

Amelia Walk
Community Development District

March 15, 2022

AGENDA

**Amelia Walk
Community Development District**

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.AmeliaWalkCDD.com

March 8, 2022

Board of Supervisors
Amelia Walk Community Development District
Staff/Supervisor Call In #: 1-800-264-8432 Code 895984

Dear Board Members:

The Amelia Walk Community Development District Board of Supervisors Meeting is scheduled to be held **Tuesday, March 15, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida 32034.**

Following is the revised agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the January 18, 2022 Board of Supervisors Meeting
- IV. Ratification of Amenity Center Management RFP Documents
- V. Consideration of Proposals for Amenity Center Management
 - A. Evergreen Lifestyles Management
 - B. Castle Group
 - C. GMS
- VI. Update on Parking Enforcement
- VII. Discussion on Road Repairs
- VIII. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - D. Community Manager
 1. Report

2. Ratification of Asphalt Repair on Spruce Run

- IX. Supervisor Requests and Audience Comments
- X. Other Business
- XI. Financial Reports
 - A. Balance Sheet & Income Statement
 - B. Assessment Receipts Schedule
 - C. Approval of Check Register
- XII. Next Meeting Scheduled for April 19, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center
- XIII. Adjournment

MINUTES

MINUTES OF MEETING
AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Amelia Walk Community Development District was held Tuesday, January 18, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida.

Present and constituting a quorum were:

Gregg Kern	Chairman
Jeff Robinson	Vice Chairman
Henry “Red” Jentz	Supervisor
Mindi Gilpin	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Dan McCranie	District Engineer (by phone)
Brian Quillen	Evergreen Lifestyles Management
Alex Boyer	Evergreen Lifestyles Management
Jake Whealdon	KE Law Group
Joe Cornelison	GreenPointe

The following is a summary of the discussions and actions taken at the January 18, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 2:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the November 16,
2021 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Jentz seconded by Mr. Robinson with all in favor the minutes of the November 16, 2021 meeting were approved.

FOURTH ORDER OF BUSINESS

Discussion on Amenity and Operations Management Services

Mr. Laughlin noted this item was discussed at the last meeting and informed the Board that a deficiency letter was sent to Evergreen Lifestyles Management. Mr. Laughlin has been in contact with Brian Quillen regarding the letter and he has been much more responsive.

Mr. Robinson stated that he was prepared to move forward with soliciting proposals and he would like the RFP package to include a request for regular site visits including a week before board meetings and the week after board meetings for follow up actions that may come up in the meetings.

Mr. Quillen acknowledged Evergreen's deficiencies and assured the Board he and Mr. Boyer are working on a plan that will put the proper personnel in place, as well as the proper mechanisms to be able to manage the CDD as it should be. He suggested putting an amenity attendant in place in addition to a full-time CAM. He also provided updates on various projects taking place. Evergreen is working on power washing throughout the community, including the pool canopies and tennis courts that were approved at a board meeting last August. A vendor has been brought in to provide quotes to repair gym equipment. The fans either already have been repaired or are in the process of being repaired. Evergreen is looking into changing janitorial service companies and also is seeking quotes to fill potholes. Lastly, Mr. Boyer made some repairs to pavers, but there are larger areas that will need to be addressed as well. Furthermore, Mr. Quillen addressed billing procedures that resulted in janitorial service invoices being paid to both Evergreen and the vendor itself and noted the CDD will be reimbursed for any overages and in the future Evergreen will be making the payments to the janitorial company.

The Board discussed their preferences in how the management company will provide services and whether or not to directly contract for janitorial services rather than having the management company provide those services or sub-contract those services. The following motion was made to authorize staff to issue an RFP for amenity/operations management with an additional request to include an alternate bid to include janitorial services.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor authorizing staff to issue an RFP for amenity and operations management and janitorial services was approved.

FIFTH ORDER OF BUSINESS

Discussion on Lake Maintenance

Mr. Laughlin reminded the Board that lake maintenance is an issue that residents have expressed concerns with, and Evergreen has reported issues with the current vendor, Solitude. He also noted the lake maintenance contract currently covers 16 lakes and there are 17 lakes within the CDD. The Board discussed the fact that the one pond in question is not adjacent to any residents and therefore does not need to be maintained to the level of the other ponds for aesthetic purposes, but instead just to keep it functioning properly. Mr. Laughlin and Mr. Quillen presented proposals from the current vendor and Sitex Aquatics for maintenance of 16 lakes. Mr. Quillen stated that he’s been happy with Sitex’s performance in other communities. Mr. Boyer also informed the Board he’s received a quote of \$2,400 per year for maintenance of four fountains, which would bring the annual total \$31,020 for both lake and fountain maintenance services for Sitex Aquatics.

On MOTION by Mr. Kern seconded by Ms. Gilpin with all in favor terminating the lake maintenance contract with Solitude and awarding the lake and fountain maintenance contract to Sitex Aquatics was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Adopting Amended Prompt Payment Policies

Ms. Kilinski informed the Board the amended prompt payment policies are the result of legislative changes over the last couple of years. The most substantive change of note is a change from 1% to 2% in late payment interest that can be applied if the District does not pay its contractors in a timely manner.

On MOTION by Mr. Jentz seconded by Ms. Gilpin with all in favor resolution 2022-03, adopting amended prompt payment policies was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski noted she is providing legislative updates to the Board via email.

B. District Engineer – Ratification of Requisition No. 86

Mr. McCranie informed the Board requisition number 86 totaling \$25,499.81 covers the second half of the payment due to Trim All for various landscape improvements approved at a previous board meeting.

On MOTION by Mr. Kern seconded by Mr. Robinson with all in favor requisition number 86 was ratified.

Mr. Kern asked Mr. McCranie to confirm he is working with the utility company and a contractor and is involved with investigating the issue with the pothole on Spruce Run that is potentially being caused by a storm drain. Mr. McCranie confirmed he is being kept in the loop and will stay on top of the contractor performing the repair.

C. District Manager

There being nothing to report, the next item followed.

D. Community Manager – Monthly Report

Mr. Quillen gave a brief overview of his report as the majority of his report was covered above. He updated the Board on the item regarding the replacement of the chlorine pump noting he obtained a bid from Crown Pools for \$636 and the part has been ordered.

Mr. Quillen also presented proposals from two vendors for replacing the fountain on pond number one. Solitude provided a bid totaling \$10,598 for a 3.5HP motor and a separate bid totaling \$12,186 for a 5HP motor. Sitex Aquatics provided a bid totaling \$12,300 for a 5HP motor. Solitude also provided a proposal to repair the fountain for almost \$4,800, however Mr. Quillen noted he does not recommend repair as he thinks it will only be a temporary fix. He suggested approving Sitex Aquatics' proposal as he has had issues with the maker of the fountain motors that Solitude uses. The Board discussed the warranties and how the replacement would be funded and made the following motion to approve Sitex Aquatics' proposal.

On MOTION by Ms. Gilpin seconded by Mr. Jentz with all in favor the proposal from Sitex Aquatics to replace the fountain motor was approved.

Mr. Boyer reminded the Board of a discussion that took place at a previous meeting regarding a request from Richmond American to install a fountain in pond number 11. At the time of the discussion, the Board allowed the installation subject to Richmond agreeing to fund the costs associated. Mr. Boyer informed the Board he received a check from Richmond that includes funds for installation and electrical costs and he is working to confirm the proposal to install the fountain received when the request was taken is still valid.

EIGHTH ORDER OF BUSINESS Supervisors' Requests and Audience Comments

Supervisor Requests

Mr. Robinson reminded the Board of a previous request for construction of a parking lot off of Fallen Leaf Drive and stated that in the same area there has been landscaping improvements removed and a portion of ground leveled on CDD property without the District's consent. Mr. Laughlin stated that he would work with District staff if needed to send a letter to the adjacent homeowner.

Audience Comments

Ms. Sherry, 85181 Fall River Parkway, expressed concern over the previously approved pond maintenance proposal not including cleanup of construction debris and stated that the ponds have a lot of trash and pond 14 also has an issue with sand bars due to erosion from construction sites. Mr. Laughlin asked Mr. McCranie to check on pond 14 and stated he would get with Mr. Quillen about talking to the home builders. He also noted that it may be worthwhile to solicit proposals strictly for trash cleanup. Mr. Kern asked Mr. Quillen to assist with HOA enforcement and communication with the builder in terms of construction debris, erosion control and other conditions to ensure the construction sites are kept to acceptable standards.

Ms. Joyce Ellison, 85165 Fall River Parkway, stated that the residents located on pond 14 are not happy with the maintenance of the pond. She also complained of trash in common areas and asked if there is anyone contracted to cleanup debris. Mr. Laughlin responded that there is not someone contracted specifically for trash pickup, but the landscape contract may include trash pickup. Mr. Jentz asked that someone to speak to the homebuilders to demand they keep trash out of the water and off the ground and maintain proper erosion control.

Mr. Jeff, 85181 Fall River Parkway, stated that he thought it would be good for the Board to create a plan for Evergreen to follow to ensure clarity moving forward for onsite management.

Ms. Connie Phillip, 85032 Williston Court, asked for clarification as to how the HOA configuration would be handled with the CDD considering changing management companies. Mr. Laughlin responded that typically the HOA management company would remain in place even if the CDD chooses another provider for their portion.

Mr. Cody, 85186 Champlain Drive, stated that he speaks for the residents on Champlain and Babcock and expressed frustrations with Evergreen not following the parking area map adopted via resolution by the CDD board designating no parking zones and not responding to emails or meeting requests when complaints are submitted regarding cars parking on other resident’s properties or in front of stop signs and fire hydrants. Mr. Laughlin stated that the CDD has no enforcement capability, which is why the CDD adopted a resolution authorizing the HOA to enforce parking in those areas. He also stated that he would contact the Sheriff’s office to speak to someone about their ability to enforce traffic issues within the CDD boundaries. Mr. Quillen and the Board also discussed the need for the HOA CC&Rs to be amended for parking enforcement.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipts Schedule

C. Approval of Check Registers

Mr. Laughlin noted the check register totals \$122,314.04.

Mr. Robinson asked that staff ensure the invoices for janitorial services are returned. Mr. Laughlin stated that his office has received two invoices from Summit recently, which were provided to and paid for by Evergreen.

On MOTION by Ms. Gilpin seconded by Mr. Jentz with all in favor the check register was approved.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – February 15, 2022
at 2:00 p.m. at the Amelia Walk Amenity
Center**

TWELFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Jentz seconded by Ms. Gilpin with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

***AMELIA WALK COMMUNITY
DEVELOPMENT DISTRICT***

**REQUEST FOR PROPOSALS
FOR
AMENITY CENTER MANAGEMENT**

February 5, 2022

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1. GENERAL INFORMATION FOR PROPOSERS

**AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR AMENITY MANAGEMENT SERVICES**

Notice is hereby given that the Amelia Walk Community Development District (the “District”) will accept proposals from qualified firms interested in providing amenity management services for the District’s facilities. These services are considered contractual services under Florida law and are not required to be competitively bid. Instead, the District intends to select the proposal that is in the best interests of the District. In order to submit a proposal, each Proposer must be authorized to do business in Florida, hold all required state and federal licenses in good standing, and otherwise meet any applicable requirements set forth by the District. Firms interested in proposing shall be required to obtain a request for proposal package, available at the e-mail and address set forth herein.

All proposals should include the following information, among other things described herein:

- A. Completed and executed proposal forms as set forth herein.
- B. At least three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person(s). Proposer shall demonstrate its level of experience and expertise in substantially similar operations.
- C. A narrative description of the Proposer’s approach to providing the services for each of the tasks as described in the scope of services provided herein.
- D. Complete pricing showing the total cost of providing the services, broken down as set forth on the following price proposal form. For any subcontractor being proposed, the total amount proposed to be paid by the District for these services shall be segregated between the actual funds being paid to the subcontractor and the mark up being charged by Proposer. Please note the District is requesting pricing with and without janitorial services included within the scope of the Agreement. Three years of pricing shall be included by the Proposer.
- E. A written statement how the Contractor proposes gross revenues from lessons and special events to be distributed.
- F. If the Proposer desires to propose an alternate approach to operating and maintaining the District’s Facilities based on Proposer’s specialized knowledge and experience in this area, the Proposer is strongly encouraged to submit both a proposal responsive to the structure outlined herein and a separate, alternative proposal.

While there will not be a pre-proposal conference, the site is available to visit at pre-arranged times, which can be coordinated through District Counsel with a member of the District’s Board.

Firms desiring to provide a proposal should submit an electronic copy of the required proposal no later than Tuesday, March 4, 2022 at 3:00 p.m. (EST), to District Counsel, KE Law Group, PLLC, c/o Jennifer Kilinski, via electronic mail at jennifer@kelawgroup.com or via mail at 2016 Delta Boulevard, Suite 101, Tallahassee, FL 32303. If proposals are mailed, a flash drive is required and proposer is responsible for ensuring the proposal arrives by the deadline. Electronic mail submittals will be confirmed with an e-mail confirmation; if you do not receive a confirmation please contact District Counsel. The District may choose not evaluate any proposal not completed as specified or missing the required documents. By submitting a proposal, Proposers acknowledge this is an informal solicitation of proposals for contractual services and there is no right to protest this proposal package, including the evaluation criteria, or the Board's selection.

Any firm submitting a proposal is strongly encouraged to attend the meeting of the District's Board of Supervisors to be held on Wednesday, March 15, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida 32034. The Board of Supervisors are anticipated to review the proposals at this meeting and each Proposer will be allocated time to describe their company and proposal(s) and to answer questions.

If the Proposer desires to propose an alternate approach to operating and maintaining the District's Facilities based on Proposer's specialized knowledge and experience in this area, the Proposer is strongly encouraged to submit both a proposal responsive to the structure outlined herein and a separate, alternative proposal.

Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest of the District to do so. The District's Board of Supervisors shall review and evaluate the proposals in their individual discretion, and make any final determination with respect to the award of a final contract that is in the best interests of the District. Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

Any and all questions relative to this project shall be directed in writing by e-mail only to Jennifer Kilinski, District Counsel, at jennifer@kelawgroup.com. No phone inquiries please. All questions must be received no later than **12:00 p.m. on February 28, 2022**, to be considered. Questions, answers, interpretations, and/or clarifications considered necessary by the District in response to such questions will be issued by addenda e-mailed or otherwise delivered to all parties recorded as having received the RFP. Only questions answered by formal written addenda will be binding. No interpretations will be given verbally. Although formal site visits/tours of the District are not available, District Counsel may be contacted via e-mail to coordinate viewing of the District.

2. SCHEDULE SUMMARY

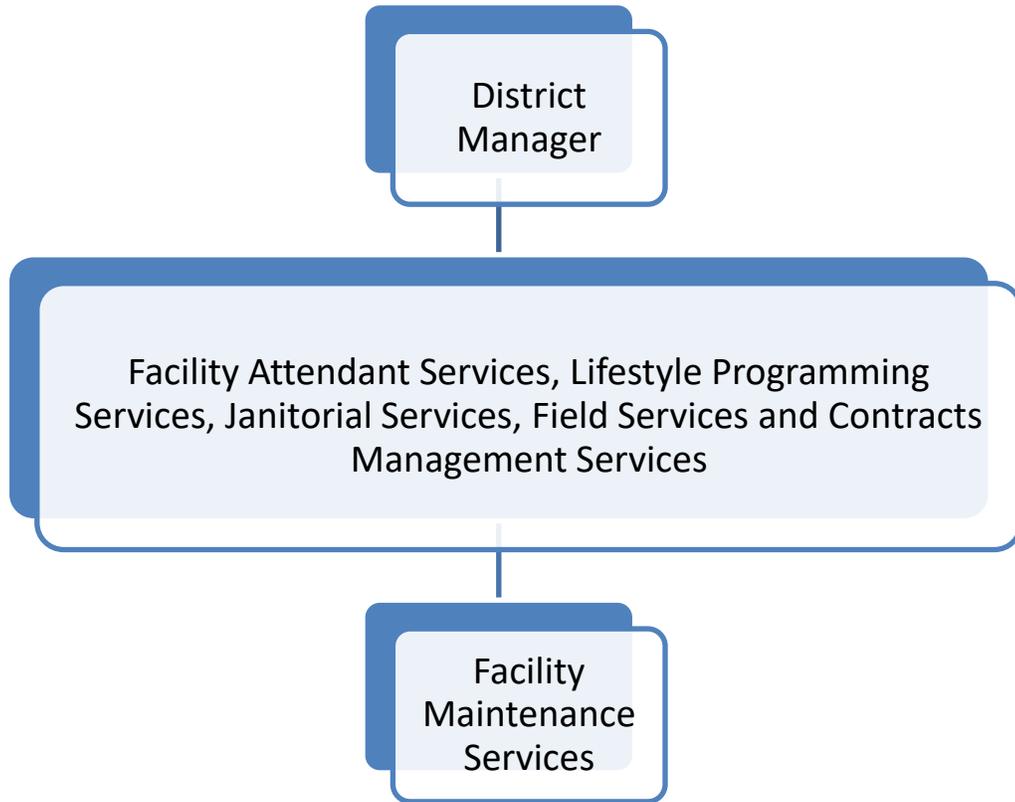
The District anticipates the following RFP schedule, though certain dates may be subject to change:

DATE/TIME	EVENT
February 5, 2022	RFP Informal Notice is issued and RFP package available
February 28, 2022, 12:00 p.m.	Deadline for questions submitted in writing to the District Counsel.
March 4, 2022, 3:00 p.m.	Proposals submittal deadline.
March 15, 2022, 2:00 p.m.	Board meeting to evaluate proposals.

3. GENERAL DESCRIPTION OF DISTRICT FACILITIES TO BE MANAGED

The Amelia Walk Community Development District consists of approximately 563 acres of land located entirely within Nassau County, Florida, made up of 749 homesites and approximately 2000 residents. The District owns, operates and maintains various common areas, parking lots, storm water management ponds and structures, playground, amenity center, swimming pool, tennis facility, multi-purpose field, fitness center, hardscaping, entry features, and onsite and offsite landscaping and irrigation systems. The maintenance and management contracts currently in effect are public records and can be obtained by contacting: Daniel Laughlin at Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, FL 32092; telephone (904) 940-5850, dlaughlin@gmsnf.com (“District Manager”). Proposers should familiarize themselves with the District’s lands and facilities prior to submitting a proposal. Proposers shall include three years of pricing with their submitted proposal and recognize that programming rights may be non-exclusive.

DRAFT ORGANIZATIONAL CHART



4. SCOPE OF SERVICES NEEDED

I. Overview of Contractor's Responsibilities

Contractor's staff at Amelia Walk shall serve the District and community in a professional manner, providing the residents with the numerous benefits of a first-class operation. Included within the Contractor's responsibilities is the occupation and oversight of the recreation facilities. Duties include the greeting of residents and guests as they enter the facility, registering patrons for activities and programs, monitoring the use and condition of the facility throughout the day, and attempting to resolve issues on behalf of the residents, as appropriate. Attention to detail and top notch customer service is important to the community.

Further, Contractor's staff shall provide professional interaction with and coordination with outside entities, which may include but not be limited to, coordination with District vendors, property management services, the homeowner's association, landscape maintenance, and other service contractors, along with the administration of contracts with one or more of the same. Courteous and respectful communication with the District Board, residents and others shall be expected at all times. Monthly reporting to the District Board of Supervisors will be a required job function along with attendance at Board meetings. Recommendations on vendor changes, performance and contract administration responsibility are important job functions.

II. Staffing

Overview: The staffing responsibilities include all duties associated with employing the recreation staff, such as recruiting, hiring, training, overseeing, and evaluating such personnel (see "Personnel" below). Previously, the staff has included an Amenity Facility Attendant, Field Operations and Contracts Manager, Janitorial Services, and Facility Maintenance Technician(s). The District requests that proposers review the desired services and develop a staffing solution that is comprehensive, efficient, responsive to the District's needs and cost-effective. Proposals may combine positions and/or re-allocate services among the positions. Proposer must clearly explain staffing levels, time present and dedicated to onsite presence, and quantify individual positions and compensation in its proposal.

Proposers should bid on the scope included with this Request for Proposals. Alternate proposals may be submitted along with the original proposal; the Board will consider these alternatives and reserves the right to award a contract with an alternative scope. Contractor shall be responsible for all necessary insurance payments (including workman's compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its Personnel.

Personnel:

- a) An individual shall assist in greeting residents who visit the Amenity Center, enforcing District policies and providing onsite staff presence to assist in the day-to-day operation of the amenity facility. This person, or another person staffed by the Contractor, shall provide regular testing of the pool chemical balance and shall keep required Department of Health chemical logs. Historically, this person has been a full-time, 40 hours per week position and dedicated solely to the District and not other properties of

- the Contractor.
- b) Field Operations/Contract Manager - An individual shall be responsible for overseeing the performance of the District's maintenance responsibilities, including the management and oversight of other onsite contractors or maintenance staff engaged by the District, including contract administration and deficiency oversight of the District's landscape and stormwater management contractors. This person may be full-time or part-time depending on the Contractor's estimation of the needs of the District.
 - c) Janitorial Services to maintain the cleanliness of all indoor and outdoor, as may be applicable, areas. This item shall be bid in the alternative as the District reserves the right to contract with an outside vendor for Janitorial Services. Contractor should provide a bid that includes Janitorial Services and a bid that excludes or subcontracts such services as an alternative.
 - d) On-site facility maintenance technician services on an as-needed, hourly basis should also be included; provided, however it is possible that the Field Operations position can perform these services; provided that Contractor shall describe its recommended approach.

III. Activities Programming

A variety of recreational activities will be offered to maximize the use of the amenity center and a sense of community and lifestyle for the residents. Responsibilities include the design, promotion and administration of activities, including such duties as program scheduling, registration, payment collection and staffing, along with budget recommendations to District Management for events and the recreational components of the budget. Based on the level of interest and participation, programs shall be offered to the residents of Amelia Walk that are age- and facility-appropriate. Pre-approved community special events shall be organized, promoted and executed by staff, whether provided directly by the management company or by a separately approved District vendor. However, program offerings may be non-exclusive. A variety of community communication tools will be managed in order to enhance the residents' awareness of upcoming events and activities, as well as their understanding of key facility policies and procedures. The District desires examples of successful programming, events and recommendations in this area. The proposal should include the Contractor's proposal for the way events are staffed, funded and frequency of the same.

IV. Detailed Scope of Services

A) Amenity Facility, Lifestyle/Event Management, Field Operations, and Contract Management Services

- a) Greet guests.
- b) Address issues and concerns of residents and guests.
- c) Enforce District policies and rules.
- d) Test pool chemical level when on-site and record results in logbook. Report unsafe conditions to the appropriate party.
- e) Straighten pool deck furniture, wipe tables, and change trashcan liners.

- f) Inspect and clean trash from restrooms and change trash can liners. Police the facility and amenity areas for trash and debris.
- g) Plan, staff, promote and execute on various activities programming such as the spring and fall yard sales, summer pool party, Oktoberfest, holiday lighting events, etc.
- h) Provide community specific, well-balanced activities with an appropriate mix for active, leisure, age, physical wellness, etc., considerations (including but not limited to children's programs).
- i) Publish a quarterly activities calendar and newsletter, which shall be posted on the bulletin board, website/social media as may be determined by the District, distributed via e-mail, and made available in hard copy at the Amenities clubhouse.
- j) Recommend programs, services and resident offerings for Board consideration.
- k) Coordinate new resident welcome packages, FOBs, amenity rule/policy updates and transmissions and related matters.
- l) Attend all District meetings and provide monthly report on events, repairs, maintenance, proposal requirements and other information, including information submitted timely for Board agenda packages.
- m) Perform regular inspections of the District's common areas and facilities to monitor their condition and maintenance needs. Regular shall mean at least every other day or more frequently as may be necessary to ensure the integrity, cleanliness and maintenance of District assets.
- n) Assist the District in locating and contracting with maintenance providers.
- o) Assist in securing competitive bids/proposals on services and products for the District. Coordinate and monitor the activity and performance of maintenance providers.
- p) Confirm that maintenance providers are insured.
- q) Provide assistance in reporting and filing of insurance claims on behalf of the District.
- r) Prepare monthly Management Reports for the Board summarizing significant events and actions for the period.
- s) Attend Amelia Walk Community Development District Board of Supervisors meeting when requested by the Board.
- t) Advise District Manager of items that may be appropriate for the meeting agenda.

Contractor shall provide detailed staffing information in the proposal response, including job descriptions, anticipated hours on property, pay ranges, etc. Contractor shall also provide its proposal for handling of revenue derived from programming, events and other services.

B) Janitorial Services (to be bid in the alternative)

- a) Dust and damp mop all tiled areas including baseboards.
- b) Dust window ledges, blinds, air condition vents and returns, furniture bases, shelves, and tables.
- c) Clean all windows.
- d) Empty and remove all trash from receptacles.
- e) Bathrooms: clean and disinfect floors, counters, mirrors, toilets, urinals and all surrounding areas. Paper and soap dispensers shall be cleaned and filled as needed.

Note: Contractor to provide janitorial equipment; paper supplies, trash can liners, and soap to be provided by the District.

- f) Should extraordinary cleaning services be required (as agreed to by the District or District management), such special services and/or equipment and supplies shall be billable to the District; provided, however, such services shall be first confirmed by the District Manager.

Anticipated Frequency of Cleanings (if an alternative is proposed, please provide and explain why):

- o September through May: Two (2) days per week
- o June, July & August: Three (3) days per week
- o Services are to be completed during the week, Monday through Friday, between 8:00 a.m. and 5:00 p.m.
- o The following holidays are excluded: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas day.

The District reserves the right to contract for Janitorial Services with an outside vendor.

C) Facility Maintenance Technician Services

1. Perform general facilities maintenance services on an as-needed basis at an hourly rate.
2. Provide back up support for necessity of maintenance services and secure multiple proposals for same.
3. Tasks as assigned by the District Manager or Field Operations / Contract Manager.

Note: this position may be able to be performed by the Field Operations Manager. Contractor should describe its plan and ability to provide direct services vs. contracting out for maintenance services and the scope of that ability.

V. What is Not Included in the RFP? If the proposer requires clarification about what is or is not included in the RFP, it shall seek guidance from the District in advance of submitting a proposal.

1. District Management and Accounting Services
2. Performance of Primary Landscape Maintenance Services
3. Performance of Primary Aquatic/Lake Maintenance Services
4. Performance of Primary Preventative Maintenance of Equipment
5. Engineering Services
6. Legal Services
7. Auditing Services

5. PROPOSAL FORMS

5.A.
AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, appeared the affiant, _____, 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 _____ for _____ (“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 Amelia Walk Community Development District proposal for amenity center 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. The Proposer acknowledges the receipt of the complete RFP Package as provided by the District and as described in the RFP Table of Contents. Additionally, the Proposer acknowledges receipt of the following addenda:

Addendum No. _____	Dated _____

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

5. 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.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Amelia Walk 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.

7. By signing below, the Proposer acknowledges that (i) the Proposer has read, understood, and accepted the Project Manual; (ii) the Proposer has had an opportunity to consult with legal counsel regarding the Project Manual; (iii) the Proposer has agreed to the terms of the Project Manual; (iv) this is an informal bid, and no protest rights or other procurement rights will be afforded to the Proposer; and (v) the Proposer has waived any right to challenge any matter relating to the Project Manual, including but not limited to any protest relating to the proposal notice, proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual.

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 _____ day of _____, 2022.

Proposer: _____
By: _____
Title: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was sworn and subscribed before me by means of [] in person appearance or [] online notarization this _____ day of _____, 2022, by _____ as _____ of _____, who is either personally known to me or produced _____ as identification.

NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: _____
(Name of Notary Public, Printed,
Stamped or Typed as Commissioned)

5.B.

GENERAL PROPOSER INFORMATION

• *Proposer General Information:*

Proposer Name _____

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

Parent Company Name (if any) _____

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

• *Company Standing:*

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

In what State was the Proposer organized? _____ Date _____

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

If no, please explain _____

- *What are the Proposer's current insurance limits?*

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

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

5.C.
PERSONNEL

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

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

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:*

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

OFFICERS

PROPOSER: _____

DATE: _____

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
FOR PARENT COMPANY (if applicable)			

5.D.
EXPERIENCE

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 500 homes and/or 1500 residents previously? Yes ___ No ___ If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Dates Serviced: _____

- *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 years. Attach additional sheets if necessary.*

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Your Company's Scope of Services for Project: _____

List of subcontractors used: _____

Is this a current contract? Yes ___ No ___

Duration of contract: _____

- *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 contract within the past 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: _____

- *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 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.*

5.E.

PRICING – ATTACH A SEPARATE SHEET IF NECESSARY

Proposed Fee for Management and Staffing

(for hourly rates, indicate if the price is proposed to change in years 2 or 3)

This must include all proposed costs of:

- *Position #1*

Year 1

\$ _____

Year 2

\$ _____

Year 3

\$ _____

If applicable, hourly rate paid by District to Contractor for

Position #1

\$ _____

Hourly Rate actually paid *Position #1*

\$ _____

- *Position #2*

Year 1

\$ _____

Year 2

\$ _____

Year 3

\$ _____

If applicable, hourly rate paid by District to Contractor for

Position #2

\$ _____

Hourly Rate actually paid to *Position #2*

\$ _____

- *Position #3, if needed*

Year 1

\$ _____

Year 2

\$ _____

Year 3

\$ _____

Hourly Rate paid by District to Contractor for

Position #3

\$ _____

Hourly Rate actually paid to *Position #3*

\$ _____

Proposed Annual Fee for Janitorial Services

Year 1

\$ _____

Year 2

\$ _____

Year 3

\$ _____

If a subcontractor is proposed, please indicate:

- Amount to be Paid to Subcontractor

\$ _____

- Mark up retained by Proposer

\$ _____

The District retains the right to contract separately for Janitorial Services. **Please provide bids including and excluding Janitorial Services.*

Proposed Hourly Rate for Facility Maintenance Technician

\$ _____

If a subcontractor is proposed, please indicate:

- Hourly rate to be Paid to Subcontractor

\$ _____

- Mark up retained by Proposer

\$ _____

If work is proposed to be done by Field Operations Manager, please specify(circle) : YES or NO

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 WITH SUFFICIENT DETAIL FOR THE DISTRICT TO UNDERSTAND THE PRICING AND ALTERNATIVE(S). SUCH INFORMATION CAN BE PROVIDED IN A SEPARATE PAGE/WRITING.

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 _____ day of _____, 2022.

Proposer: _____

By: _____

Title: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was sworn and subscribed before me by means of in person appearance or online notarization this ____ day of _____, 2022, by _____ as _____ of _____, who is either personally known to me or produced _____ as identification.

NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: _____
(Name of Notary Public, Printed, Stamped or
Typed as Commissioned)

6. FORM OF AGREEMENT

AGREEMENT BETWEEN AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT AND FOR AMENITY MANAGEMENT SERVICES

This Agreement for Amenity Management Services (“Agreement”) is made and entered into to be effective this ___ day of _____ 2022 by and between:

Amelia Walk Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Nassau County, Florida, whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“District”), and

_____, a Florida _____, whose address is _____ (“Contractor” and, together with the District, the “Parties”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

WHEREAS, the District has constructed a recreation center that includes a swimming pool, community center, fitness center, tennis facility, athletic field, and other recreation facilities (collectively, the “Amenity Center”), as well as landscape and irrigation improvements, lake embankments, entrance areas and other common areas (collectively, the “Facilities”); and

WHEREAS, the District intends to provide for the operation, management program and maintenance of the Amenity Center and the Facilities; and

WHEREAS, Contractor has a background in the operation, management, program and maintenance of recreation facilities and is willing to provide such operation, management, program and maintenance services to the District in accordance with this Agreement; and

WHEREAS, the District desires to enter into a contractual relationship with Contractor to operate, manage, program and maintain the Amenity Center and the Facilities and to provide other services as described in this Agreement and the Scope of Services attached hereto as **Composite Exhibit A** and incorporated herein by reference (collectively, the “Services”).

1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated as a material part of this Agreement.

2. ENGAGEMENT OF SERVICES. The District agrees to engage Contractor to provide the Services. This Agreement grants to Contractor the right to enter and use the Amenity Center and the Facilities for the purposes and uses described in this Agreement, and Contractor hereby

agrees to comply with all applicable laws, rules, and regulations while performing its obligations under this Agreement including that Contractor will not take a tax position inconsistent with it being a manager and not owner of the Amenity Center and Facilities.

3. DESCRIPTION OF SERVICES. Contractor shall provide the Services and personnel in accordance with Composite Exhibit A, and below and subject to the organizational chart attached hereto as Exhibit B.

A. Position #1. Contractor shall provide a [Position #1] throughout the term of this Agreement.

B. Position #2. Contractor shall provide a [Position #2, if needed] throughout the term of this Agreement.

C. Position #3. Contractor shall provide a [Position #3, if needed] throughout the term of this Agreement.

D. Janitorial Services. Contractor shall provide janitorial services throughout the term of this Agreement. [if elected by the District]

E. Facility Maintenance Technician. Contractor shall provide the services of a Facility Maintenance Technician on an as-needed, hourly basis throughout the term of this Agreement.

4. COMPENSATION. The Agreement shall be for a three-year period, renewable or terminable pursuant to the provisions herein. For the first three years the Agreement is in effect, Contractor shall be compensated for providing the Services described in Section 3 of this Agreement in accordance with the prices set out at **Exhibit C**, which is incorporated herein by reference. For any future years during which the Agreement is in effect, the Parties shall agree to negotiated pricing in a written addendum to this Agreement. The pricing herein is inclusive of all costs, fees, charges and compensation, including associated wages, salaries, associated taxes, human resource administration, background checks, drug screening, employer payroll expenses, credit card processing fees, other processing fees, mileage allowances, uniforms, cell phone charges, vehicle and any other items related to the performance of the Scope of Services except as otherwise provided for herein. The District shall reimburse the Contractor for mileage related to District-related maintenance such as the pick-up or delivery of necessary supplies, materials and tools, for the transportation of equipment, or for other maintenance tasks as needed. Contractor shall not utilize District employees, if any, or other independent contractors to perform any of the Services provided for herein without the express permission of the Board and for a reimbursement to the District at an agreed upon amount. Contractor compensation is payable at least monthly, and any deferral of compensation accrued but unpaid due to insufficient revenues will be subject to statutory interest amounts and will be paid no later than termination of the Agreement.

Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered to the District at the offices of the District Manager on the fifteenth of the month in which the invoice is being billed (for example, for Contractor to receive timely payment for Services

provided for the month of May, the invoice for May shall be delivered to the District Manager on May 15th). These monthly invoices are due and payable within fifteen (15) days upon receipt of the invoice by the District. Each monthly invoice will include such supporting information including departmental sales reports, as the District may reasonably require the Contractor to provide. In the event there is a dispute regarding payment or Services, the District reserves the right to hold the portion of the payment in dispute, pending expeditious negotiation and resolution of the dispute in good faith by the Parties.

5. GENERAL PROVISIONS.

- A. The Services provided by Contractor shall be as provided for in **Composite Exhibit A** and as set forth in this Agreement. Contractor shall immediately notify the District Manager should it discover any issues or concerns that affect the public's health, safety and welfare and shall immediately address and correct such concerns.
- B. The [Position #2] shall prepare a report and submit it to the District Manager prior to each Board of Supervisors' ("Board") meeting and shall include substantive updates and information. The [Position #2] shall attend the Board meetings on request.
- C. Contractor agrees that this Agreement expressly prohibits non-compete provisions. Should the District elect to suspend any department hereunder, or terminate the Agreement in whole or part, the District shall not be prohibited from directly or indirectly employing or contracting any individual employed by the Contractor under this Agreement. Contractor may prohibit its employees from soliciting work with other competitors or vendors that are not the District in its discretion.
- D. The District may elect to add additional services to this Agreement upon mutual agreement by the Parties, as confirmed in a written addendum hereto. The District may discontinue all of the Services provided for herein pursuant to the termination provisions set forth herein or discontinue the provision of a portion of the services described herein immediately for cause or upon thirty (30) days written notice without cause, specifying the department or position(s) discontinued, in the Districts sole and absolute discretion. Any addendums to this agreement will not take effect unless the parties receive an opinion from bond counsel that the changes made thereby do not adversely affect the exclusion from gross income of interest on the bonds financing the managed property.
- E. At all times during operation of the Facilities and Amenity Center, Contractor shall ensure responsible and proper staffing levels that meet the provisions of law and best practices. The needs of other properties shall not trump the responsible staffing of the Facilities. Contractor shall not utilize employees hired by Contractor to staff District Facilities and Amenity Center at other Contractor properties without the express approval of the District, through its District Manager. Contractor shall not use District employees, if any, District property or any District hardware/facility for any other work not related directly to the District, including any other off-site

properties or in support of other Contractor-related businesses. District employees shall not be utilized for the provision of the Services set forth herein.

- F. In consideration for the District's ability to elect to make any position, department or portion of this Agreement staffed by District employee(s) or an unaffiliated third-party contractor other than Contractor, Contractor shall not be entitled to any compensation in consideration for such election by the District.
- G. All Contractor employees or subcontractors, including but not limited to fitness instructors, shall either be employees hired directly by the Contractor, or subcontractors who are hired and compensated by the Contractor (1099 individuals).
- H. Contractor is an independent contractor. Contractor shall have sole authority as an independent Contractor in dealing with its employees and shall be solely responsible for all necessary insurance payments (including workers' compensation, as required by Florida law), payroll taxes and other deductions, and the provision of various benefits to its staff. Contractor shall be liable for the performance, or lack thereof, of employees of the District, of Contractor's employees and contractors, licensees, lessees and vendors that are within the Contractor's control. Contractor shall solely be responsible for oversight, control, direction and management of all personnel providing services of functions at the District and shall defend, hold the District harmless and indemnify the District against any employment or other related claims arising from the same. This provision is meant to be exhaustive such that any claims related to the provision of the Services arise, Contractor shall defend, hold the District harmless and indemnify the District and Contractor has been paid for the Services in consideration of the Services and the indemnification provisions provided for in this Agreement.
- I. Contractor shall promptly respond to any and all emergencies or problems related to the Amenity Center and/or the Facilities and shall report to the District all known problems related to the Amenity Center and/or the Facilities.
- J. Contractor shall provide annual evaluations of all employees staffed at the District. Such evaluations shall be standardized and provided in accordance with best employment practices. Contractor shall train employees with supervisory responsibilities, or cause such employees to be trained, including but not limited to the General Manager and various department heads, in human resources and employment best practices. This training at a minimum shall include such topics as performance management and terminations, corrective actions, social networking best practices and the do's and don'ts, harassment and discrimination, interviewing, and handling difficult employees/conflict resolution.
- K. All purchases made by any of the positions paid for pursuant to the Agreement or any Addendum will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for

District procurement and purchases imposed by Florida law. The District will be responsible for all operating expenses pertaining to the day-to-day operation that will be reasonably necessary for a public purpose of the District. These will include, but not be limited to, the following: District telephone services, utilities, operating supplies, uniforms to the extent not provided for by Contractor as set forth herein, travel expenses for District employees consistent with the District's reimbursement policies, and other related expenses to District specific operations not a part of the responsibilities of Contractor. No expenditure in excess of the amount budgeted for such may be made without prior Board approval except in the event of an emergency, in which case the Contractor shall report such expenditure and the reason for the emergency expense to the District Manager as soon as possible, but in no event later than seventy-two (72) hours.

- L. Costs incurred by Contractor due to emergencies or at the written direction of the District shall be reimbursed to Contractor at cost. Such reimbursements shall be paid only in accordance with receipts for such costs provided to the District by Contractor. The Contractor shall to the best of its ability, avoid paying directly for items and seeking reimbursements, as the District provides a credit card for expenditures and has several accounts open for purchases.
- M. Contractor shall require all applicable registration forms and waivers to be executed by any Patrons of the District (as defined in the *Policies Regarding Use of the District's Amenity Center*) prior to use of the Amenity Center and/or Facilities.
- N. The Parties agree that the Facilities shall be operated and maintained for a public purpose, and that any monies generated from the operation of the Facilities shall be remitted to the District and used to defray the public expense associated with operating and maintaining the Facilities consistent with the terms of this Agreement. The Contractor shall operate in a way that maintains the District's tax-exempt status. The District agrees to pay any applicable ad valorem taxes, except that the Contractor shall be responsible for payment of ad valorem taxes to the extent that the Facilities are made subject to ad valorem taxation as a result of the Contractor's failure to abide by the terms of this Agreement or the Districts' rules or policies.
- O. Residents shall pay \$____ per hour for temporary staffing services by facility attendants, such as after-hours private birthday parties and private facility rentals, due prior to the commencement of such services.
- P. To the extent that any other terms provided in **Composite Exhibit A, Exhibit B, or Exhibit C** conflict with the terms of this Agreement, the terms of this Agreement shall control.
- Q. The Contractor shall additionally follow the Youth Safety Guidelines set forth in **Exhibit D**.

- R. Contractor is entitled to ____ of gross revenue and the District ____ of gross revenue generated by Contractor in the performance of this Agreement. Otherwise, the sole compensation for services provided hereunder are as defined herein, in the exhibits hereto, and as identified in this Agreement. Contractor shall produce adequate documentation to support the remittance of its revenue share to the District at the District's request.
- S. Contractor shall be responsible for tracking resident complaints and report to the District monthly on timeline and response to each complaint.

6. CARE OF THE PROPERTY. Contractor shall use all due care to protect the property of the District, its Patrons, landowners and authorized guests from damage by Contractor or its employees or agents. Contractor agrees to repair any damage resulting from the Services within twenty-four (24) hours. Any such repairs shall be at Contractor's sole expense, unless otherwise agreed, in writing, by the District.

7. COMPLIANCE WITH GOVERNMENTAL REGULATIONS. In providing the Services, Contractor shall use approved and effective chemicals and cleaning agents in strict compliance with state and federal environmental guidelines. Further, Contractor shall take any action necessary to promptly comply with any and all orders or requirements affecting the Amenity Center and/or the Facilities placed thereon by any governmental authority having jurisdiction. However, Contractor shall not take any action under this paragraph if the District is contesting or has affirmed its intention to contest any such order or requirement. Contractor shall promptly and in no event within more than seventy-two (72) hours notify the District in writing of all such orders or requirements.

8. INVESTIGATION AND REPORT OF ACCIDENTS/CLAIMS. Contractor shall promptly and in no event more than 48 hours provide a written report as to all accidents, injuries or claims for damage relating to the Facilities or related to the Services, including any damage or destruction of property, and shall cooperate and make any and all reports required by any insurance company, law enforcement agency or the District in connection therewith, unless the Board expressly directs Contractor otherwise, in writing. The District may adopt policies requiring more stringent reporting requirements of Contractor, which later adopted policies shall control; this paragraph is intended to set forth minimum standards.

9. TERMINATION. The District shall have the right to terminate this Agreement at any time upon written notice, due to Contractor's failure to perform in accordance with the terms of this Agreement or upon sixty (60) days written notice without cause. Contractor shall have the right to terminate this Agreement upon ninety (90) days written notice to the District stating a failure of the District to perform in accordance with the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. In the event either party terminates this Agreement, Contractor agrees to accept the balance due and owing to it at the effective date of termination for the work performed up to that date, subject to any offsets the District may have against Contractor. Upon termination, the Parties shall account to each other with respect to all matters outstanding as of the date of termination.

Upon termination of this Agreement, the Contractor shall also, as soon as practicable, but in no event later than the effective date of termination or such other date as may be set forth below:

- a) deliver to the District all materials, equipment, tools and supplies, keys, contracts and documents relating to the Facilities, the District operations, and such other accountings, papers, and records as the District shall request and are in the Contractor's possession or under the Contractor's reasonable direct control pertaining to the Facilities;
- b) vacate any portion of the Facilities then accessed by the Contractor as a consequence of this Agreement; and
- c) furnish all such information and take all such action as the District shall reasonably require in order to effect an orderly and systematic ending of the Contractor's duties and activities hereunder. Within ten (10) days after the effective date of any such termination, the Contractor shall deliver to the District any written reports required hereunder for any period not covered by prior reports at the time of termination.

10. INSURANCE.

A. Contractor shall maintain throughout the term of this Agreement, at a minimum, the following insurance:

- i. Workers Compensation - statutory limits
- ii. General liability insurance with the following limits:
 - \$3,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations
 - \$1,000,000 Personal & Advertising Injury
 - \$1,000,000 Each Occurrence
- iii. Comprehensive automobile liability insurance for all vehicles used by the Contractor or General Manager with respect to the operation of the Facilities whether non-owned or hired, with a combined single limit of \$1,000,000.
- iv. Employment practices liability insurance
- iv. Employment theft dishonesty insurance in the amount of \$500,000.
- v. Abuse/Molestation coverage in the amount of \$1,000,000.
- vi. Excess (Umbrella) liability policy in excess of the limits set forth in the provisions above, in the amount of \$1,000,000.

B. Insurance obtained by Contractor shall be primary and noncontributory with respect to insurance outlined above. All such policies shall be issued by insurance companies licensed to do business in the state of Florida. The District, its Board members, the District Manager, District Counsel, and District Engineer, officers, and employees shall be listed as additional insureds on each such policy, and no policy may be canceled during the term of this Agreement without at least thirty (30) days written notice to the District. An insurance certificate evidencing compliance with this paragraph shall be sent to the District prior to the

commencement of any performance under this Agreement. No policy may be canceled during the term of this Agreement.

11. INDEMNIFICATION.

A. Obligations under this paragraph shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, reasonable attorneys' fees, paralegal fees and expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

B. Contractor will defend, indemnify, save and hold the District, and its supervisors, officers, staff, consultants, and assigns ("District Indemnitees") harmless from all loss, damage, injury or any other claims, including all judgments, liens, liabilities, debts and obligations resulting from the acts or omissions of Contractor's officers, directors, agents, assigns, or employees.

C. For purposes of this Section, "acts or omissions" on the part of Contractor's officers, directors, agents, assigns, or employees includes, but is not limited to, the operation and management of the Amenity Center and Facilities in a manner that would require a permit, license, certification, consent, or other approval from any governmental agency which has jurisdiction over the operation and management of the Amenity Center and/or Facilities, unless such permit, license, certification, consent, or other approval is first obtained or the Board has expressly directed Contractor in writing not to obtain such permit, license, certification, consent, or other approval.

D. The indemnification rights herein contained shall be cumulative of, and in addition to, any and all rights, remedies and recourse to which the District shall be entitled, whether pursuant to some other provision of this Agreement, at law, or in equity. The provisions of this Section 11 shall survive the termination or expiration of this Agreement.

12. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained herein shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

13. ENFORCEMENT OF AGREEMENT. In the event that either the District or Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees, expert witness fees, and costs for trial, alternative dispute resolution, or appellate proceedings. The provisions of this Section 13 shall survive termination of this Agreement.

14. ENTIRE AGREEMENT. This instrument shall constitute the final and complete expression of the agreement between the Parties hereto relating to the subject matter of this Agreement.

15. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties hereto.

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

17. NOTICES. All notices, requests, consents, and other communications under this Agreement (“Notices”) shall be in writing and shall be delivered, mailed by Overnight Delivery or First Class Mail, postage prepaid, to the Parties, as follows:

A. If to Contractor:

B. If to District: Amelia Walk Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager

With a copy to: KE Law Group, PLLC
2016 Delta Blvd. Suite 101
Tallahassee, Florida 32303
Attn: District Counsel

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

18. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto, and no right or cause of action shall accrue upon or by reason of or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation or other entity other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or

any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and Contractor and their respective representatives, successors, and assigns.

19. ASSIGNMENT. Neither the District nor Contractor may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any purported assignment without such written approval shall be void.

20. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. The Parties agree that venue for any action arising hereunder shall be in a court of appropriate jurisdiction in Nassau County, Florida.

21. EFFECTIVE DATE. This Agreement shall be effective _____, 2022 and shall remain in effect for up to three one-year terms, unless terminated earlier in accordance with Section 9, above.

22. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited, to section 119.0701, Florida Statutes. Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats. Contractor acknowledges that the designated Public Records Custodian for the District is Daniel Laughlin.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092 TELEPHONE: 904-940-5850 FAX: 904-940-5899 EMAIL: DLAUGHLIN@GMSNF.COM

23. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement or any part of this Agreement not held to be invalid or unenforceable.

24. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.

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

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

27. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, Florida Statutes, or other statute or law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

28. COMPLIANCE WITH E-VERIFY. Contractor shall comply with and 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. The District may terminate the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

[Left Intentionally Blank, Signature Page Follows]

IN WITNESS WHEREOF, the Parties execute this Agreement the day and year first written above.

Attest:

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary,
Board of Supervisors

Chairperson/Vice Chairperson,
Board of Supervisors

Print Name: _____

[MANAGEMENT COMPANY]

Witness

By: _____
Print: _____
Its: _____

Print Name of Witness

- Exhibit A:** Scope of Services
- Exhibit B:** Organizational Chart
- Exhibit C:** Compensation
- Exhibit D:** Youth Safety Guidelines

EXHIBIT A
Scope of Services

EXHIBIT B
Organizational Chart

EXHIBIT C
Compensation

Compensation including Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing	<i>Total</i>			
	<i>Rate for Position #1</i>			
	<i>Rate for Position #2, if needed</i>			
	<i>Rate for Position #3, if needed</i>			
Janitorial Services	<i>Total</i>			
Facilities Maintenance Technician	<i>Total Not to Exceed</i>			
	<i>Hourly Rate</i>			

Compensation excluding Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing	<i>Total</i>			
	<i>Rate for Position #1</i>			
	<i>Rate for Position #2, if needed</i>			
	<i>Rate for Position #3, if needed</i>			
Facilities Maintenance Technician	<i>Total Not to Exceed</i>			
	<i>Hourly Rate</i>			

Exhibit D

Youth Program Safety Guidelines

Introduction

To help protect minors, the Amelia Walk Community Development District has developed the following list of guidelines. It is important that Contractor's paid staff, volunteers, parents and athletes understand and be educated on these guidelines and, to the extent practical, abide by these guidelines.

Purpose

These procedures are designed to reduce the risk of child sexual abuse in order to:

- Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and Contractor and its paid staff.
- Satisfy the concerns of parents and staff members with a screening process for Contractors and volunteers overseeing youth programs at the District.
- Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
- Reduce the possibility of false accusations of sexual abuse made against Contractor, its paid staff, and volunteers.

