

VILLAGES OF WESTPORT
Community Development District

OCTOBER 28, 2024

AGENDA

Villages of Westport Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.villagesofwestportcdd.com

October 21, 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, October 28, 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. Consideration of Proposals for Field Management and Amenity Management Services
- IV. Acceptance of Fiscal Year 2023 Audit Report
- V. Discussion Items:
 - A. Amenity Center Incident
 - B. Amenity Center Suspension Letter
 - C. Amenity Center Policies
 - D. Access Card System
- VI. Information Regarding Insurance Purposes for Florida Insurance Alliance
- VII. Consideration of Proposal from Brightview for Installation of Irrigation System around Amenity Center (*will be sent under separate cover*)
- VIII. Staff Reports
 - A. Manager
 1. Discussion of New Homebuyer Welcome Letter
 2. Discussion of Payment Authorization Process and Financial Reports

- 3. Update on Email Blast System and Fitness Room Survey
 - B. Attorney
 - C. Operation Manager - Report
- IX. Supervisor's Request
- X. Public Comments
- XI. Approval of Consent Agenda
 - A. Approval of the Minutes of the August 19, 2024 Meeting
 - B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2024
 - C. Assessment Receipt Schedule
 - D. Approval of Check Register
- XII. Closed Session: Discussion Regarding Security Matters*
- XIII. Next Scheduled Meeting – January 27, 2025 @ 5:30 p.m. @ Highlands Regional Library
- XIV. Adjournment

* *Florida law requires Board discussions related to the District's security system, as well as any discussions that would reveal the operations of the security system, types of equipment, and/or locations, to be held in a closed session, per Section 119.071(3)(a) and Section 286.0113(1) of the Florida Statutes. Only the Board and staff can be present for discussion of this agenda item.*

THIRD ORDER OF BUSINESS

Villages of Westport Community Development District
Amenity Center & Field Operations Management Services

	Governmental Management Services		Florida Community Specialist
Pricing			
FY25 Budget:	Model 1 – RFP Requested Model	Model 2 – Alternative Staffing Model	<i>Fees for Amenity Manager, Maintenance Manager and Staff, and Pool Monitors Year 1 - \$30,670</i>
\$71,200	<i>Amenity Mgr; Field Operations Mgr; Facility Maintenance Technician; Facility Attendant/Pool Monitor Year 1 - \$123,640</i>	<i>Amenity Mgr; Field Operations Mgr; Facility Maintenance Technician; Facility Attendant/Pool Monitor Year 1 - \$92,640</i>	***Pool Monitor Price <u>not</u> included. Instead, Respondent suggests using Sheriff's Office for Pool Security
\$10,920	<i>Janitorial Services Year 1 - \$10,920</i>	<i>Janitorial Services Year 1 - \$10,920</i>	<i>Janitorial Services Year 1 - \$7,530</i>
\$18,000	<i>Pool Maintenance Year 1 - \$14,250</i>	<i>Pool Maintenance Year 1 - \$14,250</i>	<i>Pool Maintenance Year 1 - \$12,000</i>
TOTAL \$100,120	TOTAL YEAR 1 \$148,810	TOTAL YEAR 1 \$117,810	TOTAL YEAR 1 \$50,200
	*Subject to a 6% increase year over year – See RFP Response for Details	*Subject to a 6% increase year over year - See RFP Response for Details	*Subject to approximately a 3% increase year over year - See RFP Response for Details
	**Cost difference = Field operations manager 20 hours/week	**Cost difference = Field operations manager 8 hours/week	

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

“Attention to Detail”



A Veteran-Family Owned Business

Navigating Our Presentation

- **FCS Company Motto-Attention to Detail**
- **Leadership and Experience**
- **Key Products and Services**
 - **Expert Management**
 - **Exceptional Maintenance**
 - **Field Services**
 - **Pool Services**
 - **Janitorial Services**
 - **Effective Communications**
- **Proposed Fees and Options**
- **Board Questions ?**



“Attention to Detail - A Call to Action”

“Welcome to Florida Community Specialists (FCS), a veteran, family-owned company committed to enhancing community living through exceptional onsite facilities maintenance and amenity management.

At FCS, our mission is clear: Attention to Detail.

We believe that thriving communities require the highest standards of facility management. Our dedicated team is here to ensure that every aspect of your community gets the attention it deserves.”

[Howard “Mac” McGaffney]

President-FCS



Expert Management



Effective Communications



Exceptional Maintenance

LEADERSHIP and EXPERIENCE

30 Years Management Experience
District Management
Amenity / Facilities Management
Veteran-United States Navy



**Howard "Mac"
McGaffney**

President-FCS
District Management
Amenity Management
Operations Management

- **Detailed Oriented**
- **Service Minded**
- **Resourceful**



**Melissa
McGaffney**
Vice President-FCS
Commercial
Cleaning Services

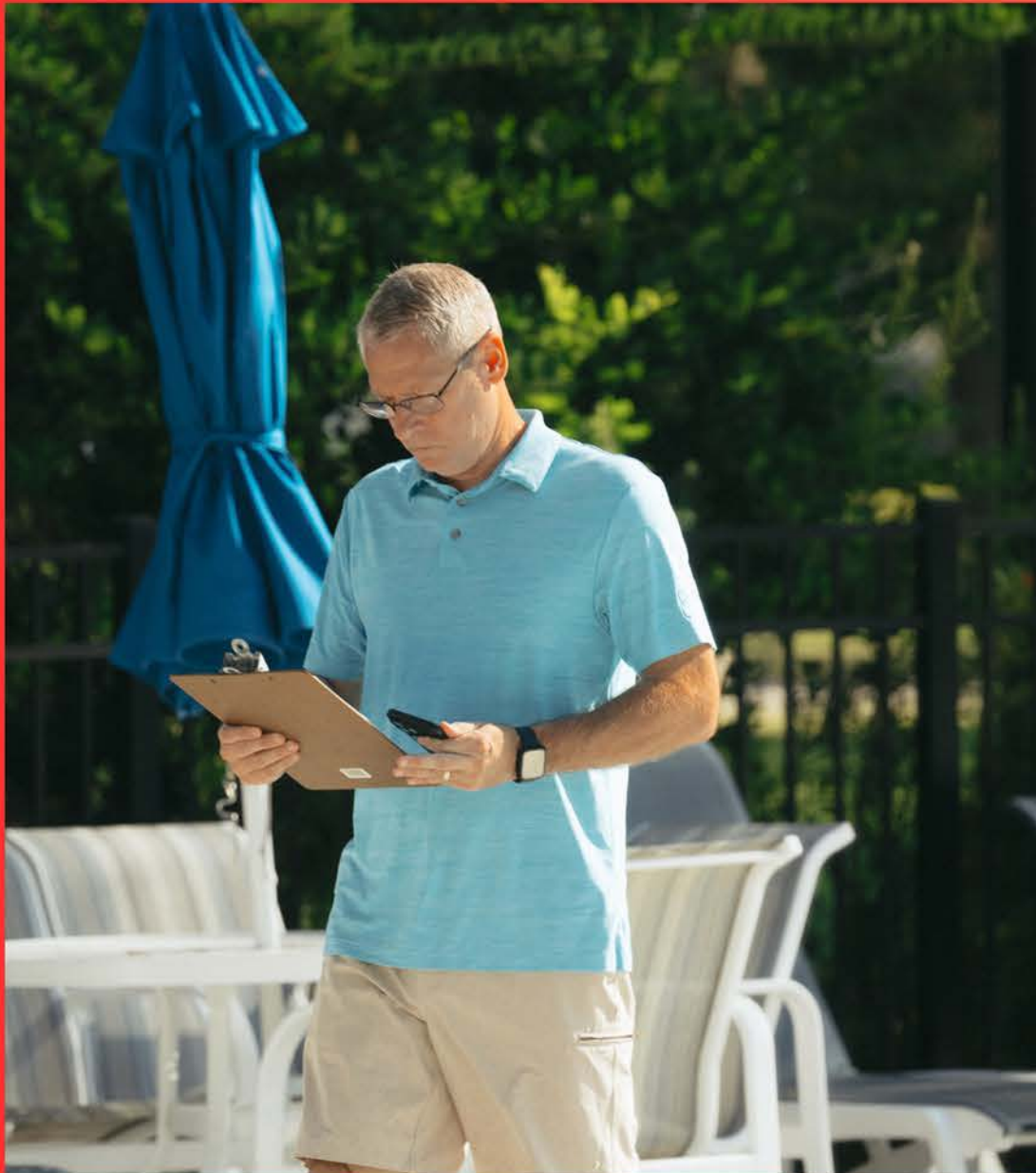
35 Years Management Experience
Cleaning / Janitorial Services
Administration
Youth Events

KEY PRODUCTS AND SERVICES

- **Amenity Management**
 - Resident Relations
 - Communications
- **Field Operation Management Services**
 - Vendor Management
 - Coordinating Proposals
 - Budget Management
 - Reporting
- **Pool Maintenance Services**
- **Janitorial / Cleaning Services**
- **Facility Maintenance Services**
 - Performing, and/or Coordinating General Maintenance and Repairs



EXPERT MANAGEMENT SERVICES



- Respected Community Leadership
- Qualified, Industry Expert, Knowledgeable
- Focused on Board & Community Goals
- Detailed Monthly Managers Reports
- Capital Improvement and Operations Budgeting, Data Analysis

With FCS at the Helm, you can focus on what matters most, enjoying life in your community while we take care of everything else!

Exceptional Maintenance Services

FCS is always on call, with normal onsite service days Monday, Wednesday and Friday
Field Services, Pool Services, Janitorial Services, Vendor Management

Restrooms

On Every Service Visit

- Toilets cleaned & sanitized
- Sink & mirrors cleaned & sanitized
- Floors cleaned & sanitized
- Doors, high touch areas, are cleaned & sanitized
- Windows & ledges cleaned & sanitized
- Baseboards dusted
- Removing cobwebs
- Online checklists completed for reports

Fitness Center

On Every Service Visit

- All Equipment cleaned & sanitized
- Floors cleaned & sanitized
- Ceiling fans, TV's cleaned & sanitized
- Doors, high touch areas, are cleaned & sanitized
- Windows & ledges cleaned & sanitized
- Baseboards dusted
- Removing cobwebs
- Storage closets organized neatly
- Online checklists completed for reports

Pool

On Every Service Visit

- Water chemistry checked and balanced
- Visually inspect all gauges, meters, valves working correctly
- Visually inspect pool, all equipment, pumps & motors are working correctly
- Properly maintain pool chemical logs in accordance with FDOH.
- Brush, clean and vacuum the pool
- Online checklists completed for reports

Amenity Center

On Every Service Visit

- Wipe down all pool deck furniture & arrange neatly
- Inspect pool deck and correct cleanliness / safety concerns
- Inspect safety & security equipment for proper functioning
- Ceiling fans, TV's cleaned & sanitized
- Removing cobwebs
- Inspect all park & rec, common areas
- Empty trash and dog waste stations
- Online checklists completed for reports

EFFECTIVE COMMUNICATIONS



- **Courteous and respectful communications with Boards, Residents, Managers, Vendors and other Community Partners**
- **Timely responses to emails and calls**
- **Informative weekly updates to the Board: Who, What, Where, When, Why**
- **Detailed monthly managers reports that include pictures, options and proposals**
- **Efficient, Informative, Reliable**



STATUS

Open

PRIORITY

High

DUE DATE

11/30/2024

ESTIMATED TIME

1h

WORK TYPE

Reactive

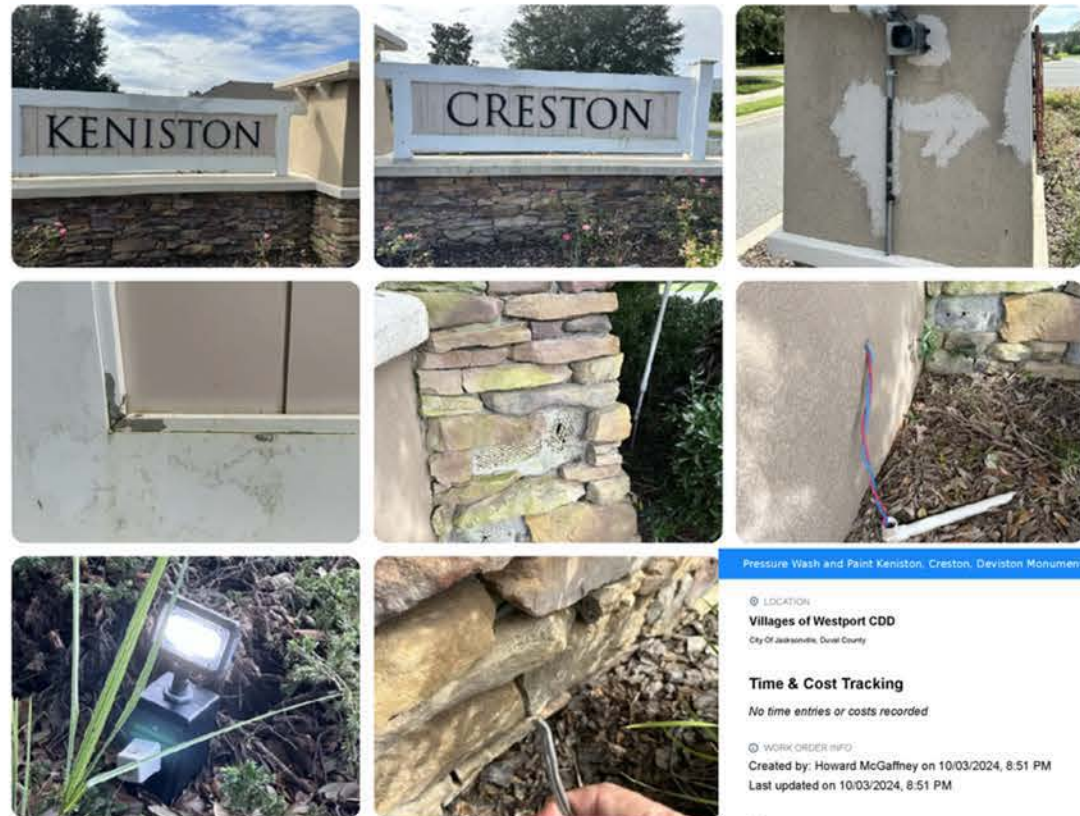
DESCRIPTION

Pressure Wash and Paint all Community Monument Signs. Signs of mold and mildew, as well as minor repair work. Inspected lighting and noticed a monument light staying illuminated during the day, and a cut wire.

ASSIGNEES

Howard McGaffney

PICTURES



Pressure Wash and Paint Keniston, Creston, Deviston Monument Signs #3

LOCATION

Villages of Westport CDD
City Of Jacksonville, Duval County

Time & Cost Tracking

No time entries or costs recorded

WORK ORDER INFO

Created by: Howard McGaffney on 10/03/2024, 8:51 PM
Last updated on 10/03/2024, 8:51 PM

WORK ORDER HISTORY

Howard McGaffney created work order

10/03/2024 8:51 PM

Signed off by

Date

Detailed Work Orders

FCS has a customizable work order system:

- Organizes all reactive, planned and preventative maintenance
- Generates work orders
- Assigns projects based on priorities set and approved by the manager
- Tracks status of open work orders
- Completed work orders are saved in perpetuity
- Data is compiled for manager's reports and are used for expense tracking, budgeting recommendations and analysis

FCS Experienced Recommendation

Florida Community Specialists is able to save the District \$9,920 to use towards increasing the Security Budget. The FY 2025 Adopted Security Budget = \$40,000

In January/February of this year, I recommended avoiding using Pool Monitors, and instead hiring off duty JSO/LE to provide security services at the Amenity Center.

Estimated Security Schedule FY 2025	Number of Days	Hours / Day	Total Hours	Estimated Cost
Spring Break	9	8	72	\$4,680
May 2025	8	8	64	\$4,160
June 2025	30	8	240	\$15,600
July 2025	31	8	248	\$16,120
August 2025	10	8	80	\$5,200
September 2025	8	8	64	\$4,160
Estimated Total (Need to confirm 2025 School Schedule)	96	48	768	\$49,920

Proposed Fees and Options

VOW FY2025 BUDGET	
FIELD SERVICES	\$19,200
JANITORIAL	\$10,920
POOL MAINTENANCE	\$18,000
FACILITIES MAINTENANCE -CONTRACTED	\$12,000
TOTAL OF ALL BUDGETED SERVICES	\$60,120

PROPOSED FEES - PER RFP	
AMENITY MANAGER	\$10,040
MAINTENANCE MANAGER AND STAFF	\$20,630
*POOL MONITORS	n/a
JANITORIAL SERVICES	\$7,530
POOL MAINTENANCE	\$12,000
TOTAL OF ALL BUDGETED SERVICES	\$50,200

FCS ALTERNATIVE PROPOSAL Saves the District <u>\$9,920</u> to use towards Security <u>Matches Budget Lines !</u>	
FIELD SERVICES	\$18,670
JANITORIAL	\$7,530
POOL MAINTENANCE	\$12,000
FACILITIES MAINTENANCE - CONTRACTED	\$12,000
TOTAL OF ALL BUDGETED SERVICES	\$50,200

FCS 5 Year Proposed Fee Schedule

Note: Year 5 is still below 2025 Budget Total of \$ 60,120

FCS Alternative Proposal	Year 1	Year 2	Year 3	Year 4	Year 5
Field Services	\$ 18,670	\$ 19,230	\$ 19,903	\$ 20,700	\$ 21,734
Janitorial	\$ 7,530	\$ 7,756	\$ 8,027	\$ 8,348	\$ 8,766
Pool Maintenance	\$ 12,000	\$ 12,360	\$ 12,793	\$ 13,304	\$ 13,970
Facilities Maintenance - Contracted	\$ 12,000	\$ 12,360	\$ 12,793	\$ 13,304	\$ 13,970
Total Proposed Budgeted Services	\$ 50,200	\$ 51,706	\$ 53,516	\$ 55,656	\$ 58,440

QUESTIONS ?



THANK YOU !

4.A.

AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF Florida
COUNTY OF St. Johns

Before me, the undersigned authority, appeared the affiant, Howard McGaffney, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President for Florida Community Specialists, llc. (“Proposer”) and am authorized to make this Affidavit of Acknowledgments on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer’s proposal (“Proposal”) provided in response to the Villages of Westport Community Development District proposal for amenity center and field operations management. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information one hundred and twenty (120) days from the opening of the proposals.

5. The Proposer acknowledges the receipt of the complete Request for Proposals as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: _____.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Villages of Westport Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

[Continued on following page.]

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

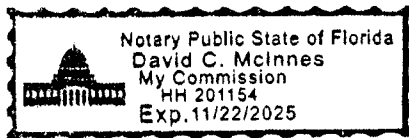
Dated this 11th day of October, 2024.

Proposer: [Signature]
By: Howard McGaffney
Title: President, Florida Community Specialist, LLC.

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 11th day of October, 2024, by Howard McGaffney of FCS, LLC who is NTA personally known to me or who has produced as identification, and did [] or did not [] take the oath.

[Signature: David C. McInnes]
Notary Public, State of Florida
Print Name: David C. McInnes
Commission No.: HH201154
My Commission Expires: 11-22-2025



4.B.
SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Villages of Westport Community Development District.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President for Florida Community Specialists, llc. (“Proposer”) and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer’s business address is 162 S. Prairie Lakes Dr., St. Augustine, FL. 32084

-
4. Proposer’s Federal Employer Identification Number (FEIN) is 99-2156094

(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

5. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), *Florida Statutes*, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
6. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), *Florida Statutes*, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
7. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), *Florida Statutes*, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or,
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders,

employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Paragraph 287.133(1)(e), *Florida Statutes*, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

 X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

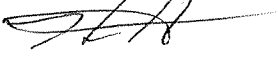
 There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

 The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

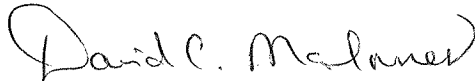
Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), *Florida Statutes*, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 11th day of October, 2024.

Proposer: 
By: Howard McGaffney
Title: President, Florida Community Specialist, LLC.

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me this 11th day of October, 2024, by Howard McGaffney FCS, LLC, who is personally known to me or who has produced N/A as identification, and did [] or did not [] take the oath.


Notary Public, State of Florida
Print Name: David C. McInnes
Commission No.: HH 201154
My Commission Expires: 11/22/2025



4.C.

ANTI-HUMAN TRAFFICKING AFFIDAVIT

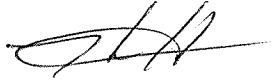
I, Howard McGaffney, as President, on behalf of Florida Community Specialists
Florida [limited liability company/corporation] (the "Proposer"), under penalty of perjury hereby
attest as follows:

1. I am over 21 years of age and an officer or representative of the Proposer.
2. The Proposer does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.
3. More particularly, the Proposer does not participate in any of the following actions:
 - (a) Using or threatening to use physical force against any person;
 - (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
 - (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
 - (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
 - (e) Causing or threatening to cause financial harm to any person;
 - (f) Enticing or luring any person by fraud or deceit; or
 - (g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

Dated: 10/11/, 2024.

[Remainder of page intentionally left blank.]

FURTHER AFFIANT SAYETH NAUGHT.



[PROPOSER]

By: Florida Community Specialists, llc.

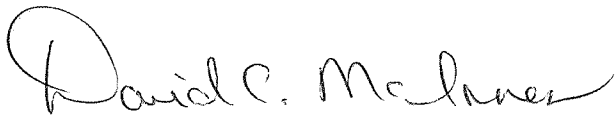
Name: Howard McGaffney

Title: President

STATE OF FLORIDA

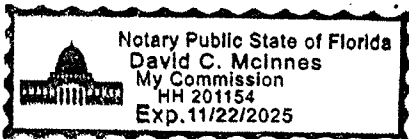
COUNTY OF St. Johns

SWORN TO AND SUBSCRIBED before me physical presence or remote notarization by Howard McGaffney, as FCS, LLC, of FCS, LLC (PROPOSER), who is personally known to me or who produced N/A as identification this 11th day of October, 2024.



Notary Public

(Notary Seal)



4.D.
GENERAL PROPOSER INFORMATION

This Proposal has been prepared by:

Name: Howard McGaffney

Company: Florida Community Specialists, llc.

Address: 162 S. Prairie Lakes Dr.

City: St. Augustine State: FL Zip Code: 32084

Telephone: (904) 386-0186 Fax:

Email: Howard@flcspec.com

Parent Company Name (if any)

Street Address

P. O. Box (if any)

City State Zip Code

Telephone Fax no.

Contact Name Title

• *Company Standing:*

Proposer's Corporate Form: Limited Liability Company
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 03/21/2024

Is the Proposer in good standing with that State? Yes X No

If no, please explain

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes X No

If no, please explain _____

- *What is the Proposer's current insurance limits? (Please also attach a copy of a current insurance certificate and review the insurance levels set forth in the form of agreement).*

General Liability	<u>\$ 2,000,000 with \$3,000,000 Excess</u>
Automobile Liability	<u>\$ \$1,000,000 owned and non owned</u>
Workers Compensation	<u>\$ N/A</u>
Expiration Date	<u>2025</u>

- *Licensure* --- Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

Certified Pool Operator-Florida, Certification good through 2027
Red Cross First Aid, CPR, AED Certified

4.E.
PERSONNEL

- *List the location of the Proposer's office which would perform work for the District.*

Street Address 162 S. Prairie Lakes Dr.

