

*BARTRAM SPRINGS*  
*Community Development District*

*May 11, 2026*

# *AGENDA*

**Bartram Springs  
Community Development District**

475 West Town Place

Suite 114

St. Augustine, Florida 32092

*District Website:* [www.BartramSpringsCDD.com](http://www.BartramSpringsCDD.com)

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May 4, 2026

Dear Board Members:

The Board of Supervisors Meeting of Bartram Springs Community Development District is scheduled for **Monday, May 11, 2026, at 6:00 p.m. at the Bartram Springs Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments (*regarding agenda items listed below*)
- III. Approval of Minutes of the April 13, 2026 Meeting
- IV. Staff Updates
  - A. Engineer - Annual Report Proposal
  - B. Brightview
    1. Landscape Report
    2. Quality Site Assessment
- V. Ratification of Agreement with Coach Ben Swim regarding the use of the District's Amenity Facilities
- VI. Discussion of:
  - A. Renewal Agreement with Atlantic Coast Swim Team
  - B. Pool Furniture
- VII. Consideration of Proposals:
  - A. Humbug Holiday Lighting
  - B. Fitness Equipment (*will be sent under separate cover*)

- VIII. Consideration of Resolution 2026-02, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (July 20, 2026) *(proposed budget will be sent under separate cover)*
- IX. Consideration of Resolution 2026-03, Setting a Public Hearing Date to Adopt Revised Rules of Procedure
- X. Staff Updates
- XI. Staff Reports
  - A. Attorney
  - B. District Manager
    - 1. Annual Form 1 Filing & Annual Ethics Training
    - 2. Report on the Number of Registered Voters (3,757)
    - 3. 2026 General Elections
  - C. Amenity Management & Field Operations - Report
- XII. Supervisor's Request and Audience Comments
- XIII. Financial Statements
  - A. Balance Sheet as of March 31, 2026 and Statement of Revenue & Expenditures for the Period Ending March 31, 2026
  - B. Assessment Receipt Schedule
  - C. Approval of Check Register
- XIV. Closed Session: Discussion of Security Cameras\*
- XV. Next Scheduled Meetings – June 8, 2026 at 6:00 p.m. @ Bartram Springs Amenity Center
- XVI. Adjournment

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

*THIRD ORDER OF BUSINESS*

MINUTES OF MEETING  
BARTRAM SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bartram Springs Community Development District was held Monday, April 13, 2026, at 6:00 p.m. at the Bartram Springs Club Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.

Present and constituting a quorum were:

Lacy Reynolds	Chairperson
Stephanie McKinney	Vice Chairperson
Joel Brighton	Supervisor
Taner Nierengarten	Supervisor
Joseph Largen	Supervisor

Also present were:

Matt Biagetti	District Manager
Wes Haber <i>by phone</i>	District Counsel
Mike Silverstein <i>by phone</i>	District Engineer
Terry Glynn	General Manager, GMS
Andy Antonopoulos	Operations Manager, GMS
Lori Dunham	Assistant Manager, GMS
Brian Jones	High Tech
Daniel Bauman	Brightview
Juwan Dupree	Brightview
Robert Baltean	VKA
Terry Hill	Atlantic Security

*The following is a summary of the actions taken at the April 13, 2026, Bartram Springs Community Development District Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Biagetti called the meeting to order at 6:00 p.m. and called the roll. Five Supervisors were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Biagetti opened the audience comment period for agenda items only.

Resident (14534 Cherry Lake) addressed the Board and inquired about the status of a multi-phase improvement project, noting that only a portion of the work appeared to have been completed and requesting an update on the remaining phases. Staff responded that BrightView had been asked to provide proposals and updates for the remaining work and the additional information regarding the status would be forthcoming.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 9, 2026 Meeting**

Mr. Biagetti presented the minutes from the March 9, 2026 Board of Supervisors meeting and asked for any comments, questions, or corrections.

On MOTION by Ms. Reynolds, seconded by Mr. Largen, with all in favor, the Minutes of the March 9, 2026, Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Staff Updates**

**A. Engineer**

Mr. Silverstein provided an update, noting that a proposal is being prepared for the 2026 Annual Engineer’s Report and is expected to be distributed by the end of the week or early the following week. He also noted ongoing coordination related to District matters. The Board requested updates or information be shared with staff to ensure proper communication to the community.

**B. Brightview**

**1. Landscape Report**

**2. Quality Site Assessment**

The BrightView representative provided updates on ongoing maintenance activities, noting that seasonal flower installation has been delayed due to recent freezes impacting nursing availability; however, new plantings were recently installed and appear to be performing well. Fertilization and aeration efforts have been completed in select areas, and irrigation improvements and repairs are ongoing, including completion of a sump-related project.

The Board discussed proposed landscape modifications, including removal of underperforming plant material such as juniper and azaleas and potential reduction of oversized planting beds in favor of turf to improve aesthetics and maintenance efficiency, Board members discussed the importance of balancing turf and ornamental plantings, emphasizing the need to maintain the visual character of the community while addressing areas where plant material has not thrived due to irrigation challenges and aging conditions.

The Board expressed interest in developing a phased landscaping plan to guide future improvements, including prioritization of high-visibility areas such as the entrance and ensuring that plant selections are appropriate for the local climate. Additional updates included hydroseeding efforts in select areas, with plans for reapplication where needed following debris removal, as well as continued leaf removal operations throughout the community.

Staff also noted that recent utility work has caused disruption to landscape and irrigation systems, and coordination is underway to ensure affected areas are restored to their prior condition.

## **FIFTH ORDER OF BUSINESS**

### **Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget**

Mr. Biagetti provide guidance for preparation of the proposed Fiscal Year 2027 budget. He referenced prior workshop discussions, where comparisons were made between Fiscal Year 2025 actuals and the current Fiscal Year 2026 budget to evaluate trends. He presented updated budget projections, highlighting adjusted line items reflected in percentage changes and noting that a preliminary budget would be presented at the May meeting for Board consideration, with additional time available for refinement prior to final adoption in July.

Mr. Biagetti indicated that the proposed Recreation Fund budget is currently projected as a break-even budget, with anticipated increases in revenue, including an estimated increase related to summer camp programming. Corresponding increases in expenses were also noted to support program operations. The Board reviewed the recreation budget, including summer camp participation, pricing adjustments to align with market rates, and capacity limits. Staff reported strong participation levels and demand, with enrollment near maximum capacity.

The Board discussed specific budget line items, including a notable increase in holiday decoration expenses. Concerns were raised regarding the magnitude of the increase, and staff provided context that additional decorations and expanded scope in recent years contributed to

higher costs. The Board discussed balancing expenditures between decorations and special events and emphasized the importance of fiscal responsibility while maintaining community expectations.

Staff advised that the Board may approve a higher preliminary budget and reduce expenditures prior to final adoption but cannot increase assessments beyond the initially proposed amount after notices are issued. The Board agreed to continue refining the budget in advance of the May meeting.

## **SIXTH ORDER OF BUSINESS**

### **Staff Updates**

Mr. Biagetti moved into staff reports.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber had no new items to report.

#### **B. District Manager**

Mr. Biagetti stated that Form 1 financial disclosure filings are due to the Commission on Ethics by July 1<sup>st</sup>. The Board was also reminded of the requirement to complete four hours of ethics training by December 31<sup>st</sup>, and staff offered to provide assistance with training resources if needed.

Mr. Biagetti further requested a scheduling adjustment for the July Board meeting, which will include the budget adoption public hearing. Due to a scheduling conflict, staff proposed moving the meeting from July 13<sup>th</sup> to July 20<sup>th</sup>. The Board expressed no objections to the change, and staff indicated that proper notice would be published accordingly.

#### **C. Amenity Management & Field Operations – Report**

Staff noted that weekly updates have been distributed to the Board and offered to address any questions regarding ongoing operations and amenity activities.

Staff provided an update on the swim team starting block refurbishment project, noting that an alternative solution was identified that significantly reduces costs. Instead of utilizing an outside vendor at an estimated cost of \$10,000 to \$12,000, staff proposed purchasing necessary materials for approximately \$4,200, with the swim team assisting with installation at no cost and reimbursing

half of the material expenses. This would result in an estimated District cost of approximately \$2,100. The Board expressed support for proceeding with the refurbishment. Additional discussion included potential future sponsorship opportunities for the starting blocks to offset long-term replacement costs, with the understanding that any sponsorships would require Board review to ensure appropriateness and aesthetics.

Staff also reported progress on the sauna installation, noting that contractors are currently on site and the sauna is expected to be operational by the end of the week or early the following week, pending any unforeseen issues.

An update was provided regarding the west water feature, which is currently non-operational due to pump motor failure. Staff advised that replacement costs are forthcoming and noted that similar failures have been observed regionally due to equipment quality concerns. Staff also discussed the importance of surge protection and electrical safeguards due to potential impacts from ongoing construction and fluctuating power conditions.

Staff reported on storm-related damage at the playground, including fencing and light poles. The fence panel replacement has been ordered, with installation expected within three to four weeks. Staff has obtained multiple proposals for repair of damaged light poles, with costs estimated at approximately \$27,000 to \$29,000. Discussion ensued regarding timing, safety considerations, and potential insurance reimbursement. The Board directed staff to proceed with submitting proposals to the insurance carrier and continue evaluating replacement options, including potential upgrades and phased replacement of additional poles.

Following discussion, a motion was made and seconded to authorize staff to proceed with repairs for the damaged light poles in an amount not to exceed \$27,000, pending receipt of additional quotes, and to designate the Vice Chair to work with staff on the matter.

Staff further advised that additional light poles in the area have been inspected and may require future placement due to corrosion, and proposals for those items will be brought back to the Board at a later date.

On MOTION by Ms. McKinney, seconded by Mr. Nierengarten, with Ms. McKinney, Mr. Nierengarten, Mr. Brighton, and Mr. Largen in favor and Ms. Reynolds opposed, a NTE of \$27,000 for Replacement of Two Light Poles Damaged in Storm, was approved 4-1.
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Staff presented an additional amenity item regarding the community banner program, noting that participation decreased from initial interest to four confirmed participants. The Board agreed to proceed with program and discussed incorporating additional seasonal or community-themed banners to enhance the overall display and encourage future participation.

Staff confirmed that amenity program revenue reporting has been distributed to the Board and will continue to be monitored for accuracy.

Discussion was held regarding newly installed grill lockout devices. Staff explained the locks were implemented for safety to prevent unauthorized use of gas lines. Residents must request staff assistance to access the grills, and the Board recommended adding signage to clarify the process.

Staff reported minor maintenance updates, including repairs to gym window blinds and replacement of damaged components. Staffing efforts for lifeguards and seasonal personnel are ongoing, with hiring and training in progress.

The Board discussed recent utility work within the community, noting concerns regarding limited communication from contractors. Staff advised that recent work included test boring, which resulted in damage to an underground line due to incorrect markings. Staff is monitoring contractor activity and maintaining communication to prevent further issues.

Additional updates included nearby development activity, with staff confirming no anticipated encroachment on District property, and routine maintenance items such as repairs to amenity fans and equipment.

## **EIGHTH ORDER OF BUSINESS**

### **Supervisor's Requests and Audience Comments**

Mr. Biagetti opened the meeting for Supervisor requests and audience comments. A resident expressed appreciation for the community's landscaping, particularly the presence of greenery and flowers, and encouraged the Board to maintain the current level of plantings rather than reduce them further. The Board acknowledged the comment and thanked her.

A Supervisor raised several maintenance and operational items for staff follow-up, including pressure washing and cleaning of the pool tower and monument features, inspection of a basketball goal where balls are reportedly getting stuck, and evaluation of fencing or landscaping solutions to prevent basketballs from entering adjacent roadways. The Board also requested an

update on replacement of the pool clock and emphasized the importance of proactively identifying and addressing safety concerns, particularly regarding corrosion observed on light poles.

Additional discussion included amenity improvements such as shade structure at the kiddie pool, repainting or resurfacing playground equipment, and ongoing efforts to evaluate long-term solutions and obtain proposals. Supervisors also revisited landscape maintenance priorities, emphasizing the importance of maintaining color and plant diversity while continuing to address irrigation and plant performance challenges.

The Board discussed amenity maintenance vendors, including concerns regarding ongoing fountain repairs, and suggested evaluating alternative specialized vendors if performance issues persist. Updates were also requested regarding pressure washing proposals and general upkeep of community features.

The Board emphasized the importance of field maintenance, including routine inspection and repair of hazards such as holes in the sports field, as well as accountability for damage caused by misuse. The Board also discussed scheduling considerations to avoid conflicts with school and sports seasons.