Protection and Prevention

Volunteer and Employee Screening Procedures:

Screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. These may include an employment and volunteer application requiring submittal of personal references and criminal history information. References should be checked. Criminal background checks shall be conducted on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically. This does not apply to occasional meet or event volunteers (timers, runners, marshals, etc.) who have only limited contact with athletes.

Supervision Procedures

Unless an extenuating situation exists, Contractor:

- Will have adequate number of screened and trained paid staff or volunteers present at practices and events involving minors. Supervision will increase in proportion to the risk of the activity.
- Will monitor facilities during activities involving minors.
- Will endeavor to release minors (here, minors is defined as children ages 15 and younger) only to a parent, guardian, or provided list of emergency contacts consented to in writing by

parent/guardian.

- Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
- Will use two screened staff or volunteers when transporting minors in vehicles unless the parent(s)/guardian(s) sign a waiver allowing for a single screened staff or volunteer to transport his/her minor.
- Minors under five should be accompanied to the restroom and the paid staff or volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the child.
- Provide periodic monitoring of restroom facilities and encourage minors to report any inappropriate behavior they may hear or witness to paid staff or volunteer.
- Will encourage minors to use a "buddy system" whenever minors go on trips off of District property.
- Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities that include oversight and control of minors.
- Will designate a "confidential counselor" to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.

Behavioral Guidelines for Paid Staff and Volunteer

All volunteers and paid staff will observe the following guidelines:

- Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
- Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the practice or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where staff or volunteers are in sight.
- Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
- Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.

- If you recognize an inappropriate relationship developing between a minor and adult, report such suspicions immediately to the confidential counselor or other with supervisory authority.
- Maintain clear professional boundaries with all minors and if you feel uncomfortable, refer the minor to another individual with supervisory authority.
- If one-on-one coaching or instruction is necessary, avoid meeting in isolated environments.
- Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and to the District, through its counsel, immediately.
- Provide clear expectations of behavior for both adult-athlete and athlete-athlete interactions for the protection of all persons involved.
- Use of audio or visual recording devices, including a cell phone camera, is not allowed in restrooms or changing areas.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

- Any offense against minors as defined by state law.
- A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
- A prior criminal history of an offense against minors.

FIFTH ORDER OF BUSINESS

Amelia Walk CDD
Proposals for Amenity Management Services

Proposers-

- **Castle Management, LLC (“Castle”)** - 12270 SW 3rd Street, Suite 200, Plantation, Florida 33325, (904) 660-1866 (p), Contact: James Donnelly, Founder, CEO
- **Evergreen Lifestyles Management (“Evergreen”)** - 270 W. Plant Street, Suite 340, Winter Garden, Florida 34787, (877) 221-6919 (p), Contact: Janie Linscott, Regional Manager
- **Governmental Management Services- North Florida, LLC (“GMS”)** - 9655 Florida Mining Boulevard West, Building 300, Suites 305 & 306, Jacksonville, Florida 32286, (407) 841-5524 x 125, Contact: Jim Oliver, Managing Director

All three proposals were received prior to the deadline for submission.

Amelia Walk CDD
Proposals for Amenity Management Services

Management and Staffing – without Janitorial Services

	Castle	Evergreen	GMS
Total Proposed Fee- Year 1	\$102,997	\$109,536	\$75,188
Total Proposed Fee- Year 2	To Be Negotiated*	\$111,901.44 (based on 4% hourly rate increase)	\$78,947
Total Proposed Fee- Year 3	To Be Negotiated*	\$114,361.50 (based on 4% hourly rate increase)	\$82,894
Proposer Staff Members	Three: CAM/Lifestyle (33.65/hr) – 10 hrs/week avg Amenity Attendant (17.00/hr) – 40 hrs/week Field Ops and Maintenance (17.00/hr) – 20 hrs/week avg	Two: Field Services Mgr (\$4200/mo) Facilities Attendant (\$20/hour plus 32% burden)	Two: Amenity Manager/Lifestyle/Event Management (full-time) Operations Manager (part-time)
Separate Facility Maintenance Technician?	Included within field operations job description	Skills included within Field Services Manager or additional hourly staff may be added at hourly rate plus 32% burden	Yes- \$40/hour and a \$50/day mobilization fee Some of these services may be performed by Ops Mgr.

*Castle provides for unstated position price changes in subsequent years based on approval by the Board

Amelia Walk CDD
Proposals for Amenity Management Services

Management and Staffing – with Janitorial Services

	Castle	Evergreen	GMS
Total Proposed Fee- Year 1	\$124,173	\$109,536 PLUS janitorial subcontract (TBD)*	\$86,619
Total Proposed Fee- Year 2	To Be Negotiated*	\$111,901.44 (based on 4% hourly rate increase) PLUS janitorial subcontract (TBD)*	\$90,950
Total Proposed Fee- Year 3	To Be Negotiated*	\$114,361.50 (based on 4% hourly rate increase) PLUS janitorial subcontract (TBD)*	\$95,497
Proposer Staff Members	Three plus janitorial services: CAM/Lifestyle (33.65/hr) – 10 hrs/week avg Amenity/Club Attendant (17.00/hr) – 40 hrs/week Field Ops and Maintenance (17/hr) – 20 hrs/week avg Janitorial Svcs (19.00/hour) – approximately 17 hrs/week	Two** Field Services Mgr (\$4200/mo) Facilities Attendant (\$20/hour plus 32% burden) Plus separate proposal TBD for janitorial services	Two***: Amenity Manager/Lifestyle/Event Management (full-time) Operations Manager (part-time) Plus Janitorial Services subcontracted part-time to RMS
Separate Facility Maintenance Technician?	Included within field operations job description	Skills included within Field Services Manager or additional hourly staff may be added at hourly rate plus 32% burden	Yes- \$40/hour and a \$50/day mobilization fee Some of these services may be performed by Ops Mgr.

*Castle provides for unstated position price changes in subsequent years based on approval by the Board

**Evergreen did not submit a proposal that included janitorial services. Would assume direct contract for janitorial services w/district selected provider

***GMS proposes to subcontract janitorial services to Riverside Management Services

A.

CDD & AMENITY MANAGEMENT

AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

MARCH 2022



YOUR COMMUNITY.
YOUR HOME.
YOUR EVERGREEN.



EVERGREEN
LIFESTYLES MANAGEMENT

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EVERGREEN
LIFESTYLES MANAGEMENT

YOUR COMMUNITY. YOUR HOME. YOUR EVERGREEN.

In today's society it is said that we have forsaken the village for the metropolis, turning our neighbors into strangers, and losing the word "community" from our lexicon. We see things differently...

HISTORY

When Evergreen Lifestyles Management was founded, we set out to create a different kind of Management Company. Golf is more than just a game, it's a lifestyle. There's nothing like stepping onto a well-kept course to play a round with good friends on a beautiful day. That's the feeling we want to promote in every community we manage. The result has been tremendous growth and satisfaction to both our company and the communities.

APPROACH

Communication is the key to any successful relationship. For us, this old adage rings true from our corporate offices in Orlando to the neighborhoods of every community we manage. By bringing together the latest technology with the highest skilled individuals in the industry, Evergreen successfully caters to the complex needs of communities.

SCOPE

Evergreen Lifestyles Management has an abundance of experience in facility management for clubhouses and amenity centers, as well as lifestyle programs to keep residents engaged. Currently we manage more than 200+ communities throughout the entire State of Florida (from Jacksonville to the Florida Panhandle to Naples and Ft. Lauderdale, and everywhere in between), Arizona, North Carolina, South Carolina and Tennessee. Over the next several years we have plans to continue to expand throughout the Southern United States and beyond.



CONTINUED GROWTH

- 2010** ● ELM was founded.
- 2014** ● Kraig Carmickle was hired as President/CEO, beginning with 19 communities and 200 rooftops.
- 2018** ● ELM signed its 100th contract and was managing over 30,000 rooftops. ELM wins FLCAJ Readers' Choice Diamond Level Award for the 1st time.
- 2019** ● Managing 150+ communities (39,000+ rooftops). Kraig Carmickle becomes owner of ELM.
- 2021 +** ● Managing 90,000+ rooftops. Added Arizona, the Carolinas and Tennessee to our portfolio. ELM wins FLCAJ Readers' Choice Diamond Level Award for the 4th consecutive year.

HERE WE GROW AGAIN!

Evergreen brings extensive experience and a powerhouse of talent in Community Association Management and is ready to serve communities across Arizona, North Carolina, South Carolina and Tennessee.



CULTURE

Within Evergreen communities we strive to foster a culture where neighbors know one another, are comfortable helping each other out, and extending an invitation. In order to successfully achieve this end, we first demonstrate these community values within our own company. Through an extensive support system everyone who works for or with Evergreen is given the tools needed to achieve excellence.

OUR GREATEST ASSETS ARE THE MEN AND WOMEN WHO MAKE EVERGREEN WHAT IT IS TODAY.

Within Evergreen communities, we strive to foster a culture where neighbors know one another, help each other out, and extend invitations to new comers. In order to achieve this, we first demonstrate these community values within our own company.



OUR INVESTMENT

Through an extensive support system, everyone who works for, or with Evergreen is given the tools needed to achieve excellence. Advancements in education, training, and certifications are paramount to maintaining the highest skilled staff available. For that reason we support, and encourage our entire staff towards a path of self-improvement.

INTERNAL TALENT

The quality of any organization can be measured by the people who are a part of it. For this reason we set out to bring together the smartest, most innovative, and hardest working individuals we could find. The result is a management team like no other. With over 100 years of combined experience, the Evergreen Leadership Team is a powerhouse of talent.

KEY LEADERSHIP TEAM



KRAIG CARMICKLE LCAM *President & CEO*

Kraig has been in the community development field for more than a decade. He got his start in Arizona managing communities for Blandford Homes, Pulte Homes, and Meritage Homes and was quickly swept up by AAM to handle all of their Florida operations. After a few years, Kraig saw that to realize his full potential he needed to build his own company. This realization came in the form of a partnership with MG Orender and his fledgling management company, Evergreen Lifestyles Management. Since taking control, Evergreen has seen tremendous growth and earned a reputation for quality, consistency, and innovation.



MANDY MORGAN LCAM, CMCA, AMS *Chief Operating Officer*

Mandy spent over 15 years within in the Finance Industry including several years spent as an Equities Trader on the London Stock Exchange. This wealth of experience made the transition into the lifestyle and community management industry seamless. Maintaining her diligent British work ethic, Mandy has set herself apart as someone who is able to surmount any obstacle and continuously motivate her team to do the same. She has successfully managed onsite communities of over 5,000 rooftops, as well as many smaller portfolio style properties, throughout Florida and South Carolina for the last 15 years. She volunteers at Give Kids the World with over 2,500 service hours to date.



ART BURNSIDE *Chief Information Officer*

A veteran of the United States Marine Corps, Art holds a Bachelor's Degree as well as 30 years of experience in a wide variety of roles within the Information Technology profession. Art is dedicated to providing the security, tools and automation required for growth and success.



DENESE MARTINEZ *Chief Financial Officer*

Denese has 25 years of Accounting experience with Nonprofits and Government Accounting. She has worked with auditors and CPAs on extensive audits delivering great success. Her education includes a Masters in Accounting and Financial Management from DeVry University. Denese also has 10 years' experience in Property Management and working with HOAs. She has led many teams in developing strategic plans and policy and procedures for accounting teams.



KATIE JOHNSON *Chief Human Resources Officer*

A native of California, Katie has a B.S. in Business Administration with an emphasis in Human Resources and officially joins Evergreen in August 2019. She has been affiliated with Evergreen through Hampton Golf since December 2009 and started off as a Marketing Agent in the Customer Service Center, promoted to the Accounting Department and resided in Human Resources as the HR Generalist. Her primary goal is to ensure all team members are provided the proper tools for success in their careers and aims to continually bring a positive attitude to all who cross her path.

BUSINESS DEVELOPMENT TEAM



JANIE LINSOTT *Director of Business Development - Florida*

Janie joined the Evergreen family in 2018. After 15+ years of property management experience she brings forth an abundance of knowledge including her experience as an onsite CAM at a luxury HOA in Lakewood Ranch, FL and previously the RV resort industry. Janie is excited to begin her new journey as VP of Business Development-Florida. Janie will focus on building relationships with developer and resident controlled boards to maintain and grow existing client relationships, while constantly seeking new partnerships & opportunities. When Janie is not working she loves spending time with her family, taking on new outdoor adventures and traveling.



TED HEEL *Director of Business Development - Arizona*

Ted served in the U.S. Navy for four years before graduating from Colorado State University with a degree in Marketing and education. He started his real estate career with Coldwell Banker and Pulte Home Corporation. He went on to manage several communities for Pulte Homes in Colorado. Ted and his family moved to the Phoenix area in 1987 and has had a successful career with several builders, Engle Homes, Capital Pacific, Cresleigh and AV Homes. Ted strives for high ethics and integrity in his business and personal life. Ted is committed to serving the customer and doing the right thing. Ted and his wife Alice reside in Mesa, Arizona.



JAMIE STEVENS LCAM *Director of CAM Operations*

Jamie is originally from a small town in Kansas and relocated to Florida in 2002. She joined Evergreen in 2015 as a Portfolio Manager, and grew into the role of managing all regional managers within Florida. Jamie has nearly two decades of Property Management experience in a variety of roles. She prides herself in supporting, appreciating, and motivating her team. Jamie is also an improv actress which has been instrumental in her success within Evergreen.



MELISSA RAMSEY CPO, CMCA, AMS, LSM, PCAM *Director of CAM Operations - Carolinas & Tennessee*

Melissa has over 10 years of experience in the HOA industry. Her resume includes: Vice President of Northern Nevada operations in Reno, which included 44 associations and over 100 associates; Community Manager for a prestigious large-scale community, where she managed a \$4 million budget and over 30 associates. Melissa is also a member of Community Associations Institute (CAI) where she currently serves as Chair to the Managers Council as well as a Board of Trustees. As a former lifeguard, Ramsey has held a Certified Pool Operators certification for more than 20 years.

CULTIVATING AN OUTSTANDING TEAM



TODD MOSELEY LCAM *Director of Training & Development*

Todd joined the Evergreen family in December of 2016. He brings more than 5 years of Community Association Management experience in portfolio and on-site condo management to Evergreen. With 15 years of film production, construction, HVAC, service industry, maintenance and warehouse management; he works hard to bridge the gap between Board member/homeowner and client/vendor relationships.

HUMAN RESOURCES

Our commitment to cultivating outstanding team members is what makes Evergreen an exceptional management company. By actively recruiting the best people in the hospitality and education industries, and training them to deliver excellent customer service, we are able to build strong teams that last. To foster that longevity we support our staff by celebrating their commitment, inspiring their creativity, and rewarding their performance. This department handles: Recruiting and Hiring; Employment Policies and Procedures; Job and Management Training; Benefits Management; Performance Reviews; Termination and COBRA Compliance; and Drug-Free, Harassment-Free and OSHA Compliance.

COMPENSATION

Investing in our people translates into a low turnover rate, which helps keep things running smoothly for you. One of the ways we do this is through competitive salaries, health benefits, and employer matched retirement savings plans. We want staff choosing a career path, not just a job. We work very closely with the Community Association Institute (CAI) and local trade associations to calculate compensation averages for each position within an association. Just another way we keep a competitive edge and maintain longevity with great staff.

STAFF DEVELOPMENT

Evergreen provides ongoing training and support via Evergreen Connect (online educational support) and ELM University. We encourage all of our employees to seek further certification and ongoing education within the CDD & Club industry, proudly at our expense. We also heavily promote a team atmosphere and facilitate regular company meetings, outings, and volunteering for charitable projects furthering our culture of working together and encouraging camaraderie amongst all Evergreen team members across the state.

ELM UNIVERSITY

ELM University was established in early 2019 to enhance the knowledge and skill set of our staff. Offering a portal of online classes and seminars on many topics that are business specific, as well as professional development. Evergreen acknowledges that the education of our staff is paramount to continued success in this industry. Staying up-to-date on all changes and state regulations allows us to service our client base to the high standards we expect.



ELM EMBRACE

Here at Evergreen, we believe in the value of serving others and constantly encourage our staff to spread love within our communities and beyond. That could be small acts of kindness, sharing a smile on the job, volunteer clean-up projects, raising funds for a special charity, or organizing food and clothing drives for those less fortunate. With a culture of giving naturally embraced by the Evergreen family, we initiated ELM Embrace. This program will continue to encourage the communities we manage, our vendors, and staff to take hold of the spirit of *Embrace* and make it tangible.



THE ABILITY TO REACH A LIVE PERSON 24 HOURS A DAY, 7 DAYS A WEEK!

Your personalized Customer Service Center provides state-of-the-art service and gives unparalleled depth of resources to your community. This frees your Community Manager from the mechanics of the business, giving them more time to serve each resident's unique needs and desires.



JENNIFER HURDLE *Director of Customer Care*

Born in Rota, Spain and raised in a military family, Jennifer brings a natural ability of adaptation and hospitality to the Customer Care Department. With more than 15 years of customer service experience as an agent, lead and supervisor, Jennifer has frontline hands-on experience on what it takes to provide world class customer service and she is passionate about delivering it. Her vision for Evergreen's Customer Care Department is to always be able to meet resident's needs and be renowned for great service and a positive experience.

OUR PROCESS

By integrating the latest lifestyle and property management software, with 24-hour live call center agents, our community's residents are able to find satisfaction to their issues whenever is convenient to them. *Y se hablan espanol, tambien.* If, for whatever reason, the agent is unable to resolve the issue, our chain of management is always on call, all the way up to the CEO.



STATISTICS

Customer Service Team consistently:

- Our goal is to answer all calls within 15 seconds
- Maintains polished phone etiquette
- Handles maintenance and work order input
- Reviews Homeowner accounts
- Deals with data collection and verification
- Fields 10,000+ inbound calls per month



KEY SUPPORT SERVICES STAFF



KEN JOINES LCAM *Director of Operations, West Coast Florida*

Ken joined Evergreen with over a decade of Community Association and CDD experience in team, portfolio and on-site management, as well as administrative, financial analysis, and accounting experience. He has nearly two decades of experience in retail, financial planning, business consulting, and commercial real estate. Ken received his MBA with concentrations in Finance and Commercial Real Estate from the University of Florida – Hough Graduate School of Business. When not working, he enjoys spending time with family, at the beach or in the mountains.



GRIS ROMERO *Executive Director of Support/Collections & Risk Assessment*

A native to Brooklyn, NY, Gris relocated with her family to Orlando, Florida in 2001. Gris joined the Evergreen Family in August of 2017. She has a degree in General Studies with coursework in Real Estate and Business Management. As a former Florida Registered Paralegal, Gris has nine years of experience in the Mortgage Foreclosure and Lien Foreclosure field.



DAYNA PATRICK LCAM *Transitions Officer*

After 16 years of living on the “World’s Most Beautiful Beaches” in the Florida Panhandle, Dayna returned to Central Florida in 2013 to continue pursuing a career in community association management. Dayna has experience with Developer and Homeowner-controlled communities, with a strong background in contract negotiations, budgeting and a focus on customer relations with positive communications.



RAJVEE KAPADIA *Documents & Compliance Officer*

Rajvee joined Evergreen in 2019. Having worked as an Attorney in Australia for a number of years, Rajvee brings to Evergreen her experience in property and commercial legal matters. Rajvee has assisted individuals and businesses to navigate the legal complexities of small and large transactions, ensuring compliance with all legal obligations pursuant to statute. Rajvee uses her skills and experience to make Evergreen Lifestyles Management the best at what it does!

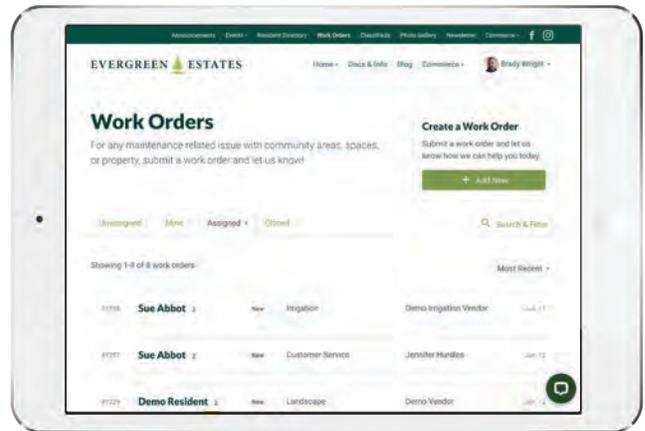
POWERFUL TOOLS THAT SEAMLESSLY CONNECT OUR BUSINESS TO YOURS

Meet Evergreen Connect, an innovative tool that connects our team and helps bridge the communication gap between employees, vendors, and the residents we serve.

WORK ORDERS

Evergreen Connect enables our team to control, dispatch, and manage work orders easily. We decided to take back control of our production process by simplifying the paperwork that's holding us back and provide a customer experience that promotes communication and accountability.

Work orders can be created and assigned to the right people to get issues fixed and resolved in a timely manner. Everyone included in the work order circle, whether it be residents, board members, or vendors, are instantly notified of updates and can leave important information on the work order in a real-time environment.



WEBSITE ADMINISTRATION

Our entire online platform is managed in-house. The onsite community manager and lifestyles director, as well as anyone assigned, will have full administrative control of all online activity. They will also have 24/7 support from our IT team.

MANAGEMENT SOFTWARE

To manage the HOA side of things we partner with the best Association Management Software companies to seamlessly integrate their software with ours. Now residents and boards have real time access and accountability.

VIOLATIONS/GRIEVANCES

We setup Violations/Grievance committees with login credentials to view all violations within the community, including violation type and level of violation. The software gives the ability to see pictures taken by the compliance manager of the violation or grievance. On all violations, notes can be added by the manager, resident, or committee/board member. When the incident is resolved, the action is shown complete and the entire interaction is archived.

INNOVATION AND TECHNOLOGY CAN BE FOUND AT THE CORE OF OUR ABILITIES.

Our residents love being able to manage their social lives on their own time, and in the comfort of their own home.

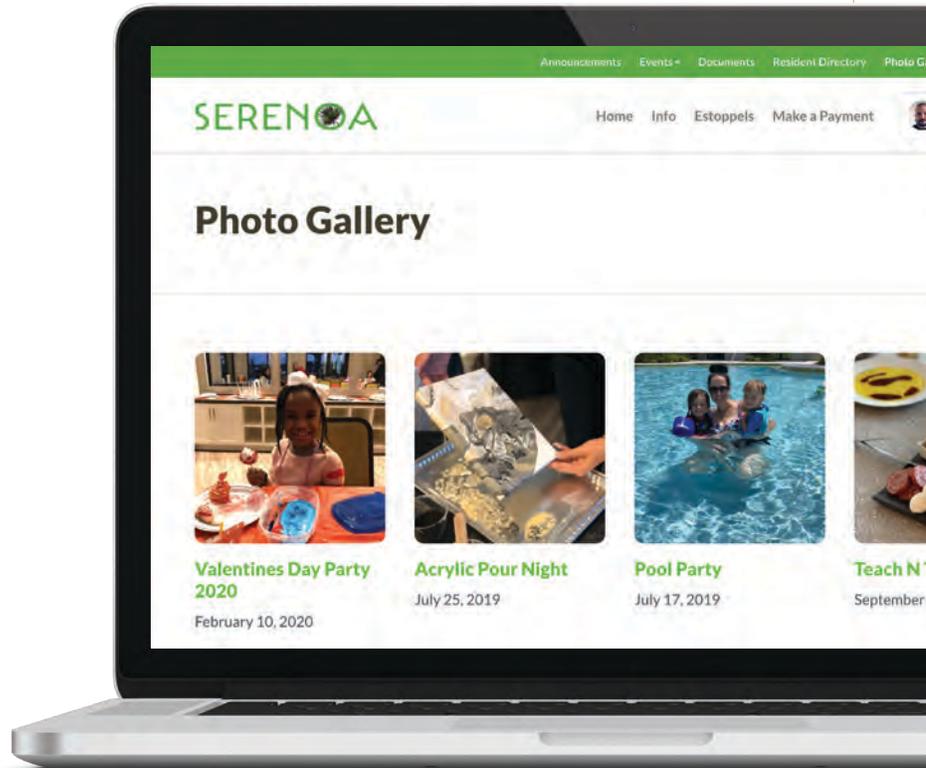


LIFESTYLE COMMUNITY WEBSITES

After dealing with, and picking apart, the available online management platforms, Evergreen came to the realization that the our best option was to create a new one. We hired in-house programmers and partnered them with the Evergreen Leadership Team to conceive a comprehensive and easy to use platform. The result is a fully customized website for each community we serve that addresses all of the aspects of living in and managing a lifestyle community. Within the website residents and boards have the ability to micromanage their lives and communities in real time, and more importantly, on their own time. Plus, there is no more getting stuck with the limitations of third party providers.

FEATURES OF THE WEBSITES

- Publish association documents, financials, and newsletters
- Promote events and gatherings
- Collect RSVPs and process payments for tickets (even assign seating)
- Promote clubs and groups
- Connect with members and sign up new ones
- Online community directories
- Automatically update homeowner record with email address and phone numbers
- Association calendar
- Each resident can customize what is on their calendar
- Customized broadcast emails and messages
- Preferred interest group emails
- Automatically update homeowner record with email address and phone numbers
- Association photo galleries
- Board/committee member pages
- Board tasks/projects page



WE WORK HARD SO YOU DON'T HAVE TO.

Whether full service or customized from our menu of services, you can rest assured that your community will be getting a management program built just for you.

CDD MANAGEMENT STRUCTURE

Good management all starts with assigning the right manager for you. That begins with learning the specific nuances and challenges your community presents. Once we have a clear picture, we are able put together a team that will serve your community in a way that benefits everyone. A typical community would include the following staff roles:

COMMUNITY MANAGER

The Community Manager's main focus is delivering a first-class service to the Association, and working closely with the Board to enforce the Rules and Regulations as outlined in the Governing Documents. The manager provides leadership and support to all onsite staff including Maintenance, Lifestyle, and Community Standards. Strong management skills, customer service skills, and supervisory skills are required, along with the CMCA certification and 5+years' experience managing a community.

ADMINISTRATIVE ASSISTANT

The Administrative Assistant offers admin support services to the Community Manager and other onsite personnel. This role requires a very organized and detail orientated person.

MAINTENANCE MANAGER

The Maintenance Manager is responsible for working with vendors and onsite maintenance tech to ensure the amenity and community common areas are maintained to the highest standard. This person works on preventative maintenance and oversees the janitorial/housekeeping functions.

MAINTENANCE TECHNICIAN

The Maintenance technicians report to the Maintenance Manager and work to ensure all maintenance needs are met within the amenity center and surrounding common areas.

COMMUNITY STANDARDS MANAGER

The Community Standards Manager is primarily responsible for ensuring the Association Governing Documents and Residential Design Guidelines are upheld within the community through active enforcement and community education. This person will manage and oversee Compliance Coordinators within this position. They also provide both customer service and education to residents and contractors in respect to compliance and the Design Review Committee submittal process. This ensures overall success in maintaining the community standards.



GOVERNANCE & COMMUNITY STANDARDS

We utilize the latest technologies when rolling out a mobile compliance platform. The benefits of a well designed and implemented mobile compliance program are compelling both in terms of time savings for a Community Manager, and improved service to homeowners. When implemented correctly, a Community Standards Manager will be able to easily and quickly capture all of the information for a violation while on location. This eliminates having to take notes and pictures on site and then having to transcribe and upload them when returning back to the office.

Perhaps more importantly, it allows the data to be captured when it is fresh in the manager's mind. The system requires that all critical information is entered and archived. This results in better quality information and eliminating the need to revisit the site to gather information that was missed initially. Since the data is captured while the Community Standards Manager is still on site, it allows the compliance process to start immediately. Letters to homeowners can begin to be generated, pictures of the violation can be made available on the website, and the time it takes from when a violation is recorded to when the homeowner knows about it is reduced significantly. The end result is a homeowner receiving a notice about a violation that is higher quality, in less time, with less effort by the manager.

The Community Standards Manager will review homesites for Rules/Covenant Violations. The manager will inspect for rules enforcement and maintenance issues, as well as violations recorded, corrective actions recommended, and follow through to resolution based on procedures established by the Association. The inspections are performed as required by the Community Documents. The manager will also monitor homes for sale and ensure violations and delinquencies are identified in the required Re-Sale Packet. In addition, the manager will maintain records of homes being leased/rented.

COMPLIANCE

Evergreen takes compliance very seriously. We insure, to the highest standard, that we are always compliant with federal and state laws, including active adult communities, by following the HOPA guidelines. Evergreen has general counsel in-house to support Regional Directors on any matters of compliance. Onsite managers are trained and regularly updated on compliance with federal and state statutes as well.



ARCHITECTURAL REVIEW ADMINISTRATION (ARC)

We process and track all ARC Applications. Once an ARC is received and logged, all ARC requests are date stamped. The applications are then reviewed for completeness and compliance. Evergreen staff will next submit the application with a management summary to the ARC Committee for review. We track the ARC Application to ensure a response is offered within the specified time requirement. Management will then send follow-up written communication, with the Committee's decision, within the required number of days, as established by the Board or Governing Documents, to the homeowner. The progress of the project is tracked with inspections to ensure compliance to the approved application. Lastly, Evergreen communicates to the ARC Committee & Board when the project is completed, and then archives the whole process.

CONTRACTORS AND VENDORS

Evergreen will provide contractor supervision and review. This includes obtaining estimates for Association maintenance items, negotiating best prices and present estimates for review by the Board. We will help review and prepare contracts between the Association and the vendor, oversee and manage all contractors, and inspect all work prior to the payment being issued. In addition, Evergreen will maintain accurate records of all contracts and payments, seek approval of the Board for changes in the scope of work or costs, and ensure major issues are documented and reported to the Board on a timely basis, along with a recommended course for corrective action.

RECORD KEEPING

Evergreen maintains all official association records including:

- Meeting Minutes
- Financial Reports
- Contracts & Agreements
- Homeowner Correspondence (filed by unit/lot)
- Current Owner Listing & contact information
- Owner collection & violation notifications
- Collection referrals & subsequent attorney communication



STAFFING OPTIONS

Staffing is an important component of any maintenance organization. Having a complete in-house maintenance staff is a common approach in most large Master Planned Associations over 2,000 doors. Under this approach, the technicians who perform maintenance are direct employees of the Association or Management Company. The goal of an In-House Maintenance Team is to have the skills/education to do all maintenance in house vs. contracted support. Combined in-house/contract staff is a common approach to associations with less staff around the community.



FINANCIAL MANAGEMENT

Evergreen's accounting team utilizes a well-established system for managing the accounting practices of our communities. Our approach to risk management, insurance, licensing, and other government requirements are tracked and managed daily to ensure the community remains compliant with all regulations, and is protected at all times. We handle everything from owner assessments, financial reporting, and annual budget preparation, to billing, payroll, invoices, audits, taxes and more.

AUDIT AND TAXES

Our accounting team assists the Association's Accountant in performing audits and tax returns. We also ensure the Board's direction on Association investments are carried timely.

INSURANCE ADMINISTRATION

We work with local association trades on bidding out association insurance yearly to get the best coverage at the best price. Our Regional Manager supports your Community Manager in getting the correct insurance for the community.

OWNER ASSESSMENTS

We send coupon books to all Owners via Letterstream, administer and track timely collection of assessments, and deposit funds in the Association accounts in a timely manner. Evergreen also handles sending late notices to Owners, as required per documents. All delinquent accounts are reported to the Board of Directors, and a collection letter schedule, based on the Collection Resolution currently in place, is followed. We send delinquent Owners to the Association's Attorney for collection, document correspondence and actions regarding collections, and report status to the Board in a monthly Management Report.

DELINQUENCY MANAGEMENT

With our management software, your Board is able to track all delinquencies and balances with live data from the Association's collection attorney and Evergreen's Homeowner Account Manager. This enables everyone to stay in the loop instead of waiting for a monthly delinquency report.

FINANCIAL STATEMENT REVIEW AND REPORTING

Every month, the completed financials are sent to the Board of Directors with a detailed variance report. The Regional Manager, Property Accountant, and Community Manager schedule a monthly call with the Board to go over financials.

The accounting team provides the Board with financial reports including (but not limited to):

- Balance Sheets
- Income Statements
- General Ledgers
- Accounts Payable Details
- Summary of Budget vs. Actual
- Aged Owner Reports (Delinquent Payments)
- Bank and Certificate of Deposit Statement Reconciliations

ANNUAL BUDGET PREPARATION

The Regional Manager and Property Accountant work with the Community Manager and Board of Directors to prepare the annual budget. We assist the Board in preparation by using comparatives, history, and the Board's plans for projects in the upcoming year to create a budget and assessment recommendation.

INVOICE PROCESSING

The Regional Manager, Community Manager, Maintenance Manager, and Lifestyles Director are the only people approved to submit invoices. The Invoices are submitted into the system, which automatically enters invoices into the AP module on a daily basis. At that point the invoices must go through an approval process to verify all information is correct prior to being paid out. With CINC Systems the Board has full access to approve or hold all invoices before checks get cut at the Evergreen corporate office.

LOCKBOX AND BANK OPTIONS

Banking with Mutual of Omaha provides bank accounts for Operating, Operating Reserve, Replacement Reserve, and Certificates of Deposit. An online capability for paying monthly or quarterly assessments is provided, however if the Owner prefers to send checks, they may do so using a coupon/envelope provided. When payments are received by 2pm, they are processed the same day. These payments are processed and sent via lockbox to the Management Company where they are automatically applied to the Owners accounts. This is a free service when paid by a physical check, electronic funds transfer or a deduction from a bank account. There is a service charge paid to the bank when paying by credit card. There are currently no monthly bank fees, lockbox fees, return check fees, or stop payment fees. Copies of checks are stored online.



GATE HOUSE ADMINISTRATION

We will evaluate the existing contracts in place and do a cost comparison analysis against other potential vendors. For development we outline the current modules available and identify the best one to fit your community's needs and budget. An example of forward thinking at the Gate House is the use of a virtual guard system, which will reduce the cost of manning the gates, and could be used in conjunction with a roving patrol service throughout the community.



F&B FACILITIES MANAGEMENT AND ONSITE RESTAURANT MANAGEMENT

Evergreen can help manage the Food & Beverage (F&B) facilities and onsite restaurants within a community by curating a plan for purchasing, menus and recipes, inventory control, catering and event sales, safety and sanitation, staffing and much more. We can create a welcoming environment for residents and help organize all the fine details of events needing the F&B Team.

Our team successfully manages F&B facilities at a number of large scale communities across the state, as well as onsite restaurants, including Bellalago's Flip Flops Bar & Grille in Kissimmee, Artisan Park Café in Kissimmee, and Solterra's Café Sol in Davenport.

ENHANCED MAINTENANCE SOLUTIONS

A goal for any Association is to decrease maintenance expenses. Evergreen monitors the Facilities and Common Areas for maintenance issues, recommends corrective actions as needed, carries out Board decisions to correct outstanding issues, and reports grounds status to the Board monthly. The typical goals and objectives for our maintenance program include:

Maximum production at the lowest cost, the highest quality, and within optimum safety standards

- Identify and implement cost reductions
- Provide accurate equipment maintenance records
- Collect necessary maintenance cost information
- Optimize maintenance resources
- Optimize capital equipment life
- Minimize energy usage

TAILOR-MADE LIFESTYLE PROGRAMS FOR THAT ONE-OF-A-KIND ATMOSPHERE TO KEEP YOU ENGAGED.

A good Lifestyle Program will bring residents together in a way that results in a stronger community, a positive narrative, and a more profitable development. Select only the services that are right for your community -- one size does not fit all -- and let us help you customize the perfect Lifestyle Program.



AMY MALLINDER *Director of Lifestyle Services*

Amy was born and raised in England, relocating to the US with her family in 2001. Attending both High School and College in the United States. Amy became a citizen in 2015. Her early career has been as a personal assistant to a blind attorney, being his eyes in all aspects of Real Estate Law. Amy has a flair for planning and executing great events. Utilizing her excellent "OCD" skills, Amy helps to keep the Lifestyle programs vibrant across the Central Florida region, as well as excelling in social media and website presence.

4 PART PROGRAM

Evergreen offers full service Lifestyle Program Management. These services include budgeting, planning and execution of events, organizing and working with resident clubs, conceiving and programming educational classes, as well as implementation and maintenance of world class fitness programs. The Lifestyle Programs are diverse and designed to specifically meet the needs of the residents on a per community basis. The major events are planned for an entire year with additional events offered throughout the year. Community input ensures a vibrant and diverse set of programs.

LIFESTYLES NETWORK

Our Lifestyle Directors have access to a pool of knowledge spanning the network of communities we manage. They meet on a monthly basis, via teleconference, to share ideas and experiences. The directors also meet every other month, in person, to offer training and support. We make these training sessions detailed orientated, covering everything from developing and executing a relevant program, to following up with residents to gauge its effectiveness.





LIFESTYLE DIRECTOR

Primarily responsible for identifying, coordinating, and marketing all resident programs. This includes recreational, social, cultural, educational, and entertainment designed to enrich the quality of life, and enhance the vibrancy of the community. Responsibilities encompass program development and participation, administration of chartered clubs, and overall program marketing.

FITNESS & WELLNESS COORDINATOR

Reporting to the Lifestyle Director, the Fitness & Wellness Coordinator is responsible for developing, coordinating, and marketing community fitness and wellness programs. This includes evaluating fitness instructors as well as existing classes and programs. The coordinator will work closely with trade partners to offer health and fitness workshops and seminars to encourage a healthy lifestyle.

LIFESTYLE ATTENDANTS

The Lifestyle Attendants work closely with the Community Manager and the rest of the Lifestyle Team to offer first class customer service to all residents. This individual plays a crucial role in supporting all aspects of the Lifestyle Program from sign up to clean up.

SWIMMING POOL MANAGEMENT

We understand the importance of pool safety and maintenance in your community. Evergreen staff is certified in First Aid, the administration of Cardiopulmonary Resuscitation (CPR) and the use of Automated External Defibrillator (AEDs), through the Red Cross.

GROUPS/ CHARTERED CLUBS

To enhance the Lifestyle Program of any community, resident involvement is key. Evergreen has guidelines in place for the administration of the “Club” approach. We will work closely with the Board of Directors to understand their vision and assist in setting the activities’ boundaries for these club activities.

RESIDENT VOLUNTEERISM

Establishing a relationship with a social committee and encouraging volunteerism within the community is another great way to get residents involved throughout the year. We work with clubs and committees to foster participation and to facilitate a wide variety of programs, which in turn creates an environment residents call theirs proudly.

AMENITY CENTERS

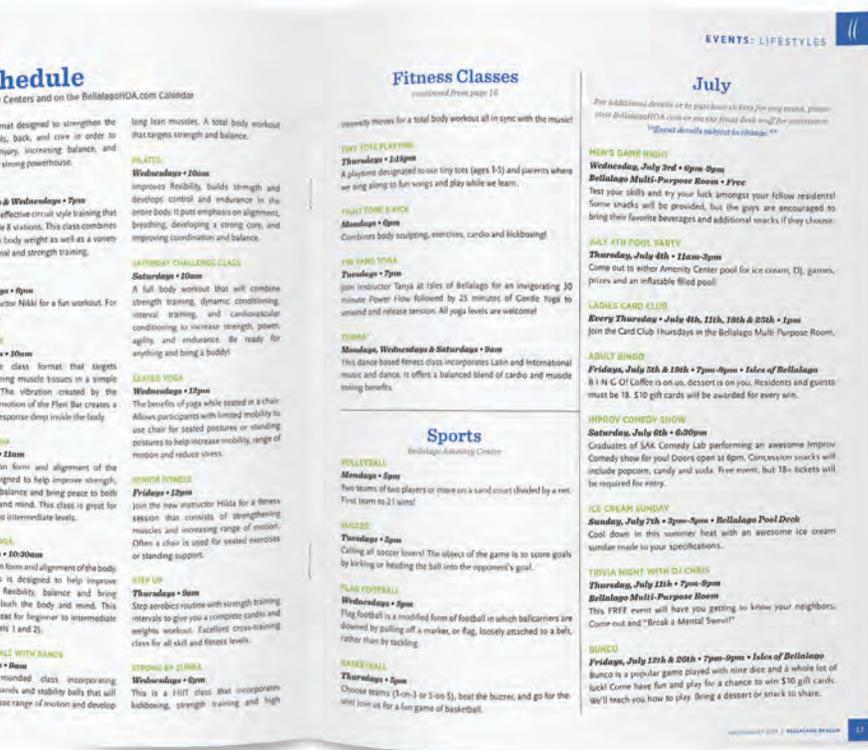
A quality Lifestyle Program starts with a well managed amenity center. The Evergreen family of companies have over 16 years in facility management of clubhouses, onsite restaurants, and commercial retail management. Currently we manage over many large clubhouses and onsite restaurants, and several onsite spas/cottages.

FITNESS PROGRAM MANAGEMENT

The feeling of vitality and wellness are key components to living a happy and healthy lifestyle. Evergreen encourages all levels of participation in a community's fitness program. By utilizing the expertise of an onsite Fitness Coordinator, we are able to take these programs to the next level. The Fitness Coordinator will work with trade partners in the health and wellness arena to offer a variety of services that encourage a healthy way of life. By having an onsite coordinator, the residents can build better trust and understanding. Working directly under the Lifestyle Director, the Fitness Coordinator will assist in generating income from trade partners to supplement classes and facilities. We utilize a regular maintenance schedule to ensure all equipment and facilities remain in top working order.

SOCIAL FUND ADMINISTRATION

Revenue generated from advertising and from trade partner promotions supplement the Lifestyle budget. The social elements are part of the overall operating budget. The Lifestyle Director, along with the Community Manager and corporate management, will work to identify a budget that offers a diverse program of events. Income and expenses will be administered by the corporate accounting team. The Lifestyle Director will be responsible for collecting income from the trade partners and approving expenses as they are needed.



RESIDENT COMMUNICATIONS

Communication is key to the success of any community association. We utilize the latest technology to reach residents with all areas of association business. Weekly e-blasts, newsletters, flyers around the facility, and bulletin boards are all used to reach the community in a timely manner. Evergreen offers weekly e-blasts from the Community Manager as well as Lifestyle updates every week to keep residents involved. The Lifestyle website is fully mobile and can easily be accessed via a tablet or smart device. The community newsletter can also be published to the Lifestyle website.

"Ad revenues received from a newsletter offset costs such as monthly events and future newsletters."

COMMUNITY NEWSLETTER

The community newsletter is an invaluable piece of the network of communication within a community. We create professional quality newsletters customized, developed, and published on a quarterly, bi-monthly, or monthly basis (depending on the needs of your community). Our design team takes the creation of these to the next level, resulting in residents being more engaged, informed, and connected to the place where they live. We work with a company that offers the administration of the newsletter advertising program, which frees up the Lifestyles Director to focus on their programs. Once the layout and graphics have been completed for each publication, a proof is provided to the Lifestyles Director and Community Manager for approval. The ad revenue is then able to offset the cost of the publication.

AMENITY CENTER FRONT DESK ADMINISTRATION

The Front Desk Services are, often times, the first impression people get of the community. Because of this, customer service is top priority when training this position. It is also critical to get the right policies and procedures in place from the very beginning. They will be able to assist any resident that does not have access to available online platforms. We train our staff on all relevant systems to allow them to assist the residents with all their association needs.

“The Front Desk Services are, often times, the first impression people get of the community... It is also critical to get the right policies and procedures in place from the very beginning.”

AMENITY CENTER SCHEDULING AND PRIVATE USE ADMINISTRATION

There needs to be a hierarchy in place for prioritizing use of the space available for private rentals, giving the Board and Association precedence. We will work with the various clubs and committees to establish use on a regular basis organized through a room schedule calendar. This is then published on the website so residents can see when each space is booked. The Lifestyles Director will administer this program and approve rental requests. The income generated from any private booking can be used to offset operating expenses, and a portion can be used to subsidize programs.

AMENITY CENTER EVENT SET UP

The Lifestyles Director will work with the onsite maintenance team to ensure the correct setup for any events that are planned. From time to time this may require working with an outside vendor, if the events are on a larger scale.



OUR COMMITMENT AND COMPETENCE IS REFLECTED IN THE WORDS OF THOSE WE SERVE...

A huge thank you to the Activities team for their continual hard work and commitment to making lives better within our community and our larger community. Investing in people, showing care, extending kindness and providing hopeful days to the less fortunate is a sincere-intentional effort of this team. It reflects the caliber of these individuals beyond their daily duties and reveals the heart of this department within Solivita. Jana, Kaylee, Jennifer, Brandon and Michele spent months planning for our annual Car Show. It was a huge event to undertake with proceeds benefiting a food pantry. Even though this event had to be canceled due to COVID-19, they all continued with enthusiasm to bring a positive closure and support the food pantry. A lot of lemonade has been made over these past eight months. Our club members thank them and welcome more opportunities going forward.

– KERRI, SOLIVITA

Gladys Velez is a great person; she is always ready to help owners or guests. I witnessed it many times. Just keep up the awesome work Gladys and thanks for everything you have already done.

– GORAN SIPKA, SOLTERRA RESORT

Celi Rosario is always prompt in responding to emails and providing clear guidance to various questions, which is especially helpful to new homeowners.

– OHELLO AMERICA, VICTORIA PARK



Stacy Learned goes above and beyond. She cares about the community and gets the job done, how ever small or big. She has made many improvements in the neighborhood. Thank you, Stacy; keep it up.

– JOSE QUINTANA, REEDY RESERVE

Cameron Gardiner is the BEST! He's always quick to respond to any question and very friendly! Professional in his job, but also very easy to work with!

– NANCY CREW, VERANDAH

Sadia is always pleasant and a delight to be greeted by as one walks in the door. Since my friends and I have been playing cards outside lately, Sadia has brought us warm cookies and even hot cider on particularly gloomy days. She knows how to brighten a day.

– SUE MILLER, VICTORIA GARDENS

“Justine is an amazingly responsive and clear communicator. She organizes fun events. I appreciate that she utilizes multiple platforms to communicate to residents.” – Rob Zakrzewski, Victoria Park

Oscar Gonzalez went all the way to the 9-yard line to help us fix the planting of flower plants and fruit trees while inadvertently forgetting to get approval for them. We really appreciate the help he extended to us. Oscar has a deep concern for both the property owner and community in maintaining a beautiful lifestyle.

– RODOLFO SANTOS, BELLALAGO



I just wanted to let you know that I think Cheri Schrubbe is doing a wonderful job at Southern Hills. She came into a community that needed a strong manager and I feel like she has handled everything exceptionally well. She treats vendors, residents and anyone she is in contact with courtesy and respect. Thank you!

– ELLEN JOHNSON, SOUTHERN HILLS PLANTATION

Shelley Destefano, the Community Concierge, is an asset to Solivita. I simply can't say enough good things about her. She is a sweet, sweet spirit. Shelley is very professional and she makes everyone feel as if they're her only customer. She loves her job and it shows.

– MARVA FORD, SOLIVITA

Shawntez Taylor was so very helpful in walking me through the different websites and portals and setting up each. He was also helpful in showing me how to obtain payment/HOA fee information and how to request a work order. Shawntez was thorough and patient and his help was greatly appreciated.

– STEVE SAUNDERSON, HANOVER LAKES

Yolanda Santiago is a personable, professional and very capable young lady. Whenever I have any dealings with her, I can always feel confident that all necessary steps will be taken to ensure a proper and successful conclusion. Ms. Santiago is a credit to her department and to your business.

– H. BRUCE TUCCI, SOLIVITA

We often take our 4-year-old granddaughter to dinner with us at the clubhouse. Bill McFadden and Jacob Waddle do such an amazing job of making everyone feel welcome. At the Christmas train event my husband took little Arabella downstairs to see the train pass by. When she returned, I asked, “Did you see Santa?” She replied with great enthusiasm “Oh yes, but I also got to see BILL!” Bill definitely won over Santa in her book. This has been a trying year for all, but I have to say our clubhouse remains a shining light through it all. What a great environment. He has managed to keep things safe for everyone, providing activities whenever possible, with appropriate COVID protocol. Bill, Jacob and all the staff there are professional, friendly, and have great attitudes. Well done!

– ELLIE WEAVER, CELEBRATION - ARTISAN PARK

AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

ATTN: Board of Directors

March 2022

Thank you for inviting Evergreen Lifestyles Management to provide a professional management proposal. We are excited about the prospect of serving this community. Our proposal has been prepared to demonstrate Evergreen Lifestyles Management’s commitment to providing the highest degree of customer service, financial accuracy, administrative efficiency, and a lifestyle that homeowners can be glad to call home.

With a thorough evaluation, we propose the following for your review:

CDD MANAGEMENT

Management Fee	\$4,200 per month
Onsite Staffing	Billed at hourly rate + 32% for payroll burden which covers taxes, benefits, payroll processing, etc.
Community Website <i>Monthly Website Hosting, Maintenance & Updates</i>	Included

SUPPLEMENTAL COSTS	AMOUNT	DESCRIPTION
Copies	\$0.15 ea	Made at Evergreen Corporate Office
Envelopes	\$0.10 ea	Additional charge if specialty size
Postage	Current Rate	
Statutory Agent Annual Fee	\$100.00	

FIELD MANAGEMENT SCOPE OF SERVICES

Our Field Services Manager will focus each month to the following:

- Weekly Landscape and Irrigation Inspections
- Bi-weekly Landscape Walk Through with Landscape & Irrigation Maintenance Supervisor
- Manager will review and sign off on CDD operational invoices.
- Weekly Pond/Lake/Fountain Inspections
- Monthly Meetings with Fountain Maintenance Vendor
- Weekly Fountain & Entrance Lighting Checks
- Monthly Street & Street Sign Inspections
- Attendance at Monthly CDD meetings
- Monthly Reporting of District Needs Related to Landscaping, Lighting, Fountain, and Monument Repairs
- Facilitating and Assisting in Requests for Proposals for Maintenance Related Projects
- Assisting in the Preparation & Formulation of the District’s Budget
- Responding & Addressing all Homeowner & Client Requests, Concerns & Questions via our 24-7 Customer Care Team
- Documenting, Reporting, & Working with Local Law Enforcement and First Responders on all Accidents and/or Vandalism to Occur on CDD Properly

Year 1 Projection

EVERGREEN OVERSIGHT

MANAGEMENT FEE		AMOUNT
Annual Fee	\$4,200 per month	\$50,400.00
Total		\$50,400.00

MAINTENANCE STAFF		AMOUNT
1 Facilities Attendent-FT \$20/hr	FT \$20/hr	\$44,800.00
Total		\$44,800.00

Total Salaries \$39,200	32% Burden Rate	\$14,336.00
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TOTAL EXPENSES	TOTALS
Management Fee	\$50,400.00
Maintenance Staff	\$44,800.00
32% Burden Rate	\$14,336.00
Management Fee + Salaries & Benefits	Total
	\$109,536.00

Year 2 Projection

Based on 4% hourly rate increase

\$111,901.44

Year 3 Projection

Based on 4% hourly rate increase

\$114,361.50

5.A.

AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF Florida
COUNTY OF Nassau

Before me, the undersigned authority, appeared the affiant, Janie Linscott, 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 VP, Business Development or Evergreen Lifestyles Mgmt. ("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 Amelia Walk Community Development District proposal for amenity center 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. The Proposer acknowledges the receipt of the complete RFP Package as provided by the District and as described in the RFP Table of Contents. Additionally, the Proposer acknowledges receipt of the following addenda:

- | | |
|--------------------|-------------|
| Addendum No. _____ | Dated _____ |

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

5. 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.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Amelia Walk 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.

7. By signing below, the Proposer acknowledges that (i) the Proposer has read, understood, and accepted the Project Manual; (ii) the Proposer has had an opportunity to consult with legal counsel regarding the Project Manual; (iii) the Proposer has agreed to the terms of the Project Manual; (iv) this is an informal bid, and no protest rights or other procurement rights will be afforded to the Proposer; and (v) the Proposer has waived any right to challenge any matter relating to the Project Manual, including but not limited to any protest relating to the proposal notice, proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual.

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 1st day of March, 2022.

Proposer: Evergreen Lifestyles Management
By: Jamie Linscott
Title: VP, Business Development

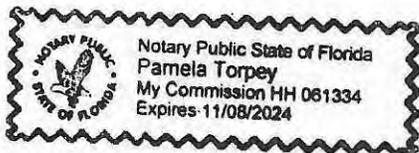
STATE OF Florida
COUNTY OF Nassau

The foregoing instrument was sworn and subscribed before me by means of in person appearance or online notarization this 1st day of MARCH, 2022, by JAMIE LINSOTT as VP Business of Evergreen Lifestyles who is either personally known to me or produced mgmt as identification.

Pamela Torpey
NOTARY PUBLIC, STATE OF FLORIDA

Name: PAMELA TORPEY
(Name of Notary Public, Printed,
Stamped or Typed as Commissioned)

(NOTARY SEAL)



5.B.

GENERAL PROPOSER INFORMATION

• *Proposer General Information:*

Proposer Name Evergreen Lifestyles Management, LLC

Street Address 270 W. Plant St, Suite 340

P. O. Box (if any) _____

City Winter Garden State Florida Zip Code 34787

Telephone 877-221-6919 Fax no. _____

1st Contact Name Janie Linscott Title VP, Business Dev

2nd Contact Name Brian Quillen Title Dir of Operations

Parent Company Name (if any) Real Manage

Street Address 6400 International Pkwy

P. O. Box (if any) _____

City Plano State Texas Zip Code 75093

Telephone _____ Fax no. _____

1st Contact Name Duane McPherson Title Business Dev

2nd Contact Name Stacy Titleman Title EVP

• *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 2010

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 are the Proposer's current insurance limits?*

General Liability	\$ <u>See attached Certificate of Liability Insurance</u>
Automobile Liability	\$ _____
Workers Compensation	\$ _____
Expiration Date	_____

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

Also licensed in Tennessee, South Carolina and North Carolina. All are in good standing.

5.C.
PERSONNEL

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

Street Address 10301 Deerwood Park Blvd. Suite 3200

P. O. Box (if any) _____

City Jacksonville State Florida Zip Code 32256

Telephone 877-221-6919 Fax no. _____

1st Contact Name Brian Quillen Title Dir of Operations

2nd Contact Name Mandy Morgan Title COO

- *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 X 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:*

Our onboarding process includes an extensive amount of background checks and additional measures to ensure qualified candidates.

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

Documents have been reviewed and our team will remain compliant with the Youth Guidelines along with oversight from upper management.

OFFICERS

PROPOSER: Evergreen Lifestyles Management

DATE: 2/28/2022

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
Kraig Carmickle	President/CEO		Florida
Mandy Morgan	Chief Operations Officer		Florida
Art Burnside	Chief Information Officer		Florida
Katie Johnson	Chief HR Officer		Florida
Dennese Martinez	Chief Financial Officer		Florida
FOR PARENT COMPANY (if applicable)			
Chris A'youb	President		Texas
Chris O'Neill	Chief Executive Officer		Texas
Duane McPherson	Chief Bus Dev Officer		Texas
Steve Jordan	Chief Risk Officer		Texas
Monte Orion	Chief Technology Officer		Colorado

**SUPERVISORY PERSONNEL
WHO WILL BE INVOLVED WITH THE WORK
NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW**

PROPOSER: Evergreen Lifestyles Management

DATE: 3/1/2022

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
Brian Quillen	Dir of Operations	Leadership Oversight	St. Augustine	10	18	20
Alex Boyer	Regional Facilities Director	Leadership and staff management	St. Augustine	20	1.5	30
Sandeline Bernardin	Facility Attendant	Day to day administration and duties as outline in the job description	Amelia Walk	100	6 months	5

5.D.
EXPERIENCE

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 500 homes and/or 1500 residents previously? Yes X No ___ If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: Trailmark Community Development District

Contact: Grady Miars Contact Email: gmiars@greenpointllc.com

Project Type/Description: CDD under Greenpointe Developer control

Dollar Amount of Contract: _____

Scope of Services for Project: Managing finances, lifestyles, event programming, etc.

Dates Serviced: April 2017

- *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 years. Attach additional sheets if necessary.*

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Your Company's Scope of Services for Project: _____

List of subcontractors used: _____

Is this a current contract? Yes ___ No ___

Duration of contract: _____

- *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 contract within the past 3 years? Yes _____ No X 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: _____

- *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 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.*

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 WITH SUFFICIENT DETAIL FOR THE DISTRICT TO UNDERSTAND THE PRICING AND ALTERNATIVE(S). SUCH INFORMATION CAN BE PROVIDED IN A SEPARATE PAGE/WRITING.

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 1st day of March, 2022.

Proposer: Evergreen Lifestyles Management

By: Janie Linscott

Title: VP, Business Development

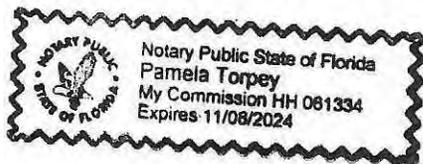
STATE OF Florida
COUNTY OF Nassau

The foregoing instrument was sworn and subscribed before me by means of in person appearance or online notarization this 1st day of MARCH, 2022, by JANIE LINSOTT as VP Business of Evergreen Lifestyles, who is either personally known to me or produced mgmt. as identification.

Pamela Torpey
NOTARY PUBLIC, STATE OF FLORIDA

Name: PAMELA TORPEY
(Name of Notary Public, Printed, Stamped or Typed as Commissioned)

(NOTARY SEAL)





EVERGREEN
LIFESTYLES MANAGEMENT



**INSURANCE
CERTIFICATE**

YOUR COMMUNITY.
YOUR HOME.
YOUR EVERGREEN.



EVERGREEN
LIFESTYLES MANAGEMENT



BUSINESS DEVELOPMENT CONTACTS & PROPOSAL REQUESTS

CAROLINAS & TENNESSEE

Melissa Ramsey
Director of CAM Operations

3540 Toringdon Way, Suite 200
Charlotte, NC 28277

775-384-4941
MRamsey@Evergreen-LM.com

FLORIDA

Janie Linscott
Director of Business Development

270 W Plant Street, Suite 340
Winter Garden, FL 34787

321-558-4859
JLinscott@Evergreen-LM.com

ARIZONA

Ted Heel
Director of Business Development

67 So. Higley Rd, Ste 103-113
Gilbert, AZ 85296

480-548-0839
TedHeel@Evergreen-LM.com

CUSTOMER CARE: 877-221-6919
EVERGREEN-LM.COM

B.



Unparalleled Property Services



Property Services Proposal

Amelia Walk Community Development District

March 4, 2022



Dear Board Members,

Thank you for the opportunity to provide this proposal for professional management services. I am confident that Castle has the experience and expertise to attend to your amenity management needs and will exceed your expectations.

Castle's management philosophy is to combine the best people in the industry with excellent management systems and support both with cutting edge technology.

Our 2,000 employees serve over 400 communities throughout Florida including many communities like the Amelia Walk Community Development District. We manage a select number of communities and can provide a level of service not currently seen at Amelia Walk. We call this Royal Service®.

Our Royal Service® focus is on the Resident Experience – what it feels like to live in a Castle-managed community. Our team prides itself on providing Royal Service® to **Every Resident – Every Interaction – Every Time**. This level of service can only be provided by the Best People. We attract and retain the Best People by routinely being named one of the “Best Places to Work”, an achievement of which we are extremely proud.

One of the many reasons we have become the premier choice in the management management business is the fact that we have the ability to tailor our services to meet the unique needs of each community. Castle caters to the desires of our communities while providing unequalled support to your onsite team.

The Castle Distinctions outlined in this document define why our service is unparalleled in the industry and why Castle is the best choice to be your management partner. Your management team will be led by an experienced Regional Director. The Regional Director's role is to measure your Community Director's progress along with the Board's satisfaction. Our goal is to ensure that the Board of Supervisors and the residents are afforded a “worry-free” environment that is consistently maintained to the highest standards. We believe that every resident of Amelia Walk will appreciate the noticeable difference when the community is professionally managed by Castle.

Our team has the experience, knowledge, and training to deliver exceptional Royal Service® to your residents and community. Your district is considering a critical change as it weighs the merits of contracting with a new management company. The decisions you make today will affect the district for years to come. You require a professional, diligent, organized, knowledgeable, and proactive company. Castle Group is the premier choice to meet those needs.

Please call me at 954-660-1866 if you have any questions or would like to schedule a tour of our offices. Thank you again for your consideration.

Sincerely,

James Donnelly
Founder & Chief Executive Officer

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Who We Are



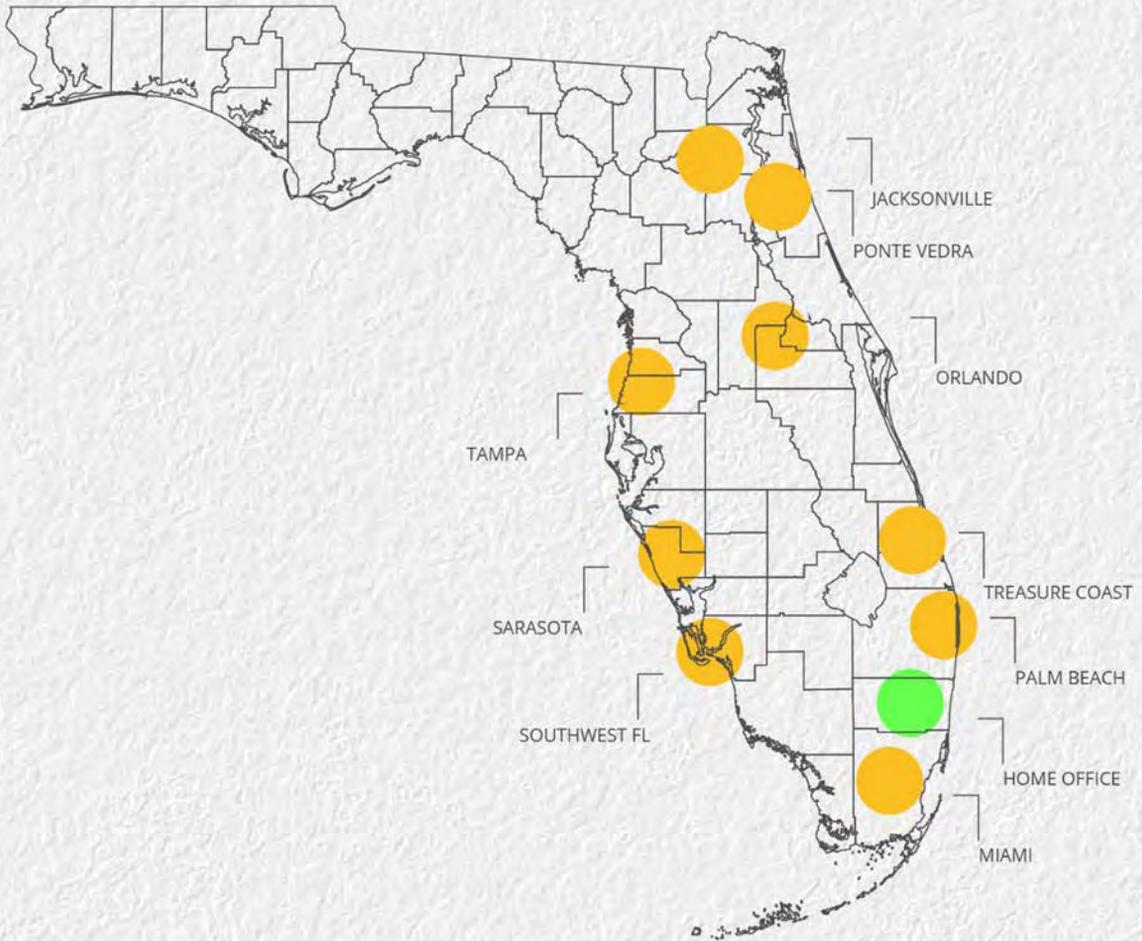
Castle is a management company that is just the right size for Amelia Walk. We offer the personal, detailed service of a small company, while retaining all of the resources of a large company.

Castle employs over 1,900 dedicated team members who proudly service our communities. Our menu of services includes administrative management, lifestyle services, maintenance, janitorial, front desk/concierge, and technology solutions. Our professional property services best practices are highly flexible and customized to fit your district. Each community we manage is unique and our approach will be *tailored* to suit your individual needs.

Castle's full-service expertise allows our Managers to better supervise the vendors who perform services at the communities that we manage. Of the management companies in Florida, there are few with the size, scope of services, experience, dedication, and expertise to effectively manage Amelia Walk.

Your Manager (Community Director) will be supported by a team of industry experts, which includes a Director of Engineering, Director of Food and Beverage, Treasury Manager, Transition Manager, Recruiting Specialists, Training Coordinators, and Technology Specialists. Regardless of the issues facing your district, our team has the capability and expertise to assist. The team will be led by a Regional Director who supervises the onsite Castle team and will be at the property weekly. Our Regional Director will have an intimate knowledge of the district as well as a relationship with the Board of Supervisors.

Office Locations





The Pursuit of Excellence

With more than 40 years of experience in the Florida property management industry, Castle is the premier provider of property management solutions.

Founded in 1980, Castle Group has become a strong and dynamic, full-service management company focused squarely on the success of each of our communities. We are the preferred service provider for more than 400 communities.

We are never satisfied with the status quo. To facilitate this concept throughout our organization, we developed Castle University, our in-house live and online training program that ensures our teams are constantly progressing and using industry best practices.

Our philosophy of Constant and Never-ending Improvement has resulted in broad recognition of our achievements:

- Castle Group is the only People First® certified company in the management industry. This is a 12-week leadership program for Castle's supervisory team. We were recently highlighted in Jack Lannom's latest book, "The People First Effect", for our commitment to the People First® principles.
- Castle Group was once again named one of the Best Places to Work by the South Florida Business Journal in 2019, marking the 5th time we have received the award. This distinction allows Castle to attract and retain the best talent for Amelia Walk.
- Castle Group was voted a FLCAJ Readers' Choice Award Winner for the 9th year in a row for our ongoing commitment to delivering quality management to communities throughout Florida.



SOUTH FLORIDA BUSINESS JOURNAL



2019 BEST PLACES TO WORK





The Castle Difference

People

Castle strives to attract, train, and retain the top employees in the management industry. We accomplish this through a highly detailed selection process and continuous training. Being voted a “Best Place to Work” by the South Florida Business Journal has reinforced this sentiment.

Systems

We understand that timely and relevant information is critical to the success in operating a property. Castle believes communication between Castle, the directors, and residents is key. Castle has the ability to customize a dashboard that will allow the Board of Supervisors online access to key financial and operational information, as well as any specific metrics they would like to monitor.

Technology

Castle’s focus on technology is unmatched in the management industry. We employ a staff of programmers whose sole focus is to create tools that increase efficiency in the communities we manage. This is accomplished by overlapping best practices and customized technology solutions for each of our customers.





The Castle Constitution represents the foundation of the Company. Much of Castle Group's success can be attributed to the implementation of our Constitution and the level of importance placed on incorporating these values into our daily operations.

Our Core Purpose:

To be proud of everything we do.

Our Vision:

To enhance the lives of our team, customers and the community through the provision of unparalleled property services.

Our Values:



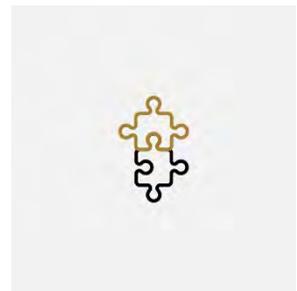
INTEGRITY



TOLERANCE



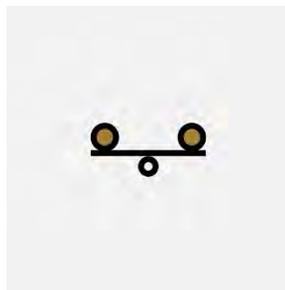
TEAM



CONTRIBUTION



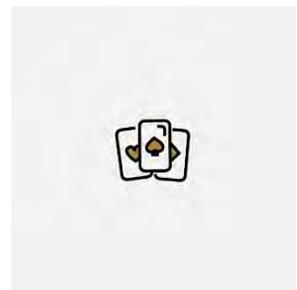
PERSONAL
GROWTH



LIFE
BALANCE



INNOVATION



FUN

Royal Service®

Our focus is to create an unparalleled Resident Experience for owners living in Castle-managed communities. After attending the Ritz Carlton's Legendary Service School, James Donnelly and his team created Castle's Royal Service® Standards. In recent years, the team attended the Disney Institute and brought back a number of applicable best practices that have since been added to the original program.

Royal Service® has many detailed components. Ultimately, it's about creating an environment where each resident feels important and cared for. We warmly welcome and greet our residents and strive to anticipate and fulfill their needs. Castle Group is dedicated to providing Royal Service® to all of our residents, allowing each resident and guest to experience it through our professionalism and high attention to detail. We are the only management company that places this strong of a focus on the Resident Experience. We are committed to constant improvement and growth through enhancing our services, techniques, and technology in order to benefit our residents and our team. It is our goal to create memorable moments when interacting with directors, residents, and vendors.





Founders

James Donnelly

Founder & Chief Executive Officer



James is the Founder and Chief Executive Officer of the Castle Group. With over 30 years of experience serving residential communities, James is an accountant and prominent speaker in the industry. James is also a passionate community leader and benefactor of numerous philanthropic organizations. Most recently, James was appointed to the Nova Southeastern University Board of Trustees and became a member of The Florida Council of 100. He is currently the Chair of the Community Foundation Board of Directors, immediate past Chair of the Broward Workshop, and sits on the Board of Advisors of the LeMieux Center for Public Policy at Palm Beach Atlantic University. In 2019, James received the Sun Sentinel's Excalibur Business Leader of the Year for Broward County and the Terry Stiles South Florida Leadership Award presented by the Greater Fort Lauderdale Chamber of Commerce. In 2014, James was inducted into the Hall of Fame at Nova Southeastern University's H. Wayne Huizenga School of Business and Entrepreneurship.



Craig Vaughan

Founder & Chief Financial Officer

Craig is a dynamic and creative financial resource for all of our clients. He is both an accountant and a Licensed Community Association Manager. Often described as Castle's "culture driver", Craig is extremely proud of his role in leading Castle to be both a Best Place to Work, as recognized by the South Florida Business Journal, and a Good to Great Company, as recognized by the Greater Miami Chamber of Commerce.



Robert Donnelly

Founder & Chief Operating Officer

As one of Castle Group's founding partners, Rob has been in charge of operations since the company's inception. Rob's attention to detail and focus on implementing Castle's systems has helped drive Castle Group to its current position as one of the leading companies in the industry. Rob's favorite acronym at Castle is CANI: Constant and Never-ending Improvement, and he is often referred to as the "nuts and bolts" guy at Castle. He has earned the industry's highest accreditation, the PCAM, and also holds LCAM, AMS, and CMCA titles, as well as a Real Estate Broker's License.



Local Leadership



Fiona DiDomenico
Regional President



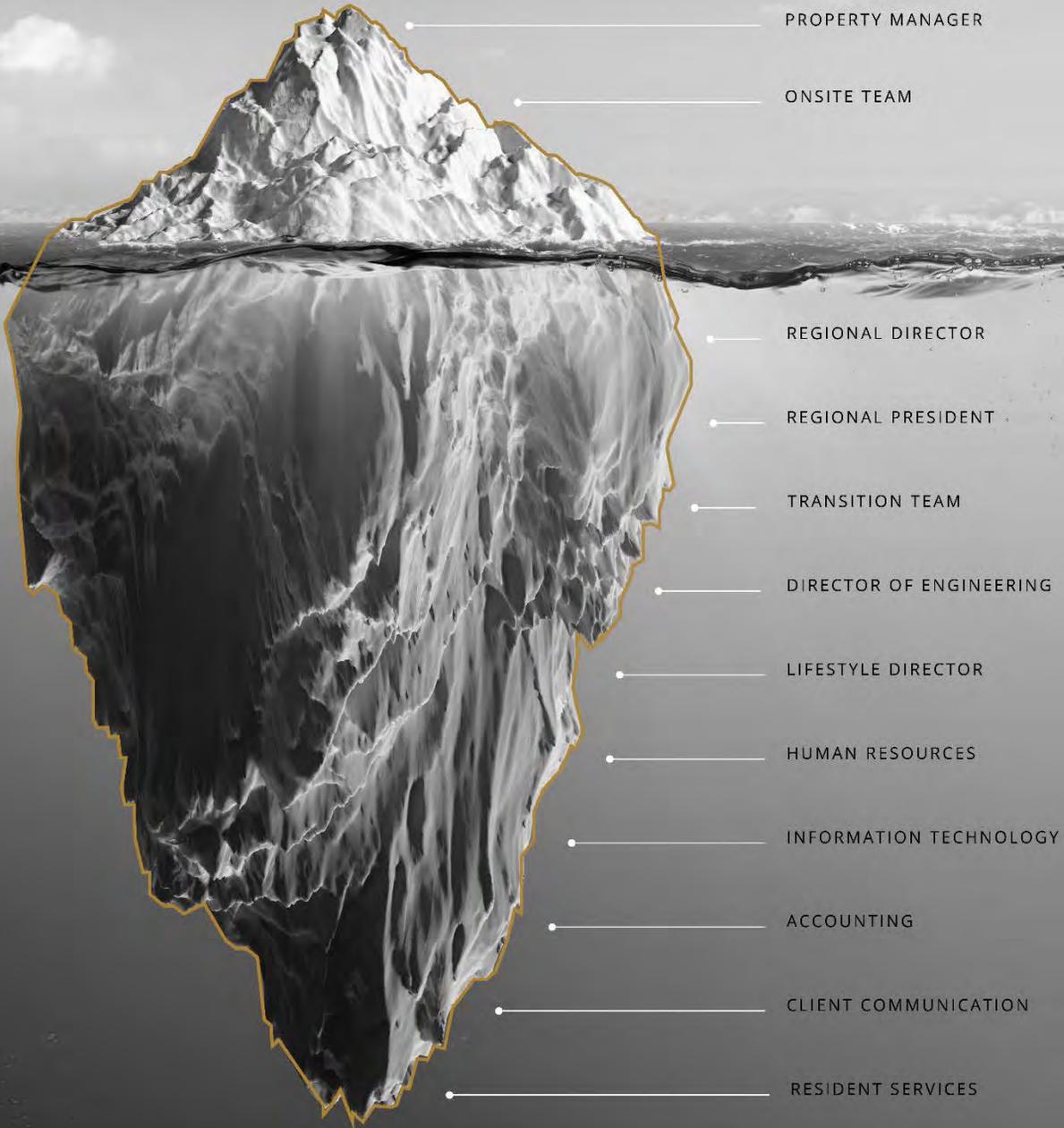
Jordan Goldman
Executive Vice President



Bill Honan
Regional Director



Stephanie Gold
Director of Transition





Distinctions

We strongly believe that Amelia Walk would benefit from a partnership with Castle Group based on the following Castle Service Distinctions:

People

Property management is a service business which makes it critical to have the best people. To obtain the best people we employ a team of recruiters that actively source new teammates. These teammates come from within the industry, but also from closely related ones, such as hospitality and management. The work doesn't stop there! Once you have the best people on the team, you have to incorporate a state-of-the-art training system, which we have created. This training system is managed and delivered by our People First® certified facilitators who ensure that our team is able to maximize their talents.

Castle's Royal Service® Standards

Castle's Royal Service® program was created after attending the Ritz Carlton's Legendary Service School. This approach is designed to ensure that every resident of Amelia Walk feels the warmth and respect they deserve. As an organization, we've implemented a number of Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) that we measure to assist us in ensuring that we are delivering on what we've promised to you. As an example, Castle's state-of-the-art Resident Services Call Center achieves a 95% live-answer rate. When residents call, they can speak to one of our bilingual Resident Service Specialists and receive an answer immediately.

Owner-Operated

Castle is owner-operated by Florida residents. We have all of the resources and necessary experience to meet your goals and objectives. You have direct access to Castle's owners every day.

Specialists

Castle made a strategic decision several years ago that we could not be all things to all properties. We have identified that communities that require full-time onsite staff best fit what we can offer. Therefore, we specialize in properties just like Amelia Walk. Further, we focus on communities within the state of Florida and are actively involved with local agencies to improve and enhance the community we all call home.



Experience

Castle Group's Executive Team is the longest tenured and most experienced in the management industry. Our depth of knowledge will provide numerous benefits to Amelia Walk. The expertise of our team includes best practices in Resident Services, Facility Management, Project Management, Engineering, Food & Beverage, Transition, Recruiting, Training, Technology, and Safety.

Reporting

We understand that timely and relevant information is critical to the success in operating a property. Clear communication is key in ensuring that the relationship between Castle, the Board of Supervisors, and residents runs smoothly and that the community itself stays well informed. Castle has the ability to customize a dashboard that will allow the Board online access to key financial and operational information as well as any specific metrics they would like to monitor.

Customization

Castle tailors its property management solution to suit the individual needs of the community. We are keenly aware that no two properties, as similar as they may seem, are alike. We will periodically survey residents to ensure that their needs are being met and to gather important data on requested enhancements to the property for the Board of Supervisors.

Technology

Castle's focus on technology is unmatched in the management industry. We employ 8 full-time IT personnel whose sole focus is creating tools to enhance the efficiency of our management systems. This is accomplished by overlapping industry leading best practices and software with customized technology solutions for each of our customers.



Pricing

Castle has estimated the staffing based on your Request for Proposals (RFP) and the pay is estimated based on respective market compensation rates. Should the staffing needs of the district change in the future, we will work with you to accommodate your needs. Please see below, as instructed in the RFP, pricing with and without Janitorial Services.

OPTION 1: WITH JANITORIAL SERVICES

ANNUAL MANAGEMENT FEE:					\$ 12,000
PERSONNEL:					
Position	Hourly Pay / Annual Salary	Hours	Payroll Burden	Number of Staff	Total
CAM/Lifestyle	\$ 33.65	520	29%	1	\$ 22,575
Amenity Attendant	\$ 17.00	2,080	29%	1	\$ 45,614
Field Operations/Facility Maintenance	\$ 17.00	1,040	29%	1	\$ 22,807
Janitorial Services	\$ 19.00	864	29%	1	\$ 21,177
				TOTAL	\$ 112,173
PROPOSAL TOTAL					\$ 124,173

OPTION 2: WITHOUT JANITORIAL SERVICES

ANNUAL MANAGEMENT FEE:					\$ 12,000
PERSONNEL:					
Position	Hourly Pay / Annual Salary	Hours	Payroll Burden	Number of Staff	Total
CAM/Lifestyle	\$ 33.65	520	29%	1	\$ 22,575
Amenity Attendant	\$ 17.00	2,080	29%	1	\$ 45,614
Field Operations/Facility Maintenance	\$ 17.00	1,040	29%	1	\$ 22,807
				TOTAL	\$ 90,997
PROPOSAL TOTAL					\$ 102,997

**Health insurance is provided at cost (association's share is \$565 per month) for those full-time employees who elect to participate in Castle Group's Cigna health plan.*



Castle's formal reporting to the community includes:

- Weekly Updates
- Standard Monthly Management Reporting Package
- Annual Property Review

Weekly Updates

We have found that our Boards of Directors like to receive a weekly update. Your Community Director will send, via email, a weekly report comprised of the top issues concerning your community each week. The "Weekly Update E-Mail" is a snapshot designed to keep all Board members thoroughly informed.

Standard Monthly Management Reporting Package

The monthly management reporting package includes:

- Meeting Agenda
- Management Report
- Work Order History - detail report
- Covenant, Conditions and Restrictions (CC&R) History Report
- Bids/Recommendations

Annual Property Review

We provide an annual review of the community's operations including improvements, activities, staffing, and vendor performance.



Property Management System Integration

Our central management system, Jenark, stores unit and resident information to include the following: financial, lease, violation, and work orders. Our website and database management solution automatically ties to Jenark data in order to provide Board members, management staff, owners, and residents with this information. Additionally, our database management solution provides for the management of parking, storage, mechanical assets, visitor logging (logical access control), and package receipt and delivery. The resident rosters rendered through these systems are then used to manage the physical access control system (FOB or biometric system). Third-party integrations are both possible and available in some cases, depending on the capabilities and willingness of the third parties.

Database Maintenance

The integration between Jenark and our database management solution makes database management very simple for the onsite team. There is no need to manage numerous databases as updating the appropriate system automatically disseminates the appropriate information to any other pertinent system.

Customization of Systems

Although our systems are highly customizable as they stand, our in-house developers are available to further customize the system(s). This is usually only necessary when third-party integrations are desired and not present.

Integration of Systems

The majority of our systems are fully integrated with each other. The only area that may not be easily and automatically integrated is the physical access control system (FOB or biometric), as this is heavily dependent on the system that the building has currently installed.

Website Maintenance and Customization

The ability to update and maintain the website can be done by the onsite staff or Castle's IT team. The system is very user-friendly and easily customized.



District Website

Professional Web Presence: Castle's web platform makes it easy to ensure your organization's online presence is professional and aligned with the image you want to portray. Our turnkey sites also come pre-populated and structured with the content and functionality you'll need.

Improved Communication and Access to Information: Having information available online gives residents access to community resources at anytime. Improve communication via online newsletters, mass emails to customized recipient lists sent via Messenger Services, up-to date community alerts, and more.

Customize and Securely Publish Content: Since the application is totally self-editing and self-publishing, you can easily customize your site to fit your needs. The web platform offers the highest level of security for your site and community information, so you can trust that your information is always protected.

Integrated with Back-Office Information: The web platform seamlessly integrates with Castle's back-office systems to provide residents access to account information including current balance, account register, violations, architectural requests, service requests, payments, and much more.

Front Desk Management: Our front desk management solution provides a number of digital tools and reports to effectively manage access logging, package receiving/delivery and Shift/Pass Down logging.

Asset Management: With the combination of our database management system and our back-office ERP system, complicated and often time-consuming processes such as asset inventory, scheduled maintenance management, and work order management becomes a simple, organized procedure, allowing clear visibility to all necessary information just a mouse click away.

Digital Accounts Payable Management: Through our *CastleClick* portal, directors and the management team have the ability to digitally manage the accounts payable process from invoice review and approval to check processing.

Streamlined Violation Management: With our back-office systems ability to tie to mobile devices manned by the onsite team, the violation management process can be fully digital and highly automated.

Reporting: Through our back-office ERP solution, directors and the management team have access to a number of reports allowing for the analysis of information in all areas of operations. In addition to the "canned" reports provided by the software, Jenark's reporting system allows for customizable reports, fully compatible with Microsoft Excel in case further manipulation of the data is desired.



CastleClick

CastleClick is the most efficient and streamlined way for the community to handle the accounts payable process. This free, easy, and secure tool allows Board members the ability to electronically approve invoices, facilitating the payment process.

Some of the benefits of using the online approval system are:

- It is 100% paperless, which allows you to authorize and approve invoices instantly;
- Email notification when invoices are ready for approval;
- Prevent late and duplicate payments;
- Access to all invoices 24/7, 365 days a year.

With no complicated systems or software to install, all that is required for the community to join is the name and email address of 2 designated members of the Board, who will serve as the online approvers and a sample of the signature designated to be digitally printed on the community checks.



Drawbridge

Drawbridge is poised to revolutionize the way residents and Managers interact within their community. With just a few taps, residents can stay in the loop with community news, make dues payments, submit work orders, and much more. Drawbridge is designed to allow users to self-serve and save time by taking action from directly within the app.

Resident Features

- **Central Newsfeed:** Stay up to date with news relevant to you and your community with Property Manager notifications
- **View Ledger & Make Payments:** Quickly access your recent transactions and ledger to make dues payments with the tap of a button
- **Resident Profile Management:** Enjoy the freedom to update your preferred mailing address, phone number, and other contact information without having to contact your Community Director
- **Work Orders:** Seamlessly create a work order or service request with the option to take live photos or upload from your camera roll



New Account Transition Process

Once the Management Services Agreement is signed, Amelia Walk enters into our Transition program. The most important thing for the Board of Supervisors to know is that Castle has extensive experience, a proven system, and standard operating procedures in place to ensure a smooth transition. Our dedicated Transition Team takes care of the entire process with no transition costs to the community. This team is led by Castle's Director of Transition and will oversee the transition process and conduct periodic weekly visits to your community. The transition process typically takes 90 days and is broken into 3 distinct phases:

Pre-Launch: *From contract signing until the official start date*

Once an agreement is signed, a new account checklist is generated. This checklist tracks the 150 most critical items needed to ensure a seamless transition. This system ensures designation of task ownership, contains progress tracking metrics, and is utilized by the Transition Team during weekly progress meetings with our Executives.

During this stage, all of the accounting records are uploaded into Jenark and reporting is customized per the Board's direction. The primary focus of this phase is to gather all of the back-office documentation and set up the community in our system. This assimilation of data typically takes 30 days.

Another important component in the pre-launch phase is communication. Upon receipt of the resident roster, we mail a welcome letter to each owner in your community. The welcome letter is customized to the specifications required by Amelia Walk, notifying your residents that a change in management has taken place.

Launch: *From official start date to day 30*

The launch phase is comprised of the first 30 days that we are physically on the property. Our Transition Team will be on site to support the Manager in implementing Castle systems, policies, and procedures. The goal is to allow the Community Director and onsite team to focus on the residents and the Board of Supervisors while the Transition Team handles all things related to transition.

The Community Director will be provided with an Action List, which will be comprised of tasks related to documented areas of improvement, as well as inherited open tasks. With the Board's direction, the list will be prioritized. This initiative allows for the new staff to immediately begin making improvements and adding value to the community. The Action List will be updated regularly and sent to the Board of Supervisors on a weekly basis.



Transition

During the launch phase, the Community Director will work with the Board of Supervisors to obtain answers to the 200 most Frequently Asked Questions (FAQs) about your community.

This information will then be placed into a centralized database for our onsite and Resident Services staff to utilize. The team will be able to efficiently and accurately provide one-touch resolution to resident inquiries.

The community will be set up on any and all applicable automated systems including our accounts payable online processing system (*CastleClick*), our automated estoppels system, and an automated sales and leasing program (*TenantEvaluation*). In addition, as part of this process, Castle will challenge every line item in the community's budget to determine where cost savings can be achieved without affecting service levels.

Transition: *From day 31 to day 90*

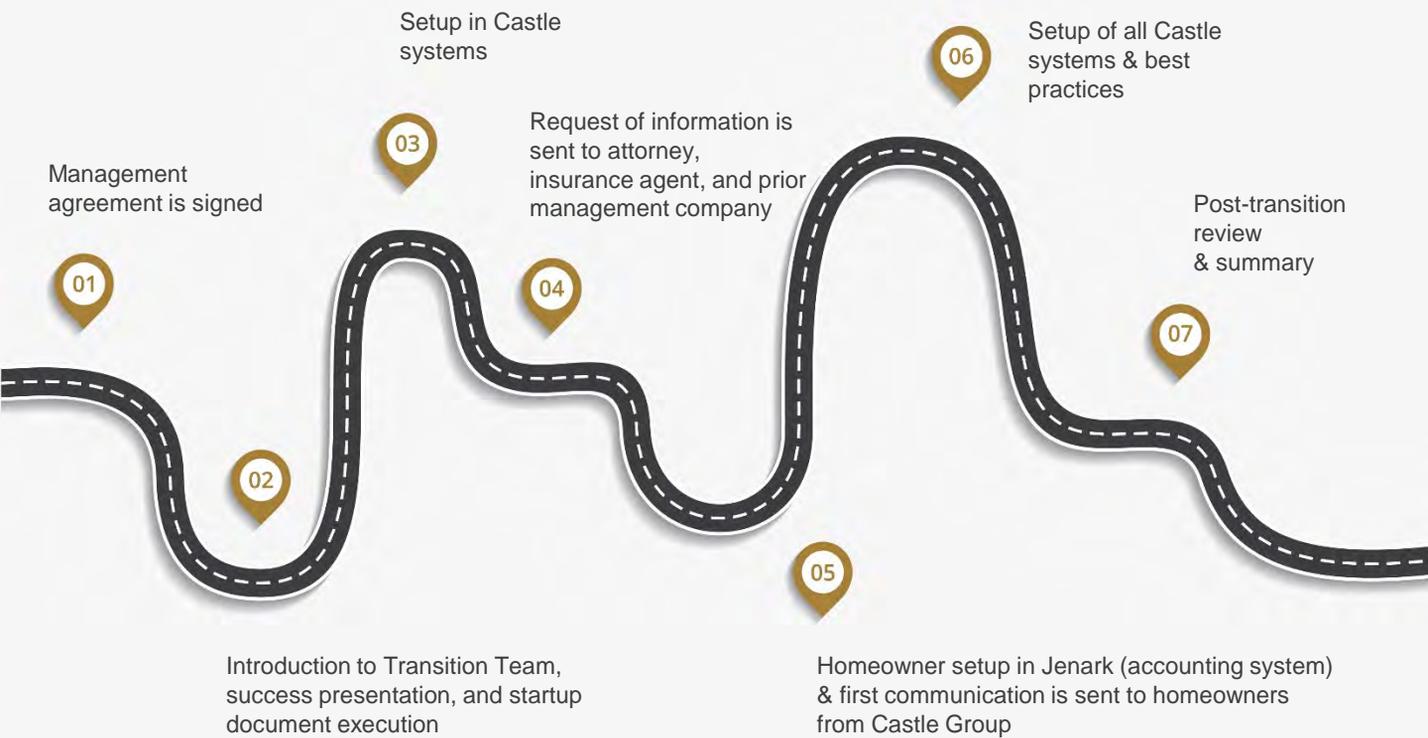
Throughout the transition process, our Home Office team conducts a thorough inventory of every community document. This extensive process is essential in guaranteeing that your vital community history is preserved accurately. The information is then added into our Jenark system so that the Community Director has online access to all pertinent resident information.

The final phase of transitioning a new account occurs after we have been on site for 30 days. This is when quality control checks are completed in order to ensure that all systems have been implemented and are running smoothly.

This process is overseen by Castle's dedicated Transition Team. This team of professionals will work alongside the Board of Supervisors, your Community Director, and your Regional Director to ensure that your transition is handled effectively and seamlessly.



Roadmap



WE ARE PROUD TO OFFER OUR
UNPARALLELED PROPERTY SERVICES
TO YOUR COMMUNITY.

THANK YOU FOR YOUR CONSIDERATION.

SINCERELY,

A handwritten signature in white ink, appearing to read 'James Donnelly', is centered on the page. The signature is fluid and cursive, with a prominent loop at the end.

JAMES DONNELLY
FOUNDER & CEO



Unparalleled Property Services

Response to Request for Proposals (RFP)

Amelia Walk Community Development District

March 4, 2022

Below are our responses to your specific questions and/or requests on your RFP. To make it easier for you to review, they are listed in the same fashion and order as was presented.

- A. Completed and executed proposal forms as set forth herein.

Responses can be found in bold lettering herein.

- B. At least three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person(s). Proposer shall demonstrate its level of experience and expertise in substantially similar operations.

Please refer to pages 25-27 in section 5D of this document.

- C. A narrative description of the Proposer's approach to providing the services for each of the tasks as described in the scope of services provided herein.

Please refer to pages 6-9 of our Property Services Proposal.

- D. Complete pricing showing the total cost of providing the services, broken down as set forth on the following price proposal form. For any subcontractor being proposed, the total amount proposed to be paid by the District for these services shall be segregated between the actual funds being paid to the subcontractor and the mark up being charged by Proposer. Please note the District is requesting pricing with and without janitorial services included within the scope of the Agreement. Three years of pricing shall be included by the Proposer.

Please refer to page 28 in section 5E of this document.

- E. A written statement how the Contractor proposes gross revenues from lessons and special events to be distributed.

An active association needs to have a variety of fun, physical, and educational activities that will engage the members of the community. Castle's Lifestyle Directors at our various communities throughout the Castle Kingdom coordinate specialized social events that include entertainment, fitness/health and wellness, crafts, dancing, games, lectures, language studies, sports, and much more. We have found that many residents enjoy leading community programs, and we encourage their participation. With access to our extensive catalog of booking agents and event planning systems, we work with our residents to identify and implement activities and programs where they have the greatest interest. These events could vary from being fully funded by the association or be guest-paid ticketed events.

- F. If the Proposer desires to propose an alternate approach to operating and maintaining the District's Facilities based on Proposer's specialized knowledge and experience in this area, the Proposer is strongly encouraged to submit both a proposal responsive to the structure outlined herein and a separate, alternative proposal.

We are pleased to propose our services based on your outlined structure.

Contractor shall provide detailed staffing information in the proposal response, including job descriptions, anticipated hours on property, pay ranges, etc. Contractor shall also provide its proposal for handling of revenue derived from programming, events, and other services.

Please refer to the following pages for the templated job descriptions that we will customize for Amelia Walk, and page 15 of the Property Services Proposal for the anticipated hours and pay for staffing.

We will work with your District Manager handling your accounting for programming, events, and other services. We will take care of the administration, such as creating flyers for events, providing links for online payment, collecting ticket payments paid by check if allowed, etc. Online payment links will route to the bank account(s) provided by your District Manager. Similarly, check payments will be tracked, collected, and then given to your District Manager for proper accounting.

JOB DESCRIPTION

Position Title:	Community Association Manager
Department:	Property Management
Work Hours:	Minimum 40 hours per week / schedule varies
FLSA Status:	Salaried, Exempt
Reports to:	Regional Director
Supervises:	Property staff, including maintenance and office staff

POSITION SUMMARY:

Position is Community Association Manager, licensed under the provisions of Florida Statute 468. Under general supervision and in association with the Board of Directors, plans, directs, recommends, and implements policies and procedures to ensure the services required to maintain the common elements of the Association are provided in a first-class manner and in accordance with community rules and regulations.

This is a hands-on leadership position responsible for overseeing the operational, administrative, financial, human resources, maintenance and security functions of the community. The position requires the Community Association Manager be on call 24-hours a day, 7 days a week for emergency consultation in the event of incidents requiring management intervention. All services of the Community Association Manager are under the direct supervision of Castle Management and are performed as stated, in the Management agreement between the governing Board of Directors and Castle Management, LLC.

The Community Association Manager also provides exemplary service in a manner consistent with the values and mission of the Castle Group. He or she performs all responsibilities while demonstrating outstanding customer service skills representative of Castle Royal Service as it relates to this function. This includes working interdepartmentally, as well as, with our external customers.

ESSENTIAL RESPONSIBILITIES: (May include some or all of the following as applicable)

- Supervises hiring and management of direct employees and supervises selection and management of outside vendor staffing to assure personnel capable of meeting the community's goals and high standards in a hospitable, sensitive and courteous manner.
- Schedules and/or reviews staff assignments to assure adequate coverage while being conscious of working within the assigned budget.
- Works under direction of Castle Management in meeting guidelines of the Board of Directors.
- Plans, directs and oversees implementation of comprehensive systems for protection of the community assets and records of the Association in a professional manner.
- Inspects community and facilities in order to determine maintenance and security needs.
- Documents, interviews and assists residents regarding complaints about direct employees and vendor staff conduct.
- Directs inspection of premises to detect hazards and to ensure that safety rules are posted and enforced.
- Promptly investigates and makes a full written report of all accidents or claims for property damage and personal injury relating to the ownership and maintenance of the common elements and operation of the Association, including damage or destruction to common elements.
- Prepares reports and insurance claims for damages to Association property, including estimated cost of repair, and causes repairs to be made in accordance with the Board of Directors' approval.
- Prepares posting of the agenda for meetings of the Association and committee meetings and supervises file and record management.
- Attends meetings of the Board of Directors and Annual or Special Meetings.
- Assists in preparation of monthly financial reports and reviews same for accuracy and variance trends.

- Provides a monthly management report to the Board of Directors with recommendations, as appropriate, to enhance community appearance, values and promote harmony among residents.
- Provides a one-page, weekly report to the Board of Directors briefly summarizing the past weeks major events.
- Provides a prioritized Action List to focus on all projects/duties within the community and the assigned task holder.
- Maintains a professional relationship with the Board of Directors and homeowners, whose requests for services shall be received and recorded so that requests can be acted upon expeditiously. Any serious complaint shall be fully and promptly investigated and reported to the Board of Directors.
- Prepares operational procedures for activities such as fire prevention, firefighting, traffic control and parking control.
- Prepares the Annual Budget and coordination of Board Meetings.
- Must be capable of taking board meeting minutes if necessary.
- Responsible for maintaining organization and secure keeping of blueprints, maps, plats, etc.
- Prepares recommendations for collection action on delinquent accounts and acts as liaison with legal department and Association counsel and Board.
- Must be able to perform violation inspections when task not assigned to an Assistant Property Manager.
- Monitors compliance with Rules and Regulations and shall implement procedures for handling violations. Drafts and signs correspondence and required notices in connection with homeowners who are in violation of the Declaration and Rules and Regulations. Maintains accurate records to follow up on rule violations. Acts as liaison with counsel if legal action is required.
- Solicits bids for maintenance, construction and other community projects, and participates in selection of contractors and vendors for furnishing of landscape maintenance, janitorial and maintenance services, water, electricity, gas, telephone, pool maintenance, exterminator service, repairs or reconstruction of structural improvements, preventive maintenance, and such other services deemed to be in the best interests of the Association and necessary in order to administer the Association in a first-class manner in accordance with the Declaration.
- Supervises and monitors contractors rendering services to the Association.
- Inspects the repair and maintenance of equipment and building components and reviews invoices to confirm work completion and contract compliance.
- Reviews and approves payrolls for all direct employees and reviews and codes vendor invoices before payment.
- Tracks all architectural change requests by homeowners and inspects for compliance upon completion.
- Communicates to the Board of Directors and homeowners, events that will affect their use and enjoyment of the Association's facilities.
- Communicates to the community ideas to help it prepare and cope with weather related events.
- Assists with hurricane preparation and implementation of preparedness protocol as designed and approved.
- Maintain Association's website.
- Ensures all safety precautions and procedures are followed while performing duties.
- Ensures that team members follow all safety precautions and procedures while performing duties.
- Any other responsibilities as assigned by direct supervisor.
- Performs all responsibilities while demonstrating outstanding customer service skills representative of Castle Royal Service.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Education/Training/Certifications/Licenses:

Active CAM License; High school diploma required. Associates degree with concentration in business preferred, or equivalent combination of education and experience.

Experience/Knowledge/Skills:

Two (2) to three (3) years of CAM or related business experience, or more depending on the community, are required. Outstanding customer service, communication and interpersonal skills required. Effective written and verbal communication skills.

Computer literacy:

Advanced command of computer hardware/software is required; specifically, knowledge of Microsoft Windows, Word, Excel, Power Point and Outlook.

Language requirements:

Multiple language fluency is desirable and may be required depending on the community’s needs.

Travel and availability requirements:

May be required to travel for training sessions off-site on an as needed basis. May be occasionally required to cover for staff at other communities within a reasonable commuting distance when needed.

Ability to work extended hours and weekends based on project requirement. Ability to respond to emergencies in a timely manner, 24-7.

Physical Requirements:

Ability to lift up to 10 lbs.; work in an upright standing or sitting position for long periods of time, will fluctuate day by day; Handle, grasp and lift objects and packages; extensive use of fingers for typing and visual use of the computer monitor. Reach with hands and arms; Communicate, receive and exchange ideas and information by means of the spoken and written word; Ability to quickly and easily navigate the property/building as required to meet the job functions; Complete all required forms.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

The majority of work will be completed indoors in a temperature-controlled environment with little to moderate noise levels. Depending on the community may regularly be required to walk/work outdoors to perform inspections, regular tours, or attend to other property needs.

DISCLAIMER: This is not an all-inclusive job description. In addition, management has the right to change any portion of this job description at any time and for any reason. Further, your signature on this job description does not change the at-will nature of your employment.

Employee Acknowledgement: I acknowledge that I have received a copy of my job description and can perform the essential functions of the job.

Employee Signature

Print Name

Date

Hiring Manager Signature
cc: Personnel File

Print Name

Date

JOB DESCRIPTION

Position Title:	Club Attendant
Department:	Front Desk Operations
Work Hours:	Minimum 40 hours per week / schedule varies
FLSA Status:	Hourly, Non-Exempt
Reports to:	Clubhouse Manager or On-site Community Association Manager
Supervises:	None

POSITION SUMMARY:

Oversees the clubhouse facility during the hours set by the Board of Directors and provides excellent customer service to residents.