P. O. Box (if any) _____

City St. Augustine State Florida Zip Code 32084

Telephone 904-386-0186 Fax no. _____

1st Contact Name Howard McGaffney Title President

2nd Contact Name _____ Title _____

- *Officers and Supervisory Personnel* – Please complete the pages that follow at the end of this Part regarding the Proposer’s Officers and Supervisory Personnel and attach resumes for any Supervisory Personnel listed.
- *Subcontractors* – Does the Proposer intend to use any subcontractors in connection with the work? Yes ___ No For each subcontractor, please provide the following information (attach additional sheets if necessary):

Subcontractor Name _____

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

Proposed Duties / Responsibilities: _____

Please describe the subcontractor’s role in other projects on behalf of the Proposer:

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Proposer’s Scope of Services for Project: _____

Dates Serviced: _____

- *Security Measures* - Please describe any background checks, drug tests or other security measures that were taken with respect to the hiring and retention of the Proposer’s personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:

Florida Community Specialist, is an alcohol and drug free workplace, with mandatory pre-employment and post incident drug screening.

- *Confirm Compliance with the Youth Guidelines attached hereto and provide any clarification or additional screening or training you do regarding the same.*

Check here to confirm you have read and agree to comply with the Youth Safety Guidelines.

OFFICERS

PROPOSER: Florida Community Specialists

DATE: 09/26/2024

Provide the following information for key officers of the Proposer and parent company, if any.

NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Howard McGaffney	President/Owner	Directs Management/Maintenance	St. Augustine, Florida
Melissa McGaffney	Vice President/Owner	Directs Cleaning/Janitorial Division	St. Augustine, Florida
FOR PARENT COMPANY (if applicable)			

**SUPERVISORY PERSONNEL
WHO WILL BE INVOLVED WITH THE WORK**

****NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW****

PROPOSER: Florida Community Specialists

DATE: 09/26/2024

INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Howard McGaffney	President	Amenity/Field Operations	St. Augustine, Florida	25%	1	30
Melissa McGaffney	V.P./Owner	Janitorial/Cleaning	St. Augustine, Florida	20%	1	35

4.F.
EXPERIENCE

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 400 acres previously? Yes No If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: Villages of Westport CDD

Contact: _____ Contact Phone: _____

Project Type/Description: District Manager

Dollar Amount of Contract: \$40,000+

Scope of Services for Project: I served as District Manager for Villages of Westport CDD

Please see below which outlines a couple communities I have served over the past 16 years

Julington Creek Plantation CDD, Grand Haven CDD

In all over 50 CDD's

Dates Serviced: October 2023 - March 2024

- *Please provide the following information for each project that is similar to this project, and that you are currently undertaking, or have undertaken, in the past five (5) years. Attach additional sheets if necessary.*

Project Name/Location: Please see attached sheet

Contact: _____ Contact Phone: _____

Project Type/Description: Community Development Districts

Dollar Amount of Contract: _____

Your Company's Scope of Services for Project: _____

CDD District Management, Field Operations, Amenity Management

List of subcontractors used: _____

Is this a current contract? Yes No

Duration of contract: _____

Section 4.F. Experience-Attachment

Julington Creek Plantation CDD, Saint Johns, St. Johns County

Chairman: George Doran, Contact Information-Exempt

\$90,000+ District Management, Accounting, Administration

\$1 million+ Amenity and Field Operations

*I was the Vice President of the Company who has the Amenity Contract

*I was previously the District Manager of JCPCDD from 2015-2021

Grand Haven CDD, Palm Coast, Florida

Operations Manager: Barry Kloptosky: (386) 447-1888

\$80,000+ District Management, Accounting, Administration

\$900,000+ Amenity, Field Operations, Food & Beverage

*I was the Vice President of the Company who has the Amenity Contract

*I was previously the District Manager of GHCCDD from 2012-2022

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any amenity center management and/or facility maintenance management contract within the past three (3) years? Yes ___ No*
For each such incident, please provide the following information (attach additional sheets as needed):

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Dates Serviced: _____

Reason for Termination: _____

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes ___ No*

If yes, please describe each violation, fine, and resolution _____

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes ___ No

If yes, please describe each incident _____

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes ___ No If yes, please provide:*

The names of the entities _____

The state(s) where barred or suspended _____

The period(s) of debarment or suspension _____

Also, please explain the basis for any bar or suspension:

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

- Has any public employer terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the past year? [] Yes [X] No

Please note that the successful proposer will be required to perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors.

4.G.
PRICING

Proposed Fee for Management and Staffing

(for hourly rates, indicate if the price is proposed to change year over year or in any year)

This must include all proposed costs of:

- Amenity Manager
- Maintenance Manager and Staff
- Pool Monitors

Year 1	\$ 30,670
Year 2	\$ 31,590
Year 3	\$ 32,696
Year 4	\$ 34,004
Year 5	\$ 35,704

Hourly Rate paid by District to Contractor for Pool Monitors

\$ Pool Monitors Not Included

Hourly Rate actually paid Pool Monitors

\$ Pool Monitors Not Included

Proposed Annual Fee for Janitorial Services

Year 1	\$ 7,530
Year 2	\$ 7,756
Year 3	\$ 8,027
Year 4	\$ 8,348
Year 5	\$ 8,766

If a subcontractor is proposed, please indicate:

- Amount to be Paid to Subcontractor \$ N/A
- Mark up retained by Proposer \$ N/A

Proposed Annual Fee for Pool Maintenance Services

Year 1	\$ 12,000
Year 2	\$ 12,360
Year 3	\$ 12,793
Year 4	\$ 13,304
Year 5	\$ 13,970

If a subcontractor is proposed, please indicate:

- Amount to be Paid to Subcontractor \$ N/A
- Mark up retained by Proposer \$ N/A

NOTE: IF THE PROPOSER DESIRES TO PROPOSE AN ALTERNATE APPROACH TO OPERATING AND MAINTAINING THE DISTRICT'S FACILITIES, THE PROPOSER IS STRONGLY ENCOURAGED TO SUBMIT BOTH A PROPOSAL RESPONSIVE TO THE STRUCTURE OUTLINED HEREIN AND A SEPARATE, ALTERNATIVE PROPOSAL.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Proposal Forms and all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this 11 day of OCTOBER, 2024.

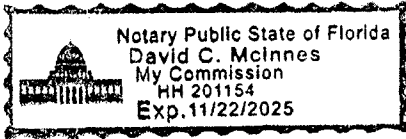
Proposer: [Signature]

By: Howard McGaffney
Title: President

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me this 11th day of October, 2024, by Howard McGaffney FCS, LLC, who is personally known to me or who has produced N/A as identification, and did [] or did not [] take the oath.

[Signature]



Notary Public, State of Florida
Print Name: David C. McInnes
Commission No.: HH 201154
My Commission Expires: 11-22-2025



Governmental Management Services

Serving Florida's Communities

October 18th, 2024

Villages Of Westport Community Development District
c/o Jennifer Kilinski, District Counsel
Kilinski | Van Wyk PLLC
517 East College Avenue
Tallahassee, Florida 32301

Via email to Jennifer@CDDLawyers.com and ChrisL@CDDLawyers.com

RE: Proposal for Amenity Center and Field Operations Management Services

Dear Ms. Kilinski and Mr. Loy,

Governmental Management Services, L.L.C. ("GMS") is pleased to provide for your review our Proposal associated with providing Amenity Center and Field Operations Management Services to the Villages Of Westport Community Development District ("CDD"). We believe the Proposal demonstrates that we are the best choice for this project. We will continue the staffing model as currently provided. Here are some of the reasons why:

- ❖ We are the leader in the Community Development District industry. We provide district management services to 250+ CDD's across the State of Florida.
- ❖ We have a team of management, financial, administrative, and operations professionals who are extremely qualified to provide these services and meet time and budget requirements.
- ❖ We have a proven approach, methodology, and philosophy towards providing these services that reflect our commitment and ability to deliver comprehensive services that exceed the expectations of our clients.
- ❖ We also have the ability to respond to individual client needs efficiently, effectively, and professionally. Our approach to providing the services for each of the responsibilities described in this RFP is to fully understand them and provide them in a manner that meets all the statutory requirements customized to the approach preferred by the Board of Supervisors.

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

Sincerely,

Darrin Mossing
GMS President

Enclosures

ORLANDO

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

JACKSONVILLE

9655 Florida Mining Blvd. W
Suite 305
Jacksonville, FL 32257
(904) 940-5850

ST. AUGUSTINE

475 West Town Place
Suite 114
St. Augustine, FL 32092
(904) 288-7667

FT. LAUDERDALE

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

TAMPA

4530 Eagle Falls Place
Tampa, FL 33619
(813) 344-4844

PALM COAST

393 Palm Coast Parkway SW
Suite 4
Palm Coast, FL 33137
(904) 940-5850

KNOXVILLE

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

**Proposal For Amenity Center & Field Operations Management Services
Prepared For The Villages Of Westport Community Development District:**



**GOVERNMENTAL MANAGEMENT
SERVICES, L.L.C.**



AMENITY CENTER &
FIELD OPERATIONS
MANAGEMENT
SERVICES

www.govmgtvc.com

Submitted

October 18th, 2024

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COMPANY INFORMATION

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

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

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



HOW WE WORK

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

Statement of Qualifications

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

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

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

FULLY INTEGRATED SERVICES



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

OUR VALUES

MISSION

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



CORE VALUES

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



Customer Commitment

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



Integrity

We are honest, open, ethical, and fair.

People trust us to do what's right.



Teamwork

We win together, not alone.

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



Passion and Drive

We are proud of the services we provide.

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



Empower Individuals

Our employees set us apart.

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



Quality

Details matter.

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

CONTACT INFORMATION

Corporate Office:

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

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

**GMS -
Central Florida**

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

6200 Lee Vista Blvd
Ste. 300
Orlando, FL 32822

GMS - Tampa

4530 Eagle Falls Place
Tampa, Florida 33619
(863)-225-1186

**GMS - South
Florida**

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

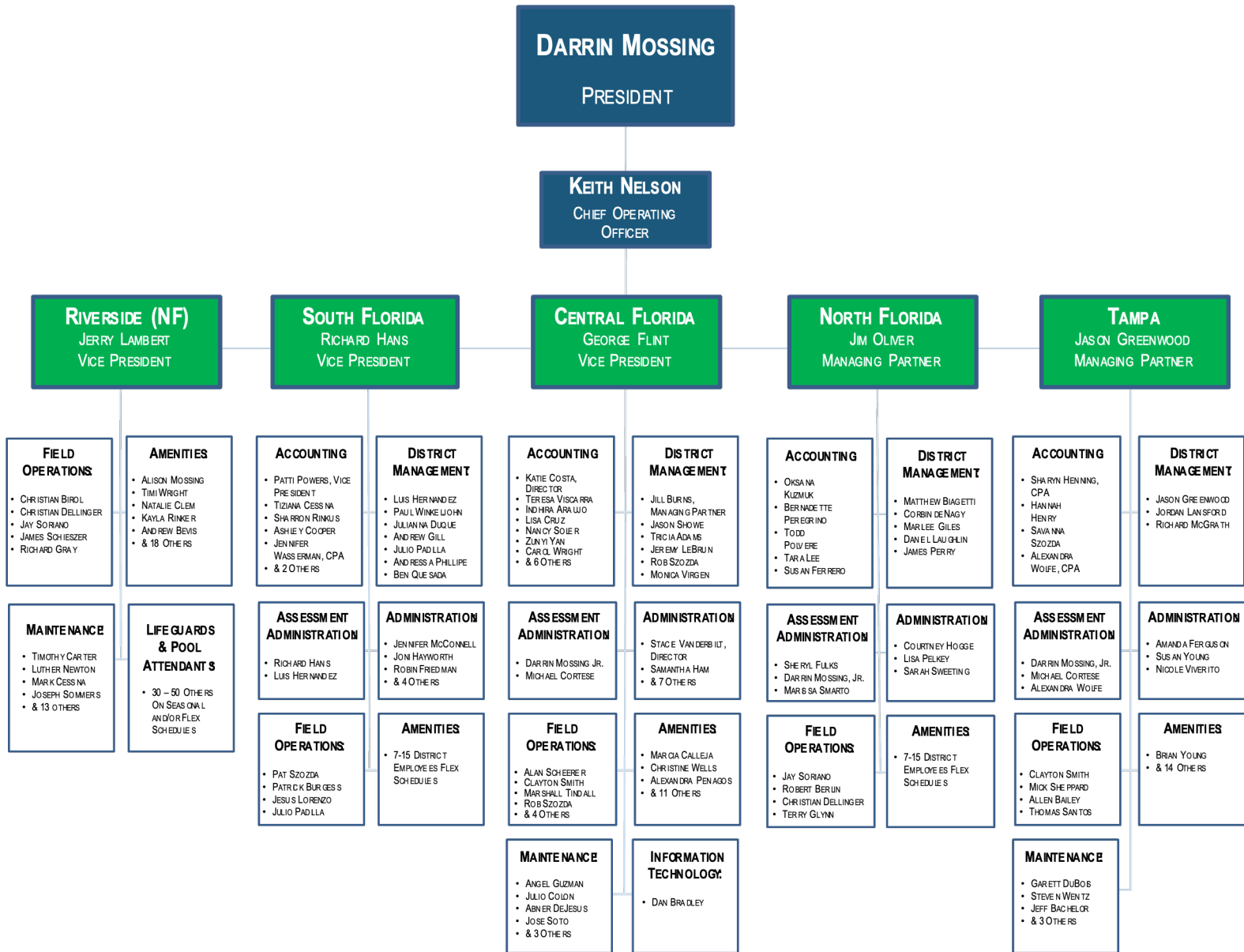
**GMS - North
Florida**

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


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

We have additional satellite offices
throughout the State of Florida

FAMILY OF COMPANIES



OUR TEAM



Although technology has tremendously impacted how services are provided for nearly every business today, GMS realizes an organization is only as good as the individuals working within it. If an organization is not able to retain hardworking, knowledgeable and dedicated employees that understand their client's needs, it is most certain to fail. It is for this reason that GMS has focused a significant effort on recruiting and retaining the best in the district management industry.

STATEMENT OF STAFF CONSISTENCY

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

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

EDUCATION

Ohio University, 1988,
Bachelor of Science in
Accounting

EXPERIENCE

36+ Years

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

DARRIN MOSSING

PRESIDENT

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

JIM OLIVER

MANAGING PARTNER

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

EDUCATION

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

EXPERIENCE

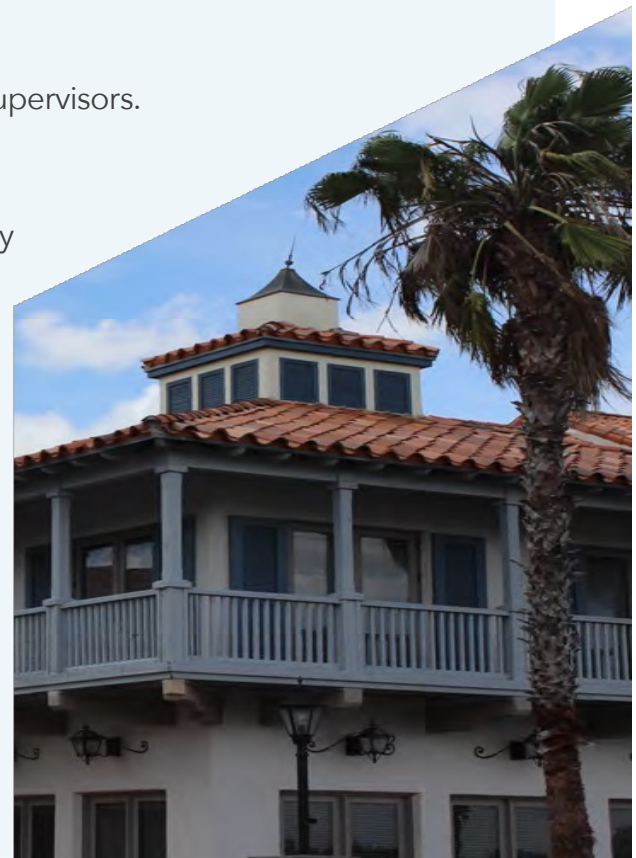
19+ Years

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

DISTRICT MANAGEMENT SERVICES

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

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

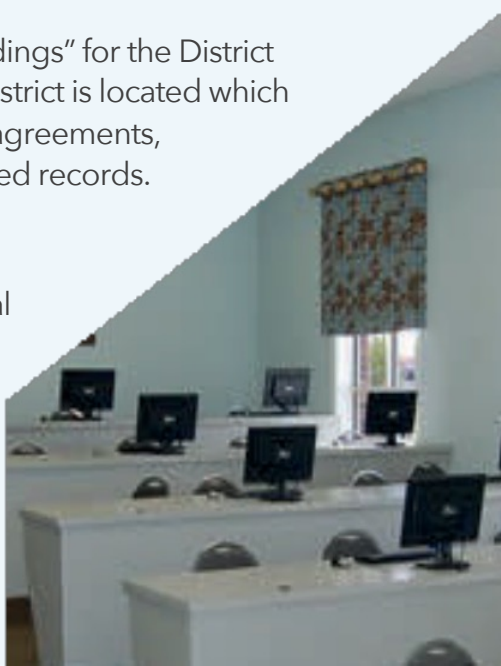


ADMINISTRATIVE SERVICES

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

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

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



ACCOUNTING SERVICES

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

EDUCATION

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

EXPERIENCE

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

EDUCATION

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

EXPERIENCE

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

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

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

- Establish Governmental Fund Accounting System in accordance with the Uniform Accounting System prescribed by the Florida Department of Financial Services for Government Accounting. This system includes preparing monthly balance sheet and income statement(s) with budget to actual variances.
- Prepare accounts payable and present to Board of Supervisors for approval or ratification.
- Prepare annual budget for review and approval by the Board of Supervisors.
- Transmit proposed budget to local governing authorities 60 days prior to adoption.
- Prepare year-end adjusting journal entries in preparation for annual audit by Independent Certified Public Accounting Firm.
- Maintain checking accounts with qualified public depository selected by the Board of Supervisors.
- Ensure compliance with financial and accounting statutes affecting the District which include but are not limited to:
 - Complete annual financial audit report within 9 months after the fiscal year-end.
 - Circulate annual financial audit report and annual financial report to appropriate governmental agencies.
- Prepare annual public depositor report.
- Oversee and implement bond issue-related compliance, i.e., coordination of annual arbitrage report, transmittal of the annual audit and budget to the trustee, transmittal of the annual audit to bondholders and underwriters, annual/quarterly disclosure reporting, etc.
- Transmit Public Facilities Reports to the appropriate agencies
- Bind necessary insurance for the District, which includes liability, property, workers' compensation, etc.

AMENITY MANAGEMENT & LIFESTYLE PROGRAMMING

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

Jennifer Clark-Erickson is a Director of Amenity Management Services. She has 15+ years of experience in Property Management services, including HOA Portfolio Management, Amenity Manager and Facility Management Services. She maintains her LCAM certification and provides excellent customer service to her Districts and their residents. Jennifer earned a Business Management Degree from the Florida State College of Jacksonville.



AMENITY MANAGEMENT & FACILITY ATTENDANT **SERVICES**

Communities with Amenity Centers often hire GMS to provide full-time and part-time Amenity Managers and Facility Attendants on a seasonal or year-round basis.

The Amenity Manager shall have the responsibility of overseeing all amenity facilities and related direct service contracts, interacting with other entities as needed, including recreational programs and special events.

GMS HAS THE ABILITY TO CREATE A UNIQUE SCHEDULE TO ACCOMMODATE THE NEEDS OF THE COMMUNITY. SERVICES INCLUDE MOST ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:

- The Amenity Manager is the liaison for the Community Development District Board of Supervisors.
- The Amenity Manager will prepare a monthly Manager's Report detailing all activities such as District events, planned events, resident concerns, information regarding completed and planned maintenance projects, etc.
- Respond to all resident questions and concerns regarding the District in a timely and professional manner.
- Maintain a professional relationship with all residents, welcoming and educating new homeowners, issuing access cards, updating resident information, supervising staff members, and monitoring facility usage and rentals.
- Maintain and operate security camera system.
- Order supplies for Amenity Center as needed;
- Provide information for the annual budget including preparing recreational budget assumptions.
- Attempt to resolve or redirect all District related issues on behalf of the residents.

OPERATIONS MANAGEMENT SERVICES

GMS provides Field Contract/Operations Management services to over 100 Districts throughout Florida. **Jay Soriano** is our Field Operations Manager in Clay County, overseeing maintenance projects and providing field contract/operational management oversight services. After his first degree from East Carolina University, Jay then attended the University of Delaware, where he began his Master's studies in Health Administration and continued studies toward a second Bachelor's in Parks and Recreation programming. Over the past 25 years, Jay has worked as a Director of Recreation, Fitness and Aquatics, and as a manager for Facility operations for companies such as the YMCA, many small private fitness studios, and multiple CDDs, helping to guide them to successful program development, financial stability, and employee training. Working for GMS since 2012, Jay not only holds multiple professional certifications in many aspects of facilities maintenance, management, and program development, but also as an instructor for many professional organizations in Aquatics maintenance, management, and pool construction. **Terry Glynn** is a Field Operations Manager for the Jacksonville Area; Terry is a certified Arborist and attended Niagara University. Terry has extensive experience with landscaping and maintenance services having his own business for 25+ years operating in North, Central, and South Florida areas. **Christian "Chip" Dellinger** is a field operations and maintenance manager. Chip graduated with A Bachelor of Business Administration degree from the University of North Florida.

PROPER OPERATION OF THE DISTRICTS INCLUDE:

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

FACILITY REPAIR & MAINTENANCE SERVICES

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

FIELD MANAGEMENT SERVICES

As a company, GMS provides field management services to 100+ Districts throughout Florida.

GMS HAS THE ABILITY TO CREATE A UNIQUE SCHEDULE TO ACCOMMODATE THE NEEDS OF THE COMMUNITY. SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:

- Administer and manage maintenance contracts for landscaping and lake maintenance contracts.
- Respond to resident and Board of Supervisors inquiries regarding Maintenance Operations.
- Coordinate and implement maintenance projects throughout the community with vendors.
- Conduct site visits to ensure satisfactory operation of the district and prepare a monthly report to the Board.
- Review and approve construction contracts, change orders, payment request, etc. during construction phase if contracted.



FACILITY MAINTENANCE SERVICES

Every community has continuous needs for various maintenance requirements throughout the year. One of the many problems a community faces is who will perform the maintenance service, how much it will cost and when will it be completed.

GMS has a strong team of experienced, dedicated, and hard-working maintenance personnel with the ability to timely respond to most all maintenance issues throughout the community on a cost-effective basis.

SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:

- Light inspections and replacements
- Property inspections and trash removal
- Inspect and remove debris from lakes and outfall structures
- Inspect and clean pet receptacles
- Refurbish spray ground & playground equipment
- Fence repairs
- Grinding of sidewalks (trip hazards)

SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:

- Sweep and mop tiled areas as necessary
- Clean restrooms, sinks, mirrors, fixtures, toilets and urinals
- Clean interior windows, and baseboards, wipe down walls and doors
- Wipe down and sanitize fitness equipment
- Remove trash and replace trash can liners
- Restock supplies, paper products, etc. as needed
- Straighten deck furniture and blow off patio areas
- Pick up trash and debris from the amenity and pool areas

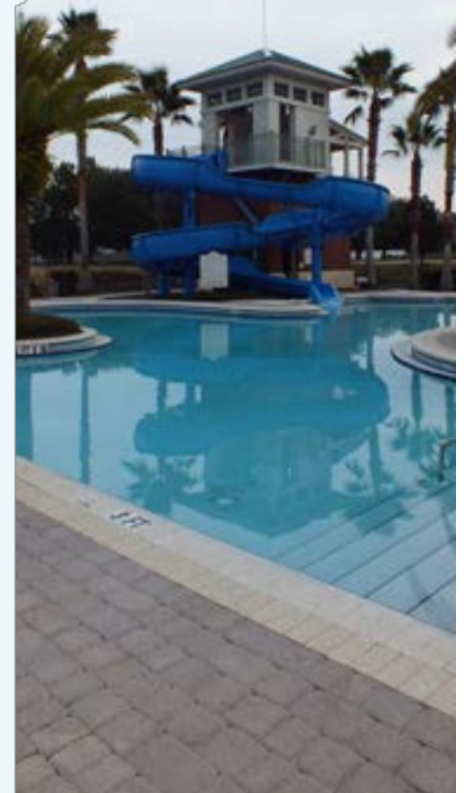


POOL MAINTENANCE SERVICES

GMS has over six (6) certified pool operators qualified to provide commercial pool maintenance services. Services are customized to meet each clients needs based on seasonal factors and usage. A GMS subcontractor will be utilized.

SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:

- Pool vacuuming
- Skimming
- Brushing tiles
- Chemical balance (Chlorine, PH, Alkalinity, Sequestrant)
- Pool and equipment inspections
- Cleaning of filters
- Blow off pool deck
- Chemicals provided by client
- Emergency call out services to be invoiced separately



REFERENCES

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

Cindy Nelsen

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

bcnelsen@comcast.net

Jeff Robinson

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

Awcdd.jeffrobinson@gmail.com

Louis Cowling

Chair, Wilford Preserve CDD
14701 Philips Highway, Suite 300
Jacksonville, Florida 32256
(904) 907-6388

louis.cowling@dreamfindershomes.com

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

GOVERNMENTAL MANAGEMENT SERVICES

Table 2-1. District Management Experience Summary

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

CLIENT LISTING



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

CLIENT LISTING

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

CLIENT LISTING



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

CLIENT LISTING

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

CLIENT LISTING

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



RISK MANAGEMENT REQUIREMENTS

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 10/16/2024

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

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

PRODUCER: Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville FL 32220
 CONTACT NAME: Holly Howe
 PHONE: (904) 262-8080 FAX: (904) 262-1444
 EMAIL: holly@zelenrisk.com

INSURER(S) AFFORDING COVERAGE: INSURER A - Northfield Insurance Company
 INSURER B - The Princeton Excess and Surplus Lines Ins Co
 INSURER C - Great American Insurance Company
 INSURER D:
 INSURER E:
 INSURER F:

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

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	TYPE OF INSURANCE	ADDL SUBR (NSD, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC		WS626221	10/01/2024	10/01/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED EQUIPMENT (EA accident) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE DED: \$ RETENTION \$ 0 WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		82A3FF0004857-00	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 WC STATU: <input type="checkbox"/> OTHER: <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ Each Claim \$1,000,000 Aggregate \$1,000,000
C	Employment Practices Liability		EPLE044783-5	12/20/2023	12/20/2024	Each Claim \$1,000,000 Aggregate \$1,000,000

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

Certificate holder, Villages of Westport, the district, its staff, consultants and supervisors are additional insureds with respect to the general liability when required by written contract.

CERTIFICATE HOLDER Villages of Westport
 475 West Town Place Ste 114
 St Augustine, FL 32092

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: *Vicky M. Zelen* <HN>

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ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 10/17/2024

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: State Farm Edie Williams State Farm 330 A1A N Suite 324 Ponte Vedra, FL 32082
 CONTACT: Angela Dietrich
 PHONE: 904-425-4054 FAX: 904-425-4049
 EMAIL: Angela@EdieWilliams.com

INSURER(S) AFFORDING COVERAGE: INSURER A - State Farm Mutual Automobile Insurance Company 25178

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

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	TYPE OF INSURANCE	ADDL SUBR (NSD, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED EQUIPMENT (EA accident) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE DED: \$ RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below	Y	E13 2052-A07-59	07/07/2024	01/07/2025	COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 EACH OCCURRENCE \$ AGGREGATE \$ WC STATU: <input type="checkbox"/> OTHER: <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Villages of Westport CDD
 475 West Town Place, Suite 114
 St. Augustine, Florida 32092

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: *Angela Dietrich*

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RISK MANAGEMENT REQUIREMENTS

ACORD **CERTIFICATE OF LIABILITY INSURANCE** (DATE (MM/DD/YYYY) 10/15/2024)

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 Zelen Risk Solutions, Inc. 7964 Devoe Street Jacksonville, FL 32220	CONTACT NAME: Vicky Zelen PHONE: (904) 262-8080 FAX: (904) 262-1444 EMAIL: vicky@zelenrisk.com ADDRESS: vicky@zelenrisk.com	INSURER(S) AFFORDING COVERAGE INSURER A: Security National Insurance Company INSURER B: Bridgefield Casualty Insurance Company INSURER C: Hartford Fire Insurance Company INSURER D: INSURER E: INSURER F:	NAIC #
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INSURED: Riverside Management Services, Inc.
475 West Town Place Ste 114
St Augustine, FL 32092

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.

PER	LTB	TYPE OF INSURANCE	ACORD FORM	INSUR	POLICY NO.	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
X		COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			SES1794005-03	07/27/2023	10/24/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 PERSONAL AND ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						
		AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRSD AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ PROPERTY DAMAGE (Per accident) \$
		UMBRELLA LIAB EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) <input checked="" type="checkbox"/> Y/N If yes, describe scope of operations below			196-23349	10/16/2024	10/16/2025	<input checked="" type="checkbox"/> PER-STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
		C Crime			21TP0343213-23	11/04/2023	11/04/2024	Employee theft on Client's Premises \$500,000

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

Certificate holder, Villages of Westport, the district, its staff, consultants and supervisors are additional insureds with respect to the general liability when required by written contract.

CERTIFICATE HOLDER **CANCELLATION**

Villages of Westport
475 West Town Place Ste 114
St Augustine, FL 32092

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: *Vicky M. Zelen*

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ACORD **CERTIFICATE OF LIABILITY INSURANCE** (DATE (MM/DD/YYYY) 10/17/2024)

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 State Farm Edie Williams State Farm 330 A1A N Suite 324 Ponte Vedra, FL 32082	CONTACT NAME: Angela Dietrich PHONE: 904-425-4054 FAX: 904-425-4049 EMAIL: Angela@EdieWilliams.com ADDRESS: Angela@EdieWilliams.com	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Mutual Automobile Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 25178
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INSURED: Riverside Management Services, Inc.
475 West Town Place Suite 114
St. Augustine, FL 32092

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.

PER	LTB	TYPE OF INSURANCE	ACORD FORM	INSUR	POLICY NO.	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
		COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						
		AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRSD AUTOS ONLY <input type="checkbox"/>		Y	K54 9212-A22-59	07/22/2024	01/22/2025	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000
		UMBRELLA LIAB EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) <input type="checkbox"/> Y/N If yes, describe scope of operations below						<input type="checkbox"/> PER-STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER **CANCELLATION**

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

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: *Angela Dietrich*

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COST OF SERVICES

MANAGEMENT SERVICES

Management services will be provided for a fixed annual fee.

See Exhibit "A"

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



*EXHIBIT "A" –
AMENITY CENTER AND FIELD OPERATIONS SERVICES FEE SCHEDULE
Model # 1 of 2 – [RFP Requested Services]*

Management Services	FY '25 Budget	FY '25 GMS Fees	Variance
Amenity Manager: <ul style="list-style-type: none"> Remote Amenity Center Staffing Annual Fee paid in equal monthly payments 	\$0	\$15,000	\$-15,000 0%
Field Operations Management: <ul style="list-style-type: none"> On-site Part-Time Operations Manager will be on-site on average 20 hours per week doing inspections and/or coordinating with vendors. Annual Fee paid in equal monthly payments 	\$19,200	\$52,000	\$-32,800 -170.8%
Pool Maintenance Services: <ul style="list-style-type: none"> On-site Part-Time Amenity Center Seasonal Staffing Excluding Pool Chemicals Annual Fee paid in equal monthly payments 	\$18,000	\$14,250	\$3,750 20.8%
Janitorial Services: <ul style="list-style-type: none"> On-site Part-Time Amenity Center 3 Days Per Week Excluding Cleaning Supply Expenses Annual Fee paid in equal monthly payments 	\$10,920	\$10,920	\$0 0.0%
Facility Maintenance Technician: <ul style="list-style-type: none"> On-site Part-Time Maintenance Technician Staffing of the Amenity Center and the Facilities <ul style="list-style-type: none"> <i>On-Site on average 8 Hours A Week @ \$40.00 / Hour invoiced as incurred</i> 	\$12,000	\$16,640	\$-4,640 -38.7%
Facility Attendant/Pool Monitor: <ul style="list-style-type: none"> Recommended Contracted Vendor With District Using A Seasonal Staffing Model 	\$40,000	\$40,000	\$0 0.0%
The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Villages Of Westport Community Development District	\$100,120	\$148,810	\$-48,690 -48.6%
Fiscal Year 2026 GMS Fees Including + 6% COLA		\$157,739	\$8,929
Fiscal Year 2027 GMS Fees Including + 6% COLA		\$167,203	\$9,464
Fiscal Year 2028 GMS Fees Including + 6% COLA		\$177,235	\$10,032
Fiscal Year 2029 GMS Fees Including + 6% COLA		\$187,869	\$10,634

EXHIBIT "A" – AMENITY CENTER AND FIELD OPERATIONS SERVICES FEE SCHEDULE Model # 2 of 2 – [Alternative Staffing Model]

Management Services	FY '25 Budget	FY '25 GMS Fees	Variance
Amenity Manager: <ul style="list-style-type: none"> • Remote Amenity Center Staffing • Annual Fee paid in equal monthly payments 	\$0	\$15,000	-\$15,000 0%
Field Operations Management: <ul style="list-style-type: none"> • On-site Part-Time Operations Manager will be on-site on average 8 hours per week doing inspections and/or coordinating with vendors. • Annual Fee paid in equal monthly payments 	\$19,200	\$21,000	-\$1,800 -9.4%
Pool Maintenance Services: <ul style="list-style-type: none"> • On-site Part-Time Amenity Center Seasonal Staffing Excluding Pool Chemicals • Annual Fee paid in equal monthly payments 	\$18,000	\$14,250	\$3,750 20.8%
Janitorial Services: <ul style="list-style-type: none"> • On-site Part-Time Amenity Center 3 Days Per Week Excluding Cleaning Supply Expenses • Annual Fee paid in equal monthly payments 	\$10,920	\$10,920	\$0 0.0%
Facility Maintenance Technician: <ul style="list-style-type: none"> • On-site Part-Time Maintenance Technician Staffing of the Amenity Center and the Facilities <ul style="list-style-type: none"> • <i>On-Site on average 8 Hours A Week @ \$40.00 / Hour invoiced as incurred</i> 	\$12,000	\$16,640	-\$4,640 -38.7%
Facility Attendant/Pool Monitor: <ul style="list-style-type: none"> • Recommended Contracted Vendor With District Using A Seasonal Staffing Model 	\$40,000	\$40,000	\$0 0.0%
The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Villages Of Westport Community Development District	\$100,120	\$117,810	-\$17,690 -17.7%
Fiscal Year 2026 GMS Fees Including + 6% COLA		\$124,879	\$7,069
Fiscal Year 2027 GMS Fees Including + 6% COLA		\$132,371	\$7,493
Fiscal Year 2028 GMS Fees Including + 6% COLA		\$140,314	\$7,942
Fiscal Year 2029 GMS Fees Including + 6% COLA		\$148,732	\$8,419

TO THE BOARD OF SUPERVISORS OF THE Villages Of Westport CDD



SERVING
FLORIDA'S
COMMUNITIES



Addresses:
475 West Town Place, Suite 114
St. Augustine, FL 32092
393 Palm Coast Parkway, SW Suite 4
Palm Coast, FL 33137



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



Darrin Mossing, GMS President:
DMOSSING@GMSTNN.COM

4.A.
AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF Florida _____
COUNTY OF Saint Johns _____

Before me, the undersigned authority, appeared the affiant, (person who made affidavit), and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President _____ for _____ Governmental Management Services L.L.C. _____ (“Proposer”) and am authorized to make this Affidavit of Acknowledgments on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer’s proposal (“Proposal”) provided in response to the Villages of Westport Community Development District proposal for amenity center and field operations management. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information one hundred and twenty (120) days from the opening of the proposals.

5. The Proposer acknowledges the receipt of the complete Request for Proposals as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: No RFP Addendums were received by Governmental Management Services L.L.C. _____.

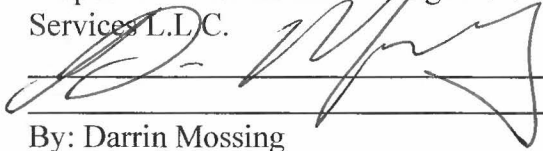
6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Villages of Westport Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

[Continued on following page.]

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this October ___ day of 14th _____, 2024.

Proposer: Governmental Management Services L.L.C.

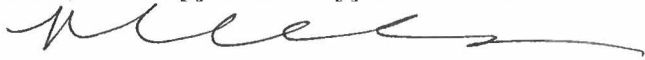


By: Darrin Mossing

Title: President

STATE OF Florida _____
COUNTY OF Saint Johns _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 14th ___ day of October _____, 2024, by Darrin Mossing _____ of Governmental Management Services L.L.C. _____, who is personally known to me or who has produced Driver's License _____ as identification, and did [] or did not [] take the oath.



Notary Public, State of Florida
Print Name: Marissa Torres _____
Commission No.: #HH 595606 _____
My Commission Expires: September 19, 2028 _____

4.B.
SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Villages of Westport Community Development District.
 2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of President____for Governmental Management Services L.L.C. _____ (“Proposer”) and am authorized to make this Sworn Statement on behalf of Proposer.
 3. Proposer’s business address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092_____
 4. Proposer’s Federal Employer Identification Number (FEIN) is 20-2350263_____
- (If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
5. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), *Florida Statutes*, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
 6. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), *Florida Statutes*, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
 7. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), *Florida Statutes*, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or,
 - b. An entity under the control of any natural person who is active in the management

of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), *Florida Statutes*, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 14th _____ day of October _____, 2024

Proposer: Governmental Management Services 

By: Darrin Mousing _____

Title: President _____

STATE OF Florida _____
COUNTY OF Saint Johns _____

The foregoing instrument was acknowledged before me this 14th day of October _____, 2024, by Darrin Mousing _____ of Governmental Management Services L.L.C. _____, who is personally known to me or who has produced Driver's license _____ as identification, and did [X] or did not [] take the oath.



Notary Public, State of Florida

Print Name: Marissa Torres _____

Commission No.: #HH 595606 _____

My Commission Expires: September 19, 2028 _____

4.C.
ANTI-HUMAN TRAFFICKING AFFIDAVIT

I, Darrin Mossing_____, as President_____, on behalf of Governmental Management Services L.L.C. _, a Florida [limited liability company/corporation] (the "Proposer"), under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and an officer or representative of the Proposer.
2. The Proposer does not use coercion for labor or services as defined in Section 787.06(2)(a), *Florida Statutes*.
3. More particularly, the Proposer does not participate in any of the following actions:
 - (a) Using or threatening to use physical force against any person;
 - (b) Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
 - (c) Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
 - (d) Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
 - (e) Causing or threatening to cause financial harm to any person;
 - (f) Enticing or luring any person by fraud or deceit; or
 - (g) Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, *Florida Statutes*, to any person for the purpose of exploitation of that person.

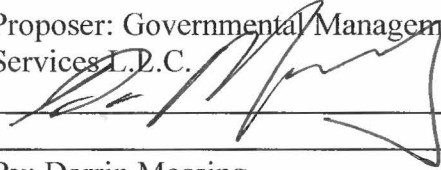
Dated: October 14, _____, 2024.

[Remainder of page intentionally left blank.]

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this October 14 day of 14th _____, 2024.

Proposer: Governmental Management Services L.L.C.

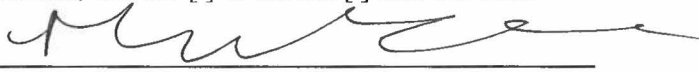


By: Darrin Mossing

Title: President

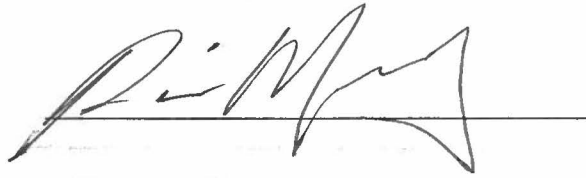
STATE OF Florida _____
COUNTY OF Saint Johns _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 14th day of October _____, 2024, by Darrin Mossing of Governmental Management Services L.L.C. _____, who is personally known to me or who has produced Driver's License _____ as identification, and did [] or did not [] take the oath.



Notary Public, State of Florida
Print Name: Marissa Torres _____
Commission No.: #HH 595606 _____
My Commission Expires: September 19, 2028 _____

FURTHER AFFIANT SAYETH NAUGHT.



[PROPOSER]

By: Governmental Management Services _____

Name: Darrin Mossing _____

Title: President _____

STATE OF FLORIDA

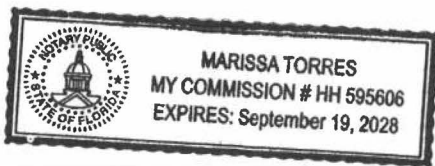
COUNTY OF Saint Johns _____

SWORN TO AND SUBSCRIBED before me physical presence or remote notarization by Darrin Mossing _____, as President _____, of Governmental Management Services _____ (PROPOSER), who is personally known to me or who produced Drivers license _____ as identification this 14th _____ day of October _____, 2024.



Notary Public

(Notary Seal)



employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Paragraph 287.133(1)(e), *Florida Statutes*, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

_____ There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL:**

Amenity Center & Field Operations Management Services
Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024

**4.D.
GENERAL PROPOSER INFORMATION**

This Proposal has been prepared by:

Name: Darrin Mossing

Company: Governmental Management Services, L.L.C.

Address: 475 West Town Place, Suite 114

City: St. Augustine State: FL Zip Code: 32092

Telephone: (904) 288-7667 Fax: _____

Email: DMOSSING@GMSTNN.COM

Parent Company Name (if any) N/A

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

Contact Name _____ Title _____

• *Company Standing:*

Proposer's Corporate Form: Limited Liability Partnership
(e.g., individual, corporation, partnership, limited liability company, etc.)

In what State was the Proposer organized? Florida Date 12/01/2024

Is the Proposer in good standing with that State? Yes No

If no, please explain _____

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL:**

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Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes **X**__ No ____

If no, please explain _____

- *What is the Proposer's current insurance limits? (Please also attach a copy of a current insurance certificate and review the insurance levels set forth in the form of agreement).*

General Liability \$ _____
Automobile Liability \$ _____
Workers Compensation \$ _____
Expiration Date _____

Please see the attached Certificate of Insurance for the Proposal, which outlines both the insurance coverages in place for this Proposal as well as the coverage effective dates which vary by coverage. If additional coverages are needed, not included in this certificate of insurance, we will provide a cost estimate for the revised premiums as a reimbursable expense by the District.

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

Duval County Business, Yes, in Good Standing
St. Johns County Business, Yes, In Good Standing
City of Tallahassee Business, Yes, In Good Standing

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL:**

Amenity Center & Field Operations Management Services
Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024

**4.E.
PERSONNEL**

- *List the location of the Proposer's office which would perform work for the District.*

Name: Governmental Management Services, L.L.C.

Address: 475 West Town Place, Suite 114

City: St. Augustine State: FL Zip Code: 32092

Telephone: (904) 288-7667 Fax: _____

1st Contact Name Darrin Mossing Title President

2nd Contact Name Alison Mossing Title Director

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
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Governmental Management Services L.L.C. – October 18th, 2024

- *Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer’s Officers and Supervisory Personnel and attach resumes for any Supervisory Personnel listed. **As provided in the Proposal***
- *Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes ___ No ___ For each subcontractor, please provide the following information (attach additional sheets if necessary):*

Subcontractor Name **Riverside Management Services, Inc.**_____

Street Address **475 West Town Place, Suite, 114**_____

P. O. Box (if any) _____

City **St. Augustine**_____ State **Florida**_____ Zip Code **32092**_____

Telephone **(904) 904-5850**_____ Fax no. _____

1st Contact Name **Alison Mossing**_____ Title **Director**_____

2nd Contact Name **Darrin Mossing**_____ Title **President**_____

Proposed Duties / Responsibilities: **Maintenance and select Amenity Services**_____

Please describe the subcontractor’s role in other projects on behalf of the Proposer:

Project Name/Location: **Involved with Numerous Projects. RMS is available to discuss as needed.**_____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Proposer’s Scope of Services for Project: **The intent is to satisfy the services in the Proposal with GMS L.L.C. and Riverside Management Services Inc. personnel, however, for the transition period and/or with staff vacancies, we may draw upon other colleagues from the affiliated GMS family of companies, outlined on page 7 of our Proposal, including GMS-South Florida, LLC; GMS-Central Florida LLC; CALM LLC, CALM II, LLC, or Mossing Management Consulting Services, LLC. We also may use vendors for**

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL:**

Amenity Center & Field Operations Management Services
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Governmental Management Services L.L.C. – October 18th, 2024

Pool and Janitorial Services. Each company has similar business licenses and/or insurance coverages as provided with the GMS LLC. Proposal. _____

Dates Serviced: _____

- *Security Measures - Please describe any background checks, drug tests or other security measures that were taken with respect to the hiring and retention of the Proposer's personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:*

GMS has robust hiring standards. In addition to contractually mandated E-Verify practices, we utilize background checks as part of our onboarding practice. All employees in our companies have signed our Employee Handbook. With the employees' signed consent, the GMS company can perform a background check on any applicant. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in discipline, up to or including termination. Employees must also report any change of status to the Company.

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
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Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024

-
-
- *Confirm Compliance with the Youth Guidelines attached hereto and provide any clarification or additional screening or training you do regarding the same.*

X Check here to confirm you have read and agree to comply with the Youth Safety Guidelines.