The Board further stressed the importance of timely project execution and vendor accountability, citing delays in recent projects such as the sauna installation and fence repairs. Supervisors directed staff to move forward on maintenance items within their approval authority where appropriate and to maintain clear communication with the Board regarding ongoing issues and timelines.

Supervisors concluded by acknowledging staff's efforts in community communication, event programming, and amenity operations, and encouraged continued proactive communication and responsiveness moving forward.

## **NINTH ORDER OF BUSINESS**

### **Financial Statements**

#### **A. Balance Sheet as of February 28, 2026, and Statement of Revenue & Expenditures for the Period Ending February 28, 2026**

##### **Assessment Receipt Schedule**

#### **B. Approval of Check Register**

Mr. Biagetti reviewed the financial statements as of February 28, 2026. Staff reported that the District is trending positively, with an overall favorable variance of approximately \$50,000

when comparing revenues and expenses. The general fund reflects a positive variance, while the recreation fund remains on budget.

Mr. Biagetti further reported that the assessment receipt schedule reflects 97.87% of assessments collected to date. The Board then reviewed the check register totaling \$104,568.29. During review, a question was raised regarding a discrepancy in the total, which staff clarified included approximately \$14,000 in automatic payments. For utilities such as Comcast, TECO, Florida Natural Gas, and JEA.

Additionally, staff noted a correction to the check register, identifying that sales tax had been improperly charged on an invoice from Security, which will be reimbursed by the vendor.

Following discussion, the Board approved the check register.

On MOTION by Ms. Reynolds, seconded by Ms. McKinney, with all in favor, the Check Register, was approved.

**TENTH ORDER OF BUSINESS**

**Closed Session: Discussion of Security Cameras (*will be sent under separate cover*)**

Mr. Biagetti noted that a closed session had been included on the agenda. The Board directed staff to have proposals refined and brought back.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – April 13, 2026 @ Bartram Springs Amenity Center**

Mr. Biagetti stated that the next scheduled meeting is on April 13, 2026, at 6:00 p.m. at the Bartram Springs Amenity Center.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Mr. Biagetti asked for a motion to adjourn the meeting.

On MOTION by Ms. Reynolds, seconded by Ms. McKinney, with all in favor, the meeting adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*FOURTH ORDER OF BUSINESS*

*B.*

2.



# Quality Site Assessment

Prepared for: Bartram Springs CDD

## General Information

- DATE: Monday, May 04, 2026
- NEXT QSA DATE: Monday, May 11, 2026
- CLIENT ATTENDEES: Terry Glynn
- BRIGHTVIEW ATTENDEES: Daniel Bauman

## Customer Focus Areas

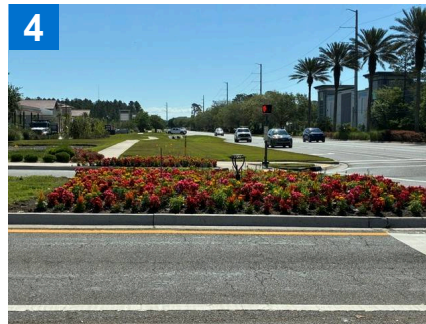
### Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1 Site Cleanliness</p>	 <p>2 Weed Free</p>	 <p>3 Green Turf</p>
	 <p>4 Crisp Edges</p>	 <p>5 Spectacular Flowers</p>	 <p>6 Uniformly Mulched Beds</p>

# QUALITY SITE ASSESSMENT

## Bartram Springs CDD

### Notes to Owner / Client



- 1** We are currently developing a comprehensive three-year plan to enhance and sustain the landscaping along Bartram Springs Parkway.
- 2** We have completed the first option for enhancements to the monument sign and will present an additional options for review at the upcoming board meeting. We would like to confirm that we are moving in the right direction.
- 3** The Bermuda turf is progressing well and transitioning out of dormancy as the growing season begins.
- 4** Fall flowers are performing very well, and we are very pleased with the current results.

# QUALITY SITE ASSESSMENT

## Bartram Springs CDD

### Notes to Owner / Client



- 5** The irrigation team is currently addressing irrigation-related issues that were recently identified and submitted for repair.
- 6** Irrigation repairs were completed, and we submitted a proposal to replace the plant material
- 7** We recently discussed enhancements to the front of the clubhouse, including reducing the amount of sod areas and replacing the ornamental roses with camellia bushes, which will provide color during the winter dormant months. A proposal and rendering will be submitted to represent this plan.
- 8** We are submitting a proposal to replace the plant material just inside the clubhouse gates, which was affected by the winter freezes.

*FIFTH ORDER OF BUSINESS*

**AGREEMENT BY AND BETWEEN THE BARTRAM SPRINGS COMMUNITY  
DEVELOPMENT DISTRICT AND COACHBENSWIM REGARDING THE USE OF  
THE DISTRICT’S AMENITY FACILITIES**

THIS AGREEMENT (“**Agreement**”) is made and entered into this 28th day of April 2026, by and between:

**BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Duval County, Florida, and with a mailing address of 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“**District**”), and

**COACHBENSWIM**, a Swim Lesson Instructor, with a mailing address of 8788 Nature View Lane West, Jacksonville, Florida 322174 (“**Vendor**”).

**RECITALS**

**WHEREAS**, the District owns, operates, and maintains certain recreational amenity improvements including swimming facilities within the boundaries of the District (“**Amenity Facilities**”); and

**WHEREAS**, the Vendor currently provides swim instruction and has asked the Board of Supervisors of the District for permission to provide swim lessons at the Amenity Facilities, as further described in **Exhibit A** (“**Services**”); and

**WHEREAS**, the District Board of Supervisors finds that Vendor’s provision of the Services is a benefit to the community and is in the District’s best interests, under the terms and conditions set forth in this Agreement and the exhibits hereto, and as directed by the District and its designee; and

**WHEREAS**, the District is willing to allow the Vendor to enter a specific portion of the Amenity Facilities for the purposes of providing the Services, provided that such use does not impede the District’s operation of the Amenity Facilities as a public improvement; and

**WHEREAS**, the District does not warrant that the Amenity Facilities are suitable or fit for the purposes requested by the Vendor, but the District believes them to be fit and suitable, and Vendor acknowledges that the District provides no warranties whatsoever.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Vendor agree as follows:

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

**2. RIGHTS AND DUTIES.** The Vendor is entitled to utilize the Facilities for the provision of the Services in accordance with terms and conditions contained herein and in the exhibits hereto.

- A.** Vendor shall coordinate Services directly with the District Manager or his/her on-site management designee. Vendor shall schedule all Services in advance pursuant to the means and methods set forth by the District Manager and his/her on-site management designee, who shall have final and absolute discretion with respect to matters related to scheduling and designation of area of Amenity Facilities where such Services may be provided. Unless otherwise revised as set forth in this section, the schedule for Services shall be as set forth on **Exhibit A**.
- B.** Vendor shall not have exclusive use of the Amenity Facilities but shall have exclusive use of the designated portion or area of the Amenity Facilities for operation of the Services during the hours approved by the District Manager or his/her on-site management designee. However, Vendor's use shall not interfere with the operation of the Amenity Facilities as a public improvement. The Vendor agrees that all use of the Amenity Facilities shall be subject to the rules and policies of the District and the District shall have the right to take such actions as are necessary to preserve the health, safety, and welfare of its residents, landowners, lands, and facilities.
- C.** Vendor shall determine the size of each swim class and the appropriate ratio of swim students to instructors, provided, however, that Vendor shall provide the expected number of swim students to the District Manager or his/her on-site management designee and cooperate in good faith with the District Manager or his/her on-site management designee to ensure that pool capacity is not exceeded. District Manager or his/her on-site management designee shall make a good faith effort to minimize disruption to Vendor's scheduled activities, and the pool attendants, if any, agree to assist in keeping the designated area clear of other patrons so as not to disrupt the scheduled activities of the Vendor.
- D.** The Vendor agrees it possesses all necessary licenses, qualifications, experience, permits, and other authority to provide such services. Vendor shall only employ properly screened staff in the provision of the Services at the Amenity Facilities. Vendor and all of its staff and volunteers must successfully complete a background check. All background checks are to be completed at the cost of Vendor and shall be consistent with the requirements set forth in Florida law, Department of Children & Families ("DCF") and other applicable regulations and law.
- E.** The Vendor shall obtain an executed Waiver in the form attached hereto as **Exhibit B** ("Waiver") signed by all swim class participants, as well as each of Vendor's staff and any regularly associated volunteers using the Amenity Facilities pursuant to this Agreement. Vendor shall provide a list of all swim class participants to the District's Operations Manager, as such list may change from time to time, and evidence that each participant has executed a Waiver. Participants must be either a

resident of the District or a guest of a District resident and shall demonstrate compliance with the same at the time of registration. Non-resident swim class participants may not exceed twenty percent (20%) of the swim class.

- F. By execution of this Agreement, the Vendor agrees it has read, understands, and agrees to conform to the District's Policies and Procedures ("Policies") and shall require its participants, volunteers, and staff to comply with the Policies and the child safety guidelines attached hereto as **Exhibit C**. Vendor will be responsible for reporting all incidents and injuries to the District Manager or Operations Manager as they occur.
- G. The Vendor agrees to use all due care to protect the property of the District, its residents, and landowners from damage. The Vendor agrees that it shall assume responsibility for any and all damage to the Amenity Facilities as a result of Vendor's or its' participants' use of the Amenity Facilities under this Agreement. In the event that any damage to the Amenity Facilities occurs, the District shall notify Vendor of such damage. The Vendor agrees that the District may make whatever arrangements necessary, in its sole discretion, to promptly make any such repairs as are necessary to preserve the health, safety, and welfare of the District's facilities, residents and landowners. The Vendor agrees to reimburse the District for any such repairs within thirty (30) days of receipt of an invoice from the District reflecting the cost of such repairs.

**3. TERM.** This Agreement shall commence upon the date and time first written above and shall continue in effect until terminated by either party hereto.

**4. COMPENSATION.** Vendor shall pay the District a fee of ten percent (10%) of the total revenues generated from Vendor's use of the Amenity Facilities in accordance with this Agreement.

**5. PUBLIC RECORDS.** The Vendor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Vendor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Vendor acknowledges that the designated public records custodian for the District is **Jim Oliver**, District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Vendor 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 the Vendor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Vendor'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 the Vendor, the Vendor 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 THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092, PHONE: (904) 940-5850, E-MAIL: JOLIVER@GMSNF.COM.**

**6. Independent Contractor.** The Vendor and District agree that the Vendor is and shall remain at all times an independent contractor and shall not in any way claim or be considered an agent or employee of the District.

**7. Termination.** The District may terminate this Agreement immediately with or without cause and for any reason whatsoever upon written notice to the Vendor. Vendor may terminate this agreement for any reason whatsoever upon the giving of thirty (30) calendar days' written notice to the District.

**8. Insurance.**

**A.** The Vendor shall, at its own expense, maintain insurance during the performance of the services under this Agreement, with limits of liability not less than the following:

Workers Compensation	Statutory
General Liability	
<i>Bodily Injury (including contractual)</i>	\$1,000,000/\$2,000,000
<i>Property Damage (including contractual)</i>	\$1,000,000/\$2,000,000
Automobile Liability (if applicable)	
<i>Bodily Injury and Property Damage</i>	\$1,000,000/\$2,000,000

The insurance coverage shall additionally include a minimum of \$500,000 abuse/molestation coverage and a minimum of \$25,000 medical/dental accident coverage. The District and its supervisors, officers, employees, staff, and consultants shall be named as additional insured parties on such policy. Contractor shall provide continuous proof of such insurance coverage to the District. A certificate of insurance reflecting such amounts and insureds shall be provided to the District at the time of execution of this Agreement.

**B.** The District, its officers, agents, employees, staff, consultants and supervisors shall be named as an additional insured. The Vendor 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 coverages, 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-VII.

- C. If the Vendor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event the Vendor 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.

**9. Indemnification.** The Vendor agrees to indemnify, defend, and hold harmless the District and its respective officers, supervisors, staff, agents, employees and contractors from any and all liability, claims, actions, suits or demands by any person, corporation, governmental body or other entity for any claims, injuries, death, theft and real or personal property damage of any nature arising out of, or in connection with, Vendor's use of the Amenity Facilities in connection with this Agreement, including but not limited to providing the Services, including litigation or any appellate proceedings with respect thereto.

**10. Limitation of Liability.** The Vendor 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 Statutes*, or any other statute or law.

**11. Recovery of Costs and Fees.** In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover from the other party all fees and costs incurred, including reasonable attorneys' fees, paralegal fees, expert witness fees, and costs.

**12. No Third-Party Benefit.** Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by operation of law.

**13. Controlling Law and Venue.** The Vendor and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. Venue shall be in Duval County, Florida.

