

Amelia Walk
Community Development District

April 19, 2022

AGENDA

**Amelia Walk
Community Development District**

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

April 12, 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, April 19, 2022, at 2:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida 32034.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment
- III. Approval of the Minutes of the March 15, 2022 Board of Supervisors Meeting
- IV. Consideration of Proposals for Amenity Center Management
 - A. Evergreen Lifestyles Management
 - Addendum
 - B. Castle Group
 - Addendum
 - C. GMS
 - Addendum
- V. Discussion on the Fiscal Year 2023 Budget
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer – Consideration of Requisition 87
 - C. District Manager
 - D. Community Manager - Report
- VII. Supervisor Requests and Audience Comments

- VIII. Other Business
- IX. Financial Reports
 - A. Balance Sheet & Income Statement
 - B. Assessment Receipts Schedule
 - C. Approval of Check Register
- X. Next Meeting Scheduled for May 17, 2022 at 2:00 p.m. at the Amelia Walk Amenity Center
- XI. 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, March 15, 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
Brad Thomas	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Dan McCranie	District Engineer (by phone)
Brian Quillen	Evergreen Lifestyles Management

The following is a summary of the discussions and actions taken at the March 15, 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 January 18, 2022 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 January 18, 2022 meeting were approved.
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FOURTH ORDER OF BUSINESS

**Ratification of Amenity Center Management
RFP Documents**

Mr. Laughlin noted that this item is for bookkeeping purposes as the RFP documents have been discussed at previous meetings and revisions have been made in between meetings.

On MOTION by Ms. Gilpin seconded by Mr. Robinson with all in favor the amenity center management RFP documents were ratified.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Amenity Center Management

- A. Evergreen Lifestyles Management**
- B. Castle Group**
- C. GMS**

Ms. Gentry informed the Board her firm circulated the RFP documents, and three responses were received from Evergreen Lifestyles Management, Castle Group and GMS, which are all reputable companies who are qualified to perform the services. A summary of the pricing proposed by each proposer, with and without janitorial services, was provided within the agenda package. Given that this is an informal RFP process, the proposer will be chosen by a motion, second and vote. Each proposer had representatives present and were given an opportunity to present their proposal to the Board and answer any questions the board members had. During Evergreen's question and answer session they clarified that their proposed fee includes the amenity manager performing janitorial duties. If the Board preferred to outsource janitorial duties, the monthly fee would be reduced by \$700.

Ms. Gilpin left the meeting during this time.

The Board discussed their opinions and concerns for each vendor including some concern over the lack of stated fees for Castle Group in future years, and concern over negotiating details of appropriate staffing and associated hours with GMS. Mr. Kern made the following motion to rank Castle Group number one.

On MOTION by Mr. Kern motioned to rank Castle Group #1, GMS #2, and Evergreen #3. Mr. Thomas seconded the motion. With Mr. Jentz and Mr. Robinson opposed, the motion failed

The Board deferred further discussion on this item to give Ms. Gilpin a chance to return to the meeting.

SIXTH ORDER OF BUSINESS**Update on Parking Enforcement**

Mr. Laughlin informed the Board the way Nassau County works is the street signs are color coded. The Sheriff's Office assumption was the blue street signs are private roads, which the Sheriff's Office will not enforce. Mr. Laughlin contacted the Sheriff's Office and clarified that the CDD's roads are public and filled out any necessary paperwork to allow the officers to respond to calls of any parking issues. Mr. Kern also noted the HOA has adopted a parking policy to support the document adopted by the District to restrict parking in certain areas.

SEVENTH ORDER OF BUSINESS**Discussion on Road Repairs**

Mr. Laughlin pointed the Board's attention to the pictures provided by Mr. Robinson that were included in the agenda package, depicting areas in need of repair. The Board first discussed the damaged curb and driveway located at 85080 Bistineau Court. Mr. McCranie stated that he was not concerned that the damage would cause problems for the CDD in terms of the storm drain system as he believes the driveway and curb were cracked during construction, and should be the responsibility of the home builder to repair. Mr. Laughlin offered to send a letter to the homebuilder informing them of the damage to CDD property and requesting it be repaired. Mr. Kern stated that the homebuilder needs to be made aware of the expectation of the extent of a permanent repair, as the resident stated the homebuilder has already made a temporary repair, and Mr. McCranie will need to oversee and accept the work.

Next the Board discussed a hole adjacent to Majestic Walk Boulevard and Majestic Walk Circle that has been left open since February. Mr. Quillen stated that he would ask Trim All to look into whether it is the result of an irrigation repair.

Lastly, Mr. Robinson informed the Board of the issues with vehicles doing burnouts on Stonehurst, which has destroyed the asphalt in some areas. Mr. Thomas has obtained tag numbers, which Mr. Robinson stated he would like to see given to the police to begin the process of attempting to get reimbursed for any repairs that will need to be made. Ms. Gentry stated that a police report could be filed.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Ms. Gentry informed the Board that the legislative session concluded on March 11th. Ms. Kilinski is working on a final list of the bills that have passed to provide an update to distribute to the Board members.

B. District Engineer

Mr. McCranie informed the Board he is finalizing the stormwater needs analysis report and will send the report to District Counsel and the District Manager to ensure it meets all expectations. The report will then be included on the next month's agenda for the Board's review.

Item VIII-D-2 was moved up the agenda to get the engineer's feedback on the item.

D. Community Manager**2. Ratification of Asphalt Repair on Spruce Run**

Mr. McCranie recommended approval of the proposal from Hope Underground Utilities to investigate the reason for the potholes on Spruce Run. Mr. Laughlin noted an agreement has already been drafted and circulated for the repair.

On MOTION by Mr. Robinson seconded by Mr. Jentz with all in favor the proposal from Hope Underground Utilities for asphalt repair on Spruce Run was ratified.

C. District Manager

Mr. Laughlin informed the Board a general election is scheduled for this year and provided forms that would be needed if there is interest in becoming a candidate to fill one of the seats up for election, which are seats 1, 2 and 4. The qualifying period is from noon on June 13, 2022, to noon on June 17, 2022.

Mr. Robinson asked for an update on the damage to CDD property on Fallen Leaf Drive as a result of a resident making improvements to their property. Mr. Laughlin stated that he has been in communication with the resident on the issue and would forward the emails to Mr.

Robinson to review. Mr. Kern stated that it would be appropriate for the HOA to get involved as well, because the resident should have received prior approval from the HOA for the improvements.

D. Community Manager (Continued)

1. Report

Mr. Quillen provided an overview of his report, a copy of which was included in the agenda package. In regard to the homeowner request to replace a soccer goal and repair another, the Board asked that Mr. Quillen bring back pricing for consideration.

NINTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There were no supervisor requests.

Audience Comments

Ms. Valarie Wright, 85456 Fallen Leaf, asked what the plans are to make the Fallen Leaf common area consistent with the other streets in terms of the landscaping and street signs. She also noted there was silt fence left on one side of the preserve by the homebuilder. Mr. Kern responded that the builder should remove all the silt fencing once the lots have been stabilized. Regarding the common area question, he is not aware of any plans currently, but the field operations team could look at what needs to be done in the area to be brought to the Board to consider.

Ms. Joyce, 85165 Fall River Parkway, stated that the sandbar repair work is done in pond 14 and asked if there are plans for the new pond maintenance company to take care of other ongoing issues with the pond. She also stated that on the corner of Fall River Parkway and Majestic Walk, there is still mole damage. Lastly, she stated that the corner of Fall River and River Birch is an eyesore and asked if there is a plan for that area. Mr. Quillen stated that the mole damage was reported to Trim All to get the area presentable again. Mr. Laughlin was not aware of a plan for the River Birch / Fall River corner, so staff would need to get with Trim All if it's a common area.

Ms. Jill Kosher, 85288 River Birch, stated that her family is new the community and was not provided any information about the CDD. Mr. Laughlin provided the CDD's website,

www.AmeliaWalkCDD.com which contains the public records such as minutes, budgets, audits, and documents such as the parking and fishing policies.

Mr. Mike, 85010 Bistineau, asked if the CDD is responsible for the water mains underneath the road and if so, are they also responsible for fire hydrant maintenance. Mr. Kern responded that JEA is responsible for the fire hydrant maintenance.

Mr. Robinson asked for an update on the status of the fountain replacement. Mr. Quillen responded that it has been ordered. Mr. Robinson then asked if the quotes were still good for installing fountains in Phase 4. Mr. Kern responded that they are and the agreement for the installation is being finalized.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH 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 \$69,021.054.

Mr. Robinson asked for clarification on the charges for Bates Security and Envera Systems in the check register. Mr. Laughlin responded that Envera monitors the security cameras and Bates Security handles the access system.

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

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Amenity Center Management (Continued)

Given that the fifth board member was not able to return to the meeting and the remaining four were split as to who to rank the number one proposer, the Board decided to table this item until the next meeting. The Board would like more itemized pricing, the same itemized pricing from each proposer to be able to compare apples to apples, an answer as to what the pricing would be for years two and three, and responsibilities made clear for each position (amenity manager, lifestyle coordinator, field operations, janitorial etc.)

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 19, 2022 at
2:00 p.m. at the Amelia Walk Amenity
Center**

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kern seconded by Mr. Thomas with all in favor the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

A.

CDD & AMENITY MANAGEMENT

AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

MARCH 2022



YOUR COMMUNITY.
YOUR HOME.
YOUR EVERGREEN.



EVERGREEN
LIFESTYLES MANAGEMENT

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Here We Grow Again!
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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.



DENNESE MARTINEZ *Chief Financial Officer*

Dennese 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. Dennese 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!

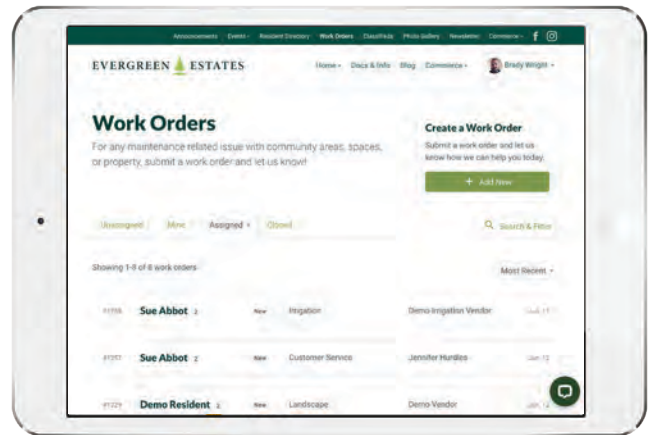
POWERFUL TOOLS THAT SEAMLESSLY CONNECT OUR BUSINESS TO YOURS

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

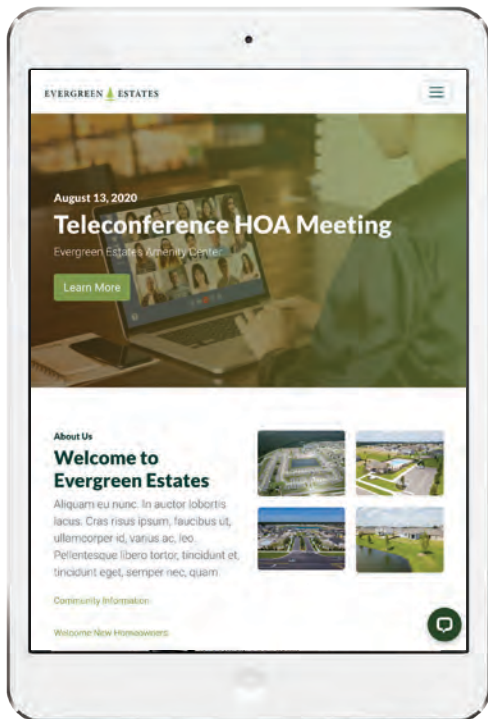
Our entire online platform is managed in-house. The onsite community manager and lifestyles director, as well as anyone assigned, will have full administrative control of all online activity. They will also have 24/7 support from our IT team.

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.

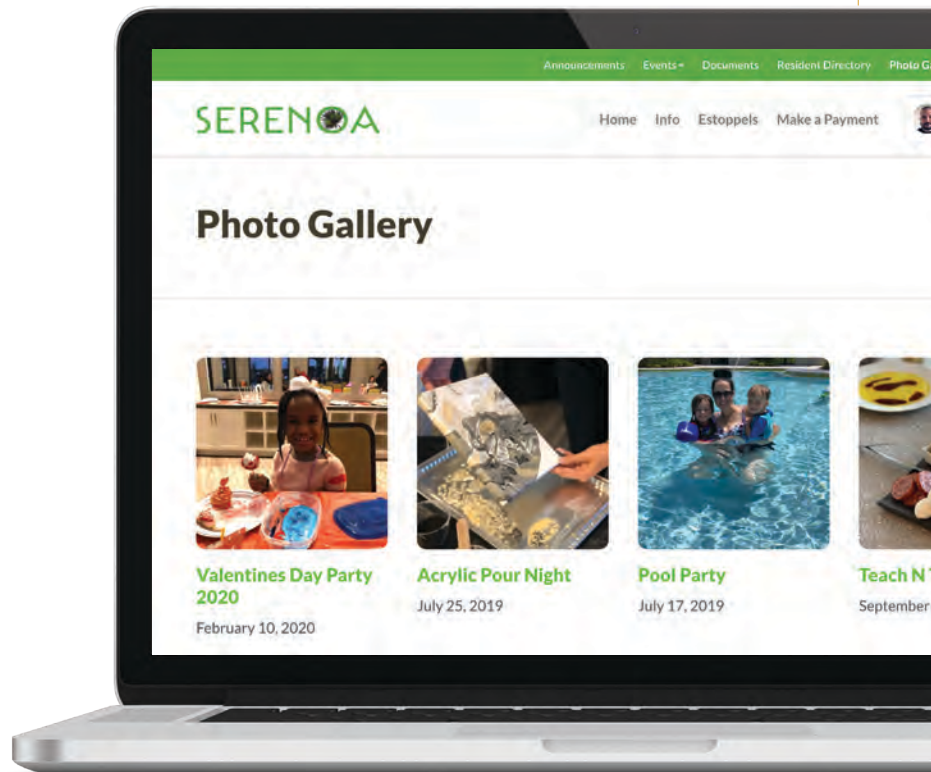


LIFESTYLE COMMUNITY WEBSITES

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

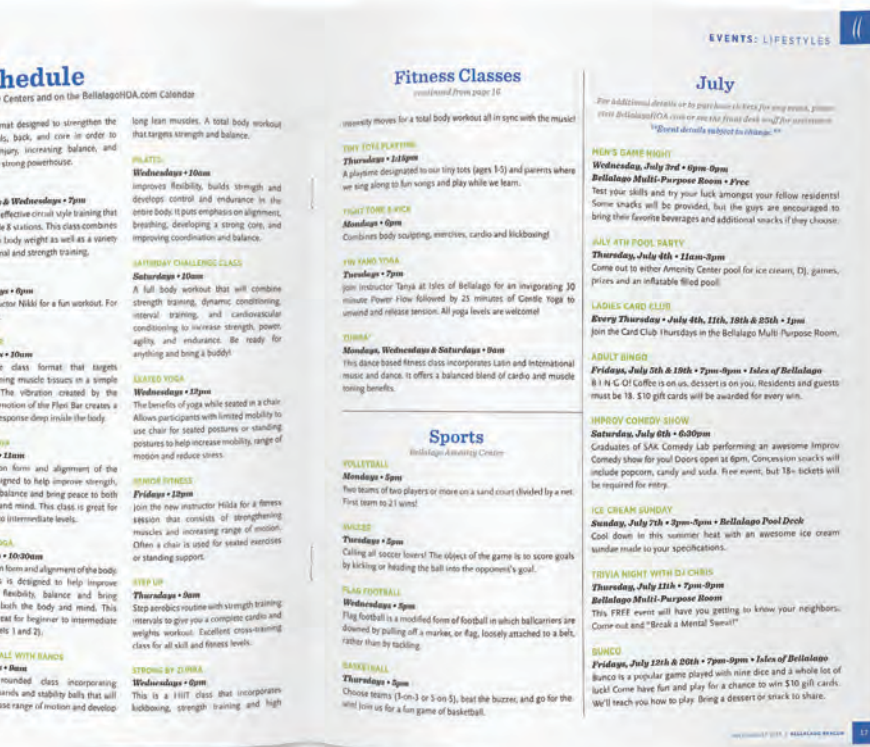
A quality Lifestyle Program starts with a well managed amenity center. The Evergreen family of companies have over 16 years in facility management of clubhouses, onsite restaurants, and commercial retail management. Currently we manage over many large clubhouses and onsite restaurants, and several onsite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

— OTHELLO 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

AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

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 for 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 _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
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: Janet Smith
Title: VP, Business Development

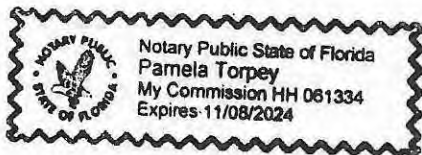
STATE OF Florida
COUNTY OF Nassau

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 SANIE LINSOTT as VP Business of Evergreen Lifestyles mgmt who is either personally known to me or produced _____ as identification.

Pamela Torpey
NOTARY PUBLIC, STATE OF FLORIDA

(NOTARY SEAL)

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



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 _____

- *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@greenpointellc.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

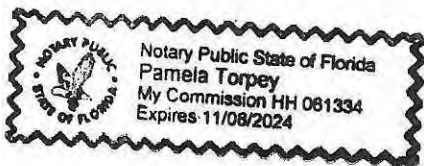
By: Janie Linscott

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.

(NOTARY SEAL)



Pamela Torpey
NOTARY PUBLIC, STATE OF FLORIDA

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



EVERGREEN
LIFESTYLES MANAGEMENT



INSURANCE CERTIFICATE



EVERLIF-01

D2MEVANS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/01/2021

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

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

PRODUCER License # L077730 AssuredPartners, Lake Mary 300 Colonial Center Parkway, Suite 270 Lake Mary, FL 32746	CONTACT NAME: PHONE (A/C, No, Ext): (407) 982-4451 FAX (A/C, No): E-MAIL ADDRESS: <table style="width: 100%;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A : Westfield Insurance Company</td> <td>24112</td> </tr> <tr> <td>INSURER B : Lloyd's of London</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Westfield Insurance Company	24112	INSURER B : Lloyd's of London		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															
INSURED Evergreen Lifestyles Management, LLC 2100 S Hiwassee Road Orlando, FL 32835															

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CWP8153453	7/28/2021	7/28/2022	<table style="width: 100%;"> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td> <td style="text-align: right;">\$ 500,000</td> </tr> <tr> <td>MED EXP (Any one person)</td> <td style="text-align: right;">\$ 1,000</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: right;">\$ 2,000,000</td> </tr> <tr> <td>PRODUCTS - COMP/OP AGG</td> <td style="text-align: right;">\$ 2,000,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 1,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
EACH OCCURRENCE	\$ 1,000,000																				
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PRODUCTS - COMP/OP AGG	\$ 2,000,000																				
	\$																				
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CWP8153453	7/28/2021	7/28/2022	<table style="width: 100%;"> <tr> <td>COMBINED SINGLE LIMIT (Ea accident)</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>BODILY INJURY (Per person)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>BODILY INJURY (Per accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>PROPERTY DAMAGE (Per accident)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																				
BODILY INJURY (Per person)	\$																				
BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CWP8153453	7/28/2021	7/28/2022	<table style="width: 100%;"> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">\$ 5,000,000</td> </tr> <tr> <td>AGGREGATE</td> <td style="text-align: right;">\$ 5,000,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> </table>	EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000		\$								
EACH OCCURRENCE	\$ 5,000,000																				
AGGREGATE	\$ 5,000,000																				
	\$																				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				<table style="width: 100%;"> <tr> <td>PER STATUTE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>OTH-ER</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td style="text-align: right;">\$</td> </tr> </table>	PER STATUTE	\$	OTH-ER	\$	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$				
PER STATUTE	\$																				
OTH-ER	\$																				
E.L. EACH ACCIDENT	\$																				
E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				
A	Property			CWP8153453	7/28/2021	7/28/2022	SEE NOTES														
B	Professional Liabili			TBD	7/28/2021	7/28/2022	Per Claim <div style="text-align: right;">2,000,000</div>														

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

CERTIFICATE HOLDER**CANCELLATION**

	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
	<p>AUTHORIZED REPRESENTATIVE</p> <div style="text-align: center;"> </div>

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

CDD & AMENITY MANAGEMENT

Amelia Walk Community Development District

APRIL 2022



REALMANAGE
FAMILY OF BRANDS



EVERGREEN
LIFESTYLES MANAGEMENT

Gm GrandManors

ADDENDUM FORMS
PROPOSAL FOR AMENITY MANAGEMENT SERVICES
AMELIA WALK CDD

Type Name of Proposer: Evergreen Lifestyles Management, LLC

A. Proposed Level of Service Detail

Baseline On-Site Staffing:

Please identify all staff members proposed to be staffed on-site:

Position 1 Title: Facilities Manager

Hours staffed on-site: 40

Billing (Year 1): ☒ Hourly: \$ 30.00 /hour ☐ Monthly: \$ _____ /month

Which category of services will this position provide? (Check all that apply):

- ☐ Facility Attendant Services
- ☐ Lifestyle/Activities Programming Services
- ☐ Field Operations/Contract Management
- ☒ Facilities Maintenance
- ☐ Other: _____

Brief description of job duties: Oversight of amenities, vendor management,
janitorial, ordering supplies, light maintenance, etc.

