## Cypress Bluff Community Development District

July 23, 2024

# AGENDA

July 16, 2024

Board of Supervisors Cypress Bluff Community Development District

Dear Board Members:

The Cypress Bluff Community Development District Board of Supervisors Meeting is scheduled for Tuesday, July 23, 2024 at 1:30 p.m. at the eTown Welcome Center, 11003 E-Town Parkway, Jacksonville, Florida 32256.

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment (limited to three minutes)
- III. Organizational MattersA. Oath of Office for Newly Appointed Supervisor
  - B. Consideration of Resolution 2024-03, Designating Officers
- IV. Approval of Minutes of the May 14, 2024 Board of Supervisors Meeting
- V. Consideration of Agreement with Sun State Nursery & Landscaping, Inc. for Landscape and Irrigation Maintenance Services
- VI. Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget
  - A. Consideration of Resolution 2024-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025
  - B. Consideration of Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025
- VII. Consideration of Resolution 2024-06, Designating a Date, Time and Location for a Landowner's Election
- VIII. Staff Reports
  - A. District Counsel

- B. District Engineer
- C. District Manager
  - 1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025
  - 2. Consideration of Adopting Goals and Objectives
- D. General Manager Report
- IX. Financial Reports
  - A. Financial Statements as of June 30, 2024
  - B. Check Register
- X. Other Business
- XI. Supervisor's Requests and Audience Comments
- XII. Next Scheduled Meeting August 27, 2024 at 1:30 p.m. at the eTown Welcome Center
- XIII. Adjournment

THIRD ORDER OF BUSINESS

*B*.

#### **RESOLUTION 2024-03**

## A RESOLUTION OF THE BOARD OF SUPERVISORS OF CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Cypress Bluff Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the County of Duval, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE**, be it resolved by the Board of Supervisors of Cypress Bluff Community Development District:

SECTION 1.	is appointed Chairman.
SECTION 2.	is appointed Vice Chairman.
SECTION 3	is appointed Secretary and Treasurer.
	is appointed Assistant Secretary.
	is appointed Assistant Secretary.
	is appointed Assistant Secretary.
	is appointed Assistant Treasurer.
	is appointed Assistant Secretary.



## PASSED AND ADOPTED THIS 23RD DAY OF JULY, 2024.

ATTEST

## CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

#### MINUTES OF MEETING CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, May 14, 2024 at 1:30 p.m. at the eTown Welcome Center, 11003 E-Town Parkway, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Richard Ray	Chairman
John Holmes	Vice Chairman
John Hewins	Supervisor
Will Cellar	Supervisor
Chris Price	Supervisor

Also present were:

Jim Oliver Katie Buchanan *by phone* Dana Harden Marcy Pollicino Joe Muhl District Manager District Counsel Vesta Property Services General Manager PARC Group

The following is a summary of the discussions and actions taken at the May 14, 2024 meeting.

FIRST ORDER OF BUSINESS Roll Call Mr. Oliver called the meeting to order at 1:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS Public Comment

There being no comments, the next item followed.

## **THIRD ORDER OF BUSINESS**

Approval of Minutes of the April 23, 2024 Board of Supervisors Meeting

There were no comments on the minutes.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the minutes of the April 23, 2024 meeting were approved as presented.

## FOURTH ORDER OF BUSINESS

Consideration of Agreement with Sun State Nursery & Landscaping, Inc. for Landscape and Irrigation Maintenance Services

This item was tabled.

#### FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption

Mr. Oliver presented the proposed budget for fiscal year 2025 noting there is an assessment increase proposed of \$160 for single-family homes, and \$31 for active adult properties.

On MOTION by Mr. Hewins seconded by Mr. Ray with all in favor Resolution 2024-02, approving the proposed budget for fiscal year 2025 and setting a public hearing for July 23, 2024 at 1:30 p.m. was approved.

#### SIXTH ORDER OF BUSINESS Staff Reports

#### A. District Counsel

There being nothing to report, the next item followed.

#### B. District Engineer

There being nothing to report, the next item followed.

#### C. District Manager

#### 1. Report on the Number of Registered Voters (2,280)

Mr. Oliver informed the Board there are 2,280 registered voters reported to be residing

within the District's boundaries as of April 15<sup>th</sup>.

#### 2. Reminder of the Qualifying Period for the General Election

Mr. Oliver reminded the Board the qualifying period for the Board of Supervisors seats up for election this year is open from June 10<sup>th</sup> through June 14<sup>th</sup>.

#### D. General Manager

1. Report

Ms. Pollicino provided an overview of the general manager's report, a copy of which was included in the agenda package for the Board's review.

### 2. Update on Pump Station Repairs

Ms. Pollicino informed the Board that the cost of the parts for the pump station repairs increased by \$1,008. She authorized Hoover to proceed with the repairs, and they are onsite to make the repairs. The maintenance agreement has been put on hold as Hoover has stated that the maintenance will not include cleaning and changing filters or checking the system, so staff is trying to clarify what the maintenance will entail.

### SEVENTH ORDER OF BUSINESS Financial Reports

### A. Financial Statements as of April 30, 2024

### B. Check Register

A copy of the check register totaling \$75,355.69 was included in the agenda package for the Board's review.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the check register was approved.

## EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

#### NINTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Ray resigned from the Board at this time.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Richard Ray's resignation was accepted.

Mr. Hewins nominated Joe Muhl to fill the vacancy.

On MOTION by Mr. Hewins seconded by Mr. Price with all in favor appointing Joe Muhl to the Board of Supervisors was approved.

## **TENTH ORDER OF BUSINESS**

Next Scheduled Meeting – June 25, 2024 at 1:30 p.m. at the eTown Welcome Center

## **ELEVENTH ORDER OF BUSINESS**

Adjournment

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

## AGREEMENT FOR LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES BETWEEN CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT AND SUN STATE NURSERY & LANDSCAPING, INC.

**THIS AGREEMENT** ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between:

**Cypress Bluff Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Duval County, Florida, whose business address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"); and

**Sun State Nursery & Landscaping, Inc.**, a Florida corporation, whose address is 9362 Phillips Highway, Jacksonville, Florida 32256 ("Contractor," and collectively with the District, "Parties").

### RECITALS

WHEREAS, the District was established by rule of the Florida Land and Water Adjudicatory Commission for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including surface water management systems, roadways, landscaping, and other infrastructure; and

WHEREAS, the District has a need to retain an independent contractor to provide landscape and irrigation maintenance services for certain lands within and around the District; and

WHEREAS, Contractor submitted a Price Proposal Form, attached hereto as Exhibit A and incorporated herein by reference (the "Price Quotation"), and represents that it is qualified to serve as a landscape and irrigation maintenance contractor and provide such services to the District.

WHEREAS, the District and Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

**NOW, THEREFORE,** in consideration of the mutual covenants contained in this Agreement, it is agreed that the Contractor is hereby retained, authorized, and instructed by the District to perform in accordance with the following covenants and conditions, which both the District and the Contractor have agreed upon:

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

## 2. DESCRIPTION OF WORK AND SERVICES.

A. The District desires that the Contractor provide professional landscape and

irrigation maintenance services within presently accepted standards. Upon all parties executing this Agreement, the Contractor shall provide the District with the specific services as set forth in this Agreement and attached Exhibits.

- **B.** While providing the services identified in this Agreement, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the services.
- **C.** The Contractor shall provide the specific professional services as shown in Section 3 of this Agreement.

3. SCOPE OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES. The duties, obligations, and responsibilities of the Contractor are those described in the Scope of Services attached hereto as Exhibit B in the designated areas as shown in the maintenance map attached hereto as Exhibit C. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. Attached Exhibits are intended to clarify the Price Quotation and Scope of Services to be provided herein; to the extent that any other provisions of the Exhibits conflict with the provisions of this Agreement, this Agreement shall control.

4. MANNER OF CONTRACTOR'S PERFORMANCE. Contractor agrees, as an independent contractor, to undertake work and/or perform or have performed such services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by the District issued in connection with this Agreement and accepted by the Contractor. All work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. The performance of all services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

**A.** Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of services to the District, such work or services shall be fully performed by the Contractor as if described and delineated in this Agreement.

**B.** The Contractor agrees that the District shall not be liable for the payment of any work or services unless the District, through an authorized representative of the District, authorizes the Contractor, in writing, to perform such work.

**C.** The District shall designate in writing a person to act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services.

(1) The District hereby designates the District Manager, Field Operations Manager, and the General Manager to act as its representatives.

(2) The Contractor agrees to meet with the District's representative no less than one (1) time per month to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement.

**D.** In the event that time is lost due to heavy rains ("Rain Days"), the Contractor agrees to reschedule its employees and divide their time accordingly to complete all scheduled services within one (1) week of any such Rain Days. The Contractor shall provide services on Saturdays if needed to make up Rain Days, but shall not provide services on Sundays. Contractor shall coordinate with the District representatives to timely complete all such services.

**E.** Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours. Contractor further understands and acknowledges that there are school children who may be traversing to and from school during regular school hours. Contractor shall use all due care to protect the safety school children who may be traversing to and from school, while Contractor is still on-site and performing the services herein, by being cognizant of their presence and prioritizing their safety.

### 5. COMPENSATION; TERM.

**A.** As compensation for services described in this Agreement, the District agrees to pay Contractor the following amounts:

i. twelve (12) monthly payments of Thirty-Four Thousand Seventy-Seven Dollars (\$34,077.00) for a total of Four Hundred Eight Thousand Nine Hundred Twenty-Five Dollars and Four Cents (\$408,925.04) for Fiscal Year 2024-2025;

ii. twelve (12) monthly payments of Thirty-Four Thousand Seven Hundred Fifty-Eight Dollars and Sixty-Two Cents (\$34,758.62) for a total of Four Hundred Seventeen Thousand One Hundred and Three Dollars and Forty-Four Cents (\$417,103.44) for Fiscal Year 2025-2026; and

iii. twelve (12) monthly payments of Thirty-Five Thousand Eight Hundred One Dollars and Thirty-Eight Cents (\$35,801.38) for a total of Four Hundred Twenty-Nine Thousand Six Hundred Sixteen Dollars and Fifty-Six Cents (\$429,616.56) Fiscal Year 2026-2027.

**B.** Work shall commence on October 1, 2024, and end September 30, 2027, unless terminated earlier in accordance with Section 14 below.

**C.** If the District should desire additional work or services, or to add additional lands to be maintained, or Contractor has recommended repairs or additional work not

within the scope of this Agreement, Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order(s) to this Agreement. Contractor shall not provide such additional services until such agreement is evidenced in writing. Fees for any additional services shall be calculated based on the attached Price Quotation, or, if not identified, as negotiated between the District and the Contractor and agreed upon in writing.

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

**E.** The Contractor shall maintain records conforming to usual accounting practices. Further, the Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. These monthly invoices are due and payable within forty-five (45) days of receipt by the District or otherwise in accordance with Florida Prompt Payment Act. Each monthly invoice shall include such supporting information as the District may reasonably require the Contractor to provide.

#### 6. INSURANCE.

**A.** The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:

**i.** Worker's Compensation Insurance in accordance with the laws of the State of Florida.

**ii.** Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability and covering at least the following hazards: Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operation.

**iii.** Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.

**iv.** Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage,

providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

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

**C.** If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

## 7. INDEMNIFICATION.

Contractor agrees to defend, indemnify, and hold harmless the District A. and its supervisors, officers, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. Additionally, nothing in this Agreement requires Contractor to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Contractor as jointly liable parties; however, Contractor shall indemnify the District for any and all percentage of fault attributable to Contractor for claims against the District, regardless whether the District is adjudged to be more or less than 50% at fault. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, Florida Statues, or other statute.

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

**8. BACKGROUND CHECKS.** The Contractor shall conduct background checks on any and all of its employees who will or may be providing landscape and irrigation maintenance services at the District. Contractor shall provide proof of same, if requested by the District.

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

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

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

12. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

13. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

14. TERMINATION. The District agrees that the Contractor may terminate this Agreement with cause by providing sixty (60) days written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that the District may terminate this Agreement immediately with cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or offsets the District may have against the Contractor.

**15. PERMITS AND LICENSES.** All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

16. ASSIGNMENT. Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such written approval shall be void.

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

18. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

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

**20. AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the District and the Contractor relating to the subject matter of this Agreement.

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

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

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

А.	If to the District:	Cypress Bluff Development District 475 West Town Place, Suite 114 St Augustine, FL 32092 Attn: Jim Perry
	with a copy to:	Kutak Rock LLP PO Box 10230 Tallahassee, FL 32302 Attn: Katie Buchanan
C.	If to the Contractor:	Sun State Nursery & Landscaping, Inc. 9362 Phillips Highway Jacksonville, Florida 32256 Attn: Paul Kassab

24. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Contractor and their respective representatives, successors, and assigns.

25. CONTROLLING LAW; VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. The exclusive venue for any action arising hereunder shall be in a court of appropriate jurisdiction in and for Duval County, Florida.

26. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to section 119.0701, *Florida Statutes*. Contractor

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

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850 Ext. 406, JOLIVER@GMSNF.COM, OR AT 475 WEST TOWN PLACE, SUITE 114, ST AUGUSTINE, FL 32092.

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

28. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. The District and the Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

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

**30. E-VERIFY.** The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the

Contractor under Section 448.095(2)(c), Florida Statutes, within the year immediately preceding the date of this Agreement.

[continued on following page]

IN WITNESS WHEREOF, the Parties execute this Agreement as set forth below.

ATTEST:

#### CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairman, Board of Supervisors

ATTEST:

By: 13

SUN STATE NURSERY & LANDSCAPING, INC.

By: Its:

Exhibit A: Scope of Services

Exhibit B: Proposal Pricing (Part IV of Proposal Form)

Exhibit C: Maintenance Map

## LANDSCAPE & IRRIGATION MAINTENANCE SPECIFICATIONS FOR CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT (CDD) DUVAL, FL

#### 1. General Requirements:

- a) The Contractor will be responsible to provide all labor, equipment, and materials required to provide professional landscape maintenance and irrigation services for Cypress Bluff CDD as specified herein. Failure to meet these specifications could result in necessary actions to remediate the districts concerns such as management level partnering meetings by both parties, retainage of pay until deficiencies are addressed or early termination of the contract. Cypress Bluff is a premier housing community in Duval County and the CDD expects the best professional services to maintain the districts property.
- b) On-Site Contractor Supervisor/Foreman Qualifications Requirement: After award of this contract, the Contractors proposed on-site supervisor must be interviewed and approved by the district or its staff. This supervisor must have a detailed resume indicating experience working in a high demand/large scale community such as Cypress Bluff with a proven track record. A resume of the Contractor's selected supervisor will be submitted to the district upon award of the contract for approval.
- c) All on-site staff are required to wear company shirts w/logos to identify they are contracted by the CDD to work on district property. All vehicles on the property must have company logos or magnets to properly identify the Contractor's company while on district property.
- d) The Contractor shall provide the name and number of an emergency point of contact that will be available as needed on a 24 hour/7 day per week (including holidays) if required due to a hazardous on -site condition. If a hazardous condition is identified, the emergency contact will be required to arrive on-site within 4 hours of the notification to address the emergency and report to the Community Manager or designee. All emergency responses (w/date/time) shall be documented (via email) to the Community Manager or designee within 48 hours after the on-site issue is resolved.
- e) The Contractors equipment shall be kept in good working order. Blades shall be sharpened before mowing and decks shall be level to ensure clean and even cut. Rotary mowers are permitted on all portions of CDD property.
- f) The Contractors trucks shall avoid blocking residential driveways and be clearly marked with lights and/or safety cones when parking in high traffic areas or near school zones.

## 2. Reporting Requirements:

a) <u>Monthly Reporting</u>: On a monthly basis, the Contractors management team will be required to hold an on-site safety/quality assurance meeting with Amenities Staff. This meeting will also include the Contractor's on-site staff that routinely work on

the district property. During this meeting amenity staff and the Contractor's management team will discuss the quality of the landscape/irrigation, safety, lessons learned upcoming chances of severe weather, district concerns, etc. This meeting shall be documented by the Contractor with detailed meeting minutes and provided to the Community Manager within 5 business days after completing each meeting.

- b) <u>Monthly Property Inspection</u>: Once per month a senior representative from the Contractor shall accompany the Community Manager or designee for a windshield inspection of the property. The schedule for these inspections will be agreed to by both parties via email and text. Upon completion of the inspection the Contractor is required to provide a writeup of the inspection and provide details of any deficiencies noted with a timeline to remedy all repairs or issues with 72 hours.
- c) <u>Irrigation Reporting</u>: Once per month inspection of the irrigation system is complete as defined in Section 14, the Contractor must provide a detailed report of any issues noted and a list of all repairs made during the inspection. This report outlining all zone inspections shall be provided via email to the Community Manager or designee upon completion for review. The Contractor is always encouraged to provide a list of recommendations to the district for improving the irrigation system to conserve water for consideration.
- d) <u>Attendance Requirements for CDD Board Meetings</u>: Upon request of the district, the Contractor shall attend any regularly scheduled board meeting. During this meeting the Contractor will be required to provide a detailed presentation to address any issues as directed by the Community Manager or designee or to provide a general status update of the properties condition. This report will be presented before the board and residents.

## 3. Schedule of Service:

- a) The Contractor is expected to have an on-site presence (to include a full-time landscape maintenance crew) year-round during the growing and dormant seasons to perform tasks as per these specifications. All work efforts must be completed by end of day Friday for each week unless an exception is granted by the Community Manager on an as needed basis or for inclement weather. This request must be provided by the on-site supervisor to the Community Manager via text or email.
  - Full Time Crew must have a crew supervisor
  - Dormant Season is defined as November 1 thru March 31
  - Growing Season is defined as April 1 thru October 31

### 4. Mowing Specifications:

The Contractor is responsible to complete mowing operations during both dormant and growing seasons.

- a) Education: The Contractor shall educate employees on proper mowing techniques for the varying types of grasses throughout the district's property. Employees operating mowing equipment shall utilize various mowing patterns to provide even distribution of clippings and to prevent ruts in the turf caused by mowers. Grass clippings will be left on the lawn to restore nutrients, unless excess clippings create a n unsightly appearance. No grass clippings should be visible on top of turf following any mowing and if present, the situation must be remedied before leaving area or end of same business day.
- b) Mowing Heights: The Contractor shall ensure proper lawn heights are maintained as shown below:
  - All Bahia turf on-site shall be maintained at a height of 2.5"- 4.0" inches

- All Bermuda turf on-site shall be maintained at a height of .5" - 2.5" inches.

<u>Note: Bermuda grass can be damaged by improper deck heights and turn radius of equipment. The Contractor is responsible to educate staff on these requirements.</u>

- All St. Augustine turf on-site shall be maintained at a height of 4.0" -5.0" inches.

## 5. Landscape/Maintenance Area 1:

Area	Description	Types of Grass	Growing Season	Dormant Season	Notes
1	eTown Parkway (North eTown entrance to Apex Trail roundabout. Neighborhood entrances NOT included.)		Weekly	Once Per Month	Includes all common areas, pond banks
2	Glenmont Drive (Brick wall landscaping NOT included.)		Weekly	Once Per Month	Includes all common areas, pond banks
3	Apex Trail (Stop at dead end. See map.)		Weekly	Once Per Month	Includes all common areas, pond banks
4	Recharge Amenity Center		Weekly	Once Per Month	Includes all common areas, pond banks

#### 6. Landscape/Maintenance Area 2:

Area	Description	Types of Grass	Growing Season	Dormant Season	Notes
1	eTown Parkway (Square St /Assembly St up to the Apex Trail roundabout)		Weekly	Once Per Month	Includes all common areas, pond banks

#### 7. Landscape/Maintenance Area 3:

Area	Description	Types of Grass	Growing Season	Dormant Season	Notes
1	eTown Parkway (State Rd 9B exit West to new development and East to Square St/Assembly St)		Weekly	Once Per Month	Includes all common areas, pond banks

## 8. Edging/Weed Eating:

- 1. Edging Requirements: The Contractor will neatly edge and trim around all plant beds, curbs, streets, trees, buildings to maintain shape and configuration. Edging equipment will include manufacturer's guards to deflect hazardous debris. All grass runners will be removed after edging to keep mulch areas and walkways free of weeds and encroaching grass. "Hard" and "Soft" edging and string-trimming shall be performed in conjunction with turf mowing.
- 2. The Contractor shall notify the district of any areas considered inaccessible to mowing machinery and once approved, these areas will be maintained with string trimmers or chemical means, as environmental conditions permit.
- 3. Ground covers will be confined to plant bed areas by manual or chemical means as environmental conditions permit.
- 4. The Contractor is required to avoid potential safety issues with pedestrians, bikers, runners, and school children during edging/weed eating operations. All passing pedestrians must be given the right of way along sidewalks during operations.

## 9. Blowing:

- 1. Sidewalks, curbs, artificial grass, and pavement will be blown or vacuumed clean of turf and like debris, by forced air machinery, immediately after every mowing and before leaving that area/zone.
- 2. The Contractor is required to avoid potential safety issues with pedestrians, bikers, runners, and school children during edging/weed eating operations. All passing pedestrians must be given the right of way along sidewalks during operations.

## Storm Drain Cleanup:

- 1. Storm Drain Openings, Inspection/Clean-up Storm drain openings, grates and Advanced Drainage Systems will be visually inspected concurrent with each mowing. These areas shall be cleaned and swept free of debris as needed.
- 2. Once per month, sand and debris will be removed with shovels to allow water to flow freely into drains and prevent flooding during major storm events.

## 10. Shrubs & Cord Grass Maintenance:

- 1. Shrubs and other ground cover shall be maintained at a height that will not disrupt clear line of site at all vehicular intersections. Foundation shrubs planted at the base of any building or signage/hardscape element in the landscape shall be maintained to a height not less than 6" below any signage or directional graphic or lettering associated with building identification systems.
- 2. Foundation shrubs planted at the base of any building or signage/hardscape element should be trimmed to complement any architectural banding and/or detailing so as not to block any such detail from view.
- 3. Pruning of plants which overhang curbs shall be addressed monthly.
- 4. Pruning of bushes shall include maintaining the current shape and does not include changing the shape of the plant as in a cut back.
- 5. Mass planted shrubs shall not be pruned individually.
- 6. Tops of shrub masses shall be pruned to a consistent height, but sides of shrubs shall be allowed to grow together into a full solid mass. All shrubs shall be pruned in such a way as to provide a clean, neat appearance.
- 7. Any weeds within shrubs or plants must be removed during trimming operations.
- 8. All cord grass along the edge of roads shall be pruned and blown off curbs, sidewalks, and turf monthly throughout the community.

## 11. Tree Trimming, Pruning, Staking:

1. All trees including oaks, tree Ligustrum's, patio trees, and pines adjacent to walkways and along the edge of mowed areas shall be pruned every 6 months to maintain their health and enhance their natural appearance and prevent obstruction with travel lanes, when necessary, as follows:

- Areas overhanging sidewalks shall be clear of vegetation or obstruction to a height of 10 feet.
- Areas overhanging roadways shall be clear of vegetation or obstruction to a height of 14.5 feet.
- Areas within a median shall be clear of vegetation or obstruction to a height of 8 feet.

The Contractor must ensure all overhangs comply with Duval County codes and regulations.

- 2. The Contractors pruning operations shall include removal of dead wood and uplimbing of multi-stem trees wherever irrigation is blocked. Pruning methods shall be consistent with accepted horticultural practices.
- 3. Trees will be pruned as needed or directed. Cutting the central leader and/or topping trees shall not be done.
- 4. The Contractor is responsible to stake and re-stake as needed or directed for all youth trees along roadways and mowing areas as necessary and guy wires tightened when required. The Contractor shall remove stakes and guy wires when roots are well established.
- 5. The Contractor shall treat or remove high density moss from any vegetation throughout the property, especially trees along roadways.
- 6. The Contractor shall trim all palm trees by June of the calendar year and remove debris.
- 7. The Contractor will stake palm trees as needed.
- 8. The Contractor will treat palm trees for disease.
- 9. The Contractor will remove all hanging fronds within reach on an as needed basis. Fronds that are not within reach will require additional work not included in this contract.

#### 10. Litter and Debris Removal:

- a. Prior to each daily mowing operation, the Contractor is responsible for pick up all trash to include bottles, cans, bags, fallen limbs and palm fronds, dead plants, and other debris on the property areas (i.e., grass areas, monument beds, pond banks, roundabouts, near or adjacent to amenity centers, medians, etc.) including signs (i.e., for sale, etc.) displayed in rights-of-way and common area s unless otherwise directed by the Community Manager or designee or staff.
- b. Removal of all landscape debris generated on the property during landscape maintenance is the sole responsibility of Contractor, at no additional expense to the district.
- c. Natural Areas defined as visible areas (within 5' of existing bed lines) of natural vegetation, also as designated on the site map, shall be kept free of dead branches or unsightly weeds and vines that detract from the

appearance of the landscape. These areas should be inspected and maintained during each mowing schedule.

## 11. Weed Control / Weeding of Beds:

- a. During each daily visit, the Contractor is responsible for removing all visible weeds from medians, all monument beds, adjacent to sidewalks and roadways and growing within shrubs/plants/cordgrass.
- b. Daily weeding is also required at the amenity center to include pool deck, tree rings, between pool pavers, flower beds, artificial grass area, yoga lawn, within shrubs/plants/cord grass, along entry/exit walkways at the center, along fence lines, playground, etc. The amenity center is the focal point of the community and as such, special attention and detail shall be considered for this item.
- c. Post and pre-emergent herbicide may be applied to areas, when necessary, to include but not limited to all tree rings. Weeds in medians shall be hand pulled or sprayed with herbicide.

Note: The appearance of our community is vital to our residents. The Contractor's staff must be trained to remove weeds from ALL areas mentioned above to avoid resident complaints. Weeds within shrubs, along pool decks or walkways are noticeable and failure to complete this specification will result in management meetings between both parties and noted deficiencies.

#### **12. Irrigation Inspection:**

- a. The Contractor is required to have a designated highly trained irrigation team during the duration of this contract. The irrigation team qualifications must be submitted to the Community Manager or designee for approval.
- b. Within 10 days after award of this contract, the Contractor must submit a detailed plan on how/when the different areas of irrigation will be inspected on a monthly basis. This plan must be reviewed and approved by the Community Manager or designee.
- c. The Contractor shall be respectful and aware of school arrival and dismissal times provided by Duval County Board of Education on an annual basis. Irrigation along roadways and sidewalks shall be off during these time frames to prevent students from being diverted into hazardous roadways.
- d. No irrigation is to be running between the hours of 7am -9:30am as well as 5-9pm, 5 days per week.
- e. The Contractor shall complete monthly inspections (12 inspections/per year) to all pump stations, controllers and the full irrigation system including battery controllers. Other monthly inspection items include:
  - 1. All sprinkler heads checked for proper operation and coverage. Minimize overspray onto roadways and pedestrian areas, when possible, to conserve water.

- 2. Inspect all valve boxes for broken or missing lids, replacing as needed. Mark with safety measures until repairs can be made.
- 3. Adjust as needed controllers to provide proper application of supplemental water while following the required St. Johns River Water Management District guidelines.
- 4. Adjust watering schedules to correspond with seasonal color installation, fertilization applications and pest control operations.
- 5. Adjust watering schedules as required by the Community Manager or designee as needed to accommodate special events and sports activities.
- 6. Adjust watering schedules as needed based on seasonal rainfall amounts.

Note: Any damaged areas to include broken valve boxes, broken sprinkler areas that present a hazard to pedestrians, bikers, etc. must be taped off with visible markings (day and night) to warn residents of the danger until repairs are made.

## **13. Irrigation Repair Policy:**

a. The Contractor shall provide an all-inclusive irrigation repair policy and lump sum cost that includes all costs associated with labor and materials for the following repairs as required: Lateral line repairs
Valve repairs and replacement
Solenoid replacements
Head replacements, raising and adjusting as needed
Relocation or adjustment of heads to accommodate plant/turf growth
Locating and Splicing Wires
Valve box and Lid replacement
Decoder repairs and replacement
Battery replacement in all controllers to maintain memory functions
Rain sensor replacement

All repairs of items listed above are solely at the Contractors expense and shall be included in the Contractors' weekly report with specific details of the location, items repaired and status to complete (i.e., identified, under repair, repair complete).

 b. The following items fall outside the terms of the all-inclusive contract: Mainline repairs of 4" pipe or greater Timer repair and replacement Pump station repairs and replacement Damage due to vandalism Verifiable damage due to lightning strikes or power surges

Items in Section 15, Paragraph b are subject to review and approval by the Community Manager or designee. These items will only be approved after receipt of a detailed cost breakdown to include cost of materials and labor and estimated timeline to complete the repair.

- c. During repairs the Contractor is required to clearly mark the area with lawn flags indicating that a particular section of landscape is "under repair". These flags and/or safety cones will communicate to the residents that the issue has been identified and is currently under repair. All flags and/or cones must be clearly visible at night for vehicles and the residents.
- d. All irrigation repairs shall be included within 24 hours of notification unless otherwise approved by the Community Manager or designee.
- e. All pump stations must be under a maintenance agreement with a qualified vendor to inspect all equipment on a monthly/quarterly/half year basis. Vendor performing the equipment check must send a report to the contractor irrigation technician designee who will review and forward to the Community Manager or designee. Said vendor must be available if any issues arise between visits.

## 14. Progress Payments/Checklist Requirement:

a. <u>Weekly Landscape Checklist</u>: Upon successful completion of each week's landscaping/irrigation activities the Contractor will notify the Community Manager or designee as required in Section 2, Paragraph B.

The Community Manager or designee will inspect the property and complete the attached "weekly landscape checklist" to ensure the terms and conditions of this contract are being fulfilled. A copy of the completed checklist will be provided to the on-site supervisor the following Monday at arrival. This completed document will initiate either action below:

*Action 1*: Report indicates all work has been completed (mark yes in completed column). District Representative will sign/date, Contractor will sign/date. The Contractor will retain the document and submit with the next progress payment invoice.

Action 2: Report indicates all work has not been completed in accordance with the terms and conditions of the contract and notes all deficiencies requiring immediate action. The document will remain unsigned until the deficiencies have been corrected. If not corrected prior to the next invoice period, the district reserves the right to hold retainage until the deficiencies are corrected and inspected.

All of these signed checklists (4 in total per month, 1 each week) shall be provided along with the Contractor's monthly invoice.