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSAL:

Amenity Center & Field Operations Management Services

Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024

OFFICERS

PROPOSER: GOVERNMENTAL MANAGEMENT SERVICES, L.L.C.

DATE: October 18th, 2024

Provide the following information for key officers of the Proposer and parent company, if any.

NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
Darrin Mossing DMossing@GMSTNN.COM	President	General Oversight of the GMS Organization	Palm Coast, Florida
FOR PARENT COMPANY (if applicable)			

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSAL:

Amenity Center & Field Operations Management Services

Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024

**SUPERVISORY PERSONNEL
WHO WILL BE INVOLVED WITH THE WORK**

****NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW****

PROPOSER: GOVERNMENTAL MANAGEMENT SERVICES, L.L.C.

DATE: October 18th, 2024 _____

INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Jennifer Clark-Erickson	Director Of Amenity Management	Amenity Manager	St. Augustine, Florida	15%	3 Years	10 years
Chip Dellinger	Field Operations Manager	Field Operations	St. Augustine, Florida	20%	3 Years	3 Years
Alison Mossing	Amenity Management Director	General oversight of all amenity management operations	Palm Coast	20%	3 Years	3 Years
Tyler Mason	Facility Maintenance	General maintenance and janitorial services	St. Augustine	20%	2 Years	2 Years
Terry Glynn	Field Operations & Maintenance Manager	Field Operations & Maintenance	St. Augustine	10%	3 Years	27 Years
Darrin Mossing	President	Back up to all operational team to ensure of the success of the Villages Of Westport Amenity Center & Field Operations Management RFP Transition	Palm Coast	5%	19 Years	35 Years
Keith Nelson	Chief Operating Officer	Back up to all operational team to ensure of the success of the Villages Of Westport Amenity Center & Field Operations Management RFP Transition	Atlanta	5%	3 Years	37 Years

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
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**4.F.
EXPERIENCE**

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 400 acres previously? Yes X No ___ If yes, please provide the following information for each project (attach additional sheets if necessary):*

#1	Project Name/Location	Middle Village Community Development District/Clay County
	Contact Name	Michael Steiner, Chair
	Contact Phone:	(904) 579-4250
	Project Description	Master planned community with full amenities, for 1,059 single family units, 2,102 multifamily units and 330,000 square feet of commercial.
	Annual Dollar Amount Of Contract:	\$447,326
	Scope of Services For Project	CDD Management Services, Provide full time onsite community and operations manager, rental coordinator and part-time administrator. Manage all contracts, conduct special events, address resident and community issues, etc. Provide full time tennis professional.
	Dates Serviced:	Sunday, November 26, 2006

#2	Project Name/Location	Double Branch Community Development District/Clay County
	Contact Name	Cindy Nelsen, Chair
	Contact Phone:	(904) 424-9960
	Project Description	Master planned community with full amenities, for 2,197 single family units, 289 multifamily units and 43,000 square feet of commercial.
	Annual Dollar Amount Of Contract:	\$323,025
	Scope of Services For Project	CDD Management Services, Provide full time onsite community and operations manager, rental coordinator and part-time administrator. Manage all contracts, conduct special events, address resident and community issues, etcetera.
	Dates Serviced:	Sunday, November 26, 2006

#3	Project Name/Location	Capital Region Community Development District/Leon County
	Contact Name	Kyle Rojas, Chair
	Contact Phone:	(850) 321-5012
	Project Description	Master planned community in Leon County.
	Annual Dollar Amount Of Contract:	\$241,546
	Scope of Services For Project	CDD Management Services. Provide oversight of lake maintenance, irrigation, parks, etcetera.
	Dates Serviced:	Thursday, January 5, 2006

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
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#4	Project Name/Location	Amelia Walk Community Development District/Nassau County
	Contact Name	Jeffrey Robinson, Chair
	Contact Phone:	(770) 990-0957
	Project Description	Master planned community in Leon County.
	Annual Dollar Amount Of Contract:	\$177,752
	Scope of Services For Project	CDD Management Services, Amenity Management, Dissemination Agent Services, and Field Operations Management Oversight Services.
	Dates Serviced:	Tuesday, January 3, 2006

#5	Project Name/Location	Wilford Preserve Community Development District/Clay County
	Contact Name	Louis Cowling
	Contact Phone:	904-907-6388
	Project Description	Master planned community in Clay County.
	Annual Dollar Amount Of Contract:	\$163,278
	Scope of Services For Project	CDD Management Services, Amenity Management, Pool Maintenance, Janitorial, Dissemination Agent Services, and Field Operations Management Oversight Services.
	Dates Serviced:	Friday, April 14, 2017

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any amenity center management and/or facility maintenance management contract within the past three (3) years? Yes _____ No X*
For each such incident, please provide the following information (attach additional sheets as needed):

#1	Project Name/Location	Not Applicable.
	Contact Name	
	Contact Phone:	
	Project Description	
	Annual Dollar Amount Of Contract:	
	Scope of Services For Project	
	Dates Serviced:	

- *Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes _____ No X*

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Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024

If yes, please describe each violation, fine, and resolution _____

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes ___ No X

If yes, please describe each incident _____

- *Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts?*

Yes ___ No X If yes, please provide:

The names of the entities _____

The state(s) where barred or suspended _____

The period(s) of debarment or suspension _____

Also, please explain the basis for any bar or suspension:

- *List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.*

No enforcement actions for the Proposer.

- *List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.*

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
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Governmental Management Services L.L.C. – October 18th, 2024

Proposer has been named in various lawsuits for our CDD clients. In each of these occurrences, the District Counsel for our client has been notified. Most often the District is also named as a party to the lawsuit, and we communicate directly with the District Insurance, their claims team, and/or their assigned litigation counsel as defined in our Indemnification and Notifications sections of our

Management Agreements. The nature of such lawsuits ranges from slip-and-fall accidents in the community to accidents alleged with District vendors. In these cases, we provide periodic updates to all appropriate stakeholders so that they are aware of the current and planned status of litigation matters. The proposer is happy to discuss this matter in more detail if contracted for services.

- Has any public employer terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the past year? [] Yes [X] No

Please note that the successful proposer will be required to perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors.

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
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Governmental Management Services L.L.C. – October 18th, 2024

**4.G.
PRICING**

Proposed Fee for Management and Staffing

(for hourly rates, indicate if the price is proposed to change year over year or in any year)

This must include all proposed costs of:

- Amenity Manager
- Maintenance Manager and Staff
- Pool Monitors

Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____

Hourly Rate paid by District to Contractor for Pool Monitors \$ _____

Hourly Rate actually paid Pool Monitors \$ _____

Proposed Annual Fee for Janitorial Services

Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____

If a subcontractor is proposed, please indicate:

- Amount to be Paid to Subcontractor \$ _____
- Mark up retained by Proposer \$ _____

Proposed Annual Fee for Pool Maintenance Services

Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____
Year 4	\$ _____
Year 5	\$ _____

If a subcontractor is proposed, please indicate:

- Amount to be Paid to Subcontractor \$ _____
- Mark up retained by Proposer \$ _____

Please see the Proposal options for Models 1 and 2 of 2, attached. A 6% COLA for all services has been included for outer years.

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
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Amenity Center & Field Operations Management Services
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*EXHIBIT "A" –
AMENITY CENTER AND FIELD OPERATIONS SERVICES FEE SCHEDULE
Model # 1 of 2 – [RFP Requested Services]*

Management Services	FY '25 Budget	FY '25 GMS Fees	Variance
Amenity Manager: <ul style="list-style-type: none"> Remote Amenity Center Staffing Annual Fee paid in equal monthly payments 	\$0	\$15,000	-\$15,000 0%
Field Operations Management: <ul style="list-style-type: none"> On-site Part-Time Operations Manager will be on-site on average 20 hours per week doing inspections and/or coordinating with vendors. Annual Fee paid in equal monthly payments 	\$19,200	\$52,000	-\$32,800 -170.8%
Pool Maintenance Services: <ul style="list-style-type: none"> On-site Part-Time Amenity Center Seasonal Staffing Excluding Pool Chemicals Annual Fee paid in equal monthly payments 	\$18,000	\$14,250	\$3,750 20.8%
Janitorial Services: <ul style="list-style-type: none"> On-site Part-Time Amenity Center 3 Days Per Week Excluding Cleaning Supply Expenses Annual Fee paid in equal monthly payments 	\$10,920	\$10,920	\$0 0.0%
Facility Maintenance Technician: <ul style="list-style-type: none"> On-site Part-Time Maintenance Technician Staffing of the Amenity Center and the Facilities <ul style="list-style-type: none"> On-Site on average 8 Hours A Week @ \$40.00 / Hour invoiced as incurred 	\$12,000	\$16,640	-\$4,640 -38.7%
Facility Attendant/Pool Monitor: <ul style="list-style-type: none"> Recommended Contracted Vendor With District Using A Seasonal Staffing Model 	\$40,000	\$40,000	\$0 0.0%
The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Villages Of Westport Community Development District	\$100,120	\$148,810	-\$48,690 -48.6%
Fiscal Year 2026 GMS Fees Including + 6% COLA		\$157,739	\$8,929
Fiscal Year 2027 GMS Fees Including + 6% COLA		\$167,203	\$9,464
Fiscal Year 2028 GMS Fees Including + 6% COLA		\$177,235	\$10,032
Fiscal Year 2029 GMS Fees Including + 6% COLA		\$187,869	\$10,634

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL:**

Amenity Center & Field Operations Management Services
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Governmental Management Services L.L.C. – October 18th, 2024

NOTE: IF THE PROPOSER DESIRES TO PROPOSE AN ALTERNATE APPROACH TO OPERATING AND MAINTAINING THE DISTRICT'S FACILITIES, THE PROPOSER IS STRONGLY ENCOURAGED TO SUBMIT BOTH A PROPOSAL RESPONSIVE TO THE STRUCTURE OUTLINED HEREIN AND A SEPARATE, ALTERNATIVE PROPOSAL.

**VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSAL:**

Amenity Center & Field Operations Management Services
Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024



Governmental Management Services

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*EXHIBIT "A" –
AMENITY CENTER AND FIELD OPERATIONS SERVICES FEE SCHEDULE
Model # 2 of 2 – [Alternative Staffing Model]*

Management Services	FY '25 Budget	FY '25 GMS Fees	Variance
Amenity Manager: <ul style="list-style-type: none"> Remote Amenity Center Staffing Annual Fee paid in equal monthly payments 	\$0	\$15,000	-\$15,000 0%
Field Operations Management: <ul style="list-style-type: none"> On-site Part-Time Operations Manager will be on-site on average 8 hours per week doing inspections and/or coordinating with vendors. Annual Fee paid in equal monthly payments 	\$19,200	\$21,000	-\$1,800 -9.4%
Pool Maintenance Services: <ul style="list-style-type: none"> On-site Part-Time Amenity Center Seasonal Staffing Excluding Pool Chemicals Annual Fee paid in equal monthly payments 	\$18,000	\$14,250	\$3,750 20.8%
Janitorial Services: <ul style="list-style-type: none"> On-site Part-Time Amenity Center 3 Days Per Week Excluding Cleaning Supply Expenses Annual Fee paid in equal monthly payments 	\$10,920	\$10,920	\$0 0.0%
Facility Maintenance Technician: <ul style="list-style-type: none"> On-site Part-Time Maintenance Technician Staffing of the Amenity Center and the Facilities <ul style="list-style-type: none"> On-Site on average 8 Hours A Week @ \$40.00 / Hour invoiced as incurred 	\$12,000	\$16,640	-\$4,640 -38.7%
Facility Attendant/Pool Monitor: <ul style="list-style-type: none"> Recommended Contracted Vendor With District Using A Seasonal Staffing Model 	\$40,000	\$40,000	\$0 0.0%
The GMS Proposal Compared To The Adopted Fiscal Year '25 Budget For The Villages Of Westport Community Development District	\$100,120	\$117,810	-\$17,690 -17.7%
Fiscal Year 2026 GMS Fees Including + 6% COLA		\$124,879	\$7,069
Fiscal Year 2027 GMS Fees Including + 6% COLA		\$132,371	\$7,493
Fiscal Year 2028 GMS Fees Including + 6% COLA		\$140,314	\$7,942
Fiscal Year 2029 GMS Fees Including + 6% COLA		\$148,732	\$8,419

VILLAGES OF WESTPORT COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSAL:

Amenity Center & Field Operations Management Services

Addendum Questionnaire

Governmental Management Services L.L.C. – October 18th, 2024

Draft

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Proposal Forms and all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this 18th day of October, 2024.

Proposer: Governmental Management Services, LLC

By: [Signature]

Title: President

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me this 18th day of October, 2024, by Darrin Masing of Governmental Management Services, LLC who is personally known to me or who has produced driver's license as identification, and did or did not [] take the oath.

[Signature]

Notary Public, State of Florida

Print Name: Marissa Torres

Commission No.: HH 595606

My Commission Expires: September 19, 2028



FOURTH ORDER OF BUSINESS

**Villages of Westport
Community Development District
ANNUAL FINANCIAL REPORT
September 30, 2023**

Villages of Westport Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2023

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REPORT OF INDEPENDENT AUDITORS

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

Report on Audit of the Financial Statements

Opinion

We have audited the financial statements of the governmental activities and each major fund of Villages of Westport Community Development District (the "District"), as of and for the year ended September 30, 2023, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Villages of Westport Community Development District as of September 30, 2023, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

To the Board of Supervisors
Villages of Westport Community Development District

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year beyond the financial statement date, including currently known information that may raise substantial doubt thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

To the Board of Supervisors
Villages of Westport Community Development District

Required Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October XX, 2024 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Villages of Westport Community Development District's internal control over financial reporting and compliance.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October XX, 2024

**Villages of Westport Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2023**

Management's discussion and analysis of Villages of Westport Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, physical environment, culture/recreation, transportation and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**Villages of Westport Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2023**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including capital assets are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as general obligation bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliations are provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2023.

- ◆ The District's assets were exceeded by liabilities by \$(425,163) (net position). Net investment in capital assets was \$(1,283,426), restricted net position was \$856,770 and unrestricted net position was \$1,493.
- ◆ Governmental activities revenues totaled \$1,155,672, while governmental activities expenses totaled \$1,060,708.

**Villages of Westport Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2023**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2023	2022
Current assets	\$ 29,774	\$ 263,119
Restricted assets	1,488,516	1,334,992
Capital assets	5,116,333	5,352,427
Total Assets	6,634,623	6,950,538
Current liabilities	594,786	595,665
Non-current liabilities	6,465,000	6,875,000
Total Liabilities	7,059,786	7,470,665
Net Position		
Net investment in capital assets	(1,283,426)	(974,261)
Restricted net position	856,770	325,116
Unrestricted	1,493	129,018
Total Net Position	\$ (425,163)	\$ (520,127)

The decrease in current assets is related to expenditures exceeding revenues at the fund level in the current year.

The decrease in capital assets is related to depreciation in the current year.

The decrease in non-current liabilities is related to the principal payment made in the current year.

**Villages of Westport Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2023**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Change In Net Position

	Governmental Activities	
	2023	2022
Program Revenues		
Charges for services	\$ 1,086,668	\$ 1,095,659
General Revenues		
Miscellaneous revenues	810	1,085
Investment income	68,194	11,562
Total Revenues	<u>1,155,672</u>	<u>1,108,306</u>
Expenses		
General government	106,437	104,353
Physical environment	201,762	278,867
Culture/recreation	302,144	141,189
Transportation	45,523	45,523
Interest and other charges	404,842	426,241
Total Expenses	<u>1,060,708</u>	<u>996,173</u>
Change in Net Position	94,964	112,133
Net Position - Beginning of Year	<u>(520,127)</u>	<u>(632,260)</u>
Net Position - End of Year	<u>\$ (425,163)</u>	<u>\$ (520,127)</u>

The decrease in physical environment and the increase in culture/recreation is related to the reallocation of certain expenses in the current year.

The decrease in interest and other charges is related to the reduction in bonds outstanding.

**Villages of Westport Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2023**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2023 and 2022.

<u>Description</u>	<u>Governmental Activities</u>	
	<u>2023</u>	<u>2022</u>
Land and improvements	\$ 2,020,928	\$ 2,020,928
Buildings and improvements	2,823,789	2,823,789
Infrastructure	2,144,996	2,144,996
Accumulated depreciation	(1,873,380)	(1,637,286)
Total Capital Assets, net	<u>\$ 5,116,333</u>	<u>\$ 5,352,427</u>

During the year, depreciation was \$236,094.

General Fund Budgetary Highlights

Actual expenditures were more than the final budget because legal fees, repair and maintenance, and security camera monitor expenditures were more than anticipated.

The September 30, 2023 budget was not amended.

Debt Management

Governmental Activities debt includes the following:

In February 2005, the District issued \$16,950,000 Series 2005A Capital Improvement Revenue Bonds. These bonds were issued to finance a portion of the cost of acquisition and construction of the 2005A Project. As of September 30, 2023, the balance outstanding was \$6,875,000.

Economic Factors and Next Year's Budget

Villages of Westport Community Development District does not expect any economic factors to have any significant effect on the financial position or results of operations of the District in fiscal year 2024.

Request for Information

The financial report is designed to provide a general overview of Villages of Westport Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Villages of Westport Community Development District, Governmental Management Services - NF, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Villages of Wesport Community Development District
STATEMENT OF NET POSITION
September 30, 2023

	Governmental Activities
Assets	
Current Assets	
Cash	\$ 17,663
Investments	5,335
Interest receivable	6,776
Total Current Assets	29,774
Non-Current Assets	
Restricted	
Investments	1,488,516
Capital assets, not being depreciated	
Land and improvements	2,020,928
Capital assets, being depreciated	
Buildings and improvements	2,823,789
Infrastructure	2,144,996
Accumulated depreciation	(1,873,380)
Total Non-Current Assets	6,604,849
Total Assets	6,634,623
Liabilities	
Current Liabilities	
Accounts payable and accrued expenses	21,505
Bonds payable	410,000
Accrued interest	163,281
Total Current Liabilities	594,786
Non-Current Liabilities	
Bonds payable	6,465,000
Total Liabilities	7,059,786
Net Position	
Net investment in capital assets	(1,283,426)
Restricted for debt service	264,780
Restricted for capital project	591,990
Unrestricted net position	1,493
Total Net Position	\$ (425,163)

See accompanying notes to financial statements.

**Villages of Westport Community Development District
BALANCE SHEET –
GOVERNMENTAL FUNDS
September 30, 2023**

	General	Debt Service	Capital Projects	Total Govrnmental Funds
Assets				
Cash and cash equivalents	\$ 17,663	\$ -	\$ -	\$ 17,663
Investments	5,335	-	-	5,335
Interest receivable	-	4,079	2,697	6,776
Restricted Assets				
Investments	-	899,223	589,293	1,488,516
Total Assets	\$ 22,998	\$ 903,302	\$ 591,990	\$ 1,518,290
Liabilities and Fund Balances				
Liabilities				
Accounts payable and accrued expenses	\$ 21,505	\$ -	\$ -	\$ 21,505
Fund Balances				
Restricted:				
Debt service	-	903,302	-	903,302
Capital projects	-	-	591,990	591,990
Unassigned	1,493	-	-	1,493
Total Fund Balances	1,493	903,302	591,990	1,496,785
 Total Liabilities and Fund Balances	\$ 22,998	\$ 903,302	\$ 591,990	\$ 1,518,290

See accompanying notes to financial statements.

Villages of Westport Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2023

Total Governmental Fund Balances	\$ 1,496,785
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets, land and improvements, \$2,020,928, buildings and improvements, \$2,823,789, and infrastructure, \$2,144,996, net of accumulated depreciation, \$(1,873,380), used in governmental activities are not current financial resources, and therefore, are not reported at the fund level.	5,116,333
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore, are not reported at the fund level.	(6,875,000)
Accrued interest for long-term debt is not a current financial use and therefore, is not reported at the fund level.	<u>(163,281)</u>
Net Position of Governmental Activities	<u><u>\$ (425,163)</u></u>

See accompanying notes to financial statements.

Villages of Westport Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS
For the Year Ended September 30, 2023

	General	Debt Service	Capital Projects	Total Governmental Funds
Revenues				
Special assessments	\$ 291,160	\$ 795,508	\$ -	\$ 1,086,668
Miscellaneous revenues	810	-	-	810
Investment income	277	41,796	26,121	68,194
Total Revenues	<u>292,247</u>	<u>837,304</u>	<u>26,121</u>	<u>1,155,672</u>
Expenditures				
Current				
General government	106,437	-	-	106,437
Physical environment	152,380	-	-	152,380
Culture/recreation	160,955	-	-	160,955
Debt Service				
Principal	-	390,000	-	390,000
Interest	-	414,105	-	414,105
Total Expenditures	<u>419,772</u>	<u>804,105</u>	<u>-</u>	<u>1,223,877</u>
Excess of revenues over/(under) expenditures	<u>(127,525)</u>	<u>33,199</u>	<u>26,121</u>	<u>(68,205)</u>
Other Financing Sources/(Uses)				
Transfers in	-	-	69,500	69,500
Transfers out	-	(69,500)	-	(69,500)
Total Other Financing Sources/(Uses)	<u>-</u>	<u>(69,500)</u>	<u>69,500</u>	<u>-</u>
Net Change in Fund Balances	(127,525)	(36,301)	95,621	(68,205)
Fund Balances - October 1, 2022	<u>129,018</u>	<u>939,603</u>	<u>496,369</u>	<u>1,564,990</u>
Fund Balances - September 30, 2023	<u>\$ 1,493</u>	<u>\$ 903,302</u>	<u>\$ 591,990</u>	<u>\$ 1,496,785</u>

See accompanying notes to financial statements.

**Villages of Westport Community Development District
 RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
 TO THE STATEMENT OF ACTIVITIES
 For the Year Ended September 30, 2023**

Net Change in Fund Balances - Total Governmental Funds	\$	(68,205)
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation. This is the amount of depreciation in the current period.		(236,094)
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The payment of bond principal is recognized as an expenditure at the fund level, however, the payment reduces liabilities at the government-wide level.		390,000
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In the Statement of Activities, interest is accrued on outstanding bonds; whereas in governmental funds, interest expenditures are reported when due. This is the net amount between the prior year and current year accruals.		9,263
		<hr style="width: 100%;"/>

Change in Net Position of Governmental Activities	\$	<u>94,964</u>
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See accompanying notes to financial statements.

Villages of Westport Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended September 30, 2023

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	\$ 290,425	\$ 290,425	\$ 291,160	\$ 735
Miscellaneous revenues	-	-	810	810
Investment income	-	-	277	277
Total Revenues	<u>290,425</u>	<u>290,425</u>	<u>292,247</u>	<u>1,822</u>
Expenditures				
Current				
General government	65,828	65,828	106,437	(40,609)
Physical environment	109,400	109,400	152,380	(42,980)
Culture/recreation	171,056	171,056	160,955	10,101
Total Expenditures	<u>346,284</u>	<u>346,284</u>	<u>419,772</u>	<u>(73,488)</u>
Net Change in Fund Balances	(55,859)	(55,859)	(127,525)	(71,666)
Fund Balances - October 1, 2022	<u>55,859</u>	<u>55,859</u>	<u>129,018</u>	<u>73,159</u>
Fund Balances - September 30, 2023	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,493</u>	<u>\$ 1,493</u>

See accompanying notes to financial statements.

Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established on June 14, 2004, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), and Rules 42QQ-1.001, et seq., Florida Administrative Code, adopted by the Florida Land & Water Adjudicatory Commission ("FLWAC") as a Community Development District. FLWAC Amended rule 42QQ-1.002 amended the boundaries of the District effective July 13, 2021, contracting 1058.56 acres and adding 3.63 acres. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or outside the boundaries of the Villages of Westport Community Development District. The District is governed by a five member Board of Supervisors, elected on an at large basis by qualified electors within the District. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Villages of Westport Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth in Governmental Accounting Standards Board, The Financial Reporting Entity, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments and interest. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District classifies fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

**Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter, to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of "available spendable resources".

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

Debt Service Fund – Accounts for debt service requirements to retire the capital improvement bonds which were used to finance the construction of District infrastructure improvements.

Capital Projects Fund – Accounts for financial resources to be used in the acquisition and construction of infrastructure improvements within the boundaries of the District.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as land and improvements, and non-current governmental liabilities, such as general obligation bonds and due to developer be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

**Villages of Westport Community Development District
 NOTES TO FINANCIAL STATEMENTS
 September 30, 2023**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

a. Cash and Investments (Continued)

Cash equivalents include time deposits and all highly liquid debt instruments with original maturities of three months or less and held in a qualified public depository as defined by Section 280.02, Florida Statutes.

b. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. A formal budget is adopted for the general fund. As a result, deficits in the budget columns of the accompanying financial statements may occur.

c. Capital Assets

Capital assets, which include land and improvements, buildings and improvements, and infrastructure, are reported in the governmental activities column.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Infrastructure	20-25 years
Building	20 years

Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

“Total fund balances” of the District’s governmental funds, \$1,496,785, differs from “Net Position” of governmental activities, \$(425,163), reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the governmental fund balance sheet. The effect of the differences is illustrated below.

Capital related items

When capital assets (land, buildings and improvements and infrastructure that are to be used in governmental activities) are purchased or constructed, the cost of those assets is reported as expenditures in governmental funds. However, the Statement of Net Position included those capital assets among the assets of the District as a whole.

Land and improvements	\$ 2,020,928
Buildings and improvements	2,823,789
Infrastructure	2,144,996
Accumulated depreciation	<u>(1,873,380)</u>
Total	<u>\$ 5,116,333</u>

Long-term debt transactions

Governmental Activities long-term liabilities are not due and payable in the current period and are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position. Balances at September 30, 2023 were:

Bonds payable	<u>\$ (6,875,000)</u>
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Accrued liabilities in the Statement of Net Position differ from the amount reported in governmental funds due to the accrued interest on bonds.

Accrued interest	<u>\$ (163,281)</u>
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**Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023**

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities

The "net change in fund balances" for government funds, \$(68,205), differs from the "change in net position" for governmental activities, \$94,964, reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated as follows.

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the Statement of Activities, the costs of those assets are capitalized and the cost is allocated over their estimated useful lives as depreciation. This is the current year depreciation.

Depreciation	\$ <u>(236,094)</u>
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Long-term debt transactions

Payments made on long-term debt are recognized as expenditures at the fund level and decrease long-term debt at the government-wide level.

Principal payments	\$ <u>390,000</u>
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Accrued interest

Interest is reported at the fund level when paid, however, at the government-wide level interest is reported as incurred. This is the change in accrued interest in the current year.

Accrued interest	\$ <u>9,263</u>
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NOTE C – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments. The District did not have investment balances.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk, however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2023, the District's bank balance was \$18,135 and the carrying value was \$17,663. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

**Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023**

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Investments

As of September 30, 2023, the District had the following investments and maturities:

<u>Description</u>	<u>Maturities</u>	<u>Fair Value</u>
Florida PRIME	35 days*	\$ 1,186,913
U S Bank Money Market	N/A	306,938
Total Investments		<u>\$ 1,493,851</u>

*Weighted Average Maturity

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that use the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the investment in U S Bank Money Market is a level 1 investment.

The District's investment policy allows management to invest funds in investments permitted under Section 218.415, Florida Statutes. The investment in Florida PRIME is measured at amortized cost. Florida PRIME has established policies and guidelines regarding participant transactions and the authority to limit or restrict withdrawals or impose a penalty for an early withdrawal. As of September 30, 2023, there were no redemption fees, maximum transaction amounts, or any other requirement that would limit daily access to 100 percent of the account value.

Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Interest Rate Risk

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

Credit Risk

The District's investments are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2023, the District's investment in Florida PRIME was rated AAAM by Standard & Poor's. The investment in U S Bank Money Market is not rated as of September 30, 2023.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The investments in Florida PRIME is 79% of the District's total investments. The investments in US Bank Money Market are 21% of the District's total investments.

The types of deposits and investments and their level of risk exposure as of September 30, 2023 were typical of these items during the fiscal year then ended. The District considers any decline in fair value for certain investments to be temporary.

NOTE D – CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2023 was as follows:

	Balance October 1, 2022	Additions	Deletions	Balance September 30, 2023
<u>Governmental activities:</u>				
Capital assets				
Land and improvements	\$ 2,020,928	\$ -	\$ -	\$ 2,020,928
Buildings and improvements	2,823,789	-	-	2,823,789
Infrastructure	2,144,996	-	-	2,144,996
Accumulated depreciation	(1,637,286)	(236,094)	-	(1,873,380)
Total Capital Assets, net	<u>\$ 5,352,427</u>	<u>\$ (236,094)</u>	<u>\$ -</u>	<u>\$ 5,116,333</u>

Depreciation was charged to physical environment, \$49,382, transportation, \$45,523, and culture/recreation, \$141,189.

Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023

NOTE E – LONG-TERM DEBT

The following is a summary of debt activity for the District for the period ended September 30, 2023:

Bonds payable at October 1, 2022	\$ 7,265,000
Principal payments	(390,000)
Bonds payable at September 30, 2023	<u>\$ 6,875,000</u>

District debt is comprised of the following at September 30, 2023:

Capital Improvement Revenue Bonds

\$16,950,000 Series 2005A Capital Improvement Revenue Bonds maturing on May 1, 2035, at an interest rate of 5.7%, payable May 1 and November 1. Current portion is \$410,000. \$ 6,875,000

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2023 are as follows:

Year Ending September 30,	Principal	Interest	Total
2024	\$ 410,000	\$ 391,875	\$ 801,875
2025	435,000	368,505	803,505
2026	460,000	343,710	803,710
2027	490,000	317,490	807,490
2028	515,000	289,560	804,560
2029-2033	3,070,000	970,995	4,040,995
2034-2035	1,495,000	129,105	1,624,105
Totals	<u>\$ 6,875,000</u>	<u>\$ 2,811,240</u>	<u>\$ 9,686,240</u>

The Series 2005A Bonds are subject to redemption at the option of the District prior to their maturity, in whole or in part, at any time after May 1, 2013, at a price equal to the par amount of the Series 2005A Bonds thereof, together with accrued interest to the date of redemption. The Series 2005A Bonds are subject to mandatory redemption prior to maturity in the manner outlined in the Trust Indenture.

The Trust Indenture established certain amounts be maintained in a reserve account. In addition, the Trust Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

**Villages of Westport Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2023**

NOTE E – LONG-TERM DEBT (CONTINUED)

Summary of Significant Bonds Resolution Terms and Covenants

Depository Funds

The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

Reserve Funds – The Series 2005A Reserve Account was funded from the proceeds of the Series 2005A Bonds in an amount equal to the maximum annual debt service required for Series 2005A Bonds at the date of issue until the Reserve Account Release Conditions have been satisfied as established in the Trust Indenture. Once the Release Conditions have been satisfied as established in the Trust Indenture the Reserve Account shall be reduced to an amount equal to the 2005A Reserve Account Percentage (6.9126%) times the deemed outstanding principal amount of the Series 2005A Bonds, as of the time of any such calculation. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

The following is a schedule of required reserve balances as of September 30, 2023:

	Reserve Balance	Reserve Requirement
Capital Improvement Revenue Bonds, Series 2005A	\$ 481,733	\$ 475,241

NOTE F – INTERFUND ACTIVITY

Interfund activity for the year ended September 30, 2023, consisted of the following:

	Transfer In	Transfer Out
	Debt Service Fund	Debt Service Fund
Capital Projects Fund	\$ 69,500	\$ 69,500

Transfers made between the Capital Projects Fund and the Debt Service fund were made in accordance with the Trust Indenture.

NOTE G – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The District has not filed any claims under this commercial coverage.

NOTE H – ECONOMIC DEPENDENCY

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

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, as listed in the table of contents, of Villages of Westport Community Development District, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated October XX, 2024.

Report on Internal Control Over Financial Reporting

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

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

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

To the Board of Supervisors
Villages of Westport Community Development District

Report on Compliance and Other Matters

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

Purpose of this Report

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

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October XX, 2024

MANAGEMENT LETTER

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

Report on the Financial Statements

We have audited the financial statements of the Villages of Westport Community Development District as of and for the year ended September 30, 2023, and have issued our report thereon dated October XX, 2024.

Auditor's Responsibility

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

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with *AICPA Professionals Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated October XX, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the prior financial audit report.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not Villages of Westport Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that Villages of Westport Community Development District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

To the Board of Supervisors
Villages of Westport Community Development District

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for Villages of Westport Community Development District. It is management's responsibility to monitor the Villages of Westport Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same as of September 30, 2023.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information

The information provided below was provided by management and has not been audited; therefore, we do not express an opinion or provide any assurance on the information.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the Villages of Westport Community Development District reported:

- 1) The total number of district employees compensated in the last pay period of the District's fiscal year: 3
- 2) The total number of independent contractors to whom nonemployee compensation was paid in the last month of the District's fiscal year: 7
- 3) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$4,400
- 4) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: \$373,045
- 5) Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1, 2022, together with the total expenditures for such project. None
- 6) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final adopted budget under Section 189.016(6), Florida Statutes: The budget was not amended.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)8, Rules of the Auditor General, the Villages of Westport Community Development District reported:

- 1) The rate or rates of non-ad valorem special assessments imposed by the District: \$78.65 - \$409.35.
- 2) The amount of special assessments collected by or on behalf of the District: Total special assessments collected was \$1,086,668.
- 3) The total amount of outstanding bonds issued by the District and the terms of such bonds. Series 2005A Bonds, \$6,875,000 maturing in May 2035.

To the Board of Supervisors
Villages of Westport Community Development District

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did note the following finding.

Finding 2023-01

Finding: The District is not in compliance with Section 189.016, Florida Statutes, due to the General Fund budget being over expended.

Recommendation: The District should monitor expenditures in the future years to ensure that actual expenditures do not exceed the budget.

Management Response: Expenditures will be monitored in future years to ensure budget compliance.

Purpose of this Letter

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

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October XX, 2024

**INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE
WITH SECTION 218.415, FLORIDA STATUTES**

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

We have examined Villages of Westport Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2023. Management is responsible for Villages of Westport Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Villages of Westport Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Villages of Westport Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Villages of Westport Community Development District's compliance with the specified requirements.

In our opinion, Villages of Westport Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2023.

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

October XX, 2024

FIFTH ORDER OF BUSINESS

C.

VILLAGES OF WESTPORT
COMMUNITY DEVELOPMENT DISTRICT
(“District”)

Policies and Fees
for the
Amenity Facilities
Adopted – June 5, 2014
Revised – June 27, 2024

Villages of Westport Amenity Center
Jacksonville, Florida

DEFINITIONS

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

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

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

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

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

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

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

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

"Household" – shall mean all individuals collectively residing in a home located within the Villages of Westport Community Development District.

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

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

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

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

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

VILLAGES OF WESTPORT ANNUAL USER FEE

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

GUESTS

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

RENTER'S PRIVILEGES

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

KEY CARD ACCESS

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

GENERAL FACILITY PROVISIONS

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

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

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

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

LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY

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

AMENITY FACILITY OPERATIONS

Hours: The District Amenity Facilities' daily hours of operation are from 30 minutes after sunrise to 30 minutes before sunset. ~~except for the Fitness Center which is open for use from 6 a.m. to 8 p.m. daily~~—The Amenity Center will be closed on the following holidays: Easter, Thanksgiving Day, Christmas Day and New Year's Day. The Amenity Center will also close early at the discretion of Amenity Staff on Christmas Eve and New Years Eve.

Emergencies: After contacting 911 if required, all emergencies and injuries must be reported to the District Manager at (904) 940-5850 ext. 401.

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

GENERAL SWIMMING POOL RULES

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

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

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

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

30. No floating or climb-on toys allowed

SWIMMING POOL: FECES POLICY

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

BASKETBALL COURT POLICIES

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

Hours: The Basketball Facility is available for use by Patrons from 30 minutes after sunrise to 30 minutes before sunset. The Basketball Facility may not be used after dark. No access will be allowed, by a Patron or any other person, before or after Basketball Facility hours. Trespassing may be prosecuted as a criminal offense and may lead to the loss of the Key Card and/or the revocation of access to the Amenity Center for the entire **Household**.

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

Emergencies: All emergencies and injuries must be reported to the District Manager at **(904) 940-5850 ext. 401**.

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

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

General Policies:

1. Proper basketball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
2. Persons using the basketball facility must supply their own equipment.

3. The basketball facility is for the play of basketball only. Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited from use at the facility.
4. Beverages are permitted at the basketball facility if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the basketball courts. Alcoholic beverages are not permitted on basketball courts.
5. No chairs other than those provided by the District are permitted on the basketball courts.

MULTI-PURPOSE FIELD POLICIES

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

Hours: The Multi-Purpose Field shall be available for use from 30 minutes after sunrise until 30 minutes before sunset. No access will be allowed, by a Patron or any other person, before or after Multi-Purpose Field hours. Trespassing may be prosecuted as a criminal offense and may lead to the loss of the Key Card and/or the revocation of access to the Amenity Center for the entire **Household**.

Eligible Users: Patrons and guests thirteen (13) years of age and older are permitted to use the Multi-Purpose Field. Children under thirteen (13) years of age must be accompanied at all times by a guardian or adult Patron over (18) years of age during usage of the Multi-Purpose Field. Patrons may be accompanied by up to five (5) guests.

Emergencies: For all emergencies, call 911 immediately. All emergencies and injuries must also be reported to the District Manager at **(904) 940-5850 ext. 401**.

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

General Policies:

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

7. Use of the Multi-Purpose Field may be limited from time to time due to a District-sponsored event.

FITNESS CENTER POLICIES

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

Hours: The Fitness Center is open for use by Patrons and guests during the hours of 30 minutes after sunrise until 30 minutes before sunset daily. No access will be allowed, by a Patron or any other person, before or after Fitness Center hours. Trespassing may be prosecuted as a criminal offense and may lead to the loss of the Key Card and/or the revocation of access to the Amenity Center for the entire **Household**.

Eligible Users: Patrons eighteen (18) years of age and older are permitted to use the Fitness Center during designated operating hours. Children under eighteen (18) years of age must be accompanied at all times by a guardian or adult Patron over eighteen (18) years of age during usage of the Fitness Center.

Emergencies: For all emergencies, call 911 immediately. All emergencies and injuries must also be reported to the District Manager at **(904) 940-5850 ext. 401**.

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

General Policies:

1. Appropriate attire and footwear (covering the entire foot) must be worn at all times in the Fitness Center. Appropriate attire includes t-shirts, tank tops, shorts, leotards, and/or sweat suits (no swimsuits).
2. Each individual is responsible for wiping off fitness equipment after use.
3. Use of personal trainers is permitted in the Fitness Center per approval of the District Manager.
4. Hand chalk is not permitted to be used in the Fitness Center.
5. Radios, tape players, **music devices of anytype**, and CD players are not permitted unless they are personal units equipped with headphones.
6. No bags, gear, or jackets are permitted on the floor of the Fitness Center or on the fitness equipment.

7. Weights or other fitness equipment may not be removed from the Fitness Center.
8. Please limit use of cardiovascular equipment to thirty (30) minutes and step aside between multiple sets on weight equipment if other persons are waiting.
9. Please be respectful of others. Allow other Patrons and Guests to also use equipment, especially the cardiovascular equipment.
10. Please replace weights to their proper location after use.
11. Free weights are not to be dropped and should be placed only on the floor or on the equipment made specifically for storage of the weights.

DISTRICT TOT LOT POLICIES

1. Children under thirteen (13) years of age must be accompanied at all times by a guardian or adult Patron over (18) years of age during usage of the tot lot.
2. No roughhousing on the tot lot.
3. Persons using the tot lot must clean up all food, beverages and miscellaneous trash brought to the playground. Glass containers are prohibited.
4. The use of profanity or disruptive behavior is absolutely prohibited.
5. Patrons who use the tot lot do so at their own risk.
6. The tot lot may not be reserved or rented by Patrons; however, they may be reserved by the District for District-sponsored events or functions.

FISHING POLICY

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

FACILITY RENTAL POLICIES

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

given time; however, recurring events may be approved at the discretion of the District Manager.

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

New Year's Day	Easter Sunday	Memorial Day
4 th of July	Labor Day	Thanksgiving

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

Facility	Capacity	Fee
Multi-Purpose Field (Whole Field)	100 persons	\$150
Picnic Area by Playground	50 persons	\$150

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

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

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

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

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

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

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

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

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

(4) General Policies:

- (a) No decorations may be affixed to the walls, doors or any fixtures.
- (b) Patron and Patron's Guests are required to adhere to all Amenity Facility rules, Policies, and directions from the District Manager and on-site staff.
- (c) The areas of the Amenity Facilities listed above may be rented after normal operating hours from 30 minutes after sunrise until 30 minutes before sunset.
- (d) The volume of live or recorded music must not violate applicable Duval County noise ordinances.
- (e) No glass or breakable items are permitted on District property, including the Amenity Facilities.

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

SUSPENSION AND TERMINATION OF ACCESS RULE

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

Effective Date: August 21, 2023

In accordance with Chapters 190 and 120 of the Florida Statutes, and on August 21, 2023 at a duly noticed public meeting, the Board of Supervisors (“Board”) of the Villages of Westport Community Development District (“District”) adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.

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

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

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

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

- a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of a Patron Card or otherwise facilitating or allowing unauthorized use of the Amenity Facilities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Failing to abide by any District rules or policies (e.g., Amenity Policies);
- g. Treating the District’s staff, contractors, representatives, residents, Patrons or Guests, in a harassing or abusive manner;

- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, amenities management, contractors, representatives, residents, Patrons or Guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's guest or a member of their **Household** committing any of the above Violations.

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

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

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

7. Property Damage Reimbursement. If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property (“Property Damage Reimbursement”). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

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

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

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

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

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

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

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

9. Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person’s access for committing any of the Violations

outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 5, and the hearing shall be conducted in accordance with Section 8.

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

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

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

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

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

The above policies were revised by the Board of Supervisors for the Villages of Westport Community Development District on this 27th day of June, 2024.

EIGHTH 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.duvalelections.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 _____

3.

Constant Contact Survey Results

Campaign Name: Untitled Survey Page Created 2024/07/16, 5:28:27 PM EDT

Survey Starts: 133

Survey Submits: 68

Export Date: 09/10/2024 02:39 PM

MULTIPLE CHOICE

How often do you exercise at Fitness Center?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Never			39	57%
Periodically			21	30%
Often			8	11%
Total Responses			68	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			52	76%
No			5	7%
Maybe			11	16%
Total Responses			68	100%

MULTIPLE CHOICE

Preferred Fitness Center Equipment?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Stationary Bike			4	5%
Elliptical Machine			15	22%
Weight Machine			19	27%
Treadmill			14	20%
No Preference			8	11%
Other			8	11%
Total Responses			68	100%

C.

Villages of Westport

Field Operations Report

Date of report: **Oct 18th, 2024**

Submitted by: **Tim Harden**

Maintenance projects completed:

1. The lines in the parking lot of the amenity center were faded. Staff repainted the lines so they look clean and crisp.

Pic before repainting



Pic after the repainting



2. The playground at the amenity center has been prone to flooding since Vesta has been onsite. The District Engineer provided staff with a site plan which included the approximate location of a drain in the playground area. Staff was able to dig by hand and locate the drain that was clogged and covered with mulch and mud. The playground now remains dry even after significant rainfall.

Pic of flooded playground



Pic of drain



3. The mailbox kiosks in Devinston were covered with algae. Staff soft washed all of them so that they look like new.

Before



After



4. Staff was notified on Sept 25th that the sign at the Keniston entrance was spray painted by vandals. The sign was repainted to cover the graffiti. The lights that shine on the sign will also have to be replaced.

5. The ceiling fans on the patio were mismatched and some of the globes were broken. Staff replaced the six ceiling fans in the fitness center and on the patio so that they all match.

6. The end tables on the pool deck were cracked and the tops had become detached from the legs. Staff purchased eight new end tables for the pool deck from a patio furniture retailer on Beach Blvd. The new tables are aluminum so they will never rust or crack. They also come with a seven year warranty on the paint.

7. On Aug 8th the District was cited by the Jacksonville Municipal Code Compliance Division for having an inoperable pool lift chair. The chair has not been functional since Vesta came on site. Staff purchased a battery and charger to eliminate those as the cause of the problem. A company called Mobility Plus was hired to diagnose and repair the pool lift chair. Mobility Plus informed us that a total rebuild was required. This included replacing the Control Box Module, Motor, Lift Acuator and Hib Assembly. The total for parts and labor came to \$6,117.82. The estimate for replacing the chair with a comparable model was \$15,000.

8. The backflow preventer at 12060 Braddock Rd was due for annual testing. Bob's Backflow was hired to perform the test. This yearly testing is required by law.

9. Staff ordered a new Basketball Court Rules sign since some of the letters were worn off of the old sign. The aluminum replacement sign was ordered from Buchanan Signs and costed \$240.

10. Pine bark was getting washed onto the sidewalks each time it rained. Staff purchased and installed French drains on all amenity center downspouts. This will result in less bark being washed out of the beds.

11. The plastic soap dispenser in the women's restroom was broken. Staff ordered and installed a new metal soap dispenser that should be more durable.

12. The top half of one of the windows in the gym was fogged up. Staff hired The Glass Doctor to replace two panes of glass in the window. This project costed \$323.16.
13. The gym doors and restroom doors were not closing properly. This was caused by the latches making contact with the door frame. Staff cut the latches off of the door since they were not needed. These doors are kept closed by the magnetic lock.
14. Staff installed a barrier to protect the access gate button from being pressed by reaching through the gate with a tool.
15. Both fresh water connections in the new phase of the District lacked backflow preventers. Staff reached out to LGI to request that these be installed. The installation has been completed.

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



ELEVENTH 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, August 19, 2024 at 5:30 p.m. at the Highlands Regional Library, 1826 Dunn Avenue, Jacksonville, Florida.

