
has successfully completed the
Hunter Product Specialist
ACC and ACC-99D
ONLINE TRAINING PROGRAM



PHIL ROBISCH, CID, CLIA, CLWM
Multimedia and Instructional Design Manager

TODD D. POLDERMAN, CID, CLIA, GRP
Vice President, Marketing
Landscape Irrigation and Outdoor Lighting

Certifications & Licenses



3.

CELEBRATING
20
YEARS



Koehn Outdoor BRAND PROMISE VILLAGES OF WESTPORT CDD

LANDSCAPE & IRRIGATION MANAGEMENT

Date: August 8, 2024



Letter from the CEO – David Koehn

Dear Tim,

Thank you for the opportunity to become your trusted landscape management partner for **VILLAGES OF WESTPORT CDD**. Our teams take pride in our work and our goal is to provide the highest level of customer value. With several contractors to choose from, we would be honored to be your trusted partner. Our company is one of few large commercial landscape firms in NEFL that is 100% locally-owned and operated. Our culture and communication are important to us, and I assure you will see the difference. We feel our success is driven by how we treat our team members and the level of care we provide to our employees and clients. **I would like to highlight the reasons why I feel Koehn Outdoor is the best partner for your site.**

- *I will also be an extension of the **team** in overseeing the installation of all new enhancements on your property.*
- *Our **leadership** team has been carefully selected and on average have over 20+ years of industry experience.*
- *Our teams have access to the most in mapping and reporting. Reports are created with pictures and pin dropped locations to keep track of all **innovative technology** areas of the community.*
- *We are a **market leader** in water management, sustainable solutions, and industry best practices. Our motto is to be stewards of the land and our goal is to provide the most efficient watering technology and provide **sustainable** landscape solutions.*
- *Koehn Outdoor will be **involved** in your site events and can provide scheduled workshops for the maintenance team to learn more about sustainability and best industry practices.*
- *We are **passionate** about our local communities we serve, and we support organizations, charities, and local businesses. For example, we have strong **partnerships** with K9s for warriors and abundance of other organizations that make an impact in our community. It is an honor and a pleasure to give back.*

Lastly, I can personally assure you that I will be an involved owner who takes pride in the success of **VILLAGES OF WESTPORT CDD**. Your industrial property will be a top tier account and will be a major focus for our team and myself.

Have a blessed day!!



Brand Promise Video

KOEHN's brand promise proposal communicates the unique value proposition and commitment to YOU! We're a trusted-partner not a vendor! It serves several important purposes:

- This is not your typical landscape proposal you may be accustomed to!
- A leader for 20 years in in Northeast Florida and recently expanded to Savannah, GA!
- **Brand Promise:** <https://vimeo.com/745903311>
- **Company Overview:** <https://vimeo.com/745556992>

Why Koehn Outdoor

- **LOCALLY-OWNED & Operated Since 2004:** In today's environment it is not common to find a locally owned regional provider like **Koehn Outdoor** that has the capacity of a national and offers world-class service.
- **NORTHEAST FLORIDA & COASTAL SOUTHEAST GA ONLY** – A leading provider in **communities** for 20 years.
- **EXCELLENT QUALITY CONTROL:** Account manager to assure multiple levels of quality control.
- **NO SUBCONTRACTING:** Turf care and irrigation divisions which allow our teams to communicate together without outside subs.
- **HIGH-QUALITY SERVICE:** We **PRIDE** ourselves on providing dependable, high-quality service with our attention always focused on YOU.
- **HORTICULTURE EXPERTISE:** In-house Plant Health Care Professionals, Season Flower Specialist on staff.
- **WINNING CULTURE:** Become a **TRUSTED-PARTNER** with the **Koehn Outdoor** winning culture!





CORE VALUES



INTEGRITY - We do the right thing because it's the right thing to do



INNOVATION - We relentlessly pursue more than just the status quo



LEADERSHIP - We lift-up our people, celebrate diversity, and empower our managers to lead



SUSTAINABILITY - We are stewards of the land and committed to providing environmentally sound landscape solutions



ACCOUNTABILITY - We take ownership of our work and hold each other to high standards of service



BUILDING RELATIONSHIPS - We make building relationships as important as building and maintaining landscape projects

Company Overview

KOEHN OUTDOOR is a premier provider of landscape management and enhancement hardscape for commercial clients in Northeast Florida for the last 20 years. Our reach for landscape management services extends **100 miles** from our headquarters in Jacksonville, FL covering all Northeast Florida and then some.

Koehn Outdoor specialized Services:

- **Landscape Management**-(Full service with mowing, trimming, horticulture treatments, irrigation, tree pruning and all scopes in regarding to maintenance.)
- **Landscape Enhancement**-(redesigns, removal and install of landscape, irrigation, drainage, sod, annuals, and misc. landscape scopes.)
- **Hardscape Services**-(Installation and repair of the listed scopes-(Pavers, concrete, brickwork, synthetic turf, decks, fences, retaining walls-wood and block)
- **Misc. Construction**-(Dog parks constructed, Playground construction, marine construction-bulkhead/docks, fountains, shade sails, pergolas, cabanas, low voltage lighting and full outdoor kitchens)

Today our company has over 90 trained employees to service our clients. We are licensed Irrigation Contractors, Pest Control Providers and Certified Tree Professionals. We look forward to servicing you soon.





David Koehn: President & CEO



Will Crews: Director of Operations



Kyle Clarke: Account Manager



Steve Gorman: Dir. of Horticulture

**VILLAGES OF
WESTPORT CDD**
Meet YOUR Team



DAVID KOEHN - BIO

- **David Koehn** is the founder and president of Koehn Outdoor, formerly DM Koehn Landscaping, Inc. David learned the construction and green industry at an early age by working with his father Douglas W. Koehn at his Class A Contracting business in Franklin, VA. After receiving a 2-year degree in industrial technology from a local community college, David moved from Franklin, VA to Jacksonville, FL in 2001 and started DM Koehn Landscaping in 2004, when he was only 24 years old.
- In its humble beginnings, David's business was a one-man residential mowing operation. With the company's success, David added more employees, equipment, and trucks and began focusing growing the business commercially. Early in life, David was taught that, **"when you do something, you do it right and with integrity" — a life lesson that has become one of the Koehn Outdoors core values.**
- Koehn Outdoor has developed into a market-leading commercial landscape management company with over 125 full-time employees. The company also has a full-service outdoor enhancement division that has developed award-winning hardscapes and beautiful amenity centers throughout the state of Florida.
- Having adapted a culture of continuous learning, training, and strategic planning, David and the Koehn Outdoor leadership team hold many green industry certifications and licenses and are involved in many industry professional associations.
- **In 2018**, Koehn Outdoor engaged with green industry specialist Envisor Consulting. The Envisor team holds leadership accountable for achieving goals and maintaining a level of customer service that is unmatched in Northeast Florida — which coincides with David's personal promise to his clients that Koehn Outdoor provides the most customer value for the most competitive price possible.



WILL CREWS - BIO

Director of Operations

- Will obtained the core values of **HONESTY, INTEGRITY, and LEADERSHIP** from the U.S. Army, where he oversaw day to day operations as a logistics specialist and was responsible for maintaining the training records and transitioning processes of soldiers. He gives credit to the military for strengthening skills that help him work with people from different regions and backgrounds, as well as giving him the ability to adapt and overcome any situation.
- In his thirteen-year tenure at Koehn Outdoor, Will has grown from crew member to upper management thanks to his work ethic and willingness to learn.
- Will also attends yearly training such as BPM, arbor care, and core classes and is passionate about continuing his education, having completed Master Account Management training program through the Envisor consulting group.
- He possesses vast knowledge in the process of onboarding new customers, recommending tactical strategic plans on maximizing time with service maps and creative planning, and learning ways to create customer value.
- Will's focus is on creating a clear line of communication with the customer, being proactive, performing monthly site walks to ensure quality, and continually training our teams to help provide a quality service. More than anything, Will's skills help maintain positive relationships with Koehn Outdoor customers.



STEVE GORMAN- BIO

- **STEVE GORMAN** is Director of Horticulture & Safety proudly offering 28 years of experience.
- He currently oversees our Pest Control division and holds our **Certified Operators License**. He is responsible for ensuring that our horticulture program is following Florida statutes 482, performs all chemical training for the company, and maintains all chemical records
- As **Director of Horticulture**, Steve establishes and adjusts the lawn and ornamental programs to the highest standards complying with all state and federal regulations.
- He is pro-active, intuitive, and empathetic leader with a passion for the natural world, love for plants, and a desire for new innovative, and evocative garden display that delight, heal, and celebrate diversity.
- Serves on the Leadership team, his goals include *pro-actively anticipates the needs of the team, ensures Horticulture has the tools to excel at their role, and plans for future growth*, In addition to his primary job functions, Steve has been recognized by **KOEHN OUTDOOR** for his **extraordinary** commitment to success.



KYLE CLARKE - BIO

- **Kyle** is an Account Manager based in Jacksonville, Florida. He boasts multiple **certifications** and **training courses** with the **Envisor Academy** in the Green Industry as a recognized leading Industry Experts.
- He is the long-standing employee of Koehn Outdoor and has over 15 years experience.
- He offers far more than best practices through the Green Dot Operating System, from the Envisor Academy that created a roadmap that simplifies, streamlines, and ensures organizational development success.
- He has partnered with some prestigious properties such as ***Epping Forest, luxury portfolio of Fort Family*** and ***many more!***
- Kyle and Koehn Outdoor will partner with you to maximize turf & water management and elevate your properties in sustainable water management.
- As an **ACCOUNT MANAGER**, his goals include being *pro-active, communicating well*, and helping communities with a *yearly landscape budgets* to beautify the grounds. In addition to his primary job functions, Kyle has been recognized by KOEHN OUTDOOR for his ***extraordinary*** commitment to success



CHARLES KEITHLEY - BIO

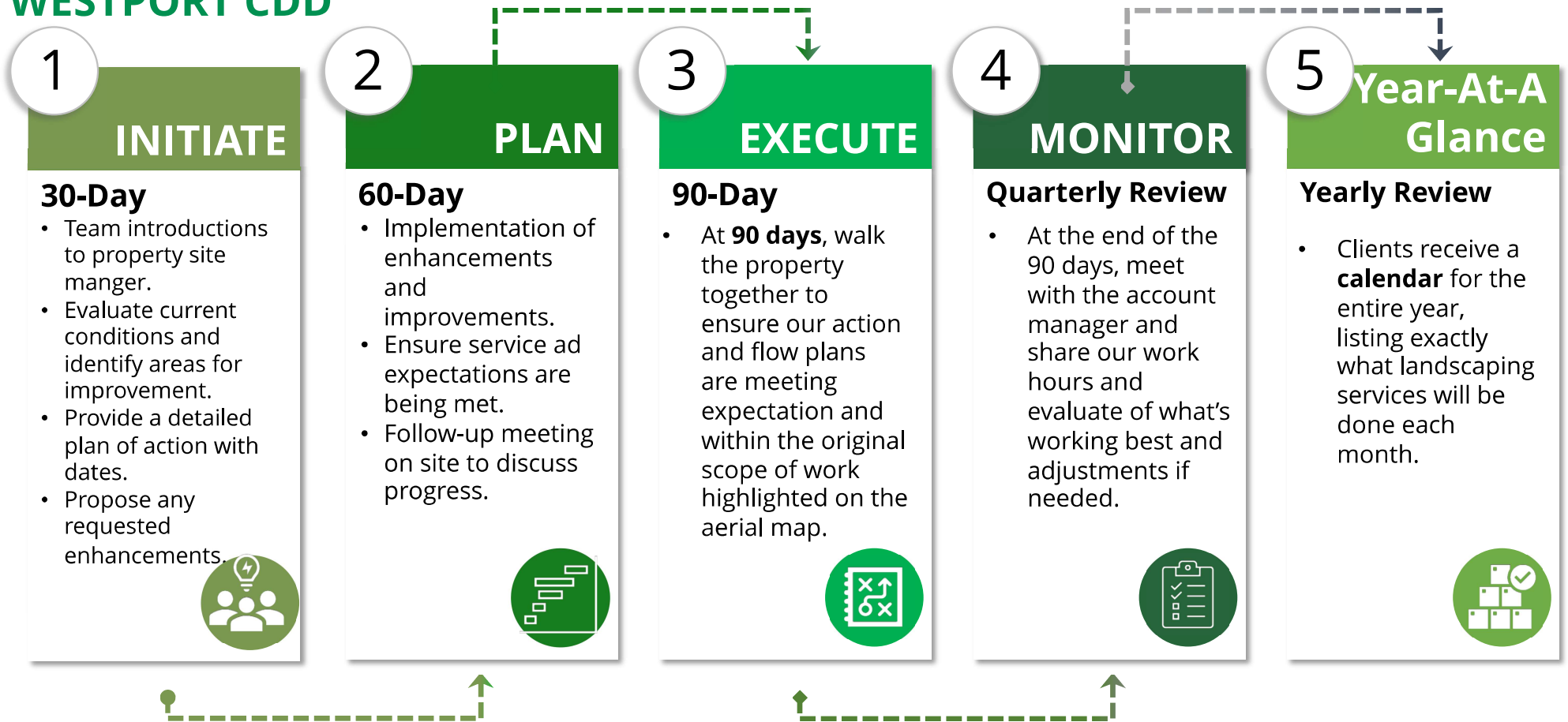
- **Charles Keithley** is an Account Manager with KOEHN OUTDOOR based in Jacksonville, Florida with a **University of Kentucky Turf Certificate**. He has attended **Toro Irrigation Institute** and holds a Florida Licensed Commercial Chemical Application License.
- He recently joined Koehn Outdoor in 2022 and has over 15 years experience in Agronomy and Turf management.
- He has partnered with some prestigious properties such as **PGA Tour Agronomy & TPC Sawgrass** along with **Atlantic Beach Country Club**!
- Charles and Koehn Outdoor will partner with you to maximize turf & water management and elevate your properties in sustainable water management.



A landscaper wearing a green safety vest and camouflage pants is working on a garden. The garden features a large green bush, a red flower bed, and a white building in the background. The text "START-UP PLAN & TRANISTION" is overlaid on the image.

START-UP PLAN & TRANISTION

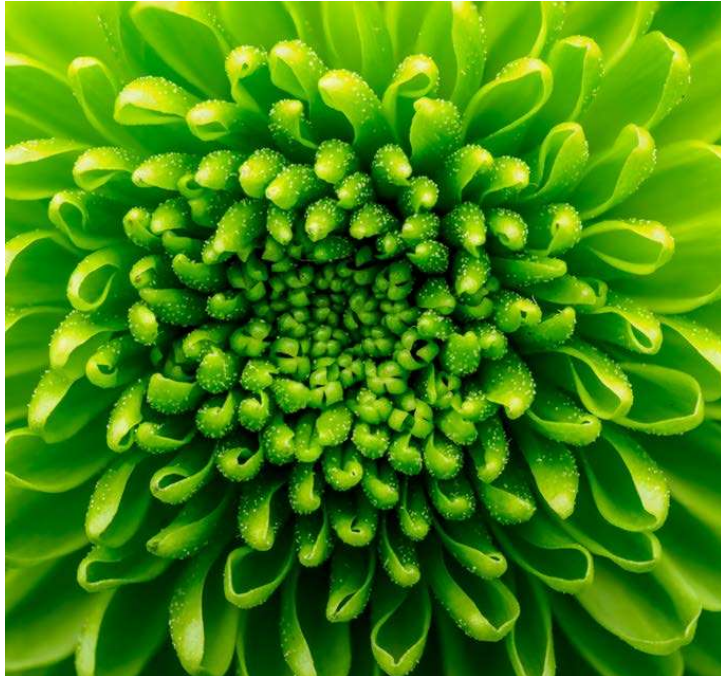
30-60-90 DAY PLAN EXECUTION STRATEGY: Property Site: **VILLAGES OF WESTPORT CDD**





HORTICULTURE CALENDAR – Lawn Care

- **ROUND #1: Jan/Feb** – Winter Fertilizer Blend, Pre/Post Emergent Weed Controls
- **ROUND #2: March/April** – Spring Fertilizer Blend, Pre/Post Emergent Weed Controls, and Insect Control
- **ROUND #3: May/June** - Late Spring Fertilizer Blend, Weed/Sedge Controls, Chinch Bug Suppression
- **ROUND #4: July/August** - Summer Fertilizer Blend, Weed Control, Chinch Bug Suppression
- **ROUND #5: Sept/Oct** - Fall Fertilizer Blend, Pre/Post Emergent Weed Control, Sedge Control
- **ROUND #6: Nov/Dec** – Winter Fertilizer Blend, Pre/Post Emergent Controls
- Fungicides are ONLY applied as needed



HORTICULTURE CALENDAR – **Ornamental Care**

- **ROUND #1: January/Feb** - Micro-nutrient fertilizer, Overwintering Insect Egg Mass Control, Insect Control, Disease Control
- **ROUND #2: March/April** - Custom Blended Fertilizer, Insect and Disease Control
- **ROUND #3: May/June** - Micro-nutrient fertilizer, Insect and Disease Control
- **ROUND #4: July/August** - Micro-nutrient fertilizer, Insect and Disease Control
- **ROUND #5: Sept/October** - Custom Blended Fertilizer, Insect and Disease Control
- **ROUND #6: Nov/Dec** - Micro-nutrient fertilizer, Overwintering Insect Egg mass Control

**This Calendar is only meant to serve as a general guideline. Environmental factors, weather, and product label laws will govern ALL applications dates and material applied. Lawn and Ornamental applications are provided separately, typically rotate monthly, and are each done separately.*



Annual Horticultural Services Calendar: EXAMPLE

Turf Maintenance	As Needed	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Site visit & Clean-up	X	Weekly In Growing Season (April 1st -October 31st), Bi-Weekly Non-Growing Season (November 1st-March 31st)												365
Mow & Line Trim Service		X	X	X	X	X	X	X	X	X	X	X	X	44
Edge Drives & Walks		X	X	X	X	X	X	X	X	X	X	X	X	26
Edge Plant Beds		X	X	X	X	X	X	X	X	X	X	X	X	26
Fertilize Turf			X		X		X		X		X		X	6
Pre-emergent Weed Control Turf			X		X		X		X		X		X	6
Post-emergent Weed Control Turf			X		X		X		X		X		X	6
Turf Disease Management			X		X		X		X		X		X	6
Shrubs & Bed Maintenance	As Needed	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Trim Ornamentals	X													
Weed Ornamentals Bed	X													
Edge Ornamentals Beds	X													
Ornamental Fertilization, Insect/Disease Controls		X		X	X			X		X		X		6
Pre-emergent Weed Control			X								X			2
Post-emergent Weed Control	X													
Tree Maintenance	As Needed	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Trim Crape Myrtles			X											1
Safety Inspections & Pruning (up to 14feet)													X	1
Sight Line and Clearance Pruning (up to 12-feet)													X	1
Trimming Trees and Palms (up to 10-12 feet)								X						1
Irrigation System	As Needed	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Monthly Inspections/Trouble Shoot System		X	X	X	X	X	X	X	X	X	X	X	X	12
Seasonal Flower Beds	As Needed	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Flower Bed Seasonal Change Out			X				X			X			X	4



5-STAR CUSTOMER SERVICE

The Koehn Experience –
ORDINARY to **EXTRAORDINARY**



Compete By Delivering **SUPERIOR 5-STAR Service CONSISTENTLY**

- We **provide a superior service experience consistently.**
- It sounds cliché perhaps, but **service is the competitive advantage.** In fact, you could argue that high-service local companies already have a competitive advantage over regional or national companies.
- That's why regional and national companies target locally owned companies for acquisition. They want these companies because they already have what they want and need: loyalty and repeat business.



5-STAR CUSTOMER SERVICE

ACCOUNT MANAGERS create work plans and ensure they are followed to meet and exceed customers' expectations.

Use of incredible organizational and time management skills to coordinate scheduling, budgeting, and staffing.

Being Proactive

Walking the Property for Audits

They train and oversee crews and monitor the quality of work provided.

Communicating Well





REPORTING & EFFECTIVE COMMUNICATION

Your landscape company plays a vital role in maintaining property values, and new residents. At **KOEHN OUTDOOR**, *communication* is essential, right up there with learning, experience, appreciation, and teamwork. Become a client, and you will hear from us on a consistence basis. Property managers are busy in their day-to-day of dealing with residents. The communication we provide makes your job easier, makes you look good and improves a true partnership.

A white pickup truck with the KOEHN OUTDOOR logo on its side is parked in a landscaped area. The truck is a silver-colored pickup truck with a black bed liner. The logo on the side of the truck consists of a green square with a white palm tree icon, followed by the text "KOEHN" in large, bold, black letters, and "OUTDOOR" in smaller, green, all-caps letters below it. The truck is parked on a paved surface. In the background, there are several tall, thin pine trees and a large, light-colored building. The sky is clear and blue.

One Point of Contact & Proactive Not Reactive

- Each property is assigned a **KOEHN OUTDOOR** Client Relations Manager, who serves as your primary contact for any inquiries, ranging from irrigation to invoicing and from weed management to wisteria concerns.
- Allowing, complete clarity regarding your designated point of contact for any questions or concerns, irrespective of their nature.



Monthly Service Email, Quality Reports, Monthly Irrigation Fertilization/Pest Control Annual Flower Types & Design

Monthly, you will be receiving an email highlighting the services to be completed at **VILLAGES OF WESTPORT CDD** that month.

- *What is in store for each Month?*
- *Weekly service visits*
- *Early summer fertilization and turf weed control*
- *Lawn aeration for warm season turf*
- *Irrigation walk through*
- *Summer pruning starts*

Making it easy if you have any questions or concerns? The email and phone number for your **KOEHN OUTDOOR** Client Relations Manager is at your fingertips.



powered by SmartLink Network ®

Inspection #5

Date: Dec 20, 2023 9:50 am

Inspector: Tablet 3

Site	
Name	Turtleback Crossing
Address	208 Alta Mar Drive
City	Porto Vendra Beach
ST	Florida
Zip	32082

Controller	
Name	Weathermatic 48 Station Pool Clock (2-Wire)
Location	
Model	SL9600TW
Modules	48
SLW	SLW5
Controller ID	92482

Water Days as of Dec 20, 2023	
Program A	Mon , Fri
Program B	Tue , Sat
Program C	Sun
Program D	

	Location	Valve Status	Clogged Nozzle	Blocked Head	Broken Head	Raise Head	Lower Head	Broken Drip Micro Spray	Broken Lateral	Broken Main	Scope
1	Spray front of Loggerhead	Pass	1								
2	Rotor back of 50 & front entrance Loggerhead	Pass			1						
3	Spray Front of 45-47 Loggerhead	Pass			1						
4	Spray Front of 41-44 Loggerhead	Pass			2						
5	Rotor behind 44 Loggerhead	Pass			1						
6	Rotor center island Loggerhead	Pass									
7	Spray Front of 38 Loggerhead	Pass			1						
8	Rotor left side of 39 Loggerhead	Pass									
9	Rotor ditch right side of Loggerhead	Pass									
10	Sprays along bldg 33 34 35	Pass									
11	Spray building 25-26 Loggerhead	Pass									
12	Spray back of 23-26 Loggerhead	Pass			1						
13	Rotor along lake behind 26 Loggerhead	Pass									

Inspection Report #469452





Smart Link Technology for Water Management - The Smart Solution

- We can service all your irrigation needs and ensure that your property is using the exact amount of water necessary, to avoid both monetary and environmental waste.
- A smart controller with remote monitoring allows for **24/7** access to your site, and dramatically improves response time
- Reduce water use as much as **50%** (average **38%**)
- Reduce damage from over/under watering
- Minimize liability from hazardous slick spots
- Comply with water restrictions while maximizing watering opportunities and limiting landscape loss
- Improve sustainability through water management
- Creates visibility and accountability through the photo documented inspection tool

Smart Irrigation & Site Management



The most advanced smart water and site management technology is now within your reach.




As a Weathermatic Premier Partner, KoeHN Outdoor provides our clients with unmatched service, site beauty, and water management.

The Smart Choice for Water Management

(904) 716-0683
www.KoeHNoutdoor.com



SmartLink HOW IT WORKS



On-site weather station
MAKES AUTOMATIC WEATHER-BASED ADJUSTMENTS TO IRRIGATION SCHEDULE

SmartLine controller
AUTOMATICALLY RELAYS SETTINGS AND PROGRAMS TO CONTROL ZONES AND SCHEDULES

Secure cellular connection
NO INTERNET REQUIRED. NO SHARED ACCESS TO ROUTES & DATA. STAYS AWAY FROM OUTLINES

Cloud-based solution
CLOUD-BASED AND SMARTLINK SOFTWARE PROVIDES REMOTE CONNECTION AND DATA SECURITY

You
MONITOR ACCESS BY PHONE, TABLET, OR COMPUTER TO CONTROL ALL ZONES & SCHEDULES WITH ALERTS & REPORTS

SmartLine Controller and Weather Station

- Controller adjusts the amount of water applied daily based on:
 - high/low temperature
 - humidity
 - plant type
 - soil type
 - sprinkler type
 - slope
- Weather station set at each controller and communicates wirelessly
- Automatic cycle soaks to eliminate run-off
- Never loses date/time or programming due to power failure
- Optionally omit days, times, and dates
- Meets EPA Water Sense Criteria

SmartLink Software

- Secure, reliable cellular communication
- Powered by Amazon Web Services
- Programming changes can be made remotely from any web-enabled device
- In-depth reports of run times and weather data
- Asset tagging and zone mapping
- Web-based inspection reports with photo documentation
- Daily alert reporting
- Controller programming backup to the cloud
- All data stored for life of service plan

The Smart Solution

- A smart controller with remote monitoring allows for 24/7 access to your site, and dramatically improves response time
- Reduce water use as much as 50% (average 38%)
- Reduce damage from over/under watering
- Minimize liability from hazardous slick spots
- Comply with water restrictions while maximizing watering opportunities and limiting landscape loss
- Improve sustainability through water management
- Creates visibility and accountability through the photo documented inspection tool

Who is KoeHN Outdoor?

- KoeHN Outdoor is a premier provider of landscape management & installation in Northeast Florida.
- We install and maintain distinctive commercial landscape environments that maximize the value of our clients property and stand the test of time.
- KoeHN Outdoor has a highly trained staff of irrigation technicians that can service all your irrigation needs.

Who is Weathermatic?

- Leading provider of water conserving technology and service for over 75 years
- Full line of irrigation products; including software, controllers, sensors, valves, rotors, sprays, and more.
- Products are installed in more than 85 countries
- Installed on more than 500,000 locations, saving an average of 38% in water use.
- Some valued clients include: JPMorgan Chase, Bank of America, Marriott, Publix, Arby's, Texas A&M, Clemson University, Associa, FirstService Residential, CBRE, U.S. Capitol Building, Pearl Harbor Memorial





HOW MUCH WILL YOU SAVE?

Annual Water Bill	10%	20%	30%	40%	50%
\$1,000	\$100	\$200	\$300	\$400	\$500
\$2,500	\$250	\$500	\$750	\$1,000	\$1,250
\$5,000	\$500	\$1,000	\$1,500	\$2,000	\$2,500
\$10,000	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000
\$20,000	\$2,000	\$4,000	\$6,000	\$8,000	\$10,000
\$30,000	\$3,000	\$6,000	\$9,000	\$12,000	\$15,000
\$50,000	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000
\$100,000	\$10,000	\$20,000	\$30,000	\$40,000	\$50,000

Actual savings will obviously vary based on weather, water rates, historical watering practices and overall sprinkler system efficiency.

What does it cost?

You'll be able to upgrade to the latest water-saving technology immediately while avoiding large capital outlays - ask your representative for details.