The Club Attendant also provides exemplary service in a manner consistent with the values and mission of the Castle Group. He or she performs all responsibilities while demonstrating outstanding customer service skills representative of Castle Royal Service as it relates to this function. This includes working interdepartmentally, as well as, with our external customers.

ESSENTIAL RESPONSIBILITIES: (May include some or all of the following as applicable)

- Update activities calendar at the direction of the Clubhouse Manager or Community Association Manager.
- Conduct hourly rounds of the clubhouse and pool deck to monitor usage, cleanliness and any other items that should be reported to either the Clubhouse Manager or Community Association Manager.
- Ensures all safety precautions and procedures are followed while performing duties.
- Cleans clubhouse if applicable.
- Follows-up on all complaints/issues notifying Community Association Manager as necessary.
- Ensures all safety precautions and procedures are followed while performing duties.
- May assist with resident notifications or special events.
- Requirement to attend scheduled activities/events as needed.
- May be assigned other duties and responsibilities by the on-site Community Association Manager or Clubhouse Manager.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Education/Training/Certifications/Licenses:

Entry level position High school diploma or equivalent.

Experience/Knowledge/Skills:

One (1) to two (2) years of front desk or club house attendant experience preferred. Strong customer service skills required. Effective verbal and written communication skills.

Computer literacy:

Intermediate command of computer hardware/software is required.

Language requirements:

English is required. Multiple language fluency is desirable.

Travel and availability requirements:

May be required to travel for training sessions off-site on an ad-hoc basis. May be occasionally required to cover for front desk staff when needed. Ability to work extended hours and weekends based on scheduling needs.

Physical Requirements:

Ability to lift up to 40 lbs. work in an upright standing or sitting position for long periods of time. Handle, grasp and lift objects and packages. Reach with hands and arms. Communicate, receive and exchange ideas and information by means of the spoken and written word. Ability to quickly and easily navigate the property/building as required to meet the job functions. Complete all required forms.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. May be requested to work overtime and weekends for special program events.

DISCLAIMER: This is not an all-inclusive job description. In addition, management has the right to change any portion of this job description at any time and for any reason. Further, your signature on this job description does not change the at-will nature of your employment.

Employee Acknowledgement: I acknowledge that I have received a copy of my job description and can perform the essential functions of the job.

Employee Signature Print Name Date

Hiring Manager Signature Print Name Date cc: Personnel File

JOB DESCRIPTION

Position Title: Maintenance Technician
Department: Property Management - Maintenance
Work Hours: Minimum 40 hours per week / schedule varies
FLSA Status: Hourly, Non-Exempt
Reports to: Maintenance Supervisor or Community Association Manager
Supervises: None

POSITION SUMMARY:

The Maintenance Technician helps maintain the grounds, facilities, and amenities of the Condominium or Homeowners Association (HOA) and reports to the Maintenance Supervisor or Property Manager. He or she ensures that all mechanical systems and equipment are functional and properly maintained in a clean and aesthetically appealing condition.

The Maintenance Technician also provides exemplary service in a manner consistent with the values and mission of the Castle Group. He or she performs all responsibilities while demonstrating outstanding customer service skills representative of Castle Royal Service as it relates to this function. This includes working interdepartmentally, as well as, with our external customers.

ESSENTIAL RESPONSIBILITIES: (May include some or all of the following as applicable)

- Reviews and completes work orders assigned by Maintenance Supervisor or Community Association Manager.
- Routinely inspects community and advises supervisor of any issues or makes corrections.
- Utilizes and maintains equipment in a proper, safe and effective manner.
- Maintains working relationships with community staff.
- Painting or touch up of all common areas as needed.
- Properly performs casual labor, such as lifting/moving heavy items as directed by supervisor.
- Makes general carpentry, electrical, plumbing, mechanical, and other minor community/building repairs as long as a permit is not required to complete the job.
- Maintains records and other maintenance reports as directed by supervisor.
- Reports need for major repairs to Community Association Manager Maintenance Supervisor.
- Checks all lighting daily.
- Pressure washes decks, sidewalks, entrances, and A/C and heat pump pads as necessary to maintain neat appearance.
- Regularly check AC drip pans for draining and clogs.
- Assist with hurricane preparation of property.
- Maintain any applicable recreational amenities (i.e. tennis courts, basketball court, bocce court).
- Ensures all safety precautions and procedures are followed while performing duties in compliance with OSHA guidelines and requirements.
- May be assigned other duties by Community Association Manager.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Education/Training/Certifications/Licenses:

High school diploma or equivalency preferred. May require HVAC certification.

Experience/Knowledge/Skills:

Requires a minimum of (2) year's general experience in building trades, repair, and maintenance or handy work. Effective written and verbal communication skills. Strong customer service, communication and interpersonal skills required.

Computer literacy:

Command of computer hardware/software is preferred, but not required.

Language requirements:

Multiple language fluency is desirable.

Travel and availability requirements:

May be required to travel for training sessions off-site on an ad-hoc basis.

Ability to work extended hours and weekends based on project requirement. Ability to respond to emergencies and callouts in a timely manner during on-call rotation or as directed by supervisor.

Physical Requirements:

Ability to lift 50lbs. following appropriate safety procedures: Work in an upright standing position for long periods of time. Crawl in small and tight spaces. Ability to work in different environmental working conditions (e.g. heat, cold, wind, rain). Walk and climb stairs. Handle, grasp, feel objects and equipment. Reach with hands and arms. Communicate, receive and exchange ideas and information by means of the spoken and written. Ability to quickly and easily navigate property/buildings are required to meet the job functions. Repeat various motions with wrists, hands and fingers. Ability to detect auditory and/or visual emergency alarms. Ability to work extended/flexible hours and weekends based on project requirement. Driving when necessary (may be required to possess a valid Florida Driver’s License.) Ability to climb ladders and work at heights above ground level (maximum 12-16 ft).

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

Work will be divided between indoor and outdoor work. The proportion of indoor to outdoor work will fluctuate. May be exposed to weather conditions such as heat, cold or rain while working outdoors.

DISCLAIMER: This is not an all-inclusive job description. In addition, management has the right to change any portion of this job description at any time and for any reason. Further, your signature of this job description does not change the at-will nature of your employment.

Employee Acknowledgement: I acknowledge that I have received a copy of my job description and can perform the essential functions of the job.

Employee Signature

Print Name

Date

Hiring Manager Signature
Cc: Personnel File

Print Name

Date

JOB DESCRIPTION

Position Title:	Janitor/Housekeeper
Department:	Property Management - Maintenance
Work Hours:	Minimum 40 hours per week / schedule varies
FLSA Status:	Hourly, Non-Exempt
Reports to:	Maintenance Supervisor, Housekeeping Supervisor or Community Association Manager
Supervises:	None

POSITION SUMMARY:

Responsible for cleanliness of common areas within the community which may include both indoor and outdoor areas.

The Janitor/Housekeeper also provides exemplary service in a manner consistent with the values and mission of the Castle Group. He or she performs all responsibilities while demonstrating outstanding customer service skills representative of Castle Royal Service as it relates to this function. This includes working interdepartmentally, as well as, with our external customers.

ESSENTIAL RESPONSIBILITIES: (May include some or all of the following as applicable)

- Operates equipment as needed in order to maintain cleanliness of property, including pressure washer, blower, etc.
- Removes litter from all areas of the community.
- Empties trash cans, ashtrays and all sanitary receptacles.
- Vacuums, sweeps, polishes and mops floors.
- Straightens furniture.
- Dusts and removes fingerprints from all surfaces.
- Polishes windows, glass doors, brass, mirrors and bright work.
- Checks all light bulbs.
- Cleans and disinfects counter tops, and sinks.
- Cleans appliances, inside and out.
- Restocks towel, toilet paper and soap dispensers.
- Sanitizes all bathroom bowls, sinks, partitions and urinals on a daily basis.
- Wipes down shower stalls if applicable.
- Wipes down and disinfecting fitness equipment if applicable.
- Cleans clubhouse if applicable.
- Maintains pool deck and straightens storerooms.
- Straights and washes pool deck furniture.
- Sets rooms up for events and meetings daily and as necessary.
- Cleans and resets rooms after events.
- Creates necessary work orders.
- Maintains supply inventory and ordering supplies as needed.
- Advises supervisor of any issues.
- Assists in hurricane preparation.
- Maintains a pristine facility.
- Maintains a safe and secure environment throughout the building/property(s).
- Ensures all safety precautions are followed while performing duties.
- Any other responsibilities as assigned by supervisor.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Education/Training/Certifications/Licenses:

Entry level position High school diploma or equivalent.

Experience/Knowledge/Skills:

One (1) to two (2) years of janitorial experience preferred. Strong customer service skills required. Effective verbal communication skills.

Computer literacy:

Basic command of computer hardware/software is required

Language requirements:

English is required. Multiple language fluency is desirable.

Travel and availability requirements:

May be required to travel to multiple locations in the state on an as needed basis.

Ability to work extended hours and weekends on as needed basis.

Physical Requirements:

Ability to lift 50 lbs. work in an upright standing position or walking continuously for long periods of time. Handle, grasp and lift objects and packages. Reach and continuously move hands and arms and legs; Communicate, receive and exchange ideas and information by means of the spoken word; Ability to quickly, easily and continuously navigate the property/building as required, on average 8 hours but possibly up to 12 hours a day to meet the job functions; Complete all required forms.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. May be requested to work overtime and weekends for special program events.

DISCLAIMER: This is not an all-inclusive job description. In addition, management has the right to change any portion of this job description at any time and for any reason. Further, your signature on this job description does not change the at-will nature of your employment.

Employee Acknowledgement: I acknowledge that I have received a copy of my job description and can perform the essential functions of the job.

Employee Signature Print Name Date

Hiring Manager Signature Print Name Date

cc: Personnel File

5.A.

AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF FLORIDA
COUNTY OF BROWARD

Before me, the undersigned authority, appeared the affiant, PATRICK JAMES DONNELLY, 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 CEO ("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 Amelia Walk Community Development District proposal for amenity center 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. The Proposer acknowledges the receipt of the complete RFP Package as provided by the District and as described in the RFP Table of Contents. Additionally, the Proposer acknowledges receipt of the following addenda:

Addendum No. _____	Dated _____

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

5. 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.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Amelia Walk 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.

7. By signing below, the Proposer acknowledges that (i) the Proposer has read, understood, and accepted the Project Manual; (ii) the Proposer has had an opportunity to consult with legal counsel regarding the Project Manual; (iii) the Proposer has agreed to the terms of the Project Manual; (iv) this is an informal bid, and no protest rights or other procurement rights will be afforded to the Proposer; and (v) the Proposer has waived any right to challenge any matter relating to the Project Manual, including but not limited to any protest relating to the proposal notice, proposal instructions, the proposal forms, the contract

form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual.

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 4th day of March, 2022.

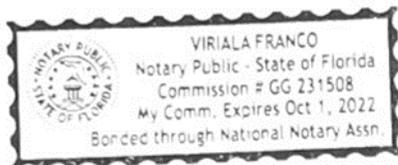
Proposer: CASTLE MANAGEMENT LLC
By: [Signature]
Title: CEO

STATE OF FL.
COUNTY OF Broward

The foregoing instrument was sworn and subscribed before me by means of in person appearance or online notarization this 4 day of March, 2022, by James Donnelly as CEO of Castle Management LLC, who is either personally known to me or produced _____ as identification.

[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)



Name: Viriala Franco
(Name of Notary Public, Printed,
Stamped or Typed as Commissioned)

5.B.

GENERAL PROPOSER INFORMATION

- *Proposer General Information:*

Proposer Name: **Castle Management, LLC**

Street Address: **12270 SW 3rd Street, Suite 200**

P. O. Box (if any): **N/A**

City: **Plantation** State: **Florida** Zip Code: **33325**

Telephone: **407-204-1757** Fax no. **N/A**

1st Contact Name: **Gianna Rahmani** Title: **Director of Business Development**

2nd Contact Name: **Max Broxterman** Title: **Assistant Business Development Manager**

Parent Company Name (if any): **PMG Holdings, Inc.**

Street Address: **5401 N Central Expressway, Suite 300**

P. O. Box (if any): **N/A**

City: **Dallas** State: **Texas** Zip Code: **75205**

- *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: **10/27/2009**

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

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

- *What are the Proposer's current insurance limits?*

General Liability	\$2,000,000
Automobile Liability	\$1,000,000
Workers Compensation	\$1,000,000
Expiration Date	01/01/2023

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



Ron DeSantis, Governor



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

COMMUNITY ASSOCIATION MANAGERS

THE COMMUNITY ASSOC MGRS CE PROVIDER HEREIN IS APPROVED UNDER THE
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES

CASTLE MANAGEMENT, LLC

12270 SW 3RD STREET
SUITE 200
★ PLANTATION FL 33325 ★

LICENSE NUMBER: PVD774

EXPIRATION DATE: MAY 31, 2023

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

5.C.

PERSONNEL

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

Street Address: **10752 Deerwood Park Boulevard South Waterview II Suite 100**

P. O: N/A City: **Jacksonville** State: **Florida** Zip Code: **32256**

Fax no. N/A Telephone no. **(904) 320-2400**

- *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: **X** For each subcontractor, please provide the following information (attach additional sheets if necessary):*
- *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:*

We understand that our service is only as good as our people. Therefore, we have a rigorous hiring process to scout the best talent in the industry. Castle has templated job descriptions readily available for all staff positions and, under the leadership of our Vice President of Human Resources, Kristen Searle, our HR team works with the Board and operations team to customize these job descriptions to properly capture your community's specific needs and requirements. Applicants are then thoroughly screened through multiple phone and face-to-face interviews (we encourage the Board to participate in final interviews of supervisory candidates), PI and technical skills assessments, and criminal background, drug, and reference checks.

We take great care in screening prospective employees, using the services of HireRight and looking back seven (7) years on each background check. Misdemeanors and felonies are looked at on a case-by-case basis. Most felonies are considered a "no" for hire, with theft or battery/violence specifically being definitive disqualifiers. Sex offenders are also disqualified no matter the timeframe. As for drug testing, even if they have a medical marijuana card, it is our policy to not hire them because it is still not legal on the federal level.

We believe it is our duty to identify people that are not only competent, but ones that would be suitable to the unique needs of Amelia Walk. To do so, Castle utilizes a collaborative approach to recruiting and sourcing talent by combining the science of behavioral assessments and professional evaluation to ensure we find the right fit for our associations. To find the ideal on-site leadership team, we invite the Amelia Walk Board to participate in a PI survey to identify the qualities that you believe the on-site leadership team should possess. Once completed, we will conduct a meeting with our HR team and the Board to discuss the aggregate ranges. We then match your results to that of the applicants to ensure we source the perfect

candidates.

The behavioral assessment tool is leveraged in identifying talent needs and supports selecting the best candidate. It also assists in identifying development and coaching opportunities, building cohesive teams, and stimulating career growth throughout the Castle Kingdom. Using PI assures intentional staffing and alignment to Castle's values. PI assessments reinforce Castle's core purpose, "to be proud of everything we do", to align teammates' natural wiring to be passionate about their role and commitment to Castle and the property they serve. We use PI to hire candidates who are hardwired to be a great fit, to design teams that perform like magic, and to manage teammates in a way that pushes them to perform at the top of their game.

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

Currently, we do not hire employees under the age of 18.

OFFICERS

PROPOSER: **CASTLE GROUP**

DATE: **03/04/2022**

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
James Donnelly	Chief Executive Officer	Corporate Oversight/Executive	Fort Lauderdale, FL
Rob Donnelly	Chief Operating Officer	Corporate Oversight/Executive	Westin, FL
Craig Vaughan	Chief Financial Officer	Corporate Oversight/Executive	Pompano, FL
Fiona DiDomenico	Regional President	Regional Oversight/Executive	Odessa, FL
FOR PARENT COMPANY (if applicable)			
PMG - John Carona	Chairman and CEO	N/A	Dallas, TX

**SUPERVISORY PERSONNEL
WHO WILL BE INVOLVED WITH THE WORK
NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW**

PROPOSER: **CASTLE GROUP**

DATE: **03/04/2022**

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
William Honan	Regional Director	Regional Oversight/ Contract Deliverables	Jacksonville, FL	10	4	19

Please see **William's** resume on the following pages.

William F. Honan

whonan@castlegroup.com

I am dedicated real estate executive with an International Business MBA, having studied in New York, London, and Switzerland. I am entrepreneurial by nature with an extensive amount of international travel which has allowed me to interact well with different cultures. I have experience in working on research-based projects, marketing campaigns, and event planning. I enjoy working with people, I am a goal oriented natural team leader and have the ability to quickly grasp new ideas and excel in a fast-paced, challenging environment.

Professional Experience

Castle Group Regional Director

Jacksonville, FL
June 2021 - Present

- Responsible for Northeast Florida operations. Manage a team of 11 property managers and over 50 field staff at their communities. This includes a food and beverage component as several properties have restaurants.
- Make sure that Castle property management protocols and standard practices are adhered to and that service levels are met. This includes the Castle “Royal Service” keys which is a licensed training module from the Ritz Carlton.
- Transition new accounts by working with Castle business development team and calling upon local resources.
- Responsible for managing the branch budget and creating operating budgets. Ensure this aligns with our organizational chart and new business.
- Work on budgets with property managers and coordinate with board members to make sure all deadlines are met for completion and distribution of payment books.
- Manage branch HR requirements through training and proper supervision and talent acquisition.
- Receive extensive training on leadership, corporate culture development and implementation. Hold regular meetings with executive team members.
- Weekly meetings with Regional President to report progress.

Associa Community Management Concepts Director of Operations

Jacksonville, FL
Nov 2018 - July 2020

- Directed and supervised the management of 75 diverse properties that included condominiums, townhomes, Homeowners Associations, and medical and professional complexes.
- Managed thirteen community association managers and a team of administrative assistants, as well as a large team of maintenance staff.
- Associa on Call, the construction and maintenance division of Associa. Under my direction this division produced \$150,000 of clear profits for 2019.

- Participated in budget planning and adherence for the Jacksonville branch of approximately 5 million dollars.
- Reviewed, analyzed, and obtained competitive bids for the community's insurance policies.
- Administered hurricane damage remediation project at several communities. Recovered over \$7,000,000 from insurance companies and oversaw restoration projects.
- Negotiated and monitored contracts for landscaping, HVAC, plumbing, electrical, emergency fire alarms and security systems.
- Participated in the branch business development initiative.
- Added 17 new accounts for 2019, including creation of a marketing plan and weekly sales meetings with corporate leadership.
- Participated in branch leadership training by attending classes, webinars, and one-on-one coaching sessions.
- Oversaw the monthly preparation and distribution of financial statements as well as creating annual budgets for all properties.

**FirstService Residential
Community Association Manager**

Jacksonville, FL
Sept 2016 - July 2018

- On-site community association manager at the Stonebridge condominium complex for 460 units.
- Attended annual and monthly meetings.
- Hired, trained, and oversaw maintenance and security staff.
- Managed hurricane restoration project totaling 3.5 million dollars.

**Orsid Property Management
Property Portfolio Manager – Construction Project Manager**

New York, New York
Sept 2015 - July 2016

- Managed 6 cooperative residential buildings with over 1200 units.
- Restored and improved physical appearance of classic art deco buildings.
- Assured that all properties ran on budget.
- Managed roofing repairs, sidewalk replacement and structural repairs.
- Ensured that buildings met all fire, plumbing, and electrical local safety codes.
- Managed and trained building staff; and
- Oversaw buildings finances with combined budgets of over \$30 million.

**Argo Real Estate
Property Manager – Construction Project Manager**

New York, New York
Jan 2012- Sept 2015

- Responsible for overall management of several high-end white glove residential Co-op and condominium properties.
- Supervised junior managers.
- Worked with management consultant to improve company's internal operations.
- Worked with a new business team to successfully attract and sign on new properties for the company.

B and L Construction and Development, LLC.
Senior Project Manager – Business Development

Brooklyn, New York
Jan 2010 – Jan 2012

- Licensed NY City General Contractor.
- Oversaw several major construction projects and their assigned project managers.
- Recruited and hired new employees.
- Maintained business relationships with over 20 management companies.
- Conducted field inspections and issued reports on behalf of clients.

Barrera Construction
Construction Project Manager

New York, New York
July 2009- Jan 2010

- Managed multiple construction projects up to One million dollars, including major structural repairs.
- Ensured timely completion and adhered to budget of projects.
- Attended weekly project meetings and interfaced with building owners and architects.

Advanced Management Services
Property Manager – Project Manager

Brooklyn, New York
Oct 2005 – July 2009

- Managed Luxury Co-op and condominium properties in Park Slope Brooklyn and Brooklyn Heights.
- Managed projects such as total roof replacement, new windows, pointing as well as Local Law 11 compliance.
- Provided outstanding customer service to over 600 residents.
- Coordinated information from vendors to boards and unit owners.
- Effectuated repairs, conducted building maintenance, removed violations, advised owners of sound fiscal policy.
- Negotiated, implemented, and conducted activities within defined budget and time frames.
- Supervised activities of bookkeeping staff as well as assistant managers. Oversaw billing, payables, and budget analysis.
- Directed and supervised building staff in compliance with union agreements (32BJ and Local 277).

Goldin Management, Inc.
Operations Manager – Leasing Director

Brooklyn, New York
March 2003 – Sept 05

- Coordinated middle office activities with shareholders and property managers.
- Managed collection of rent, maintenance, or common charges from over 2000 residential and commercial units.
- Reduced ratio of delinquencies by over 60% through developed and implemented systematic collections method.
- Coordinated legal actions with attorneys, building owners and tenants for over 85 buildings.
- Managed evictions, landlord tenant disputes, small claims actions, trip and falls.

- Sales and leasing manager, marketed properties, coordinated move outs, approved new applicants, checked out new tenants, negotiated leases and renewals.
- Consulted with property owners on renovation of apartments to create cost effective and marketable unit to achieve maximum value.
- Oversaw and coordinated board packages, refinances, due diligence requests. Worked closely with board members, shareholders, and attorneys.

Education

MBA International Business (Cum Laude)

Long Island University

2001-2002

Brookville, NY

European Business School

London, England

Franklin College

Switzerland

Bachelor of Arts in Pre-Law

Long Island University

1989-1993

Southampton, NY

Skills

Full computer knowledge of Microsoft Office, Excel, Power Point, Timberline, BJ Murray, QuickBooks, Strongroom Bill Paying, C3, Townsquare, Building Link and Internet. Working with and understanding people, leadership, and entrepreneurial skills. Negotiating complex business and management strategies.

5.D.

EXPERIENCE

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 500 homes and/or 1500 residents previously? Yes No*
If yes, please provide the following information for each project (attach additional sheets if necessary):

Project Name/Location: **IslandWalk at the West Villages Homeowners Association, Inc. / Venice, Florida**

Contact: **Mike Wasylik - Elected Resident Board Member**

Contact Phone: **614-271-3814**

Project Type/Description: **Highly amenitized master planned residential community**

Dollar Amount of Contract: **\$940,800.00**

Scope of Services for Project: **Full HOA management, the total annual dollar values of which are as follows (contracts were not separated based on type of services, but include amenity management):**

2017 = **\$599,268.00**

2018 = **\$614,688.97**

2019 = **\$789,769.01**

2020 = **\$846,690.35**

2021 = **\$870,989.00**

Dates Serviced: **We have been managing IslandWalk since 2012 and the current agreement will automatically renew in 2025.**

-
- *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 years. Attach additional sheets if necessary.*

Project Name/Location: **VillageWalk of Sarasota Homeowners Association, Inc. / Sarasota, Florida**

Contact: **Dan Behnisch - President**

Contact Phone: **214-213-0807**

Project Type/Description: **Highly amenitized master planned residential community**

Dollar Amount of Contract: **\$748,989.00**

Scope of Services for Project: **Full HOA management, the total annual dollar values of which are as follows (contracts were not separated based on type of services, but include amenity management):**

2017 = N/A
2018 = N/A
2019 = **\$848,000.00**
2020 = **\$784,450.00**
2021 = **\$625,877.00**

Is this a current contract? Yes: **X** No: ____

Duration of contract: **We have been managing VillageWalk of since 2019 and the current agreement will automatically renew in 2022.**

Project Name/Location: **Windsor at Westside Homeowners Association, Inc. / Kissimmee, Florida**

Contact: **Eric Baker – Previous Board President**

Contact Phone: **407-661-4774**

Project Type/Description: **Highly amenitized master planned residential community**

Dollar Amount of Contract: **\$1,555,676.00**

Scope of Services for Project: **Full HOA management, the total annual dollar values of which are as follows (contracts were not separated based on type of services, but include amenity management):**

2017 = N/A
2018 = N/A
2019 = **\$624,079.03**
2020 = **\$751,607.03**
2021 = **\$916,671.73**

Is this a current contract? Yes: **X** No: ____

Duration of contract: **We have been managing Windsor at Westside since 2019 and the current agreement will automatically renew in 2022.**

We also currently provide amenity management for the Waterset CDD in Apollo Beach, Florida and these are the total annual dollar values:

2017 = N/A
2018 = **\$352,667.00**
2019 = **\$480,437.00**

2020 = **\$530,633.00**

2021 = **\$587,650.00**

- *Has the Proposer, or any of its principals or supervisory personnel (e.g., owner, officer, or supervisor, etc.), been terminated from any district management services, amenity center management, field services, or dissemination agent services contract within the past 3 years?*
Yes: ___ No: **X**
- *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***
 - *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:*

As a private company, our best practice is not to discuss litigation. However, we are comfortable stating that any litigation we've been party to is common to our industry and would be available to review in public record.

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 WITH SUFFICIENT DETAIL FOR THE DISTRICT TO UNDERSTAND THE PRICING AND ALTERNATIVE(S). SUCH INFORMATION CAN BE PROVIDED IN A SEPARATE PAGE/WRITING.

We are pleased to propose our services based on your outlined structure.

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 4th day of MARCH, 2022.

Proposer: CASTLE MANAGEMENT, LLC

By: [Signature]
Title: CEO

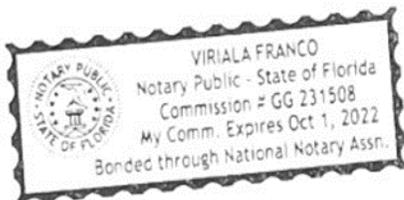
STATE OF FL
COUNTY OF Broward

The foregoing instrument was sworn and subscribed before me by means of in person appearance or online notarization this 4 day of March, 2022, by James Donnelly as CEO of Castle Management LLC, who is either personally known to me or produced _____ as identification.

[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

Name: Viriala Franco
(Name of Notary Public, Printed, Stamped or Typed as Commissioned)



C.



Governmental Management Services

Serving Florida's New Communities

March 4, 2022

Jennifer Kilinski
KE Law Group, PLLC

Sent via email

RE: Amelia Walk CDD – GMS Proposal for Amenity Management Services

Jennifer:

Per your request, Governmental Management Services – North Florida, LLC (GMS) is pleased to submit our cost to provide amenity management services and company profile reflecting our qualifications to provide these services for the Amelia Walk Community Development District. As you may know, GMS provides these services to many of our existing clients and we're prepared to begin working immediately.

GMS is a leader in the management of Special Taxing Districts and provide District Management Services to over 180 Special Taxing Districts and HOA's across the State of Florida. Our approach, methodology, and philosophy towards providing these services reflects our commitment and ability to deliver comprehensive services that exceeds the expectations of our clients. We believe that our greatest strength is our ability to respond to individual client needs efficiently, effectively and professionally.

We thank you for this opportunity to submit our proposal and have included a company profile as additional information about our organization. Please feel free to contact me at 407-841-5524, ext. 125 if you have any questions or need additional information.

Sincerely,
GMS

Jim Oliver
Managing Director

Orlando
219 E. Livingston St.
Orlando, FL 32801

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

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

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

Tampa
18842 N. Dale Mabry Hwy
Lutz, FL 33548

Knoxville
1001 Bradford Way
Kingston, TN 37763



GOVERNMENTAL MANAGEMENT SERVICES LLC



PROPOSAL FOR AMENITY CENTER MANAGEMENT PREPARED FOR AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

March 4, 2022

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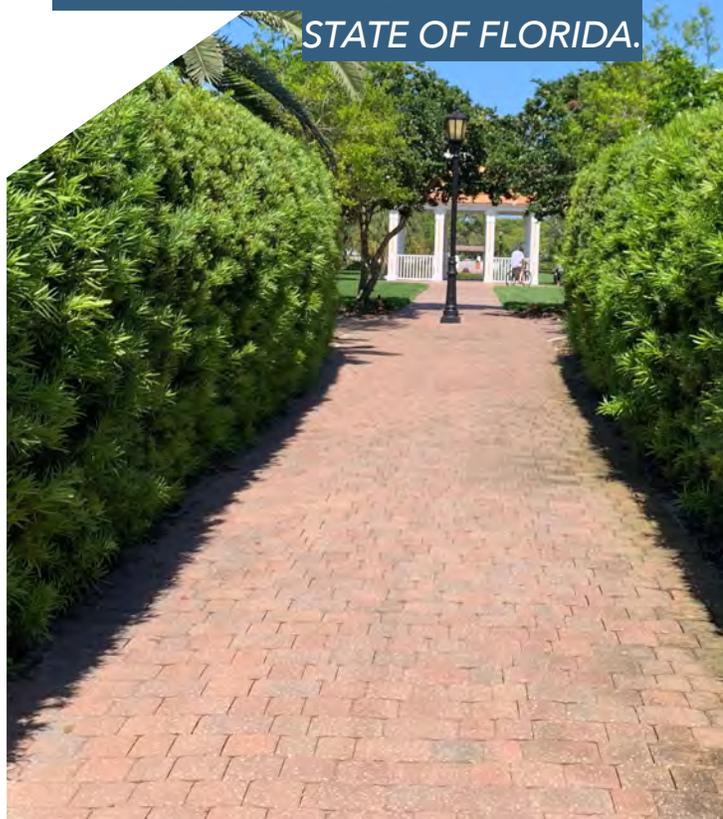


COMPANY INFORMATION

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, Tallahassee, Port St. Lucie, St. Augustine, and 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 180 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. The majority of personnel has worked with Investment Bankers, Bond Counsel, District Counsel, Engineers,

Developers and Boards of Supervisors across the State of Florida. They have provided management, financial and administrative reporting services to approximately 180 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

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

GMS is the best qualified provider of management services because of the experience of the personnel who will be providing the management services for the District.

GMS focuses exclusively on the services necessary for the proper management of Community Development Districts. Our staff includes managers, accountants, financial analysts, recording secretaries, amenity, operations managers, maintenance personnel 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
- Amenity Management
- Operations Management
- Utility Billing
- Other Services

These management services are being provided by the principals of GMS

CONTACT INFORMATION



Corporate Office:
1001 Bradford Way
Kingston, TN 37763
govmgtsvc.com

**GMS IS PREPARED TO
PROVIDE ALL SERVICES
DIRECTLY AND DOES
NOT CONTEMPLATE
THE NEED
TO SUBCONTRACT
SERVICES.**

GMS LLC NORTH FLORIDA ADMINISTRATIVE OFFICES

475 West Town Place,
Suite 114
St. Augustine, FL 32092
(904) 940-5850
(904) 940-5899 fax

393 Palm Coast
Parkway Suite #4
Palm Coast, FL 32137
(386) 585-4035

GMS LLC NORTH FLORIDA OPERATIONS

9655 Florida Mining
Blvd
Bldg. 300
Suite 305 & 306
Jacksonville FL 32257
(904) 288-7667

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.

The District Management Team 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,
Major: Accounting

EXPERIENCE

31 Years

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

DARRIN MOSSING PRESIDENT

Darrin Mossing is the President and Founder of the GMS organization. Mr. Mossing graduated from the Ohio University with a Bachelor’s degree in accounting in June 1988 and began his career as a staff accountant on September 1, 1988 for Indian Trace Community Development District. In November 2004, Mr. Mossing established the GMS organization, which has grown to over 180 CDDs, Homeowners Association and other Special Taxing Districts across the State of Florida.

JIM OLIVER

MANAGING DIRECTOR

Jim Oliver provides district management services for GMS clients in the Northeast Florida region.

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

JAMES PERRY PARTNER

James Perry is a partner and provides District Management Services at the GMS - North Florida office. He oversees the district management, administration, and outside services operations for the Districts. Mr. Perry graduated from the University of Central Florida with a Bachelor of Business Administration in Accounting and from the executive development program of the University of Pennsylvania-Wharton. Mr. Perry has extensive experience with Community Development Districts, local government, utilities, development and construction. He has served in senior financial positions with Fortune 100 companies as well as with the largest governmental utility provider in Northeast Florida. He is also a licensed CPA.

EDUCATION

Bachelor’s of Business Administration in Accounting, University of Central Florida

Executive Development Program, University of Pennsylvania-Wharton

EXPERIENCE

23 Years District Management

AMENITY MANAGEMENT & FACILITY ATTENDANT **SERVICES**

Communities with Amenity Centers hire GMS to provide a full-time, salaried Amenity Manager on a year-round basis. The Amenity Manager shall have the responsibilities 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 ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:

- The Amenity Manager is the liaison for the Community Development District Board of Supervisors and will attend all District meetings.
- The Amenity Manager will prepare a monthly Manager's Report detailing all activity 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, monitoring facility usage and rentals.
- Coordinate with Operations Manager to ensure all District contracts such as pool maintenance, landscape, janitorial, security, pest control, etc. are in compliance with contract specifications.
- Inspect Amenity Center and common areas for lighting, trash removal, pest control, signage and fencing for necessary maintenance. Inspections include recommendations to improve safety and minimize potential hazards in order to prevent accidents from occurring.
- Coordinate and/or assist with maintenance projects based upon monthly inspection reports.

continued on p.10

continued from p. 9

- Inventory cleaning products, paper products, office and first aid supplies.
- Coordinate, organize, and promote various special events and activities throughout the year.
- Administer rental program of District Facilities for private parties and events.
- Educate staff members, lifeguards, security guards and public on District policies and procedures.
- Prepare report for recommendations regarding modifications/updates to the policies and procedures as needed.
- Process any insurance claims and related repair work.
- Provide recommendations for annual budget, maintenance program, policies and procedures, safety and community events.
- Responsible for sending CDD information for website updates.
- Interface with vendors for repairs, billing, payments and approve certain invoices.
- Design, promote and implement recreational programs. Recreational Programming is a critical component to satisfying every community. Input from the Board of Supervisors and residents will be sought regarding the selections of activities and special events.
- Youth activities will include, but are not limited to summer camp, teen scene and numerous sports leagues. Adult activities can include trivia, group fitness classes, aqua aerobics, themed dinners, and more.
- The Amenity Manager will also facilitate clubs such as "The Fitness Club," book clubs and "Morning Coffee."



SAMPLE SPECIAL EVENTS

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

SUMMER CAMP

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

FALL FESTIVAL

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

WINTER CELEBRATION

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

KIDS NIGHT OUT/TEEN SCENE

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

ICE CREAM SOCIAL

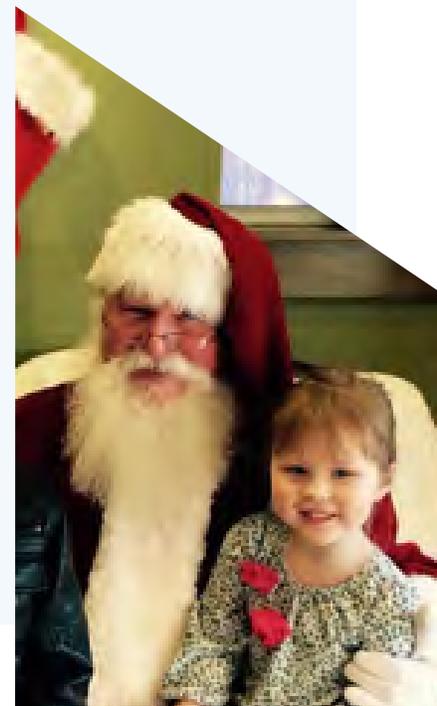
Ice cream and beverages with contests, raffles and games.

SPRING FLING

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

DIVE-IN MOVIE

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



FIELD MANAGEMENT SERVICES

As a company, GMS provides field management services to 30 Districts throughout Florida.

SERVICES FOR OPERATIONS MANAGER AND GROUND AND FACILITIES MAINTENANCE INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING, WHICH ARE TYPICALLY PROVIDED TO ENSURE THE DISTRICT OPERATES IN ACCORDANCE WITH ALL APPLICABLE STATUTES, LAWS, AND RULES AND REGULATIONS:

- 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 (day and night time) 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
- Wildlife relocation program
- Paint facilities
- Refurbish spray ground & playground equipment
- Fence repairs
- Grinding of sidewalks (trip hazards)
- Fitness equipment preventive maintenance

GMS has reliable and dependable personnel providing janitorial services customized for each client based upon seasonal changes and level of use.

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

- Service 1 to 5 times per week
- Sweep and mop tiled areas as necessary
- Clean restrooms, sinks, mirrors, fixtures, toilets and urinals
- Clean interior windows, 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

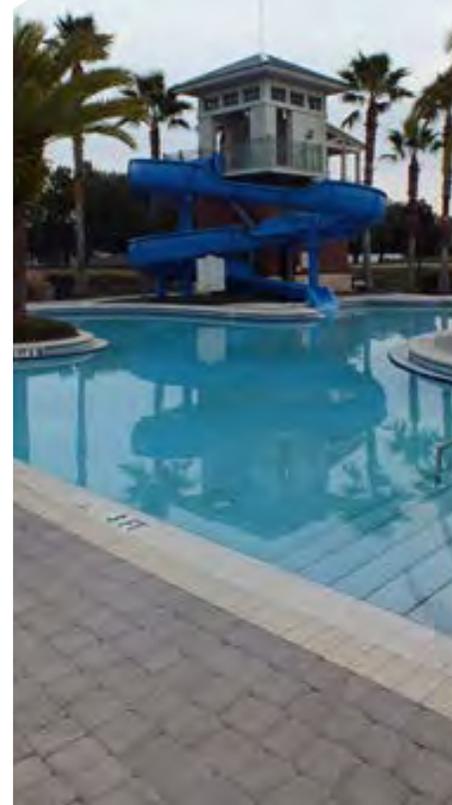


POOL MAINTENANCE SERVICES

GMS has over six certified pool operators qualified to provide commercial pool maintenance services. Services are customized to meet each clients needs based upon seasonal factors and usage.

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

- Service 1 to 5 days per week
- Pool vacuuming
- Skimming
- Brushing tiles
- Pool and equipment inspections
- Cleaning of filters
- Chemical balance (Chlorine, PH, Alkalinity, Sequestriant)
- Blow off pool deck
- Chemicals provided by client
- Emergency call out services to be invoiced separately



LIFEGUARDING SERVICES

Lifeguards are American Red Cross certified in Lifeguarding, Water Park Lifeguarding, CPR, First Aid and AED for Adults, Infants and Children. For best results, lifeguards shall be at least 16 years of age and perform standard duties associated with an aquatic facility. The District will only be invoiced for actual hours of service.

A. Responsibility:

- The primary responsibility of our lifeguards is to prevent drowning and other injuries from occurring through continuous surveillance, eliminating hazardous behaviors, enforcing facility rules and regulations, recognizing and responding quickly to emergencies and working as a team with facility staff and management.
- Lifeguards will be "Rescue Ready" at all times and report unsafe conditions.
- Complete daily pool logs, equipment checklist and necessary forms that correspond with daily activities and incidents.
- Complete required in-service training to review EAP, CPR, First Aid, AED, and all rescue procedures.
- Straighten pool deck furniture, wipe tables, removing debris from pool deck area and walkways, replacing trashcan liners (as time permits) and maintaining restroom cleanliness and supplies, are all secondary responsibilities.
- Lifeguards shall be visited frequently by the Aquatics Director and/or Supervisor. Other secondary responsibilities of lifeguards include but are not limited to:
 - Cleaning pool tiles as time permits
 - Inspecting and maintaining First Aid supplies
 - Inspecting the slide and slide structure before opening pool
 - Testing pH and chlorine levels to maintain Health Department requirements (twice daily)
 - Skimming pool

B. Staffing Approach & Scheduling

- In the event of inclement weather, staff will follow and enforce District policies. If the weather is predicted to persist throughout the day, the Facility Supervisor shall direct staff accordingly.
- If at any time the Board of Supervisors would like to adjust the hours and/or days of service, a two week notices respectfully requested. GMS understands the need for flexibility in order to meet the needs of each community and will provide the necessary staffing in order to provide the services based upon the operating hours of the community.

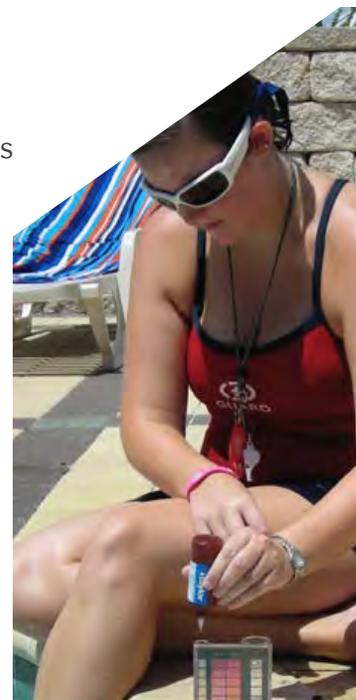


Table 2-1. District Management Experience Summary

	District	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	Anclote HOA	Pasco	•	•	•		
7	Arlington Ridge	Lake	•	•	•		•
8	Armstrong	Clay	•	•	•		
9	Astoria	Polk	•	•	•		
10	Bannon Lakes	St. Johns	•	•	•		•
11	Bartram Park	Duval	•	•	•		
12	Bartram Springs	Duval	•	•	•		
13	Bay Laurel Center	Marion	•	•	•	•	
14	Baytree	Brevard	•	•	•		•
15	Baywinds	Miami-Dade	•	•	•		•
16	Beacon Tradeport	Miami-Dade	•	•	•		
17	Bellagio	Miami-Dade					
18	Bella Collina	Lake	•	•	•	•	•
19	Belmont	Hillsborough	•	•	•		
20	Bonita Village	Lee	•	•	•		
21	Bonnet Creek Resort	Orange	•	•	•		•
22	Brandy Creek	St. Johns	•	•	•		
23	Candler Hills	Marion	•	•	•		
24	Canopy	Clay	•	•	•		
25	Capital Region	Leon	•	•	•		•
26	Centre Lake	Miami-Dade	•	•	•		
27	Central Lake	Lake	•	•	•	•	
28	ChampionsGate CDD	Osceola	•	•	•		
29	ChampionsGate POA	Osceola		•			
30	Chapel Creek	Pasco	•	•	•		
31	City of Coral Gables	Miami-Dade		•			
32	Coconut Cay	Miami-Dade	•	•	•		
33	Copper Creek	St. Lucie	•	•	•		
34	Copper Oaks	Lee	•	•	•		
35	Coral Bay	Broward	•	•	•		•
36	Coral Keys Homes	Miami-Dade	•	•	•		
37	Creek Ridge Preserve HOA	Hillsborough	•	•	•		
38	Creekside	St. Lucie	•	•	•		
39	Cypress Bluff	Duval	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/ Amenities
40	Cypress Cove	Broward	•	•	•		
41	Cypress Creek	Hillsborough	•	•	•		
42	Cypress Park	Polk	•	•	•		
43	Cypress Ridge	Hillsborough	•	•	•		
44	Davenport Road	Polk	•	•	•		
45	Deer Island	Lake	•	•	•		•
46	Deer Run	Flagler	•	•	•		•
47	Dowden West	Orange	•	•	•		
48	Downtown Doral	Miami-Dade	•	•	•		
49	Downtown Doral South	Miami-Dade	•	•	•		
50	Dunes	Flagler	•	•	•	•	
51	Dupree Lakes	Pasco	•	•	•		•
52	Durbin Crossing	St. Johns	•	•	•		
53	East 547	Polk	•	•	•		
54	East Homestead	Miami-Dade	•	•	•		•
55	Eden Hills	Polk	•	•	•		
56	Elevation Pointe	St. Johns	•	•	•		
57	Enclave @ Black Point Marina	Miami-Dade	•	•	•		
58	Falcon Trace	Orange	•	•	•		•
59	Fortebello HOA	Brevard	•	•	•		
60	Forest Brooke	Hillsborough	•	•	•		•
61	Forest Lake	Polk	•	•	•		
62	Founders Ridge	Lake	•	•	•		
63	Gardens at Hammock Beach	Flagler	•	•	•		
64	Grande Pines	Orange	•	•	•		
65	Green Corridor	Multiple	•	•	•		
66	Grovetwoods Preserve CA	Hillsborough					
67	Hammock Reserve	Polk	•	•	•		
68	Hemingway Point	Broward	•	•	•		
69	Heritage Park	St. Johns	•	•	•		•
70	Heron Isles	Nassau	•	•	•		
71	Highland Meadows II	Polk	•	•	•		•
72	Highland Meadows West	Polk	•	•	•		
73	Homestead Townhomes HOA	Pasco	•	•	•		
74	Holly Hill Road	Polk	•	•	•		
75	Hollywood Beach #1	Broward	•	•	•		
76	Homestead 50	Miami-Dade	•	•	•		
77	Indigo	Volusia	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
78	Indigo East	Marion	•	•	•		
79	Interlaken	Broward	•	•	•		
80	Islands at Doral III	Miami-Dade	•	•	•		
81	Islands at Doral TH	Miami-Dade	•	•	•		
82	Isles of Bartram Park	St. Johns	•	•	•		
83	Lake Ashton I	Polk	•	•	•		•
84	Lake Ashton II	Polk	•	•	•		
85	Lake Deer	Polk	•	•	•		
86	Lake Emma	Lake	•	•	•		
87	Lakeside Plantation	Sarasota	•	•	•		
88	Lakes by Bay South	Miami-Dade	•	•	•		•
89	Landings at Miami	Miami-Dade	•	•	•		
90	Live Oak Lake	Osceola	•	•	•		
91	Lucerne Park	Polk	•	•	•		
92	Mayfair	Brevard					
93	McJunkin at Parkland	Broward	•	•	•		
94	Meadow View at Twin Creeks	St. Johns	•	•	•		
95	Mediterranea	Palm Beach	•	•	•		
96	Middle Village	Clay	•	•	•		•
97	Mirada	Lee	•	•	•		
98	Montecito	Brevard	•	•	•		•
99	Narcoossee	Orange	•	•	•		•
100	Nob Hill Condo Association	Broward	•	•	•		•
101	North Boulevard	Polk	•	•	•		
102	North Dade	Miami-Dade	•	•	•		
103	Northern Riverwalk	Palm Beach	•	•	•		
104	North Powerline Road	Polk	•	•	•		
105	North Springs Improvement Dist	Broward	•	•	•		
106	Oakridge	Broward	•	•	•		
107	Old Hickory	Osceola	•	•	•		
108	Old Palm	Palm Beach	•	•	•		
109	Oleta River	Miami-Dade	•	•	•		
110	Orchid Grove	Broward	•	•	•		
111	Osceola Chain of Lakes	Osceola	•	•	•		
112	Osceola County Housing Finance Authority	Osceola		•			
113	Palm Coast Park	Flagler	•	•	•		
114	Palm Glades	Miami-Dade	•	•	•		•
115	Palms of Terra Ceia Bay	Manatee	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
116	Park Creek	Hillsborough	•	•	•		
117	Pine Air Lakes	Collier	•	•	•		
118	Pine Ridge Plantation	Clay	•	•	•		•
119	Poinciana	Polk	•	•	•		•
120	Poinciana West	Polk	•	•	•		•
121	Portofino Isles	St. Lucie	•	•	•		•
122	Portofino Landings	St. Lucie	•	•	•		
123	Portofino Shores	St. Lucie	•	•	•		
124	Portofino Springs	Lee	•	•	•		
125	Portofino Vineyards	Lee	•	•	•		
126	Portofino Vista	Osceola	•	•	•		
127	Preston Cove	Osceola	•	•	•		
128	Quail Roost	Miami-Dade	•	•	•		
129	Randal Park	Orange	•	•	•		•
130	Randal Park POA	Orange	•	•			
131	Remington	Osceola	•	•	•		•
132	Reserve	St. Lucie	•	•	•	•	•
133	Reserve #2	St. Lucie	•	•	•		
134	Reunion East	Osceola	•	•	•		•
135	Reunion West	Osceola	•	•	•		•
136	Rhodine Road North	Polk	•	•	•		
137	Ridgewood Estates	Hillsborough	•	•	•		
138	Ridgewood Trails	Clay	•	•	•		•
139	River Place	St. Lucie	•	•	•		
140	River Bend	Hillsborough	•	•	•		
141	Rivers Edge	St. Johns	•	•	•		
142	Rivers Edge II	St. Johns	•	•	•		
143	Rivers Edge III	St. Johns	•	•	•		
144	Rolling Hills	Clay	•	•	•		•
145	Rolling Oaks	Osceola	•	•	•		
146	Sabal Palm	Broward	•	•	•		
147	Saddle Creek	Polk	•	•	•		
148	Sampson Creek	St. Johns	•	•	•		•
149	Sandmine Road	Polk	•	•	•		
150	San Simeon	Miami-Dade	•	•	•		
151	Scenic Highway	Polk	•	•	•		
152	Shingle Creek	Osceola	•	•	•		•
153	Shingle Creek at Bronson	Osceola	•	•	•		
154	South Dade Venture	Miami-Dade	•	•	•		•
155	South Kendall	Miami-Dade	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/ Amenities
156	South Village	Clay	•	•	•		
157	Stoneybrook South	Osceola	•	•	•		•
158	Stoneybrook South @ChampionsGate	Osceola	•	•	•		•
159	Storey Creek	Osceola	•	•	•		
160	Storey Drive	Osceola	•	•	•		
161	Storey Park	Orange	•	•	•		•
162	Sweetwater Creek	St. Johns	•	•	•		
163	Tapestry	Osceola	•	•	•		
164	Tapestry HOA/POA	Osceola	•	•	•		•
165	Terra Bella	Pasco	•	•	•		
166	Tesoro	St. Lucie	•	•	•		•
167	TIFA, LLC	Brevard	•	•		•	
168	The Crossings at Fleming Island	Clay	•	•	•	•	
169	Tison's Landing	Duval	•	•	•		
170	Tolomato	St. Johns	•	•	•		
171	Towne Park	Polk	•	•	•		
172	Treeline Preserve	Lee	•	•	•		
173	Turnbull Creek	St. Johns	•	•	•		•
174	Turtle Run	Broward	•	•	•		•
175	Talis Park	Collier	•	•	•		
176	Tohoqua	Osceola	•	•	•		•
177	Valencia Water Control District	Orange		•	•		
178	Verano Center	St. Lucie	•	•	•		
179	Verano #1	St. Lucie	•	•	•		
180	Verano #2	St. Lucie	•	•	•		
181	Verano #3	St. Lucie	•	•	•		
182	Verano #4	St. Lucie	•	•	•		
183	Verano #5	St. Lucie	•	•	•		
184	Viera East	Brevard	•	•	•		
185	Village of Biscayne Park	Miami-Dade		•			
186	Villages of Bloomingdale	Hillsborough	•	•	•		
187	VillaMar	Polk	•	•	•		
188	Villa Portofino East	Miami-Dade	•	•	•		•
189	Villa Portofino West	Miami-Dade	•	•	•		
190	Vizcaya in Kendall	Miami-Dade	•	•	•		
191	Waterford Estates	Charlotte	•	•	•		
192	Waters Edge	Manatee	•	•	•		
193	Waterstone	St. Lucie	•	•	•		

	District	County	General Management	Accounting & Financial Reporting	Recording Secretary	Water/Wastewater Utility	Operations Management/Amenities
194	Westside	Osceola	•	•	•		•
195	Westside Haines City	Polk	•	•	•		
196	Westwood/OCC	Orange	•	•	•		
197	Willow Creek	Brevard	•	•	•		
198	Wind Meadows South	Polk	•	•	•		
199	Windsor at Westside	Osceola	•	•	•		•
200	Windward	Osceola	•	•	•		•
201	Wynfield Lakes	Duval	•	•	•		•
202	Wynmere West	Hillsborough	•	•	•		
203	Zephyr Ridge	Pasco	•	•	•		

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. Just a few of the clients and professionals that are pleased to serve as our references are listed within.