Present and constituting a quorum:

Yashekia Scarlett	Chair
Anina Guyton	Vice Chairperson
Alice Sanford	Supervisor
Godfrey Story	Supervisor
Carl Hawkins	Supervisor

Also present:

Darrin Mossing	District Manager
Daniel Laughlin	GMS
Jennifer Kilinski <i>by Zoom</i>	Kilinski Van Wyk
Tim Harden	Field Manager
Jay King	Vesta
Dan Fagan	Vesta
Chip Dellinger	GMS

The following is a summary of the actions taken at the August 19, 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 5:31 p.m. and called roll. Five Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments *(regarding agenda items below)*

Mr. Mossing noted next is public comment on items specific to the agenda.

- Keith Millard (12422 Cadley Circle) Asked to turn the fountain on in the pond near his home.
- Rosalind Bronner Davis (12648 Weeping Branch Circle) Communication received from CDD regarding fees increasing. Mr. Mossing noted two components to the property tax bill, a fixed bond component and an O&M assessment levied each year with the annual budget. This year it was necessary to increase assessments.

THIRD ORDER OF BUSINESS

Presentation Regarding CDDs

This item was tabled to a future meeting agenda.

FOURTH ORDER OF BUSINESS

Acceptance of Vesta Resignation Letter

Mr. Mossing noted discussion is continued from the prior meeting. Mr. King reviewed prioritizing the capital work that needs to be done as the District is rebuilding their finances. He noted the field hours would be about 8 hours per week and onsite team 12 hours per week (4 hours a day 3 days a week). Ms. Sanford spoke about the communication problem and disconnect. She suggested giving GMS an opportunity. Mr. Mossing stated GMS would stay within the existing pricing that is in their budget. Ms. Kilinski noted the Board would need to authorize her office or GMS to send out a scope to get apples to apples bids for October. Vesta agreed to 10/31/24 transition date.

On MOTION by Ms. Sanford, seconded by Ms. Guyton, with Ms. Sanford, Ms. Guyton, Mr. Hawkins in favor and Mr. Story and Ms. Scarlett opposed, the Acceptance of Vesta Resignation Letter - Will Stay Until 10/31/24, was approved 3-2.

Mr. Hawkins motioned to allow GMS to start the RFP process for onsite services.

On MOTION by Mr. Hawkins, seconded by Ms. Guyton, with all in favor, Authorize DM to Issue RFP for Onsite Management Services for October Meeting, was approved.

FIFTH ORDER OF BUSINESS

Ratification of Acknowledgement and Release

Mr. Mossing stated this is a motion to ratify all of the actions the District has taken to finalize the acquisition of improvements for the LGI property in Phase 4. Everything has been finalized. He asked for a motion to ratify that acknowledgement and release.

On MOTION by Ms. Scarlett, seconded by Ms. Guyton, with all in favor, the Acknowledgement and Release, was ratified.

SIXTH ORDER OF BUSINESS

Discussion of Agreement for Mulch Installation

Mr. Mossing recommended addressing drainage issues before mulch installation. A Board member recommended putting in a ticket with the city to review the drainage issue. Ms. Kilinski stated direction from the Board is sufficient for rejection of the mulch proposal.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals:

A. Landscape Maintenance Proposals

- 1. **Yellowstone**
- 2. **VerdeGo**
- 3. **Koehn Outdoor**
- 4. **Brightview**
- 5. **LawnBoy**

Each landscape vendor reviewed their proposals with the exception of Koehn Outdoor who wasn't present at the meeting. Ms. Kilinski will send a termination letter to Yellowstone and draft an agreement for Brightview.

On MOTION by Mr. Story, seconded by Ms. Scarlett, with all in favor, Terminating Yellowstone and Select Brightview as Landscape Maintenance Provider Effective October 1st, was approved.

B. Phase IV

- 1. **Lake Maintenance – Solitude**
- 2. **Landscape – Yellowstone**

Mr. Mossing asked for a motion to approve the Solitude proposal for Phase IV lake maintenance.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, the Lake Maintenance Agreement Addendum Solitude Phase IV, was approved.

C. Irrigation System Replacement Amenity Center

- 1. C&L Landscape**
- 2. Yellowstone**
- 3. Down to Earth**
- 4. VerdeGo**

Ms. Sanford suggested getting rid of the drip lines and installing irrigation with sprinkler heads. The Board would like a proposal from Brightview to do the work. The NTE amount of \$8,655 is from the proposal presented from VerdeGo. If the amount from Brightview is greater than \$8,655, VerdeGo will do the work.

On MOTION by Ms. Scarlett, seconded by Mr. Hawkins, with all in favor, the Irrigation System NTE \$8,655 for BrightView to Replace Drip Irrigation Lines at Amenity Center, was approved.

EIGHTH ORDER OF BUSINESS

Information Regarding Insurance Purposes

This item was tabled to a future meeting agenda.

NINTH ORDER OF BUSINESS

Staff Reports

A. Manager

- 1. Discussion of New Homebuyer Welcome Letter**

This item was tabled to a future meeting agenda.

- 2. Update on Email Blast System and Fitness Room Survey**

This item was tabled to a future meeting agenda.

- 3. Discussion of Fountain in Cadley Circle Pond**

Mr. Mossing noted the consensus is to repair the fountain. He will look into who repaired the fountain in the past.

On MOTION by Mr. Hawkins, seconded by Ms. Scarlett, with all in favor, Repair of Fountain in Cadley Circle Pond, was approved.

4. Discussion of Payment Authorization Process and Financial Reports

This item was tabled to a future meeting agenda.

B. Attorney

Ms. Kilinski had nothing to report.

C. Operation Manager – Report

This item was not discussed.

TENTH ORDER OF BUSINESS

Supervisor’s Request

There being no comments, next item followed.

ELEVENTH ORDER OF BUSINESS

Public Comments

- Keith Millard – commented about the electrical box in his back yard.
- Supervisor Hawkins – Backyard runs into the Preserve and a tree is leaning against his fence, does the CDD remove that. Trees can’t be removed from the Preserve unless they are dead. Will review it.

TWELFTH ORDER OF BUSINESS

Approval of Consent Agenda

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

Mr. Mossing asked for a motion to approve the consent agenda. No revision to the July 22, 2024 meeting minutes.

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

C. Assessment Receipt Schedule

D. Approval of Check Register

Mr. Mossing noted the check run totaled \$45,183.43.

On MOTION by Ms. Scarlett, seconded by Mr. Sanford, with all in favor, the Consent Agenda, was approved.

THIRTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – October 28, 2024 @ 5:30 p.m. @ Highlands Regional Library**

Mr. Mossing stated the next scheduled meeting is October 28th @ 5:30 p.m.

FOURTEENTH ORDER OF BUSINESS **Adjournment**

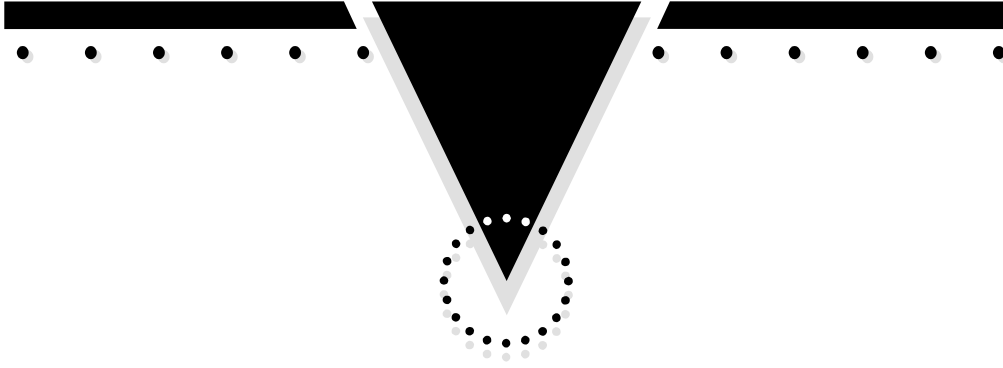
Mr. Mossing adjourned the meeting.

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.



Villages of Westport Community Development District

Unaudited Financial Reporting
September 30, 2024



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5	<u>Capital Projects Fund</u>
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8	<u>Long Term Debt</u>
9	<u>Assessment Receipts Schedule</u>

**Villages of Westport
Community Development District**

Balance Sheet
September 30, 2024

Governmental Fund Types

	<u>General Fund</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Totals (memorandum only)</u>
<u>Assets</u>				
Cash				
Operating	\$10,045	----	----	\$10,045
Debit Card	\$438	----	----	\$438
SBA	\$5,639	----	----	\$5,639
Assessment Receivable	----	----	----	\$0
Interest Receivable	----	----	----	\$0
Due from Capital Projects	\$7,446	----	----	\$7,446
Due from Debt Service	\$0	----	----	\$0
Due from General Fund	----	\$6,391	----	\$6,391
<u>Investments:</u>				
<u>Series 2005A</u>				
Reserve A5	----	\$447,702	----	\$447,702
Revenue A5	----	\$438,800	----	\$438,800
Interest A5	----	----	----	\$0
Prepayment A5	----	\$261,455	----	\$261,455
Acquisition & Construction	----	----	\$82,391	\$82,391
Deferred Cost	----	----	\$0	\$0
Prepaid Expenses	\$16,716	----	----	\$16,716
Total Assets	\$40,283	\$1,154,348	\$82,391	\$1,277,022
<u>Liabilities</u>				
Accounts Payable	\$8,407	----	----	\$8,407
Due to Debt Service	\$6,391	----	----	\$6,391
Due to General Fund	----	\$0	----	\$0
<u>Fund Equity</u>				
Fund Balances				
Unassigned	\$8,769	----	----	\$8,769
Nonspendable- Prepaid	\$16,716	----	----	\$16,716
Restricted for Capital Projects	----	----	\$82,391	\$82,391
Restricted for Debt Service	----	\$1,154,348	----	\$1,154,348
Total Liabilities, Fund Equity, Other	\$40,283	\$1,154,348	\$82,391	\$1,277,022

Villages of Westport
Community Development District
General Fund
Statement of Revenues & Expenditures
For the Period Ending September 30, 2024

	Adopted Budget	Prorated Budget 09/30/24	Actuals 9/30/24	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	\$ -	\$ -	\$ 24	\$ 24
Interest Income - SBA	\$ -	\$ -	\$ 303	\$ 303
Miscellaneous Income	\$ -	\$ -	\$ 280	\$ 280
Total Revenue	\$ 333,555	\$ 333,555	\$ 337,263	\$ 3,708
Expenditures				
<u>Administrative</u>				
Supervisors Fees	\$ 4,800	\$ 4,800	\$ 4,400	\$ 400
Engineering	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Assessment Roll	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Dissemination	\$ 5,000	\$ 5,000	\$ 2,600	\$ 2,400
Amortization Schedule	\$ 250	\$ 250	\$ -	\$ 250
Attorney	\$ 15,000	\$ 15,000	\$ 30,075	\$ (15,075)
Annual Audit	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Trustee Fees	\$ 3,720	\$ 3,717	\$ 3,717	\$ -
Management Fees	\$ 27,500	\$ 27,500	\$ 32,463	\$ (4,963)
Information Technology	\$ -	\$ -	\$ 1,500	\$ (1,500)
Website	\$ 2,520	\$ 2,520	\$ 1,500	\$ 1,020
Telephone	\$ -	\$ -	\$ 223	\$ (223)
Postage	\$ 250	\$ 250	\$ 444	\$ (194)
Printing & Binding	\$ -	\$ -	\$ 257	\$ (257)
Insurance-Liability	\$ 4,700	\$ 4,700	\$ 4,358	\$ 342
Insurance-Public Official	\$ 3,863	\$ 3,581	\$ 3,581	\$ -
Legal Advertising	\$ 1,500	\$ 1,500	\$ 1,371	\$ 129
Other Current Charges	\$ 1,000	\$ 1,000	\$ 1,396	\$ (396)
Office Supplies	\$ -	\$ -	\$ 17	\$ (17)
Dues, License, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Administration Subtotal	\$ 81,278	\$ 80,993	\$ 88,077	\$ (7,084)
<u>Common Area Maintenance:</u>				
Field Services	\$ 19,200	\$ 19,200	\$ 19,200	\$ -
Landscape Maintenance	\$ 54,000	\$ 54,000	\$ 55,708	\$ (1,708)
Irrigation - Repairs	\$ 2,500	\$ 2,500	\$ 5,276	\$ (2,776)
Lake Maintenance	\$ 14,000	\$ 14,000	\$ 13,931	\$ 69
Repairs and Maintenance - Field	\$ 5,000	\$ 5,000	\$ 15,565	\$ (10,565)
Contingency	\$ 8,000	\$ 8,000	\$ 1,320	\$ 6,680
Total Common Area Maintenance	\$ 102,700	\$ 102,700	\$ 110,999	\$ (8,299)

Villages of Westport
Community Development District
General Fund
Statement of Revenues & Expenditures
For the Period Ending September 30, 2024

	Adopted Budget	Prorated Budget 09/30/24	Actuals 9/30/24	Variance
<i>Amenity Center:</i>				
Facility/Pool Attendants/Security	\$ 40,000	\$ 40,000	\$ 23,245	\$ 16,755
Janitorial	\$ 11,000	\$ 11,000	\$ 11,174	\$ (174)
Pool Maintenance	\$ 18,000	\$ 18,000	\$ 20,026	\$ (2,026)
Pool Permits	\$ 400	\$ 400	\$ 325	\$ 75
Utilites - Water/Electric	\$ 45,000	\$ 45,000	\$ 32,622	\$ 12,378
Trash	\$ -	\$ -	\$ 179	\$ (179)
Pest Control	\$ 500	\$ 500	\$ 534	\$ (34)
Irrigation Repair	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
Insurance - Property	\$ 7,230	\$ 7,230	\$ 6,571	\$ 659
Telephone	\$ 1,500	\$ 1,500	\$ 1,423	\$ 77
Access Control	\$ 1,700	\$ 1,700	\$ 483	\$ 1,217
Security Camera System/Monitoring	\$ 6,120	\$ 6,120	\$ 6,720	\$ (600)
Facilities Maintenance - Contract	\$ 10,127	\$ 10,127	\$ 10,892	\$ (765)
Repairs and Maintenance - Amenity	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Total Amenity Center	\$ 149,577	\$ 149,577	\$ 114,195	\$ 35,382
<i>Other Financing Sources (Uses)</i>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 333,555	\$ 333,270	\$ 313,271	\$ 20,000
Excess Revenues/ (Expenditures)	\$ (0)		\$ 23,992	
Beginning Fund Balance	\$ -		\$ 1,493	
Ending Fund Balance	\$ (0)		\$ 25,485	

Villages of Westport

Community Development District

Debt Service Fund Series 2005A
Statement of Revenues & Expenditures
For the Period Ending September 30, 2024

	Adopted Budget	Prorated Budget 9/30/24	Actual 9/30/24	Variance
Revenues				
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	\$ -	\$ -	\$ 53,969	\$ 53,969
Total Revenues	\$ 793,522	\$ 793,522	\$ 1,035,449	\$ 241,927
Expenditures				
<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	\$ -
Other Sources/Uses				
Transfer In/(Out)	\$ -	\$ -	\$ 17,472	\$ 17,472
Total Other Sources/ (Uses)	\$ -	\$ -	\$ 17,472	\$ 17,472
Excess Revenues/(Expenditures)	\$ (8,353)		\$ 251,046	
Beginning Fund Balance	\$ 192,606		\$ 903,303	
Ending Fund Balance	\$ 184,253		\$ 1,154,348	

Due from General Fund	\$ 6,391
Due to Genral Fund	
Assessment Receivable	----
Interest Receivable	----
Reserve A5	\$ 447,702
Revenue A5	\$ 438,800
Interest A5	----
Prepayment A5	\$ 261,455
Total	\$ 1,154,348

Villages of Westport

Community Development District

Capital Projects Fund

Statement of Revenues & Expenditures For the Period Ending September 30, 2024

	Series 2005A
<u>Revenues</u>	
Interest Income	\$25,635
Developer Contributions	\$0
Total Revenues	\$25,635
<u>Expenditures</u>	
Capital Outlay	\$517,762
Professional Fees	\$0
Miscellaneous	\$0
Total Expenditures	\$517,762
<u>Other Sources/(Uses)</u>	
Transfer In/(Out)	(\$17,472)
Total Other Sources/ (Uses)	(\$17,472)
Excess Revenues/(Expenditures)	(\$509,599)
Beginning Fund Balance	\$591,990
Ending Fund Balance	\$82,391

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues													
Maintenance Assessments- Tax Roll	\$ -	\$ 195,431	\$ 34,043	\$ 1,030	\$ -	\$ 1,180	\$ 1,062	\$ -	\$ 2,723	\$ -	\$ -	\$ -	\$ 235,470
Maintenance Assessments- Direct Bills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101,186	\$ -	\$ -	\$ -	\$ -	\$ 101,186
Interest Income	\$ 0	\$ 0	\$ 8	\$ 4	\$ 2	\$ 2	\$ 1	\$ 1	\$ 1	\$ 2	\$ 1	\$ 1	\$ 24
Interest Income - SBA	\$ 26	\$ 25	\$ 26	\$ 26	\$ 24	\$ 26	\$ 25	\$ 26	\$ 25	\$ 26	\$ 26	\$ 25	\$ 303
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 90	\$ -	\$ 70	\$ -	\$ 280
Total Revenue	\$ 26	\$ 195,456	\$ 34,077	\$ 1,060	\$ 26	\$ 1,208	\$ 1,089	\$ 101,332	\$ 2,839	\$ 28	\$ 97	\$ 25	\$ 337,263
Expenditures													
<i>Administrative</i>													
Supervisors Fees	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	\$ 4,400
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll Dissemination	\$ -	\$ -	\$ 250	\$ 350	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 2,600
Amortization Schedule	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 2,504	\$ 479	\$ 251	\$ 1,426	\$ 1,114	\$ 586	\$ 2,074	\$ 4,352	\$ 5,263	\$ 7,659	\$ 4,368	\$ -	\$ 30,075
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	\$ 3,246	\$ 3,246	\$ 32,463
Information Technology	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 1,500
Website	\$ -	\$ -	\$ 100	\$ 600	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,500
Telephone	\$ -	\$ -	\$ 93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ 35	\$ 63	\$ 223
Postage	\$ -	\$ -	\$ 8	\$ 6	\$ 86	\$ 60	\$ 3	\$ 56	\$ 92	\$ 30	\$ 88	\$ 14	\$ 444
Printing & Binding	\$ 2	\$ -	\$ 7	\$ 5	\$ 4	\$ 16	\$ -	\$ 2	\$ 90	\$ 69	\$ 49	\$ 13	\$ 257
Insurance-Liability	\$ 4,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,358
Insurance-Public Official	\$ 3,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,581
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ 159	\$ 156	\$ 797	\$ -	\$ 180	\$ -	\$ 1,371
Other Current Charges	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 946	\$ 50	\$ 50	\$ 50	\$ 1,396
Office Supplies	\$ 14	\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1	\$ 17
Dues, License, & Subscriptions	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total Administrative	\$ 14,776	\$ 654	\$ 4,155	\$ 5,834	\$ 5,080	\$ 4,458	\$ 6,633	\$ 9,162	\$ 11,736	\$ 12,388	\$ 9,316	\$ 3,887	\$ 88,077

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<i>Common Area Maintenance</i>													
Field Services	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 19,200
Landscape Maintenance	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 4,435	\$ 5,375	\$ 4,435	\$ 4,435	\$ 4,435	\$ 5,981	\$ 55,708
Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation - Repairs	\$ -	\$ 605	\$ -	\$ -	\$ 3,054	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,303	\$ 315	\$ 5,276
Lake Maintenance	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,152	\$ 1,187	\$ 1,187	\$ 1,187	\$ 13,931
Repairs and Maintenance	\$ 1,499	\$ 5	\$ 112	\$ 155	\$ 54	\$ -	\$ 58	\$ 738	\$ 1,012	\$ 1,987	\$ 1,002	\$ 8,941	\$ 15,565
Contingency - Hurricane Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,320	\$ 1,320
Total Common Area Maintenance	\$ 8,687	\$ 7,797	\$ 7,299	\$ 7,343	\$ 10,295	\$ 7,187	\$ 7,246	\$ 8,865	\$ 8,200	\$ 9,209	\$ 9,527	\$ 19,343	\$ 110,999
<i>Amenity Center:</i>													
Facility/Pool Attendants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329	\$ 7,994	\$ 6,572	\$ 4,425	\$ 3,925	\$ 23,245
Janitorial	\$ 910	\$ 910	\$ 910	\$ 921	\$ 925	\$ 910	\$ 930	\$ 910	\$ 946	\$ 1,013	\$ 966	\$ 922	\$ 11,174
Pool Maintenance	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,267	\$ 1,208	\$ 1,264	\$ 2,308	\$ 5,490	\$ 1,208	\$ 1,238	\$ 20,026
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	\$ 3,988	\$ 2,667	\$ 32,622
Trash	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179
Pest Control	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 47	\$ 47	\$ 47	\$ 534
Irrigation Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance - Property	\$ 6,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,571
Telephone	\$ 123	\$ -	\$ 123	\$ 255	\$ -	\$ 132	\$ 132	\$ 263	\$ -	\$ 263	\$ -	\$ 132	\$ 1,423
Access Control	\$ -	\$ -	\$ 98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 385	\$ -	\$ -	\$ 483
Community Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security Patrolling	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security Camera System/Monitoring	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560	\$ 6,720
Repairs and Maintenance Building - Contract	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 908	\$ 10,892
Repairs and Maintenance Grounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues anand License	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Amenity Center	\$ 13,689	\$ 6,904	\$ 6,717	\$ 6,331	\$ 5,761	\$ 5,608	\$ 6,381	\$ 6,693	\$ 15,798	\$ 17,811	\$ 12,102	\$ 10,399	\$ 114,195
<i>Other</i>													
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 37,151	\$ 15,356	\$ 18,171	\$ 19,507	\$ 21,136	\$ 17,253	\$ 20,260	\$ 24,721	\$ 35,733	\$ 39,408	\$ 30,945	\$ 33,630	\$ 313,271
Excess Revenues/ (Expenditures)	\$ (37,125)	\$ 180,100	\$ 15,906	\$ (18,447)	\$ (21,110)	\$ (16,046)	\$ (19,171)	\$ 76,611	\$ (32,894)	\$ (39,380)	\$ (30,847)	\$ (33,605)	\$ 23,992

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	\$447,702
RESERVE FUND BALANCE	\$447,702
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