## **15.** Contract Options for Pricing Consideration by District:

- a. The district requests pricing for the following option items to be exercised at the Districts discretion during the terms of this contract. These items will be awarded in writing as needed separate from this contract.
- b. The Contractor must adhere to the terms and conditions of this contract while completing installing any of these options in the future.

OPTION 1: Ornamentals (EACH): The Contractor shall provide (per each) pricing which includes purchase, delivery, and installation of gallon ornamentals available by the Contractors' suppliers. If a bulk quantity discount can be provided to the district, please note this during pricing.

OPTION 2: Shrubs (EACH): The Contractor shall provide (per each) pricing which includes purchase, delivery, and installation of (1) gallon shrubs or ground cover material available by the Contractors' suppliers. If a bulk quantity discount can be provided to the district, please note this during bidding.

OPTION 3: Trees (EACH): The Contractor shall provide (per each) pricing which includes purchase, delivery, and installation of live oak trees (include height in price) and any other popular trees or palms readily available by the Contractor's suppliers.

OPTION 4: REPLACEMENT SOD (PER SQUARE YARD AND PER PALLET): The Contractor shall provide (per each) pricing which includes purchase, delivery, and installation of all grass types located on the district's property.

## 16. General Notes:

a. Traffic control through all work zones under this contract shall comply with the most current codes/regulations from the State of Florida Department of Transportation (FDOT) "Roadway and Traffic Design Standards" available on the Florida Department of Transport website.

#### 17. Pesticide, Herbicide, Turf Replacement:

- a. All chemicals and pesticides shall be purchased and obtained at the expense of the Contractor.
- b. All spraying must be performed by or under the direct supervision of a licensed applicator. The pest control program shall also follow the current recommendations of University of Florida "Guides to Insect Disease, Nematodes and Weed Control."
- c. The Contractor shall establish a grass and plant pesticide spray program to provide the application of pesticides as needed to control mole crickets, chinch bugs, army worms, and other grass and plant pests as well as plant fungus for all irrigated turf. This program shall be established within 5 calendar days after award and is subject to review and approval by the Community Manager or designee.
- d. All irrigated Bermuda shall have at least (2) annual treatments for the purpose of combatting reclaimed irrigation bicarbonates in the soil. All accessible areas shall be mechanically slit injected into turf. All other areas to be spread by rotary means. This shall be done in the beginning of growing season no later than May 1st.

- e. All non-irrigated Bahia shall be monitored and treated for Mole Cricket activity at least annually or more frequently if needed.
- f. Pre-emergent and Post-emergent Herbicides. A minimum of two preemergent applications in the fall and spring shall be performed on all irrigated turf areas. Post emergent controls shall also be used to provide acceptable levels of weed control throughout the district's property.
- g. As part of the bid package, the Contractor shall submit an outline of the agronomic program for both St. Augustine and Bermuda Turf that would be applied. This shall be included in the proposal package.
- h. Contractor shall mark w/signs all areas sprayed to avoid resident concerns until the area is dry or free of potential safety issues. All signs must be removed by the Contractor.
- i. The Contractor is responsible to monitor all grass conditions and ensure the common area grasses remain healthy and vibrant. Any damage to irrigated turf by insects, fungus or mowing equipment shall be replaced by the Contractor within 14 calendar days after damage is identified at no additional cost to the district.
- j. All turf under repair or replacement areas shall be marked with flags that state "area under construction" to inform residents that the area will be resodded soon. This avoids resident phone calls or concerns and provides information that the area has been identified. These flags will be removed once the area is resodded. Flags can also be added by the district staff to help identify areas of concern during routine weekly or monthly inspections. The Contractor should make note of these areas during the weekly inspection reports.
- k. If the turf area to be repaired is damaged by no fault of the Contractor (as verified by district staff), the area will be replaced at the unit pricing identified in the contract for the various types of grass after approved by the Community Manager or designee.

#### **18. Fertilization Program:**

#### a. Irrigated Bermuda Sod:

The Contractor shall develop a fertilization program of properly timed applications of quality slow-release fertilizers (based on requirements established by the University of Florida IFAS). This program shall be reviewed and approved by the Community Manager or designee.

All irrigated Bermuda shall have at least (2) annual treatments for the purpose of combatting reclaimed irrigation bicarbonates in the soil. A minimum of 1 lbs. of Nitrogen per 1,000 S.F. shall be applied per application.

All Bermuda lawn areas shall be fertilized five (5) times per year.

Any damage to irrigated Bermuda turf by over fertilization shall be replaced by Contractor within two weeks of damage occurrence. These areas shall also be flagged denoting "Area Under Construction" until all issues are resolved.

#### b. St. Augustine Sod:

The Contractor shall develop a fertilization program of properly timed applications of quality slow- release fertilizers (based on requirements established by the University of Florida IFAS). This program shall be reviewed and approved by the Community Manager or designee.

All irrigated St. Augustine sod shall have at least (2) annual treatments for the purpose of combatting reclaimed irrigation bicarbonates in the soil.

The Contractors' program shall provide a lawn, which is evenly green and thick, and one which does not promote surge growth or burning. A minimum of 1 lbs. of Nitrogen per 1,000 S.F. shall be applied per application.

All St. Augustine lawn areas shall be fertilized five (5) times per year.

Any damage to irrigated St. Augustine turf by over fertilization shall be replaced at the Contractors cost within two weeks of damage occurrence.

#### c. Trees, Palms and Shrub Fertilization:

All trees, palms and shrubs in fertilized zones shall be fertilized two (2) times per year. The proposed fertilization program must be approved by the Community Manager or designee.

The Contractor is responsible to cover and prepare all plants that are prone to freezing when temperatures are expected to be below 32 degrees. This could include annuals, palms and other vegetation that can be easily protected from the weather.

# SCOPE OF SERVICES, QUALIFICATIONS & LICENSES

I. SCOPE OF WORK. The Landscape and Irrigation, Maintenance, Contractor (the "Contractor") shall furnish all horticultural supervision, labor, materials, equipment, and transportation required to maintain the landscape and irrigation system within Cypress Bluff CDD (the "Association") throughout the contract period, as specified per the contractual agreement.

#### a. Contract Period & Renewal:

The term of this landscape service contract shall be for One (1) year with an automatic renewal of years Two (2) and Three (3) upon mutual agreement of both parties. Contract will also include option for Vendor to terminate with 60-days' notice and District to terminate with 30-days' notice.

#### b. Contractor Requirements:

All vehicles shall have company name identified on the exterior and All employees shall wear matching shirts identifying company.

Contractor shall be required to inform owner or manager or leave door tag on any owner's door with Contractors contact information when Contractor has damaged an owner's property. Contractor shall also be solely responsible for hiring a contractor to make the repairs to the owner's property and paying for the cost of said repairs.

c. <u>Schedule of Services</u>:

The Contractor will be on site as necessary to complete the scope of work. The Contractor will endeavor to schedule all work to be completed each week by 5:00 PM Friday, however the Contractor may be required to work on weekends to complete tasks delayed or caused by Acts of God or in emergency situations. The Contractor shall be on site as required year -round. A knowledgeable (and licensed when applicable) supervisor from the Contractor's firm is required to be present during every maintenance visit.

d. Quality Control Inspections:

A qualified representative from the Contractor's firm shall accompany the District's representative ("**Manager**") on monthly quality inspections. Such inspections should occur on a set schedule as agreed upon by the Manager and the Contractor. Any deficiencies within the scope of services shall be corrected within seven (7) days of each inspection unless Contractor notifies Manager of a reasonable explanation as to why such issue cannot be completed in such time period.

e. Attendance at meetings:

Upon request by the District, the contractor shall attend CDD Board meetings.

f. <u>Reporting</u>:

The Contractor is **REQUIRED** to provide Manager with the following information:
# As Part of Proposal and Prior to Beginning Service

o Copy of all Business Licenses

• List of individuals & Contact info for all individuals who will be responsible for the Cypress Bluff CDD Landscape and Irrigation maintenance.

- Copy of Insurance
- W9
- Map/schedule detailing which Common Areas will be mowed, edged, trimmed, and blown off each day of the week.
- Map/schedule detailing which week or weeks that the Common Areas will be sprayed, weeded, and detailed each month.

# **Upon Starting Service**

- o Monthly Common Area Irrigation Inspection Reports
- o Monthly/Quarterly/Half Year Pump Station Maintenance Reports
- Monthly Detailing Service Reports
- Fertilization / Pest Control Reports
- Annual Flower Types and Design for approval prior to install

# **II. LAWNCARE:**

a. Mowing and Edging:

Grass shall be mowed based on FOURTY TWO (42) mowing cycles per 12- month period. Grass shall be mowed using a high-speed rotary mower with non- mulching kit and mower decks shall be less than 60" in width to avoid scalping. Pond banks and non-Bahia common areas shall be mowed ONE (1) time every SEVEN (7) days during the active growing season (March 15 – November 15) and once a month during the dormant seasons (November 16 - March 14) unless specifically noted below. All mowing that occurs during the active growing season must be done on the same day(s) of each week. If Contractor is unable to complete the mowing on the designated day of the week, the Contractor must notify Manager of said complication and provide the day in which the mowing will be made up. During extended rainy or dry periods mowing will take place as conditions dictate. Clippings shall not be caught and removed from lawn area unless they are lying in swaths, which may damage the lawn. Mowing height will be based on what is horticultural correct for the turf variety as recommended by the University of Florida and taking into account the season:

- Bermuda  $1 \frac{1}{2} 2 \frac{1}{2}$ 
  - Bermuda will be mowed when needed during the winter months due to Rye seed.
- St. Augustine Floritam 4"
- Bahia 3-4"
- b. <u>Sod</u>:

The Contractor shall replace dead common area sod up to one pallet within two (2) weeks of identifying the disturbed area. Sod replacement equaling more than one pallet shall be approved by the Manager in advance. Contractor should take care to not scalp the sod by adjusting mower height as needed.

# c. Edging:

The Contractor shall edge ground cover as needed to keep within bounds and away from obstacles. Concrete edging, including all sidewalk areas, including backs of curbs will be performed consistent with the mowing schedule for turf areas.

Sidewalks, curbs, and pavement will be blown or vacuumed clean of turf and like debris, not including heavy sand, by forced air machinery, after every mowing.

# d. <u>Fertilization:</u>

A fertilization program of properly timed applications of quality slow-release fertilizers shall be established. Program shall provide a lawn, which is evenly green and thick, and one, which does not promote surge growth or burning. The expectation is that either the Contractor or Sub Contractor for these applications will be held responsible for identifying and correctly treating issues with sod and shrubs. Failure to identify and correct issues may result in the replacement cost being passed back to the Contractor.

## a. Weed, Disease, and Insect Control:

The Contractor shall establish a grass and plant pesticide spray program to provide the application of pesticides as needed to control mole crickets, army worms, chinch bugs and other grass and plant pests as well as plant fungus. Preemergent and post-emergent controls shall be used to provide acceptable levels of weed control. All chemicals and pesticides shall be purchased and obtained at the expense of the Contractor. All spraying must be performed by or under the direct supervision of a licensed applicator. Contractor will use proper fertilization, mowing, and watering practices to promote the growth of weed resistant turf.

### b. Overseed with Rye:

The Contractor shall over-seed Bermuda turf on the roundabouts once per year. This will take place prior to October 31 each year.

# IV. GROUND COVER/SHRUB AREA

Shrubs and groundcover shall be maintained at a height that will not disrupt clear line of site at all vehicular intersections. Foundation shrubs planted at the base of any building or signage/hardscape element in the landscape shall be maintained to a height not less than 6" below any signage or directional graphic or lettering associated with building identification systems. Foundation shrubs planted at the base of any building or signage/hardscape element should be trimmed to complement any architectural banding and/or detailing so as not to block any such detail from view.

Pruning of plants, which overhang curbs and sidewalks shall be addressed regularly. Pruning of bushes includes maintaining the current shape and specifically does not include changing the shape of the plant as in a cut back. Mass planted shrubs shall not be pruned individually. Tops of shrub masses shall be pruned to a consistent height, but sides of shrubs shall be allowed to grow together into a full solid mass. All shrubs shall be pruned in such a way as to provide a clean and neat appearance.

# Weed Control:

The Contractor shall keep beds reasonably free of broadleaf or grassy weeds, preferably with pre-emergent and/or selective post-emergent/contact herbicides. Beds around Amenity Center and Amenities should be weeded by hand on a regular basis.

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

<u>Post-emerge:</u> Control broadleaf weeds with selective herbicides. The chosen chemical will be recommended and legally approved for the specific weed problem.

b. <u>Fertilization</u>:

The Contractor shall apply fertilizer as warranted. The number of applications will be dependent on the type of nitrogen used and the type of plant material being fertilized. Soil samples should be taken if Contractor encounters problematic areas of the community in order to determine the best remediation plan for those areas.

### c. Fungicide:

The Contractor shall apply legally approved fungicides to control diseasecausing damage to ornamentals if warranted.

d. Pesticide:

The Contractor shall apply legally approved pesticides to control insects causing damage to ornamentals if warranted.

# e. Dead Plant Material:

Dead plants should be removed from all landscaping beds while performing maintenance in that area each week or month. Contractor should provide a proposal to Manager each month to replace all dead and removed shrubs and plants in common area beds.

# V. ROSE BUSHES:

Roses should be trimmed back, dead headed and fertilized consistently so as to promote healthy and even growth and consistent budding.

# VI. ORNAMENTAL GRASSES

The Contractor shall cut all ornamental grasses back every year in the months of January or February starting with January/February 2025. All ornamental grass clippings shall be raked up and removed from the property at the end of each day in which the grasses are being cut.

# VII. MULCH:

The Contractor will install mulch one time per year to all common areas not including dog parks and playground. Dog parks and playground mulch to be distributed on an as needed basis.

# VIII. DEBRIS CLEANUP

# a. <u>Daily Cleanup</u>

All landscape areas shall be inspected on days of service and excess debris and litter removed. Dead and fallen tree limbs and palm fronds should be removed from the turf and beds during each visit. Gardening debris, generated from the Contractor's work, shall be removed from all surface areas on days of service. This excludes heavy leaf fall pickup from parking areas, sidewalks, pools, etc.

## b. Storm Cleanup

All landscape areas shall have debris removed from storms and/or hurricanes. This includes dead and fallen trees, palm fronds and debris of any kind. Landscape must be brought back to original aesthetics. \*\*NOTE: COST ON AN AS NEEDED BASIS. SEPARATE FROM MONTHLY LANDSCAPE MAINTEANCE COST.

# IX. IRRIGATION SYSTEM

The Contractor shall visually inspect the entire common area irrigation system once a month for a total of 12 inspections annually to ensure optimal performance. The Contractor will be responsible for controlling all irrigation water use in compliance with the St. Johns River Water Management guidelines and will ensure minimal water use while providing sufficient water use for proper plant nutrition, particularly during the growing season.

a. Sprinkler Heads.

All sprinkler heads shall be checked for proper operation and coverage monthly. Contractor shall be solely responsible for the repair and replacement of any all-irrigation heads or irrigation equipment damaged by landscape personnel during routine landscape maintenance.

b. Valves & Valve Boxes

The Contractor shall inspect all valves and valve boxes for broken or stuck valves or missing valve box lids and replacing as needed. Contractor shall be solely responsible for the repair and replacement of any all-irrigation heads or irrigation equipment damaged by landscape personal during routine landscape maintenance.

c. <u>Watering Schedule</u>

The Contractor shall adjust watering schedules to correspond with seasonal color installation, fertilization applications, and pest control operations. Water schedules will be adjusted as needed based on season and rainfall amounts.

d. Emergency Contact

The Contractor shall provide Manager with a contact person and telephone number who shall be available for on-call emergency service.

e. Irrigation Repairs

Any repairs needed that are not covered under this inspection process will be proposed and billed separately. Stopping water loss and health hazards associated with main line breaks, valve damage, backflow malfunctions, lateral breaks, damaged heads, etc., are emergency services and water shall be turned off immediately upon notice of damage. Final repairs shall be completed within 48 hours. Contractor shall submit proposals for any repairs that fall outside of the inclusive repairs for materials and labor.

- f. A monthly/quarterly/half year maintenance agreement must be in place for all pump stations. All reports must be submitted to the Community Manager or designee.
- X. TURF CARE PROGRAM (BERMUDA) Bermuda grass shall be maintained according to the below program/schedule utilizing the noted chemicals and amounts as detailed below. Please see the chart below the schedule for guidelines on Soil and Foliar spraying. If any changes to the below are required due to soil test results or weather patterns, Contractor shall work with Manager to discuss and implement changes.

# • JANUARY

• Soil spray application and foliar spray application

• Spectacle pre-emergence in NON over seeded areas at 30z/ acre rate

# • FEBRUARY

- 2nd or 3rd week apply Ronstar pre-emergent impregnated on a 15-0-15 fertilizer
  - (Mini prill at a rate of 200 pounds per acre)

# • MARCH

- Soil spray application and Foliar spray application
- 2<sup>nd</sup> or 3rd week Mole cricket prevention application of Fipronil

# • <u>APRIL</u>

• 3<sup>rd</sup> or 4<sup>th</sup> week (weather pending) Revolver application at 10oz/acre (transition from rye to Bermuda)

- Light vertical mow of all Bermuda grass
- Foliar spray application
- 5/8" core aerification
- Milorganite application at heavy rate

# • <u>MAY</u>

• 1st week Ronstar application with 20-0-10 fertilizer (Mini prill at rate of 200 pounds per acre)

\*2nd application of Revolver May be needed to completely eradicate Overseed

# • JUNE

- Soil spray application and Foliar spray application
- Aggressive verticutting followed by a circle mow or multiple cross direction mowing at a reduced scalping height
- 12-1-0 fertilizer application

# • JULY

- Foliar spray application
- Prodiamine pre-emergence application on all Turf at 1 pound per acre
- \*Vertical mow can be performed again if needed

# • AUGUST

- Foliar spray application
- 3/4"-1" aerification followed by aggressive vertical mow

- Heavy top-dress with sports turf sand
- Milorganite application after aerification into core holes

# • **SEPTEMBER**

• Soil spray application and Foliar spray application

# • OCTOBER

- Soil spray application
- Prodiamine all areas that will be overseeded
- XL 2g(Surflan) areas that will NOT be overseed but do border seed
- Spectacle all other areas not overseeded
- Heavy Milorganite application
- Overseed with Rye

# • **NOVEMBER**

- Soil spray application
- 12-22-8 fertilizer application on overseed 1#N/1000

# • **DECEMBER**

- Soil spray application and Foliar spray application
- Prodiamine application 1#/acre on overseed
- \*Iron applications during the winter will Help with quick deep color response.

# Soil Spray (Week 1)

 1 0		
2 qts/acre	FP Calcium	7-0-0, 7% Ca, 5% Amino
1 gal/acre	FP Armament MKS	0-0-5, 2.5% Mg, 4.5% S
2 qts/acre	FP Manganese	2-0-0, 1% Mg, 3% Mn, 5% Amino

# LANDSCAPE NOTES

- 1. The CDD is not responsible for the landscape at the neighborhood entrances: Granville (under development), Marconi, Del Webb, Nobel, Edison, Edison East, Kettering, and Newton.
- 2. The CDD is not responsible for the landscape along the brick wall on Glenmont Dr.

# **EXHIBIT B**

# CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

## LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES PROPOSAL SUMMARY

Proposer Name: SUNSTATE NURSERY AND LANDSCAPING INC.

# **Basic Services**

Total lump sum for all services covered in Request for Proposal AREA 1:

Proposed Lump Sum:	Monthly	Annual Total
Year 1	\$ 25,549.00	\$ 306,588.04
Year 2	\$ 26,059.98	\$ 312, 719.76
Year 3	\$24,841.78	\$322,101.36

Total lump sum for all services covered in Request for Proposal AREA 2:

<b>Proposed Lump Sum:</b>	Monthly	Annual Total
Year 1	\$1800.08	\$ 21,697.00
Year 2	\$ 1844.24	\$ 22, 130.88
Year 3	\$ 1899.57	\$ 22, 794.84

Total lump sum for all services covered in Request for Proposal AREA 3:

Proposed Lump Sum:	Monthly	Annual Total
Year 1	\$6,720.00	\$ 80,640.00
Year 2	\$6,854.40	\$ 82, 252.80
Year 3	\$ 7,060.03	# 84,720.36

The fee amount shall be based on the following schedule of values and other reasonable costs.

# **Additional Services**

Additional services that may be required will be based on a scope of work provided by the District Representative.

Fee(s) for additional service(s) shall be an amount agreed upon by the District Representative and the Contractor.

Storm/hurricane cleanup cost must be included in the proposal as a separate line item.



# **CYPRESS BLUFF CDD BID**

		PROPOSED	BID SHEET		
		Maintenance	Mulch	Total Annual	Monthly
REA 1	Phase 1 Balance	\$48,537.00	\$2,090.00	\$50,627.00	\$4,218.92
	Phase 2	\$142,772.00	\$27,748.00	\$170,521.00	\$14,210.08
	Recharge	\$29,150.00	\$10,690.00	\$39,840.00	\$3,320.00
	Apex	\$19,200.00	\$0.00	\$19,200.00	\$1,600.00
	Glenmont	\$26,400.00	\$0.00	\$26,400.00	\$2,200.00
			TOTAL AREA 1	\$306,588.04	\$25,549.00
		PROPOSED	BID SHEET		
		Maintenance	Mulch	Total Annual	Monthly
REA 2	Portion of Ph 1	\$20,487.00	\$1,210.00	\$21,697.00	\$1,808.08
			TOTAL AREA 2	\$21,697.00	\$1,808.08
		PROPOSED	BID SHEET		
		Maintenance	Mulch	Total Annual	Monthly
REA 3	Interchange E & W	\$78,234.00	\$2,406.00	\$80,640.00	\$6,720.00
			TOTAL AREA 3	\$80,640.00	\$6,720.00
	то	TAL FOR AREA 1, 2 &	3	\$408,925.04	\$34,077.00
STOPM	CLEAN-UP Per Hour	Crew Member	Supervisor	Equipment	Disposal Fee
STURM	CLEAN-OF Per Hour	\$45.00	\$65.00	\$150.00	Based on volume

Sun State Nursery and Landscaping, Inc., will extend the warranty on all palms, trees and plant material including turf for as long as we are providing the irrigation and landscape maintenance services for Cypress Bluff CDD. The cost of this warranty is included in this bid

9362 Philips Highway • Jacksonville, Florida 32256 • (904) 260-0822 • Fax (904) 260-0833



# ADDITIONAL UNIT PRICING

# Mulch Installation

	Pine Bark		cubic yard	\$60.00
	Playground N	lulch	cubic yard	\$72.00
	Dog Park Mu	lch	cubic yard	\$56.00
Palm Pruning				
	Sylvester / M	edjool Palm		\$82.00
	Washingtoni	а		\$45.00
Groundcover	Installation			
	1 gallon shru	b installed	1 gallon	\$6.05
Shrub Installa	ation			
	1 gallon shru	b installed	1 gallon	\$6.05
	3 gallon shru	b installed	3 gallon	\$12.65
	7 gallon shru	b installed	7 gallon	\$48.40
	15 gallon shr	ub installed	15 gallon	\$132.00
Tree Installati	ion			
	Live Oak		6" cal. 16-18 ht	\$2,000.00
	Crepe Myrtle		10-12' ht	\$575.00
	Ligustrum		8' x 8'	\$575.00
	Eagleston Ho	lly	4" cal. 14-16 ht	\$825.00
	Magnolia		6" cal. 16-18 ht	\$2,000.00
Palm Installat	tion			
	Sylvester Pal	m	16' ct	\$5,400.00
	Washingtonia	Palm	16' ct	\$600.00
	Medjool Palm	1	18' ct	\$3,750.00
Sod Installati	on			
	St Augustine	remove & install	sq ft	\$1.40
	St Augustine	remove & install	pallet	\$700.00
	P	rice is negotiable base	ed on quantity	
	Bahia	remove & install	sq ft	\$1.10
	Bahia	remove & install	pallet	\$550.00
	P	rice is negotiable bas	ed on quantity	

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# **EXHIBIT C**

### CYPRESS BLUFF LANDSCAPE MAP



SIXTH ORDER OF BUSINESS



Community Development District

Approved Budget FY 2025

Presented by:



# Table of Contents

1-2	General Fund
3-6	Narratives
7	Debt Service Fund Series 2019
8	Amortization Schedule Series 2019
9	Debt Service Fund Series 2020
10	Amortization Schedule Series 2020
11	Debt Service Fund Series 2020A
12	Amortization Schedule Series 2020A
13	Debt Service Fund Series 2021
14	Amortization Schedule Series 2021
15	Assessment Schedule

**Community Development District** 

**Approved Budget** 

**General Fund** 

	 Adopted Budget	Ac	tuals Thru	Pro	ojected Next	Pro	jected Thru	ŀ	Approved Budget
Description	FY2024		6/30/24	:	3 Months		9/30/24		FY 2025
REVENUES:									
Special Assessments	\$ 910,227	\$	910,480	\$	-	\$	908,174	\$	1,196,190
Interest income	5,000		9,748		3,000		12,748		5,000
Other Revenues (Event Fees)	20,000		16,097		3,903		20,000		20,000
Carry Forward Surplus	192,092		192,092		-		192,092		-
TOTAL REVENUES	\$ 1,127,318	\$	1,128,415	\$	6,903	<b>\$</b> 1	1,133,013	<b>\$</b> 1	1,221,190
EXPENDITURES:									
Administrative									
Supervisor Fees	\$ 12,000	\$	6,000	\$	3,000	\$	9,000	\$	12,000
FICA Expense	918		428		230		658		918
Engineering	5,000		-		5,000		5,000		5,000
Arbitrage Rebate	2,400		1,200		1,200		2,400		2,400
Dissemination Agent	7,160		5,670		1,490		7,160		7,590
Attorney	15,000		8,528		4,472		13,000		13,000
Annual Audit	6,600		6,400		-		6,400		6,500
Assessment Roll Administration	10,600		10,600		-		10,600		11,236
Trustee Fees	20,000		20,433		-		20,433		20,500
Management Fees	52,088		39,066		13,022		52,088		55,214
Information Technology	2,650		1,987		663		2,650		2,809
Website Maintenance	1,325		994		331		1,325		1,405
Telephone	500		51		449		500		500
Postage & Delevery	1,500		2,315		150		2,465		1,500
Printing & Binding	2,500		2,833		150		2,983		2,500
Insurance General Liability	6,586		6,197		-		6,197		6,817
Legal Advertising	2,500		1,147		1,353		2,500		2,500
Other Current Charges	1,000		-		500		500		500
Office Supplies	600		111		489		600		600
Dues, Licenses & Subscriptions	175		175		-		175		175
TOTAL ADMINISTRATIVE	\$ 151,102	\$	114,137	\$	32,498	\$	146,635	\$	153,663
<b>Operations &amp; Maintenance</b>									
Grounds Maintenance									
Lake Maintenance	\$ 1,500	\$	900	\$	300	\$	1,200	\$	1,500
Landscape Maintenance	410,604		305,303		102,231		407,534		408,925
Landscape Contingency	13,000		6,100		5,000		11,100		13,000
Pump Maintenance	3,550		-		1,500		1,500		3,550
Water & Sewer	35,000		17,681		6,000		23,681		26,720
Irrigation Repairs	7,500		11,659		2,500		14,159		7,500
Pest Control	2,400		1,616		784		2,400		2,400
Environmental Permit/Monitoring	20,000		1,725		18,275		20,000		20,000
Other Repairs and Maintenance	3,000		1,960		500		2,460		5,000

**Community Development District** 

Approved Budget

**General Fund** 

	Adopted Budget	tuals Thru	ojected Next				Approved Budget
Description	FY2024	6/30/24	 3 Months	_	9/30/24		FY 2025
Amenity Expenditures							
Insurance	\$ 53,294	\$ 53,555	\$ -	\$	53,555	\$	60,517
Amenity Manager (Vesta)	109,505	93,842	31,280		125,122		130,127
Pool Maintenance (Vesta)	9,875	7,407	2,468		9,875		9,876
Pool Chemicals (Vesta)	13,875	10,406	3,469		13,875		16,649
Facility Attendant (Vesta)	72,352	55,617	16,735		72,352		77,761
Janitorial Services (Vesta)	10,828	8,121	2,707		10,828		12,950
Refuse	1,800	1,422	378		1,800		2,160
Security and Gate Maintenance	5,500	5,185	4,816		10,000		10,000
Facility Maintenance (Vesta)	20,765	15,574	5,191		20,765		20,764
Elevator Maintenance	5,000	3,426	1,574		5,000		5,000
Electric	30,000	16,522	6,000		22,522		27,060
Cable and Internet	12,000	9,565	3,500		13,065		13,200
Licenses and Permits	1,000	333	300		633		1,000
Repairs & Maintenance	33,000	22,555	10,445		33,000		45,000
Special Events	32,000	22,649	9,351		32,000		35,000
Holiday Decorations	1,500	705	795		1,500		1,500
Fitness Center R&M	10,000	12,118	8,000		20,118		18,000
Fitness Equipment Rentals	25,368	19,026	6,342		25,368		25,368
Reserve for Amenities	20,000	7,146	12,854		20,000		55,000
Mobile Application	9,000	6,000	3,000		9,000		9,000
Other Current Charges	3,000	-	1,500		1,500		3,000
TOTAL AMENITY EXPENDITURES	\$ 479,662	\$ 371,173	\$ 130,705	\$	501,878	\$	578,932
TOTAL EXPENDITURES	\$ 1,127,318	\$ 832,254	\$ 300,293	\$	1,132,547	<b>\$</b> 1	1,221,190
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 296,161	\$ (293,390)	\$	466	\$	

**Community Development District** 

### **Budget** Narrative

Fiscal Year 2025

#### REVENUES

#### Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

#### Interest Income

The District earns interest on the monthly average collected balance for each of their investment accounts.

#### **Other Revenues (Event Fees)**

Income received from resident rental of Rooftop patio, amenity access fobs, fitness class, etc.

#### **Expenditures - Administrative**

#### Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 12 meetings.

#### **FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

#### Engineering

The District's engineer, England-Thims & Miller, Inc will be providing general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review invoices, etc.

#### Arbitrage Rebate

The District is required to annually have an arbitrage rebate calculation on the District's Series 2019, 2020, 2020A and 2021 Special Assessment Revenue Bonds.