**14. Assignment.** Neither the District nor Vendor shall assign, sublet, or transfer their rights, duties, interest or obligations under this Agreement without the express written consent of the other.

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

**16. Entire Agreement.** This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement.

**17. Authority to Contract.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this Agreement.

**18. Notices.** All notices, requests, consents, and other communications hereunder (“Notices”) shall be in writing and shall be delivered, mailed by Overnight Delivery or First Class Mail, postage prepaid, to the parties, as follows:

**A. If to Vendor:** CoachBenSwim  
8788 Nature View Lane West  
Jacksonville, Florida 32217  
Attn: Ben Rowan

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

**With a copy to:** Kutak Rock LLP  
107 W. College Avenue  
Tallahassee, Florida 32301  
Attn: District Counsel

**19. 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.

**20. Headings for Convenience Only.** The descriptive headings in this Agreement are for convenience only and shall not control nor affect the meaning or construction of any of the provisions of this Agreement.

**21. E-Verify Requirements.** The Vendor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Vendor 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 Vendor has knowingly violated Section 448.091, *Florida Statutes*.

If the Vendor anticipates entering into agreements with a subcontractor for the Work, Vendor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

Vendor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Vendor has otherwise complied with its obligations hereunder, the District shall promptly notify the Vendor. The Vendor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Vendor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Vendor represents that no public employer has terminated a contract with the Vendor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have signed and sealed this Agreement on the day and year first written above.

Attest:

**BARTRAM SPRINGS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

Witnesses:

CoachBenSwim

\_\_\_\_\_  
Signature

By: Ben Rowan

Its: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Witness

- Exhibit A:** Services Proposal
- Exhibit B:** Form of Participant Waiver

**Exhibit C: Youth Safety Guidelines**

Exhibit A  
Services Proposal



# COACHBENSWIM BARTRAM SPRINGS SWIM LESSONS



**SUMMER 2026  
PRIVATE SWIM LESSONS  
BARTRAM SPRINGS POOL**

11:00-11:30  
11:30-12:00  
12:00-12:30PM  
12:30-1:00PM  
1:00-1:30PM  
1:30-2:00PM  
2:00-2:30PM

\$35.00  
30 minute  
lesson/training  
Tuesday-Friday  
(June 2-July 17)

**\*CAN RESERVE SINGLE OR MULTIPLE TIME  
SLOTS AND DAYS THROUGHOUT THE  
SUMMER!**

**\*FIRST COME FIRST SERVED!**

**\*CONTACT FOR PRIVATE GROUP RATES!**

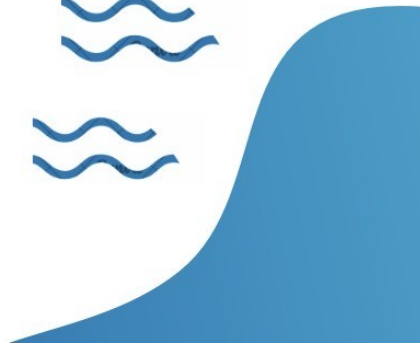


**16 Years of Swim Coach Experience  
DCPS Teacher & Coach  
Certified & Insured  
Fun & Exciting  
Flexible Scheduling  
Meaningful Instruction  
End Results**



**EMAIL NOW TO SCHEDULE YOUR CBS  
EXPERIENCE!**

**[coachbenswim@gmail.com](mailto:coachbenswim@gmail.com)**



**Exhibit B**  
Form of Participant Waiver

**WAIVER AND RELEASE OF LIABILITY  
FOR PARTICIPATION IN SWIM LESSONS AT DISTRICT FACILITIES**

*Bartram Springs Community Development District*  
Duval County, Florida

I, the undersigned, hereby certify that I am the individual, parent or legal guardian of the above-named participant(s). I acknowledge and understand that neither CoachBenSwim or personnel affiliated therewith, are affiliated in any way with the Bartram Springs Community Development District or its supervisors or staff (“District”) and that the District makes no representations concerning said personnel’s qualifications or ability to teach or lead the activities to be held at the District’s facilities and related recreational amenities (“Swim Lessons”). I, the undersigned, hereby agree to defend, indemnify, waive, release and forever discharge the Bartram Springs Community Development District and its, present, former and future supervisors, agents, officers, employees and staff, together with volunteers, participants, sponsors and advertisers, their parent related, affiliated, subsidiary companies, and affiliated committees, as well as the officers, directors, agents, attorneys, employees, representatives, successors and assigns, and any other party indemnified and held harmless by the District (“Released Parties”) from all claims or demands for damages, injury, death, loss to person or property, liabilities and/or expenses related in any way to participation in the Swim School by the above-named participant(s) or to any other use of the District’s facilities, including, but not limited to, recreational facilities and parking lots. I hereby acknowledge that the participant(s) named herein is/are physically fit and mentally capable of participating in the Swim School and understand the risk of such Swim School, and I have consulted a doctor or was capable of consulting a doctor to confirm such fitness.

I hereby acknowledge the risk inherent in participating in the fitness activities and assume the risks associated therewith including, but not limited to, negligent operations and negligent security. I understand that: (a) athletic activities involve risks and dangers of serious bodily injury, including permanent disability, paralysis, and death (“Risks”); (b) these Risks and dangers may be caused by the another member of the Swim Lessons, and/or my own actions or inactions, the actions or inactions of others participating in the Swim School, the condition in which the Swim Lessons takes place, or the negligence of others; (c) there may be other risks and social and economic losses either not known, or not readily foreseeable at this time; and that I accept and assume all risks and all responsibility for losses, costs, and damages I may incur as a result of participation in the activity.

I hereby give my permission for any individual affiliated with the above-named organization, or the District, to seek and give appropriate medical attention to the above-named participant(s) in the event of an accident, injury or illness. I, the undersigned, will be responsible for any and all costs of medical attention and/or treatment.

Individual/Parent/Legal Guardian Name (if under 18, parents/legal guardians sign)

(Print) \_\_\_\_\_

(Date) \_\_\_\_\_

Individual/Parent/Legal Guardian Name (if under 18, parents/legal guardians sign)

(Print) \_\_\_\_\_

(Date) \_\_\_\_\_

## **Exhibit C**

### **Youth Safety Guidelines**

#### Introduction

To help protect minors, it is important that Vendor's paid staff, volunteers, parents and athletes understand and be educated on these guidelines and, to the extent practical, abide by these guidelines.

#### Purpose

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

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

#### Protection and Prevention

##### *Volunteer and Employee Screening Procedures:*

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

#### Supervision Procedures

Unless an extenuating situation exists, Vendor:

- Will have adequate number of screened and trained paid staff or volunteers present at practices and events involving minors. Supervision will increase in proportion to the risk of the activity.
- Will monitor facilities during activities involving minors.
- Will endeavor to release minors (here, defined as children ages 15 and younger) only to a parent, guardian, or provided list of emergency contacts consented to in writing by parent/guardian.
- Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.

- Will use two screened staff or volunteers when transporting minors in vehicles, unless the parent(s)/guardian(s) sign a waiver allowing for a single screened staff or volunteer to transport his/her minor.
- Provide periodic monitoring of restroom facilities and encourage minors to report any inappropriate behavior they may hear or witness to paid staff or volunteer.
- Will encourage minors to use a “buddy system” whenever minors go on trips off District property.
- Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities that include oversight and control of minors.

### Behavioral Guidelines for Paid Staff and Volunteers

All volunteers and paid staff will observe the following guidelines:

- Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
- Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the practice or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where staff or volunteers are in sight.
- Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
- Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
- If you recognize an inappropriate relationship developing between a minor and adult, report such suspicions immediately to one with supervisory authority.
- Maintain clear professional boundaries with all minors and if you feel uncomfortable, refer the minor to another individual with supervisory authority.
- If one-on-one coaching or instruction is necessary, avoid meeting in isolated environments.
- Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and to the District, through its counsel, immediately.
- Provide clear expectations of behavior for both adult-participant and participant-participant interactions for the protection of all persons involved.
- Use of audio or visual recording devices, including a cell phone camera, is not allowed in restrooms

or changing areas.

### Disqualification

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

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

*SEVENTH ORDER OF BUSINESS*

*A.*

A C C E P T E D P R O P O S A L

Humbug Holiday Lighting of Jacksonville-St Augustine-St Johns  
101 Marketside Avenue  
Unit 404, #181  
Ponte Vedra Beach, FL 32081  
(904) 999-0110

<https://humbugholidaylighting.com/staugustine-fl/>



**Billing Address**

Danelle DeMarco-Governmental  
Management Services  
POC: Danelle DeMarco  
14530 East Cherry Lake Dr  
Jacksonville, FL 32258  
(904) 880-5156  
ddemarco@gmsnf.com

**Service Address**

Bartram Springs HOA  
POC: Danelle DeMarco  
14530 Cherry Lake Dr E  
Jacksonville, Florida 32258  
(904) 880-5156

Date	April 15, 2026
Total	\$9,840.10

2 0 2 6 C H R I S T M A S P R O P O S A L

---

Prepared by Josh Ambrose ([h1@humbugholidaylighting.com](mailto:h1@humbugholidaylighting.com))

**N O T E S**

---

There are two separate options for discounts. Multi-year Discount and the Early Install discount.  
If the board would like to take advantage of a 3-year or 5-year contract discount, the pricing would be reduced as following, for each year: 3-year Contract: 5% each year 5-year Contract: 7.5% each year

Additionally, if everything is installed (but not turned on) before November 1st, the Board can save 10%, separate from the multi-year discount option.

Item	Description	Amount
Holiday Installation	Holiday installation service	
<b>Amenity Center 1st level</b>		\$2,265.00
C9 Lighting Cord-Level 1	C9 Lighting Cord	
C9 Warm White Bulbs	C9 Warm White Bulbs	
<b>Amenity Center 2nd Level Option</b>		\$1,496.00
C9 Lighting Cord-Level 2	C9 Lighting Cord	
C9 Warm White Bulbs	C9 Warm White Bulbs	
<b>Roundabout Palms Stairstep</b>		\$928.00
WW, 5mm Coaxial Mini, 70Lt, 4in spacing	WW, 5mm Coaxial Mini, 70Lt, 4in spacing	
RED, 5mm Coaxial Mini, 70Lt, 4in spacing	RED, 5mm Coaxial Mini, 70Lt, 4in spacing	
<b>Front Entrance Left Monument</b>		\$836.00
C9 Lighting Cord-Level 1	C9 Lighting Cord	
C9 Warm White Bulbs	C9 Warm White Bulbs	

60" Pre-Lit LED Wreath, Warm White	60" Pre-Lit Sequoia LED Wreath, Warm White, 400 Lts	
30" Red Bow-Commercial Grade	30" Nylon Red Bow w/Gold Trim	
<b>Front Entrance Right Monument</b>		\$836.00
C9 Lighting Cord-Level 1	C9 Lighting Cord	
C9 Warm White Bulbs	C9 Warm White Bulbs	
60" Pre-Lit LED Wreath, Warm White	60" Pre-Lit Sequoia LED Wreath, Warm White, 400 Lts	
30" Red Bow-Commercial Grade	30" Nylon Red Bow w/Gold Trim	
<b>Front Entrance Bridge</b>		\$1,736.00
WW, 5mm Coaxial Mini, 70Lt, 4in spacing	WW, 5mm Coaxial Mini, 70Lt, 4in spacing	
36" Pre-Lit LED Wreath, Warm White	36" Pre-Lit Oregon Fir LED Wreath, Warm White, 150 Lts	
18" Red Bow-Commercial Grade	18" Nylon Red Bow w/Gold Trim	
<b>Front Entrance Palm Trunk Wrap</b>		\$725.00
WW, 5mm Coaxial Mini, 70Lt, 4in spacing	WW, 5mm Coaxial Mini, 70Lt, 4in spacing	
<b>Crape Myrtle Trunk Wrap</b>		\$1,536.00
WW, 5mm Coaxial Mini, 70Lt, 4in spacing	WW, 5mm Coaxial Mini, 70Lt, 4in spacing	
3-year Multi-year Discount	5% Off Each Year	(\$517.90)

	Subtotal	\$9,840.10
	Tax	\$0.00
	Total	\$9,840.10

**I N V O I C E**

Date	Number	Total	Balance Due	Status
4/15/2026	I3500514	\$4,920.05	\$4,920.05	Open

**F I N A N C I N G**

Split the cost into easy monthly payments with  wisetack

From \$146.34/month at 12.90% APR for 120 months, totaling \$17561.21\*.

