

Amelia Walk
Community Development District

November 18, 2025

AGENDA

**Amelia Walk
Community Development District**

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

November 11, 2025

Board of Supervisors
Amelia Walk Community Development District
Call In #: 1-877-304-9269 Code 5440582

Dear Board Members:

The Amelia Walk Community Development District Board of Supervisors Meeting is scheduled to be held **Tuesday, November 18, 2025, 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 Regarding Agenda Items Below
- III. Approval of the Consent Agenda
 - A. Minutes of the October 21, 2025 Meeting
 - B. Financial Statements as of October 31, 2025
 - C. Check Register
- IV. Staff Reports
 - A. Landscape
 - 1. Quality Site Assessment
 - 2. Proposals for Woodline Cut Back
 - B. District Counsel
 - C. District Engineer
 - D. District Manager
 - E. Amenity / Field Operations Manager – Report
- V. Discussion of Survey for Community Input on FY26 and FY27 Capital Reserve Fund Projects

- VI. Discussion of Fountain Maintenance
- VII. Consideration of Proposals
 - A. Cleaning Stains on Curbs and Sidewalks
 - B. Refurbishment of Majestic Walk Circle Beds
 - C. Enhancement of Landscape Areas 41 and 62
 - D. Elliptical Screen Replacement
 - E. Pump Station Routine Maintenance
 - F. Pond Erosion
 - G. Well Fencing
 - H. Repairs to Entry Monument / Tower Doors
 - I. Duct Cleaning
- VIII. Discussion of Pond Maintenance
- IX. Discussion Regarding Non-Permanent Structures on District Common Areas
- X. Acceptance of Engagement Letter with DMHB for the Fiscal Year 2025 Audit
- XI. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-03
- XII. Consideration of Resolution 2026-04, Amending the Fiscal Year 2025 Budget
- XIII. Audience Comments (Limited to three minutes)
- XIV. Supervisor Requests
- XV. Other Business
- XVI. Next Meeting Scheduled for December 16, 2025 at 2:00 p.m. at the Amelia Walk Amenity Center
- XVII. Adjournment

PUBLIC CONDUCT: Members of the public are provided the opportunity for public comment during the meeting. Each member of the public is limited to three (3) minutes, at the discretion of the Presiding Officer, which may be shortened depending on the number of speakers. Speakers shall refrain from disorderly conduct, including launching personal attacks; the Presiding Officer shall have the discretion to remove any speaker that disregards the District's public decorum policies. Public comments are not a Q&A session; Board Supervisors are not expected to respond to questions during the public comment period.

THIRD ORDER OF BUSINESS

A.

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, October 21, 2025 at 6:00 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida.

Present and constituting a quorum were:

Jeff Robinson	Chairman
Red Jentz	Vice Chairman
Lynne Murphy	Supervisor
Steve Cook	Supervisor
David Swan	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mary Grace Henley	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Amenity & Operations Manager
Terry Glynn	GMS
Jennifer Mabus	BrightView Landscape

The following is a summary of the discussions and actions taken at the October 21, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Pam Dawson stated that she sent an email to the District Manager on September 21st regarding the drilling underneath the road to connect the water meter for landscape areas 41 and 42 and the need to connect it to another address. She also commented that the community should only be watering on Tuesdays and Fridays, however she noticed irrigation was running on Wednesday and Saturday.

Don DeCanio asked why questions are not allowed throughout the meeting. He stated that he has sent multiple emails to the District Manager with the board members copied and not one of

them have been answered. Lastly, he commented that he does not think it's appropriate to consider just one bid for a project.

THIRD ORDER OF BUSINESS**Consent Agenda****A. Approval of Minutes of the September 16, 2025 Meeting****B. Financial Statements as of September 30, 2025****C. Check Register**

Copies of the minutes, financial statements and check register totaling \$108,003.27 were included in the agenda package for the Board's review.

Mr. Cook asked that his statement to the engineer requesting he perform an inspection during the roadway project be included in the minutes.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the consent agenda was approved with the minutes as revised.

FOURTH ORDER OF BUSINESS**Staff Reports****A. Landscape****1. Quality Site Assessment**

A copy of the landscape report was included in the agenda package for the Board's review.

2. Proposal for Woodline Cut Back

A proposal from BrightView to cut back the wood line behind Majestic Walk totaling \$5,914.29 was included in the agenda package for the Board's consideration.

This item was tabled to allow time to gather more proposals.

3. Proposals for Enhancement of Majestic Walk Circle Beds

Three proposals from BrightView to remove declining juniper and replace with sod and new juniper on the northern and southern ends of Majestic Walk Circle totaling \$6,665.09, \$740.56, and \$1,491.03 were included in the agenda package for the Board's consideration.

These proposals were tabled to allow time for discussions with resident landscape architect Scott Smith.

B. District Counsel

Ms. Henley reminded the board members to complete the required four hours' worth of ethics training by the end of the year.

C. District Engineer – Acceptance of the 2025 Annual Engineer's Report

Mr. Yuro stated that he has noticed the staining in the road, which he has taken pictures of and sent to the geotech engineer.

Mr. Cook asked Mr. Yuro to confirm that he did not make a site visit while the construction was in progress. Mr. Yuro confirmed that he did not. Mr. Cook stated that the reason he asked for that to be done is it gives the Board backup if questions arise in the future. Next, Mr. Cook suggested the District to a one-time cleaning of the staining on Majestic Walk Boulevard and inform residents if there is further staining due to sprinklers, the District will not be responsible.

Mr. Robinson added the areas that are stained need to be verified and that a conversation may need to be had with the HOA regarding staining from properties that use wells.

On MOTION by Mr. Cook seconded by Mr. Robinson with all in favor authorizing staff to get three quotes to clean up the staining on the curbs and sidewalks along Majestic Walk Boulevard.

Next, Mr. Yuro reported that the water management district has requested additional information on the Sagamore Court wetland project. He anticipates submitting that information this week and receiving an approval. He has requesting pricing for the wetland popoff and has received one quote so far, totaling \$170,000. Additionally, he has received one bid for regrading the haul road ditch and hydroseeding it, totaling \$48,000. He anticipates receiving more bids for both projects. Next, he reported the water management district has approved cleaning in and around the spreader structures. Next, he informed the Board he pulled the drainage plans for the adjacent community Hidden Lake, and confirmed the ponds are interconnected and drain towards the south, not towards the haul road ditch. Lastly, Mr. Yuro reported his firm has come up with a draft design for Dream Finders to look at regarding the Amelia Concourse berm project for which Dream Finders has requested use of the haul road. Currently, it's looking like Dream Finders would need a 15- to 16-foot drainage easement.

Mr. Robinson stated that there are oil and diesel stains along Cherry Creek where the dump trucks parked during construction.

Mr. Yuro stated that Duval Asphalt has stated they would send someone out to look at the staining along with a slight dip at the southern end of the asphalt that he noticed.

D. District Manager – Update on the Fiscal Year 2025 Goals & Objectives

Mr. Laughlin reported that all goals and objectives adopted for fiscal year 2025 have been met. The completed form will be posted to the District's website.

E. Amenity / Field Operations Manager – Report

A copy of the amenity and field operations report was included in the agenda package for the Board's review. Mr. Dellinger reported that the well is operational. He also stated that all vendors are doing well. Next, Mr. Dellinger informed the Board that he gets a lot of comments that one of the elliptical screens is unusable. He will provide quotes to replace the elliptical with a Stairmaster at a future meeting.

Mr. Robinson stated that the Board would need to consider the elliptical screen replacement proposals at a future meeting since the item was not on the agenda. He also stated that there is erosion occurring at ponds 16 and 17. Tigris has submitted a quote totaling \$33,000 that staff needs to confirm includes repairs on both ponds. Staff will also work on obtaining additional quotes for this work. Next, Mr. Robinson asked Mr. Dellinger and Mr. Glynn to work with the well contractor on coming up with a maintenance plan for the well.

FIFTH ORDER OF BUSINESS

Discussion of Fountain Maintenance

Mr. Robinson stated that there is not a good solution for all of the Otterbine fountains that need repairs as Sitex cannot do any warranty work. Future Horizons can do warranty work and was paid to repair fountain in Pond 2, which cost a little over \$5,000, and it still does not work.

Mr. Dellinger stated that he believes Future Horizons is repairing the fountain near the amenity center and the fountain at the end of Majestic Walk under warranty.

The Board directed Mr. Dellinger to get quotes from Solitude on replacing the fountains with alternate models.

SIXTH ORDER OF BUSINESS

Discussion of Design Plans for Landscape Areas 41 and 42

Plans provided by resident Scott Smith were included in the agenda package for the Board's review. Proposals were provided to the Board at the meeting. Mr. Laughlin noted the proposals would be revised to correct some of the plant selections and added to the next agenda for further consideration.

Ms. Murphy stated that Scott Smith estimated the landscaping work to accomplish the plans included in the agenda package should cost around \$39,000, however, the proposals came in much higher.

SEVENTH ORDER OF BUSINESS

Discussion of Survey for Community Input on FY26 and FY27 Capital Reserve Fund

The Board discussed sending a survey to get resident feedback on future capital improvements. Mr. Robinson stated that he would come finalize a list of potential projects to be presented at the next meeting for further discussion before the survey is issued.

Ms. Henley stated that her firm would like to add some public records language to the document before it is sent.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2026-01, Authorizing Spending Authority

Ms. Henley stated that the resolution includes the same dollar amounts that were presented at the last meeting, which would give the District Manager approval of up to \$2,500, the Chair approval up to \$10,000, and the District Manager and Chair together approval up to \$25,000. The resolution was revised to state that the interim expenses would be put on the next agenda for ratification instead of approval, and it also says if there is an emergency circumstance in which no contact can be made with anyone, the District Manager or Chair could authorize up to \$25,000 alone.

On MOTION by Mr. Jentz seconded by Mr. Cook with all in favor
Resolution 2026-01, authorizing spending authority was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2026-02, Adopting Revised Amenity Policies

Ms. Henley reminded the Board that her firm was asked to revise the policies and initiate a discussion on what the Board does and does not want to allow in common areas after a discussion on the use of a ham radio on District property. The policies state that no structures can

be erected on District property, unless permission is granted by the District. If that permission is granted, the District would require the structure be completely secured to prevent injuries or property damage.

Mr. Jentz asked what the process would be for permission to be requested.

Ms. Henley responded that normally the request would be presented at a board meeting, however it can be set up to where someone can fill out an application and authority can be delegated to someone to approve the requests between meetings. Any long-term request would need board approval.

There were multiple questions regarding alcohol use. Ms. Henley noted that the possession, use, and/or consumption of alcohol is not permitted on District-owned property (except for alcoholic beverages approved for special events). Alcohol is not to be served or sold on District property absent prior approval by the District. If a request is made, the Board can consider the request and could require the requestor be covered by their own insurance for the event.

On MOTION by Mr. Cook seconded by Ms. Murphy with four in favor and Mr. Jentz opposed, Resolution 2026-02, adopting revised amenity policies was approved 4-1.

TENTH ORDER OF BUSINESS

Discussion of Pond Maintenance

Mr. Jentz reminded the Board that a resident raised concerns about the chemicals being used in the ponds being detrimental to the local bees. Mr. Jentz came up with a few options, with the goal being to reduce the use of pesticides, herbicides and fertilizers and possibly reduce the amount of watering for CDD owned property. The options include changing the way the pond banks are mowed, changing the plants around the ponds and periodically checking with the pond maintenance vendor to see if new chemicals have become available that reduce environmental impact. He noted this is a work in progress and there is no action to be taken at this time.

Mr. Laughlin added that the county suggested looking at the Amelia Island Plantation community as they have a very Florida-friendly and environmentally friendly plan in place, however they canceled the ride-through staff had scheduled with them.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Jim Watson stated that he is the beekeeper in the community and thanked the Board for looking into the use of chemicals. Mr. Jentz suggested he attend the HOA meeting and help educate the other residents on how they can help as well.

Next, Jim Watson commented that he's noticed when a fountain is out it seems like fishing line has caused the damage. Mr. Robinson stated that there is a fishing policy in place, and it could be modified, however it's not going to stop everyone from fishing.

Dennis Carrow commented that he thinks the Board needs to set a monetary limit, regardless of the scope of projects, and require a mandatory bid process as it makes sense business-wise. He also commented that Supervisor Cook had a great point on why an inspection by the District Engineer during the roadway project should have been done and that inspection should have been required.

Don DeCanio asked how often the Sheriff's Department is doing traffic control. He also stated that some invoices list eight hours of patrolling in one day. Mr. Laughlin stated that the officers clock in and out and they have a GPS system that tracks them. They work within a budgeted amount set by the District (\$12,000).

Peter Ness stated that resolving the flooding issue is by far the most important project. He also asked for contact information for the water management district and copies of the information they've provided.

John Lescanec asked about installing lights on the pickleball courts and also asked that something be posted on the website to inform residents how they can make requests for community projects. He also commented on speeding being an issue in the community and questioned why speed bumps couldn't be installed instead of paying for patrols from the Sheriff's Office.

Mr. Robinson stated that the Board can discuss speed bumps. Mr. Laughlin stated that residents can contact him or can contact the Board directly to submit project requests. All contact information is on the District's website.

Will Knudsen asked what can be done to consolidate the entire community to using one waste company to cut down on truck traffic. Mr. Laughlin stated that the CDD has no authority over that.

TWELFTH ORDER OF BUSINESS

Supervisor Requests

Mr. Robinson stated that a resident sent an email to all the board members on October 8th regarding various issues, including stop signs, stained curbing, moving the shed, and bare grass patches, and asked that an item be placed on the next agenda to discuss the items further.

Mr. Swan asked if the sloping in the roadway could be causing the issue with standing water where the staining is. Mr. Yuro responded that he will look into the sloping.

Mr. Robinson questioned if additional core testing will be needed.

THIRTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – November 18, 2025
at 2:00 p.m. at the Amelia Walk Amenity
Center**

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Robinson seconded by Mr. Cook with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Amelia Walk
Community Development District

Unaudited Financial Reporting
October 31, 2025



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Amelia Walk
Community Development District
Combined Balance Sheet
October 31, 2025

	General Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
Assets:				
<u>Cash:</u>				
Operating Account-Wells Fargo Bank	\$ 10,065	\$ -	\$ -	\$ 10,065
Operating Account-Seacoast Bank	\$ 36,702	\$ -	\$ -	\$ 36,702
Due from Debt Service	\$ 12,582	\$ -	\$ -	\$ 12,582
Prepaid Expenses	\$ -	\$ -	\$ -	\$ -
Electric Deposits	\$ 2,215	\$ -	\$ -	\$ 2,215
<u>Investments:</u>				
US Bank Custody	\$ 7,567	\$ -	\$ -	\$ 7,567
State Board of Administration	\$ -	\$ -	\$ 106,861	\$ 106,861
<u>Series 2012</u>				
Reserve	\$ -	\$ 60,861	\$ -	\$ 60,861
Revenue	\$ -	\$ 95,620	\$ -	\$ 95,620
Prepayment	\$ -	\$ 7,806	\$ -	\$ 7,806
<u>Series 2016</u>				
Reserve	\$ -	\$ 174,600	\$ -	\$ 174,600
Revenue	\$ -	\$ 131,388	\$ -	\$ 131,388
Prepayment	\$ -	\$ 32,160	\$ -	\$ 32,160
Construction	\$ -	\$ -	\$ 1,585	\$ 1,585
<u>Series 2018</u>				
Reserve	\$ -	\$ 325,120	\$ -	\$ 325,120
Revenue	\$ -	\$ 322,135	\$ -	\$ 322,135
Prepayment	\$ -	\$ 92,678	\$ -	\$ 92,678
Construction	\$ -	\$ -	\$ 952	\$ 952
<u>Series 2018-3B</u>				
Reserve	\$ -	\$ 250,266	\$ -	\$ 250,266
Revenue	\$ -	\$ 360,355	\$ -	\$ 360,355
Prepayment	\$ -	\$ 27,982	\$ -	\$ 27,982
Construction	\$ -	\$ -	\$ 14,660	\$ 14,660
<u>Series 2023</u>				
Revenue	\$ -	\$ 38,332	\$ -	\$ 38,332
Interest	\$ -	\$ 2,827	\$ -	\$ 2,827
Prepayment	\$ -	\$ 7,411	\$ -	\$ 7,411
Construction	\$ -	\$ -	\$ 62,974	\$ 62,974
Total Assets	\$ 69,132	\$ 1,929,541	\$ 187,033	\$ 2,185,705
Liabilities:				
Deposit-Office Lease	\$ 200	\$ -	\$ -	\$ 200
Due to General Fund	\$ -	\$ 12,582	\$ -	\$ 12,582
Retainage Payable	\$ -	\$ -	\$ 16,091	\$ 16,091
Total Liabilities	\$ 7,827	\$ 12,582	\$ 16,091	\$ 36,500
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ 2,215	\$ -	\$ -	\$ 2,215
Restricted for:				
Debt Service - Series 2012	\$ -	\$ 163,255	\$ -	\$ 163,255
Debt Service - Series 2016	\$ -	\$ 336,436	\$ -	\$ 336,436
Debt Service - Series 2018	\$ -	\$ 735,761	\$ -	\$ 735,761
Debt Service - Series 2018-3B	\$ -	\$ 633,854	\$ -	\$ 633,854
Debt Service - Series 2023	\$ -	\$ 47,653	\$ -	\$ 47,653
Capital Projects - Series 2016	\$ -	\$ -	\$ 1,585	\$ 1,585
Capital Projects - Series 2018	\$ -	\$ -	\$ 952	\$ 952
Capital Projects - Series 2018-3B	\$ -	\$ -	\$ 14,660	\$ 14,660
Capital Projects - Series 2023	\$ -	\$ -	\$ 62,974	\$ 62,974
Assigned for:				
Capital Reserves	\$ -	\$ -	\$ 90,770	\$ 90,770
Unassigned	\$ 59,090	\$ -	\$ -	\$ 59,090
Total Fund Balances	\$ 61,305	\$ 1,916,959	\$ 170,942	\$ 2,149,205
Total Liabilities & Fund Balance	\$ 69,132	\$ 1,929,541	\$ 187,033	\$ 2,185,705

Amelia Walk

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending October 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/25	Thru 10/31/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 1,000,786	\$ 1,560	\$ 1,560	\$ -
Interlocal Agreement	\$ 27,076	\$ 2,256	\$ -	\$ (2,256)
Interest Income	\$ 3,825	\$ 319	\$ -	\$ (319)
Other Income-Clubhouse	\$ 500	\$ 42	\$ -	\$ (42)
Total Revenues	\$ 1,032,188	\$ 4,177	\$ 1,560	\$ (2,617)
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 1,000	\$ 1,000	\$ -
FICA Expense	\$ 842	\$ 70	\$ 77	\$ (6)
Engineering Fees	\$ 30,000	\$ 2,500	\$ -	\$ 2,500
Assessment Roll Administration	\$ 5,513	\$ 5,513	\$ 5,513	\$ (1)
Dissemination	\$ 3,859	\$ 322	\$ 322	\$ (0)
Dissemination-Amortization Schedules	\$ 1,200	\$ 100	\$ 950	\$ (850)
Trustee Fees	\$ 18,603	\$ 1,550	\$ -	\$ 1,550
Arbitrage	\$ 2,400	\$ 200	\$ -	\$ 200
Attorney Fees	\$ 60,000	\$ 5,000	\$ -	\$ 5,000
Annual Audit	\$ 3,900	\$ 325	\$ -	\$ 325
Management Fees	\$ 59,074	\$ 4,923	\$ 4,923	\$ 0
Information Technology	\$ 882	\$ 74	\$ 74	\$ -
Website Maintenance	\$ 441	\$ 37	\$ 37	\$ -
Travel & Per Diem	\$ 500	\$ 42	\$ -	\$ 42
Telephone	\$ 900	\$ 75	\$ 69	\$ 6
Postage	\$ 1,000	\$ 83	\$ 99	\$ (16)
Printing	\$ 750	\$ 63	\$ 54	\$ 8
Insurance	\$ 12,657	\$ 12,657	\$ 11,667	\$ 990
Legal Advertising	\$ 2,500	\$ 208	\$ 297	\$ (88)
Other Current Charges	\$ 2,700	\$ 225	\$ 160	\$ 66
Office Supplies	\$ 100	\$ 8	\$ 0	\$ 8
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 219,995	\$ 35,149	\$ 25,415	\$ 9,734

Amelia Walk

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
<u>Operations & Maintenance</u>				
Contract Services				
Landscaping & Fertilization Maintenance	\$ 180,171	\$ 15,014	\$ 12,362	\$ 2,652
Fountain Maintenance	\$ 2,650	\$ 221	\$ 270	\$ (49)
Lake Maintenance	\$ 29,016	\$ 2,418	\$ 2,515	\$ (97)
Security	\$ 9,040	\$ 753	\$ 493	\$ 260
Refuse	\$ 2,500	\$ 208	\$ 201	\$ 7
Management Company	\$ 17,504	\$ 1,459	\$ 1,459	\$ (0)
Subtotal Contract Services	\$ 240,881	\$ 20,073	\$ 17,300	\$ 2,774
Repairs and Maintenance				
Repairs & Maintenance	\$ 60,000	\$ 5,000	\$ 888	\$ 4,112
Landscaping Extras (Flowers & Mulch)	\$ 18,309	\$ 1,526	\$ 4,570	\$ (3,044)
Irrigation Repairs	\$ 8,500	\$ 708	\$ 1,370	\$ (662)
Speed Control	\$ 12,000	\$ 1,000	\$ 1,080	\$ (80)
Subtotal Repairs and Maintenance	\$ 98,809	\$ 8,234	\$ 7,908	\$ 326
				\$ -
Utilities				
Electric	\$ 30,000	\$ 2,500	\$ 1,813	\$ 687
Streetlighting	\$ 42,000	\$ 3,500	\$ 3,270	\$ 230
Water & Wastewater	\$ 33,835	\$ 2,820	\$ -	\$ 2,820
Subtotal Utilities	\$ 105,835	\$ 8,820	\$ 5,083	\$ 3,737
				\$ -
Amenity Center				
Insurance	\$ 40,000	\$ 40,000	\$ 35,067	\$ 4,933
Pool Maintenance	\$ 15,000	\$ 1,250	\$ 4,184	\$ (2,934)
Pool Permit	\$ 300	\$ 25	\$ -	\$ 25
Amenity Management	\$ 85,995	\$ 7,166	\$ 7,166	\$ -
Cable TV/Internet/Telephone	\$ 6,000	\$ 500	\$ 658	\$ (158)
Janitorial Service	\$ 13,373	\$ 1,114	\$ 1,114	\$ (0)
Special Events	\$ 10,000	\$ 833	\$ -	\$ 833
Decorations-Holiday	\$ 4,000	\$ 333	\$ -	\$ 333
Facility Maintenance (including Fitness Equip)	\$ 7,000	\$ 583	\$ -	\$ 583
Subtotal Amenity Center	\$ 181,668	\$ 51,806	\$ 48,190	\$ 3,616
Reserves				
Capital Reserves (Transfer out to CRF)	\$ 185,000	\$ 15,417	\$ -	\$ 15,417
Subtotal Reserves	\$ 185,000	\$ 15,417	\$ -	\$ 15,417
				\$ -
Total Operations & Maintenance	\$ 812,193	\$ 104,349	\$ 78,480	\$ 25,869
Total Expenditures	\$ 1,032,188	\$ 139,498	\$ 103,895	\$ 35,603
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ (102,335)	
Net Change in Fund Balance	\$ -		\$ (102,335)	
Fund Balance - Beginning			\$ 163,640	
Fund Balance - Ending			\$ 61,305	

Amelia Walk

Community Development District

Debt Service Fund Series 2012

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 111,206	\$ 166	\$ 166	\$ -
Assessments - Prepayments	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 111,206	\$ 166	\$ 166	\$ -
Expenditures:				
Interest - 11/1	\$ 25,300	\$ -	\$ -	\$ -
Principal - 5/1	\$ 55,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 25,300	\$ -	\$ -	\$ -
Total Expenditures	\$ 105,600	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 5,606		\$ 166	
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 5,606		\$ 166	
Fund Balance - Beginning	\$ 80,653		\$163,089	
Fund Balance - Ending	\$ 86,259		\$ 163,255	

Amelia Walk
Community Development District
Debt Service Fund Series 2016
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 187,055	\$ 275	\$ 275	\$ -
Assessments - Prepayments	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 187,055	\$ 275	\$ 275	\$ -
Expenditures:				
Interest - 11/1	\$ 62,800	\$ -	\$ -	\$ -
Principal - 11/1	\$ 45,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 61,563	\$ -	\$ -	\$ -
Total Expenditures	\$ 169,363	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 17,693		\$ 275	
Net Change in Fund Balance	\$ 17,693		\$ 275	
Fund Balance - Beginning	\$ 204,920		\$336,161	
Fund Balance - Ending	\$ 222,613		\$ 336,436	

Amelia Walk

Community Development District

Debt Service Fund Series 2018

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 453,911	\$ 660	\$ 660	\$ -
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 453,911	\$ 660	\$ 660	\$ -
Expenditures:				
Interest - 11/1	\$ 154,116	\$ -	\$ -	\$ -
Principal - 11/1	\$ 130,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 151,028	\$ -	\$ -	\$ -
Total Expenditures	\$ 435,144	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 18,768		\$ 660	
Net Change in Fund Balance	\$ 18,768		\$ 660	
Fund Balance - Beginning	\$ 425,577		\$ 735,102	
Fund Balance - Ending	\$ 444,345		\$ 735,761	

Amelia Walk

Community Development District

Debt Service Fund Series 2018-3B

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 520,619	\$ 768	\$ 768	\$ -
Assessments - Prepayments	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 520,619	\$ 768	\$ 768	\$ -
Expenditures:				
Interest - 11/1	\$ 178,806	\$ -	\$ -	\$ -
Principal - 11/1	\$ 140,000	\$ -	\$ -	\$ -
Special Call - 11/1	\$ 30,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 175,481	\$ -	\$ -	\$ -
Total Expenditures	\$ 524,288	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expendit	\$ (3,668)		\$ 768	
Net Change in Fund Balance	\$ (3,668)		\$ 768	
Fund Balance - Beginning	\$ 383,794		\$ 633,086	
Fund Balance - Ending	\$ 380,125		\$ 633,854	

Amelia Walk

Community Development District

Debt Service Fund Series 2023

Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues:				
Assessments - Tax Roll	\$ 102,229	\$ 148	\$ 148	\$ -
Assessments - Prepayments	\$ -	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 5	\$ 5
Total Revenues	\$ 102,229	\$ 148	\$ 153	\$ 5
Expenditures:				
Interest - 11/1	\$ 32,830	\$ -	\$ -	\$ -
Principal - 5/1	\$ 29,000	\$ -	\$ -	\$ -
Interest - 5/1	\$ 32,830	\$ -	\$ -	\$ -
Total Expenditures	\$ 94,659	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expendit	\$ 7,570		\$ 153	
Net Change in Fund Balance	\$ 7,570		\$ 153	
Fund Balance - Beginning	\$ 45,703		\$ 47,500	
Fund Balance - Ending	\$ 53,273		\$ 47,653	

Amelia Walk
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues				
Interest	\$ -	\$ -	\$ 772	\$ 772
Total Revenues	\$ -	\$ -	\$ 772	\$ 772
Expenditures:				
Capital Outlay	\$ 185,000	\$ 15,417	\$ 15,050	\$ 367
Total Expenditures	\$ 185,000	\$ 15,417	\$ 15,050	\$ 367
Excess (Deficiency) of Revenues over Expenditures	\$ (185,000)		\$ (14,278)	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ 185,000	\$ 15,417	\$ -	\$ (15,417)
Total Other Financing Sources (Uses)	\$ 185,000	\$ 15,417	\$ -	\$ (15,417)
Net Change in Fund Balance	\$ -		\$ (14,278)	
Fund Balance - Beginning			\$105,048	
Fund Balance - Ending			\$ 90,770	

Amelia Walk
Community Development District
Capital Projects Fund Series 2016
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ -	
Net Change in Fund Balance	\$ -		\$ -	
Fund Balance - Beginning			\$ 1,585	
Fund Balance - Ending			\$ 1,585	

Amelia Walk
Community Development District
Capital Projects Fund Series 2018
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ -	
Net Change in Fund Balance	\$ -		\$ -	
Fund Balance - Beginning			\$ 952	
Fund Balance - Ending			\$ 952	

Amelia Walk
Community Development District
Capital Projects Fund Series 2018-3B
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ -	
Net Change in Fund Balance	\$ -		\$ -	
Fund Balance - Beginning			\$ 14,660	
Fund Balance - Ending			\$ 14,660	

Amelia Walk
Community Development District
Capital Projects Fund Series 2023
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2025

	Adopted Budget	Prorated Budget Thru 10/31/25	Actual Thru 10/31/25	Variance
Revenues				
Interest	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Cost of Issuance	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ -	
Net Change in Fund Balance	\$ -		\$ -	
Fund Balance - Beginning			\$ 62,974	
Fund Balance - Ending			\$ 62,974	