Total Equipment Protection Plan

- Fixed cost of ownership with a no questions asked warranty coverage on all Weathermatic equipment
- Includes manufacturer defects, lightning, theft, and physical damage
- No deductibles or processing fees

Water with Purpose

With over 400,000 SmartLink control systems saving billions of gallons of water around the globe, are proud to contribute to the giving of safe drinking water through the Save Water | Give Life social cause. Though participating in the "Water with Purpose" campaign, our customers are making an impact because every Weathermatic product purchased directly results in a specific number of gallons of clean water given to the world's thirsty. **Together, we will save billions of gallons of water and thousands of lives. It all starts with WATER!**




Frank Prescutti
E: frank@koeHNoutdoor.com
Mobile: (904) 952-3530
W: www.koeHNoutdoor.com



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2024 Weathermatic
Smartlink Brochure

Weathermatic®
Save Water. Give Life.

- KoeHN's Irrigation team is state of the art and will be you're top choice for all irrigation needs!



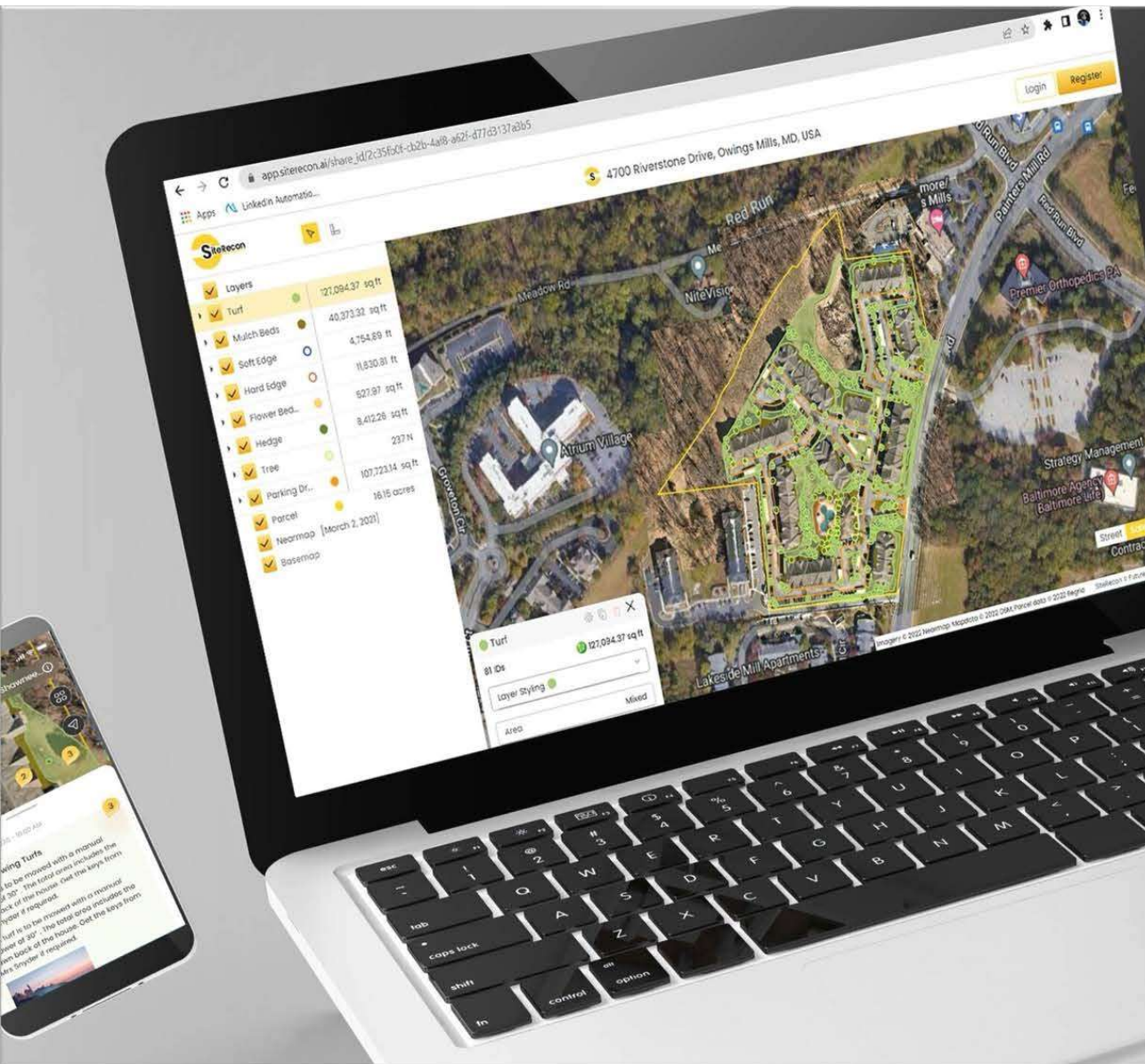
AI-Technology Working For YOU!

- **KoeHN Outdoor** utilizes AI technology tool for measuring all properties.
- Automated measurements are **fast** and exceptionally **accurate**.
- The use of AI reduces our response time and ensures our bids are **extremely precise**.

The accuracy can be attributed to the following factors:

- The **AI Technology** is quite mature and delivers **consistent output**.
- There is a team of dedicated cartographers for ensuring **quality control**.
- Using **high-definition aerial imagery** which is updated frequently.
- Providing the ability to identify potential hazards and liabilities, or dead plants and lawns in need of replacements – to name a few.
- It also ensures that you stay up to date with the latest state of your property.





- **Koehn Outdoor implements SiteRecon** - an AI-based tool - for measuring sites
- **Automated measurements** from SiteRecon are fast and highly accurate
- This shortens our response time and ensures that our bids are highly accurate as well.
- **The accuracy can be attributed to the following factors:**
 - The AI is quite mature and delivers consistent output.
 - There is a team of dedicated cartographers for ensuring quality control.
 - SiteRecon uses **high-definition aerial imagery** from Nearmap that is updated frequently.
 - This also ensures that you stay up to date with the latest state of your property.

Map of
Boundaries
For Villages
of Westport





Layers on the Map

- Turf
- Mulch Beds
- Soft Edge
- Hard Edge
- Flower Beds
- Perimeter
- Trim Edge
- Hedge
- Tree
- Palm Tree

AI Technology
Aerial
Measurements
For Villages of
Westport

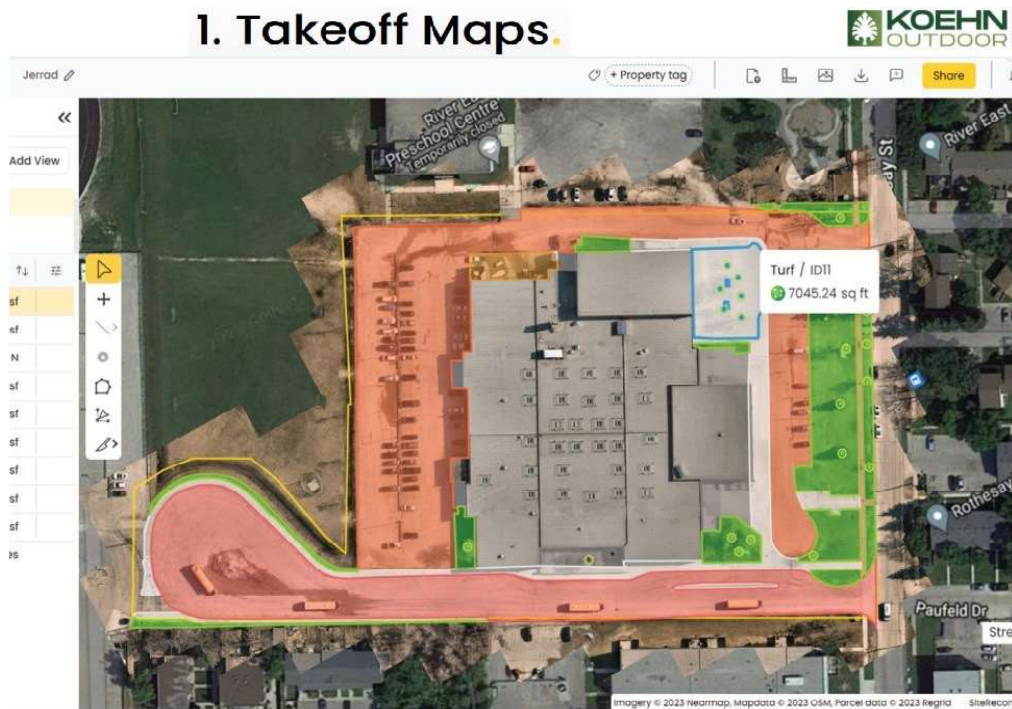


Layers of the map

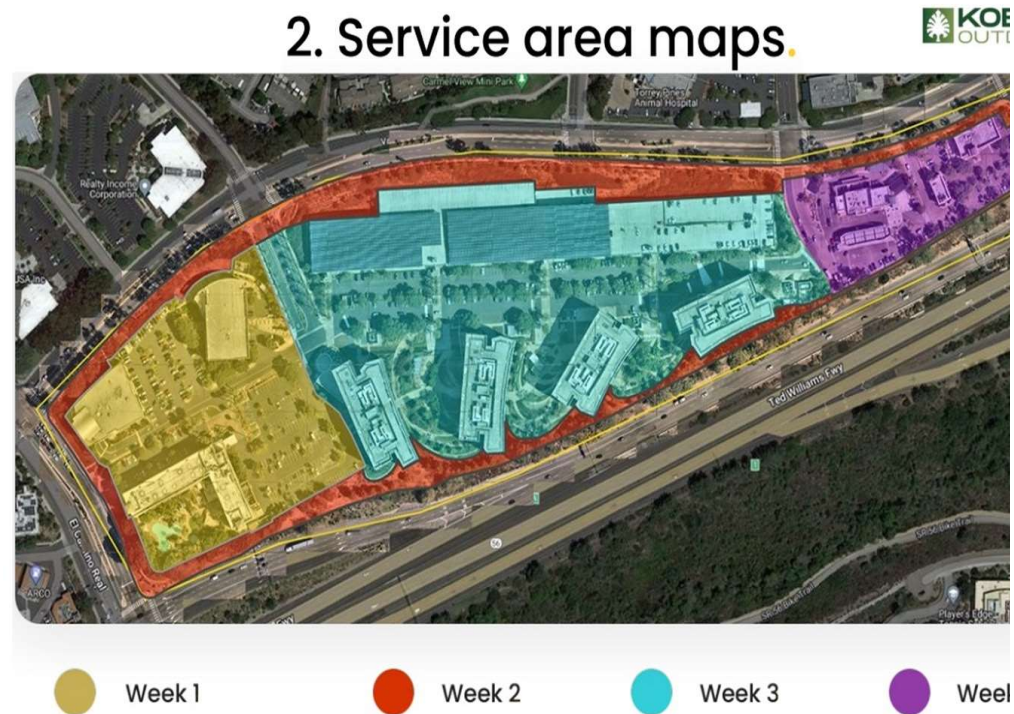
- Turf
- Mulch Bed
- Soft Fall
- Hard
- Flower Beds
- Perimeter
- Trim Edge
- Hedge
- Tree
- Palm Tree

Koehn Outdoor Innovative Approach - **EXAMPLE**

1. Takeoff Maps.

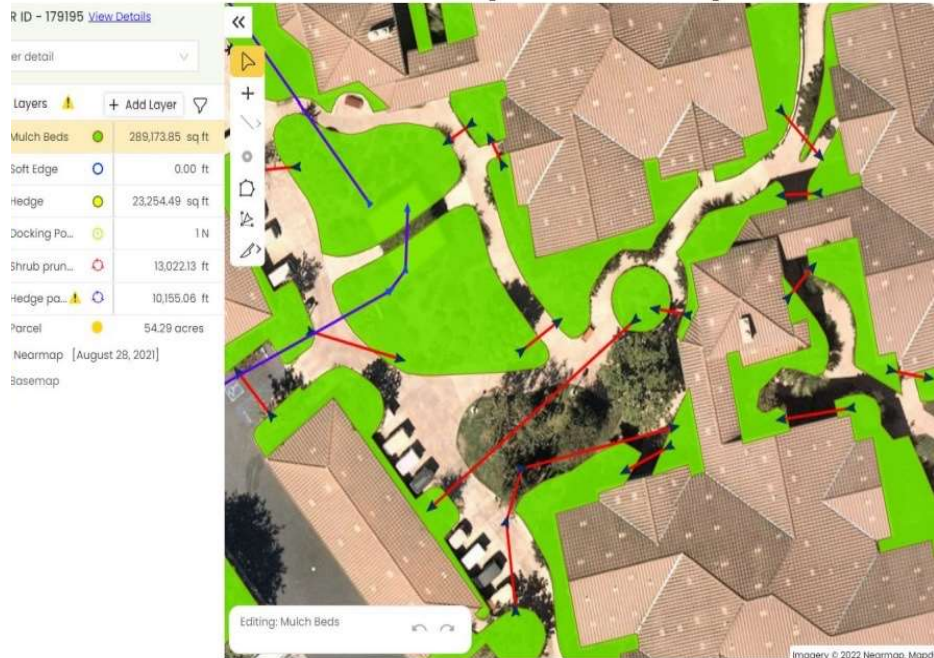


2. Service area maps.



Koehn Outdoor Innovative Approach - **EXAMPLE**

4. Execution plan maps.

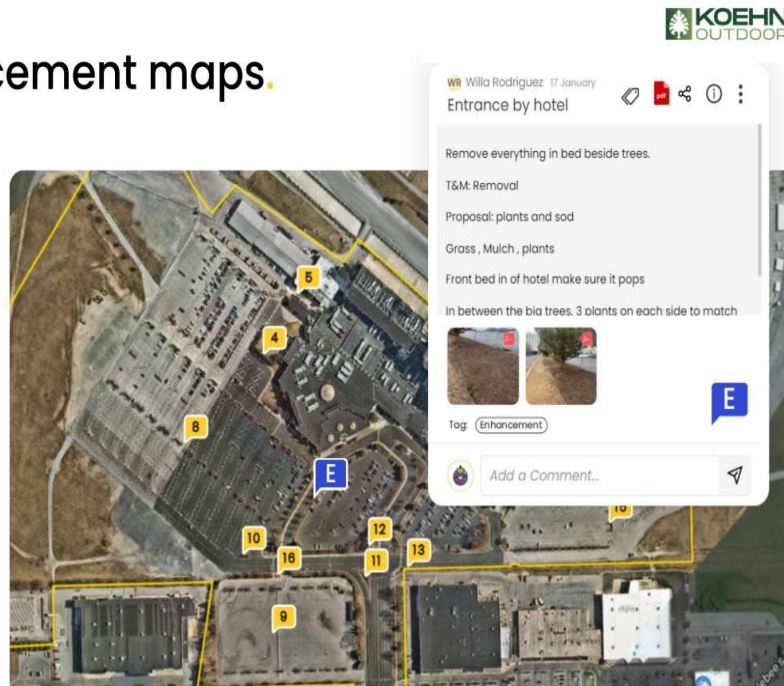


3. Inventory Maps.

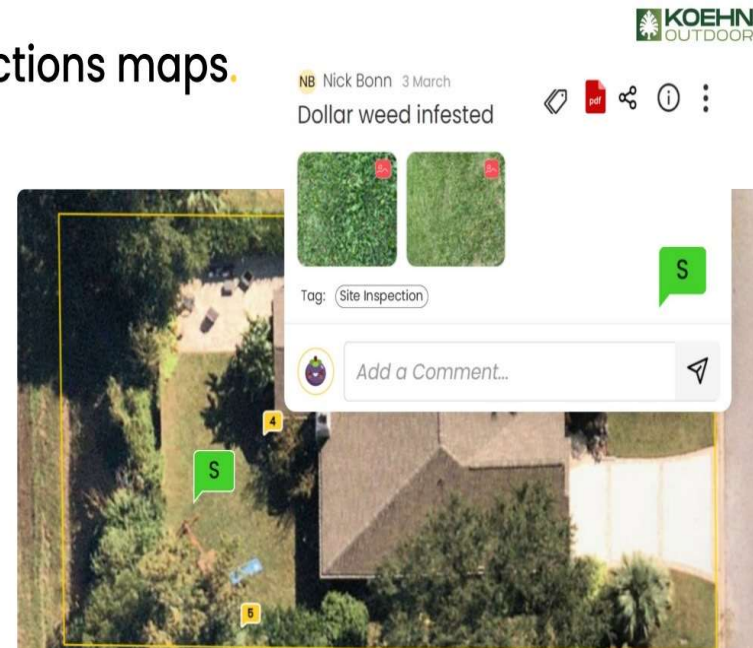


Koehn Outdoor Innovative Approach – **EXAMPLE**

5. Enhancement maps.



6. Site inspections maps.



PROJECT DETAILS

Client's Name	VILLAGES OF WESTPORT CDD
Billing Address	6702 Sandle Drive. Jacksonville, Fl. 32219
Property Contact	Tim C. Harden
Property Contact Email	tharden@vestapropertyservices.com
Property Contact Phone	(904) 612-6668
Contract Effective Date	October, 2024
Contract Expiration Date	September 30, 2025
Initial Term	One Year
Property Name	VILLAGES OF WESTPORT CDD
Property Address	6702 Sandle Drive. Jacksonville, Fl. 32219
Contractor	KOEHN OUTDOOR



PERFORMANCE STANDARDS

- In planning for the unique landscape needs of **VILLAGES OF WESTPORT CDD** requires careful attention to detail.
- At Koehn Outdoor, our experience professionals will use their extensive training and state-of-the-art equipment to ensure the health and sustainability of your living investment.
- Services missed due to inclement weather will be made up as soon as possible. The following table summarizes our planned visits for completing each of the services performed on **VILLAGES OF WESTPORT CDD**.



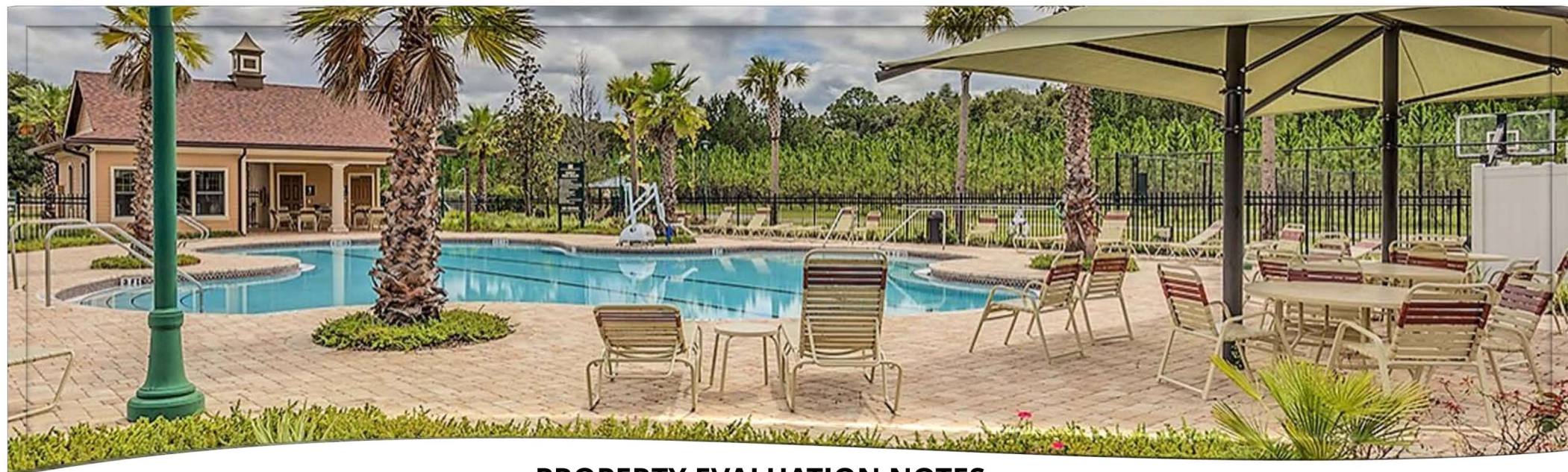
SERVICE	VISITS
Maintenance Mow Visits	42
Mowing	Weekly: April 1 – October 31 Bi-Weekly: November 1 – March 31
Detailing	12 – 1 X per month
IPM – Fertilization & Pest Control	St Augustine: 6 custom blended and spot treatments. Bermuda: 8 Custom blend spot treatments as needed. Irrigated Bahia: 4-6 spot treatments as needed.
Irrigation Inspections	12
Mulch	Per Request
Flowers	Per Request
Tree Pruning	Up to 10 ft. above grade – above 10 ft. will be proposed
Palm Pruning	Per Request



YOUR INVESTMENT TO FIT YOUR BUDGET

VILLAGES OF WESTPORT CDD

Core Maintenance Services	Monthly	Yearly
General Core Landscape Management: & DETAIL (on-site maintenance). Includes Mowing, Edging, String Trimming, Shrub/Tree Pruning and Trim up to 10', Weeding, & Cleanup.	\$4,715.00	\$56,580.00
Integrated Pest Management: Includes Fertilization & Pest Control for Plant Health & Ornamental Care Applications.	\$930.00	\$11,160.00
Irrigation & Water Management Inspections: Includes inspections of sprinkler heads, timer mechanism, and each zone. Inspected for visually for hot spots and line breaks. Irrigation rotors and spray nozzles will be kept free of grass and other plant material to ensure proper performance. Irrigation map & reports provided within our 90-day execution plan. *Based on estimated zones.	\$350.00	\$4,200.00
LANDSCAPE & WATER MANAGEMENT GRAND TOTAL	\$5,995.00	\$71,940.00
ADDITIONAL SERVICES (Not included in annual grand total)		
Mulch: Bid per job. Bid per job.		\$58-\$75
Annual Flowers: Bid per request. units 4 x a year (181) flowers for each rotation) for a total of (726) flowers		\$2.25
Palm Pruning: Washingtonia > 25ft, Canary, Sylvesters, and Medjools		\$55-95
Palm Pruning: Sabals, Pindo, Queen, Washingtonia < 25ft		\$45-55



PROPERTY EVALUATION NOTES

The following describes Koehn Outdoor's evaluation of current property conditions at **VILLAGES OF WESTPORT CDD** as it pertains to the boards RFP provided, and suggested solutions to remedy. Our proposal pricing is reflected accordingly:

- Select turf areas and plants are exhibiting weed intrusion and compaction. Turf weed populations will be treated with a seasonally appropriate aggressive program. Any compaction areas will be identified with suggested remedies such as aeration and/or soil amendments. Annual Flower beds were heavily populated with weeds. Beds will be manually weeded.
- Select plants are exhibiting pest & disease issues. An inspection will be scheduled upon commencement by our Hort Tech to evaluate and treat all issues as required.
- In select areas, the turf appears to be mowed too low. We will begin mowing with the mower deck raised to a minimum of 4.75". This will promote blade and resulting root growth helping establish a stronger, healthier and more pest & disease resistant turf.
- In problem leaf areas, Koehn Outdoor will provide leaf removal each service visits as needed during the heavy leaf-drop season to remove leaf build up in the turf and hard surfaces.
- All trees will be given more attention to address substantial sucker growth that exists.
- Sidewalks and parking areas will be checked regularly and sprayed with non-select herbicide to keep weed populations down.
- Many shrub and perennial varieties did not receive the necessary and required seasonal cutbacks in spring. Some appear as though they have not been properly pruned. Select shrubs can be cut back every year or should be cut back every 2-3 years to keep encourage growth from the bottom up and controlled within the landscape. If not done regularly, shrubs will become bare at the bottom and leggy. Perennials such as liriopie and jasmine ground covers can and should be cut back each year to remove old dead leaves and spent stalks and promote new fresh growth and a more even growing pattern. Flax Lily should have spent bloom stalks pruned out regularly during the detail cycles. Flax can be pruned back when necessary but not more often than every 5 years or so. If done too often, Flax Lily plants will weaken and decline, or death will occur.



PROPOSED PROJECT STAFFING

The following is a (1) year total manpower summary for grounds **VILLAGES OF WESTPORT CDD**. We anticipate staffing as follows:

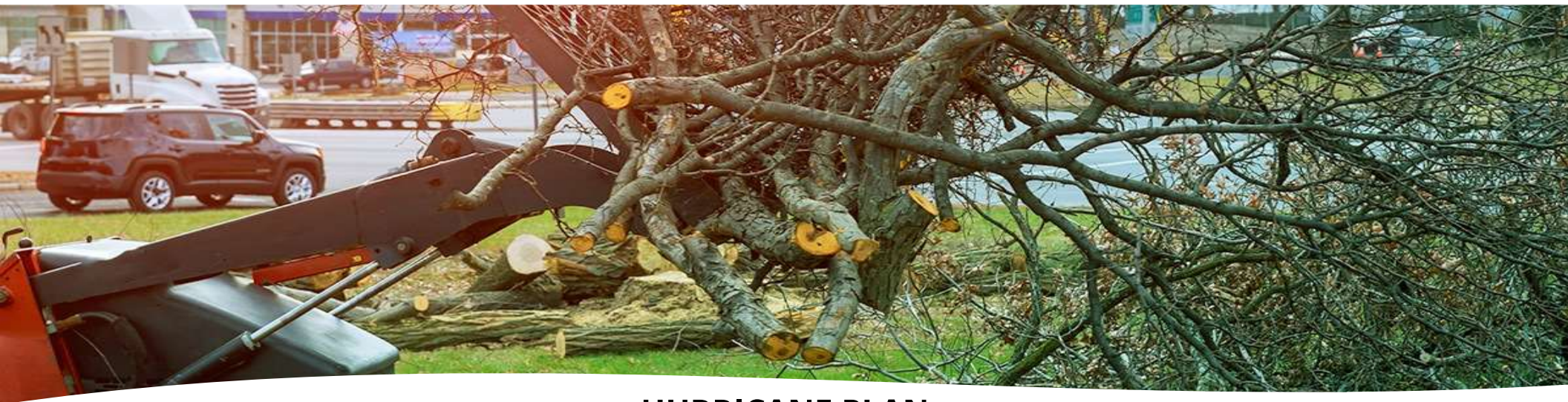
Suggested Crew Staffing – SAMPLE only

- (1) Crew Supervisor (Working/English speaking - assist with various services).
- (1) 4 man Mow & Detail Crews for all areas.
- (2) Irrigation Tech – for all monthly wet-checks and repair requirements as needed.
- (2) Hort Spray Tech – for all fertilization and pest control services per specifications.

In addition to proposed base services crew personnel, **KOEHN OUTDOOR** offers additional support services via separate written authorization and invoicing for arbor care services over 15', mulch installation, annual flower installation and landscape and irrigation enhancement and/or modification.

Included within this proposal but not part of the proposed manpower estimates is the additionally provided management and operational support from the assigned Production Manager, Client Relations Manager (CRM), and Operations Leadership/Ownership. The stated manpower are estimates only. The related growing or non-growing seasons, and subsequent services and frequencies to be provided, will dictate the exact number of personnel needed at any given time.

Weather conditions throughout the year may dictate adjustments to the number of required days/weeks of service and required staffing at those times. Regardless of the estimated personnel requirements, the necessary number of site-visits and personnel will be provided for the satisfactory completion of the proposed services. In addition to the proposed personnel, additional labor can/will be provided if needed for extra work items which are not included within the current Scope of Work.



HURRICANE PLAN

June 1st marks the start of hurricane season with it lasting through the month of November. With uncertainties in the climate, predicting the season can be challenging and, it is always best to be prepared if a storm should make landfall in our area.

To **VILLAGES OF WESTPORT CDD**, prepare, our management team will be proactively evaluating your property for potential landscape issues that can be prevented prior to a storm. In addition to preparedness, we will ensure that multiple emergency contacts have been provided to the board and staff. Communication can be difficult following major storms so this will help maximize efficiency in relief efforts.