Hourly pay includes burden rate.

Position 2 Title: _____

Hours staffed on-site: _____

Billing (Year 1): ☐ Hourly: \$ _____ /hour ☐ Monthly: \$ _____ /month

Which category of services will this position provide? (Check all that apply):

- ☐ Facility Attendant Services
- ☐ Lifestyle/Activities Programming Services

☐ Field Operations/Contract Management

☐ Facilities Maintenance

☐ Other: _____

Brief description of job duties: _____

Position 3 Title: _____

Hours staffed on-site: _____

Billing (Year 1): ☐ Hourly: \$ _____/hour ☐ Monthly: \$ _____/month

Which category of services will this position provide? (Check all that apply):

☐ Facility Attendant Services

☐ Lifestyle/Activities Programming Services

☐ Field Operations/Contract Management

☐ Facilities Maintenance

☐ Other: _____

Brief description of job duties: _____

If additional on-site personnel are proposed, please attach additional sheets and provide the information requested above for each position.

Will any lifestyle/activities programming services be performed by personnel who are not on-site? If so, please explain:

Yes, offsite Lifestyles Coordinator dedicated to Amelia Walk 20 hours per week included in monthly management fee.

If the District chooses to reduce or increase its desired level of activities and lifestyle programming, how does that impact the pricing provided in this proposal?

Part time is included in base management fee. If number of hours dedicated to Amelia Walk increases to more than 32 hours per week, this would become a full-time position and salary would be billed back to CDD plus burden rate.

Janitorial Staffing:

If the Proposer is selected to provide janitorial services, who will perform these services? (Circle one and provide requested details):

☒ a. A staff member who is already present at the facilities

Which staff member? Facilities Manager

Is there any additional charge for this service? N/A

b. A new staff member affiliated with the Proposer

Position title: _____

Hourly Rate: \$ _____ OR Flat Fee: \$ _____

c. A subcontractor

Not-to-exceed amount for services: \$ _____

Amount to be paid to subcontractor: \$ _____

Markup retained by Proposer: \$ _____

Facility Maintenance:

Is any routine facilities maintenance included in the pricing provided? (Circle one and provide requested details)

- a. Yes** (Please identify the existing staff member who would perform the maintenance and the types of tasks anticipated to be within their job duties. The items listed below are examples of common maintenance tasks, but please list any other types of repairs that would be within the scope for the pricing provided. Attach additional sheets if necessary)

Yes, performed by Facilities Manager

- ☐ Irrigation repairs Currently part of landscape vendor contract
- ☒ Pressure washing Twice per year included in proposal.
- ☒ Tennis Court Maintenance Bi-weekly washing included in proposal.
- ☐ Pool Area Maintenance (awnings, pavers, etc.) Onsite will work with vendor on maintenance concerns.
- ☒ Basic electrical repairs _____
- ☒ Basic plumbing repairs _____
- ☐ Other: _____

b. No

For facilities maintenance needs that are not included in the pricing provided, does the Proposer offer any additional in-house facilities maintenance personnel? (Circle one and provide requested details)

a. Yes

Not including materials (which are to be billed at cost with no markup), what is the labor rate for these additional facilities maintenance services?

What types of services are available for this additional cost? Check all that apply and provide any necessary qualifying details.

- ☐ Irrigation repairs _____
- ☐ Pressure washing _____
- ☐ Tennis Court Maintenance _____
- ☐ Pool Area Maintenance (awnings, pavers, etc.) _____
- ☐ Basic electrical repairs _____

- ☐ Basic plumbing repairs _____
- ☐ Other: _____
- _____

☒ **b.** No

How would subcontracted facilities maintenance services be billed?

- a. At actual cost, with no markup
- b. At actual cost, plus _____ markup
- c. Flat rate not to exceed: \$ _____
- ☒ **d.** Proposer offers no option for subcontracted facilities maintenance. All facilities maintenance would be contracted directly through the District.

B. Compensation including Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing				
	<i>Rate for Position #1</i>	\$62,400	\$64,896	\$68,120
	<i>Rate for Position #2, if needed</i>			
	<i>Rate for Position #3, if needed</i>			
	<i>Separate management fee (if applicable)</i>	\$50,400	\$50,400	\$50,400
	<i>Annual Subtotal</i>	\$112,800	\$115,296	\$118,520
Janitorial Services	<i>Total</i>	Included	Included	Included
Facilities Maintenance Technician	<i>Total Not to Exceed</i>			
	<i>Hourly Rate</i>			

C. Compensation excluding Janitorial Services


Service		Year 1	Year 2	Year 3
Staffing				
	<i>Rate for Position #1</i>	\$62,400	\$64,896	\$68,120
	<i>Rate for Position #2, if needed</i>			
	<i>Rate for Position #3, if needed</i>			
	<i>Separate management fee (if applicable)</i>	\$42,000	\$42,000	\$42,000
	<i>Annual Subtotal</i>	\$104,400	\$106,896	\$110,120
Facilities Maintenance Technician	<i>Total Not to Exceed</i>			
	<i>Hourly Rate</i>			

Addendum Affidavit

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

Dated this 6th day of April, 2022.


Type Name of Proposer: Evergreen Lifestyles Managment, LLC

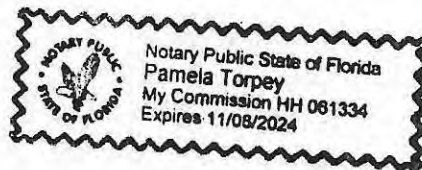

By: Janie Linscott
Title: VP of Business Development

STATE OF FL
COUNTY OF Nassau

The foregoing instrument was sworn and subscribed before me by means of ☐ in person appearance or ☐ online notarization this 6th day of April, 2022, by Janie Linscott as VP, Business Development of Evergreen Lifestyles Managment, LLC, who is either personally known to me or produced as identification.

(NOTARY SEAL)


NOTARY PUBLIC, STATE OF FLORIDA
Name: PAMELA TORPEY
(Name of Notary Public, Printed, Stamped or
Typed as Commissioned)



REALMANAGE
FAMILY OF BRANDS



EVERGREEN
LIFESTYLES MANAGEMENT



**YOUR COMMUNITY.
YOUR HOME.
YOUR EVERGREEN.**

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
Vice President 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

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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,

A handwritten signature in black ink, appearing to read "James Donnelly".

James Donnelly
Founder & Chief Executive Officer

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Who We Are

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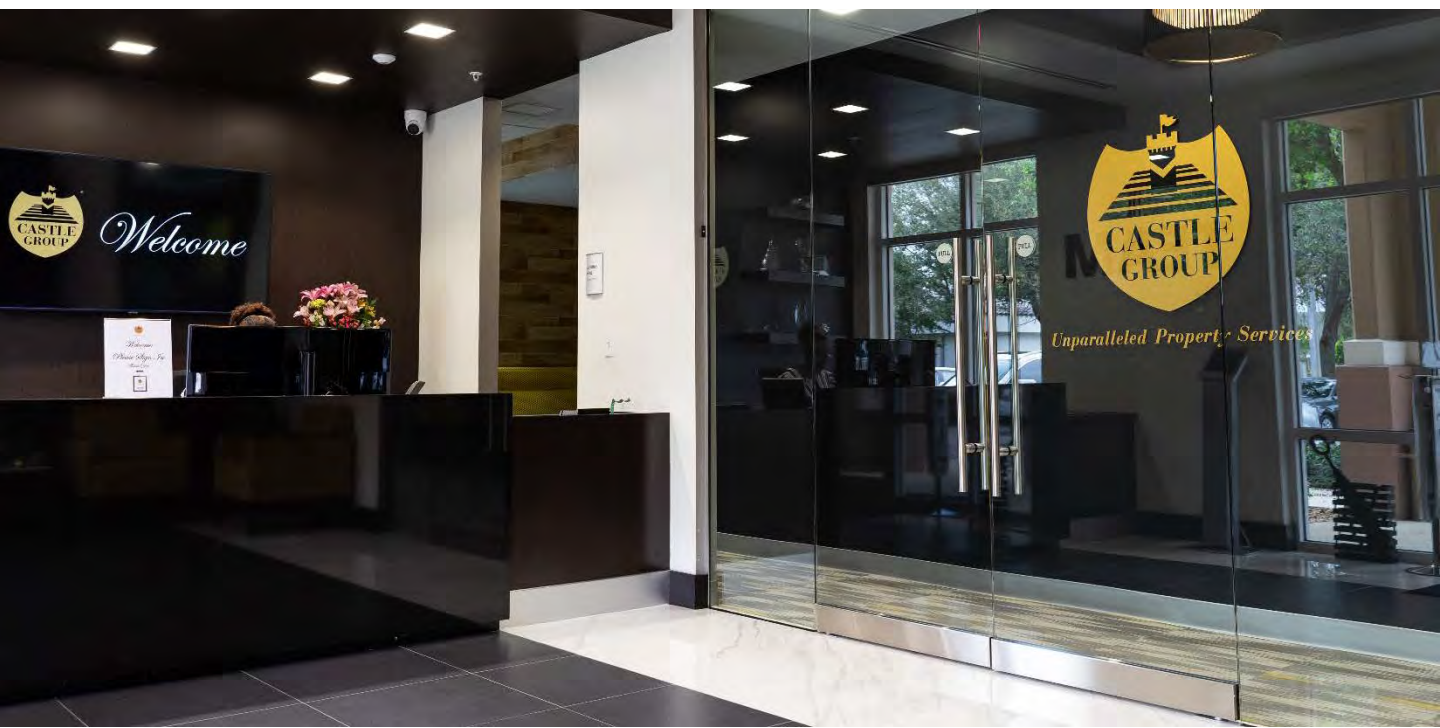
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Who We Are



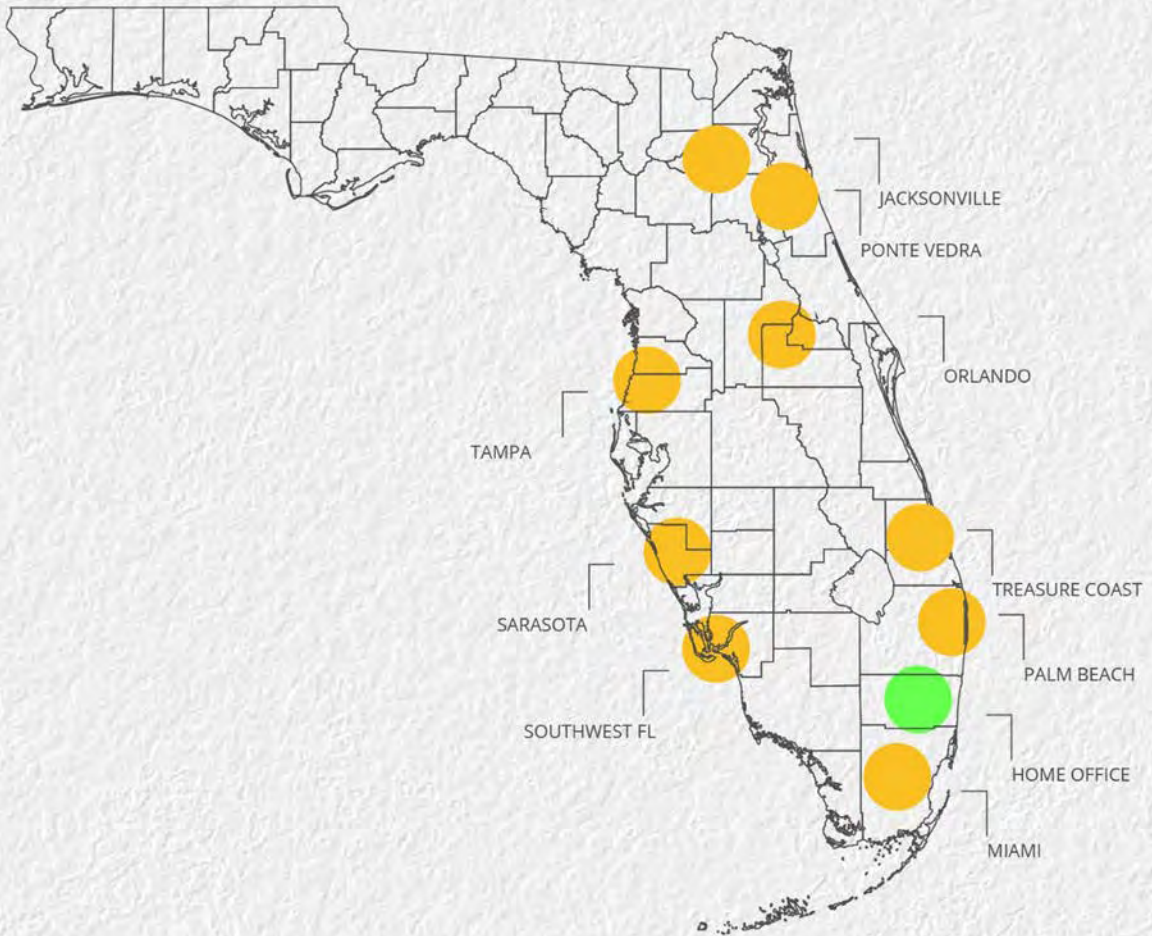
Castle is a management company that is just the right size for Amelia Walk. We offer the personal, detailed service of a small company, while retaining all of the resources of a large company.

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





Castle Group

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



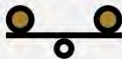
TEAM



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



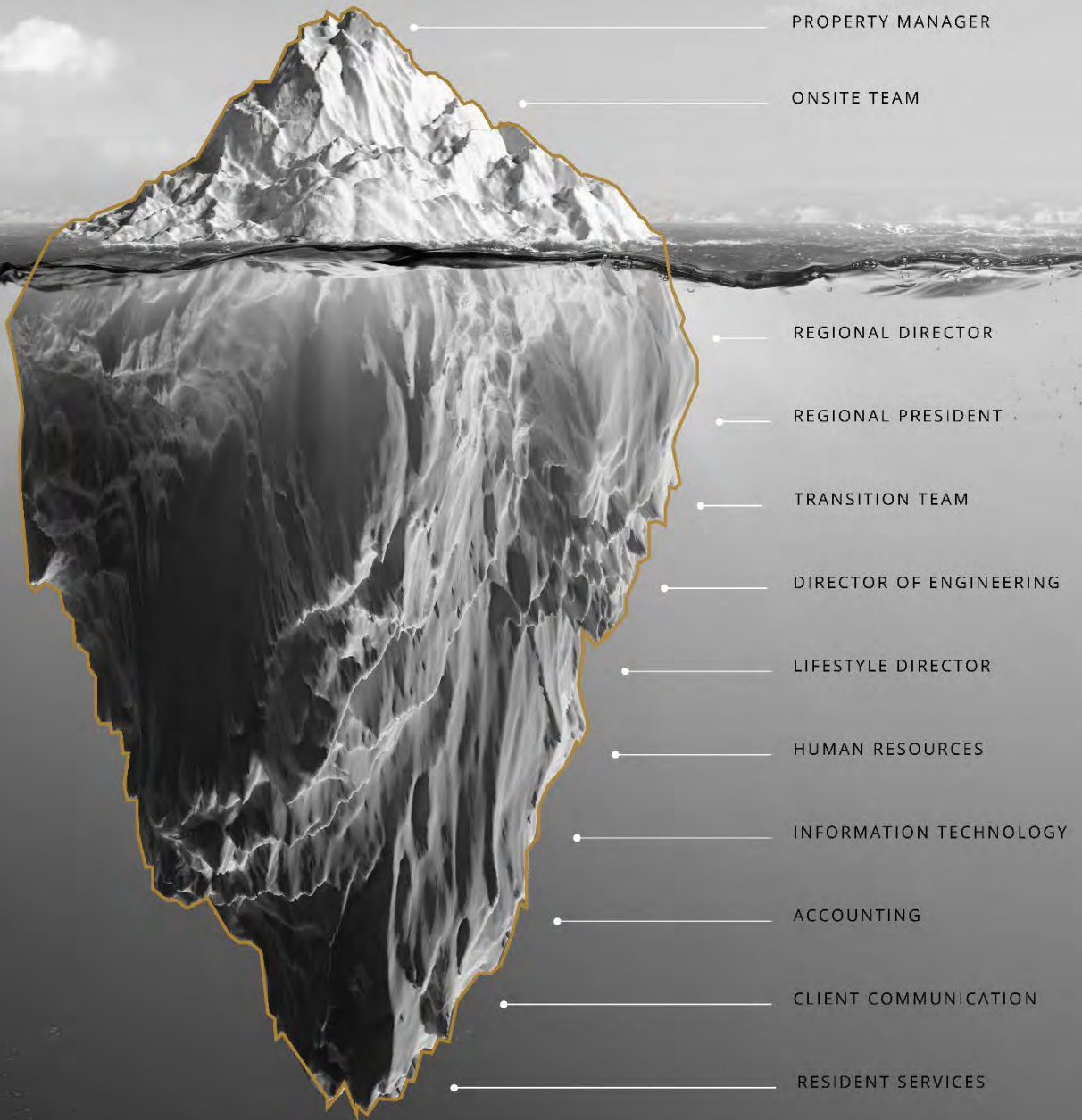
Jordan Goldman
Executive Vice President



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.*



Reporting

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*

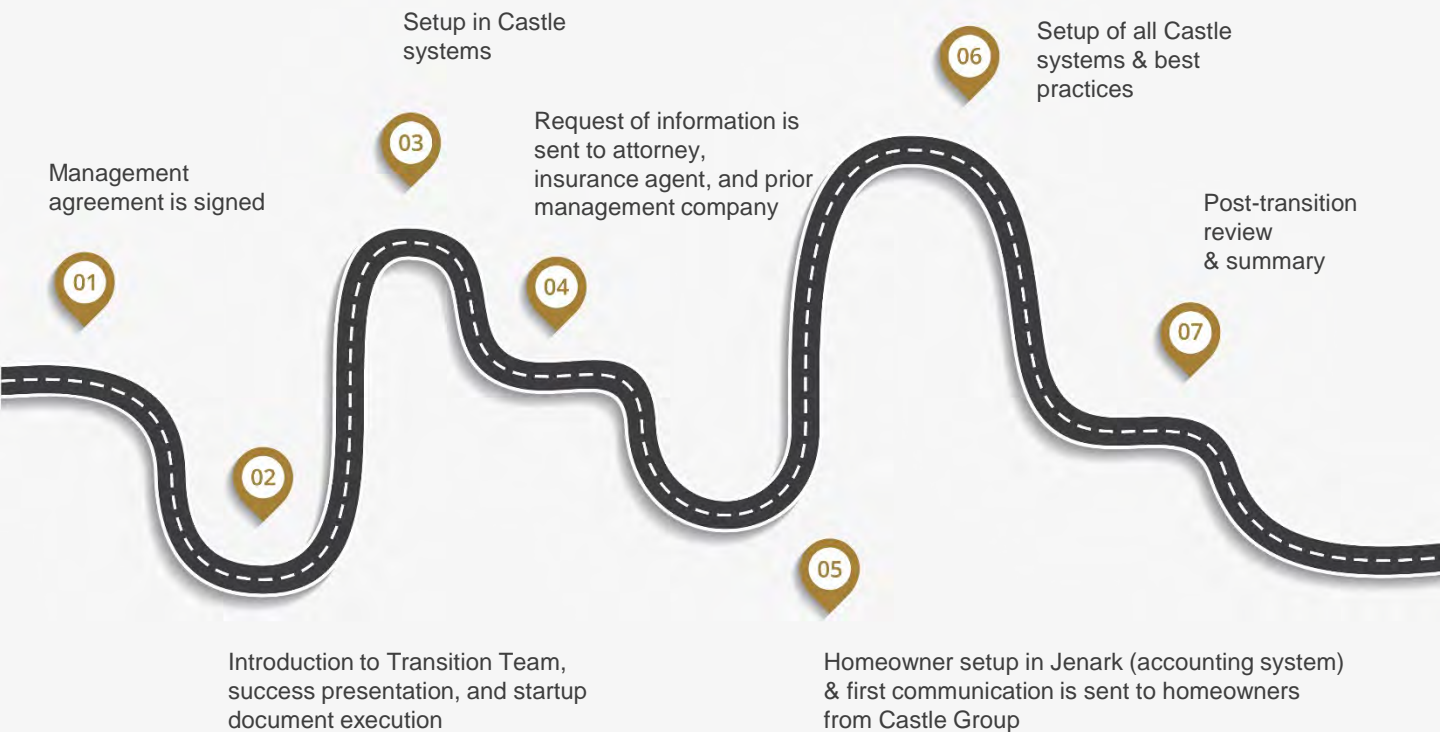
Throughout the transition process, our Home Office team conducts a thorough inventory of every community document. This extensive process is essential in guaranteeing that your vital community history is preserved accurately. The information is then added into our Jenark system so that the Community 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', written in a cursive style.

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

Print Name

Date

Cc: Personnel File

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 _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
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

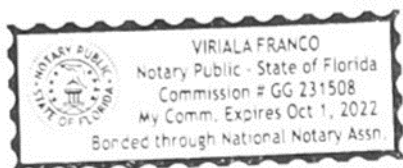
STATE OF FL.

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 **X** 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.

5.E.

PRICING – ATTACH A SEPARATE SHEET IF NECESSARY

Please refer to page 15 of the Property Services Proposal for our proposed pricing.

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:

Please note that raises are determined every year based on the employee's position, performance, and other factors as approved by the Board.