- Instant decision
- No hidden fees
- Checking eligibility does not impact your credit score

Click [here](#) to see monthly payment options

*\*All financing is subject to credit approval. Your terms may vary. Payment options through Wisetack are provided by our lending partners. See <http://www.wisetack.com/lenders>. See additional terms at <http://www.wisetack.com/faqs>.*

This proposal was accepted on Wednesday, April 15, 2026 by Bartram Springs HOA - POC: Danelle DeMarco.

You selected to receive confirmations/reminders via Email to [ddemarco@gmsnf.com](mailto:ddemarco@gmsnf.com).

**T E R M S   A N D   C O N D I T I O N S**

**Humbug Holiday Lighting of Jacksonville-St Augustine-St Johns** is a trade name/DBA of *Last Man Out Enterprises, LLC* (the "Company" or **Humbug Holiday Lighting**). The Company is an independently owned and operated franchisee of the **Humbug Holiday Lighting** brand. By accepting this proposal, the person/company listed on the first page ("Customer") agrees to the terms of this document, including entering into a contract with **Humbug Holiday Lighting of Jacksonville-St Augustine-St Johns** and no other individual or entity. Customer represents that they have the full authority to enter into this agreement and authorize the lights, decorations and services described in this document. The terms of the Holiday Lighting agreement are as follows:

1. Typical Project Invoicing & Payments

- Our packages start at \$900 and increase from there. All projects must meet the \$900 minimum, unless otherwise approved by **Humbug Holiday Lighting**.
- Upon acceptance of project – 50% of the total is due, unless you take advantage of our Monthly Payment Plan option before the end of August each year.
- All deposits are non-refundable.
- A credit card is required on file to take advantage of our Monthly Payment Plan; payments will be charged monthly to the card on file.
- For all other clients, the remaining balance is due upon completion. The credit card on file will be charged automatically upon completion of the install.
- If for some reason, full payment for all products, items, and services is not received within 30 days of install, a 5% monthly late fee will apply to the unpaid balance until payment is received in full and credited to the purchaser's account.
- Payments are applied to late fees first, then to remaining balance.
- If payments are not made as required, **Humbug Holiday Lighting** will consider the account in default and the customer will be responsible for the cost of collections, including reasonable attorney fees, as allowed by law.

- **Humbug Holiday Lighting** reserves the right to decline or refund services at its discretion.

## 2. Lighting, Displays, & Decorations Maintenance

- If any lights stop working, or there are issues with decorations and displays, minor maintenance is free of charge. Simply contact us at 904-999-0110 and someone will be there to help ASAP. However, restrictions do apply:
- Humbug Holiday Lighting will only repair lights and decorations that were provided by, and installed by **Humbug Holiday Lighting**. No items installed or provided by the client will be the responsibility of **Humbug Holiday Lighting**.
- Additionally, no customer-owned lighting or other electrical items are allowed to be plugged/tapped into the wiring and lights provided by **Humbug Holiday Lighting**.
- After December 24, a service fee will apply for maintenance requests.
- All agreements are contingent upon circumstances beyond our control, including but not limited to weather emergencies, national emergencies, acts of vandalism, theft, terrorism, changes in trade legislation, and labor disruption.
- Repair or replacement for damage to decorations and/or lighting not caused by "Acts of God" is billed hourly at a rate of \$85/hour, with a minimum of 2 hours. Any materials that need to be replaced will be billed accordingly. (Ex. Damage to driveway stakes/lights due to someone driving a car over them when exiting driveway). (Ex. Weed eater/edger cuts an electrical line.)
- We aim to complete service within 24–48 hours, based on weather and workload.
- If any decorations/displays/lights need repair, we will do our best to be there within a 24-48 hour period but cannot guarantee that time frame depending on current schedule, weather, staffing and possible extenuating circumstances.

- **The customer is responsible for ensuring proper electrical supply availability of outdoor 120v plug electrical outlets.** Our installation requires functional 120v plug outlets. If there are no functional 120v plugs, or not enough 120v plug outlets, the install will be delayed until a hired electrician installs the necessary plugs required for install. The customer may be responsible for arranging the licensed electrician to install the necessary 120v plug outlets.

### 3. Installation Dates

- **All of our installation dates are on a first come first serve basis.** This includes everyone who takes advantage of our Monthly Payment Plan.
- **Humbug Holiday Lighting** will try to accommodate specific requests to install displays by a certain date but cannot make any guarantees because of weather, possible staffing issues and schedule availability.
- Clients are given a date range, usually a 5-day window in which we will arrive to install, but these dates may change depending on weather conditions or other unforeseen circumstances.
- We will do its best to honor any installation window that it provides but clients must understand that changes do happen. We are not responsible for any damages occurring from not performing an installation by a specific time frame.
- Our company is closed and not available to do work for clients on the following dates: Thanksgiving Day and the subsequent day after, as well as Dec. 24th – Dec 26th, we are usually closed for service calls on weekends as well, but may be available for emergencies or special issues. **Humbug Holiday Lighting** has some projects that take precedence and may cause blackout dates for availability

### 4. Removal, Storage, & Ownership

- Removals begin on or around January 2 each year and continue until necessary.

- If you want to guarantee an “Early Removal” for the time December 25 and no later than Jan 7th, there is the “Early Takedown” Option available on every proposal..
- If you want to retain the lights and material past January 15th, but no later than Feb 1st, there is a “Late Takedown” option available on each proposal.
- For those not taking advantage of any early or later install option, removal of decorations is scheduled by geographic location in order to maximize efficiency. Our goal is to have your holiday lights removed before January 21st, but we cannot always guarantee this time frame due to weather, which delays takedowns, coupled with the number of clients we have
- All lighting and décor materials are property of **Humbug Holiday Lighting**. **At no time will the client assume ownership of materials used.**
- **At no time is the client allowed to hire another company or person to takedown our lights. Call the office for any pressing issues or concerns.**

#### 5. Billing Errors

- Notify us within 7 days of receiving your invoice for billing corrections. After that, charges stand as billed.

#### 6. Discounts

- **Humbug Holiday Lighting** reserves the right to offer discounts to clients as it sees fit. **Humbug Holiday Lighting** makes no guarantees that discounts offered one year will be extended in future years. **Humbug Holiday Lighting** has the right to remove discounts based on non-payment or late payment.

#### 7. Refunds

- o All deposits are non-refundable.

#### 8. Media Release

- o Upon acceptance of the proposal I/we hereby grant **Humbug Holiday Lighting** permission to use my/our likeness in a photograph, video, or other digital media in all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all these materials will become the property of **Humbug Holiday Lighting** and will not be returned. I/we hereby irrevocably authorize **Humbug Holiday Lighting** to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful business purpose. In addition, I waive any right to inspect or approve the finished product wherein my/our likeness appears. Additionally, I/we waive any right to royalties or other compensation arising or related to the use of the photo. I hereby hold harmless, release, and forever discharge Humbug Holiday Lighting from all claims, liabilities, demands, and causes of action in which I, my heirs, representatives, executors, administrators, employees, or any other persons acting on our behalf by reason of authorization.

#### 9. Limitations on Liability

- o Maximum liability is limited to total payments received. No coverage for consequential, incidental, or legal damages.
- o All materials are provided "as-is" with no warranty unless otherwise stated.
- o Both parties agree to resolve disputes in good faith and waive the right to a jury trial if litigation occurs.

#### 10. Multi-Year Agreements

- o If you agree to either the 3-year/5% or 5-year/7.5% Multi-Year discount, then the appropriate discount (5% or 7.5%) would apply to each year of the agreement.

- The Early Install Discount is separate and distinct from the Multi-Year agreements, but it can be combined with the Multi-Year Agreement discounts. However, the Early Install Discount is not required to be taken advantage of each year of a Multi-Year Agreement.

*EIGHTH ORDER OF BUSINESS*

**RESOLUTION 2026-02**  
**[FY 2027 BUDGET APPROVAL RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Bartram Springs Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

**WHEREAS**, the Board now desires to set the required public hearing on the Proposed Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT:**

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

**2. SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE: July 20, 2026  
TIME: 6:00 p.m.  
LOCATION: Bartram Springs Amenity Center  
14530 Cherry Lake Drive  
Jacksonville, Florida

**3. TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

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

**PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF MAY, 2026.**

ATTEST:

**BARTRAM SPRINGS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

**Exhibit A**  
FY 2027 Proposed Budget

*NINTH ORDER OF BUSINESS*

**RESOLUTION 2026-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Bartram Springs Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** A Public Hearing will be held to adopt Rules of Procedure on July 20, 2026, at 6:00 p.m., at Bartram Springs Amenity Center, 14530 Cherry Lake Drive, Jacksonville, Florida.

**SECTION 2.** The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

**SECTION 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 11th day of May, 2026.

ATTEST:

**BARTRAM SPRINGS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**RULES OF PROCEDURE**  
**BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT**  
**RULE NO. \_\_\_\_\_**

**EFFECTIVE AS OF \_\_\_\_\_, 2026**

**TABLE OF CONTENTS**

Rule 1.0	General.....	2
Rule 1.1	Board of Supervisors; Officers and Voting. ....	3
Rule 1.2	District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination. ....	7
Rule 1.3	Public Meetings, Hearings, and Workshops. ....	10
Rule 1.4	Internal Controls to Prevent Fraud, Waste and Abuse.....	15
Rule 2.0	Rulemaking Proceedings. ....	16
Rule 3.0	Competitive Purchase. ....	31
Rule 3.1	Procedure Under the Consultants’ Competitive Negotiations Act. ....	36
Rule 3.2	Procedure Regarding Auditor Selection. ....	40
Rule 3.3	Purchase of Insurance. ....	44
Rule 3.4	Pre-qualification.....	46
Rule 3.5	Construction Contracts, Not Design-Build. ....	51
Rule 3.6	Construction Contracts, Design-Build. ....	56
Rule 3.7	Payment and Performance Bonds. ....	61
Rule 3.8	Goods, Supplies, and Materials. ....	62
Rule 3.9	Maintenance Services. ....	66
Rule 3.10	Contractual Services. ....	69
Rule 3.11	Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.....	70
Rule 4.0	Effective Date. ....	73

**Rule 1.0      General.**

- (1) The Bartram Springs Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Rule 1.1 Board of Supervisors; Officers and Voting.**

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
  - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

**Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.**

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
  - (b) Official minutes of meetings, including adopted resolutions of the Board;
  - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
  - (d) Adopted engineer's reports;
  - (e) Adopted assessment methodologies/reports;
  - (f) Adopted disclosure of public financing;
  - (g) Limited Offering Memorandum for each financing undertaken by the District;
  - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
  - (i) District policies and rules;
  - (j) Fiscal year end audits; and
  - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

**Rule 1.3 Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
  - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager
    - 1. Financial Report
    - 2. Approval of Expenditures
- Supervisor’s requests and comments

## Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

**Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse**

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
  - (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),
  - (b) Florida Statutes; and
  - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (d) Support economical and efficient operations; and
  - (e) Ensure reliability of financial records and reports; and
  - (f) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 218.33(3), Fla. Stat.

## **Rule 2.0      Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
  
- (2) Requirements of a Rule. All District rules as drafted shall:
  - (a) Contain only one subject;
  - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
  - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
  - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.
  
- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.
  
- (4) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:
  - (i) the subject area to be addressed by rule development;
  - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
  - (iii) The grant of rulemaking authority for the proposed rule;
  - (iv) The law being implemented;
  - (v) The proposed rule number; and
  - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
  - (i) A short, plain explanation of the purpose and effect of the proposed rule;
  - (ii) The proposed rule number;
  - (iii) A summary of the proposed rule or amendment;
  - (v) The grant of rulemaking authority for the proposed rule;
  - (vi) The law being implemented or interpreted;
  - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

- (viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;
  - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
  - (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;
  - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
  - (x) The date, time, and location of the public hearing on the proposed rule;
  - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
  - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-

mail address, and may be required to pay the cost of copying and mailing as applicable.

- (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.

(6) Modification of Rules.

(a) Technical Changes.

- (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
- (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.

(b) Substantive Changes.

- (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;

2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.

- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
  - (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
    - (i) The place, date, and time of the workshop;
    - (ii) The subject area that will be addressed; and
    - (iii) The District Manager's contact information.
- (9) Petitions to Initiate Rulemaking.
- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
  - (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
  - (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
    - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.
    - (ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District

shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.
2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:

- (i) The date, time, and location of the public hearing; and
- (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
  - (i) The full text of the rule(s); and
  - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.
  - (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the

District is located and shall include the specific facts and reasons for such renewal.

- (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
  - (i) The full text of the emergency rule and a summary thereof;
  - (ii) The rule number; and
  - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.
- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
  - (a) A copy of the rule;

- (b) Any material incorporated by reference in the rule;
- (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
- (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
- (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
- (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(14) Petitions to Challenge Rules.

- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
  - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
  - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
  - (i) Administer oaths and affirmations;
  - (ii) Rule upon offers of proof and receive relevant evidence;
  - (iii) Regulate the course of the hearing, including any pre-hearing matters;
  - (iv) Enter orders; and
  - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In

the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

- (15) Variations and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District’s rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
    - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner’s written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner’s written request to finish processing the petition. The District’s statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District’s action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

- (a) By January 1, 2026, District staff shall prepare a report that summarizes the District’s existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the “**Existing Rule Review Report**”). The Existing Rule Review Report shall be presented to the District’s Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
  - (i) Is a valid exercise of delegated legislative authority;
  - (ii) Has current statutory authority;
  - (iii) Reiterates or paraphrases statutory material;
  - (iv) Is in proper form;
  - (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
  - (vi) Requires a technical or substantive update to reflect current use; and

- (vii) Requires updated references to statutory citations and incorporated materials.
- (d) By April 1 of each year in which a rule review is being undertaken, the District shall adopt a resolution evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the “**Rule Review Resolution**”):
  - (i) If the District determines that no change is necessary, the District Rule Review Resolution shall include the following information:
    1. A copy of the reviewed rule;
    2. A written statement of its intended action; and
    3. Its assessment of factors specified in Section 16(c) of this Rule.
  - (ii) If the District determines that one or more technical changes are necessary, the District Rule Review Resolution shall include the following information:
    1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
    2. A written statement of its intended action;
    3. Its assessment of the factors specified in Section 16(c) of this Rule; and
    4. The facts and circumstances justifying the technical change or changes to the reviewed rule.
  - (iii) If the District determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:
    1. A copy of the reviewed rule;
    2. The recommended change or changes coded by underlining new text and striking through deleted text;
    3. A written statement of its intended action; and

4. Its assessment of factors specified in Section 16(c) of this Rule.
- (iv) If the District determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:
    1. A written statement of its intended action; and
    2. Its assessment of factors specified in subsection 16(c) of this Rule.
  - (e) The rule review is completed upon the District’s adoption of the Rule Review Resolution and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, the District shall publish a notice of the completed rule review (“**Notice of Completed Rule Review**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.
- (17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

**Law Implemented:** §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 190.011(5), 190.035(2), Fla. Stat.

**Rule 3.0 Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
  - (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
- (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals”** or **“RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and

requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
- (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.033, 255.20, 287.055, Fla. Stat.

**Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.**

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “**Project**” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
  
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
  - (a) Hold all required applicable state professional licenses in good standing;
  - (b) Hold all required applicable federal licenses in good standing, if any;
  - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
  - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

### **Rule 3.2 Procedure Regarding Auditor Selection.**

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
  
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
  - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) Ability to furnish the required services; and
  - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.

**Rule 3.3 Purchase of Insurance.**

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** § 112.08, Fla. Stat.

### **Rule 3.4 Pre-qualification**

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
  - (a) The Board shall cause to be prepared a Request for Qualifications.
  - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
  - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
  - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
  - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
  - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
  - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
  - (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
  - (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
  - (v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.
  - 1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
  - 2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;
- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 190.033, 255.0525, 255.20, Fla. Stat.

**Rule 3.5 Construction Contracts, Not Design-Build.**

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.6 Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
  - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
  - b. Hold all required applicable federal licenses in good standing, if any;
  - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
  - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
  9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
  10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.7      Payment and Performance Bonds.**

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
  
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
  
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 255.05, Fla. Stat.

**Rule 3.8 Goods, Supplies, and Materials.**

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “**goods, supplies, and materials**” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

**Rule 3.9 Maintenance Services.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;
    - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of

the Florida Statutes, if the vendor is a corporation; and

- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
  - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
  - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.  
**Law Implemented:** §§ 119.0701, 190.033, 287.017, Fla. Stat.

**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
  
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

**Rule 3.11     Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.**

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1)     Filing.

- (a)     With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
  
- (b)     Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
  
- (c)     If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
  - (a) Administer oaths and affirmations;
  - (b) Rule upon offers of proof and receive relevant evidence;
  - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 120.69(2)(a), 190.033, Fla. Stat.

**Rule 4.0      Effective Date.**

These Rules shall be effective \_\_\_\_\_, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

*ELEVENTH ORDER OF BUSINESS*

*B.*

2.



## OFFICE OF THE SUPERVISOR OF ELECTIONS

JERRY HOLLAND  
SUPERVISOR OF ELECTIONS  
OFFICE (904) 255-8683  
CELL (904) 318-6877

105 EAST MONROE STREET  
JACKSONVILLE, FLORIDA 32202  
FAX (904) 255-3434  
E-MAIL [JHOLLAND@COJ.NET](mailto:JHOLLAND@COJ.NET)

04/20/2026

Sarah Sweeting  
Bartram Springs CDD  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Dear Sarah Sweeting,

The information you requested on 04/16/2026 appears below:

### **Bartram Springs Community Development District- 3757 Registered Voters as of 4/15/2026**

If you have any questions or need additional assistance, please contact Aries Torres at 904-219-9302 or [atorres@coj.net](mailto:atorres@coj.net).

Sincerely,

Cierra Fackler  
Director of Candidates and Records

3.

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES  
FOR THE BOARD OF SUPERVISORS OF THE  
BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Bartram Springs Community Development District will commence at noon on June 8, 2026, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Duval County Supervisor of Elections located at 1 Imeson Park Boulevard, Jacksonville, Florida 32218, Phone (904) 255-3434. 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 Chapter 106, *Florida Statutes*.

The Bartram Springs Community Development District has two (2) seats up for election, specifically seats 2 and 4. 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 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Duval County Supervisor of Elections.

*C.*

# AMENITY & OPERATIONS REPORT

Bartram Springs  
Community  
Development  
District

**Terry Glynn**  
General Manager

**Andy Antonopoulos**  
Field Operations Manager

**Danelle DeMarco**  
Amenity Manager

**Lori Dunham**  
Assistant Amenity Manager



May 11th, 2026

# Communication

- Email blast updates sent out regularly to the community – [Bartramspringsmanager@gmsnf.com](mailto:Bartramspringsmanager@gmsnf.com)
- A QR Code flyer posted throughout Community to report repairs and concerns to management.
- Onsite managers and contact information posted at the office.
- Weekend Updates sent out each Thursday
- Food trucks announced weekly
- Amenity Reservations: Court Reserve- [app.courtreserve.com](http://app.courtreserve.com)
- Facebook posts to keep events and information current
- Instagram to give daily pool temperatures, hours, and closures.
- Amenity Website accessible at [thebartramclub.com](http://thebartramclub.com)  
-Amenities tab on CDD website

# Special Events

## Upcoming Events

- Chick-Fil-A Wednesday May 6th & 20th.
- Mother's Day Event -May 10<sup>th</sup> 9-11am
- Prudential Seminar- May 14<sup>th</sup> 6pm
- Summer Camp Meet & Greet- May 14<sup>th</sup> 7pm-8:30pm
- Kids Night Out- May 16th 5-9pm
- Vendor Village with Food Truck Friday May 22<sup>nd</sup> 5-8pm
- Memorial Day- Live music poolside May 25<sup>th</sup>, 3-6pm
- Summer Kick Off- Ice cream social May 28<sup>th</sup>, 1-3pm
- Pool Movie- May 30<sup>th</sup>, at dark



# UPCOMING EVENTS



**REMEMBER AND HONOR**  
**MEMORIAL**    **MAY 25TH 2026**    **DAY**  
**3-6PM**

**BARTRAM SPRINGS COMMUNITY EVENT**  
**LIVE MUSIC • FOOD TRUCKS • POOLSIDE**

**AMENITY CENTER POOL**

**GAZEBO- LIVE MUSIC BY IRIS ANDIE & VIOLETTE LANI,**  
AN UP-AND-COMING DUO BLENDING POP AND PLAYFUL LYRICS.  
THEIR LIVE SHOWS FEATURE THE PERFECT MIX OF 80'S, 90'S,  
AND MODERN ACOUSTIC POP FAVORITES.

**FOOD TRUCKS ON-SITE**  
**TROPICAL SNO (SHAVED ICE)**

**COME RELAX, ENJOY GREAT MUSIC, AND SPEND A LATE AFTERNOON WITH YOUR NEIGHBORS!**



# UPCOMING EVENTS CONT'D

Bartram Springs Amenity Center  
DREAMWORKS

## HOW TO TRAIN YOUR DRAGON

### KIDS NIGHT OUT

SATURDAY, MAY 16TH, 5-9PM  
\$15 PER RESIDENT CHILD IF PAYING BEFORE MAY 16TH. \$20 DAY OF.  
EMAIL: BARTRAMCLUB@COMCAST.NET OR CALL (904)880-5156 TO RSVP. AGES 5-12

## SUMMER CAMP MEET & GREET

Thursday, May 14th  
7pm-8:30pm  
Bartram Springs Amenity Center Flex Room

Last Day of School & Summer Kick off

## ICE CREAM SOCIAL!

THURSDAY 1PM - 3PM  
MAY 28TH AMENITY CENTER  
Best scoop of the year!

# SAVE THE DATE!

Event title:  
**The Science of Income Planning**

Event Description:

Most retirement conversations focus on accumulating assets, while far fewer address how to convert those assets into reliable income. This educational seminar explores the art and science of retirement income planning.

Event Time and Date:

Thursday May 14th at 6:00pm. At the clubhouse social room.

Advisors Info:

Brandon Whaley, Financial Planner  
904-313-4597 Brandon.Whaley@Prudential.com  
CRD# 6091906 Insurance: W615266

Paul P. Stern, M.Ed, Ed.S, Financial Planner  
904-313-3481 Paul.Stern@Prudential.com  
CRD# 5402861 Insurance: W714784

Disclosures:

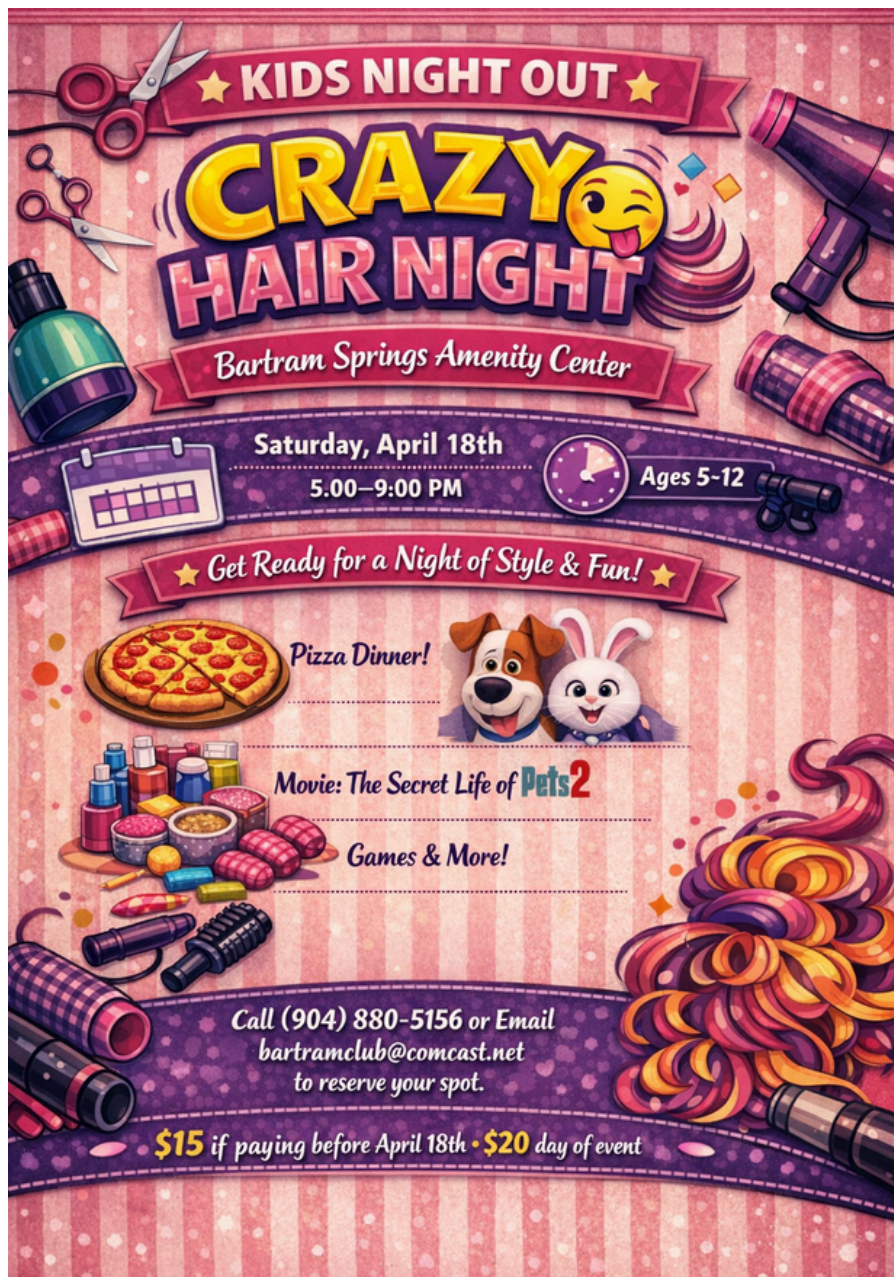
Securities and investment advisory services offered through LPL Enterprise (LPLE), a Registered Investment Advisor. Member FINRA/SIPC, and an affiliate of LPL Financial.