Amelia Walk
Community Development District
Month to Month
FY 2026

	Adopted Budget	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
Revenues:														
Assessments - Tax Roll	\$ 1,000,786	\$ 1,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,560
Interlocal Agreement	\$ 27,076	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Interest Income	\$ 3,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Income-Clubhouse	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Revenues	\$ 1,032,188	\$ 1,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,560
Expenditures:														
General & Administrative:														
Supervisor Fees	\$ 12,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,000
FICA Expense	\$ 842	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	77
Engineering Fees	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Roll Administration	\$ 5,513	\$ 5,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,513
Dissemination	\$ 3,859	\$ 322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	322
Dissemination-Amortization Schedules	\$ 1,200	\$ 950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	950
Trustee Fees	\$ 18,603	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Arbitrage	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney Fees	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Annual Audit	\$ 3,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 59,074	\$ 4,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,923
Information Technology	\$ 882	\$ 74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	74
Website Maintenance	\$ 441	\$ 37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	37
Travel & Per Diem	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Telephone	\$ 900	\$ 69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	69
Postage	\$ 1,000	\$ 99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	99
Printing	\$ 750	\$ 54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	54
Insurance	\$ 12,657	\$ 11,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11,667
Legal Advertising	\$ 2,500	\$ 297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	297
Other Current Charges	\$ 2,700	\$ 160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	160
Office Supplies	\$ 100	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Total General & Administrative	\$ 219,995	\$ 25,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,415

Amelia Walk
Community Development District
Month to Month
FY 2026

	Adopted Budget	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Total
<u>Operations & Maintenance</u>														
Contract Services														
Landscaping & Fertilization Maintenance	\$ 180,171	\$ 12,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,362
Fountain Maintenance	\$ 2,650	\$ 270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	270
Lake Maintenance	\$ 29,016	\$ 2,515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,515
Security	\$ 9,040	\$ 493	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	493
Refuse	\$ 2,500	\$ 201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	201
Management Company	\$ 17,504	\$ 1,459	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,459
Subtotal Contract Services	\$ 240,881	\$ 17,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	17,300
Repairs and Maintenance														
Repairs & Maintenance	\$ 60,000	\$ 888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	888
Landscaping Extras (Flowers & Mulch)	\$ 18,309	\$ 4,570	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,570
Irrigation Repairs	\$ 8,500	\$ 1,370	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,370
Speed Control	\$ 12,000	\$ 1,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,080
Subtotal Repairs and Maintenance	\$ 98,809	\$ 7,908	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,908
Utilities														
Electric	\$ 30,000	\$ 1,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,813
Streetlighting	\$ 42,000	\$ 3,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,270
Water & Wastewater	\$ 33,835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Utilities	\$ 105,835	\$ 5,083	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,083
Amenity Center														
Insurance	\$ 40,000	\$ 35,067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	35,067
Pool Maintenance	\$ 15,000	\$ 4,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,184
Pool Permit	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity Management	\$ 85,995	\$ 7,166	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,166
Cable TV/Internet/Telephone	\$ 6,000	\$ 658	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	658
Janitorial Service	\$ 13,373	\$ 1,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,114
Special Events	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Decorations-Holiday	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Facility Maintenance (including Fitness Equip)	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Amenity Center	\$ 181,668	\$ 48,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	48,190
Reserves														
Capital Reserves (Transfer out to CRF)	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Reserves	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operations & Maintenance	\$ 812,193	\$ 78,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	78,480
Total Expenditures	\$ 1,032,188	\$ 103,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	103,895
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ (102,335)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(102,335)
Net Change in Fund Balance	\$ -	\$ (102,335)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(102,335)

Amelia Walk
Community Development District
Long Term Debt Report
FY 2026

Series 2012A-1, Special Assessment Bonds		
Interest Rate;	5.50%	
Maturity Date:	5/1/37	
Reserve Fund Definition:	50% Max Annual Debt Service	
Reserve Fund Requirement:	\$56,512.50	
Reserve Fund Balance:	\$60,861.21	
Bonds outstanding - 9/30/2025		\$920,000.00
Less:	May 1, 2026 (Mandatory)	\$0.00
Current Bonds Outstanding		\$920,000.00

Series 2016A-2, Special Assessment Bonds		
Interest Rate;	5.50%	
Maturity Date:	11/1/30	\$320,000.00
Interest Rate;	6.00%	
Maturity Date:	11/1/47	\$1,800,000.00
Reserve Fund Definition:	Maximum Annual Debt Assessment	
Reserve Fund Requirement:	\$183,575.00	
Reserve Fund Balance:	\$183,875.00	
Less:	November 1, 2025 (Mandatory)	\$0.00
Current Bonds Outstanding		\$2,120,000.00

Series 2018A-3, Special Assessment Bond		
Interest Rate;	4.75%	
Maturity Date:	11/1/29	\$715,000.00
Interest Rate;	5.25%	
Maturity Date:	11/1/38	\$1,820,000.00
Interest Rate;	5.375%	
Maturity Date:	11/1/48	\$3,325,000.00
Reserve Fund Definition:	75% Maximum Annual Debt Assessment	
Reserve Fund Requirement:	\$341,414.06	
Reserve Fund Balance:	\$341,414.07	
Less:	November 1, 2025 (Mandatory)	\$0.00
Current Bonds Outstanding		\$5,860,000.00

Series 2018A Area B, Special Assessment Bond		
Interest Rate;	4.75%	
Maturity Date:	11/1/29	\$779,000.00
Interest Rate;	5.25%	
Maturity Date:	11/1/39	\$2,245,000.00
Interest Rate;	5.375%	
Maturity Date:	11/1/49	\$3,780,000.00
Reserve Fund Definition:	100% Maximum Annual Debt Assessment	
Reserve Fund Requirement:	\$532,362.50	
Reserve Fund Balance:	\$559,650.00	
Less:	November 1, 2025 (Mandatory)	\$0.00
Current Bonds Outstanding		\$6,804,000.00

Series 2023, Special Assessment Bonds		
Interest Rate;	6.35%	
Maturity Date:	5/1/44	
Reserve Fund Definition:	None	
Reserve Fund Requirement:	\$0.00	
Reserve Fund Balance:	\$0.00	
Bonds outstanding - 9/30/2025		\$1,034,000.00
Less:	May 1, 2026 (Mandatory)	\$0.00
Current Bonds Outstanding		\$1,034,000.00

Total Current Bonds Outstanding		\$16,738,000.00
--	--	------------------------

Amelia Walk
Community Development District
Capital Reserves

1. Recap of Capital Reserve Fund Activity Through October 31, 2025

Opening Balance in Capital Reserve Fund		\$0.00
Source of Funds:	Interest Earned	\$37,179.43
	Capital Reserve Transfers	\$984,220.71
Use of Funds:		
Disbursements:	Fountain(s)	(\$42,085.00)
	Pool Heating System	(\$44,411.40)
	Sidewalk Repairs	(\$30,480.00)
	Sign Renovation	(\$27,950.00)
	Lighting	(\$10,263.80)
	Flag Pole	(\$9,024.00)
	Access Control	(\$36,360.38)
	Tennis Court Resurface Project	(\$27,275.00)
	Landscaping, Entry Monuments Lighting	(\$28,885.20)
	Electrical Upgrades	(\$4,380.00)
	Storm Drain	(\$3,880.00)
	AED	(\$1,518.76)
	Roadways-Asphalt/Mill/Pave & Striping	(\$321,815.27)
	Other Capital Projects	(\$322,186.63)
	Professional Fees/Contingencies	(\$20,114.36)
Adjusted Balance in Capital Reserve Fund Account at October 31, 2025		<u><u>\$90,770.34</u></u>

2. Funds Available For Capital Reserve projects at October 31, 2025

Book Balance of Capital Reserve Fund at October 31, 2025		\$90,770.34
A. n/a		
	Contract Amount	\$0.00
	Paid to Date	\$0.00
	Balance on Contract	<u><u>\$0.00</u></u>
		<u>\$0.00</u>
B. n/a		
	Contract Amount	\$0.00
	Paid to Date	\$0.00
	Balance on Contract	<u><u>\$0.00</u></u>
		<u>\$0.00</u>
Capital Reserve Funds available at October 31, 2025		<u><u>\$90,770.34</u></u>

3. Investments - State Board of Administration

October 31, 2025	Type	Yield	Due	Maturity	Principal
Capital Reserve Fund	Overnight	4.29%	n/a	\$106,861.10	\$106,861.10
Contracts/Transfers in Transit					(\$16,090.76)
Balance at 10/31/2025					<u><u>\$90,770.34</u></u>

Amelia Walk
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2026

Gross Assessments	\$	1,076,110.77	\$	114,725.48	\$	189,478.38	\$	454,927.03	\$	529,461.49	\$	101,998.20	\$	2,466,701.37
Net Assessments	\$	1,000,783.02	\$	106,694.70	\$	176,214.89	\$	423,082.14	\$	492,399.19	\$	94,858.33	\$	2,294,032.27

ON ROLL ASSESSMENTS

43.63% 4.65% 7.68% 18.44% 21.46% 4.14% 100.00%

<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Net Receipts</i>	<i>O&M Portion</i>	<i>2012 Debt Service</i>	<i>2016 Debt Service</i>	<i>2018 Debt Service</i>	<i>2018-3B Debt Service</i>	<i>2023 Debt Service</i>	<i>Total</i>
10/30/25	#1	\$3,576.48	\$3,576.48	\$1,560.26	\$166.34	\$274.73	\$659.60	\$767.67	\$147.89	\$3,428.60
TOTAL		\$ 3,576.48	\$ 3,576.48	\$ 1,560.26	\$ 166.34	\$ 274.73	\$ 659.60	\$ 767.67	\$ 147.89	\$ 3,428.60

0.14%	Net Percent Collected
\$ 2,463,124.89	Balance Remaining to Collect

C.

Amelia Walk
Community Development District

Check Run Summary

November 18, 2025

Date	Check Numbers	Amount
<i>WELLS FARGO BANK</i>		
10/23/25	3968	\$40,000.00
<i>SEACOAST BANK</i>		
10/23/25	611-615	\$26,324.96
11/05/25	616-623	\$23,855.89
10/29/25	AUTOPAY	\$6,805.52
Total		\$96,986.37

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
10/23/25	00030	10/23/25 102325	202510 300-10100-01000		*	40,000.00	
		TXFER TO SEACOAST BANK		AMELIA WALK CDD			40,000.00 003968
TOTAL FOR BANK A						40,000.00	

AWLK -AMELIA WALK - SHENNING

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
10/23/25	00172	7/29/25 6837664	202507 300-13100-10000		*	2,256.44	
		SVCS 07/25					
		7/29/25 6837664	202507 320-53800-60000		*	2,256.44	
		SVCS 07/25					
		7/29/25 6837664	202507 300-20700-10000		*	2,256.44-	
		SVCS 07/25					
		8/07/25 6850798	202508 300-13100-10000		*	1,106.94	
		SVCS 08/25					
		8/07/25 6850798	202508 320-53800-60000		*	1,106.94	
		SVCS 08/25					
		8/07/25 6850798	202508 300-20700-10000		*	1,106.94-	
		SVCS 08/25					
		9/01/25 6918747	202509 320-57200-34501		*	493.34	
		SVCS 09/25					
		10/01/25 7090989	202510 320-57200-34501		*	493.34	
		SVCS 10/25					
		11/01/25 7247653	202511 320-57200-34501		*	493.34	
		SVCS 11/25					
				BATES SECURITY LLC			4,843.40 000611
10/23/25	00276	10/20/25 9543012	202510 320-57200-46202		*	170.00	
		TRACE IRRIGATION 2WIRE					
		10/20/25 9543013	202510 320-57200-46202		*	1,200.00	
		IRRIGATION MAINLINE PUMP					
				BRIGHTVIEW LANDSCAPE SERVICES			1,370.00 000612
10/23/25	00325	10/14/25 1335	202510 320-57200-62000		*	220.00	
		QRTLY MAINT 10/25					
				JAX FITNESS EQUIPMENT SERVICES			220.00 000613
10/23/25	00263	10/07/25 13368	202509 310-51300-31500		*	4,841.56	
		LEGAL FEES THRU 9/30/25					
				KILINSKI VAN WYK PLLC			4,841.56 000614
10/23/25	00326	10/21/25 2003	202510 300-13100-10000		*	15,050.00	
		INSTALL SUBMERSILBE PUMP					
		10/21/25 2003	202510 320-53800-60000		*	15,050.00	
		INSTALL SUBMERSILBE PUMP					
		10/21/25 2003	202510 300-20700-10000		*	15,050.00-	
		INSTALL SUBMERSILBE PUMP					
				M AND M SALES-SERVICE			15,050.00 000615
11/05/25	00276	10/22/25 9544203	202510 320-57200-46201		*	4,570.02	
		ANNUAL SOIL INSTALL 10/25					
		11/01/25 9548420	202511 320-57200-46200		*	13,221.08	
		MAINT 11/25					
				BRIGHTVIEW LANDSCAPE SERVICES			17,791.10 000616
				AWLK -AMELIA WALK - SHENNING			

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
11/05/25	00277	10/25/25 4596	202510 320-57200-46400	PPOOL SVCS 10/25	*	1,376.65	
				CBUSS ENTERPRISES			1,376.65 000617
11/05/25	00175	10/23/25 33	202510 310-51300-31200	AMORTIZATION SCHEDULE	*	950.00	
				DISCLOSURE SERVICES LLC			950.00 000618
11/05/25	00003	10/21/25 9-037-58	202510 310-51300-42000	DELIVERY THRU 10/10/25	*	33.42	
				FEDEX			33.42 000619
11/05/25	00327	10/22/25 91970	202510 320-57200-61100	AERATOR SVCS 10/25	*	270.00	
				FUTURE HORIZONS INC			270.00 000620
11/05/25	00258	10/24/25 7236289	202510 320-57200-46500	SUPPLIES 10/25	*	252.00	
				HAWKINS, INC.			252.00 000621
11/05/25	00259	10/28/25 3031863	202510 320-57200-62000	ELECTRIC SVCS 10/25	*	668.00	
				PEACOCK ELECTRIC INC			668.00 000622
11/05/25	00220	11/02/25 PSI21675	202511 310-51300-60200	MAINT 11/25	*	2,514.72	
				SOLITUDE LAKE MANAGEMENT			2,514.72 000623
TOTAL FOR BANK B						50,180.85	

AWLK -AMELIA WALK - SHENNING

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
10/29/25	00156	9/21/25 0350808- SERVICE THRU 10/24/25	202510 320-57200-41050	COMCAST (AUTO PAY)	*	657.78	657.78 080002
10/29/25	00021	10/31/25 OCT-25 SERVICE THRU 10/20/2025	202510 320-57200-43000		*	1,812.85	
		10/31/25 OCT-25 SERVICE THRU 10/20/2025	202510 320-57200-43001	FPL-ACH	*	3,269.87	5,082.72 080003
10/29/25	00112	10/14/25 14434 OFF DUTY POLICE-10/09/25	202510 320-57200-34504	NASSAU COUNTY SHERIFF'S OFFICE	*	216.00	216.00 080004
10/29/25	00112	10/22/25 14445 OFF DUTY POLICE-10/18/25	202510 320-57200-34504	NASSAU COUNTY SHERIFF'S OFFICE	*	432.00	432.00 080005
10/29/25	00112	10/24/25 14455 OFF DUTY POLICE-10/23/25	202510 320-57200-34504	NASSAU COUNTY SHERIFF'S OFFICE	*	216.00	216.00 080006
10/29/25	00028	9/16/25 06870015 OCT 25 REFUSE SERVICES	202510 320-57200-43300	REPUBLIC SERVICES #687(AUTO PAY)	*	201.02	201.02 080007
TOTAL FOR BANK Z						6,805.52	
TOTAL FOR REGISTER						96,986.37	

AWLK -AMELIA WALK - SHENNING



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 6837664	Date 7/29/2025
Customer Number B-21054	Due Date 7/29/2025
TO VIEW AND PAY ONLINE GO TO: https://myaccount.pyebarkerfs.com	
REFERENCE CODE:	PBFS-SA

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Amelia Walk CDD	B-21054		6837664	7/29/2025
Quantity	Description		Rate	Amount
Amelia Walk CDD, 85287 Majestic Walk Blvd., Fernandina Beach, FL				
1	Service labor minimum		\$2,256.44	\$2,256.44
1	IP POE ETHERNET DOOR CONTROLLER ACCESS MODULE		\$0.00	\$0.00
1	Proximity Card Reader SR-2400 Access Device, Gray		\$0.00	\$0.00
1	Universal Pneumatic Button, Pneumatic Push Button		\$0.00	\$0.00
1	Weather Proof Mag Gate Lock		\$0.00	\$0.00
Sales Tax				\$0.00
Payments/Credits Applied				\$0.00
			Invoice Balance Due:	\$2,256.44

IMPORTANT MESSAGES

Repaired door leading to pickle ball court. We appreciate your business.

Date	Invoice #	Description	Amount	Balance Due
7/29/2025	6837664	Service Call	\$2,256.44	\$2,256.44

001.300.13100.10000 \$2256.44
005.320.53800.60000 \$2256.44
005.300.20700.10000 (\$2256.44)



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 6837664	Date 7/29/2025
Customer Number B-21054	Due Date 7/29/2025

Net Due: \$2,256.44

Amount Enclosed: _____

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise Beach, FL 33351

REMIT TO:

Bates Security
A Pye-Barker Fire & Safety Company
PO Box 735358
Dallas TX 75373-5358



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 6850798	Date 8/7/2025
Customer Number B-21054	Due Date 8/7/2025
TO VIEW AND PAY ONLINE GO TO:	https://myaccount.pyebarkerfs.com
REFERENCE CODE:	PBFS-SA

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Amelia Walk CDD	B-21054		6850798	8/7/2025
Quantity	Description		Rate	Amount
Amelia Walk CDD, 85287 Majestic Walk Blvd., Fernandina Beach, FL				
1	Service Labor		\$237.00	\$237.00
1	PoE Network Door Controller		\$869.94	\$869.94
	Sales Tax			\$0.00
	Payments/Credits Applied			\$0.00
			Invoice Balance Due:	\$1,106.94

IMPORTANT MESSAGES

Replaced infinias module and got both gates up and working. We appreciate your business.

Date	Invoice #	Description	Amount	Balance Due
8/7/2025	6850798	Service Call	\$1,106.94	\$1,106.94

001.300.13100.10000 \$1106.94
005.320.53800.60000 \$1106.94
005.300.20700.10000 (\$1106.94)



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 6850798	Date 8/7/2025
Customer Number B-21054	Due Date 8/7/2025

Net Due: \$1,106.94

Amount Enclosed: _____

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise Beach, FL 33351

REMIT TO:

Bates Security
A Pye-Barker Fire & Safety Company
PO Box 735358
Dallas TX 75373-5358



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 6918747	Date 9/1/2025
Customer Number B-21054	Due Date 9/1/2025
TO VIEW AND PAY ONLINE GO TO:	https://myaccount.pyebarkerfs.com
REFERENCE CODE:	PBFS-SA

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Amelia Walk CDD	B-21054		6918747	9/1/2025
Quantity	Description		Rate	Amount
Amelia Walk CDD, 85287 Majestic Walk Blvd., Fernandina Beach, FL				
1	Monthly Service-Video 9/1/2025 - 9/30/2025		\$189.66	\$189.66
1	Monthly Service-Access 9/1/2025 - 9/30/2025	001.320.57200.34501	\$303.68	\$303.68
Sales Tax				\$0.00
Payments/Credits Applied				\$0.00
Invoice Balance Due:				\$493.34

Date	Invoice #	Description	Amount	Balance Due
9/1/2025	6918747	Recurring Services	\$493.34	\$493.34



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 6918747	Date 9/1/2025
Customer Number B-21054	Due Date 9/1/2025

Net Due: \$493.34

Amount Enclosed: _____

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise Beach, FL 33351

REMIT TO:

Bates Security
A Pye-Barker Fire & Safety Company
PO Box 735358
Dallas TX 75373-5358



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 7090989	Date 10/1/2025
Customer Number B-21054	Due Date 10/1/2025
TO VIEW AND PAY ONLINE GO TO:	https://myaccount.pyebarkerfs.com
REFERENCE CODE:	PBFS-SA

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Amelia Walk CDD	B-21054		7090989	10/1/2025
Quantity	Description		Rate	Amount
Amelia Walk CDD, 85287 Majestic Walk Blvd., Fernandina Beach, FL				
1	Monthly Service-Video 10/1/2025 - 10/31/2025		\$189.66	\$189.66
1	Monthly Service-Access 10/1/2025 - 10/31/2025	001.320.57200.34501	\$303.68	\$303.68
Sales Tax				\$0.00
Payments/Credits Applied				\$0.00
Invoice Balance Due:				\$493.34

Date	Invoice #	Description	Amount	Balance Due
10/1/2025	7090989	Recurring Services	\$493.34	\$493.34



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 7090989	Date 10/1/2025
Customer Number B-21054	Due Date 10/1/2025

Net Due: \$493.34

Amount Enclosed: _____

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise Beach, FL 33351

REMIT TO:

Bates Security
A Pye-Barker Fire & Safety Company
PO Box 735358
Dallas TX 75373-5358



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 7247653	Date 11/1/2025
Customer Number B-21054	Due Date 11/1/2025
TO VIEW AND PAY ONLINE GO TO:	
https://myaccount.pyebarkerfs.com	
REFERENCE CODE:	PBFS-SA

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Amelia Walk CDD	B-21054		7247653	11/1/2025
Quantity	Description		Rate	Amount
Amelia Walk CDD, 85287 Majestic Walk Blvd., Fernandina Beach, FL				
1	Monthly Service-Video 11/1/2025 - 11/30/2025		\$189.66	\$189.66
1	Monthly Service-Access 11/1/2025 - 11/30/2025	001.320.57200.34501	\$303.68	\$303.68
Sales Tax				\$0.00
Payments/Credits Applied				\$0.00
Invoice Balance Due:				\$493.34

IMPORTANT MESSAGES

We have joined the Pye-Barker family! As we continue the transition to our partner's name, credit card and ACH transaction descriptions will reflect Pye-Barker Fire & Safety. For questions, please contact your local branch. Thank you for being a customer!

Date	Invoice #	Description	Amount	Balance Due
11/1/2025	7247653	Recurring Services	\$493.34	\$493.34



Bates Security
A Pye-Barker Fire & Safety Company
9700 Philips Highway, Suite #108
Jacksonville, FL 32256
(904) 900-1640

Invoice	
Invoice Number 7247653	Date 11/1/2025
Customer Number B-21054	Due Date 11/1/2025

Net Due: \$493.34

Amount Enclosed: _____

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise Beach, FL 33351

REMIT TO:

Bates Security
A Pye-Barker Fire & Safety Company
PO Box 735358
Dallas TX 75373-5358



INVOICE

Sold To: 25249515
Amelia Walk CDD
5385 N Nob Hill Road
Sunrise FL 33351-4761

Customer #: 25249515
Invoice #: 9543012
Invoice Date: 10/20/2025
Sales Order: 8776396
Cust PO #:

Project Name: Amelia Walk - Proposal to trace irrigation 2-wire that is suspected outside of property line

Project Description: Trace irrigation 2-wire that is suspected outside of property line in the construction area

Job Number	Description	Qty	UM	Unit Price	Amount
346108420	Amelia Walk CDD Tech labor to trace 2-wire	2.000	EA	85.00	170.00
Approved Chip Dellinger, Amenity & Operations Manager Governmental Management Services for Amelia Walk CDD Date: 10-22-25 Act. # 1-320-57200-46202					
Total Invoice Amount					170.00
Taxable Amount					
Tax Amount					
Balance Due					170.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 25249515
Invoice #: 9543012
Invoice Date: 10/20/2025

Amount Due: \$ 170.00

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise FL 33351-4761

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Amelia Walk CDD

Property Name Amelia Walk CDD
Property Address 85287 Majestic Walk Run
 Fernandina Beach, FL 32034

Contact Chip Dellinger
To Amelia Walk CDD
Billing Address 5385 N Nob Hill Road
 Sunrise, FL 33351-4761

Project Name Amelia Walk - Proposal to trace irrigation 2-wire that is suspected outside of property line

Project Description Trace irrigation 2-wire that is suspected outside of property line in the construction area

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
2.00	EACH	Tech labor to trace 2-wire	\$85.00	\$170.00

Images

Amelia Walk_1



Amelia Walk_2



THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph (904) 292-0716 fax (904) 292-1014

Proposal for Extra Work at Amelia Walk CDD

Amelia Walk_3



For internal use only

SO# 8776396
JOB# 346108420
Service Line 150

Total Price \$170.00

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph: (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license requirements of the City, State and Federal Governments as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes including sales or General Excise Tax (GET) where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year) or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer

		Property Manager
Signature	Title	
Chip Dellinger		
Printed Name	Date	October 08, 2025

BrightView Landscape Services, Inc. "Contractor"

		Irrigation Manager
Signature	Title	
Gonzalo M. Castellon		
Printed Name	Date	October 08, 2025

Job #: 346108420

SO #: 8776396 **Proposed Price:** \$170.00



INVOICE

Sold To: 25249515
Amelia Walk CDD
5385 N Nob Hill Road
Sunrise FL 33351-4761

Customer #: 25249515
Invoice #: 9543013
Invoice Date: 10/20/2025
Sales Order: 8776404
Cust PO #:

Project Name: Amelia Walk - Proposal to connect irrigation mainline to new pump

Project Description: Connect irrigation mainline to new pump

Job Number	Description	Qty	UM	Unit Price	Amount
346108420	*Does not include backflow or backflow install Amelia Walk CDD Tech to connect mainline to new pump. Labor & materials.	1.000	LS	1200.00	1,200.00
Total Invoice Amount					1,200.00
Taxable Amount					
Tax Amount					
Balance Due					1,200.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 25249515
Invoice #: 9543013
Invoice Date: 10/20/2025

Amount Due: \$ 1,200.00

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise FL 33351-4761

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Amelia Walk CDD

Property Name	Amelia Walk CDD	Contact	Chip Dellinger
Property Address	85287 Majestic Walk Run Fernandina Beach, FL 32034	To	Amelia Walk CDD
		Billing Address	5385 N Nob Hill Road Sunrise, FL 33351-4761

Project Name Amelia Walk - Proposal to connect irrigation mainline to new pump

Project Description Connect irrigation mainline to new pump

Scope of Work

*Does not include backflow or backflow install

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Tech to connect mainline to new pump. Labor & materials.

Images

Amelia Walk_4



Amelia Walk_5



For internal use only

SO# 8776404
JOB# 346108420
Service Line 150

Total Price \$1,200.00

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer, and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year) or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer

		Property Manager
Signature	Title	
Chip Dellinger		
Printed Name	Date	October 08, 2025

BrightView Landscape Services, Inc. "Contractor"

		Irrigation Manager
Signature	Title	
Gonzalo M. Castellon		
Printed Name	Date	October 08, 2025

Job #:	346108420		
SO #:	8776404	Proposed Price:	\$1,200.00

INVOICE

Jax Fitness Equipment Services
LLC
5470 Keystone Dr N
Jacksonville, FL 32207-5146

office@jaxfitness equipmentservices.c
om
+1 (904) 716-5739
http://www.jaxfitness equipmentservi
ces.com



Bill to
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Ship to
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Invoice details

Invoice no.: 1335
Terms: Net 30
Invoice date: 10/14/2025
Due date: 11/13/2025

Approved
Chip Dellinger, Amenity & Operations Manager
Governmental Management Services for Amelia Walk CDD
Date: 10/22/2025
Acct. # 1-320-57200-62000

#	Product or service	Description	Qty	Rate	Amount
1.	Quarterly Preventive Maintenance	Amelia Walk PM 10/14/25	1	\$220.00	\$220.00
		Life Fitness treadmill Model: 95Te SN: HTT104366 CSN: NAT109487 Issue: Walking belt is showing signs of wear, would recommend replacing soon			
		Life Fitness treadmill Model: 95Te SN: HTT104365 CSN: NAT108663 Issue: Walking belt is showing signs of wear, would recommend replacing soon			
		Life Fitness elliptical Model: INXDE SN: HDX101577 CSN: NAN104371 Issue: Console calibration failed, unit is still functional using thumb buttons			
		Life Fitness elliptical Model: INXDE SN: HDX101576 CSN: NAN104329 Issue: Console calibration failed, unit is still functional using thumb buttons			
		Life Fitness upright bike			

Model: INCDE
SN: HXC100992
CSN: NAN103780
Issue: Main drive pulley is squeaking

Life Fitness recumbent bike
Model: INRDE
SN: HXR100760
CSN: NAN104322
Issue: None

Life Fitness leg press
Model: OSTWR2-LP
SN: 101914812157
Issue: None

Life Fitness leg ext/curl
Model: OSTWR7-LEC
SN: 101920814274
Issue: None

Life Fitness abductor/adductor
Model: OSTWR3-HAA
SN: 101804101801165
Issue: None

Life Fitness pec fly
Model: OSTWR6-FLY
SN: 101916812727
Issue: None

Life Fitness bicep/tricep
Model: OSTWR8-BT
SN: 101914812287
Issue: Biceps curl cable snapped, needs to be replaced

Life Fitness chest press
Model: OSTWR5-MP
SN: 101920814239
Issue: None

Life Fitness smith machine
Model: OP-SM-LT
SN: 101915M00486
Issue: None

Life Fitness functional trainer
Model: OSDAP
SN:101845749226
Issue: None

Subtotal \$220.00

Sales tax \$15.40

Total \$235.40

Ways to pay

BANK

Contact Jax Fitness Equipment Services LLC to pay.