Position #1

- Year 1 **\$22,575**
- Year 2 **Based on approval by Board**
- Year 3 **Based on approval by Board**

Position #1

Hourly Rate actually paid Position **\$33.65**

Position #2

- Year 1 **\$45,614**
- Year 2 **Based on approval by Board**
- Year 3 **Based on approval by Board**

Position #2

Hourly Rate actually paid to Position #2 **\$17.00**

Position #3, if needed

- Year 1 **\$22,807**
- Year 2 **Based on approval by Board**
- Year 3 **Based on approval by Board**

Position #3

Hourly Rate actually paid to Position #3 **\$17.00**

Proposed Annual Fee for Janitorial Services

- Year 1 **\$21,177**
- Year 2 **Based on approval by Board**
- Year 3 **Based on approval by Board**

If a subcontractor is proposed, please indicate:

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

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 we add) **N/A**

If a subcontractor is proposed, please indicate:

- Hourly rate to be Paid to Subcontractor **N/A**
- Mark up retained by Proposer **N/A**

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.

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

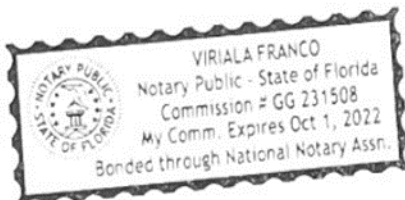
STATE OF FL
COUNTY OF Broward

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)





Unparalleled Property Services

Response to Addendum No. 1

Amelia Walk Community Development District

April 11, 2022

Addendum date: March 30, 2022

Response deadline: April 11, 2022

In an effort to help the Board analyze responses received, please provide the following additional information on the Addendum Forms provided. Please send responses to Jennifer@kelawgroup.com no later than 5:00 p.m. on April 11, 2022.

Instructions:

1. For the questions in Section A below, please use the Year 1 price. However, the Board requires pricing for all three years, to be shown in the compensation charts at Sections B and C. Pricing for years 2 and 3 may be expressed as a maximum percentage increase rather than a set fee if desired.
2. Please fill in the information in Section A and the compensation charts in Sections B and C COMPLETELY.
 - a. For any prices provided in the original bid, Proposers should maintain the same pricing and simply show the detailed breakdown of that price. If a flat fee was provided, please indicate how much of that flat fee is attributable to each position.
 - b. If a price was not provided in the original bid, please either provide a price or explain why it does not apply.
 - c. If there is a separate management fee on top of the amounts attributable to each position, please specify.
3. If a particular line item does not apply, please write “N/A” and attach additional sheets to explain why not. If you feel a line item does not adequately capture the services you will be providing, please provide a clear explanation. Attach separate sheets as needed. Any unexplained blanks may be weighed negatively in the Board’s evaluation.

[Addendum forms begin on following page]

ADDENDUM FORMS
PROPOSAL FOR AMENITY MANAGEMENT SERVICES
AMELIA WALK CDD

Type Name of Proposer: Castle Management, LLC

A. Proposed Level of Service Detail

Baseline On-Site Staffing:

Please identify all staff members proposed to be staffed on-site:

Position 1 Title: Community Association Manager/Lifestyle

Hours staffed on-site: **10 Hours per week**

Billing (Year 1): ☒ Hourly: **\$33.65/hour** ☐ Monthly: \$___/month

Which category of services will this position provide? (Check all that apply):

- ☐ Facility Attendant Services
- ☒ Lifestyle/Activities Programming Services
- ☐ Field Operations/Contract Management
- ☐ Facilities Maintenance
- ☒ Other: Community Association Management

Brief description of job duties: **Responsibilities include all duties associated with employing the recreation staff, such as recruiting, hiring, training, overseeing, and evaluating such personnel.**

Position 2 Title: CDD Amenity Attendant

Hours staffed on-site: **40 hours per week**

Billing (Year 1): ☒ Hourly: **\$17.00/hour** ☐ Monthly: \$___/month

Which category of services will this position provide? (Check all that apply):

- ☒ Facility Attendant Services
- ☐ Lifestyle/Activities Programming Services
- ☐ Field Operations/Contract Management
- ☐ Facilities Maintenance

☐ Other:

Brief description of job duties: **This 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 shall provide regular testing of the pool chemical balance and shall keep required Department of Health chemical logs.**

Position 3 Title: Field Operations Manager/Facility Maintenance

Hours staffed on-site: **20 Hours per week**

Billing (Year 1): ☒ Hourly: **\$17.00/hour** ☐ Monthly: \$___/month

Which category of services will this position provide? (Check all that apply):

- ☐ Facility Attendant Services
- ☐ Lifestyle/Activities Programming Services
- ☒ Field Operations/Contract Management
- ☒ Facilities Maintenance
- ☐ Other:

Brief description of job duties: **This 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 individual will provide on-site facility maintenance services on an as-needed, hourly basis.**

If additional on-site personnel are proposed, please attach additional sheets and provide the information requested above for each position.

Will any lifestyle/activities programming services be performed by personnel who are not onsite?
If so, please explain:

Castle offers the support of its Lifestyle Services Group (LSG), which consists of more than 55 directors that can assist your on-site team with planning, budgeting, and booking talent, with the goal of building a sense of community and enhancing the lives of every member of Amelia Walk. Our LSG is available for the following:

- **Developing programs targeted to your particular community**
- **Organizing clubs and special interest groups**
- **Planning and facilitating on and off-site activities and programs**
- **Staging quality live entertainment and shows**
- **Handling all accounting associated with events and activities**
- **Identifying and implementing new technology**
- **Spoiling your residents**

If the District chooses to reduce or increase its desired level of activities and lifestyle programming, how does that impact the pricing provided in this proposal?

No impact to pricing.

Janitorial Staffing:

If the Proposer is selected to provide janitorial services, who will perform these services?
(Circle one and provide requested details):

a. A staff member who is already present at the facilities

Which staff member?

Is there any additional charge for this service?

b. A new staff member affiliated with the Proposer

Position title: **Janitor**

Hourly Rate: **\$19.00** OR Flat Fee: \$

c. A subcontractor

Not-to-exceed amount for services: \$

Amount to be paid to subcontractor: \$

Markup retained by Proposer: \$

Facility Maintenance:

Is any routine facilities maintenance included in the pricing provided? (Circle one and provide requested details)

a. Yes (Please identify the existing staff member who would perform the maintenance and the types of tasks anticipated to be within their job duties. The items listed below are examples of common maintenance tasks, but please list any other types of repairs that would be within the scope for the pricing provided. Attach additional sheets if necessary)

Yes, routine facilities maintenance is included in the pricing, and the services will be provided by the Field Operations Manager.

- ✕ Irrigation repairs: Minor repairs
- ✕ Pressure washing
- ✕ Tennis Court Maintenance
- ✕ Pool Area Maintenance (awnings, pavers, etc.)
- ✕ Basic electrical repairs: As long as permit is not needed
- ✕ Basic plumbing repairs: As long as permit is not needed
- ✕ Other: Minor repair and maintenance where permits and/or licenses are not required.

b. No

For facilities maintenance needs that are not included in the pricing provided, does the Proposer offer any additional in-house facilities maintenance personnel? (Circle one and provide requested details)

a. Yes

Not including materials (which are to be billed at cost with no markup), what is the labor rate for these additional facilities maintenance services?

What types of services are available for this additional cost? Check all that apply and provide any necessary qualifying details.

- ☐ Irrigation repairs
- ☐ Pressure washing
- ☐ Tennis Court Maintenance

- ☐ Pool Area Maintenance (awnings, pavers, etc.)
- ☐ Basic electrical repairs
- ☐ Basic plumbing repairs
- ☐ Other:

b. No

How would subcontracted facilities maintenance services be billed?

- a.** At actual cost, with no markup
- b.** At actual cost, plus ___ markup
- c.** Flat rate not to exceed: \$
- d.** Proposer offers no option for subcontracted facilities maintenance. All facilities maintenance would be contracted directly through the District.

B. Compensation including Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing				
	<i>Rate for Position #1</i>	\$ 22,575	\$ 23,252	\$ 23,949
	<i>Rate for Position #2, if needed</i>	\$ 45,614	\$ 46,982	\$ 48,391
	<i>Rate for Position #3, if needed</i>	\$ 22,807	\$ 23,491	\$ 24,195
	<i>Separate management fee (if applicable)</i>	\$ 12,000	\$ 12,360	\$ 12,731
	<i>Annual Subtotal</i>	\$ 102,996	\$ 106,085	\$ 109,266
Janitorial Services	<i>Total</i>	\$ 21,177	\$ 21,812	\$ 22,467
Facilities Maintenance Technician	<i>Total Not to Exceed</i>	N/A	N/A	N/A
	<i>Hourly Rate</i>	N/A	N/A	N/A

C. Compensation excluding Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing				
	<i>Rate for Position #1</i>	\$ 22,575	\$ 23,252	\$ 23,949
	<i>Rate for Position #2, if needed</i>	\$ 45,614	\$ 46,982	\$ 48,391
	<i>Rate for Position #3, if needed</i>	\$ 22,807	\$ 23,491	\$ 24,195
	<i>Separate management fee (if applicable)</i>	\$ 12,000	\$ 12,360	\$ 12,731
	<i>Annual Subtotal</i>	\$ 102,996	\$ 106,085	\$ 109,266
Facilities Maintenance Technician	<i>Total Not to Exceed</i>	N/A	N/A	N/A
	<i>Hourly Rate</i>	N/A	N/A	N/A

Addendum Affidavit

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

Dated this 11 day of April, 2022.

Type Name of Proposer: Castle Management, LLC

By: [Signature]
Title: COO

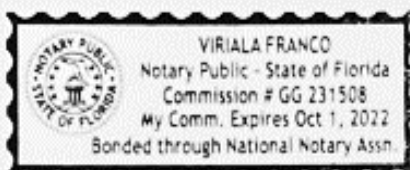
STATE OF Florida
COUNTY OF Broward

The foregoing instrument was sworn and subscribed before me by means of ☒ in person appearance or ☐ online notarization this 11 day of April, 2022, by Robert Donnelly as COO of Castle Management LLC, who is either personally known to me or produced as identification.

[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

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

(NOTARY SEAL)



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.**

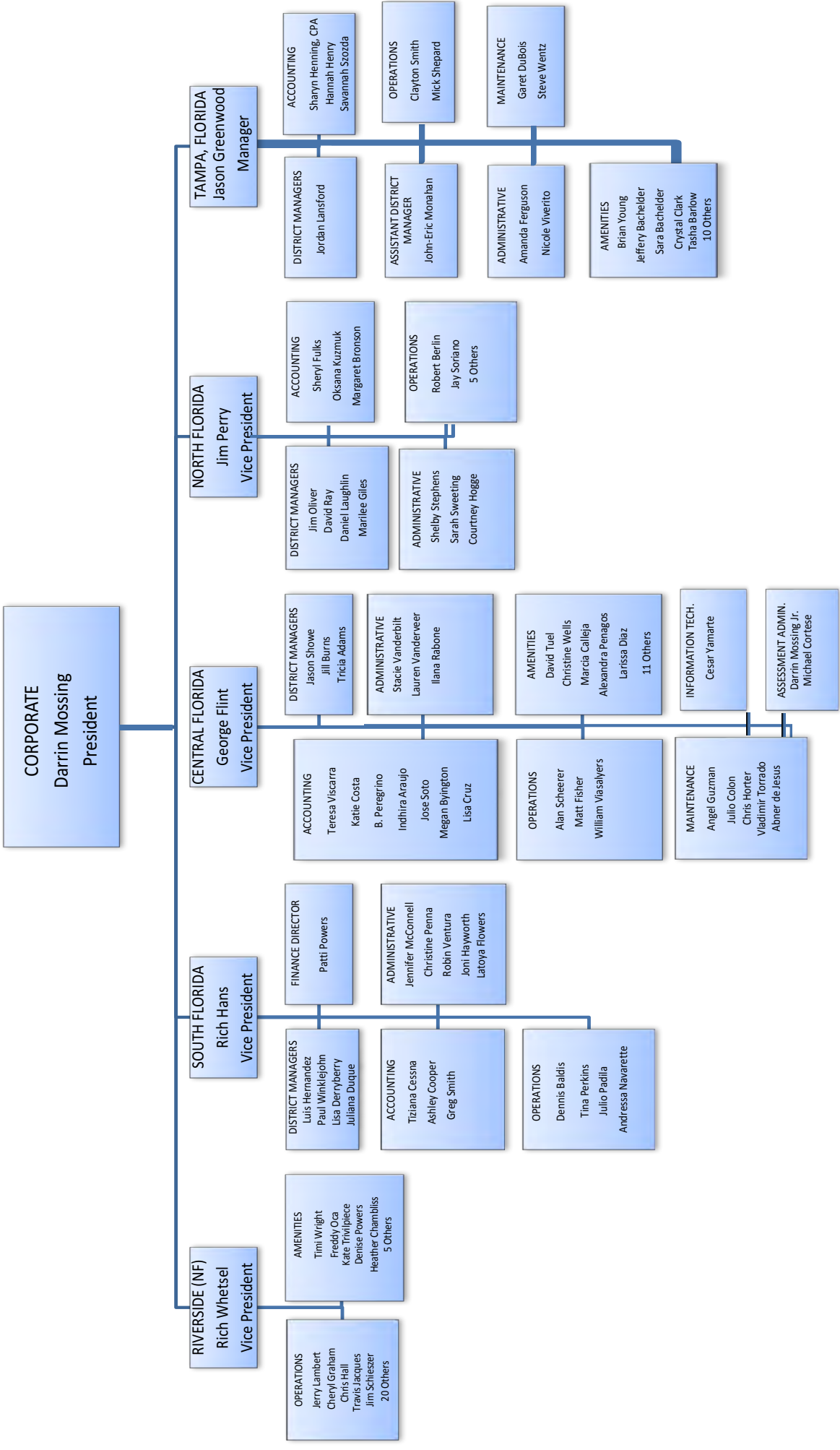
GMS LLC NORTH FLORIDA ADMINISTRATIVE OFFICES

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

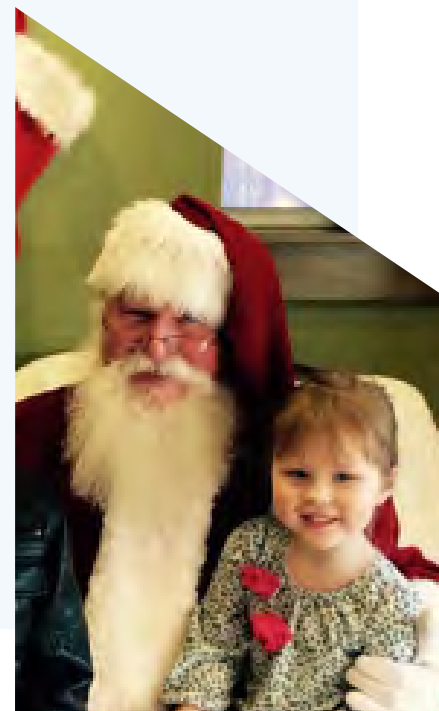
Ice cream and beverages with contests, raffles and games.

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.



SAMPLE NEWSLETTER



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.

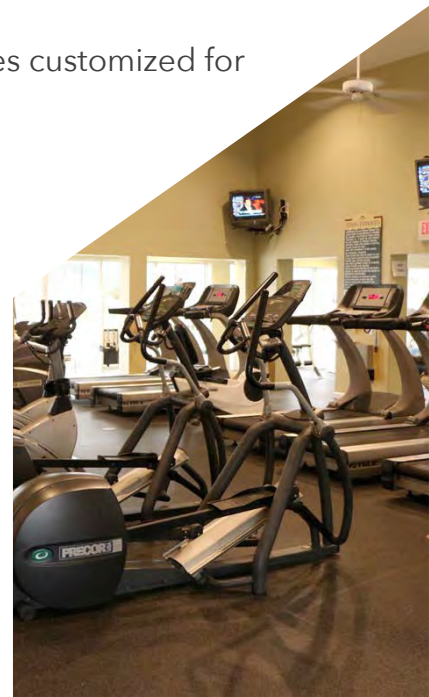
SERVICES INCLUDE ALL ITEMS DESCRIBED IN THE RFP AND THE FOLLOWING:

- 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

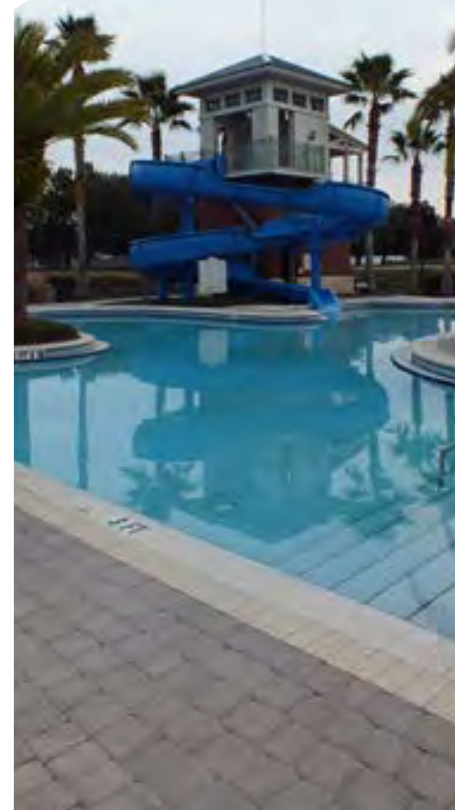


POOL MAINTENANCE SERVICES

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.

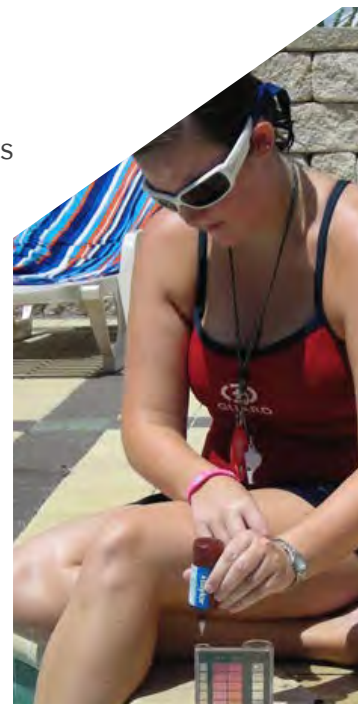


Table 2-1. District Management Experience Summary

	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	Wynnfield Lakes	Duval	•	•	•		•
202	Wynnmere 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 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

\$	-
----	---

***AMELIA WALK COMMUNITY
DEVELOPMENT DISTRICT***

**REQUEST FOR PROPOSALS
FOR
AMENITY CENTER MANAGEMENT**

February 5, 2022

TABLE OF CONTENTS

1. *General Information for Proposers*
2. *Schedule Summary*
3. *General Description of District Facilities to be Managed; Organizational Chart*
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5. *Proposal Forms*
 - A. Affidavit of Acknowledgments
 - 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

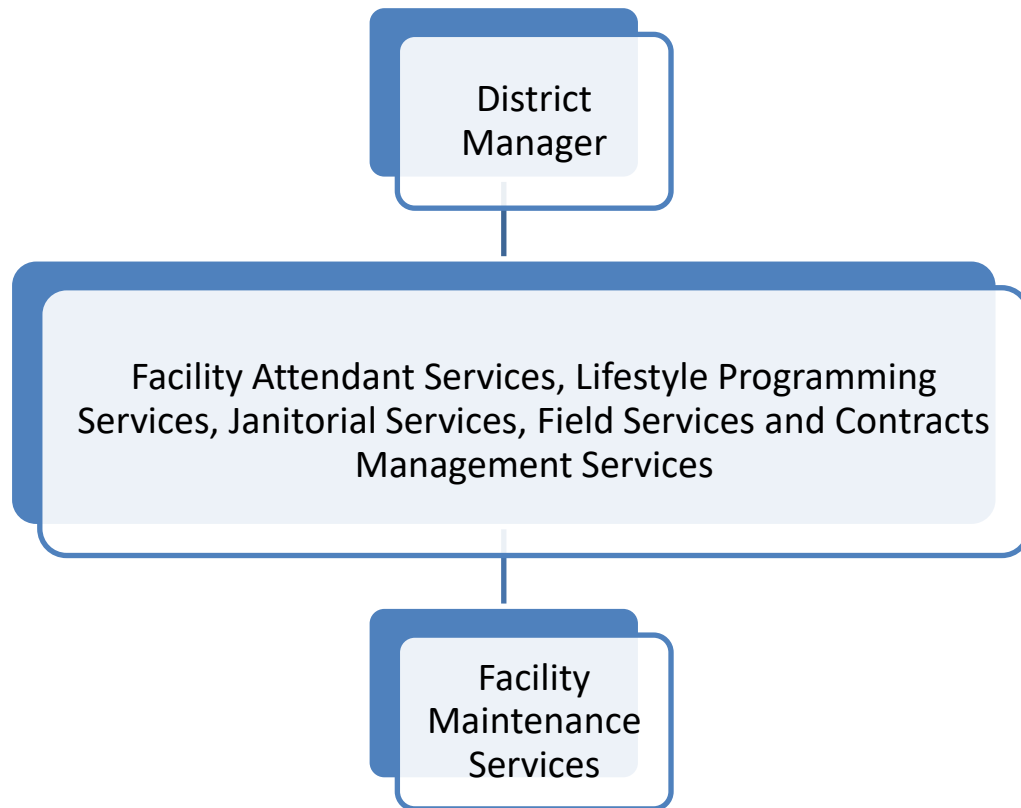
The District anticipates the following RFP schedule, though certain dates may be subject to change:

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 _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

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

- *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
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2nd Contact Name	Darrin Mossing	Title	President
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- *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
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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 management services	Kingston, TN
James Oliver	Managing Director	Supervise all onsite personnel providing the various management services to clients and direct management services to certain clients	St. Augustine, FL
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	Jacksonville	100%	0	22 years of law enforcement
		Amenity Center and its activities				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 X 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 Serviced 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 Serviced 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 Served: _____

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 _____ 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

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 C

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

\$	-
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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.

AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT
Addendum No. 1
RFP for Amenity Center Management

Addendum date: March 30, 2022

Response deadline: April 11, 2022

In an effort to help the Board analyze responses received, please provide the following additional information on the Addendum Forms provided. Please send responses to Jennifer@kelawgroup.com no later than 5:00 p.m. on April 11, 2022.

Instructions:

1. For the questions in Section A below, please use the Year 1 price. However, the Board requires pricing for all three years, to be shown in the compensation charts at Sections B and C. Pricing for years 2 and 3 may be expressed as a maximum percentage increase rather than a set fee if desired.
2. Please fill in the information in Section A and the compensation charts in Sections B and C COMPLETELY.
 - a. For any prices provided in the original bid, Proposers should maintain the same pricing and simply show the detailed breakdown of that price. If a flat fee was provided, please indicate how much of that flat fee is attributable to each position.
 - b. If a price was not provided in the original bid, please either provide a price or explain why it does not apply.
 - c. If there is a separate management fee on top of the amounts attributable to each position, please specify.
3. If a particular line item does not apply, please write "N/A" and attach additional sheets to explain why not. If you feel a line item does not adequately capture the services you will be providing, please provide a clear explanation. Attach separate sheets as needed. Any unexplained blanks may be weighed negatively in the Board's evaluation.

[Addendum forms begin on following page]

ADDENDUM FORMS
PROPOSAL FOR AMENITY MANAGEMENT SERVICES
AMELIA WALK CDD

Type Name of Proposer: Governmental Management Services, LLC

A. Proposed Level of Service Detail

Baseline On-Site Staffing:

Please identify all staff members proposed to be staffed on-site:

Position 1 Title: Amenity Manager

Hours staffed on-site: 40+ hours per week - Exclusively CDD related

Billing (Year 1): ☐ Hourly: \$ NA/hour ☒ Monthly: \$ 5,005.66/month \$60,068 / year

Which category of services will this position provide? (Check all that apply):

- ☒ Facility Attendant Services
- ☒ Lifestyle/Activities Programming Services
- ☒ Field Operations/Contract Management
- ☐ Facilities Maintenance
- ☒ Other: Supplemental janitorial

Brief description of job duties: _____

This position will be provided based on the description provided in the original RFP for Amenity Center Management date 02/05/22 Section 4. Scope of Management Services section 4 Detailed Scope of Services, which include approximately 20 bullets describing the position and our standard approach to providing these services is also detailed in our company profile submitted with our proposal on pages 9-12.

Position 2 Title: Operations Manager

Hours staffed on-site: 8 per week

Billing (Year 1): ☐ Hourly: \$ NA /hour ☒ Monthly: \$1,260/month

Which category of services will this position provide? (Check all that apply):

- ☒ Facility Attendant Services
- ☒ Lifestyle/Activities Programming Services

☒ Field Operations/Contract Management

☒ Facilities Maintenance

☒ Other: Supplemental janitorial

Brief description of job duties: _____

This position provides full community site inspections and review in accordance with contracts with contractors such as landscape maintenance, lake maintenance, security, etc. Additionally, this position will coordinate all required maintenance of common areas, review and approve vendor invoices, assist with annual budget preparation, assist with bid documents for proposals and any other field operation services required. The Operations Manger will attend all Board of Supervisors meetings.

Position 3 Title: _____

Hours staffed on-site: _____

Billing (Year 1): ☐ Hourly: \$ _____/hour ☐ Monthly: \$ _____/month

Which category of services will this position provide? (Check all that apply):

☐ Facility Attendant Services

☐ Lifestyle/Activities Programming Services

☐ Field Operations/Contract Management

☐ Facilities Maintenance

☐ Other: _____

Brief description of job duties: _____

If additional on-site personnel are proposed, please attach additional sheets and provide the information requested above for each position.

Will any lifestyle/activities programming services be performed by personnel who are not on-site? If so, please explain:

Additional staffing for community events will be on an as needed basis and
will be provided after approval and direction from the Board of Supervisors.

If there are large participation levels at community events then additional
personnel may be requested to help safely and efficiently facilitate the event.

Our primary focus will be on staffing volunteers for these community events.

If the District chooses to reduce or increase its desired level of activities and lifestyle programming, how does that impact the pricing provided in this proposal?

Our current pricing model calls for a full-time salaried employee with benefits, with the
intention to bring stability and reliability to your community. Our model provides all lifestyle
services and facility management services in one person. If the District wishes to eliminate
these services and move forward with simply a facility or pool attendant, our employee
selection and pricing model would be significantly reduced.

Janitorial Staffing:

If the Proposer is selected to provide janitorial services, who will perform these services?
(Circle one and provide requested details):

a. A staff member who is already present at the facilities

Which staff member? Initially the Amenity Manager will only provide supplemental janitorial
as needed
Is there any additional charge for this service? No

b. A new staff member affiliated with the Proposer

Position title: _____
Hourly Rate: \$ _____ OR Flat Fee: \$ _____

c. A subcontractor

Not-to-exceed amount for services: \$ 11,431
Amount to be paid to subcontractor: \$ 7,500
Markup retained by Proposer: \$ 3,931

Facility Maintenance:

Is any routine facilities maintenance included in the pricing provided? (Circle one and provide requested details)

- a. **Yes** (Please identify the existing staff member who would perform the maintenance and the types of tasks anticipated to be within their job duties. The items listed below are examples of common maintenance tasks, but please list any other types of repairs that would be within the scope for the pricing provided. Attach additional sheets if necessary)

Jennifer Cruz, our candidate for Amenity Manager at Amelia Walk, will pick up trash or debris throughout amenity center, empty trash cans, arrange pool furniture, minor pressure washing, leaf blowing, cob web removal, pool skimming, minor paint projects, weed killer application, and conduct other related minor repairs

- ☒ Irrigation repairs Require landscape contractor to repair or outsource to local service provider
☒ Pressure washing Minor
☒ Tennis Court Maintenance Trash removal
☒ Pool Area Maintenance (awnings, pavers, etc.) Trash, arrange pool furniture, pool skimming
☒ Basic electrical repairs Outsource to local maintenance company
☒ Basic plumbing repairs Outsource to local handy man
☐ Other: _____

- b. **No**

For facilities maintenance needs that are not included in the pricing provided, does the Proposer offer any additional in-house facilities maintenance personnel? (Circle one and provide requested details)

- a. **Yes**

Not including materials (which are to be billed at cost with no markup), what is the labor rate for these additional facilities maintenance services?

\$40/hour with a \$50 per day mobilization fee due to travel to and from our office in Jacksonville, FL

What types of services are available for this additional cost? Check all that apply and provide any necessary qualifying details.

- ☒ Irrigation repairs _____
☒ Pressure washing Large areas and extensive projects
☒ Tennis Court Maintenance Wind screen repairs/install, vandalism repair, fence/gate repair
☒ Pool Area Maintenance (awnings, pavers, etc.) _____
☒ Basic electrical repairs _____

☒ Basic plumbing repairs
☒ Other: Fencing rebuild/paint, minor concrete repairs, large paint projects,
vandalism clean up, etc.

b. No

How would subcontracted facilities maintenance services be billed?

- ☒ At actual cost, with no markup This would be our preferred method of approach for maintenance needs for this district. A local company will be contracted to provide maintenance services at cost to the district.
- b. At actual cost, plus _____ markup
- c. Flat rate not to exceed: \$ _____
- d. Proposer offers no option for subcontracted facilities maintenance. All facilities maintenance would be contracted directly through the District.

B. Compensation including Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing	<i>Rate for Position #1</i>	\$60,068	\$63,071	\$66,225
	<i>Rate for Position #2, if needed</i>	\$15,120	\$15,876	\$16,670
	<i>Rate for Position #3, if needed</i>			
	<i>Separate management fee (if applicable)</i>			
	<i>Annual Subtotal</i>	\$75,188	\$78,947	\$82,895
Janitorial Services	<i>Total</i>	\$11,431	\$12,003	\$12,603
Facilities Maintenance Technician	<i>Total Not to Exceed</i>	\$19,200	\$19,200	\$19,200
	<i>Hourly Rate</i>	\$40	\$40	\$40

C. Compensation excluding Janitorial Services

Service		Year 1	Year 2	Year 3
Staffing	<i>Rate for Position #1</i>	\$60,068	\$63,071	\$66,225
	<i>Rate for Position #2, if needed</i>	\$15,120	\$15,876	\$16,670
	<i>Rate for Position #3, if needed</i>			
	<i>Separate management fee (if applicable)</i>			
	Annual Subtotal	\$75,188	\$78,947	\$82,895
Facilities Maintenance Technician	<i>Total Not to Exceed</i>	\$19,200	\$19,200	\$19,200
	<i>Hourly Rate</i>	\$40	\$40	\$40

Addendum Affidavit

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

Dated this 11th day of April, 2022.

Type Name of Proposer: Governmental management services, LLC

By: [Signature]
Title: Darrin Mossing / GMS, LLC
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 11th day of April, 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)

SIXTH ORDER OF BUSINESS

B.

Amelia Walk Community Development District Requisition Summary

<u><i>Date of Requisition</i></u>	<u><i>Req #</i></u>	<u><i>Payee</i></u>	<u><i>Reference</i></u>	<u><i>Invoice Amount</i></u>
Series 2018A Acquisition and Construction Account				
		<u>Approval</u>		
3/24/22	87	Sitex Aquatics	INV#6051B and INV#5941B	\$ 21,361.50
			Total to be Approved	\$ 21,361.50

REQUISITION

AMELIA WALK COMMUNITY DEVELOPEMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2018 (ASSESSMENT AREA 3B)

The undersigned, a Responsible Officer of Amelia Walk Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to US Bank National Association, as trustee (the "Trustee"), dated as of June 1, 2006, as supplemented by a Sixth Supplemental Trust Indenture, dated as of December 1, 2018 (the "Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 87
- (B) Name of Payee: Sitex Aquatics
- (C) Amount Payable: \$21,361.50
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Inv#6051B and INV#5941B

See attached invoice.

- (E) Fund or Account from which disbursement to be made:

 X Series 2018A Acquisition and Construction Account

 Series 2018A Costs of Issuance Account

The undersigned hereby certifies that:

- 1. X obligations in the stated amount set forth above have been incurred by the District,

or

- ☐ this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

AMELIA WALK COMMUNITY
DEVELOPEMENT DISTRICT

By: _____
Responsible Officer

CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.



Consulting Engineer

March 24, 2022

**Invoice**

7643 Gate Parkway
Suite# 104-167
Jacksonville, FL 32256

Date	Invoice #
3/21/2022	5941B

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
	50% Deposit Amount Due 1-Otterbine 5HP Equinox Floating Fountain w/LED Lights	6,150.00	6,150.00
	1-5hp 230/1ph Comet-motor, float, controls, pigtails		
	200' of 8/3 fountain cable		
	1-LED light set w/digital timers		
	200' of 12/5 LED light cable		
	Installation		
	5-Year Warranty		
	50% Deposit Amount Due- 1-Otterbine 5HP Comet Floating Fountain w/RGBW Midi Lights	12,065.00	12,065.00
	2-5hp 230/1ph Comet-motor, float, controls, pigtails		
	400' of 8/3 Fountain Cable		
	2-RGBW LED MIDI light sets w/digial timers		
	400' of 12/5 LED light cable		
	Installation		
	5-year Warranty		
	Final Invoice will be sent upon completion		
		Balance Due	\$18,215.00



Invoice

7643 Gate Parkway
Suite# 104-167
Jacksonville, FL 32256

Date	Invoice #
3/23/2022	6051B

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
	Additional 200' of fountain & light cables for fountain install	3,146.50	3,146.50
		Balance Due	\$3,146.50

NINTH ORDER OF BUSINESS

A.

Amelia Walk

Community Development District

Unaudited Financial Statements

as of

March 31, 2022

Board of Supervisors Meeting

April 19, 2022

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
March 31, 2022

	Major Funds			Total Governmental Funds
	General	Debt Service	Capital Projects	
<u>ASSETS:</u>				
Cash	\$83,644	---	---	\$83,644
Due from Other Funds	\$15,299	---	---	\$15,299
Investment - Custody US Bank	\$678,043	---	---	\$678,043
Investments:				
<i>Series 2012</i>				
Reserve 2012A-1	---	\$60,861	---	\$60,861
Revenue 2012A-1	---	\$150,403	---	\$150,403
<i>Series 2016</i>				
Reserve 2016A-2	---	\$189,925	---	\$189,925
Revenue 2016A-2	---	\$220,383	---	\$220,383
Prepayment 2016A-2	---	\$16,190	---	\$16,190
Construction	---	---	\$1,384	\$1,384
<i>Series 2018</i>				
Reserve 2018A-3	---	\$343,519	---	\$343,519
Revenue 2018A-3	---	\$468,714	---	\$468,714
Construction	---	---	\$831	\$831
<i>Series 2018-Area B</i>				
Reserve 2018A	---	\$559,650	---	\$559,650
Revenue 2018A	---	\$561,358	---	\$561,358
Prepayment 2018A	---	\$103,902	---	\$103,902
Construction	---	---	\$29,342	\$29,342
Deposits-Electric	\$515	---	---	\$515
TOTAL ASSETS	\$777,501	\$2,674,906	\$31,558	\$3,483,965
<u>LIABILITIES</u>				
Accounts Payable	\$23,947	---	---	\$23,947
Due to other Funds	---	\$15,299	---	\$15,299
Deposits - Office Lease	\$200	---	---	\$200
TOTAL LIABILITIES	\$24,147	\$15,299	\$0	\$39,446
<u>FUND BALANCES:</u>				
Nonspendable	\$515	---	---	\$515
Restricted				
Debt Service	---	\$2,659,607	---	\$2,659,607
Capital Projects	---	---	\$31,558	\$31,558
Unassigned	\$752,839	---	---	\$752,839
TOTAL FUND BALANCES	\$753,354	\$2,659,607	\$31,558	\$3,444,519
TOTAL LIABILITIES AND FUND BALANCES	\$777,501	\$2,674,906	\$31,558	\$3,483,965

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended March 31, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 03/31/22	ACTUAL THRU 03/31/22	VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments-On Roll (Net)	\$790,124	\$790,124	\$747,188	(\$42,936)
Interest Income	\$100	\$50	\$11	(\$39)
Clubhouse Rental Income	\$500	\$250	\$864	\$614
Miscellaneous Income	\$0	\$0	\$36,562	\$36,562
TOTAL REVENUES	\$790,724	\$790,424	\$784,624	(\$5,800)
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisor Fees	\$12,000	\$6,000	\$3,200	\$2,800
FICA Expense	\$842	\$421	\$245	\$176
Engineering Fees	\$10,000	\$5,000	\$0	\$5,000
Assessment Roll Administration	\$5,000	\$5,000	\$5,000	\$0
Dissemination	\$3,500	\$1,750	\$1,750	(\$0)
Dissemination-Amortization Schedules	\$1,000	\$500	\$1,200	(\$700)
Trustee Fees	\$21,550	\$10,775	\$0	\$10,775
Arbitrage	\$2,400	\$1,200	\$0	\$1,200
Attorney Fees	\$22,000	\$11,000	\$23,048	(\$12,048)
Annual Audit	\$3,745	\$1,873	\$0	\$1,873
Management Fees	\$48,600	\$24,300	\$24,300	\$0
Information Technology	\$800	\$400	\$400	(\$0)
Website Maintenance	\$400	\$200	\$200	\$0
Travel & Per Diem	\$1,000	\$500	\$0	\$500
Telephone	\$650	\$325	\$183	\$142
Postage	\$1,000	\$500	\$430	\$70
Printing & Binding	\$2,500	\$1,250	\$773	\$478
Insurance	\$8,735	\$8,735	\$9,245	(\$510)
Legal Advertising	\$8,500	\$4,250	\$301	\$3,949
Other Current Charges	\$1,200	\$600	\$420	\$180
Office Supplies	\$250	\$125	\$51	\$74
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE	\$155,846	\$84,878	\$70,920	\$13,958
<u>FIELD:</u>				
<u>Contract Services:</u>				
Landscaping & Fertilization Maintenance	\$128,233	\$64,117	\$74,384	(\$10,268)
Fountain Maintenance	\$1,500	\$750	\$0	\$750
Lake Maintenance	\$28,404	\$14,202	\$14,238	(\$36)
Security	\$7,845	\$3,923	\$4,289	(\$366)
Refuse	\$6,392	\$3,196	\$3,068	\$128
Management Company	\$15,120	\$7,560	\$7,560	\$0
Subtotal Contract Services	\$187,494	\$93,747	\$103,539	(\$9,792)
<u>Repairs & Maintenance:</u>				
Repairs & Maintenance	\$30,000	\$15,000	\$3,064	\$11,936
Landscaping Extras (Flowers & Mulch)	\$23,181	\$11,590	\$1,050	\$10,540
Irrigation Repairs	\$7,500	\$3,750	\$476	\$3,274
Speed Control	\$12,000	\$6,000	\$0	\$6,000
Subtotal Repairs & Maintenance	\$72,681	\$36,340	\$4,590	\$31,750

AMELIA WALK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended March 31, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 03/31/22	ACTUAL THRU 03/31/22	VARIANCE
<u>Utilities:</u>				
Electric	\$18,000	\$9,000	\$8,287	\$713
Streetlighting	\$18,000	\$9,000	\$14,786	(\$5,786)
Water & Wastewater	\$120,000	\$60,000	\$27,542	\$32,458
Subtotal Utilities	\$156,000	\$78,000	\$50,614	\$27,386
<u>Amenity Center:</u>				
Insurance	\$21,387	\$21,387	\$20,448	\$939
Pool Maintenance	\$14,700	\$7,350	\$7,245	\$105
Pool Permit	\$300	\$150	\$0	\$150
Amenity Attendant	\$35,280	\$17,640	\$17,640	\$0
Cable TV/Internet/Telephone	\$4,000	\$2,000	\$2,461	(\$461)
Janitorial Service	\$11,431	\$5,716	\$0	\$5,716
Special Events	\$10,000	\$5,000	\$1,748	\$3,252
Decorations-Holiday	\$2,000	\$1,428	\$1,428	\$0
Facility Maintenance (including Fitness Equip)	\$5,000	\$2,500	\$1,532	\$968
Lease	\$14,604	\$7,302	\$7,302	(\$0)
Subtotal Amenity Center	\$118,703	\$70,473	\$59,804	\$10,669
<u>Reserves:</u>				
Capital Reserves	\$100,000	\$50,000	\$0	\$50,000
Subtotal Reserves	\$100,000	\$50,000	\$0	\$50,000
Total Field Expenditures	\$634,877	\$328,560	\$218,547	\$110,013
TOTAL EXPENDITURES	\$790,724	\$413,438	\$289,467	\$123,971
Excess (deficiency) of revenues over (under) expenditures	\$0	\$376,986	\$495,157	\$118,171
Net change in fund balance	\$0	\$376,986	\$495,157	\$118,171
FUND BALANCE - Beginning	\$0		\$258,197	
FUND BALANCE - Ending	\$0		\$753,354	

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	\$4,005	\$0	\$0	\$0	\$0	\$0	\$0	\$747,188
Interest Income	\$1	\$1	\$1	\$2	\$3	\$3	\$0	\$0	\$0	\$0	\$0	\$0	\$11
Clubhouse Rental Income	\$0	\$0	\$0	\$268	\$0	\$596	\$0	\$0	\$0	\$0	\$0	\$0	\$864
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$36,562	\$0	\$0	\$0	\$0	\$0	\$0	\$36,562
Total Revenues	\$1	\$43,278	\$622,411	\$52,145	\$25,623	\$41,165	\$0	\$0	\$0	\$0	\$0	\$0	\$784,624
Supervisor Fees	\$1,000	\$800	\$0	\$600	\$0	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$3,200
FICA Expense	\$77	\$61	\$0	\$46	\$0	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$245
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	\$292	\$0	\$0	\$0	\$0	\$0	\$0	\$1,750
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	\$2,384	\$5,233	\$0	\$0	\$0	\$0	\$0	\$0	\$23,048
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	\$4,050	\$0	\$0	\$0	\$0	\$0	\$0	\$24,300
Information Technology	\$67	\$67	\$67	\$67	\$67	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$400
Website Maintenance	\$33	\$33	\$33	\$33	\$33	\$33	\$0	\$0	\$0	\$0	\$0	\$0	\$200
Travel & Per Diem	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$22	\$19	\$77	\$0	\$0	\$66	\$0	\$0	\$0	\$0	\$0	\$0	\$183
Postage	\$196	\$183	\$8	\$29	\$1	\$14	\$0	\$0	\$0	\$0	\$0	\$0	\$430
Printing & Binding	\$227	\$282	\$199	\$0	\$21	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$773
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	\$64	\$0	\$0	\$0	\$0	\$0	\$0	\$420
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	\$6,909	\$10,724	\$0	\$0	\$0	\$0	\$0	\$0	\$70,920
<i>FIELD:</i>													
<i>Contract Services:</i>													
Landscaping & Fertilization Maintenance	\$12,397	\$12,397	\$12,397	\$12,397	\$12,397	\$12,397	\$0	\$0	\$0	\$0	\$0	\$0	\$74,384
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	\$2,385	\$0	\$0	\$0	\$0	\$0	\$0	\$14,238
Security	\$2,186	\$181	\$181	\$1,381	\$181	\$181	\$0	\$0	\$0	\$0	\$0	\$0	\$4,289
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	\$1,260	\$0	\$0	\$0	\$0	\$0	\$0	\$7,560
Total Contract Services	\$18,748	\$16,750	\$16,754	\$18,119	\$16,945	\$16,223	\$0	\$0	\$0	\$0	\$0	\$0	\$103,539