#### **Dissemination Agent**

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

#### Attorney

The District's legal counsel, Kutak Rock LLP will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

#### Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

#### Assessment Roll Administration

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

#### **Trustee Fees**

The Trustee at The Bank of New York Mellon administers the District's Series 2019, 2020, 2020A, and 2021 Special Assessment Revenue Bonds. The amount represents the annual fee for the administration of the District's bond issue.

#### **Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

#### Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

#### Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

**Community Development District** 

**Budget Narrative** 

Fiscal Year 2025

#### **Expenditures - Administrative (continued)**

#### Telephone

New internet and Wi-Fi service for Office.

#### **Postage and Delivery**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

#### Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

#### **Insurance General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies.

#### Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

#### **Other Current Charges**

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

#### **Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

#### Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

#### **Expenditures - Field**

#### Lake Maintenance

Maintenance costs to maintain lakes and control vegetation and algae. The District currently uses Clear Waters, Inc. and Aerostar SES for storm water inspection services.

#### Landscape Maintenance

The District has contracted with Sun State Nursery & Landscaping Estimated costs related to maintain the common areas of the District.

Vendor	<b>Decription</b>	<u>Monthly</u>	Annual
Sun State Nursery & Landscaping	Landscape Maintenance Ph1	\$ 6,027	\$ 72,325
	Landscape Maintenance Ph2	14,210	170,520
	E-Town Recharge Center	3,320	39,840
	E-Town Interchange East & West	6,720	80,640
	Apex Trail	1,600	19,200
	Glenmont	2,200	26,400
	Total	\$ 34,077	\$ 408,925

#### Landscape Contingency

Estimated costs for other landscape maintenance incurred by the District.

#### **Pump Maintenance**

Estimated costs related to maintain the irrigation pumps in the District.

#### Water & Sewer

Estimated costs for irrigation by the district for water, sewer and irrigation billed by JEA.

<u>Account #</u>	Location	<u>Monthly</u>	Annual
Fire Sprinkler 1	10571 E-Town PY	\$ 50	\$ 600
P405621600-Water	11399 Square ST Apt IR01	800	9,600
88781372-Water	10571 E-Town PY	80	960
88634656-Irrigation	10571 E-Town PY	1,100	13,200
88781372-Sewer	10571 E-Town PY	130	1,560
	Contingency		800
	Total	\$ 2,160	\$ 26,720

#### **Irrigation Repairs**

Estimated miscellaneous irrigation maintenance and repair costs.

**Community Development District** 

**Budget** Narrative

Fiscal Year 2025

#### Expenditures - Field (continued)

#### Pest Control

The estimated costs for Turner 's Pest Control to provide monthly pest control services.

Vendor	Decription	<u>Monthly</u>	Annual
Turner Pest Control	Pest Contol	\$ 200	\$ 2,400

#### **Environmental Permit/Monitoring**

An Environmental Resource Permit (ERP) is required for development or construction activities to reduce increased flooding, protect the water quality of Florida's lakes and streams from stormwater pollution, and protect wetlands and other surface waters.

#### **Other Repairs & Maintenance**

Estimated costs for other repairs and maintenance incurred by the district.

**Expenditures – Amenity** 

#### Insurance

The District's Property Insurance policy is with Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies. The amount budgeted represents the estimated premium for property insurance related to the Amenity Center.

#### Amenity Manager (Vesta)

The District contracted with Vesta Property Services to provide management services for the Amenity Center.

#### Pool Maintenance (Vesta)

The District has contracted with Vesta to maintain the Amenity swimming pools.

#### Pool Chemicals (Vesta)

The District has contracted with Vesta for purchase and delivery of pool chemicals for the maintenance of the Amenity Center swimming pools.

#### Facility Attendant (Vesta)

The District has contracted with Vesta to provide community facility staff for the amenity center to greet patrons, providing facility tours, issuance of access cards and policy enforcement.

#### Janitorial Services (Vesta)

The District utilizes the services of Vesta Property Services to provide janitorial services.

#### Refuse

This item includes Waste Pro Management picking up trash from the receptacles at the Amenity Center.

Vendor	Decription	<u>Monthly</u>	Annual
Waste Pro	Refuse	\$ 180 \$	2,160

#### Security and Gate Maintenance

Estimated maintenance costs of the security cameras and gate.

#### Facility Maintenance (Vesta)

The District utilizes the services of Vesta Property Services to provide maintenance and repairs necessary for upkeep of the Amenity Center and common grounds area.

#### **Elevator Maintenance**

Estimated costs to provide maintenance and repairs necessary for upkeep of the Amenity Center elevator.

#### Electric

JEA provides for electric services for the District. The cost of electric associated with the Recreation Facilities:

<u>Account #</u>	Location	<u>Monthly</u>	Annual
22970659	10923 E-Town PY Apt IR01	\$ 30	\$ 360
23679519	11145 Square ST Apt IR01	140	1,680
24059037	11399 Square St Apt IR02	35	420
22972246	10505 E-Town PY Apt IR01	35	420
21277318	10571 E-Town PY	850	10,200
23408499	11399 Square St Apt IR03	1,150	13,800
	Contingency	15	180
	Total	\$ 2,255	\$ 27,060

**Community Development District** 

**Budget** Narrative

Fiscal Year 2025

#### Expenditures - Amenity (continued)

#### **Cable and Internet**

The District has contracted with Comcast for cable and internet in the Amenity Center.

Account #	Location	<u>Monthly</u>	Annual
8495741213305280	10571 E-Town Pkwy (Fitness)	\$ 650	\$ 7,800
8495741213305080	10571 E-Town Pkwy (Outdoor)	450	5,400
	Total	\$ 1,100	\$ 13,200

#### **Licenses and Permits**

Represents license fees for the amenity center and permit fees paid to the Florida Department of Health in St. Johns County for the swimming pools.

#### **Repairs & Maintenance**

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

#### **Special Events**

Represents estimated costs for the District to host special events for the community through the Fiscal Year.

#### **Holiday Decorations**

Represents estimated costs for the District to decorate the Amenity center for the holidays.

#### Fitness Center R&M

Estimated costs to provide maintenance and repairs necessary for upkeep of the Amenity Fitness Center.

#### **Fitness Equipment Rentals**

The District has contracted with Macrolease to rent fitness equipment

Vendor	Decription	<u>Monthly</u>	Annual
Macrolease	Fitness Equipment Rental	\$ 2,114	\$ 25,368

#### **Reserve for Amenities**

Establishment of general reserve to fund future replacement.

#### **Mobile Application**

Alternative mobile communication of information related to Amenity Facilities for residents and patrons included but not limited to hours of operations, resident programs, special events, and other services for the District.

#### Other Current Charges

Represents miscellaneous costs incurred by the District.

Community Development District

Approved Budget

Debt Service Series 2019 Special Assessment Bonds

Description		Adopted Budget FY2024		tuals Thru 6/30/24	jected Next 3 Months	Pr	ojected Thru 9/30/24		Approved Budget FY 2025
REVENUES:									
Special Assessments	\$	727,221	\$	726,157	\$ -	\$	723,981	\$	723,124
Interest Earnings		5,000		31,343	10,000		41,343		5,000
Carry Forward Surplus <sup>(1)</sup>		300,578		312,036	-		312,036		335,466
TOTAL REVENUES	\$ 1	1,032,799	<b>\$</b> 1	1,069,537	\$ 10,000	\$	1,077,361	\$	1,063,590
EXPENDITURES:									
Interest - 11/1	\$	251,114	\$	251,114	\$ -	\$	251,114	\$	246,562
Principal Prepayment - 11/1		-		15,000	-		15,000		-
Interest - 5/1		251,114		250,781	-		250,781		246,562
Principal - 5/1		225,000		225,000	-		225,000		230,000
TOTAL EXPENDITURES	\$	727,229	\$	741,895	\$ -	\$	741,895	\$	723,124
Other Sources/(Uses)									
Interfund transfer In/(Out)	\$	-	\$	-	\$ -	\$	-	\$	-
TOTAL OTHER SOURCES/(USES)	\$	-	\$	-	\$ -	\$	-	\$	-
TOTAL EXPENDITURES	\$	727,229	\$	741,895	\$ -	\$	741,895	\$	723,124
EXCESS REVENUES (EXPENDITURES)	\$	305,570	\$	327,642	\$ 10,000	\$	335,466	\$	340,466
(1) Come Dominand in Nation Decision De								<u> </u>	

<sup>(1)</sup> Carry Forward is Net of Reserve Requirement

Interest Due 11/1/25 \$ 241,818

# **Cypress Bluff** Community Development District

**AMORTIZATION SCHEDULE** 

Debt Service Series 2019 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 10,050,000			\$ 246,562	\$ 246,562
05/01/25	10,050,000	4.125%	230,000	246,562	¢ 10,502
11/01/25	9,820,000	1.12070	200,000	241,818	718,380
05/01/26	9,820,000	4.125%	240,000	241,818	, 10,000
11/01/26	9,580,000			236,868	718,686
05/01/27	9,580,000	4.125%	250,000	236,868	, , , , , , , , , , , , , , , , , , , ,
11/01/27	9,330,000		,	231,712	718,580
05/01/28	9,330,000	4.125%	260,000	231,712	,
11/01/28	9,070,000			226,349	718,061
05/01/29	9,070,000	4.125%	275,000	226,349	
11/01/29	8,795,000			220,678	722,027
05/01/30	8,795,000	4.900%	285,000	220,678	,
11/01/30	8,510,000		,	213,695	719,373
05/01/31	8,510,000	4.900%	300,000	213,695	
11/01/31	8,210,000			206,345	720,040
05/01/32	8,210,000	4.900%	315,000	206,345	
11/01/32	7,895,000			198,628	719,973
05/01/33	7,895,000	4.900%	330,000	198,628	
11/01/33	7,565,000			190,543	719,170
05/01/34	7,565,000	4.900%	345,000	190,543	
11/01/34	7,220,000			182,090	717,633
05/01/35	7,220,000	4.900%	365,000	182,090	
11/01/35	6,855,000			173,148	720,238
05/01/36	6,855,000	4.900%	385,000	173,148	
11/01/36	6,470,000			163,715	721,863
05/01/37	6,470,000	4.900%	400,000	163,715	
11/01/37	6,070,000			153,915	717,630
05/01/38	6,070,000	4.900%	425,000	153,915	
11/01/38	5,645,000			143,503	722,418
05/01/39	5,645,000	4.900%	445,000	143,503	
11/01/39	5,200,000			132,600	721,103
05/01/40	5,200,000	5.100%	465,000	132,600	
11/01/40	4,735,000			120,743	718,343
05/01/41	4,735,000	5.100%	490,000	120,743	
11/01/41	4,245,000			108,248	718,990
05/01/42	4,245,000	5.100%	515,000	108,248	
11/01/42	3,730,000			95,115	718,363
05/01/43	3,730,000	5.100%	545,000	95,115	
11/01/43	3,185,000			81,218	721,333
05/01/44	3,185,000	5.100%	575,000	81,218	
11/01/44	2,610,000			66,555	722,773
05/01/45	2,610,000	5.100%	605,000	66,555	
11/01/45	2,005,000			51,128	722,683
05/01/46	2,005,000	5.100%	635,000	51,128	
11/01/46	1,370,000			34,935	721,063
05/01/47	1,370,000	5.100%	665,000	34,935	
11/01/47	705,000			17,978	717,913
05/01/48	705,000	5.100%	705,000	17,978	722,978
Total		\$	10,050,000	\$ 7,476,169	\$ 17,526,169

Community Development District

Approved Budget

Debt Service Series 2020 Special Assessment Bonds

Description		Adopted Budget FY2024		tuals Thru 6/30/24		jected Next Months	Pro	ojected Thru 9/30/24		Approved Budget FY 2025
<b>REVENUES:</b>										
Special Assessments Interest Earnings Carry Forward Surplus <sup>(1)</sup>	\$	494,600 5,000 339,141	\$	495,709 22,614 343,594	\$	- 8,000 -	\$	494,600 30,614 343,594	\$	494,600 10,000 377,386
TOTAL REVENUES	\$	838,742	\$	861,918	\$	8,000	\$	868,808	\$	881,986
EXPENDITURES:										
Interest - 11/1 Principal - 11/1 Interest - 5/1	\$	177,076 140,000 174,346	\$	177,076 140,000 174,346	\$	-	\$	177,076 140,000 174,346	\$	174,346 145,000 171,519
TOTAL EXPENDITURES	\$	491,423	\$	491,423	\$	-	\$	491,423	\$	490,865
Other Sources/(Uses) Interfund transfer In/(Out)	\$	_	\$	_	\$	_	\$		\$	_
TOTAL OTHER SOURCES/(USES)	\$		\$		<u> </u>		\$		\$	
TOTAL OTHER SOURCES/ (USES)	Ą	-	Þ	-	ð	-	Þ	-	J	-
TOTAL EXPENDITURES	\$	491,423	\$	491,423	\$	-	\$	491,423	\$	490,865
EXCESS REVENUES (EXPENDITURES)	\$	347,319	\$	370,495	\$	8,000	\$	377,386	\$	391,121
<ul> <li><sup>(1)</sup> Carry Forward is Net of Reserve Requirement</li> <li>Interest Due 11/1/25</li> <li>Principal Due 11/1/25</li> </ul>									\$	171,519 150,000 321,519

# **Cypress Bluff** Community Development District

**AMORTIZATION SCHEDULE** 

Debt Service Series 2020 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	7,010,000	3.900%	145,000	174,346	319,346.25
05/01/25	6,865,000			171,519	
11/01/25	6,865,000	3.900%	150,000	171,519	493,037.50
05/01/26	6,715,000		,	168,594	
11/01/26	6,715,000	4.350%	155,000	168,594	492,187.50
05/01/27	6,560,000	1.550 /0	100,000	165,223	172,107.00
11/01/27	6,560,000	4.350%	160,000	165,223	490,445.00
05/01/28	6,400,000	4.550%	100,000	161,743	490,445.00
11/01/28		4 25004	170.000		402 49E 00
05/01/29	6,400,000	4.350%	170,000	161,743	493,485.00
, ,	6,230,000	4.25.00/	175 000	158,045	401 000 00
11/01/29	6,230,000	4.350%	175,000	158,045	491,090.00
05/01/30 11/01/30	6,055,000 6,055,000	4.350%	185,000	154,239 154,239	493,477.50
05/01/31	5,870,000	4.550%	165,000	154,239	495,477.50
11/01/31	5,870,000	5.000%	190,000	150,215	490,430.00
05/01/32	5,680,000	5.000%	190,000	145,465	490,430.00
11/01/32	5,680,000	5.000%	200,000	145,465	490,930.00
05/01/33	5,480,000	5.000%	200,000	140,465	490,930.00
11/01/33	5,480,000	5.000%	210,000	140,465	490,930.00
05/01/34	5,270,000	5.00070	210,000	135,215	190,950.00
11/01/34	5,270,000	5.000%	220,000	135,215	490,430.00
05/01/35	5,050,000	5.00070	220,000	129,715	190,100.00
11/01/35	5,050,000	5.000%	235,000	129,715	494,430.00
05/01/36	4,815,000	0100070	200,000	123,840	1,100100
11/01/36	4,815,000	5.000%	245,000	123,840	492,680.00
05/01/37	4,570,000	0100070	<b>_</b> 10,000	117,715	1,2,000100
11/01/37	4,570,000	5.000%	255,000	117,715	490,430.00
05/01/38	4,315,000			111,340	,
11/01/38	4,315,000	5.000%	270,000	111,340	492,680.00
05/01/39	4,045,000			104,590	
11/01/39	4,045,000	5.000%	285,000	104,590	494,180.00
05/01/40	3,760,000			97,465	
11/01/40	3,760,000	5.000%	295,000	97,465	489,930.00
05/01/41	3,465,000			90,090	
11/01/41	3,465,000	5.200%	310,000	90,090	490,180.00
05/01/42	3,155,000			82,030	
11/01/42	3,155,000	5.200%	330,000	82,030	494,060.00
05/01/43	2,825,000			73,450	
11/01/43	2,825,000	5.200%	345,000	73,450	491,900.00
05/01/44	2,480,000			64,480	
11/01/44	2,480,000	5.200%	365,000	64,480	493,960.00
05/01/45	2,115,000			54,990	
11/01/45	2,115,000	5.200%	380,000	54,990	489,980.00
05/01/46	1,735,000			45,110	
11/01/46	1,735,000	5.200%	400,000	45,110	490,220.00
05/01/47	1,335,000	F 0000/	100.000	34,710	400 400 00
11/01/47	1,335,000	5.200%	420,000	34,710	489,420.00
05/01/48	915,000	F 2000/	445 000	23,790	402 500 00
11/01/48	915,000	5.200%	445,000	23,790	492,580.00
05/01/49	470,000	F 2000/	470.000	12,220	404 440 00
11/01/49	470,000	5.200%	470,000	12,220	494,440.00
Total		\$	7,010,000	\$ 5,606,859	\$ 12,616,859

**Community Development District** 

**Approved Budget** 

Debt Service Series 2020A Special Assessment Bonds (Del Webb Project)

	Adopted Budget	Ac	tuals Thru	Proj	ected Next	Pro	ojected Thru	ŀ	Approved Budget
Description	FY2024		6/30/24	3	Months		9/30/24		FY 2025
REVENUES:									
Special Assessments	\$ 422,539	\$	423,137	\$	-	\$	421,869	\$	416,315
Special Assessments - Prepayments	-		10,914		-		10,914		
Interest Earnings	5,000		18,339		5,000		23,339		5,00
Carry Forward Surplus <sup>(1)</sup>	165,825		171,174		-		171,174		178,670
TOTAL REVENUES	\$ 593,364	\$	623,563	\$	5,000	\$	627,295	\$	<b>599,99</b> 1
EXPENDITURES:									
Interest - 11/1	\$ 129,439	\$	129,439	\$	-	\$	129,439	\$	126,77
Principal Prepayment - 11/1	-		15,000		-		15,000		
Interest - 5/1	129,439		129,180		-		129,180		126,77
Principal Prepayment - 5/1	-		10,000		-		10,000		
Principal - 5/1	165,000		165,000		-		165,000		165,00
TOTAL EXPENDITURES	\$ 423,879	\$	448,619	\$	-	\$	448,619	\$	418,54
Other Sources/(Uses)									
Interfund transfer In/(Out)	\$ -	\$	-	\$	-	\$	-	\$	
TOTAL OTHER SOURCES/(USES)	\$ •	\$	-	\$	-	\$	-	\$	
TO TAL EXPENDITURES	\$ 423,879	\$	448,619	\$	-	\$	448,619	\$	418,54
EXCESS REVENUES (EXPENDITURES)	\$ 169,485	\$	174,944	\$	5,000	\$	178,676	\$	181,44

<sup>(1)</sup> Carry Forward is Net of Reserve Requirement

Interest Due 11/1/25 \$ 124,544

# **Cypress Bluff** Community Development District

**AMORTIZATION SCHEDULE** 

Debt Service Series 2020A Special Assessment Bonds (Del Webb Project)

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	6,995,000			126,771	126,771.25
05/01/25	6,995,000	2.700%	165,000	126,771	
11/01/25	6,830,000			124,544	416,315.00
05/01/26	6,830,000	3.125%	175,000	124,544	110,010,000
11/01/26	6,655,000	0112070	1, 0,000	121,809	421,353.13
05/01/27	6,655,000	3.125%	180,000	121,809	121,000.10
11/01/27	6,475,000	5.12570	100,000	118,997	420,806.25
05/01/28	6,475,000	3.125%	185,000	118,997	120,000.25
11/01/28	6,290,000	5.12570	105,000	116,106	420,103.13
05/01/29	6,290,000	3.125%	190,000	116,106	420,105.15
	6,100,000	5.125%	190,000	113,138	410 242 75
11/01/29 05/01/30	6,100,000	3.125%	195,000	113,138	419,243.75
11/01/30	5,905,000	5.125%	195,000	110,091	418,228.13
05/01/31	5,905,000	3.625%	205,000	110,091	410,220.13
11/01/31	5,700,000	5.02570	203,000	106,375	421,465.63
05/01/32	5,700,000	3.625%	210,000	106,375	421,405.05
11/01/32	5,490,000	5.02570	210,000	102,569	418,943.75
05/01/33	5,490,000	3.625%	220,000	102,569	410,745.75
11/01/33	5,270,000	5.02570	220,000	98,581	421,150.00
05/01/34	5,270,000	3.625%	225,000	98,581	121,150.00
11/01/34	5,045,000	0102070	220,000	94,503	418,084.38
05/01/35	5,045,000	3.625%	235,000	94,503	
11/01/35	4,810,000			90,244	419,746.88
05/01/36	4,810,000	3.625%	245,000	90,244	,
11/01/36	4,565,000			85,803	421,046.88
05/01/37	4,565,000	3.625%	255,000	85,803	
11/01/37	4,310,000			81,181	421,984.38
05/01/38	4,310,000	3.625%	260,000	81,181	
11/01/38	4,050,000			76,469	417,650.00
05/01/39	4,050,000	3.625%	270,000	76,469	
11/01/39	3,780,000			71,575	418,043.75
05/01/40	3,780,000	3.625%	280,000	71,575	
11/01/40	3,500,000			66,500	418,075.00
05/01/41	3,500,000	3.800%	295,000	66,500	
11/01/41	3,205,000			60,895	422,395.00
05/01/42	3,205,000	3.800%	305,000	60,895	
11/01/42	2,900,000			55,100	420,995.00
05/01/43	2,900,000	3.800%	315,000	55,100	
11/01/43	2,585,000			49,115	419,215.00
05/01/44	2,585,000	3.800%	330,000	49,115	
11/01/44	2,255,000	0.0000/	0.40.000	42,845	421,960.00
05/01/45	2,255,000	3.800%	340,000	42,845	440.220.00
11/01/45	1,915,000	2 00 00/	255.000	36,385	419,230.00
05/01/46	1,915,000	3.800%	355,000	36,385	421 025 00
11/01/46 05/01/47	1,560,000 1,560,000	3.800%	370,000	29,640 29,640	421,025.00
11/01/47	1,190,000	3.800%	370,000	29,640 22,610	422 2E0 00
05/01/48	1,190,000	3.800%	380,000	22,610	422,250.00
11/01/48	1,190,000 810,000	3.800%	380,000	22,610 15,390	418,000.00
05/01/49	810,000	3.800%	395,000	15,390	710,000.00
11/01/49	415,000	5.00070	323,000	7,885	418,275.00
05/01/50	415,000	3.800%	415,000	7,885	422,885.00
				.,	.,
Total		\$	6,995,000	\$ 4,050,241	\$ 11,045,241

**Community Development District** 

**Approved Budget** 

Debt Service Series 2021 Special Assessment Bonds

Description		Adopted Budget FY2024	tuals Thru 6/30/24	jected Next Months	Pr	ojected Thru 9/30/24	I	Approved Budget FY 2025
REVENUES:					-			
Special Assessments	\$	115,250	\$ 115,317	\$ -	\$	115,317	\$	114,450
Interest Earnings		100	2,408	800		3,208		2,000
Carry Forward Surplus <sup>(1)</sup>		40,049	40,049	-		40,049		44,853
TOTAL REVENUES	\$	155,399	\$ 157,774	\$ 800	\$	158,574	\$	161,303
EXPENDITURES:								
Interest - 11/1	\$	34,361	\$ 34,361	\$ -	\$	34,361	\$	33,843
Interest - 5/1		34,361	34,361	-		34,361		33,843
Principal - 5/1		45,000	45,000	-		45,000		45,000
TOTAL EXPENDITURES	\$	113,721	\$ 113,721	\$	\$	113,721	\$	112,686
Other Sources/(Uses)								
Interfund transfer In/(Out)	\$	-	\$ -	\$ -	\$	-	\$	
TOTAL OTHER SOURCES/(USES)	\$	-	\$ -	\$	\$	-	\$	
TO TAL EXPENDITURES	\$	113,721	\$ 113,721	\$ -	\$	113,721	\$	112,686
EXCESS REVENUES (EXPENDITURES)	\$	41,677	\$ 44,053	\$ 800	\$	44,853	\$	48,616
<sup>(1)</sup> Carry Forward is Net of Reserve Regu	uroment	F		Interest	+ Duv	o 11 /1 /25	¢	22 276

<sup>(1)</sup> Carry Forward is Net of Reserve Requirement

Interest Due 11/1/25 \$ 33,326

# **Cypress Bluff** Community Development District

**AMORTIZATION SCHEDULE** 

Debt Service Series 2021 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 1,915,000			\$ 33,843	\$ 33,843.13
05/01/25	1,915,000	2.300%	45,000	33,843	
11/01/25	1,870,000		,	33,326	112,168.75
05/01/26	1,870,000	2.300%	45,000	33,326	,
11/01/26	1,825,000		,	32,808	111,133.75
05/01/27	1,825,000	2.875%	50,000	32,808	,
11/01/27	1,775,000			32,089	114,897.50
05/01/28	1,775,000	2.875%	50,000	32,089	11,007,00
11/01/28	1,725,000	2.07570	50,000	31,371	113,460.00
05/01/29	1,725,000	2.875%	50,000	31,371	113,400.00
11/01/29	1,675,000	2.07 3 70	50,000	30,652	112,022.50
05/01/30	1,675,000	2.875%	50,000	30,652	112,022.50
11/01/30	1,625,000	2.075%	50,000	29,933	110,585.00
05/01/31	1,625,000	2.875%	55,000	29,933	110,303.00
11/01/31	1,570,000	2.07 5 70	33,000	29,143	114,075.63
05/01/32	1,570,000	3.300%	55,000	29,143	114,075.05
11/01/32	1,515,000	5.50070	33,000	28,235	112,377.50
05/01/33	1,515,000	3.300%	55,000	28,235	112,577.50
11/01/33	1,460,000	5.50070	55,000	27,328	110,562.50
05/01/34	1,460,000	3.300%	60,000	27,328	110,502.50
11/01/34	1,400,000	5.50070	00,000	26,338	113,665.00
05/01/35	1,400,000	3.300%	60,000	26,338	115,005.00
11/01/35	1,340,000	0.00070	00,000	25,348	111,685.00
05/01/36	1,340,000	3.300%	65,000	25,348	,
11/01/36	1,275,000		,	24,275	114,622.50
05/01/37	1,275,000	3.300%	65,000	24,275	,
11/01/37	1,210,000			23,203	112,477.50
05/01/38	1,210,000	3.300%	70,000	23,203	,
11/01/38	1,140,000			22,048	115,250.00
05/01/39	1,140,000	3.300%	70,000	22,048	
11/01/39	1,070,000			20,893	112,940.00
05/01/40	1,070,000	3.300%	70,000	20,893	
11/01/40	1,000,000			19,738	110,630.00
05/01/41	1,000,000	3.300%	75,000	19,738	
11/01/41	925,000			18,500	113,237.50
05/01/42	925,000	4.000%	75,000	18,500	
11/01/42	850,000			17,000	110,500.00
05/01/43	850,000	4.000%	80,000	17,000	
11/01/43	770,000			15,400	112,400.00
05/01/44	770,000	4.000%	85,000	15,400	
11/01/44	685,000			13,700	114,100.00
05/01/45	685,000	4.000%	85,000	13,700	
11/01/45	600,000			12,000	110,700.00
05/01/46	600,000	4.000%	90,000	12,000	
11/01/46	510,000			10,200	112,200.00
05/01/47	510,000	4.000%	95,000	10,200	
11/01/47	415,000			8,300	113,500.00
05/01/48	415,000	4.000%	100,000	8,300	
11/01/48	315,000			6,300	114,600.00
05/01/49	315,000	4.000%	100,000	6,300	
11/01/49	215,000			4,300	110,600.00
05/01/50	215,000	4.000%	105,000	4,300	444 800 0-
11/01/50	110,000	4.00004	440.000	2,200	111,500.00
05/01/51	110,000	4.000%	110,000	2,200	112,200.00
Total		\$	1,915,000	\$ 1,156,934	\$ 3,071,934

Community Development District Non-Ad Valorem Assessments Comparison 2024-2025

Neighborhood	0&M Units	Bonds 2019 Units	Bonds 2020 Units	Bonds 2020A Units	Bonds 2021 Units	Annual Ma	aintenance Asse	ssments	Annual Debt Assessments								
						FY 2025	FY2024	Increase/ (decrease)	FY 2025				FY2024				Increase/ (decrease)
									Series	Series	Series	Series	Series	Series	Series	Series	Total
									2019	2020	2020A	2021	2019	2020	2020A	2021	
Active Adult	519	345	172	0	2	\$368.62	\$351.35	\$17.27	\$397.62	\$405.37	\$0.00	\$397.62	\$405.17	\$405.37	\$0.00	\$405.00	-\$14.92
Residential	1479	776	555	0	148	\$745.01	\$540.54	\$204.47	\$830.64	\$837.80	\$0.00	\$830.64	\$837.60	\$838.80	\$0.00	\$836.00	-\$13.32
40'	0	0	0	188	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$714.11	\$0.00	\$0.00	\$0.00	\$724.03	\$0.00	-\$9.92
50'	0	0	0	201	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$893.45	\$0.00	\$0.00	\$0.00	\$904.86	\$0.00	-\$11.42
60'	0	0	0	128	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,064.34	\$0.00	\$0.00	\$0.00	\$1,085.41	\$0.00	-\$21.07
Total	1998	1121	727	517	150												

A.

### **RESOLUTION 2024-04**

# THE ANNUAL APPROPRIATION RESOLUTION OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("FY 2025"), the District Manager prepared and submitted to the Board of Supervisors ("Board") of the Cypress Bluff Community Development District ("District") prior to June 15, 2024, proposed budget(s) ("Proposed Budget") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District's website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:

### SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (**"Adopted Budget"**), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Cypress Bluff Community Development District for the Fiscal Year Ending September 30, 2025."
- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

### SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2025, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

### SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2025 or within 60 days following the end of the FY 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

# PASSED AND ADOPTED THIS 23<sup>rd</sup> DAY OF JULY 2024.

ATTEST:

# CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2025 Budget

Exhibit A FY 2025 Budget *B*.
### **RESOLUTION 2024-05**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2025 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Cypress Bluff Community Development District ("**District**") is a local unit of specialpurpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in Duval County, Florida ("**County**"); and

**WHEREAS,** the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("FY 2025"), the Board of Supervisors ("Board") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("Adopted Budget"), attached hereto as Exhibit A; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

**WHEREAS,** in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

# NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B** ("Assessment Roll").

### 2. OPERATIONS AND MAINTENANCE ASSESSMENTS.

a. Benefit Findings. The provision of the services, facilities, and operations as described in Exhibit A confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in Exhibit A and Exhibit B and is hereby found to be fair and reasonable.