View and pay



Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 13368
Date: 10/07/2025
Due On: 11/06/2025

Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
(\$0.00	+ \$4,841.56	) - (\$0.00	) = \$4,841.56

AWCDD-01

Amelia Walk CDD - General

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	MGH	09/02/2025	Review materials from District Engineer pertaining to minor modification application.	0.20	\$275.00	\$55.00
Service	MGH	09/04/2025	Prepare Duck Duck roter agreement for lateral boring; prepare for and attend agenda planning call with District staff and Chair.	1.10	\$275.00	\$302.50
Service	LG	09/04/2025	Review water main agreement; review draft agenda; follow up on status of legal action items; prepare resolution for updates to public comment policy; receive Duval Asphalt payment and performance bonds; update files regarding same.	1.40	\$315.00	\$441.00
Service	AH	09/04/2025	Confer with district staff regarding agenda items.	0.40	\$180.00	\$72.00
Service	MGH	09/04/2025	Analyze draft agenda for September Board meeting and identify legal backup items needed.	0.20	\$275.00	\$55.00
Service	AH	09/05/2025	Prepare agenda items.	0.40	\$180.00	\$72.00

Service	MGH	09/08/2025	Prepare Notice of Commencement for roadway drainage repairs by Duval Asphalt.	0.60	\$275.00	\$165.00
Service	MGH	09/09/2025	Review report from Board Chair regarding HOA meeting and potential impacts on CDD.	0.10	\$275.00	\$27.50
Service	MGH	09/10/2025	Prepare addendum to CritterPro agreement for beaver trapping services and permit maintenance; calls with Board Chair and District staff regarding various District matters; analyze agenda items for upcoming Board meeting.	1.40	\$275.00	\$385.00
Service	LG	09/10/2025	Advise regarding resident property encroachment; review CritterPro addendum.	0.40	\$315.00	\$126.00
Service	LG	09/11/2025	Review NOC for Duval asphalt project.	0.10	\$315.00	\$31.50
Service	MGH	09/11/2025	Further prepare, finalize, and distribute CritterPro addendum for beaver leghold trapping and permit maintenance; further prepare Notice of Commencement for roadway work.	0.50	\$275.00	\$137.50
Service	LG	09/15/2025	Review agenda and prepare for meeting.	0.50	\$315.00	\$157.50
Service	MGH	09/15/2025	Review and analyze agenda package and materials for Board consideration in preparation for Board meeting.	0.20	\$275.00	\$55.00
Service	MGH	09/16/2025	Further analyze agenda items and prepare for Board meeting.	0.60	\$275.00	\$165.00
Service	LG	09/16/2025	Travel to and attend Board meeting.	4.20	\$315.00	\$1,323.00
Expense	KB	09/16/2025	Travel: Meals - LG.	1.00	\$6.21	\$6.21
Expense	KB	09/16/2025	Travel: Hotel - LG.	1.00	\$58.06	\$58.06
Expense	KB	09/16/2025	Travel: Mileage - LG.	82.20	\$0.70	\$57.54
Service	AH	09/17/2025	Prepare notices of rule development and rulemaking; confer with Hogge regarding same.	0.20	\$180.00	\$36.00
Service	LG	09/18/2025	Receive signed NOC and coordinate recording.	0.10	\$315.00	\$31.50
Service	LG	09/18/2025	Review Comcast access agreement renewal request; confer with operations manager regarding same; prepare proposed revisions to	1.10	\$315.00	\$346.50

amenity policies.						
Service	AH	09/18/2025	Prepare recording of notice of commencement; prepare updates to district file regarding same.	0.40	\$180.00	\$72.00
Expense	KB	09/18/2025	Simplifile Recording: Recording fee for Notice of Commencement.	1.00	\$100.25	\$100.25
Service	AH	09/19/2025	Finalize notices of rulemaking and rule development; transmit same.	0.20	\$180.00	\$36.00
Service	LG	09/22/2025	Prepare addendum for fitness maintenance contract.	0.40	\$315.00	\$126.00
Service	JK	09/22/2025	Research and prepare memorandum regarding Florida open carry law changes and impact to District operations and transmit same.	0.20	\$350.00	\$70.00
Service	MGH	09/22/2025	Review proposal for annual preventative maintenance for fitness equipment; analyze resident comments regarding JEA rules and regulations and Duck Duck Rooter work.	0.30	\$275.00	\$82.50
Service	LG	09/23/2025	Research legal impact of new open carry firearm decision.	0.30	\$315.00	\$94.50
Service	AH	09/24/2025	Prepare updates to district file regarding executed agenda items.	0.20	\$180.00	\$36.00
Service	LG	09/30/2025	Review tentative agenda and status of legal action items.	0.20	\$315.00	\$63.00
Service	MGH	09/30/2025	Review draft agenda for upcoming Board meeting and identify legal follow-up items needed; review summary report from District Engineer.	0.20	\$275.00	\$55.00
Non-billable entries						
Service	MGH	09/16/2025	Prepare for and remotely attend Board meeting.	2.10	\$275.00	\$577.50

Total \$4,841.56

001.310.51300.31500

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

Please pay within 30 days.



M and M Sales-Service
2100 Dennis Street
Jacksonville, FL 32204 US
+19048258381
mandmpumpsandcontrols@gmail.com

Invoice

BILL TO

Amelia Walk
852877 Majestic Walk Blvd
Fernandina Beach, FL 32034

INVOICE #	DATE	TOTAL DUE	DUE DATE		ENCLOSED
2003	10/21/2025	\$15,050.00	11/01/2025		

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Submersible pump and motor	1	5,800.00	5,800.00T
	Crane Crane with operator	1	1,500.00	1,500.00T
	wiring	1	250.00	250.00T
	Piping	1	1,100.00	1,100.00T
	Flange	1	250.00	250.00T
	Mounting Hardware	1	350.00	350.00T
	VFD 10HP	1	3,500.00	3,500.00T
	Technician	10	145.00	1,450.00T
	Laborer	10	85.00	850.00T

Approved
Chip Dellinger, Amenity & Operations Manager
Governmental Management Services for Amelia Walk (

Date: 10-22-25
~~Acct. # 1-320-57200-64000~~

001.300.13100.10000 \$15,050.00
005.320.53800.60000 \$15,050.00
005.300.20700.10000 (\$15,050.00)

Please remit payment to:
M and M Sales-Service
PO Box 352392
Palm Coast, FL 32135

Location: Amilia new well	SUBTOTAL	15,050.00
Install submersible pump and controls	TAX	0.00
Note: Estimate may change due to site conditions and price changing of products to be used on the job.	TOTAL	15,050.00
	BALANCE DUE	\$15,050.00

1yr warranty on parts and 90days labor

50% deposit is needed to start the project. Once approved parts will be ordered 7 to 10 days lead time.

Pay invoice

Please remit payment to:
M and M Sales-Service
PO Box 352392
Palm Coast, FL 32135

AMELIA WALK
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
October 23, 2025	\$40,000.00	Sharyn Henning

Payable to:

Amelia Walk CDD

Date Check Needed:

Budget Category:

10/23/25	001.300.10100.01000	\$40,000.00
----------	---------------------	-------------

Intended Use of Funds Requested:

Txfer Excess Funds to account at Seacoast Bank.
<i>(Attach supporting documentation for request.)</i>

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		\$657.78
EFT Payment - thank you	Sep 13	-\$657.78
Balance forward		\$0.00
Regular monthly charges	Page 3	\$619.25
Taxes, fees and other charges	Page 3	\$38.53
New charges		\$657.78

Amount due

\$657.78

Your bill explained

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

001.320.57200.41050
October 2025

!

Thanks for paying by Automatic Payment

Your automatic payment on Oct 12, 2025, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

Need help?

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

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

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST
BUSINESS

1401 NORTHPOINT PKWY W PALM
BCH FL 33407-1937

AMELIA WALK CDD
ATTN KELLY MULLINS
85287 MAJESTIC WALK BLVD
FERNANDINA BEACH, FL 32034-3785

Account number

8495 74 170 0350808

Automatic payment

Oct 12, 2025

Please pay

\$657.78

Electronic payment will be applied Oct 12, 2025

COMCAST
PO BOX 71211
CHARLOTTE NC 28272-1211

849574170035080800657783

Download the Comcast Business App

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

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

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



Faster speeds. More solutions. Bigger savings.

Comcast Business now offers **NEW** packages with faster speeds and innovative Voice and security solutions – at a better value.

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

Need help? We're here for you



Visit us online

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



Call us anytime

800-391-3000

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

Useful information

Moving?

We can help ensure it's a smooth transition.

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

Accessibility:

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

Ways to pay



No more mailing monthly checks

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



Go paperless and say goodbye to clutter

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

Additional billing information

More ways to pay:



Online

Visit My Account at business.comcast.com/myaccount



Comcast Business App

Download the Comcast Business App



In-Store

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

Regular monthly charges		\$619.25
Comcast Business		\$603.25
Bundled services		\$359.90
Data, Voice Package	\$334.95	
Package Includes: Business Internet 300+ and 1 Mobility Voice Line.		
Equipment Fee	\$24.95	
TV services		\$168.45
TV Standard	\$114.95	
Business Video.		
TV Box + Remote	\$11.95	
Broadcast TV Fee	\$37.10	
Regional Sports Fee	\$4.45	
Internet services		\$34.95
Static IP - 5	\$34.95	
Voice services		\$49.95
Voice Mail Service	\$5.00	
Mobility Voice Line	\$44.95	
Business Voice.		
Other credits and discounts		-\$10.00
Automatic Payments Discount		-\$10.00
Including Paperless Billing		

Service fees		\$16.00
Directory Listing Management	\$8.00	
Fee		
Voice Network Investment	\$8.00	

Taxes, fees and other charges		\$38.53
Other charges		\$8.36
Federal Universal Service Fund	\$3.88	
Regulatory Cost Recovery	\$4.48	

Taxes & government fees		\$30.17
Sales Tax	\$2.59	
State Communications Services	\$20.17	
Tax		
Local Communications Services	\$6.61	
Tax		
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 \$10.00 this month with your automatic payments 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.

Parental Controls: With parental controls, you can choose and manage the programming that is right for your family. Learn more at: business.comcast.com/support/article/tv/x1-parental-controls-safe-browse.

Recent and Upcoming Programming Changes: Information on recent and upcoming programming changes can be found at xfinity.com/programmingchanges/ or by calling 866-216-8634.

Amelia Walk CDD

FPL Electric

October-25

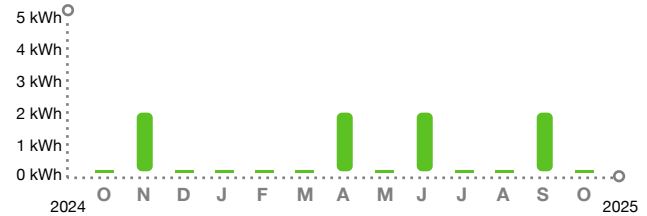
73913-05054	85057 MAJESTIC WALK BLVD.#LS	\$	277.58
76801-07336	85359 MAJESTIC WALK BLVD.	\$	36.49
79966-25336	85287 MAJESTIC WALK BLVD. CLUB	\$	913.63
90653-46331	85257 MAJESTIC WALK BLVD. FTN	\$	418.55
14381-88177	85108 MAJESTIC WALK BLVD. # IRR	\$	25.66
84322-19536	85059 MAJESTIC WALK BLVD.	\$	26.57
64677-16194	85254 FALL RIVER PKWY ENTRANCE	\$	25.93
81986-72449	85633 FALL RIVER PKWY #IRR	\$	26.02
63627-33534	85287 MAJESTIC WALK BLVD. #PUMP	\$	62.42
		\$	1,812.85
	V#21		001.320.57200.43000
78458-32232	000 AMELIA CONCOURSE	\$	3,269.87
	V#21		001.320.57200.43001

**Electric Bill Statement****For:** Sep 18, 2025 to Oct 20, 2025 (32 days)**Statement Date:** Oct 20, 2025**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****\$25.66**

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	25.75
Payments received	-25.75
Balance before new charges	0.00
Total new charges	25.66
Total amount you owe	\$25.66

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after January 06, 2026 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 31, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

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

/ 3* FPL AUTOMATIC BILL PAY - DO NOT PAY *

AMELIA WALK CDD
C/O GMS-SF-LLC
5385 N NOB HILL RD
SUNRISE FL 33351-4761The 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 33188-0001Visit **FPL.com/PayBill**
for ways to pay.

14381-88177

ACCOUNT NUMBER

\$25.66

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
14381-88177

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	25.75
Payment received - Thank you	-25.75
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge: \$12.87

Minimum base bill charge: \$12.13

Non-fuel energy charge: \$0.096100 per kWh

Fuel charge: \$0.027180 per kWh

Electric service amount 25.00

Gross receipts tax (State tax) 0.64

Taxes and charges 0.64

Regulatory fee (State fee) 0.02

Total new charges \$25.66

Total amount you owe \$25.66

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter AC94981. Next meter reading Nov 17, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	00227		00227		0

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 20, 2025	Sep 18, 2025	Oct 18, 2024
kWh Used	0	2	0
Service days	32	30	30
kWh/day	0	0	0
Amount	\$25.66	\$25.75	\$25.66

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
- The fuel charge represents the cost of fuel used to generate electricity. It is a direct pass-through to customers. FPL does not profit from fuel, although higher costs do result in higher state and local taxes and fees.

Easy way to save lives

As you set clocks back on Nov. 2 to end daylight saving time, change smoke alarm batteries to save lives.

Download the app

Get instant, secure access to outage and billing info from your mobile device.

[Download now](#)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.

**Electric Bill Statement****For:** Sep 8, 2025 to Oct 8, 2025 (30 days)**Statement Date:** Oct 8, 2025**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.

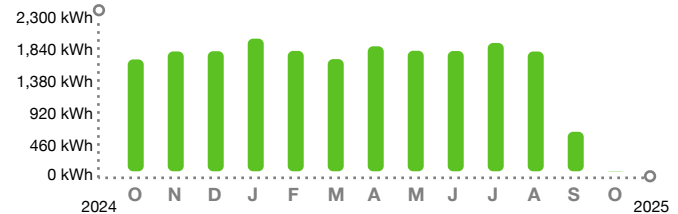
CURRENT BILL**\$25.93**

TOTAL AMOUNT YOU OWE

Oct 31, 2025

NEW CHARGES DUE BY

Receive predictable bills
all year long with FPL
Budget Billing®.
[FPL.com/BB](https://www.fpl.com/BB)

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	86.92
Payments received	-86.92
Balance before new charges	0.00

Total new charges	25.93
Total amount you owe	\$25.93

FPL automatic bill pay - DO NOT PAY*(See page 2 for bill details.)***KEEP IN MIND**

- Payment received after December 29, 2025 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 20, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

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)

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GENERAL MAIL FACILITY
MIAMI FL 33188-0001

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for ways to pay.

64677-16194

ACCOUNT NUMBER

\$25.93

TOTAL AMOUNT YOU OWE

Oct 31, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
Amelia Walk Cdd

Account Number:
64677-16194

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	86.92
Payment received - Thank you	-86.92
Balance before new charges	\$0.00

New Charges

Rate: RS-1 RESIDENTIAL SERVICE

Base charge: \$9.61

Minimum base bill charge: \$15.03

Non-fuel: (First 1000 kWh at \$0.096990) \$0.50
(Over 1000 kWh at \$0.107050)

Fuel: (First 1000 kWh at \$0.024080) \$0.12
(Over 1000 kWh at \$0.034080)

Electric service amount 25.26

Gross receipts tax (State tax) 0.65

Taxes and charges 0.65

Regulatory fee (State fee) 0.02

Total new charges \$25.93

Total amount you owe \$25.93

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter ACD5703. Next meter reading Nov 6, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	82336		82331		5

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 8, 2025	Sep 8, 2025	Oct 7, 2024
kWh Used	5	620	1754
Service days	30	32	30
kWh/day	0	19	58
Amount	\$25.93	\$86.92	\$220.64

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
- The fuel charge represents the cost of fuel used to generate electricity. It is a direct pass-through to customers. FPL does not profit from fuel, although higher costs do result in higher state and local taxes and fees.

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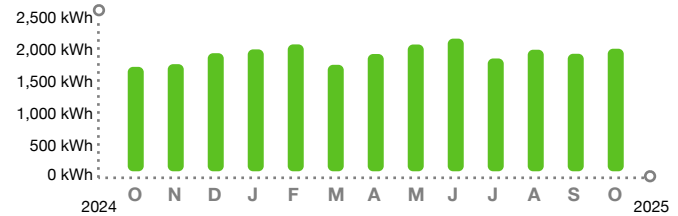
When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.

**Electric Bill Statement****For:** Sep 18, 2025 to Oct 20, 2025 (32 days)**Statement Date:** Oct 20, 2025**Account Number:** 73913-05054**Service Address:**85057 MAJESTIC WALK BLVD # LIFT
FERNANDINA BEACH, FL 32034**AMELIA WALK CDD,**
Here's what you owe for this billing period.**CURRENT BILL****\$277.58**

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	418.34
Payments received	-418.34
Balance before new charges	0.00
Total new charges	277.58
Total amount you owe	\$277.58

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after January 06, 2026 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 31, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.
- The rate used to calculate your bill has changed due to your demand usage. Call Customer Service if you have any questions.

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)

/ 3* FPL AUTOMATIC BILL PAY - DO NOT PAY *

AMELIA WALK CDD
C/O GMS-SF, LLC
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MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

73913-05054

ACCOUNT NUMBER

\$277.58

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
73913-05054

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	418.34
Payment received - Thank you	-418.34
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge: \$12.87

Non-fuel: (\$0.096100 per kWh) \$200.75

Fuel: (\$0.027180 per kWh) \$56.78

Electric service amount 270.40

Gross receipts tax (State tax) 6.94

Taxes and charges 6.94

Regulatory fee (State fee) 0.24

Total new charges \$277.58

Total amount you owe \$277.58

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter KN20453. Next meter reading Nov 17, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	37748		35659		2089

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 20, 2025	Sep 18, 2025	Oct 18, 2024
kWh Used	2089	2003	1780
Service days	32	30	30
kWh/day	65	66	59
Amount	\$277.58	\$418.34	\$497.67

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
- The fuel charge represents the cost of fuel used to generate electricity. It is a direct pass-through to customers. FPL does not profit from fuel, although higher costs do result in higher state and local taxes and fees.

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**Electric Bill Statement****For:** Sep 18, 2025 to Oct 20, 2025 (32 days)**Statement Date:** Oct 20, 2025**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****\$36.49**

TOTAL AMOUNT YOU OWE

Nov 10, 2025

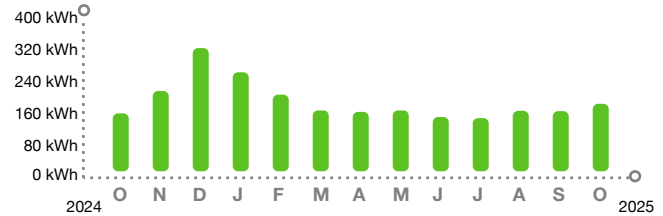
NEW CHARGES DUE BY

BILL SUMMARY

Amount of your last bill	34.16
Payments received	-34.16
Balance before new charges	0.00
Total new charges	36.49
Total amount you owe	\$36.49

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

ENERGY USAGE HISTORY**KEEP IN MIND**

- Payment received after January 06, 2026 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 31, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

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

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for ways to pay.

76801-07336

ACCOUNT NUMBER

\$36.49

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
76801-07336

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	34.16
Payment received - Thank you	-34.16
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge: \$12.87

Non-fuel: (\$0.096100 per kWh) \$17.68

Fuel: (\$0.027180 per kWh) \$5.00

Electric service amount 35.55

Gross receipts tax (State tax) 0.91

Taxes and charges 0.91

Regulatory fee (State fee) 0.03

Total new charges \$36.49

Total amount you owe \$36.49

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter ACD4413. Next meter reading Nov 17, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	28839		28655		184

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 20, 2025	Sep 18, 2025	Oct 18, 2024
kWh Used	184	164	158
Service days	32	30	30
kWh/day	6	5	5
Amount	\$36.49	\$34.16	\$32.08

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
- The fuel charge represents the cost of fuel used to generate electricity. It is a direct pass-through to customers. FPL does not profit from fuel, although higher costs do result in higher state and local taxes and fees.

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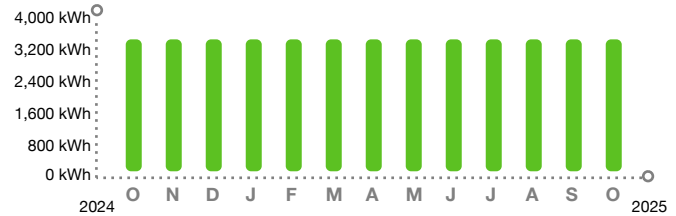
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**Electric Bill Statement****For:** Sep 18, 2025 to Oct 20, 2025 (32 days)**Statement Date:** Oct 20, 2025**Account Number:** 78458-32232**Service Address:**100 MAJESTIC WALK BLVD # SL
FERNANDINA BEACH, FL 32034**AMELIA WALK CDD,**
Here's what you owe for this billing period.**CURRENT BILL****\$3,269.87**

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	3,269.87
Payments received	-3,269.87
Balance before new charges	0.00
Total new charges	3,269.87
Total amount you owe	\$3,269.87

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after January 06, 2026 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 31, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.
- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.

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

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78458-32232

ACCOUNT NUMBER

\$3,269.87

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	3,269.87
Payment received - Thank you	-3,269.87
Balance before new charges	\$0.00

New Charges

Rate: SL-1 STREET LIGHTING SERVICE

Electric service amount **	3,259.44
Gross receipts tax (State tax)	7.66
Taxes and charges	7.66
Regulatory fee (State fee)	2.77
Total new charges	\$3,269.87
Total amount you owe	\$3,269.87

FPL automatic bill pay - DO NOT PAY

** Your electric service amount includes the following charges:

Non-fuel energy charge:	\$0.059770 per kWh
Fuel charge:	\$0.026470 per kWh

METER SUMMARY

Next bill date Nov 17, 2025.

Usage Type	Usage
Total kWh used	3598

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 20, 2025	Sep 18, 2025	Oct 18, 2024
kWh Used	3598	3598	3598
Service days	32	30	30
kWh/day	112	120	120
Amount	\$3,269.87	\$3,269.87	\$3,180.14

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
- The fuel charge represents the cost of fuel used to generate electricity. It is a direct pass-through to customers. FPL does not profit from fuel, although higher costs do result in higher state and local taxes and fees.

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Customer Name:
AMELIA WALK CDD

Account Number:
78458-32232

For: 09-18-2025 to 10-20-2025 (32 days)
kWh/Day: 112
Service Address:
100 MAJESTIC WALK BLVD # SL
FERNANDINA BEACH, FL 32034

Detail of Rate Schedule Charges for Street Lights

Component Code	Watts	Lumens	Owner/ Maint *	Quantity	Rate/Unit	kWh Used	Amount
C861207	74	6746	F	57		1,482	
Energy					0.800000		45.60
Non-energy					9.610000		547.77
Fixtures					1.470000		83.79
Maintenance							
F861207	74	6746	F	16		416	
Energy					0.800000		12.80
Non-energy					7.500000		120.00
Fixtures					1.470000		23.52
Maintenance							
F861227	73	6000	F	68		1,700	
Energy					0.800000		54.40
Non-energy					7.500000		510.00
Fixtures					1.470000		99.96
Maintenance							
PMF0001				141			
Non-energy					9.740000		1,373.34
Fixtures							
UCNP				4,102			
Non-energy					0.049350		202.43
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

ESLA

For: 09-18-2025 to 10-20-2025 (32 days)

kWh/Day: 112

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							2,960.81
Sub total						3,598	3,073.61
Energy conservation cost recovery							1.40
Capacity payment recovery charge							0.25
Environmental cost recovery charge							1.76
Storm restoration recovery charge							74.55
Transition rider credit							-7.45
Storm protection recovery charge							20.08
Fuel charge							95.24
Electric service amount							3,259.44
Gross receipts tax (State tax)							7.66
Regulatory fee (State fee)							2.77
Total						3,598	3,269.87

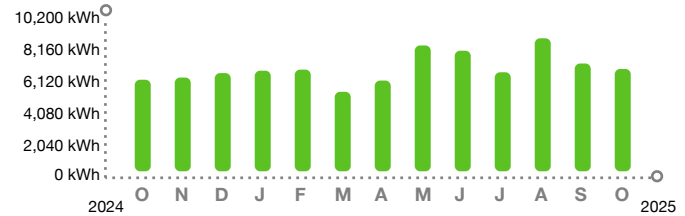
* F - FPL OWNS & MAINTAINS E - CUSTOMER OWNS & MAINTAINS R - CUSTOMER OWNS, FPL RELAMPS
H - FPL OWNS & MAINTAINS FIXTURE, CUST OWNS OTHER

**Electric Bill Statement****For:** Sep 18, 2025 to Oct 20, 2025 (32 days)**Statement Date:** Oct 20, 2025**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****\$913.63**

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

Enroll in FPL Budget
Billing® and have
\$812.41 withdrawn
instead of \$913.63.
FPL.com/AutoBB**ENERGY USAGE HISTORY****BILL SUMMARY**

Amount of your last bill	961.86
Payments received	-961.86
Balance before new charges	0.00
Total new charges	913.63
Total amount you owe	\$913.63

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

KEEP IN MIND

- Enroll in FPL Budget Billing and have Automatic Bill Pay debit \$812.41 instead of \$913.63 on your next withdrawal date. Your monthly bills will become predictable year-round. Enroll at [FPL.com/AutoBB](https://www.fpl.com/AutoBB)
- Payment received after January 06, 2026 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 31, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

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)

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for ways to pay.

79966-25336

ACCOUNT NUMBER

\$913.63

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
79966-25336

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	961.86
Payment received - Thank you	-961.86
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge: \$12.87

Non-fuel: (\$0.096100 per kWh) \$683.76

Fuel: (\$0.027180 per kWh) \$193.39

Electric service amount 890.02

Gross receipts tax (State tax) 22.84

Taxes and charges 22.84

Regulatory fee (State fee) 0.77

Total new charges \$913.63

Total amount you owe \$913.63

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter KLL2800. Next meter reading Nov 17, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	14629		07514		7115

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 20, 2025	Sep 18, 2025	Oct 18, 2024
kWh Used	7115	7496	6368
Service days	32	30	30
kWh/day	222	249	212
Amount	\$913.63	\$961.86	\$636.72

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
- The fuel charge represents the cost of fuel used to generate electricity. It is a direct pass-through to customers. FPL does not profit from fuel, although higher costs do result in higher state and local taxes and fees.

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**Electric Bill Statement****For:** Sep 8, 2025 to Oct 8, 2025 (30 days)**Statement Date:** Oct 8, 2025**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.

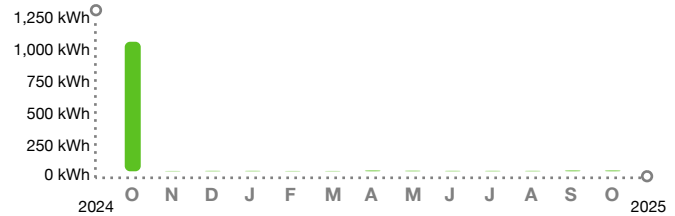
CURRENT BILL**\$26.02**

TOTAL AMOUNT YOU OWE

Oct 29, 2025

NEW CHARGES DUE BY

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ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	26.02
Payments received	-26.02
Balance before new charges	0.00
Total new charges	26.02
Total amount you owe	\$26.02

FPL automatic bill pay - DO NOT PAY*(See page 2 for bill details.)***KEEP IN MIND**

- Payment received after December 26, 2025 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 19, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

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)

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for ways to pay.

81986-72449

ACCOUNT NUMBER

\$26.02

TOTAL AMOUNT YOU OWE

Oct 29, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
Amelia Walk Cdd

Account Number:
81986-72449

BILL DETAILS

Amount of your last bill	26.02
Payment received - Thank you	-26.02
Balance before new charges	\$0.00

New Charges

Rate: RS-1 RESIDENTIAL SERVICE	
Base charge:	\$9.61
Minimum base bill charge:	\$14.89
Non-fuel: (First 1000 kWh at \$0.096990) (Over 1000 kWh at \$0.107050)	\$0.68
Fuel: (First 1000 kWh at \$0.024080) (Over 1000 kWh at \$0.034080)	\$0.17
Electric service amount	25.35
Gross receipts tax (State tax)	0.65
Taxes and charges	0.65
Regulatory fee (State fee)	0.02
Total new charges	\$26.02
Total amount you owe	\$26.02

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter ACD0023. Next meter reading Nov 6, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	46831		46824		7

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 8, 2025	Sep 8, 2025	Oct 7, 2024
kWh Used	7	7	1104
Service days	30	32	30
kWh/day	0	0	37
Amount	\$26.02	\$26.02	\$134.92

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
- The fuel charge represents the cost of fuel used to generate electricity. It is a direct pass-through to customers. FPL does not profit from fuel, although higher costs do result in higher state and local taxes and fees.