Financial professionals are licensed insurance agents of Prudential. These financial professionals are permitted to brand under "Prudential." LPLE and LPL Financial are not affiliated with Prudential.

RSVP via QR code here or email above:



# Kids Night Out Recap



We hosted 36 kids for our Crazy Hair Night, and the creativity was off the charts. Everyone loved showing off their wild hairstyles. The night was filled with outdoor games, board games, pizza, and a screening of *The Secret Life of Pets*.

Our next Kids Night Out is Saturday, May 16th from 5–9pm, featuring a How to Train Your Dragon theme.

# Kids Night Out Recap





# Summer CAMP

Bartram Springs Amenity Center

The Bartram Springs Summer Camp registration is completely full, with a growing waitlist.

Currently, we have between 54 and 59 children registered for every week of camp.

We have 11 returning camp counselors and 4 new hires.

Our second annual Meet and Greet will be held **Thursday, May 14<sup>th</sup>** from 7–8:30pm. This is a time for parents and campers to meet their camp counselors, ask any questions they may have and also gives us a chance to get to know our campers.



**Bartram Springs  
SUMMER  
CAMP 2026**

**REGISTRATION IS NOW CLOSED. ALL WEEKS ARE FULL.  
PLEASE CONTACT CAMP DIRECTOR TO BE PLACED ON THE  
WAITLIST.**

**\$200 PER WEEK PER RESIDENT CHILD  
\$250 PER WEEK PER NON-RESIDENT CHILD**

**June 8th-August 7th**

- Week 1 Medieval Quest (FULL)
- Week 2 Wildlife Wonders (FULL)
- Week 3 Space Explorers (FULL)
- Week 4 Lego Week (FULL)
- Week 5 Mission: Superhero's (FULL)
- Week 6 Camp Culinary (FULL)
- Week 7 Garden Explorers (FULL)
- Week 8 Talent Takeover (FULL)
- Week 9 Sports Spectacular (FULL)

Contact Lori Dunham, Camp Director at  
[LDunham@gmsnf.com](mailto:LDunham@gmsnf.com) or (904)880-5156.

# Community Programs

**BARTRAM SPRINGS RESIDENTS!**  
 Our NEW Season Begins January 2026!  
 Online Registration Opens December 1<sup>st</sup> - SAVE YOUR SPOT!




**KAT DANCE**  
 CREATIVE ADVENTURES IN DANCE

[www.KatDance.studio](http://www.KatDance.studio)  
 Creative Dance Adventures \* Ballet \* Jazz

.....


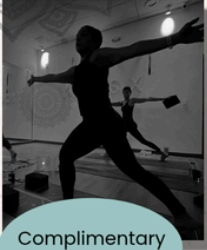
**Thursdays at Bartram Springs Amenity Center**  
 Kittens - ages 3-4 - 4:00-4:45  
 Kubs - ages 5-6 - 4:45-5:30  
 Kool Kats - ages 7-10 - 5:30-6:30




50% Sibling Discount!  
 \$65 / \$75 Monthly Tuition

.....


**Enroll Online!**  
[www.KatDance.studio](http://www.KatDance.studio)

Complimentary First Class



Maria O.



**Gentle Yoga**  
 Wednesdays - 5:15pm in the Flex Room

\$7 drop in  
 \$30 for a 5 class Package




**Bartram Springs**  
**ZUMBA®**  
 With Nobu

Join us every Tuesday from 6-7 PM in the Flex Room.

Classes are \$5 for residents and \$7 for non-residents

Cash only

**JACKSONVILLE MOM STRENGTH**

Outdoor Cardio and Strength Training for MOMS & WOMEN



- | Kids Always Welcome |
- | Multi-Level Fitness Classes |
- | Small Group Personal Training |
- | Variety of Class Formats |
- | Pregnancy & Postpartum Experienced Instructors |

**JOIN US NOW**



Contact: 860-218-3928



**Attention Student Athletes!**

**MASE**  
Fitness

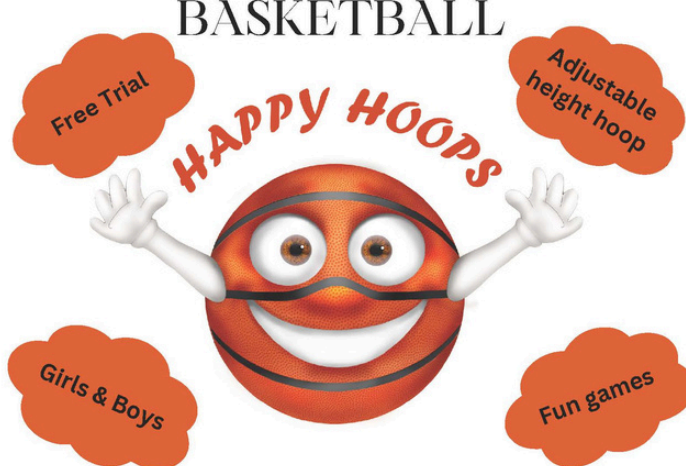
# TRAIN TO GAIN

**Personal Trainers**

- Keep you conditioned during off season
- Provide sport specific strength training
- Motivate
- Offer accountability
- Give form feedback
- Meet you where you are
- Conveniently train you in your gym

[www.MASEFitness.com](http://www.MASEFitness.com)

## BASKETBALL



Free Trial

Adjustable height hoop

**HAPPY HOOPS**

Girls & Boys

Fun games

### 2026 SPRING SEASON

Ages: K through 2nd and 3rd through 6th Grade  
 Time K through 2nd: Thursdays 5:15pm to 6pm  
 Time 3<sup>rd</sup> through 6th: Thursdays 6pm to 7pm  
 Day: Thursdays  
 Dates: April 2nd to May 14th  
 Where: Bartram Springs Basketball Court  
 Register: [www.HappyHoopsBasketball.com](http://www.HappyHoopsBasketball.com)  
 Cost: \$110

[www.HappyHoopsBasketball.com](http://www.HappyHoopsBasketball.com)



## N.O.B.B

*Not. Older. But. Better*

N.O.B.B is a "social" club for residents of Bartram Springs who are 60 and older and it started almost 20 years ago! In a young community, it gave the "older" group with similar interests a chance to meet and make friendships that have lasted for those 20 years.

**COME CHECK US OUT!**

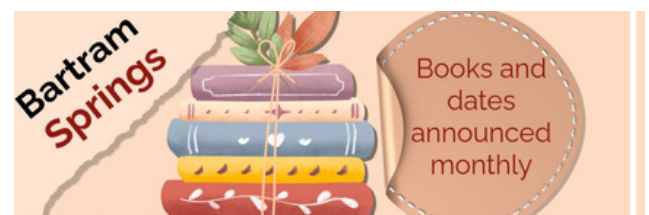
Some of the activities we have done in the past are:

- SALLY Corp (Robotics)
- Budweiser tour
- St. Augustine Air Traffic Control Tower tour
- WTLV-12 TV broadcast & Tour
- Sebastian Winery Tour
- Cummer Museum & Garden Tour
- Lightner Museum Tour
- Times Union Newspaper Tour and Much More!
- Catty Shack Ranch Wildlife Sanctuary

**CONTACT: MARION LINDA 617-733-3670**  
**or JOE SALOMONE 815-341-8494 for more information.**




# Canasta



**Bartram Springs**

Books and dates announced monthly

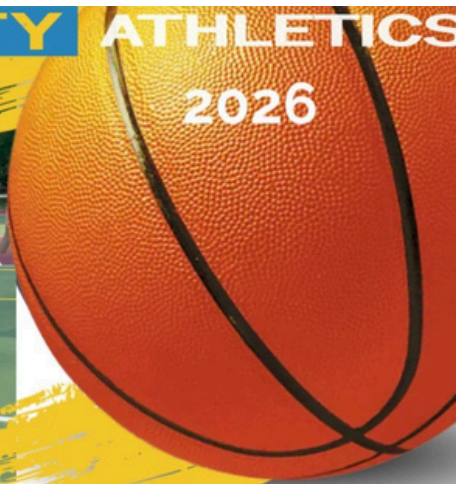
## BOOK CLUB

Please click the image above to view the full list of monthly reading selections.

Please contact Barbara Wedow for more information.  
 Phone : 615-800-5258  
[barbara.wedow09@comcast.net](mailto:barbara.wedow09@comcast.net)

# AMENITY ATHLETICS

2026



## YOUTH BASKETBALL LEAGUE

★ APRIL 22 - MAY 27: SIX WEEKS ★

Registration: March 1-31

Co-ed Leagues:  
8-10 Years Old 11-13 Years Old  
3 VS 3 Half Court

\$125 per child: includes jersey and award

Games on WEDNESDAYS after school.  
2 games at each location: Bartram Springs,  
Heritage Landing and Julington Creek Plantation

Register at [www.AmenityAthletics.com](http://www.AmenityAthletics.com)

# AMENITY ATHLETICS

## Spring Soccer 2026

REGISTRATION

Jan 1 - Feb 15

FEE \$155 per player

CO-ED AGES 3 - 14



SEASON GAMES

March 28-May 23



Saturday games at Bartram Springs.  
Register Today. The late fee of \$45 is added  
2/16/26. Come join the fun!

Practice once a week in a community near you. For  
more information visit us at [AmenityAthletics.com](http://AmenityAthletics.com)

# AMENITY ATHLETICS

## SUMMER FLAG FOOTBALL

5 week league - 7 games of Summer Fun



## BARTRAM SPRINGS

2026

Registration April 1-30  
One Month ONLY

WHO: COED kids ages 5 - 13

WHEN: June 6 - July 11  
Season games on Saturdays.

WHERE: Games at Bartram Springs Fields.  
Practice on a field near you.

COST: \$155.00 per player  
\$10 off for Bartram Springs residents

POWERED BY Vesta

For more information go to [AmenityAthletics.com](http://AmenityAthletics.com)

# Bartram Springs Program Revenue Share collected on behalf of the District.

Program summary and totals have been added for April 2026.

	Mase Fitness	Kat dance	Mom's Strength	Happy Hoops	North East Vending	First Coast Vendor Village	CoachBen Swim Lessons	Amenity Athletics	Barracudas Swim Team	Food Trucks	Atlantic Coast Swim Team	TOTALS
<b>Month-2025-2026</b>												
October	\$ -	\$ 147.00	\$ 36.91	\$ -	\$ 338.25	\$ 200.00	\$ -	\$ 8,055.20	\$ -	\$ 120.00	\$ -	\$ 8,897.36
November	\$ -	\$ 146.00	\$ 31.34	\$ 194.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160.00	\$ -	\$ 531.34
December	\$ -	\$ -	\$ 18.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$ 350.00	\$ 508.04
January	\$ -	\$ 154.25	\$ 36.97	\$ -	\$ 80.00	\$ 280.00	\$ -	\$ 7,251.58	\$ -	\$ 190.00	\$ -	\$ 7,992.80
February	\$ 21.00	\$ 147.75	\$ 18.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 387.28
March	\$ -	\$ 168.13	\$ 21.34	\$ 132.00	\$ -	\$ 360.00	\$ -	\$ -	\$ -	\$ 190.00	\$ -	\$ 871.47
April	\$ -	\$ 175.38	\$ 22.27	\$ -	\$ -	\$ -	\$ -	\$ 9,315.08	\$ -	\$ 200.00	\$ -	\$ 9,712.73
May												
June												
July												
August												
September												
<b>TOTALS</b>	<b>\$ 21.00</b>	<b>\$ 938.51</b>	<b>\$ 185.40</b>	<b>\$ 326.00</b>	<b>\$ 418.25</b>	<b>\$ 840.00</b>	<b>\$ -</b>	<b>\$ 24,621.86</b>	<b>\$ -</b>	<b>\$ 1,200.00</b>	<b>\$ 350.00</b>	<b>\$ 28,901.02</b>

### 2026 Spring Soccer Bartram Springs

U5-U12 Division	
Total Players	302
Resident Fee	\$145
Non-Resident Fee	\$155
<b>Total Revenue</b>	<b>\$45,880.00</b>
Total Games Played	136
Games Played at BS	136
% of Games at BS	100.00%
Total Revenue BS	\$ 45,880.00
<b>10% Revenue Share BS</b>	<b>\$ 4,588.00</b>
Residents	93
Non-Residents	209
Non-Resident Revenue (\$10)	\$ 2,090.00
<b>Prorated Non-Res \$10 fee</b>	<b>\$ 2,090.00</b>
10% Revenue Share	\$ 4,588.00
Non-Resident Revenue	\$ 2,090.00
<b>Total Revenue Share</b>	<b>\$ 6,678.00</b>

<b>Total Revenue Share</b>	<b>\$ 9,315.08</b>
----------------------------	--------------------

### Bartram Springs-Heritage Landing U15 Division

U15 Division Only	
Total Players	131
Resident Fee	\$145
Non-Resident Fee	\$155
<b>Total Revenue</b>	<b>\$20,145.00</b>
Total Games Played	48
Games Played at BS	40
% of Games at BS	83.33%
Total Revenue BS	\$ 16,787.50
<b>10% Revenue Share BS</b>	<b>\$ 1,678.75</b>
Residents	16
Non-Residents	115
Non-Resident Revenue (\$10)	\$ 1,150.00
<b>Prorated Non-Res \$10 fee</b>	<b>\$ 958.33</b>
10% Revenue Share	\$ 1,678.75
Non-Resident Revenue	\$ 958.33
<b>Total Revenue Share</b>	<b>\$ 2,637.08</b>

**Spring Soccer** is in full swing at Bartram Springs and is scheduled to conclude on May 23. The Revenue Share and supporting rosters have been submitted by Vesta and reconciled by GMS. It is documented in the monthly revenue share report. The two age divisions total \$9,315.08 in program revenue.