- b. O&M Assessment Imposition. Pursuant to Chapter 190, Florida Statutes, a special assessment for operations and maintenance ("O&M Assessment(s)") is hereby levied and imposed on benefitted lands within the District and in accordance with Exhibit A and Exhibit B. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
- **c. Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District's Board hereby certifies for collection the FY 2025 installment of the District's previously levied debt service special assessments ("**Debt Assessments**," and together with the O&M Assessments, the "**Assessments**") in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.

4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes,* the District is authorized to collect and enforce the Assessments as set forth below.

- a. Tax Roll Assessments. To the extent indicated in Exhibit A and Exhibit B, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the "Tax Roll Property" identified in Exhibit B shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* ("Uniform Method"). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District's Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
- Direct Bill Assessments. To the extent indicated in Exhibit A and Exhibit B, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on "Direct Collect Property" identified in Exhibit B shall be collected directly by the District in accordance with Florida law, as set forth in Exhibit A and Exhibit B. The District's Board finds and determines that such collection method is an efficient method of collection for the Direct Collect Property.
  - i. Due Date (O&M Assessments). O&M Assessments directly collected by the District shall be due and payable in full on December 1, 2024, provided, however, that, to the extent permitted by law, the O&M Assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2024, 25% due no later than February 1, 2025, and 25% due no later than May 1, 2025.
  - ii. *Due Date (Debt Assessments).* Debt Assessments directly collected by the District shall be due and payable in full in full on December 1, 2024,

provided, however, that, to the extent permitted by law, the Debt Assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2024, 25% due no later than February 1, 2025, and 25% due no later than May 1, 2025.

- iii. In the event that an Assessment payment is not made in accordance with the schedule(s) stated above, the whole of such Assessment, including any remaining partial, deferred payments for the Fiscal Year: shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent Assessments shall accrue at the rate of any bonds secured by the Assessments, or at the statutory prejudgment interest rate, as applicable. In the event an Assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes,* or other applicable law to collect and enforce the whole Assessment, as set forth herein.
- c. Future Collection Methods. The District's decision to collect Assessments by any particular method e.g., on the tax roll or by direct bill does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.

6. **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.

7. **EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

[signatures on following page]

**PASSED AND ADOPTED** this 23<sup>rd</sup> day of July 2024.

ATTEST:

# CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Ву:\_\_\_\_\_

lts:\_\_\_\_\_

Exhibit A:BudgetExhibit B:Assessment Roll

**Exhibit A** Budget

### Exhibit B Assessment Roll

SEVENTH ORDER OF BUSINESS

### **RESOLUTION 2024-06**

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

**WHEREAS**, the Cypress Bluff Community Development District **("District")** is a local unit of specialpurpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("Board") "shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*]," and the Board shall consist of five members; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

# NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

Seat Number	<u>Supervisor</u>	Term Expiration Date	
1	John Hewins	2024	
2	William Cellar	2026	
3	Joe Muhl	2026	
4	John Holmes	2024	
5	Chris Price	2024	

This year, Seat 1, currently held by John Hewins, is subject to election by landowners in November 2024. The term of office for the successful landowner candidate shall commence upon election, and shall be for a four-year period. Seat 4, currently held by John Holmes, and Seat 5, currently held by Chris Price, are subject to a General Election process to be conducted by the Duval County Supervisor of Elections.

2. **LANDOWNER'S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on November 19, 2024, at 1:30 p.m., and located at the Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting

and election have been announced by the Board at its July 23, 2024 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at **England Thims & Miller, 14775 Old St. Augustine Road, Jacksonville, Florida 32258**, or at the office of the District Manager, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850.

5. **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.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS 23RD DAY OF JULY, 2024.

CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

ATTEST:

CHAIRMAN / VICE CHAIRMAN

**SECRETARY / ASST. SECRETARY** 

### EXHIBIT A

### NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Cypress Bluff Community Development District (**"District"**) the location of which is generally described as comprising a parcel or parcels of land containing approximately 1,273.92 acres, located east of U.S. Highway 9B, south of R.G. Skinner Parkway, and north of Philips Highway in the City of Jacksonville, Duval County, Florida, advising that a meeting of landowners will be held for the purpose of electing one (1) person to the District's Board of Supervisors (**"Board"**, and individually, **"Supervisor"**). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE:	November 19, 2024
TIME:	1:30 p.m.
PLACE:	Southeast Regional Library
	10599 Deerwood Park Blvd.
	Jacksonville, Florida

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 (**"District Manager's Office"**). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such 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.

Jim Perry District Manager Run Date(s): \_\_\_\_\_\_ & \_\_\_\_\_

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

### INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT FOR THE ELECTION OF SUPERVISORS

### DATE OF LANDOWNERS' MEETING: Tuesday, November 19, 2024

### TIME: 1:30 P.M.

LOCATION: Southeast Regional Library 10599 Deerwood Park Blvd. Jacksonville, Florida 32256

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("Board") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, one (1) seat on the Board will be up for election by landowners. The term of office for the successful candidate shall commence upon election and will be for a four-year period.

A proxy is available upon request. To be valid, each proxy must be signed by <u>one</u> of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

#### LANDOWNER PROXY

### CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT DUVAL COUNTY, FLORIDA LANDOWNERS' MEETING – NOVEMBER 19, 2024

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_\_\_ ("Proxy Holder") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Cypress Bluff Community Development District to be held at the Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida, on November 19, 2024, at 1:30 p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner		
Signature of Legal Owner	Date	
Parcel Description	Acreage	Authorized Votes

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

### **Total Number of Authorized Votes:**

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2019), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

### **OFFICIAL BALLOT** CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT **DUVAL COUNTY, FLORIDA** LANDOWNERS' MEETING - NOVEMBER 19, 2024

For Election (1 Supervisor): The candidate receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidate commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Meadow View at Twin Creeks Community Development District and described as follows:

### Description

Description	<u>Acreage</u>

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

### Attach Proxy.

\_\_\_\_\_, as Landowner, or as the proxy holder of l, \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
1		

Date:

Signed: \_\_\_\_\_ Printed Name:

EIGHTH ORDER OF BUSINESS



1.

### NOTICE OF BOARD OF SUPERVISORS MEETING DATES

# CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT FOR FISCAL YEAR 2024-2025

The Board of Supervisors of the Cypress Bluff Community Development District will hold their regular meetings for Fiscal Year 2024-2025 at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256 at 1:30 p.m. on the fourth Tuesday of each month unless otherwise indicated as follows:

October 22, 2024 November 19, 2024 (\*third Tuesday) December 17, 2024 (\*third Tuesday) January 28, 2025 February 25, 2025 March 25, 2025 April 22, 2025 May 20, 2025 (\*third Tuesday) June 24, 2025 July 22, 2025 August 26, 2025 September 23, 2025 2.



### **Memorandum**

To: Board of Supervisors

From: District Management

**Date**: July 16<sup>th</sup>, 2024

**RE:** HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during their 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals & objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance their commitment to the accountability and transparency of the District.

**Exhibit A:** Goals, Objectives and Annual Reporting Form

# Cypress Bluff Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2024 – September 30, 2025

## **1. Community Communication and Engagement**

### **Goal 1.1: Public Meetings Compliance**

**Objective:** Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

**Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of three board meetings were held during the Fiscal Year. **Achieved:** Yes  $\Box$  No  $\Box$ 

### **Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication. **Standard:** 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications). **Achieved:** Yes  $\Box$  No  $\Box$ 

### Goal 1.3: Access to Records Compliance

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

**Standard:** 100% of monthly website checks were completed by District Management.

Achieved: Yes 🗆 No 🗆

# 2. Infrastructure and Facilities Maintenance

## Goal 2.1: Field Management and/or District Management Site Inspections

**Objective:** Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District's infrastructure.

**Measurement:** Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager's reports, notes or other record keeping method.

**Standard:** 100% of site visits were successfully completed as described within district management services agreement

Achieved: Yes 🗆 No 🗆

# **Goal 2.2: District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

**Measurement:** A minimum of one inspection completed per year as evidenced by district engineer's report related to district's infrastructure and related systems. **Standard:** Minimum of one inspection was completed in the Fiscal Year by the district's engineer.

Achieved: Yes  $\Box$  No  $\Box$ 

# **3. Financial Transparency and Accountability**

# **Goal 3.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes 🗆 No 🗆

# Goal 3.2: Financial Reports

**Objective:** Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website. **Standard:** CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes 🗆 No 🗆

### Goal 3.3: Annual Financial Audit

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes 🗆 No 🗆

Chair/Vice Chair:\_\_\_\_\_ Print Name:\_\_\_\_\_ Cypress Bluff Community Development District

Date:\_\_\_\_\_

District Manager:\_\_\_\_\_ Print Name:\_\_\_\_\_ Cypress Bluff Community Development District Date:\_\_\_\_\_

D.



# COMMUNITY MANAGER REPORT 7/23/24 SUBMITTED BY MARCY POLLICINO

### **RECHARGE UPDATE:**

<u>Incident 6-1-24</u> Teenagers sneaked into the Recharge pool by hopping the main gate and the pool gate fence. Please see the incident report attached.

# Incident 6-5-24

The Vesta Property Services golf cart was stolen from the Recharge parking lot. Please see the incident report attached.

# Incident 6-18-24 A resident was not happy she could not wear her thong at the pool. Please see the incident report attached.

<u>Incident 7-4-24</u> A group of young men set off fireworks in the Recharge parking lot. Please see the incident report attached.

<u>Pressure Wash</u> Recharge was pressure washed for a full spring clean. Cost: \$7,146.41

### <u>HVAC</u>

Air conditioning unit broke down and needed to be fixed. Cost: \$3,475

<u>May Amenity Use:</u> Gym door was opened 2,573 times. Rear gym door was opened 64 times. Main entry gate was opened 2,550 times. Main pool gate was opened 1,155 times. Side pool gate was opened 282 times.

### June Amenity Use:

Gym door was opened 2,597 times. Rear gym door was opened 99 times. Main entry gate was opened 3,291 times. Main pool gate was opened 1,443 times. Side pool gate was opened 406 times.

### **EVENTS UPDATE:**

### Wine Down Yoga

Residents drank wine while doing yoga with YogaSix and Mr. Barrtender. Residents paid \$20pp. 10 participants.







### Mister Softee

Mister Softee food truck was on site for Mother's Day.

### Food Truck Friday

Glen Mack is back! Pianist Glen Mack played tunes to keep the crowd singing on the rooftop patio. Little Pizza Truck of St. Augustine was on site for dinner. 50 +/- attended.

### Reaction on social media:





### Poolside DJ

ShowPro Entertainment volunteered free services to DJ poolside to help us kick off summer! Resident Rob LeMay owns ShowPro Entertainment. 50 +/- attended.





### Memorial Day

Residents gathered to celebrate our freedom while we gave thanks to those that served. The Good Souls trio performed while residents enjoyed mini golf, cotton candy and millions of bubbles! Eats and Hippie Chix food trucks were on site. 150 +/- attended.











### Prime Body Works

Prime Body Works came back in May to provide mobile massage services to eTown residents.

Reaction on social media:





### Adult Swim

The pool was closed for adults only with live music by Rob and Julie. 904 Burgers was on site for dinner. Weather turned cloudy with light rain however 30 +/- attended.

Reaction on social media:





### Father's Day

Dream Dogs food truck was on site for lunch. Dream Dogs did well, and residents enjoyed the hot dogs.

### Food Truck Friday

Poolside DJ cancelled due to storms. However, Turkey Leg Palace food truck still came out.

### Jacksonville Zoo Presentation

The Jacksonville Zoo educational team shared fun animal facts with special visitors from the zoo! Residents were charged \$20 per child. 9 attended, which enabled the cost of the event to break even.







### Adult Swim

Adults relaxed poolside with music by Rebecca Day. 904 Burgers food truck on site. 30 +/- attended with a few more at the food truck.



# July 4<sup>th</sup> Celebration

Red, white and YOU! Residents enjoyed live music by Davis Cook, bubbles, corn hole and water tag! Plus, 100 mini patriotic beach balls were given out. NF'BD and Hippie Chix food trucks were on site. 150 +/- attended.

### Reaction on social media:















<u>JULY EVENTS</u>: Tikiz Food Truck, Poolside DJ, Discount Sharks home game tickets <u>AUGUST EVENTS</u>: Summer Sounds (live music), Adult Only Swim, Back To School Foam Party, Food Truck Friday

### **ACTION ITEMS UPDATE**

### **APEX TRAIL AND GATE GAS STATION SIDEWALKS**

The city of Jacksonville messaged both requests have been sent to the Public Works Division of Right of Way and Stormwater Maintenance. Estimated completion date is 2/24/25.

### **MULTI-USE PATH**

The city of Jacksonville acknowledged they are responsible for the cracked pavement repair on the multi-use path. This request will be incorporated into the fix for Apex Trail and the Gate Gas Station sidewalks.

### **PUMP STATION UPDATE**

<u>Main Pump Station</u> The pump station has been repaired. Cost: \$24,767.80

### LANDSCAPE REPORT

- 1. Mulch has been installed.
- 2. Tree was removed from the dog park that came down in a storm.
- 3. Palm trees at Recharge were trimmed (again) accidentally by Taylor Tree Services, who is not our tree vendor. (This occurred June 13 when Marcy Pollicino was on vacation.) There was no charge for this, and Sun State spoke to Taylor Tree Services who explained the crew was confused as they were supposed to go to the amenity center at eTown Del Webb. Taylor Tree Services paid for a pool deck pressure wash clean to make amends.

Date of Incident: June 1, 2024

Location of Incident: Recharge Pool

Name of Individual: N/A

Phone Number: N/A

Time of Incident: 11:15pm

CBCDD Resident: Do not think so.

Were the police contacted? Yes

Name of witness: Marcy Pollicino

Work Phone Number: (904)527-1081

Description of Incident: Marcy Pollicino, eTown Community Manager, checked the Recharge cameras from her home at 11:15pm. She saw four young males approaching Recharge. One male hopped the main gate and opened it for his three friends. The friends then went to the main pool gate and hopped the fence. Marcy Pollicino saw there were other young males in the pool. The group looked to be 10-12 male teenagers. Marcy Pollicino called the Duval County non-emergency number. The police came out to Recharge and told the group to leave. The group left peacefully, and no damage occurred. A police report was not written.

# Employee Name

### Date

PLEASE NOTE: Most written communication, regardless of the medium, to or from District employees, staff and officials are public records available to the public and media upon request.

Date of Incident: June 5, 2024

Location of Incident: Recharge parking lot.

Name of Individual: N/A

Phone Number: N/A

Time of Incident: 1:45 am

CBCDD Resident: Do not know.

Were the police contacted? Yes

Name of witness: Marcy Pollicino via Security Camera

Work Phone Number: (904)527-1081

Description of Incident: Marcy Pollicino, eTown Community Manager and Vesta Property Services employee, arrived at Recharge at 7:20am and noticed the Vesta Property Services golf cart was missing. The golf cart was parked in the Recharge golf cart parking area with a cover on it. Marcy Pollicino proceeded to check the security cameras and discovered the following:

At 1:32am a gray pickup truck with a flatbed trailer entered the Recharge parking lot. The truck proceeded to drive through the lot, turn around and park on the other side of the parking lot (off camera). An individual got out and walked around the opposite side of the dumpster (where there are shadows, and it is dark) and proceeded to "hot wire" the golf cart. The individual backed up his trailer by the dumpster, drove the golf cart around the other side (in the light, but difficult to make out any distinguishing facial features) and loaded the golf cart onto the flat bed. The truck drove off at 1:45am.

Marcy Pollicino watched the video and contacted the non-emergency Duval County police. Police arrived at Recharge at 10:30am to take a report. The office also took a copy of the video surveillance.

Case Number: 345282 Incident Type: Grand Theft Officer: B.P. Stathopoulos Office ID: 80981

Your Ca.	se Information
Law Enforcement Agency: Emergency: ISO's Non-Emergency: ISO's General Information:	Jacksonville Sheriff's Office (JSO) 9-1-1 (TTY Services Available) (904) 630-0500 (904) 630-7600
Case Number:	345282
Date of Report:	6/5 20 24
Incident Type:	GRAND THEFT
Officer's Name:	B.P. STATHOPONIO
Officer's ID Number:	80981
VINE Pin Number:	
Loca	Resources
Damestic Violence Cente Hubbard House • hubbardhouse.org • 24-Hour hotline: (904) 354-3114 or 1-800-500-119 • TTY: (904) 354-3958	er: Certified Rape Crisis Center: The Women's Center of Jack- sonville (Rope Recovery Team) • thewclorg • 5644 Colcord Avenue, Jacksonville, FL 32211 • Phone: (904) 722-3000 • 24-Hour Rape Crisis Notine (904) 722-7273

Marcy Pollicino Employee Name June 5, 2024 Date

PLEASE NOTE: Most written communication, regardless of the medium, to or from District employees, staff and officials are public records available to the public and media upon request.

Date of Incident: 6/18/24

Time of Incident: 1:30pm

Location of Incident: Recharge Pool

Name of Individual: Ermina Kantarevic

Phone Number: (904)343-1825

CBCDD Resident: Yes

Were the police contacted? No

Name of witness: Ermina had a friend with her.

Work Phone Number:

Description of Incident: Marcy Pollicino was walking the pool deck at 1:30pm and noticed Ermina had a thong as she was laying face down on her pool lounge chair. Marcy politely reminded Ermina thongs are not permitted (that Recharge is a family pool) and to please turn over. Ermina refused and said she does not like that Marcy tells her what to wear. This is not the first time Marcy has spoken to Ermina about her choice of swim bottoms. Ermina asked to see the pool policies and procedures. Marcy made a copy for her and pointed out the thong policy and informed Ermina the policies are also emailed out every month as a reminder. Ermina accused Marcy of singling her out because this was not the first time Ermina has been spoken to about her swim bottoms. Marcy politely informed Ermina she does her best to talk to all policy violators and apologizes if she had missed anything in the past. Ermina told Marcy she is not doing a good job and she has bigger problems then her swim bottom—she should be able to wear what she wants. Ermina said she did not want a copy of the policies (once presented with them) and told Marcy she could go. Ermina then flipped back over on her belly to show her thong. Marcy again approached and asked Ermina to turn over. Ermina said she felt uncomfortable at the pool and wanted to leave. She took down Marcy's name in the process and told her she did not appreciate her. Ermina and her friend left at 1:38pm.

\_\_\_Marcy Pollicino\_\_\_\_\_ Employee Name \_\_\_\_June 18, 2024\_\_\_\_\_ Date

PLEASE NOTE: Most written communication, regardless of the medium, to or from District employees, staff and officials are public records available to the public and media upon request.
Date of Incident: 7/4/24

Time of Incident: 8:30 PM

Location of Incident: Recharge Parking Lot

Name of Individual: Do not know.

Phone Number: N/A

CBCDD Resident: Do not know.

Were the police contacted? No

Name of witness: None

Work Phone Number: N/A

Description of Incident: Marcy Pollicino, Community Manager, discovered fireworks debris in the parking lot upon arrival on July 5, 2024. Marcy looked back at the security footage and discovered a group of young men set off fireworks in the parking lot for 30 minutes. The group immediately left following the fireworks leaving the debris. No damages were incurred.

Marcy Pollicnio Employee Name July 5, 2024 Date

PLEASE NOTE: Most written communication, regardless of the medium, to or from District employees, staff and officials are public records available to the public and media upon request.

NINTH ORDER OF BUSINESS

A.



# **Cypress Bluff** Community Development District

# Unaudited Financial Reporting

June 30, 2024



**Cypress Bluff** Community Development District Combined Balance Sheet June 30, 2024

State Board of Administration (SBA)         377,613         -         -         377,613           State Board of Administration (SBA)         377,613         -         -         362,316         -         362,316           Reserve         -         220,324         -         100         100           Reserve         -         320,034         -         120,004         -         220,004           Interest         -         127,7         -         1177         -         1177           Prepayment         -         311         -         2         2         2           Series 2020         -         -         247,300         -         247,300         -         119           Reserve         -         119         -         119         -         119           Reserve         -         117         -         119         -         119           Reserve         -         1177         -         117         101         106,023         -         106,023         -         106,023         -         109,023         116         -         131,31         131         131         131         131         131         131         131 </th <th></th> <th></th> <th>J</th> <th>une 30, 2</th> <th>2024</th> <th></th> <th></th> <th></th> <th></th>			J	une 30, 2	2024				
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Each Operating Acoust Due from Other         S         167,663         S         .         S         177,673           Due from Other         S         163,727         153,727         153,727           Due from General Fund         377,613         .         .         .         .           Serie 2019         .	Assets:								
Operating Account         S         167.663         S         -         S         167.673           Due from General Fund         -         15,372         -         -         53.77613           Due from General Fund         377.613         -         -         377.613           State Board of Administration (SBA)         377.613         -         -         377.613           State Board of Administration (SBA)         377.613         -         -         377.613           State									
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Due from General Fund         15,372         .         15,372           internation State from General Fund         377,613         .		Ŷ		Ŷ	-	Ŷ	-	Ŷ	
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Sace Eard of Administration (SBA)         377.613         -         -         377.613           Series 2019         -         562.316         -         362.316           Principal         1060         -         362.316         362.316           Principal         1077         -         312.0034           Interest         -         1777         -         312.0034           Construction-Parcel DS         -         -         2         2           Series 2020         -         -         2         2         2           Reserve         -         119         -         119         -         119           Reserve         -         122.016         -         2         2         2           Series 2020         -         117         -         119         -         119           Reserve         -         122.016         -         122.016         -         122.016           Principal         -         1177         -         117         117         117           Reserve         -         120.016         -         5.02.016         -         5.02.016           Principal         -         107.0	Investments								
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Principal         -         160         -         160           Revenue         -         320,034         -         320,034           Interest         -         117         -         177           Principal         -         31         -         31           Construction-Parcel ES         -         2         2         2           Reserve         -         247,300         -         247,300           Principal         -         119         -         119           Reserve         -         2         2         2           Strike 202DA         -         2         2         2         2           Strike 202DA         -         119         -         119           Revenue         -         117         117         117           Revenue         -         166,23         169,623         169,623           Principal         -         117         19         31           Reserve         -         57,625         -         57,625           Principal         -         31         33         33           Reserve         -         57,625         - <t></t>	Series 2019								
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Redemtion       -       2       -       2         Stries 2020A       Reserve       -       212.016       -       212.016         Prencipal       -       117       -       1016.623       -       106.623         Interest       -       91       -       91       -       91         Prepayment       -       894       -       894       -       894         Stries 2021       -       57.625       -       57.625       -       57.625       -       7.625       -       7.625       -       7.625       -       313       -       313       -       313       -       313       -       313       -       313       -       3147       24 <td></td> <td></td> <td>-</td> <td></td> <td></td> <td></td> <td>-</td> <td></td> <td></td>			-				-		
Series 2020A         Reserve         .         212,016         .         212,016           Principal         .	Interest		-				-		
Reserve       -       212,016       -       212,016         Principal       -       117       -       117         Revenue       -       169,623       -       169,623         Interest       -       91       -       991         Prepayment       -       894       -       894         Series 2021       -       -       57,625       -       57,625         Reserve       -       57,625       -       57,625       -       43,773         Interest       -       43,773       -       43,773       -       43,773         Interest       -       24       -       24       -       24       -       24       -       5,363       5,363       5,363       5,363       5,363       5,363       5,363       5,363       5,363       5,363       5,364       \$       2,253,102       -       5       -       5       7,239       \$       -       \$       5,364       \$       2,35,102         Labilities:       -       -       \$       5,369       -       \$       5,369       -       4,218       -       -       4,218       -       -       2,24 <td>Redemtion</td> <td></td> <td>-</td> <td></td> <td>2</td> <td></td> <td>-</td> <td></td> <td>2</td>	Redemtion		-		2		-		2
Principal       -       117       -       117         Revenue       -       169,623       -       169,623         Interest       -       91       -       691         Prepayment       -       894       -       894         Series 2021       -       -       57,625       -       57,625         Principal       -       31       -       31       31         Revenue       -       43,773       -       43,773       -       43,773         Interest       -       24       -       24       24       -       24       -       24       -       5,363       5,363       5,363       5,363       5,363       5,363       5,363       5,363       5,363       5,363       5,364       5       2,353,192       5       -       5       7,239       5       -       5       7,239       5       -       5       7,239       5       -       5       7,239       5       -       5       7,239       5       -       5       7,239       5       -       5       7,239       5       -       5       7,239       5       -       5       7,239	Series 2020A								
Revenue       -       169,623       -       169,623         Interest       -       91       -       91         Prepayment       -       894       -       894         Series 2021       -       -       57,625       -       57,625         Reserve       -       53,13       -       31       31         Revenue       -       43,773       -       43,773         Interest       -       24       -       5,363         Construction       -       5,363       5,363       5,363         Prepaid Expenses       5,387       S       1,796,389       S       5,364       S       2,2353,192         Labilities:       -       -       S       5,369       -       S       7,239         Due to Debt Service 2019       S       7,239       S       -       S       3,690         Due to Debt Service 2020       3,690       -       S       3,690       -       2,24         Total Labilities:       -       -       2,24       -       2,24       2,24         Due to Debt Service 2020       3,690       -       S       5,367       S       5,367	Reserve		-		212,016		-		212,016
Interest     91     -     91       Prepayment     -     894     -     894       Series 2021     -     57,625     -     57,625       Principal     -     31     31       Reserve     -     43,773     -     43,773       Interest     -     24     24       Construction     -     24     24       Construction     -     5,363     5,363       Prepayment     \$     5,377     -     \$       Total Assets     \$     \$51,439     \$     1,796,389     \$     \$,364     \$     2,353,192       Liabilities:     Due to Debt Service 2019     \$     7,239     \$     -     \$     \$,235,192       Liabilities:     Due to Debt Service 2020     3,690     -     -     3,690       Due to Debt Service 2020     3,690     -     -     2,24       Total Liabilites     \$     7,239     \$     -     \$     7,239       Due to Debt Service 2020     3,690     -     -     2,24       Due to Debt Service 2021     224     -     -     2,24       Total Liabilites     \$     1,372     \$     -     \$     5,367       Prend Balance	Principal		-		117		-		
Prepayment       -       894       -       894         Series 2021       Reserve       -       57,625       -       57,625         Principal       -       31       -       31       31         Revenue       -       43,773       -       43,773       24         Construction       -       24       -       24       24         Construction       -       5,363       5,363       5,363         Prepaid Expenses       5387       -       \$       5,364       \$       2,353,192         Liabilities       -       -       \$       5,363       5,363       5,369       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       3,690       -       \$       7,239       \$       -       \$       3,690       -       \$       3,690       -       \$       3,690       -       -       3,690       -       24 <td></td> <td></td> <td>-</td> <td></td> <td></td> <td></td> <td>-</td> <td></td> <td>-</td>			-				-		-
Series 2021         Reserve         57,625         -         57,625         -         57,625         -         57,625         -         57,625         -         57,625         -         57,625         -         57,625         -         31         -         31         -         31         -         31         -         43,773         -         53,673	Interest		-		91		-		91
Reserve         -         57,625         -         57,625           Principal         -         31         31         31           Revenue         -         43,773         -         43,773           Interest         -         24         24           Construction         -         5,363         5,363           Prepaid Expenses         5         551,439         \$         1,796,389         \$         5,364         \$         2,353,192           Liabilities         -         -         5         5,363         5,363         5,363           Due to Debt Service 2020         3,690         -         -         \$         7,239           Due to Debt Service 2020         3,690         -         -         3,690           Due to Debt Service 2020         3,690         -         -         3,690           Due to Debt Service 2020         3,690         -         -         3,690           Due to Debt Service 2020         3,690         -         -         2,24           Due to Debt Service 2020         3,690         -         -         2,24           Due to Debt Service 2021         224         -         -         5,367 <t< td=""><td>Prepayment</td><td></td><td>-</td><td></td><td>894</td><td></td><td>-</td><td></td><td>894</td></t<>	Prepayment		-		894		-		894
Principal       -       31       31         Revenue       -       43,773       -       43,773         Interest       -       24       24         Construction       -       24       24         Prepaid Expenses       5,387       -       5,363       5,363         Prepaid Expenses       5       551,439       \$       1,796,389       \$       5,364       \$       2,353,192         Ltabilities:       -       -       -       5,367       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -       \$       7,239       \$       -									
Revenue       -       43,773       -       43,773         Interest       -       24       24         Construction       -       5,363       5,363         Prepaid Expenses       5,387       -       -       5,363         Total Assets       \$       551,439       \$       1,796,389       \$       5,364       \$       2,353,192         Liabilities:       -       -       \$       5,367       -       \$       7,239         Due to Debt Service 2019       \$       7,239       \$       -       \$       5,364       \$       2,353,192         Liabilities:       -       -       \$       \$       7,239       \$       -       \$       7,239         Due to Debt Service 2020       3,690       -       -       \$       3,690         Due to Debt Service 2021       224       -       -       224         Total Liabilites       \$       15,372       \$       -       \$       15,372         Nonspendable:       -       -       \$       5,387       -       \$       5,364       5,364         Debt Service Series       -       -       1,796,389       -       \$			-				-		
Interest         -         24         24           Construction         -         5,363         5,363           Prepaid Expenses         5,387         -         -         5,387           Total Assets         \$         551,439         \$         1,796,389         \$         5,364         \$         2,353,192           Total Assets         \$         551,439         \$         1,796,389         \$         5,364         \$         2,353,192           Liabilities:         Due to Debt Service 2019         \$         7,239         \$         -         \$         7,239           Due to Debt Service 2020         3,690         -         \$         7,239         \$         -         \$         7,239           Due to Debt Service 2020         3,690         -         \$         7,239         \$         -         \$         7,239           Due to Debt Service 2020A         4,218         -         -         \$         3,690           Due to Debt Service 2021         224         -         -         \$         2,327           Fund Balance:         -         -         \$         5,387         \$         -         \$         5,364           Prepaid Items<			-						
Construction         -         5,363         5,363           Prepaid Expenses         5,387         -         -         -         5,387           Total Assets         S         551,439         S         1,796,389         S         5,364         S         2,353,192           Liabilities: Due to Debt Service 2019         S         7,239         S         -         S         -         S         7,239           Due to Debt Service 2020         3,690         -         -         S         7,239           Due to Debt Service 2020         3,690         -         -         S         7,239           Due to Debt Service 2020         3,690         -         -         S         7,239           Due to Debt Service 2020         3,690         -         -         S         7,239           Due to Debt Service 2020         3,690         -         -         S         7,239           Total Liabilities         S         15,372         S         -         S         5,367           Prepaid Items         S         5,387         S         -         S         5,364         5,364           Debt Service - Series         -         1,796,389         -			-				-		
Prepaid Expenses5,3875,387Total Assets\$551,439\$1,796,389\$5,364\$2,353,192Liabilities: Due to Debt Service 2019\$7,239\$.\$.\$7,239Due to Debt Service 2020A\$7,239\$.\$.\$7,239Due to Debt Service 2020A\$7,239\$.\$.\$7,239Due to Debt Service 2020A\$15,372\$.\$.\$7,239Total Liabilites\$15,372\$.\$.\$7,239Due to Debt Service 2020A\$15,372\$.\$.\$7,239Total Liabilites\$15,372\$.\$.\$\$7,239Due to Debt Service 2021224\$2.2Total Liabilites\$15,372\$.\$\$ <th< td=""><td></td><td></td><td>-</td><td></td><td>24</td><td></td><td></td><td></td><td></td></th<>			-		24				
Total Assets         \$         551,439         \$         1,796,389         \$         5,364         \$         2,353,192           Liabilities:         Due to Debt Service 2019         \$         7,239         \$         -         \$         -         \$         7,239           Due to Debt Service 2020         3,690         -         \$         -         \$         7,239           Due to Debt Service 2020         3,690         -         \$         -         \$         7,239           Due to Debt Service 2020A         4,218         -         -         \$         7,239           Due to Debt Service 2021         224         -         -         \$         4,218           Due to Debt Service 2021         224         -         S         -         \$         15,372           Total Liabilites         \$         15,372         \$         -         \$         \$         5,387           Fund Balance:         Prepaid Items         \$         5,387         \$         -         \$         \$         5,387           Debt Service - Series         -         1,796,389         -         \$         \$         5,364         \$         5,36,64         \$         3,0679	Construction		-		-		5,363		5,363
Liabilities:         Due to Debt Service 2019       \$ 7,239       \$ -       \$ 7,239         Due to Debt Service 2020       3,690       -       3,690         Due to Debt Service 2020A       4,218       -       4,218         Due to Debt Service 2021       224       -       224         Total Liabilities       \$ 15,372       \$ -       \$ -       \$ 15,372         Fund Balance:         Nonspendable:         Prepaid Items       \$ 5,387       \$ -       \$ -       \$ 5,387         Debt Service - Series       -       1,796,389       -       1,796,389         Capital Project - Series       -       -       5,364       \$ 530,679         Total Liabilites       \$ 530,679       -       -       530,679	Prepaid Expenses		5,387				-		5,387
Due to Debt Service 2019\$7,239\$-\$7,239Due to Debt Service 20203,6903,690Due to Debt Service 20212244,218Total Liabilites\$15,372\$-\$15,372Fund Balance:Nonspendable:Prepaid Items\$5,387\$-\$\$5,387Debt Service - Series-1,796,389-\$5,364\$,364Assigned for:5,366\$1,796,389\$5,364\$2,337,820Total Fund BalancesTotal Fund Balances\$530,6795,364\$2,337,820Total Fund BalancesTotal Fund Balances\$536,066\$1,796,389\$5,364\$2,337,820	Total Assets	\$	551,439	\$	1,796,389	\$	5,364	\$	2,353,192
Due to Debt Service 20203,6903,690Due to Debt Service 20212244,218Total Liabilites\$15,372\$-\$4,218Total Liabilites\$15,372\$-\$\$15,372Fund Balance:Nonspendable:Prepaid Items\$5,387\$-\$\$5,387Debt Service - Series-1,796,389-1,796,389-1,796,389Capital Project - Series5,3645,3645,364Assigned for:530,679-530,679-530,679Total Fund Balances\$536,066\$1,796,389\$5,364\$2,337,820	Liabilities:								
Due to Debt Service 2020A4,2184,218Due to Debt Service 2021224224Total Liabilites\$15,372\$-\$\$15,372Fund Balance: Nonspendable: Prepaid Items\$5,387\$-\$\$\$\$,387Prepaid Items\$5,387\$-\$\$\$\$\$,387Debt Service - Series-1,796,389-\$\$,364\$,364Capital Project - Series5,364\$,364\$,364Unassigned530,6795,364\$,2,337,820Total Fund Balances\$536,066\$,1,796,389\$,5364\$,2,337,820	Due to Debt Service 2019	\$		\$	-	\$	-	\$	
Due to Debt Service 2021224224Total Liabilites\$15,372\$-\$\$15,372Fund Balance: Nonspendable: Prepaid Items\$5,387\$-\$\$5,387Prepaid Items\$5,387\$-\$-\$\$5,387Debt Service - Series-1,796,389-1,796,389-1,796,389Capital Project - Series-530,679-5,3645,3645,367Total Fund Balances\$536,066\$1,796,389\$5,364\$2,337,820	Due to Debt Service 2020				-		-		
Total Liabilites\$15,372\$-\$\$15,372Fund Balance: Nonspendable: Prepaid Items\$5,387\$-\$\$5,387Restricted for: Debt Service - Series-\$5,387\$-\$\$5,387Capital Project - Series-1,796,389-1,796,389-1,796,389Luassigned for: Unassigned530,6795,3645,30679Total Fund Balances\$536,066\$1,796,389\$5,364\$2,337,820			4,218		-		-		4,218
Fund Balance:         Nonspendable:         Prepaid Items       \$ 5,387         Prepaid Items       \$ 5,387         Restricted for:       -         Debt Service - Series       -       1,796,389         Capital Project - Series       -       5,364       5,364         Assigned for:       -       530,679       -       530,679         Total Fund Balances       \$ 536,066       \$ 1,796,389       \$ 5,364       \$ 2,337,820	Due to Debt Service 2021		224		-		-		224
Nonspendable:          5,387           \$         5,387           \$	Total Liabilites	\$	15,372	\$	•	\$	-	\$	15,372
Prepaid Items         \$ 5,387         \$ -         \$ 5,387           Restricted for:	Fund Balance:								
Restricted for: Debt Service - Series - 1,796,389 - 1,796,389 Capital Project - Series - 5,364 5,364 Assigned for: Unassigned 530,679 - 530,679 Total Fund Balances \$ 536,066 \$ 1,796,389 \$ 5,364 \$ 2,337,820	Nonspendable:								
Debt Service - Series       -       1,796,389       -       1,796,389         Capital Project - Series       -       -       5,364       5,364         Assigned for:       -       -       530,679       -       530,679         Total Fund Balances       \$ 356,066       \$ 1,796,389       \$ 5,364       \$ 2,337,820	-	\$	5,387	\$	-	\$	-	\$	5,387
Capital Project - Series       -       -       5,364       5,364         Assigned for:       -       -       530,679       -       530,679         Unassigned       530,679       -       -       530,679         Total Fund Balances       \$ 536,066       1,796,389       \$ 5,364       \$ 2,337,820	Restricted for:								
Assigned for: Unassigned 530,679 530,679 Total Fund Balances \$ 536,066 \$ 1,796,389 \$ 5,364 \$ 2,337,820			-		1,796,389		-		1,796,389
Unassigned         530,679         -         530,679           Total Fund Balances         \$ 536,066         1,796,389         \$ 5,364         2,337,820	Capital Project - Series		-		-		5,364		5,364
Total Fund Balances \$ 536,066 \$ 1,796,389 \$ 5,364 \$ 2,337,820	Assigned for:								
	Unassigned		530,679		-		-		530,679
Total Liabilities & Fund Balance \$ 551,439 \$ 1,796,389 \$ 5,364 \$ 2,353,192	Total Fund Balances	\$	536,066	\$	1,796,389	\$	5,364	\$	2,337,820
	Total Liabilities & Fund Balance	\$	551,439	\$	1,796,389	\$	5,364	\$	2,353,192