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	\$282	\$1,449	\$0	\$0	\$0	\$0	\$0	\$0	\$3,064
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	\$282	\$1,449	\$0	\$0	\$0	\$0	\$0	\$0	\$4,590
Utilities:													
Electric	\$1,545	\$1,152	\$1,172	\$1,536	\$1,494	\$1,388	\$0	\$0	\$0	\$0	\$0	\$0	\$8,287
Streetlighting	\$1,946	\$2,506	\$2,506	\$2,610	\$2,610	\$2,610	\$0	\$0	\$0	\$0	\$0	\$0	\$14,786
Water & Wastewater	\$3,528	\$6,839	\$5,166	\$8,084	\$2,777	\$1,148	\$0	\$0	\$0	\$0	\$0	\$0	\$27,542
Total Utilities	\$7,019	\$10,496	\$8,843	\$12,230	\$6,880	\$5,146	\$0	\$0	\$0	\$0	\$0	\$0	\$50,614
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	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$7,245
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	\$2,940	\$0	\$0	\$0	\$0	\$0	\$0	\$17,640
Cable TV/Internet/Telephone	\$411	\$411	\$411	\$420	\$421	\$388	\$0	\$0	\$0	\$0	\$0	\$0	\$2,461
Janitorial Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$734	\$0	\$853	\$0	\$161	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,748
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	\$1,217	\$0	\$0	\$0	\$0	\$0	\$0	\$7,302
Total Amenity Center	\$27,225	\$6,360	\$8,049	\$5,822	\$6,604	\$5,745	\$0	\$0	\$0	\$0	\$0	\$0	\$59,804
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	\$52,992	\$34,306	\$34,566	\$37,105	\$30,711	\$28,563	\$0	\$0	\$0	\$0	\$0	\$0	\$218,547
Subtotal Operating Expenses	\$77,842	\$44,983	\$40,654	\$48,777	\$37,620	\$39,287	\$0	\$0	\$0	\$0	\$0	\$0	\$289,467
Interfund Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	(\$77,841)	(\$1,705)	\$581,758	\$3,368	(\$11,997)	\$1,878	\$0	\$0	\$0	\$0	\$0	\$0	\$495,157

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2012A-1
DEBT SERVICE FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended March 31, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 03/31/22	ACTUAL THRU 03/31/22	VARIANCE
<u>REVENUES:</u>				
Special Assessments	\$114,900	\$114,900	\$106,869	(\$8,031)
Special Assessments - A Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$6	\$6
TOTAL REVENUES	\$114,900	\$114,900	\$106,874	(\$8,026)
<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	\$116,275	\$32,588	\$42,588	(\$10,000)
Excess (deficiency) of revenues over (under) expenditures	(\$1,375)	\$82,313	\$64,287	(\$18,026)
Net change in fund balance	(\$1,375)	\$82,313	\$64,287	(\$18,026)
FUND BALANCE - Beginning	\$83,766		\$145,622	
FUND BALANCE - Ending	<u>\$82,391</u>		<u>\$209,909</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 March 31, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 03/31/22	ACTUAL THRU 03/31/22	VARIANCE
<u>REVENUES:</u>				
Special Assessments	\$190,350	\$190,350	\$180,163	(\$10,187)
Special Assessments-Prepayments	\$0	\$0	\$15,661	\$15,661
Interest Income	\$0	\$0	\$12	\$12
TOTAL REVENUES	\$190,350	\$190,350	\$195,835	\$5,485
<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	\$209,875	\$138,394	\$153,394	(\$15,000)
Excess (deficiency) of revenues over (under) expenditures	(\$19,525)	\$51,956	\$42,442	(\$9,515)
Net change in fund balance	(\$19,525)	\$51,956	\$42,442	(\$9,515)
FUND BALANCE - Beginning	\$179,133		\$381,902	
FUND BALANCE - Ending	<u>\$159,608</u>		<u>\$424,343</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 March 31, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 03/31/22	ACTUAL THRU 03/31/22	VARIANCE
<u>REVENUES:</u>				
Special Assessments-On Roll (Net)	\$461,806	\$461,806	\$433,829	(\$27,978)
Special Assessments-Prepayments	\$0	\$0	\$30,508	\$30,508
Interest Income	\$0	\$0	\$23	\$23
<u>TOTAL REVENUES</u>	<u>\$461,806</u>	<u>\$461,806</u>	<u>\$464,360</u>	<u>\$2,553</u>
<u>EXPENDITURES:</u>				
<u>Series 2018A-3</u>				
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
<u>TOTAL EXPENDITURES</u>	<u>\$455,250</u>	<u>\$321,727</u>	<u>\$320,539</u>	<u>\$1,188</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$6,556</u>	<u>\$140,080</u>	<u>\$143,821</u>	<u>\$3,741</u>
Net change in fund balance	<u>\$6,556</u>	<u>\$140,080</u>	<u>\$143,821</u>	<u>\$3,741</u>
FUND BALANCE - Beginning	\$315,502		\$661,452	
FUND BALANCE - Ending	<u>\$322,058</u>		<u>\$805,273</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 March 31, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 03/31/22	ACTUAL THRU 03/31/22	VARIANCE
<u>REVENUES:</u>				
Special Assessments-On Roll	\$559,650	\$559,650	\$525,840	(\$33,810)
Special Assessments-Off Roll	\$0	\$0	\$691	\$691
Special Assessments-Ppmt	\$0	\$0	\$105,477	\$105,477
Interest Income	\$0	\$0	\$32	\$32
TOTAL REVENUES	\$559,650	\$559,650	\$632,040	\$72,390
<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	\$552,375	\$342,609	\$342,609	(\$0)
Excess (deficiency) of revenues over (under) expenditures	\$7,275	\$217,041	\$289,431	\$72,390
Net change in fund balance	\$7,275	\$217,041	\$289,431	\$72,390
FUND BALANCE - Beginning	\$370,428		\$930,651	
FUND BALANCE - Ending	<u>\$377,703</u>		<u>\$1,220,082</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 March 31, 2022

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED THRU 03/31/22</u>	<u>ACTUAL THRU 03/31/22</u>	<u>VARIANCE</u>
<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 March 31, 2022

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 03/31/22	ACTUAL THRU 03/31/22	VARIANCE
<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><u>\$0</u></u>		<u><u>\$831</u></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 March 31, 2022

<u>DESCRIPTION</u>	<u>ADOPTED BUDGET</u>	<u>PRORATED THRU 03/31/22</u>	<u>ACTUAL THRU 03/31/22</u>	<u>VARIANCE</u>
<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	\$54,840	\$54,840
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCING SOURCES/(USES)	<u>\$0</u>	<u>\$0</u>	<u>\$54,840</u>	<u>\$54,840</u>
Net change in fund balance	<u>\$0</u>	<u><u>\$0</u></u>	<u><u>\$29,340</u></u>	<u><u>\$29,340</u></u>
FUND BALANCE - Beginning	\$0		\$2	
FUND BALANCE - Ending	<u><u>\$0</u></u>		<u><u>\$29,342</u></u>	

Amelia Walk
Community Development District
Series 2016-2 Special Assessment Bonds

1. Recap of Capital Project Fund Activity Through March 31, 2022

Opening Balance in Construction Account		\$3,052,509.87
Source of Funds:	Interest Earned	\$992.52
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 March 31, 2022		<u>\$1,383.93</u>

2. Funds Available For Construction at March 31, 2022

Book Balance of Construction Fund at March 31, 2022		\$1,383.93
A.	A.J. Johns, Inc. - Phase 2	
	Contract Amount	\$2,244,928.40
	Paid to Date	(\$2,244,928.40)
	Balance on Contract	(\$0.00)
		<u>\$0.00</u>
B.	First Coast Electric, LLC - FPL Conduit Installation	
	Contract Amount	\$102,205.00
	Paid to Date	(\$102,205.00)
	Balance on Contract	\$0.00
		<u>\$0.00</u>
Construction Funds available at March 31, 2022		<u>\$1,383.94</u>

3. Investments - US Bank

March 31, 2022	Type	Yield	Due	Maturity	Principal
Construction Fund:	Overnight	1.50%		\$1,383.93	\$1,383.93
				Contracts/Retainage Payable	\$0.00
				Balance at 3/31/2022	<u>\$1,383.93</u>

Amelia Walk
Community Development District
Series 2018-3 Special Assessment Bonds

1. Recap of Capital Project Fund Activity Through March 31, 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 March 31, 2022		<u><u>\$831.45</u></u>

2. Funds Available For Construction at March 31, 2022

Book Balance of Construction Fund at March 31, 2022		\$831.45
A. Earthworks, Amelia Walk Phase 3		
	Contract Amount	\$2,815,784.35
		(\$2,815,784.35)
	Balance on Contract	<u><u>\$0.00</u></u>
		<u><u>\$0.00</u></u>
B. Earthworks, Amelia Walk Phase 4A (29.6%)		
	Contract Amount	\$1,656,309.69
		(\$1,656,309.69)
	Balance on Contract	<u><u>\$0.00</u></u>
		<u><u>\$0.00</u></u>
Construction Funds available at March 31, 2022		<u><u>\$831.45</u></u>

3. Investments - US Bank

March 31, 2022	Type	Yield	Due	Maturity	Principal
Construction Fund:	Overnight	1.50%		\$831.45	\$831.45
				Contracts/Retainage Payable	\$0.00
				Due from Developer	\$0.00
				Balance at 3/31/2022	<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 March 31, 2022

Opening Balance in Construction Account		\$7,368,283.85
Source of Funds:		
	Interest Earned	\$121,479.34
	Developer Proceeds	\$796,099.33
	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 March 31, 2022		<u><u>\$29,342.41</u></u>

2. Funds Available For Construction at March 31, 2022

Book Balance of Construction Fund at March 31, 2022		\$29,342.41
A. Earthworks, Amelia Walk Phase 4B		
	Contract Amount	\$1,682,811.68
	Paid to Date	(\$1,682,811.55)
	Balance on Contract	<u>\$0.13</u>
		(\$0.13)
B. Earthworks, Amelia Walk Phase 5		
	Contract Amount	\$5,516,466.88
	Paid to Date	(\$5,466,466.88)
	Balance on Contract	<u>\$50,000.00</u>
		(\$50,000.00)
Construction Funds available at March 31, 2022		<u><u>(\$20,657.72)</u></u>

3. Investments - US Bank

March 31, 2022	Type	Yield	Due	Maturity	Principal
Construction Fund:	Overnight	1.50%		\$29,342.41	\$29,342.41
				Contracts/Transfers	\$0.00
				Balance at 3/31/2022	<u><u>\$29,342.41</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
11/15/21	Invoice	PROP APPRAISER	\$0.00	\$14,818.00	\$0.00	(\$14,818.00)	(\$5,552.88)	(\$794.22)	(\$1,338.92)	(\$3,224.09)	(\$3,907.90)	(\$14,818.00)
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
03/08/22	Distribution #7	02/01/22-02/28/22	\$26,024.61	\$520.50	\$0.00	\$25,504.11	\$9,557.38	\$1,366.97	\$2,304.49	\$5,549.17	\$6,726.10	\$25,504.11
TOTAL			\$2,049,699.83	\$55,812.00	\$0.00	\$1,993,887.83	\$747,187.51	\$106,868.66	\$180,162.52	\$433,828.65	\$525,840.49	\$1,993,887.83

Assessed on Roll:

	NET AMOUNT		ASSESSMENTS	ASSESSMENTS	AMOUNT
	ASSESSED	PERCENTAGE	COLLECTED	TRANSFERRED	TO BE TFR.
O & M	\$790,126.32	37.47%	\$747,187.51	(\$747,187.51)	\$0.00
DEBT SERVICE-12	\$113,010.11	5.36%	\$106,868.66	(\$106,868.66)	\$0.00
DEBT SERVICE-16	\$190,515.96	9.04%	\$180,162.52	(\$180,162.52)	\$0.00
DEBT SERVICE-18	\$458,759.59	21.76%	\$433,828.65	(\$433,828.65)	\$0.00
DEBT SERVICE-18	\$556,059.10	26.37%	\$525,840.49	(\$525,840.49)	\$0.00
TOTAL	\$2,108,471.08	100.00%	\$1,993,887.83	(\$1,993,887.83)	\$0.00

C.

AMELIA WALK

COMMUNITY DEVELOPMENT DISTRICT

Check Run Summary

April 19, 2022

<i>Date</i>	<i>Check Numbers</i>	<i>Amount</i>
3/23/22	3314-3321	\$48,287.19
4/8/22	3322-3329	\$28,912.17
<i>Total</i>		<u><u>\$77,199.36</u></u>

AP300R
*** CHECK NOS. 003314-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
AMELIA WALK - GENERAL FUND
BANK A AMELIA WALK

RUN 4/11/22

PAGE 1

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/23/22	00172	4/01/22 1157415	202204 320-57200-34500		*	180.64	
		ACCESS 04/01/22-04/30/22		BATES SECURITY LLC			180.64 003314
3/23/22	00102	11/30/21 AWCDD112	202111 320-57200-34700		*	4,200.00	
		NOV 21 MGMT FEES					
		11/30/21 AWCDD112	202111 320-57200-41000		*	34.02	
		NOV 21 IPAD/IPHONE SVCS.					
		12/31/21 AWCDD122	202112 320-57200-34700		*	4,200.00	
		DEC 21 MGMT FEES					
		12/31/21 AWCDD122	202112 320-57200-41000		*	13.50	
		IPAD					
		12/31/21 AWCDD122	202112 320-57200-41000		*	20.52	
		IPHONE					
		12/31/21 AWCDD122	202112 320-57200-52000		*	180.51	
		SUPPLIES					
		12/31/21 AWCDD122	202112 320-57200-49400		*	853.41	
		SPECIAL EVENTS					
		12/31/21 AWCDD122	202112 320-57200-62000		*	175.00	
		PRESSURE WASHING					
		12/31/21 AWCDD122	202112 320-57200-52005		*	201.47	
		HOLIDAY DECOR					
		1/30/22 AWCDD012	202201 320-57200-34700		*	4,200.00	
		JAN 22 MGMT FEES					
		1/30/22 AWCDD012	202201 320-57200-41000		*	34.02	
		JAN 22 MGMT FEES					
		2/28/22 AWCDD022	202202 320-57200-34700		*	4,200.00	
		FEB 22 MGMT FEES					
		2/28/22 AWCDD022	202202 320-57200-52000		*	179.26	
		FEB 22 MGMT FEES					
		2/28/22 AWCDD022	202202 320-57200-52000		*	103.19	
		FEB 22 MGMT FEES					
		2/28/22 AWCDD022	202202 320-57200-49400		*	161.00	
		FEB 22 MGMT FEES					
		2/28/22 AWCDD022	202202 320-57200-41000		*	34.02	
		FEB 22 MGMT FEES					
				EVERGREEN LIFESTYLES MANAGEMENT, LLC			18,789.92 003315
3/23/22	00021	3/08/22 MARCH-22	202203 320-57200-43000		*	1,388.17	
		SERVICE THRU 03/18/2022					
		3/08/22 MARCH-22	202203 320-57200-43001		*	2,609.60	
		SERVICE THRU 03/18/2022					
				FPL			3,997.77 003316
3/23/22	00001	3/01/22 277	202203 310-51300-34000		*	4,050.00	
		MAR 22 MGMT FEES					

AWLK -AMELIA WALK - SHENNING

AP300R
*** CHECK NOS. 003314-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
AMELIA WALK - GENERAL FUND
BANK A AMELIA WALK

RUN 4/11/22

PAGE 2

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		3/01/22 277	202203 310-51300-35101		*	33.33	
		WEBSITE ADMIN					
		3/01/22 277	202203 310-51300-35100		*	66.67	
		INFO TECHNOLOGY					
		3/01/22 277	202203 310-51300-31200		*	291.67	
		DISSEMINATION					
		3/01/22 277	202203 310-51300-42000		*	13.82	
		POSTAGE					
		3/01/22 277	202203 310-51300-42500		*	45.00	
		COPIES					
		3/01/22 277	202203 310-51300-41000		*	65.55	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,566.04 003317
3/23/22 00036		3/02/22 31240504	202202 320-57200-43100		*	2,776.72	
		SERVICE THRU 03/02/2022					
				JEA			2,776.72 003318
3/23/22 00215		3/06/22 1469	202202 310-51300-31500		*	2,383.67	
		FEB 22 LEGAL FEES					
				KE LAW GROUP, PLLC			2,383.67 003319
3/23/22 00013		11/15/21 111521	202203 300-36300-10000		*	5,552.88	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 300-13100-10200		*	9,265.12	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 700-36300-10000		*	794.22	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 700-20700-10000		*	794.22-	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 700-36300-10000		*	1,338.92	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 700-20700-10000		*	1,338.92-	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 700-36300-10000		*	3,224.09	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 700-20700-10000		*	3,224.09-	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 700-36300-10000		*	3,907.90	
		2021-2022 COLLECTION FEES					
		11/15/21 111521	202203 700-20700-10000		*	3,907.90-	
		2021-2022 COLLECTION FEES					
				NASSAU COUNTY PROPERTY APPRAISER			14,818.00 003320
3/23/22 00028		3/16/22 0687-001	202204 320-57200-43300		*	774.43	
		APR 22 REFUSE SERVICES					
				REPUBLIC SERVICES #687			774.43 003321
				AWLK -AMELIA WALK - SHENNING			

AP300R
*** CHECK NOS. 003314-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
AMELIA WALK - GENERAL FUND
BANK A AMELIA WALK

RUN 4/11/22

PAGE 3

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/08/22	00172	4/05/22 1165931	202204 320-57200-34503		*	700.00	
		SVCS 04/22		BATES SECURITY LLC			700.00 003322
4/08/22	00156	3/21/22 0350808	202204 320-57200-41050		*	387.58	
		SVCS 04/22		COMCAST			387.58 003323
4/08/22	00001	4/01/22 278	202204 310-51300-34000		*	4,050.00	
		MGMT FEES 04/22			*	33.33	
		4/01/22 278	202204 310-51300-35101		*	66.67	
		WEBSITE ADMINISTRATION			*	291.67	
		4/01/22 278	202204 310-51300-35100		*	24.40	
		INFORMATION TECHNOLOGY			*	134.70	
		4/01/22 278	202204 310-51300-31200		*	10.92	
		DISSEMINATION AGT SVCS			*		
		4/01/22 278	202204 310-51300-42000		*		
		POSTAGE			*		
		4/01/22 278	202204 310-51300-42500		*		
		COPIES			*		
		4/01/22 278	202204 310-51300-41000		*		
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,611.69 003324
4/08/22	00036	3/31/22 31240504	202203 320-57200-43100		*	1,148.25	
		SVCS 03/22		JEA			1,148.25 003325
4/08/22	00215	4/05/22 1800	202203 310-51300-31500		*	5,233.24	
		SVCS 03/22		KE LAW GROUP, PLLC			5,233.24 003326
4/08/22	00222	4/01/22 5945B	202204 320-57200-61100		*	600.00	
		QTRLY MAINT-FOUNTAINS			*	2,385.00	
		4/01/22 5956B	202204 310-51300-60200		*		
		MAINT 04/22		SITEX AQUATICS			2,985.00 003327
4/08/22	00187	4/01/22 53575	202204 320-57200-46200		*	12,397.41	
		MAINT-04/22		TRIM ALL LAWN SERVICE, INC.			12,397.41 003328
4/08/22	00224	3/13/22 5	202203 320-57200-62000		*	1,449.00	
		SVCS 03/22		904 PRESSURE WASHING LLC			1,449.00 003329
				TOTAL FOR BANK A		77,199.36	
				AWLK -AMELIA WALK - SHENNING			



Bates Security LLC
9700 Philips Hwy
Suite 108
Jacksonville, FL 32256
(859) 244-4000

Invoice

Invoice Number 1157415	Date 04/01/2022
Customer Number 21054	Due Date 04/05/2022

Page 1

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Amelia Walk Cdd	21054		1157415	04/05/2022
Quantity	Description		Rate	Amount
1.00	Amelia Walk CDD, 85287 Majestic Walk Blvd., Fernandina Beach, FL Monthly Service-Access 04/01/2022 - 04/30/2022		180.64	180.64
	Sales Tax			0.00
	Payments/Credits Applied			0.00
Invoice Balance Due:				\$180.64

MAR 22 2022

Date	Invoice #	Description	Amount	Balance Due
04/01/2022	1157415	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 1157415	Date 04/01/2022
Customer Number 21054	Due Date 04/05/2022

☐ Information on Back.