Ms. Cindy Nelsen
Chairperson, Double Branch CDD
1394 Canopy Oaks Drive
Orange Park, FL 32065
(904) 573-2364 - Office
(904) 424-9960 - Mobile
bcnelsen@comcast.net

Mr. Rocky Morris
Chairperson, Middle Village CDD
475 West Town Place #114
St. Augustine, FL 32092
(904) 887-4158
rocky@clarioncall.org

Mr. Matthew Biagetti
Chairperson, Pine Ridge
Plantation CDD
4933 Creek Bluff Lane
Middleburg, FL 32068
(724) 986-2789
prcddbgiagetti@gmail.com

Richard Ray, Chairman
Tolomato CDD (Nocatee
Development)
4314 Pablo Oaks Court
Jacksonville, Florida 32224
(904) 992-9750

Gregory Peugh, General Manager
Dunes CDD
101 Jungle Hut Road
Palm Coast, Florida 32137
(386) 446-5593

COST OF **SERVICES**

Please see Exhibit C

APPROACH FOR **PROVIDING SERVICES**

Please see Exhibit C

Exhibit C

PRICING - REQUEST FOR PROPOSAL

Task 1

Proposed Fee for Management and Staffing

Position #1	<u><i>Amenity Manager/Lifestyle/Event Management</i></u>	
	Year 1 - Full Time Person with benefits	\$ 60,068
	Year 2 - 5% Cost of Living Increase	\$ 63,071
	year 3 - 5% Cost of Living Increase	\$ 66,225

Position #2	<u><i>Operations Manager</i></u>	
	Year 1 - Part Time	\$ 15,120
	Year 2 - 5% Cost of Living Increase	\$ 15,876
	year 3 - 5% Cost of Living Increase	\$ 16,670

Proposed Annual Fee for Janitorial Services

**If subcontracted to RMS, amount paid will be full amount of fee.

	Year 1 - Part Time	\$ 11,431
	Year 2 - 5% Cost of Living Increase	\$ 12,003
	year 3 - 5% Cost of Living Increase	\$ 12,603

Proposed Fee with Janitorial

	Year 1	\$ 86,619
	Year 2	\$ 90,950
	year 3	\$ 95,497

Proposed Fee without Janitorial

	Year 1	\$ 75,188
	Year 2	\$ 78,947
	year 3	\$ 82,894

<u>Proposed Hourly Rate for Facility Maintenance Technician(1) (2)</u>	\$ 40.00
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(1) plus per day \$50 mobilization fee

(2) certain services maybe performed by Operations Manager

If a subcontractor is proposed, please indicate:

Amount to be Paid to Subcontractor	\$ 40.00
------------------------------------	----------

Mark up retained by Proposer	\$ -
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***AMELIA WALK COMMUNITY
DEVELOPMENT DISTRICT***

**REQUEST FOR PROPOSALS
FOR
AMENITY CENTER MANAGEMENT**

February 5, 2022

TABLE OF CONTENTS

1. *General Information for Proposers*
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 - B. Sworn Statement Regarding Public Entity Crimes
 - C. General Proposer Information
 - D. Personnel
 - E. Experience
 - F. Pricing
6. *Form of Agreement*

1. GENERAL INFORMATION FOR PROPOSERS

**AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR AMENITY MANAGEMENT SERVICES**

Notice is hereby given that the Amelia Walk Community Development District (the “District”) will accept proposals from qualified firms interested in providing amenity management services for the District’s facilities. These services are considered contractual services under Florida law and are not required to be competitively bid. Instead, the District intends to select the proposal that is in the best interests of the District. In order to submit a proposal, each Proposer must be authorized to do business in Florida, hold all required state and federal licenses in good standing, and otherwise meet any applicable requirements set forth by the District. Firms interested in proposing shall be required to obtain a request for proposal package, available at the e-mail and address set forth herein.

All proposals should include the following information, among other things described herein:

- A. Completed and executed proposal forms as set forth herein.
- B. At least three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person(s). Proposer shall demonstrate its level of experience and expertise in substantially similar operations.
- C. A narrative description of the Proposer’s approach to providing the services for each of the tasks as described in the scope of services provided herein.
- D. Complete pricing showing the total cost of providing the services, broken down as set forth on the following price proposal form. For any subcontractor being proposed, the total amount proposed to be paid by the District for these services shall be segregated between the actual funds being paid to the subcontractor and the mark up being charged by Proposer. Please note the District is requesting pricing with and without janitorial services included within the scope of the Agreement. Three years of pricing shall be included by the Proposer.
- E. A written statement how the Contractor proposes gross revenues from lessons and special events to be distributed.
- F. If the Proposer desires to propose an alternate approach to operating and maintaining the District’s Facilities based on Proposer’s specialized knowledge and experience in this area, the Proposer is strongly encouraged to submit both a proposal responsive to the structure outlined herein and a separate, alternative proposal.

While there will not be a pre-proposal conference, the site is available to visit at pre-arranged times, which can be coordinated through District Counsel with a member of the District’s Board.

Firms desiring to provide a proposal should submit an electronic copy of the required proposal no later than Tuesday, March 4, 2022 at 3:00 p.m. (EST), to District Counsel, KE Law Group, PLLC, c/o Jennifer Kilinski, via electronic mail at jennifer@kelawgroup.com or via mail at 2016 Delta Boulevard, Suite 101, Tallahassee, FL 32303. If proposals are mailed, a flash drive is required and proposer is responsible for ensuring the proposal arrives by the deadline. Electronic mail submittals will be confirmed with an e-mail confirmation; if you do not receive a confirmation please contact District Counsel. The District may choose not evaluate any proposal not completed as specified or missing the required documents. By submitting a proposal, Proposers acknowledge this is an informal solicitation of proposals for contractual services and there is no right to protest this proposal package, including the evaluation criteria, or the Board's selection.

Any firm submitting a proposal is strongly encouraged to attend the meeting of the District's Board of Supervisors to be held on Wednesday, March 15, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida 32034. The Board of Supervisors are anticipated to review the proposals at this meeting and each Proposer will be allocated time to describe their company and proposal(s) and to answer questions.

If the Proposer desires to propose an alternate approach to operating and maintaining the District's Facilities based on Proposer's specialized knowledge and experience in this area, the Proposer is strongly encouraged to submit both a proposal responsive to the structure outlined herein and a separate, alternative proposal.

Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest of the District to do so. The District's Board of Supervisors shall review and evaluate the proposals in their individual discretion, and make any final determination with respect to the award of a final contract that is in the best interests of the District. Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

Any and all questions relative to this project shall be directed in writing by e-mail only to Jennifer Kilinski, District Counsel, at jennifer@kelawgroup.com. No phone inquiries please. All questions must be received no later than **12:00 p.m. on February 28, 2022**, to be considered. Questions, answers, interpretations, and/or clarifications considered necessary by the District in response to such questions will be issued by addenda e-mailed or otherwise delivered to all parties recorded as having received the RFP. Only questions answered by formal written addenda will be binding. No interpretations will be given verbally. Although formal site visits/tours of the District are not available, District Counsel may be contacted via e-mail to coordinate viewing of the District.

2. SCHEDULE SUMMARY

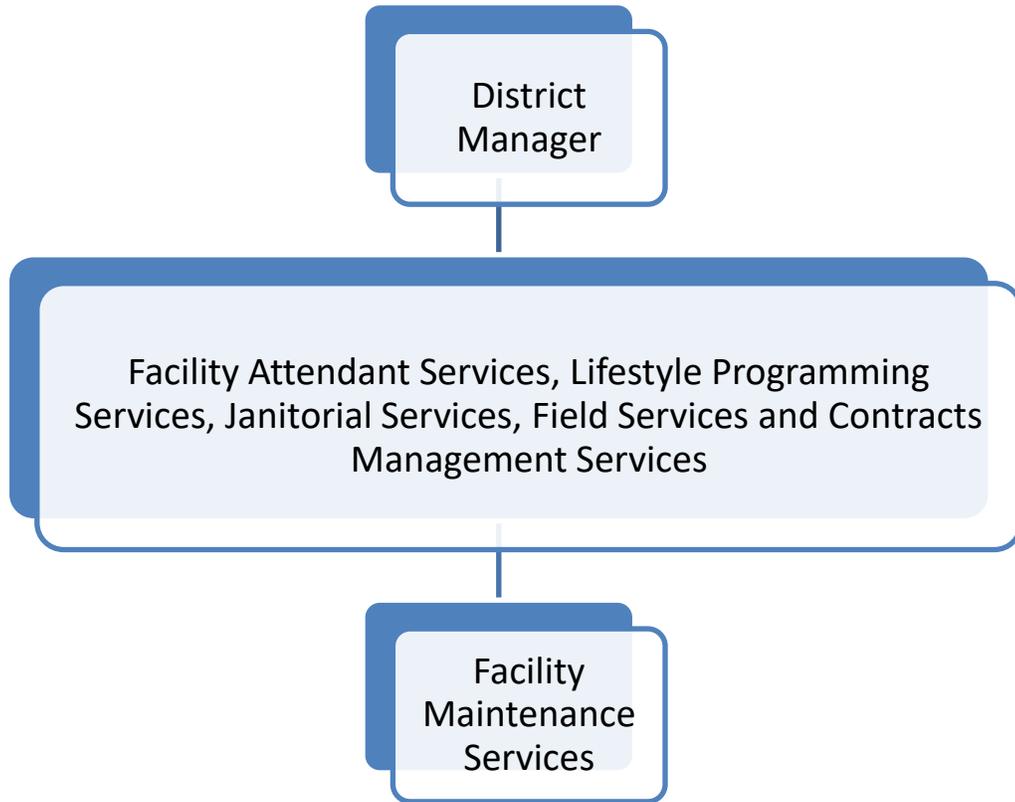
The District anticipates the following RFP schedule, though certain dates may be subject to change:

DATE/TIME	EVENT
February 5, 2022	RFP Informal Notice is issued and RFP package available
February 28, 2022, 12:00 p.m.	Deadline for questions submitted in writing to the District Counsel.
March 4, 2022, 3:00 p.m.	Proposals submittal deadline.
March 15, 2022, 2:00 p.m.	Board meeting to evaluate proposals.

3. GENERAL DESCRIPTION OF DISTRICT FACILITIES TO BE MANAGED

The Amelia Walk Community Development District consists of approximately 563 acres of land located entirely within Nassau County, Florida, made up of 749 homesites and approximately 2000 residents. The District owns, operates and maintains various common areas, parking lots, storm water management ponds and structures, playground, amenity center, swimming pool, tennis facility, multi-purpose field, fitness center, hardscaping, entry features, and onsite and offsite landscaping and irrigation systems. The maintenance and management contracts currently in effect are public records and can be obtained by contacting: Daniel Laughlin at Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, FL 32092; telephone (904) 940-5850, dlaughlin@gmsnf.com (“District Manager”). Proposers should familiarize themselves with the District’s lands and facilities prior to submitting a proposal. Proposers shall include three years of pricing with their submitted proposal and recognize that programming rights may be non-exclusive.

DRAFT ORGANIZATIONAL CHART



4. SCOPE OF SERVICES NEEDED

I. Overview of Contractor's Responsibilities

Contractor's staff at Amelia Walk shall serve the District and community in a professional manner, providing the residents with the numerous benefits of a first-class operation. Included within the Contractor's responsibilities is the occupation and oversight of the recreation facilities. Duties include the greeting of residents and guests as they enter the facility, registering patrons for activities and programs, monitoring the use and condition of the facility throughout the day, and attempting to resolve issues on behalf of the residents, as appropriate. Attention to detail and top notch customer service is important to the community.

Further, Contractor's staff shall provide professional interaction with and coordination with outside entities, which may include but not be limited to, coordination with District vendors, property management services, the homeowner's association, landscape maintenance, and other service contractors, along with the administration of contracts with one or more of the same. Courteous and respectful communication with the District Board, residents and others shall be expected at all times. Monthly reporting to the District Board of Supervisors will be a required job function along with attendance at Board meetings. Recommendations on vendor changes, performance and contract administration responsibility are important job functions.

II. Staffing

Overview: The staffing responsibilities include all duties associated with employing the recreation staff, such as recruiting, hiring, training, overseeing, and evaluating such personnel (see "Personnel" below). Previously, the staff has included an Amenity Facility Attendant, Field Operations and Contracts Manager, Janitorial Services, and Facility Maintenance Technician(s). The District requests that proposers review the desired services and develop a staffing solution that is comprehensive, efficient, responsive to the District's needs and cost-effective. Proposals may combine positions and/or re-allocate services among the positions. Proposer must clearly explain staffing levels, time present and dedicated to onsite presence, and quantify individual positions and compensation in its proposal.

Proposers should bid on the scope included with this Request for Proposals. Alternate proposals may be submitted along with the original proposal; the Board will consider these alternatives and reserves the right to award a contract with an alternative scope. Contractor shall be responsible for all necessary insurance payments (including workman's compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its Personnel.

Personnel:

- a) An individual shall assist in greeting residents who visit the Amenity Center, enforcing District policies and providing onsite staff presence to assist in the day-to-day operation of the amenity facility. This person, or another person staffed by the Contractor, shall provide regular testing of the pool chemical balance and shall keep required Department of Health chemical logs. Historically, this person has been a full-time, 40 hours per week position and dedicated solely to the District and not other properties of

- the Contractor.
- b) Field Operations/Contract Manager - An individual shall be responsible for overseeing the performance of the District's maintenance responsibilities, including the management and oversight of other onsite contractors or maintenance staff engaged by the District, including contract administration and deficiency oversight of the District's landscape and stormwater management contractors. This person may be full-time or part-time depending on the Contractor's estimation of the needs of the District.
 - c) Janitorial Services to maintain the cleanliness of all indoor and outdoor, as may be applicable, areas. This item shall be bid in the alternative as the District reserves the right to contract with an outside vendor for Janitorial Services. Contractor should provide a bid that includes Janitorial Services and a bid that excludes or subcontracts such services as an alternative.
 - d) On-site facility maintenance technician services on an as-needed, hourly basis should also be included; provided, however it is possible that the Field Operations position can perform these services; provided that Contractor shall describe its recommended approach.

III. Activities Programming

A variety of recreational activities will be offered to maximize the use of the amenity center and a sense of community and lifestyle for the residents. Responsibilities include the design, promotion and administration of activities, including such duties as program scheduling, registration, payment collection and staffing, along with budget recommendations to District Management for events and the recreational components of the budget. Based on the level of interest and participation, programs shall be offered to the residents of Amelia Walk that are age- and facility-appropriate. Pre-approved community special events shall be organized, promoted and executed by staff, whether provided directly by the management company or by a separately approved District vendor. However, program offerings may be non-exclusive. A variety of community communication tools will be managed in order to enhance the residents' awareness of upcoming events and activities, as well as their understanding of key facility policies and procedures. The District desires examples of successful programming, events and recommendations in this area. The proposal should include the Contractor's proposal for the way events are staffed, funded and frequency of the same.

IV. Detailed Scope of Services

A) Amenity Facility, Lifestyle/Event Management, Field Operations, and Contract Management Services

- a) Greet guests.
- b) Address issues and concerns of residents and guests.
- c) Enforce District policies and rules.
- d) Test pool chemical level when on-site and record results in logbook. Report unsafe conditions to the appropriate party.
- e) Straighten pool deck furniture, wipe tables, and change trashcan liners.

- f) Inspect and clean trash from restrooms and change trash can liners. Police the facility and amenity areas for trash and debris.
- g) Plan, staff, promote and execute on various activities programming such as the spring and fall yard sales, summer pool party, Oktoberfest, holiday lighting events, etc.
- h) Provide community specific, well-balanced activities with an appropriate mix for active, leisure, age, physical wellness, etc., considerations (including but not limited to children's programs).
- i) Publish a quarterly activities calendar and newsletter, which shall be posted on the bulletin board, website/social media as may be determined by the District, distributed via e-mail, and made available in hard copy at the Amenities clubhouse.
- j) Recommend programs, services and resident offerings for Board consideration.
- k) Coordinate new resident welcome packages, FOBs, amenity rule/policy updates and transmissions and related matters.
- l) Attend all District meetings and provide monthly report on events, repairs, maintenance, proposal requirements and other information, including information submitted timely for Board agenda packages.
- m) Perform regular inspections of the District's common areas and facilities to monitor their condition and maintenance needs. Regular shall mean at least every other day or more frequently as may be necessary to ensure the integrity, cleanliness and maintenance of District assets.
- n) Assist the District in locating and contracting with maintenance providers.
- o) Assist in securing competitive bids/proposals on services and products for the District. Coordinate and monitor the activity and performance of maintenance providers.
- p) Confirm that maintenance providers are insured.
- q) Provide assistance in reporting and filing of insurance claims on behalf of the District.
- r) Prepare monthly Management Reports for the Board summarizing significant events and actions for the period.
- s) Attend Amelia Walk Community Development District Board of Supervisors meeting when requested by the Board.
- t) Advise District Manager of items that may be appropriate for the meeting agenda.

Contractor shall provide detailed staffing information in the proposal response, including job descriptions, anticipated hours on property, pay ranges, etc. Contractor shall also provide its proposal for handling of revenue derived from programming, events and other services.

B) Janitorial Services (to be bid in the alternative)

- a) Dust and damp mop all tiled areas including baseboards.
- b) Dust window ledges, blinds, air condition vents and returns, furniture bases, shelves, and tables.
- c) Clean all windows.
- d) Empty and remove all trash from receptacles.
- e) Bathrooms: clean and disinfect floors, counters, mirrors, toilets, urinals and all surrounding areas. Paper and soap dispensers shall be cleaned and filled as needed.

Note: Contractor to provide janitorial equipment; paper supplies, trash can liners, and soap to be provided by the District.

- f) Should extraordinary cleaning services be required (as agreed to by the District or District management), such special services and/or equipment and supplies shall be billable to the District; provided, however, such services shall be first confirmed by the District Manager.

Anticipated Frequency of Cleanings (if an alternative is proposed, please provide and explain why):

- September through May: Two (2) days per week
- June, July & August: Three (3) days per week
- Services are to be completed during the week, Monday through Friday, between 8:00 a.m. and 5:00 p.m.
- The following holidays are excluded: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas day.

The District reserves the right to contract for Janitorial Services with an outside vendor.

C) Facility Maintenance Technician Services

1. Perform general facilities maintenance services on an as-needed basis at an hourly rate.
2. Provide back up support for necessity of maintenance services and secure multiple proposals for same.
3. Tasks as assigned by the District Manager or Field Operations / Contract Manager.

Note: this position may be able to be performed by the Field Operations Manager. Contractor should describe its plan and ability to provide direct services vs. contracting out for maintenance services and the scope of that ability.

V. What is Not Included in the RFP? If the proposer requires clarification about what is or is not included in the RFP, it shall seek guidance from the District in advance of submitting a proposal.

1. District Management and Accounting Services
2. Performance of Primary Landscape Maintenance Services
3. Performance of Primary Aquatic/Lake Maintenance Services
4. Performance of Primary Preventative Maintenance of Equipment
5. Engineering Services
6. Legal Services
7. Auditing Services

5. PROPOSAL FORMS

5.A.
AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF Florida
COUNTY OF Flagler

Before me, the undersigned authority, appeared the affiant, Darrin Mossing, 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 GMS, 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 Amelia Walk Community Development District proposal for amenity center 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. The Proposer acknowledges the receipt of the complete RFP Package as provided by the District and as described in the RFP Table of Contents. Additionally, the Proposer acknowledges receipt of the following addenda:

Addendum No. _____	Dated _____

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

5. 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.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Amelia Walk 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.

7. By signing below, the Proposer acknowledges that (i) the Proposer has read, understood, and accepted the Project Manual; (ii) the Proposer has had an opportunity to consult with legal counsel regarding the Project Manual; (iii) the Proposer has agreed to the terms of the Project Manual; (iv) this is an informal bid, and no protest rights or other procurement rights will be afforded to the Proposer; and (v) the Proposer has waived any right to challenge any matter relating to the Project Manual, including but not limited to any protest relating to the proposal notice, proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual.

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 4th day of March, 2022.

Proposer: [Signature]
By: Darrin Mosting
Title: President

STATE OF Florida
COUNTY OF Flagler

The foregoing instrument was sworn and subscribed before me by means of in person appearance or online notarization this 4th day of March, 2022, by Darrin Mosting as President of GMS LLC, who is either personally known to me or produced _____ as identification.



[Signature]
NOTARY PUBLIC, STATE OF FLORIDA
Name: Oksana Kuzmuk
(Name of Notary Public, Printed,
Stamped or Typed as Commissioned)

5.B.

GENERAL PROPOSER INFORMATION

• *Proposer General Information:*

Proposer Name Governmental Management Services, LLC

Street Address 475 West Town Place, Suite 114

P. O. Box (if any) _____

City St. Augustine State Florida Zip Code 32092

Telephone (904)-940-5850 Ext 406 Fax no. _____

1st Contact Name Jim Oliver Title Managing Director

2nd Contact Name Darrin Mossing Title President

Parent Company Name (if any) N/A

Street Address _____

P. O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax no. _____

1st Contact Name _____ Title _____

2nd 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 November 26, 2004

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 are the Proposer's current insurance limits?*

General Liability	\$ <u>2,000,000</u>	<u>10/01/22</u>
Automobile Liability	\$ <u>1,000,000</u>	<u>07/07/22</u>
Workers Compensation	\$ <u>1,000,000</u>	<u>01/01/23</u>
Expiration Date	<u> </u>	<u> </u>

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

St. Johns County Business - Yes, in good standing
Duval County Business - Yes, in good standing
City of Tallahassee Business - Yes, in good standing

5.C.
PERSONNEL

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

Street Address 475 West Town Place

P. O. Box (if any) _____

City St. Augustine State Florida Zip Code 32092

Telephone (904)-940-5850, ext 406 Fax no. _____

1st Contact Name Jim Oliver Title Managing Director

2nd Contact Name Darrin Mossing Title President

- *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 X No For each subcontractor, please provide the following information (attach additional sheets if necessary):*

Subcontractor Name Riverside Management Services, Inc.

Street Address 9655 Florida Mining Boulevard, Building #300, Suites 305 and 306

P. O. Box (if any) _____

City Jacksonville State Florida Zip Code 32257

Telephone (904)-288-7667 Fax no. _____

1st Contact Name Jerry Lambert Title Vice President

2nd Contact Name Cheryl Graham Title Operations Manager

Proposed Duties / Responsibilities: Provide Contract Administration, Janitorial, and Maintenance

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:*

Background checks

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

Confirm

OFFICERS

PROPOSER: Governmental Management Services, LLC

DATE: 03/04/22

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	President	All corporation operations and assistance with client	Kingston, TN
		management services	
James Oliver	Managing Director	Supervise all onsite personnel providing the various	St. Augustine, FL
		management services to clients	
		and direct management services to certain clients	
FOR PARENT COMPANY (if applicable)			

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

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

PROPOSER: Governmental Management Services, LLC

DATE: 03/04/22

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
Cheryl Graham	Operations Manager	Oversee all contracts outside Amenity Center	Jacksonville	20%	3	20
		such as Landscape, Lakes, Irrigation, Utilities, Etc., and supervise Amenity Manager				
Jennifer Cruz	Amenity Manager	Operate, oversee and manage all aspects of the Amenity Center and its activities	Jacksonville	100%	0	22 years of law enforcement experience

Jennifer Cruz

Results oriented professional with administrative, operational and supervisory experience.

Fernandina Beach, FL 32034

jncruz1978mgbx5_asq@indeedemail.com

+1 904 790 3439

As a result oriented public-safety professional with administrative, operational and supervisory experience; I am seeking a dynamic position that emphasizes accountability and loyalty, while embracing community involved concepts and learning new skills and abilities. To this position I bring:

- A proven work ethic and high level of responsibility
- An ability to supervise others, work within a team and independently
- Experience in effectively handling and coordinating multiple task
- Well-developed organizational skills

Authorized to work in the US for any employer

Work Experience

Police Corporal

Jacksonville Aviation Authority - Jacksonville, FL

December 2010 to January 2022

Responsible for supervising and safety and security of all Airport properties; airlines, vendors and staff, traveling public, guests and visitors. Routine patrol of the airports buildings, grounds and adjacent public areas while enforcing criminal and traffic laws of the State of Florida, municipal ordinances of the City of Jacksonville, and the rules and regulations of the Jacksonville Aviation Authority and Homeland Security. Also responsible for:

- Prevention, detection and suppression of crime.
- Protection of life and property.
- Apprehension, arrest and protection of offenders.
- Preservation of the peace and maintenance of order.

Law Enforcement Officer / Detective

University of North Florida - Jacksonville, FL

September 2005 to December 2010

Responsible for the safety and security of all University properties; the faculty, staff, student body; and guests and visitors. Routine patrol of the University's buildings, grounds and adjacent public areas while enforcing criminal and traffic laws of the State of Florida, municipal ordinances of the City of Jacksonville, and the rules and regulations of the University. Also responsible for:

- Prevention, detection and suppression of crime.
- Protection of life and property.
- Apprehension, arrest and protection of offenders.
- Preservation of the peace and maintenance of order.
- Assist with the development and improvement of mechanisms to create and enhance relationships with the department and the Community.

Public Safety Officer

Florida Community College of Jacksonville - Jacksonville, FL
February 2004 to September 2005

Enforced procedural rules and regulations of the college. Ensured the safety of staff, visitors, and property. Maintained security and safety for assigned area. Maintained working knowledge of the locations of various departments, buildings, access routes and admitting requirements. Operated and monitor security control panels alarms, and related security equipment to provide area and visitor surveillance. Responded to and investigated situations reported to the Security Office. Contacted local police to investigate illegal activity

Communications Officer/Dispatcher

Camden County Sheriff's Office - Woodbine, GA
September 2002 to February 2004

Responsible for receiving, evaluating, prioritizing and dispatching calls for emergency and non-emergency public-safety services. Supported multiple public-safety agencies and provided emergency medical pre-arrival instructions.

Law Enforcement Officer

Florida Department of Agriculture and Consumer Services - Yulee, FL
January 2002 to August 2002

Primarily responsible for inspecting all livestock and agricultural products entering and or leaving the State, making sure all items had proper regulatory approvals or releases. Also responsible for routine patrol, report writing, administering first aid, performing traffic stops and issuing citations.

Education

Bachelor's degree in Criminal Justice

Kaplan University-Davenport Campus (Online) - Davenport, IA
June 2007 to March 2009

Associate in Arts (AA) in Criminal Justice

Florida Community College of Jacksonville - Jacksonville, FL
September 2004 to August 2006

Skills

- Law Enforcement
- Crisis Intervention
- Security
- Case Management
- Social Work
- Conflict Management
- Surveillance
- CCTV
- Intelligence Experience

- Loss Prevention
- Public speaking
- Customer service

Languages

- English - Expert

Certifications and Licenses

Basic Law Enforcement Certification

June 2001 to Present

General subjects included, but were not limited to, criminal, juvenile, civil, traffic and alcoholic beverage laws; investigations, patrol, custody and court procedures; emergency responses; and ethics and community relations.

Laser and Radar Speed Measuring Device Certified

December 2005 to Present

Florida First Responder / CPR

December 2005 to Present

Assessments

Attention to detail — Highly Proficient

February 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Groups

Fraternal Order of Police

December 2010 to Present

Fraternal Order of Police Labor Union 85A - Former President, Secretary/Treasurer

Friends of Animal in Nassau

September 2014 to December 2020

Outreach Coordinator and Social Media for an cat/dog rescue group.

Meadowfield Homeowners Association

January 2017 to December 2021

Board Member for the association.

Nassau County Animal Services

January 2012 to January 2020

Volunteer with the animal shelter, volunteer work consisted of walking dogs and interacting with cats available for adoption.

Phi Theta Kappa National Honor Society

August 2006 to Present

Additional Information

Have attended the following additional training

- Developing Law Enforcement Managers
- Police Supervision
- Homicide Investigation
- Crisis Hostage Negotiations - level 1
- Crime Scene Processing
- Police Field Training Officer
- Police Applicant Background Training
- Narcotic Identification and Investigation
- Criminal Patrol and Contraband Concealment Investigation
- DUI Standardized Field Sobriety Testing
- Interviews and Interrogations
- Kinesics Interviews
- Deviant Sexual Behavior and Related Criminal Activity
- Criminal Investigative Techniques
- Police Internal Affairs
- Intelligence Liaison Officer Training
- Cognitive Interviews
- Fraudulent Documentation and ID Theft
- Ethical Issues and Decisions in Law Enforcement
- Criminal Intelligence Sharing: Protecting Privacy, Civil Rights and Liberties
- Incident Response to Terrorist Bombings
- Aftermath: Before, During and After a Critical Incident
- Vehicles in Combat
- Police Cyclist
- Prostitution Decoy

See Attached

5.D.
EXPERIENCE

- *Has the Proposer performed work for a community development district or master planned residential community in excess of 500 homes and/or 1500 residents previously? Yes No If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Scope of Services for Project: _____

Dates Serviced: _____

- *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 years. Attach additional sheets if necessary.*

Project Name/Location: _____

Contact: _____ Contact Phone: _____

Project Type/Description: _____

Dollar Amount of Contract: _____

Your Company's Scope of Services for Project: _____

List of subcontractors used: _____

Is this a current contract? Yes No

Duration of contract: _____

**5.D.
EXPERIENCE**

Has the Proposer performed work for a community development district or master planned residential community in excess of 500 homes and/or 1500 residents previously? **YES**
If yes, please provide the following information for each project (attach additional sheets if necessary):

Project Name/Location: Double Branch Community Development District/Clay County

Contact: Jay Soriano Contact Phone (904) 562-0249

Project Type/Description Master planned community with full amenities, for 2,197 single family units, 289 multifamily units and 43,000 square feet of commercial.

Dollar Amount of Contract \$155,037

Proposers scope of services 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,

Date Served September, 2006 to current

Project Name/Location: Middle Village Community Development District/Clay County

Contact: Jay Soriano Contact Phone (904) 562-0249

Project Type/Description Master planned community with full amenities, for 1,059 single family units, 2,102 multifamily units and 330,000 square feet of commercial.

Dollar Amount of Contract \$163,907

Proposers scope of services 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.

Date Served September, 2006 to current

Project Name/Location: Heron Isles Community Development District

Contact: Cheryl Graham Contact Phone (904) 813-4393

Project Type/Description Master planned community with full amenities, for 749 single family units

Dollar Amount of Contract \$66,975

Proposers scope of services Provide CDD Management Services and Contract Administration
Services for Landscape, Lake and Irrigation

Date Serviced December, 2005 to current

- *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 contract within the past 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: _____

- *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 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.*

See Attached

5.E.

PRICING – ATTACH A SEPARATE SHEET IF NECESSARY

Proposed Fee for Management and Staffing

(for hourly rates, indicate if the price is proposed to change in years 2 or 3)

This must include all proposed costs of:

- *Position #1*

Year 1

\$ _____

Year 2

\$ _____

Year 3

\$ _____

If applicable, hourly rate paid by District to Contractor for

Position #1

\$ _____

Hourly Rate actually paid *Position #1*

\$ _____

- *Position #2*

Year 1

\$ _____

Year 2

\$ _____

Year 3

\$ _____

If applicable, hourly rate paid by District to Contractor for

Position #2

\$ _____

Hourly Rate actually paid to *Position #2*

\$ _____

- *Position #3, if needed*

Year 1

\$ _____

Year 2

\$ _____

Year 3

\$ _____

Hourly Rate paid by District to Contractor for

Position #3

\$ _____

Hourly Rate actually paid to *Position #3*

\$ _____

Proposed Annual Fee for Janitorial Services

Year 1

\$ _____

Year 2

\$ _____

Year 3

\$ _____

If a subcontractor is proposed, please indicate:

- Amount to be Paid to Subcontractor

\$ _____

- Mark up retained by Proposer

\$ _____

The District retains the right to contract separately for Janitorial Services. **Please provide bids including and excluding Janitorial Services.*

Proposed Hourly Rate for Facility Maintenance Technician

\$ _____

If a subcontractor is proposed, please indicate:

- Hourly rate to be Paid to Subcontractor

\$ _____

- Mark up retained by Proposer

\$ _____

If work is proposed to be done by Field Operations Manager, please specify(circle) : YES or NO

5.E.

PRICING - REQUEST FOR PROPOSAL

Task 1

Proposed Fee for Management and Staffing

Position #1 Amenity Manager/Lifestyle/Event Management

Year 1 - Full Time Person with benefits	\$ 60,068
Year 2 - 5% Cost of Living Increase	\$ 63,071
year 3 - 5% Cost of Living Increase	\$ 66,225

Position #2 Operations Manager

Year 1 - Part Time	\$ 15,120
Year 2 - 5% Cost of Living Increase	\$ 15,876
year 3 - 5% Cost of Living Increase	\$ 16,670

Proposed Annual Fee for Janitorial Services

**If subcontracted to RMS, amount paid will be full amount of fee.

Year 1 - Part Time	\$ 11,431
Year 2 - 5% Cost of Living Increase	\$ 12,003
year 3 - 5% Cost of Living Increase	\$ 12,603

Proposed Fee with Janitorial

Year 1	\$ 86,619
Year 2	\$ 90,950
year 3	\$ 95,497

Proposed Fee without Janitorial

Year 1	\$ 75,188
Year 2	\$ 78,947
year 3	\$ 82,894

Proposed Hourly Rate for Facility Maintenance Technician(1) (2)

\$ 40.00

(1) plus per day \$50 mobilization fee

(2) certain services maybe performed by Operations Manager

If a subcontractor is proposed, please indicate:

Amount to be Paid to Subcontractor	\$ 40.00
------------------------------------	----------

Mark up retained by Proposer	\$ -
------------------------------	------

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 WITH SUFFICIENT DETAIL FOR THE DISTRICT TO UNDERSTAND THE PRICING AND ALTERNATIVE(S). SUCH INFORMATION CAN BE PROVIDED IN A SEPARATE PAGE/WRITING.

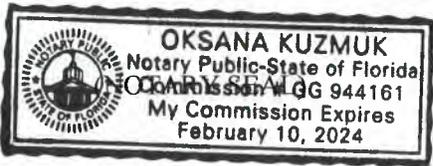
Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Proposal Forms and all of the questions are fully and completely answered, and all of the information provided is true and correct.

Dated this 4th day of March, 2022.

Proposer: Governmental Management Services, LLC
By: [Signature]
Title: President

STATE OF Florida
COUNTY OF Flagler

The foregoing instrument was sworn and subscribed before me by means of in person appearance or online notarization this 4th day of March, 2022, by Darrin Mossing as President of GMS, LLC, who is either personally known to me or produced _____ as identification.



[Signature]
NOTARY PUBLIC, STATE OF FLORIDA
Name: Oksana Kuzmuk
(Name of Notary Public, Printed, Stamped or Typed as Commissioned)

6. FORM OF AGREEMENT

AGREEMENT BETWEEN AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT AND FOR AMENITY MANAGEMENT SERVICES

This Agreement for Amenity Management Services (“Agreement”) is made and entered into to be effective this ___ day of _____ 2022 by and between:

Amelia Walk Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Nassau County, Florida, whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“District”), and

_____, a Florida _____, whose address is _____ (“Contractor” and, together with the District, the “Parties”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

WHEREAS, the District has constructed a recreation center that includes a swimming pool, community center, fitness center, tennis facility, athletic field, and other recreation facilities (collectively, the “Amenity Center”), as well as landscape and irrigation improvements, lake embankments, entrance areas and other common areas (collectively, the “Facilities”); and

WHEREAS, the District intends to provide for the operation, management program and maintenance of the Amenity Center and the Facilities; and

WHEREAS, Contractor has a background in the operation, management, program and maintenance of recreation facilities and is willing to provide such operation, management, program and maintenance services to the District in accordance with this Agreement; and

WHEREAS, the District desires to enter into a contractual relationship with Contractor to operate, manage, program and maintain the Amenity Center and the Facilities and to provide other services as described in this Agreement and the Scope of Services attached hereto as **Composite Exhibit A** and incorporated herein by reference (collectively, the “Services”).

1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated as a material part of this Agreement.

2. ENGAGEMENT OF SERVICES. The District agrees to engage Contractor to provide the Services. This Agreement grants to Contractor the right to enter and use the Amenity Center and the Facilities for the purposes and uses described in this Agreement, and Contractor hereby

agrees to comply with all applicable laws, rules, and regulations while performing its obligations under this Agreement including that Contractor will not take a tax position inconsistent with it being a manager and not owner of the Amenity Center and Facilities.

3. DESCRIPTION OF SERVICES. Contractor shall provide the Services and personnel in accordance with Composite Exhibit A, and below and subject to the organizational chart attached hereto as Exhibit B.

A. Position #1. Contractor shall provide a [Position #1] throughout the term of this Agreement.

B. Position #2. Contractor shall provide a [Position #2, if needed] throughout the term of this Agreement.

C. Position #3. Contractor shall provide a [Position #3, if needed] throughout the term of this Agreement.

D. Janitorial Services. Contractor shall provide janitorial services throughout the term of this Agreement. [if elected by the District]

E. Facility Maintenance Technician. Contractor shall provide the services of a Facility Maintenance Technician on an as-needed, hourly basis throughout the term of this Agreement.

4. COMPENSATION. The Agreement shall be for a three-year period, renewable or terminable pursuant to the provisions herein. For the first three years the Agreement is in effect, Contractor shall be compensated for providing the Services described in Section 3 of this Agreement in accordance with the prices set out at **Exhibit C**, which is incorporated herein by reference. For any future years during which the Agreement is in effect, the Parties shall agree to negotiated pricing in a written addendum to this Agreement. The pricing herein is inclusive of all costs, fees, charges and compensation, including associated wages, salaries, associated taxes, human resource administration, background checks, drug screening, employer payroll expenses, credit card processing fees, other processing fees, mileage allowances, uniforms, cell phone charges, vehicle and any other items related to the performance of the Scope of Services except as otherwise provided for herein. The District shall reimburse the Contractor for mileage related to District-related maintenance such as the pick-up or delivery of necessary supplies, materials and tools, for the transportation of equipment, or for other maintenance tasks as needed. Contractor shall not utilize District employees, if any, or other independent contractors to perform any of the Services provided for herein without the express permission of the Board and for a reimbursement to the District at an agreed upon amount. Contractor compensation is payable at least monthly, and any deferral of compensation accrued but unpaid due to insufficient revenues will be subject to statutory interest amounts and will be paid no later than termination of the Agreement.

Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered to the District at the offices of the District Manager on the fifteenth of the month in which the invoice is being billed (for example, for Contractor to receive timely payment for Services

provided for the month of May, the invoice for May shall be delivered to the District Manager on May 15th). These monthly invoices are due and payable within fifteen (15) days upon receipt of the invoice by the District. Each monthly invoice will include such supporting information including departmental sales reports, as the District may reasonably require the Contractor to provide. In the event there is a dispute regarding payment or Services, the District reserves the right to hold the portion of the payment in dispute, pending expeditious negotiation and resolution of the dispute in good faith by the Parties.

5. GENERAL PROVISIONS.

- A. The Services provided by Contractor shall be as provided for in **Composite Exhibit A** and as set forth in this Agreement. Contractor shall immediately notify the District Manager should it discover any issues or concerns that affect the public's health, safety and welfare and shall immediately address and correct such concerns.
- B. The [Position #2] shall prepare a report and submit it to the District Manager prior to each Board of Supervisors' ("Board") meeting and shall include substantive updates and information. The [Position #2] shall attend the Board meetings on request.
- C. Contractor agrees that this Agreement expressly prohibits non-compete provisions. Should the District elect to suspend any department hereunder, or terminate the Agreement in whole or part, the District shall not be prohibited from directly or indirectly employing or contracting any individual employed by the Contractor under this Agreement. Contractor may prohibit its employees from soliciting work with other competitors or vendors that are not the District in its discretion.
- D. The District may elect to add additional services to this Agreement upon mutual agreement by the Parties, as confirmed in a written addendum hereto. The District may discontinue all of the Services provided for herein pursuant to the termination provisions set forth herein or discontinue the provision of a portion of the services described herein immediately for cause or upon thirty (30) days written notice without cause, specifying the department or position(s) discontinued, in the Districts sole and absolute discretion. Any addendums to this agreement will not take effect unless the parties receive an opinion from bond counsel that the changes made thereby do not adversely affect the exclusion from gross income of interest on the bonds financing the managed property.
- E. At all times during operation of the Facilities and Amenity Center, Contractor shall ensure responsible and proper staffing levels that meet the provisions of law and best practices. The needs of other properties shall not trump the responsible staffing of the Facilities. Contractor shall not utilize employees hired by Contractor to staff District Facilities and Amenity Center at other Contractor properties without the express approval of the District, through its District Manager. Contractor shall not use District employees, if any, District property or any District hardware/facility for any other work not related directly to the District, including any other off-site

properties or in support of other Contractor-related businesses. District employees shall not be utilized for the provision of the Services set forth herein.

- F. In consideration for the District's ability to elect to make any position, department or portion of this Agreement staffed by District employee(s) or an unaffiliated third-party contractor other than Contractor, Contractor shall not be entitled to any compensation in consideration for such election by the District.
- G. All Contractor employees or subcontractors, including but not limited to fitness instructors, shall either be employees hired directly by the Contractor, or subcontractors who are hired and compensated by the Contractor (1099 individuals).
- H. Contractor is an independent contractor. Contractor shall have sole authority as an independent Contractor in dealing with its employees and shall be solely responsible for all necessary insurance payments (including workers' compensation, as required by Florida law), payroll taxes and other deductions, and the provision of various benefits to its staff. Contractor shall be liable for the performance, or lack thereof, of employees of the District, of Contractor's employees and contractors, licensees, lessees and vendors that are within the Contractor's control. Contractor shall solely be responsible for oversight, control, direction and management of all personnel providing services of functions at the District and shall defend, hold the District harmless and indemnify the District against any employment or other related claims arising from the same. This provision is meant to be exhaustive such that any claims related to the provision of the Services arise, Contractor shall defend, hold the District harmless and indemnify the District and Contractor has been paid for the Services in consideration of the Services and the indemnification provisions provided for in this Agreement.
- I. Contractor shall promptly respond to any and all emergencies or problems related to the Amenity Center and/or the Facilities and shall report to the District all known problems related to the Amenity Center and/or the Facilities.
- J. Contractor shall provide annual evaluations of all employees staffed at the District. Such evaluations shall be standardized and provided in accordance with best employment practices. Contractor shall train employees with supervisory responsibilities, or cause such employees to be trained, including but not limited to the General Manager and various department heads, in human resources and employment best practices. This training at a minimum shall include such topics as performance management and terminations, corrective actions, social networking best practices and the do's and don'ts, harassment and discrimination, interviewing, and handling difficult employees/conflict resolution.
- K. All purchases made by any of the positions paid for pursuant to the Agreement or any Addendum will be in accordance with and subject to the District's procurement and purchasing policies, Rules of Procedure and subject to all requirements for

District procurement and purchases imposed by Florida law. The District will be responsible for all operating expenses pertaining to the day-to-day operation that will be reasonably necessary for a public purpose of the District. These will include, but not be limited to, the following: District telephone services, utilities, operating supplies, uniforms to the extent not provided for by Contractor as set forth herein, travel expenses for District employees consistent with the District's reimbursement policies, and other related expenses to District specific operations not a part of the responsibilities of Contractor. No expenditure in excess of the amount budgeted for such may be made without prior Board approval except in the event of an emergency, in which case the Contractor shall report such expenditure and the reason for the emergency expense to the District Manager as soon as possible, but in no event later than seventy-two (72) hours.

- L. Costs incurred by Contractor due to emergencies or at the written direction of the District shall be reimbursed to Contractor at cost. Such reimbursements shall be paid only in accordance with receipts for such costs provided to the District by Contractor. The Contractor shall to the best of its ability, avoid paying directly for items and seeking reimbursements, as the District provides a credit card for expenditures and has several accounts open for purchases.
- M. Contractor shall require all applicable registration forms and waivers to be executed by any Patrons of the District (as defined in the *Policies Regarding Use of the District's Amenity Center*) prior to use of the Amenity Center and/or Facilities.
- N. The Parties agree that the Facilities shall be operated and maintained for a public purpose, and that any monies generated from the operation of the Facilities shall be remitted to the District and used to defray the public expense associated with operating and maintaining the Facilities consistent with the terms of this Agreement. The Contractor shall operate in a way that maintains the District's tax-exempt status. The District agrees to pay any applicable ad valorem taxes, except that the Contractor shall be responsible for payment of ad valorem taxes to the extent that the Facilities are made subject to ad valorem taxation as a result of the Contractor's failure to abide by the terms of this Agreement or the Districts' rules or policies.
- O. Residents shall pay \$____ per hour for temporary staffing services by facility attendants, such as after-hours private birthday parties and private facility rentals, due prior to the commencement of such services.
- P. To the extent that any other terms provided in **Composite Exhibit A, Exhibit B, or Exhibit C** conflict with the terms of this Agreement, the terms of this Agreement shall control.
- Q. The Contractor shall additionally follow the Youth Safety Guidelines set forth in **Exhibit D**.

- R. Contractor is entitled to ____ of gross revenue and the District ____ of gross revenue generated by Contractor in the performance of this Agreement. Otherwise, the sole compensation for services provided hereunder are as defined herein, in the exhibits hereto, and as identified in this Agreement. Contractor shall produce adequate documentation to support the remittance of its revenue share to the District at the District's request.
- S. Contractor shall be responsible for tracking resident complaints and report to the District monthly on timeline and response to each complaint.

6. CARE OF THE PROPERTY. Contractor shall use all due care to protect the property of the District, its Patrons, landowners and authorized guests from damage by Contractor or its employees or agents. Contractor agrees to repair any damage resulting from the Services within twenty-four (24) hours. Any such repairs shall be at Contractor's sole expense, unless otherwise agreed, in writing, by the District.

7. COMPLIANCE WITH GOVERNMENTAL REGULATIONS. In providing the Services, Contractor shall use approved and effective chemicals and cleaning agents in strict compliance with state and federal environmental guidelines. Further, Contractor shall take any action necessary to promptly comply with any and all orders or requirements affecting the Amenity Center and/or the Facilities placed thereon by any governmental authority having jurisdiction. However, Contractor shall not take any action under this paragraph if the District is contesting or has affirmed its intention to contest any such order or requirement. Contractor shall promptly and in no event within more than seventy-two (72) hours notify the District in writing of all such orders or requirements.

8. INVESTIGATION AND REPORT OF ACCIDENTS/CLAIMS. Contractor shall promptly and in no event more than 48 hours provide a written report as to all accidents, injuries or claims for damage relating to the Facilities or related to the Services, including any damage or destruction of property, and shall cooperate and make any and all reports required by any insurance company, law enforcement agency or the District in connection therewith, unless the Board expressly directs Contractor otherwise, in writing. The District may adopt policies requiring more stringent reporting requirements of Contractor, which later adopted policies shall control; this paragraph is intended to set forth minimum standards.

9. TERMINATION. The District shall have the right to terminate this Agreement at any time upon written notice, due to Contractor's failure to perform in accordance with the terms of this Agreement or upon sixty (60) days written notice without cause. Contractor shall have the right to terminate this Agreement upon ninety (90) days written notice to the District stating a failure of the District to perform in accordance with the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. In the event either party terminates this Agreement, Contractor agrees to accept the balance due and owing to it at the effective date of termination for the work performed up to that date, subject to any offsets the District may have against Contractor. Upon termination, the Parties shall account to each other with respect to all matters outstanding as of the date of termination.

Upon termination of this Agreement, the Contractor shall also, as soon as practicable, but in no event later than the effective date of termination or such other date as may be set forth below:

- a) deliver to the District all materials, equipment, tools and supplies, keys, contracts and documents relating to the Facilities, the District operations, and such other accountings, papers, and records as the District shall request and are in the Contractor's possession or under the Contractor's reasonable direct control pertaining to the Facilities;
- b) vacate any portion of the Facilities then accessed by the Contractor as a consequence of this Agreement; and
- c) furnish all such information and take all such action as the District shall reasonably require in order to effect an orderly and systematic ending of the Contractor's duties and activities hereunder. Within ten (10) days after the effective date of any such termination, the Contractor shall deliver to the District any written reports required hereunder for any period not covered by prior reports at the time of termination.