Following a storm, and once it is determined safe to do so, we will dispatch our regular crew to the property for clean-up efforts. Our team will work through the property based on the following priorities:

1. Clearing of debris blocking vehicle access to ensure emergency personnel can access your property.
2. Clearing debris from structures that may pose an immediate risk or danger.
3. Replanting of any plant material that may have a chance to survive if replanted.
4. Trimming and removal of hazardous damaged limbs that remain in trees.

Any work that our on-site crew is incapable of taking care of (large tree limb failure, uprooted trees, debris caught in canopies etc.) will be billed at a rate of \$125 per hour. This price **includes** the use of all necessary specialty equipment such as lift, chipper, grapple truck, skid steer & stump grinder.

Once the above priorities have been met, we will continue to work diligently to clean up the remainder of site of smaller less hazardous debris. This will include removal of tree limbs and landscape debris left on the ground from any initial efforts. We will also provide options for restoration of all damaged landscaping should this be necessary throughout the community. Regular service/mowing of the site will resume once the clean-up has been complete and the moisture levels in the turf have reduced enough so that our equipment will not cause additional damage.

We encourage you to evaluate your emergency plans to ensure that you and your staff are prepared in the event a damaging storm makes landfall. If we may answer any questions or concerns you may have regarding our plan and your landscaping, please let us know.



REFERENCES

A Few Top Clients

CELEBRATING
20
YEARS



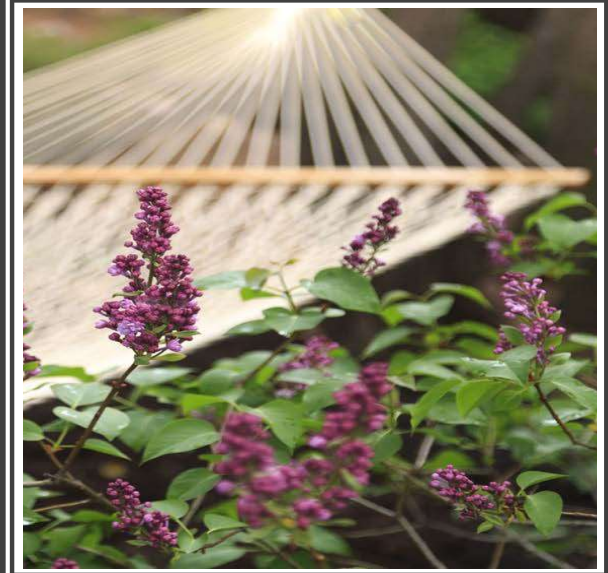
EPPING FOREST
YACHT & COUNTRY CLUB



Top Ten Koehn Client
Epping Forrest Mansion, Master HOA

Board President: Bob Coffee
Phone: (904) 563-0825

CELEBRATING
20
YEARS



Top Ten Koehn Client Deerwood Country Club HOA

Heather Beladi, LCAM - Property Manager
Phone: 904.447.9098

CELEBRATING
20
YEARS



Service Provided: Full-service landscape maintenance including monthly irrigation and horticultural services. Annuals, mulch, and palm trimming are also included as additional services as a part of this contract.

Contact:

Noelle, Salomon, LCAM, Community Manager
Marsh Management

P: 904-273-3033

E: Noelle Salomon: nsalomon@marshlanding.org.

Top Ten KoeHN Clients

Turtleback Crossing in Sawgrass Village

Homeowners Association

Dates: 2023 - Present

CELEBRATING
20
YEARS



Service Provided: Full-service landscape maintenance including monthly irrigation and horticultural services. Annuals, mulch, and palm trimming are also included as additional services as a part of this contract.

Contact:

Noelle Salomon, LCAM, Managed by Marsh Landing

P: 904-273-3033

nsalomon@marshlanding.org

Top Ten Koehn Client Oak Bridge at Sawgrass

Homeowners Association

Dates: 2024 - Present

CELEBRATING
20
YEARS



Service Provided: Full-service landscape maintenance including monthly irrigation and horticultural services. Annuals, mulch, and palm trimming are also included as additional services as a part of this contract.

Contact:

Chuck Torres, Community Manager

BCM Services

P: 860-908-9865

E: ctorres@bcmsservices.net

Top Ten KoeHN Client Addison Park at Nocatee HOA

HOA

Dates: 2021 - Present



DESIGN RENDERING PROFICIENCIES
complimentary with contract

Sawmill Lakes (*pending design*) – Ponte Vedra



DESIGN RENDERING PROFICIENCIES

complimentary with contract

- Vista Brooklyn – Jacksonville
- Tidewater HOA at Nocatee (Ponte Vedra)
- Julington Creek Plantation Entrance – St Johns






















Del Webb®
eTOWN®



DESIGN RENDERING PROFICIENCIES

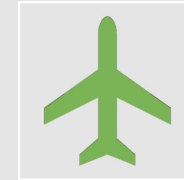
STATE-OF-THE-ART EQUIPEMENT LIST

The following is a list of equipment owned by Koehn Outdoor that may be used in accordance with the scope of services at **VILLAGES OF WESTPORT CDD**

 14 Light Duty Trucks	 22 Super Duty Trucks	 6 F-450 or Larger Trucks	 23 Maintenance Trailers (open and enclosed)	 8 Heavy Duty Trailers	 5 Irrigation Vans	 3 Irrigation Trucks
 3 Spray Trucks	 2 72" Mower	 22 60" Mowers	 22 52" Mowers	 2 36" Mowers	 1 32" Mower	 22 Walk Behind Mowers
 1 T650 Track Loader	 2 John Deere Wheel Loaders	 2 Ditch Witch Trenchers	 25 Mowers – Misc sizes	 213 Field Equipment Edgers, Trimmers, Blowers, Weed eaters, Backpack Sprayers		

AVERAGE NUMBER OF FULL-TIME & PART-TIME EMPLOYED IN 2023/2024

CELEBRATING
20
YEARS



FULL-TIME: 125



PART-TIME: 85

REGISTERED at DBA D.M. KOEHN LANDSCAPING

- AS KOEHN OUTDOOR in State of Florida & Georgia (locally-owned since 2004)
- BUSINESS STRUCTURE: A Corporation

CELEBRATING
20
YEARS



250
Miles
Range



Licenses and Professional Associations

**KOEHN OUTDOOR
LICENSES AND
REGISTRATIONS**

**Occupational License
– Florida, Duval & St
Johns County**

**Pest Control License
– Florida**

**Pest Control
Operator – Florida**

**License as a Dealer in
Agricultural Products**

**Nursery Stock Dealer
Certificate of
Registration**

**All Management
Hold BMP (Best
Management
Practices)
Certifications**

**State of Florida
Irrigation – License
No. 1-331**

LICENSES & PERMITS

**KOEHN OUTDOOR LICENSES AND
REGISTRATIONS: GOOD STANDING**

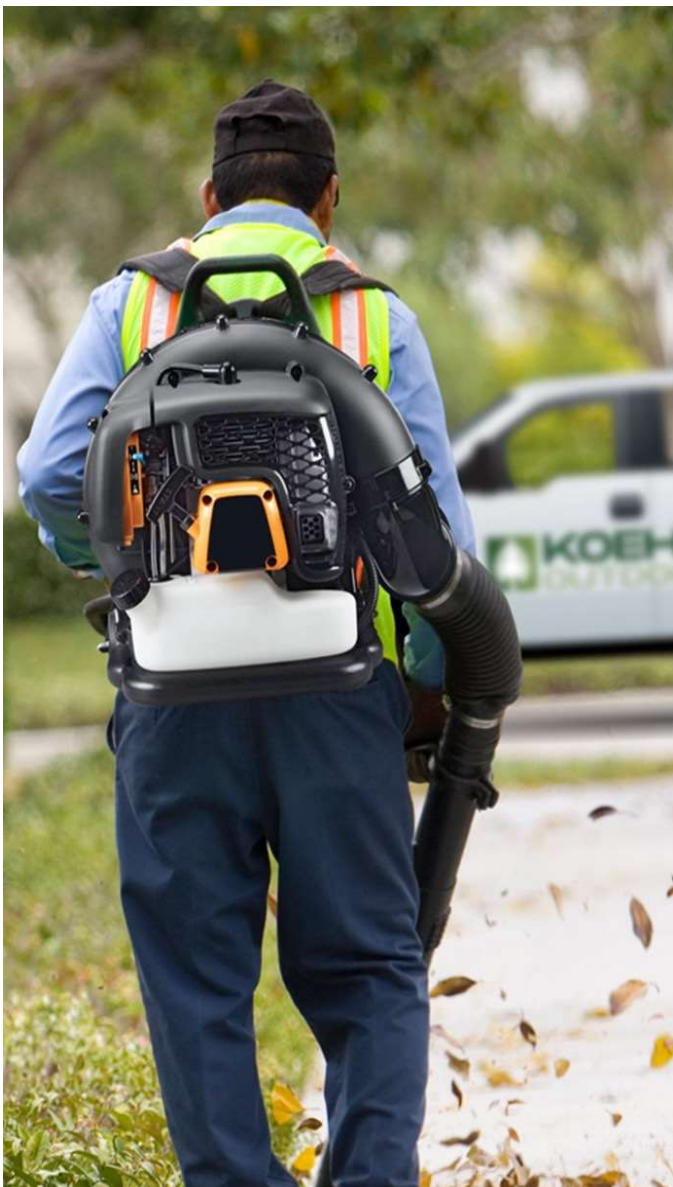
Licenses & Insurance

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		CERTIFICATE OF LIABILITY INSURANCE		1600000 1600000	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BEING CERTIFICATED. THIS INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE INSURED AND INSURANCE, AUTHORIZED REPRESENTATIVE OR PROVIDER, AND THE CERTIFICATE HOLDER.</p> <p>NOTWITHSTANDING THE ABOVE, IF THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED, the policyholder must have ADDITIONAL REQUIRED provisions or be insured. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate will state whether or not such rights in the certificate holder in line of such endorsement.</p>					
Insured: Accord Energy Services Partners LLC 115 Sunrise Rd Memphis TN 38103-7401		Policy: Accord Energy Services Partners LLC 115 Sunrise Rd Memphis TN 38103-7401		Insured: Accord Energy Services Partners LLC 115 Sunrise Rd Memphis TN 38103-7401	
Contract Number: 16000000000000000000		Contract Number: 16000000000000000000		Contract Number: 16000000000000000000	
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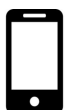
- Certificate of Insurance
- Liability
- Workman's Comp
- Vehicle
- **Full copies are included with awarded contract*



THANK YOU

We look forward to Serving **YOU**. Thank you for considering Koehn Outdoor as your trusted-partner.

Frank Prescuitti
Director of New Business Development



Cell
(904) 962-3590



Office
(904) 716-0683



E-mail
frankp@koehnoutdoor.com



Website
www.koehnoutdoor.com



4.



**Villages of Westport
2024 Landscaping
RFP**

August 12, 2024

Presented By:

Brad Long

August 12, 2024

Tim Harden, Vesta Property Services
6702 Sandle Dr.
Jacksonville, FL 32219

RE Villages of Westport 2024 Landscape Maintenance RFP

Dear Tim,

BrightView is pleased to submit a professional landscape proposal for Villages of Westport. Based on our history servicing properties similar to Villages of Westport, as well as BrightView's 70-year service history, we will focus on being pro-active, providing consistent, high-quality service, maintaining plant material health, strong contractor capabilities, fair pricing, and constant, written communication between your office, and our local BrightView branch.

The enclosed proposal was developed based on feedback and our experience. Our skilled team will continue to achieve your landscape goals and keep your property looking its best. Again, our service commitment will include these areas as a high priority:

Priority item #1: Plant Material Health screams "Curb Appeal" to Current and Prospective Residents as well as Management. BrightView feels and understands your concern when residents and visitors notice the lack of green color in the turf, dead palm fronds, bed weeds and the like. Healthy turf is a deep, dark green color signifying proper nutrients, appropriate irrigation and fertilization, as well as the care and pride of the community. We also understand the concern for following the "Florida Best Management Practices" directives established by the University of Florida. Items such as proper fertilization techniques, minimizing grass clippings into retention ponds, proper mowing and trimming techniques, and community landscape enhancement plantings. We further understand that trees and shrubs are expected to be healthy, upright, vigorous and colorful. To these ends, we will use the latest fertilizer formulations, irrigation techniques and Florida Friendly maintenance practices to achieve this high-level curb appeal, with details presented later in this proposal.

Priority item #2: Communication. Communication between your Property Manager, and BrightView will either make or break our contract. All the best intentions and service capabilities are useless if we do not communicate clearly with you. Our proposal will refer to specific reporting tools such as property management reports, irrigation inspection reports, and site-specific enhancement ideas. These written reports, along with monthly property walks, will demonstrate not only our ability to keep the board informed of our services, but demonstrate our care and concern to constantly improve the Villages of Westport landscape investment.



Priority item #3: Vendor Capabilities and Pricing. Vendor Capabilities and Pricing together reflect the Ultimate Outcome of your Satisfaction. Too few hours on the job means services go missed. Inadequate training and service practices result in unsightly "curb appeal". Rest assured, BrightView has extensive employee training, initial job assessment techniques, and a "value-driven" pricing program that results in a quality performance and customer satisfaction level second to none in the industry. All of this means our price and our service level is driven by your desired outcome for the property. Please note that our pricing that follows will be tied directly to your service expectations. As an added bonus, our Digital Design studio is offered to all our clients at no additional charge to provide digital renderings of any upcoming landscape project you have in mind.

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to the careful stewardship of your landscape and its enduring beauty and value.

Thank you for the opportunity to submit this proposal. I will follow up with you in the next few days to answer any questions you may have. Feel free to contact me at (904) 891-7333 or by email at Brad.Long@brightview.com.

Sincerely,

Brad Long

Brad Long
Business Developer

Results in the First 30 Days

Our goal is to show a noticeable difference within the first 30 days on the job. Through our onsite inspections, property reviews and conversations with you and your team, together we will construct service, communication, and action plans best suited for Villages of Westport. Listed below are tasks we will fulfill in the first 30 days based on priorities you have already identified.

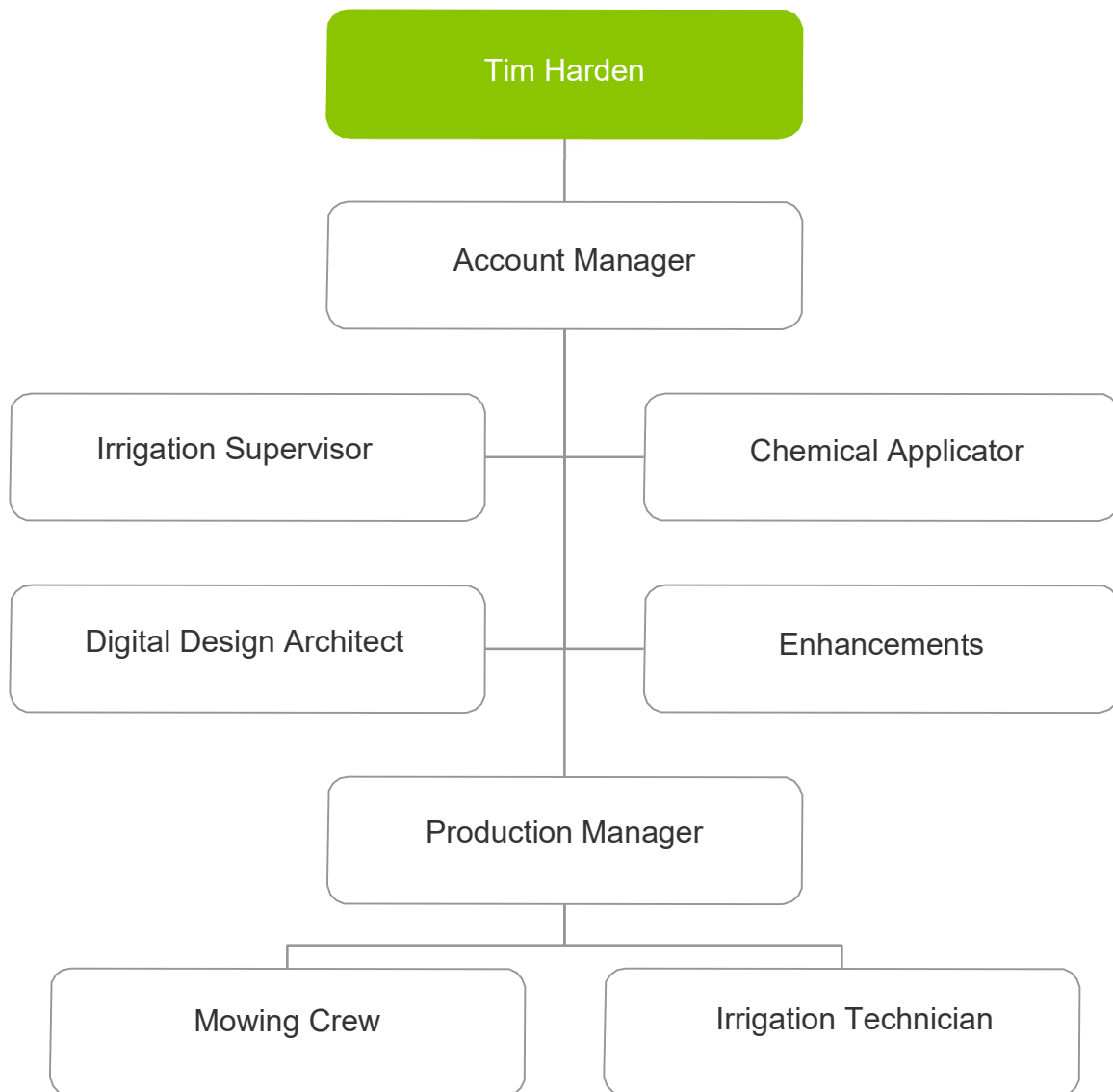
Irrigation <ul style="list-style-type: none"> Perform a thorough inspection of the systems and components. Map the system showing locations of major components and zone coverage. Sample the soil and adjust watering schedule for desired moisture. Recommend necessary repairs and upgrade. Identify water shutoffs in event of emergency. 	Shrubs and Beds <ul style="list-style-type: none"> Remove weeds. Prune all shrubs. Eliminate sucker growth and volunteer plantings from beds. Apply insect and disease control practices to plant material. Propose solutions for dead plant replacements. 	Safety <ul style="list-style-type: none"> Trim plant material blocking line of sight to buildings and facilities. Identify obstacles in the path of motion for production teams. Identify trip hazards created by plant or tree growth. Provide proposal to ensure tree canopies are above the height of vehicles in parking areas. Identify drainage problems and propose solutions.
Communication <ul style="list-style-type: none"> Introduce Account Manager and key staff. Walk site with Property Manager and BrightView team. Determine your preferred communication methods. Schedule key production cycles. Deliver all key contact information for the team. 	Turf <ul style="list-style-type: none"> Apply Broadleaf Weed Control. Develop customized fertilization program. Apply blanket coverage of chinch bug suppression agent. Apply Pre-emergent weed control to inhibit new growth. 	Trees <ul style="list-style-type: none"> Provide proposal to elevate canopies for clearance and safety. Repair tree wells as needed. Propose to replace or repair improperly installed or damaged tree stakes. Provide an extensive plan for preserving and maintaining legacy trees.



Personnel and Experience

Your Team

The crew hand selected to maintain Villages of Westport has the skills and experience necessary to meet your specific needs and expectations. Meet your team:



Riverwood by Del Webb Community Association, Inc.
1775 River Run Blvd
Ponte Vedra, FL 32081

Del Webb
PONTE VEDRA

April 14, 2023

Del Webb eTown
Attn: Board of Directors
11246 Town View Dr
Jacksonville, FL 32256

RE: BrightView – Professional Reference

Dear Board of Directors,

My name is Scott Jefferson, and I have managed Del Webb Ponte Vedra for the past 8 years. During my tenure, I have worked with three (3) different common area landscape companies. I have worked with a good many more throughout my long career in the business.

BrightView, who took over our common area landscape operations at the turn of this year, has proven themselves to be of the highest caliber. They have exceedingly competent professionals within the ranks of their leadership team. They communicate well – which is necessary to ensure best outcomes.

Since engaging their services, they have done great work in the community. Our grounds present very well. The landscape lines are sharp, the plants and trees maintained, and the grass kept well-manicured. Worthy of additional note, BrightView introduced a proprietary work order/proposal tracking system that is user-friendly and that helps keep pending/completed matters organized and readily accessible.

Our assigned account manager is knowledgeable, easy to work with, and always available to us to address the myriad of items that inevitably arise when overseeing such a large-scale property as ours is.

Ultimately, our residents and board are very pleased with what Brightview brings to the table. Their good work shows daily. We would recommend them to other homeowner associations who are seeking a professional landscape company that produces consistent, high-quality work.

Sincerely,



SCOTT M. JEFFERSON, LCAM
Community Association Manager
Direct 904.834.3400
Email scott.jefferson@fsresidential.com
www.delwebbpv.com



Rizzetta & Company
Professionals in Community Management

2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084
p: 904.436.6270
rizzetta.com

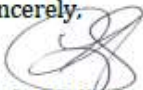
August 11, 2022

To Whom It May Concern,

Please accept this letter as my recommendation for BrightView Landscape Services, Inc.. I have worked closely with BrightView in numerous Community Development Districts over the past several years and have found Rodney Hicks and his team to provide a professional, responsive, and superior level of service. This BrightView team delivers an unmatched level of communication and consistently proves to be reliable, setting them apart. They have provided exceptional response times to both irrigation issues and storm related tree damage. This team assisted with the installation of a new pump station and has played an integral role in not only assessing irrigation damage during a major construction project, but also formulating a plan to prevent further damage and complete repairs.

Based on my experience with BrightView Landscape, under the direction of Rodney Hicks as Branch Manager, I would recommend them without hesitation for any landscape or irrigation work.

Sincerely,



Lesley Gallagher
District Manager
Lgallagher@rizzetta.com
Cell: 904-669-4840

Consistency in Quality Efficiently Delivered

Our goal is to consistently offer the best value in the marketplace by providing unmatched service, a customized approach focused on your specific priorities and a well-maintained landscape you and the community are proud of – all while meeting your predetermined budget parameters. Doing this requires operational excellence. The operational practices that allow us to consistently meet our customers' expectations include:

- **The industry's top talent** – When selecting teams for each property, we match the specific landscape needs with our most appropriately experienced talent. AtBrightView, we have a deep pool of talent. We recruit from the top horticultural and landscape schools in the country and have an all-encompassing training program that ensures our crews perform at their peak year-round.
- **State-of-the-art equipment** – Our crews operate high quality and well-maintained equipment and are trained to use the most effective tool for each task on your property. The result – a better end product achieved with greater efficiency and fewer injuries.
- **Horticultural excellence** – Plant material looks and performs its best when maintained properly. Our horticultural experts understand the science of landscape maintenance and will ensure the plant material on your property receives the proper care for each season and as unexpected circumstances arise.
- **Innovation** – Lead or follow; we choose to lead. BrightView seeks out and tests the latest technology so we can help our customers reduce operating costs, benefit from greater efficiencies and have all around healthier and higher performing plant material.
- **Systematic operations** – We deploy to ensure our crews focus on your priorities and important details are not overlooked. Our approach is to design the most effective path of motion for the work to be performed, specify the equipment to be used and supply our crew with detailed site plans that show their daily, weekly and monthly activities.
- **Continuous improvement** – We routinely evaluate for safety, quality and effectiveness in a persistent effort to be better today than we were yesterday.

Preserving the Value of Your Asset

The leader in innovative landscape maintenance solutions, we seek out ways to help our customers save money through more efficient and healthier landscapes. Our integrated practice allows us to offer our customers additional services that protect the landscape and add value to the asset. This provides you with the ease of working with your one trusted service provider, BrightView, and frees you up from having to manage multiple third-party consultants saving you time and money. Value-added services we offer that could benefit your property include:

- Highest percentage of Best Management Practices Certified Personnel in the industry
- Multiple Certified and Licensed Irrigation Managers
- 24 Hour Emergency Response
- Licensed Pest Control Services provider
- Digital Design Studio
- In-house nationally certified Tree Arborists



Saving Water Makes Cents

Water is money and every drop counts. Thus, we will water your plant material based on actual need, no more, no less. Our water management expertise has helped our customers save significant amounts of water, which translates to significant savings. We will start with a thorough assessment of your current irrigation system and offer our recommendations for better managing your water supply. This includes:

- Perform a detailed irrigation evaluation of your current system.
- Calculate potential savings based on past water usage and landscape needs.
- Create a customized water management plan that ensures uniform coverage, reduced runoff and efficient operation.
- Assess plant palette and make recommendations that can reduce overall water consumption.
- Recommend smart controller options appropriate for your property with detailed information on pricing, water savings and other additional benefits you can expect.
- Monitor existing and/or new system for stuck valves, breaks and other inefficiencies to prevent water-use waste and damage.



Irrigation management technology



Irrigation analysis

Emergency Response Team Ready When You Need Us

With hundreds of locations, we can dispatch faster than other landscape service providers in the event of a catastrophic situation, including but not limited to hurricanes, tornadoes / waterspouts, and severe weather.

When a catastrophe occurs, your local Branch Manager, Rodney Hicks, will personally draw on resources and pull equipment from within the BrightView network to ensure your property is quickly, properly, and safely serviced.

Resources from branch offices will be available in the event of an emergency to ensure our customers have access to crews and equipment quickly.

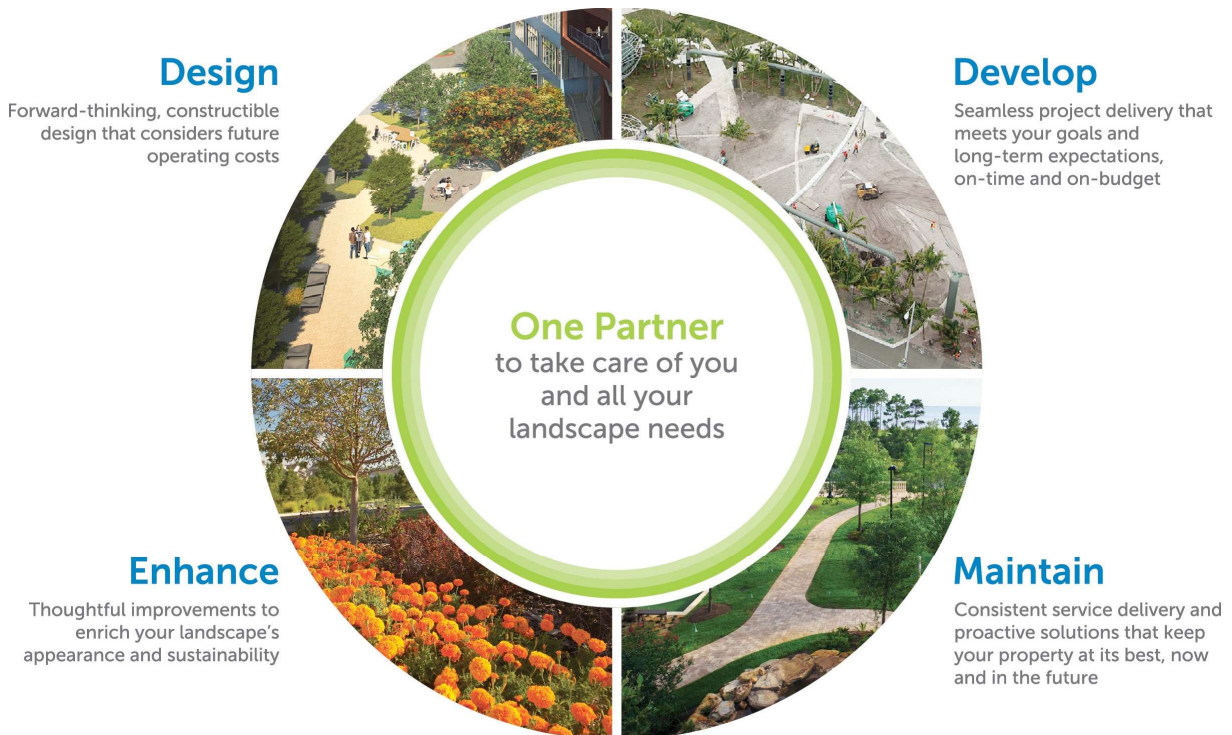


Your Full-Service Landscape Expert

BrightView takes pride in providing the highest-quality landscape and snow services with a worry-free, dependable service commitment. As the nation's leading landscape services company, we consistently bring excellent landscapes to life at thousands of clients' properties, fostering collaborative relationships to drive clients' success.