Net Due: \$180.64

Amount Enclosed: 180.64

AMELIA WALK CDD
5385 N NOB HILL RD
SUNRISE, FL 33351-4761

9086

REMIT TO:

Bates Security LLC
PO Box 747049
Atlanta, GA 30374-7049

2100 S Hiawasse Rd
Winter Garden, FL 34787
321-558-6500

DATE:	11/31/2021
INVOICE #	AWCDD1121N

ACCT # 110059800
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

OTHER COMMENTS

Please include the the account number 110059800 on your check
Please send all payments to our new address:
 2100 S Hiawassee Rd
 Winter Garden, FL 34787

Make all checks payable to
Evergreen Lifestyles Management, LLC

If you have any questions about this invoice, please contact Melinda Archer
marcher@evergreen-lm.com

Evergreen Lifestyles Management, LLC

DATE:	12/31/2021
INVOICE #	AWCDD1221N

ACCT # 110059800
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

OTHER COMMENTS

TOTAL Due	\$ 5,644.41
-----------	-------------

If you have any questions about this invoice, please contact Melinda Archer
marcher@evergreen-lm.com

TOTAL DUE \$ 38.51

**Final Details for Order #112-7659201-5139405**

[Print this page for your records.](#)

Order Placed: December 3, 2021

Amazon.com order number: 112-7659201-5139405

Order Total: \$38.51

Shipped on December 5, 2021

Items Ordered

1 of: *Portable Electric Space Heater with Thermostat, 1500W/750W Safe and Quiet Ceramic Heater Fan, Heat Up 200 Square Feet for Office Room Desk Indoor Use*
Sold by: Fun Mode US ([seller profile](#))

Price

\$35.99

Condition: New

Shipping Address:

Sandeline Bernardin
85287 MAJESTIC WALK BLVD
FERNANDINA BEACH, FL 32034-3785
United States

Shipping Speed:

FREE Prime Delivery

Payment information**Payment Method:**

American Express | Last digits: 1002

Item(s) Subtotal: \$35.99

Shipping & Handling: \$0.00

Billing address

Jamie Stevens
270 W PLANT ST STE 340
WINTER GARDEN, FL 34787-3012
United States

Total before tax: \$35.99

Estimated tax to be collected: \$2.52

Grand Total: \$38.51

Credit Card transactions

AmericanExpress ending in 1002: December 5, 2021: \$38.51

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2021, Amazon.com, Inc. or its affiliates

CHECK REQUEST INVOICE

DATE: 12/28/2021INVOICE # AWCDD122021

DUE DATE: _____

Evergreen Lifestyles Management

(Payable to)

Address, City, State, Zip

(Mail to)

☐ Association☒ Vendor**BILL TO**

Name and No. of Association:

Amelia Walk CDD

DESCRIPTION	GL CODE	AMOUNT
Santa Tony Adams: Holiday Events Hotel Accomodation		\$ 54.03

Please remember to attach all receipts!

Authorized by:

TOTAL DUE \$ 54.03

Approved by:



Courtyard by Marriott® Jacksonville Flagler Center
14402 Old St Augustine Rd, Jacksonville, FL 32258 P 904.260.2027
Marriott.com/JAXJS

John Adams
147 Wood Crest Cir
Brunswick GA 31525
Leisure

Room: 302
Room Type: GENR
Number of Guests: 3
Rate: \$129.00

Clerk: RHO

Arrive: 09Dec21

Time: 09:53PM

Depart: 10Dec21

Time: 12:00PM

Folio Number: 58385

DATE	DESCRIPTION	CHARGES	CREDITS
		109.00	
09Dec21	Room Charge	6.54	
09Dec21	Occupancy Sales Tax	8.18	
09Dec21	State Occupancy Tax	129.00	
10Dec21	Room Charge	7.74	
10Dec21	Occupancy Sales Tax	9.68	
10Dec21	State Occupancy Tax	0.00	
10Dec21	Refunds		

BALANCE: 270.14

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CHECK REQUEST INVOICE

DATE:

12/23/2021

INVOICE #

12232021

DUE DATE:

ASAPEvergreen Lifestyles Management LLC

(Payable to)

2100 S. Hiawasse Road, Orlando FL 32852

Address, City, State, Zip

(Mail to)

BILL TO

Name and No. of Association:

Amelia Walk CDD (1000)

DESCRIPTION		GL CODE	AMOUNT
Home Depot	Maintenance	Amenity- Facility Maintenance	142.00

Please remember to attach all receipts!

Authorized by: _____

TOTAL DUE \$ 142.00

Approved by: _____

Receipt # 226-5-9194 [View Register Receipt](#)

PO/Job Name:

Order Origin: #226, Southside

Payment:  - 1002Order Total: \$335³⁹

In-Store Purchase

Completed

Dec. 15

 Live Chat


EcoSmart ECS (75W) PAR30 DL 2PK DIM

SKU 1006248218 Six mile Creek

Qty

1

Unit Price

\$10.56

Discount

-\$2.00

Net Unit Price

\$8.56

Pre-Tax Amount

\$8.56



Sensor Brite SB SOLAR SENTRY SPOT LIGHT

SKU 1006099443

Qty

1

Unit Price

Armstong CDD

\$19.97

Discount

\$0.00

Net Unit Price

\$19.97

Pre-Tax Amount

\$19.97



Sensor Brite SB SOLAR SENTRY SPOT LIGHT

SKU 1006099443

Qty

1

Unit Price

Armstong CDD

\$19.97

Discount

\$0.00

Net Unit Price

\$19.97

Pre-Tax Amount

\$19.97



Husky 16/3 100' HUSKY EXTENSION CORD

SKU 794529

Qty

1

Unit Price

Amiela Walk CDD

\$36.59

Discount

\$0.00

Net Unit Price \$36.59

Pre-Tax Amount \$36.59

KOHLER HIGHLINE W QUIET EL SEAT

SKU 1004392394



Qty Amiela Walk CDD 1

Unit Price \$34.98

Discount \$0.00

Net Unit Price \$34.98

Pre-Tax Amount \$34.98

EcoSmart ECS (75W) PAR30 DL 2PK DIM



SKU 1006248218

Qty Six mile Creek 1

Unit Price \$10.56

Discount -\$2.00

Net Unit Price \$8.56

Pre-Tax Amount \$8.56

Unbranded SIZE 10 WHT PVC BOOTS

SKU 259248



Qty Corprate 1

Unit Price \$24.98

Discount \$0.00

Net Unit Price \$24.98

Pre-Tax Amount \$24.98

Sensor Brite SB SOLAR SENTRY SPOT LIGHT

SKU 1006099443



Qty Armstong CDD 1

Unit Price \$19.97

Discount \$0.00

Net Unit Price \$19.97

Pre-Tax Amount \$19.97

Sensor Brite SB SOLAR SENTRY SPOT LIGHT

SKU 1006099443



Qty Armstong CDD 1

Unit Price \$19.97

Discount \$0.00

Net Unit Price \$19.97

Pre-Tax Amount \$19.97

Live Chat

**Sensor Brite SB SOLAR SENTRY SPOT LIGHT**

SKU 1006099443

Qty	Armstong CDD	1
Unit Price		\$19.97
Discount		\$0.00
Net Unit Price		\$19.97
Pre-Tax Amount		\$19.97

BLACK+DECKER B&D 140 MPH 450 CFM 9AMP ELEC BLOWER

SKU 1004396059

Qty	Amiela Walk CDD	1
Unit Price		\$49.97
Discount		\$0.00
Net Unit Price		\$49.97
Pre-Tax Amount		\$49.97

Sensor Brite SB SOLAR SENTRY SPOT LIGHT

SKU 1006099443

Qty	Armstong CDD	1
Unit Price		\$19.97
Discount		\$0.00
Net Unit Price		\$19.97
Pre-Tax Amount		\$19.97

Kwikset KS SEC BALBOA VB PASSAGE

SKU 1001536203

Qty	Amiela Walk CDD	1
Unit Price		\$19.97
Discount		\$0.00
Net Unit Price		\$19.97
Pre-Tax Amount		\$19.97

EcoSmart ECS (75W) PAR30 DL 2PK DIM

SKU 1006248218

Qty	Six mile Creek	1
Unit Price		\$10.56
Discount		-\$2.00
Net Unit Price		\$8.56
Pre-Tax Amount		\$8.56

Subtotal \$317.99

12/23/21, 6:47 AM

The Home Depot

Pro Xtra Savings

-\$6.00

Sales Tax

\$23.40

Order Total:

\$335³⁹

 Live Chat

CHECK REQUEST INVOICE

DATE: 12/14/2021
 INVOICE # 115001
 DUE DATE: 12/14/2021

Brian Quillen

(Payable to)

50 Hemlock Point, Saint Augustine, FL 32086

Address, City, State, Zip

(Mail to)

☐ Association

☐ Vendor

BILL TO

1100 - Amelia Walk CDD

DESCRIPTION	GL CODE	AMOUNT
1/3 Walmart Receipt for supplies for holiday event	Special Events	\$127.09
1/3 Sam's Club Receipt for supplies for holiday event	Special Events	\$74.38

Please remember to attach all receipts!

Brian Quillen

Authorized by:

TOTAL DUE \$ 201.47



```

AMERICAN AIRLINES          AXZ      FEND      867-27    0
APPROVAL # 000077         ***** SSS 2 0
KEY # 03460070707EN
THRU 02 - 02L0709*****
KIS AN000000004AL0001
NAT 01010700JAN010000
TERMINAL # BUCOL0000
        LAY/PA/21      1012/17
                                CHANGE DATE      0.00
# ITERRS HOLD 16
TCR 1012 A1A1 R1T1 DMTA H0L1 9

```

Low Prices You Can Trust Every Day.

LAY/PA/21 1012/17
*****CUSTOMER COPY****

Your Sam's Club Receipt

Sam's Club <transaction@info.samsclub.com>

Fri 12/10/2021 7:12 AM

To: BQAZ2006@HOTMAIL.COM <BQAZ2006@HOTMAIL.COM>

[Grocery](#)[Electronics](#)[Furniture](#)[Outdoor & Patio](#)[New Items](#)

Here's your Sam's Club receipt

Thanks for shopping at Sam's Club, Brian! You can find your receipt in your order history on SamsClub.com.



TC# 093200033126823127812

Details

**Daytona Beach Sam's Club
#8138**

1460 Cornerstone Blvd.
Daytona Beach, FL 32117
(386)760-3330

[See hours and directions](#)

Transaction date and time

Friday, 10-December-2021 at 09:10 AM

Items purchased (14)

Items	Qty	Orig. price	Subtotal	
HOLIDAY CUP Item: 980292831	3	\$11.48	\$34.44	T
MM NAPKINS Item: 72512	1	\$10.48	\$10.48	T
TRANSFER SN Item: 980335800	1	\$0.00	\$0.00	T
SAMS DCHF 2	1	\$28.28	\$28.28	T

Item: 821981

MM PLATE	2	\$14.43	\$28.86	T
----------	---	---------	---------	---

Item: 980076972

ZPLC SNDWIC	1	\$12.87	\$12.87	T
-------------	---	---------	---------	---

Item: 980071276

SOUFFLE CUP	1	\$34.27	\$34.27	T
-------------	---	---------	---------	---

Item: 770507

FOOD GLOVES	1	\$9.98	\$9.98	T
-------------	---	--------	--------	---

Item: 980179204

COOKIE TRAY	3	\$17.87	\$53.61	N
-------------	---	---------	---------	---

Item: 33408

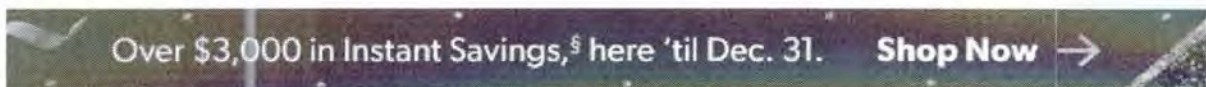
Payment info

Payment methods

Debit Tender *****8618

Subtotal	\$212.79
Est. sales tax	\$10.35
Your Savings	\$0.00
Total	\$223.14

We gladly accept returns. Please bring your receipt if you need to make exchanges or returns. See our return policy.



Get your flu shot today.

Free Curbside Pickup now available. →

Fuel up faster with the Scan & Go™ feature. →

Today's Shocking Values

CHECK REQUEST INVOICE

DATE: 12/11/2021
INVOICE # 71E5160E-0009
DUE DATE: ASAP

Renelita Montesano

(Payable to)

805 Trailmark Drive, St. Augustine FL 32092

Address, City, State, Zip

(Mail to)

☒ Association

☐ Vendor

BILL TO

Evergreen

DESCRIPTION	GL CODE	AMOUNT
Bill back to Amelia Walk CDD:		
Holiday Event Photographer: 5:00pm-8:00pm	Special Events	\$449.38

Please remember to attach all receipts!

Samantha Hawkins

TOTAL DUE \$ 449.38 -

Authorized by:

Signature: *Samantha Hawkins*

Email: SHawkins@Evergreen-LM.com

Invoice



Invoice number 71E5160E-0009
Date of issue December 8, 2021
Date due January 7, 2022

(optional)
81 Cloverly Pt
St Augustine, Florida 32092
United States
+1 904-258-2518
info@renelitaphotography.com

Bill to
Samantha Hawkins - Evergreen
shawkins@evergreen-lm.com

\$449.38 due January 7, 2022

[Pay online](#)

December 12th: Amelia Walk 5:00 – 8:00 PM

Description	Qty	Unit price	Tax	Amount
Event Photography (special rate \$125/hr) with digitals	3	\$125.00	6.5%	\$375.00
Travel Fee	1	\$50.00		\$50.00
Subtotal				\$425.00
Sales tax - St Johns County (6.5%)				\$24.38
Total				\$449.38
Amount due				\$449.38

Pay with ACH or wire transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank name WELLS FARGO BANK, N.A.
Routing number 121000248
Account number 40630175567480249
SWIFT code WFBUS6S

C

III
IV
V
C
C
C

Ship To
Same as recipient

Quantity	Description	Unit Price	Total
1	Amelia Walk 5pm – 8pm 12/12/21	\$300.00	\$300.00

Thank you for your business!

Email: realsouthsanta@gmail.com
Web: realsouthsanta.com



Evergreen Lifestyles Maintenance

Invoice

Bill To: HOA Name & Assn # Amelia Walk CDD (1000)

Invoice No: 2021002
Date: 12/17/2021
Terms:

NET 30

Code	Description	Quantity	Rate	Amount
1999	Pool pavers repair	1	\$175.00	\$175.00
1999	Supplies	0	\$0.00	\$0.00

Subtotal \$175.00
TAX 0% \$0.00
Total \$175.00

aboyer@evergreen-lm.com

INVOICE

DATE:	1/30/2022
INVOICE #	AWCDD0122N

ACCT # 110059800
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

OTHER COMMENTS

Please include the the account number 110059800 on your check
Please send all payments to our new address:
 2100 S Hiawassee Rd
 Winter Garden, FL 34787

Make all checks payable to
Evergreen Lifestyles Management, LLC

If you have any questions about this invoice, please contact Melinda Archer
marcher@evergreen-lm.com

2100 S Hiawasse Rd
Winter Garden, FL 34787
321-558-6500

DATE: 2/28/2022
INVOICE # AWCDD0222N

ACCT # 110059800
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

OTHER COMMENTS

Please include the the account number 110059800 on your check
Please send all payments to our new address:
 2100 S Hiawassee Rd
 Winter Garden, FL 34787

Make all checks payable to
Evergreen Lifestyles Management, LLC

If you have any questions about this invoice, please contact Melinda Archer
marcher@evergreen-lm.com

CHECK REQUEST INVOICE

DATE:

2/24/2022

INVOICE #

02242022

DUE DATE:

ASAPEvergreen Lifestyles Management LLC

(Payable to)

270 W Plant St #340 Winter Garden FL 34787

Address, City, State, Zip

(Mail to)

BILL TO

Name and No. of Association:

Amelia Walk CDD (1000)

DESCRIPTION		GL CODE	AMOUNT
AMAZON MARKETPLACE	Maintenance	Amenity-Janitorial Supplies	85.59
AMAZON MARKETPLACE	Maintenance	Amenity-Janitorial Supplies	66.93
AMAZON MARKETPLACE	Maintenance	Amenity-Janitorial Supplies	26.74

Please remember to attach all receipts!

TOTAL DUE \$ 179.26

Authorized by: _____

Approved by: _____

**Final Details for Order #113-5630438-4622626**

[Print this page for your records.](#)[Print this page for your records.](#)

Order Placed: January 28, 2022

Amazon.com order number: 113-5630438-4622626

Order Total: \$66.93

Shipped on January 30, 2022**Items Ordered**

1 of: *Amazon Brand - Solimo Original Fresh Liquid Hand Soap, 32 Fluid Ounce (Pack of 2)*

Sold by: Amazon.com Services LLC

Condition: New

Price

\$6.58

Shipping Address:

Alex Boyer
85287 MAJESTIC WALK BLVD
FERNANDINA BEACH, FL 32034-3785
United States

Shipping Speed:

FREE Shipping

Shipped on January 30, 2022**Items Ordered**

1 of: *20 Foot High Reach Duster Kit with 5-12 ft Extension Pole // High Ceiling Duster Cleaning Kit with Telescopic Pole // Cobweb Duster // Feather Duster and Ceiling Fan Duster // The Ultimate Dusting Kit*

Sold by: Extend-A-Reach ([seller profile](#))

Condition: New

Price

\$55.97

Shipping Address:

Alex Boyer
85287 MAJESTIC WALK BLVD
FERNANDINA BEACH, FL 32034-3785
United States

Shipping Speed:

FREE Shipping

Payment information**Payment Method:**

American Express | Last digits: 2000

Billing address

David Boyer
270 W PLANT ST 340
WINTER GARDEN, FL 34787-3012
United States

Item(s) Subtotal: \$62.55

Shipping & Handling: \$10.80

Free Shipping: -\$10.80

Total before tax: \$62.55

Estimated tax to be collected: \$4.38

Grand Total: \$66.93

Credit Card transactions

AmericanExpress ending in 2000: January 30, 2022: \$66.93

To view the status of your order, return to [Order Summary](#).

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Final Details for Order #113-5948807-7491405

[Print this page for your records.](#)[Print this page for your records.](#)

Order Placed: January 28, 2022

Amazon.com order number: 113-5948807-7491405

Order Total: \$26.74

Shipped on January 29, 2022**Items Ordered**

1 of: *Germ-X Hand Sanitizer, Original, 32 Fl. Oz (Pack of 4)*

Sold by: Paracord by Ripcord ([seller profile](#))

Condition: New

Price

\$24.99

Shipping Address:

Alex Boyer
85287 MAJESTIC WALK BLVD
FERNANDINA BEACH, FL 32034-3785
United States

Shipping Speed:

Standard Shipping

Payment information**Payment Method:**

American Express | Last digits: 2000

Item(s) Subtotal: \$24.99

Shipping & Handling: \$0.00

Billing address

David Boyer
270 W PLANT ST 340
WINTER GARDEN, FL 34787-3012
United States

Total before tax: \$24.99

Estimated tax to be collected: \$1.75

Grand Total: \$26.74

Credit Card transactions

AmericanExpress ending in 2000: January 29, 2022: \$26.74

To view the status of your order, return to [Order Summary](#).

Final Details for Order #113-8934251-6557864

[Print this page for your records.](#)[Print this page for your records.](#)

Order Placed: January 28, 2022**Amazon.com order number:** 113-8934251-6557864**Order Total:** \$85.59**Shipped on January 28, 2022****Items Ordered**

1 of: *Wet Wipes Bulk Buy - 4 x 800 Count Refill Bags (3200 Wipes) Value Pack - For Upward Pull Dispenser Ideal For Public Use* **Price** \$79.99

Sold by: Innovent Inc ([seller profile](#))

Condition: New

Shipping Address:

Alex Boyer
85287 MAJESTIC WALK BLVD
FERNANDINA BEACH, FL 32034-3785
United States

Shipping Speed:

Economy Shipping

Payment information**Payment Method:**

American Express | Last digits: 2000

Item(s) Subtotal: \$79.99

Shipping & Handling: \$0.00

Billing address

David Boyer
270 W PLANT ST 340
WINTER GARDEN, FL 34787-3012
United States

Total before tax: \$79.99

Estimated tax to be collected: \$5.60

Grand Total: \$85.59

Credit Card transactions

AmericanExpress ending in 2000: January 28, 2022: \$85.59

To view the status of your order, return to [Order Summary](#).

[illegible]

Please remember to attach all receipts!

Amy Mallinder

Authorized by:

TOTAL DUE \$ 161.00

Approved by:

American Carnival Mart

1317 Lindbergh Plaza Center St. Louis, MO 63132
Phone: 314-991-6818 / 314-991-6880 Fax:314-991-6884

www.funcarnival.com

Sales Order

Date	Terms	Order #
2/16/2022		O-50312117

Bill To	
EVERGREEN LIFESTYLE MANAGEMENT 10401 DEERWOOD PARK BLVD STE 2130 JACKSONVILLE FL 32256 United States	
(904) 521-2072	AMALLINDER@EVERGREEN-...
Customer Account :	
12608 EVERGREEN LIFESTYLE MANAGEMENT	

Ship To	
AMELIA WALK SAMI HAWKINS 85287 MAJESTIC WALK BLVD Fernandina Beach FL 32034 United States	
(904) 521-2072	AMALLINDER@EVERGREEN-...
PO #	
Easter 2022	

Ordered By	Event Start	Event Start	Sales Rep	Order Taker
AMY MALLINDER			134 Jack Kelly	156 Amanda Oliver
Shipping Method	Del. Date	Del. Time	Delivery Notes	
QUOTED	2/17/2022			

Sales Order Memo

Item	Description	Qty	UOM	Price	Amount
E01851	EGGS-2-1/3" PLSTC W/I CANDY	2	CS	70.00	140.00
				Subtotal	140.00
				Freight/Shipping (QUOTED)	21.00
				Total	\$161.00



O-50312117

Please pay within 30 days. A finance charge of 1.5% per month (18% annually) may be assessed on past due balances.