September 1, 2024 to September 30, 2024

Bank	Date	Check No.'s	Amount
General Fund	9/10/24	1993 - 1997	\$ 26,731.19
	9/12/24	1998 - 2000	\$ 11,852.21
	9/17/24	2001 - 2004	\$ 6,484.00
			\$ 45,067.40
Utilities - ACH Debit	9/3/24	Comcast	\$ 131.62
	9/12/24	JEA	\$ 2,667.37
			\$ 2,798.99
Debit Card	9/5/24	Home Depot	\$ 69.88
	9/5/24	Pinch-A-Penny	\$ 29.94
	9/6/24	Dollag General	\$ 12.36
	9/9/24	Buchanan Sign	\$ 266.00
	9/9/24	Home Depot	\$ 7.47
	9/10/24	Amazon	\$ 24.71
	9/11/24	Home Depot	\$ 644.81
	9/12/24	Amazon	\$ 20.21
	9/12/24	Home Depot	\$ 36.89
	9/16/24	Home Depot	\$ 4.28
	9/16/24	Home Depot	\$ 116.00
	9/23/24	Palm Casual	\$ 1,592.00
	9/27/24	Home Depot	\$ 41.25
			\$ 2,865.80
TOTAL			\$ 50,732.19

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/10/24	00030	8/29/24	25008	202408	300-15500	10000	EGIS INSURANCE ADVISORS	*	16,716.00	16,716.00	001993
9/10/24	00029	9/01/24	81	202409	310-51300	34000	SEP MANAGEMENT FEES	*	3,246.25		
		9/01/24	81	202409	310-51300	49500	SEP WEBSITE ADMIN	*	100.00		
		9/01/24	81	202409	310-51300	35100	SEP INFO TECH	*	150.00		
		9/01/24	81	202409	310-51300	31300	SEP DISSEM AGENT SERVICES	*	250.00		
		9/01/24	81	202409	310-51300	49000	SEP RECORD STORAGE	*	50.00		
		9/01/24	81	202409	310-51300	51000	OFFICE SUPPLIES	*	.63		
		9/01/24	81	202409	310-51300	42000	POSTAGE	*	14.49		
		9/01/24	81	202409	310-51300	42500	COPIES	*	12.90		
		9/01/24	81	202409	310-51300	41000	TELEPHONE	*	63.12		
							GOVERNMENTAL MANAGEMENT SERVICES			3,887.39	001994
9/10/24	00004	9/02/24	PSI10782	202409	320-53800	46800	SEP LAKE MAINTENANCE	*	1,186.80		
							SOLITUDE LAKE MANAGEMENT			1,186.80	001995
9/10/24	00005	9/01/24	421528	202409	320-53800	34000	SEP FIELD SERVICES	*	1,600.00		
		9/01/24	421528	202409	330-57200	46700	SEP JANITORIAL	*	910.00		
		9/01/24	421528	202409	330-57200	46400	SEP POOL MAINTENANCE	*	1,208.33		
		9/01/24	421528	202409	330-57200	46001	SEP FACILITY MAINTENANCE	*	907.67		
							VESTA PROPERTY SERVICES, INC.			4,626.00	001996
9/10/24	00006	9/10/24	767707	202409	320-53800	46500	JUL IRRIGATION REPAIRS	*	315.00		
							YELLOWSTONE LANDSCAPE			315.00	001997
9/12/24	00029	9/11/24	82	202408	330-57200	34800	AUG POOL SECURITY	*	4,425.00		
							GOVERNMENTAL MANAGEMENT SERVICES			4,425.00	001998

VWSP VILL O WESTPRT SRICE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/12/24	00032	9/09/24	10366	202408	310	51300	31500		AUG GENERAL COUNSEL KILINSKI VAN WYK, PLLC	*	4,368.30	4,368.30	001999
9/12/24	00056	9/03/24	1595	202409	320	53800	46000		POOL LIFT REPAIR DEPOSIT MOB ENTERPRISES LLC DBA MOBILITY	*	3,058.91	3,058.91	002000
9/17/24	00056	9/03/24	1595-2	202409	320	53800	46000		POOL LIFT REMAIN BALANCE MOB ENTERPRISES LLC DBA MOBILITY	*	3,058.91	3,058.91	002001
9/17/24	00028	8/29/24	EST-5685	202409	320	53800	49000		MULTIPLE SIGN DEPOSIT SIGNARAMA	*	1,319.68	1,319.68	002002
9/17/24	00031	9/11/24	74687807	202409	330	57200	34500		SEP SECURITY VECTOR SECURITY, INC.	*	560.00	560.00	002003
9/17/24	00006	9/10/24	767708	202409	320	53800	46200		ONE TIME MOW NEW DEVELOP YELLOWSTONE LANDSCAPE	*	1,545.41	1,545.41	002004
TOTAL FOR BANK A											45,067.40		
TOTAL FOR REGISTER											45,067.40		

INVOICE



Customer	Villages of Westport Community Development District
Acct #	192
Date	08/29/2024
Customer Service	Kristina Rudez
Page	1 of 1

Villages of Westport Community Development District
 c/o PFM Group Consulting, LLC
 3501 Quadrangle Boulevard, Suite 270
 Orlando, FL 32817

Payment Information	
Invoice Summary	\$ 16,716.00
Payment Amount	
Payment for:	Invoice#25008
100124524	

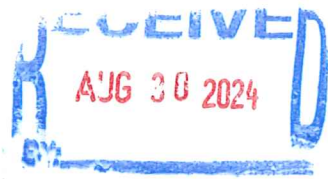
Thank You

Please detach and return with payment



Customer: Villages of Westport Community Development District

Invoice	Effective	Transaction	Description	Amount
25008	10/01/2024	Renew policy	Policy #100124524 10/01/2024-10/01/2025 Florida Insurance Alliance Package - Renew policy Due Date: 8/29/2024 0013001550010000	16,716.00



Total
\$ 16,716.00

Thank You

*FOR PAYMENTS SENT OVERNIGHT:
 Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349*

Remit Payment To: Egis Insurance Advisors P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939	Date
	sclimer@egisadvisors.com	08/29/2024

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice****Invoice #:** 81**Invoice Date:** 9/1/24**Due Date:** 9/1/24**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
Management Fees - September 2024	0013105130034000	3,246.25	3,246.25
Website Administration -September 2024	0013105130049500	100.00	100.00
Information Technology -September 2024	0013105130035100	150.00	150.00
Dissemination Agent Services - September 2024	0013105130035100	250.00	250.00
Record Storage -September 2024	0013105130031300	50.00	50.00
Office Supplies	0013105130049000	0.63	0.63
Postage	0013105130051000	14.49	14.49
Copies	0013105130042000	12.90	12.90
Telephone	0013105130042500	63.12	63.12
	0013105130041000		
Total			\$3,887.39
Payments/Credits			\$0.00
Balance Due			\$3,887.39



INVOICE

Page: 1

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 Number: PSI107821
 Invoice Date: 9/2/2024

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 9/2/2024
 Due Date 10/2/2024
 Terms Net 30

Customer ID 8794
 P.O. Number
 P.O. Date 9/2/2024
 Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance September Billing 9/1/2024 - 9/30/2024 Villages/Westport-Cdd-Lake-ALL		1	1	1,186.80	1,186.80

0013205380046800
 SEP Lake Maintenance

Amount Subject to Sales Tax 0.00
 Amount Exempt from Sales Tax 1,186.80

Subtotal: 1,186.80
 Invoice Discount: 0.00
 Total Sales Tax 0.00
 Payment Amount: 0.00
Total: 1,186.80



Invoice

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

Invoice # 421528
Date 09/01/2024
Terms Net 30
Due Date 10/01/2024
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	1	1,600.00	1,600.00
Janitorial	1	910.00	910.00
Pool Maintenance	1	1,208.33	1,208.33
Facility Maintenance	1	907.67	907.67

Thank you for your business.

Total 4,626.00

0013205380034000
0013305720046700
0013305720046400
0013305720046001



INVOICE

INVOICE #	INVOICE DATE
767707	9/10/2024
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: October 10, 2024

Invoice Amount: \$315.00

Description	Current Amount
-------------	----------------

Irrigation repairs from July inspection

Irrigation Repairs

\$315.00

Invoice Total

\$315.00

Excellence

Irrigation Repairs
0013205380046500

IN COMMERCIAL LANDSCAPING

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

Village of CDD Timesheet Thur Aug 1st - Sep 2nd 2024

Position	User	Assignment	Clock-in	Clock-out	Total (hrs)
Unarmed	Quiana Ellis	Villages of Westport CDD	Fri Aug 2nd 2024 13:00	18:00	5.01
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sat Aug 3rd 2024 12:00	20:01	8
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sun Aug 4th 2024 12:11	20:00	7.81
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Mon Aug 5th 2024 13:50	15:30	1.65
Unarmed	Christopher Hayes	Villages of Westport CDD	Tue Aug 6th 2024 13:20	18:00	4.67
Unarmed	Quiana Ellis	Villages of Westport CDD	Wed Aug 7th 2024 13:00	18:02	5.03
Unarmed	Quiana Ellis	Villages of Westport CDD	Thu Aug 8th 2024 13:00	18:01	5.02
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Fri Aug 9th 2024 13:15	18:05	4.83
Unarmed	Quiana Ellis	Villages of Westport CDD	Sat Aug 10th 2024 12:00	20:01	8.02
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sun Aug 11th 2024 13:30	20:01	6.53
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Mon Aug 12th 2024 13:15	18:16	5.02
Unarmed	Quiana Ellis	Villages of Westport CDD	Tue Aug 13th 2024 13:00	18:00	5
Unarmed	Quiana Ellis	Villages of Westport CDD	Wed Aug 14th 2024 13:00	18:01	5.02
Unarmed	Quiana Ellis	Villages of Westport CDD	Thu Aug 15th 2024 13:00	18:01	5.02
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Fri Aug 16th 2024 14:55	18:04	3.16
Unarmed	Quiana Ellis	Villages of Westport CDD	Sat Aug 17th 2024 12:00	20:01	8.02
Unarmed	Quiana Ellis	Villages of Westport CDD	Sun Aug 18th 2024 12:00	20:01	8.01
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Mon Aug 19th 2024 13:06	18:07	5.01
Unarmed	Quiana Ellis	Villages of Westport CDD	Tue Aug 20th 2024 13:00	18:00	5
Unarmed	Quiana Ellis	Villages of Westport CDD	Wed Aug 21st 2024 13:00	18:00	5.01
Unarmed	Quiana Ellis	Villages of Westport CDD	Thu Aug 22nd 2024 12:57	18:00	5.06
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Fri Aug 23rd 2024 13:06	18:00	4.91
Unarmed	Quiana Ellis	Villages of Westport CDD	Sat Aug 24th 2024 12:00	20:01	8.02
Unarmed	Quiana Ellis	Villages of Westport CDD	Sun Aug 25th 2024 12:00	20:02	8.04
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Mon Aug 26th 2024 12:59	18:00	5
Unarmed	Quiana Ellis	Villages of Westport CDD	Tue Aug 27th 2024 13:00	18:00	5.01
Unarmed	Quiana Ellis	Villages of Westport CDD	Wed Aug 28th 2024 12:58	18:00	5.03
Unarmed	Quiana Ellis	Villages of Westport CDD	Thu Aug 29th 2024 13:00	18:04	5.07
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sat Aug 31st 2024 12:23	20:00	7.6
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Sun Sep 1st 2024 12:07	20:02	7.92
Unarmed	Zechaiah Lynch	Villages of Westport CDD	Mon Sep 2nd 2024 13:02	18:03	5

177.5



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

0013105130031500
Aug general counsel

INVOICE

Invoice # 10366
Date: 09/09/2024
Due On: 10/09/2024

Villages of Westport CDD - 01 General

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	JK	08/01/2024	Review release correspondence	0.10	\$355.00	\$35.50
Service	CL	08/07/2024	Review draft agenda; Confer with management concerning missing action items.	0.30	\$265.00	\$79.50
Service	CL	08/08/2024	Confer re: mulch agreement; Confer with T. Harden re: the same.	0.20	\$265.00	\$53.00
Service	JK	08/11/2024	Review TA and provide comments; review district manager correspondence on agenda edits and policy support documentation and confer re: same	0.30	\$355.00	\$106.50
Service	CL	08/12/2024	Confer with T. Harden regarding First Coast Mulch contract revisions; Review additional revisions from First Coast; Confer with Mossing re: subsequent revisions to mulch agreement.	0.80	\$265.00	\$212.00
Service	JK	08/12/2024	Review landscape defects; review agenda materials; review mulch agreement edits; review updates to amenity policies from Board and finalize same	0.60	\$355.00	\$213.00
Service	CD	08/12/2024	Review emails regarding Agenda between District Manager and Board.	0.20	\$175.00	\$35.00
Service	CL	08/17/2024	Review and analyze three landscape maintenance proposals, three proposals to replace irrigation system around amenity center, two proposals to add Phase IV lake maintenance services; Review and confirm responses on application for insurance	1.00	\$265.00	\$265.00

			through Florida Insurance Alliance.			
Service	JK	08/18/2024	Review agenda materials; review Vesta correspondence on scope and amenity status; prepare for Board meeting, including review of various proposals and District Management support documentation	1.20	\$355.00	\$426.00
Service	JK	08/19/2024	Prepare for and attend Board of Supervisors meeting	2.30	\$355.00	\$816.50
Expense	RB	08/19/2024	Travel: Mileage JK	346.00	\$0.67	\$231.82
Expense	RB	08/19/2024	Travel: Meals JK	1.00	\$11.98	\$11.98
Service	CL	08/23/2024	Draft notice of termination of Yellowstone contract; Draft addendum to SOLitude pond maintenance contract; Draft agreement for landscape maintenance for Brightview.	2.30	\$265.00	\$609.50
Service	JK	08/23/2024	Prepare human trafficking affidavit and contract addendum to comply with new section 787.06, Florida Statutes.	0.10	\$355.00	\$35.50
Service	JK	08/26/2024	Review resident suspension communication, prior history and related information; begin shell letter	0.30	\$355.00	\$106.50
Service	CD	08/26/2024	Review email communications regarding pool music matter on August 24, 2024; Research and review Amenity Rules and Villages of Westport CDD Website; Draft Letter to Ms. Butler regarding Pool music rule.	0.70	\$175.00	\$122.50
Service	JK	08/27/2024	Review updated letter for amenity suspension and transmit same; review correspondence re: project agreements and plan for GMS amenity management transition	0.30	\$355.00	\$106.50
Service	CD	08/27/2024	Prepare analysis of comparison of the notice on homepage of Villages of Westport CDD to Amenity Rules. Finalize Letter and research legal status/ownership of resident amenity infraction	1.30	\$175.00	\$227.50
Service	JK	08/28/2024	Review final suspension letter; field call on amenity policy enforcement; confer re: amenity procedures; confer re: amenity rules/enforcement; confer with Vesta	1.10	\$355.00	\$390.50
Service	JK	08/29/2024	Review multiple correspondence on RFP bid options, camera proposal options, resident suspension letters, financial updates, special meeting options and related data and confer with district manager on same; update Brightview	0.60	\$355.00	\$213.00

contract maps; continue RFP outline						
Service	JK	08/31/2024	Continue review of RFP documents; confer with Supervisor re: policy redlines and escalation shell	0.20	\$355.00	\$71.00
					Total	\$4,368.30

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
10366	10/09/2024	\$4,368.30	\$0.00	\$4,368.30	
				Outstanding Balance	\$4,368.30
				Total Amount Outstanding	\$4,368.30

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

Please pay within 30 days.

Mobility Plus of Jacksonville

5220 Shad Rd
 Jacksonville, FL 32257 US
 jacksonville@mobilityplus.com
 www.mobilityplusjacksonville.com



Estimate

ADDRESS
 Villages of Westport CDD
 6702 Sandle Dr
 JACKSONVILLE, FL 32219

SHIP TO
 Villages of Westport CDD
 6702 Sandle Dr
 JACKSONVILLE, FL 32219

ESTIMATE 1595
 DATE 09/03/2024

PAYMENT METHOD
 Credit Card

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pool Lift Control Box Module	1	722.50	722.50
	Pool Lift Motor	1	893.54	893.54
	Pool Lift Lift Actuator	1	1,586.40	1,586.40
	Pool Lift Hub Assembly	1	1,015.88	1,015.88
	Shipping & Freight Freight	1	399.50	399.50
	Install-Pool Lift Installation	1	1,500.00	1,500.00

Contact MOBILITY PLUS JACKSONVILLE to pay this invoice.

001-320-53800-46000

SUBTOTAL	6,117.82
TAX	0.00
TOTAL	\$6,117.82

50% Deposit Due \$3,058.91
 Final Deposit Due \$3,058.91

Accepted By

Accepted Date

* Vendor needs 50% deposit to order parts
 Please issue check to vendor for \$3,058.91
 to initiate repair of pool lift chair.

Mobility Plus of Jacksonville

5220 Shad Rd
Jacksonville, FL 32257 US
jacksonville@mobilityplus.com
www.mobilityplusjacksonville.com



Estimate

ADDRESS
Villages of Westport CDD
6702 Sandle Dr
JACKSONVILLE, FL 32219

SHIP TO
Villages of Westport CDD
6702 Sandle Dr
JACKSONVILLE, FL 32219

ESTIMATE 1595
DATE 09/03/2024

PAYMENT METHOD
Credit Card

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Pool Lift Control Box Module	1	722.50	722.50
	Pool Lift Motor	1	893.54	893.54
	Pool Lift Lift Actuator	1	1,586.40	1,586.40
	Pool Lift Hub Assembly	1	1,015.88	1,015.88
	Shipping & Freight Freight	1	399.50	399.50
	Install-Pool Lift Installation	1	1,500.00	1,500.00

Contact MOBILITY PLUS JACKSONVILLE to pay this invoice.

SUBTOTAL	6,117.82
TAX	0.00
TOTAL	\$6,117.82

0013205380046000
Pool Lift Repair Final Due

50% Deposit Due \$3,058.91
Final Deposit Due \$3,058.91

Accepted By

Accepted Date

* Vendor needs 50% deposit to order parts
Please issue check to vendor for \$3,058.91
to initiate repair of pool lift chair.



9825 San Jose Blvd.
 unit 26
 Jacksonville, FL 32257
 (904) 292-1104

ESTIMATE

EST-5685

www.signaramajacksonville.com

Payment Terms: Cash Customer

Created Date: 8/29/2024

DESCRIPTION: Various Message Signs (Single Sided)

Bill To: Villages of Westport Community
 475 West Town Place
 Ste 114
 St Augustine , FL 32092
 US

Pickup At: Signarama
 9825 San Jose Blvd.
 unit 26
 Jacksonville, FL 32257
 US

Requested By: Alice Sanford

Salesperson: House Jacksonville-San Jose Blvd.

Email: academyofdreams@yahoo.com

Work Phone: (904) 414-9481

Tax ID: 8580132488756-5

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Message for Amenity Center usage Sign 25"x 25" <ul style="list-style-type: none"> Design and color should match NO SOLICITING sign from #3534 To be hung on a gate 	1	\$99.78	\$99.78
2	Message for Private Property Sign 25" x 25" <ul style="list-style-type: none"> Design and color should match NO SOLICITING sign from #3534 	24	\$99.78	\$2,394.79
3	Message for Picnic Area Sign 25"x 25" <ul style="list-style-type: none"> Design and color should match NO SOLICITING sign from #3534 	1	\$99.78	\$99.78
4	Set up fee for your custom sign graphics	1	\$45.00	\$45.00

Thank you for the opportunity to participate in your project .

Posts and caps not included per customer request.

Subtotal:	\$2,639.35
Taxes:	\$0.00
Grand Total:	\$2,639.35
Deposit Required:	\$1,319.68

0013205380049000
 Multiple Sign Deposit

This estimate is valid for 45 days.

Signature: _____ **Date:** _____

Independently owned and operated



9456 Philips Highway, Suite 1
Jacksonville, FL 32256

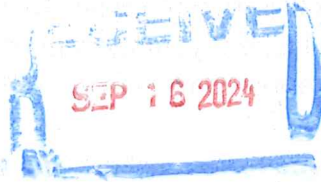
Account Information

Invoice Number: 74687807
Invoice Date: 09/11/2024
Branch: 72
Account Number: 6433445
Due Date: 10/11/2024

Account Activity

Description	Qty	Unit Amt	Extended Amt	Tax Amt	Total Amt
VILLAGES OF WESTPOR 6702 SANDLE DR 32219 Service From: 09/21/2024 To: 10/20/2024 MONITORING			477.00	0.00	477.00
Service From: 09/21/2024 To: 10/20/2024 RECURRING SERVICES			83.00	0.00	83.00

0013305720034500
Sep 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

0294000909 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: 74687807
Invoice Date: 09/11/2024
Account Number: 6433445
Due Date: 10/11/2024
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.

00000000720000000643344510074687807000000000560001



INVOICE

INVOICE #	INVOICE DATE
767708	9/10/2024
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: October 10, 2024

Invoice Amount: \$1,545.41

Description	Current Amount
One Time Mow for New Development	
Landscape Enhancement	\$1,545.41

Invoice Total **\$1,545.41**

0013205380046200

Excellence
IN COMMERCIAL LANDSCAPING

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

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	Jul 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

! Thanks for paying by Automatic Payment

Your automatic payment on Aug 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.

Your bill explained

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

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 **Aug 28, 2024**

Please pay \$131.62

Electronic payment will be applied Aug 28, 2024

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

849574120251816700131623

Download the Comcast Business App

Business is always moving. Our app was built for this. Manage your account anytime, anywhere with the Comcast Business App – the easy way to manage your services on the go.

- Manage your account details
- Pay your bill and customize billing options
- View upcoming appointments

Scan the QR Code with your phone or mobile device to get started.



Faster speeds. More solutions. Bigger savings.

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Call today for a FREE account review at 877-564-0318.

Need help? We're here for you



Visit us online

Get help and support at business.comcast.com/help



Call us anytime

800-391-3000
Open 24 hours, 7 days a week for billing and technical support

Useful information

Moving?

We can help ensure it's a smooth transition. Visit business.comcast.com/learn/moving to learn more.

Accessibility:

If you are hearing impaired, call 711. For issues affecting customers with disabilities, call **1-855-270-0379**, chat live at support.xfinity.com/accessibility, email accessibility@comcast.com, fax **1-866-599-4268** or write to Comcast at 1701 JFK Blvd., Philadelphia, PA 19103-2838 Attn: M. Gifford.

Ways to pay



No more mailing monthly checks

Set up Auto Pay to save time, energy and stamps. It's easy to enroll, just visit business.comcast.com/myaccount



Go paperless and say goodbye to clutter

Sign up for Paperless Billing to view and pay your bill online. It's faster, easier and helps cut down on clutter. Visit business.comcast.com/myaccount to get started.

Additional billing information

More ways to pay:



Online

Visit My Account at business.comcast.com/myaccount



Comcast Business App

Download the Comcast Business App



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

What's included?



Internet: Fast, reliable internet on our Gig-speed network

Visit business.comcast.com/myaccount for more details

Reliability you can count on.



Thank you for choosing us as your connectivity provider. We appreciate your business and would like to offer you a **personalized one-on-one account review** to make sure of two things – that you've got the right service package for your business, and that you're getting the best value for you.

Comcast Business powers more businesses than anyone with:

- **Gig-speed WiFi** delivering fast WiFi speeds for your business
- **Advanced cybersecurity** to help protect all your connected devices
- Internet from the company with **99.9% network reliability**

Plus, **save up to 70% a year** on your wireless bill when you add Comcast Business Mobile to Comcast Business Internet.