A full-service landscape company, BrightView can mobilize quickly to respond to special requests that may fall outside of the scope of landscape maintenance. In addition to landscape maintenance, our expertise extends to:

At every stage of your property's lifecycle, BrightView is here to take care of your landscape.



Design	Develop	Maintain	Enhance
<ul style="list-style-type: none"> • Landscape Architecture & Planning • Design Build • Program Management 	<ul style="list-style-type: none"> • Planting • Hardscaped • Pools & Water Features • Compliance • Tree Growing & Moving 	<ul style="list-style-type: none"> • Landscape • Tree Care • Snow & Ice • Specialty Turf • Exterior Maintenance 	<ul style="list-style-type: none"> • Enhancements • Sustainability • Water Management

BrightView ™

Specifications and Pricing

COMPETITIVE PRICING THAT FITS YOUR BUDGET

We are committed to fulfilling the specific landscape needs of **Villages of Westport** while providing the service you expect at a price point that fits your budget.

LANDSCAPE MANAGEMENT

Base Management Monthly Price	\$ 4,374.00
Base Management Yearly Fee	\$ 52,488.00

Base Management pricing includes:

- 42 Grounds Maintenance Visits
- Mowing, Weeding, Edging
- Blowing Debris
- Bed Weed Control
- Shrubs and Groundcover Pruning

Fertilizer/Pest Control/Weed Control Monthly Price	\$ 1,525.00
Fertilizer/Pest Control/Weed Control Yearly Fee	\$ 18,300.00

Agronomics Management pricing includes:

- 5x Turf Fertilization
- Turf Insect Control as needed
- Turf Weed Control as needed
- 2x Shrub and Groundcover Fertilization
- Shrub and Groundcover Insect Control as needed

Irrigation Inspection Service Monthly Price	\$ 253.00
Irrigation Inspection Service Yearly Fee	\$ 3,036.00

Irrigation Inspection pricing includes:

- Monthly check and adjust all zones
- Monthly cleaning irrigation heads
- Monthly Irrigation report

Base Maintenance, Fertilization, and Irrigation Monthly Fee: \$ 6,152.00

Base Maintenance, Fertilization, and Irrigation Fee Total: \$ 73,824.00

Additional Services as needed:

Mulch	\$ 60 per cu yard
Palm Tree Pruning	\$ 55 each tree
Seasonal Color (Flowers)	\$ 2.90 / each



PRACTICAL SPECIFICATIONS FOR CONTRACT LANDSCAPE MANAGEMENT

SCOPE OF WORK:

Contractor shall furnish all horticultural supervision, labor, material, equipment and transportation required to maintain the landscape throughout the contract period, as specified herein.

LAWN CARE:

Mowing and Edging:

Lawns shall be mowed more frequently during the active growing season and as needed during other seasons. During extended rainy or dry periods mowing will take place as conditions dictate. Mowing height will be based on what is horticultural correct for the turf variety taking into account the season.

Clippings shall not be caught and removed from lawn area unless they are lying in swaths which may damage the lawn.

Edges shall be trimmed to maintain a neat appearance. Outside of focal areas, edging surfaces will alternate between hard surfaces and bed lines weekly.

Fertilization:

Lawns shall be fertilized as warranted with a commercial fertilizer. The number of applications will be dependent on the type of nitrogen used and the type of turf grass.

Disease control:

Disease control is maintained through proper fertilization, mowing and water management. In the event that disease problems occur Contractor will use treatments to stop or slow progression of disease. This program does not include the prevention of disease with weekly or monthly applications of disease control products although such protection is available at substantial additional cost.

Insect control:

Contractor will provide control of turf damaging insects using Federal and State registered insect control products as needed to prevent or mitigate turf damage. These treatments do not include the prevention of fire ant infestation which is available at added cost. Disease caused by infestation of nematodes (microscopic round worms that feed on roots) is not included.

Currently, there is no effective nematode control product registered for use on landscapes.

Contractor will recommend additional treatments and procedures to minimize damage should nematodes become a problem. These treatments will be provided at additional cost. Nematode control is available for some sports turf locations and will be quoted separately if required.

Weed control:

Contractor will use proper fertilization, mowing and watering practices to promote the growth of weed resistant turf. Additionally, applications of pre and post emergence weed controls will be applied at times if warranted to control weeds without damaging desirable turf. Recent changes in Federal regulations have resulted in our loss of ability to selectively control some weeds including crabgrass when they are present in St Augustine. The only control of these weeds is to treat infested turf with non-selective products such as Roundup. These treatments require the resodding which will be quoted at additional charge.

GROUND COVER AREA/SHRUB AREAS:

Edging:

Edge ground cover as needed to keep within bounds and away from obstacles.

Pruning:

Shrubs shall be pruned only as necessary to maintain the natural form of the plant, to maintain growth within space limitations, and to eliminate damage or diseased wood. This excludes pruning necessitated by storm damage, disease, neglected overgrowth or winterkill.

Weed Control:

Keep beds reasonably free of broadleaf or grassy weeds, preferably with pre-emergent and/or selective post-emergent/contact herbicides.

Pre-emerge: This type of control should be used only if a known weed problem warrants its use.

Post-emerge: Control broadleaf weeds with selective herbicides.

The chosen chemical will be recommended and legally approved for the specific weed problem.

Fertilization:

Apply fertilizer as warranted. The number of applications will be dependent on the type of nitrogen used and the type of plant material.

Fungicide:

Apply recommended, legally approved fungicides to control disease-causing damage to ornamentals if warranted.

Pesticide:

Apply recommended, legally approved pesticides to control insects causing damage to ornamentals if warranted.

Control of imported pests:

Certain locations in the United States have a record of accidental introduction of pests from other countries. These imported pests can be very damaging and difficult or impossible to control with available products. Where such pests become a problem Contractor will recommend the most cost-effective alternatives for pest mitigation. Such recommendations may include plant replacement or intensified treatment schedules that may require additional cost to the customer.

TREE CARE:

Pruning:

Height limitation for tree pruning covered in the specification is 8 feet. On trees over 8 feet in height only low-hanging branches that present a hazard to pedestrian or vehicular traffic will be raised. Trees under 10 feet are scheduled to be pruned in the winter months except for safety-related pruning, which will be done only if necessary.

Staking:

Stakes are to be inspected and adjusted or removed as necessary. When trees attain a trunk caliper of 4" or substantial root development stability, removal will be discussed with client.

Palm Pruning:

Dead or dying fronds should be removed annually. It is best to leave healthy fronds when possible and defer to specific pruning methods and finished cuts per palm type.

MULCHED AREA:

Mulched areas will be inspected on our days of service. Weeds and grasses shall be controlled with recommended, legally approved herbicides only if necessary. Mulch beds should be replenished with up to 2" of mulch annually. In those areas with excessive mulch build up, alternatives will be discussed with the client.

IRRIGATION SYSTEM:

Watering shall be scheduled with automatic controllers to supply quantities and frequencies consistent with seasonal requirements of the plant materials in the landscape. In some circumstances, water scheduling may be limited by local watering restrictions.

Where practical, watering shall be done at night or early morning if the system is automatic, unless notified otherwise by the owner.

Any damages to the irrigation system caused by the Contractor while carrying out maintenance operations shall be repaired without charge. Where practical, repairs shall be made within one watering period.

Faulty equipment, vandalism or accidental damage caused by others shall be reported promptly to owner. Cost of labor and material to perform repair is an extra and shall be paid for by the owner upon authorization.

Whenever possible, owner's representative shall be instructed on how to turn off system in case of emergency. Our office is to be advised at once or by next business day.

If the Contractor is required to make emergency repairs or adjustments on other than regularly scheduled visits, a minimum charge of \$75.00 emergency calls will apply.

DEBRIS CLEANUP:

All landscape areas shall be inspected on days of service and excess debris removed.

Gardening debris, generated from our work, shall be removed from paved areas on days of service. This excludes heavy leaf fall pickup from parking areas, sidewalks, pools, etc.



Certifications



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
07/05/2023

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

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


PRODUCER Aon Risk Services Central, Inc. Philadelphia PA Office 100 North 18th Street 15th Floor Philadelphia PA 19103 USA	CONTACT PHONE (AC No. Ext): (866) 283-7122 FAX (AC No.): (800) 363-0105 EMAIL: INSURER(S) AFFORDING COVERAGE INSURER A: ACE American Insurance Company NAIC # 22667 INSURER B: American Guarantee & Liability Ins Co 26247 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED BrightView Landscape Services, Inc. Location #34610 11530 Davis Creek Court Jacksonville FL 32256 USA	

COVERAGES CERTIFICATE NUMBER: 570100574652 REVISION NUMBER:

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

Limits shown are as requested										
LIMIT		TYPE OF INSURANCE		ADOL REG	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X	COMMERCIAL GENERAL LIABILITY		Y		XSLG47318397 SIR applies per policy terms & conditions	10/01/2022	10/01/2023	EACH OCCURRENCE	\$2,000,000
		CLAIMS-MADE	X OCCUR						DAMAGE TO RENTED PREMISES (See occurrence)	\$2,000,000
									MED EXP (Any one person)	\$10,000
									PERSONAL & ADV INJURY	\$2,000,000
									GENERAL AGGREGATE	\$5,000,000
									PRODUCTS - COMPOUND AGG	\$5,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:								
		POLICY	X PRO-JECT	X LOC						
		OTHER:								
A		AUTOMOBILE LIABILITY				ISA H1071333A	10/01/2022	10/01/2023	COMBINED SINGLE LIMIT (See accident)	\$5,000,000
	X	ANY AUTO							BODILY INJURY (Per person)	
		OWNED AUTOS ONLY							BODILY INJURY (Per accident)	
		USED AUTOS ONLY							PROPERTY DAMAGE (Per accident)	
B	X	UMBRELLA LIAB				AUC508596818	10/01/2022	10/01/2023	EACH OCCURRENCE	\$3,000,000
		EXCESS LIAB							AGGREGATE	\$3,000,000
		DED RETENTION								
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y/N	N/A	WLRC50687302 WC - AOS SCFC50687405 WC - WI	10/01/2022	10/01/2023	X PER STATUTE	OTHER
A		ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N			10/01/2022	10/01/2023	E.L. EACH ACCIDENT	\$2,000,000
									E.L. DISEASE-EA EMPLOYEE	\$2,000,000
									E.L. DISEASE-POLICY LIMIT	\$2,000,000

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

CERTIFICATE HOLDER 	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: center; margin-top: 20px;">  </div>
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Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Brightview Landscape Services, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

11530 Davis Creek Court

6 City, state, and ZIP code

Jacksonville FL 32256

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

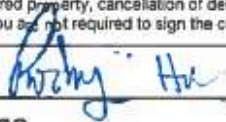
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or

Employer identification number

9	5	-	4	1	9	4	2	2	3
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Sign Here

Signature of U.S. person ► 

Date ► 6/28/2022

Part II Certification

Under penalties of perjury, I certify that:

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

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

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

State of

Florida



Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Number: JF339675

RODNEY HICKS

This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Lawn and Ornamental

*in conformity with an Act of the Legislature of the State of Florida regulating the
practice of Pest Control and imposing penalties for violations.*



WILTON SIMPSON
Commissioner of Agriculture

*In Testimony Whereof, Witness this
Signature at Tallahassee, Florida on June 13, 2023*

Chief, Bureau of Licensing and Enforcement

FDACS 13618, 06/01



CERTIFICATE OF COMPLETION

Brad Long

has completed the UF/IFAS Extension course

FFL - Maintenance

for the program

Florida-Friendly Landscaping

on this date

May 22, 2024


Andra D. Johnson, Ph.D., Dean and Director
Florida Cooperative Extension Service



- Home
- My Cases**
- New Case
- View Cases
- My Clients**
- Add New Client
- View Existing Clients
- My Profile**
- Edit Profile
- Change Password
- Change Security Questions
- My Company**
- Edit Company Profile
- Add New User
- View Existing Users
- Close Company Account
- My Reports**
- View Reports
- My Resources**
- View Essential Resources
- Take Tutorial
- View User Manual
- Contact Us

Company Information

Client Company Name: ValleyCrest Companies [View / Edit](#)

Client ID Number: 263572

Doing Business As (DBA) Name:

DUNS Number:

Physical Location:

Address 1: 24151 Ventura Blvd

Address 2:

City: Calabasas

State: CA

Zip Code: 91302

County: LOS ANGELES

Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

Additional Information:

Employer Identification Number: 953825261

Total Number of Employees: 10,000 and over

Parent Organization:

Administrator:

Organization Designation:

Client Company Category: Federal Contractor with FAR E-Verify Clause

Federal Contractor Category: None of these categories apply

Employees being verified: All new hires and all existing employees assigned to a Federal contract

NAICS Code: 541 - PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES [View / Edit](#)

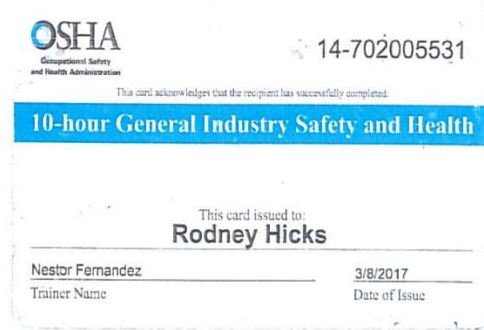
Total Hiring Sites: 14 [View / Edit](#)

Total Points of Contact: 2 [View / Edit](#)

[View MOU Signature Page](#)

[Return to Company List](#)

[View MOU](#)



Our Eye Is Always on Quality and Continuous Improvement

Our team management will review your property periodically to ensure our crew is meeting quality standards and your expectations. This internal review process is an important element of our quality assurance and continuous improvement programs. The crew takes these reports very seriously as they impact their compensation.



Your Complete Satisfaction is Our #1 Goal

We judge our success by the complete satisfaction of our customers. Every member of your landscape team will strive to earn your trust and loyalty through a proactive relationship in which we consistently perform work of the highest quality with unmatched responsiveness. To meet this goal, we continually collect feedback through a comprehensive customer satisfaction program. We use the valuable insight gained through our survey program to determine system improvements and guide the content of our employee training program.

B.

1.



SÖLITUDE SERVICE QUOTE

CUSTOMER NAME: **Villages of Westport CDD (8794)**

#: **Tim Harden, Operations Manager - tharden@vestapropertyservices.com**

DATE: **August 5, 2024**

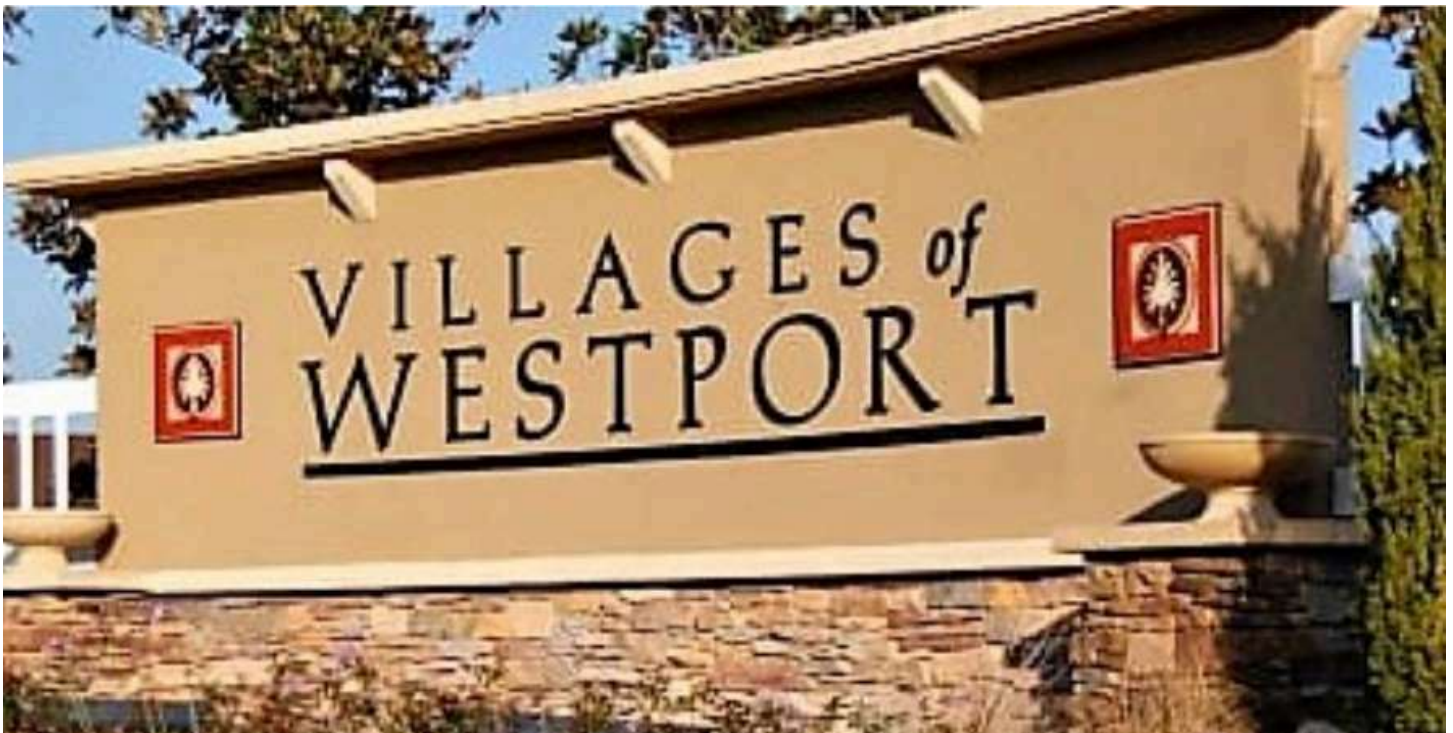
SUBMITTED BY: David Cottrell, North Florida Business Development Consultant

SPECIFICATIONS: Addition of Ponds 11 & 12 to the Waterway Management Program & Increase Service Frequency to Two (2) Times Per Month.

Quote Expires: October 4, 2024

Who we are:  WHO WE ARE | SÖLitude Lake Management


Website: [SÖLitude Lake Management](https://www.solitudelakemanagement.com)



Villages of Westport CDD

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SÖLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SÖLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.

**ANNUAL POND MANAGEMENT SERVICES**

-  Managing Nuisance Aquatic Weeds & Algae in Ponds
- [Pond Algae And Lake Weed Control –](#)

Scope: Monthly maintenance of two (2) ponds (Sites 11 & 12) totaling approximately 6,607 perimeter feet and 18.07 acres at Villages of Westport CDD in Jacksonville, FL 32219 as described below.

Monitoring: Villages of Westport CDD Ponds 11 & 12 (Westport Landing)

1. A SOLitude Biologist will visit the site and inspect the ponds at a **minimum of two (2) times per month basis**, with additional monthly visits as needed to control weeds and algae at the discretion of the Biologist and company.
2. Observations and data collected during the inspections will be used to inform and guide all activities required to fulfill the requirements of this contract as specified in the description of services below.

Aquatic Weed Control: Villages of Westport CDD Ponds 11 & 12 (Westport Landing)

1. Ponds will be inspected at a **minimum of two (2) times per month basis**, with additional monthly visits as needed to control weeds at the discretion of the Biologist and company.
2. Any growth of undesirable aquatic weeds and vegetation found in the ponds with each inspection shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the specific varieties of aquatic weeds and vegetation found in the ponds at the time of application.
3. Invasive and unwanted submersed and floating vegetation will be treated and controlled preventatively and curatively each spring and early summer through the use of systemic herbicides at the rate appropriate for control of the target species. Application rates will be designed to allow for selective control of unwanted species while allowing for desirable species of submersed and emergent wetland plants to prosper.

Pond Algae Control: Villages of Westport CDD Ponds 11 & 12 (Westport Landing)

1. Ponds will be inspected at a **minimum of two (2) times per month basis**, with additional monthly visits as needed to control algae at the discretion of the Biologist and company.
2. Any algae found in the ponds with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.

**Shoreline Weed Control: Villages of Westport CDD Ponds 11 & 12 (Westport Landing)**

1. Shoreline areas will be inspected at a **minimum of two (2) times per month basis**, with additional monthly visits as needed to control weeds at the discretion of the Biologist and company.
2. Any growth of cattails, phragmites, or other unwanted shoreline vegetation found within the pond areas shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required for control of the plants present at time of application.
3. Any growth of unwanted plants or weeds growing in areas where stone has been installed for bank stabilization and erosion control shall be treated and controlled through the application of aquatic herbicides and aquatic surfactants as required to control the unwanted growth present at the time of application.

Trash Removal: Villages of Westport CDD Ponds 11 & 12

1. Trash will be removed from the ponds with each service and disposed off site. Any large item or debris that is not easily and reasonably removable by one person during the routine visit will be removed with the Customer's approval for an additional fee. Routine trash and debris removal services are for the pond areas only, and do not include any trash or debris removal from the surrounding terrestrial (dry land) areas.

Service Reporting:

1. Customer will be provided with a monthly service report detailing all of the work performed as part of this contract.

Assumptions:

1. Company will have free and unimpeded access to the lakes.
2. Price is based on a reasonable plan / field design of the specified work.

General Qualifications:

1. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.

Investment:**Addendum Amount: \$295 per month (\$3,540 per annum)**

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Villages of Westport CDD - Ponds 11 & 12 (Westport Landing)

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2.



Landscape Maintenance Services Proposal
prepared for

VILLAGES OF WESTPORT CDD - ADDENDUM AUGUST 2024

Timothy Harden

Vesta Property Services

The image below depicts the boundaries of the serviceable areas of your landscape as understood for the purposes of developing this proposal.



YOUR INVESTMENT

CORE MAINTENANCE SERVICES	PRICE
All Services Matching Current Scope	\$22,020
ANNUAL GRAND TOTAL	\$22,020

ANNUAL GRAND TOTAL

\$22,020.00

MONTHLY GRAND TOTAL

\$1,835.00

CLIENT NAME:	Vesta Property Services
PROPERTY CONTACT:	Timothy Harden
PROPERTY CONTACT EMAIL:	tharden@vestapropertyservices.com
CONTRACT EFFECTIVE DATE:	9/1/2024
CONTRACT EXPIRATION DATE:	8/30/2025
INITIAL TERM:	One Year
PROPERTY NAME:	Villages of Westport CDD - Addendum August 2024
CONTRACTOR:	Yellowstone Landscape, PO Box 849, Bunnell, FL 32110
YELLOWSTONE CONTACT:	Business Development Manager
YELLOWSTONE CONTACT EMAIL:	bpoor@yellowstonelandscape.com
YELLOWSTONE CONTACT PHONE:	9047607860
YELLOWSTONE SCOPE OF SERVICES:	The Client agrees to engage Yellowstone Landscape to provide the services and work as described.

AGREEMENT

COMPENSATION SCHEDULE:

The Client agrees to pay Yellowstone Landscape **\$22,020.00** annually, in equal monthly installments billed in the amount of **\$1,835.00** upon receipt of invoice.

Charges will increase at the commencement of each additional automatic twelve (12) month renewal term per the Agreement Renewal section on the following page of this agreement. The TERMS AND CONDITIONS following and the EXHIBITS attached hereto constitute part of this agreement.

Presented by: Yellowstone Landscape

Accepted by:



Printed Name: Christopher Adornetti, Officer

Date: Not yet accepted

Printed Name: Timothy Harden

Date:



TERMS & CONDITIONS

Entire Agreement: This Landscape Management Agreement contains the entire agreement between the Parties and supersedes all prior and contemporaneous negotiations, promises, understandings, commitments, proposals, or agreements, whether oral or written on the subject matter addressed herein. This Agreement may only be modified or amended by a writing signed by authorized representatives of both Parties.

Acceptance of Agreement: The Agreement constitutes Yellowstone Landscape (hereafter referred to as "Yellowstone") offer to Client and shall become a binding contract upon acceptance by Client's signature on this Agreement and/or instruction to perform the Services by Client's authorized representative. The Parties agree that the provisions of the Agreement shall control and govern over any contract terms and/or Purchase Orders generated by Client and that such documentation may be issued by Client to, and accepted by, Yellowstone without altering the terms hereof.

Price, Quality, and Working Conditions: The amounts in the "Compensation Schedule" include all labor, materials, insurance, equipment, and supervision for the performance of the specified Services in the attached exhibits. All materials supplied as part of this agreement are guaranteed to be as specified and all work shall be completed in a workmanlike manner according to standard landscape maintenance practices ("Warranty"). Unless otherwise stated in writing Yellowstone shall have the right to rely on the contents of all documents provided by Client and/or its agents, including Plans, Specifications, and test results, without independent verification and analysis by Yellowstone. Client agrees that Yellowstone is not an insurer or guarantor of the appropriateness of any landscape design provided by others, or of the long term viability of plant material utilized within that specified landscape design or of the site constraints (including watering restrictions) under which Yellowstone is required to perform its Services.

Assignment: Neither Client nor Yellowstone may assign this Agreement or transfer any right, interest, obligation, claim, or relief under this Agreement without the prior written consent of the other party. Client acknowledges that Yellowstone may subcontract portions of the Work to specialty subcontractors.

Relationship of Parties: The legal relationship of Yellowstone to Client with respect to the Services shall be that of an independent contractor, not an agent or employee. Yellowstone is responsible for its own withholding taxes, social security taxes, unemployment taxes, licenses, and insurance pertaining to its employees or operations. If applicable, Yellowstone agrees to pay all sales taxes on materials supplied.

Agreement Renewal: Unless Client notifies Yellowstone regarding its intent to terminate Services prior to expiration of the "Initial Term", this Agreement will renew automatically for an additional twelve (12) month term and will continue to renew at the end of each successive twelve (12) month unless canceled by either party in accordance with the "Termination" provision or by either party with written notice of not less than 30 days prior to the end of the "Initial Term" or any automatic term(s). Charges will increase by 3.0% at the commencement of each additional automatic twelve (12) month renewal term.

Payment Terms: Billing for Services occurs in advance at the first of each month in accordance with the "Compensation Schedule" on the preceding page of this agreement. Payment for Service(s) is due upon receipt of monthly invoices. The Parties contractually agree that interest on all past due amounts shall accrue at the maximum allowable rate provided by law per month, beginning on the first day following the month in which the invoice was received. This Agreement constitutes a contract of indebtedness. Our preferred payment method is ACH transfer. If Client chooses to pay by check or money order, payments should be mailed to the address indicated on the invoice.

Termination for Cause: If Yellowstone fails to fully perform its obligations and fails to cure any such default within 30 days after receipt of written notice specifying the acts or omissions, Client shall have the right to terminate this Agreement. In the event of a "Termination for Cause", Client shall notify Yellowstone of the termination date in writing and pay Yellowstone for all Services performed to the effective date of termination.