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**Electric Bill Statement****For:** Sep 18, 2025 to Oct 20, 2025 (32 days)**Statement Date:** Oct 20, 2025**Account Number:** 84322-19536**Service Address:**85059 MAJESTIC WALK BLVD
FERNANDINA BEACH, FL 32034

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

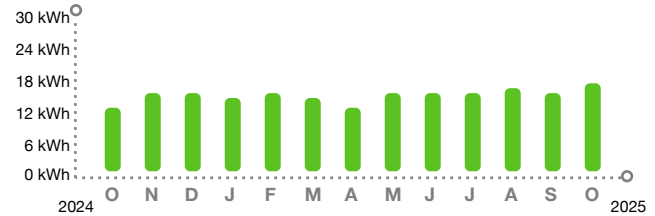
CURRENT BILL**\$26.57**

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

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Budget Billing®.
[FPL.com/BB](https://www.fpl.com/BB)

ENERGY USAGE HISTORY**BILL SUMMARY**

Amount of your last bill	26.48
Payments received	-26.48
Balance before new charges	0.00
Total new charges	26.57
Total amount you owe	\$26.57

FPL automatic bill pay - DO NOT PAY*(See page 2 for bill details.)***KEEP IN MIND**

- Payment received after January 06, 2026 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 31, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

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)

**/ 3* FPL AUTOMATIC BILL PAY - DO NOT PAY ***

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:

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

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

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

84322-19536

ACCOUNT NUMBER

\$26.57

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
Amelia Walk Cdd

Account Number:
84322-19536

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	26.48
Payment received - Thank you	-26.48
Balance before new charges	\$0.00

New Charges

Rate: RS-1 RESIDENTIAL SERVICE

Base charge: \$9.61

Minimum base bill charge: \$14.10

Non-fuel: (First 1000 kWh at \$0.096990) \$1.75
(Over 1000 kWh at \$0.107050)

Fuel: (First 1000 kWh at \$0.024080) \$0.43
(Over 1000 kWh at \$0.034080)

Electric service amount 25.89

Gross receipts tax (State tax) 0.66

Taxes and charges 0.66

Regulatory fee (State fee) 0.02

Total new charges \$26.57

Total amount you owe \$26.57

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter ACD3749. Next meter reading Nov 17, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	00562		00544		18

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 20, 2025	Sep 18, 2025	Oct 18, 2024
kWh Used	18	16	13
Service days	32	30	30
kWh/day	1	1	0
Amount	\$26.57	\$26.48	\$26.15

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
- The fuel charge represents the cost of fuel used to generate electricity. It is a direct pass-through to customers. FPL does not profit from fuel, although higher costs do result in higher state and local taxes and fees.

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**Electric Bill Statement****For:** Sep 18, 2025 to Oct 20, 2025 (32 days)**Statement Date:** Oct 20, 2025**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****\$418.55**

TOTAL AMOUNT YOU OWE

Nov 10, 2025

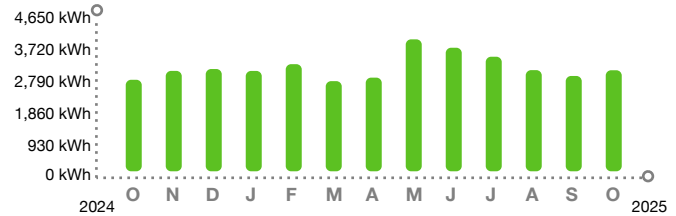
NEW CHARGES DUE BY

BILL SUMMARY

Amount of your last bill	395.66
Payments received	-395.66
Balance before new charges	0.00
Total new charges	418.55
Total amount you owe	\$418.55

FPL automatic bill pay - DO NOT PAY

(See page 2 for bill details.)

ENERGY USAGE HISTORY**KEEP IN MIND**

- Payment received after January 06, 2026 is considered LATE; a late payment charge of 1% will apply.
- The amount due on your account will be drafted automatically on or after October 31, 2025. If a partial payment is received before this date, only the remaining balance due on your account will be drafted automatically.

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

/ 3* FPL AUTOMATIC BILL PAY - DO NOT PAY *

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:AMELIA WALK CDD
C/O GMS-SF, LLC
5385 N NOB HILL RD
SUNRISE FL 33351-4761FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

90653-46331

ACCOUNT NUMBER

\$418.55

TOTAL AMOUNT YOU OWE

Nov 10, 2025

NEW CHARGES DUE BY

\$ Auto pay - DO NOT PAY

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
90653-46331

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	395.66
Payment received - Thank you	-395.66
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge: \$12.87

Non-fuel: (\$0.096100 per kWh) \$307.81

Fuel: (\$0.027180 per kWh) \$87.06

Electric service amount 407.74

Gross receipts tax (State tax) 10.46

Taxes and charges 10.46

Regulatory fee (State fee) 0.35

Total new charges \$418.55

Total amount you owe \$418.55

FPL automatic bill pay - DO NOT PAY

METER SUMMARY

Meter reading - Meter ACD7475. Next meter reading Nov 17, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	82101		78898		3203

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 20, 2025	Sep 18, 2025	Oct 18, 2024
kWh Used	3203	3022	2901
Service days	32	30	30
kWh/day	100	101	97
Amount	\$418.55	\$395.66	\$346.39

KEEP IN MIND

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**Electric Bill Statement****For:** Sep 15, 2025 to Oct 15, 2025 (30 days)**Statement Date:** Oct 15, 2025**Account Number:** 63627-33534**Service Address:**85287 MAJESTIC WALK BLVD # PUMP
FERNANDINA BEACH, FL 32034**AMELIA WALK CDD,**
Here's what you owe for this billing period.**CURRENT BILL****\$62.42**

TOTAL AMOUNT YOU OWE

Nov 5, 2025

NEW CHARGES DUE BY

**Scan to
Pay**
or visit
[FPL.com/
WaystoPay](https://www.fpl.com/WaystoPay)**KEEP IN MIND**

- Payments received after November 05, 2025 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	29.62
Balance before new charges	29.62
Total new charges	32.80
Total amount you owe	\$62.42

(See page 2 for bill details.)

Customer Service: (386) 252-1541
Outside Florida: 1-800-226-3545Report Power Outages:
Hearing/Speech Impaired:1-800-4OUTAGE (468-8243)
711 (Relay Service)**Ways to Pay**

/ 27

2962 3410636273353452426000000

The amount enclosed includes
the following donation:**FPL Care To Share:** _____Make check payable to FPL
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this coupon to:AMELIA WALK CDD
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GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

63627-33534

ACCOUNT NUMBER

\$62.42

TOTAL AMOUNT YOU OWE

Nov 5, 2025

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name:
AMELIA WALK CDD

Account Number:
63627-33534

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	29.62
Balance before new charges	\$29.62

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Base charge:	\$12.87
Minimum base bill charge:	\$11.98
Non-fuel: (\$0.096100 per kWh)	\$0.19
Fuel: (\$0.027180 per kWh)	\$0.05

Electric service amount 25.09

Gross receipts tax (State tax)	0.64
Florida sales tax (State tax)	1.79
County sales tax (Local tax)	0.26

Taxes and charges 2.69

Late payment charge	5.00
Regulatory fee (State fee)	0.02

Total new charges \$32.80

Total amount you owe \$62.42

METER SUMMARY

Meter reading - Meter KLJ0965. Next meter reading Nov 13, 2025.

Usage Type	Current	-	Previous	=	Usage
kWh used	00002		00000		2

ENERGY USAGE COMPARISON

	This Month	Last Month
Service to	Oct 15, 2025	Sep 15, 2025
kWh Used	2	0
Service days	30	19
kWh/day	0	0
Amount	\$27.80	\$16.61

KEEP IN MIND

- Taxes, fees, and charges on your bill are determined and required by your local and state government to be used at their discretion.
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**Nassau County Sheriff's Office**

77151 Citizens Circle

Yulee, FL 32097

Bill To:

Amelia Walk

Attention: Daniel Laughlin

475 West Town Plaza

St. Augustine, FL, US 00000

dlaughlin@gmsnf.com

INVOICE

Invoice ID:	14434
Date:	10/14/2025
Customer #:	32
Due Date:	10/14/2025
Reference:	

DESCRIPTION	QTY	RATE	TOTAL
Traffic Control - WESLEY PADGETT from 10/9/2025 8:00 AM to 10/9/2025 12:00 PM	4.000	\$48.00	\$192.00
WESLEY PADGETT - Admin Fee Per Hour	4.000	\$2.00	\$8.00
Platform Fee	1.000	8.00%	\$16.00
TOTAL:	9.000		\$216.00

001.320.57200.34504

\$216.00

Separate Check

Amount Paid: \$0.00**Balance Due:** \$216.00**Notes****Invoice due on receipt.****All invoice payments must be made via the PowerDetails site.**

If you do not have a user account, please email offduty@powerdetails.com to request one. Be sure to include your full name, business name, email address, and specify NCSO as the agency providing off-duty services.

**Please be advised that payments must no longer be made directly to the deputy.*

**Nassau County Sheriff's Office**

77151 Citizens Circle

Yulee, FL 32097

INVOICE

Invoice ID: 14445

Date: 10/22/2025

Customer #: 32

Due Date: 10/22/2025

Reference:

Bill To:

Amelia Walk

Attention: Daniel Laughlin

475 West Town Plaza

St. Augustine, FL, US 00000

dlaughlin@gmsnf.com

DESCRIPTION	QTY	RATE	TOTAL
Traffic Control	4.000	\$48.00	\$192.00
Admin Fee Per Hour	4.000	\$2.00	\$8.00
Traffic Control	4.000	\$48.00	\$192.00
Admin Fee Per Hour	4.000	\$2.00	\$8.00
Platform Fee	1.000	8.00%	\$32.00
TOTAL:	17.000		\$432.00

001.320.57200.34504

\$432.00

Separate Check

Amount Paid: \$0.00

Balance Due: \$432.00

Notes**Invoice due on receipt.****All invoice payments must be made via the PowerDetails site.**

If you do not have a user account, please email offduty@powerdetails.com to request one. Be sure to include your full name, business name, email address, and specify NCSO as the agency providing off-duty services.

**Please be advised that payments must no longer be made directly to the deputy.*

**Nassau County Sheriff's Office**

77151 Citizens Circle

Yulee, FL 32097

INVOICE

Invoice ID: 14455

Date: 10/24/2025

Customer #: 32

Due Date: 10/24/2025

Reference:

Bill To:

Amelia Walk

Attention: Daniel Laughlin

475 West Town Plaza

St. Augustine, FL, US 00000

dlaughlin@gmsnf.com

DESCRIPTION	QTY	RATE	TOTAL
Traffic Control	4.000	\$48.00	\$192.00
Admin Fee Per Hour	4.000	\$2.00	\$8.00
Platform Fee	1.000	8.00%	\$16.00
TOTAL:	9.000		\$216.00

001.320.57200.34504

\$216.00

Separate Check

Amount Paid: \$0.00

Balance Due: \$216.00

Notes**Invoice due on receipt.****All invoice payments must be made via the PowerDetails site.**

If you do not have a user account, please email offduty@powerdetails.com to request one. Be sure to include your full name, business name, email address, and specify NCSO as the agency providing off-duty services.

**Please be advised that payments must no longer be made directly to the deputy.*



8619 Western Way
Jacksonville FL 32256-036060

Customer Service (904) 731-2456
RepublicServices.com/Support

Important Information

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Account Number 3-0687-3534401
Invoice Number 0687-001566159
Invoice Date September 16, 2025
Previous Balance \$201.47
Payments/Adjustments -\$201.47
Current Invoice Charges \$201.02

Total Amount Due \$201.02	Payment Due Date October 06, 2025
-------------------------------------	---

PAYMENTS/ADJUSTMENTS

Description	Reference	Amount
Payment - Thank You 09/05	5555555	-\$201.47

CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
Amelia Walk 85287 Majestic Walk Blvd CSA A910284640				
Fernandina Beach, FL Contract: 9687025 (C50)				
1 Waste Container 2 Cu Yd, 1 Lift Per Week				
Pickup Service 10/01-10/31			\$122.64	\$122.64
Total Fuel/Environmental Recovery Fee				\$49.18
Total Franchise - Local				\$29.20
CURRENT INVOICE CHARGES				\$201.02

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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
SHARYN HENNING
5385 N NOB HILL RD
SUNRISE FL 33351-4761

Total Amount Due	\$201.02
Payment Due Date	October 06, 2025
Account Number	3-0687-3534401
Invoice Number	0687-001566159

☐

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Make Checks Payable To:

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CHARLOTTE NC 28272-1068



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If you are a residential customer receiving service without a signed customer service agreement, your service is subject to and governed by the Service Terms for Residential Customers located at Republicservices.com/customer-support/residential-service-terms, which include a **CLASS ACTION WAIVER** and **ARBITRATION CLAUSE**, and our right to charge you a container removal fee upon termination of service, among other terms. These terms are subject to change so please review them upon receipt of your invoice. If you do not have access to a computer, you may request that a copy be mailed to you by calling Customer Service at the number on the front of this invoice. Please note that some or all of the Service Terms for Residential Customers may not apply if your services are subject to terms mandated by a governmental entity in your locality.

Check Processing

When you provide a check as payment, you authorize us to use information from your check to make a one-time electronic fund transfer from your account. When we make an electronic transfer, funds may be withdrawn from your account the same day we receive your payment or check and you will not receive your check back from your financial institution.

Cancellation & Payment Policy

Unless prohibited by applicable law, regulation, or franchise or other agreement: (1) we reserve the right to require that payment for services be made only by check, credit card or money order; and (2) if service is canceled during a billing cycle, you will remain responsible for all charges, fees and taxes through the end of the billing cycle. You will not be entitled to proration of billing or a refund for the period between the notice of termination and the end of the current billing cycle.

Understanding Our Rates, Charges and Fees

If you are receiving service without a signed customer service agreement, please visit RepublicServices.com/Fees to review the financial terms and conditions relating to your service. If you are receiving service pursuant to a written contract, but have questions relating to any charges or fees, RepublicServices.com/Fees provides a detailed description of our most common charges and fees. If you do not have access to a computer, you may request that a copy be mailed to you by calling Customer Service at the number on the front of this invoice.

Please fill out the form below if your billing address has changed and return this portion of your statement to us using the envelope enclosed. Thank you!

BILLING ADDRESS CHANGE

Address		
City	State	Zip Code
Phone	Alternate Phone	



INVOICE

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise FL 33351-4761

Customer #: 25249515
Invoice #: 9548420
Invoice Date: 11/1/2025
Cust PO #:

Job Number	Description	Amount
346108420	Amelia Walk CDD Exterior Maintenance For November	12,362.06
346108420	Amelia Walk CDD Haul Rd For November	859.02
Approved Chip Dellinger, Amenity & Operations Manager Governmental Management Services for Amelia Walk CDD Date: 10-28-25 Acct. # 1-320-57200-46200		
Total invoice amount		13,221.08
Tax amount		
Balance due		13,221.08

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 25249515
Invoice #: 9548420
Invoice Date: 11/1/2025

Amount Due: \$13,221.08

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise FL 33351-4761

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655



INVOICE

Sold To: 25249515
Amelia Walk CDD
5385 N Nob Hill Road
Sunrise FL 33351-4761

Customer #: 25249515
Invoice #: 9544203
Invoice Date: 10/22/2025
Sales Order: 8759719
Cust PO #:

Project Name: Amelia Walk - Fall 2025 Annuals Install
Project Description: Annuals install and annuals soil install

Job Number	Description	Qty	UM	Unit Price	Amount
346108420	Amelia Walk CDD				
	4" Annual installed	1538.000	EA	2.25	3,459.12
	Annual Soil refresh - 7 yds	1.000	EA	1110.90	1,110.90
Approved Chip Dellinger, Amenity & Operations Manager Governmental Management Services for Amelia Walk Date: 10-27-25 Acct. # 1-320-57200-46201					
Total Invoice Amount					4,570.02
Taxable Amount					
Tax Amount					
Balance Due					4,570.02

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 25249515
Invoice #: 9544203
Invoice Date: 10/22/2025

Amount Due: \$ 4,570.02

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Amelia Walk CDD
5385 N Nob Hill Road
Sunrise FL 33351-4761

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Amelia Walk CDD

Property Name	Amelia Walk CDD	Contact	Chip Dellinger
Property Address	85287 Majestic Walk Run Fernandina Beach, FL 32034	To	Amelia Walk CDD
		Billing Address	5385 N Nob Hill Road Sunrise, FL 33351-4761
Project Name	Amelia Walk - Fall 2025 Annuals Install		
Project Description	Annuals install and annuals soil install		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1,538.00	EACH	4" Annual installed	\$2.25	\$3,459.12
1.00	EACH	Annual Soil refresh - 7 yds	\$1,110.90	\$1,110.90

For internal use only

SO# 8759719
JOB# 346108420
Service Line 140

Total Price \$4,570.02

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph: (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits Contractor shall maintain a Landscape Contractor's license if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Workers Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional, emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. Termination This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative, to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect, and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

CUSTOMER

	Property Manager
Signature _____	Title _____
Chip Dellinger	October 22, 2025
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

	Account Manager, Senior
Signature _____	Title _____
Jennifer L. Mabus	October 22, 2025
Printed Name _____	Date _____

Job #:	346108420		
SO #:	8759719	Proposed Price:	\$4,570.02

INVOICE

C Buss Enterprises Inc
152 Lipizzan Trl
Saint Augustine, FL 32095-8512

clayton@cbussenterprises.com
+1 (904) 710-8161
www.cbussenterprises.com



Bill to
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Invoice details
Invoice no.: 4596
Terms: Net 30
Invoice date: 10/25/2025
Due date: 11/24/2025

Approved
Chip Dellinger, Amenity & Operations Manager
Governmental Management Services for Amelia Walk
CDD
Date: 10.24.2025
Acct. # 1-320-57200-46400

#	Product or service	Description	Qty	Rate	Amount
1.	POOL SERVICE	MONTHLY POOL SERVICE: NOVEMBER	1	\$1,300.00	\$1,300.00
2.	TILE SOAP	PER GAL	1	\$76.65	\$76.65

Total \$1,376.65

THANK YOU FOR YOUR BUSINESS! PLEASE MAKE CHECKS
PAYABLE TO C BUSS ENTERPRISES AND MAIL TO 152 LIPIZZAN
TRAIL, ST. AUGUSTINE, FL 32095

1005 Bradford Way
Kingston, TN 37763

Date	Invoice #
10/23/2025	33

Bill To
Amelia Walk CDD c/o GMS, LLC

Terms	Due Date
Net 30	11/22/2025

Description		Amount
Amortization Schedule Series 2012A-1 11-1-25 Prepay \$10,000		100.00
Amortization Schedule Series 2016 11-1-25 Prepay \$35,000		250.00
Amortization Schedule Series 2018A3A 11-1-25 Prepay \$100,000		250.00
Amortization Schedule Series 2018A3B 11-1-25 Prepay \$35,000		250.00
Amortization Schedule Series 2023 11-1-25 Prepay \$8,000		100.00
		Total 950.00
		Payments/Credits 0.00
		Balance Due 950.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info

Future Horizons, Inc

403 N First Street
PO Box 1115
Hastings, FL 32145
USA

Voice: 904-692-1187
Fax: 904-692-1193

INVOICE

Invoice Number: 91970
Invoice Date: Oct 22, 2025
Page: 1

Bill To:

Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Ship to:

Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Customer ID	Customer PO	Payment Terms	
Amelia05	Per Email	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Willoughby01	Hand Deliver	10/20/25	11/21/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aerator Service	Aerator Service Call to remove and reinstall fountain. Parts and bench labor covered under warranty	270.00	270.00
Approved Chip Dellinger, Amenity & Operations Manager Governmental Management Services for Amelia Walk CDD Date: 10-22-25 Acct. # 1-320-57200-61100				
Subtotal				270.00
Sales Tax				
Freight				
Total Invoice Amount				270.00
Payment/Credit Applied				
TOTAL				270.00

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice	\$252.00
Invoice Number	7236289
Invoice Date	10/24/25
Sales Order Number/Type	4972619 SL
Branch Plant	74
Shipment Number	5966318

Sold To: 480209
ACCOUNTS PAYABLE
AMELIA WALK COMMUNITY DEVELOPMENT
DIST
475 W Town Pl
SUITE 114
St Augustine FL 32092-3648

Ship To: 480210
AMELIA WALK COMMUNITY DEVELOPMENT
DIST
85287 Majestic Walk Blvd
Fernandina Beach FL 32034-3785

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #
11/23/25	Net 30	PPD Origin	HWTG			382

Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	41930	Azone - EPA Reg. No. 7870-1	N	80.0000	GA	\$3.0000	GA	773.6 LB	\$240.00
		1 LB BLK (Mini-Bulk)		80.0000	GA			773.6 GW	

1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$12.0000			\$12.00
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***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

Approved
Chip Dellinger, Amenity & Operations Manager
Governmental Management Services for Amelia Walk CDD
Date: 10/28/2025
Acct. # 1-320-57200-46500

Page 1 of 1

Tax Rate Sales Tax
0 % \$0.00

Invoice Total

\$252.00

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:

Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:

Email: Credit.Dept@Hawkinsinc.com
Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:

US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name: Hawkins, Inc.

Account #: 180120759469

ABA/Routing #: 091000022

Swift Code#: USBKUS44IMT

Type of Account: Corporate Checking

ACH PAYMENTS:

CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@Hawkinsinc.com

CASH IN ADVANCE/EFT PAYMENTS:

Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 1867716



Peacock Electric Incorporated

Amelia Walk CDD
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

 (904) 631-5135
 ameliawalkmanager@gmsnf.com

INVOICE	#3031863
SERVICE DATE	Oct 28, 2025
INVOICE DATE	Oct 28, 2025
PAYMENT TERMS	Upon receipt
DUE DATE	Oct 28, 2025
AMOUNT DUE	\$668.00

CONTACT US
474362 E State Rd 200
Fernandina Beach, FL 32034

 (904) 261-0661
 peacockelectric@bellsouth.net

Service completed by: Robert Wilson

INVOICE

Services	qty	unit price	amount
Electric Flat Rate - Electrical - Service	1.0	\$668.00	\$668.00
- Parking lot lights not working (4)- wants help looking for photo cell.			
- Replaced one bulb in the parking lot lights repaired the neutral for the others that made the other 4 work.			
- The lights are working, but we could not locate a photocell.			

Approved
Chip Dellinger, Amenity & Operations Manager
Governmental Management Services for Amelia Walk CDD
Date: 10.29.25
Acct. # 1-320-57200-62000

Thank you for your business!

See our [Terms & Conditions](#)

Subtotal	\$668.00
Job Total	\$668.00
Amount Due	\$668.00



INVOICE

Page: 1

Please Remit Payment to:

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

Invoice Number: PSI216753
Invoice Date: 11/2/2025

Bill

To: Amelia Walk CDD
Amenity & Operations Manager
85287 Majestic Walk Boulevard
Amelia Island, FL 32034

Ship

To: Amelia Walk CDD
Amenity & Operations Manager
85287 Majestic Walk Boulevard
Fernandina Beach, FL 32034

Ship Via
Ship Date 11/2/2025
Due Date 12/2/2025
Terms Net 30

Customer ID 12909
P.O. Number
P.O. Date 11/2/2025
Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance		1	1	2,514.72	2,514.72
November Billing					
11/1/2025 - 11/30/2025					
Pond 16					
Pond 17					
Pond 14					
Pond 15					
Pond 13					
Pond 2					
Pond 3					
Pond 4					
Pond 5					
Pond 6					
Pond 7					
Pond 8					
Pond 9					
Pond 10					
Pond 11					
Lake 12					
Fountain 6 - Pond 15					
Fountain 1 - Pond 2					
Fountain 2 - Pond 3					
Fountain 3 - Pond 5					
Fountain 4 - Pond 6 (replaced)					
Fountain 5 - Pond 14					

Approved
Chip Dellinger, Amenity & Operations Manager
Governmental Management Services for Amelia Walk CDD
Date: 11-4-25
Acct. # ~~118255118864000~~ 001.310.51300.60200
Nov 2025

Amount Subject to Sales Tax 0.00
Amount Exempt from Sales Tax 2,514.72

Subtotal: 2,514.72
Invoice Discount: 0.00
Total Sales Tax 0.00
Payment Amount: 0.00
Total: 2,514.72

FOURTH ORDER OF BUSINESS

A.

1.

Quality Site Assessment

Prepared for: **Amelia Walk CDD**

General Information

DATE: Monday, Nov 10, 2025

NEXT QSA DATE: Monday, Dec 08, 2025

CLIENT ATTENDEES:

BRIGHTVIEW ATTENDEES: Jennifer Mabus

Customer Focus Areas

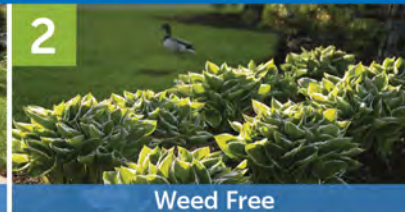
Main Entrance, Amenity Center, and Common areas

Quality you can count on.

7 Seven Standards of Excellence



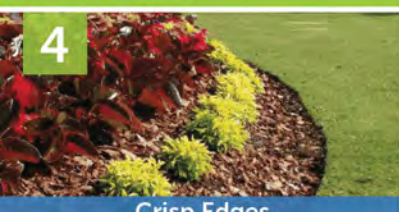
Site Cleanliness



Weed Free



Green Turf



Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs

QUALITY SITE ASSESSMENT

Amelia Walk CDD

Maintenance Items



- 1** Amelia Walk front sign, loropetalum are pruned and fall annuals were installed and look great.
- 2** Shrubs around the tennis courts have been pruned and are weed free.
- 3** Circle bed in front of the Amenity Center is edged back to curb and muhly grass is still blooming.
- 4** Fall color consists of begonias, marigolds, and white salvia at the front of the Amenity center look good and are free of weeds.

QUALITY SITE ASSESSMENT

Amelia Walk CDD

Maintenance Items



- 5** Majestic Walk Circle grasses are cut back off of the sidewalk, and once the pink muhly grass stops blooming, we will start with the ornamental grass cut backs. The Fakahatchee in other location will be cut back first because it does not bloom.
- 6** Muhly grass is blooming, Magnolia trees look healthy, and the turf is going dormant.
- 7** Lift station at Berryessa, the viburnum is pruned and the beds are free of weeds.
- 8** Ponds are mowed and line trimmed as part of normal maintenance

Maintenance Items

9



9

The turf was treated in September and the next application is scheduled for November 20th. It will be a potassium treatment for weeds, pre-emergent, and post emergent. The area below was an area that was infested with weeds, especially dollar weed in the past. The treatments have been working and the area looks good, minor weeds to spray.

2.

HAPPY DAYS OUTDOOR SERVICES

58 N Dolphin Ave.
Middleburg, FL 32068
(904) 424-0970
Hdosfl@gmail.com



Estimate

ADDRESS
Chip Dellinger
Amelia Walk
Amelia Walk CDD
Fernandina Beach, FL

ESTIMATE 1156
DATE 11/05/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Tree Trimming	Trim back overgrowth of trees along wood line up to 12' behind clubhouse from white fence to end of wood line before Majestic Walk Circle. Note: This will be done with a forestry mulcher on an excavator and with a pole saw and will leave very little ground disturbance and will leave a much better final product versus only using pole saw/chain saw. All chips will be blown back into woods.	1	3,500.00	3,500.00
	Tree Removal	Remove one dead tree along Majestic Walk Blvd.	1	1,000.00	1,000.00

SUBTOTAL	4,500.00
TAX	0.00
TOTAL	\$4,500.00

Accepted By

Accepted Date

ESTIMATE

THE TREE SURGEONS LLC
PO Box 16934
Fernandina Beach, FL 32035

quotes@nassaucountytreesurgeons.
com
+1 (904) 261-3333
www.nassaucountytreesurgeons.co
m



Chip Dellinger

Bill to
85287 Majestic Walk Blvd
Fernandina Beach
FL
32034

Ship to
85287 Majestic Walk Blvd
Fernandina Beach
FL
32034

Estimate details
Estimate no.: 11118
Estimate date: 10/28/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Daily Rate	(Noah needs to walk job with crew) Tree Trimming: Wall off wood line around pool area Day Rate	1	\$4,500.00	\$4,500.00

Total \$4,500.00

Note to customer

Terms of Payment:
All accounts are net payable upon receipt of invoice. A service charge of 2% per month up to 18% per year will be added to accounts not fully paid 30 days subsequent to the invoice date. If outside assistance is used to collect the account, the customer is responsible for all costs associated with the collection, including, but not limited to, attorney fees and court costs.

Accepted date Accepted by

Proposal for Extra Work at Amelia Walk CDD

Property Name	Amelia Walk CDD	Contact	Chip Dellinger
Property Address	85287 Majestic Walk Run Fernandina Beach, FL 32034	To	Amelia Walk CDD
		Billing Address	5385 N Nob Hill Road Sunrise, FL 33351-4761
Project Name	Amelia Walk - wood line cut back		
Project Description	Cut wood line back to the turf edge (map attached)		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Cut back wood line to the turf edge. Some select Carolina willows and wax myrtles that are leaning way out over the turf area will be removed.	\$5,914.29	\$5,914.29

For internal use only

SO# 8747579
JOB# 346108420
Service Line 300

Total Price \$5,914.29

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014
Enhancement Manager
Certified Arborist #FL-6354A
Certified Pest Control Operator JF95758

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President

11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

Enhancement Manager

Certified Arborist #FL-6354A

Certified Pest Control Operator JF95758

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
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14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Signature _____ Title **Property Manager**

Chip Dellinger
Printed Name _____ Date **August 29, 2025**

BrightView Landscape Services, Inc. "Contractor"
Signature _____ Title **Enhancement Manager**

Jen Mabus
Printed Name _____ Date **August 29, 2025**

Job #: 346108420

SO #: 8747579

Proposed Price: \$5,914.29



Client Agreement

Enhancement Services

Prepared for: Amelia Walk CDD

Prepared by: Jameson Max Englert

Date: November 3, 2025

Opportunity No.: 39144





November 03, 2025

Opportunity No. -
39144

Amelia Walk CDD

Relationships.....The Roots of our Business.