**Community Development District** 

#### **General Fund**

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

		Adopted		Prorated Budget		Actual			
		Budget	Thru	u 06/30/24	Thr	u 06/30/24	V	ariance	
Revenues:									
Created Assessments Tay Dell	\$	760 227	\$	769,227	\$	760 490	¢	253	
Special Assessments - Tax Roll Special Assessments - Direct Bill	Ф	769,227 141,000	2	,	Э	769,480	\$	253	
-		,		141,000		141,000		4740	
Interest Income Other Income		5,000		5,000		9,748		4,748 1,097	
ourer income		20,000		15,000		16,097		1,097	
Total Revenues	\$	935,227	\$	930,227	\$	936,324	\$	6,097	
Expenditures:									
General & Administrative:									
Supervisor Fees	\$	12,000	\$	9,000	\$	6,000	\$	3,000	
FICA Expense		918		689		428		260	
Engineering		5,000		3,750		-		3,750	
Arbitrage		2,400		1,800		1,200		600	
Dissemination Agent		7,160		5,370		5,670		(300)	
Attorney		15,000		11,250		8,528		2.722	
Annual Audit		6,600		6,600		6,400		200	
Assessment Roll		10,600		10,600		10,600		200	
Trustee Fees		20,000		20,433		20,433		-	
Management Fees		52,088		20,433 39,066		20,433 39,066		- 0	
Information Technology		2,650		1,988		1,987		0	
Website Maintenance		1,325		994		994			
		1,525 500		375		51		(0) 324	
Felephone									
Postage		1,500		1,500		2,315		(815)	
Printing & Binding		2,500		2,500		2,833		(333)	
Insurance		6,586		6,586		6,197		389	
Legal Advertising		2,500		1,875		1,147		728	
Other Current Charges		1,000		750		-		750	
Office Supplies		600		450		111		339	
Dues, Licenses & Subscriptions		175		175		175		-	
Fotal General & Administrative	\$	151,102	\$	125,750	\$	114,137	\$	11,613	
Operations & Maintenance									
Ground Maintenance									
Pond Maintenance (Water Quality)	\$	1,500	\$	1,125	\$	900	\$	225	
Landscape Maintenance		410,604		307,953		305,303		2,650	
Landscape Contingency		13,000		9,750		6,100		3,650	
Pump Maintenance		3,550		2,663		-		2,663	
Water & Sewer		35,000		26,250		17,681		8,569	
rrigation Repairs		7,500		7,500		11,659		(4,159)	
Pest Control		2,400		1,800		1,616		184	
Environmental Permit/Monitoring		20,000		15,000		1,725		13,275	
Other Repairs and Maintenance		3,000		2,250		1,960		290	

**Community Development District** 

**General Fund** 

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 06/30/24	Thr	u 06/30/24	Variance	
Amenity Center							
Insurance	\$ 53,294	\$	53,294	\$	53,555	\$	(261)
Amenity Manager	109,505		82,129		93,842		(11,713)
Pool Maintenance	9,875		7,406		7,407		(0)
Pool Chemicals	13,875		10,406		10,406		-
Facility Attendant	72,352		54,264		55,617		(1,353)
Janitorial Services	10,828		8,121		8,121		0
Refuse	1,800		1,350		1,422		(72)
Security and Gate Maintenance	5,500		4,125		5,185		(1,060)
Facility Maintenance	20,765		15,574		15,574		(0)
Elevator Maintenance	5,000		3,750		3,426		324
Electric	30,000		22,500		16,522		5,978
Cable and Internet	12,000		9,000		9,565		(565)
Licenses and Permits	1,000		750		333		417
Repairs & Maintenance	33,000		24,750		22,555		2,195
Special Events	32,000		24,000		22,649		1,351
Holiday Decorations	1,500		1,125		705		420
Fitness Center R&M	10,000		10,000		12,118		(2,118)
Fitness Equipment Rentals	25,368		19,026		19,026		-
Reserve for Amenities	20,000		15,000		7,146		7,854
Mobile Application	9,000		6,750		6,000		750
Other Current Charges	3,000		2,250		-		2,250
Subtotal Amenity Center	\$ 479,662	\$	375,570	\$	371,173	\$	4,397
Total Operations & Maintenance	\$ 976,216	\$	749,861	\$	718,117	\$	31,744
Total Expenditures	\$ 1,127,318	\$	875,611	\$	832,254	\$	43,357
Excess (Deficiency) of Revenues over Expenditures	\$ (192,092)	\$	54,616	\$	104,070	\$	49,454
Net Change in Fund Balance	\$ (192,092)	\$	54,616	\$	104,070	\$	49,454
Fund Balance - Beginning	\$ 192,092			\$	431,997		
Fund Balance - Ending	\$ -			\$	536,066		

Community Development District Month to Month

	Oct	Nov	De	ec Ja	ı	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:														
Special Assessments - Tax Roll	\$ -	\$ 552,669	\$ 192,479	\$ 5,582	\$ 4	269 \$	6,809 \$	1,522 \$	- \$	6,150 \$	- \$	- \$	- \$	769,480
Special Assessments - Direct Bill	141,000	-				-	-	-	-	-	-	-	-	141,000
Interest Income	299	293	302	358	1	627	1,739	1,690	1,675	1,765	-	-	-	9,748
Other Income	2,282	1,631	1,303	1,234	2	125	1,974	2,397	1,745	1,406	-	-	-	16,097
Total Revenues	\$ 143,581	\$ 554,593	\$ 194,083	\$ \$ 7,174	\$8	021 \$	10,522 \$	5,610 \$	3,420 \$	9,321 \$	- \$	- \$	- \$	936,324
Expenditures:														
General & Administrative:														
Supervisor Fees	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$	- \$	1,000 \$	1,000 \$	1,000 \$	- \$	- \$	- \$	- \$	6,000
FICA Expense	61	-	61	. 77		-	77	77	77	-	-	-	-	428
Engineering		-				-	-	-	-	-	-	-	-	-
Arbitrage		-				600	-	-	600	-	-	-	-	1,200
Dissemination Agent	797	597	597	597		597	597	697	597	597	-	-	-	5,670
Attorney	1,291	302	410	) .		405	543	1,608	3,970	-	-	-	-	8,528
Annual Audit	-	-				-	6,400	-	-	-	-	-	-	6,400
Assessment Roll	10,600	-				-	-	-	-	-	-	-	-	10,600
Trustee Fees	13,067	-			4	267	-	3,100	-	-	-	-	-	20,433
Management Fees	4,341	4,341	4,341	4,341	4	341	4,341	4,341	4,341	4,341	-	-	-	39,066
Information Technology	221	221	221	221		221	221	221	221	221	-	-	-	1,987
Website Maintenance	110	110	110	110		110	110	110	110	110	-	-	-	994
Telephone	1	3	6	; .		-	6	-	8	27	-	-	-	51
Postage	11	181	14	174		184	91	105	262	1,293	-	-	-	2,315
Printing & Binding	113	169	20	187		224	49	282	298	1,492	-	-	-	2,833
Insurance	6,197	-				-	-	-	-	-	-	-	-	6,197
Legal Advertising	100	-	100	100		100	372	100	176	100	-	-	-	1,147
Other Current Charges	-	-				-	-	-	-	-	-	-	-	-
Office Supplies	18	19	1	18		18	0	1	18	18	-	-	-	111
Dues, Licenses & Subscriptions	175	-				-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 38,103	\$ 5,942	\$ 6,881	\$ 6,824	\$ 11	066 \$	13,806 \$	11,640 \$	11,677 \$	8,199 \$	- \$	- \$	- \$	114,137
Operations & Maintenance														
Ground Maintenance														
Pond Maintenance (Water Quality)	\$ 100	\$ 100	\$ 100	\$ 100	\$	100 \$	100 \$	100 \$	100 \$	100 \$	- \$	- \$	- \$	900
Landscape Maintenance	32,687	34,077	34,075	34,077	34	077	34,077	34,077	34,077	34,077	-	-	-	305,303
Landscape Contingency	-	325	1,100	4,675		-	-	-	-	-	-	-	-	6,100
Pump Maintenance	-	-				-	-	-	-	-	-	-	-	-
Water & Sewer	2,585	1,615	1,655	2,056	2	177	1,899	2,008	1,648	2,038	-	-	-	17,681
Irrigation Repairs	297	2,134	1,081	643		-	-	-	4,920	2,584	-	-	-	11,659
Pest Control	264	132	132	272		136	136	272	136	136	-	-	-	1,616
Environmental Permit/Monitoring	1,725	-				-	-	-	-	-	-	-	-	1,725
Other Repairs and Maintenance	-	-	1,210	750		-	-	-	-	-	-	-	-	1,960
Subtotal Ground Maintenance	\$ 37,658	\$ 38,382	\$ 39,355	<b>\$ 42,572</b>	\$ 36	490 \$	36,212 \$	36,457 \$	40,881 \$	38,935 \$	- \$	- \$	- \$	346,944

Community Development District Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Amenity Center													
Insurance	\$ 53,555 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	53,555
Amenity Manager	10,427	10,427	10,427	10,427	10,427	10,427	10,427	10,427	10,427	-	-	-	93,842
Pool Maintenance	823	823	823	823	823	823	823	823	823	-	-	-	7,407
Pool Chemicals	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	1,156	-	-	-	10,406
Facility Attendant	6,029	6,029	6,029	6,029	6,029	6,029	6,480	6,480	6,480	-	-	-	55,617
Janitorial Services	902	902	902	902	902	902	902	902	902	-	-	-	8,121
Refuse	157	157	155	153	152	153	165	165	164	-	-	-	1,422
Security and Gate Maintenance	900	625	180	3,120	-	180	-	-	180	-	-	-	5,185
Facility Maintenance	1,730	1,730	1,730	1,730	1,730	1,730	1,730	1,730	1,730	-	-	-	15,574
Elevator Maintenance	-	-	-	-	-	3,426	-	-	-	-	-	-	3,426
Electric	2,411	1,877	1,919	1,960	2,110	1,570	1,597	1,482	1,596	-	-	-	16,522
Cable and Internet	981	982	1,032	1,032	1,058	1,113	1,125	1,124	1,117	-	-	-	9,565
Licenses and Permits	-	-	-	-	-	-	-	-	333	-	-	-	333
Repairs & Maintenance	1,015	3,241	382	6,127	925	1,859	3,309	1,987	3,710	-	-	-	22,555
Special Events	2,231	3,995	3,048	1,060	680	3,289	3,550	2,907	1,889	-	-	-	22,649
Holiday Decorations	-	705	-	-	-	-	-	-	-	-	-	-	705
Fitness Center R&M	2,695	512	528	1,943	1,021	1,161	1,398	1,487	1,373	-	-	-	12,118
Fitness Equipment Rentals	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	2,114	-	-	-	19,026
Reserve for Amenities	-	-	-	-	-	-	-	7,146	-	-	-	-	7,146
Mobile Application	750	750	750	750	750	-	750	750	750	-	-	-	6,000
Other Current Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Amenity Center	\$ 87,877 \$	36,027 \$	31,177 \$	39,327 \$	29,879 \$	35,934 \$	35,527 \$	40,681 \$	34,745 \$	- \$	- \$	- \$	371,173
Total Operations & Maintenance	\$ 125,535 \$	74,409 \$	70,532 \$	81,899 \$	66,369 \$	72,146 \$	71,984 \$	81,562 \$	73,680 \$	- \$	- \$	- \$	718,117
Total Expenditures	\$ 163,638 \$	80,351 \$	77,413 \$	88,723 \$	77,435 \$	85,951 \$	83,625 \$	93,240 \$	81,879 \$	- \$	- \$	- \$	832,254
Excess (Deficiency) of Revenues over Expenditures	\$ (20,057) \$	474,243 \$	116,671 \$	(81,549) \$	(69,414) \$	(75,429) \$	(78,015) \$	(89,820) \$	(72,558) \$	- \$	- \$	- \$	104,070
Net Change in Fund Balance	\$ (20,057) \$	474,243 \$	116,671 \$	(81,549) \$	(69,414) \$	(75,429) \$	(78,015) \$	(89,820) \$	(72,558) \$	- \$	- \$	- \$	104,070

**Community Development District** 

**Debt Service Fund Series 2019** 

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 06/30/24	Thru 06/30/24		7	/ariance
Revenues:							
Special Assessments - Tax Roll	\$ 727,221	\$	727,221	\$	726,157	\$	(1,063)
Interest Income	5,000		5,000		31,343		26,343
Total Revenues	\$ 732,221	\$	732,221	\$	757,501	\$	25,280
Expenditures:							
Interest - 11/1	\$ 251,114	\$	251,114	\$	251,114	\$	-
Principal Prepayment - 11/1	-		-		15,000		(15,000)
Interest - 5/1	251,114		251,114		250,781		334
Principal - 5/1	225,000		225,000		225,000		-
Total Expenditures	\$ 727,229	\$	727,229	\$	741,895	\$	(14,666)
Excess (Deficiency) of Revenues over Expenditures	\$ 4,992	\$	4,992	\$	15,606	\$	10,614
Other Financing Sources/(Uses):							
Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-
Total Other Financing Sources/(Uses)	\$ -	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$ 4,992	\$	4,992	\$	15,606	\$	10,614
Fund Balance - Beginning	\$ 300,578			\$	674,352		
Fund Balance - Ending	\$ 305,570			\$	689,958		

**Community Development District** 

Debt Service Fund Series 2020

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 06/30/24	Thru 06/30/24		V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 369,056	\$	369,056	\$	370,165	\$	1,109
Special Assessments - Direct Bill	125,544		125,544		125,544		-
Interest Income	5,000		5,000		22,614		17,614
Total Revenues	\$ 499,600	\$	499,600	\$	518,324	\$	18,724
Expenditures:							
Interest - 11/1	\$ 177,076	\$	177,076	\$	177,076	\$	-
Principal - 11/1	140,000		140,000		140,000		-
Interest - 5/1	174,346		174,346		174,346		-
Total Expenditures	\$ 491,423	\$	491,423	\$	491,423	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$ 8,178	\$	8,178	\$	26,901	\$	18,724
Other Financing Sources/(Uses):							
Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-
Total Other Financing Sources/(Uses)	\$ -	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$ 8,178	\$	8,178	\$	26,901	\$	18,724
Fund Balance - Beginning	\$ 339,141			\$	590,894		
Fund Balance - Ending	\$ 347,319			\$	617,795		

**Community Development District** 

Debt Service Fund Series 2020A

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 06/30/24	Thr	u 06/30/24	Ţ	/ariance
Revenues:							
Special Assessments - Tax Roll	\$ 422,539	\$	422,539	\$	423,137	\$	598
Special Assessments - Prepayments	-		-		10,914		10,914
Interest Income	5,000		5,000		18,339		13,339
Total Revenues	\$ 427,539	\$	427,539	\$	452,389	\$	24,850
Expenditures:							
Interest - 11/1	\$ 129,439	\$	129,439	\$	129,439	\$	(0)
Principal Prepayment - 11/1	-		-		15,000		(15,000)
Interest - 5/1	129,439		129,439		129,180		259
Principal - 5/1	165,000		165,000		165,000		-
Principal Prepayment - 5/1	-		-		10,000		(10,000)
Total Expenditures	\$ 423,879	\$	423,879	\$	448,619	\$	(24,741)
Excess (Deficiency) of Revenues over Expenditures	\$ 3,660	\$	3,660	\$	3,770	\$	110
Other Financing Sources/(Uses):							
Transfer In/(Out)	\$ -	\$	-	\$	0	\$	0
Total Other Financing Sources/(Uses)	\$ -	\$	-	\$	0	\$	0
Net Change in Fund Balance	\$ 3,660	\$	3,660	\$	3,770	\$	110
Fund Balance - Beginning	\$ 165,825			\$	383,190		
Fund Balance - Ending	\$ 169,485			\$	386,959		

**Community Development District** 

**Debt Service Fund Series 2021** 

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

	Adopted	Pror	ated Budget		Actual		
	Budget	Thr	u 06/30/24	Thr	u 06/30/24	V	ariance
Revenues:							
Special Assessments - Tax Roll	\$ 22,411	\$	22,411	\$	22,479	\$	67
Special Assessments - Direct Bill	92,839		92,839		92,839		-
Interest Income	100		100		2,408		2,308
Total Revenues	\$ 115,350	\$	115,350	\$	117,725	\$	2,375
Expenditures:							
Interest - 11/1	\$ 34,361	\$	34,361	\$	34,361	\$	-
Interest - 5/1	34,361		34,361		34,361		-
Principal - 5/1	45,000		45,000		45,000		-
Total Expenditures	\$ 113,721	\$	113,721	\$	113,721	\$	-
Excess (Deficiency) of Revenues over Expenditures	\$ 1,629	\$	1,629	\$	4,004	\$	2,375
Other Financing Sources/(Uses):							
Transfer In/(Out)	\$ -	\$	-	\$	-	\$	-
Total Other Financing Sources/(Uses)	\$ -	\$	-	\$	-	\$	-
Net Change in Fund Balance	\$ 1,629	\$	1,629	\$	4,004	\$	2,375
Fund Balance - Beginning	\$ 40,049			\$	97,674		
Fund Balance - Ending	\$ 41,677			\$	101,677		

Cypress Bluff Community Development District Statement of Revenues and Expenditures

#### **Capital Projects Funds**

Description	SE 2	019	SE	2021
<u>Revenues</u>				
Interest Income:				
Construction	\$	2	\$	-
Transfer In		-		-
Total Revenues	\$	2	\$	-
Expenses				
Capital Outlay		-		-
Cost of Issuance		-		-
Transfer Out		-		-
Total Expenditures	\$	-	\$	-
Excess Revenues (Expenditures)	\$	2	\$	-
Beginning Fund Balance	\$	-	\$	5,363
Ending Fund Balance	\$	2	\$	5,363

Community Development District Long Term Debt Report

Series 2019, Special As	sessment Bonds	
Interest Rate:	3.75% - 5.1%	
Maturity Date:	5/1/2048	
Reserve Fund Definition	50% Max Annual Debt	
Reserve Fund Requirement	\$ 362,316	
Reserve Fund Balance	362,316	
Bonds outstanding - 9/30/2018	\$ 11,565	,000
Less: Principal Payment - 5/1/19	(330	,00
Less: Principal Payment - 5/1/20	(195	,00
Less: Principal Prepayment - 11/1/20	(15	,00
Less: Principal Prepayment - 2/1/21	(20	,00
Less: Principal Payment - 5/1/21	(200	,00
Less: Principal Prepayment - 5/1/21	(15	,00
Less: Principal Prepayment - 8/1/21	(10	,000
Less: Principal Prepayment - 11/1/21	(15	,00
Less: Principal Prepayment - 2/1/22	(5	,00
Less: Principal Payment - 5/1/22	(210	,000
Less: Principal Prepayment - 5/1/22	(35	,000
Less: Principal Prepayment - 11/1/22	(10	,00
Less: Principal Payment - 5/1/23	(215	
Less: Principal Prepayment - 11/1/23	(15	,000
Less: Principal Payment - 5/1/24	(225	
Current Bonds Outstanding	\$ 10,050	000

Series 2020, Special Assessment Bonds										

Current Bonds Outstanding	\$ 7,010,	000
	-	-
Less: Principal Payment - 11/1/23	(140,	000)
Less: Principal Payment - 11/1/22	(135,	000)
Less: Principal Payment - 11/1/21	(130,	000)
Less: Principal Payment - 11/1/20	(290,	000)
Bonds outstanding - 4/15/2020	\$ 7,705,	000
Reserve Fund Balance	247,300	
Reserve Fund Requirement	\$ 247,300	
Reserve Fund Definition	50% Max Annual Debt	
Maturity Date:	11/1/2049	
Interest Rate:	3.9% - 5.2%	

Series 2020A, Special Assessn	nent Bonds (Del Webb Proj	ect)	
Interest Rate:	2.7% - 3.8%		
Maturity Date:	5/1/2050		
Reserve Fund Definition	50% Max Annu	al Debt	
Reserve Fund Requirement	\$ 212,010	5	
Reserve Fund Balance	212,010	5	
Bonds outstanding - 9/11/2020		\$	7,675,000
Less: Principal Payment - 5/1/21			(150,000
Less: Principal Prepayment - 2/1/22			(10,000
Less: Principal Payment - 5/1/22			(155,000
Less: Principal Prepayment - 11/1/22			(15,000
Less: Principal Payment - 5/1/23			(160,000
Less: Principal Prepayment - 11/1/23			(15,000
Less: Principal Payment - 5/1/24			(165,000
Less: Principal Prepayment - 5/1/24			(10,000
Current Bonds Outstanding		\$	6,995,000

Series 2021, Special Assessment Bonds					
Interest Rate:	2.7	19951%			
		/0			
Maturity Date:	,	1/2051	_		
Reserve Fund Definition	50% Max Annual Debt				
Reserve Fund Requirement	\$	57,625			
Reserve Fund Balance		57,625			
Bonds outstanding - 11/1/2021			\$	2,045,000	
Less: Principal Payment - 5/1/22				(40,000	
Less: Principal Payment - 5/1/23				(45,000	
Less: Principal Payment - 5/1/24				(45,000	
Current Bonds Outstanding			\$	1,915,000	

#### CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024 Assessment Receipts

				ASSESSED			
	# UNITS	SERIES 2019	SERIES 2020	SERIES 2020A	SERIES 2021		TOTAL NET
ASSESSED TO	ASSESSED	DEBT NET	DEBT NET	DEBT NET	DEBT NET	O&M NET	ASMTS
DRP CND ICI LLC / WEEKLEY	282	-	125,544.45		92,838.64	141,000.00	359,383.09
NET ASSESSMENTS BULK LANDS (1)	282	-	125,544.45	-	92,838.64	141,000.00	359,383.09
TAX ROLL	1,716	723,981.35	369,055.61	421,868.55	22,411.23	767,173.75	2,304,490.50
TOTAL DISTRICT	1,998	723,981.35	494,600.06	421,868.55	115,249.87	908,173.75	2,663,873.59

(1) Direct Invoices are due 50% 12/1/23, 25% 2/1/24, 25% 5/1/24

				RECEIPTS			
	BALANCE DUE						
	(DISCOUNTS NOT	SERIES 2019	SERIES 2020	SERIES 2020A	SERIES 2021		TOTAL ASMTS
ASSESSED TO	TAKEN)	DEBT PAID	DEBT PAID	DEBT PAID	PAID	O&M PAID	PAID
DRP CND ICI LLC / WEEKLEY	-	-	125,544.45		92,838.64	141,000.00	359,383.09
BULK LANDS	-	-	125,544.45	-	92,838.64	141,000.00	359,383.09
TAX ROLL	(6,926.36)	726,157.33	370,164.84	423,136.52	22,478.59	769,479.58	2,311,416.86
TOTAL DISTRICT	(6,926.36)	726,157.33	495,709.29	423,136.52	115,317.23	910,479.58	2,670,799.95

	SUMMARY OF TAX ROLL COLLECTIONS						
DUVAL COUNTY DISTRIBUTION	DATE	SERIES 2019 DEBT PAID	SERIES 2020 DEBT PAID	SERIES 2020A DEBT PAID	SERIES 2021 PAID	O&M PAID	TOTAL ASMTS PAID
1	11/3/2023	1,982.85	1,010.77	1,155.42	61.38	2,101.15	6,311.57
2	11/14/2023	17,424.83	8,882.46	10,153.56	539.40	18,464.39	55,464.64
3	11/21/2023	31,419.48	16,016.35	18,308.33	972.61	33,293.96	100,010.73
4	11/28/2023	63,146.57	32,189.50	36,795.91	1,954.74	66,913.87	201,000.58
5	11/30/2023	407,579.63	207,767.16	237,499.25	12,616.85	431,895.65	1,297,358.53
6	12/6/2023	101,231.48	51,603.60	58,988.23	3,133.67	107,270.90	322,227.88
7	12/14/2023	69,188.70	35,269.53	40,316.70	2,141.77	73,316.47	220,233.17
8	12/22/2024	2,869.28	1,462.64	1,671.95	88.82	3,040.46	9,133.15
9	1/9/2024	8,352.53	4,257.77	4,867.07	258.56	8,850.84	26,586.77
10	1/19/2024	2,884.09	1,470.19	1,680.58	89.28	3,056.15	9,180.29
11	2/5/2024	2,383.54	1,215.03	1,388.91	73.78	2,525.74	7,587.01
12	2/20/2024	1,017.68	518.77	593.01	31.50	1,078.40	3,239.37
13	3/6/2024	3,011.23	1,535.00	1,754.66	93.21	3,190.88	9,584.98
14	3/20/2024	1,605.59	818.46	935.59	49.70	1,701.38	5,110.72
15	4/5/2024	4,820.42	2,457.25	2,808.89	149.22	5,108.01	15,343.79
16	4/18/2024	-	-	-	-	-	-
17	5/3/2024	1,436.04	732.04	836.79	44.45	1,521.72	4,571.04
18	5/21/2024	1,291.20	658.20	752.39	39.97	1,368.23	4,110.00
19	6/8/2024	1,005.58	512.60	585.96	31.13	1,065.57	3,200.84
TAX CERTIFICATES	6/24/2024	3,506.61	1,787.52	2,043.32	108.55	3,715.81	11,161.81
		-	-	-	-	-	
TOTAL TAX ROLL RECEIPTS		726,157.33	370,164.84	423,136.52	22,478.59	769,479.58	2,311,416.87
% COLLECTED DIRECT INVOICE		0.0%	100.0%	0.0%	100.0%	100.0%	100.0%
% COLLECTED TAX ROLL		100.3%	100.3%	100.3%	100.3%	100.3%	100.3%

*B*.