Default: In the event that Client breaches its obligations under this Agreement to permit and cooperate with Yellowstone's performance of its duties or Client fails to make payment for any Services within 30 days of receipt of Yellowstone's invoice, Yellowstone may, but shall not be obligated to, suspend Services until the breach is cured and/or until all arrearages have been paid in full. This Agreement will terminate automatically and without notice upon the insolvency of, or upon the filing of a bankruptcy petition by or against Client.

Claims: Yellowstone's responsibility with regard to Services not meeting the "Warranty" shall be limited, at the sole choice of Yellowstone, to the re-performance of those defective Services and replacement of those defective materials without charge during the ninety (90) day period following completion of the defective Services or provision of defective materials, or a credit to Client's account of the compensation paid by Client for the portion of such Services determined to be defective. If the attached exhibit(s) expressly provide for a longer "Warranty" period, that "Warranty" period shall apply. The Parties shall endeavor in good faith to resolve any such Claim within 30 days, failing which all claims, counterclaims, disputes, and other matters in question between Client and Yellowstone arising out of or relating to this Agreement or the breach thereof may be decided by the dispute resolution process identified below. Each Party will bear its own costs, including attorneys' fees; however, the prevailing party shall have the right to collect reasonable costs and attorneys fees for enforcing this agreement as allowable by applicable law.

Jurisdiction: By entering into this Agreement and unless otherwise agreed the parties agree that the courts of the State of Florida, or the courts of the United States located in the Middle District of the State of Florida, shall have the sole and exclusive jurisdiction to entertain any action between the parties hereto and the parties hereto waive any and all objections to venue being in the state courts located in Flagler County (and agree that the sole venue for such challenges shall be Flagler County) or the Middle District of Florida, if federal jurisdiction is appropriate. Should the parties not agree on the State of Florida as the appropriate jurisdiction for legal challenges, the parties agree the state in which the job site is located will be designated as the appropriate legal jurisdiction for all legal disputes and challenges to the contract or the work related thereto.

Insurance: Yellowstone shall secure and maintain, throughout the performance of Services under this Agreement, General Liability, Employers Liability, Auto Liability & Umbrella Liability coverage, as specified herein:

- a. Worker's Compensation Insurance with statutory limits;
- b. Employer's Liability Insurance with limits of not less than \$1,000,000;
- c. Commercial General Liability Insurance with combined single limits of not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate;
- d. Comprehensive Automobile Liability Insurance, including owned, non-owned, and hired vehicles, with combined single limits of not less than \$1,000,000.
- e. Umbrella Coverage \$10,000,000 per occurrence/\$10,000,000 annual aggregate

If required in writing by Client, Yellowstone shall furnish Certificates of Insurance verifying such insurance and Yellowstone agrees to provide written notice to Client at least thirty (30) days prior to any cancellation, non-renewal, or material modification of the policies. When requested by Client, the original insurance policies required of Yellowstone will be made available for review.

Licenses: Yellowstone shall maintain all applicable licenses and permits within the cities, counties, and states of operation.

Indemnification for Third Party Claims: Yellowstone agrees to indemnify, defend, and hold harmless Client from and against any and all claims, losses, liabilities, judgments, costs and expenses, and damages and injuries to third parties ("Claims") arising out of or caused by the negligent act, error, omission or intentional wrongdoing of Yellowstone, its subcontractors or their respective agents, employees or representatives which arise from the performance of the Services or otherwise while present on the Property for the purpose of rendering Services pursuant to this Agreement. Client agrees to indemnify and hold harmless Yellowstone against any Claims based in whole or in part by the conduct or actions of Client. The indemnity rights and obligations identified in this Agreement shall be and are the only indemnity rights and obligations between the Parties, in law or equity, arising out of or related to Yellowstone's Services under this Agreement or any claims asserted in relation thereto.

Limitation of Liability: Except for the indemnification provision applicable to claims by third parties against Client, Yellowstone's total and cumulative liability to Client for any and all claims, losses, costs, expenses and damages, whether in contract, tort or any other theory of recovery, shall in no event exceed the amount Client has paid to Yellowstone for Services under this Agreement during the calendar year in which the claim first occurred. In no event shall Yellowstone be liable for incidental, consequential, special or punitive damages. Yellowstone shall not be responsible for any damage to structures, including, but not limited to, foundations, fences, siding, light poles, decks, signage, air conditioning units, lamp posts, curbs, or similar structures that do not have a minimum buffer of mulch, planting bed space, or other barren or unmaintained area of sufficient size to offer protection to such structures from damage from mowers, weed-trimming lines, or other maintenance equipment (if not otherwise specified and agreed, a minimum of 8 inches). Likewise, Yellowstone will not be responsible for any damage to any cables, wires, irrigation components, or similar items not buried to specification in the event they are damaged during the performance of the Services.

Indirect Damages: Neither Party shall be responsible to the other or to any third party for any economic, consequential, incidental, or punitive damages (including but not limited to loss of use, income, profits, financing, or loss of reputation) arising out of or relating to this Service Agreement or the performance of the Services.

Excusable Delays and Risk of Loss: Yellowstone shall not be in breach of this Agreement nor liable for damages due to (i) delays, (ii) failure to perform any obligation under this Agreement, or (iii) losses caused or attributable, in whole or in part, to circumstances beyond its reasonable control, including but not limited to: drought conditions, acts of God, governmental restrictions or requirements, severe or unusual weather, natural catastrophes, vandalism or acts of third persons. Client assumes the full risk of loss attributable to all such occurrences, including but not limited to, the repair or replacement of landscaping and payment to Yellowstone of all amounts provided in this Agreement, notwithstanding that Yellowstone may not have been able to provide all or any of its Services during such occurrences or until the premises described under this Agreement has been restored to its pre-occurrence condition.

Watering Restrictions and Drought Conditions: Should the Property be located in an area which is or becomes subject to governmental restrictions on water usage and/or watering times applicable to the Services Yellowstone will comply with such governmental restrictions which may then impact the performance, viability, and/or looks of plant materials and, as such, shall be deemed circumstances beyond its reasonable control.

Warranty: Yellowstone's warranties shall not be in effect in the event of misuse, abuse or negligence by Client or any party affiliated with same. Additionally, Yellowstone's warranties shall not be in effect in the event of freeze, flood, fire and/or any other acts of God.

Nonwaiver: No delay or omission by Yellowstone in exercising any right under this Agreement, and no partial exercise of any right under this Agreement, shall operate as a waiver of such right or of any other right under this Agreement as provided for by law or equity. No purported waiver of any right shall be effective unless in writing signed by an authorized representative of Yellowstone and no waiver on one occasion shall be construed as a bar to or waiver of any such right on any other occasion. All rights of Yellowstone under this Agreement, at law or in equity, are cumulative and the exercise of one shall not be construed as a bar to or waiver of any other.

Construction: The rule of adverse construction shall not apply. No provision of this Agreement is to be interpreted for or against any Party because that Party or that Party's legal representative drafted the provision. In the event any provision of the Agreement is deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect, and the invalid or unenforceable provision shall be interpreted and enforced as closely as possible to the intent of the Parties as expressed herein.

Change in Law: This Agreement is based on the laws and regulations existing at the date of execution. In the event that a governmental authority enacts laws or modifies regulations in a manner that increases Yellowstone's costs associated with providing the services under this Agreement, Yellowstone reserves the right to notify Client in writing of such material cost increase and to adjust pricing accordingly as of the effective date of such cost increase. Yellowstone must submit clear documentation supporting the cost increase and can only increase pricing to the extent of actual costs incurred.



YELLOWSTONE
LANDSCAPE

Excellence
IN COMMERCIAL LANDSCAPING

THANK YOU FOR YOUR TRUST

We look forward to working with you!

YELLOWSTONELANDSCAPE.COM

C.

1.



C & L LANDSCAPE

P.O. Box 23425, Jacksonville, FL 32241
904-353-6620 • FAX 904-355-5985

Proposal

PROPOSAL SUBMITTED TO <i>Tim Harden</i>		PHONE <i>904-612-6668</i>	PAGE NO. <i>1</i> OF <i>1</i> PAGES DATE <i>7/16/24</i>
STREET <i>6702 Sandle Dr.</i>		JOB NAME <i>Same/Village of Westport</i>	
CITY, STATE AND ZIP CODE <i>Jax, Fla. 32219</i>		JOB LOCATION <i>Same</i>	
ARCHITECT <i>Georgette Smith</i>	DATE OF PLANS <i>7/16/24-TJS</i>	JOB PHONE <i>Same</i>	

We hereby propose to furnish materials and labor necessary for the completion of

Irrigation Around pool
Scope: # Change out all Drip Line Around pool
Sprinklers.
Using: Rain Bird Spray Heads.
Had off debris. TOTAL = \$5,960

WE PROPOSE hereby to furnish material and labor ... complete in accordance with above specifications, for the sum of:

_____ dollars (\$ _____)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner, according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature _____

Note: This proposal may be
withdrawn by us if not accepted within _____ days

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Signature _____

Date of Acceptance _____

Signature _____

We accept all major credit cards but there will be an additional 3% charge.

2.



PROPOSAL

W. O. #

NAME

ADDRESS

DATE

VILLAGES OF WESTPORT

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

3.



**Down to Earth
Landscape & Irrigation**
PO Box 72701
Cleveland, Ohio 44192-0002
(321) 263-2700

Estimate: #91585

Customer Address

Timothy Harden
16529 Tisons Bluff Rd
Jacksonville, Florida 32218
tharden@vestapropertyservices.com
904-612-6668

Billing Address

Timothy Harden
16529 Tisons Bluff Rd
Jacksonville, FL 32218

Physical Job Address

Villages of Westport
12546 Dewhurst Circle
Jacksonville, FL 32218

Job

Irrigation 2024

Estimated Job Start Date

August 2024

Proposed By

Miguel A Marrero

Estimate Details

Description of Services & Materials	Unit	Quantity	Rate	Amount
Irrigation Repairs				
1806 6" SPRAY NSI	Each	35	\$25.00	\$875.00
1 CL200 PVC BE Pipe	Each	4	\$57.86	\$231.44
Hunter MP Rotator MP2000 nozzle 13 ft. - 21 ft. 360 degree	Each	35	\$15.00	\$525.00
1/2" Flex Pipe	Each	50	\$1.28	\$63.75
Miscellaneous Irrigation Parts	Each	50	\$5.00	\$250.00
1" Valve	Each	1	\$303.00	\$303.00
Irrigation Labor				\$6,800.00
			Subtotal	\$9,048.19
			Job Total	\$9,048.19

We propose to install multiple spray zones around the ammentity center.

Proposed By:

Miguel A Marrero
Down to Earth
Landscape & Irrigation

07/29/2024

Date

Agreed & Accepted By:

Villages of Westport

Date

Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

EIGHTH ORDER OF BUSINESS



FLORIDA INSURANCE ALLIANCE
DISTRICTS PACKAGE APPLICATION



Covered Party: Villages of Westport Community Development District
Mailing Address: c/o Governmental Management Services
475 West Town Place, Ste 114, St. Augustine FL 32092

FEIN: 20-1240675
Physical County: Duval

Contact: Jim Oliver
Title: District Manager

Phone: (904) 940-5850 ext. 406
Email: joliver@gmsnf.com

Coverage Term: 10/1/2024 - 10/1/2025

Year Entity was established: 2004

Coverages being requested. Please select with an "Yes" or "No"

General Liability (includes Hired Non-Owned Auto)	Yes
Public Officials Liability/Employment Practices Liability	Yes
Crime	No
Automobile Liability	No
Property	Yes
Inland Marine	Yes
Automobile Physical Damage	No
Workers Compensation	No
Excess Liability	No

CERTIFICATION

This Application must be signed by the "Ranking Elected / Appointed Official" of the Entity making the application (e.g. District Manager / equivalent Officer) or the Risk Manager (or ranking official) assigned this function.

SIGNATURE: 

TITLE: District Manager

DATE: 8-6-2024

For your protection, the following Fraud Warning is required to appear on this application:

FLORIDA FRAUD STATEMENT

Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.



COMMUNITY DEVELOPMENT DISTRICT SUPPLEMENTAL INFORMATION

Covered Party	Villages of Westport Community Development District
Coverage Period:	10/1/2024 - 10/1/2025

Community Development District Supplemental Questions

1	What is the number of Acres within District boundaries?	812
2	What is the current number of Housing Units (Single Family, Townhomes, Condo) within the District?	245
3	What is the anticipated total number of Housing Units upon completion?	1316
4	Do you require all contractors & vendors (Including Amenity Management Services) with whom you do business to provide a contractual hold harmless and certificate of insurance with additional insured status?	

Public Officials Liability Exposure Questions

1	Does any official or employee have any knowledge of any pending claims and/or any circumstance or situation which might reasonably be expected to give rise to a claim against them or against the entity?	NO
2	Are there any plans to initiate civil action against others on behalf of the entity?	NO
3	Does the District have a disability accessibility statement posted on the homepage of your website?	YES
4	Has the District adopted and implemented a website accessibility policy consistent with Web Content Accessibility Guidelines ("WCAG") 2.0 Level A and AA or newer?	YES

Employment Practices Liability Questions - Required if District has Employees Beyond Board Members

1	Number of Employees (Full Time and Part Time, Other than Board Members)	0
2	Does the district have an employee handbook and require employees to acknowledge receipt of the handbook?	NO
3	Over the last 6 years has any person, employee, former employee, or job applicant made a Claim alleging unfair or improper treatment regarding employee hiring, remuneration, advancement, treatment or termination of employment? (i.e. Racial Discrimination, Other Ethnic Discrimination, Fair Labor Standards Act Violation, Age/ Gender/ Religious Discrimination, American Disabilities)	NO

Cyber Liability Questions

1	Are firewalls and automatically updating antivirus software in force across your network?	Yes
2	Is all sensitive and confidential information stored on your databases, servers and data files encrypted?	No
3	Does the district collect, store, or handle more than 250,000 unique Personally Identifiable Information (PII) records?	No

Supplemental Cyber Liability Questions - Required if District has Employees

1	Are all users required to complete security training on an annual basis?	Yes
2	Does the district use authentication measures for incoming emails?	Yes
3	Is multi-factor authentication required for access to user accounts?	Yes
4	Are system back-ups done monthly and stored on a separate device or service which cannot be accessed from your network?	Yes

Auto Liability Exposure Questions - Required if District Owns Autos

1	Are Motor Vehicle Records (MVR) pulled for employees that drive District owned vehicles?	
2	If Yes, how often are MVRs pulled and updated?	
	At Hire	
	Annually	
	Post Accident	



Property

Covered Party	Villages of Westport Community Development District
Coverage Period:	10/1/2024 - 10/1/2025

District Supplemental Questions

1 Does the District Own and Maintain any Boilers

No

A boiler is a closed vessel or arrangement of enclosed tubes in which water is heated to supply steam to drive an engine

This is an informational section to help complete the section that follows

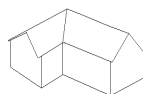
CONSTRUCTION TYPES

- ☐ **Frame** – Exterior walls are wood or other combustible materials, including construction where are combined with other materials, such as brick veneer, stone veneer, wood iron-clad, stucco
- ☐ **Joisted Masonry** – Exterior walls are constructed of masonry materials, such as adobe, brick, hollow concrete block, stone, tile or similar materials, and where the floors and roof are combustible
- ☐ **Non-Combustible** – Exterior walls, floors and roof are constructed of and supported by metal or other non-combustible materials
- ☐ **Masonry Non-Combustible** – Exterior walls are constructed of masonry materials as described the floors and roof of metal or other non-combustible materials.
- ☐ **Modified Fire Resistive** – Exterior walls, floors and roof are constructed of masonry or fire resistive materials with a fire resistance rating of one hour or more, but less than two hours.
- ☐ **Fire Resistive** – Exterior walls, floors and roof constructed of masonry or fire resistive materials with a fire resistance rating of not less than two hours.
- ☐ **Modular Classrooms/Offices** - Anchored Manufactured Building
- ☐ **Bridges** – Structure usually spanning over a body of water
- ☐ **On-Ground Liquid Storage Tank** – Above ground storage tanks located on the ground surface that hold liquids
- ☐ **Elevated Liquid Storage Tank** – Storage tanks located above the ground surface that are designed to hold liquids
- ☐ **Below Ground Liquid Storage Tank/ Pool** - Water retention tank or swimming pool
- ☐ **Pipelines at Grade** – Pipelines located at the surface of the ground
- ☐ **Electrical Transmission Tower** – Steel towers designed to hold up electrical transmission lines
- ☐ **Observation Tower** – Elevated towers designed for people to look out of, such as airport control towers
- ☐ **Electrical Equipment** – Non-high tech electrical equipment other than electrical equipment in the function of the building
- ☐ **Mechanical Equipment** – All equipment not otherwise classified in a building
- ☐ **Pump/Lift Station** – Pumping stations with mechanical devices that are typically used when a building is raised from the ground
- ☐ **Waterfront Structures** - Wharves or docks built next to the shore of navigable waters

Roof Design:



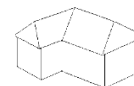
Gable



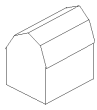
Cross Gable



Simple Hip



Cross Hip



Gambrel



Mansard



Salt Box



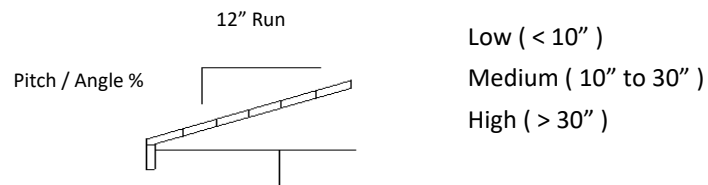
Pyramid Hip

Complex Roof Design (mixture of several different roof designs)

Roof Covering:

- ☐ Elastomeric – (utilized on flat or low slope roofs)
- ☐ Metal Panel (utilized on flat or low slope roofs)
- ☐ Fiberglass Panel (utilized on flat or low slope roofs)
- ☐ Built-up Composite (utilized on flat or low slope roofs)
- ☐ Tar and gravel system (utilized on flat roofs)
- ☐ Asphalt Shingles
- ☐ Clay/Concrete Tiles
- ☐ Slate
- ☐ Wood Shakes/Shingles

Roof Pitch /Angle % (estimate is determined by how much roof height rises in inches per pitch/angle per one foot run of pitch/angle):



Flat



Shed

PROPERTY SCHEDULE

[illegible]

Item #	Description	Serial Number	Value	Classification
1	Security Equipment	0	\$ 10,000	Electronic Data Processing Equipment
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Inland Marine Classification

Electronic Data Processing Equipment
Mobile Equipment
Emergency Services Portable Equipment
Fine Arts
Rented, Borrowed, Leased Equipment
Valuable Papers
Other Inland Marine

[illegible]

Workplace Safety Credit 2% (Insert Y if applicable)		\$ -
Drug Free Workplace Credit 5% (Insert Y if applicable)		\$ -
Experience Mod	1	
Standard Premium		\$ 120.00
Premium Discount		\$ -
Expense Constant		\$ 160.00
Terrorism		\$ -
Annual		\$ 280.00

NINTH ORDER OF BUSINESS

A.

1.

Villages of Westport CDD

Villages of Westport CDD

CDD District Management Company:

Governmental Management Services, LLC

475 West Town Place, Suite 114

St. Augustine, FL 32092

Phone: (904) 940-5850



District Manager: Darrin Mossing

District Manager Email: dmossing@gmstnn.com

Any questions or issues you have concerning the CDD can be directed to Darrin, and he will be able to assist.

Villages of Westport CDD is responsible for maintaining the community landscaping, lakes, entrances, playgrounds and operations of the Amenity Center.

The CDD Board of Supervisors consists of 5 members:

Chairman: Yashekia Scarlett (shekiaamp@yahoo.com)

Vice Chairman: Anina Guyton (guyton_nina@yahoo.com)

Assistant Secretary: Alice Sanford (academyofdreams@yahoo.com)

Assistant Secretary: Godfrey Story (gstoryCDDbusiness@yahoo.com)

Assistant Secretary: Carl Hawkins (carl_hawkins77@yahoo.com)

Board members discuss and vote on matters arising involving the CDD and at the Amenity Center. Board members are not allowed to discuss CDD matters with each other outside of the Board meetings due to the Florida Sunshine Laws. However, residents can reach out to board members individually to discuss any CDD matter.

CDD Fees: CDD fees are paid annually and are included in your property taxes on your annual tax bill. The CDD fees are in 2 parts: -

- 1) Bond Repayment – This is a fixed annual payment based on your frontage. This is repaying the loan/bond that was issued to build the infrastructure of the development and the amenity center. You can pay that off in a lump sum if you wish to reduce your annual CDD fee. Contact Darrin Mossing for more details.
- 2) O&M fee (Operations and Maintenance) – This fee covers the cost of maintaining the community i.e., landscaping, lake maintenance, entrances, irrigation, and the running costs of the amenity center. This is budgeted yearly and can increase if costs exceed budgets.

Amenity Center

Address: 6702 Sandle Drive, Jacksonville, FL 32219

Website: <https://villagesofwestportcdd.com>

Amenity Email: vowpmanager@gmsnf.com

Amenity Center Hours of Operation: Daily 6am – 8pm

Pool Hours: Sunrise – Sunset

- Please review the Amenity Center Policies before using the facility. These policies can be accessed at <http://www.villagesofwestportcdd.com/>

- Access cards to enter the Amenity Center cost \$10 for the initial card, \$30 to replace a damaged card, \$50 to replace a stolen or lost card
- **An Access Card Form is included with this welcome letter, we ask all new residents to please complete the form and email it back to us at vowpmanager@gmsnf.com**
- CDD updates and announcements will be email blasted out to residents. By completing the access card form and returning it to us, residents will automatically be added to the email blast list. If you are not receiving emails and wish to, please reach out to vowpmanager@gmsnf.com

Villages of Westport CDD

CDD Field Operations Management Company:

Vesta Property Services
200 Business Park Circle, Suite 101
St. Augustine, FL 32095

Field Operations Manager: Tim Harden

Field Operations Manager Email: tharden@vestapropertyservices.com

The Field Operations Manager oversees the CDD landscaping, lake, janitorial, pool maintenance and facility maintenance contracts.

Villages of Westport HOA

HOA Management Company:

Vesta Property Services
200 Business Park Circle, Suite 101
St. Augustine, FL 32095

HOA Manager: Aubrey Synan

HOA Manager Email: asynan@vestapropertyservices.com

HOA Manager Phone: 904-747-0181

The HOA handles any issues or upgrades that involve your home and the property your home is located on. In addition to these duties. Please reach out to Aubrey with any questions or concerns.

Additional Community Information:

Schools: Dinsmore Elementary School, Highlands Middle School, Jean Ribault High School

Utility Provider: JEA

Cable Providers: Comcast & AT&T

Jacksonville City Services: My Jax

Phone: 904-630-CITY

Website: <https://myjax.custhelp.com/>

Duval County Property Appraiser:

Address: 231 E. Forsyth St# 260, Jacksonville, FL 32202

Phone: 904-255-5900

Website: <https://www.jacksonville.gov/departments/property-appraiser.aspx>

Homestead Application Link: <https://homestead.coj.net/WebForm1.aspx>

Supervisor of Elections:

Address: 105 E Monroe St., Jacksonville, FL 32202

Phone: 904-630-1414

Update Voter Registration: <https://www.duval elections.com/Voter-Information/Update-Voter-Information#register>

City Council: Reggie Gaffney, Jr, District 8

Address: Office of City Council 117 W. Duval St., Suite 425 Jacksonville, FL 32202

Phone: 904-255-5208

Email: Rgaffneyjr@coj.net

Website: <https://www.jacksonville.gov/city-council/city-council-members/d08>

Villages of Westport Community Development District Resident User Information Form

NOTE TO STAFF: This form may contain confidential information. Please do not disclose its contents without first consulting the District Manager.

PRIVACY NOTICE: Under Florida's Public Records Law, Chapter 119, Florida Statutes, the information you submit on this form may become part of a public record. This means that, if a citizen makes a public records request, we may be required to disclose the information you submit to us. Under certain circumstances, we may only be required to disclose part of the information submitted to us. If you believe that your records may qualify for an exemption under Chapter 119, Florida Statutes, please notify the District Manager and complete the Address/Identification Confidentiality Request from Public Records Disclosure Form.

PRIMARY PATRON INFORMATION (family members to be added to reverse side)

Last Name _____ First Name _____

Address _____
Street Address *Apartment/Unit #*

TENANT INFORMATION (IF APPLICABLE)*

Begin Lease Date _____ End Lease Date _____

Owner Last Name _____ Owner First Name _____

Owner Address _____
Street Address

**Tenant shall provide a copy of their release and Owner shall submit a Amenity Right release form*

EMERGENCY NOTIFICATION INFORMATION

Home Phone
Number _____

Cell Phone Number _____ Name _____

Cell Phone Number _____ Name _____

Email Address(es) _____

Please select all that apply:

☐ I would like to receive e-mails on District programs and events. (Do not check this option if you want the information in this section to be used only for emergency purposes.)

☐ I would like to receive text messages on District programs and events. (Do not check this option if you want the information in this section to be used only for emergency purposes.)

☐ Only contact me in case of emergency.

PRIVACY NOTICE: If you indicate that we should only use the Optional/Emergency Notification Information in case of emergency, then, pursuant to Section 119.071, Florida Statutes the Optional/Emergency Notification Information (which consists of the information in this section) may be exempt from disclosures we make as the result of a public records request.

SPECIAL NEEDS

Does anyone in your family have special needs you would like us to be aware of? ☐ YES ☐ NO
If you answered yes, please provide specific information below in the blank space:

Villages of Westport Community Development District Resident User Information Form

HOUSEHOLD MEMBERS (Must Reside in Same House)

Name (Last, First)	Cell Phone	Email Address	District Resident*
1.			
2.			
Name(s) of Children	Age	Birthdate	
3.			
4.			
5.			
6.			
7.			
8.			

*Non-Residents must complete the Non-Resident User Agreement and pay Annual User Fee.

**In the event that one of the access cards is lost, you will be responsible for paying \$50.00 for each replacement card. In the event that one of the cards is damaged, the fee to replace the card is \$30.

Please initial

PLEASE READ AND SIGN BELOW:

The undersigned agrees and acknowledges that the above information is true and correct. It is understood that Resident Cards and Guest Passes are the property of the _____ Development District ("District") and are non-transferable, in accordance with the District's rules, policies and/or regulations. In consideration for the admittance of the above listed persons and their guests to utilize District property and District facilities, including without limitation the _____ and all other real property owned and operated by the District (together, the Facilities), the undersigned on behalf of himself and/or herself and each of their minor children, heirs and successors, hereby agrees to hold harmless and release the District, its staff, supervisors, agents, officers and employees, from any and all liability, claims, actions, suits or demands by any person, corporation or other entity for injuries, death, property damage or of any nature, arising out of, or in connection with use of the Facilities, including litigation or any appellate proceedings with respect thereto, except to the extent caused by the gross or intentional negligence of the District. Furthermore, Patron understands that the District and its staff, supervisors, agents, officers and employees assume no responsibility for injuries or illness that Patron(s), or his or her minor children, may sustain as a result of individual physical condition or resulting from such person(s) participation in any activities, sports, use of pool, use of tennis or basketball court(s), use of playground, use of dog park, or other activities on District owned property. Patron expressly acknowledges on behalf of him/her self and his or her minor children, heirs and successors that he/she assume the risk for any and all injuries and illness that may result from participation in these activities. Patron hereby releases and discharges the District and its staff, supervisors, agents, officers and employees as a result of Patron(s), or his or her minor children's, participation in these activities. Patron further understands that the District is not responsible for personal property lost or stolen while at the Facilities. By signing below, Patron(s) acknowledge he/she has received the District rules and policies and shall abide by the same. Nothing herein shall be construed as a waiver of the District's sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute.