Thank you for your interest in Coastal Greenery, Inc. Over the past 30 years, we have been privileged to be a part of many clients' mission to fulfill their individual landscape needs. With this being said, I want you to feel confident in your decision to allow our team to serve you in this venture. The Coastal Greenery Team possesses the education, training, and hands-on experience to manage your landscape with each service we offer. Our team strongly believes that communicating with the client and educating the client are the keys to a great working relationship. We want you to feel confident that our team's number 1 goal is to provide you with the finest landscape services possible while working in the safest manner possible. We are looking forward to building a lasting relationship with you as well as meeting all of your landscape needs.

-Jeffrey Johns

ENHANCEMENT PROPOSAL

Woodline Cutback

Scope of work:

Woodline location starts at the pergolas on Majestic Walk Blvd and continues to the fence line located on the far side of the soccer field.

Woodline will be trimmed to a height of 10 ft and walled up to make a flush appearance. (See attached pictures for example)

Anything cut or trimmed will be hauled off site.

Tall grass at the edge of woodline will be trimmed.

WORK ORDER SUMMARY

AREA/SERVICES		TOTAL PRICE
Woodline Cutback		
Sitework		\$4,148.12
	Woodline Cutback	<u>\$4,148.12</u>
Optional Services		
	Optional Services	<u>\$0.00</u>
	Grand Total:	\$4,148.12

ITEM	QUANTITY	UNITS
Yard Debris Disposal - Liberty	2	Each

Agreement Terms and Conditions

Underground Mark-Out: A utility locating service will be notified prior to any installation project for marking underground utilities (gas, electric, phone, tv, water, internet). Every effort will be made to avoid damaging underground utilities. Despite Coastal Greenery's best efforts, a utility service may be disrupted. Coastal Greenery, Inc. will not be responsible for damage to utility lines if they are not located where they are marked. Coastal Greenery, Inc. will not be held responsible for damage to any private utility, cable, wire, etc. if not properly marked. Non-public utility lines may be marked by the contractor who installed them. Fees to repair any damage will be the responsibility of the client.

Concealed Conditions: This Agreement is based solely on the observations Coastal Greenery, Inc. could make with the property in its current condition at the time this Agreement was proposed. If additional concealed conditions are discovered once the work has commenced which were not visible at the time the proposal was presented, Coastal Greenery and the Client will execute a Change Order for any additional work needed.

Change Order: All jobs are completed as specified in the proposal. Any additional work or changes made by the Client will be drafted on a Change Order and contain costs to fulfill these changes.

Field Adjustments: Coastal Greenery, Inc. reserves the right to make necessary field adjustments without notice due to drainage issues, obstructions or obstacles that might cause potential problems or the availability of specific plant material.

Right to Authorize Job: The Client warrants that he/she has the full legal right to authorize Coastal Greenery, Inc. to perform the job at the location described on the proposal.

Revisions: This proposal is subject to revisions if not accepted within thirty (30) days.

Licenses and Permits: Coastal Greenery will maintain the following licenses as required by law:

- Soil and Water License
- Ornamental and Turf Pest Control License
- CPR and First Aid Certification from the American Red Cross

Coastal Greenery, Inc. will comply with all other licenses and permits required by county, state, and federal governments where the scope of work dictates.

Insurances: Coastal Greenery, Inc. will maintain \$2,000,000 General Liability Insurance and Full Worker's Compensation and will require any sub-contractors to do the same. Insurance certificates will be provided upon request.

Liability: Coastal Greenery, Inc. is not liable for any damage that is not caused by their negligence, its agents or employees, including but not limited to: death or decline of plant material due to improper plant selection, placement, planting and maintenance before the time of this contract; damage due to improper irrigation components existing at the time of the contract execution; exposed cable/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to turf or plant material caused by excessive irrigation or lack of water due to inoperative components previously reported to the Client, irrigation restrictions imposed by local government agencies, or lack of coverage due to previous placement of system; damage caused by any item hidden in landscape not clearly marked; damage due to vandalism.

Guarantees: Coastal Greenery, Inc. will provide guarantees for plant material up to three (3) months of installation. The plant material guaranteed are trees, shrubs, and vines unless otherwise indicated by Coastal Greenery, Inc. Plant replacements will be made with plants of the original size, quality, and number at no cost to the client. Coastal Greenery, Inc. reserves the right to change a specified plant due to availability. No guarantee will be given for bulbs, roses, annuals, perennials, grasses (seed & sod), bedding plants, plants specified but living outside their growing climate zone/region, or transplanted plant material. Guarantees will not be given for dead plant material due to chemicals, animals, vandalism, fire, inadequate drainage, storms, hail, drought, too much/not enough water, insects, freeze, or any acts of God.

ENHANCEMENT PRICING AND SIGNATURES:

Payment Plan: 50% deposit due at time of acceptance of this Client Agreement. The remaining 50% will be due upon the completion of the project.





Grand Total: \$4,148.12

Coastal Greenery, Inc.

By J Max Englert

Jameson Max Englert

Date 11/3/2025

Amelia Walk CDD

By _____

Date _____

ESTIMATE

THE TREE SURGEONS LLC
PO Box 16934
Fernandina Beach, FL 32035

quotes@nassaucountytreesurgeons.
com
+1 (904) 261-3333
www.nassaucountytreesurgeons.co
m



Chip Dellinger

Bill to
85287 Majestic Walk Blvd
Fernandina Beach
FL
32034

Ship to
85287 Majestic Walk Blvd
Fernandina Beach
FL
32034

Estimate details
Estimate no.: 11118
Estimate date: 10/28/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Daily Rate	(Noah needs to walk job with crew) Tree Trimming: Wall off wood line around pool area Day Rate	1	\$4,500.00	\$4,500.00

Total \$4,500.00

Note to customer

Terms of Payment:
All accounts are net payable upon receipt of invoice. A service charge of 2% per month up to 18% per year will be added to accounts not fully paid 30 days subsequent to the invoice date. If outside assistance is used to collect the account, the customer is responsible for all costs associated with the collection, including, but not limited to, attorney fees and court costs.

Accepted date Accepted by

E.

11/18/2025

Amelia Walk

Community Development District

Amenity Management & Field Operations Report



Chip Dellinger

AMENITY & OPERATIONS MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

Amelia Walk
Community Development District

Amenity Management & Field Operations Report
November 18th, 2025

To: Board of Supervisors

From: Chip Dellinger
Amenity & Operations Manager

RE: Amelia Walk Amenity Management & Field Operations Report

The following is a summary of items related to the amenity management, field operations & maintenance of Amelia Walk CDD.

Special Events

- GMS continues to work with the Amelia Walk Board of Supervisors and residents of the community on hosting events desired in this district
- Upcoming Events:
 - Food Trucks – Every Tuesday Night 5-8pm
 - Zumba- MWF 9am
 - Yoga- T, Th 8:45am, T 4pm, W 6pm
 - Halloween event/Haunted house

Communication

- GMS was informed Amelia Walk CDD was in need of improved communication
 - Email blast updates are being sent out regularly to the community – please let your neighbors know if they do not receive our blasts to send an email to ameliawalkmanager@gmsnf.com to be added to the distribution list or stop by the office
 - Food trucks are being announced weekly
 - A monthly events/club's calendar is being published each month and also posted to the website.
 - A monthly newsletter is being published each month

Amenity Usage – October 2025

Total Monthly Usage (Based on Door and Gate Entrances) – 2,832 patrons

Average Daily Usage - 91 patrons

Total Gym Usage – 967 patrons

Total Social Room Usage – 261 patrons

Tennis/Pickleball Courts – 122 patrons

Social Room Rentals – 5

*Numbers are approximate. These numbers would not include children and guests.



Completed Projects – Maintenance

- Solar Trek repaired leaking solar panel under warranty.
- Beaver monitoring has been effective and damn has been broken up twice, permits for trap being processed by Critter Pro.
- Parking lot streetlamps fixed by Peacock Electric.
- Additional bike rack added by GMS

Completed Projects – Landscaping



- The irrigation well has been tied into the main line by Brightview and tested.
- The three down pond fountains have been repaired under warranty by Future Horizons, all three returned to service.
- The fence has been installed around the pump by Gaines Fence.
- Irrigation repairs continue to be made throughout the community by Brightview.

Homeowner Requests

- Resident complained about mold in air ducting in gym.
- Street lamps out on Cherry Creek and Majestic Walk. (photosensor?)
- Request to add a decline bench in gym. (around \$250)
- Resident complained about hear rate monitor on incumbent bike. (put service ticket in with Jax Fitness)

In Progress Projects/Action Items

Current Projects		
	Vendor/contractor	Status (as of 11/10)
Watch Tower	Wyatt Contracting	Inspected on 8/7
	All Weather Contractor	never heard back on scheduling inspection
	GMS	Will provide bid
	Happy Days	quote
Area 41	Coastal Greenery	Proposal With Update Scope
	The Greenery	Proposal With Update Scope
	Bright View	Proposal With Update Scope
	Duck Duck Rooter (backflow)	completed
	Duck Duck Rooter (to run line under road)	Completed
Elptical Screen	Jax Fitness Equipment Services	Provided two quotes (new/referbished)
Fountains	Future Horizons	future horizons fountains back in service week of nov 3 rd .
	Solitude	Provided brochure
Office Flooring	American Flooring	Completed
Sidewalk Repair	Happy Days	Completed
Pool Lounger Slings	GMS	Completed 3- will order more replacements for next season
Pond Control Spreaders	Critter Pro	Completed clean up around spreaders/trenching
Woodline Cutback	Bright View	quote
	Tree Surgeons	quote
	Odoms Tree Service	Did not bid
	Happy Days	quote
	Coastal Greenery	quote
	Fresh Cut	quote

Maintenance Contract for well	M&M ?	qoute
Errosion Repair pond 16/17	Aquagenix/ Tigris	qoute (both ponds?)
	Happy Days	qoute
	Coastal Greenery	qoute
	Fresh Cut	qoute
Fence Around Well	Gaines Fence	Scheduled Nov 3/4
Cherry Creek Oil Staining	Conspiracy Pressure Washing	Did not bid
Majestic Walk Curbs	Conspiracy Pressure Washing	Did not bid
	Happy Days	qoute
	GMS	qoute
	Fresh Cut	inspected 11/4
	Coastal Greenery	qoute
Parking lot Street Lamps	Peacock Electric	completed 10/28
Leak in Solar Pool Heater	Solar Trek	Completed 11/5 under warranty

Conclusion

For any questions or comments regarding the above information please contact Chip Dellinger, Amenity & Operations Manager, at ameliawalkmanager@gmsnf.com.

Respectfully,

Chip Dellinger



FIFTH ORDER OF BUSINESS

Capital Project Survey Questions and Response Options

These are all the questions using the summary ballot with the question and choice selected, which each person completing the survey can see before submitting. Your choices are secret and cannot be accessed by the administrator.

Each survey question must select one of these seven options:

Options	
Not at all important	☐
Low importance	☐
Slightly important	☐
Neutral	☒
Moderately important	☐
Very important	☐
Extremely important	☐
You have selected 1 of 1 choices.	

The final question you can abstain or put in a suggested project in text freeform input.

Ballot



Review



Confirmation



Amelia Walk Community Development District

Amelia Walk CDD Survey (Final) - Capital Projects

Finalize your choices by selecting **Submit**. To make changes, select **Edit**

Majestic Walk Blvd/Fall River Pkwy Sidewalk Grass Strip and Pond 14 Bank Repair Refurbishment Hydro Seed

Neutral

Landscape Area Northfield CT/Poplar Breeze Way

Neutral

Amenity Center Landscaping Refurbishment

Neutral

Majestic Walk Circle/Majestic Walk Blvd Corners Ground Cover Refurbishment

Neutral

Area 50 Hydro Seed Area behind Phase 5 CBU mailboxes on Stonehurst Pkwy

Neutral

Landscape Area 41 (Access Point # 4 Haul Road/Trail) & Area 62 Fall River Pkwy/Stonehurst Pkwy

Neutral

Front Entrance Berm - Landscape Trees, Shrubs

Neutral

Sagamore Ct/Fall River Pkwy Wetland Drainage Project

Neutral

Dog Park to replace playing field

Neutral

Lights on Pickle Ball & Tennis Courts

Neutral

Haul Road Drainage Swale Dredging/Regrading

Neutral

Majestic Walk Blvd Bus Stop Area Mulch/Pavers

Neutral

Fountain Replacement

Neutral

Pond 16 - Pond Bank Erosion behind Fall River Pkwy

Neutral

Pond 17 Area 1 - Pond Bank Erosion behind StoneHurst Pkwy

Neutral

Pond 17 Area 2 - Pond Bank Erosion behind Greylock CT

Neutral

Project for Consideration

Abstain

The review page is below. To see the Confirmation, select Submit. [Close Preview](#)

Submit >>

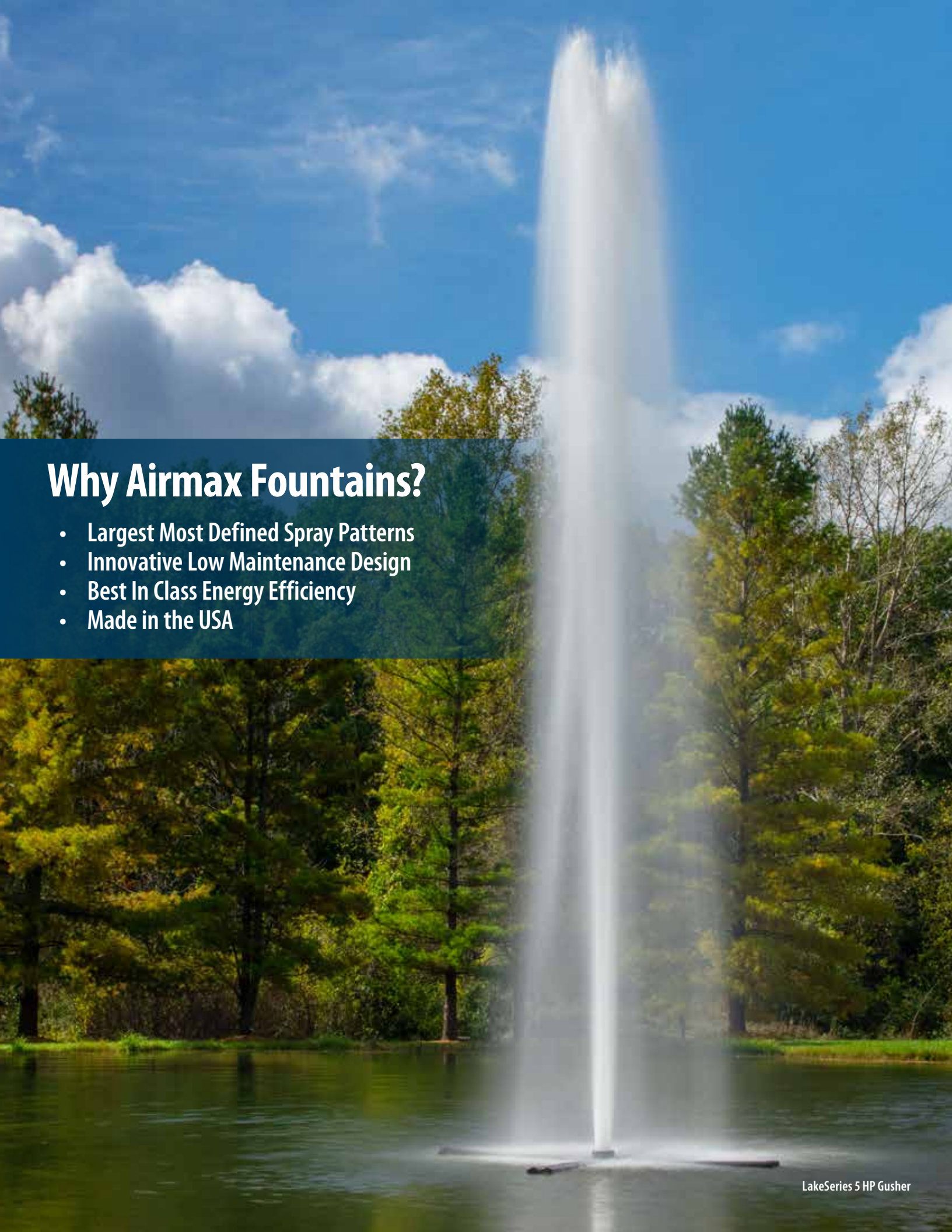
SIXTH ORDER OF BUSINESS

AIRMAX®



FOUNTAIN AERATION

Make Your Pond the Destination



Why Airmax Fountains?

- Largest Most Defined Spray Patterns
- Innovative Low Maintenance Design
- Best In Class Energy Efficiency
- Made in the USA



Tranquility Starts With Airmax

Airmax Fountains Can Ensure Health AND Beauty for Your Pond

Fountain Comparison Chart	EcoSeries	PondSeries	LakeSeries	
				
	Horsepower Options	1/2 HP	1/2 HP, 1 HP & 2 HP	2 HP, 3 HP & 5 HP
	Minimum Operating Depth	24"	36"	36", 48" & 60"
	Float Type	Drop In	Drop In	ISP Float System
	Light Set Options	2, 4 & 8 Lights	2, 4 & 8 Lights	9 & 12 Lights
	Warranty	3 Years	3 Years	5 Years



EcoSeries™ Fountain

Bold, Beautiful Patterns & Energy Efficient

PREMIUM DISPLAYS

- Well defined, industry leading spray patterns for strong, stunning displays
- Airmax exclusive quick-change nozzles can be switched out in seconds
- Low-profile, drop-in style, float design keeps the fountain steady and balanced in the water
- Includes 3 spray patterns. Additional premium nozzles available

ENGINEERED TO LAST

- Asynchronous energy efficient motor is water cooled, powerful and built to last
- Low maintenance: No oil, seals or bearings to change
- Stainless-steel wrapped motor lead protects against animal chewing
- Power cord strain relief keeps connections secure
- Ground-fault circuit interrupter (GFCI) protection

EFFICIENT DESIGN

- Bottom-draw design pulls water from deeper in the pond for better aeration
- More performance with lower operating cost than comparable fountains
- High-quality control panels, with standard dual digital timers to accommodate fountain and lights
- Under water quick disconnect, standard with all cords
- 3-year warranty on motor and components

ADDITIONAL OPTIONS

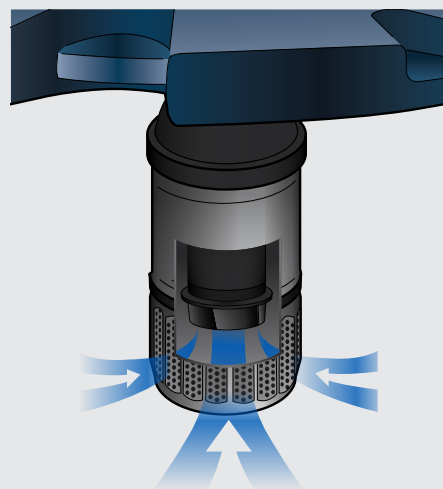
- Optional RGBW light sets bring your fountain to life at night
- Stainless-steel or Polyflex power cord protection



Top Down View of Float and Quick-Change Nozzle



Bottom-Draw Pulls Water From Deeper in the Pond



Airmax Control Panel Comes Standard with Dual Digital Timers for Both Fountain & Lights





Crown & Trumpet
INCLUDED SPRAY PATTERN

EcoSeries Pattern Dimensions		
HP	Trumpet	Crown
1/2 HP	8' H x 4' W	4' H x 32' W



Trumpet
INCLUDED SPRAY PATTERN

EcoSeries Pattern Dimensions	
HP	H x W
1/2 HP	14' H x 7' W



Classic
INCLUDED SPRAY PATTERN

EcoSeries Pattern Dimensions	
HP	H x W
1/2 HP	6' H x 16' W





Double Arch & Geyser
OPTIONAL SPRAY PATTERN

EcoSeries Pattern Dimensions			
HP	Geyser	1st Tier	2nd Tier
1/2 HP	9' H	7' H x 12' W	5' H x 34' W



Single Arch
OPTIONAL SPRAY PATTERN

EcoSeries Pattern Dimensions	
HP	H x W
1/2 HP	8' H x 16' W





Double Arch
OPTIONAL SPRAY PATTERN

EcoSeries Pattern Dimensions		
HP	1st Tier	2nd Tier
1/2 HP	10' H x 16' W	5' H x 38' W



Blossom (Crown & Arch)
OPTIONAL SPRAY PATTERN

EcoSeries Pattern Dimensions		
HP	1st Tier	2nd Tier
1/2 HP	4' H x 6.5' W	1.5' H x 11' W





PondSeries® Fountain

Superior Performance, Stunning Displays

PREMIUM DISPLAYS

- Crisp spray patterns provide a beautiful aerating display
- Airmax exclusive quick-change nozzles can be switched out in seconds
- Low-profile, drop-in style, float design keeps the fountain steady and balanced in water
- Includes 3 spray patterns. Additional premium nozzles available

LONG-LASTING DURABILITY

- Stainless-steel Continuous Duty Water Cooled Motor is maintenance-free, providing long-lasting performance without annual maintenance costs
- Independent Pump System for longevity and protection against wear to motor, shaft and seals
- Integrated Cooling Shroud for maximum motor life and efficiency
- Stainless-steel motor lead protects against damage from debris or animal chewing
- Power cord strain relief keeps connections secure
- Oversized modular intake screen prevents clogging

SUPERIOR PERFORMANCE

- Bottom-draw design pulls water from deeper in the pond for better aeration
- More performance with lower operating cost than comparable fountains
- High-quality control panels, with standard dual digital timers to accommodate fountain and lights
- 3-year warranty on unit and control panel

ADDITIONAL OPTIONS

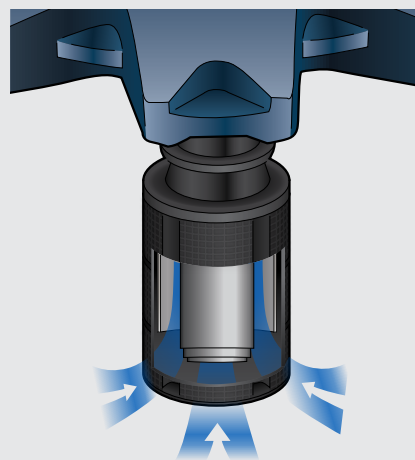
- Optional RGBW light sets bring your fountain to life at night
- Stainless-steel or Polyflex power cord protection



Top Down View of Float and Quick-Change Nozzle



Bottom-Draw Design Pulls Water From Deeper in the Pond and Through the Integrated Cooling Shroud



Airmax Control Panel Comes Standard with Dual Digital Timers for Both Fountain & Lights





Crown & Trumpet
INCLUDED SPRAY PATTERN

PondSeries Pattern Dimensions		
HP	Trumpet	Crown
1/2 HP	8' H x 6' W	4.5' H x 32' W
1 HP	11' H x 6' W	4.5' H x 32' W
2 HP	13' H x 8' W	6.5' H x 38' W



Trumpet
INCLUDED SPRAY PATTERN

PondSeries Pattern Dimensions	
HP	H x W
1/2 HP	12.5' H x 5' W
1 HP	16' H x 6' W
2 HP	17' H x 7' W



Classic
INCLUDED SPRAY PATTERN

PondSeries Pattern Dimensions	
HP	H x W
1/2 HP	5.5' H x 13' W
1 HP	9.5' H x 23' W
2 HP	14' H x 28' W





Double Arch & Geyser
OPTIONAL SPRAY PATTERN

PondSeries Pattern Dimensions			
HP	Geyser	1st Tier	2nd Tier
1/2 HP	9' H	6' H x 7' W	4' H x 28' W
1 HP	8.5' H	5.5' H x 13' W	4' H x 30' W
2 HP	9.5' H	6' H x 15' W	4' H x 32' W



Single Arch
OPTIONAL SPRAY PATTERN

PondSeries Pattern Dimensions	
HP	H x W
1/2 HP	9' H x 14' W
1 HP	8' H x 22' W
2 HP	9' H x 24' W





Double Arch OPTIONAL SPRAY PATTERN

PondSeries Pattern Dimensions		
HP	1st Tier	2nd Tier
1/2 HP	8' H x 8' W	4.5' H x 28' W
1 HP	9' H x 10' W	5' H x 34' W
2 HP	10' H x 10' W	5.5' H x 36' W



Blossom (Crown & Arch) OPTIONAL SPRAY PATTERN

PondSeries Pattern Dimensions		
HP	1st Tier	2nd Tier
1/2 HP	5' H x 7' W	2' H x 13' W
1 HP	6.5' H x 10' W	2' H x 19' W
2 HP	8.5' H x 10' W	2.5' H x 22' W



LakeSeries® Fountain

Unrivalled Performance, Striking Displays



PREMIUM DISPLAYS

- Large high-volume laminar spray patterns
- Airmax exclusive quick-change nozzles can be switched out in seconds
- Industry Exclusive ISP Float System provides maximum stability allowing for larger, higher volume patterns while eliminating all float noise associated with falling water
- Multiple spray pattern nozzles available

INNOVATIVE DESIGN

- Stainless-steel Continuous Duty Water Cooled Motor is maintenance-free, providing long-lasting performance without annual maintenance costs
- Independent Pump System for longevity and protection against wear to motor, shaft and seals
- Integrated Cooling Shroud for maximum motor life and cooling
- Stainless-steel motor lead protects against damage from debris or animal chewing
- Power cord strain relief keeps connections secure
- Oversized modular intake screen prevents clogging

ENGINEERED EXCELLENCE

- Bottom-draw design pulls water from deeper in the pond for better aeration
- Greater performance with lower operating cost than comparable fountains
- High-quality control panels, with standard dual digital timers to accommodate fountain and lights
- 5-year warranty on unit and control panel

ADDITIONAL OPTIONS

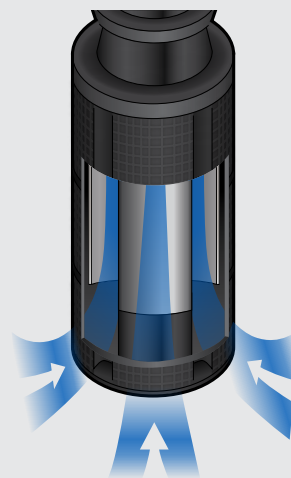
- Optional RGBW light sets bring your fountain to life at night
- Stainless-steel or Polyflex power cord protection



Industry Exclusive ISP Float System



Bottom-Draw Design Pulls Water From Deeper in the Pond and Through the Integrated Cooling Shroud



Airmax 230v Control Panel Comes Standard with Dual Digital Timers for Both Fountain & Lights





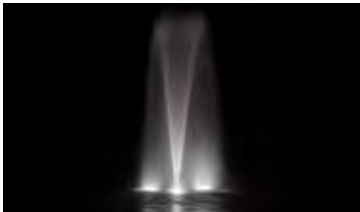
Crown & Trumpet
OPTIONAL SPRAY PATTERN

LakeSeries Pattern Dimensions		
HP	Trumpet	Crown
2 HP	14' H x 10' W	6' H x 46' W
3 HP	15' H x 10' W	8' H x 50' W
5 HP	24' H x 8' W	12' H x 56' W



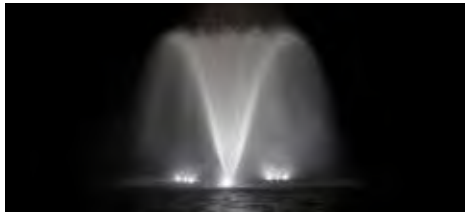
Trumpet
OPTIONAL SPRAY PATTERN

LakeSeries Pattern Dimensions	
HP	H x W
2 HP	20' H x 9' W
3 HP	23' H x 10' W
5 HP	30' H x 10' W



Classic
OPTIONAL SPRAY PATTERN

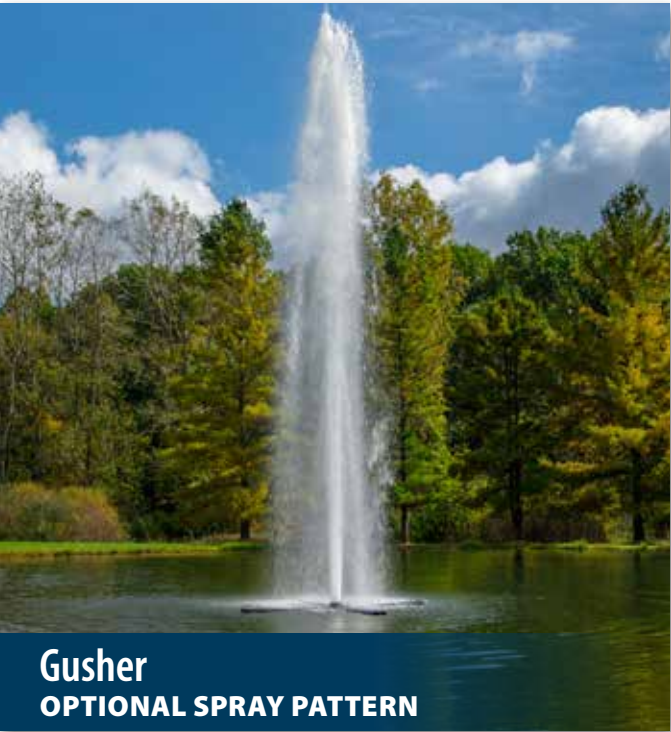
LakeSeries Pattern Dimensions	
HP	H x W
2 HP	11' H x 30' W
3 HP	13' H x 30' W
5 HP	16' H x 35' W