10. INSURANCE.

A. Contractor shall maintain throughout the term of this Agreement, at a minimum, the following insurance:

- i. Workers Compensation - statutory limits
- ii. General liability insurance with the following limits:
 - \$3,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations
 - \$1,000,000 Personal & Advertising Injury
 - \$1,000,000 Each Occurrence
- iii. Comprehensive automobile liability insurance for all vehicles used by the Contractor or General Manager with respect to the operation of the Facilities whether non-owned or hired, with a combined single limit of \$1,000,000.
- iv. Employment practices liability insurance
- iv. Employment theft dishonesty insurance in the amount of \$500,000.
- v. Abuse/Molestation coverage in the amount of \$1,000,000.
- vi. Excess (Umbrella) liability policy in excess of the limits set forth in the provisions above, in the amount of \$1,000,000.

B. Insurance obtained by Contractor shall be primary and noncontributory with respect to insurance outlined above. All such policies shall be issued by insurance companies licensed to do business in the state of Florida. The District, its Board members, the District Manager, District Counsel, and District Engineer, officers, and employees shall be listed as additional insureds on each such policy, and no policy may be canceled during the term of this Agreement without at least thirty (30) days written notice to the District. An insurance certificate evidencing compliance with this paragraph shall be sent to the District prior to the

commencement of any performance under this Agreement. No policy may be canceled during the term of this Agreement.

11. INDEMNIFICATION.

A. Obligations under this paragraph shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, reasonable attorneys' fees, paralegal fees and expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

B. Contractor will defend, indemnify, save and hold the District, and its supervisors, officers, staff, consultants, and assigns ("District Indemnitees") harmless from all loss, damage, injury or any other claims, including all judgments, liens, liabilities, debts and obligations resulting from the acts or omissions of Contractor's officers, directors, agents, assigns, or employees.

C. For purposes of this Section, "acts or omissions" on the part of Contractor's officers, directors, agents, assigns, or employees includes, but is not limited to, the operation and management of the Amenity Center and Facilities in a manner that would require a permit, license, certification, consent, or other approval from any governmental agency which has jurisdiction over the operation and management of the Amenity Center and/or Facilities, unless such permit, license, certification, consent, or other approval is first obtained or the Board has expressly directed Contractor in writing not to obtain such permit, license, certification, consent, or other approval.

D. The indemnification rights herein contained shall be cumulative of, and in addition to, any and all rights, remedies and recourse to which the District shall be entitled, whether pursuant to some other provision of this Agreement, at law, or in equity. The provisions of this Section 11 shall survive the termination or expiration of this Agreement.

12. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained herein shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

13. ENFORCEMENT OF AGREEMENT. In the event that either the District or Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees, expert witness fees, and costs for trial, alternative dispute resolution, or appellate proceedings. The provisions of this Section 13 shall survive termination of this Agreement.

14. ENTIRE AGREEMENT. This instrument shall constitute the final and complete expression of the agreement between the Parties hereto relating to the subject matter of this Agreement.

15. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties hereto.

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

17. NOTICES. All notices, requests, consents, and other communications under this Agreement (“Notices”) shall be in writing and shall be delivered, mailed by Overnight Delivery or First Class Mail, postage prepaid, to the Parties, as follows:

A. If to Contractor:

B. If to District: Amelia Walk Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager

With a copy to: KE Law Group, PLLC
2016 Delta Blvd. Suite 101
Tallahassee, Florida 32303
Attn: District Counsel

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

18. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto, and no right or cause of action shall accrue upon or by reason of or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation or other entity other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or

any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and Contractor and their respective representatives, successors, and assigns.

19. ASSIGNMENT. Neither the District nor Contractor may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any purported assignment without such written approval shall be void.

20. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. The Parties agree that venue for any action arising hereunder shall be in a court of appropriate jurisdiction in Nassau County, Florida.

21. EFFECTIVE DATE. This Agreement shall be effective _____, 2022 and shall remain in effect for up to three one-year terms, unless terminated earlier in accordance with Section 9, above.

22. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited, to section 119.0701, Florida Statutes. Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats. Contractor acknowledges that the designated Public Records Custodian for the District is Daniel Laughlin.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092 TELEPHONE: 904-940-5850 FAX: 904-940-5899 EMAIL: DLAUGHLIN@GMSNF.COM

23. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement or any part of this Agreement not held to be invalid or unenforceable.

24. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.

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

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

27. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, Florida Statutes, or other statute or law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

28. COMPLIANCE WITH E-VERIFY. Contractor shall comply with and 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. The District may terminate the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

[Left Intentionally Blank, Signature Page Follows]

IN WITNESS WHEREOF, the Parties execute this Agreement the day and year first written above.

Attest:

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary,
Board of Supervisors

Chairperson/Vice Chairperson,
Board of Supervisors

Print Name: _____

[MANAGEMENT COMPANY]

Witness

By: _____
Print: _____
Its: _____

Print Name of Witness

- Exhibit A:** Scope of Services
- Exhibit B:** Organizational Chart
- Exhibit C:** Compensation
- Exhibit D:** Youth Safety Guidelines

EXHIBIT A
Scope of Services

See Pages 9-16 of Proposal

EXHIBIT B
Organizational Chart

See Page 6 of Proposal

EXHIBIT C
Compensation

Compensation including Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing	<i>Total</i>			
	<i>Rate for Position #1</i>			
	<i>Rate for Position #2, if needed</i>			
	<i>Rate for Position #3, if needed</i>			
Janitorial Services	<i>Total</i>			
Facilities Maintenance Technician	<i>Total Not to Exceed</i>			
	<i>Hourly Rate</i>			

Compensation excluding Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing	<i>Total</i>			
	<i>Rate for Position #1</i>			
	<i>Rate for Position #2, if needed</i>			
	<i>Rate for Position #3, if needed</i>			
Facilities Maintenance Technician	<i>Total Not to Exceed</i>			
	<i>Hourly Rate</i>			

Exhibit D

Youth Program Safety Guidelines

Introduction

To help protect minors, the Amelia Walk Community Development District has developed the following list of guidelines. It is important that Contractor's paid staff, volunteers, parents and athletes understand and be educated on these guidelines and, to the extent practical, abide by these guidelines.

Purpose

These procedures are designed to reduce the risk of child sexual abuse in order to:

- Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and Contractor and its paid staff.
- Satisfy the concerns of parents and staff members with a screening process for Contractors and volunteers overseeing youth programs at the District.
- Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
- Reduce the possibility of false accusations of sexual abuse made against Contractor, its paid staff, and volunteers.

Protection and Prevention

Volunteer and Employee Screening Procedures:

Screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. These may include an employment and volunteer application requiring submittal of personal references and criminal history information. References should be checked. Criminal background checks shall be conducted on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically. This does not apply to occasional meet or event volunteers (timers, runners, marshals, etc.) who have only limited contact with athletes.

Supervision Procedures

Unless an extenuating situation exists, Contractor:

- Will have adequate number of screened and trained paid staff or volunteers present at practices and events involving minors. Supervision will increase in proportion to the risk of the activity.
- Will monitor facilities during activities involving minors.
- Will endeavor to release minors (here, minors is defined as children ages 15 and younger) only to a parent, guardian, or provided list of emergency contacts consented to in writing by

parent/guardian.

- Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
- Will use two screened staff or volunteers when transporting minors in vehicles unless the parent(s)/guardian(s) sign a waiver allowing for a single screened staff or volunteer to transport his/her minor.
- Minors under five should be accompanied to the restroom and the paid staff or volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the child.
- Provide periodic monitoring of restroom facilities and encourage minors to report any inappropriate behavior they may hear or witness to paid staff or volunteer.
- Will encourage minors to use a "buddy system" whenever minors go on trips off of District property.
- Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities that include oversight and control of minors.
- Will designate a "confidential counselor" to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.

Behavioral Guidelines for Paid Staff and Volunteer

All volunteers and paid staff will observe the following guidelines:

- Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
- Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the practice or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where staff or volunteers are in sight.
- Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
- Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.

- If you recognize an inappropriate relationship developing between a minor and adult, report such suspicions immediately to the confidential counselor or other with supervisory authority.
- Maintain clear professional boundaries with all minors and if you feel uncomfortable, refer the minor to another individual with supervisory authority.
- If one-on-one coaching or instruction is necessary, avoid meeting in isolated environments.
- Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and to the District, through its counsel, immediately.
- Provide clear expectations of behavior for both adult-athlete and athlete-athlete interactions for the protection of all persons involved.
- Use of audio or visual recording devices, including a cell phone camera, is not allowed in restrooms or changing areas.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

- Any offense against minors as defined by state law.
- A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
- A prior criminal history of an offense against minors.

SEVENTH ORDER OF BUSINESS

Phase 5 Stonehurst Pkwy

Road
damage

Done by Car

Police Call
but they
were gone
before police
arrived.



Balsam CT





What is this? Its been an open pit since last month (February 2022).

Mary Ann Lubeskie and Paul Genn
85080 Bistineau Ct.
Fernandina Beach, FL 32034

Date: March 8, 2022

To: Mr. Gregg Kern, Chairman, Amelia Walk CDD
Mr. Jeffrey Robinson, Vice Chairman, Amelia Walk CDD
Ms. Mindi Gilpin, Assistant Secretary, Amelia Walk CDD
Mr. Bradley Thomas, Assistant Secretary, Amelia Walk CDD
Mr. Henry "Red" Jentz II, Assistant Secretary, Amelia Walk CDD

RE: Cracked and Damaged Curb and Failing Driveway

We are the original owners of the property at 85080 Bistineau Ct. In late October, 2017, during our pre-closing walk through, we identified several cracks and broken concrete on the curb. In the months prior to our closing, we noticed heavy equipment resting on the curb. We pointed this out to AV Homes representative, Judd Cummings. Judd assured us it would be repaired.

On the day of our closing we completed our pre-closing walk through with Judd, and we were surprised to see that a temporary and cosmetic, topical cement treatment was applied to the concrete curb.

Paul asked Judd "What happens when this temporary treatment fails? Who do we call?" Judd responded, "Call us and we'll get you some more!"

Today, the temporary, topical application is no longer there. The curb is still cracked and now compromised with drainage water flowing behind the entire curb section.

Due to the compromised curb, our driveway pavers are now eroding and sinking. It appears that the erosion will continue until it reaches the run-off water/storm drain at the end of the cul-de-sac.

We know that the Amelia Walk CDD is responsible for street and curb integrity within the development. But as mentioned above, AV Homes was aware of the curb damage and opted for a cosmetic repair of the curb. We believe AV Homes, now Taylor Morrison, should properly repair the curb. If Taylor Morrison refuses or delays the repair, we look to the CDD to fix the curb. We cannot make repairs to our driveway until the curb is fixed.

Thank you.

Mary Ann Lubeskie
Paul Genn



EIGHTH ORDER OF BUSINESS

D.

1.



MONTHLY MANAGEMENT REPORT

COMMUNITY NAME: Amelia Walk CDD

MANAGEMENT REPORT MONTH OF: March 2022

CAM: Terrance D. Burns Sr., LCAM

DISTRIBUTION:

Amelia Walk CDD Board, (via Email)

Daniel Laughlin, GMS (via Email)

PROJECT UPDATE AND STATUS

Maintenance Items Completed:

Lennar is working on clean up of construction debris in and around pond 14.

Pressure washing of the Pool House and Spruce Run completed.

Main irrigation leak fixed on Majestic Blvd.

Admin, Sandeline Bernardin being replaced, TBD

Admin, Sandeline Bernardin, hours are M-F 9AM-5 PM

Maintenance Items in Process/to be Completed:

Pond Fishing Regulations

Working with Crown Pools on replacement/repair of pool tiles.

BIDS & PROPOSALS-

Proposals to repair leak and damaged asphalt on Spruce Run.

SCHEDULED EVENTS-

1 pending Amenity Center Private Events

GENERAL COMMENTS/CONCERNS -

Homeowner would like soccer goal that was removed over a year ago replaced and current one repaired.

Homeowner reported to management that there are potholes on Majestic Walk.

Homeowner requested for additional lighting in amenity parking lot.

2.



HOPE UNDERGROUND UTILITIES, INC.
5019 HIGHWAY 17 S.
GREEN COVE SPRINGS, FL 32043

QUOTE

Date: 2/8/2022

JOB LOCATED IN YULEE

Description	UNIT PRICE
SAW CUT ASPHALT/EXCAVATE AREA FOR EXPLORATORY DIGGING TO FIND PIPE LEAK OR ANY ADDITIONAL ISSUE/ BACK FILL/ COMPACT/ASPHALT PATCH	\$6500.00

*PLEASE NOTE ANY MATERIALS WILL BE ADDITIONAL

HOPE UNDERGROUND UTILITIES, INC 5019 HIGHWAY 17 S. GREEN COVE SPRINGS, FL 32043

ELEVENTH ORDER OF BUSINESS

A.

Amelia Walk

Community Development District

Unaudited Financial Statements
as of
February 28, 2022

Board of Supervisors Meeting
March 15, 2022

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
February 28, 2022

	Major Funds			Total Governmental Funds
	General	Debt Service	Capital Projects	
ASSETS:				
Cash	\$20,288	---	---	\$20,288
Due from Other Funds	\$6,034	---	---	\$6,034
Investment - Custody US Bank	\$768,483	---	---	\$768,483
Investments:				
Series 2012				
Reserve 2012A-1	---	\$60,861	---	\$60,861
Revenue 2012A-1	---	\$149,035	---	\$149,035
Series 2016				
Reserve 2016A-2	---	\$189,925	---	\$189,925
Revenue 2016A-2	---	\$218,076	---	\$218,076
Prepayment 2016A-2	---	\$16,190	---	\$16,190
Construction	---	---	\$1,384	\$1,384
Series 2018				
Reserve 2018A-3	---	\$343,519	---	\$343,519
Revenue 2018A-3	---	\$463,948	---	\$463,948
Construction	---	---	\$831	\$831
Series 2018-Area B				
Reserve 2018A	---	\$559,650	---	\$559,650
Revenue 2018A	---	\$553,840	---	\$553,840
Prepayment 2018A	---	\$77,119	---	\$77,119
Construction	---	---	\$2	\$2
Deposits-Electric	\$515	---	---	\$515
Prepaid Expenses	\$1,217	---	---	\$1,217
TOTAL ASSETS	<u>\$796,536</u>	<u>\$2,632,164</u>	<u>\$2,218</u>	<u>\$3,430,918</u>
LIABILITIES				
Accounts Payable	\$41,094	---	---	\$41,094
Due to other Funds	---	\$6,034	---	\$6,034
Deposits - Office Lease	\$200	---	---	\$200
TOTAL LIABILITIES	<u>\$41,294</u>	<u>\$6,034</u>	<u>\$0</u>	<u>\$47,328</u>
FUND BALANCES:				
Nonspendable	\$1,732	---	---	\$1,732
Restricted				
Debt Service	---	\$2,626,130	---	\$2,626,130
Capital Projects	---	---	\$2,218	\$2,218
Unassigned	\$753,511	---	---	\$753,511
TOTAL FUND BALANCES	<u>\$755,243</u>	<u>\$2,626,130</u>	<u>\$2,218</u>	<u>\$3,383,590</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$796,536</u>	<u>\$2,632,164</u>	<u>\$2,218</u>	<u>\$3,430,918</u>

AMELIA WALK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended February 28, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 02/28/22	ACTUAL THRU 02/28/22	VARIANCE
REVENUES:				
Maintenance Assessments-On Roll (Net)	\$790,124	\$743,183	\$743,183	\$0
Interest Income	\$100	\$42	\$8	(\$34)
Clubhouse Rental Income	\$500	\$208	\$268	\$60
TOTAL REVENUES	\$790,724	\$743,433	\$743,459	\$26
EXPENDITURES:				
ADMINISTRATIVE:				
Supervisor Fees	\$12,000	\$5,000	\$2,400	\$2,600
FICA Expense	\$842	\$351	\$184	\$167
Engineering Fees	\$10,000	\$4,167	\$0	\$4,167
Assessment Roll Administration	\$5,000	\$5,000	\$5,000	\$0
Dissemination	\$3,500	\$1,458	\$1,458	(\$0)
Dissemination-Amortization Schedules	\$1,000	\$417	\$1,200	(\$783)
Trustee Fees	\$21,550	\$8,979	\$0	\$8,979
Arbitrage	\$2,400	\$1,000	\$0	\$1,000
Attorney Fees	\$22,000	\$9,167	\$15,431	(\$6,265)
Annual Audit	\$3,745	\$1,560	\$0	\$1,560
Management Fees	\$48,600	\$20,250	\$20,250	\$0
Information Technology	\$800	\$333	\$333	(\$0)
Website Maintenance	\$400	\$167	\$167	\$0
Travel & Per Diem	\$1,000	\$417	\$0	\$417
Telephone	\$650	\$271	\$118	\$153
Postage	\$1,000	\$417	\$416	\$1
Printing & Binding	\$2,500	\$1,042	\$728	\$314
Insurance	\$8,735	\$8,735	\$9,245	(\$510)
Legal Advertising	\$8,500	\$3,542	\$301	\$3,241
Other Current Charges	\$1,200	\$500	\$356	\$144
Office Supplies	\$250	\$104	\$51	\$53
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$155,846	\$73,050	\$57,812	\$15,238
FIELD:				
Contract Services:				
Landscaping & Fertilization Maintenance	\$128,233	\$53,430	\$61,987	(\$8,557)
Fountain Maintenance	\$1,500	\$625	\$0	\$625
Lake Maintenance	\$28,404	\$11,835	\$11,853	(\$18)
Security	\$7,845	\$3,269	\$4,108	(\$839)
Refuse	\$6,392	\$2,663	\$3,068	(\$404)
Management Company	\$15,120	\$6,300	\$6,300	\$0
Subtotal Contract Services	\$187,494	\$78,122	\$87,316	(\$9,193)
Repairs & Maintenance:				
Repairs & Maintenance	\$30,000	\$12,500	\$1,332	\$11,168
Landscaping Extras (Flowers & Mulch)	\$23,181	\$9,659	\$1,050	\$8,609
Irrigation Repairs	\$7,500	\$3,125	\$476	\$2,649
Speed Control	\$12,000	\$5,000	\$0	\$5,000
Subtotal Repairs & Maintenance	\$72,681	\$30,284	\$2,859	\$27,425

AMELIA WALK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended February 28, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 02/28/22	ACTUAL THRU 02/28/22	VARIANCE
Utilities:				
Electric	\$18,000	\$7,500	\$6,899	\$601
Streetlighting	\$18,000	\$7,500	\$12,176	(\$4,676)
Water & Wastewater	\$120,000	\$50,000	\$23,617	\$26,383
Subtotal Utilities	\$156,000	\$65,000	\$42,692	\$22,308
Amenity Center:				
Insurance	\$21,387	\$21,387	\$20,448	\$939
Pool Maintenance	\$14,700	\$6,125	\$6,045	\$80
Pool Permit	\$300	\$125	\$0	\$125
Amenity Attendant	\$35,280	\$14,700	\$14,700	\$0
Cable TV/Internet/Telephone	\$4,000	\$1,667	\$2,005	(\$339)
Janitorial Service	\$11,431	\$4,763	\$1,905	\$2,858
Special Events	\$10,000	\$4,167	\$1,587	\$2,579
Decorations-Holiday	\$2,000	\$1,428	\$1,428	\$0
Facility Maintenance (including Fitness Equip)	\$5,000	\$2,083	\$1,532	\$551
Lease	\$14,604	\$6,085	\$6,085	(\$0)
Subtotal Amenity Center	\$118,703	\$62,530	\$55,735	\$6,794
Reserves:				
Capital Reserves	\$100,000	\$41,667	\$0	\$41,667
Subtotal Reserves	\$100,000	\$41,667	\$0	\$41,667
Total Field Expenditures	\$634,877	\$277,603	\$188,601	\$89,001
TOTAL EXPENDITURES	\$790,724	\$350,653	\$246,414	\$104,239
Excess (deficiency) of revenues over (under) expenditures	\$0	\$392,780	\$497,046	\$104,265
Net change in fund balance	\$0	\$392,780	\$497,046	\$104,265
FUND BALANCE - Beginning	\$0		\$258,197	
FUND BALANCE - Ending	\$0		\$755,243	

**AMELIA WALK
Community Development District**

General Fund
Statement of Revenues and Expenditures (Month by Month)
FY 2022

	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	TOTAL
<i>Revenues</i>													
Maintenance Assessments-On Roll (Net)	\$0	\$43,277	\$622,411	\$51,875	\$25,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$743,183
Interest Income	\$1	\$1	\$1	\$2	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8
Clubhouse Rental Income	\$0	\$0	\$0	\$268	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$268
Total Revenues	\$1	\$43,278	\$622,411	\$52,145	\$25,623	\$0	\$743,459						
Supervisor Fees	\$1,000	\$800	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,400
FICA Expense	\$77	\$61	\$0	\$46	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$184
Engineering Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll Administration	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Dissemination	\$292	\$292	\$292	\$292	\$292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,458
Dissemination-Amortization Schedules	\$350	\$0	\$250	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney Fees	\$3,702	\$4,815	\$1,028	\$5,886	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,431
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$4,050	\$4,050	\$4,050	\$4,050	\$4,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,250
Information Technology	\$67	\$67	\$67	\$67	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333
Website Maintenance	\$33	\$33	\$33	\$33	\$33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$167
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$22	\$19	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118
Postage	\$196	\$183	\$8	\$29	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$416
Printing & Binding	\$227	\$282	\$199	\$0	\$21	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$728
Insurance	\$9,245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,245
Legal Advertising	\$301	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$301
Other Current Charges	\$100	\$55	\$69	\$70	\$63	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$356
Office Supplies	\$15	\$21	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$24,850	\$10,677	\$6,087	\$11,672	\$4,526	\$0	\$57,812						
FIELD:													
Contract Services:													
Landscaping & Fertilization Maintenance	\$12,397	\$12,397	\$12,397	\$12,397	\$12,397	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61,987
Fountain Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$2,367	\$2,367	\$2,367	\$2,367	\$2,385	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,853
Security	\$2,186	\$181	\$181	\$1,381	\$181	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,108
Refuse	\$538	\$545	\$549	\$714	\$722	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,068
Management Company	\$1,260	\$1,260	\$1,260	\$1,260	\$1,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,300
Total Contract Services	\$18,748	\$16,750	\$16,754	\$18,119	\$16,945	\$0	\$87,316						

**AMELIA WALK
Community Development District**

General Fund
Statement of Revenues and Expenditures (Month by Month)
FY 2022

	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	TOTAL
Repairs & Maintenance:													
Repairs & Maintenance	\$304	\$0	\$356	\$673	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,332
Landscaping Extras (Flowers & Mulch)	\$0	\$700	\$350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,050
Irrigation Repairs	\$0	\$0	\$215	\$261	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$476
Speed Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total R&M	\$0	\$700	\$920	\$935	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,859
Utilities:													
Electric	\$1,545	\$1,152	\$1,172	\$1,536	\$1,494	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,899
Streetlighting	\$1,946	\$2,506	\$2,506	\$2,610	\$2,610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,176
Water & Wastewater	\$3,528	\$6,839	\$5,166	\$8,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,617
Total Utilities	\$7,019	\$10,496	\$8,843	\$12,230	\$4,104	\$0	\$42,692						
Amenity Center:													
Insurance	\$20,448	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,448
Pool Maintenance	\$1,200	\$1,200	\$1,200	\$1,245	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,045
Pool Permit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Amenity Attendant	\$2,940	\$2,940	\$2,940	\$2,940	\$2,940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,700
Cable TV/Internet/Telephone	\$411	\$411	\$411	\$386	\$387	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,005
Janitorial Service	\$953	\$953	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,905
Special Events	\$734	\$0	\$853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,587
Decorations-Holiday	\$0	\$0	\$1,428	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,428
Facility Maintenance (including Fitness Equip)	\$275	\$592	\$0	\$0	\$665	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,532
Lease	\$1,217	\$1,217	\$1,217	\$1,217	\$1,217	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,085
Total Amenity Center	\$28,178	\$7,312	\$8,049	\$5,788	\$6,409	\$0	\$55,735						
Reserves:													
Capital Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Field Expenses	\$53,945	\$35,259	\$34,566	\$37,071	\$27,457	\$0	\$188,601						
Subtotal Operating Expenses	\$78,795	\$45,936	\$40,654	\$48,743	\$31,983	\$0	\$246,414						
Interfund Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	(\$78,794)	(\$2,658)	\$581,758	\$3,402	(\$6,359)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$497,046

AMELIA WALK

COMMUNITY DEVELOPMENT DISTRICT

SERIES 2012A-1

DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended February 28, 2022

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED THRU 02/28/22</u>	<u>ACTUAL THRU 02/28/22</u>	<u>VARIANCE</u>
<u>REVENUES:</u>				
Special Assessments	\$114,900	\$106,296	\$106,296	\$0
Special Assessments - A Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$5	\$5
TOTAL REVENUES	<u>\$114,900</u>	<u>\$106,296</u>	<u>\$106,301</u>	<u>\$5</u>
<u>EXPENDITURES:</u>				
<u>Series 2012A-1</u>				
Interest - 11/01	\$33,138	\$32,588	\$32,588	\$0
Interest - 5/01	\$33,138	\$0	\$0	\$0
Principal - 5/01	\$50,000	\$0	\$0	\$0
Special Call - 11/01	\$0	\$0	\$10,000	(\$10,000)
TOTAL EXPENDITURES	<u>\$116,275</u>	<u>\$32,588</u>	<u>\$42,588</u>	<u>(\$10,000)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(\$1,375)</u>	<u>\$73,708</u>	<u>\$63,713</u>	<u>(\$9,995)</u>
Net change in fund balance	<u>(\$1,375)</u>	<u>\$73,708</u>	<u>\$63,713</u>	<u>(\$9,995)</u>
FUND BALANCE - Beginning	\$83,766		\$145,622	
FUND BALANCE - Ending	<u>\$82,391</u>		<u>\$209,335</u>	

AMELIA WALK

COMMUNITY DEVELOPMENT DISTRICT

SERIES 2016A-2

DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended February 28, 2022

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED THRU 02/28/22</u>	<u>ACTUAL THRU 02/28/22</u>	<u>VARIANCE</u>
<u>REVENUES:</u>				
Special Assessments	\$190,350	\$179,197	\$179,197	\$0
Special Assessments-Prepayments	\$0	\$0	\$15,661	\$15,661
Interest Income	\$0	\$0	\$10	\$10
TOTAL REVENUES	<u>\$190,350</u>	<u>\$179,197</u>	<u>\$194,868</u>	<u>\$15,671</u>
<u>EXPENDITURES:</u>				
<u>Series 2016A-2</u>				
Interest - 11/01	\$72,438	\$73,394	\$73,394	\$0
Interest - 5/01	\$72,438	\$0	\$0	\$0
Principal - 11/01	\$45,000	\$45,000	\$45,000	\$0
Special Call - 11/01	\$20,000	\$20,000	\$35,000	(\$15,000)
TOTAL EXPENDITURES	<u>\$209,875</u>	<u>\$138,394</u>	<u>\$153,394</u>	<u>(\$15,000)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(\$19,525)</u>	<u>\$40,803</u>	<u>\$41,474</u>	<u>\$671</u>
Net change in fund balance	<u>(\$19,525)</u>	<u>\$40,803</u>	<u>\$41,474</u>	<u>\$671</u>
FUND BALANCE - Beginning	\$179,133		\$381,902	
FUND BALANCE - Ending	<u>\$159,608</u>		<u>\$423,376</u>	

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2018A-3
DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended February 28, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 02/28/22	ACTUAL THRU 02/28/22	VARIANCE
REVENUES:				
Special Assessments-On Roll (Net)	\$461,806	\$431,504	\$431,504	\$0
Special Assessments-Prepayments	\$0	\$0	\$31,295	\$31,295
Interest Income	\$0	\$0	\$19	\$19
TOTAL REVENUES	\$461,806	\$431,504	\$462,818	\$31,314
EXPENDITURES:				
Series 2018A-3				
Interest - 11/01	\$171,275	\$171,275	\$170,088	\$1,188
Interest - 2/01	\$0	\$452	\$452	\$0
Interest - 5/01	\$168,975	\$0	\$0	\$0
Principal Expense - 11/01	\$115,000	\$115,000	\$115,000	\$0
Special Call - 2/01	\$0	\$35,000	\$35,000	\$0
TOTAL EXPENDITURES	\$455,250	\$321,727	\$320,539	\$1,188
Excess (deficiency) of revenues over (under) expenditures	\$6,556	\$109,777	\$142,279	\$32,502
Net change in fund balance	\$6,556	\$109,777	\$142,279	\$32,502
FUND BALANCE - Beginning	\$315,502		\$661,452	
FUND BALANCE - Ending	<u>\$322,058</u>		<u>\$803,731</u>	

AMELIA WALK

COMMUNITY DEVELOPMENT DISTRICT

SERIES 2018A-AREA 3B

DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended February 28, 2022

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED THRU 02/28/22</u>	<u>ACTUAL THRU 02/28/22</u>	<u>VARIANCE</u>
<u>REVENUES:</u>				
Special Assessments-On Roll	\$559,650	\$523,022	\$523,022	\$0
Special Assessments-Off Roll	\$0	\$0	\$691	\$691
Special Assessments-Ppmt	\$0	\$0	\$77,906	\$77,906
Interest Income	\$0	\$0	\$26	\$26
TOTAL REVENUES	<u>\$559,650</u>	<u>\$523,022</u>	<u>\$601,645</u>	<u>\$78,623</u>
<u>EXPENDITURES:</u>				
<u>Series 2018</u>				
Interest - 11/01	\$212,609	\$212,609	\$212,609	(\$0)
Interest - 5/01	\$209,766	\$0	\$0	\$0
Principal Expense - 11/01	\$130,000	\$130,000	\$130,000	\$0
TOTAL EXPENDITURES	<u>\$552,375</u>	<u>\$342,609</u>	<u>\$342,609</u>	<u>(\$0)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$7,275</u>	<u>\$180,413</u>	<u>\$259,036</u>	<u>\$78,623</u>
Net change in fund balance	<u>\$7,275</u>	<u><u>\$180,413</u></u>	<u>\$259,036</u>	<u><u>\$78,623</u></u>
FUND BALANCE - Beginning	\$370,428		\$930,651	
FUND BALANCE - Ending	<u><u>\$377,703</u></u>		<u><u>\$1,189,687</u></u>	

**AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT
Long Term Debt Report
FY 2022**

Series 2012A-1, Special Assessment Bonds		
Interest Rate;	5.50%	
Maturity Date:	5/1/37	
Reserve Fund Requirement:	Max Annual Debt Service	
Bonds outstanding - 9/30/2021		\$1,185,000.00
Less:	May 1, 2022 (Mandatory)	\$0.00
Current Bonds Outstanding		\$1,175,000.00

Series 2016A-2, Special Assessment Bonds		
Interest Rate;	4.25%	
Maturity Date:	11/1/21	\$45,000.00
Interest Rate;	5.50%	
Maturity Date:	11/1/30	\$485,000.00
Interest Rate;	6.00%	
Maturity Date:	11/1/47	\$1,970,000.00
Reserve Fund Requirement:	Maximum Annual Debt Assessment	
Less:	November 1, 2021 (Mandatory)	(\$45,000.00)
Current Bonds Outstanding		\$2,420,000.00

Series 2018A-3, Special Assessment Bond		
Interest Rate;	4.00%	
Maturity Date:	11/1/24	\$375,000.00
Interest Rate;	4.75%	
Maturity Date:	11/1/29	\$750,000.00
Interest Rate;	5.25%	
Maturity Date:	11/1/38	\$1,910,000.00
Interest Rate;	5.375%	
Maturity Date:	11/1/48	\$3,480,000.00
Reserve Fund Requirement:	75% Maximum Annual Debt Assessment	
Less:	November 1, 2021 (Mandatory)	(\$115,000.00)
	February 1, 2022 (Special Call)	(\$35,000.00)
Current Bonds Outstanding		\$6,365,000.00

Series 2018A Area B, Special Assessment Bond		
Interest Rate;	4.75%	
Maturity Date:	11/1/29	\$860,000.00
Interest Rate;	5.25%	
Maturity Date:	11/1/39	\$2,530,000.00
Interest Rate;	5.375%	
Maturity Date:	11/1/49	\$4,220,000.00
Reserve Fund Requirement:	100% Maximum Annual Debt Assessment	
Less:	November 1, 2021 (Mandatory)	(\$130,000.00)
Current Bonds Outstanding		\$7,480,000.00

Total Current Bonds Outstanding		\$17,440,000.00
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AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2016A-2
CAPITAL PROJECTS FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended February 28, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 02/28/22	ACTUAL THRU 02/28/22	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>EXPENDITURES:</u>				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Net change in fund balance	<u>\$0</u>	<u><u>\$0</u></u>	<u>\$0</u>	<u><u>\$0</u></u>
FUND BALANCE - Beginning	\$0		\$1,384	
FUND BALANCE - Ending	<u><u>\$0</u></u>		<u><u>\$1,384</u></u>	

AMELIA WALK

COMMUNITY DEVELOPMENT DISTRICT

SERIES 2018A-3

CAPITAL PROJECTS FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance

For the Period Ended February 28, 2022

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED THRU 02/28/22</u>	<u>ACTUAL THRU 02/28/22</u>	<u>VARIANCE</u>
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$0	\$0
Developer Contributions	\$0	\$0	\$0	\$0
TOTAL REVENUES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>EXPENDITURES:</u>				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Net change in fund balance	<u>\$0</u>	<u><u>\$0</u></u>	<u>\$0</u>	<u><u>\$0</u></u>
FUND BALANCE - Beginning	\$0		\$831	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$831</u>	

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2018A-AREA 3B
CAPITAL PROJECTS FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended February 28, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 02/28/22	ACTUAL THRU 02/28/22	VARIANCE
<u>REVENUES:</u>				
Interest Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<u>EXPENDITURES:</u>				
Capital Outlay	\$0	\$0	\$25,500	(\$25,500)
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$25,500</u>	<u>(\$25,500)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	<u>(\$25,500)</u>	<u>(\$25,500)</u>
<u>OTHER FINANCING SOURCES/(USES)</u>				
Developer Proceeds	\$0	\$0	\$25,500	\$25,500
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCING SOURCES/(USES)	<u>\$0</u>	<u>\$0</u>	<u>\$25,500</u>	<u>\$25,500</u>
Net change in fund balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
FUND BALANCE - Beginning	\$0		\$2	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$2</u>	

Amelia Walk
Community Development District
Series 2016-2 Special Assessment Bonds

1. Recap of Capital Project Fund Activity Through February 28, 2022

Opening Balance in Construction Account		\$3,052,509.87
Source of Funds:	Interest Earned	\$992.51
Use of Funds:		
Disbursements:	Clearing, Grading & Earthwork	(\$568,190.87)
	Roadway	(\$727,841.07)
	Stormwater	(\$303,222.68)
	Water System	(\$262,281.11)
	Sewer System	(\$378,929.54)
	Landscaping, Entry Monuments & Signs	(\$319,933.53)
	Engineering & Permitting	(\$72,695.00)
	Electrical	(\$131,315.29)
	Professional Fees (Contingencies)	(\$37,459.36)
	Cost Of Issuance	(\$250,250.00)
Adjusted Balance in Construction Account at February 28, 2022		<u><u>\$1,383.92</u></u>

2. Funds Available For Construction at February 28, 2022

Book Balance of Construction Fund at February 28, 2022		\$1,383.92
A.	A.J. Johns, Inc. - Phase 2	
	Contract Amount	\$2,244,928.40
	Paid to Date	<u>(\$2,244,928.40)</u>
	Balance on Contract	<u><u>(\$0.00)</u></u>
		<u>\$0.00</u>
B.	First Coast Electric, LLC - FPL Conduit Installation	
	Contract Amount	\$102,205.00
	Paid to Date	<u>(\$102,205.00)</u>
	Balance on Contract	<u><u>\$0.00</u></u>
		<u>\$0.00</u>
Construction Funds available at February 28, 2022		<u><u>\$1,383.93</u></u>

3. Investments - US Bank

	<u>Type</u>	<u>Yield</u>	<u>Due</u>	<u>Maturity</u>	<u>Principal</u>
February 28, 2022					
Construction Fund:	Overnight	1.50%		\$1,383.92	\$1,383.92
				Contracts/Retainage Payable	<u>\$0.00</u>
				Balance at 2/28/2022	<u><u>\$1,383.92</u></u>

Amelia Walk
Community Development District
Series 2018-3 Special Assessment Bonds

1. Recap of Capital Project Fund Activity Through February 28, 2022

Opening Balance in Construction Account		\$6,134,376.41
Source of Funds:	Interest Earned	\$66,309.74
	Developer Proceeds	\$1,605,066.31
	Interfund Transfer	\$0.00
Use of Funds:		
Disbursements:	Clearing, Grading & Earthwork	(\$1,908,297.53)
	Roadway	(\$652,943.17)
	Stormwater	(\$3,348,929.80)
	Water System	(\$361,824.79)
	Sewer System	(\$480,549.14)
	Landscaping, Entry Monuments & Signs	(\$49,547.79)
	Engineering & Permitting	(\$124,120.24)
	Electrical	(\$74,469.09)
	Amenity Center Expansion	(\$312,627.16)
	Professional Fees/Contingencies	(\$154,644.29)
	Cost Of Issuance	(\$336,968.00)
Adjusted Balance in Construction Account at February 28, 2022		<u><u>\$831.45</u></u>

2. Funds Available For Construction at February 28, 2022

Book Balance of Construction Fund at February 28, 2022		\$831.45
A. Earthworks, Amelia Walk Phase 3		
Contract Amount	\$2,815,784.35	
	(<u>\$2,815,784.35</u>)	
Balance on Contract	<u>\$0.00</u>	<u>\$0.00</u>
B. Earthworks, Amelia Walk Phase 4A (29.6%)		
Contract Amount	\$1,656,309.69	
	(<u>\$1,656,309.69</u>)	
Balance on Contract	<u>\$0.00</u>	<u>\$0.00</u>
Construction Funds available at February 28, 2022		<u><u>\$831.45</u></u>

3. Investments - US Bank

February 28, 2022	<u>Type</u>	<u>Yield</u>	<u>Due</u>	<u>Maturity</u>	<u>Principal</u>
Construction Fund:	Overnight	1.50%		\$831.45	\$831.45
				Contracts/Retainage Payable	\$0.00
				Due from Developer	\$0.00
				Balance at 2/28/2022	<u><u>\$831.45</u></u>

Amelia Walk
Community Development District
Series 2018A Area B Special Assessment Bonds

1. Recap of Capital Project Fund Activity Through February 28, 2022

Opening Balance in Construction Account		\$7,368,283.85
Source of Funds:	Interest Earned	\$121,479.34
	Developer Proceeds	\$766,759.33
	Interfund Transfer	\$0.00
Use of Funds:		
Disbursements:	Clearing, Grading & Earthwork	(\$287,956.82)
	Roadway	(\$12,211.14)
	Stormwater	(\$6,683,765.42)
	Water System	(\$17,686.62)
	Sewer System	(\$95,776.70)
	Landscaping, Entry Monuments & Signs	(\$324,773.15)
	Engineering & Permitting	(\$201,027.53)
	Electrical	(\$4,470.00)
	Amenity Center Expansion	(\$67,077.50)
	Professional Fees/Contingencies	(\$70,293.73)
	Cost Of Issuance	(\$491,481.50)
Adjusted Balance in Construction Account at February 28, 2022		<u><u>\$2.41</u></u>

2. Funds Available For Construction at February 28, 2022

Book Balance of Construction Fund at February 28, 2022		\$2.41
A.	Earthworks, Amelia Walk Phase 4B	
	Contract Amount	\$1,682,811.68
	Paid to Date	(\$1,682,811.55)
	Balance on Contract	<u><u>\$0.13</u></u>
		<u><u>(\$0.13)</u></u>
B.	Earthworks, Amelia Walk Phase 5	
	Contract Amount	\$5,516,466.88
	Paid to Date	(\$5,466,466.88)
	Balance on Contract	<u><u>\$50,000.00</u></u>
		<u><u>(\$50,000.00)</u></u>
Construction Funds available at February 28, 2022		<u><u>(\$49,997.72)</u></u>

3. Investments - US Bank

February 28, 2022	<u>Type</u>	<u>Yield</u>	<u>Due</u>	<u>Maturity</u>	<u>Principal</u>
Construction Fund:	Overnight	1.50%		\$2.41	\$2.41
					Contracts/Transfers <u>\$0.00</u>
					Balance at 2/28/2022 <u><u>\$2.41</u></u>

B.

**AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT**

Special Assessment Receipts
Fiscal Year 2022

ASSESSMENTS - TAX COLLECTOR							\$790,126.32	\$113,010.11	\$190,515.96	\$458,759.59	\$556,059.10	\$2,108,471.08
							ON ROLL ASSESSMENTS (NET)					
							37.47%	5.36%	9.04%	21.76%	26.37%	100.00%
							001.36300.10000	022.36300.10000	025.36300.10000	026.36300.1000	027.36300.1000	
DATE	DESCRIPTION	Collection Period	AMOUNT	COMMISSIONS	INTEREST	Net Amount	O&M Portion	2012 DSF Portion	2016 DSF Portion	2018 DSF Portion	2018 DSF Portion	Total
10/29/21	Distribution #1	06/01/21-10/23/21	\$2,670.85	\$53.42	\$0.00	\$2,617.43	\$980.86	\$140.29	\$236.50	\$569.50	\$690.28	\$2,617.43
11/18/21	Distribution #2	09/01/21-11/15/21	\$115,171.65	\$2,303.43	\$0.00	\$112,868.22	\$42,296.12	\$6,049.53	\$10,198.48	\$24,557.78	\$29,766.31	\$112,868.22
12/06/21	Distribution #3	11/16/21-11/30/21	\$1,364,607.73	\$27,292.15	\$0.00	\$1,337,315.58	\$501,144.29	\$71,677.62	\$120,836.36	\$290,972.14	\$352,685.18	\$1,337,315.58
12/22/21	Distribution #4	12/01/21-12/15/21	\$330,206.55	\$6,604.14	\$0.00	\$323,602.41	\$121,266.44	\$17,344.48	\$29,239.87	\$70,409.17	\$85,342.44	\$323,602.41
01/06/22	Distribution #5	12/16/21-12/31/21	\$141,254.74	\$2,825.09	\$0.00	\$138,429.65	\$51,874.99	\$7,419.57	\$12,508.14	\$30,119.42	\$36,507.53	\$138,429.65
02/07/22	Distribution #6	01/01/22-01/31/22	\$69,763.70	\$1,395.27	\$0.00	\$68,368.43	\$25,620.32	\$3,664.42	\$6,177.59	\$14,875.55	\$18,030.55	\$68,368.43
TOTAL			\$2,023,675.22	\$40,473.50	\$0.00	\$1,983,201.72	\$743,183.01	\$106,295.91	\$179,196.95	\$431,503.58	\$523,022.29	\$1,983,201.72

Assessed on Roll:

	NET AMOUNT ASSESSED	PERCENTAGE	ASSESSMENTS COLLECTED	ASSESSMENTS TRANSFERRED	AMOUNT TO BE TFR.
O & M	\$790,126.32	37.47%	\$743,183.01	(\$743,183.01)	\$0.00
DEBT SERVICE-12	\$113,010.11	5.36%	\$106,295.91	(\$106,295.91)	\$0.00
DEBT SERVICE-16	\$190,515.96	9.04%	\$179,196.95	(\$179,196.95)	\$0.00
DEBT SERVICE-18	\$458,759.59	21.76%	\$431,503.58	(\$431,503.58)	\$0.00
DEBT SERVICE-18	\$556,059.10	26.37%	\$523,022.29	(\$523,022.29)	\$0.00
TOTAL	\$2,108,471.08	100.00%	\$1,983,201.72	(\$1,983,201.72)	\$0.00

C.

AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

Check Run Summary

March 15, 2022

<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>
1/18/22	3291	\$1,435.42
1/26/22	3292-3298	\$21,999.31
2/4/22	3299-3303	\$19,092.72
3/4/22	3304-3313	\$26,494.09
<i>Total</i>		<u><u>\$69,021.54</u></u>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/18/22	00028	12/16/21	0687-001	202201	320-57200-43300			JAN 22 REFUSE SERVICE	*	713.57		
		1/16/22	0687-001	202202	320-57200-43300			FEB 22 REFUSE SERVICE	*	721.85		
REPUBLIC SERVICES #687											1,435.42	003291
1/26/22	00172	2/01/22	1139619	202202	320-57200-34500			SVCS 02/2022	*	180.64		
BATES SECURITY LLC											180.64	003292
1/26/22	00190	10/31/21	OCT2021-	202110	320-57200-46400			SVCS 10/21	*	1,200.00		
		11/30/21	NOV2021-	202111	320-57200-46400			SVCS 11/21	*	1,200.00		
		12/31/21	DEC2021-	202112	320-57200-46400			SVCS 12/21	*	1,200.00		
		1/24/22	T13895	202201	320-57200-62000			SVCS 01/2022	*	673.48		
CROWN POOLS, INC.											4,273.48	003293
1/26/22	00021	1/07/22	012022	202201	320-57200-43001			SVCS 01/2022	*	2,609.60		
		1/07/22	0122	202201	320-57200-43000			SVCS 01/2022	*	1,535.76		
FPL											4,145.36	003294
1/26/22	00001	1/01/22	275	202201	310-51300-34000			MGMT FEES 1/2022	*	4,050.00		
		1/01/22	275	202201	310-51300-35101			WEBSITE ADMINISTRATION	*	33.33		
		1/01/22	275	202201	310-51300-35100			INFORMATION TECHNOLOGY	*	66.67		
		1/01/22	275	202201	310-51300-31200			DISSEMINATION AGT SVCS	*	291.67		
		1/01/22	275	202201	310-51300-51000			OFFICE SUPPLIES	*	.06		
		1/01/22	275	202201	310-51300-42000			POSTAGE	*	28.86		
GOVERNMENTAL MANAGEMENT SERVICES											4,470.59	003295
1/26/22	00191	1/01/22	0618350	202201	320-57200-44000			LEASE FITNESS EQUIPMENT	*	1,217.01		
MUNICIPAL ASSET MANAGEMENT, INC.											1,217.01	003296
1/26/22	00220	11/01/21	PIA00702	202111	310-51300-60200			SVCS 11/2021	*	2,367.00		

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/01/21		PI-A0072	202112	310-51300-60200					DEC 21 LAKE MGMT SVCS.	*	2,367.00		
1/01/22		PIA00737	202201	310-51300-60200					SVCS 01/2022	*	2,367.00		
SOLITUDE LAKE MANAGEMENT												7,101.00	003297
1/26/22	00187	1/12/22	52817	202112	320-57200-46201				SVCS 12/06/21	*	350.00		
		1/14/22	52825	202201	320-57200-46202				REPAIRS 01/05/22	*	76.65		
		1/17/22	52843	202201	320-57200-46202				SVCS 01/14/2022	*	184.58		
TRIM ALL LAWN SERVICE, INC.												611.23	003298
2/04/22	00156	1/21/22	0350808-	202202	320-57200-41050				SVCS 02/22	*	387.58		
COMCAST												387.58	003299
2/04/22	00190	1/31/22	JAN2022-	202201	320-57200-46400				SVCS 01/2022	*	1,244.80		
CROWN POOLS, INC.												1,244.80	003300
2/04/22	00001	2/01/22	276	202202	310-51300-34000				MGMT FEES 02/22	*	4,050.00		
		2/01/22	276	202202	310-51300-35101				WEBSITE ADMINISTRATION	*	33.33		
		2/01/22	276	202202	310-51300-35100				INFORMATION TECHNOLOGY	*	66.67		
		2/01/22	276	202202	310-51300-31200				DISSEMINATION AGT SVCS	*	291.67		
		2/01/22	276	202202	310-51300-51000				OFFICE SUPPLIES	*	.03		
		2/01/22	276	202202	310-51300-42000				POSTAGE	*	.53		
		2/01/22	276	202202	310-51300-42500				COPIES	*	20.70		
GOVERNMENTAL MANAGEMENT SERVICES												4,462.93	003301
2/04/22	00015	1/28/22	21917	202201	310-51300-31200				ARBITRAGE SERIES 2018A	*	600.00		
GRAU AND ASSOCIATES												600.00	003302
2/04/22	00187	2/01/22	52946	202202	320-57200-46200				MAINT 02/22	*	12,397.41		
TRIM ALL LAWN SERVICE, INC.												12,397.41	003303

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/02/22	00172	3/01/22 1150756	202203 320-57200-34500	MONTHLY SERVICE-ACCESS BATES SECURITY LLC	*	180.64	180.64 003304
3/02/22	00156	2/21/22 0350808-	202203 320-57200-41050	SEERVICE THRU 03/24/2022 COMCAST	*	387.58	387.58 003305
3/02/22	00160	3/01/22 712855	202204 320-57200-34501	CCTV MONITORING ENVERA SYSTEMS	*	1,200.00	1,200.00 003306
3/02/22	00021	2/17/22 FEBRUARY	202202 320-57200-43000	SERVICE THRU 02/17/2022	*	1,493.93	
		2/17/22 FEBRUARY	202202 320-57200-43001	SERVICE THRU 02/17/2022	*	2,609.60	
				FPL			4,103.53 003307
3/02/22	00036	2/03/22 31240504	202201 320-57200-43100	SERVICE THRU 01/28/2022 JEA	*	8,084.37	8,084.37 003308
3/02/22	00223	2/04/22 7684	202202 320-57200-34000	REPLACE CONTACTOR/WIRE RP JOHNNY'S AC	*	255.00	255.00 003309
3/02/22	00215	2/05/22 1190	202201 310-51300-31500	LEGAL FEES THRU 01/31/22 KE LAW GROUP, PLLC	*	5,885.96	5,885.96 003310
3/02/22	00191	2/01/22 0618374	202202 320-57200-44000	FITNESS EQUIPMENT MUNICIPAL ASSET MANAGEMENT, INC.	*	1,217.01	1,217.01 003311
3/02/22	00177	2/07/22 45280972	202202 320-57200-34000	PEST CONTROL SERVICE	*	88.00	
		2/08/22 1473482	202202 320-57200-34000	TERMITE RENEWAL CONTRACT NADER'S PEST RAIDERS	*	322.00	410.00 003312
3/02/22	00222	2/22/22 5933B	202202 310-51300-60200	FEB 2022 LAKE MAINTENANCE	*	2,385.00	
		3/01/22 5835B	202203 310-51300-60200	MARCH 22 LAKE MAINTENANCE SITEX AQUATICS	*	2,385.00	4,770.00 003313
TOTAL FOR BANK A						69,021.54	
AWLK -AMELIA WALK - SHENNING							



8619 Western Way
 Jacksonville FL 32256-036060
Customer Service (904) 731-2456
 RepublicServices.com/Support

Account Number 3-0687-3534401
Invoice Number 0687-001192687
Invoice Date December 16, 2021
Previous Balance \$549.22
Payments/Adjustments -\$549.22
Current Invoice Charges \$713.57

Important Information

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.