CHECK REQUEST INVOICE

DATE: 2/25/2022
INVOICE # 115001
DUE DATE: 3/1/2022

Evergreen Lifestyles Management

(Payable to)

270 W Plant St Winter Garden FL 34797

(Mail to)

☐ Association

☐ Vendor

BILL TO

1150 Amelia Walk

DESCRIPTION	GL CODE	AMOUNT
Printer Ink	50-5061	\$103.19

Please remember to attach all receipts!

Brian Quillen

Authorized by:

TOTAL DUE \$103.19

**Final Details for Order #112-2061956-3609056**[Print this page for your records.](#)**Order Placed:** February 18, 2022**Amazon.com order number:** 112-2061956-3609056**Order Total: \$103.19****Shipped on February 18, 2022****Items Ordered****Price**

1 of: *Original HP 962 Black, Cyan, Magenta, Yellow Ink Cartridges (4-pack) | Works with HP OfficeJet 9010 Series, HP OfficeJet Pro 9010, 9020 Series | Eligible for Instant Ink | 3YQ25AN*

\$96.89

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

Brian Quillen
50 HEMLOCK PT
ST AUGUSTINE, FL 32086-1915
United States

Shipping Speed:

FREE Prime Delivery

Payment information**Payment Method:**

American Express | Last digits: 1153

Item(s) Subtotal: \$96.89

Shipping & Handling: \$0.00

Billing address

Jamie Stevens
270 W PLANT ST
WINTER GARDEN, FL 34787-3012
United States

Total before tax: \$96.89

Estimated tax to be collected: \$6.30

Grand Total: \$103.19**Credit Card transactions**

AmericanExpress ending in 1153: February 18, 2022: \$103.19

To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2022, Amazon.com, Inc. or its affiliates

Amelia Walk CDD

FPL Electric

March-22

73913-05054	85057 MAJESTIC WALK BLVD.#LS	\$	204.80
76801-07336	85359 MAJESTIC WALK BLVD.	\$	37.82
79966-25336	85287 MAJESTIC WALK BLVD. CLUB	\$	626.24
90653-46331	85257 MAJESTIC WALK BLVD. FTN	\$	477.50
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	\$	14.56
		<u>\$</u>	<u>1,388.17</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: Feb 7, 2022 to Mar 8, 2022 (29 days)

Statement Date: Mar 8, 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

Mar 29, 2022

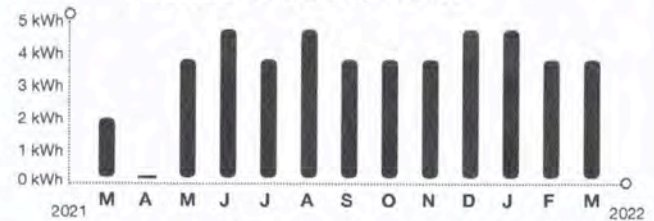
NEW CHARGES DUE BY

BILL SUMMARY

Amount of your last bill	14.68
Payments received	-14.68
Balance before new charges	0.00
Total new charges	14.68
Total amount you owe	\$14.68

(See page 2 for bill details.)

ENERGY USAGE HISTORY



KEEP IN MIND

- Payments received after March 29, 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.



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

3405646771619498641000000

0001 0004 062740 1 78

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](https://www.fpl.com/PayBill)
for ways to pay.

64677-16194
ACCOUNT NUMBER

\$14.68
TOTAL AMOUNT YOU OWE

Mar 29, 2022
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED



Customer Name:
Amelia Walk Cdd

Account Number:
64677-16194

FPL.com Page 2

0002 0004 062740

E001

BILL DETAILS

Amount of your last bill	14.68
Payment received - Thank you	-14.68
Balance before new charges	\$0.00
New Charges	
Rate: RS-1 RESIDENTIAL SERVICE	
Base charge:	\$8.99
Non-fuel: (First 1000 kWh at \$0.073710)	\$0.30
(Over 1000 kWh at \$0.083710)	
Fuel: (First 1000 kWh at \$0.034870)	\$0.14
(Over 1000 kWh at \$0.044870)	
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 Apr 7, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00075		00071		4

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Mar 8, 2022	Feb 7, 2022	Mar 8, 2021
kWh Used	4	4	2
Service days	29	31	31
kWh/day	0	0	0
Amount	\$9.68	\$9.68	\$8.72

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**Electric Bill Statement**

For: Feb 7, 2022 to Mar 8, 2022 (29 days)

Statement Date: Mar 8, 2022**Account Number:** 81986-72449**Service Address:**85633 FALL RIVER PKWY # IRR
FERNANDINA BEACH, FL 32034

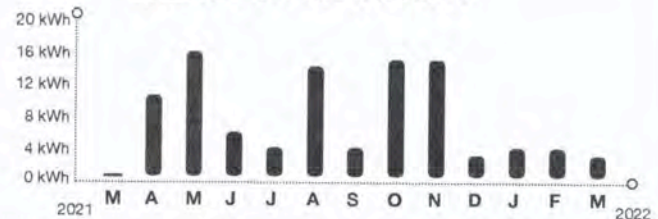
Hello Amelia Walk Cdd,
Here's what you owe for this billing period.

CURRENT BILL**\$14.56**

TOTAL AMOUNT YOU OWE

Mar 29, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**KEEP IN MIND**

- Payments received after March 29, 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

Amount of your last bill	14.68
Payments received	-14.68
Balance before new charges	0.00
Total new charges	14.56
Total amount you owe	\$14.56

(See page 2 for bill details.)



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

3405819867244946541000000

0003 0004 062740

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.

81986-72449
ACCOUNT NUMBER

\$14.56
TOTAL AMOUNT YOU OWE

Mar 29, 2022
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED





Customer Name:
Amelia Walk Cdd

Account Number:
81986-72449

FPL.com Page 2

0004 0004 062740

E001

BILL DETAILS

Amount of your last bill	14.68
Payment received - Thank you	-14.68
Balance before new charges	\$0.00
New Charges	
Rate: RS-1 RESIDENTIAL SERVICE	
Base charge:	\$8.99
Non-fuel: (First 1000 kWh at \$0.073710)	\$0.22
(Over 1000 kWh at \$0.083710)	
Fuel: (First 1000 kWh at \$0.034870)	\$0.10
(Over 1000 kWh at \$0.044870)	
Electric service amount	9.31
Gross rec. tax/Regulatory fee	0.25
Taxes and charges	0.25
Late payment charge	5.00
Total new charges	\$14.56
Total amount you owe	\$14.56

METER SUMMARY

Meter reading - Meter ACD0023. Next meter reading Apr 7, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00129		00126		3

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Mar 8, 2022	Feb 7, 2022	Mar 8, 2021
kWh Used	3	4	0
Service days	29	31	31
kWh/day	0	0	0
Amount	\$9.56	\$9.68	\$8.55

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[FPL.com/ACsavings](https://www.fpl.com/ACsavings)

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Electric Bill Statement

For: Feb 17, 2022 to Mar 18, 2022 (29 days)

Statement Date: Mar 18, 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

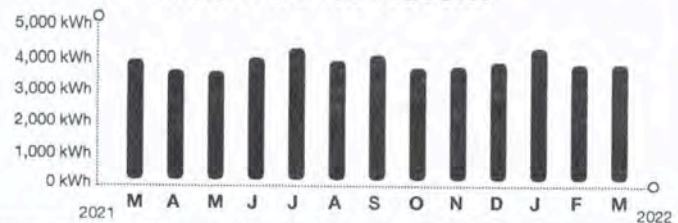
\$477.50

TOTAL AMOUNT YOU OWE

Apr 8, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY



BILL SUMMARY

Amount of your last bill	476.12
Payments received	-476.12
Balance before new charges	0.00
Total new charges	477.50
Total amount you owe	\$477.50

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after June 08, 2022 is considered LATE; a late payment charge of 1% will apply.



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)



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34139065346331 0577400000

0017 0018 450016

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

Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

90653-46331

ACCOUNT NUMBER

\$477.50

TOTAL AMOUNT YOU OWE

Apr 8, 2022

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
90653-46331

FPL.com Page 2

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E001

BILL DETAILS

Amount of your last bill	476.12
Payment received - Thank you	-476.12
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) \$300.47

Fuel: (\$0.038060 per kWh) \$152.85

Electric service amount 465.23

Gross rec. tax/Regulatory fee 12.27

Taxes and charges 12.27

Total new charges \$477.50

Total amount you owe \$477.50

METER SUMMARY

Meter reading - Meter ACD7475. Next meter reading Apr 19, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	37508		33492		4016

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Mar 18, 2022	Feb 17, 2022	Mar 18, 2021
kWh Used	4016	4004	4154
Service days	29	29	29
kWh/day	138	138	143
Amount	\$477.50	\$476.12	\$394.57

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**Electric Bill Statement**

For: Feb 17, 2022 to Mar 18, 2022 (29 days)

Statement Date: Mar 18, 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****\$626.24**

TOTAL AMOUNT YOU OWE

Apr 8, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	713.88
Payments received	-713.88
Balance before new charges	0.00
Total new charges	626.24
Total amount you owe	\$626.24

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after June 08, 2022 is considered LATE; a late payment charge of 1% will apply.

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27

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AMELIA WALK CDD
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MIAMI FL 33188-0001Visit **FPL.com/PayBill**
for ways to pay.79966-25336
ACCOUNT NUMBER\$626.24
TOTAL AMOUNT YOU OWEApr 8, 2022
NEW CHARGES DUE BY\$
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
79966-25336

FPL.com Page 2

0012 0018 450016

E001

BILL DETAILS

Amount of your last bill	713.88
Payment received - Thank you	-713.88
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)	\$115.91
Fuel: (\$0.038060 per kWh)	\$167.81
Demand: (\$11.93 per KW)	\$298.25
Electric service amount	610.14
Gross rec. tax/Regulatory fee	16.10
Taxes and charges	16.10
Total new charges	\$626.24
Total amount you owe	\$626.24

METER SUMMARY

Meter reading - Meter KLL2800. Next meter reading Apr 19, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	84071		79662		4409
	15.19				
Actual demand					15
Contract demand					25

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Mar 18, 2022	Feb 17, 2022	Mar 18, 2021
kWh Used	4409	5736	7413
Service days	29	29	29
kWh/day	152	197	255
Amount	\$626.24	\$713.88	\$658.89

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Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

FPL.com Page 1

0009 0018 450016 ESLA

For: 02-17-2022 to 03-18-2022 (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 Energy	74	6746	F	57	0.800000	1,482	45.60
Non-energy					6.370000		363.09
Fixtures					1.300000		74.10
Maintenance							
F861207 Energy	74	6746	F	16	0.800000	416	12.80
Non-energy					4.500000		72.00
Fixtures					1.300000		20.80
Maintenance							
F861227 Energy	73	6000	F	68	0.800000	1,700	54.40
Non-energy					4.500000		306.00
Fixtures					1.300000		88.40
Maintenance							
PMF0001 Non-energy				141	8.890000		1,253.49
Fixtures							
UCNP Non-energy				4,102	0.044980		184.51
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 450016 ESLA

For: 02-17-2022 to 03-18-2022 (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

**Electric Bill Statement**

For: Feb 17, 2022 to Mar 18, 2022 (29 days)

Statement Date: Mar 18, 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**Apr 8, 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 June 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.

MAR 21 2022

Customer Service: (386) 255-3020
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27

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for ways to pay.78458-32232
ACCOUNT NUMBER\$2,609.60
TOTAL AMOUNT YOU OWEApr 8, 2022
NEW CHARGES DUE BY\$
AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

FPL.com Page 2

0008 0018 450016

E001

BILL DETAILS

Amount of your last bill	2,609.60
Payment received - Thank you	-2,609.60
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 Apr 19, 2022.

Usage Type	Usage
Total kWh used	3598

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Mar 18, 2022	Feb 17, 2022	Mar 18, 2021
kWh Used	3598	3598	1973
Service days	29	29	29
kWh/day	124	124	68
Amount	\$2,609.60	\$2,609.60	\$1,454.93

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**Electric Bill Statement**

For: Feb 17, 2022 to Mar 18, 2022 (29 days)

Statement Date: Mar 18, 2022

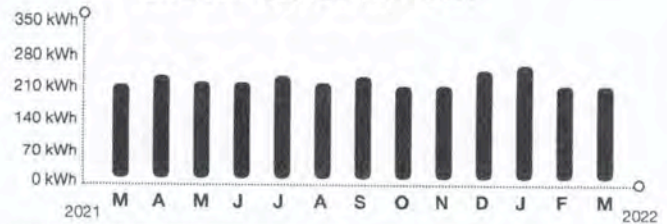
Account Number: 76801-07336

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****\$37.82**

TOTAL AMOUNT YOU OWE

Apr 8, 2022

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	37.82
Payments received	-37.82
Balance before new charges	0.00
Total new charges	37.82
Total amount you owe	\$37.82

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after June 08, 2022 is considered LATE; a late payment charge of 1% will apply.

Customer Service: (386) 255-3020
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27

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for ways to pay.

76801-07336

ACCOUNT NUMBER

\$37.82

TOTAL AMOUNT YOU OWE

Apr 8, 2022

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
73913-05054

FPL.com Page 2

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E001

BILL DETAILS

Amount of your last bill	224.18
Payment received - Thank you	-224.18
Balance before new charges	\$0.00

New Charges

Rate: GSD-1 GENERAL SERVICE DEMAND

Base charge:	\$28.17
Non-fuel: (\$0.026290 per kWh)	\$31.02
Fuel: (\$0.038060 per kWh)	\$44.91
Demand: (\$11.93 per KW)	\$95.44

Electric service amount 199.54

Gross rec. tax/Regulatory fee 5.26

Taxes and charges 5.26

Total new charges \$204.80

Total amount you owe \$204.80

METER SUMMARY

Meter reading - Meter KN20453. Next meter reading Apr 19, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	62501		61321		1180
Demand KW	8.09				8

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Mar 18, 2022	Feb 17, 2022	Mar 18, 2021
kWh Used	1180	1288	1079
Service days	29	29	29
kWh/day	40	44	37
Amount	\$204.80	\$224.18	\$184.62

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**Electric Bill Statement**

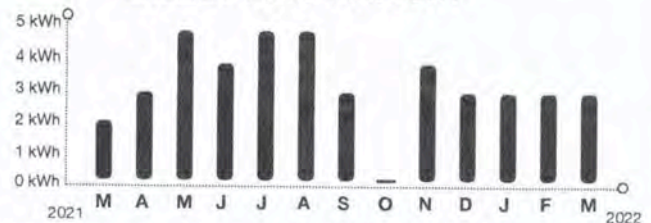
For: Feb 17, 2022 to Mar 18, 2022 (29 days)

Statement Date: Mar 18, 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

Apr 8, 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 June 08, 2022 is considered LATE; a late payment charge of 1% will apply.

MAR 21 2022Customer Service:
Outside Florida:(386) 255-3020
1-800-226-3545Report Power Outages:
Hearing/Speech Impaired:1-800-4OUTAGE (468-8243)
711 (Relay Service)

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#1864143LQ778881#
AMELIA WALK CDD
C/O GMS-SF-LLC
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14381-88177

ACCOUNT NUMBER

\$12.57

TOTAL AMOUNT YOU OWE

Apr 8, 2022

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
14381-88177

FPL.com Page 2

0002 0018 450016

E001

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 Apr 19, 2022.

Usage Type	Current	-	Previous	=	Usage
kWh used	00164		00161		3

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Mar 18, 2022	Feb 17, 2022	Mar 18, 2021
kWh Used	3	3	2
Service days	29	29	29
kWh/day	0	0	0
Amount	\$12.57	\$12.57	\$11.06

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Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 277**Invoice Date:** 3/1/22**Due Date:** 3/1/22**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 - March 2022		4,050.00	4,050.00
Website Administration - March 2022 35101		33.33	33.33
Information Technology - March 2022 35100		66.67	66.67
Dissemination Agent Services - March 2022		291.67	291.67
Postage		13.82	13.82
Copies		45.00	45.00
Telephone		65.55	65.55
Total			\$4,566.04
Payments/Credits			\$0.00
Balance Due			\$4,566.04



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Page 1 of 4

Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT

Account #: 3124050420

Cycle: 03

Bill Date: 03/02/22

TOTAL SUMMARY OF CHARGES

Irrigation \$ 2,355.82
Sewer 271.44
Water 149.46

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

Total New Charges: \$ 2,776.72



Please pay \$2,776.72 by 03/24/22 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.



A late payment fee will be assessed for unpaid balance.

Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay
\$8,084.37	-\$8,084.37	\$0.00	\$2,776.72	\$2,776.72

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: 03/02/22		Please pay by 03/24/22 to avoid 1.5% late Payment Fee.	
Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay	TOTAL AMOUNT PAID
\$8,084.37	-\$8,084.37	\$0.00	\$2,776.72	\$2,776.72	2776.72

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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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JACKSONVILLE FL 32232-5047

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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:

Address:

City:

State:

Zip Code:

E-mail:



Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT

Account #: 3124050420

Cycle: 03

Bill Date: 03/02/22

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 84703 FALL RIVER PY APT IR01

Service Period: 01/31/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
76553197	29	180	Regular	1	28000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					55.43
Environmental Charge					10.36
TOTAL CURRENT IRRIGATION CHARGES					\$ 145.46

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85059 MAJESTIC WALK BV APT IR01

Service Period: 01/31/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
82157379	29	677	Regular	1	40000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					102.95
Environmental Charge					14.80
TOTAL CURRENT IRRIGATION CHARGES					\$ 197.42

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85108 MAJESTIC WALK BLVD

Service Period: 02/01/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
66898811	28	4882	Regular	1	0 GAL
Basic Monthly Charge					\$ 31.50
TOTAL CURRENT IRRIGATION CHARGES					\$ 31.50

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85254 FALL RIVER PY APT IR01

Service Period: 01/22/22 - 03/02/22 Reading Date: 03/02/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
89140510	39	1077	Regular	1	44000 GAL
Basic Monthly Charge					\$ 40.95
Tier 1 Consumption (1-14 kgal @ \$3.44)					62.62
Tier 2 Consumption (> 14 kgal @ \$3.96)					102.16
Environmental Charge					16.28
TOTAL CURRENT IRRIGATION CHARGES					\$ 222.01

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 01/28/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
86638079	32	23163	Regular	2	0 GAL
Basic Monthly Charge					\$ 100.80
TOTAL CURRENT IRRIGATION CHARGES					\$ 100.80

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 01/28/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Irrigation 2 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133220	32	86000	Regular	1 1/2	315000 GAL
Basic Monthly Charge					\$ 63.00
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					1,191.95
Environmental Charge					116.55
TOTAL CURRENT IRRIGATION CHARGES					\$ 1,419.67



Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT

Account #: 3124050420

Cycle: 03

Bill Date: 03/02/22

SEWER SERVICE

Billing Rate: Commercial Sewer Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 01/31/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67579885	29	4181	Regular	2	16000 GAL
Basic Monthly Charge				\$	169.20
Sewer Usage Charge					96.32
Environmental Charge					5.92
TOTAL CURRENT SEWER CHARGES				\$	271.44

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 01/31/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Commercial - Water

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77677281	29	0	Regular	3/4	0 GAL
Basic Monthly Charge				\$	18.90
TOTAL CURRENT WATER CHARGES				\$	18.90

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 01/31/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67579885	29	4181	Regular	2	16000 GAL
Basic Monthly Charge				\$	100.80
Water Consumption Charge					23.84
Environmental Charge					5.92
TOTAL CURRENT WATER CHARGES				\$	130.56

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85377 MAJESTIC WALK BV APT IR01

Service Period: 01/31/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
82157504	29	814	Regular	1	28000 GAL
Basic Monthly Charge				\$	31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					55.43
Environmental Charge					10.36
TOTAL CURRENT IRRIGATION CHARGES				\$	145.46

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

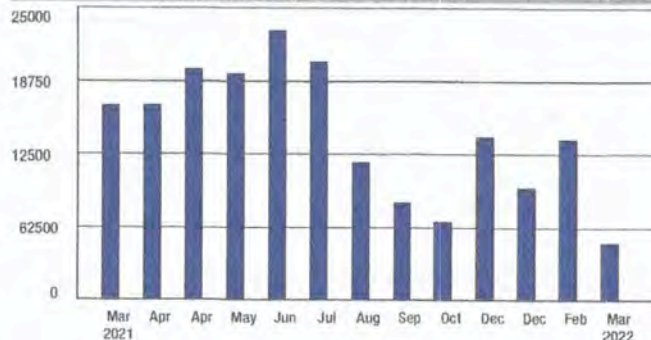
Service Address: 85633 FALL RIVER PY APT IR01

Service Period: 01/31/22 - 03/01/22 Reading Date: 03/01/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
89240294	29	399	Regular	1	16000 GAL
Basic Monthly Charge				\$	31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					7.91
Environmental Charge					5.92
TOTAL CURRENT IRRIGATION CHARGES				\$	93.50

CONSUMPTION HISTORY



	1 year ago	Last Month	This Month	Average Daily
Total Kwh used				
Total Gallons used	1,661,002	1,372,001	487,000	16,793

Account Balance



Step 3/3

Thank you for your payment.

We have sent a confirmation email to srosina@gmssf.com.

If your service has been disconnected and you have paid the required amount, a reconnect order will be issued automatically.