Print Name: _____

Signature: _____

Date: _____

DISTRICT Employee Initials _____

2.

Constant Contact Survey Results

Campaign Name: VOWP Fitness Center Survey 2024/07/16, 5:28:27 PM EDT

Survey Starts: 128

Survey Submits: 65

Export Date: 08/12/2024 07:30 PM

MULTIPLE CHOICE

How often do you exercise at Fitness Center?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Never	<div></div>		37	56%
Periodically	<div></div>		20	30%
Often	<div></div>		8	12%
Total Responses			65	100%

MULTIPLE CHOICE

Would you use the Fitness Center more if it was expanded and/or if new equipment was purchased?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes	<div></div>		50	76%
No	<div></div>		4	6%
Maybe	<div></div>		11	16%
Total Responses			65	100%

MULTIPLE CHOICE

Preferred Fitness Center Equipment?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Stationary Bike	<div></div>		4	6%
Ellipitical Machine	<div></div>		15	23%
Weight Machine	<div></div>		17	26%
Treadmill	<div></div>		14	21%
No Preference	<div></div>		7	10%
Other	<div></div>		8	12%
Total Responses			65	100%

responses

First Name	Last Name	Email Address	Respondent #	Date/Time	3. Preferred Fitness Center Equipment?
		Anonymous	1	07/17/2024 09:25:31 PM EDT	Other: Stairmaster
		Anonymous	2	07/23/2024 11:11:39 AM EDT	Other: All of the above.
		Anonymous	3	07/29/2024 10:44:52 AM EDT	Other: All of the above, the current equipment is broken. We should have more options and updated equipment.
Jamell	Warfield	jamell.warfield@yahoo.com	4	08/02/2024 05:14:30 PM EDT	Other: all types of fitness center equipment not just one option. a great fitness center has options and space.
		Anonymous	5	07/30/2024 04:23:19 PM EDT	Other: Weights and rower
		Anonymous	6	07/29/2024 06:47:10 PM EDT	Other: Stop wasting money and increasing dues. We need to dissolve the HoA
		Anonymous	7	08/01/2024 05:30:54 PM EDT	Other: Free standing weight racks.
		Anonymous	8	07/22/2024 06:38:26 PM EDT	Other: Concept 2 rowers Assault Bikes Free weights/squat rack, barbells/bumper plates, dumbbells set-up to 150 lbs Kettlebells(various weight)

C.

Villages of Westport

Field Operations Report

Date of report: **August 12th, 2024**

Submitted by: **Tim Harden**

Operational projects in progress:

Solicitation of bids from other landscaping contractors

At last month's meeting the Board asked staff to collect proposals from other landscaping contractors for maintaining the landscaping at the Villages of Westport. The current landscaping budget is obsolete since the District is absorbing the new phase at the north end of the community. Staff asked Yellowstone to provide an estimate for adding the new phase of the District with the same scope as the current contract. Yellowstone has proposed amending the current contract with an increase of \$22,020 from \$53,222.52 to \$75,242.52. The other quotes received from other vendors include the following:

	Mowing	Spraying	Irrigation	Flowers	Detail	Total
1. Brightview -	\$52,488.00	+\$18,300.00	+\$3,036.00	+\$5,046.00		= \$78,870.00
2. Koehn Outdoor -	\$56,580.00	+\$11,600.00	+\$4,200.00	+\$3,915.00		= \$76,295.00
3. VerdeGo Landscape -	\$53,858.10	+\$10,000.24	+\$4,646.40	+\$3,915.00	+\$9,600	= \$82,019.74

Details by Provider

Brightview- 42 annual mows, 7 ground and shrub fertilizations annually, monthly irrigation inspection are included. Mulch is \$60/cu yd, flowers rotations are \$2.90 each and palm tree trimming \$55 per tree. (For VOW 870 flowers at \$2.90 ea. for total of \$2,523.00 per rotation) (Irrigation repair is \$85 per hour plus materials)

Koehn Outdoor- 42 annual mows, monthly fertilization, monthly irrigation inspection are included. Mulch, flowers rotations and tree trimming above 10 ft is per proposal. (For VOW 870 flowers at \$2.25 ea. for total of \$1,957.50 per rotation) (Irrigation repair is \$80 per hour plus materials)

VerdeGo Landscape- 38 annual mows, 3 annual turf fertilizations, 1 annual tree and shrub fertilization, monthly irrigation inspection and monthly detail work is included. Mulch, flowers rotations and tree trimming above 10 ft is per proposal. (For VOW 870 flowers, \$2.25 ea. Or \$1,957.50 per rotation for total of \$7,262.60) (Irrigation repair is \$65 per hour plus materials and \$100 per hour for specialized work)

Yellowstone- Mowing, monthly fertilization, monthly irrigation inspections and flower rotations are included. Mulch and palm trimming are per proposal. (Irrigation repairs are billed at \$93 per hour)

Solitude's proposal for adding additional ponds in new phase

Staff asked Solitude for a proposal to add pond management services for the two ponds in the new phase of Villages of Westport CDD. The proposal has been added to the meeting agenda for consideration by the Board. Solitude proposes adding \$295 to the current monthly invoice of \$1,152.30 to make a new monthly expense of \$1,447.23. This will increase the current annual expense from \$13,826.76 to \$17,366.76.

Additional proposals for renovating the irrigation around the amenity center

The current drip irrigation system in place is a trip hazard and the lines have been moved from their original placement. The Board requested that staff solicit bids to replace the current system with an in-ground system. Previous bids received for modifying the irrigation around the amenity center included Yellowstone at \$13,481.50 and C&L Landscaping at \$57,960. Staff has collected the following additional estimates:

1. Down To Earth - \$9,048.19
2. Tree Amigos - \$
3. VerdeGo - \$

Tree Amigos and VerdeGo to provide proposals the week of 8/12.

Update on pine bark refreshing at entryways of Creston, Keniston and Devinston

First Coast Mulch has advised staff that the Villages of Westport can expect to see the delivery of pine bark for the entrances of Creston, Keniston and Devinston during the last week in August. Staff has provided First Coast Mulch with a service agreement. We are currently awaiting a fully executed contract in order to proceed.

Maintenance Projects completed:

installation of new water fountains

On August 7th, Turner Plumbing installed the new water fountains on the pool deck. The old fountains were an eyesore and the new fountains include a chilling function and a bottle filler.

Old fountains



New fountains



Filling in of holes worn in pavers on pool deck

Staff noticed several pool pavers on the south side of the pool deck that had holes worn in them. Some of these holes had sharp edges and posed a hazard to residents using the pool. The holes were filled in with a concrete patch material.

Before



After



Refurbishment of the fire extinguisher cabinet

When current staff came onsite there was an old rusty fire extinguisher cabinet to the left just inside the amenity center gate. A new fire extinguisher was installed with a red plastic cabinet directly across from the old rusty, white cabinet. Staff removed the old white cabinet and moved the new red cabinet into the spot where the old cabinet was mounted. The new cabinet was then trimmed out and repainted to match the surrounding siding.

Before



After



Issues for concern:

1. We are regularly vacuuming up sand from the pool. This sand is coming from the filters. This should be a high priority because as the filters loose sand the filtration capability will be degraded. Staff is currently soliciting proposals from pool contractors to make the necessary repairs.
2. The playground regularly floods with any substantial rainfall. Staff will work with the District Engineer to come up with a solution and get proposals for the work. Cost estimates will be provided as soon as possible.
3. Ceiling fans on the pool deck are mismatched. Staff can install new fans at the Boards direction.

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



TWELFTH 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 Thursday, July 22, 2024 at 5:30 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

Yashekia Scarlett *by phone*
Anina Guyton
Alice Sanford
Godfrey Story
Carl Hawkins

Chairman
Vice Chairperson (*via phone*)
Supervisor
Supervisor
Supervisor

Also present:

Darrin Mossing
Jennifer Kilinski
Chris Loy
Tim Harden
Jay King

District Manager
District Counsel
Kilinski Van Wyk
Field Manager, Vesta
Vesta

The following is a summary of the actions taken at the July 22, 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 5:30 p.m. and called roll. Three Supervisors were in attendance and one Supervisor joined by phone constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*regarding agenda items below*)

Mr. Mossing noted this section of public comment is for items on the agenda. There will be a separate public comment period regarding the budget. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS**Fiscal Year 2025 Budget****A. Overview of Budget**

Mr. Mossing noted the Board approved the proposed budget on May 13th. This budget reflects an assessment increase of approximately \$239 per homeowner. This increase is due to the District needing to establish some capital reserves and operating reserves as well as Phase 4 home improvements with maintenance items transitioning to the District. Changes can be made to the budget with the exception of increases. Line items are set at the highwater mark.

B. Board Discussion

Mr. Mossing asked the Board for any questions or comments before opening up to public comment. Mr. Hawkins stated he hates to raise prices because everything is going up, but there are things that they know they need to do and need money to do it and they are tired of band aiding issues in the community.

C. Two Public Hearings – Budget and Assessment Imposition for Fiscal Year 2025

Mr. Mossing asked for a motion to open the public hearing.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, Opening the Public Hearing, was approved.

- Resident (Damon Johnson) – How did the District arrive at \$239 being the necessary increase? When will that be reviewed? Mr. Mossing noted the budget is set based on anticipated expenditures and reserve funds. It's an annual process so that number is reevaluated each year.
- Resident – Will the budget drop with more homeowners moving into new phase? Ms. Kilinski noted there are 748 lots and all of those are already being allocated the full assessment level. New homeowners don't make any difference where it gets assessed because everybody is paying equally already. Right now, LGI is paying like they are a resident.
- Resident (Alex, Glimmer Way) – Why is there an increase with 200 added properties but those properties didn't exist last year. That money last year was allocated. Mr. Mossing

noted those lots paid last year too. They haven't added in any property. They paid for 19 lots that they are not developing.

- Resident – Commented that things that were used to entice people into the community haven't happened. Nothing is being done. Doesn't mind paying an increase if they are getting what they pay for. Mr. Mossing noted this Board is very interested in making improvements and showing results.
- Resident (KeArra Robinson, 6704 Hanford St.) asked if anything else can be cut to keep from increasing fees. Mr. Hawkins noted this is through taxes. He noted that the resident was talking about HOA stuff. Mr. Mossing noted they are 100% collected with their assessments. Ms. Kilinski noted there hasn't been an assessment increase on the CDD side in at least 4 years.

Mr. Mossing asked for any other comments. Hearing no other comments, Mr. Mossing asked for a motion to close the public hearing

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, Closing the Public Hearing, was approved.

1. Consideration of Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025

Mr. Mossing asked for a motion to approve Resolution 2024-07, relating to the annual appropriations and adopting the budget for Fiscal Year 2025.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with all in favor, Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025, was approved.
--

2. Consideration of Resolution 2024-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

Mr. Mossing asked if the Board had any questions on Resolution 2024-08. Hearing no questions from the Board, Mr. Mossing asked for a motion to approve the resolution.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with all in favor, Resolution 2024-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025, was approved.

FOURTH ORDER OF BUSINESS**Presentation Regarding CDDs**

Mr. Mossing noted this will be added to next month's meeting.

FIFTH ORDER OF BUSINESS**Discussion of CDD Goals & Objectives**

Mr. Mossing stated there is a new statutory requirement for CDD's to adopt goals and objectives by the end of this fiscal year 09/30/24. GMS drafted some recommended goals and objectives in the agenda package. He noted that changes or additions can be made. Ms. Kilinski recommended approval to be statutorily compliant by October 1st.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the CDD Goals and Objectives, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Standard Operating Procedures for Onsite Staff**

Mr. Mossing noted this is based on some observations made over the last couple of months and is on page 91 of the agenda package. He noted they will monitor vendors coming onsite without staff being present and review at next meeting. They don't want unauthorized people using the facility and when appropriate vendors to be escorted onsite.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Standard Operating Procedures for Onsite Staff with Specifications on Monitoring, was approved.

SEVENTH ORDER OF BUSINESS**Discussion Items:****A. Access Card Form**

Mr. Mossing noted the access form is in the agenda. There has been some confusion on what form to use for people to get their access card. Ms. Kilinski noted the District is undertaking the opportunity to establish its own email blast system. This will allow the CDD to get emails and consent to make sure they are on the CDDs email list. Mr. Story noted having a card doesn't necessarily mean you're a resident. Mr. Mossing noted they are considering a full audit of the card access system at some point. If someone was issued a card, they should have shown a lease agreement or photo ID.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Access Card Form, was approved.

B. Access Card Issuance Process

Mr. Harden stated new residents would have to come to the facility or reach out by phone. Requirements include completing the form and providing documentation such as photo ID, lease agreement, or online lookup to confirm the property owner. One card per resident. For residents who move out of their home, the access cards are connected with their address and not name. The card would need to be deactivated. Mr. Story asked if GMS could monitor the card access system as the current way took 3 weeks to retrieve an address. In case of a renter, their card could be set to expire at the end of their lease. Mr. Hawkins requested an audit of the access system. Mr. Mossing will get with Tim and Jay and come back to the next meeting with the audit and how the Board wants to handle that.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Access Card Issuance Process, was approved.

C. Security Cameras

Defer to next meeting for noticing a shade session.

D. Community Survey Regarding Fitness Equipment Usage

Mr. Mossing stated a survey is included in the agenda. Six people have completed the survey on the website and approximately 50 people signed up for the email blast. They will continue to monitor. Board direction was to get rid of the treadmill as it is a hazard.

EIGHTH ORDER OF BUSINESS**Consideration of Proposals:****A. Lake Management Proposals**

Mr. Harden had proposals from three pond management companies included in the agenda. Mr. Story noted Solitude is spraying too high resulting in brown grass around the ponds. Solitude took responsibility for their actions. Ms. Scarlett agrees with taking this off the table as long as Solitude is consistent. Solitude will wait 30 days to see if grass comes back and if not, will replace.

B. Water Fountains

Mr. Harden presented proposals from three different plumbing companies to dispose of/replace the current bi-level water fountains and one of the new ones will have a bottle filler attached.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Proposal from Turner for Water Fountain Replacement, was approved.

C. Fitness Equipment Maintenance

Mr. King noted they will deactivate the treadmill and relocate it. Will move this item to the next budget cycle.

D. Irrigation Installation

Mr. Harden presented a proposal from Yellowstone for \$13,000 and from C&L Landscaping for \$57,960. Ms. Sanford suggested irrigation replacement be added to all of the proposals. This item was tabled until two more proposals are received.

NINTH ORDER OF BUSINESS**Consideration of Resolution 2024-09,
Modifying the FY 2024 Assessment Collection
Schedule**

Mr. Mossing noted last year when the budget was adopted, the assessment resolution did not include the LGI property being direct assessed and this resolution provides for that modification. It goes back retroactively and restates that.

On MOTION by Mr. Hawkins, seconded by Mr. Story, with all in favor, Resolution 2024-09 Modifying the FY24 Assessment Collection Schedule, was approved.

TENTH ORDER OF BUSINESS**Staff Reports****A. Manager – Discussion Regarding the Fiscal Year 2025 Meeting Schedule**

Mr. Mossing stated statutorily the District needs to approve an annual meeting schedule prior to September 30th of each year. There are four proposed meeting dates - October 28, 2024, January 27, 2025, April 28, 2025 and July 28, 2025.

The fitness survey is out and email blast system is in progress so will keep the Board informed. Weekly communication on the pool monitor agreement and activities at the pool as reported. In the process of transferring some utility accounts and maintenance responsibilities to LGI.

On MOTION by Mr. Hawkins, seconded by Mr. Story, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

B. Attorney

Ms. Kilinski had nothing specific to report but noted that she was happy to answer any questions.

C. Operation Manager

1. Report

2. Report Various Issues Throughout the Community

Mr. Harden presented the Field Operations Report on page 159 of the agenda.

ELEVENTH ORDER OF BUSINESS

Supervisor's Request

There being no comments, next item followed.

TWELFTH ORDER OF BUSINESS

Public Comments

- Resident (Brian Persina, 6907 Myrtle Oak Rd) Questioned the increased fee, is it annual? Maintenance responsibility? Mr. Mossing noted in the development with LGI that is going to be the responsibility of this Board, two big lakes, dog park and the park up front which is what is the assessment will help fund. Resident asked how to obtain access card? The board directed residents to provide information to Mr. Harden to get access card. Mr. Hawkins asked if it's possible to give the packet to LGI when they sell the homes so the homeowners can fill out the packet? Add link for access card form to the website.
- Resident – Increasing size of amenity to accommodate the additional people moving into the community? Mr. Story noted there was supposed to be a second amenity center at one time that didn't happen. Potential to revisit that going into new fiscal year. Opportunities in near future for the community to address this.

THIRTEENTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the May 13, 2024 and June 27, 2024 Meetings

Mr. Mossing presented the minutes from the May 13, 2024 & June 27, 2024 meetings.

On MOTION by Mr. Story, seconded by Mr. Hawkins, with all in favor, the Consent Agenda, was approved.

B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2024

C. Assessment Receipt Schedule

D. Approval of Check Register

Mr. Mossing noted that the balance sheet, income statement, and assessment receipt schedule are in the agenda package for review and asked for any questions.

FOURTEENTH ORDER OF BUSINESS Acceptance of Vesta Resignation Letter

Mr. King noted this is just with the CDD, current scope of services. Mr. Story asked if they would reconsider that because the Board is now intact and trying to move in a different direction. Mr. King noted they are definitely open to that. Mr. Hawkins stated he would like to look at what GMS can offer that you currently do that could help enhance or alleviate issues. Service contracts need to be reviewed.

**FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – To Be Determined
@ 5:30 p.m. @ Highlands Regional Library**

Mr. Mossing recommended an August meeting and asked for a date preference from the Board. Board consensus was to meet Monday August 19th at 5:30 p.m. at the Highlands Regional Library.

SIXTEENTH ORDER OF BUSINESS Adjournment

Mr. Mossing adjourned the meeting.

On MOTION by Mr. Story seconded by Mr. Hawkins, with all in favor, the meeting was adjourned.

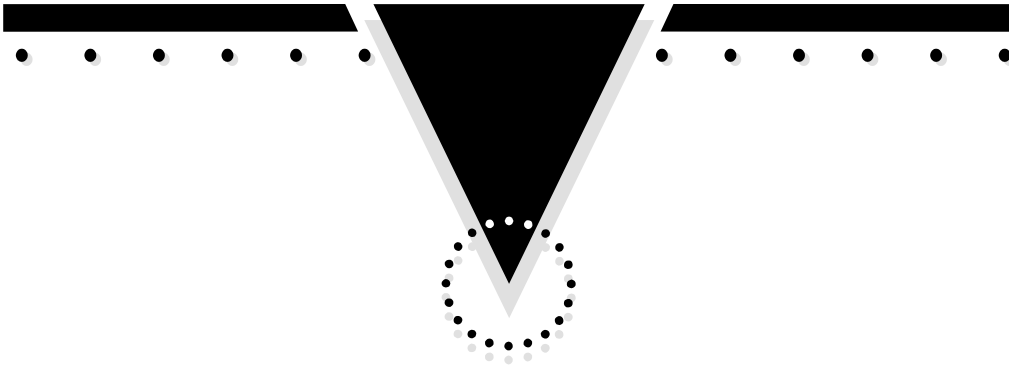
July 22, 2024

Villages of Westport CDD

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.



Villages of Westport

Community Development District

Unaudited Financial Reporting
July 31, 2024



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9	Assessment Receipts Schedule

Villages of Westport
Community Development District

Balance Sheet
July 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	\$106,663	----	----	\$106,663
Debit Card	\$728	----	----	\$728
SBA	\$5,588	----	----	\$5,588
Assessment Receivable	----	----	----	\$0
Interest Receivable	----	----	----	\$0
Due from Capital Projects	\$3,378	----	----	\$3,378
Due from Debt Service	\$0	----	----	\$0
Due from General Fund	----	\$6,391	----	\$6,391
<u>Investments:</u>				
<u>Series 2005A</u>				
Reserve A5	----	\$507,526	----	\$507,526
Revenue A5	----	\$432,533	----	\$432,533
Interest A5	----	----	----	\$0
Prepayment A5	----	\$182,289	----	\$182,289
Acquisition & Construction	----	----	\$81,628	\$81,628
Deferred Cost	----	----	\$15,214	\$15,214
Prepaid Expenses	\$0	----	----	\$0
Total Assets	\$116,356	\$1,128,740	\$96,842	\$1,341,937
<u>Liabilities</u>				
Accounts Payable	\$11,007	----	----	\$11,007
Due to Debt Service	\$6,391	----	----	\$6,391
Due to General Fund	----	\$0	----	\$0
<u>Fund Equity</u>				
Fund Balances				
Unassigned	\$98,957	----	----	\$98,957
Nonspendable- Prepaid	\$0	----	----	\$0
Restricted for Capital Projects	----	----	\$96,842	\$96,842
Restricted for Debt Service	----	\$1,128,740	----	\$1,128,740
Total Liabilities, Fund Equity, Other	\$116,356	\$1,128,740	\$96,842	\$1,341,937

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

	Adopted Budget	Prorated Budget 07/31/24	Actuals 7/31/24	Variance
Revenues				
Maintenance Assessments- Tax Roll	\$ 234,837	\$ 234,837	\$ 235,470	\$ 633
Maintenance Assessments- Direct Bills	\$ 98,718	\$ 98,718	\$ 101,186	\$ 2,468
Interest Income	\$ -	\$ -	\$ 22	\$ 22
Interest Income - SBA	\$ -	\$ -	\$ 253	\$ 253
Miscellaneous Income	\$ -	\$ -	\$ 210	\$ 210
Total Revenue	\$ 333,555	\$ 333,555	\$ 337,141	\$ 3,586
Expenditures				
<u>Administrative</u>				
Supervisors Fees	\$ 4,800	\$ 4,000	\$ 3,600	\$ 400
Engineering	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ 1,000	\$ 833	\$ -	\$ 833
Assessment Roll	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Dissemination	\$ 5,000	\$ 4,167	\$ 2,100	\$ 2,067
Amortization Schedule	\$ 250	\$ 208	\$ -	\$ 208
Attorney	\$ 15,000	\$ 12,500	\$ 18,048	\$ (5,548)
Annual Audit	\$ 5,000	\$ 4,167	\$ -	\$ 4,167
Trustee Fees	\$ 3,720	\$ 3,717	\$ 3,717	\$ -
Management Fees	\$ 27,500	\$ 22,917	\$ 25,970	\$ (3,053)
Information Technology	\$ -	\$ -	\$ 1,200	\$ (1,200)
Website	\$ 2,520	\$ 2,100	\$ 1,300	\$ 800
Telephone	\$ -	\$ -	\$ 126	\$ (126)
Postage	\$ 250	\$ 208	\$ 341	\$ (133)
Printing & Binding	\$ -	\$ -	\$ 195	\$ (195)
Insurance-Liability	\$ 4,700	\$ 4,700	\$ 4,358	\$ 342
Insurance-Public Official	\$ 3,863	\$ 3,581	\$ 3,581	\$ -
Legal Advertising	\$ 1,500	\$ 1,250	\$ 1,192	\$ 58
Other Current Charges	\$ 1,000	\$ 833	\$ 1,296	\$ (463)
Office Supplies	\$ -	\$ -	\$ 16	\$ (16)
Dues, License, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Administration Subtotal	\$ 81,278	\$ 70,357	\$ 67,215	\$ 3,142
<u>Common Area Maintenance:</u>				
Field Services	\$ 19,200	\$ 16,000	\$ 16,000	\$ -
Landscape Maintenance	\$ 54,000	\$ 45,000	\$ 45,292	\$ (292)
Irrigation - Repairs	\$ 2,500	\$ 2,083	\$ 3,054	\$ (971)
Lake Maintenance	\$ 14,000	\$ 11,667	\$ 11,557	\$ 110
Repairs and Maintenance - Field	\$ 5,000	\$ 4,167	\$ 5,249	\$ (1,083)
Contingency	\$ 8,000	\$ 6,667	\$ -	\$ 6,667
Total Common Area Maintenance	\$ 102,700	\$ 85,583	\$ 81,152	\$ 4,431

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

	Adopted Budget	Prorated Budget 07/31/24	Actuals 7/31/24	Variance
<u><i>Amenity Center:</i></u>				
Facility/Pool Attendants/Security	\$ 40,000	\$ 33,333	\$ 14,895	\$ 18,439
Janitorial	\$ 11,000	\$ 9,167	\$ 9,285	\$ (119)
Pool Maintenance	\$ 18,000	\$ 15,000	\$ 17,580	\$ (2,580)
Pool Permits	\$ 400	\$ 400	\$ 325	\$ 75
Utilites - Water/Electric	\$ 45,000	\$ 37,500	\$ 25,967	\$ 11,533
Trash	\$ -	\$ -	\$ 179	\$ (179)
Pest Control	\$ 500	\$ 417	\$ 440	\$ (23)
Irrigation Repair	\$ 3,000	\$ 2,500	\$ -	\$ 2,500
Insurance - Property	\$ 7,230	\$ 7,230	\$ 6,571	\$ 659
Telephone	\$ 1,500	\$ 1,250	\$ 1,292	\$ (42)
Access Control	\$ 1,700	\$ 1,417	\$ 98	\$ 1,318
Security Camera System/Monitoring	\$ 6,120	\$ 5,100	\$ 5,600	\$ (500)
Facilities Maintenance - Contract	\$ 10,127	\$ 8,439	\$ 9,077	\$ (638)
Repairs and Maintenance - Amenity	\$ 5,000	\$ 4,167	\$ -	\$ 4,167
Total Amenity Center	\$ 149,577	\$ 125,919	\$ 91,308	\$ 34,611
<u><i>Other Financing Sources (Uses)</i></u>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 333,555	\$ 281,859	\$ 239,676	\$ 42,183
Excess Revenues/ (Expenditures)	\$ (0)		\$ 97,465	
Beginning Fund Balance	\$ -		\$ 1,493	
Ending Fund Balance	\$ (0)		\$ 98,957	

Villages of Westport

Community Development District

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

	Adopted Budget	Prorated Budget 7/31/24	Actual 7/31/24	Variance
<u>Revenues</u>				
Special Assessments- Tax Roll	\$ 551,111	\$ 551,111	\$ 552,601	\$ 1,491
Special Assessments- Direct A5	\$ 242,411	\$ 242,411	\$ 248,471	\$ 6,060
Special Assessments- Prepayment	\$ -	\$ -	\$ 180,407	\$ 180,407
Interest Income	\$ -	\$ -	\$ 43,707	\$ 43,707
Total Revenues	\$ 793,522	\$ 793,522	\$ 1,025,187	\$ 231,665
<u>Expenditures</u>				
<u>Series 2005A</u>				
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	\$ -
<u>Other Sources/Uses</u>				
Transfer In/(Out)	\$ -	\$ -	\$ 2,125	\$ 2,125
Total Other Sources/ (Uses)	\$ -	\$ -	\$ 2,125	\$ 2,125
Excess Revenues/(Expenditures)	\$ (8,353)		\$ 225,437	
Beginning Fund Balance	\$ 192,606		\$ 903,303	
Ending Fund Balance	\$ 184,253		\$ 1,128,740	

Due from General Fund	\$ 6,391
Due to Genral Fund	
Assessment Receivable	----
Interest Receivable	----
Reserve A5	\$ 507,526
Revenue A5	\$ 432,533
Interest A5	----
Prepayment A5	\$ 182,289
Total	<u>\$ 1,128,740</u>

Villages of Westport

Community Development District

Capital Projects Fund

Statement of Revenues & Expenditures

For the Period Ending July 31, 2024

Series
2005A

Revenues

Interest Income	\$24,739
Developer Contributions	\$0
Interfund Transfer In	\$0

Total Revenues

\$24,739

Expenditures

Capital Outlay	\$517,762
Professional Fees	\$0
Miscellaneous	\$0

Total Expenditures

\$517,762

Other Sources/ (Uses)