Total Amount Due \$713.57	Payment Due Date January 05, 2022
-------------------------------------	---

PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 12/02	3270	-\$549.22

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Amelia Walk 85287 Majestic Walk Blvd Fernandina Beach, FL				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 01/01-01/31			\$517.31	\$517.31
Total Fuel/Environmental Recovery Fee				\$196.26
CURRENT INVOICE CHARGES				\$713.57

Simple account access at your fingertips.

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8619 Western Way
 Jacksonville FL 32256-036060

Thank You For Choosing Paperless

Total Enclosed

Return Service Requested

AMELIA WALK COMMUNITY
 NATASHA
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Total Amount Due	\$713.57
Payment Due Date	January 05, 2022
Account Number	3-0687-3534401
Invoice Number	0687-001192687

For Billing Address Changes,
 Check Box and Complete Reverse.

Make Checks Payable To:

REPUBLIC SERVICES #687
 PO BOX 9001099
 LOUISVILLE KY 40290-1099



UNDERSTANDING YOUR BILL

Visit RepublicServices.com/MyBill

Check Processing

When you provide a check as payment, you authorize us to use information from your check to make a one-time electronic fund transfer from your account. When we make an electronic transfer, funds may be withdrawn from your account the same day we receive your payment or check and you will not receive your check back from your financial institution.

Cancellation & Payment Policy

Unless prohibited by applicable law, regulation, or franchise or other agreement: (1) we reserve the right to require that payment for services be made only by check, credit card or money order; and (2) if service is canceled during a billing cycle, you will remain responsible for all charges, fees and taxes through the end of the billing cycle. You will not be entitled to proration of billing or a refund for the period between the notice of termination and the end of the current billing cycle.

Understanding Our Rates, Charges and Fees

If you are receiving service from Republic Services without a written contract, please visit RepublicServices.com/Fees to review the financial terms and conditions relating to your service. If you are receiving service from Republic Services pursuant to a written contract, but have questions relating to any charges or fees, RepublicServices.com/Fees provides a detailed description of Republic Services most common charges and fees. If you do not have access to a computer, you may request that a copy be mailed to you by calling Customer Service at the number on the front of this invoice.

Please fill out the form below if your billing address has changed and return this portion of your statement to us using the envelope enclosed. Thank you!

BILLING ADDRESS CHANGE

Address		
City	State	Zip Code
Phone	Alternate Phone	



8619 Western Way
 Jacksonville FL 32256-036060
Customer Service (904) 731-2456
 RepublicServices.com/Support

Account Number 3-0687-3534401
Invoice Number 0687-001200428
Invoice Date January 16, 2022
Past Due on 01/16/22 \$713.57
Payments/Adjustments \$0.00
Current Invoice Charges \$721.85

Important Information

It's easy to go paperless! Sign up for Paperless Billing at RepublicServices.com and enjoy the convenience of managing your account anytime, anywhere, on any device.

Total Amount Due \$1,435.42	Payment Due Date Past Due
---------------------------------------	-------------------------------------

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Amelia Walk 85287 Majestic Walk Blvd Fernandina Beach, FL 1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 02/01-02/28			\$517.31	\$517.31
Total Fuel/Environmental Recovery Fee				\$193.84
Late Fee 01/16				\$10.70
CURRENT INVOICE CHARGES, Due by February 05, 2022				\$721.85

Simple account access at your fingertips.

Download the Republic Services app or visit RepublicServices.com today.



Past Due	30 Days \$713.57	60 Days \$0.00	90+ Days \$0.00
-----------------	----------------------------	--------------------------	---------------------------



8619 Western Way
 Jacksonville FL 32256-036060

Thank You For Choosing Paperless

Total Enclosed

Return Service Requested

AMELIA WALK COMMUNITY
 NATASHA
 5385 N NOB HILL RD
 SUNRISE FL 33351-4761

Total Amount Due \$1,435.42
Payment Due Date Past Due
Account Number 3-0687-3534401
Invoice Number 0687-001200428

For Billing Address Changes,
 Check Box and Complete Reverse.

Make Checks Payable To:

REPUBLIC SERVICES #687
 PO BOX 9001099
 LOUISVILLE KY 40290-1099



UNDERSTANDING YOUR BILL

Visit RepublicServices.com/MyBill

Check Processing

When you provide a check as payment, you authorize us to use information from your check to make a one-time electronic fund transfer from your account. When we make an electronic transfer, funds may be withdrawn from your account the same day we receive your payment or check and you will not receive your check back from your financial institution.

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Understanding Our Rates, Charges and Fees

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Please fill out the form below if your billing address has changed and return this portion of your statement to us using the envelope enclosed. Thank you!

BILLING ADDRESS CHANGE

Address		
City	State	Zip Code
Phone	Alternate Phone	



Invoice	
Invoice Number 1139619	Date 02/01/2022
Customer Number 21054	Terms Net 5

To: **Amelia Walk Cdd**
5385 N Nob Hill Road
Sunrise Beach, FL 33351

Remit To: **Bates Security LLC**
PO Box 747049
Atlanta, GA 30374-7049

[Click Here to Pay Online!](#)

Amount enclosed: _____ **Net Due: \$180.64**

Detach And Return Top Portion With Your Payment

Customer Name	Customer Number	PO Number	Invoice Date	Terms
Amelia Walk Cdd	21054		02/01/2022	Net 5

Quantity	Description	Months	Rate	Amount
9000 - Access Control - Amelia Walk CDD - 85287 Majestic Walk Blvd., Fernandina Beach, FL				
1.00	Monthly Service-Access 02/01/2022 - 02/28/2022	1.00	\$180.64	\$180.64
			Subtotal:	\$180.64
	Tax			\$0.00
	Payments/Credits Applied			\$0.00
			Invoice Balance Due:	\$180.64

Please note the change of the remittance address

570.34500

Date	Invoice #	Description	Amount	Balance Due
2/1/2022	1139619	System	\$180.64	\$180.64





3002 PHILIPS HWY
 JACKSONVILLE, FL 32207

Invoice

Date	Invoice #
12/31/2021	DEC2021-07

904-858-4300	ACCOUNTING@CROWNPOOLSINC.COM
--------------	------------------------------

Bill To
AMELIA WALK CDD 10301 Deerwood Park Blvd STE 3200 Jacksonville, FL 32256

Terms
Due upon receipt

Quantity	Description	Rate	Serviced	Amount
1	MONTHLY POOL SERVICE FOR DECEMBER <i>577.464</i>	1,200.00	12/31/2021	1,200.00
			Total	\$1,200.00

Customer Total Balance

\$4,273.48



3002 PHILIPS HWY
 JACKSONVILLE, FL 32207

Invoice

Date	Invoice #
11/30/2021	NOV2021-07

904-858-4300	ACCOUNTING@CROWNPOOLSINC.COM
--------------	------------------------------

Bill To

AMELIA WALK CDD
 10301 Deerwood Park Blvd STE 3200
 Jacksonville, FL 32256

Terms
Due upon receipt

Quantity	Description	Rate	Serviced	Amount
1	MONTHLY POOL SERVICE FOR NOVEMBER	1,200.00	11/30/2021	1,200.00
			Total	\$1,200.00

578.46400

Customer Total Balance

\$4,273.48



3002 PHILIPS HWY
 JACKSONVILLE, FL 32207

Invoice

Date	Invoice #
10/31/2021	OCT2021-07

904-858-4300	ACCOUNTING@CROWNPOOLSINC.COM
--------------	------------------------------

Bill To
AMELIA WALK CDD 10301 Deerwood Park Blvd STE 3200 Jacksonville, FL 32256

Terms
Due upon receipt

Quantity	Description	Rate	Serviced	Amount
1	MONTHLY POOL SERVICE FOR OCTOBER <i>572 464</i>	1,200.00	10/31/2021	1,200.00
			Total	\$1,200.00

Customer Total Balance

\$4,273.48



3002 PHILIPS HWY
JACKSONVILLE, FL 32207

Invoice

Date	Invoice #
1/24/2022	T13895

904-858-4300	ACCOUNTING@CROWNPOOLSINC.COM
--------------	------------------------------

Bill To
AMELIA WALK CDD 10301 Deerwood Park Blvd STE 3200 Jacksonville, FL 32256

Terms
Due upon receipt

Quantity	Description	Rate	Serviced	Amount
1	Task Generated for Quote #12016 REPLACE PROM PUMP RESOLUTION: Installed new feed pump	0.00	1/24/2022	0.00
1	QUOTE FOR REPLACEMENT PROMINENT CONCEPT B 25 GPD CHLORINE PUMP	0.00	1/24/2022	0.00
1	CNPB0704NPB2N0D010 PROMINENT CONCEPT B 25 GPD DIAPHRAGM PUMP FOR CHLORINE SIDE	568.51	1/24/2022	568.51
1	FREIGHT	36.54	1/24/2022	36.54
1	LABOR TO INSTALL AND CONNECT PUMP	145.00	1/24/2022	145.00
1	PREFERRED CUSTOMER DISCOUNT	-76.57	1/24/2022	-76.57
<i>572 680</i>				
			Total	\$673.48

Customer Total Balance

~~54,273.48~~

Amelia Walk CDD

FPL Electric

January-22

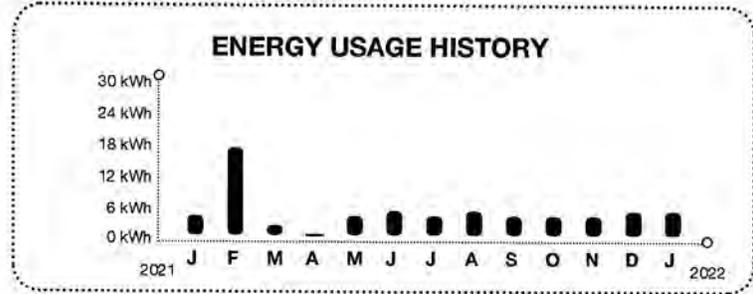
73913-05054	85057 MAJESTIC WALK BLVD.#LS	\$	228.32
76801-07336	85359 MAJESTIC WALK BLVD.	\$	43.72
79966-25336	85287 MAJESTIC WALK BLVD. CLUB	\$	694.99
90653-46331	85257 MAJESTIC WALK BLVD. FTN	\$	536.71
14381-88177	85108 MAJESTIC WALK BLVD. # IRR	\$	12.57
64677-16194	85254 FALL RIVER PKWY ENTRANCE	\$	9.77
81986-72449	85633 FALL RIVER PKWY #IRR	\$	9.68
		<u>\$</u>	<u>1,535.76</u>
	V#21		001.320.57200.43000
78458-32232	000 AMELIA CONCOURSE	<u>\$</u>	<u>2,609.60</u>
	V#21		001.320.57200.43001



Electric Bill Statement
For: Dec 7, 2021 to Jan 7, 2022 (31 days)
Statement Date: Jan 7, 2022
Account Number: 64677-16194
Service Address:
85254 FALL RIVER PKWY # IRR
FERNANDINA BEACH, FL 32034

Hello Amelia Walk Cdd,
Here's what you owe for this billing period.

CURRENT BILL
\$9.77
TOTAL AMOUNT YOU OWE
Jan 28, 2022
NEW CHARGES DUE BY



BILL SUMMARY table with columns for description and amount. Total amount you owe: \$9.77. Includes note: (See page 2 for bill details.)

KEEP IN MIND
• Payments received after January 28, 2022 are considered late; a late payment charge, the greater of \$5.00 or 1.5% of your past due balance will apply. Your account may also be billed a deposit adjustment.

The Public Service Commission unanimously approved FPL's four-year rate agreement, which begins this month, to support continued investments in clean energy, the grid and technology. Visit FPL.com/Answers.



Customer Service: (386) 252-1541
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

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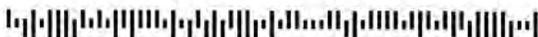
AMELIA WALK CDD
5385 N NOB HILL RD
SUNRISE FL 33351-4761



The amount enclosed includes the following donation:
FPL Care To Share: _____

Make check payable to FPL in U.S. funds and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Visit FPL.com/PayBill for ways to pay.

Account information and payment fields: ACCOUNT NUMBER (64677-16194), TOTAL AMOUNT YOU OWE (\$9.77), NEW CHARGES DUE BY (Jan 28, 2022), AMOUNT ENCLOSED (\$)



Customer Name:
Amelia Walk Cdd

Account Number:
64677-16194

FPL.com Page 2

0002 0004 060043

E001

BILL DETAILS

Amount of your last bill	9.04
Payment received - Thank you	-9.04
Balance before new charges	\$0.00
New Charges	
Rate: RS-1 RESIDENTIAL SERVICE	
Base charge:	\$8.99
Non-fuel: <small>(First 1000 kWh at \$0.073710)</small> <small>(Over 1000 kWh at \$0.093710)</small>	\$0.36
Fuel: <small>(First 1000 kWh at \$0.034870)</small> <small>(Over 1000 kWh at \$0.044870)</small>	\$0.17
Electric service amount	9.52
Gross rec. tax/Regulatory fee	0.25
Taxes and charges	0.25
Total new charges	\$9.77
Total amount you owe	\$9.77

METER SUMMARY

Meter reading - Meter ACD5703. Next meter reading Feb 7, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00067		00062		5

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Jan 7, 2022	Dec 7, 2021	Jan 7, 2021
kWh Used	5	5	4
Service days	31	32	31
kWh/day	0	0	0
Amount	\$9.77	\$9.04	\$8.92

Florida's Energy Future

Our unanimously approved 2022-2025 rate plan supports investments in clean energy, the grid and technology.

[FPL.com/Answers](https://www.fpl.com/Answers)

Watch savings add up

Receive a monthly bill credit by allowing with FPL On Call® to cycle off selected appliances when absolutely necessary.

[FPL.com/OnCall](https://www.fpl.com/OnCall)

We're here to help

If you're experiencing hardship as a result of the coronavirus (COVID-19) and need help with your bill, there are resources available.

[FPL.com/Help](https://www.fpl.com/Help)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



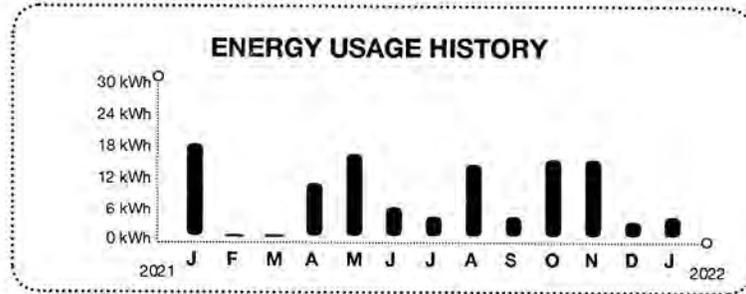
Electric Bill Statement
For: Dec 7, 2021 to Jan 7, 2022 (31 days)
Statement Date: Jan 7, 2022
Account Number: 81986-72449
Service Address:
85633 FALL RIVER PKWY # IRR
FERNANDINA BEACH, FL 32034

Hello Amelia Walk Cdd,
Here's what you owe for this billing period.

CURRENT BILL

\$9.68
TOTAL AMOUNT YOU OWE

Jan 28, 2022
NEW CHARGES DUE BY



BILL SUMMARY

Amount of your last bill	8.83
Payments received	-8.83
Balance before new charges	0.00
Total new charges	9.68
Total amount you owe	\$9.68

(See page 2 for bill details.)

KEEP IN MIND

- Payments received after January 28, 2022 are considered late; a late payment charge, the greater of \$5.00 or 1.5% of your past due balance will apply. Your account may also be billed a deposit adjustment.

The Public Service Commission unanimously approved FPL's four-year rate agreement, which begins this month, to support continued investments in clean energy, the grid and technology. Visit FPL.com/Answers.



Customer Service: (386) 252-1541
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

3405819867244998690000000

0003 0004 060043

AMELIA WALK CDD
5385 N NOB HILL RD
SUNRISE FL 33351-4761

The amount enclosed includes the following donation:
FPL Care To Share: _____

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FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Visit FPL.com/PayBill for ways to pay.

81986-72449	\$9.68	Jan 28, 2022	\$
ACCOUNT NUMBER	TOTAL AMOUNT YOU OWE	NEW CHARGES DUE BY	AMOUNT ENCLOSED



Customer Name:
Amelia Walk Cdd

Account Number:
81986-72449

FPL.com Page 2

0004 0004 060043

E001

BILL DETAILS

Amount of your last bill	8.83
Payment received - Thank you	-8.83
Balance before new charges	\$0.00
New Charges	
Rate: RS-1 RESIDENTIAL SERVICE	
Base charge:	\$8.99
Non-fuel: <small>(First 1000 kWh at \$0.073710) (Over 1000 kWh at \$0.083710)</small>	\$0.30
Fuel: <small>(First 1000 kWh at \$0.034870) (Over 1000 kWh at \$0.044870)</small>	\$0.14
Electric service amount	9.43
Gross rec. tax/Regulatory fee	0.25
Taxes and charges	0.25
Total new charges	\$9.68
Total amount you owe	\$9.68

METER SUMMARY

Meter reading - Meter ACD0023. Next meter reading Feb 7, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00122		00118		4

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
	Jan 7, 2022	Dec 7, 2021	Jan 7, 2021
Service to			
kWh Used	4	3	19
Service days	31	32	31
kWh/day	0	0	1
Amount	\$9.68	\$8.83	\$10.28

Florida's Energy Future

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[FPL.com/Answers](https://www.fpl.com/Answers)

Watch savings add up

Receive a monthly bill credit by allowing with FPL On Call® to cycle off selected appliances when absolutely necessary.

[FPL.com/OnCall](https://www.fpl.com/OnCall)

We're here to help

If you're experiencing hardship as a result of the coronavirus (COVID-19) and need help with your bill, there are resources available.

[FPL.com/Help](https://www.fpl.com/Help)

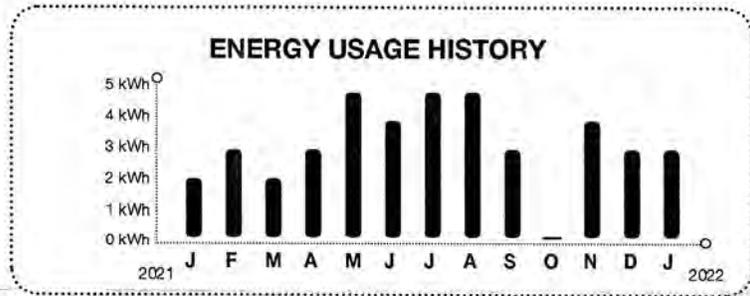
When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



Electric Bill Statement
For: Dec 17, 2021 to Jan 19, 2022 (33 days)
Statement Date: Jan 19, 2022
Account Number: 14381-88177
Service Address:
85108 MAJESTIC WALK BLVD # IRRIGATION
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

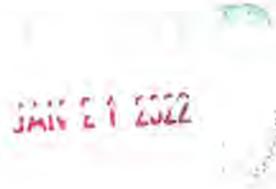
CURRENT BILL
\$12.57
TOTAL AMOUNT YOU OWE
Feb 9, 2022
NEW CHARGES DUE BY



BILL SUMMARY table with columns for description and amount. Includes rows for last bill, payments received, balance, and total amount due.

KEEP IN MIND
Payment received after April 08, 2022 is considered LATE; a late payment charge of 1% will apply.

The Public Service Commission unanimously approved FPL's four-year rate agreement, which begins this month, to support continued investments in clean energy, the grid and technology.



Customer Service: (386) 255-3020
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

3413143818817747521000000

0001 0018 450070
#BWNDJNQ ***
#1864143LQ778881#
AMELIA WALK CDD
C/O GMS-SF-LLC
5385 N NOB HILL RD
SUNRISE FL 33351-4761

1 34 8



The amount enclosed includes the following donation:
FPL Care To Share: _____

Make check payable to FPL in U.S. funds and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



Visit FPL.com/PayBill for ways to pay.

14381-88177
ACCOUNT NUMBER

\$12.57
TOTAL AMOUNT YOU OWE

Feb 9, 2022
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
14381-88177

BILL DETAILS

Amount of your last bill	11.17
Payment received - Thank you	-11.17
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge: \$11.91

Non-fuel: (\$0.074820 per kWh) \$0.23

Fuel: (\$0.038060 per kWh) \$0.11

Electric service amount 12.25

Gross rec. tax/Regulatory fee 0.32

Taxes and charges 0.32

Total new charges \$12.57

Total amount you owe \$12.57

METER SUMMARY

Meter reading - Meter AC94981. Next meter reading Feb 17, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00158		00155		3

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Jan 19, 2022	Dec 17, 2021	Jan 19, 2021
kWh Used	3	3	2
Service days	33	30	33
kWh/day	0	0	0
Amount	\$12.57	\$11.17	\$11.06

Florida's Energy Future

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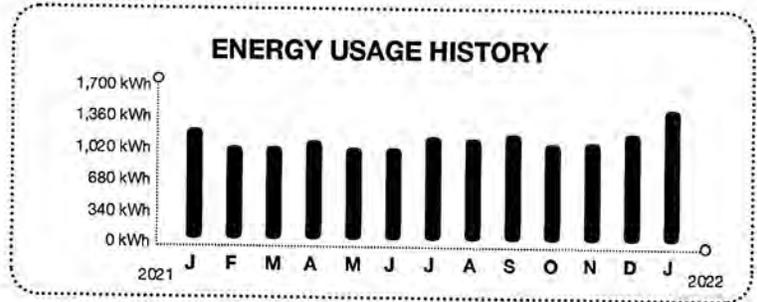
Electric Bill Statement
For: Dec 17, 2021 to Jan 19, 2022 (33 days)
Statement Date: Jan 19, 2022
Account Number: 73913-05054
Service Address:
85057 MAJESTIC WALK BLVD # LIFT
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL

\$228.32
TOTAL AMOUNT YOU OWE

Feb 9, 2022
NEW CHARGES DUE BY



BILL SUMMARY

Amount of your last bill	186.58
Payments received	-186.58
Balance before new charges	0.00
Total new charges	228.32
Total amount you owe	\$228.32

(See page 2 for bill details.)

KEEP IN MIND

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JAN 21 2022

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

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AMELIA WALK CDD
C/O GMS-SF, LLC
5385 N NOB HILL RD
SUNRISE FL 33351-4761

The amount enclosed includes the following donation:
FPL Care To Share: _____

Make check payable to FPL in U.S. funds and mail along with this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001



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73913-05054
ACCOUNT NUMBER

\$228.32
TOTAL AMOUNT YOU OWE

Feb 9, 2022
NEW CHARGES DUE BY

\$ _____
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
76801-07336

BILL DETAILS

Amount of your last bill	35.84
Payment received - Thank you	-35.84
<hr/>	
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge: \$11.91

Non-fuel: (\$0.074820 per kWh) \$20.34

Fuel: (\$0.038060 per kWh) \$10.35

Electric service amount 42.60

Gross rec. tax/Regulatory fee 1.12

Taxes and charges 1.12

Total new charges \$43.72

Total amount you owe \$43.72

METER SUMMARY

Meter reading - Meter ACD4413. Next meter reading Feb 17, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	19961		19689		272

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Jan 19, 2022	Dec 17, 2021	Jan 19, 2021
kWh Used	272	259	367
Service days	33	30	33
kWh/day	8	9	11
Amount	\$43.72	\$35.84	\$44.78

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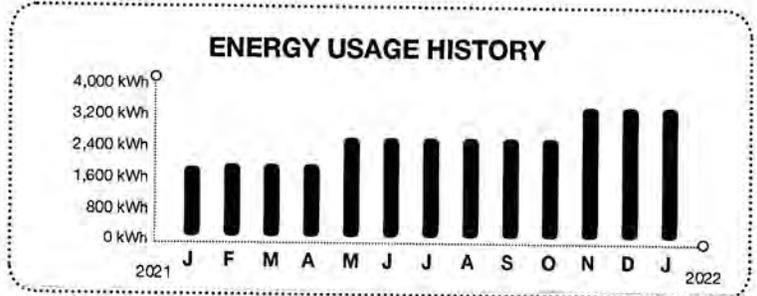
Electric Bill Statement
For: Dec 17, 2021 to Jan 19, 2022 (33 days)
Statement Date: Jan 19, 2022
Account Number: 78458-32232
Service Address:
100 MAJESTIC WALK BLVD # SL
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL

\$2,609.60
TOTAL AMOUNT YOU OWE

Feb 9, 2022
NEW CHARGES DUE BY



BILL SUMMARY

Amount of your last bill	2,505.54
Payments received	-2,505.54
Balance before new charges	0.00
Total new charges	2,609.60
Total amount you owe	\$2,609.60

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after April 08, 2022 is considered LATE; a late payment charge of 1% will apply.
- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.



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Customer Service: (386) 255-3020
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

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AMELIA WALK CDD
5385 N NOB HILL RD
SUNRISE FL 33351-4761

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78458-32232
ACCOUNT NUMBER

\$2,609.60
TOTAL AMOUNT YOU OWE

Feb 9, 2022
NEW CHARGES DUE BY

\$ _____
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

FPL.com Page 2

0008 0018 450070

E001

BILL DETAILS

Amount of your last bill	2,505.54
Payment received - Thank you	-2,505.54
Balance before new charges	\$0.00
New Charges	
Rate: SL-1 STREET LIGHTING SERVICE	
Electric service amount **	2,603.25
Gross rec. tax/Regulatory fee	6.35
Taxes and charges	6.35
Total new charges	\$2,609.60
Total amount you owe	\$2,609.60

** Your electric service amount includes the following charges:

Non-fuel energy charge:	\$0.030820 per kWh
Fuel charge:	\$0.037500 per kWh

METER SUMMARY

Next bill date Feb 17, 2022.

Usage Type	Usage
Total kWh used	3598

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Jan 19, 2022	Dec 17, 2021	Jan 19, 2021
kWh Used	3598	3598	1898
Service days	33	30	33
kWh/day	109	120	58
Amount	\$2,609.60	\$2,505.54	\$1,416.24

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Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

FPL.com Page 1

0009 0018 450070 ESLA

For: 12-17-2021 to 01-19-2022 (33 days)

kWh/Day: 109

Service Address:

100 MAJESTIC WALK BLVD # SL
FERNANDINA BEACH, FL 32034

Detail of Rate Schedule Charges for Street Lights

Component Code	Watts	Lumens	Owner/ Maint *	Quantity	Rate/Unit	kWh Used	Amount
C861207 Energy	74	6746	F	57	0.800000	1,482	45.60
Non-energy Fixtures					6.370000		363.09
Maintenance					1.300000		74.10
F861207 Energy	74	6746	F	16	0.800000	416	12.80
Non-energy Fixtures					4.500000		72.00
Maintenance					1.300000		20.80
F861227 Energy	73	6000	F	68	0.800000	1,700	54.40
Non-energy Fixtures					4.500000		306.00
Maintenance					1.300000		88.40
PMF0001 Non-energy Fixtures				141	8.890000		1,253.49
UCNP Non-energy Maintenance				4,102	0.044980		184.51

* F - FPL OWNS & MAINTAINS E - CUSTOMER OWNS & MAINTAINS R - CUSTOMER OWNS, FPL RELAMPS
H - FPL OWNS & MAINTAINS FIXTURE, CUST OWNS OTHER



AMELIA WALK CDD
5385 N NOB HILL RD
SUNRISE FL 33351-4761





Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

For: 12-17-2021 to 01-19-2022 (33 days)

kWh/Day: 109

Service Address:

100 MAJESTIC WALK BLVD # SL
FERNANDINA BEACH, FL 32034

Component Code	Watts	Lumens	Owner/ Maint *	Quantity	Rate/Unit	kWh Used	Amount
					Energy sub total		112.80
					Non-energy sub total		2,362.39
					Sub total	3,598	2,475.19
					Energy conservation cost recovery		1.51
					Capacity payment recovery charge		0.65
					Environmental cost recovery charge		1.66
					Transition rider credit		-18.64
					Storm protection recovery charge		7.95
					Fuel charge		134.93
					Electric service amount		2,603.25
					Gross rec. tax/Reg. fee		6.35
					Total	3,598	2,609.60

* F - FPL OWNS & MAINTAINS E - CUSTOMER OWNS & MAINTAINS R - CUSTOMER OWNS, FPL RELAMPS
H - FPL OWNS & MAINTAINS FIXTURE, CUST OWNS OTHER



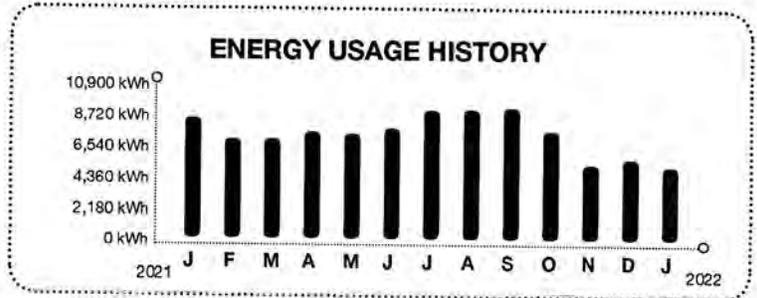
Electric Bill Statement
For: Dec 17, 2021 to Jan 19, 2022 (33 days)
Statement Date: Jan 19, 2022
Account Number: 79966-25336
Service Address:
85287 MAJESTIC WALK BLVD # CLUB
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL

\$694.99
TOTAL AMOUNT YOU OWE

Feb 9, 2022
NEW CHARGES DUE BY



BILL SUMMARY

Amount of your last bill	533.36
Payments received	-533.36
Balance before new charges	0.00
Total new charges	694.99
Total amount you owe	\$694.99

(See page 2 for bill details.)

KEEP IN MIND

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Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

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AMELIA WALK CDD
C/O GMS-SF, LLC
5385 N NOB HILL RD
SUNRISE FL 33351-4761

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MIAMI FL 33188-0001



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79966-25336
ACCOUNT NUMBER

\$694.99
TOTAL AMOUNT YOU OWE

Feb 9, 2022
NEW CHARGES DUE BY

\$ _____
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
79966-25336

BILL DETAILS

Amount of your last bill	533.36
Payment received - Thank you	-533.36
Balance before new charges	\$0.00
New Charges	
Rate: GSD-1 GENERAL SERVICE DEMAND /per Contract	
Base charge:	\$28.17
Non-fuel: (\$0.026290 per kWh)	\$143.28
Fuel: (\$0.038060 per kWh)	\$207.43
Demand: (\$11.93 per KW)	\$298.25
Electric service amount	677.13
Gross rec. tax/Regulatory fee	17.86
Taxes and charges	17.86
Total new charges	\$694.99
Total amount you owe	\$694.99

METER SUMMARY

Meter reading - Meter KLL2800. Next meter reading Feb 17, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	73926		68476		5450
	14.11				
Actual demand					14
Contract demand					25

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Jan 19, 2022	Dec 17, 2021	Jan 19, 2021
kWh Used	5450	6026	8994
Service days	33	30	33
kWh/day	165	200	272
Amount	\$694.99	\$533.36	\$783.14

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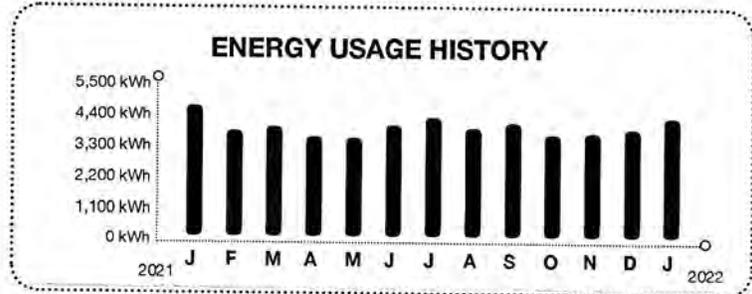
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Electric Bill Statement
For: Dec 17, 2021 to Jan 19, 2022 (33 days)
Statement Date: Jan 19, 2022
Account Number: 90653-46331
Service Address:
85257 MAJESTIC WALK BLVD # FTN
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

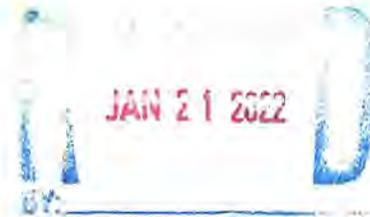
CURRENT BILL
\$536.71
TOTAL AMOUNT YOU OWE
Feb 9, 2022
NEW CHARGES DUE BY



BILL SUMMARY table with columns for description and amount. Includes rows for last bill, payments received, balance, and total new charges.

KEEP IN MIND
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Customer Service: (386) 255-3020
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

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AMELIA WALK CDD
C/O GMS-SF, LLC
5385 N NOB HILL RD
SUNRISE FL 33351-4761

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MIAMI FL 33188-0001



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90653-46331
ACCOUNT NUMBER

\$536.71
TOTAL AMOUNT YOU OWE

Feb 9, 2022
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
90653-46331

BILL DETAILS

Amount of your last bill	404.72
Payment received - Thank you	-404.72
Balance before new charges	\$0.00
New Charges	
Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS	
Base charge:	\$11.91
Non-fuel: (\$0.074820 per kWh)	\$338.71
Fuel: (\$0.038060 per kWh)	\$172.30
Electric service amount	522.92
Gross rec. tax/Regulatory fee	13.79
Taxes and charges	13.79
Total new charges	\$536.71
Total amount you owe	\$536.71

METER SUMMARY

Meter reading - Meter ACD7475. Next meter reading Feb 17, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	29488		24961		4527

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Jan 19, 2022	Dec 17, 2021	Jan 19, 2021
kWh Used	4527	4088	4960
Service days	33	30	33
kWh/day	137	136	150
Amount	\$536.71	\$404.72	\$469.04

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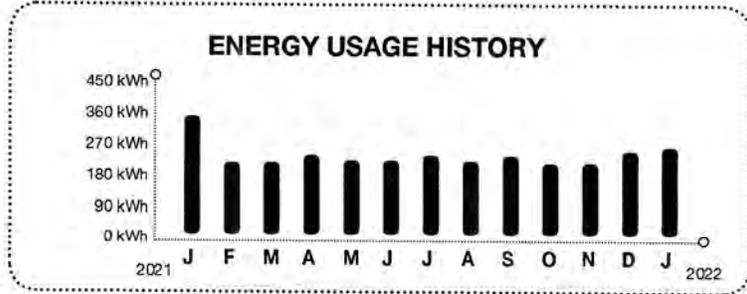
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Electric Bill Statement
For: Dec 17, 2021 to Jan 19, 2022 (33 days)
Statement Date: Jan 19, 2022
Account Number: 76801-07336
Service Address:
85359 MAJESTIC WALK BLVD #ENTRANCE
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL
\$43.72
TOTAL AMOUNT YOU OWE
Feb 9, 2022
NEW CHARGES DUE BY



BILL SUMMARY table with columns for description and amount. Includes rows for last bill, payments received, balance before new charges, total new charges, and total amount owed (\$43.72).

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Hearing/Speech Impaired: 711 (Relay Service)



/ 27

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AMELIA WALK CDD
C/O GMS-SF, LLC
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GENERAL MAIL FACILITY
MIAMI FL 33188-0001



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Form with fields for ACCOUNT NUMBER (76801-07336), TOTAL AMOUNT YOU OWE (\$43.72), NEW CHARGES DUE BY (Feb 9, 2022), and AMOUNT ENCLOSED.



Customer Name:
AMELIA WALK CDD

Account Number:
76801-07336

BILL DETAILS

Amount of your last bill	35.84
Payment received - Thank you	-35.84
<hr/>	
Balance before new charges	\$0.00
New Charges	
Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS	
Base charge:	\$11.91
Non-fuel: (\$0.074820 per kWh)	\$20.34
Fuel: (\$0.038060 per kWh)	\$10.35
<hr/>	
Electric service amount	42.60
<hr/>	
Gross rec. tax/Regulatory fee	1.12
Taxes and charges	1.12
<hr/>	
Total new charges	\$43.72
<hr/>	
Total amount you owe	\$43.72

METER SUMMARY

Meter reading - Meter ACD4413. Next meter reading Feb 17, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	19961		19689		272

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Jan 19, 2022	Dec 17, 2021	Jan 19, 2021
kWh Used	272	259	367
Service days	33	30	33
kWh/day	8	9	11
Amount	\$43.72	\$35.84	\$44.78

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

Invoice

Invoice #: 275
Invoice Date: 1/1/22
Due Date: 1/1/22
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Management Fees - January 2022		4,050.00	4,050.00
Website Administration - January 2022		33.33	33.33
Information Technology - January 2022		66.67	66.67
Dissemination Agent Services - January 2022		291.67	291.67
Office Supplies		0.06	0.06
Postage		28.86	28.86
Total			\$4,470.59
Payments/Credits			\$0.00
Balance Due			\$4,470.59

Municipal Asset Management, Inc.

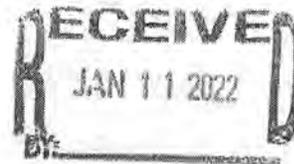
25288 Foothills Drive North
Suite 225
Golden, CO 80401
(303) 273-9494

INVOICE

INVOICE NO: 0618350

DATE: 1/1/2022

To: Amelia Walk Community Development Dist
Sharon Rosina
475 West Tower Place, Suite 114
Saint Augustine, FL 32092



DUE DATE	RENTAL PERIOD
2/8/2022	

PMT NUMBER	DESCRIPTION	AMOUNT
31	Lease payment on Tax-Exempt Lease Purchase Agreement dated May 8, 2019 for the acquisition of fitness equipment. <i>572.44000</i>	1,217.01

TOTAL DUE

\$1,217.01

Please detach coupon and return with check payable to MUNICIPAL ASSET MANAGEMENT, INC. and remit to address above.

If you have any questions concerning this invoice,
call: Municipal Asset Management, Paul Collings, (303) 273-9494.

THANK YOU FOR YOUR BUSINESS!

Invoice #	Due Date	Total Due	Amount Enclosed
0618350	2/8/2022	\$1,217.01	

Amelia Walk Community Development Dist
Sharon Rosina
475 West Tower Place, Suite 114
Saint Augustine, FL 32092

Municipal Asset Management, Inc.
25288 Foothills Drive North
Suite 225
Golden, CO 80401

SOLITUDE

LAKE MANAGEMENT

INVOICE

Voice: (888) 480-5253 Fax: (888) 358-0088

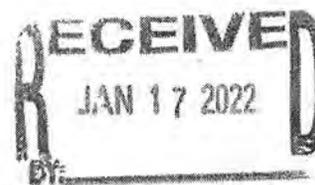
Invoice Number: PI-A00702472
 Invoice Date: 11/01/21

PROPERTY: Amelia Walk
 CDD

SOLD TO: Amelia Walk CDD
 475 West Town Place, Suite 114
 Saint Augustine, FL 32092

CUSTOMER ID	CUSTOMER PO	Payment Terms		
12909		Net 30		
Sales Rep ID	Shipment Method	Ship Date	Due Date	
Adam Grayson			12/01/21	
Qty	Item / Description	UOM	Unit Price	Extension
1	Lake & Pond Management Services SVR54521 11/01/21 - 11/30/21 Lake & Pond Management Services		2,367.00	2,367.00

001-310-51300-60200



PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
 Little Rock, AR 72202

Subtotal	2,367.00
Sales Tax	0.00
Total Invoice	2,367.00
Payment Received	0.00
TOTAL	2,367.00

SOLITUDE

LAKE MANAGEMENT

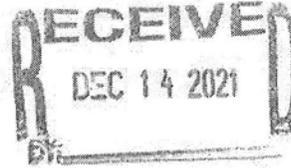
INVOICE

Voice: (888) 480-LAKE • Fax: (888) 358-0088

Invoice Number: PI-A00720782

Invoice Date: 12/01/21

SOLD TO: Amelia Walk CDD
475 West Town Place, Suite 114
Saint Augustine, FL 32092



PROPERTY: Amelia Walk CDD

Customer ID 12909	Customer PO	Payment Terms Net 30
Sales Rep ID Adam Grayson	Shipping Method	Ship Date
		Due Date 12/31/21

Qty	Item Description	Unit Price	Extension
1	Lake & Pond Management Services SVR54521 12/01/21 - 12/31/21 Lake & Pond Management Services	2,367.00	2,367.00

PLEASE REMIT PAYMENT TO:

SOLitude Lake Management, LLC
1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	2,367.00
Sales Tax	0.00
Total Invoice	2,367.00
Payment Received	0.00
TOTAL	2,367.00

SOLITUDE

LAKE MANAGEMENT

INVOICE

Voice: (888) 480-LAKE • Fax: (888) 358-0088

Invoice Number: PI-A00737508

Invoice Date: 01/01/22

PROPERTY: Amelia Walk CDD

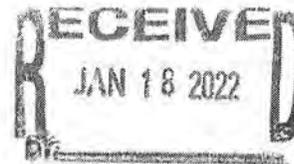
SOLD TO: Amelia Walk CDD
475 West Town Place, Suite 114
Saint Augustine, FL 32092

Customer ID 12909	Customer PO	Payment Terms Net 30
----------------------	-------------	-------------------------

Sales Rep ID Adam Grayson	Shipping Method	Ship Date	Due Date 01/31/22
------------------------------	-----------------	-----------	----------------------

Qty	Item Description	Unit Price	Extension
1	Lake & Pond Management Services SVR54521 01/01/22 - 01/31/22 Lake & Pond Management Services	2,367.00	2,367.00

310-51300-60700



PLEASE REMIT PAYMENT TO:

SOLitude Lake Management, LLC
1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	2,367.00
Sales Tax	0.00
Total Invoice	2,367.00
Payment Received	0.00
TOTAL	2,367.00

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
Fernandina Beach, FL 32034

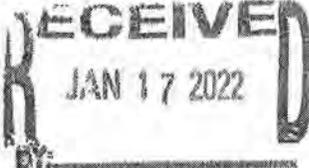
Date	1/12/2022
Invoice #	52817

E-mail Trimallawn@gmail.com

Bill To
GreenPointe Developers, LLC 7807 Baymeadows Road East, Ste 205 Jacksonville, FL 32256

Project Name / Location	
Amelia Walk	
P.O. #	Service Date: 12/6/2021

Terms	Due Date
Net 10	1/22/2022

Description	Amount
Scope Of Work: (Amelia Walk) Fill Gator watering bags on 14 Planted Live Oak trees 1x per week at \$350/mobilization starting week of 11/1/21 to be invoiced monthly for actual mobilizations. This work is for a 60 day period with prior approval to continue past the 60 days if required.	350.00
 <i>572.40201</i>	
Total	\$350.00
Payments/Credits	\$0.00
Balance Due	\$350.00

Thank you for your business.

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
 Fernandina Beach, FL 32034

Date	1/14/2022
Invoice #	52825

E-mail Trimallawn@gmail.com

Bill To
Amelia Walk CDD C/o Evergreen Lifestyles Management 10401 Deerwood Park, Suite 2130 Jacksonville, FL 32256

Project Name / Location	
85287 Majestic Walk Blvd Fernandina Beach, FL 32034	
P.O. #	Service Date: 1/5/2022

Terms	Due Date
Net 30	2/13/2022

Description	Amount
Irrigation Repair required after inspection: Zone 3 & Zone 7: Replacement of (3) spray heads. <i>578-46202</i>	76.65
Total	\$76.65
Payments/Credits	\$0.00
Balance Due	\$76.65

Thank you for your business.

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road
 Fernandina Beach, FL 32034

Date	1/17/2022
Invoice #	52843

E-mail Trimalllawn@gmail.com

Bill To
Amelia Walk CDD C/o Evergreen Lifestyles Management 10401 Deerwood Park, Suite 2130 Jacksonville, FL 32256

Project Name / Location	
85287 Majestic Walk Blvd Fernandina Beach, FL 32034	
P.O. #	Service Date: 1/14/2022

Terms	Due Date
Net 30	2/16/2022

Description	Amount
Irrigation Repair required after inspection: 2-wire clock: Repaired broken pipe underground <i>572.46202</i>	184.58
Total	\$184.58
Payments/Credits	\$0.00
Balance Due	\$184.58

Thank you for your business.

Hello Amelia Walk Cdd,

Thanks for choosing Comcast Business.

Your bill at a glance

For 85287 MAJESTIC WALK BLVD, FERNANDINA BEACH, FL, 32034-3785

Previous balance		\$387.14
EFT Payment - thank you	Jan 13	-\$386.14
Balance forward		\$1.00
Regular monthly charges	Page 3	\$364.70
Taxes, fees and other charges	Page 3	\$21.88
New charges		\$386.58

Amount due **\$387.58**

Thanks for paying by Automatic Payment

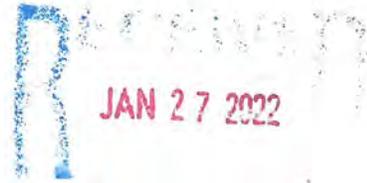
Your electronic payment of \$387.58 will be applied on Feb 12, 2022.

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.



570.41050

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

141 NW 16TH ST
POMPANO BEACH FL 33060-5250
96330310 NO RP 21 20220121 NNNNNNNN 0000599 0004

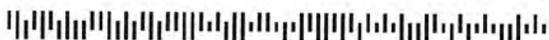
AMELIA WALK CDD
ATTN MICHAEL MOLINEAUX
5385 N NOB HILL RD
SUNRISE, FL 33351-4761

Account number **8495 74 170 0350808**

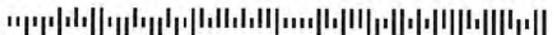
Automatic payment **Feb 12, 2022**

Please pay \$387.58

Electronic payment will be applied Feb 12, 2022



COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211



849574170035080800387589

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Call us anytime

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

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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.



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Additional billing information

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Online

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By App

Download the Comcast Business App



In-Store

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



Regular monthly charges		\$364.70
Comcast Business		\$294.90
Packaged services		\$359.95
 Data, Voice Package	\$334.95	
Package Includes: Business Internet 300+ and 1 Mobility Voice Line.		
Mobility Voice Line Business Voice.	\$25.00	
Discounts		-\$164.95
Promotional Discount	-\$164.95	
Comcast Business services		\$99.90
TV Standard Business Video.	\$74.95	
Static IP - 5	\$24.95	

Equipment & services		\$29.90
Equipment Fee Voice.	\$19.95	
TV Box + Remote	\$9.95	

Service fees		\$39.90
Directory List Mgmt Fee - Adjustment Dec 22 - Feb 24	-\$1.00	
Directory Listing Management Fee	\$3.00	
Voice Network Investment	\$3.00	
Broadcast TV Fee	\$24.95	
Regional Sports Fee	\$9.95	

Taxes, fees and other charges		\$21.88
Other charges		\$2.71
Regulatory Cost Recovery	\$1.29	
Federal Universal Service Fund	\$1.42	

Taxes & government fees		\$19.17
Sales Tax	\$2.10	
State Communications Services Tax	\$12.25	
Local Communications Services Tax	\$4.02	
911 Fees	\$0.80	

What's included?



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



TV: Keep your employees informed and customers entertained



Voice Numbers: (904)225-3147, (904)225-3199

Visit business.comcast.com/myaccount for more details

You've saved \$164.95 this month with your promotional discount.



Additional information

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

Account Number
8495 74 170 0350808

Billing Date
Jan 21, 2022

Services From
Jan 25, 2022 to Feb 24, 2022

Page
4 of 4

TV Update: Effective March 22, 2022, Kids Street and AFRO will only be available in HD; Kids Street HD will be added to Standard ch 1722; and AFRO HD ch 1623 will move from Preferred to Standard. An X1 TV box and HD programming (not included, additional charges may apply) are required to view these channels.

Universal Service Fund: The FCC modifies the rate that voice providers pay into the USF on a quarterly basis. USF is assessed on applicable voice services as the Federal Universal Service Fund at the FCC's approved rate. See: fcc.gov/encyclopedia/contribution-factor-quarterly-filings-universal-service-fund-usf-management-support. A new rate becomes effective January 1, 2022.

Information on programmer contract expirations, which could affect our carriage of the programmer's channels, can be found at <https://my.xfinity.com/contractrenewals/> or by calling 1-866-216-8634.





3002 PHILIPS HWY
 JACKSONVILLE, FL 32207

Invoice

Date	Invoice #
1/31/2022	JAN2022-07

904-858-4300	ACCOUNTING@CROWNPOOLSINC.COM
--------------	------------------------------

Bill To
AMELIA WALK CDD 10301 Deerwood Park Blvd STE 3200 Jacksonville, FL 32256

Terms
Due upon receipt

Quantity	Description	Rate	Serviced	Amount
32	ALGICIDE	1.40	1/17/2022	44.80
1	MONTHLY POOL SERVICE FOR JANUARY	1,200.00	1/31/2022	1,200.00
<i>46400</i>				
			Total	\$1,244.80

Customer Total Balance

\$1,244.80

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

Invoice #: 276

Invoice Date: 2/1/22

Due Date: 2/1/22

Case:

P.O. Number:

Bill To:Amelia Walk CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - February 2022		4,050.00	4,050.00
Website Administration - February 2022		33.33	33.33
Information Technology - February 2022		66.67	66.67
Dissemination Agent Services - February 2022		291.67	291.67
Office Supplies		0.03	0.03
Postage		0.53	0.53
Copies		20.70	20.70
		Total	\$4,462.93
		Payments/Credits	\$0.00
		Balance Due	\$4,462.93

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Amelia Walk Community Development District
5385 N. Nob Hill Road
Sunrise, FL 33351

Invoice No. 21917
Date 01/28/2022

SERVICE	AMOUNT
Project: Arbitrage - Series 2018A AREA 3B 11/30/21	\$ <u>600.00</u>
Total	600.00
Current Amount Due	\$ <u>600.00</u>

SIB 3/2

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Payment due upon receipt.