Single Arch
OPTIONAL SPRAY PATTERN

LakeSeries Pattern Dimensions	
HP	H x W
2 HP	13' H x 30' W
3 HP	15' H x 40' W
5 HP	20' H x 40' W



Gusher
OPTIONAL SPRAY PATTERN

LakeSeries Pattern Dimensions	
HP	Height
2 HP	21' H
3 HP	28' H
5 HP	35' H



Blossom (Crown & Arch)
OPTIONAL SPRAY PATTERN

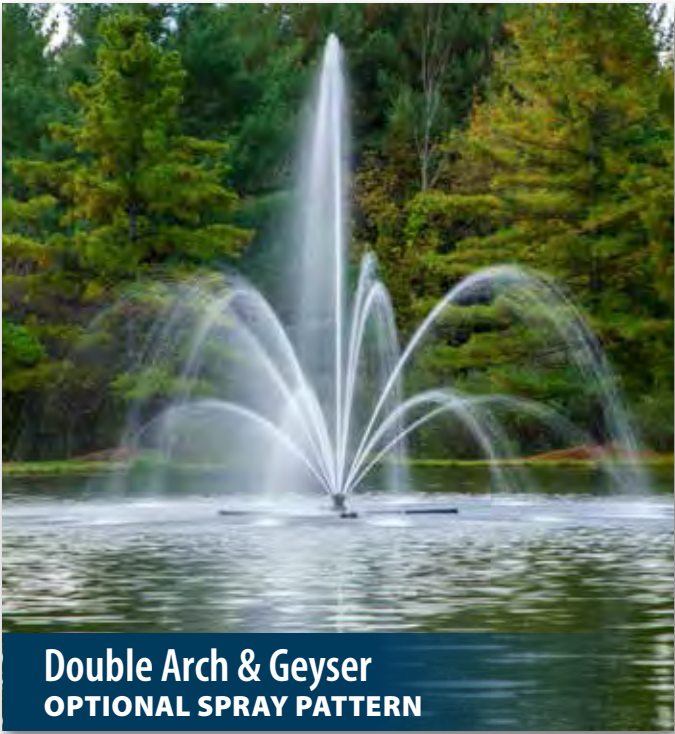
LakeSeries Pattern Dimensions		
HP	1st Tier	2nd Tier
2 HP	14' H x 16' W	2.5'h x 20' W
3 HP	16' H x 11' W	3' H x 24' W
5 HP	17' H x 17' W	5' H x 30' W





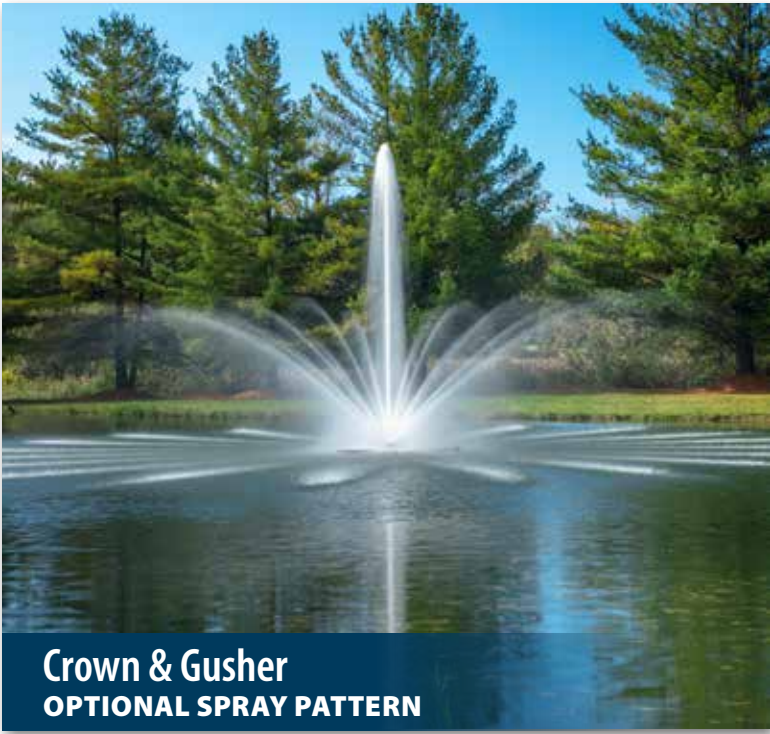
Double Arch
OPTIONAL SPRAY PATTERN

LakeSeries Pattern Dimensions		
HP	1st Tier	2nd Tier
2 HP	13' H x 16' W	6' H x 46' W
3 HP	16' H x 12' W	8' H x 50' W
5 HP	20' H x 20' W	10' H x 60' W



Double Arch & Geyser
OPTIONAL SPRAY PATTERN

LakeSeries Pattern Dimensions			
HP	Geyser	1st Tier	2nd Tier
2 HP	13' H	7' H x 20' W	4' H x 30' W
3 HP	15' H	9' H x 20' W	6' H x 40' W
5 HP	20' H	11' H x 22' W	7' H x 48' W



Crown & Gusher
OPTIONAL SPRAY PATTERN

LakeSeries Pattern Dimensions		
HP	Gusher	Crown
2 HP	15' H	8' H x 52' W
3 HP	16' H	11' H x 50' W
5 HP	22' H	13' H x 60' W



Airmax Warranty Information

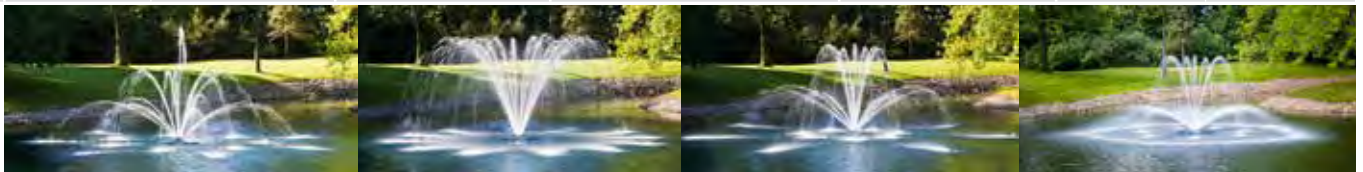
- EcoSeries & PondSeries Fountain - 3 Years
- LakeSeries Fountain - 5 Years
- Airmax RGBW Light Sets - 3 Years



Spray Pattern Dimensions



	Crown & Trumpet		Trumpet	Classic	Gusher	Crown & Gusher	
EcoSeries	Trumpet	Crown	H x W	H x W	H x W	Gusher	Crown
1/2 HP	8' H x 4' W	4' H x 32' W	14' H x 7' W	6' H x 16' W	N/A	N/A	N/A
PondSeries	Trumpet	Crown	H x W	H x W	H x W	Gusher	Crown
1/2 HP	8' H x 6' W	4.5' H x 32' W	12.5' H x 5' W	5.5' H x 13' W	N/A	N/A	N/A
1 HP	11' H x 6' W	4.5' H x 32' W	16' H x 6' W	9.5' H x 23' W	N/A	N/A	N/A
2 HP	13' H x 8' W	6.5' H x 38' W	17' H x 7' W	14' H x 28' W	N/A	N/A	N/A
LakeSeries	Trumpet	Crown	H x W	H x W	H x W	Gusher	Crown
2 HP	14' H x 10' W	6' H x 46' W	20' H x 9' W	11' H x 30' W	21' H	15' H	8' H x 52' W
3 HP	15' H x 10' W	8' H x 50' W	23' H x 10' W	13' H x 30' W	28' H	16' H	11' H x 50' W
5 HP	24' H x 8' W	12' H x 56' W	30' H x 10' W	16' H x 35' W	35' H	22' H	13' H x 60' W



	Double Arch & Geyser			Single Arch	Double Arch		Blossom (Crown & Arch)	
EcoSeries	Geyser	1st Tier	2nd Tier	H x W	1st Tier	2nd Tier	1st Tier	2nd Tier
1/2 HP	9' H	7' H x 12' W	5' H x 34' W	8' H x 16' W	10' H x 16' W	5' H x 38' W	4' H x 6.5' W	1.5' H x 11' W
PondSeries	Geyser	1st Tier	2nd Tier	H x W	1st Tier	2nd Tier	1st Tier	2nd Tier
1/2 HP	9' H	6' H x 7' W	4' H x 28' W	9' H x 14' W	8' H x 8' W	4.5' H x 28' W	5' H x 7' W	2' H 13' W
1 HP	8.5' H	5.5' H x 13' W	4' H x 30' W	8' H x 22' W	9' H x 10' W	5' H x 34' W	6.5' H x 10' W	2' H x 19' W
2 HP	9.5' H	6' H x 15' W	4' H x 32' W	9' H x 24' W	10' H x 10' W	5.5' H x 36' W	8.5' H x 10' W	2.5' H x 22' W
LakeSeries	Geyser	1st Tier	2nd Tier	H x W	1st Tier	2nd Tier	1st Tier	2nd Tier
2 HP	13' H	7' H x 20' W	4' H x 30' W	13' H x 30' W	13' H x 16' W	6' H x 46' W	14' H x 16' W	2.5' h x 20' W
3 HP	15' H	9' H x 20' W	6' H x 40' W	15' H x 40' W	16' H x 12' W	8' H x 50' W	16' H x 11' W	3' H x 24' W
5 HP	20' H	11' H x 22' W	7' H x 48' W	20' H x 40' W	20' H x 20' W	10' H x 60' W	17' H x 17' W	5' H x 30' W



Fountain & Diffused Aeration

The Perfect Pairing for Ideal Pond Health & Beauty

LET A CERTIFIED AIRMAX INSTALLER DESIGN THE RIGHT SYSTEM FOR YOUR POND OR LAKE!

Fountains offer aesthetic beauty, relaxing sound, and great surface aeration. If you're looking to maximize the appearance and overall health of your pond or lake, consider supplementing your fountain with diffused aeration. Bottom-diffused aeration reduces muck, improves water clarity, and increases oxygen levels for a healthier overall ecosystem.

Our certified Airmax professionals will help you select the right fountain and aeration system for your unique needs.

HERE IS HOW TO GET YOUR LAYOUT:

Visit www.airmaxeco.com/airmax-assist and complete a short survey. Airmax will run this information along with input from your local Certified Installer through the Airmax Assist proprietary software to create a complete pond profile, detailed aeration placement map and a management plan.

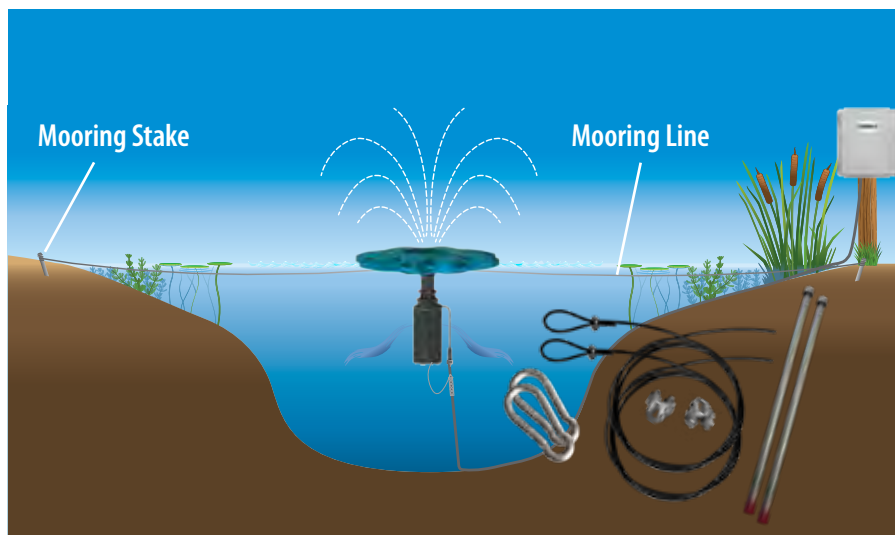




LakeSeries 3 HP Crown & Gusher

Optional Fountain Accessories

Protect Your Investment & Make Installation a Breeze



Mooring Kit

Fountains often move around with the wind and waves. You can secure your fountain by anchoring it using a Mooring Kit.

Each kit includes all necessary mooring supplies: two stakes, two carabiners, four cable clamps, and your choice of 150', 250' or 500' of black vinyl coated galvanized cable (mooring line). Works with all Airmax Fountain series.



Power Cord Protection

Nuisance pond wildlife such as beavers and muskrats are notorious for chewing wiring. Protect your fountain investment by upgrading your cord protection.

Power cords can be wrapped with our durable PolyFlex protective sheathing, or if you are looking for something more substantial, we highly recommend the stainless-steel option for the ultimate power cord protection.



RGBW Color-Changing Lights

RF Remote with 200' Range



- Energy Efficient High Output LED, 120 Volt
- Completely Sealed, Adjustable Above Waterline Design for Low Maintenance
- All Light Sets Include Stainless-Steel Braiding on Power Lead and Between Light Fixtures
- Power Cords Come Standard with Strain Relief and Underwater Disconnect; 100' - 600' Lengths. Also Available with Stainless-Steel and Polyflex Protected Cords
- RF Remote with 200' Range is Included with All RGBW Color-Changing Light Sets
- Compatible With All Manufacturers' Fountains
- EcoSeries & PondSeries available in 2, 4 & 8 LED Light Sets
- LakeSeries Available in 9 & 12 LED Light Sets
- 3-Year Warranty



Sealed Adjustable Light Fixtures with an Easy Snap-on Design

Adjustable Color Temperature

Broader range of Kelvin allows for changes from cool white to warm white, and vibrant colors to pastels.



Warm White



Cool White



Pastel Blue



Vibrant Blue



Pastel Green



Vibrant Green



RGBW Lights 2700-6500K



Bring Your Fountain to Life

You Can Enjoy Your Fountain at All Hours – Even at Night!

 SEE NIGHTTIME DISPLAYS IN ACTION
WATCH THE VIDEOS @ [AIRMAXECO.COM](https://airmaxeco.com)

Distributed By:

AIRMAX[®]
airmaxeco.com | 866.424.7629

SEVENTH ORDER OF BUSINESS

A.

HAPPY DAYS OUTDOOR SERVICES

58 N Dolphin Ave.
Middleburg, FL 32068
(904) 424-0970
Hdosfl@gmail.com



Estimate

ADDRESS	SHIP TO	ESTIMATE	1159
Chip Dellinger	Chip Dellinger	DATE	11/11/2025
Amelia Walk	Amelia Walk		
Amelia Walk CDD	Amelia Walk CDD		
Fernandina Beach, FL	Fernandina Beach, FL		

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Pressure Washing	Pressure wash to remove rust stains on approximately 1/4 mile of curbing on Majestic Walk Blvd, just past Majestic Walk Circle	1	4,500.00	4,500.00
SUBTOTAL					4,500.00
TAX					0.00
TOTAL					\$4,500.00

Accepted By

Accepted Date



Client Agreement

Enhancement Services

Prepared for: Amelia Walk CDD

Prepared by: Jameson Max Englert

Date: November 6, 2025

Opportunity No.: 39216





November 06, 2025

Opportunity No. -
39216

Amelia Walk CDD

Relationships.....The Roots of our Business.

Thank you for your interest in Coastal Greenery, Inc. Over the past 30 years, we have been privileged to be a part of many clients' mission to fulfill their individual landscape needs. With this being said, I want you to feel confident in your decision to allow our team to serve you in this venture. The Coastal Greenery Team possesses the education, training, and hands-on experience to manage your landscape with each service we offer. Our team strongly believes that communicating with the client and educating the client are the keys to a great working relationship. We want you to feel confident that our team's number 1 goal is to provide you with the finest landscape services possible while working in the safest manner possible. We are looking forward to building a lasting relationship with you as well as meeting all of your landscape needs.

-Jeffrey Johns

ENHANCEMENT PROPOSAL

Majestic Blvd Curb Washing

Scope of work:

Soft wash sidewalk curbing from both sides of the street on Majestic Blvd to remove organic growth and iron stains.

This process is done with very low pressure to remove the organic growth and we will be using an aluminum brightener to remove the iron rust stains as well.

? The acid that we will be using to remove the iron stains may turn grass yellow.

Grass will be covered to help prevent this from happening.

WORK ORDER SUMMARY

AREA/SERVICES		TOTAL PRICE
Majestic Blvd Washing		
Pressure Washing		\$5,058.08
Majestic Blvd Washing		<u>\$5,058.08</u>
Optional Services		
Optional Services		<u>\$0.00</u>
Grand Total:		<u>\$5,058.08</u>

ITEM	QUANTITY	UNITS
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Agreement Terms and Conditions

Underground Mark-Out: A utility locating service will be notified prior to any installation project for marking underground utilities (gas, electric, phone, tv, water, internet). Every effort will be made to avoid damaging underground utilities. Despite Coastal Greenery's best efforts, a utility service may be disrupted. Coastal Greenery, Inc. will not be responsible for damage to utility lines if they are not located where they are marked. Coastal Greenery, Inc. will not be held responsible for damage to any private utility, cable, wire, etc. if not properly marked. Non-public utility lines may be marked by the contractor who installed them. Fees to repair any damage will be the responsibility of the client.

Concealed Conditions: This Agreement is based solely on the observations Coastal Greenery, Inc. could make with the property in its current condition at the time this Agreement was proposed. If additional concealed conditions are discovered once the work has commenced which were not visible at the time the proposal was presented, Coastal Greenery and the Client will execute a Change Order for any additional work needed.

Change Order: All jobs are completed as specified in the proposal. Any additional work or changes made by the Client will be drafted on a Change Order and contain costs to fulfill these changes.

Field Adjustments: Coastal Greenery, Inc. reserves the right to make necessary field adjustments without notice due to drainage issues, obstructions or obstacles that might cause potential problems or the availability of specific plant material.

Right to Authorize Job: The Client warrants that he/she has the full legal right to authorize Coastal Greenery, Inc. to perform the job at the location described on the proposal.

Revisions: This proposal is subject to revisions if not accepted within thirty (30) days.

Licenses and Permits: Coastal Greenery will maintain the following licenses as required by law:

- Soil and Water License
- Ornamental and Turf Pest Control License
- CPR and First Aid Certification from the American Red Cross

Coastal Greenery, Inc. will comply with all other licenses and permits required by county, state, and federal governments where the scope of work dictates.

Insurances: Coastal Greenery, Inc. will maintain \$2,000,000 General Liability Insurance and Full Worker's Compensation and will require any sub-contractors to do the same. Insurance certificates will be provided upon request.

Liability: Coastal Greenery, Inc. is not liable for any damage that is not caused by their negligence, its agents or employees, including but not limited to: death or decline of plant material due to improper plant selection, placement, planting and maintenance before the time of this contract; damage due to improper irrigation components existing at the time of the contract execution; exposed cable/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to turf or plant material caused by excessive irrigation or lack of water due to inoperative components previously reported to the Client, irrigation restrictions imposed by local government agencies, or lack of coverage due to previous placement of system; damage caused by any item hidden in landscape not clearly marked; damage due to vandalism.

Guarantees: Coastal Greenery, Inc. will provide guarantees for plant material up to three (3) months of installation. The plant material guaranteed are trees, shrubs, and vines unless otherwise indicated by Coastal Greenery, Inc. Plant replacements will be made with plants of the original size, quality, and number at no cost to the client. Coastal Greenery, Inc. reserves the right to change a specified plant due to availability. No guarantee will be given for bulbs, roses, annuals, perennials, grasses (seed & sod), bedding plants, plants specified but living outside their growing climate zone/region, or transplanted plant material. Guarantees will not be given for dead plant material due to chemicals, animals, vandalism, fire, inadequate drainage, storms, hail, drought, too much/not enough water, insects, freeze, or any acts of God.

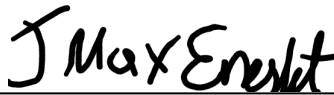
ENHANCEMENT PRICING AND SIGNATURES:

Payment Plan: 50% deposit due at time of acceptance of this Client Agreement. The remaining 50% will be due upon the completion of the project.

Grand Total: \$5,058.08

Coastal Greenery, Inc.

By



Jameson Max Englert

Date 11/6/2025

Amelia Walk CDD

By

Date

--	--

<u>WORK LOCATION</u>	
Name:	Amelia Walk CDD
Address:	50 Ellis Street Suite 208 St. Augustine, FL 32257 RE: Terry Glenn, Chip Dellinger
Primary #:	
Secondary #:	
Crew:	
ETA:	

Job Description:	Amount
Pressure washing all drainage located on both sides of roadway, Starting after the roundabout on Majestic Walk Blvd down to where the homes stop at the wood line. Attached is the	\$4,400.00
the provided given during the proposal request. This will include the removal of the rust staining that is present from irrigation.	
* All proposals include material and labor to complete project	
Total:	\$4,400.00

Quoted By: Rich Gray Director of Field Operations

ACCEPTANCE OF PROPOSAL: The above prices and specifications are satisfactory and are hereby accepted. You are authorizing Riverside Management Services, Inc. to complete the work as described above and to perform the work in a timely and professional manner. Payment will be collected on the date services are completed.

Customer Signature: _____ Date: _____

B.

Proposal for Extra Work at Amelia Walk CDD

Property Name	Amelia Walk CDD	Contact	Chip Dellinger
Property Address	85287 Majestic Walk Run Fernandina Beach, FL 32034	To	Amelia Walk CDD
		Billing Address	5385 N Nob Hill Road Sunrise, FL 33351-4761
Project Name	Amelia Walk CDD - Majestic Walk Circle (southern beds) enhancement		
Project Description	Remove juniper on 2 corners and some grasses. Prep areas and install sod between sidewalk and curb.		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Mobilization and demo of juniper and some grasses on two corners (map attached). Deep edge along curb and prep for sod	\$2,020.20	\$2,020.20
1.00	LUMP SUM	Disposal of debris	\$716.67	\$716.67
6.00	LUMP SUM	Soil amendments	\$159.53	\$957.17
1,800.00	SQUARE FEET	St Augustine turf installed	\$1.11	\$2,003.76
1.00	EACH	Irrigation modifications for sod	\$452.10	\$452.10
18.00	EACH	Fill in two bare spots with ornamental grasses to match existing (different grasses) Touch up with mulch	\$28.62	\$515.19

For internal use only

SO# 8779497
JOB# 346108420
Service Line 130

Total Price \$6,665.09

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014
 Enhancement Manager
 Certified Arborist #FL-6354A
 Certified Pest Control Operator JF95758

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President

11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

Enhancement Manager

Certified Arborist #FL-6354A

Certified Pest Control Operator JF95758

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer:

Signature _____ Title **Property Manager**

Chip Dellinger Date **October 13, 2025**
Printed Name

BrightView Landscape Services, Inc. "Contractor"
Enhancement Manager

Signature _____ Title
Jen Mabus Date **October 13, 2025**
Printed Name

Job #: 346108420

SO #: 8779497

Proposed Price: \$6,665.09

Proposal for Extra Work at Amelia Walk CDD

Property Name	Amelia Walk CDD	Contact	Chip Dellinger
Property Address	85287 Majestic Walk Run Fernandina Beach, FL 32034	To	Amelia Walk CDD
		Billing Address	5385 N Nob Hill Road Sunrise, FL 33351-4761
Project Name	Amelia Walk - Majestic Walk Circle (northern beds)		
Project Description	Remove declining juniper and fill in with existing 1 gallon		

Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Remove declining junipers and fill in with existing 1 gallon plants
25.00	EACH	Juniper 'Blue Pacific 1 gallon installed
3.00	EACH	Touch up mulch (bag)

For internal use only

SO# 8779537
JOB# 346108420
Service Line 130

Total Price \$740.56

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014
 Enhancement Manager
 Certified Arborist #FL-6354A
 Certified Pest Control Operator JF95758

C.



Client Agreement

Enhancement Services

Prepared for: Amelia Walk CDD

Prepared by: Jameson Max Englert

Date: October 16, 2025

Opportunity No.: 37289





October 16, 2025

Opportunity No. -
37289

Amelia Walk CDD

Relationships.....The Roots of our Business.

Thank you for your interest in Coastal Greenery, Inc. Over the past 30 years, we have been privileged to be a part of many clients' mission to fulfill their individual landscape needs. With this being said, I want you to feel confident in your decision to allow our team to serve you in this venture. The Coastal Greenery Team possesses the education, training, and hands-on experience to manage your landscape with each service we offer. Our team strongly believes that communicating with the client and educating the client are the keys to a great working relationship. We want you to feel confident that our team's number 1 goal is to provide you with the finest landscape services possible while working in the safest manner possible. We are looking forward to building a lasting relationship with you as well as meeting all of your landscape needs.

-Jeffrey Johns

ENHANCEMENT PROPOSAL

Stonehurst/Fall River Enhancement

Scope of work:

Job site location is on the corner of Stonehurst and Fall River.

According to the landscape design beds will be installed on either side of the road.

Existing grass inside of beds will be removed, irrigation will be installed from the provided water meters.

Grow mix topsoil will be added before planting.

Plants, boulders and park bench will be installed according to design.

Bedspace will have pine bark installed as a ground cover.

Located in the verbiage on this proposal Coastal Greenery will provide a 3 month warranty on plant material.

WORK ORDER SUMMARY

AREA/SERVICES	TOTAL PRICE
Stonehurst/Fall River Enhancement	
Sitework	\$1,406.56
Plants/Shrubs/Trees/Mulch	\$22,655.03
Water Management Installation	\$4,977.33
Rocks and Gravel	\$5,060.03
Stonehurst/Fall River Enhancement	\$34,098.95

Optional Services

Optional Services	\$0.00
Grand Total:	\$34,098.95

ITEM	QUANTITY	UNITS
Dirt/Sod Disposal - Liberty	2	Each
Skid Steer Loader 1750 lb - Day	1	Day
Loropetalum Ruby, Plum - Install Kit- 3 gal	22	3 gal
Ligustrum 'Sunshine' - Install Kit- 3 gal	13	3 gal
Crape Myrtle Muskogee - Install Kit- 30 gal	11	30 gal
Nellie R. Stevens - Install Kit- 30 gal	19	30 gal
Podocarpus Macrophyllum - Install Kit- 7 gal	45	7 gal
African Iris- White - Install Kit- 3 gal	35	3 gal
Dwarf Fakahatchee Grass - Install Kit- 3 gal	54	3 gal
Pine Bark Install	5	Yd.
Topsoil Spread (Hand)	6	Yd.
Innova Lakeside Steel Bench Black	1	EA
Trencher 36" - Day	1	Day
Irrigation Installation Parts		
Boulders	6	Ton

Agreement Terms and Conditions

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Change Order: All jobs are completed as specified in the proposal. Any additional work or changes made by the Client will be drafted on a Change Order and contain costs to fulfill these changes.

Field Adjustments: Coastal Greenery, Inc. reserves the right to make necessary field adjustments without notice due to drainage issues, obstructions or obstacles that might cause potential problems or the availability of specific plant material.

Right to Authorize Job: The Client warrants that he/she has the full legal right to authorize Coastal Greenery, Inc. to perform the job at the location described on the proposal.

Revisions: This proposal is subject to revisions if not accepted within thirty (30) days.

Licenses and Permits: Coastal Greenery will maintain the following licenses as required by law:

- Soil and Water License
- Ornamental and Turf Pest Control License
- CPR and First Aid Certification from the American Red Cross

Coastal Greenery, Inc. will comply with all other licenses and permits required by county, state, and federal governments where the scope of work dictates.

Insurances: Coastal Greenery, Inc. will maintain \$2,000,000 General Liability Insurance and Full Worker's Compensation and will require any sub-contractors to do the same. Insurance certificates will be provided upon request.

Liability: Coastal Greenery, Inc. is not liable for any damage that is not caused by their negligence, its agents or employees, including but not limited to: death or decline of plant material due to improper plant selection, placement, planting and maintenance before the time of this contract; damage due to improper irrigation components existing at the time of the contract execution; exposed cable/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to turf or plant material caused by excessive irrigation or lack of water due to inoperative components previously reported to the Client, irrigation restrictions imposed by local government agencies, or lack of coverage due to previous placement of system; damage caused by any item hidden in landscape not clearly marked; damage due to vandalism.

Guarantees: Coastal Greenery, Inc. will provide guarantees for plant material up to three (3) months of installation. The plant material guaranteed are trees, shrubs, and vines unless otherwise indicated by Coastal Greenery, Inc. Plant replacements will be made with plants of the original size, quality, and number at no cost to the client. Coastal Greenery, Inc. reserves the right to change a specified plant due to availability. No guarantee will be given for bulbs, roses, annuals, perennials, grasses (seed & sod), bedding plants, plants specified but living outside their growing climate zone/region, or transplanted plant material. Guarantees will not be given for dead plant material due to chemicals, animals, vandalism, fire, inadequate drainage, storms, hail, drought, too much/not enough water, insects, freeze, or any acts of God.

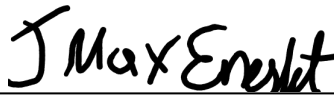
ENHANCEMENT PRICING AND SIGNATURES:

Payment Plan: 50% deposit due at time of acceptance of this Client Agreement. The remaining 50% will be due upon the completion of the project.

Grand Total: \$34,098.95

Coastal Greenery, Inc.