Transfer In/(Out)	(\$2,125)
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Total Other Sources/ (Uses)

(\$2,125)

Excess Revenues/(Expenditures)

(\$495,148)

Beginning Fund Balance

\$591,990

Ending Fund Balance

\$96,842

Villages of Westport
Community Development District
Month by Month

October	November	December	January	February	March	April	May	June	July	August	September	Total
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Revenues

Maintenance Assessments- Tax Roll	\$ -	\$ 195,431	\$ 34,043	\$ 1,030	\$ -	\$ 1,180	\$ 1,062	\$ -	\$ 2,723	\$ -	\$ -	\$ -	\$ 235,470
Maintenance Assessments- Direct Bills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101,186	\$ -	\$ -	\$ -	\$ -	\$ 101,186
Interest Income	\$ 0	\$ 0	\$ 8	\$ 4	\$ 2	\$ 2	\$ 1	\$ 1	\$ 1	\$ 2	\$ -	\$ -	\$ 22
Interest Income - SBA	\$ 26	\$ 25	\$ 26	\$ 26	\$ 24	\$ 26	\$ 25	\$ 26	\$ 25	\$ 26	\$ -	\$ -	\$ 253
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 90	\$ -	\$ -	\$ -	\$ 210

Total Revenue	\$ 26	\$ 195,456	\$ 34,077	\$ 1,060	\$ 26	\$ 1,208	\$ 1,089	\$ 101,332	\$ 2,839	\$ 28	\$ -	\$ -	\$ 337,141
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Expenditures

Administrative

Supervisors Fees	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 800	\$ 800	\$ 800	\$ -	\$ -	\$ 3,600
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dissemination	\$ -	\$ -	\$ 250	\$ 350	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ -	\$ 2,100
Amortization Schedule	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 2,504	\$ 479	\$ 251	\$ 1,426	\$ 1,114	\$ 586	\$ 2,074	\$ 4,352	\$ 5,263	\$ -	\$ -	\$ -	\$ 18,048
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,717
Management Fees	\$ -	\$ -	\$ 3,246	\$ 3,246	\$ 3,246	\$ 3,246	\$ 3,246	\$ 3,246	\$ 3,246	\$ 3,246	\$ -	\$ -	\$ 25,970
Information Technology	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	\$ -	\$ 1,200
Website	\$ -	\$ -	\$ 100	\$ 600	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ 1,300
Telephone	\$ -	\$ -	\$ 93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ -	\$ -	\$ 126
Postage	\$ -	\$ -	\$ 8	\$ 6	\$ 86	\$ 60	\$ 3	\$ 56	\$ 92	\$ 30	\$ -	\$ -	\$ 341
Printing & Binding	\$ 2	\$ -	\$ 7	\$ 5	\$ 4	\$ 16	\$ -	\$ 2	\$ 90	\$ 69	\$ -	\$ -	\$ 195
Insurance-Liability	\$ 4,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,358
Insurance-Public Official	\$ 3,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,581
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ 159	\$ 156	\$ 797	\$ -	\$ -	\$ -	\$ 1,192
Other Current Charges	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 946	\$ 50	\$ -	\$ -	\$ 1,296
Office Supplies	\$ 14	\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ 16
Dues, License, & Subscriptions	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175

Total Administrative	\$ 14,776	\$ 654	\$ 4,155	\$ 5,834	\$ 5,080	\$ 4,458	\$ 6,633	\$ 9,162	\$ 11,736	\$ 4,729	\$ -	\$ -	\$ 67,215
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Villages of Westport
Community Development District
Month by Month

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Common Area Maintenance</u>													
Field Services	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ -	\$ -	\$ 16,000
Landscape Maintenance	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 5,375	\$ 4,435	\$ 4,435	\$ -	\$ -	\$ 45,292
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	\$ 1,152	\$ 1,187	\$ -	\$ -	\$ 11,557
Repairs and Maintenance	\$ 1,499	\$ 5	\$ 112	\$ 155	\$ 54	\$ -	\$ 58	\$ 738	\$ 912	\$ 1,715	\$ -	\$ -	\$ 5,249
Contingency - Hurricane Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Common Area Maintenance	\$ 8,687	\$ 7,193	\$ 7,299	\$ 7,343	\$ 10,295	\$ 7,187	\$ 7,246	\$ 8,865	\$ 8,100	\$ 8,937	\$ -	\$ -	\$ 81,152
<u>Amenity Center:</u>													
Facility/Pool Attendants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329	\$ 7,994	\$ 6,572	\$ -	\$ -	\$ 14,895
Janitorial	\$ 910	\$ 910	\$ 910	\$ 921	\$ 925	\$ 910	\$ 930	\$ 910	\$ 946	\$ 1,013	\$ -	\$ -	\$ 9,285
Pool Maintenance	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,267	\$ 1,208	\$ 1,264	\$ 2,308	\$ 5,490	\$ -	\$ -	\$ 17,580
Pool Chemicals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325	\$ -	\$ -	\$ -	\$ 325
Utilities - Water/Electric	\$ 3,186	\$ 3,275	\$ 2,865	\$ 2,435	\$ 2,116	\$ 1,788	\$ 2,600	\$ 2,416	\$ 2,712	\$ 2,573	\$ -	\$ -	\$ 25,967
Trash	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179
Pest Control	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 47	\$ -	\$ -	\$ 440
Irrigation Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance - Property	\$ 6,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,571
Telephone	\$ 123	\$ -	\$ 123	\$ 255	\$ -	\$ 132	\$ 132	\$ 263	\$ -	\$ 263	\$ -	\$ -	\$ 1,292
Access Control	\$ -	\$ -	\$ 98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98
Community Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security Patrolling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security Camera System/Monitoring	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ -	\$ -	\$ 5,600
Repairs and Maintenance Building - Contract	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ -	\$ -	\$ 9,077
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	\$ 15,798	\$ 17,426	\$ -	\$ -	\$ 91,308
<u>Other</u>													
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 37,151	\$ 14,751	\$ 18,171	\$ 19,507	\$ 21,136	\$ 17,253	\$ 20,260	\$ 24,721	\$ 35,633	\$ 31,092	\$ -	\$ -	\$ 239,676
Excess Revenues/ (Expenditures)	\$ (37,125)	\$ 180,705	\$ 15,906	\$ (18,447)	\$ (21,110)	\$ (16,046)	\$ (19,171)	\$ 76,611	\$ (32,794)	\$ (31,064)	\$ -	\$ -	\$ 97,465

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	\$507,526
RESERVE FUND BALANCE	\$507,526
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
6/21/24	\$ 9,114.72	\$ 6,391.31	\$ 2,723.41

Total	\$	788,071.40	\$	552,601.30	\$	235,470.10
Remaining	\$	-	\$	-	\$	-
Percentage Collected		100%		100%		100%

D.

Villages of Westport

Community Development District

Check Register Summary

July 1, 2024 to July 31, 2024

Bank	Date	Check No.'s		Amount
General Fund	7/3/24	1955 - 1963	\$	19,934.52
	7/19/24	1964 - 1969	\$	19,999.91
	7/30/24	1970 - 1974	\$	1,360.00
			\$	41,294.43
Utilities	7/1/24	Comcast	\$	131.62
	7/17/24	JEA	\$	213.36
	7/17/24	JEA	\$	2,360.09
	7/31/24	Comcast	\$	131.62
			\$	2,836.69
Debit Card	7/3/24	Walmart	\$	29.34
	7/5/24	Home Depot	\$	104.09
	7/5/24	Pinch A Penny	\$	179.94
	7/9/24	Amazon	\$	61.48
	7/10/24	Lowes	\$	571.48
	7/25/24	Amazon	\$	41.74
	7/25/24	Amazon	\$	47.26
	7/30/24	Amazon	\$	16.98
			\$	1,052.31
TOTAL			\$	45,183.43

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/03/24	00053	6/21/24 144551	202406 310-51300-49000	PRINT,POSTAGE,MAIL	*	881.41	
				CHEROKEE PRINTING INC DBA			881.41 001955
7/03/24	00011	6/27/24 06272024	202406 310-51300-11000	6.27.24 PAYROLL	*	200.00	
				ALICE SANFORD			200.00 001956
7/03/24	00051	6/27/24 06272024	202406 310-51300-11000	6.27.24 PAYROLL	*	200.00	
				ANINA GUYTON			200.00 001957
7/03/24	00050	6/27/24 06272024	202406 310-51300-11000	6.27.24 PAYROLL	*	200.00	
				CARL HAWKINS			200.00 001958
7/03/24	00049	6/27/24 06272024	202406 310-51300-11000	6.27.24 PAYROLL	*	200.00	
				GODFREY STORY			200.00 001959
7/03/24	00029	7/01/24 74	202407 310-51300-34000	JUL MANAGEMENT FEES	*	3,246.25	
		7/01/24 74	202407 310-51300-49500	JUL WEBSITE ADMIN	*	100.00	
		7/01/24 74	202407 310-51300-35100	JUL INFO TECH	*	150.00	
		7/01/24 74	202407 310-51300-31300	JUL DISSEM AGENT SERVICES	*	250.00	
		7/01/24 74	202407 310-51300-49000	JUL RECORD STORAGE	*	50.00	
		7/01/24 74	202407 310-51300-51000	OFFICE SUPPLIES	*	.39	
		7/01/24 74	202407 310-51300-42000	POSTAGE	*	30.02	
		7/01/24 74	202407 310-51300-42500	COPIES	*	69.45	
		7/01/24 74	202407 310-51300-41000	TELEPHONE	*	32.90	
				GOVERNMENTAL MANAGEMENT SERVICES			3,929.01 001960
7/03/24	00005	7/01/24 420298	202407 320-53800-34000	JUL FIELD SERVICES	*	1,600.00	
		7/01/24 420298	202407 330-57200-46700	JUL JANITORIAL	*	910.00	
		7/01/24 420298	202407 330-57200-46400	JUL POOL MAINTENANCE	*	1,208.33	

VWSP VILL O WESTPRT SRICE

*** CHECK DATES 07/01/2024 - 07/31/2024 ***
 VILL OF WESTPORT - GENERAL
 BANK A VILLAGES OF WESTPORT

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		7/01/24	420298 202407 330-57200-46001 JUL FACILITY MAINTENANCE		*	907.67	
				VESTA PROPERTY SERVICES, INC.			4,626.00 001961
7/03/24	00016	7/02/24	07022024 202407 300-20700-10000 3.6 FY24 ASSESSMENTS		*	1,088.32	
		7/02/24	07022024 202407 300-20700-10000 3.20 FY24 ASSESSMENTS		*	1,681.90	
		7/02/24	07022024 202407 300-20700-10000 4.4 FY24 ASSESSMENTS		*	1,393.35	
		7/02/24	07022024 202407 300-20700-10000 4.18 FY24 ASSESSMENTS		*	1,099.32	
				VILLAGES OF WESTPORT CDD			5,262.89 001962
7/03/24	00006	6/30/24	JAX 7228 202406 320-53800-46200 JUN LANDSCAPE MAINTENANCE		*	4,435.21	
				YELLOWSTONE LANDSCAPE			4,435.21 001963
7/19/24	00002	7/16/24	63184098 202407 330-57200-46600 JUL PEST CONTROL		*	46.96	
				BUG OUT			46.96 001964
7/19/24	00054	7/08/24	2041 202407 330-57200-46400 POOL REPAIR		*	3,997.29	
				C BUSS ENTERPRISES, INC.			3,997.29 001965
7/19/24	00029	6/30/24	76 202406 330-57200-34800 JUN POOL MONITOR		*	3,965.00	
		7/10/24	75 202406 330-57200-34800 JUN POOL SECURITY		*	4,029.25	
				GOVERNMENTAL MANAGEMENT SERVICES			7,994.25 001966
7/19/24	00027	7/15/24	621 202407 320-53800-46000 REPLACED LIGHTING		*	1,050.00	
				HENDRY ELECTRICAL CONTRACTORS, INC.			1,050.00 001967
7/19/24	00032	7/11/24	9867 202406 310-51300-31500 JUN GENERAL COUNSEL		*	5,263.00	
		7/16/24	9868 202406 300-13100-20000 JUN PROJECT CONTRUCTION		*	461.50	
				KILINSKI VAN WYK, PLLC			5,724.50 001968
7/19/24	00004	7/02/24	PSI09133 202407 320-53800-46800 JUL LAKE MAINTENANCE		*	1,186.91	
				SOLITUDE LAKE MANAGEMENT			1,186.91 001969

VWSP VILL O WESTPRT SRICE

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/30/24	00011	7/22/24 07222024 7.22.24	202407 310-51300-11000 PAYROLL	ALICE SANFORD	*	200.00	200.00 001970
7/30/24	00051	7/22/24 07222024 7.22.24	202407 310-51300-11000 PAYROLL	ANINA GUYTON	*	200.00	200.00 001971
7/30/24	00050	7/22/24 07222024 7.22.24	202407 310-51300-11000 PAYROLL	CARL HAWKINS	*	200.00	200.00 001972
7/30/24	00049	7/22/24 07222024 7.22.24	202407 310-51300-11000 PAYROLL	GODFREY STORY	*	200.00	200.00 001973
7/30/24	00031	7/11/24 74366412 JUL SECURITY	202407 330-57200-34500	VECTOR SECURITY, INC.	*	560.00	560.00 001974
TOTAL FOR BANK A						41,294.43	
TOTAL FOR REGISTER						41,294.43	

VWSP VILL O WESTPRT SRICE

Advanced Direct Marketing Services

3733 Adirolf Rd.

Jacksonville, FL 32207-4719

(V) 904.396.3028 (F) 396.6328

Invoice

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

6/21/2024

144551

BILL TO

Villages of Westport CDD

475 West Town Place

Suite 114

St Augustine, FL 32092

0013105130049000 -

other current charges

P.O. NO.	TERMS	PROJECT
	With Order	

SERVICE DESCRIPTION	QTY	RATE	AMOUNT
Villages of Westport CDD			
Load, read, convert files; CASS Certify addresses to enable automation based postage rates; Create automation based sack/tray tags & postal documents; format for inkjet addressing	541	0.13863	75.00
Form layout and preparation	1	37.50	37.50
Laser one sheet front & back in color	541	0.35	189.35
Fold customer materials	541	0.06443	34.86
Insert one piece into #10 envelope, seal, sort and mail, Standard Rate	541	0.09021	48.80
#10 Window Envelopes printed one color black ink	561	0.25713	144.25
Postage	541	0.65	351.65
		Subtotal	\$881.41
		Sales Tax (7.5%)	\$0.00
		Total	\$881.41

Attendance Sheet

District: Villages of Westport CDD

Meeting Date: June 27, 2024

	Supervisor	In Attendance	Fees
1.	Yashekia Scarlett <i>Chairperson</i>	<input checked="" type="checkbox"/>	\$0
2.	Annina Guyton <i>Vice Chairperson</i>	<i>PHONE</i> <input checked="" type="checkbox"/>	\$200
3.	Carl Hawkins <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
4.	Godfrey Story <i>Assistant Secretary</i>	<i>PHONE</i> <input checked="" type="checkbox"/>	\$200
5.	Alice Sanford <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200

0013105130011000

6.27.24 Payroll

W

District Manager: 

Date: 

PLEASE RETURN COMPLETED FORM TO ALISON MOSSING

1001 Bradford Way
Kingston, TN 37763

Invoice #: 74
Invoice Date: 7/1/24
Due Date: 7/1/24
Case:
P.O. Number:

Villages of Westport CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

[illegible]



Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Invoice # 420298
Date 07/01/2024

Terms Net 30
Due Date 07/31/2024
Memo Monthly Fees

Bill To

Villages of Westport CDD
c/o GMS LLC
475 West Town Place, Suite 114
St. Augustine FL 32092

Description		Quantity	Rate	Amount
Field Services	0013205380034000	1	1,600.00	1,600.00
Janitorial	0013305720046700	1	910.00	910.00
Pool Maintenance	0013305720046400	1	1,208.33	1,208.33
Facility Maintenance	0013305720046001	1	907.67	907.67

Thank you for your business.

Total 4,626.00

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%

0013002070010000
3.6 FY24 Assessments



INVOICE

INVOICE #	INVOICE DATE
JAX 722867	6/30/2024
TERMS	PO NUMBER
Net 30	

Bill To:

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

Property Name: Villages of Westport CDD

Address: 12282 Dewhurst Cir,
Jacksonville, FL 32218

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: July 30, 2024

Invoice Amount: \$4,435.21

Description	Current Amount
Monthly Landscape Maintenance June 2024	\$4,435.21

0013205380046200
Jun landscape Maintenance

Invoice Total **\$4,435.21**

Excellence

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.



A RENTOKIL COMPANY
PO BOX 740608
CINCINNATI OH 45274-0608

PHONE: 877-284-8688
WEB: www.florida.bugoutservice.com
Text: 877-284-8688

**Bill To
Number**

3075531

**Invoice
Date**

7/16/2024

**Amount
Due**

46.96

**INVOICE# 63184098 Governmental Management
Services**



INVOICE DETAIL

Thank you for allowing us to provide the following services:

PEST CONTROL MAINTENANCE

46.96

Villages Of Westport
6714 Sandle Dr
Jacksonville , FL ON 7/16/2024

0013305720046600
Jul Pest control

Payment Receipt. Please Return with Payment Remittance



A RENTOKIL COMPANY
PO Box 13848
Reading, PA 19612-3848

Bill To #: 3075531

Date: 7/16/2024

Due Date: 8/15/2024

Invoice #: 63184098

Amount Due: 46.96

Amount Paid: _____

Check No.: _____



Seq#: 000001
Governmental Management Services
393 PALM COAST PKWY SW UNIT 4
Palm Coast, FL 32137-4774



BUG OUT
PO BOX 740608
CINCINNATI OH 45274-0608

003075531000000000063184098000004696202408150004

LATE PAYMENT FEE INFORMATION

In the event that full payment is past due, a late payment fee will be added to the unpaid late balance. The late payment fee is equal to 1.5% per month (18% annual rate) of the unpaid late balance, or such lesser amount as may be the maximum amount permitted by law. This late payment fee will appear on the monthly statement. A minimum late charge of \$1.00 may be imposed.

FUEL/TRANSPORTATION SURCHARGE

Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to your invoice for any increase in the cost of fuel as measured above 2018 (as measured by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

INVOICE

C Buss Enterprises
152 Lipizzan Trail
Saint Augustine, FL 32095

clayton@cbussenterprises.com
904-710-8161
https://www.cbussenterprises.com



Bill to
Villages of Westport
6702 Sandle Dr
Jacksonville, FL 32219

Ship to
Villages of Westport
6702 Sandle Dr
Jacksonville, FL 32219

Invoice details
Invoice no.: 2041
Terms: Due on receipt
Invoice date: 07/08/2024
Due date: 08/07/2024

#	Product or service	Description	Qty	Rate	Amount
1.	POOL PARTS	CPI STAINLESS STEEL OFF-SET STRAINER W/ SS BASKET, CLEAR COVER W/ EASY OPEN LID	1	\$3,622.29	\$3,622.29
2.	LABOR	INSTALLATION/REPAIR LABOR, PER HOUR	3	\$125.00	\$375.00

Total \$3,997.29

Note to customer
THIS REPAIR IS COMPLETE. THANK YOU FOR YOUR BUSINESS!

0013205380046000
0013305720046400

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 75
Invoice Date: 7/10/24
Due Date: 7/10/24
Case:
P.O. Number:

Bill To:
Villages of Westport CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Pool Security - June 2024	161.17	25.00	4,029.25
0013305720034800			
Total			\$4,029.25
Payments/Credits			\$0.00
Balance Due			\$4,029.25

Villages of West Port CDD Timesheet for June 1st to Jun 30th 2024

Position	User	Assignment	Clock-in	Clock-out	Total (hrs)
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sat Jun 1st 2024 12:00	20:00	8
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sun Jun 2nd 2024 12:00	20:00	8.01
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Mon Jun 3rd 2024 12:59	18:00	5.01
Unarmed	Christopher Hayes	Villages of Westport CDD	Tue Jun 4th 2024 13:00	18:07	5.12
Unarmed	Quiana Ellis	Villages of Westport CDD	Wed Jun 5th 2024 13:03	18:03	5
Unarmed	Quiana Ellis	Villages of Westport CDD	Thu Jun 6th 2024 13:00	18:03	5.06
Unarmed	Quiana Ellis	Villages of Westport CDD	Fri Jun 7th 2024 13:00	18:00	5.01
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sat Jun 8th 2024 13:01	18:01	5
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sun Jun 9th 2024 13:00	20:00	7
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Mon Jun 10th 2024 13:00	18:01	5.01
Unarmed	Christopher Hayes	Villages of Westport CDD	Tue Jun 11th 2024 13:06	18:06	4.99
Unarmed	Quiana Ellis	Villages of Westport CDD	Wed Jun 12th 2024 12:57	18:07	5.16
Unarmed	Quiana Ellis	Villages of Westport CDD	Thu Jun 13th 2024 13:00	18:03	5.05
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Fri Jun 14th 2024 13:25	19:26	6.02
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sat Jun 15th 2024 13:11	19:59	6.81
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sun Jun 16th 2024 13:00	20:00	7.01
Unarmed	Christopher Hayes	Villages of Westport CDD	Tue Jun 18th 2024 13:09	18:08	4.97
Unarmed	Quiana Ellis	Villages of Westport CDD	Wed Jun 19th 2024 13:00	18:07	5.13
Unarmed	Quiana Ellis	Villages of Westport CDD	Thu Jun 20th 2024 13:00	18:09	5.15
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Fri Jun 21st 2024 13:01	18:00	4.99
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sat Jun 22nd 2024 12:42	20:39	7.95
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sun Jun 23rd 2024 11:59	20:04	8.08
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Mon Jun 24th 2024 13:13	18:00	4.8
Unarmed	Christopher Hayes	Villages of Westport CDD	Tue Jun 25th 2024 13:00	18:00	4.99
Unarmed	Quiana Ellis	Villages of Westport CDD	Wed Jun 26th 2024 13:00	18:01	5.02
Unarmed	Quiana Ellis	Villages of Westport CDD	Thu Jun 27th 2024 13:00	18:00	5.01
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Fri Jun 28th 2024 14:08	18:03	3.92
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sat Jun 29th 2024 12:07	20:02	7.9

161.17

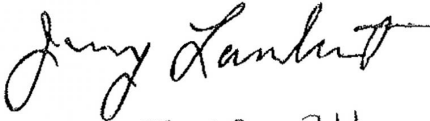
Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 76
Invoice Date: 6/30/24
Due Date: 6/30/24
Case:
P.O. Number:

Bill To:
Villages of Westport CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Pool Monitor Services through June 2024	158.6	25.00	3,965.00
0013305720034800			
 7-12-24			
Total			\$3,965.00
Payments/Credits			\$0.00
Balance Due			\$3,965.00

VILLAGES OF WESTPORT CDD

POOL MONITOR

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
158.6	Pool Monitor	\$ 25.00	\$ 3,965.00

Covers June 2024

TOTAL DUE:

\$ 3,965.00

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
POOL MONITOR BILLABLE HOURS FOR JUNE 2024**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/1/24	5	K.D.	Pool Monitor
6/2/24	5.5	K.D.	Pool Monitor
6/3/24	5.25	K.D.	Pool Monitor
6/4/24	3.7	K.D.	Pool Monitor
6/5/24	4.78	L.D.	Pool Monitor
6/5/24	4.88	K.D.	Pool Monitor
6/6/24	4.78	L.D.	Pool Monitor
6/8/24	2.22	K.D.	Pool Monitor
6/9/24	4.58	K.D.	Pool Monitor
6/10/24	5.32	K.D.	Pool Monitor
6/11/24	3.27	K.D.	Pool Monitor
6/12/24	3.75	L.D.	Pool Monitor
6/13/24	4.83	L.D.	Pool Monitor
6/14/24	4.83	L.D.	Pool Monitor
6/15/24	5.7	K.D.	Pool Monitor
6/16/24	4.6	K.D.	Pool Monitor
6/18/24	4.82	K.D.	Pool Monitor
6/19/24	5.08	L.D.	Pool Monitor
6/20/24	4.73	L.D.	Pool Monitor
6/21/24	4.2	L.D.	Pool Monitor
6/22/24	5.53	K.D.	Pool Monitor
6/22/24	7.03	E.R.	Pool Monitor
6/23/24	5.48	K.D.	Pool Monitor
6/24/24	4.98	K.D.	Pool Monitor
6/24/24	5.02	E.R.	Pool Monitor
6/25/24	4.88	K.D.	Pool Monitor
6/25/24	5.12	E.R.	Pool Monitor
6/26/24	4.85	E.R.	Pool Monitor
6/27/24	5.03	E.R.	Pool Monitor
6/28/24	4.95	E.R.	Pool Monitor
6/29/24	5.53	K.D.	Pool Monitor
6/29/24	1.6	M.G.	Pool Monitor
6/30/24	4.43	K.D.	Pool Monitor
6/30/24	2.35	M.G.	Pool Monitor
GRAND TOTAL	<u>158.60</u>		



Hendry Electrical Contractors

85222 Miner Road | Yulee, Florida 32097
9043142544 | chendry@hendryelectrical.net | www.hendryelectrical.net

RECIPIENT:

Villages of Westport CDD
6702 Sandle Drive
Jacksonville, Florida 32219

Invoice #621	
Issued	Jul 15, 2024
Due	Aug 14, 2024
Total	\$1,050.00
Account Balance	\$1,050.00

For Services Rendered

Product/Service	Description	Qty.	Unit Price	Total
Jul 10, 2024				
Lighting Replacement	Replace 22 existing recess can lights with new LED low profile recess can lights.	1	\$950.00	\$950.00
	Labor Only, this does not include light fixtures.			
Goof Rings	This is for 22 goof rings, the existing lights look like they may be a little bigger than the new LED lights.	1	\$100.00	\$100.00

0013205380046000

Thank you for your business. Please contact us with any questions regarding this invoice.