TRIM ALL LAWN SERVICE, INC.

**942360 Old Nassauville Road
Fernandina Beach, FL 32034**

Date	2/1/2022
Invoice #	52946

(904) 491-3232 Trimallawn@gmail.com

Bill To
Amelia Walk CDD C/o Evergreen Lifestyles Management 10401 Deerwood Park, Suite 2130 Jacksonville, FL 32256

Property Address
85287 Majestic Walk Blvd Fernandina Beach, FL 32034

FEBRUARY MONTHLY MAINTENANCE	PO #	Terms
		Net 30
Description	Amount	
Monthly Maintenance	9,457.88	
Treatment of Turf & Shrubs - Included in Contract	735.08	
Monthly Irrigation Inspection	483.33	
Seasonal Flower Rotation- three times per year	769.86	
Installation of Mulch and Pine Straw- one time per year	951.26	
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 10px auto;"> Please contact our office if you are interested in setting up recurring credit card payments. </div>	Total	\$12,397.41
	Payments/Credits	\$0.00
	Balance Due	\$12,397.41
Thank you for your business.		

572-462

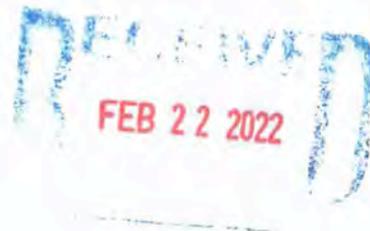


Bates Security LLC
 9700 Philips Hwy
 Suite 108
 Jacksonville, FL 32256
 (859) 244-4000

Invoice	
Invoice Number 1150756	Date 03/01/2022
Customer Number 21054	Due Date 03/05/2022

Page 1

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Amelia Walk Cdd	21054		1150756	03/05/2022
Quantity	Description		Rate	Amount
1.00	Amelia Walk CDD, 85287 Majestic Walk Blvd., Fernandina Beach, FL Monthly Service-Access 03/01/2022 - 03/31/2022		180.64	180.64
	Sales Tax			0.00
	Payments/Credits Applied			0.00
Invoice Balance Due:				\$180.64



Date	Invoice #	Description	Amount	Balance Due
03/01/2022	1150756	System	\$180.64	\$180.64

PLEASE SEE REVERSE SIDE FOR IMPORTANT INFORMATION



Bates Security LLC
 9700 Philips Hwy
 Suite 108
 Jacksonville, FL 32256
 Return Service Requested

Invoice	
Invoice Number 1150756	Date 03/01/2022
Customer Number 21054	Due Date 03/05/2022

Net Due: \$180.64

Amount Enclosed: _____

Information on Back.

AMELIA WALK CDD
 5385 N NOB HILL RD
 SUNRISE, FL 33351-4761

REMIT TO:

Bates Security LLC
 PO Box 747049
 Atlanta, GA 30374-7049

Hello Amelia Walk Cdd,

Thanks for choosing Comcast Business.

Your bill at a glance

For 85287 MAJESTIC WALK BLVD, FERNANDINA BEACH, FL,
32034-3785

Previous balance		\$387.58
EFT Payment - thank you	Feb 13	-\$386.58
Balance forward		\$1.00
Regular monthly charges	Page 3	\$364.70
Taxes, fees and other charges	Page 3	\$21.88
New charges		\$386.58

Amount due \$387.58

! Thanks for paying by Automatic Payment
Your electronic payment of \$387.58 will be applied on Mar 12, 2022.

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Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST
BUSINESS

141 NW 16TH ST
POMPANO BEACH FL 33060-5250
96330310 NO RP 21 20220221 NNNNNNNN 0000596 0004

AMELIA WALK CDD
ATTN MICHAEL MOLINEAUX
5385 N NOB HILL RD
SUNRISE, FL 33351-4761

Account number **8495 74 170 0350808**
Automatic payment **Mar 12, 2022**
Please pay \$387.58

Electronic payment will be applied Mar 12, 2022



COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211



849574170035080800387589

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Attn: M. Gifford.



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Additional billing information

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By App

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In-Store

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



Regular monthly charges \$364.70

Comcast Business	\$294.90
Packaged services	\$359.95
 Data, Voice Package Package Includes: Business Internet 300+ and 1 Mobility Voice Line.	\$334.95
Mobility Voice Line Business Voice.	\$25.00
Discounts	-\$164.95
Promotional Discount	-\$164.95
Comcast Business services	\$99.90
TV Standard Business Video.	\$74.95
Static IP - 5	\$24.95

Equipment & services	\$29.90
Equipment Fee Voice.	\$19.95
TV Box + Remote	\$9.95

Service fees	\$39.90
Directory List Mgmt Fee - Adjustment Jan 24 - Mar 24	-\$1.00
Directory Listing Management Fee	\$3.00
Voice Network Investment	\$3.00
Broadcast TV Fee	\$24.95
Regional Sports Fee	\$9.95

Taxes, fees and other charges \$21.88

Other charges	\$2.71
Regulatory Cost Recovery	\$1.29
Federal Universal Service Fund	\$1.42

Taxes & government fees	\$19.17
Sales Tax	\$2.10
State Communications Services Tax	\$12.25
Local Communications Services Tax	\$4.02
911 Fees	\$0.80

What's included?



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



TV: Keep your employees informed and customers entertained



Voice Numbers: (904)225-3147, (904)225-3199

Visit business.comcast.com/myaccount for more details

You've saved \$164.95 this month with your promotional discount.



Additional information

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

Account Number
8495 74 170 0350808

Billing Date
Feb 21, 2022

Services From
Feb 25, 2022 to Mar 24, 2022

Page
4 of 5

TV Update: Effective March 31, 2022, Fox Life will cease operations.

Information on programmer contract expirations, which could affect our carriage of the programmer's channels, can be found at <https://my.xfinity.com/contractrenewals/> or by calling 1-866-216-8634.



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Call 844-833-0487 or
visit ComcastBusiness.com/AccountReview

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-0743

Invoice	
Invoice Number 712855	Date 03/01/2022
Customer Number 400311	Due Date 04/01/2022

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Amelia Walk CDD	400311		03/01/2022	04/01/2022

Quantity	Description	Months	Rate	Amount
<i>1476 - CCTV - Amelia Walk CDD - Clubhouse, 85287 Majestic Walk Blvd., Fernandina Beach, FL</i>				
1.00	Cctv Monitoring & Maintenance 04/01/2022 - 06/30/2022	3.00	\$400.00	\$1,200.00
			Subtotal:	\$1200.00
	Tax			\$0.00
	Payments/Credits Applied			\$0.00
			Invoice Balance Due:	\$1200.00

Date	Invoice #	Description	Amount	Balance Due
3/1/2022	712855	Alarm Monitoring Services	\$1200.00	\$1200.00

Envera

8281 Blaikie Court
Sarasota, FL 34240
(941) 556-0743

Invoice	
Invoice Number 712855	Date 03/01/2022
Customer Number 400311	Due Date 04/01/2022

Net Due: \$1,200.00

Amount Enclosed: _____

Amelia Walk CDD
C/O Evergreen Mgmt
270 W. Plant St., #340
Winter Garden, FL 34787

REMIT TO:
Envera
PO Box 2086
Hicksville, NY 11802

Amelia Walk CDD

FPL Electric

February-22

73913-05054	85057 MAJESTIC WALK BLVD.#LS	\$	224.18
76801-07336	85359 MAJESTIC WALK BLVD.	\$	37.82
79966-25336	85287 MAJESTIC WALK BLVD. CLUB	\$	713.88
90653-46331	85257 MAJESTIC WALK BLVD. FTN	\$	476.12
14381-88177	85108 MAJESTIC WALK BLVD. # IRR	\$	12.57
64677-16194	85254 FALL RIVER PKWY ENTRANCE	\$	14.68
81986-72449	85633 FALL RIVER PKWY #IRR	\$	14.68
		<u>\$</u>	<u>1,493.93</u>

V#21

001.320.57200.43000

78458-32232	000 AMELIA CONCOURSE	<u>\$</u>	<u>2,609.60</u>
	V#21		001.320.57200.43001



Electric Bill Statement

For: Jan 19, 2022 to Feb 17, 2022 (29 days)

Statement Date: Feb 17, 2022

Account Number: 73913-05054

Service Address:

85057 MAJESTIC WALK BLVD # LIFT
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL

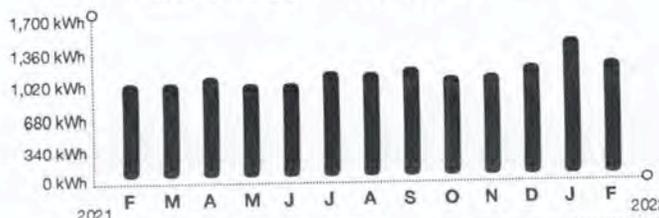
\$224.18

TOTAL AMOUNT YOU OWE

Mar 10, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY



BILL SUMMARY

Amount of your last bill	228.32
Payments received	-228.32
Balance before new charges	0.00
Total new charges	224.18
Total amount you owe	\$224.18

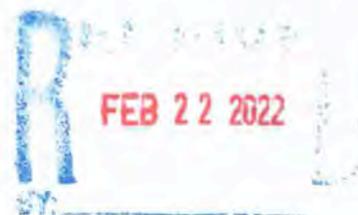
(See page 2 for bill details.)

KEEP IN MIND

- Payment received after May 10, 2022 is considered LATE; a late payment charge of 1% will apply.

We're here to help

Many factors can affect your bill, including cold weather. If you're experiencing hardship and need help with your bill, resources are available. FPL.com/Help



Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

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C/O GMS-SF, LLC
5385 N NOB HILL RD
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73913-05054
ACCOUNT NUMBER

\$224.18
TOTAL AMOUNT YOU OWE

Mar 10, 2022
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
76801-07336

FPL.com Page 2

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BILL DETAILS

Amount of your last bill	43.72
Payment received - Thank you	-43.72
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge: \$11.91

Non-fuel: (\$0.074820 per kWh) \$16.53

Fuel: (\$0.038060 per kWh) \$8.41

Electric service amount 36.85

Gross rec. tax/Regulatory fee 0.97

Taxes and charges 0.97

Total new charges \$37.82

Total amount you owe \$37.82

METER SUMMARY

Meter reading - Meter ACD4413. Next meter reading Mar 18, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	20182		19961		221

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Feb 17, 2022	Jan 19, 2022	Feb 17, 2021
kWh Used	221	272	222
Service days	29	33	29
kWh/day	8	8	8
Amount	\$37.82	\$43.72	\$31.38

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Electric Bill Statement

For: Jan 19, 2022 to Feb 17, 2022 (29 days)

Statement Date: Feb 17, 2022

Account Number: 79966-25336

Service Address:

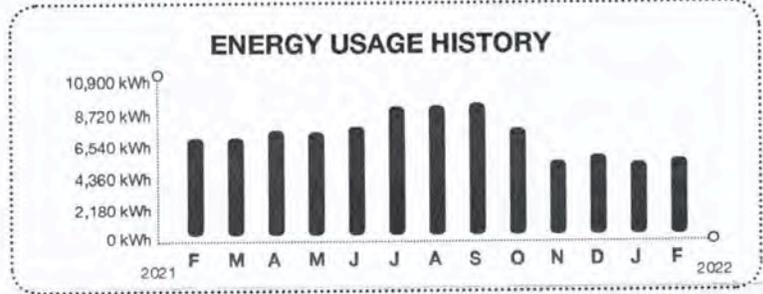
85287 MAJESTIC WALK BLVD # CLUB
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL

\$713.88
TOTAL AMOUNT YOU OWE

Mar 10, 2022
NEW CHARGES DUE BY



BILL SUMMARY

Amount of your last bill	694.99
Payments received	-694.99
Balance before new charges	0.00
Total new charges	713.88
Total amount you owe	\$713.88

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after May 10, 2022 is considered LATE; a late payment charge of 1% will apply.

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Outside Florida: 1-800-226-3545

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Hearing/Speech Impaired: 711 (Relay Service)



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79966-25336
ACCOUNT NUMBER

\$713.88
TOTAL AMOUNT YOU OWE

Mar 10, 2022
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
79966-25336

BILL DETAILS

Amount of your last bill	694.99
Payment received - Thank you	-694.99
Balance before new charges	\$0.00
New Charges	
Rate: GSD-1 GENERAL SERVICE DEMAND /per Contract	
Base charge:	\$28.17
Non-fuel: (\$0.026290 per kWh)	\$150.80
Fuel: (\$0.038060 per kWh)	\$218.31
Demand: (\$11.93 per KW)	\$298.25
Electric service amount	695.53
Gross rec. tax/Regulatory fee	18.35
Taxes and charges	18.35
Total new charges	\$713.88
Total amount you owe	\$713.88

METER SUMMARY

Meter reading - Meter KLL2800. Next meter reading Mar 18, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	79662		73926		5736
	17.84				
Actual demand					18
Contract demand					25

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Feb 17, 2022	Jan 19, 2022	Feb 17, 2021
kWh Used	5736	5450	7402
Service days	29	33	29
kWh/day	197	165	255
Amount	\$713.88	\$694.99	\$611.99

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Electric Bill Statement

For: Jan 19, 2022 to Feb 17, 2022 (29 days)

Statement Date: Feb 17, 2022

Account Number: 90653-46331

Service Address:

85257 MAJESTIC WALK BLVD # FTN
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL

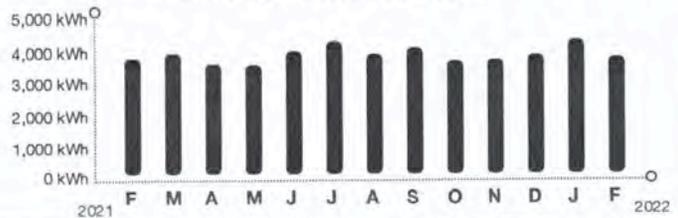
\$476.12

TOTAL AMOUNT YOU OWE

Mar 10, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY



BILL SUMMARY

Amount of your last bill	536.71
Payments received	-536.71
Balance before new charges	0.00
Total new charges	476.12
Total amount you owe	\$476.12

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after May 10, 2022 is considered LATE; a late payment charge of 1% will apply.



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Outside Florida: 1-800-226-3545

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Hearing/Speech Impaired: 711 (Relay Service)



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SUNRISE FL 33351-4761

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90653-46331
ACCOUNT NUMBER

\$476.12
TOTAL AMOUNT YOU OWE

Mar 10, 2022
NEW CHARGES DUE BY

\$ _____
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
90653-46331

FPL.com Page 2

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BILL DETAILS

Amount of your last bill	536.71
Payment received - Thank you	-536.71
Balance before new charges	\$0.00
New Charges	
Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS	
Base charge:	\$11.91
Non-fuel: (\$0.074820 per kWh)	\$299.58
Fuel: (\$0.038060 per kWh)	\$152.39
Electric service amount	463.88
Gross rec. tax/Regulatory fee	12.24
Taxes and charges	12.24
Total new charges	\$476.12
Total amount you owe	\$476.12

METER SUMMARY

Meter reading - Meter ACD7475. Next meter reading Mar 18, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	33492		29488		4004

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Feb 17, 2022	Jan 19, 2022	Feb 17, 2021
kWh Used	4004	4527	3984
Service days	29	33	29
kWh/day	138	137	137
Amount	\$476.12	\$536.71	\$378.89

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Electric Bill Statement

For: Jan 19, 2022 to Feb 17, 2022 (29 days)

Statement Date: Feb 17, 2022

Account Number: 14381-88177

Service Address:

85108 MAJESTIC WALK BLVD # IRRIGATION
FERNANDINA BEACH, FL 32034

AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL

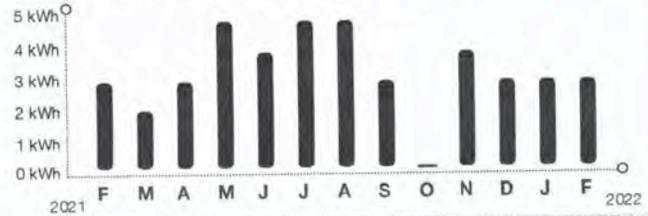
\$12.57

TOTAL AMOUNT YOU OWE

Mar 10, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY



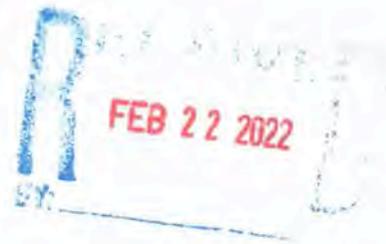
BILL SUMMARY

Amount of your last bill	12.57
Payments received	-12.57
Balance before new charges	0.00
Total new charges	12.57
Total amount you owe	\$12.57

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after May 10, 2022 is considered LATE; a late payment charge of 1% will apply.



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/ 27

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#1864143LQ778881#
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14381-88177
ACCOUNT NUMBER

\$12.57
TOTAL AMOUNT YOU OWE

Mar 10, 2022
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
14381-88177

FPL.com Page 2

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BILL DETAILS

Amount of your last bill	12.57
Payment received - Thank you	-12.57
Balance before new charges	\$0.00
New Charges	
Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS	
Base charge:	\$11.91
Non-fuel: (\$0.074820 per kWh)	\$0.23
Fuel: (\$0.038060 per kWh)	\$0.11
Electric service amount	12.25
Gross rec. tax/Regulatory fee	0.32
Taxes and charges	0.32
Total new charges	\$12.57
Total amount you owe	\$12.57

METER SUMMARY

Meter reading - Meter AC94981. Next meter reading Mar 18, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00161		00158		3

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Feb 17, 2022	Jan 19, 2022	Feb 17, 2021
kWh Used	3	3	3
Service days	29	33	29
kWh/day	0	0	0
Amount	\$12.57	\$12.57	\$11.15

14381-88177

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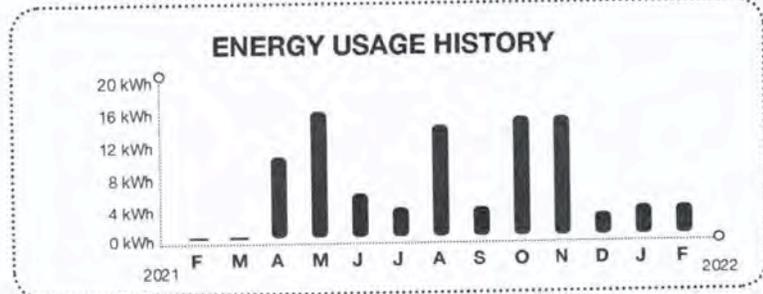


Electric Bill Statement
For: Jan 7, 2022 to Feb 7, 2022 (31 days)
Statement Date: Feb 7, 2022
Account Number: 81986-72449
Service Address:
85633 FALL RIVER PKWY # IRR
FERNANDINA BEACH, FL 32034

Hello Amelia Walk Cdd,
Here's what you owe for this billing period.

CURRENT BILL

\$14.68
TOTAL AMOUNT YOU OWE
Feb 28, 2022
NEW CHARGES DUE BY



BILL SUMMARY

Amount of your last bill	9.68
Payments received	-9.68
Balance before new charges	0.00
Total new charges	14.68
Total amount you owe	\$14.68

(See page 2 for bill details.)

KEEP IN MIND

- Payments received after February 28, 2022 are considered late; a late payment charge, the greater of \$5.00 or 1.5% of your past due balance will apply. Your account may also be billed a deposit adjustment.



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Hearing/Speech Impaired: 711 (Relay Service)



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SUNRISE FL 33351-4761

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81986-72449 ACCOUNT NUMBER	\$14.68 TOTAL AMOUNT YOU OWE	Feb 28, 2022 NEW CHARGES DUE BY	\$ _____ AMOUNT ENCLOSED
-------------------------------	---------------------------------	------------------------------------	-----------------------------



Customer Name:
Amelia Walk Cdd

Account Number:
81986-72449

FPL.com Page 2

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E001

BILL DETAILS

Amount of your last bill	9.68
Payment received - Thank you	-9.68
Balance before new charges	\$0.00
New Charges	
Rate: RS-1 RESIDENTIAL SERVICE	
Base charge:	\$8.99
Non-fuel: <small>(First 1000 kWh at \$0.073710)</small>	\$0.30
<small>(Over 1000 kWh at \$0.083710)</small>	
Fuel: <small>(First 1000 kWh at \$0.034870)</small>	\$0.14
<small>(Over 1000 kWh at \$0.044870)</small>	
Electric service amount	9.43
Gross rec. tax/Regulatory fee	0.25
Taxes and charges	0.25
Late payment charge	5.00
Total new charges	\$14.68
Total amount you owe	\$14.68

METER SUMMARY

Meter reading - Meter ACD0023. Next meter reading Mar 8, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00126		00122		4

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Feb 7, 2022	Jan 7, 2022	Feb 5, 2021
kWh Used	4	4	0
Service days	31	31	29
kWh/day	0	0	0
Amount	\$9.68	\$9.68	\$8.55

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Electric Bill Statement
For: Jan 7, 2022 to Feb 7, 2022 (31 days)
Statement Date: Feb 7, 2022
Account Number: 64677-16194
Service Address:
85254 FALL RIVER PKWY # IRR
FERNANDINA BEACH, FL 32034

Hello Amelia Walk Cdd,
Here's what you owe for this billing period.

CURRENT BILL

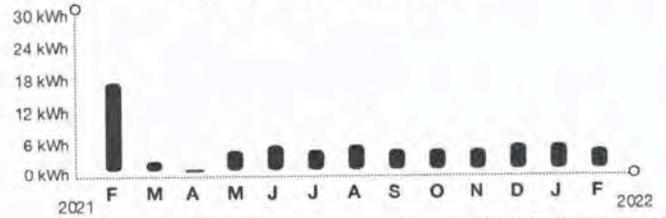
\$14.68

TOTAL AMOUNT YOU OWE

Feb 28, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY



KEEP IN MIND

- Payments received after February 28, 2022 are considered late; a late payment charge, the greater of \$5.00 or 1.5% of your past due balance will apply. Your account may also be billed a deposit adjustment.

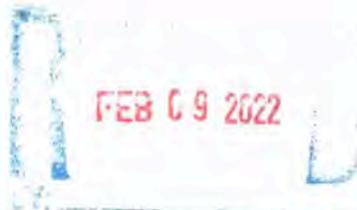
BILL SUMMARY

Table with 2 columns: Description and Amount. Rows include: Amount of your last bill (9.77), Payments received (-9.77), Balance before new charges (0.00), Total new charges (14.68), Total amount you owe (\$14.68).

(See page 2 for bill details.)

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64677-16194
ACCOUNT NUMBER

\$14.68
TOTAL AMOUNT YOU OWE

Feb 28, 2022
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED





Customer Name:
Amelia Walk Cdd

Account Number:
64677-16194

FPL.com Page 2

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BILL DETAILS

Amount of your last bill	9.77
Payment received - Thank you	-9.77
Balance before new charges	\$0.00
New Charges	
Rate: RS-1 RESIDENTIAL SERVICE	
Base charge:	\$8.99
Non-fuel: <small>(First 1000 kWh at \$0.073710)</small>	\$0.30
<small>(Over 1000 kWh at \$0.083710)</small>	
Fuel: <small>(First 1000 kWh at \$0.034870)</small>	\$0.14
<small>(Over 1000 kWh at \$0.044870)</small>	
Electric service amount	9.43
Gross rec. tax/Regulatory fee	0.25
Taxes and charges	0.25
Late payment charge	5.00
Total new charges	\$14.68
Total amount you owe	\$14.68

METER SUMMARY

Meter reading - Meter ACD5703. Next meter reading Mar 8, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00071		00067		4

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Feb 7, 2022	Jan 7, 2022	Feb 5, 2021
kWh Used	4	5	18
Service days	31	31	29
kWh/day	0	0	1
Amount	\$9.68	\$9.77	\$10.19

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Electric Bill Statement

For: Jan 19, 2022 to Feb 17, 2022 (29 days)

Statement Date: Feb 17, 2022

Account Number: 78458-32232

Service Address:

100 MAJESTIC WALK BLVD # SL
FERNANDINA BEACH, FL 32034

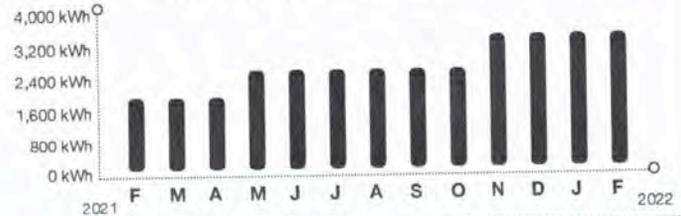
AMELIA WALK CDD,
Here's what you owe for this billing period.

CURRENT BILL

\$2,609.60
TOTAL AMOUNT YOU OWE

Mar 10, 2022
NEW CHARGES DUE BY

ENERGY USAGE HISTORY



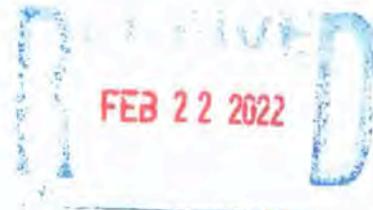
BILL SUMMARY

Amount of your last bill	2,609.60
Payments received	-2,609.60
Balance before new charges	0.00
Total new charges	2,609.60
Total amount you owe	\$2,609.60

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after May 10, 2022 is considered LATE; a late payment charge of 1% will apply.
- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.



We're here to help

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Outside Florida: 1-800-226-3545

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Hearing/Speech Impaired: 711 (Relay Service)



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AMELIA WALK CDD
5385 N NOB HILL RD
SUNRISE FL 33351-4761

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78458-32232
ACCOUNT NUMBER

\$2,609.60
TOTAL AMOUNT YOU OWE

Mar 10, 2022
NEW CHARGES DUE BY

\$ _____
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

FPL.com Page 2

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BILL DETAILS

Amount of your last bill	2,609.60
Payment received - Thank you	-2,609.60
<hr/>	
Balance before new charges	\$0.00

New Charges

Rate: SL-1 STREET LIGHTING SERVICE

Electric service amount **	2,603.25
Gross rec. tax/Regulatory fee	6.35
Taxes and charges	6.35
<hr/>	
Total new charges	\$2,609.60
<hr/>	
Total amount you owe	\$2,609.60

** Your electric service amount includes the following charges:

Non-fuel energy charge:	\$0.030820 per kWh
Fuel charge:	\$0.037500 per kWh

METER SUMMARY

Next bill date Mar 18, 2022.

Usage Type

Total kWh used

Usage

3598

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Feb 17, 2022	Jan 19, 2022	Feb 17, 2021
kWh Used	3598	3598	1973
Service days	29	33	29
kWh/day	124	109	68
Amount	\$2,609.60	\$2,609.60	\$1,454.93

Stay connected

The FPL Mobile App is the easiest way to stay connected with us. Get the app today!

[FPL.com/MobileApp](#)

Beware of scammers

FPL will never demand immediate payment with a prepaid card such as a MoneyPak.

[FPL.com/Protect](#)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

FPL.com Page 1

0009 0018 450007 ESLA

For: 01-19-2022 to 02-17-2022 (29 days)

kWh/Day: 124

Service Address:

100 MAJESTIC WALK BLVD # SL
FERNANDINA BEACH, FL 32034

Detail of Rate Schedule Charges for Street Lights

Component Code	Watts	Lumens	Owner/ Maint *	Quantity	Rate/Unit	kWh Used	Amount
C861207	74	6746	F	57	0.800000	1,482	45.60
Energy							
Non-energy					6.370000		363.09
Fixtures					1.300000		74.10
Maintenance							
F861207	74	6746	F	16	0.800000	416	12.80
Energy							
Non-energy					4.500000		72.00
Fixtures					1.300000		20.80
Maintenance							
F861227	73	6000	F	68	0.800000	1,700	54.40
Energy							
Non-energy					4.500000		306.00
Fixtures					1.300000		88.40
Maintenance							
PMF0001				141	8.890000		1,253.49
Non-energy							
Fixtures							
UCNP				4,102	0.044980		184.51
Non-energy							
Maintenance							

* F - FPL OWNS & MAINTAINS E - CUSTOMER OWNS & MAINTAINS R - CUSTOMER OWNS, FPL RELAMPS
H - FPL OWNS & MAINTAINS FIXTURE, CUST OWNS OTHER



AMELIA WALK CDD
5385 N NOB HILL RD
SUNRISE FL 33351-4761





Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

FPL.com Page 2

0010 0018 450007 ESLA

For: 01-19-2022 to 02-17-2022 (29 days)

kWh/Day: 124

Service Address:

100 MAJESTIC WALK BLVD # SL
FERNANDINA BEACH, FL 32034

Component Code	Watts	Lumens	Owner/ Maint *	Quantity	Rate/Unit	kWh Used	Amount
					Energy sub total		112.80
					Non-energy sub total		2,362.39
					Sub total	3,598	2,475.19
					Energy conservation cost recovery		1.51
					Capacity payment recovery charge		0.65
					Environmental cost recovery charge		1.66
					Transition rider credit		-18.64
					Storm protection recovery charge		7.95
					Fuel charge		134.93
					Electric service amount		2,603.25
					Gross rec. tax/Reg. fee		6.35
					Total	3,598	2,609.60

* F - FPL OWNS & MAINTAINS E - CUSTOMER OWNS & MAINTAINS R - CUSTOMER OWNS, FPL RELAMPS
H - FPL OWNS & MAINTAINS FIXTURE, CUST OWNS OTHER



Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT

Account #: 3124050420

Cycle: 03 Bill Date: 02/03/22

TOTAL SUMMARY OF CHARGES

Irrigation	\$	4,589.43
Sewer		2,648.52
Water		846.42

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

Total New Charges: \$ **8,084.37**

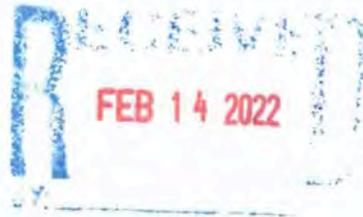


Please pay \$8,084.37 by 02/25/22 to avoid 1.5% late payment fee and service disconnections.



By turning off the faucet, following irrigation restrictions and checking for leaks, you can help preserve our most valuable natural resource.

572.431
Jan 2022



A late payment fee will be assessed for unpaid balance.

Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay
\$5,165.74	-\$5,165.74	\$0.00	\$8,084.37	\$8,084.37

WE APPRECIATE YOUR BUSINESS

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

Additional information 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.

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

Acct#: 3124050420		Bill Date: 02/03/22		Please pay by 02/25/22 to avoid 1.5% late Payment Fee.	
Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay	TOTAL AMOUNT PAID
\$5,165.74	-\$5,165.74	\$0.00	\$8,084.37	\$8,084.37	

0000099 I=10010000



99 1 MB 0.482
AMELIA WALK CDD C/O GMS-SF LLC
5385 N NOB HILL RD
SUNRISE FL 33351-4761



** JEA **
PO BOX 45047
JACKSONVILLE FL 32232-5047

01002 347042/3970928 0000099 1 I=1001000000



JEA offers a number of convenient billing and payment options. You can pay online, by phone, by mail, in person or automatically using your bank account. And you can go paperless by receiving your bill by email, which is easy for you and good for the environment.

eBill: Receive, view, and pay your bill online. JEA ebill is one of our most convenient ways to receive, view and pay your bill.

MyBudget: With MyBudget, your bill is based on a rolling 12-month average. This prevents drastic changes in your bill month to month, even in the coldest or hottest months when you use more.

Auto-Pay: Our Automatic Bill Payment service ensures your JEA bill is paid automatically. You still receive a bill, but Automatic Bill Pay deducts the amount you owe from your bank account on your due date. Once set up, you don't have to do a thing.

Pay Online: When you pay your JEA bill on jea.com, your payment is credited to your account immediately. It is free to pay using your checking or savings account. Pay by debit or credit card—convenience fees charged by card payment vendor: Payments up to \$500: \$2.20, \$500.01–\$1,000: \$4.40, \$1,000.01 - \$10,000: \$9.95.

Pay Through Your Bank: Use your bank's bill payer system to pay JEA electronically. Provide your JEA account information to your bank and enter the date and amount to pay each month.

Pay by Phone: Call 665-6000 to pay your JEA bill using our automated phone system 24 hours a day. Your payment will be credited to your account immediately.

It is free to pay using your checking or savings account. Pay by debit or credit card—convenience fees charged by card payment vendor: Payments up to \$500: \$2.20, \$500.01–\$1,000: \$4.40, \$1,000.01–\$10,000: \$9.95.

Pay by Mail: Please write your account number on your check or money order. Please include the payment stub with your payment and mail to P.O. Box 45047, Jacksonville, FL 32232-5047. Make checks payable to JEA.

Pay in Person: JEA payments are accepted at the JEA Downtown Customer Center, Winn-Dixie stores, Duval County Tax Collector offices and over 140 JEA authorized payment-only locations. Find locations at JEA.com/paymentlocations. Be sure to take a copy of your JEA bill when you go. **The JEA Downtown Customer Center, 43 W. Church Street, is open 8:00 a.m.–5:00 p.m. Monday through Friday except holidays. Closed Saturday.**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Request an Extension: We understand that sometimes things happen and you need a little more time to pay your bill. You can apply for an extension online at jea.com. Also, residential customers can call 665-6000; commercial customers can call 665-6250. Our self-serve system will let you know if you qualify and give you a new due date.

Need Help Paying Your Bill? United Way maintains a computerized database of programs that may be able to assist you in paying your utility bill. For assistance with your utility bill, dial 2-1-1 or 632-0600.

STATEMENT INFORMATION

APPLICATION AND CONTRACT FOR SERVICE—Customers may review terms and conditions of service and policies on jea.com, or may call, write or e-mail JEA to request a copy. Requesting of utility service and JEA's acceptance to provide utility service, including the rendering of a bill, constitutes a binding contractual agreement between JEA and the customer, including each financially responsible person or entity as defined by applicable State, City and Utility regulations and policies, whether or not service is listed in that individual's name.

Please review your billing statement. Should you suspect a billing or payment error, please notify us immediately at 665-6000. **Commercial customers can call us at 665-6250. You have 90 days from the statement date to request a JEA review for correction or credit.**

Customer Charge is a fixed monthly charge to maintain an account for a customer, including metering, billing and account administration.

Energy Charge pays for the cost of the electric infrastructure, contribution to the City of Jacksonville and to generate and deliver the electricity you use, excluding the cost of fuel.

Fuel Cost is determined by the Adjustable Fuel Rate, which may go up or down based on the cost of fuels JEA uses to generate electricity. A portion of the fuel charge is exempt from the Public Service Tax.

Water/Sewer Service Availability Charge is a fixed monthly charge that covers a portion of the water/sewer infrastructure and the cost to maintain an account for a customer, including metering, billing and account administration.

Conservation Charge applies only if you use more than 2,750 kWh during a billing period. If this occurs, you will be charged an additional \$.01 per kWh over 2,750 kWh to encourage conservation. Average home usage is 1,000 kWh per month.

Environmental Charge provides funding for environmental and regulatory programs.

Water Consumption/Sewer Usage Tiers are based on the amount of water you use. Typical household usage is 6 kgals or less.

Fees and Taxes are government transfers paid to city or state governments.

kgal: 1,000 gallons

cf: Cubic foot of water which equals 7.48 gallons of water

kWh: Kilowatt-hour is a measure of electrical energy. One kWh is the equivalent of using 1,000 watts for one hour. For example, if you use a 100 watt light bulb for 720 hours (i.e. for 30 days straight), you will have used 72 kWh.

ADDRESS CORRECTION

Account #

Tel: [input] - [input] - [input]

Address: [input]
[input]

City: [input] State: [input] Zip Code: [input] - [input]

E-mail: [input]



Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT
 Cycle: 03 Bill Date: 02/03/22

Account #: 3124050420

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 84703 FALL RIVER PY APT IR01

Service Period: 12/29/21 - 01/31/22 Reading Date: 01/31/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
76553197	33	152	Regular	1	27000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					51.47
Environmental Charge					9.99
TOTAL CURRENT IRRIGATION CHARGES					\$ 141.13

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85059 MAJESTIC WALK BV APT IR01

Service Period: 12/23/21 - 01/31/22 Reading Date: 01/31/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
82157379	39	637	Regular	1	53000 GAL
Basic Monthly Charge					\$ 40.95
Tier 1 Consumption (1-14 kgal @ \$3.44)					62.62
Tier 2 Consumption (> 14 kgal @ \$3.96)					137.80
Environmental Charge					19.61
TOTAL CURRENT IRRIGATION CHARGES					\$ 260.98

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85108 MAJESTIC WALK BLVD

Service Period: 12/23/21 - 02/01/22 Reading Date: 02/01/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
66898811	40	4882	Regular	1	275000 GAL
Basic Monthly Charge					\$ 42.00
Tier 1 Consumption (1-14 kgal @ \$3.44)					64.23
Tier 2 Consumption (> 14 kgal @ \$3.96)					1,015.07
Environmental Charge					101.75
TOTAL CURRENT IRRIGATION CHARGES					\$ 1,223.05

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85254 FALL RIVER PY APT IR01

Service Period: 12/23/21 - 01/22/22 Reading Date: 01/22/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
89140510	30	1033	Regular	1	61000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					186.11
Environmental Charge					22.57
TOTAL CURRENT IRRIGATION CHARGES					\$ 288.35

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 12/28/21 - 01/28/22 Reading Date: 01/28/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
86638079	31	23163	Regular	2	168000 GAL
Basic Monthly Charge					\$ 100.80
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					609.83
Environmental Charge					62.16
TOTAL CURRENT IRRIGATION CHARGES					\$ 820.96

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 12/28/21 - 01/28/22 Reading Date: 01/28/2022

Service Point: Irrigation 2 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133220	31	85685	Regular	1 1/2	334000 GAL
Basic Monthly Charge					\$ 63.00
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					1,267.19
Environmental Charge					123.58
TOTAL CURRENT IRRIGATION CHARGES					\$ 1,501.94

01002 347042/3970928 0000099 2 1=1001000000



Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT

Account #: 3124050420

Cycle: 03

Bill Date: 02/03/22

SEWER SERVICE

Billing Rate: Commercial Sewer Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 12/28/21 - 01/31/22 Reading Date: 01/31/2022

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67579885	34	4165	Regular	2	388000 GAL
Basic Monthly Charge					\$ 169.20
Sewer Usage Charge					2,335.76
Environmental Charge					143.56
TOTAL CURRENT SEWER CHARGES					\$ 2,648.52

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 12/24/21 - 01/31/22 Reading Date: 01/31/2022

Service Point: Commercial - Water

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77677281	38	0	Regular	3/4	0 GAL
Basic Monthly Charge					\$ 23.94
TOTAL CURRENT WATER CHARGES					\$ 23.94

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 12/28/21 - 01/31/22 Reading Date: 01/31/2022

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67579885	34	4165	Regular	2	388000 GAL
Basic Monthly Charge					\$ 100.80
Water Consumption Charge					578.12
Environmental Charge					143.56
TOTAL CURRENT WATER CHARGES					\$ 822.48

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85377 MAJESTIC WALK BV APT IR01

Service Period: 12/23/21 - 01/31/22 Reading Date: 01/31/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
82157504	39	786	Regular	1	56000 GAL
Basic Monthly Charge					\$ 40.95
Tier 1 Consumption (1-14 kgal @ \$3.44)					62.62
Tier 2 Consumption (> 14 kgal @ \$3.96)					149.68
Environmental Charge					20.72
TOTAL CURRENT IRRIGATION CHARGES					\$ 273.97

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

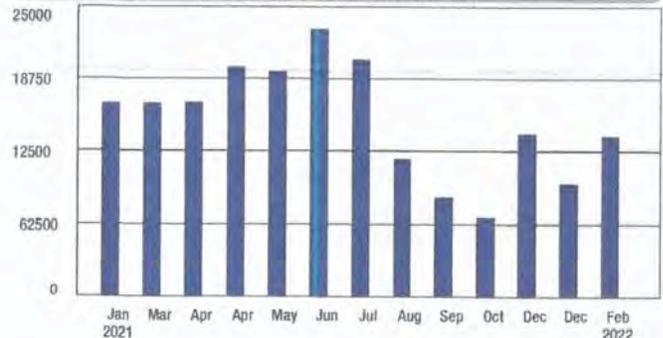
Service Address: 85633 FALL RIVER PY APT IR01

Service Period: 12/23/21 - 01/31/22 Reading Date: 01/31/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
89240294	39	383	Regular	1	10000 GAL
Basic Monthly Charge					\$ 40.95
Tier 1 Consumption (1-14 kgal @ \$3.44)					34.40
Environmental Charge					3.70
TOTAL CURRENT IRRIGATION CHARGES					\$ 79.05

CONSUMPTION HISTORY



	1 year ago	Last Month	This Month	Average Daily
Total Kwh used				
Total Gallions used	1,659,002	958,001	1,372,001	36,105



PO Box 16573
 Fernandina Beach, FL 32035
 (904) 430-7524
 johnnys.ac.fb@gmail.com

APPROVED

By Alex Boyer at 9:51 am, Feb 11, 2022

Amenity-Facility Maintenance

Invoice

DATE	02/04/2022
INVOICE#	7684
TERMS	Cash On Delivery

BILL TO
Amelia Walk Clubhouse 85287 Majestic Walk Boulevard Fernandina Beach FL 32034 aboyer@evergreen-lm.com

SERVICE LOCATION
Clubhouse/ Amelia Walk 85287 Majestic Walk Boulevard Fernandina Beach.FL.32034

JOB#	DATE	PO/REF#	DESCRIPTION
70374976	01/31/2022		Customer said her system is off and T-stat appears to be blank Completion Notes: Replaced contactor, System working properly found no additional issues 2-9-22 Separate issue found today wire repair, not add' service charge just repair to wiring.

Job Charges	Rate	Total
Service Call		
Replace contactor		
3 pole contactor		
Wire Repair		
Job Subtotal		\$255.00
Job Total		\$255.00

572 340

PRE-WORK SIGNATURE

POST-WORK SIGNATURE

Signed By:

Signed By:

CUSTOMER MESSAGE

Invoice Total:	\$255.00
Deposits (-):	\$0.00
Payments (-):	\$0.00
Total Due:	\$255.00



INVOICE

Invoice # 1190
Date: 02/05/2022
Due On: 03/07/2022

P.O. Box 6386
Tallahassee, Florida 32314

Amelia Walk CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

AWCDD-01

Amelia Walk CDD - General Coun

Type	Date	Notes	Quantity	Rate	Total
Service	01/04/2022	Review Evergreen correspondence and confer with Laughlin on same	0.10	\$280.00	\$28.00
Service	01/09/2022	review board member communication on evergreen and lake maintenance contractor questions; review and prepare summary of same	0.20	\$280.00	\$56.00
Service	01/10/2022	Review/finalize prompt payment policies and confer with staff on same	0.10	\$280.00	\$28.00
Service	01/10/2022	Review and distribute Revised Prompt Payment Policies Resolution	0.10	\$165.00	\$16.50
Service	01/12/2022	Review correspondence on lake maintenance and maps related to same; review draft agenda and confer with staff on same	0.20	\$280.00	\$56.00
Service	01/13/2022	Prepare for Board meeting, including review of agenda package; update RFP documents and confer with DM on same; confer re: lake maintenance scope; confer re: evergreen response to deficiency and options for same	1.20	\$280.00	\$336.00
Service	01/14/2022	Confer with DM re: RFP status, response to deficiency notices and other district matters	0.40	\$280.00	\$112.00
Service	01/14/2022	Review agenda materials and background and update agenda memo	0.30	\$250.00	\$75.00
Service	01/17/2022	Confer with DM re: status of Evergreen repayment and RFP documents; confer re: pond maintenance status and transmit same	0.30	\$280.00	\$84.00
Expense	01/18/2022	Gas: JLK - Travel monthly meeting - Ulee	0.50	\$26.50	\$13.25
Expense	01/18/2022	Meals: JLK - Travel monthly meeting	0.50	\$23.08	\$11.54

Service	01/18/2022	Travel to/from and attend Board meeting; finalize meeting preparations and post meeting wrap up with district manager	6.10	\$280.00	\$1,708.00
Service	01/19/2022	Monitor legislation and prepare newsletter for same	0.30	\$280.00	\$84.00
Service	01/19/2022	Draft Lake Maintenance Agreement with Sitex; correspond with Hogge, Kilinski regarding same	1.80	\$165.00	\$297.00
Expense	01/19/2022	Gas: JLK - Travel monthly meeting - TLH	0.50	\$27.34	\$13.67
Expense	01/19/2022	Rental Car Expenses: JLK - Travel monthly meeting	0.50	\$100.00	\$50.00
Service	01/19/2022	Review/edit and disseminate lake maintenance agreement and exhibits; update prompt payment policies and transmit same; update RFP with combined feedback; confer with DM re: status of Evergreen reimbursement and letter summary of same; confer re: solitude proposal updates	0.80	\$280.00	\$224.00
Service	01/20/2022	Review correspondence on fountain and lake maintenance contracts and proposal updates for same; confer with DM re: notice of District property impairments; continue updating RFP documents; confer re: towing and parking enforcement rules and options and transmit information on same	1.00	\$280.00	\$280.00
Service	01/20/2022	Research parking enforcement.	0.30	\$250.00	\$75.00
Service	01/20/2022	Draft Sitex agreement to replace fountains, action items from meeting	0.80	\$250.00	\$200.00
Service	01/20/2022	Revise scope of the amenity management RFP and adjust contract.	1.50	\$225.00	\$337.50
Service	01/21/2022	Revise scope of the amenity management RFP and adjust contract.	0.90	\$225.00	\$202.50
Service	01/24/2022	Research authority for parking enforcement.	0.30	\$250.00	\$75.00
Service	01/24/2022	Conference call re: RFP amendments and various structural changes to same; research related to HOA enforcement of CDD rules and ability for parking/towing information and transmit research on same	0.80	\$280.00	\$224.00
Service	01/25/2022	Confer re: HOA agreement and enforcement opportunities; review various RFP edits to package and updates related to same	0.50	\$280.00	\$140.00
Service	01/25/2022	Review supervisor comments to the Amenity Center RFP and related correspondence.	0.20	\$225.00	\$45.00
Service	01/27/2022	Confer re: lake maintenance contract and updates/ comments to RFP	0.30	\$280.00	\$84.00
Service	01/27/2022	Review and edit January meeting minutes, draft SOLitude termination letter.	1.10	\$250.00	\$275.00

Service	01/27/2022	Integrate supervisor comments into the Amenity Center RFP and re-circulate to staff.	0.50	\$225.00	\$112.50
Service	01/28/2022	Confer re: lake maintenance agreement and review same; update and disseminate termination notice; confer re: RFP documents and confer on same	0.70	\$280.00	\$196.00
Service	01/28/2022	Revised and edit termination notice.	0.10	\$250.00	\$25.00
Service	01/28/2022	Integrate supervisor comments into the Amenity Center RFP and re-circulate to staff.	1.10	\$225.00	\$247.50
Service	01/29/2022	Review RFP correspondence and continue updating RFP documents on same	0.30	\$280.00	\$84.00
Service	01/31/2022	Confirm District's website is listed on DEO's site; audit District website to ensure compliance with statutory requirements for content; search county records to confirm recording of Public Facilities Report.	0.40	\$225.00	\$90.00
				Total	\$5,885.96

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
1190	03/07/2022	\$5,885.96	\$0.00	\$5,885.96	
				Outstanding Balance	\$5,885.96
				Total Amount Outstanding	\$5,885.96

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

513 31500

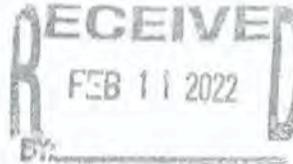
Municipal Asset Management, Inc.

25288 Foothills Drive North
Suite 225
Golden, CO 80401
(303) 273-9494

INVOICE

INVOICE NO: 0618374
DATE: 2/1/2022

To: Amelia Walk Community Development Dist
Sharon Rosina
475 West Tower Place, Suite 114
Saint Augustine, FL 32092



DUE DATE	RENTAL PERIOD
3/8/2022	

PMT NUMBER	DESCRIPTION	AMOUNT
32	Lease payment on Tax-Exempt Lease Purchase Agreement dated May 8, 2019 for the acquisition of fitness equipment. <i>572.4400</i> <i>Feb 2022</i>	1,217.01

TOTAL DUE

\$1,217.01

Please detach coupon and return with check payable to MUNICIPAL ASSET MANAGEMENT, INC. and remit to address above.

If you have any questions concerning this invoice,
call: Municipal Asset Management, Paul Collings, (303) 273-9494.

THANK YOU FOR YOUR BUSINESS!

Invoice #	Due Date	Total Due	Amount Enclosed
0618374	3/8/2022	\$1,217.01	

Amelia Walk Community Development Dist
Sharon Rosina
475 West Tower Place, Suite 114
Saint Augustine, FL 32092

Municipal Asset Management, Inc.
25288 Foothills Drive North
Suite 225
Golden, CO 80401



Invoice

7643 Gate Parkway
Suite# 104-167
Jacksonville, FL 32256

Date	Invoice #
2/22/2022	5933B

Bill To
Amelia Walk CDD 475 West Town Place, Ste 114 St. Augustine, FL 32092

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Monthly Lake Maintenance- 17 Ponds-February <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>APPROVED By Alex Boyer at 11:31 am, Feb 25, 2022</p> </div> O&M Lake Contract	2,385.00	2,385.00
		Balance Due	\$2,385.00



Invoice

7643 Gate Parkway
 Suite# 104-167
 Jacksonville, FL 32256

Date	Invoice #
3/1/2022	5835B

Bill To
 Amelia Walk CDD
 475 West Town Place, Ste 114
 St. Augustine, FL 32092

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Monthly Lake Maintenance- 17 Ponds-March	2,385.00	2,385.00
		Balance Due	\$2,385.00