By



Jameson Max Englert

Date 10/16/2025

Amelia Walk CDD

By

Date

Work Order Proposal



Proposal Date: 10/17/2025

Proposal Work Order #: 77935

Prepared By: WILLIAM FLANNERY

Property Name: Amelia Walk CDD

Address: 85287 Majestic Walk Blvd, Fernandina Beach, FL 32034

Client Contact: Chip Dellinger acmanager@gmsnf.com

Client Phone #:

Stonehurst Park and River Fall Projec East and West

1. There are two parts to this proposal – one for the common area on the West (right) side of Stonehurst Pkwy. and one for the common area on the East (left) side of Stonehurst Pkwy. These two areas should somewhat mirror each other, as a cohesive entryway to the residential area. **Note: The common area plantings on the east side will need to include an access path to the Haul Road area at the rear of Tract 1. The width of the access path should accommodate a utility vehicle.**
2. There is currently no irrigation in the areas for this project – contractor will need to install an irrigation system for each area. The irrigation system should follow the Florida Water Star irrigation design standards.
3. A battery-operated irrigation controller will be required for each area.
4. An irrigation diagram/site plan and control box location should be included for each area.
5. Remove existing dead/dying grass and level each area.
6. Dirt will be needed on the West side to level area.
7. Plants should be Florida Friendly, drought tolerant and able to withstand the full sun.
Plants to include:

DESCRIPTION	QTY	SIZE	UNIT PRICE	EXT PRICE	TOTAL PRICE
Site Prep, Debris Disposal, Amendments, Equipment & Clean-Up					\$9,665.96
Site Prep	1.00	LS	\$3,848.12	\$3,848.12	
Disposal/Refuse	1.00	LS	\$1,738.71	\$1,738.71	
Soil Amendments	60.00	CY	\$77.71	\$4,662.73	
Irrigation					\$9,625.96
Nassau County Irrigation Permit	1.00	LS	\$573.75	\$573.75	
Irrigation Permits, Fees and required Asbuilts					
1" Commercial Spray Zone	4.00	EA	\$1,384.79	\$5,539.16	
KRain Bluetooth Controller	2.00	EA	\$730.63	\$1,461.25	
1" Commercial Blank Drip Zone	2.00	EA	\$1,251.60	\$2,503.19	

Planting				\$28,671.76
Crape Myrtle 'Whit II' - 30 Gal	11.00	30 Gallon	\$573.25	\$6,305.75
Ilex Nelly Stevens	19.00	30 Gallon	\$539.80	\$10,256.20
Podocarpus 'Maki' - 7 Gal	45.00	7 Gallon	\$115.07	\$5,178.37
Ligustrum 'Sunshine' - 3 gal	13.00	3 Gallon	\$50.12	\$651.62
Loropetalum 'Red Chocolate' - 3 Gal	22.00	3 Gallon	\$56.81	\$1,249.89
Dietes African Iris White - 3 Gal	35.00	3 Gallon	\$39.98	\$1,399.18
Fakahatchee Dwarf - 3 Gal	54.00	3 Gallon	\$22.25	\$1,201.39
Coquina Boulders	4.00	4-5 FT	\$1,431.66	\$5,726.64
Sod				\$4,793.76
Bahia Sodding	4,000.00	SF	\$1.34	\$5,345.04
Pinestraw & Mulch				\$700.60
Pine Bark Mulching	6.00	CY	\$130.20	\$781.17
Total for Work Order #77935				\$53,458.04

PLANT SCHEDULE					
Client / Location: Amelia Walk - Stonehurst & Fall River Pkwy / Fernandina Beach, FL 32034					
QTY.	COMMON NAME	BOTANICAL NAME	SIZE	SPACING	SPECIFICATIONS
TREES					
11	Pink Velvet Crape Myrtle	Lagerstroemia indica 'White III'	30 GAL.	As Shown	Attractive Form
19	Nellie R. Stevens Holly	Ilex 'Nellie R. Stevens'	30 GAL.	As Shown	Attractive Form
SHRUBS					
48	Podocarpus	Podocarpus macrophyllus	7 GAL.	As Shown	Full & Bushy
13	Sundine Ligustrum	Ligustrum sinense 'Sundine'	5 GAL.	As Shown	Dense, Compact
22	Burgundy Lacopetalum	Lacopetalum chinense var. rubrum	5 GAL.	As Shown	Full & Bushy
25	African Iris	Iris sibirica	5 GAL.	As Shown	Dense, Colorful
GRASSES					
54	Dwarf Fakahuehu Grass	Tripsacum daniellianum	5 GAL.	As Shown	Full & Bushy
GROUNDCOVERS					
4	Boulder		4' X 5' WIDE	As Shown	Large Slab
	Pine Sugar Match				As bid to be determined.





TERMS & CONDITIONS

1. Plant Guarantee. The Greenery, Inc. guarantees all plantings we supply and install for one year that are covered under an automated irrigation system and maintained under a continuous maintenance agreement by the Greenery, Inc.. This guarantee does not apply to plants that are lost due to abuse, vandalism, animals, fire, lightning, hail, vehicular damage, freeze, neglect, nor Acts of God.
2. Exclusions. Transplanted materials, annuals and flowers, plants in pots and planters, and all types of Sod are EXCLUDED from the Plant Guarantee.
3. Deer. Damage to or loss of plants due to deer is not covered by any guarantee, expressed or implied. The Greenery, Inc. makes every effort to use deer resistant material; however, due to the increase in their population and their changing habits, the Greenery, Inc. is not responsible for any resultant damage.
4. Tree Work. Stumps from tree removal will be cut to within approximately twelve inches above ground level. Stump grinding or removal is not included unless otherwise specified in this proposal. Wood will be left on the premises where lowered and dropped and will be cut into firewood length (approximately 16 to 24 inches lengthwise) unless specified otherwise in this proposal. Splitting, moving or hauling of wood or wood chips will be performed only if specifically stated in this proposal.
5. Utility Locates. The Greenery Inc. will call in the utility locates before starting the job. It is the responsibility of the Client/Owner to call in any private utilities that are outside normal location utilities. The Greenery Inc. is not responsible for damage to underground irrigation lines, wiring, pipes, utilities, invisible fencing, or lighting systems whose locations are not properly marked.
6. Irrigation Pricing. The existing automated irrigation system is checked at new landscaping areas, adjusted for proper coverage and broken heads and nozzles are replaced as needed. Irrigation adjustments, repairs and additions are billed on a Labor and Materials basis. Labor Rate is \$ 75 / hour. Any irrigation prices included in this bid are an estimation only.
7. New Construction Irrigation Installation. Sleeves under roads and sidewalks must be accurately marked and no deeper than 4 feet below surface grade. A water source must be provided by Client/Owner/Developer prior to commencement of irrigation installation. Any temporary irrigation pipe that needs to be installed to access water source, will be billed in addition. The connection of the backflow device to the water meter is the responsibility of the Client/Owner.
8. Drainage. Any drainage installation is meant to improve conditions, but does not guarantee a complete elimination of issues. Standing water, puddling, saturated soils and washouts may still occur. Additional work may be needed after initial work is completed. Standing water for up to 48 hours after a significant rainfall is typical for the Lowcountry.
9. Access to Jobsite. Client/Owner is to provide all utilities to perform the work. Client/Owner will furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for the performance of the work.
10. Invoicing. Client/Owner will make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event that the completion of work requires more than thirty (30) days, a progress bill will be presented by month end and will be paid within fifteen (15) days upon receipt of invoice.
11. Disclaimer. This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time the proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering and/or certified landscape architectural design services are not included in this agreement and are not provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.
12. Promotional Clause. The client hereby assigns the Contractor the irrevocable and unrestricted right to use and publish photographs of the work performed for editorial, trade, advertising, educational and any other purpose in any manner and medium; to alter the same without restriction; and to copyright the same without restriction. The Client releases all

claim to profits that may arise from use of images.

13. Payment. All unpaid balances over 30 days from date of invoice will be subject to the maximum finance charge allowable by law. The Greenery will be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year) or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing. Failure to make payment when due for completed work may result in a mechanic's lien on the title of your property. Credit card payments are subject to a 3% processing fee.

14. A 50% deposit of the total project cost is required to initiate the work. Please refer to the work order number when making your payment. Upon receipt of the deposit, we will confirm the schedule and begin preparing for the installation.

15. The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

Property Name: Amelia Walk CDD
Address: 85287 Majestic Walk Blvd, Fernandina Beach, FL 32034
Client Contact: Chip Dellinger acmanager@gmsnf.com
Client Phone #:

Proposal Date: 10/17/2025
Proposal Work Order #: 77935
Prepared By: WILLIAM FLANNERY

Total: \$53,458.04
Deposit Amount (50%): \$26,729.02

The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

By WILLIAM FLANNERY
Date WILLIAM FLANNERY
10/17/2025
The Greenery, Inc.

By _____
Date _____

D.

ESTIMATE

Jax Fitness Equipment Services
LLC
5470 Keystone Dr N
Jacksonville, FL 32207-5146

office@jaxfitness equipmentservices.c
om
+1 (904) 716-5739
http://www.jaxfitness equipmentservi
ces.com



Bill to
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Ship to
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Estimate details

Estimate no.: 1226
Estimate date: 10/14/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Repair	Life Fitness elliptical Model: INXDE SN: HDX101577 CSN: NAN104371 Work: Replace console and calibrate Life Fitness elliptical Model: INXDE SN: HDX101576 CSN: NAN104329 Work: Replace console and calibrate	1	\$300.00	\$300.00
2.	Parts	Refurbished Life Fitness 16in SE3HD elliptical console	2	\$1,199.99	\$2,399.98
3.	Shipping	Shipping and handling	1	\$78.89	\$78.89
Subtotal					\$2,778.87
Sales tax					\$194.52
Total					\$2,973.39

Accepted date

Accepted by

ESTIMATE

Jax Fitness Equipment Services
LLC
5470 Keystone Dr N
Jacksonville, FL 32207-5146

office@jaxfitness equipmentservices.c
om
+1 (904) 716-5739
http://www.jaxfitness equipmentservi
ces.com



Bill to
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Ship to
Amelia Walk CDD
85287 Majestic Walk Blvd
Fernandina Beach, FL 32034

Estimate details

Estimate no.: 1225
Estimate date: 10/14/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Repair	Life Fitness elliptical Model: INXDE SN: HDX101577 CSN: NAN104371 Work: Replace console and calibrate Life Fitness elliptical Model: INXDE SN: HDX101576 CSN: NAN104329 Work: Replace console and calibrate	1	\$300.00	\$300.00
2.	Parts	New Life Fitness 16in SE3HD elliptical console	2	\$1,999.99	\$3,999.98
3.	Shipping	Shipping and handling	1	\$78.89	\$78.89
Subtotal					\$4,378.87
Sales tax					\$306.52
Total					\$4,685.39

Accepted date

Accepted by

E.



M and M Sales-Service
2100 Dennis Street
Jacksonville, FL 32204 US
+19048258381
mandmpumpsandcontrols@gmail.com

Proposal

ADDRESS

Amelia Walk
852877 Majestic Walk Blvd
Fernandina Beach, FL 32034

PROPOSAL #	DATE	
1698	10/25/2025	

DATE	ACTIVITY	QTY	RATE	AMOUNT
	PM Service Performed PM Service	1	3,500.00	3,500.00

Location: Irrigation well and pump

This is a estimate for 4 visits a year to the pump station and controls for review and minor service. Tthis estimate does not parts and labor for any needed repairs. Once after a visit a full report of any issues and aplied services. If repairs are needed a proposal of needs will be submitted.

NOTE: Full paymit of the \$3,500.00 will need to be paid before services can be scheduled and performed.

SUBTOTAL	3,500.00
TAX	0.00
TOTAL	\$3,500.00

Accepted By

Accepted Date

Please remit payment to:
M and M Sales-Service
PO Box 352392
Palm Coast, FL 32135

F.

HAPPY DAYS OUTDOOR SERVICES

58 N Dolphin Ave.
Middleburg, FL 32068
(904) 424-0970
Hdosfl@gmail.com



Estimate

ADDRESS
Chip Dellinger
Amelia Walk
Amelia Walk CDD
Fernandina Beach, FL

ESTIMATE 1158
DATE 11/05/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Landscaping	Pond erosion repair as follows...	1	2,300.00	2,300.00
		Pond 17 - add approximately 7 yards of soil in two eroded areas and cover with Bahia sod.			
		Pond 16 - add approximately 3 yards of soil in eroded area and cover with Bahia sod.			

SUBTOTAL					2,300.00
TAX					0.00

TOTAL					\$2,300.00

Accepted By

Accepted Date



Fresh Cut Lawn Care of Nassau, Inc.

PO Box 17166 Fernandina Beach, FL 32035
(904) 655-3669 | freshcut4me@gmail.com

Prepared For:

Amelia Walk H.O.A.
Fernandina Beach Fl.

Fresh Cut Lawn Care of Nassau, Inc. proposes to do the following:

Pond 16 Erosion 84922/84930 FALL RIVER PARKWAY

Add dirt and install 1 pallet of Bahia grass . \$1125.00

Pond 17 Erosion & Dead Grass

85387 Stonehurst Pool/Landscape drainage

Add irrigation pipe from edge of fence to the pond

Install dirt (6 ton) and add 4 pallets of Bahia \$3375.00

Trim brush back from tennis area (behind clubhouse) to the gazebo as you enter housing area.
\$4300.00

Fresh Cut Lawn Care of Nassau County, Inc.

_____ Date _____

Client



Fresh Cut Lawn Care of Nassau, Inc.

PO Box 17166 Fernandina Beach, FL 32035

(904) 655-3669 | freshcut4me@gmail.com

Date

G.



Client Agreement

Enhancement Services

Prepared for: Amelia Walk CDD

Prepared by: Jameson Max Englert

Date: November 3, 2025

Opportunity No.: 39145





November 03, 2025

Opportunity No. -
39145

Amelia Walk CDD

Relationships.....The Roots of our Business.

Thank you for your interest in Coastal Greenery, Inc. Over the past 30 years, we have been privileged to be a part of many clients' mission to fulfill their individual landscape needs. With this being said, I want you to feel confident in your decision to allow our team to serve you in this venture. The Coastal Greenery Team possesses the education, training, and hands-on experience to manage your landscape with each service we offer. Our team strongly believes that communicating with the client and educating the client are the keys to a great working relationship. We want you to feel confident that our team's number 1 goal is to provide you with the finest landscape services possible while working in the safest manner possible. We are looking forward to building a lasting relationship with you as well as meeting all of your landscape needs.

-Jeffrey Johns

ENHANCEMENT PROPOSAL

Erosion Repair 84922/84930 Fall River Parkway

Scope of work:

Located behind the homes of 84922 & 84930 a drainage swell will be created.

Washout area will be graded into a swell and Rip Rap installed to accept drainage from the homes.

Material will be moved in and out by wheel barrow.

WORK ORDER SUMMARY

AREA/SERVICES	TOTAL PRICE
84922/84930 Fall River	
Drainage	\$2,324.20
Rocks and Gravel	\$1,372.11
84922/84930 Fall River	\$3,696.31
Optional Services	
Optional Services	\$0.00
Grand Total:	\$3,696.31

ITEM	QUANTITY	UNITS
Granite Rip Rap Install	3	Ton

Agreement Terms and Conditions

Underground Mark-Out: A utility locating service will be notified prior to any installation project for marking underground utilities (gas, electric, phone, tv, water, internet). Every effort will be made to avoid damaging underground utilities. Despite Coastal Greenery's best efforts, a utility service may be disrupted. Coastal Greenery, Inc. will not be responsible for damage to utility lines if they are not located where they are marked. Coastal Greenery, Inc. will not be held responsible for damage to any private utility, cable, wire, etc. if not properly marked. Non-public utility lines may be marked by the contractor who installed them. Fees to repair any damage will be the responsibility of the client.

Concealed Conditions: This Agreement is based solely on the observations Coastal Greenery, Inc. could make with the property in its current condition at the time this Agreement was proposed. If additional concealed conditions are discovered once the work has commenced which were not visible at the time the proposal was presented, Coastal Greenery and the Client will execute a Change Order for any additional work needed.

Change Order: All jobs are completed as specified in the proposal. Any additional work or changes made by the Client will be drafted on a Change Order and contain costs to fulfill these changes.

Field Adjustments: Coastal Greenery, Inc. reserves the right to make necessary field adjustments without notice due to drainage issues, obstructions or obstacles that might cause potential problems or the availability of specific plant material.

Right to Authorize Job: The Client warrants that he/she has the full legal right to authorize Coastal Greenery, Inc. to perform the job at the location described on the proposal.

Revisions: This proposal is subject to revisions if not accepted within thirty (30) days.

Licenses and Permits: Coastal Greenery will maintain the following licenses as required by law:

- Soil and Water License
- Ornamental and Turf Pest Control License
- CPR and First Aid Certification from the American Red Cross

Coastal Greenery, Inc. will comply with all other licenses and permits required by county, state, and federal governments where the scope of work dictates.

Insurances: Coastal Greenery, Inc. will maintain \$2,000,000 General Liability Insurance and Full Worker's Compensation and will require any sub-contractors to do the same. Insurance certificates will be provided upon request.

Liability: Coastal Greenery, Inc. is not liable for any damage that is not caused by their negligence, its agents or employees, including but not limited to: death or decline of plant material due to improper plant selection, placement, planting and maintenance before the time of this contract; damage due to improper irrigation components existing at the time of the contract execution; exposed cable/wires or sprinkler components/lines normally found below the surface of the lawn; flooding, storm or wind damage; disease or damage to turf or plant material caused by excessive irrigation or lack of water due to inoperative components previously reported to the Client, irrigation restrictions imposed by local government agencies, or lack of coverage due to previous placement of system; damage caused by any item hidden in landscape not clearly marked; damage due to vandalism.

Guarantees: Coastal Greenery, Inc. will provide guarantees for plant material up to three (3) months of installation. The plant material guaranteed are trees, shrubs, and vines unless otherwise indicated by Coastal Greenery, Inc. Plant replacements will be made with plants of the original size, quality, and number at no cost to the client. Coastal Greenery, Inc. reserves the right to change a specified plant due to availability. No guarantee will be given for bulbs, roses, annuals, perennials, grasses (seed & sod), bedding plants, plants specified but living outside their growing climate zone/region, or transplanted plant material. Guarantees will not be given for dead plant material due to chemicals, animals, vandalism, fire, inadequate drainage, storms, hail, drought, too much/not enough water, insects, freeze, or any acts of God.

ENHANCEMENT PRICING AND SIGNATURES:

Payment Plan: 50% deposit due at time of acceptance of this Client Agreement. The remaining 50% will be due upon the completion of the project.



Grand Total: \$3,696.31

Coastal Greenery, Inc.

Amelia Walk CDD

By J Max Engert
Jameson Max Engert

Date 11/3/2025

By _____

Date _____



Client Agreement

Enhancement Services

Prepared for: Amelia Walk CDD

Prepared by: Jameson Max Englert

Date: November 3, 2025

Opportunity No.: 39146





November 03, 2025

Opportunity No. -
39146

Amelia Walk CDD

Relationships.....The Roots of our Business.

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-Jeffrey Johns

ENHANCEMENT PROPOSAL

Erosion Repair 85387 Stonehurst

Scope of work:

Behind 85387 two drainage issues will be repaired.

The pool pipe will be extended towards the waterline and buried.

Where dirt has washed out, area will be graded in preparation for new sod.

Topsoil will added in the same area to promote rooting of the new sod.

Bahia sod will be used.

The culvert area will be graded filling in the low spot.

Rip Rap will be placed along three side of the culvert to slow draining water.

WORK ORDER SUMMARY

AREA/SERVICES	TOTAL PRICE
Erosion Repair 85387 Stonehurst	
Sitework	\$2,722.26
Sod	\$1,678.45
Water Management Installation	\$229.12
Rocks and Gravel	\$931.50
Erosion Repair 85387 Stonehurst	\$5,561.33

Optional Services

Optional Services	\$0.00
Grand Total:	\$5,561.33

ITEM	QUANTITY	UNITS
Mini Skid Steer (Day)	1	Each
Dirt/Sod Disposal - Liberty	1	Each
Bahia Sod - Install Kit - Sod	2	450 sf
Top Soil Fine Screen Bulk (per cu. yd.)	4	CY
Pipe, Fittings & Installation		
Granite Rip Rap Install	2	Ton

Agreement Terms and Conditions

Underground Mark-Out: A utility locating service will be notified prior to any installation project for marking underground utilities (gas, electric, phone, tv, water, internet). Every effort will be made to avoid damaging underground utilities. Despite Coastal Greenery's best efforts, a utility service may be disrupted. Coastal Greenery, Inc. will not be responsible for damage to utility lines if they are not located where they are marked. Coastal Greenery, Inc. will not be held responsible for damage to any private utility, cable, wire, etc. if not properly marked. Non-public utility lines may be marked by the contractor who installed them. Fees to repair any damage will be the responsibility of the client.

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Guarantees: Coastal Greenery, Inc. will provide guarantees for plant material up to three (3) months of installation. The plant material guaranteed are trees, shrubs, and vines unless otherwise indicated by Coastal Greenery, Inc. Plant replacements will be made with plants of the original size, quality, and number at no cost to the client. Coastal Greenery, Inc. reserves the right to change a specified plant due to availability. No guarantee will be given for bulbs, roses, annuals, perennials, grasses (seed & sod), bedding plants, plants specified but living outside their growing climate zone/region, or transplanted plant material. Guarantees will not be given for dead plant material due to chemicals, animals, vandalism, fire, inadequate drainage, storms, hail, drought, too much/not enough water, insects, freeze, or any acts of God.

ENHANCEMENT PRICING AND SIGNATURES:

Payment Plan: 50% deposit due at time of acceptance of this Client Agreement. The remaining 50% will be due upon the completion of the project.





Grand Total: \$5,561.33

Coastal Greenery, Inc.

By J Max Englert

Jameson Max Englert

Date 11/3/2025

Amelia Walk CDD

By _____

Date _____

Contact Us

TIGRIS Aquatic Services LLC
11232 Saint Johns Industrial Parkway
North
Ste 4
Jacksonville, Florida 32246
smetzger@tigrisusa.com
904-714-5815

**Quote: 318115**

Quote Date: 10/24/2025
Expiration Date: 11/23/2025

Bill To:

Amelia Walk CDD
c/o GMS LLC
475 West Town Place, Ste 114
St. Augustine, Florida 32092

Customer: Amelia Walk CDD

85287 Majestic Walk Blvd.
Fernandina Beach, Florida 32034

Description	Unit Price	Qty	Amount
Stormwater Maintenance Erosion/Slope Repair			
Aquagenix is quoting to remove the mostly dead grass from the bank in the area behind 84582 and 84574 Greylock Court to restore slope and sod back to prevent shoreline erosion behind these two houses.			
Sod Removal: Spray out one week before then remove all the sod in the area shown above down to clean soil. This area is approximately 22'x128'. Bottom of bank at water's edge will not be removed.			
Slope Repair: After sod removal, a needed slope repair will be performed and compacted before sod placement.			
Sod Replacement: Bahia Sod to be installed Note: This sod sometimes comes brown / dormant when installed and will recover with proper watering and care. Customer is responsible for watering new sod.			
	\$42,637.50	1	\$42,637.50
Pricing for all material labor, equipment and insurance including both liability and compressive coverage to complete the work described above including mobilizations and debris removal and installation.			
Total *\$42,637.50			
Priced for work to be done at the same time as the other two locations 85395 / 85387 Stonehurst Pkwy.			
*This is all hand work and old sod will be removed by wheelbarrow, same with new fill and with new sod.			
*Estimated timeline of project 2 weeks			

--

Deposit & Payment
Deposit Required: 50% (\$21,318.75)
Deposit Due: 50% (\$21,318.75)

Summary
Subtotal: \$42,637.50
Total: \$42,637.50

Terms & Conditions

1. ACCESS: Materials for construction shall be delivered and moved across the property to the work site. Employees shall park their vehicles in a safe and lawful manner compliant with facility rules as applicable.
2. CHANGE ORDERS: Work not within the scope of this proposal shall be submitted and approved in writing before commencement. Change orders shall be due with final payment unless otherwise agreed upon in writing.
3. CONCEALED OR UNKNOWN CONDITIONS: In preparing this proposal Aquagenix has assumed there are no concealed or unknown physical conditions (subsurface or otherwise) which will adversely affect Aquagenix's ability to perform the scope of this proposal. If such conditions are encountered, Aquagenix will immediately notify the owner in writing of adverse conditions and will be entitled to an adjustment of contract value, schedule, or both.
4. FORCE MAJEURE: Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions, and/or any other cause beyond the reasonable control of the party whose performance is affected.
5. HEAVY WEATHER: During a named storm Aquagenix reserves the right to demobilize and remove equipment from the jobsite without penalty for schedule delay(s).
6. INCLEMENT WEATHER: Due to the nature of outdoor construction inclement weather may affect the schedule. Every effort shall be made to maintain proposed schedule; however Aquagenix shall not incur additional expenses due to weather delays.
7. INSURANCE: Certificate available upon request.
8. PAYMENT SCHEDULE: 50% mobilization, Progress payments based upon mutually agreed schedule of values Balance upon final acceptance. Aquagenix reserves the right to bill for materials on-site or that required to be paid in full before manufacturing.
9. PAYMENT TERMS: Due upon receipt. Interest will be charged on past due accounts at 18% per annum. If Aquagenix is required to employ an attorney to collect any amount past due as a result of default of the Buyer, the Buyer shall pay all cost of collections, including reasonable attorney's fees and court costs.
10. PERMITS: Exemption permit for existing bulkhead wall has been included in this quote and is required by the DEP.
11. PRICE VALIDITY: Fifteen (15) day's from-date of quotation.
12. UNDERGROUND SERVICES: Owner is responsible for locating and identifying all underground utilities. Aquagenix is not responsible for accidental damages, direct or consequential. Any relocation required shall be the responsibility of the owner.
13. WARRANTY: Workmanship and material will be free from defects for one (1) year from completion and final acceptance. Owner shall submit in writing claim of defect within ten (10) days of discovery. Owner's sole and exclusive remedy for defective materials or workmanship is limited to the repair or replacement of the defect by Aquagenix. Certificates of Treatment will be included at the end of job documentation to verify the material quote was used to build your wall.
14. DISCLAIMER OF WARRANTIES: Section 14 sets forth the exclusive remedy for claims based on failure of or defects in services, workmanship, or materials furnished by Aquagenix, whether claim is based on contract, warranty, tort (including negligence) or any other cause of action, and however instituted, and upon expiration of the warranty period all such liability shall terminate. The foregoing warranty or repair or replacement is exclusive in lieu of all other warranties, whether written, oral, implied, or statutory. IT IS SPECIFICALLY UNDERSTOOD AND AGREED TO BY BUYER THAT (1) Aquagenix SHALL NOT IN ANY WAY BE LIABLE OR RESPONSIBLE FOR ANY NEGLIGENT ENGINEERING, CONSTRUCTION, REPAIRS, OR DEFECTS IN THE WORK AFTER THE EXPIRATION OF ONE YEAR FROM COMPLETION AND FINAL ACCEPTANCE, (2) NO OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE OR WILL BE DEEMED TO HAVE BEEN MADE BY Aquagenix, EXCEPT THE WARRANTY HEREINFOR SET FORTH, (3) THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE ARE SPECIFICALLY EXCLUDED, (4) THIS WARRANTY IS GIVEN IN LIEU OF ANY IMPLIED WARRANTIES, AND (5) THERE ARE NO WARRANTIES GIVEN WHICH EXTEND BEYOND THE LANGUAGE AND DESCRIPTION ON THE FACE HEREOF.
15. WORKING HOURS: Monday through Friday, 8 hours per day, 7:00 A.M. to 4:00 P.M. 16. ESCALATION CLAUSE FOR SPECIFIED BUILDING MATERIALS - The lumber market for wooden bulkhead materials are volatile, and sudden price increases could occur due to many factors including fuel and supply of the CCA treated materials. Aquagenix agrees to use our best efforts to obtain the lowest possible prices from available marine wood material suppliers. Should there be an increase in the prices of these specified materials that are purchased after execution of contract, the Owner agrees to pay that cost increase difference to Aquagenix of these wooden materials costs. Once contracted we will obtain a quote for each item used for your project. This will be the baseline of your materials cost.