# **Cypress Bluff Community Development District**

## <u>Check Run Summary</u> June 30, 2024

Fund	Date	Check No.	Amount
Payroll	5/15/24	50236-50240	\$ 923.50
		Subtotal	\$ 923.50
General Fund			
	5/3/24	1211-1217	\$ 4,099.67
	5/13/24	1218-1236	69,119.35
	5/16/24	1237-1238	677.98
	5/24/24	1239-1241	375.26
	5/31/24	1242	300.00
	6/6/24	1243-1250	8,574.45
	6/25/24	1251-1277	95,883.33
	6/25/24	1278	559.00
		Subtotal	\$ 179,589.04
Total			\$ 180,512.54

PR300R	PAYROLL CHECK REGISTER	RUN	5/15/24 PAGE	1
CHECK EMP # #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE	
50236 3	CHRIS PRICE	184.70	5/15/2024	_
50237 5	JOHN L HOLMES III	184.70	5/15/2024	
50238 2	JOHN S HEWINS JR	184.70	5/15/2024	
50239 1	RICHARD T RAY	184.70	5/15/2024	-
50240 6	WILLIAM J CELLAR	184.70	5/15/2024	-

TOTAL FOR REGISTER 923.50

CYBL CYPRESS BLUFF DLAUGHLIN

# **Attendance Sheet**

# District Name: Cypress Bluff CDD

# Board Meeting Date: May 14, 2024 Meeting

	Name	In Attendance	Fee
1	Richard Ray Chairperson	$\checkmark$	YES-\$200
2	John Hewins Assistant Secretary	$\checkmark$	YES - \$200
	John Holmes Vice Chairman	$\checkmark$	YES - \$200
	William Cellar Assistant Secretary		YES - \$200
5	Chris Price Assistant Secretary		YES - \$200

The Supervisors present at, the above-referenced meeting should be compensated accordingly.

Approved for Payment:  $|\Lambda|$ 

5-14/2024

District Manager Signature

Date

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER *** CHECK DATES 05/01/2024 - 06/30/2024 *** CYPRESS BLUFF-GENERAL FUND BANK A CYPRESS BLUFF CDD	RUN 7/08/24	PAGE 1
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME STATUS DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	AMOUNT	CHECK AMOUNT #
5/03/24 00120 4/26/24 2024-552 202404 320-57200-46000 * RPLC TOILET HANDLE ALDRIDGE & SONS PLUMBING	408.00	408.00 001211
5/03/24 00127 9/10/23 2024-05- 202405 320-57200-49400 * 5/27 3HR PARTY EVENT FIRST COAST FOAM PARTY LLC	925.00	
5/03/24 00122 3/15/24 03152024 202405 320-57200-49400 * 5/19 MUSICAL PERFORMANCE GLENN MACK INC 5/03/24 00095 4/30/24 3383120 202403 310-51300-31500 *	400.00	
MAR GENERAL COUNSEL KUTAK ROCK LLP	1,000.00	
5/03/24 00146 4/19/24 13 202404 320-57200-49400 * 5/1 2HR STEEL PAN PERFORM SHAUN BENNETT	200.00	200.00 001215
5/03/24 00147 3/19/24 5272024 202405 320-57200-49400 * 5/27 3HR MUSIC NEAL POMERANTZ DBA THE GOOD SOULS	400.00	
5/03/24 00062 4/29/24 24620797 202404 320-57200-46500 * JANITORIAL SUPPLIES W.B. MASON CO., INC.	158.67	
5/13/24 00148 5/03/24 12968 202405 320-57200-46000 * INSTALL 3 FILTERS ANTHONY E ORTOLANI DBA AIR	295.00	
5/13/24 00081 5/05/24 142007 202405 320-57200-47200 * MAY LAKE MAINT POND 1 CLEAR WATERS, INC	100.00	100.00 001219
5/13/24 00005 5/01/24 87 202405 310-51300-34000 * MAY MANAGEMENT FEES 5/01/24 87 202405 310-51300-52100 *	4,340.67	
MAY WEBSITE ADMIN 5/01/24 87 202405 310-51300-35200 *	220.83	
MAY INFO TECH 5/01/24 87 202405 310-51300-31300 * MAY DISSEM AGENT SRVCS 5/01/24 87 202405 310-51300-51000 *	596.67 18.49	
OFFICE SUPPLIES		

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 7/08/24 PAGE 2
\*\*\* CHECK DATES 05/01/2024 - 06/30/2024 \*\*\* CYPRESS BLUFF-GENERAL FUND
BANK A CYPRESS BLUFF CDD

CHECK VEND# DATE	INVOICEEXPENSED TO VENDOR NAME DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
	5/01/24 87 202405 310-51300-42000 POSTAGE	*	261.90	
	5/01/24 87 202405 310-51300-42500 COPIES	*	297.90	
	5/01/24 87 202405 310-51300-41000 TELEPHONE	*	7.59	
	5/01/24 87 202405 320-57200-47300	*	750.00	
	PEOPLEVINE-AMEX APR 2024 GOVERNMENTAL MANAGEMENT SERVICE	ES		6,604.47 001220
5/13/24 00103	5/06/24 2182 202405 320-57200-46000	*	678.00	
	ATL COAST HS ENTRNCE SIGN HARBINGER			678.00 001221
	5/08/24 3522 202405 320-57200-49600	*	7,146.41	
	PRESSURE WASHING HYDRO-KLEEN PRESSURE WASHING IN	NC		7,146.41 001222
5/13/24 00002	5/02/24 24-02806 202405 310-51300-48000	*	99.88	
	NTC OF BOS MTG 5/2 JACKSONVILLE DAILY RECORD			99.88 001223
5/13/24 00012			6,720.00	
	MAY LANDSCAPE MAINT E & W SUN STATE NURSERY			6,720.00 001224
5/13/24 00012		*	6,027.00	
	MAY LANDSCAPE MAINT PHI SUN STATE NURSERY			6,027.00 001225
5/13/24 00012	5/01/24 13910 202405 320-57200-46100 MAY LANDSCAPE MAINT PH2	*	14,210.00	
	MAY LANDSCAPE MAINI PH2 SUN STATE NURSERY			14,210.00 001226
5/13/24 00012	5/01/24 13911 202405 320-57200-46100	*	3,320.00	
	MAY LANDSCAPE MAINTENANCE SUN STATE NURSERY			3,320.00 001227
5/13/24 00012	5/01/24 13926 202405 320-57200-46100		1,600.00	
	MAY LANDSCAPE MAINT APEX SUN STATE NURSERY			1,600.00 001228
	5/01/24 13927 202405 320-57200-46100	*	2,200.00	
	MAY LANDSCAPE MAINT GLENM SUN STATE NURSERY			2,200.00 001229

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE *** CHECK DATES 05/01/2024 - 06/30/2024 *** CYPRESS BLUFF-GENE BANK A CYPRESS BLU	PREPAID/COMPUTER CHECK REGISTER RAL FUND JFF CDD	RUN 7/08/24	PAGE 3
CHECK VEND#INVOICEEXPENSED TO VEN DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	DOR NAME STATUS	AMOUNT	CHECK AMOUNT #
5/13/24 00013 5/07/24 05072024 202405 300-20700-10000 FY24 DEBT ASSESS SE2019	*	5,157.21	
THE BANK OF NEW	YORK MELLON		9,437.24 001230
5/13/24 00013 5/07/24 05072024 202405 300-20700-10010 FY24 DEBT ASSESS SE2020	*	4,810.71	4,810.71 001231
Ine BANK OF NEW			4,010.71 001231
5/13/24 00013 5/07/24 05072024 202405 300-20700-10020 FY24 DEBT ASSESS SE2020A	*	5,499.14	
THE BANK OF NEW	YORK MELLON		5,499.14 001232
5/13/24 00013 5/07/24 05072024 202405 300-20700-10030 FY24 DEBT ASSESS SE2021	*	292.13	
THE BANK OF NEW	VORK MELLON		292.13 001233
5/13/24 00062 4/30/24 24623461 202404 320-57200-46500	*	10.39	
JANITORIAL SUPPLIES W.B. MASON CO.,	INC.		10.39 001234
5/13/24 00062 5/06/24 24635727 202405 320-57200-46500 JANITORIAL SUPPLIES		38.99	
	INC.		38.99 001235
5/13/24 00062 5/07/24 24639826 202405 320-57200-46500 JANITORIAL SUPPLIES	*	29.99	
W.B. MASON CO.,			29.99 001236
5/16/24 00010 5/16/24 25839 202405 310-51300-31400 ARBIT SE2020 FYE 3/31/24	*	600.00	
GRAU AND ASSOCI	ATES		600.00 001237
5/16/24 00062 5/13/24 24651092 202405 320-57200-46500	*	77.98	
JANITORIAL SUPPLIES W.B. MASON CO.,	INC.		77.98 001238
5/24/24 00002 5/16/24 24-03120 202405 310-51300-48000	*		
NTC OF QUAL PRD CAND BOS JACKSONVILLE DA	ILY RECORD		76.25 001239
5/24/24 00055 5/22/24 61903929 202405 320-57200-47000	*	135.96	
MAY PEST CONTROL	TROL LLC		135,96 001240
5/24/24 00062 5/21/24 24669548 202405 320-57200-46500	ITROL LLC 		
JANITORIAL SUPPLIES		103.05	1.60 05 001015
W.B. MASON CO.,	INC.		163.05 001241

*** CHECK DATES 05/01/2024 - 06/30/2024 ***	E ACCOUNTS PAYABLE PREPAID/COMPUTE CYPRESS BLUFF-GENERAL FUND BANK A CYPRESS BLUFF CDD	ER CHECK REGISTER	RUN 7/08/24	PAGE 4
CHECK VEND#INVOICEEXPENSED TO. DATE DATE INVOICE YRMO DPT ACCT	VENDOR NAME "# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
5/31/24 00096 1/17/24 6524 202405 320-5720 6/5 6-8PM POOL DECK EVE	0-49400 NT ROBERT LEMAY	*	300.00	300.00 001242
6/06/24 00081 6/05/24 142838 202406 320-5720 JUN LAKE MAINT POND 1	0-47200	*	100.00	100.00 001243
6/06/24 00095 5/31/24 3397073 202404 310-5130 APR GENERAL COUNSEL		*	3,970.00	3,970.00 001244
6/06/24 00096 5/10/24 62124 202406 320-5720 6/21 6-8PM POOLSIDE DJ	10-49400 DODEDE LEMAN	*	300.00	300.00 001245
6/06/24 00012 5/30/24 14344 202405 320-5720 YRLY PUMP STATION MAINT		*	3,468.00	3,468.00 001246
6/06/24 00145 5/29/24 1076 202405 320-5720 RPR CEIL LIGHT WOMEN RE	0-46000	*	450.00	450.00 001247
6/06/24 00062 5/29/24 24685121 202405 320-5720 JANITORIAL SUPPLIES	0-46500	*	78.19	
6/06/24 00062 5/30/24 24687380 202405 320-5720 JANITORIAL SUPPLIES		*	66.28	
6/06/24 00062 6/03/24 24692943 202406 320-5720 JANITORIAL SUPPLIES		*	141.98	
6/25/24 00016 6/25/24 144553 202406 310-5130 PRINT/MAIL NOTICES 6/25/24 144553 202406 310-5130	0-42500	*	1,337.24	
POSTAGE	ADVANCED DIRECT MARKETING SERV	/ICES		2,377.89 001251
6/25/24 00148 6/05/24 10571-1 202406 320-5720 FILTER DRYER REPAIRS		*	3,475.00	3,475.00 001252

AP300R *** CHECK DATES 05/01	YEAR-TO-DATE # /2024 - 06/30/2024 *** CY B#	ACCOUNTS PAYABLE PREPAID/COMPUTER CHI YPRESS BLUFF-GENERAL FUND ANK A CYPRESS BLUFF CDD	ECK REGISTER	RUN 7/08/24	PAGE 5
CHECK VEND# DATE DAT	INVOICEEXPENSED TO E INVOICE YRMO DPT ACCT# S	VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
6/25/24 00150 5/14	/24 0005 202405 320-57200-4 7/4 3HR PERFORMANCE	19400	*	200.00	
5/14	/24 0005 202405 320-57200-4	19400	*	130.00	
5/14	8/7 2HR PERFORMANCE /24 0005 202405 320-57200-4 10/18 2HR PERFORMANCE	19400	*	130.00	
		DAVIS COOK ROBERTS			460.00 001253
6/25/24 00042 6/23	/24 44053 202406 320-57200-4 3RD QTR FIRE ALARM MONIT			180.00	
	-	DYNAMIC SECURITY PROFESSIONALS, INC			180.00 001254
6/25/24 00127 6/22	/24 2024-07- 202406 320-57200-4 7/4 3HR BUBBLES 11AM-2PM	19400	*	400.00	
		FIRST COAST FOAM PARTY LLC			400.00 001255
6/25/24 00005 6/01	/24 88 202406 310-51300-3 JUN MANAGEMENT FEES	34000	*	4,340.67	
6/01	/24 88 202406 310-51300-5	52100	*	110.42	
6/01	JUN WEBSITE ADMIN /24 88 202406 310-51300-3	35200	*	220.83	
6/01	JUN INFO TECH /24 88 202406 310-51300-3	31300	*	596.67	
6/01	JUN DISSEM AGENT SRVCS /24 88 202406 310-51300-5	51000	*	18.37	
6/01	OFFICE SUPPLIES /24 88 202406 310-51300-4		*	252.16	
6/01	POSTAGE /24 88 202406 310-51300-4	12500	*	154.80	
6/01	COPIES /24 88 202406 310-51300-4 TELEPHONE	1000	*	26.96	
	/24 88 202406 320-57200-4		*	750.00	
	PEOPLEVINE-AMEX MAY 2024	GOVERNMENTAL MANAGEMENT SERVICES			6,470.88 001256
6/25/24 00002 6/13	/24 24-03760 202406 310-51300-4	18000	*	99.88	
	NTC MTG BOS 6/13	JACKSONVILLE DAILY RECORD			99.88 001257
6/25/24 00129 6/18	/24 06182024 202406 320-57200-4		*	180.00	
	6/24 GENERAL TIER 1	JACKSONVILLE ZOOLOGICAL SOCIETY INC	2		180.00 001258
6/25/24 00064 6/06	/24 BP640153 202406 330-57200-4		*	284.23	
	UNIFORMS & NAME TAGS	NORTH POINT PROMOTIONS, INC DBA			284.23 001259

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER *** CHECK DATES 05/01/2024 - 06/30/2024 *** CYPRESS BLUFF-GENERAL FUND BANK A CYPRESS BLUFF CDD	RUN 7/08/24	PAGE 6
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME STATUS DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	AMOUNT	CHECK AMOUNT #
6/25/24 00061 5/01/24 127779 202405 320-57200-49400 * 7/4 4TH OF JULY EVENT	183.00	
PROGRESSIVE ENTERTAINMENT		183.00 001260
6/25/24 00070 10/02/23 070324-1 202406 320-57200-49400 * 7/3 SOLO PERFORM 6PM-8PM MARY HELEN REBECCA DAY	150.00	150.00 001261
	216.80	
MAY INSPECTION IRRIG RPR SUN STATE NURSERY		216.80 001262
6/25/24 00012 6/19/24 14677 202405 320-57200-46400 *	34.99	
MAY INSPECTION IRRIG RPR SUN STATE NURSERY		34.99 001263
6/25/24 00012 6/10/24 14403 202406 320-57200-46100 *	6,720.00	
JUN LANDSCAPE MAINT E & W SUN STATE NURSERY		6,720.00 001264
6/25/24 00012 6/10/24 14406 202406 320-57200-46100 * JUN LANDSCAPE MAINT PH1	6,027.00	
JUN LANDSCAPE MAINI PHI SUN STATE NURSERY		6,027.00 001265
6/25/24 00012 6/10/24 14407 202406 320-57200-46100 * JUN LANDSCAPE MAINT PH2	14,210.00	
SUN LANDSCAPE MAINI PHZ SUN STATE NURSERY		14,210.00 001266
6/25/24 00012 6/10/24 14408 202406 320-57200-46100 * JUN LANDSCAPE MAINTENANCE	3,320.00	
SUN EANDSCAFE MAINTENANCE SUN STATE NURSERY		3,320.00 001267
6/25/24 00012 6/10/24 14423 202406 320-57200-46100 * JUN LANDSCAPE MAINT APEX	1,600.00	
SUN STATE NURSERY		1,600.00 001268
6/25/24 00012 6/10/24 14424 202406 320-57200-46100 * JUN LANDSCAPE MAINT GLENM	2,200.00	
SUN STATE NURSERY		2,200.00 001269
6/25/24 00012 6/12/24 14572 202406 320-57200-46400 * SETUP/RMV HYDRANT METER	1,195.44	
SUN STATE NURSERY		1,195.44 001270
6/25/24 00012 6/12/24 14573 202406 320-57200-46400 * RPLC DECODERS #3,35, & 40	1,388.76	
SUN STATE NURSERY		1,388.76 001271

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGIST *** CHECK DATES 05/01/2024 - 06/30/2024 *** CYPRESS BLUFF-GENERAL FUND BANK A CYPRESS BLUFF CDD	ER RUN //08/24	PAGE 7
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME STATUS DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	AMOUNT	CHECK AMOUNT #
6/25/24 00012 6/19/24 14671 202405 320-57200-46400 * MAY INSPECTION IRRIG RPR	1,200.39	
SUN STATE NURSERY		1,200.39 001272
6/25/24 00055 6/24/24 61915445 202406 320-57200-47000 * JUN PEST CONTROL	135.96	
TURNER PEST CONTROL LLC		
6/25/24 00037 5/01/24 419020 202405 320-57200-45000 * MAY AMENITY MANAGER	10,426.86	
5/01/24 419020 202405 320-57200-45100 * MAY FACILITY ATTENDANT	6,029.36	
5/01/24 419020 202405 320-57200-46800 *	822.95	
MAY POOL MAINTENANCE 5/01/24 419020 202405 320-57200-46200 *	902.33	
MAY JANITORIAL 5/01/24 419020 202405 320-57200-46600 *	1,730.45	
MAY MAINTENANCE 5/01/24 419020 202405 320-57200-46810 *	1,156.25	
MAY POOL CHEMICALS 5/01/24 419020 202405 320-57200-45100 * MAY ADDITIONAL STAFFING	450.84	
WAY ADDITIONAL STAFFING VESTA PROPERTY SERVICES, INC.		21,519.04 001274
6/25/24 00037 5/31/24 420061 202405 320-57200-46500 * POOL SUPPLIES	104.33	
VESTA PROPERTY SERVICES, INC.		104.33 001275
6/25/24 00037 6/01/24 420150 202406 320-57200-45000 * JUN AMENITY MANAGER	10,426.86	
6/01/24 420150 202406 320-57200-45100 * JUN FACILITY ATTENDANT	6,029.36	
6/01/24 420150 202406 320-57200-46800 * JUN POOL MAINTENANCE	822.95	
6/01/24 420150 202406 320-57200-46200 * JUN JANITORIAL	902.33	
6/01/24 420150 202406 320-57200-46600 * JUN MAINTENANCE	1,730.45	
	1,156.25	
6/01/24 420150 202406 320-57200-45100 * JUN ADDITIONAL STAFFING	450.84	
VESTA PROPERTY SERVICES, INC.		21,519.04 001276
6/25/24 00066 6/19/24 18106 202406 330-57200-46500 * DISINFECTANT WIPES CASE	230.70	
DISINFECTANT WIFES CASE WIPES LLC		230.70 001277

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID *** CHECK DATES 05/01/2024 - 06/30/2024 *** CYPRESS BLUFF-GENERAL FUN BANK A CYPRESS BLUFF CDD	
CHECK VEND#INVOICEEXPENSED TO VENDOR NAM DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	E STATUS AMOUNTCHECK AMOUNT #
6/25/24 00149 7/04/24 5636 202406 320-57200-49400 7/4 LASER TAG 11AM-1PM FIRST COAST FUN AND GAM	* 559.00 MES DBA 559.00 001278
	AL FOR BANK A 179,589.04 AL FOR REGISTER 179,589.04

## Pldridge & Cons PLUMBING

CFC #1426235

PO Box 600921 \* Jacksonville, FL 32260

Phone: 904-287-3855 \* Fax 904-268-3230

Bill	То

Cypress Bluff CDD 475 West Town Place St Augustine, FL

Date	Invoice #
4/26/2024	2024-55299

Job Location eTown 10571 eTown Parkway Jacksonville, FL 32256

.

		Description	Amount	
OOS: 4/22/24 Tocket: Toilet han Ve were called o o issues at this ti	at to replace the	red flushometer in the women's 3rd stall. We did so and are happy to rej	port 4	08.00
		APR 2 6 2024		

#### Invoice



**First Coast Foam Party LLC** 

101 Marketside ave Suite 404-154, ponte vedra, FL 32081 Phone: +1 904-834-1311; firstcoastfoamparty@gmail.com; Website: www.Firstcoastfoamparty.com



# \$925.00 Amount due

BILL TO Cypress Bluff CDD marcy Pollicino 10571 eTown Parkway, jacksonville, FL 32256, UNITED STATES mpollicino@vestapropertyservices.com Phone: +1 904-527-1081

## SHIP TO

Cypress Bluff CDD marcy Pollicino 10571 eTown Parkway, jacksonville, FL 32256, UNITED STATES

#	ITEMS & DESCRIPTION	PRICE	AMOUNT(\$)
1	3 hour party - memorial day 1100 - 2pm golf-bubl candy	bles-cotton \$925.00	\$925.00
	RECEIVEN	Subtotal	\$925.00
	APR 0 1 2024	Shipping	\$0.00
	BY:	TOTAL	\$925.00 USD

### **NOTES TO CUSTOMER**

Thank you for allowing us to party with you! Please consider leaving us a kind remark on our social media or Google and referrals are always welcome! 5/27/2024 11-2.

### **TERMS AND CONDITIONS**

Rules and Regulations: By hiring First Coast Foam Party LLC you understand that the following rules apply: Do not eat the foam, no running, no diving, no rough play, the foam can become slippery, if we see inappropriate behavior we will address the behavior and have the right to end the event for safety reasons. We can not be held responsible for your children's actions. The foam is hypo-allergenic, dye-free, biodegradable and safe for kids, pets, grass and pools. The main ingredient in the foam is Sodium Lauryl Sulfate. The color/glow can leave a residue on clothes that should wash out in a few washes but can stain clothing. By hiring First Coast Foam Party LLC you agree to hold First Coast Foam Party LLC, it's employees, agents or representatives harmless and indemnify them against any and all claims for property damage and/or personal injury claims.



Invoice No#: 2024-05-27-01

Invoice Date: Sep 10, 2023

Glenn Mack, l	[NC	INVOICE	
608 Huntly Ln			
Winter Springs FL 32708			
516-356-3712			
Fed ID # 20-8298020	neceiven		
Billed To: Cypress Bluff Community Development District	APR 15 2024	Invoice Date	03/15/2024

Description		Price
For Musical Performance May 19 2024 Payable at performance		\$400.00
	 Sub Tota Ta	
	 Total Du	e: \$400.00

#### KUTAK ROCK LLP

**TALLAHASSEE, FLORIDA** Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

April 30, 2024



Mr. James Perry Cypress Bluff CDD Governmental Management Services Suite 114 475 West Town Place St. Augustine, FL 32092 Check Remit To: Kutak Rock LLP PO Box 30057 Omaha, NE 68103-1157

Reference: Invoice No. 3383120 Client Matter No. 4123-1 Notification Email: eftgroup@kutakrock.com

> Invoice No. 3383120 4123-1

#### Re: General Counsel

For Professional Legal Services Rendered

03/01/24	K. Haber	0.40	102.00	Prepare notice of landscape request for proposal; correspond with Hogge regarding same
03/04/24	K. Buchanan	0.20	70.00	Review outstanding items
03/06/24	J. Gillis	0.40	70.00	Coordinate response to auditor letter
03/06/24	K. Haber	0.20	51.00	Correspond with Hogge regarding notice of landscape request for proposals
03/07/24	K. Buchanan	0.70	245.00	Review annual audit
03/14/24	K. Buchanan	1.40	490.00	Review status of landscape maintenance request for proposals
03/16/24	G. Lovett	0.50	125.00	Monitor legislative process relating to matters impacting special districts
03/26/24	K. Buchanan	0.70	245.00	Prepare for and attend board meeting
03/27/24	K. Buchanan	0.20	70.00	Prepare audit response
03/28/24	K. Buchanan	0.40	140.00	Perform meeting follow up
TOTAL HOU	URS	5.10		

### KUTAK ROCK LLP

Cypress Bluff CDD April 30, 2024 Client Matter No. 4123-1 Invoice No. 3383120 Page 2

TOTAL FOR SERVICES RENDERED	\$1,608.00
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TOTAL CURRENT AMOUNT DUE

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\$1,608.00

# **Steel Pan with Shaun**

Music of the Islands

Shaun Bennett 54083 Hurst Rd Callahan, FL 32011 Phone: (904)501-2395 Email: ShaunWadeBennett@gmail.com

TO:

DESCRIPTION

eTown/Vesta Property Services 10571 eTown Parkway Jacksonville, FL 32256

Steel Pan Performance 5/1



INVOICE

INVOICE: 00013 DATE: 4/19/24

FOR: Steel Pan Performance

	HOURS	RATE	AMOUNT
/24 5:30-pm7:30pm	2.0	\$100	\$200
		and the second sec	
and a second	An and the second second second second		<b>4</b> 7
			<del>- Alexandra da</del> Alexandra da Alexandra
			<del>n (an an an an an an an an an</del> an Iomraidh ann an
		The second s	
and the second			
		Contraction of the second s	
			in the state of the life in the sec-
	nin and a state of the second s	TOTAL	\$200

Make all checks payable to Shaun Bennett

THANK YOU FOR YOUR BUSINESS!



# 0005272024

Mar 19, 2024	Date:		°0UL
check	Payment Terms:		
May 27, 2024	Due Date:	Neal Pomerantz c/o The Good Souls 257 W. Silverthorn Lane	
\$400.00	Balance Due:	2081	Ponte Vedra, FL. 3
		Ship To:	Bill To:

Cypress Bluff CDD	Cypress Bluff CDD
[E-Town]	[E-Town]

ltem	Quantity	Rate	Amount
Music for Recharge Amenity Center   3 hours	3	\$150.00	\$450.00
Discount	-1	\$50.00	-\$50.00



\$400.00	Subtotal:
\$0.00	Tax (0%):
\$400.00	Total:

Notes:

For Monday, May 27, 2024

Terms:

Due on or before performance date.