## Basketball

Amenity Athletics will host basketball games at Bartram Springs on Wednesday, May 6 and Wednesday, May 13. They have kindly provided advance notice so residents are informed that approximately 54 players—including residents and non-residents—will be on the courts, along with parents and spectators. Games will begin around 4:15 PM and conclude by 7:00 PM.

## Summer Flag Football

Registration for Summer Flag Football is wrapping up. The season will run from June 6 through July 11, spanning five weeks with seven scheduled games.

Full reports on Basketball and Flag Football will be included in the June and July Amenity & Operations Reports.

May, 2026

● Bartram Springs Barracudas CDD ● Bartram Springs Barracudas Events ● US Holidays

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	5 <b>Cinco de Mayo</b> 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS and 1 more...	6 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	7 5:30 PM Mock Meet	8	9
10 <b>Mother's Day</b>	11 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	12 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	13 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	14 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	15	16 Swim Meet
17	18 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	19 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	20 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	21 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	22	23
24	25 <b>Memorial Day</b> 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 and 1 more...	26 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	27 <b>Eid al-Adha</b> 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 and 1 more...	28 3:45 PM Swim Practice   8 & Under 4:30 PM Swim Practice   9 - 11 5:30 PM Swim Practice   Middle and HS	29	30 Swim Meet
31						

### Bartram Springs Barracudas

The Bartram Springs Barracudas have officially begun their 2026 season and are off to a strong start. It's wonderful to see swimmers and coaches back in the water, flags up, dive blocks out, and everyone working together to make improvements where needed.

The first home meet is right around the corner on May 16th!

We will continue to work closely with the team to support our community, maintain smooth pool operations, and cheer on our Barracudas throughout the season.

Spring practice beginning April 28<sup>th</sup>

Afternoon Practices:

Monday - Thursday

3:45 pm - 6:30pm

One lap lane will be available during practice hours for resident lap swimming.

The summer practice schedule begins on Tuesday, June 2nd.

### Swim Meet Dates

Home Meets: Saturdays, 8am-12pm

Mock Meet- May 7, 5:30pm

May 16, 2026

May 30, 2026

June 6, 2026

June 13, 2026



# COACHBENSWIM BARTRAM SPRINGS SWIM LESSONS



**SUMMER 2026  
PRIVATE SWIM LESSONS  
BARTRAM SPRINGS POOL**

11:00-11:30  
11:30-12:00  
12:00-12:30PM  
12:30-1:00PM  
1:00-1:30PM  
1:30-2:00PM  
2:00-2:30PM

**\$35.00**  
30 minute  
lesson/training  
Tuesday-Friday  
(June 2-July 17)

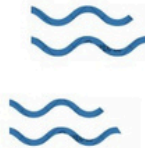
**\*CAN RESERVE SINGLE OR MULTIPLE TIME  
SLOTS AND DAYS THROUGHOUT THE  
SUMMER!**

**\*FIRST COME FIRST SERVED!**

**\*CONTACT FOR PRIVATE GROUP RATES!**



**16 Years of Swim Coach Experience**  
**DCPS Teacher & Coach**  
**Certified & Insured**  
**Fun & Exciting**  
**Flexible Scheduling**  
**Meaningful Instruction**  
**End Results**



**EMAIL NOW TO SCHEDULE YOUR CBS  
EXPERIENCE!**

**coachbenswim@gmail.com**



## **Swim Lessons with Coach Ben Rowan Starting June 2nd**

Registrations have been steadily filling for CoachBenSwim as we welcome another summer of developing strong, confident young swimmers here in Florida.

The cooperation between resident lap swimmers, the Barracudas Swim Team, recreational swimmers, and swim lessons remains a top priority for our staff each summer.

**It is important to recognize that Coach Ben Rowan consistently does an exemplary job integrating his lesson program into the Bartram Springs pools while respecting all shared uses of the facility.**

We remain focused on ensuring that every resident can enjoy their amenities during our busiest season, and we will continue refining schedules and communication to support that goal.

We will report on registration numbers as they continue to grow and again once lessons officially begin.

## ☀️ Summer Amenity Schedule Update Effective May 1

### Amenity Office Hours

Monday: 2:00 PM – 9:00 PM

Tuesday–Sunday: 9:00 AM – 9:00 PM

### Pool Hours

Monday: 2:00 PM – 9:00 PM

Tuesday–Sunday: Dawn – 9:00 PM

### Water Slide

Starting May 28<sup>th</sup>

Mondays: 2pm–8:30pm

Tues–Sunday: 10am–8:30pm

## 🚿 Lifeguard Staffing & Summer Preparation

Lifeguard applications remain open as we continue seeking strong candidates for the upcoming summer season. We are interviewing weekly and have seen impressive commitment and focus from both new and returning guards during Spring Break and throughout our weekend operations. These early-season shifts provide valuable hands-on training, and each week brings us closer to our goal of building a team of 20 lifeguards. We have hired and certified 14 so far and continue to make steady progress.

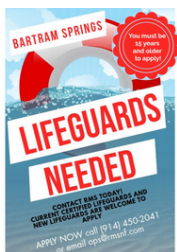
### Weekend Lifeguard & Slide Operations (Through May 28)

The pool will have lifeguards on duty and the water slide will remain open on weekends only until summer break.

#### Slide Hours:

Friday: 5:00 PM – 8:30 PM

Saturday & Sunday: 10:00 AM – 8:30 PM



### Training & Recertification

We have secured dates for lifeguard in-service training and recertification classes throughout May to ensure all staff are fully prepared for the season.

We look forward to welcoming back our returning guards and bringing new team members on board as we finalize staffing for a safe and successful summer.

## **Amenity Projects in Progress & Pending Board Decisions**

### **Pool Furniture – Upgrade & Color Considerations**

Reviewing options for updated pool furniture, including material durability, color palettes, and long-term replacement planning. Recommendations and samples will be presented for Board direction.

### **Pergolas – Replacement & Alternatives**

Exploring replacement solutions for aging pergolas, including traditional rebuilds and modern shade-structure alternatives. Quotes and design options are being gathered for comparison.

### **Treadmill Replacements – Multiple Quotes in Progress**

Obtaining competitive quotes for new treadmills to ensure reliability, warranty coverage, and alignment with resident usage patterns.

### **Clock Replacement for the Tower – Cost Review**

Evaluating replacement options and associated costs for a decorative outdoor Amenity Tower clock to restore full functionality and visibility.

### **Holiday Lighting – Final Agreement & 2026 Scheduling**

Finalizing the agreement and installation schedule for the 2026 holiday lighting season, including vendor coordination and timeline confirmation.

# Operations Saunas

**Amenity Center**  
Installed new saunas –  
Saunas by Design



**Amenity Center**  
Repaired and painted  
drywall damage – GMS



**Amenity Center**  
New heater and digital  
control panel –  
Saunas by Design



# Operations Playground Lighting

**Amenity Center**  
Took down partial  
fence to access light  
pole- DEI-GMS



**Amenity Center**  
Took down damaged  
light pole - DEI



**Amenity Center**  
Removed trash can in  
playground and  
replaced them with  
flower pots - GMS



# Operations

## Completed Projects 3

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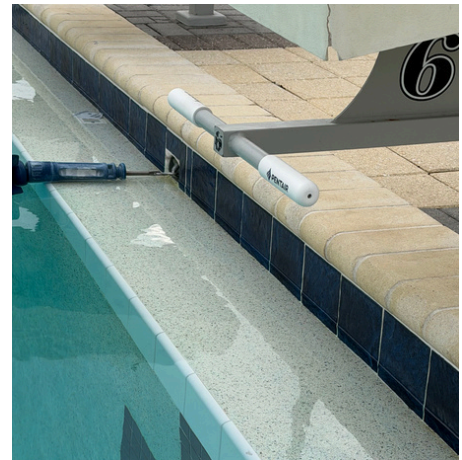
**Amenity Center**  
Removed broken fence and placed a temporary wood fence for aesthetics -GMS



**Amenity Volleyball Court**  
Cleaned out shower drain in volleyball court - GMS



**Amenity Center**  
Replaced handles on diving blocks - GMS



# Operations

## Completed Projects 4

---

**Veterans Park**  
Filled holes with sand  
on Soccer field and  
changed BB net-GMS



**Amenity Center**  
Festival lighting were  
put on wire and  
removed all strings -  
GMS



**Amenity Center**  
New rocks installed on  
climbing wall - GMS



# Operations

## Completed Projects 5

---

**Amenity Center**  
Fountain working with  
no down time since  
lights went in for  
service - GMS



**Amenity Center**  
Cleaned all gazebo  
fans - GMS



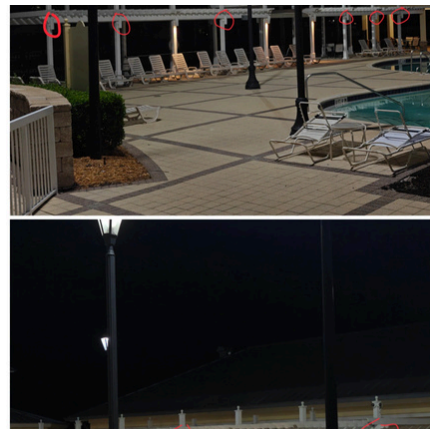
# Operations Completed Projects 6

---

**Amenity Center-**  
Repaired ADA chair  
batteries, Mulched  
under slide- GMS



**Amenity Center**  
Pressure washed stairs  
Changed lights on  
pergolas - GMS



# UPCOMING PROJECTS

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**Amenity Center –**  
Gazebo Decorative Rocks – GMS



**Amenity Center – Sidewalk**  
Working on proposals – GMS

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## Additional Upcoming GMS Projects:

- VP Swings – Paint
- VP Playset – Paint
- VP Paint bathrooms
- Repairing playground fence and replacing light poles
- Replace Pergolas

# Conclusion

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For any questions or comments regarding the above information please contact:

**Terry Glynn**

General Manager

Governmental Management Services

**Danelle DeMarco**

Amenity Manager

Governmental Management Services

**Andy Antonopoulos**

Field Operations Manager

Governmental Management Services

**Lori Dunham**

Assistant Amenity Manager

Governmental Management Services



*THIRTEENTH ORDER OF BUSINESS*

*A.*

***Bartram Springs***  
***Community Development District***

***Unaudited Financial Reporting***  
***March 31, 2026***



# Table of Contents

1	<hr/>	<u>Balance Sheet</u>
2-3	<hr/>	<u>General Fund</u>
4	<hr/>	<u>Recreation Fund</u>
5	<hr/>	<u>Capital Reserve</u>
6	<hr/>	<u>Debt Service Fund Series 2021</u>
7-9	<hr/>	<u>Month to Month</u>
10	<hr/>	<u>Long Term Debt Report</u>
11	<hr/>	<u>Assessment Receipt Schedule</u>
12	<hr/>	<u>Check Register Summary</u>