Account: 3124050420

Your account balance has been updated to reflect the payment.

Confirmation No.	19474498032322
Payment Selection	Account Balance
Payment Amount	\$2,776.72
Bank Account	Amelia Walk CDD General Fund
Posting Date	03/23/2022

Total: \$2,776.72

Total Amount Paid:

\$2,776.72



P.O. Box 6386
Tallahassee, Florida 32314

Amelia Walk CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

INVOICE

Invoice # 1469
Date: 03/06/2022
Due On: 04/05/2022

AWCDD-01

Amelia Walk CDD - General Coun

Type	Date	Notes	Quantity	Rate	Total
Service	02/01/2022	Verify status of public facilities report and disclosure of public finance.	0.30	\$250.00	\$75.00
Service	02/02/2022	Review meeting minutes; update RFP with final Board comments in preparation for issuance; review TA and provide comments to same	1.30	\$280.00	\$364.00
Service	02/02/2022	Revise amenity services RFP.	0.40	\$250.00	\$100.00
Service	02/03/2022	Confer with DM re: company contacts and update contact information on same	0.30	\$280.00	\$84.00
Service	02/05/2022	Finalize updates to RFP and transmit to multiple bidders	0.50	\$280.00	\$140.00
Service	02/06/2022	Confer with disclosure counsel re: notice of trustee change and draft same	0.10	\$280.00	\$28.00
Service	02/07/2022	Confer with staff re: RFP and answer questions related to same	0.20	\$280.00	\$56.00
Service	02/08/2022	Confer with staff re: RFP and respond to requests for information on same	0.20	\$280.00	\$56.00
Service	02/09/2022	Confer with vendor re: RFP status; confer with Board member on same; confer with DM re: Evergreen back payment make up	0.40	\$280.00	\$112.00
Service	02/09/2022	Review agenda and prepare meeting summary in preparation therefore	0.80	\$250.00	\$200.00
Service	02/11/2022	Monitor legislation and prepare newsletter for same	0.30	\$280.00	\$84.00
Service	02/14/2022	Prepare for Board meeting; review status of amenity management RFP.	0.40	\$250.00	\$100.00

Service	02/15/2022	Travel to and attend Board meeting.	2.40	\$250.00	\$600.00
Expense	02/15/2022	Meals: LMG - Travel monthly meeting	0.20	\$35.97	\$7.19
Expense	02/15/2022	Rental Car Expenses: LMG - Travel monthly meeting	0.20	\$121.80	\$24.36
Expense	02/15/2022	Gas: LMG - Travel monthly meeting	0.20	\$50.60	\$10.12
Service	02/16/2022	Field requests for information from RFP bidders and transmit information on same	0.20	\$280.00	\$56.00
Service	02/22/2022	Draft agreement for exploratory digging	0.60	\$250.00	\$150.00
Service	02/23/2022	Compare versions of agreement for exploratory digging.	0.10	\$250.00	\$25.00
Service	02/23/2022	Review/edit and transmit pothole improvement agreement	0.40	\$280.00	\$112.00

Total \$2,383.67

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1190	03/07/2022	\$5,885.96	\$0.00	\$5,885.96

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1469	04/05/2022	\$2,383.67	\$0.00	\$2,383.67

Outstanding Balance \$8,269.63
Total Amount Outstanding \$8,269.63

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.



OFFICE OF THE
NASSAU COUNTY PROPERTY APPRAISER

Honorable A. Michael Hickox



96135 Nassau Place, Suite 4, Yulee, FL 32097

Phone: 904-491-7300 Fax: 904-491-3629

www.nassauflpa.com

November 15, 2021

Amelia Walk Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

RE: Invoice \$14,818

Dear Board Members:

Pursuant to section 197.3632 (2), Florida Statute, I hereby submit my request for the annual payment covering the budget year 2021-2022, for services rendered by the Nassau County Property Appraiser's office to your district levying non-ad valorem assessments.

The calculated amount for 2021-2022 is 1% of the collection amount from the prior year special assessments levied by your district. Therefore, the Amelia Walk CDD invoice amount is:

\$14,818 (fourteen thousand, eight hundred eighteen dollars)

Please make check payable to: *Nassau County Property Appraiser*

Thanking you in advance.

Sincerely,

A. Michael Hickox, CFA
Nassau County Property Appraiser

AMH/dbc

Attachment

001- 5552.88
022- 794.22
025- 1338.92
026- 3224.09
027- 3907.90



8619 Western Way
Jacksonville FL 32256-036060
Customer Service (904) 731-2456
RepublicServices.com/Support

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.

Account Number 3-0687-3534401
Invoice Number 0687-001215187
Invoice Date March 16, 2022
Previous Balance \$725.50
Payments/Adjustments -\$725.50
Current Invoice Charges \$774.43

Total Amount Due \$774.43	Payment Due Date April 05, 2022
--	--

PAYMENTS/ADJUSTMENTS

<u>Description</u>	<u>Reference</u>	<u>Amount</u>
Payment- Thank You 02/18	5555555	-\$725.50

CURRENT INVOICE CHARGES

<u>Description</u>	<u>Reference</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Amelia Walk 85287 Majestic Walk Blvd Fernandina Beach, FL 1 Waste Container 2 Cu Yd, 1 Lift Per Week Pickup Service 04/01-04/30			\$517.31	\$517.31
Total Fuel/Environmental Recovery Fee				\$257.12
CURRENT INVOICE CHARGES				\$774.43

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RepublicServices.com today.



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 \$774.43
Payment Due Date April 05, 2022
Account Number 3-0687-3534401
Invoice Number 0687-001215187

☐

For Billing Address Changes
Check Box and Complete Reverse

Make Checks Payable To:

REPUBLIC SERVICES #687
PO BOX 9001099
LOUISVILLE KY 40290-1099



Invoice

Invoice Number
1165931

Date
04/05/2022

Customer Number
21054

Terms
On Receipt

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: \$700.00**

Detach And Return Top Portion With Your Payment

Customer Name	Customer Number	PO Number	Invoice Date	Terms
Amelia Walk Cdd	21054		04/05/2022	On Receipt

Quantity	Description	Months	Rate	Amount
9000 - Access Control - Amelia Walk CDD - 85287 Majestic Walk Blvd., Fernandina Beach, FL				
100.00	Key Tag for key ring Ticket - 161451		\$7.00	\$700.00
			Subtotal:	\$700.00
	Tax			\$0.00
	Payments/Credits Applied			\$0.00
			Invoice Balance Due:	\$700.00

Please note the change of the remittance address

572.34503

Date	Invoice #	Description	Amount	Balance Due
4/5/2022	1165931	System	\$700.00	\$700.00

100 Fobs were delivered by Scott Loius.



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	Mar 13	-\$387.58
Balance forward		\$0.00
Regular monthly charges	Page 3	\$365.70
Taxes, fees and other charges	Page 3	\$21.88
New charges		\$387.58

Amount due \$387.58

! Thanks for paying by Automatic Payment

Your electronic payment of \$387.58 will be applied on Apr 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.

572-41050
April 1, 2022

MAR 29 2022

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 20220321 NNNNNNNN 0000610 0004

AMELIA WALK CDD
ATTN MICHAEL MOLINEAUX
5385 N NOB HILL RD
SUNRISE, FL 33351-4761

Account number **8495 74 170 0350808**

Automatic payment **Apr 12, 2022**

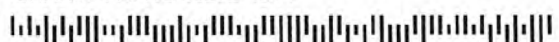
Please pay \$387.58

Electronic payment will be applied Apr 12, 2022



849574170035080800387589

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211



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Manage your account anytime, anywhere with the Comcast Business App – an innovative all-in-one tool designed with your business in mind.

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



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



Call us anytime

800-391-3000

Open 24 hours, 7 days a week for billing and technical support

Useful information

Moving?

We can help ensure it's a smooth transition.

Visit **business.comcast.com/learn/moving** to learn more.

Accessibility:

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



Ways to pay



No more mailing monthly checks

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



Go paperless and say goodbye to clutter

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

Additional billing information

More ways to pay:



Online

Visit My Account at **business.comcast.com/myaccount**



By App

Download the Comcast Business App




In-Store

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



Regular monthly charges

\$365.70

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

\$40.90

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.

TV Update: Effective May 12, 2022, Golf Channel will no longer be offered as part of Variety, but will continue to be available as part of Select and Standard; FOX Sports 1 will no longer be offered as part of Variety, but will continue to be available as part of Standard.

Account Number	Billing Date	Services From	Page
8495 74 170 0350808	Mar 21, 2022	Mar 25, 2022 to Apr 24, 2022	4 of 5

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.





Advanced cybersecurity
and protection on all
connected devices.

We'll help keep you
ready for what's next.

When it comes to online security, the biggest threats don't always strike the biggest targets. Comcast Business is making it easy to get going with fast, reliable Internet, advanced cybersecurity solutions and the right people by your side.

We're grateful to have you as a customer. And we'd love to offer you a **personalized, one-on-one Account Review** to align your needs with your goals and to ensure you have the best solutions for your business to meet the future.

We'll give you the tools to help you clear today's hurdles and be ready for whatever's next.



📶 Call 877-437-3480 or
visit ComcastBusiness.com/AccountReview

1001 Bradford Way
Kingston, TN 37763

Invoice #: 278
Invoice Date: 4/1/22
Due Date: 4/1/22
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - April 2022		4,050.00	4,050.00
Website Administration - April 2022		33.33	33.33
Information Technology - April 2022		66.67	66.67
Dissemination Agent Services - April 2022		291.67	291.67
Postage		24.40	24.40
Copies		134.70	134.70
Telephone		10.92	10.92
Total			\$4,611.69
Payments/Credits			\$0.00
Balance Due			\$4,611.69



21 West Church Street, Jacksonville, FL 32202-3139
Phone: 904.665.6000 • Fax: 904.665.7990 • Internet: jea.com

Page 1 of 4

Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT

Account #: 3124050420

Cycle: 03

Bill Date: 03/31/22

TOTAL SUMMARY OF CHARGES

Irrigation \$ 809.85
Sewer 207.54
Water 130.86

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

Total New Charges: \$ 1,148.25



Please pay \$1,148.25 by 04/22/22 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.

APR 05 2022

572.431
manh 2022

A late payment fee will be assessed for unpaid balance.

Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay
\$2,776.72	-\$2,776.72	\$0.00	\$1,148.25	\$1,148.25

**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: 03/31/22	Please pay by 04/22/22 to avoid 1.5% late Payment Fee.			
Previous Balance	Payment(s) Received	Balance Before New Charges	New Charges	Please Pay	TOTAL AMOUNT PAID
\$2,776.72	-\$2,776.72	\$0.00	\$1,148.25	\$1,148.25	

0000119

I=10010000



119 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

42743124050420000000000004000114825010100000000300014



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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:

Address:

City:

State:

Zip Code:

E-mail:



Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT

Account #: 3124050420

Cycle: 03

Bill Date: 03/31/22

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 84703 FALL RIVER PY APT IR01

Service Period: 03/01/22 - 03/30/22 Reading Date: 03/30/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
76553197	29	206	Regular	1	26000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					47.51
Environmental Charge					9.62
TOTAL CURRENT IRRIGATION CHARGES					\$ 136.80

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85059 MAJESTIC WALK BV APT IR01

Service Period: 03/01/22 - 03/30/22 Reading Date: 03/30/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
82157379	29	713	Regular	1	36000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					87.11
Environmental Charge					13.32
TOTAL CURRENT IRRIGATION CHARGES					\$ 180.10

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85108 MAJESTIC WALK BLVD

Service Period: 03/01/22 - 03/25/22 Reading Date: 03/25/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
66898811	24	4882	Regular	1	0 GAL
Basic Monthly Charge					\$ 31.50
TOTAL CURRENT IRRIGATION CHARGES					\$ 31.50

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85254 FALL RIVER PY APT IR01

Service Period: 03/02/22 - 03/29/22 Reading Date: 03/29/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
89140510	27	1107	Regular	1	30000 GAL
Basic Monthly Charge					\$ 31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					63.35
Environmental Charge					11.10
TOTAL CURRENT IRRIGATION CHARGES					\$ 154.12

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 03/01/22 - 03/31/22 Reading Date: 03/31/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
86638079	30	23163	Regular	2	0 GAL
Basic Monthly Charge					\$ 100.80
TOTAL CURRENT IRRIGATION CHARGES					\$ 100.80

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 03/01/22 - 03/31/22 Reading Date: 03/31/2022

Service Point: Irrigation 2 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67133220	30	86000	Regular	1 1/2	0 GAL
Basic Monthly Charge					\$ 63.00
TOTAL CURRENT IRRIGATION CHARGES					\$ 63.00



Customer Name: AMELIA WALK COMMUNITY DEV DISTRICT

Account #: 3124050420

Cycle: 03

Bill Date: 03/31/22

SEWER SERVICE

Billing Rate: Commercial Sewer Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 03/01/22 - 03/31/22 Reading Date: 03/31/2022

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67579885	30	4187	Regular	2	6000 GAL
Basic Monthly Charge				\$	169.20
Sewer Usage Charge					36.12
Environmental Charge					2.22
TOTAL CURRENT SEWER CHARGES				\$	207.54

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 03/01/22 - 03/30/22 Reading Date: 03/30/2022

Service Point: Commercial - Water

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
77677281	29	0	Regular	3/4	0 GAL
Basic Monthly Charge				\$	18.90
TOTAL CURRENT WATER CHARGES				\$	18.90

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 85287 MAJESTIC WALK BLVD

Service Period: 03/01/22 - 03/31/22 Reading Date: 03/31/2022

Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
67579885	30	4187	Regular	2	6000 GAL
Basic Monthly Charge				\$	100.80
Water Consumption Charge					8.94
Environmental Charge					2.22
TOTAL CURRENT WATER CHARGES				\$	111.96

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

Service Address: 85377 MAJESTIC WALK BV APT IR01

Service Period: 03/01/22 - 03/30/22 Reading Date: 03/30/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
82157504	29	820	Regular	1	6000 GAL
Basic Monthly Charge				\$	31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					20.64
Environmental Charge					2.22
TOTAL CURRENT IRRIGATION CHARGES				\$	54.36

IRRIGATION SERVICE

Billing Rate: Commercial Irrigation Service

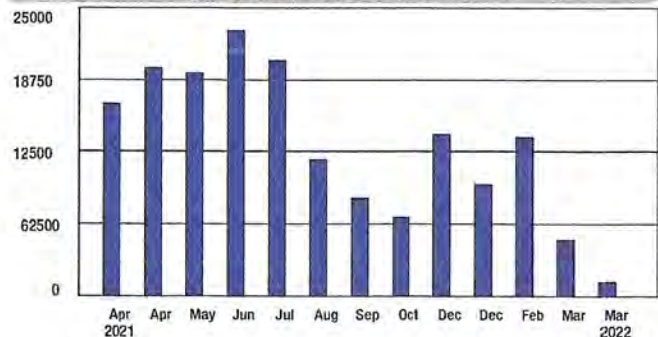
Service Address: 85633 FALL RIVER PY APT IR01

Service Period: 03/01/22 - 03/30/22 Reading Date: 03/30/2022

Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
89240294	29	414	Regular	1	15000 GAL
Basic Monthly Charge				\$	31.50
Tier 1 Consumption (1-14 kgal @ \$3.44)					48.17
Tier 2 Consumption (> 14 kgal @ \$3.96)					3.95
Environmental Charge					5.55
TOTAL CURRENT IRRIGATION CHARGES				\$	89.17

CONSUMPTION HISTORY



	1 year ago	Last Month	This Month	Average Daily
Total Kwh used				
Total Gallons used	1,663,002	487,000	119,000	3,966



INVOICE

Invoice # 1800
Date: 04/05/2022
Due On: 05/05/2022

KE Law Group, PLLC

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	Professional	Date	Notes	Quantity	Rate	Total
Service	JK	03/01/2022	Monitor legislation and prepare newsletter for same; analyze and transmit final legislative recap of bill passage.	0.30	\$280.00	\$84.00
Service	LG	03/01/2022	Prepare form of amendment to GMS agreement.	0.30	\$250.00	\$75.00
Service	JK	03/02/2022	Confer re: RFP status and response to bidder questions for same	0.20	\$280.00	\$56.00
Service	JK	03/04/2022	Conference call with Laughlin re: fishing feedback from Nassau County Sheriff's office and options for same; confer with proposers re: RFP questions; compile responses to RFPs to disseminate to Board	0.70	\$280.00	\$196.00
Service	JW	03/04/2022	Review amenity management proposals and draft comparison document thereof	1.30	\$250.00	\$325.00
Service	JK	03/05/2022	Respond to public records requests for proposals; compile questions for response to schedule for proposers and confer with manager on same	0.40	\$280.00	\$112.00
Service	JW	03/06/2022	Review amenity management proposals and draft comparison document thereof	0.80	\$250.00	\$200.00
Service	JK	03/08/2022	Review/edit amenity proposal comparison chart and disseminate same; review agenda package and confer with staff re: meeting materials; confer with	1.30	\$280.00	\$364.00

			Board member re: evaluation criteria and scoring options			
Service	JK	03/09/2022	Conference call with multiple board members re: RFP questions and review; transmit summary table for same; confer with bidder re: bid clarification and update information on same; confer re: roadway repairs and options for same; confer re: fountain repair agreement updates and replacement for same	1.20	\$280.00	\$336.00
Service	JK	03/11/2022	Review/edit pond installation agreement and transmit same	0.20	\$280.00	\$56.00
Service	MG	03/11/2022	Draft agreement for fountain installation and replacement	1.10	\$165.00	\$181.50
Service	JK	03/12/2022	Update/edit fountain installation and replacement agreement and transmit same	0.20	\$280.00	\$56.00
Service	JK	03/14/2022	Review agenda package; confer with engineer re: curbing and roadway issues and options for same	0.30	\$280.00	\$84.00
Service	LG	03/14/2022	LG - Confer with Kilinski regarding amenity proposals and ongoing action items.	0.30	\$250.00	\$75.00
Service	JK	03/15/2022	Confer re: notice of termination for EverGreen Contract and confer re: table summary for bid addendums	0.20	\$280.00	\$56.00
Service	LG	03/15/2022	LG - Prepare for, travel to, and attend Board meeting.	7.30	\$250.00	\$1,825.00
Expense	SD	03/15/2022	Mileage: LMG - Travel monthly meeting	178.37	\$0.58	\$103.45
Expense	SD	03/15/2022	Meals: LMG - Travel monthly meeting	1.00	\$8.01	\$8.01
Expense	SD	03/15/2022	Hotel: LMG - Lodging monthly meeting	1.00	\$54.28	\$54.28
Service	JK	03/16/2022	Review property ownership and district boundary information for assessment allocation; confer with engineer on same	0.20	\$280.00	\$56.00
Service	JK	03/23/2022	Confer with DM re: irrigation repairs and confer re: contract requirements; confer with Gentry re: amenity management scope and transmit information on same; review pond location maps and confer with staff	0.40	\$280.00	\$112.00
Service	LG	03/24/2022	Prepare addendum for Amenity Management RFP.	1.80	\$250.00	\$450.00
Service	JK	03/24/2022	Review addendum to RFP and provide	0.20	\$280.00	\$56.00

comments to same						
Service	LG	03/28/2022	Review and provide comments to meeting minutes.	0.30	\$250.00	\$75.00
Service	JK	03/28/2022	Review comparison chart for amenity management companies and confer with proposers on same	0.10	\$280.00	\$28.00
Service	LG	03/30/2022	Update RFP addendum and distribute to proposers.	0.50	\$250.00	\$125.00
Service	JK	03/30/2022	Confer re: stormwater management report and transmit information for submittal on same; confer re: addendum for bidding and review same	0.20	\$280.00	\$56.00
Service	JK	03/31/2022	Review correspondence and updated district management contract addendum and confer with Gentry on same	0.10	\$280.00	\$28.00

Total **\$5,233.24**

513.31500

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1800	05/05/2022	\$5,233.24	\$0.00	\$5,233.24
Outstanding Balance				\$5,233.24
Total Amount Outstanding				\$5,233.24

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.



Invoice

7643 Gate Parkway
Suite# 104-167
Jacksonville, FL 32256

Date	Invoice #
4/1/2022	5945B

Bill To
Amelia Walk CDD 475 West Town Place, Ste 114 St. Augustine, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Quarterly Fountain Maintenance-4 Fountains	600.00	600.00
		<i>572.611</i>	
		Balance Due	\$600.00



Invoice

7643 Gate Parkway
Suite# 104-167
Jacksonville, FL 32256

Date	Invoice #
4/1/2022	5956B

Bill To
Amelia Walk CDD 475 West Town Place, Ste 114 St. Augustine, FL 32092

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Monthly Lake Maintenance- 17 Ponds-April 513.600	2,385.00	2,385.00
		Balance Due	\$2,385.00

TRIM ALL LAWN SERVICE, INC.

942360 Old Nassauville Road

Fernandina Beach, FL 32034

Date	4/1/2022
Invoice #	53575

(904) 491-3232 Trimalllawn@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

APRIL 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>572.46200 April</div> <div>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.		

572.62000

DATE: 3-13-22
INVOICE # 5

FOR:

Cloakhouse & Sidewalks

Bill To: Amelia Walk HOA
c/o Evergreen Lifestyle Management
10301 Deerwood Park Blvd, Suite 3200
Jacksonville, FL 32256

TOTAL	\$ 1449.00
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Contact Information: Michael Young Phone # 804 945-5225 Mike@904PW.com

THANK YOU FOR YOUR BUSINESS!