			(Page 1)
WHO BUT A CAN			PM
WID BUT MASON		Invoice Number	246207971
		Customer Number	C2943565
W.B.MASON CO., INC.		Invoice Date	04/29/2024
59 Centre St		Due Date	05/29/2024
Brockton, MA 02301		Order Date	04/26/2024
Address Service Requested 888-WB-MASON www.wbmason.com		Order Number	S143404969
		Order Method	WEB
CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649	APR 3 0 2024	Attn.: Marcy Po 10571 eTown Jacksonville Fl	nity Center eTown blicino Parkway

#### Important Messages

Sign up for Paperless Invoicing at wbmason.com/paperless. Your Registration Code: 5638632242

# Looking for an easier way to see and pay bills?

Visit WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
GPC16880 HERX8046QK	TISSUE,TOILET,2PLY,WH(16580),80/CT LINER,REPRO,40X46,45GL,2ML,BK,100/CT	1	СТ СТ	78.19 80.48	78.19 80.48
		TAX & E	OTTLE DE	SUBTOTAL: POSITS TOTAL: ORDER TOTAL: Total Due:	158.67 0.00 158.67 158.67

To ensure proper credit, please detach and return below portion with your payment

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

Remittance Section	
Customer Number	C2943565
Invoice Number	246207971
Invoice Date	04/29/2024
Terms	Net 30
Total Due	158.67

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101
### Air Doctors Heating & Cooling, Inc

120 Cumberland Park Drive Suite 201 St. Augustine, FL 32095

Date	Invoice #
5/3/2024	12968

Bill To Cypress Bluff CDD Recharge Amenity Center 10571 eTown Parkway Jacksonville, FL 32256

P.O. Number	Terms	Rep	Ship	Via	F.O.B.		Project
			5/3/2024				
Quantity	Item Code	<b>I</b>	Descrip	tion	Pri	ce Each	Amount
	15.10 Service Call 15.20 Refridgerant 15.04 Discount	new filters x3.	hecked the system. O customer provided. eon level. Tech note v customer	Checked the coil. I Flushed the drain	line.	85.00 95.00 -27.50	85.0 237.5 -27.5
					Та	otal	\$295.

Ship To

## Invoice

### Clear Waters, Inc. P.O. Box 291522 Port Orange, FL 32129

# Invoice

DATE	INVOICE #
5/5/2024	142007

#### **BILL TO**

e-Town Cypress Bluff CDD 10571 eTown Parkway Jacksonville, FL 32256 Attn: Marcy Pollicino

	Phone #	P.O. NO.	TERMS	]	ACCOUNT #
	386-767-4928		Net 30		822
ITEM	1	DESCRIPTIC	N	RATE	AMOUNT
Lake Mgmt.	Pond 1	REGEN MAY 06 20 BY:		100.00	100.00
Thank you for	your business.	Classinta	relakement com	Total	\$100.00
Clearwaterslakemgmt.com					

### **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

> Invoice #: 87 Invoice Date: 5/1/24 Due Date: 5/1/24 Case: P.O. Number:

Bill To: Cypress Bluff CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees -May 2024 Website Administration - May 2024 Information Technology - May 2024 Dissemination Agent Services - May 2024 Office Supplies Postage Copies Telephone AMEX April 2024 - PeopleVine		4,340.67 110.42 220.83 596.67 18.49 261.90 297.90 7.59 750.00	4,340.67 110.42 220.83 596.67 18.49 261.90 297.90 7.59 750.00
MAY 0 3 2024			
	Total		\$6,604.47
	Paymer	nts/Credits	\$0.00
	Balance	e Due	\$6,604.47

# Invoice

#### Harbinger

2756 Park St Jacksonville, FL 32205



# harbinger. sign of the future

INVOICE				
BILL TO Cypress Bluff Community Development District 475 West Town Place St. Augustine, FL 32092 SALES REP	SHIP TO ETOWN JAX 11003 ETOWN PARKWAY JACKSONVILLE, FL 32256 USA		INVOICE DATE TERMS DUE DATE	2182 05/06/2024 Net 30 06/05/2024
Kitty Lev				
DESCRIPTION		QTY	RATE	AMOUNT
PROVIDE LABOR TO TROUBLESHOOT ETOWN NOT ILLUMINATING, (1) @ 9B & (1) @ ATLANTIG SCHOOL. RESET TIMERS FOR EACH SIGN & P FOR ENTRANCE SIGN AT ATLANTIC COAST HI *NOTE: ATLANTIC COAST HIGH SCHOOL HAS GETTING AS MUCH SUNLIGHT AS THE OTHER	C COAST HIGH OUND LOOSE WIRE GH SCHOOL. A SOLAR PANEL NOT	4	169.50	678.00
Sales Tax calculated by AvaTax on Mon 06 May	15:34:20 UTC 2024	1	0.00	0.00
***********PLEASE NOTE CHANGE OFADDRE PAYMENTS TO 2756 PARK STREET, JACKSON 32205********				
Contact Harbinger to pay.	SUBTOTAL			678.00
Thank you for your business. If you have any questions please contact:	TAX			0.00
Michelle May mmay@harbingersign.com	TOTAL			678.00
	BALANCE DUE			\$678.00



### **INVOICE #3522**

ISSUED:

May 08, 2024

DUE:

May 08, 2024

MAY 08 2024

BY:.

ribution Avenue Meet

11318 Distribution Avenue West Suite 3 Jacksonville, Florida 32256

Phone: (904) 329-5279 Email: info@HydroKleenPW.com Website: https://HydroKleenPW.com

#### RECIPIENT:

### **Cypress Bluff CDD**

10571 eTown Parkway JACKSONVILLE, FL 32256

#### SERVICE ADDRESS:

10571 eTown Parkway JACKSONVILLE, FL 32256

### **For Services Rendered**

Product/Service	Description	Qty.	Unit Price	Total
May 07, 2024				
Solar Panel Cleaning	Clean solar panels with 0 pure waterfed pole system	54	\$8.00	\$432.00
Pressure Wash	Pergola on balcony	1	\$75.00	\$75.00
WINDOWS - SPOT FREE	REVERSE OSMOSIS MACHINE CLEANED FOR SPOT-FREE FINISH \$5/ PER WINDOW - SCREENS MUST BE REMOVED BY CUSTOMER FOR CLEANING - NOTE: AN ESTIMATED NUMBER OF WINDOWS FOR QUOTING - ACTUAL NUMBER IS ADJUSTED ONSITE	25	\$5.00	\$125.00
Pressure Wash	Clean entire clubhouse building	1	\$900.00	\$900.00
Roof Cleaning	Soft wash flat roof and rinse gutter alone flat roof and spraying out gutters	889	\$0.25	\$222.25*
Pressure Wash	Balcony furniture and pool furniture	1	\$375.00	\$375.00
Pressure Wash	Pool pump walls	1	\$75.00	\$75.00
Pressure Wash	Clean blue pool awnings	4	\$30.00	\$120.00
FLATWORK	Pool area and walls/curbs	10646	\$0.16	\$1,703.36
FLATWORK	All sidewalks, walls, and curbs in parking area	11419	\$0.16	\$1,827.04
FLATWORK	All concrete and walls inside amenities center area	3386	\$0.16	\$541.76
FLATWORK	Concrete pads and benches in dog park and playground	6	\$25.00	\$150.00
Pressure Wash	Recharge sign and E town signs	4	\$100.00	\$400.00



### **INVOICE #3522**

**ISSUED:** May 08, 2024

DUE:

May 08, 2024

Product/Service	Description	Qiy.	Unit Price	Total
Pressure Wash	2 Blue awnings in Dog Park	4	\$50.00	\$200.00
	2 Blue awnings in Pool Area			

Thank you for your business, and be sure to schedule your recurring appointment for the best appointment times.

Total

\$7,146.41

Please contact us with any questions regarding this invoice.



### **Jacksonville Daily Record**

A Division of DAILY RECORD & OBSERVER, LLC

P.O. Box 1769 Jacksonville, FL 32201 (904) 356-2466

### INVOICE

Attn: Courtney Hogge GMS, LLC 475 West Town Place, Ste 114 Saint Augustine FL 32092



Serial # 24-02806D PO/File #	\$99.88
	Payment Due
Notice of Meeting of the Board of Supervisors	:
	\$99.88
Cypress Bluff Community Development District	Publication Fee
Case Number	Amount Paid
Publication Dates 5/2	Payment Due Upon Receipt
County Duval	For your convenience, you may remit payment online at www.jaxdailyrecord.com/ send-payment.

Payment is due before the Proof of Publication is released.

If your payment is being mailed, please reference Serial # 24-02806D on your check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

'erms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter. Please remit any payment due upon receipt of this invoice.

May 2, 2024

Date

# NOTICE OF MEETING OF THE BOARD OF SUPERVISORS CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT Native is barghed into that the

Notice is hereby given that the Cypress Bluff Community Devel-Cypress Bluff Community Devel-opment District ("District") will hold a regular meeting ("Meet-ing") of the Board of Supervisors ("Board") on Tuesday, May 14, 2024 at 1:30 p.m. at the ellown Welcome Center, 11003 E-Jown Parkway, Jacksonville, Florida 32256, where the Board may con-sider any business that may prop-erly come before it.

erly come before it. The Meeting is open to the public and will be conducted in

The interval is a open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting. An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 22092, (904) 940-5850, jperry@gmsnf.com ("District Manager's Office") during normal business hours, and will be available on the District's website, www.Cypress-District's website, www.Cypress-BluffCDD.com.

BluffCDD.com. Any person requiring special accommodations at the meeting because of a disability or physi-cal impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dial-ing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Man-

in contacting the District Man-ager's Office. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meetings is advised that person will need a record of 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 such appeal is to be based.

Jim Perry District Manager 00 (24-02806D) May 2

Invoice#: 13906 Date: 05/01/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: E-Town Interchange East & West

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
May Landscape Maintenance	1.00	6,720.00	6,720.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

6,720.00





Invoice#: 13909 Date: 05/01/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: E-Town Phase 1

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
May Landscape Maintenance	1.00	6,027.00	6,027.00



Mail all checks payable to Sun State Nursery & Landscaping. Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com Amount Due

6,027.00

Invoice#: 13910 Date: 05/01/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092

For: E-Town Phase 2

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
May Landscape Maintenance	1.00	14,210.00	14,210.00



Mail all checks payable to Sun State Nursery & Landscaping. Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

14,210.00



Invoice#: 13911 Date: 05/01/2024

#### Billed To: Cypress Bluff CDD/E-Town Recharge Center 11003 E-Town Parkway Jacksonville FL 32256

For: E-Town Recharge Center 110003 E-Town Parkway Jacksonville FL 32256

#### For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
May Landscape Maintenance	1.00	3,320.00	3,320.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

3,320.00





Invoice#: 13926 Date: 05/01/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: Apex Trail

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
May Landscape Maintenance	1.00	1,600.00	1,600.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

1,600.00

Invoice#: 13927 Date: 05/01/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: Glenmont

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
May Landscape Maintenance	1.00	2,200.00	2,200.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

2,200.00



COMMUNIT	Cypress Bluff TY DEVELOPMENT DISTRICT General Fund	MAY 07 20 BY:
	Check Request	
Date	Amount	Authorized By
May 7, 2024	\$9,437.24	Oksana Kuzmuk
	Payable to:	
·····	The Bank of New York Mellon #13	
Date Check Needed:	Budget Category:	, <u>Ny</u> etter
ASAP	001.300.20700,10000	
	Intended Use of Funds Requested:	<u></u>
	FY24 Debt Assessment SE 2019	<u></u>
·		
(Attach support	ting documentation for request.)	

COMMU	Cypress Bluff INITY DEVELOPMENT DISTRICT General Fund	MAY 07 20
	Check Request	And B C-Company 2022/2022/2020/2020/2020/2020/2020/202
Date	Amount	Authorized By
May 7, 2024	\$4,810.71	Oksana Kuzmuk
	Payable to:	
	The Bank of New York Mellon #13	
Date Check Needed:	Budget Category:	
ASAP	001.300.20700.10010	· 2000000
	Intended Use of Funds Requested:	
	FY24 Debt Assessment SE 2020	
		no (ka)

COMMUNI	Cypress Bluff TY DEVELOPMENT DISTRICT General Fund	NAY U7 2
	Check Request	
Date	Amount	Authorized By
May 7, 2024	\$5,499.14	Oksana Kuzmuk
	Payable to:	· Jacoban
	The Bank of New York Mellon #13	
Date Check Needed:	Budget Category:	
ASAP	001.300.20700.10020	
	Intended Use of Funds Requested: FY24 Debt Assessment SE 2020A	
		· · · · · · · · · · · · · · · · · · ·
(Attach suppor	ting documentation for request.)	

COMMUNI	Cypress Bluff TY DEVELOPMENT DISTRICT General Fund	NECEN MAY 07
	Check Request	364. 2 v
Date	Amount	Authorized By
May 7, 2024	\$292.13	Oksana Kuzmuk
	Payable to:	
	The Bank of New York Mellon #13	
Date Check Needed:	Budget Category:	
ASAP	001.300.20700.10030	
	Intended Use of Funds Requested:	
	FY24 Debt Assessment SE 2021	
	<u>, , , , , , , , , , , , , , , , , , , </u>	

W.B.MASON			PM
WIR WARDUM		Invoice Number	246234615
		Customer Number	C2943565
W.B.MASON CO., INC.		Invoice Date	04/30/2024
59 Centre St		Due Date	05/30/2024
Brockton, MA 02301		Order Date	04/26/2024
Address Service Requested		Order Number	S143404969
888-WB-MASON www.wbmason.com		Order Method	WEB
CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649	MAY 0 2 2024	Recharge Amenity Attn.: Marcy Pollici 10571 eTown Park Jacksonville FL 32	Center eTown no way

Sign up for Paperless Invoicing at wbmason.com/paperless. Your Registration Code: 5638632242

### Looking for an easier way to see and pay bills?

Visit WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
BWKMICRODUSTER	DUSTER,MICRO,23",WHT	1	EA	10.39	10.39
		TAX & BO		SUBTOTAL: POSITS TOTAL: ORDER TOTAL: Total Due:	10.39 0.00 10.39 10.39

To ensure proper credit, please detach and return below portion with your payment

W.B. LASON

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

<b>Remittance Section</b>	
Customer Number	C2943565
Invoice Number	246234615
Invoice Date	04/30/2024
Terms	Net 30
Total Due	10.39

(Page 1)

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

> W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

WHO BUT		Invoice Number	PM 246357270
Le Dean		Customer Number	C2943565
W.B.MASON CO., INC.		Invoice Date	05/06/2024
59 Centre St		Due Date	06/05/2024
Brockton, MA 02301		Order Date	04/26/2024
Address Service Requested		Order Number	S143404969
888-WB-MASON www.wbmason.com		Order Method	WEB
CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649	DECEIVE MAY 07 2024 BY:	<b>Delivery Address</b> Recharge Amenity Attn.: Marcy Pollici 10571 eTown Park Jacksonville FL 32 W.B. Mason I	Center eTown no way

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### Looking for an easier way to see and pay bills?

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ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
KCC54015	X60 CLOTHS, 16.8" X 12 1/2", 252/CARTON	1	CT	38.99	38.99
		TAX & BO		SUBTOTAL: POSITS TOTAL: ORDER TOTAL: Total Due:	38.99 0.00 38.99 38.99

To ensure proper credit, please detach and return below portion with your payment

Remittance Section		
Customer Number	C2943565	
Invoice Number	246357270	
Invoice Date	05/06/2024	
Terms	Net 30	
Total Due	38.99	

(Page 1)

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

W.B. MASON CO., INC.

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

> CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

WHO BUT MASON		Invoice Number	PM 246398261
		Customer Number	C2943565
W.B.MASON CO., INC.		Invoice Date	05/07/2024
59 Centre St		Due Date	06/06/2024
Brockton, MA 02301		Order Date	05/06/2024
Address Service Requested		Order Number	S143630993
888-WB-MASON www.wbmason.com		Order Method	WEB
CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649	RECEIVER MAY 09 2024 BY:	<b>Delivery Address</b> Recharge Amenity C Attn.: Marcy Pollicinc 10571 eTown Parkw Jacksonville FL 3225 W.B. Mason Fe	ay

Sign up for Paperless Invoicing at wbmason.com/paperless. Your Registration Code: 5638632242

### Looking for an easier way to see and pay bills?

Visit WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
IMP9346	DISPENSER,CLRVU 460Z LQ	1	EA	29.99	29.99
		TAX & BO		SUBTOTAL: POSITS TOTAL: ORDER TOTAL: Total Due:	29.99 0.00 29.99 29.99

To ensure proper credit, please detach and return below portion with your payment

TUR ONW	MASON
WR	

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

Remittance Section		
Customer Number	C2943565	
Invoice Number	246398261	
Invoice Date	05/07/2024	
Terms	Net 30	
Total Due	29.99	

(Page 1)

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

### **Grau and Associates**

951 W. Yamato Road, Suite 280 Boca Raton, FL 33431www.graucpa.com

#### Phone: 561-994-9299

Fax: 561-994-5823

Cypress Bluff Community Development District (Jacksonville) 1001 Bradford Way Kingston, TN 37763

Invoice No. 25839 Date 05/16/2024

#### SERVICE

AMOUNT

Project: Arbitrage - Series 2020 FYE 3/31/24 Arbitrage Services

\$<u>600.00</u>

Subtotal: \_\_\_\_\_600.00

Total 600.00

Current Amount Due \$\_\_\_\_600.00



Γ	0 - 30	31- 60	61 - 90	91 - 120	Over 120	Balance	
	600.00	0.00	0.00	0.00	0.00	600.00	
_	Payment due upon receipt.						

			(Page 1)
WHO BUT _ B CAN			PM
WHO BUT NASON		Invoice Number	246510922
		Customer Number	C2943565
W.B.MASON CO., INC.		Invoice Date	05/13/2024
59 Centre St		Due Date	06/12/2024
Brockton, MA 02301		Order Date	05/06/2024
Address Service Requested 888-WB-MASON www.wbmason.com		Order Number	S143630993
888-WB-MASON www.womason.com		Order Method	WEB
CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649	NAY 14 2024	Attn.: Marcy P 10571 eTown Jacksonville F	enity Center eTown ollicino Parkway

Sign up for Paperless Invoicing at wbmason.com/paperless. Your Registration Code: 5638632242

### Looking for an easier way to see and pay bills?

Visit WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	ΩΤΥ	U/M	UNIT PRICE	EXT PRICE
KCC54015	X60 CLOTHS, 16.8" X 12 1/2", 252/CARTON	2	СТ	38.99	77.98
		TAX & BO		SUBTOTAL: POSITS TOTAL: ORDER TOTAL: Total Due:	77.98 0.00 77.98 77.98

To ensure proper credit, please detach and return below portion with your payment

WHO BUT WASON

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

Remittance Section		
Customer Number	C2943565	
Invoice Number	246510922	
Invoice Date	05/13/2024	
Terms	Net 30	
Total Due	77.98	

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

### **Jacksonville Daily Record**

A Division of DAILY RECORD & OBSERVER, LLC

P.O. Box 1769 Jacksonville, FL 32201 (904) 356-2466

### INVOICE

Attn: Courtney HoggeGMS, LLC475 West Town Place, Ste 114Saint AugustineFL32092



Serial # 24-031201	) PO/File #	\$76.25
	Period for Candidates for the Board of Super-	visors Payment Due
		\$76.25
Cypress Bluff Comn	nunity Development District	Publication Fee
Case Number		Amount Paid
<b>Publication Dates</b>	5/16	Payment Due Upon Receipt
County Duval		For your convenience, you may remit payment online at www.jaxdailyrecord.com/ send-payment.
Payment is	due before	If your payment is being

the Proof of Publication is released. If your payment is being mailed, please reference Serial # 24-03120D on your check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

erms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter. Please remit any payment due upon receipt of this invoice.

May 16, 2024

Date

#### Preliminary Proof Of Legal Notice (This is not a proof of publication.)

#### NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF

COMMUNITY DEVELOPMENT DISTRICT Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Cypress Bluff Community Development District will commence at noon on June 10, 2024, and close at 05 East Monroe Street, Jacksonville, Florida 32202, Phone (904) 255-8683. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a 'qualified elector' of the District, as defined in Section 190.003, *Florida Statutes*. A 'qualified elector' is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Duval County Supervisor of Elections. Campaigns shall be conducted in accordance with Charter 106 *Elocida Statutes*.

the State of Florida and of the District, and who is registered to vote with the Duval County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*. The Cypress Bluff Community Development District has two (2) seats up for election, specifically seats 4 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, and in the manner prescribed by law for general elections. For additional information,

For additional information, please contact the Duval County Supervisor of Elections. May 16 00 (24-03120D)

### Service Slip/Invoice

Tur	
MM Pest	t
Con	trol

PAYMENT ADDRESS: Turner Pest Control LLC • P.O. Box 952603 • Atlanta, Georgia 31192-2503 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-6305 • turnerpeat.com

[415357] Bill To:

Cypress Bluff CDD 475 W Towne Pl Suite 114 Saint Augustine, FL 32092 **Turner Pest Control LLC** P.O. Box 952503 Atlanta, GA 31192-2503 904-355-5300

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1	INV	OICE:	61903929	4D	
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1			5/22/2024		
1	DA'		5/22/2024		
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			6190392	ne -	Raden de Composition de la composition
ł	OK	DER:	0190392	5D	
ľ			en Alexandra Gileria	sterilisette sete sindelle m	

Work Location:

904-710-9348 [415357]

Recharge at E-town Amenity Center 10571 E-town Pkwy Jacksonville, FL 32256-5841

Work Date 5/22/2024	Time 09:39 AM	Target Pest ANTS, ROACH, WAS	<b>Techn</b>	ician		Time In 09:39 AM
Purch	ase Order	Terms NET 30	Last Service 5/22/2024	Map Code		Time Out 10:09 AM
S	ervice			Description		Price
CPCM		Commercial Pest Cont	rol - Monthly Service			\$135.96
					SUBTOTAL	\$135.96
					ТАХ	\$0.00
					AMT, PAID	\$0.00
					TOTAL	\$135.96
			EIVE 2 2 2024		AMOUNT DUE	\$135.96
		BY to an	N CONTRACTOR DE LA CONTRACTOR DE		00	

**TECHNICIAN SIGNATURE** 

CUSTOMER SIGNATURE



W.B.MASON CO., INC. 59 Centre St Brockton, MA 02301

Address Service Requested 888-WB-MASON www.wbmason.com

CYPRESS BLUFF CFF

475 W TOWN PL STE 114

SAINT AUGUSTINE FL 32092-3649

(Page 1)



Delivery Address Recharge Amenity Center eTown Attn.: Marcy Pollicino 10571 eTown Parkway Jacksonville FL 32256

W.B. Mason Federal ID #: 04-2455641

#### Important Messages

Sign up for Paperless Invoicing at wbmason.com/paperless. Your Registration Code: 5638632242

### Looking for an easier way to see and pay bills?

Visit WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
PGC02699 KCC54015 HERX8046QK	SOAP,LQD,SAFEGRD,ANTIMIC,1GAL,2/CT X60 CLOTHS, 16.8" X 12 1/2", 252/CARTON LINER,REPRO,40X46,45GL,2ML,BK,100/CT	1 1 1	CT CT CT	53.07 38.99 70.99	53.07 38.99 70.99
		TAX & BO		SUBTOTAL: POSITS TOTAL: ORDER TOTAL: Total Due:	163.05 0.00 163.05 163.05

To ensure proper credit, please detach and return below portion with your payment



W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

Remittance Section			
Customer Number	C2943565		
Invoice Number	246695480		
Invoice Date	05/21/2024		
Terms	Net 30		
Total Due	163.05		

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

> W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

Invoice 6524



January 17, 2024

St. Augustine, FL 32092

Bill To: **Cypress Bluff Community Development District** 475 West Town Place, Suite 114

Performance Information: June 5, 2024 from 6 to 8 pm Pool Deck

Please make check payable to:

Jacksonville, H C: (715)923-1831

**Robert LeMay** 11362 Ringen Court Jacksonville, FL 32256 715-923-1831

Music by...

Amount Due: \$300

Thank you for choosing us for your entertainment!

h		C		2596547 ARHUA ARHUA		Ŵ	Ĭ		
K	A	PR	3	0		20	21	antipue	
B۱ B۱	is   ========	international and the second	ومكردتك	***	802400	200902402	statiofco?	1911-051-054	<i>.</i>

#### Clear Waters, Inc. P.O. Box 291522 Port Orange, FL 32129

# Invoice

DATE	INVOICE #		
6/5/2024	142838		

### **BILL TO**

e-Town Cypress Bluff CDD 10571 eTown Parkway Jacksonville, FL 32256 Attn: Marcy Pollicino

	Phone #	P.O. NO.	TERMS		ACCOUNT #
	386-767-4928		Net 30		822
ITEM		DESCRIPTIC	DN N	RATE	AMOUNT
Lake Mgmt.	Pond 1	JUN US 2024		100.00	100.00
Thank you for your business. Clearwaterslakemgmt.com				Total	\$100.00

#### KUTAK ROCK LLP

**TALLAHASSEE, FLORIDA** Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

May 31, 2024

Check Remit To: Kutak Rock LLP PO Box 30057 Omaha, NE 68103-1157

Reference: Invoice No. 3397073 Client Matter No. 4123-1 Notification Email: eftgroup@kutakrock.com



Mr. James Perry Cypress Bluff CDD Governmental Management Services Suite 114 475 West Town Place St. Augustine, FL 32092

Invoice No. 3397073 4123-1

#### Re: General Counsel

For Professional Legal Services Rendered

04/03/24 04/04/24	K. Buchanan K. Haber	0.50 3.20	175.00 816.00	Perform meeting follow up Research golf cart path maintenance agreement and sidewalk ownership; correspond with Pollicino regarding same
04/09/24	K. Haber	0.30	76.50	Correspond with Giles and Hogge regarding addendum to proposal opening notice; review revised addendum
04/15/24	K. Buchanan	0.60	210.00	Prepare amendment to Vesta agreement
04/15/24	J. Gillis	0.40	70.00	Draft amendment to amenity management agreement with Vesta for additional staffing services
04/15/24	K. Haber	0.50	127.50	Prepare budget documents; correspond with Hogge regarding same
04/17/24	K. Haber	2.80	714.00	Review responsiveness of landscape proposals

### KUTAK ROCK LLP

Cypress Bluff CDD May 31, 2024 Client Matter No. 4123-1 Invoice No. 3397073 Page 2

04/18/24	K. Haber	1.70	433.50	Review responsiveness of landscape proposals
04/22/24	K. Buchanan	1.40	490.00	Review landscaping proposals; confer with district manager
04/23/24	K. Buchanan	1.70	595.00	Confer with chair regarding landscape maintenance bids; prepare for and attend board meeting; perform meeting follow up
04/25/24	J. Gillis	0.60	105.00	Confer with staff regarding proposals for landscape and irrigation maintenance services; review proposals and draft notice of intent to award
04/29/24	K. Buchanan	0.40	140.00	Review landscape maintenance agreements
04/29/24	J. Gillis	0.10	17.50	Review and revise notice of intent to award for landscape and irrigation maintenance services
TOTAL HOURS 14.20				
TOTAL FO	R SERVICES REN	IDERED		\$3,970.00
TOTAL CU	RRENT AMOUN	Г DUE		<u>\$3,970.00</u>

Invoice 62124



May 10, 2024

**Bill To:** Cypress Bluff Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32092

Performance Information: June 21, 2024 from 6 to 8 pm poolside DJ Music

Please make check payable to:

Robert LeMay 11362 Ringen Court Jacksonville, FL 32256 715-923-1831 Amount Due: \$300

Thank you for choosing us for your entertainment!