Total	\$1,050.00
Account balance	\$1,050.00



KILINSKI | VAN WYK

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Villages of Westport CDD
GMS
475 West Town Place Suite 114
St Augustine, FL 32092

INVOICE

Invoice # 9867
Date: 07/11/2024
Due On: 08/10/2024

0013105130031500
jun general counsel

Villages of Westport CDD - 01 ☐ eneral

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	CL	06/05/2024	Review and finalize supervisor notebooks; <input type="checkbox"/> mail notebooks to supervisors.	1.20	\$265.00	<input type="checkbox"/>	\$318.00
Service	<input type="checkbox"/> K	06/16/2024	Review/edit draft agenda and confer with staff on same	0.20	\$355.00	<input type="checkbox"/>	\$71.00
Service	CL	06/18/2024	Create CDD 101 Presentation for supervisor meeting.	1.20	\$265.00	<input type="checkbox"/>	\$318.00
Service	<input type="checkbox"/> K	06/19/2024	Review/edit CDD 101 presentation for Board meeting	0.40	\$355.00	<input type="checkbox"/>	\$142.00
Service	<input type="checkbox"/> K	06/21/2024	<input type="checkbox"/> pdate/edit CDD 101 presentation for Board meeting; review correspondence on tax roll and review correspondence on property ownership for <input type="checkbox"/> S1 changes and confer with staff on same	0.80	\$355.00	<input type="checkbox"/>	\$284.00
Service	CL	06/23/2024	Analyze fiscal year 2025 budget for compliance with law; Review draft amenity policies; Analyze three proposals for mulch installation; Review proposal for pool fencing; Analyze three proposals for fitness equipment preventative maintenance; Analyze proposals for fitness equipment purchase; Analyze GMS proposal for pool attendant services; Analyze irrigation installation proposal	3.70	\$265.00	<input type="checkbox"/>	\$980.50

			from Yellowstone; Review Oct. 23, 2023 meeting minutes for accuracy; Review April 24, 2024 meeting minutes for accuracy; Review May 13, 2024 meeting minutes for accuracy.				
Service	K	06/24/2024	Review agenda materials, minutes, landscape bids, fencing bids, fitness center improvement bids and options for same; confer re: CDD 101	0.60	\$355.00		\$213.00
Service	K	06/26/2024	Develop memo and goals/objectives for District review for compliance with 2024 legislative session.	0.20	\$355.00		\$71.00
Service	K	06/26/2024	Finalize meeting preparations; review S Bank inquiry; finalize CDD 101	0.30	\$355.00		\$106.50
Service	CL	06/27/2024	Prepare for and attend board of supervisor meeting.	3.50	\$265.00	100.0	\$0.00
Service	K	06/27/2024	Attend Board meeting	6.50	\$355.00		\$2,307.50
Expense	KB	06/27/2024	Travel: Mileage CL.	52.00	\$0.67	100.0	\$0.00
Expense	KB	06/27/2024	Travel: Mileage K.	259.50	\$0.67		\$173.87
Expense	KB	06/27/2024	Travel: hotel K.	1.00	\$159.23		\$159.23
Expense	KB	06/27/2024	Travel: Meals K.	1.00	\$11.90		\$11.90
Service	K	06/28/2024	Review Supervisor correspondence on amenity access key card process and confer re: protocols for same; review public records request	0.30	\$355.00		\$106.50
Line Item Discount Subtotal							-\$634
Total							\$563.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
8985	04/13/2024	\$1,114.00	\$0.00	\$1,114.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
9867	08/10/2024	\$5,263.00	\$0.00	\$5,263.00
Outstanding Balance				\$6,300.00
Total Amount Outstanding				\$6,300.00

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.



KILINSKI | VAN WYK

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

Villages of Westport CDD
GMS
475 West Town Place Suite 114
St Augustine, FL 32092

INVOICE

Invoice # 9868
Date: 07/16/2024
Due On: 08/15/2024

VOWP - Note this one is Project Construction and will be coded differently than normal legal invoices.

Villages of Westport CDD - 03 Project Construction

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	LG	06/03/2024	Review executed documents and update files regarding same; follow up on engineer's signature page.	0.70	\$355.00	\$248.50
Service	LG	06/05/2024	Finalize acquisition documents; prepare requisition and coordinate signatures on same.	0.60	\$355.00	\$213.00
Total						\$461.50

Detailed Statement of Account

Jun Project Contruction
0013001310020000

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
9868	08/15/2024	\$461.50	\$0.00	\$461.50
Outstanding Balance				\$461.50
Total Amount Outstanding				\$461.50

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.



Please Remit Payment to:

Solitude Lake Management, LLC
1320 Brookwood Drive
Suite H
Little Rock, AR 72202
Phone #: (888) 480-5253
Fax #: (888) 358-0088

INVOICE

Page: 1

Invoice Number: PSI091336
Invoice Date: 7/2/2024

Bill
To: Villages of Westport CDD
GMS
475 West Town Place, Suite 114
Saint Augustine, FL 32092

Ship
To: Villages of Westport CDD
GMS
475 West Town Place, Suite 114
St Augustine, FL 32092

Ship Via
Ship Date 7/2/2024
Due Date 8/1/2024
Terms Net 30

Customer ID 8794
P.O. Number
P.O. Date 7/2/2024
Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance		1	1	1,186.91	1,186.91
July Billing					
7/1/2024 - 7/31/2024					
Villages/Westport-Cdd-Lake-ALL					

0013205380046800

Amount Subject to Sales Tax 0.00
Amount Exempt from Sales Tax 1,186.91

Subtotal: 1,186.91
Invoice Discount: 0.00
Total Sales Tax 0.00
Payment Amount: 0.00
Total: 1,186.91

Attendance Sheet

District: Villages of Westport CDD

Meeting Date: July 22, 2024

	Supervisor	In Attendance	Fees
1.	Yashekia Scarlett - <i>phone</i> <i>Chairperson</i>	<input checked="" type="checkbox"/>	\$0
2.	Annina Guyton - <i>phone</i> <i>Vice Chairperson</i>	<input checked="" type="checkbox"/>	\$200
3.	Carl Hawkins <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
4.	Godfrey Story <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
5.	Alice Sanford <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200

0013105130011000

7.22.24 Payroll

District Manager: 

Date: 7-22-24

PLEASE RETURN COMPLETED FORM TO ALISON MOSSING



9456 Philips Highway, Suite 1
Jacksonville, FL 32256

Account Information

Invoice Number: 74366412
Invoice Date: 07/11/2024
Branch: 72
Account Number: 6433445
Due Date: 08/10/2024

Account Activity

Description	Qty	Unit Amt	Extended Amt	Tax Amt	Total Amt
VILLAGES OF WESTPOR 6702 SANDLE DR 32219					
Service From: 07/21/2024 To: 08/20/2024					
MONITORING			477.00	0.00	477.00
Service From: 07/21/2024 To: 08/20/2024					
RECURRING SERVICES			83.00	0.00	83.00

0013305720034500
Jul Security



Extended Total	Tax Total	Invoice Total	Prior Balance	Total Due
\$560.00	\$0.00	\$560.00	\$0.00	\$560.00

Important Messages

Sales scams are on the rise. Learn how to protect yourself.

www.vectorsecurity.com/sales-scam

For all inquiries call your local branch phone number: 1-904-265-7890

Please detach and return below portion with your payment
DO NOT SEND CORRESPONDENCE WITH YOUR PAYMENT

5L6HW9KG



9456 Philips Highway, Suite 1
Jacksonville, FL 32256

Address Service Requested

7724000922 PRESORT PBPS003



VILLAGES OF WESTPORT CDD
ALISON MOSSING
475 W. TOWN PLACE STE 114
SAINT AUGUSTINE FL 32092-3649

Invoice

Customer Name: VILLAGES OF WESTPORT CDD
Invoice Number: 74366412
Invoice Date: 07/11/2024
Account Number: 6433445
Due Date: 08/10/2024
Amount Due: \$560.00

Amount Enclosed: \$
Please write your account number on your check. Thank you in advance for your prompt payment. Use the enclosed envelope and make checks payable to:

VECTOR SECURITY, INC.
PO BOX 89462
CLEVELAND, OHIO 44101-6462



☐ Check box and fill out reverse side to correct billing address.

00000000720000000643344510074366412000000000560009

Hello Villages West Port,

Thanks for choosing Comcast Business.

Your bill at a glance

For 6713 SANDLE DR UNIT HMOFC, JACKSONVILLE, FL, 32219-1871

Previous balance		\$131.62
EFT Payment - thank you	May 29	-\$131.62
Balance forward		\$0.00
Regular monthly charges	Page 3	\$129.90
Taxes, fees and other charges	Page 3	\$1.72
New charges		\$131.62

Amount due

\$131.62

Your bill explained

- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

!

Thanks for paying by Automatic Payment

Your automatic payment on Jun 28, 2024, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

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Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

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1100 NORTHPOINT PKWY W PALM
BCH FL 33407-1937

VILLAGES WEST PORT
ATTN BEVERLY RANCHUREJEE
475 WEST TOWN PLACE, SUITE 114
SAINT AUGUSTINE, FL 32092

Account number

8495 74 120 2518167

Automatic payment

Jun 28, 2024

Please pay

\$131.62

Electronic payment will be applied Jun 28, 2024

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

849574120251816700131623

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In-Store

Visit **business.comcast.com/servicecenter** to find a store near you

Regular monthly charges		\$129.90
Comcast Business		\$106.95
Deluxe 25 Business Internet.	\$106.95	
Equipment & services		\$22.95
Equipment Fee Internet.	\$22.95	
Taxes, fees and other charges		\$1.72
Taxes & government fees		\$1.72
Sales Tax	\$1.72	

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In addition to passing along the good news, we also want to make sure that you're getting the most from Comcast Business — like cybersecurity and a mobile solution. Comcast Business Mobile is built for how you do business, available only to Comcast Business Internet customers.

Let's review your account together, one-on-one, to confirm that you have the best solutions at the best value for your business to meet the future. Please give us a call at **877-701-0299** at your convenience.



Call 877-701-0299 or
visit comcastbusiness.com/accountreview

COMCAST
BUSINESS

Restrictions apply. Not available in all areas. Up to 3x download speed for Essentials and Standard Internet customers. Actual speeds vary and are not guaranteed. © 2024 Comcast. All rights reserved. B6656A-ADP-FAR+Speed-0299

PA0251



VILLAGES OF WESTPORT COMMUNITY

D

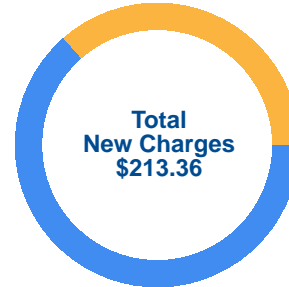
**Amount Due
\$213.36**

Please pay by 07/22/24 to avoid
1.5% late payment charge.

TOTAL SUMMARY OF CHARGES

Total New Charges \$ 213.36

(A complete breakdown of charges can be found on the following pages.)



Electric
\$136.70

Irrigation
\$76.66

A late payment charge will be assessed \$ 213.36 for unpaid balance.

MESSAGES



Please pay \$213.36 by 07/22/24 to avoid 1.5% late payment charge and service disconnections.



Change your light bulbs to LEDs.



JEA's 2023 Annual Water Quality report is available at jea.com/WQR2023. For a paper copy, email your address to waterquality@jea.com or call 665-6000 to request one.

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →

☐

Check here for telephone/mail address correction and fill in on reverse side.

☐

Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: **0230853498**

Bill Date: **06/28/24**

Please pay by 07/22/24 to avoid 1.5% late payment charge.

TOTAL AMOUNT PAID

\$213.36

*** JEA ***

PO BOX 45047

JACKSONVILLE FL32232-5047

R D DR

R D MM

721002308534980000000000004000021336010100000000400014

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Transfer Service



Report or View Outages



Email Us



Update Your Information



Learn About Rates



Understand Your Bill

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It's officially hurricane season. Learn how JEA prepares for storms and what you can do to keep your family, home or business safe in case one heads our way.



Scan to explore our Storm Center.



Less paper, less clutter.

JEA eBill is an eco-friendly way to keep up with your JEA account. You'll save paper by receiving your bill online!

Scan to find more ways to save.



STATEMENT INFORMATION

APPLICATION AND CONTRACT FOR SERVICE

By accepting this statement, the undersigned hereby agrees to the terms and conditions of the JEA Service Agreement, which is incorporated herein by reference. This agreement constitutes the entire agreement between the parties. Commercial customers can call us at 665-6250.

ADDRESS CORRECTION

Account #

Tel:

Address:

City:

State:

Zip Code:

E-mail:



ELECTRIC SERVICE

R General Service

r ddr 12060 BRADDOCK RD

r r d 05/28/24 - 06/26/24 R d D 06/26/24

r Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24072186	29	38022	Regular	1	373 KWH

Basic Monthly Charge	21.00
Energy Charge (\$0.06276 per kWh)	23.41
Tax Exempt Fuel Cost (\$0.02712 per kWh)	10.12
Taxable Fuel Cost (\$0.00511 per kWh)	1.91
City of Jacksonville Franchise Fee	1.69
Gross Receipts Tax	1.49

Total Current Electric Charges \$ 59.62

IRRIGATION SERVICE

R Commercial Irrigation Service

r ddr 12060 BRADDOCK RD

r r d 05/29/24 - 06/28/24 R d D 06/28/24

r Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
8193073	30	2339	Regular	1 1/2	3000 GAL

Basic Monthly Charge	63.00
Tier 1 Consumption (1-14 kgal @ \$3.81)	11.43
City of Jacksonville Franchise Fee	2.23

Total Current Irrigation Charges \$ 76.66

ELECTRIC SERVICE

R General Service

r ddr 12424 CADLEY CIR

r r d 05/28/24 - 06/26/24 R d D 06/26/24

r Irrigation 1 - Electric

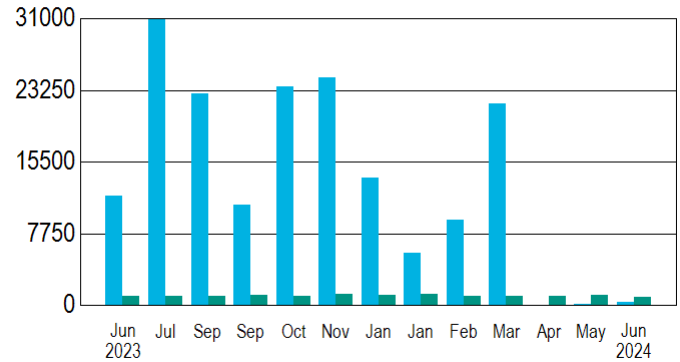
Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24072169	29	31217	Regular	1	547 KWH

Basic Monthly Charge	21.00
Energy Charge (\$0.06276 per kWh)	34.33
Tax Exempt Fuel Cost (\$0.02712 per kWh)	14.83
Taxable Fuel Cost (\$0.00511 per kWh)	2.80
City of Jacksonville Franchise Fee	2.19
Gross Receipts Tax	1.93

Total Current Electric Charges \$ 77.08

CONSUMPTION HISTORY

Water Tens Gal Electric kWh



	r	M	M	r D
d				
d				



VILLAGES OF WESTPORT CDD

D

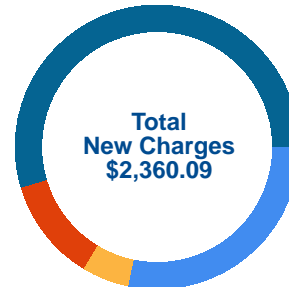
Amount Due
\$2,360.09

Please pay by 07/19/24 to avoid
1.5% late payment charge.

TOTAL SUMMARY OF CHARGES

Total New Charges \$ **2,360.09**

(A complete breakdown of charges can be found on the following pages.)



Electric
\$673.15
Water
\$89.92
Sewer
\$251.92
Irrigation
\$1,345.10

A late payment charge will be assessed
for unpaid balance. \$ **2,360.09**

MESSAGES



Please pay \$2,360.09 by 07/19/24 to avoid 1.5% late payment charge and service disconnections.



Change your light bulbs to LEDs.



JEA's 2023 Annual Water Quality report is available at jea.com/WQR2023. For a paper copy, email your address to waterquality@jea.com or call 665-6000 to request one.

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



SCAN
TO PAY
ONLINE

☐

Check here for telephone/mail address correction and fill in on reverse side.

☐

Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: **8245040569**

Bill Date: **06/27/24**

Please pay by 07/19/24 to avoid 1.5% late payment charge.

TOTAL AMOUNT PAID

\$2,360.09

R D DR

R DD
D

*** JEA ***
PO BOX 45047
JACKSONVILLE FL32232-5047

926082450405690000000000004000236009010100000000400017

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ADDRESS CORRECTION

Account #

Tel:

Address:

City:

State:

Zip Code:

E-mail:



ELECTRIC SERVICE

R General Service

r ddr 6714 SANDLE DR

r r d 05/28/24 - 06/26/24 R d D 06/26/24

r Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22960690	29	45473	Regular	1	6487 KWH

Basic Monthly Charge	21.00
Energy Charge (\$0.06276 per kWh)	407.12
Tax Exempt Fuel Cost (\$0.02712 per kWh)	175.93
Taxable Fuel Cost (\$0.00511 per kWh)	33.15
City of Jacksonville Franchise Fee	19.12
Gross Receipts Tax	16.83

Total Current Electric Charges \$ 673.15

WATER SERVICE

R Commercial Water Service

r ddr 6714 SANDLE DR

r r d 05/27/24 - 06/25/24 R d D 06/25/24

r Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77680745	29	2142	Regular	1	30000 GAL

Basic Monthly Charge	31.50
Water Consumption Charge	55.80
City of Jacksonville Franchise Fee	2.62

Total Current Water Charges \$ 89.92

SEWER SERVICE

R Commercial Sewer Service

r ddr 6714 SANDLE DR

r r d 05/27/24 - 06/25/24 R d D 06/25/24

r Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77680745	29	2142	Regular	1	30000 GAL

Basic Monthly Charge	52.88
Sewer Usage Charge	191.70
City of Jacksonville Franchise Fee	7.34

Total Current Sewer Charges \$ 251.92

IRRIGATION SERVICE

R Commercial Irrigation Service

r ddr 6714 SANDLE DR

r r d 05/27/24 - 06/25/24 R d D 06/25/24

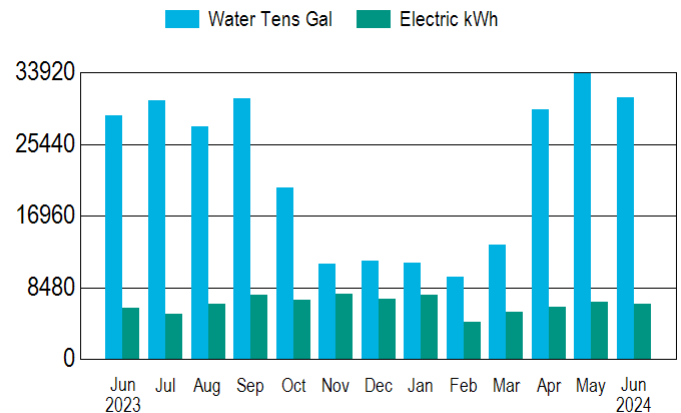
r Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
76679032	29	18889	Regular	2	280000 GAL

Basic Monthly Charge	100.80
Tier 1 Consumption (1-14 kgal @ \$3.81)	53.35
Tier 2 Consumption (> 14 kgal @ \$4.33)	1,151.77
City of Jacksonville Franchise Fee	39.18

Total Current Irrigation Charges \$ 1,345.10

CONSUMPTION HISTORY



	r	M	M	r D
d				
d				

Hello Villages West Port,

Thanks for choosing Comcast Business.

Your bill at a glance

For 6713 SANDLE DR UNIT HMOFC, JACKSONVILLE, FL, 32219-1871

Previous balance		\$131.62
EFT Payment - thank you	Jun 29	-\$131.62
Balance forward		\$0.00
Regular monthly charges	Page 3	\$129.90
Taxes, fees and other charges	Page 3	\$1.72
New charges		\$131.62

Amount due

\$131.62

Your bill explained

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!

Thanks for paying by Automatic Payment

Your automatic payment on Jul 28, 2024, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

Need help?

Visit business.comcast.com/help or see page 2 for other ways to contact us.

Detach the bottom portion of this bill and enclose with your payment

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST
BUSINESS

1100 NORTHPOINT PKWY W PALM
BCH FL 33407-1937

VILLAGES WEST PORT
ATTN BEVERLY RANCHUREJEE
475 WEST TOWN PLACE, SUITE 114
SAINT AUGUSTINE, FL 32092

Account number

8495 74 120 2518167

Automatic payment

Jul 28, 2024

Please pay

\$131.62

Electronic payment will be applied Jul 28, 2024

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PO BOX 71211
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Call us anytime

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Additional billing information

More ways to pay:



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Regular monthly charges		\$129.90
Comcast Business		\$106.95
Deluxe 25 Business Internet.	\$106.95	
Equipment & services		\$22.95
Equipment Fee Internet.	\$22.95	
Taxes, fees and other charges		\$1.72
Taxes & government fees		\$1.72
Sales Tax	\$1.72	

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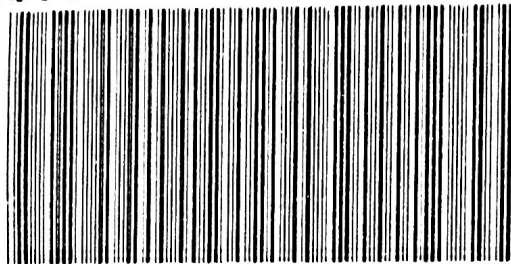
Walmart 

WM Supercenter
904-764-2855 Mgr. TIMOTHY
12100 LEM TURNER RD
JACKSONVILLE FL 32218

ST# 01219 OP# 009004 TE# 04 TR# 04865

ITEMS SOLD 9

TC# 6696 9400 5831 8857 8519



GV BAK SODA	078742308890	F	3.24	N
GV BAK SODA	078742308890	F	3.24	N
GV BAK SODA	078742308890	F	3.24	N
GV BAK SODA	078742308890	F	3.24	N
GV BAK SODA	078742308890	F	3.24	N
GV BAK SODA	078742308890	F	3.24	N
GV BAK SODA	078742308890	F	3.24	N
GV BAK SODA	078742308890	F	3.24	N
AH BKSDA 3LB	033200002790	F	3.42	N

SUBTOTAL 29.34

TOTAL 29.34

DEBIT TEND 29.34

CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY

29.34 TOTAL PURCHASE

US DEBIT- 4050 I O REF # 418500270910

NETWORK ID. 000E APPR. CODE 821262

AID A0000000980840

TERMINAL # 19038955

*No Signature Required

07/03/24

10:10:47



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12111 LEM TURNER RD
JACKSONVILLE, FL 32218 (904)766-2818

6351 00052 40239 07/03/24 07:31 PM
SALE CASHIER ZANIYYAH

085334692350 35' VAC HOSE <A>
HDX 35' VACUUM HOSE
2@49.98 99.96N
018578000483 QWICK CAP <A> 4.13N
1-1/2" CAP FOR CI,ST,PL,CU

SUBTOTAL 104.09
SALES TAX 0.00
TAX EXEMPT
TOTAL \$104.09
XXXXXXXXXXXX4050 VISA USD\$ 104.09
AUTH CODE 851036/2524948 TA
Chip Read
AID A0000000980840 US DEBIT

P.O.#/JOB NAME: S

6351 07/03/24 07:31 PM



6351 52 40239 07/03/2024 3765

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 10/01/2024

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Pinch A Penny 219
731 Duval Station Road
Unit # 103
Jacksonville FL 32218
904-379-3621

Sales Receipt

Transaction #: 193093
Account #: 9046126668
Customer: Tim Harden
Date: 7/3/2024 Time: 11:48 AM
Cashier: Nicole Garraway Register #: 1

Item	Description	Amount
00910174	SUPER METAL CONTROL QT. 6 @ \$29.99	\$179.94
Sub Total		\$179.94
Total		\$179.94
SIDE TERMINAL Tendered		\$179.94
Change Due		\$0.00

AMOUNT: \$179.94



For customer support visit Amazon.com/contact-us

Order date: July 8, 2024	Ship to: Timothy Harden 16578 YELLOW BLUFF RD JACKSONVILLE, FL 32226-1159 United States	GL code: 51010 Repairs & Maintenance
Purchase Order #:		Cost center: Northeast
Order #: 113-6472184-4819418		Location: DSD - Villages of Westport
Date shipped: July 8, 2024		Custom info: Non-Billable

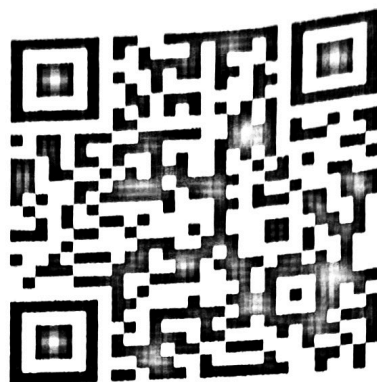
Shipment details

Item description	Qty	Item price	Item subtotal
Dial Professional Gold Antibacterial Liquid Hand Soap, 1 Gallon Refill Bottle (SKU: B000JK3MOG) Condition: New Sold by: Amazon.com Services, Inc Gift message: ""	1	\$24.99	\$24.99
Evhome Manual Soap Dispenser Kitchen Bathroom Wall Mounted Commercial for Liquid Containers Shampoo Gel Chamber Plastic - (33.8 oz) 1000ml (SKU: E-ABS1000ML) Condition: New Sold by: Chenzhidong Gift message: "; "	2	\$16.10	\$32.20
Item subtotal			\$57.19
Shipping & handling			\$0.00
Sales tax			\$4.29
Total			\$61.48

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JACKSONVILLE, FL 32218 (904) 696-4063

- SALE -

SALES#: FSTLAN02 2237134 TRANS#: 591750084 07-09-24

5041634 UT 5/6-IN CCT 3IN1 UNIV C	559.92
4 @ 139.98	
3711474 1 X 12 POP SQUARE 4/PKG	4.98
1968296 GORILLA CLEAR GRIP CONTAC	6.58

SUBTOTAL:	571.48
TOTAL TAX:	0.00
INVOICE 71437 TOTAL:	571.48
VISA:	571.48

VISA: XXXXXXXXXXXXX4050 AMOUNT: 571.48 AUTHCD: 099311

CHIP REFID: 247243437657 07/09/24 17:06:44

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Order date: July 23, 2024

Purchase Order #:

Order #: 113-5227206-0179451

Date shipped: July 25, 2024

Ship to:

Timothy Harden

16578 YELLOW BLUFF RD

JACKSONVILLE, FL 32226-1159

United States

GL code: 51003 Housekeeping Janitorial

Cost center: Northeast

Location: DSD - Tison's Landing

Custom info: Non-Billable

Shipment details

Item description	Qty	Item price	Item subtotal
Tork Multifold Hand Towel White H2, Universal, 100% Recycled Fibers, 16 x 250 Towels, MB540A (SKU: B00M6XTBJK) Condition: New Sold by: Amazon.com Services, Inc Gift message: ""	1	\$38.83	\$38.83
Item subtotal			\$38.83
Shipping & handling			\$0.00
Sales tax			\$2.91
Total			\$41.74

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Order date: July 24, 2024	Ship to:	GL code: 51003 Housekeeping Janitorial
Purchase Order #:	Timothy Harden	Cost center: Northeast
Order #: 113-8477084-4250619	16578 YELLOW BLUFF RD	Location: DSD - Tison's Landing
Date shipped: July 25, 2024	JACKSONVILLE, FL 32226-1159	Custom info: Non-Billable
	United States	

Shipment details

Item description	Qty	Item price	Item subtotal
POOCHPOO Heavy-Duty Dog Waste Can Liners - Case of 100 Bags (SKU: POOCH-CL-100) Condition: New Sold by: All Greens Chemicals Inc. Gift message: ""	1	\$34.79	\$34.79
Amazon Basics Disinfecting Wipes, Lemon & Fresh Scent, Sanitizes, Cleans, Disinfects & Deodorizes, 255 Count (3 Packs of 85) (SKU: B07F246YG1) Condition: New Sold by: Amazon.com Services, Inc Gift message: ""	1	\$9.17	\$9.17
Item subtotal			\$43.96
Shipping & handling			\$0.00
Sales tax			\$3.30
Total			\$47.26

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Order date: July 29, 2024	Ship to: Timothy Harden 16578 YELLOW BLUFF RD JACKSONVILLE, FL 32226-1159 United States	GL code: 51010 Repairs & Maintenance
Purchase Order #:		Cost center: Northeast
Order #: 113-9562800-2963400		Location: DSD - Tison's Landing
Date shipped: July 29, 2024		Custom info: Non-Billable

Shipment details

Item description	Qty	Item price	Item subtotal
LAO XUE Basketball Net Outdoor,(7.16 oz) 12 Loops Professional Heavy Duty Basketball Net Replacement,All Weather Anti Whip, Suitable for Outdoor Standard 12 Loops Basketball Hoop (SKU: 170295-tnj) Condition: New Sold by: sichuanshengzhidongquanchendianzishangwuyouxiangon Gift message: "; "	2	\$7.90	\$15.80
Item subtotal			\$15.80
Shipping & handling			\$0.00
Sales tax			\$1.18
Total			\$16.98

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