Customer Approval

Customer Signature

Name

Date

Contact Us

TIGRIS Aquatic Services LLC
11232 Saint Johns Industrial Parkway
North
Ste 4
Jacksonville, Florida 32246
smetzger@tigrisusa.com
904-714-5815

**Quote: 316856**

Quote Date: 10/15/2025
Expiration Date: 11/14/2025

Bill To:

Amelia Walk CDD
c/o GMS LLC
475 West Town Place, Ste 114
St. Augustine, Florida 32092

Customer: Amelia Walk CDD

85287 Majestic Walk Blvd.
Fernandina Beach, Florida 32034

Description	Unit Price	Qty	Amount
Repair, Restoration and Rehabilitation Erosion Repair			
Aquagenix is quoting to fix the sloped back by performing the following work. The area being quoted is approximately 28' x 95' from the top of the bank to the waters edge. The area that has not been watered and taken care of causing erosion including a drainpipe that has caused the major erosion in the one spot. Erosion caused from not taking care / watering sod on the bank of the pond and the water source has caused all the erosion in this area of the bank from the upland homeowner. Weir erosion: Will pack down clean fill dirt and then sod. Sod Removal: Spray out one week before then remove all the sod in the area shown above down to clean soil. This area is approximately 28'x95'. Bottom of bank at waters edge will not be removed. Slope Repair: After sod removal, clean fill will be removed by the water's edge and more will be brought in to slope the bank and compacted before new sod is installed. Sod Replacement: Bahia Sod to be installed Note: This sod sometimes comes brown / dormant when installed and will recover with proper watering and care. Customer is responsible for watering sod. Pricing for all material labor, equipment and insurance including both liability and workers compressive coverage to complete the work described above including mobilizations and debris removal and installation. *This is all hand work and old sod will be removed by wheelbarrow, same with new fill and with new sod. *Estimated timeline of project 2 weeks	\$33,487.50	1	\$33,487.50

--

Deposit & Payment	
Deposit Required:	\$0.00
Deposit Due: \$0.00	

Summary	
Subtotal:	\$33,487.50
Total: \$33,487.50	

Terms & Conditions

1. ACCESS: Materials for construction shall be delivered and moved across the property to the work site. Employees shall park their vehicles in a safe and lawful manner compliant with facility rules as applicable.
2. CHANGE ORDERS: Work not within the scope of this proposal shall be submitted and approved in writing before commencement. Change orders shall be due with final payment unless otherwise agreed upon in writing.
3. CONCEALED OR UNKNOWN CONDITIONS: In preparing this proposal Aquagenix has assumed there are no concealed or unknown physical conditions (subsurface or otherwise) which will adversely affect Aquagenix's ability to perform the scope of this proposal. If such conditions are encountered, Aquagenix will immediately notify the owner in writing of adverse conditions and will be entitled to an adjustment of contract value, schedule, or both.
4. FORCE MAJEURE: Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions, and/or any other cause beyond the reasonable control of the party whose performance is affected.
5. HEAVY WEATHER: During a named storm Aquagenix reserves the right to demobilize and remove equipment from the jobsite without penalty for schedule delay(s).
6. INCLEMENT WEATHER: Due to the nature of outdoor construction inclement weather may affect the schedule. Every effort shall be made to maintain proposed schedule; however Aquagenix shall not incur additional expenses due to weather delays.
7. INSURANCE: Certificate available upon request.
8. PAYMENT SCHEDULE: 50% mobilization, Progress payments based upon mutually agreed schedule of values Balance upon final acceptance. Aquagenix reserves the right to bill for materials on-site or that required to be paid in full before manufacturing.
9. PAYMENT TERMS: Due upon receipt. Interest will be charged on past due accounts at 18% per annum. If Aquagenix is required to employ an attorney to collect any amount past due as a result of default of the Buyer, the Buyer shall pay all cost of collections, including reasonable attorney's fees and court costs.
10. PERMITS: Exemption permit for existing bulkhead wall has been included in this quote and is required by the DEP.
11. PRICE VALIDITY: Fifteen (15) day's from-date of quotation.
12. UNDERGROUND SERVICES: Owner is responsible for locating and identifying all underground utilities. Aquagenix is not responsible for accidental damages, direct or consequential. Any relocation required shall be the responsibility of the owner.
13. WARRANTY: Workmanship and material will be free from defects for one (1) year from completion and final acceptance. Owner shall submit in writing claim of defect within ten (10) days of discovery. Owner's sole and exclusive remedy for defective materials or workmanship is limited to the repair or replacement of the defect by Aquagenix. Certificates of Treatment will be included at the end of job documentation to verify the material quote was used to build your wall.
14. DISCLAIMER OF WARRANTIES: Section 14 sets forth the exclusive remedy for claims based on failure of or defects in services, workmanship, or materials furnished by Aquagenix, whether claim is based on contract, warranty, tort (including negligence) or any other cause of action, and however instituted, and upon expiration of the warranty period all such liability shall terminate. The foregoing warranty or repair or replacement is exclusive in lieu of all other warranties, whether written, oral, implied, or statutory. IT IS SPECIFICALLY UNDERSTOOD AND AGREED TO BY BUYER THAT (1) Aquagenix SHALL NOT IN ANY WAY BE LIABLE OR RESPONSIBLE FOR ANY NEGLIGENT ENGINEERING, CONSTRUCTION, REPAIRS, OR DEFECTS IN THE WORK AFTER THE EXPIRATION OF ONE YEAR FROM COMPLETION AND FINAL ACCEPTANCE, (2) NO OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE OR WILL BE DEEMED TO HAVE BEEN MADE BY Aquagenix, EXCEPT THE WARRANTY HEREINFOR SET FORTH, (3) THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PURPOSE ARE SPECIFICALLY EXCLUDED, (4) THIS WARRANTY IS GIVEN IN LIEU OF ANY IMPLIED WARRANTIES, AND (5) THERE ARE NO WARRANTIES GIVEN WHICH EXTEND BEYOND THE LANGUAGE AND DESCRIPTION ON THE FACE HEREOF.
15. WORKING HOURS: Monday through Friday, 8 hours per day, 7:00 A.M. to 4:00 P.M. 16. ESCALATION CLAUSE FOR SPECIFIED BUILDING MATERIALS - The lumber market for wooden bulkhead materials are volatile, and sudden price increases could occur due to many factors including fuel and supply of the CCA treated materials. Aquagenix agrees to use our best efforts to obtain the lowest possible prices from available marine wood material suppliers. Should there be an increase in the prices of these specified materials that are purchased after execution of contract, the Owner agrees to pay that cost increase difference to Aquagenix of these wooden materials costs. Once contracted we will obtain a quote for each item used for your project. This will be the baseline of your materials cost.

Customer Approval

Customer Signature

Name

Date

G.



Gaines fence
(904) 753-4530 | gainesfence@gmail.com

RECIPIENT:

Amelia Walk
amenity center well
Fernandina Beach, Florida 32034

Quote #63	
Sent on	Oct 24, 2025
Total	\$4,350.00

Product/Service	Description	Qty.	Unit Price	Total
FENCE	Installation of a 6-foot black chain link fence, accompanied by a 10-foot double drive gate, surrounding the well pump equipment.to include black screening on fence Additionally, we will install a weed mat and rock within the enclosed area.	1	\$4,350.00	\$4,350.00

Total	\$4,350.00
-------	------------

This quote is valid for the next 30 days, after which values may be subject to change.

Oct 27, 2025

Chip Dellinger
Date Client Signature

H.

HAPPY DAYS OUTDOOR SERVICES

58 N Dolphin Ave.
Middleburg, FL 32068
(904) 424-0970
Hdosfl@gmail.com



Estimate

ADDRESS	SHIP TO	ESTIMATE	1160
Chip Dellinger	Chip Dellinger	DATE	11/11/2025
Amelia Walk	Amelia Walk		
Amelia Walk CDD	Amelia Walk CDD		
Fernandina Beach, FL	Fernandina Beach, FL		

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Misc	Rebuild and repaint 2 door jambs in tower at entry	1	4,600.00	4,600.00
SUBTOTAL					4,600.00
TAX					0.00
TOTAL					\$4,600.00

Accepted By

Accepted Date

I.

Hello, these are your estimates

Location: 85287 Majestic Walk Boulevard, Fernandina Beach, FL, 32034

JOB ID

111542245

Duct Cleaning Ameneties Center Gym side

Your Price

\$1,500.00

Accept Estimate

Duct Cleaning on Amenities center kitchen side

Your Price

\$1,010.00

View

Duct Cleaning for entire Amenities Center

Your Price

\$2,060.00

View

Summary

Clean main duct trunk and individual supply runs on a 3.5-5 ton system. Clean all registers and return grills. Test all operations.

Accept Estimate



TENTH ORDER OF BUSINESS

October 27, 2025

Amelia Walk Community Development District
Board of Supervisors

We are pleased to confirm our understanding of the services we are to provide Amelia Walk Community Development District, ("the District") for the fiscal year ended September 30, 2025 and with an option for additional annual renewals. This letter serves to renew our agreement and establish the terms and fee for the 2025 audit.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund (general fund, debt service fund, capital projects fund), and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended September 30, 2025. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited.

1. Management's Discussion and Analysis
2. Budgetary comparison schedule

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Amelia Walk Community Development District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making information available for the drafting of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of DiBartolomeo, McBee, Hartley & Barnes, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis. Provided that such information and any necessary feedback is provided on a timely basis, we will submit a preliminary draft audit report for your review no later than May 15 following the fiscal year for which the audit is conducted, and will submit a final audit report for your review no later than June 15 following the fiscal year for which the audit is conducted.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jim Hartley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services are not to exceed \$3,900. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary or if additional Bonds are issued, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice. Upon any termination of this Agreement, the District will pay all invoices for services rendered prior to the date of the notice of termination but subject to any offsets that the District may have. Pursuant to Section 218.391, Florida Statutes, all invoices for fees or other compensation must be submitted in sufficient detail to demonstrate compliance with the terms of this engagement.

We shall take all necessary steps to ensure that the audit is completed in a timely fashion so that the financial reports and audits may be approved by the District's Board of Supervisors within 180 days after the end of the fiscal year under review.

We agree and understand that Chapter 119, Florida Statutes, may be applicable to documents prepared in connection with the services provided hereunder and agree to cooperate with public record requests made there under. In connection with this Agreement, we agree to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, Florida Statutes, the terms of which are incorporated herein. Among other requirements, we will:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.

- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the auditor does not transfer the records to the District.
- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the auditor or keep and maintain public records required by the District to perform the service. If the auditor transfers all public records to the District upon completion of this Agreement, the auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the auditor keeps and maintains public records upon completion of the Agreement, the auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Reporting

We will issue a written report upon completion of our audit of Amelia Walk Community Development District's financial statements. Our report will be addressed to the Board of Supervisors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Amelia Walk Community Development District and believe this letter accurately summarizes the terms of our engagement, and, with any addendum, if applicable, is the complete and exclusive statement of the agreement between DiBartolomeo, McBee, Hartley & Barnes and the District with respect to the terms of the engagement between the parties. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

DiBartolomeo, McBee, Hartley & Barnes

DiBartolomeo, McBee, Hartley & Barnes, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Amelia Walk Community Development District.

Signature: _____

Title: _____

Date: _____

ELEVENTH ORDER OF BUSINESS

MEMORANDUM

To: Board of Supervisors; District Staff

From: Kilinski | Van Wyk PLLC

Date: September 1, 2025

Re: Updated Provisions of the District's Rules of Procedure

Please find attached to this memorandum an updated version of the previously adopted Rules of Procedure ("Rules"). Revisions were made to maintain consistency between the Rules and current Florida law, including statutory changes adopted in the 2025 Legislative Session, as well as to facilitate greater efficiency in the operation of the District. An explanation of each material change to the Rules is provided below. Minor formatting or proofreading changes are not summarized. Should you have any questions regarding the revisions to the Rules, please do not hesitate to contact your KVW attorney.

Business Hours

Language was added to Rules 1.0(3) and 3.11(1)(d) to clarify that the normal business hours of the District are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

Public Meetings, Hearings, and Workshops

Language was added to Rule 1.3(1)(d) to provide an earlier deadline for individuals to request accommodations for meeting participation. An individual requiring special accommodations to participate in the meeting, hearing, or workshop must contact the office of the District Manager at least three (3) business days prior to the scheduled meeting, hearing, or workshop.

Language was added to Rule 1.3(3) to provide examples of what may constitute "good cause" to amend a meeting agenda.

Language was added to Rule 1.3(6) to require that the notice for an emergency meeting include the specific reasons for the emergency meeting.

Notice of Rule Development

Rule 2.0(2) was revised to reflect the recent legislative change requiring the Notice of Rule Development to be published at least seven (7) days prior to the notice of rulemaking and thirty-five (35) days prior to the public hearing on the proposed rule. Rule 2.0(2) was also revised to require the Notice of Rule Development to include the following: (1) the grant of rulemaking authority for the proposed rule and the law being implemented; and (2) the proposed rule number.

Notices of Rulemaking

Rule 2.0(3) was also revised to reflect the recent legislative changes requiring the Notice of Rulemaking to include the following: (1) the proposed rule number; (2) the name, email address, and telephone number of the staff member who may be contacted regarding the intended action; and (3) the website where the statement of estimated regulatory costs may be viewed in its entirety, if applicable.

Rule 2.0(3) was further revised to require any material proposed to be incorporated by reference be available for inspection and copying by the public at the time of publication of the Notice of Rulemaking and to permit the Notice of Rulemaking to be delivered electronically to all persons named in the proposed rule or who have requested advance notice of rulemaking.

Petitions to Initiate Rulemaking

Rule 2.0(5) was revised to require the District's Board of Supervisors to initiate rulemaking proceedings within thirty (30) calendar days of receiving a petition to initiate rulemaking proceedings, in accordance with Florida Statutes.

Emergency Rule Adoption

Rule 2.0(8) was amended to permit the District's Board of Supervisors to adopt an emergency rule if it is necessitated by immediate danger to the public health, safety, or welfare, or if the Legislature authorizes the Board of Supervisors to adopt emergency rules. Notice of the emergency rules must include the Board of Supervisors' findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.

Rule Variances

Rule 2.0(12)(a) was amended to include safety-related concerns as an example of a "substantial hardship" which could justify a rule variance.

Competitive Purchases

Rule 3.0(3) was revised to incorporate the recent legislative change that prohibits the District from penalizing a bidder for performing a larger volume of construction work for the District or rewarding a bidder for performing a smaller volume of construction work for the District on a public works project as defined in Section 255.0992, *Florida Statutes*. A public works project is defined as "an activity that is paid for with any local or state-appropriated funds and that consists of the construction, maintenance, repair, renovation, remodeling, or improvement of a building, road, street, sewer, storm drain, water system, site development, irrigation system, reclamation project, gas or electrical distribution system, gas or electrical substation, or other facility, project, or portion thereof owned in whole or in part by any political subdivision." A public works project does not include the provision of goods, services, or work incidental to the public works project, such as security services, janitorial services, landscape services, maintenance services, or any other services that do not require a construction contracting license or involve supplying or carrying construction materials for a public works project.

Auditor Selection Committee Notices

Rule 3.2(6) was revised to require seven (7) days' notice of Auditor Selection Committee meetings, in accordance with Florida Law regarding meeting notices.

Purchase of Insurance

Rule 3.3(2)(g) was amended to remove "geographic location" from the list of evaluation criteria for the purchase of insurance.

Construction Contract Bids

Rule 3.5(2)(e) was amended to clarify that mistakes in arithmetic extension of pricing may be corrected by the Board provided such corrections do not result in a material change to the bid amount or create an unfair advantage.

Emergency Construction Service Purchases

Rule 3.5(5) was amended to clarify the circumstances under which the District may undertake an emergency purchase of construction services.

Bid Protests

Rules 3.11(4) and (5) were amended to provide additional details regarding the required procedures for bid protests.

Facsimile Notices, Generally

Changes were made throughout the Rules to remove facsimile as a method of notice and to add electronic mail as an acceptable method of notice where permitted by law.

RESOLUTION 2026-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT
ADOPTING AMENDED AND RESTATED RULES OF
PROCEDURE; AND PROVIDING A SEVERABILITY CLAUSE;
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Amelia Walk Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, as amended (the “**Act**”), and being situated in Nassau County, Florida; and

WHEREAS, the Act authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board has complied with applicable Florida law concerning rule development and adoption.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE AMELIA COMMUNITY
DEVELOPMENT DISTRICT:**

SECTION 1. The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure shall remain in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with the Act.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 18th day of November, 2025.

ATTEST:

**AMELIA WALK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended and Restated Rules of Procedure

EXHIBIT A
Amended and Restated Rules of Procedure
AMENDED AND RESTATED RULES OF PROCEDURE
AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT
EFFECTIVE AS OF NOVEMBER 18, 2025

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Rule 1.0 General.

- (1) The Amelia Walk Community Development District (“District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (“Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (“Board”) shall consist of five (5) members. Members of the Board (“Supervisors”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation. Florida Open Meetings Laws apply to such Committees.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accordance with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The Board member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board

member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior twenty-four (24) months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include, but are not limited to, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules

is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature and volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to their affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week, and shall satisfy the requirement to give at least seven (7) days' public notice stated herein. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least three (3) business days before the meeting/hearing/workshop by contacting the District Manager at Government Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092, Attn: Daniel Laughlin, Email: dlaughlin@gmsnf.com; Telephone: 904-940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the

person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.”

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days before each meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval (“Meeting Materials”). Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into Meeting Materials. For good cause, which includes but is not limited to emergency situations, time-sensitive matters, or newly discovered information essential for Board consideration, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format, or similar format, in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
- (a) District Counsel

- (b) District Engineer
- (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures

Supervisor's requests and comments

Public comment

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, including the specific reasons for the emergency meeting. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a three (3) minutes per person, unless extended or reduced by the Chairperson based on the number of speakers and meeting agenda and other reasonable factors reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.

- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist. Extraordinary circumstances may include, but are not limited to, illness, family emergencies, or other significant schedule conflicts which prevent in-person meeting attendance.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, an opportunity for final board discussion and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be

continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.
- (14) Security and Fire safety Board Discussions. Portions of a meeting which relate to or would reveal a security or fire safety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, *Florida Statutes*, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
- (a) Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), *Florida Statutes*; and
 - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (c) Support economical and efficient operations; and
 - (d) Ensure reliability of financial records and reports; and
 - (e) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least seven (7) days before the notice of rulemaking described in Section 2.0(3), *infra.*, and at least thirty-five (35) days prior to the public hearing on the proposed rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the grant of rulemaking authority for the proposed rule and law being implemented, include the proposed rule number, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, including: a short, plain explanation of the purpose and effect of the proposed action, the proposed rule number (if applicable), a reference to the specific rulemaking authority pursuant to which the rule is adopted, a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific, and the name, e-mail address, and telephone number of the staff member who may be contacted regarding the intended action. The notice shall include a summary of the District’s statement of estimated regulatory costs and the website address where the complete statement of estimated regulatory costs may be viewed, if such a

statement has been prepared pursuant to Section 120.541(2), *Florida Statutes*, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule and any material proposed to be incorporated by reference shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed, delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
 - (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than thirty (30) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that it is necessitated by immediate danger to the public health, safety, or welfare which requires immediate action, or if the Legislature authorizes the Board to adopt emergency rules. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of the emergency rules together with the Board's findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule provided that such procedure protects the public interest and complies with applicable law and these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may

be published in a newspaper of general circulation in the county in which the District is located.

- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
- (a) The texts of the proposed rule and the adopted rule;
 - (b) All notices given for a proposed rule;
 - (c) Any statement of estimated regulatory costs for the rule;
 - (d) A written summary of hearings, if any, on the proposed rule;
 - (e) All written comments received by the District and responses to those written comments; and
 - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
 - (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
 - (d) Within thirty (30) days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.

- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, safety-related, or other significant type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;

- (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 120.54, 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written or electronically posted solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written or electronically posted solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written or electronically posted solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual, provided that for a public works project as defined in Section 255.0992, *Florida Statutes*, the District may not penalize a bidder for performing a larger volume of construction work for the District or reward a bidder for performing a smaller volume of construction work for the District;

- (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
- (viii) Whether the entity/individual is a certified minority business enterprise as defined in Section 287.0943, *Florida Statutes*.
- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0992, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all

qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.
- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants

by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

(6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and

place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed at least seven (7) days in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) Board Selection of Auditor.
 - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
 - (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
 - (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
 - (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, relevant business presence and capability to service the District's needs, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be

awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed prequalification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall

include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), *Florida Statutes*, has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status

shall remain suspended, revoked, or denied until the documents are furnished.

- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term “contract crime” means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term “convicted” or “conviction” means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
 - xiii. Any other circumstance constituting “good cause” under Section 337.16(2), *Florida Statutes*, exists.
- (b) The pre-qualified status of a contractor found delinquent under Section 337.16(1), *Florida Statutes*, shall be denied, suspended, or revoked. A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor’s bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or

revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within ten (10) days after the receipt of the notice of intent, the hearing shall be held within thirty (30) days after receipt by the District of the request for the hearing. The decision shall be issued in writing within fifteen (15) business days after the hearing.

- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) If a contractor's pre-qualified status is revoked, suspended, or denied and the contractor receives an additional period of revocation, suspension, or denial of its pre-qualified status, the time periods will run consecutively.
- (f) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
 - ii. Unsafe conditions allowed to exist;
 - iii. Complaints from the public;
 - iv. Delay or interference with the bidding process;
 - v. The potential for repetition;
 - vi. Integrity of the public contracting process;
 - vii. Effect on the health, safety, and welfare of the public.
- (g) The District shall deny or revoke the pre-qualified status of any contractor and its affiliates for a period of 36 months when it is determined by the District that the contractor has, subsequent to January 1, 1978, been convicted of a contract crime within the jurisdiction of any state or federal court. Any such contractor shall not act as a prime contractor, material supplier, subcontractor, or consultant on any District contract or project during the period of denial or revocation.

(4) Reapplication and Reinstatement

- (a) A contractor whose qualification to bid has been revoked or denied because of contract crime may, at any time after revocation or denial, file a petition for

reapplication or reinstatement. However, a contractor may not petition for reapplication or reinstatement for a period of 24 months after revocation or denial for a subsequent conviction occurring within 10 years of a previous denial or revocation for contract crime.

- (b) If the petition for reapplication or reinstatement is denied, the contractor cannot petition for a subsequent hearing for a period of nine months following the date of the final order of revocation or denial.
- (c) If the petition for reapplication or reinstatement is granted, the contractor must file a current Application for Qualification with the Contracts Administration Office. Reinstatement shall not be effective until issuance of a Certificate of Qualification.

(5) Emergency Suspension and Revocation

- (a) The District may summarily issue an emergency suspension of a contractor's qualification to bid if it finds that imminent danger exists to the public health, safety, or welfare.
- (b) The written notice of emergency suspension shall state the specific facts and reasons for finding an imminent danger to the public health, safety, or welfare exists.
- (c) The District, within 10 days of the emergency suspension, shall initiate formal suspension or revocation proceedings in compliance with Rule 3.4(3), except the 10-day notice requirement shall not be construed to prevent a hearing at the earliest time practicable upon request of the aggrieved party.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.; §§ 14-22.012, 14-22.0121, 14-22.014, Fla. Admin. Code.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, electronic mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of competent jurisdiction of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years shall be deemed ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids,

proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board, provided such corrections do not result in a material change to the bid amount or create an unfair advantage. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the

bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.

- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules only when there exists an immediate and serious need for construction services that cannot be met through normal procurement methods and the lack of such services would seriously threaten: (i) the District's ability to perform essential services; (ii) the preservation or protection of property or improvements; or (iii) the health, safety, or welfare of any person. The fact that an Emergency Purchase has occurred or is necessary, along with a detailed description of the basis for the emergency determination, shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board

that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards

and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past five (5) years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.

7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, electronic mail, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsive and Responsible Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five percent (5%). If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, or hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, , or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours, which are 9:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via certified mail, hand delivery, or email with delivery confirmation to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other qualified person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) calendar days from receipt of the recommended order in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Intervenors. Other substantially affected persons may join the proceedings as intervenors by filing a motion to intervene within 10 calendar days of the initial protest filing, on terms that shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective November 18, 2025, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

TWELFTH ORDER OF BUSINESS

RESOLUTION 2026-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2025 BUDGET; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the Amelia Walk Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, located in Nassau County, Florida; and

WHEREAS, the Board of Supervisors of the District (“**Board**”) previously adopted a budget (“**Budget**”) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**Fiscal Year 2025**”); and

WHEREAS, the Board desires to amend the Fiscal Year 2025 Budget to reflect changes to budgeted revenues and expenses approved during Fiscal Year 2025; and

WHEREAS, pursuant to Chapters 189 and 190, *Florida Statutes*, the Board is authorized to amend the Fiscal Year 2025 Budget within sixty (60) days following the end of Fiscal Year 2025; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the Fiscal Year 2025 Budget to reflect the actual appropriations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET AMENDMENT.

a. The Board has reviewed the proposed amended Budget, copies of which are on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, “**Adopted Annual Budget**”) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2025.

c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as “The Adopted Budget for Amelia Walk Community Development District for the Fiscal Year Ending September 30, 2025, as amended and adopted by the Board of Supervisors effective November 18, 2025.”

SECTION 2. APPROPRIATIONS. There is hereby appropriated out of the revenues of the District, the fiscal year beginning October 1, 2024, and ending September 30, 2025, the sums set forth below, to be raised by special assessments or otherwise, which sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ 1,069,881
DEBT SERVICE FUND (SERIES 2012A-1)	\$ 218,573
DEBT SERVICE FUND (SERIES 2016A-2)	\$ 374,860
DEBT SERVICE FUND (SERIES 2018A-3)	\$ 872,328
DEBT SERVICE FUND (SERIES 2018-3B)	\$ 979,696
DEBT SERVICE FUND (SERIES 2023)	\$ 178,147
CAPITAL RESERVE FUND	\$14,905
TOTAL ALL FUNDS	\$ 3,708,390

SECTION 3. CONFLICTS. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

SECTION 4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED this 18th day of November 2025.

ATTEST:

**AMELIA WALK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended Fiscal Year 2025 Budget

EXHIBIT A
Amended Fiscal Year 2025 Budget

Amelia Walk
Community Development District
Budget Amendment

FY 2025

General Fund

<u>Category</u>	<u>Current Budget</u>	<u>Proposed (Increase/ Decrease)</u>	<u>Amended Budget</u>
<u>Revenues</u>			
Assessments - Tax Roll	\$1,000,785	\$10,231	\$1,011,016
Interlocal Agreement	\$27,076	\$2,000	\$29,076
Interest Income	\$3,825	\$10,812	\$14,637
Other Income-Clubhouse	\$500	\$8,214	\$8,714
Other Income-Comcast	\$10,614	(\$10,614)	\$0
Other Income-Non Resident User Fees	\$0	\$2,000	\$2,000
Other Income-Insurance Proceeds	\$0	\$4,438	\$4,438
Total Revenues		<u>\$27,080</u>	
<u>Expenditures</u>			
<u>General & Administrative:</u>			
Supervisor Fees	\$12,000	(\$1,400)	\$10,600
FICA Expense	\$842	(\$31)	\$811
Engineering Fees	\$10,000	\$22,964	\$32,964
Assessment Roll Administration	\$5,250	\$0	\$5,250
Dissemination	\$3,675	\$1,550	\$5,225
Dissemination-Amortization Schedules	\$1,200	\$300	\$1,500
Trustee Fees	\$18,040	(\$315)	\$17,725
Arbitrage	\$2,400	(\$600)	\$1,800
Attorney Fees	\$50,000	\$12,295	\$62,295
Annual Audit	\$4,000	(\$150)	\$3,850
Management Fees	\$56,261	(\$0)	\$56,261
Information Technology	\$840	(\$0)	\$840
Website Maintenance	\$420	\$0	\$420
Travel & Per Diem	\$500	(\$500)	\$0
Telephone	\$700	\$108	\$808
Postage	\$500	\$240	\$740
Printing	\$1,000	(\$220)	\$780
Insurance	\$11,829	(\$823)	\$11,006
Legal Advertising	\$5,500	(\$4,940)	\$561
Other Current Charges	\$2,700	(\$638)	\$2,062
Office Supplies	\$100	(\$99)	\$1
Dues, Licenses & Subscriptions	\$175	\$0	\$175
<u>Operations & Maintenance</u>			
Contract Services:			
Landscaping & Fertilization Maintenance	\$175,000	(\$5,835)	\$169,165
Fountain Maintenance	\$2,650	(\$2,650)	\$0
Lake Maintenance	\$28,620	\$5,222	\$33,842
Security	\$8,684	(\$2,472)	\$6,212
Refuse	\$12,000	(\$9,933)	\$2,067
Management Company	\$16,670	\$0	\$16,670
Repairs and Maintenance:			
Repairs & Maintenance	\$60,000	\$10,027	\$70,027
Landscaping Extras (Flowers & Mulch)	\$18,309	\$16,045	\$34,355
Irrigation Repairs	\$8,500	\$17,622	\$26,122
Speed Control	\$12,000	\$2,475	\$14,475
Utilities:			
Electric	\$35,000	(\$11,764)	\$23,236
Streetlighting	\$42,000	(\$3,041)	\$38,959
Water & Wastewater	\$75,000	(\$22,746)	\$52,254
Amenity Center:			
Insurance	\$40,000	(\$4,268)	\$35,732
Pool Maintenance	\$15,000	\$15,564	\$30,564
Pool Permit	\$300	(\$35)	\$265
Amenity Management	\$81,900	\$0	\$81,900
Cable TV/Internet/Telephone	\$6,000	\$471	\$6,471
Janitorial Service	\$12,736	(\$0)	\$12,736
Special Events	\$10,000	(\$5,268)	\$4,732
Decorations-Holiday	\$4,000	(\$2,129)	\$1,871
Facility Maintenance (including Fitness Equip)	\$5,500	\$2,052	\$7,552
Reserves:			
Capital Reserves (Transfer out to CRF)	\$185,000	\$0	\$185,000
Total Expenditures		<u>\$27,080</u>	

Amelia Walk
Community Development District
Budget Amendment

FY 2025

Capital Reserve Fund

<u>Category</u>	<u>Current Budget</u>	<u>Proposed (Increase/ Decrease)</u>	<u>Amended Budget</u>
<u>Revenues</u>			
Interest Income	\$0	\$14,905	\$14,905
Total Revenues		<u>\$14,905</u>	
<u>Expenditures</u>			
Capital Outlay	\$185,000	\$297,221	\$482,221
Total Expenditures		<u>\$297,221</u>	
<u>Other Sources and Uses</u>			
Interfund Transfer In/(out)-GF	\$185,000	\$0	\$185,000
Interfund Transfer In/(out)-DSF	\$0	\$328,887	\$328,887
Total Other Sources and Uses		<u>\$328,887</u>	