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BV BV	(g 6 years	00×10×2 ×2 10×10×10×10		are many and a second	yyahamiinidi (SPP	6

Invoice#: 14344 Date: 05/30/2024



Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: E-Town Property

#### For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
Yearly Pump Station Maintenance	1.00	3,468.00	3,468.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

3,468.00

#### TMT Electric, LLC

290 Circle Dr S Saint Augustine, FL 32084 US +1 9043151248 tmtelectriclic@gmail.com





### 904-789-0193

Veteran Owned

INVOICE					
BILL TO Cypress Bluff CDD 475 West Town Place Suite 114 St. Augustine, FL 3209	92 USA	SHIP TO Cypress Bluff CDD 475 West Town Place Suite 114 St. Augustine, FL 32092 USA		INVOICE DATE TERMS DUE DATE	1076 05/29/2024 Net 30 06/28/2024
DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Product	Repaired one ceiling light in women's restroom. Replaced three defective GFCI receptacles and one damaged GFCI weatherproof cover on rooftop patio.	1	450.00	450.00
Please make check paya	ble to TMT Electric LLC.	SUBTOTAL	22228033		450.00
		TAX			0.00
		TOTAL			450.00
		BALANCE DUE			\$450.00

W.B. MASON	ſ	Invoice Number	PM 246851219
		Customer Number	C2943565
W.B.MASON CO., INC.		Invoice Date	05/29/2024
59 Centre St	F	Due Date	06/28/2024
Brockton, MA 02301		Order Date	05/28/2024
Address Service Requested	F	Order Number	S144161422
888-WB-MASON www.wbmason.com	with the second se	Order Method	WEB
CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649	JUN 0 3 2024	<b>Delivery Address</b> Recharge Amenity ( Attn.: Marcy Pollicin 10571 eTown Parky Jacksonville FL 322 W.B. Mason F	o vay

Sign up for Paperless Invoicing at wbmason.com/paperless. Your Registration Code: 5638632242

### Looking for an easier way to see and pay bills?

Visit WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
GPC16880	TISSUE,TOILET,2PLY,WH(16580),80/CT	1 1	СТ	78.19	78.19
		SUBTOTAL: TAX & BOTTLE DEPOSITS TOTAL: ORDER TOTAL: Total Due:			78.19 0.00 78.19 78.19

To ensure proper credit, please detach and return below portion with your payment

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

Remittance Section		
Customer Number	C2943565	
Invoice Number	246851219	
Invoice Date	05/29/2024	
Terms	Net 30	
Total Due	78.19	

(Page 1)

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

WHO BUT			PM	
W.B.MASOM		Invoice Number	246873801	
		Customer Number	C2943565	
W.B.MASON CO., INC.		Invoice Date	05/30/2024	
59 Centre St	59 Centre St		06/29/2024	
Brockton, MA 02301		Order Date	05/29/2024	
Address Service Requested		Order Number	S144191359	
888-WB-MASON www.wbmason.com		Order Method	WEB	
CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649	MAY 3 1 2024	Delivery Address Recharge Amenity C Attn.: Marcy Pollicino 10571 eTown Parkw Jacksonville FL 3225	56	
		W.B. Mason Fe	ederal ID #: 04-2455641	

Sign up for Paperless Invoicing at wbmason.com/paperless. Your Registration Code: 5638632242

### Looking for an easier way to see and pay bills?

Visit WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
HEW3YN97AN	INKCART,CMY COMBO,910,F/OJ PRO8020-945PG	2	PK	33.14	66.28
		SUBTOTAL: TAX & BOTTLE DEPOSITS TOTAL: ORDER TOTAL: Total Due:			66.28 0.00 66.28 66.28

To ensure proper credit, please detach and return below portion with your payment

W.B.MASON

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

> CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

Remittance SectionCustomer NumberC2943565Invoice Number246873801Invoice Date05/30/2024TermsNet 30Total Due66.28

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101


WHO BUT			PM
W.B.MASOM		Invoice Number	246929435
		Customer Number	C2943565
W.B.MASON CO., INC.		Invoice Date	06/03/2024
59 Centre St		Due Date	07/03/2024
Brockton, MA 02301		Order Date	05/28/2024
Address Service Requested		Order Number	\$144161422
888-WB-MASON www.wbmason.com		Order Method	WEB
CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649	JUN 05 2024	<b>Delivery Address</b> Recharge Amenity Cr Attn.: Marcy Pollicino 10571 eTown Parkwa Jacksonville FL 3225 W.B. Mason Fe	ау

#### Important Messages

Sign up for Paperless Invoicing at wbmason.com/paperless. Your Registration Code: 5638632242

### Looking for an easier way to see and pay bills?

Visit WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
HERX8046QK	LINER, REPRO, 40X46, 45GL, 2ML, BK, 100/CT	2	СТ	70.99	141.98
		TAX & BO		SUBTOTAL: POSITS TOTAL: ORDER TOTAL: Total Due:	141.98 0.00 141.98 141.98

To ensure proper credit, please detach and return below portion with your payment

WHO BUT	<b>ASON</b>

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

Remittance Section	
Customer Number	C2943565
Invoice Number	246929435
Invoice Date	06/03/2024
Terms	Net 30
Total Due	141.98

(Page 1)

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

CYPRESS BLUFF CFF 475 W TOWN PL STE 114 SAINT AUGUSTINE FL 32092-3649

W.B. MASON CO., INC. PO BOX 981101 BOSTON, MA 02298-1101

# Advanced Direct Marketing Services

3733 Adirolf Rd. Jacksonville, FL 32207-4719 (V) 904.396.3028 (F) 396.6328

	nvoice
DATE	INVOICE #

6/25/2024

144553

#### **BILL TO**

Cypress Bluff CDD 475 West Town Place Suite 114 St Augustine, FL 32092

	P.O. NO.	TER	NS	PROJECT
		With C	Order	
SERVICE DESCRIPTION		QTY	RATE	AMOUNT
Cypress Bluff CDD Load, read, convert files; CASS Certify addresses to enable automation rates; Create automation based sack/tray tags & postal documents; for	on based postage rmat for inkjet	1,601	0.04685	5 75.00
addressing Form layout and preparation Laser one sheet front & back in color		1 1,601	37.50 0.35	5 560.35
Fold customer materials Insert one piece into #10 envelope, seal, sort and mail, Standard Rate		1,601 1,601	0.06443	
#10 Window Envelopes printed one color black ink Postage		1,621 1,601	0.25713 0.65	416.81 5 1,040.65
BY:				
	Subto	tal		\$2,377.89
	Sales	Tax (7.5	%)	\$0.00
	Tota			\$2,377.89

### Air Doctors Heating & Cooling, Inc

120 Cumberland Park Drive Suite 201 St. Augustine, FL 32095

Invoice

Invoice #

10571-1

Ship To

Date

6/5/2024

Bill To

Cypress Bluff CDD Recharge Amenity Center 10571 eTown Parkway Jacksonville, FL 32256

P.O. Number	Terms	Rep	Ship	Via	F.O.	3.	Project
			6/5/2024				
Quantity	I Item Code		Descrip	tion	<u> </u>	Price Each	Amount
	15.10 Service Call 15.45 Misc. Parts 15.45 Misc. Parts 15.20 Refridgerant 15.45 Misc. Parts	Installed a new condenser. Tec Replaced the ca Relay Filter Dryer 410a added Main Board for	Filter Dryer			85.00 260.00 280.00 95.21739 660.00	85.00 260.00 280.00 2,190.00 660.00
						Total	\$3,475.00

#### DAVIS COOK MUSIC, LLC



## INVOICE

0005 Davis Cook Music LLC Make checks payable to Davis Cook Roberts

2624 Wrightson Drive Jacksonville, FL 32223 Invoice Number:0005 Terms: 30 Days

Attention: Marcy Policing

May 14, 2024

Cyprus Bluff CDD

#### \*Please make checks payable to Davis Roberts

Description	Quantity	Unit Price	Cost
Hourly performance for 7/4	3 Hours		\$200.00
Hourly performance for 8/7	2 Hours		\$130.00
Hourly performance for 10/18	2 Hours		\$130.00
· · · · · · · · · · · · · · · · · · ·		Subtotal	\$460.00
:		Total	\$460.00

Thank you for the opportunity to perform at your venue.

Sincerely yours,

Davis Roberts

Dynamic Security Professionals, Inc.

P.O. Box 23861 Jacksonville, FL 32241 EF0001108

# Invoice

 Date
 Invoice #

 6/23/2024
 44053

#### Bill To Cypress Bluff CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

		P.O. No.	Terms
			Due on receipt
Quantity	Description	Rate	Amount
3	Quarterly Monitoring of Fire Alarm System Via Starlink Cellular for 3rd Quarter	60.00	180.00
Thank you for your busi	ness.	Subtotal	\$180.00
		Sales Tax (7.5%)	\$0,0
		Total	\$180.00
		Payments/Credits	<b>\$</b> \$0.0
		Balance Due	\$180.0

# Location

ETown Amenity Center 10571 ETown Parkway Jacksonville, Florida 32256

# INVOICE



101 Marketside ave Suite 404-154, ponte vedra, FL 32081 Phone: +1 904-834-1311; firstcoastfoamparty@gmail.com; Website: www.Firstcoastfoamparty.com

Invoice No#: 2024-07-04-04 Invoice Date: Jun 22, 2024 Due Date: Jun 22, 2024



\$400.00 Amount due

#### BILL TO Cypress Bluff CDD marcy Pollicino 10571 eTown Parkway, JACKSONVILLE, FL 32256, UNITED STATES mpollicino@vestapropertyservices.com Phone: +1 904-527-1081

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ΚJ	UN	24	202 <i>1</i>	ŧ
ΒY:	64640W107101020	and the second		<b>W</b>

#	ITEMS & DESCRIPTION	PRICE	AMOUNT(\$)
1	3 hours of BUBBLES 7/4 11- 2 pm by the pool	\$400.00	\$400.00
		Subtotal	\$400.00
		Shipping	\$0.00
		TOTAL	\$400.00 USD

#### NOTES TO CUSTOMER

Thank you for allowing us to party with you! Please consider leaving us a kind remark on our social media or Google and referrals are always welcome!

#### **TERMS AND CONDITIONS**

Rules and Regulations: By hiring First Coast Foam Party LLC you understand that the following rules apply: Do not eat the foam, no running, no diving, no rough play, the foam can become slippery, if we see inappropriate behavior we will address the behavior and have the right to end the event for safety reasons. We can not be held responsible for your children's actions. The foam is hypo-allergenic, dye-free, biodegradable and safe for kids, pets, grass and pools. The main ingredient in the foam is Sodium Lauryl Sulfate. The color/glow can leave a residue on clothes that should wash out in a few washes but can stain clothing. By hiring First Coast Foam Party LLC you agree to hold First Coast Foam Party LLC, it's employees, agents or representatives harmless and indemnify them against any and all claims for property damage and/or personal injury claims.



### **Governmental Management Services, LLC**

1001 Bradford Way Kingston, TN 37763

> Invoice #: 88 Invoice Date: 6/1/24 Due Date: 6/1/24 Case: P.O. Number:

**Bill To:** Cypress Bluff CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees -June 2024		4,340.67	4,340.67
Website Administration - June 2024		110.42 220.83	110.42 220.83
nformation Technology - June 2024		596.67	596.67
Dissemination Agent Services - June 2024 Office Supplies	de la contrata de Artes de primeros de 1993. Este acontecto de Artes de primeros de 1993.	18.37	18.37
Postage		252.16	252.16
Copies		154.80	154.80
Telephone AMEX Charge - PeopleVine May 2024		26.96 750.00	26.96 750.00
ECENVE JUN 07 2024			
	Total		1 \$6,470.88
	Payme	nts/Credits	\$0.00
	Balanc	e Due	\$6,470.88

### Invoice

### **Jacksonville Daily Record**

A Division of DAILY RECORD & OBSERVER, LLC P.O. Box 1769

Jacksonville, FL 32201 (904) 356-2466

#### INVOICE

Attn: Courtney HoggeGMS, LLC475 West Town Place, Ste 114Saint AugustineFL32092



Serial # 24-03760D PO/File #	\$99.88
	Payment Due
Notice of Meeting of the Board of Supervisors	
	\$99.88
Cypress Bluff Community Development District	Publication Fee
Case Number	Amount Paid
Publication Dates 6/13	For your convenience, you
County Duval	may remit payment online at www.jaxdailyrecord.com/ send-payment.

Payment is due before the Proof of Publication is released.

If your payment is being mailed, please reference Serial # 24-03760D on your check or remittance advice.

June 13, 2024

Date

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

'erms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter. Please remit any payment due upon receipt of this invoice.

#### NOTICE OF MEETING OF THE BOARD OF SUPERVISORS CYPRESS BLUFF COMMUNITY

DEVELOPMENT DISTRICT DEVELOPMENT DISTRICT Notice is hereby given that the Cypress Bluff Community Devel-opment District ("District") will hold a regular meeting ("Meet-ing") of the Board of Supervisors ("Board") on Tuesday, June 25, 2024 at 1:30 p.m. at the elown Welcome Center, 11003 E-Town Parkway, Jacksonville, Florida 32266, where the Board may con-sider any business that may prop-

32256, where the Board may con-sider any business that may prop-erly come before it. The Meeting is open to the public and will be conducted in accordance with the provisions of Plorida law for community devel-opment districts. The Meeting much a certificated to a data time. opment districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting. An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o

office of the District Manager, c/o Governmental Management Ser-vices, LiC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, jpery@ gmsnf.com ("District Manager's Office") during normal business hours, and will be available on the District's website, <u>www.Cypress-BluffCDD.com</u>. Any person requiring special accommodations at the meeting because of a disability or physi-cal impairment should contact the District Manager's Office at least

cal impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dial-ing 7-1-1, or 1-800-955-8771 (ITY) / 1-800-955-8770 (Voice), for aid in contacting the District Man-ager's Office.

In contacting the District Man-ager's Office. Each person who decides to appeal any decision made by the Board with respect to any mut-ter considered at the Meetings is advised that person will need a accordingly, the person way need to accordingly, the person may need to ensure that a verbatim record of the proceedings is made, includ-ing the testimony and evidence upon which such appeal is to be based.

#### Jim Perry

District Manager 00 (24-03760D) Jun, 13

### **Outreach Confirmation**

Please email/fax back to: Jacksonville Zoo & Gardens Attn: Education Dept 370 Zoo Parkway Jacksonville FL 32218 education@jacksonvillezoo.org TEL: 904-757-4463 ext. 189 FAX: 904-757-2444

Г



Date:	Program (s):	Participants:	Time:	Grade/Age:	Mileage:	Fee:
	General Tier 1	30c	9:00	Up to 10	22.6	\$180.00
					ogram Fee:	\$180.0

Group: Cypress Bluff CDD						
Contact: Marcy Pollicino	Email: mpollicino@vestapropertyservices.com					
Address: Recharge Amenity Center, 10571 eTown Parkway	City: Jacksonville	State: FL	Zip: 32256			
Phone1: 904-527-1081	Phone2:					

Program Deposit*: \$50.00	Deposit Due Date:	1/26/24	
	Payment Due Date	e: 5/27/24	

*If a Deposit is required, please subtract that cancellation, sign and return this form upon re registered for the maxiumum number of parti invoiced an additional fee.	eceipt. Remainder of payment i	must be submitte	d 4 weeks prior to our visit. You are			
Location of Programs:		"I have read the above information and I understand it. I am signing below to confirm my reservation."				
	Signature	*	Date 🔺			
(For office use only)	DEPOSIT	Date:	Amount:			
Confirmation Received:	РУМТ	Date:	Amount:			





Proforma NorthPoint Telephone: 904-330-0162 Email: liza.roel@proforma.com



Marcy Pollicino Cypress Bluff Community Development 475 W Town PL Suite 114 SAINT AUGUSTINE, FL 32092 Phone: 904-527-1081 Recharge@etownjax.com





Bill Number	BP64015375A
Bill Date	6/6/2024
Due Date	7/5/2024
Terms	Net 30
Sales Order	SP64015375
Sales Person	Blair Wygle

#### **Shipped To**

Recharge Amenity Center Marcy Pollicino 10571 eTown Parkway JACKSONVILLE, FL 32256

Item #	eference: eTown Name Tags & App: Item Description	QTY Billed	QTY Ordered	Back Order	Unit Price	Per	Credit	Amount
<u></u>	Plastic Name Tags Size: 1.25" x 3"	1	1	0 ′	23,4900	Each	-	\$23.49
	Magnetic Backing upgrade	1	1	0	2.0000	Each		\$2.00
K574	Port Authority Digi Heather Performance Polo.	2	2	0	33.4900	Each	-	\$66.98
	Color: Dress Blue Nvy: 2 - M							
OE700	OGIO Fulcrum Full-Zip.	1	1	0	74.5000	Each	-	\$74.50
	Color: <u>Gear Grey</u> : 1 - M							
F260	Hanes Ultimate Cotton - Crewneck Sweatshirt.	1	1	0	35.9900	Each	-	\$35.99
	Color: <u>Navy</u> : 1 - M							
AL4004	Allmade Unisex Organic French Terry Crewneck Sweatshirt	1	1	0	41,4000	Each	-	\$41.40
	Color: <u>NghtSkyNvy</u> : 1 - M							
ine-Item Tol	al Freight Amount Tax Amount	Sub To	tal	Deposits	Credits/D	Discounts	Amou	int Due:
Constraint and the second second	4.36 \$39.87	<ul> <li>Constructing to set to show of market</li> </ul>	\$284.23		-	-		\$284.23 USD

Bills that are paid beyond terms will be adjusted to reflect current retail prices in addition to a 1.5% per month (18% per annum) service charge. Vendor makes no warranties, express or implied, on merchantability, fitness or otherwise which extend beyond the description of the product herein. Furthermore, buyer agrees through payment of this bill that Vendor's damages, if any, shall be limited to the total selling price of any item purchased.

Please indicate on your remittance the bill numbers to which the payment is to be applied.

Thank you	for your	business!
-----------	----------	-----------

Please detach this portion and return with your payment.

**Remittance Advice** 

Billed Customer #	Bill Number	Bill Date	Amount Due	
C001077	BP64015375A	6/6/2024	\$284.23	USD

#### BILL TO:

Cypress Bluff Community Development Marcy Pollicino 475 W Town PL Suite 114 SAINT AUGUSTINE, FL 32092

PLEASE SEND PAYMENT TO:
-------------------------

Proforma P.O. Box 640814 Cincinnati, OH 45264-0814



Total Entertainment Services

#### Invoice-Agreement

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, FI. 32225

(904) 645-9068 Fax: (904)645-9082

E-mail: bookme@progressiveent.com

www.progressiveent.com

Invoice date: 5/1/2024		<u>Invoice</u> #1297779		Te	erms: Prior to ev			<u>'O#</u>		
Customer name: Cypress Bluff	CDD (e-Town)					Eve	<u>nt type:</u> 4	th of July		
Billing address:	10571 eTown Pa	rkway, Jacksonville, F	1. 32256							
Original contact person:	Marcy Pollicino	<u>Wk:</u> 527-1081	Cell: 904-710-9348		E-mail/ fax:	mpollic	cino@vest	apropertyse	vices	s.com
At event contacts with cell:	Same									
Event date: Thursday July 4, 20	24	<u>Hours of event</u> :	11:00 am- 3:00 pm			Hours	of servic	<u>e</u> :	Sam	e
Approximate set up time:	Delivery on Wed	nesday 7/3 TBA, Pick	up Friday 7/4 TBA							
Location name and address:	Same									
Where to set up at location:	Drop off						r within 7		NA	
Set up-grass or pavement:	Grass	Water within 75':	N/A		Covere	d area	for enter	tainer:	NA	
<u>Notes:</u>										
SERVICES NEEDED:			Reg. Rate	~	\$ 129.00			Your Cost	\$	79.00
* Cornhole Set #1 w/bags			Reg. Rat					Your Cost		59.00
* Cornhole Set #2 w/bags			-		•			Your Cost		45.00
* Delivery and pick up			Reg. Rat					Your Total	•	183.00
			Reg. Tota	81 1	•	¢	86.00	i vui sotai	Ψ	100.00
					Total Savings	φ	00.00			
	GEIV									
				s	ub Total:	\$	183.00			
r n	IAY U 3 2024			S	ales Tax:	\$	-			
1	sist ∞ ∞ enternation t	' <b>L</b>		h	nvoice Total:	\$	183.00			
BY:			50 % Deposit requ	irea	d	\$	-			
Sed & Francisco		niteswoold42255	Balance due at set	t up	)	\$	183.00			

CANCELLATION, RE-SCHEDULING, INCLAMENT WEATHER POLICY

Any cancellation of this agreement by customer must be in writing at least 30 days prior to event date with specific reasons with verification by Progressive Entertainment. Any stopping of delivery/service of Progressive Entertainment must be at least 24 hrs. in advance to avoid labor costs. No penalties or loss of deposit occur if event is re-scheduled within 60 days of original event date. A 50% cancellation fee of total amount occurs when not within these terms. Other arrangements must be noted by Progressive Entertainment. For customer pick up- customer is responsible for theft or damage to equipment or materials while in possession. Progressive Entertainment is not responsible for any acts of nature which prevent event from taking place or being shortened. Service reserves the right to stop service if guests cause a safety or behavior issue to service.

Payments received

**Current Balance** 

Customer signature required x\_\_\_\_\_

\_ Date: \_\_\_\_\_

\$

\$

Due Prior to event date or \$50 Late Fee

183.00

Invoice # 070324-1

October 2<sup>nd</sup>, 2023

Mary Helen Rebecca Day 11483 Lumberjack Circle East Jacksonville, FL 32223

904-710-0991 rebeccadaymusic@gmail.com

Attn: Marcy Pollicino eTOWN Jax Cypress Bluff Community Development District 475 West Town Place, Suite 114 St. Augustine, Florida 32092



July 3<sup>rd</sup>, 2024 Invoice for Records

6:00PM-8:00PM

Price includes equipment setup, equipment teardown, travel, and performance

If paying by check, make check payable to: Mary Helen Rebecca Day

Due upon services rendered:

SOLO performance 6:00PM-8:00PM

\$150.00

Total:

\$150.00

Thank you for partnering with Rebecca Day!

Invoice#: 14675 Date: 06/19/2024

STATE NURSERY & LANDSCAPING, INC.

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: E-Town Interchange East & West

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
Irrigation Repairs Made During May Inspection VP 12 Purple Labor	2.00 1.00	75.90 65.00	151.80 65.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

216.80



Invoice#: 14677 Date: 06/19/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092

For: E-Town Recharge 11003 eTown Parkway Jacksonville FL 32256

#### For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
Irrigation Repairs Made During May Inspection 12" Van Nozzle Replaced Labor	1.00 0.50	2.49 65.00	2.49 32.50

#### Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Home @ accounting@sunstatenursery.com

Amount Due

34.99



jun 1.9 2024

R



Invoice#: 14403 Date: 06/10/2024



Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: E-Town Interchange East & West

#### For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
June Landscape Maintenance	1.00	6,720.00	6,720.00



Mail all checks payable to Sun State Nursery & Landscaping. Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

6,720.00

Invoice#: 14406 Date: 06/10/2024



Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: E-Town Phase 1

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
June Landscape Maintenance	1.00	6,027.00	6,027.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

6,027.00

Invoice#: 14407 Date: 06/10/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092

#### For: E-Town Phase 2

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
June Landscape Maintenance	1.00	14,210.00	14,210.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

THANK YOU FOR YOUR BUSIINESS!!

Amount Due

14,210.00



THANK YOU FOR YOUR BUSIINESS!!

**Maintenance Invoice** 

Invoice#: 14408 Date: 06/10/2024

Billed To: Cypress Bluff CDD/E-Town Recharge Center 11003 E-Town Parkway Jacksonville FL 32256 For: E-Town Recharge Center 110003 E-Town Parkway Jacksonville FL 32256

#### For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
June Landscape Maintenance	1.00	3,320.00	3,320.00

Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

**Amount Due** 

3,320.00





Invoice#: 14423 Date: 06/10/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: Apex Trail

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
June Landscape Maintenance	1.00	1,600.00	1,600.00



Mail all checks payable to Sun State Nursery & Landscaping. Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

1,600.00



Invoice#: 14424 Date: 06/10/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092

#### For: Glenmont

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
June Landscape Maintenance	1.00	2,200.00	2,200.00



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Home @ accounting@sunstatenursery.com

Amount Due

2,200.00



Invoice#: 14572 Date: 06/12/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: E-Town Phase 2

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
Setup and remove hydrant meter when pump station pressure was down.			
Foreman Labor	3.00	65.00	195.00
Workers Labor	2.00	45.00	90.00
Material	1.00	75.00	75.00
Water Cost	1.00	437.52	437.52
Replaced decoder #38	1.00	397.92	397.92



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

1,195.44



Invoice#: 14573 Date: 06/12/2024

SUN STATE NURSERY & LANDSCAPING, INC.

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092 For: E-Town Phase 1

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
Replace Decoders #3, #35 and #40	3.00	397.92	1,193.76
Labor	3.00	65.00	195.00



Mail all checks payable to Sun State Nursery & Landscaping. Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

1,388.76

Invoice#: 14671 Date: 06/19/2024

Billed To: Cypress Bluff CDD 2 GMS 475 West Town Place Ste 114 St. Augustine FL 32092

ÁPING, INC.

For: E-Town Phase 1

For requests and inquiries please contact service@sunstatenursery.com

Description	Quantity	Price	Ext Price Sales Tax
Irrigation Repairs Made During May Inspection			
10 Van Nozzle	3.00	2.49	7.47
12 Van Nozzle	11.00	2.49	27.39
15 Van Nozzle	5.00	2.49	12.45
6" Spray	9.00	17.76	159.84
RB Rotor 5004	1.00	23.19	23.19
VP 12	7.00	75.90	531.30
Labor	6.75	65.00	438.75



Mail all checks payable to Sun State Nursery & Landscaping, Inc.:

9362 Phillips Highway Jacksonville FL 32256 (904) 260-0811

If you have any questions concerning this invoice, please contact Sheri Horne @ accounting@sunstatenursery.com

Amount Due

1,200.39



Turner Pest Control LLC P.O. Box 952503 Atlanta, GA 31192-2503 904-355-5300

### Service Slip/Invoice

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Work Location: [415357]

904-710-9348

Recharge at E-town Amenity Center 10571 E-town Pkwy Jacksonville, FL 32256-5841

[415357] Cypress Bluff CDD 475 W Towne Pl Suite 114 Saint Augustine, FL 32092

Bill To:

Vork Date 6/24/2024	Time 03:27 PM	Target Pest ANTS, ROACH, WAS	Technicia SP	n		03:27 PM
Purcha	ise Order	Terms NET 30	Last Service 6/24/2024	Map Code		711me C 04:13 PM
ទា	ervice		Des	cription		Price
PCM		Commercial Pest Cont	rol - Monthly Service			\$135.96
					SUBTOTAL	\$135.96
					XAT	\$0.00
		•			AMT, PAID	\$0.00
					TOTAL	\$135.96 
		JUN 25 20			AMOUNT DUE	\$135.96
		JUN 2 5 20	24 <b>D</b>		FT	
		A time			TECHNICIAN SIGN	IATURE
					CUSTOMER SIGN	IATURE
of the lesser of	1.5% per month (18% p	a the date of service may be subjecter year) or the maximum allowed be so in the event of collection.		I hereby ackno and agree to pa	wedge the satisfactory completion of y the cost of services as specified abo	all services render we.

PLEASE PAY FROM THIS INVOICE



**Bill To** 

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

James Perry, CPA Cypress Bluff CDD c/o GMS LLC 475 West Town Place, Suite 114 St. Augustine FL 32092

### Invoice

Invoice # Date 419020 05/01/2024

Terms

Due Date Memo 05/20/2024

Monthly Fees



Description	Quantity	Rate	Amount
Amenity Manager	1	10,426.86 6.029.36	10,426.86 6.029.36
Facility Attendant Pool Maintenace	1	822.95	822.95
Janitorial Maintenance	1	902.33 1,730.45	902.33 1,730.45
Pool Chemicals	1	1,156.25 450.84	1,156.25 450.84
Additional Staffing		+50.04	-00.04

Total

21,519.04



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

# **Bill To** Cypress Bluff CDD c/o GMS LLC 475 West Town Place, Suite 114 St. Augustine FL 32092

### Invoice

Invoice # Date

420061 05/31/2024

Terms

Due Date

06/30/2024

Memo



Description	euantity	Rate	Amount
Billable Expenses Pool Supplies - ETown			104.33 104.33
Total Billable Expenses			104.00

104.33 Total





HX - FC - JACKSONVILLE - 34 8297 PHILLIPS HWY \* JACKSONVILLE, FL 32256 PHONE: 904-730-9555 \* FAX: 904-730-5672

Invoice	741039
Document	690609
Date	05/29/24
Print Time	11:55PM

Sold To:	245 R JACKS	PROI IVERS <u>ONVII</u>	LE, FL	STE 300 32202		-355-	To:	24	STA PROPERTY 5 RIVERSIDE . CKSONVILLE,	AVE STE FL 3220:	2	
Custom	er PO Nu	mber	Order Taken By	Time			Terms		Order Pulled By: _			
TOWN			JDP	11:07AM	18 1	OTH/N	120TH NE	T 20 TH	Order Checked Out	t By:		
Order D	ate			Carrier			Ship Da	ite	Order Picked Up B	y:		CTR
)5/29/	24	C	DUNTER				05/29/	24	Order Delivered By		I	Route:
QTY	QTY	QT	Sector Contractor Contractor	art Number		JM		escription	J	Bin	Unit	Total
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nvoice dat Amounts n ncluding s	te. Past due tot paid by attorney's f	e account the Due ees, are t <b>Y</b> :	s and Credit Date bear int the obligation	Card payments	are not er r annum : r.	ntitled to and all o	ost of collection,	Cash Cl Number: Amount:	ENT RECEIVED neck Credit Card	Disco Taxa Tax	bunt/Fa ble Subtotal ht	97.0 97.0 7.2 .0 104.3



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

Bill To James Perry, CPA Cypress Bluff CDD c/o GMS LLC 475 West Town Place, Suite 114 St. Augustine FL 32092

#### Invoice

Invoice # Date 420150 06/10/2024

Terms

Due Date Memo 07/01/2024

Monthly Fees



manity Managar	1	10,400,001	10 400 0/
menity Manager		10,426.86	10,426.80
acility Attendant	1	6,029.36	6,029.36
ool Maintenace	1	822.95	822.9
anitorial	1	902.33	902.3
laintenance	1	1,730.45	1,730.4
ool Chemicals	1	1,156.25	1,156.2
dditional Staffing	1	450.84	450.8

Total

21,519.04

#### Wipes LLC

PO Box 324 Northvilie, MI 48167 sales@wipes.com www.wipes.com



#### INVOICE

BILL TO Cypress Bluff CDD - Ja 475 West Town Place Suite 114 St Augustine, FL 32092	acksonville FL C R 1	HIP TO Sypress Bluff CDD - Jacksonvi LeCHARGE Amenity Center 0571 eTown Parkway acksonville, FL 32256	SHIP DATE Ne FL SHIP VIA	06/19/2024 UPS	INVOICE DATE TERMS DUE DATE	18106 06/19/2024 Due on receipt 06/19/2024
	DESCRIPTION			QTY	RATE	AMOUNT
Wipes.com Disinfectant Wipes Case		- Four (4) - 800 count rolls infecting wipes	of EPA	2	98.96	19 <b>7</b> .92T
Shipping	Freight Cost			2	16.39	32.78
~~~~			SUBTOTAL			230.70
			TAX			0.00
	SERVER	ENER	TOTAL			230.70
	JUN BY:		BALANCE DU	JE		\$230.70

GAMESTRUCK*

#### First Coast Fun & Games

Invoice # 5636 Event # 381639 Date 07/04/2024 T2

1413 Avondale Ave Jacksonville, FL 32205 (904)900-0880 | kim.goodman@gametruck.com

eTown Group Event / Large Format o	on Jul 04, 2024		
Event Location: # of Guests: 100 Mary Pollicino eTown eTown Group Event / Large Format 10571 eTown Parkway JACKSONVILLE, FL 32256		licino Town Place ne, FL 32092	
(904)527-1081 mpollicino@vestapropertyservices.com			
Notes:		1999-111-1	
Description	Qty	Rate	Total
Thu, Jul 04, 2024 11:00am - 01:00pm LaserTag (Large Group Event) Unit: T2	2 hrs	299.50	599.00
Included Gratuity	1	60.00	60.00
Make business checks payable to: First Coast Fun & Games 1413 Avondale Ave, Jacksonville, FL 32205		Sub Total Tax (7.0000%)	659.00 0.00
Customer agrees to pay all amounts shown on this invoice and acknowledges receipt and completion of service. If you have questions concerning your invoice please contact our offices at (904)900-0880 or email kim.goodman@gametruck.com		Total  Payments Made	659.00 100.00
n. Diskon sense sense se sense sense na sense sense sense sense sense sense sense sense sense se se se se se se s	1947	Amount Due	559.00
Gratuity is appreciated! 20%\$131.80 15%\$98.85 10%\$65.90		Gratuity	

Name:

Signed: \_

PAYMENT: There is a \$100 non-refundable deposit taken at the time of booking.

CANCELLATIONS: Event changes of date/time that occur within 14 catendar days from the scheduled event will be charged a \$50 rescheduling fee. Events that are canceled or changed within 48 hours from the scheduled event, or where no one is present upon arrival at the address provided by the contact, will be billed the full amount.