Savings comparison to weighted average of top 3 carriers based on optimized pricing. Taxes and fees extra. Comcast Business Internet required. After monthly data threshold included with your data option, speeds reduced. Data thresholds and actual savings vary.

Don't wait! Give us a call at 844-829-8049 to chat with our business services team. We have plans available for you to choose from so you can continue to receive the best service at the best value.



Call **844-829-8049** or visit
comcastbusiness.com/accountreview
today to review your account.

**COMCAST
BUSINESS**
Powering Possibilities™

Restrictions apply. Not available in all areas. Services and features vary depending on level of service. Comcast Business SecurityEdge™ and Comcast Business Mobile each requires Comcast Business Internet (and leased router for SecurityEdge) for additional monthly charge. **Internet:** Gig-speed WiFi requires Gigabit Internet and compatible router. Actual speeds vary and are not guaranteed. **SecurityEdge™:** Will not work if connected via public WiFi, and may not work if connected via Connection Pro, virtual private network technology or non-Comcast DNS servers. **Comcast Business Mobile:** Requires Comcast Business Internet service. Up to 20 lines. Pricing subject to change. For Comcast Business Mobile Disclosures visit: <https://business.comcast.com/policies/broadband-disclosures>. Call for restrictions and complete details. © 2024 Comcast. B6731A-ADP-FAR-8049 PA0242



225 N. Pearl St.
Jacksonville, FL
32202-4513



VILLAGES OF WESTPORT CDD

Phone: (904) 665-6000

Online: jea.com

Account #: 0230853498
Bill Date: 08/28/24
Cycle: 03

Amount Due
\$2,667.37
Please pay by 09/19/24 to avoid
1.5% late payment charge.

TOTAL SUMMARY OF CHARGES

Electric	\$	617.12
Water		63.10
Sewer		159.77
Irrigation		1,827.38
Total New Charges	\$	2,667.37

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

Previous Balance	\$	1,681.43
Payment(s) Received		-1,681.43
Balance Before New Charges		0.00
New Charges		2,667.37

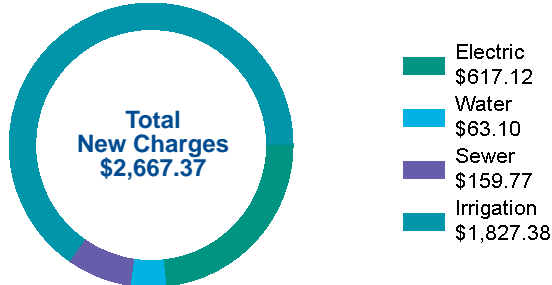
A late payment charge will be assessed for unpaid balance. \$ 2,667.37

MESSAGES

! Please pay \$2,667.37 by 09/19/24 to avoid 1.5% late payment charge and service disconnections.

💡 Downed power lines can kill you even if you don't touch them, so please make sure to stay away. Call JEA at 665-6000 to report the location of a downed line.

🚰 If your business floods and water rises above the electrical outlets, it's important to call a licensed electrician to check the wiring before you restore power.



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: 08/28/24
Please pay by 09/19/24 to avoid 1.5% late payment charge.	TOTAL AMOUNT PAID
\$2,667.37	

VILLAGES OF WESTPORT CDD
3501 QUADRANGLE BLVD STE 270
ORLANDO FL 32817-8329

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

72740230853498000000000004000266737010100000000300011



Account #: 0230853498 Bill Date: 08/28/24 Cycle: 03

Phone: (904) 665-6000

Online: jea.com

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 12060 BRADDOCK RD
 Service Period: 07/26/24 - 08/27/24 Reading Date:08/27/24
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24072186	32	38840	Regular	1	416 KWH

Basic Monthly Charge \$ 21.00
 Energy Charge (\$0.06276 per kWh) 26.11
 Tax Exempt Fuel Cost (\$0.03332 per kWh) 13.86
 Taxable Fuel Cost (\$0.00511 per kWh) 2.13
 City of Jacksonville Franchise Fee 1.89
 Gross Receipts Tax 1.67

Total Current Electric Charges \$ 66.66

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service
 Service Address: 12060 BRADDOCK RD
 Service Period: 07/30/24 - 08/28/24 Reading Date:08/28/24
 Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
8193073	29	2396	Regular	1 1/2	56000 GAL

Basic Monthly Charge \$ 63.00
 Tier 1 Consumption (1-14 kgal @ \$3.81) 53.35
 Tier 2 Consumption (> 14 kgal @ \$4.33) 181.85
 City of Jacksonville Franchise Fee 8.95

Total Current Irrigation Charges \$ 307.15

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 12424 CADLEY CIR
 Service Period: 07/26/24 - 08/27/24 Reading Date:08/27/24
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24072169	32	31687	Regular	1	67 KWH

Basic Monthly Charge \$ 21.00
 Energy Charge (\$0.06276 per kWh) 4.20
 Tax Exempt Fuel Cost (\$0.03332 per kWh) 2.23
 Taxable Fuel Cost (\$0.00511 per kWh) 0.34
 City of Jacksonville Franchise Fee 0.83
 Gross Receipts Tax 0.73

Total Current Electric Charges \$ 29.33

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 12507 HOPTREE RD APT SG01
 Service Period: 07/29/24 - 08/27/24 Reading Date:08/27/24
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
26023660	29	16	Regular	1	9 KWH

Basic Monthly Charge \$ 21.00
 Energy Charge (\$0.06276 per kWh) 0.56
 Tax Exempt Fuel Cost (\$0.03332 per kWh) 0.30
 Taxable Fuel Cost (\$0.00511 per kWh) 0.05
 City of Jacksonville Franchise Fee 0.66
 Gross Receipts Tax 0.58

Total Current Electric Charges \$ 23.15

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service
 Service Address: 12515 HOPTREE RD APT IR01
 Service Period: 07/30/24 - 08/26/24 Reading Date:08/26/24
 Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
91401661	27	597	Regular	1	59000 GAL

Basic Monthly Charge \$ 31.50
 Tier 1 Consumption (1-14 kgal @ \$3.81) 53.35
 Tier 2 Consumption (> 14 kgal @ \$4.33) 194.84
 City of Jacksonville Franchise Fee 8.39

Total Current Irrigation Charges \$ 288.08

ELECTRIC SERVICE

Billing Rate: General Service
 Service Address: 6714 SANDLE DR
 Service Period: 07/30/24 - 08/27/24 Reading Date:08/27/24
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22960690	28	56756	Regular	1	4451 KWH

Basic Monthly Charge \$ 21.00
 Energy Charge (\$0.06276 per kWh) 279.34
 Tax Exempt Fuel Cost (\$0.03332 per kWh) 148.31
 Taxable Fuel Cost (\$0.00511 per kWh) 22.74
 City of Jacksonville Franchise Fee 14.14
 Gross Receipts Tax 12.45

Total Current Electric Charges \$ 497.98



Account #: 0230853498 Bill Date: 08/28/24 Cycle: 03

Phone: (904) 665-6000

Online: jea.com

WATER SERVICE

Billing Rate: Commercial Water Service
 Service Address: 6714 SANDLE DR
 Service Period: 07/31/24 - 08/26/24 Reading Date:08/26/24
 Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77680745	26	2172	Regular	1	16000 GAL

Basic Monthly Charge \$ 31.50
 Water Consumption Charge 29.76
 City of Jacksonville Franchise Fee 1.84

Total Current Water Charges \$ 63.10

SEWER SERVICE

Billing Rate: Commercial Sewer Service
 Service Address: 6714 SANDLE DR
 Service Period: 07/31/24 - 08/26/24 Reading Date:08/26/24
 Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77680745	26	2172	Regular	1	16000 GAL

Basic Monthly Charge \$ 52.88
 Sewer Usage Charge 102.24
 City of Jacksonville Franchise Fee 4.65

Total Current Sewer Charges \$ 159.77

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service
 Service Address: 6714 SANDLE DR
 Service Period: 07/30/24 - 08/26/24 Reading Date:08/26/24
 Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
76679032	27	19460	Regular	2	243000 GAL

Basic Monthly Charge \$ 100.80
 Tier 1 Consumption (1-14 kgal @ \$3.81) 53.35
 Tier 2 Consumption (> 14 kgal @ \$4.33) 991.56
 City of Jacksonville Franchise Fee 34.37

Total Current Irrigation Charges \$ 1,180.08

IRRIGATION SERVICE

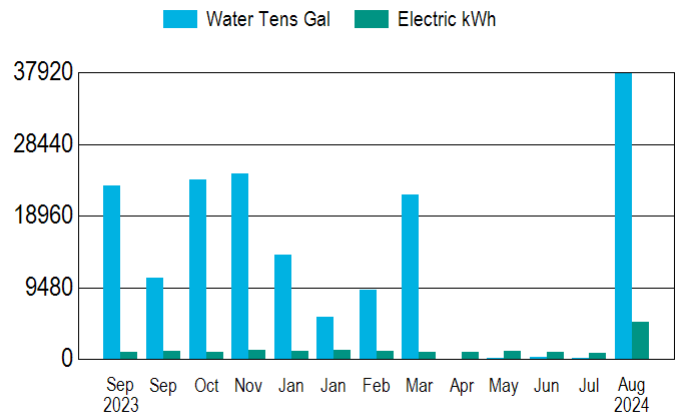
Billing Rate: Commercial Irrigation Service
 Service Address: 6813 MYRTLE OAK RD APT IR01
 Service Period: 07/30/24 - 08/26/24 Reading Date:08/26/24
 Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
514047435	27	55	Regular	1	5000 GAL

Basic Monthly Charge \$ 31.50
 Tier 1 Consumption (1-14 kgal @ \$3.81) 19.05
 City of Jacksonville Franchise Fee 1.52

Total Current Irrigation Charges \$ 52.07

CONSUMPTION HISTORY



	1 Year Ago	Last Month	This Month	Average Daily
Total kWh Used	942	805	4,943	154
Total Gallons Used	229,000	1,000	379,000	14,577



How doers get more done™

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

6351 00051 15779 09/03/24 08:38 AM
SALE CASHIER SHARON

071497185938	MINI ROLL <A>	6.67N
	WSTR PRO 4.5 X 3/4 SURPASS CFR 2PK	
052427802002	2.5OZ CONADH <A>	6.48N
	GORILLA CONSTRUCTION ADHESIVE 2.5 OZ	
020066779245	GLOSSWHTGAL <A>	48.48N
	PRO GLOSS WHITE 450VOC GAL	
727193800759	MINIROLTRY <A>	1.68N
	6 IN PLASTIC MINI ROLLER TRAY - BEIG	
071497189202	MINI FRAME <A>	6.57N
	WSTR PRO SHERLOCK LONG HNDL MINI CF	

SUBTOTAL	69.88
SALES TAX	0.00

TAX EXEMPT

TOTAL	\$69.88
-------	---------

XXXXXXXXXXXX4050 VISA

USD\$ 69.88
TA

AUTH CODE 392091/0514563

Chip Read

AID A0000000980840

US DEBIT

P.O.#/JOB NAME: D

6351 09/03/24 08:38 AM



DUPLICATE RECEIPT

**PINCH-A-PENNY
POOL-PATIO-SPA**

The Perfect People For A Perfect Pool



Like Us on Facebook
For Our Special Offers!

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

Sales Receipt

Transaction #: 196745
Account #: 9046126668
Customer: Tim Harden
Date: 9/4/2024 Time: 12:24 PM
Cashier: Alexis Labrada Register #: 1

Item	Description	Amount
09921404	TAYLOR RGT #9 SULF. ACID .7 5	\$9.98
09921354	TAYLOR RGT #8 TOTAL ALK .75 0Z	\$9.98
09921305	TAYLOR RGT #7THIOSULFATE .75 0Z	\$9.98
Sub Total		\$29.94
Total		\$29.94

DOLLAR GENERAL STORE #3029
1921 DUNNE AVE,
JACKSONVILLE, FL 32218
(904) 717-0970
SALE TRANSACTION

S FABULOSO LAVENDER 35000530585	\$8.00
S SCOTCH DISHWAND B 53200024796	\$3.50
Tax: \$11.50 @ 7.5%	\$0.86
Balance to pay	\$12.36
Visa	\$12.36

US DEBIT

Type: Chip Read	Auth Code: 009003
AID: A0000000980840	PAN Seq:
TVR: 8000088000	TSI: 6000
IAD: 06011203A00000	TID: ****6000
MID: *****27013	TOTAL PURCHASE \$12.36

Save Time. Save Money.
Every Day! At Dollar General

STORE	TILL	TRANS.	DATE
3029	11	186400	09-05-24 1:45 PM

Your cashier was: SC0



99902030290111864009

Buchanan Sign & Flag

6755 Beach Blvd.
Jacksonville, FL 32216
(904) 725-5500

Ticket #R-31338-01

User: FR

Station:POS2

Sales Rep FR

9/5/2024 11:48:57 AM

Item	Qty	Price	Total
------	-----	-------	-------

Description

SIGNSPC	1	266.00	266.00
28X40IN OBG ALUM FULL COLOR SIGN PANTONE 330/LOGO			

NOTE	1	0.00	0.00
BASKET COURT RULES			

WO	1	0.00	0.00
WORK ORDER #099789			

Subtotal 266.00

Total 266.00

Tender:

VISA

266.00

XXXXXXXXXXXX4050

Postal 010205001



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

6351 00053 11360 09/06/24 08:30 AM
SALE CASHIER EARTHA

071497194589 4-1/2 IN. X <A> 7.47N
WSTR PRO 4.5 X 3/4 CIRBUS X CFR 2PK

SUBTOTAL 7.47
SALES TAX 0.00

TAX EXEMPT

TOTAL \$7.47

XXXXXXXXXXXX4050 VISA

USD\$ 7.47

AUTH CODE 361137/7534925

TA

Chip Read

AID A0000000980840

US DEBIT

P.O.#/JOB NAME: P

6351 09/06/24 08:30 AM



6351 53 11360 09/06/2024 5506

RETURN POLICY DEFINITIONS

POLICY ID DAYS POLICY EXPIRES ON

A 1 90 12/05/2024

For customer support visit [Amazon.com/contact-us](https://www.amazon.com/contact-us)

Order date: September 9, 2024
Purchase Order #:
Order #: 113-9423411-6053815
Date shipped: September 9, 2024

Ship to:
Timothy Harden
16578 YELLOW BLUFF RD
JACKSONVILLE, FL 32226-1159
United States

GL code: 51010 Repairs & Maintenance
Cost center: Northeast
Location: DSD - Villages of Westport
Custom info: Non-Billable

Shipment details

Item description	Qty	Item price	Item subtotal
Push to Exit Button, Briidea Indoor Green Request to Exit Button with Green LED Round, Made of Stainless Steel, Sturdy & Durable (SKU: WT-106) Condition: New Sold by: xia men wan tuo hui ke ji you xian gong si Gift message: ""	1	\$22.99	\$22.99
		Item subtotal	\$22.99
		Shipping & handling	\$0.00
		Sales tax	\$1.72
		Total	\$24.71

Return or replace your item

Visit [Amazon.com/returns](https://www.amazon.com/returns)Have feedback on how we packaged your order? Tell us at [Amazon.com/packaging](https://www.amazon.com/packaging)



N Jacksonville 10PM 32218




N Jacksonville 10PM 32218

Shop All Services DIY Me

ORDER #WG69953232

[View Receipt](#)



Date Ordered: Invalid DateTime
Order Number: WG69953232
Order Total: \$644.81

Pick Up

Product Information

Item	Qty	Price
Hampton Bay Barrow Island 52 in. Indoor/Outdoor Wet Rated Natural Iron Ceiling fan Model #YG529-NI Store SKU #1001681734	6	\$599.82

Payment Information

Billing Address Timothy Harden 16578 Yellow Bluff Rd JACKSONVILLE, FL 32226	Payment Details Subtotal \$599.82 Delivery FREE Sales Tax \$44.99
Payment Method VI Ending in 4050	Order Total \$644.81



Date Ordered: Invalid DateTime

Order Total: \$644.81

Payment:  - 4050

Order Origin: Online

Pick Up


This item will be delivered in multiple packages.
✕

Arriving Monday, September 16

Processed Shipped Ready For Pickup Picked Up

Ship to:
Timothy
12111 ***** Rd

Jacksonville, FL 32218

Delivery Instructions:

None

Pickup Person:

Timothy

[Track Delivery](#)

[Start a Return](#)

 Return by December 8, 2024



HAMPTON BAY Barrow Island 52 in. Indoor/Outdoor Wet Rated Natural Iron Ceiling fan

Qty: 6

\$99.97

[Info & Guides](#)

[Feedback](#)

[Buy Again](#)

Pick Up

Arriving Monday, September 16

Processed Shipped Ready For Pickup Picked Up

Ship to:

Timothy
12111 ***** Rd
Jacksonville, FL 32218

Delivery Instructions:

None

Pickup Person:

Timothy

[Track Delivery](#)

 Return by December 8, 2024



HAMPTON BAY Barrow Island 52 in. Indoor/Outdoor Wet Rated Natural Iron Ceiling fan

Pick Up

Arriving Monday, September 16

Processed Shipped Ready For Pickup Picked Up

Ship to:

Timothy
12111 ***** Rd
Jacksonville, FL 32218

Delivery Instructions:

None


Pickup Person:

Timothy

[Track Delivery](#)

[Feedback](#)

 Return by December 8, 2024

 **HAMPTON BAY** Barrow Island 52 in. Indoor/Outdoor Wet Rated Natural Iron Ceiling fan



Pick Up

Arriving Monday, September 16

Processed Shipped Ready For Pickup Picked Up

Ship to:

Timothy
12111 ***** Rd
Jacksonville, FL 32218

Delivery Instructions:


None

Pickup Person:

Timothy

[Track Delivery](#)

 Return by December 8, 2024

 **HAMPTON BAY** Barrow Island 52 in. Indoor/Outdoor Wet Rated Natural Iron Ceiling fan



Pick Up

Arriving Monday, September 16

Processed Shipped Ready For Pickup Picked Up

Ship to:

Timothy
12111 ***** Rd
Jacksonville, FL 32218

Delivery Instructions:

None

Pickup Person:

Timothy

[Track Delivery](#)



Return by December 8, 2024



HAMPTON BAY Barrow Island 52 in. Indoor/Outdoor Wet Rated Natural Iron Ceiling fan

Pick Up

Arriving Monday, September 16

Processed Shipped Ready For Pickup Picked Up

Ship to:

Timothy
12111 ***** Rd
Jacksonville, FL 32218

Delivery Instructions:


None

Pickup Person:

Timothy

[Track Delivery](#)

📅 Return by December 8, 2024

 **HAMPTON BAY** Barrow Island 52 in. Indoor/Outdoor Wet Rated Natural Iron Ceiling fan



Subtotal:	\$599.82
Pickup:	FREE
Sales Tax:	\$44.99
Total:	\$644.81

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VISSANI.



HAMPTON BAY



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Limit the Use of My Sensitive Personal Information | Do Not Sell or Share My Personal Information | California Supply Chain Act

[Provide Feedback](#)

Feedback

For customer support visit [Amazon.com/contact-us](https://www.amazon.com/contact-us)

Order date: September 11, 2024
Purchase Order #:
Order #: 113-0976584-0353839
Date shipped: September 11, 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 - Villages of Westport
Custom info: Non-Billable

Shipment details

Item description	Qty	Item price	Item subtotal
AIKE Polished Stainless Steel Wall Mount Pump Soap Dispenser Polished 17 fl.oz. AK1001 (SKU: AK1001_Polished_500N) Condition: New Sold by: Zhejiang Aike Appliances Co., Ltd. Gift message: ""	1	\$18.80	\$18.80

Item subtotal	\$18.80
Shipping & handling	\$0.00
Sales tax	\$1.41
Total	\$20.21

Return or replace your item

Visit [Amazon.com/returns](https://www.amazon.com/returns)

Have feedback on how we packaged your order? Tell us at [Amazon.com/packaging](https://www.amazon.com/packaging)



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

6351 00052 11958 09/10/24 02:04 PM
SALE SELF CHECKOUT

887480019773	FLAT PLATE <A>	
	BAR FLAT ALUM 36X2X1/8	
	2@16.47	32.94
887480051018	SHEET MET SC <A>	1.38
	SDRL SCRW ZINC HEX #8 X 1	

	SUBTOTAL	34.32
	SALES TAX	2.57
	TOTAL	\$36.89

XXXXXXXXXXXX4050	VISA	
		USD\$ 36.89
AUTH CODE	360891/3524597	TA
Chip Read		
AID	A0000000980840	US DEBIT

P.O.#/JOB NAME: E

6351 09/10/24 02:04 PM



6351 52 11958 09/10/2024 5721

RETURN POLICY DEFINITIONS

	POLICY ID	DAYS	POLICY EXPIRES ON
A	1	90	12/09/2024



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

6351 00052 16130 09/12/24 08:46 AM
SALE SELF CHECKOUT

032076075033 BUTT SPLIC <A> 3.98
22-16 AWG RED BUTT SPLICES 15PK

SUBTOTAL 3.98
SALES TAX 0.30
TOTAL \$4.28

XXXXXXXXXXXX4050 VISA USD\$ 4.28

AUTH CODE 910726/1524746 TA

Chip Read

AID A0000000980840 US DEBIT

P.O.#/JOB NAME: Q

6351 09/12/24 08:46 AM



6351 52 16130 09/12/2024 8690

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 12/11/2024



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

6351 00021 25979 09/13/24 01:48 PM
SALE CASHIER KECIA

049821169763 4X100 SOLID <A> 116.00N
4 IN X 100 FT HDPE DRAIN PIPE SOLID

SUBTOTAL 116.00
SALES TAX 0.00

TAX EXEMPT

TOTAL \$116.00

XXXXXXXXXXXX4050 VISA

USD\$ 116.00

AUTH CODE 360750/0210089 TA

Chip Read

AID A0000000980840 US DEBIT

P.O.#/JOB NAME: TRAILS



6351 21 25979 09/13/2024 7232

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 12/12/2024



**How doers
get more done™**

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

6351 00054 22225 09/25/24 02:53 PM
SALE CASHIER THALITA

077089150018 1"WHTBRSBRSH <A>	
CHIP 1.0 FLAT BRUSH	
5@1.27	6.35N
678885208233 INT SAMPLE <A>	
DYNASTY MAT DY603 SAMPLE DEEP 7 OZ	
3@6.98	20.94N
678885208226 INT SAMPLE <A>	
DYNASTY MAT DY600 SAMPLE UPW 7.94 OZ	
2@6.98	13.96N

SUBTOTAL	41.25
SALES TAX	0.00

TAX EXEMPT

 TOTAL \$41.25

XXXXXXXXXXXX4050 VISA

USD\$ 41.25

AUTH CODE 912304/8542954

TA

Chip Read

AID A0000000980840

US DEBIT

P.O.#/JOB NAME: K

6351 09/25/24 02:53 PM



6351 54 22225 09/25/2024 8346

RETURN POLICY DEFINITIONS

	POLICY ID	DAYS	POLICY EXPIRES ON
A	1	90	12/24/2024