**Bartram Springs**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2026**

	General Fund	Recreation Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account - General Fund	\$ 85,493	\$ -	\$ -	\$ -	\$ 85,493
Operating Account - Rec Fund	-	73,232	-	-	73,232
Operating Account - Wells Fargo	-	-	-	69,116	69,116
Petty Cash	200	-	-	-	200
Assessments Receivable	-	-	-	-	-
Account Receivable	-	-	-	-	-
Due from Capital	5,043	-	-	-	5,043
Due from Other	1,137	-	-	-	1,137
Due from General Fund	-	-	-	-	-
Due from Rec Fund	1,351	-	-	-	1,351
Due From Debt Service	-	-	-	-	-
Due From General Fund	-	-	-	-	-
<b>Investments:</b>					
State Board of Administration (SBA)	915,644	-	-	425,267	1,340,910
Custody US Bank Account	246,204	-	-	-	246,204
<b>Series 2021</b>					
Reserve	-	-	-	-	-
Revenue	-	-	1,215,567	-	1,215,567
Bond Redemption	-	-	53	-	53
Prepaid Expenses	2,871	-	-	-	2,871
Deposits	720	-	-	-	720
<b>Total Assets</b>	<b>\$ 1,258,663</b>	<b>\$ 73,232</b>	<b>\$ 1,215,620</b>	<b>\$ 494,383</b>	<b>\$ 3,041,897</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 18,623	\$ -	\$ -	\$ 5,278	\$ 23,901
Payroll Taxes Payable	-	19	-	-	19
Accrued Expenses	-	-	-	-	-
Due to Debt Service	-	-	-	-	-
Due to General Fund	-	1,351	-	5,043	6,394
Due to Capital Reserve	-	-	-	-	-
Due to Rec Fund	-	-	-	-	-
Due to Other	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 18,623</b>	<b>\$ 1,370</b>	<b>\$ -</b>	<b>\$ 10,321</b>	<b>\$ 30,314</b>
<b>Fund Balance:</b>					
<b>Nonspendable:</b>					
Prepaid Items	\$ 2,871	\$ -	\$ -	\$ -	\$ 2,871
Deposits	720	-	-	-	720
<b>Restricted for:</b>					
Debt Service	-	-	1,215,620	-	1,215,620
Capital Project	-	-	-	-	-
<b>Assigned for:</b>					
Capital Reserve Fund	-	-	-	484,062	484,062
Capital Reserves	-	-	-	-	-
Unassigned - General Fund	1,236,448	-	-	-	1,236,448
Unassigned - Recreation Fund	-	71,862	-	-	71,862
<b>Total Fund Balances</b>	<b>\$ 1,240,040</b>	<b>\$ 71,862</b>	<b>\$ 1,215,620</b>	<b>\$ 484,062</b>	<b>\$ 3,011,583</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 1,258,663</b>	<b>\$ 73,232</b>	<b>\$ 1,215,620</b>	<b>\$ 494,383</b>	<b>\$ 3,041,897</b>

# Bartram Springs

## Community Development District

### General Fund

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

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 1,648,528	\$ 1,613,379	\$ 1,613,379	\$ -
Facility Income	8,000	4,000	4,877	877
Program Sharing	7,400	3,700	4,643	943
Program Sharing - Vesta	19,000	9,500	15,307	5,807
Comcast Revenue Share	20,000	10,920	10,920	-
Interest/Miscellaneous Income	24,996	12,498	16,117	3,619
<b>Total Revenues</b>	<b>\$ 1,727,924</b>	<b>\$ 1,653,997</b>	<b>\$ 1,665,242</b>	<b>\$ 11,245</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 14,000	\$ 7,000	\$ 5,800	\$ 1,200
PR-FICA	1,071	536	444	92
Engineering	7,000	3,500	5,813	(2,313)
Attorney	33,000	16,500	10,682	5,819
Annual Audit	3,700	-	-	-
Assessment Administration	7,597	7,597	7,597	-
Arbitrage Rebate	450	-	-	-
Trustee Fees	4,435	3,030	3,030	-
Management Fees	66,454	33,227	33,227	-
Information Technology	1,890	945	945	-
Website Maintenance	1,416	708	708	-
Telephone	848	424	353	71
Postage & Delivery	2,000	1,000	402	598
Insurance General Liability/Public Officials/Property	89,194	89,194	78,530	10,664
Printing & Binding	2,850	1,425	1,795	(370)
Legal Advertising	3,400	1,700	502	1,198
Other Current Charges	3,500	1,750	2,083	(333)
Office Supplies	350	175	4	171
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 243,330</b>	<b>\$ 168,886</b>	<b>\$ 152,090</b>	<b>\$ 16,796</b>

# Bartram Springs

## Community Development District

### General Fund

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

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
<b><u>Operations &amp; Maintenance</u></b>				
<b>Amenity Center Expenditures</b>				
<b>Utilities:</b>				
Electric	\$ 75,000	\$ 37,500	\$ 26,715	\$ 10,785
Water/Irrigation	28,000	14,000	13,672	328
Phone/Cable/Internet	14,400	7,200	8,249	(1,049)
Gas	1,800	900	785	115
Trash Removal	11,433	5,717	6,147	(430)
<b>Security:</b>				
Security Monitoring	500	280	280	-
Access Cards	1,000	-	-	-
<b>Management Contracts:</b>				
Facility Management	175,951	87,976	87,976	-
Pool Attendants	93,579	4,139	4,139	-
Guest Services Attendant	95,665	47,833	47,832	-
Field Management/Administration	103,329	51,665	51,665	-
Retention Bonus	-	-	100	(100)
Pool Maintenance	34,781	17,391	17,391	-
Janitorial	22,416	11,208	11,208	-
Gym Monitor	40,060	20,030	20,030	-
Facility Maintenance	106,163	53,082	53,414	(333)
Pool Chemicals	47,200	23,600	17,108	6,492
Repairs and Maintenance	100,000	37,136	37,136	-
Special Events	25,000	12,387	12,387	-
Holiday Decorations	9,350	5,508	5,508	-
Fitness Center Repairs/Supplies	5,000	2,500	-	2,500
Office Supplies	8,200	2,263	2,263	-
ASCAP/BMI Licenses	1,000	-	-	-
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 999,827</b>	<b>\$ 442,312</b>	<b>\$ 424,005</b>	<b>\$ 18,308</b>
<b>Grounds Maintenance</b>				
Landscape Maintenance	\$ 203,762	\$ 101,881	\$ 95,628	\$ 6,253
Landscape Contingency	80,238	35,825	35,825	-
Athletic Field	36,000	18,000	17,100	900
Lake Maintenance	31,667	15,834	13,534	2,300
Fountain Maintenance	1,600	800	816	(16)
Grounds Maintenance	6,000	602	602	-
Pump Repairs	5,000	608	608	-
Streetlight Repairs	3,000	-	-	-
Irrigation Repairs	15,000	5,937	5,937	-
Miscellaneous	2,500	161	161	-
<b>Subtotal Grounds Maintenance</b>	<b>\$ 384,767</b>	<b>\$ 179,647</b>	<b>\$ 170,211</b>	<b>\$ 9,436</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,384,595</b>	<b>\$ 621,959</b>	<b>\$ 594,216</b>	<b>\$ 27,744</b>
<b>Total Expenditures</b>	<b>\$ 1,627,924</b>	<b>\$ 790,845</b>	<b>\$ 746,305</b>	<b>\$ 44,540</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 100,000</b>		<b>\$ 918,937</b>	
<b><u>Other Financing Sources/(Uses):</u></b>				
Capital Reserves Transfer Out	\$ (100,000)	\$ (31,577)	(31,577)	\$ -
Excess Revenue Transfer In	-	-	31,758	-
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (100,000)</b>	<b>\$ (31,577)</b>	<b>\$ 181</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 919,118</b>	<b>\$ -</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 320,922</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 1,240,040</b>	

**Bartram Springs**  
**Community Development District**  
**Recreation Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2026**

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
<b>Revenues:</b>				
Summer Camp Income	\$ 61,000	\$ 29,800	\$ 29,800	\$ -
Kids Night Out Income	3,000	2,920	2,920	-
<b>Total Revenues</b>	<b>\$ 64,000</b>	<b>\$ 32,720</b>	<b>\$ 32,720</b>	<b>\$ -</b>
<b>Expenditures:</b>				
<b>Youth Programs</b>				
Payroll-Counselors	\$ 39,600	\$ 596	\$ 596	\$ -
Payroll-Kid's Night Out	2,000	1,260	1,260	-
Payroll-FICA Expense	3,029	142	142	-
Education/Training-CPR Certification	1,095	300	300	-
Events-Themed Inflatibles	6,000	-	-	-
Supplies-Uniforms	700	-	-	-
Supplies-Camp	1,350	-	-	-
Supplies-Crafts	950	-	-	-
Supplies-General	1,410	-	-	-
Supplies-Pizza Friday	1,800	-	-	-
Supplies-Snow Cones Wednesday	900	-	-	-
Kids Night Out	1,530	1,051	1,051	-
Other Current Charges (Paypal Fees)	1,650	975	975	-
Contingency	1,986	-	-	-
<b>TOTAL YOUTH PROGRAMS</b>	<b>\$ 64,000</b>	<b>\$ 4,324</b>	<b>\$ 4,324</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>		<b>\$ 28,396</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 43,466</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 71,862</b>	

**Bartram Springs**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2026**

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
<b>Revenues</b>				
Capital Reserve Transfer In	\$ 100,000	\$ 31,577	\$ 31,577	\$ -
Interest	8,000	4,000	7,863	3,863
Insurance Proceeds	-	-	-	-
<b>Total Revenues</b>	<b>\$ 108,000</b>	<b>\$ 35,577</b>	<b>\$ 39,440</b>	<b>\$ 3,863</b>
<b>Expenditures:</b>				
Capital Projects	\$ 100,000	\$ 32,245	\$ 32,245	\$ -
Repairs and Maintenance	39,451	18,976	18,976	-
Other Service Charges	500	250	239	11
<b>Total Expenditures</b>	<b>\$ 139,951</b>	<b>\$ 51,471</b>	<b>\$ 51,460</b>	<b>\$ 11</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (31,951)</b>		<b>\$ (12,020)</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (31,951)</b>		<b>\$ (12,020)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 387,967</b>		<b>\$ 496,082</b>	
<b>Fund Balance - Ending</b>	<b>\$ 356,016</b>		<b>\$ 484,062</b>	

**Bartram Springs**  
**Community Development District**  
**Debt Service Fund Series 2021**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2026**

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 1,231,341	\$ 1,205,088	\$ 1,205,088	\$ -
Interest Income	26,000	13,000	11,566	(1,434)
<b>Total Revenues</b>	<b>\$ 1,257,341</b>	<b>\$ 1,218,088</b>	<b>\$ 1,216,654</b>	<b>\$ (1,434)</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 118,992	\$ 118,992	\$ 118,992	\$ -
Special Call - 11/1	-	-	10,000	(10,000)
Interest - 5/1	118,992	-	-	-
Principal - 5/1	1,000,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,237,983</b>	<b>\$ 118,992</b>	<b>\$ 128,992</b>	<b>\$ (10,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 19,358</b>		<b>\$ 1,087,662</b>	
<b>Other Financing Sources/(Uses):</b>				
Transfer In	\$ -	\$ -	\$ -	\$ -
Transfer (Out)	-	-	(31,758)	(31,758)
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (31,758)</b>	<b>\$ (31,758)</b>
<b>Net Change in Fund Balance</b>	<b>\$ 19,358</b>		<b>\$ 1,055,905</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 245,854</b>		<b>\$ 159,715</b>	
<b>Fund Balance - Ending</b>	<b>\$ 265,213</b>		<b>\$ 1,215,620</b>	

**Bartram Springs**  
**Community Development District**  
**General Fund**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - Tax Roll	\$ -	\$ 219,566	\$ 1,315,799	\$ 50,300	\$ 15,776	\$ 11,939	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,613,379
Facility Income	1,550	685	-	1,155	1,487	-	-	-	-	-	-	-	4,877
Program Sharing	2,147	1,066	350	317	762	-	-	-	-	-	-	-	4,643
Program Sharing - Vesta	8,055	-	-	-	7,252	-	-	-	-	-	-	-	15,307
Comcast Revenue Share	-	5,506	-	-	5,414	-	-	-	-	-	-	-	10,920
Interest/Miscellaneous Income	999	339	567	5,466	5,166	3,580	-	-	-	-	-	-	16,117
<b>Total Revenues</b>	<b>\$ 12,752</b>	<b>\$ 227,161</b>	<b>\$ 1,316,716</b>	<b>\$ 57,239</b>	<b>\$ 35,857</b>	<b>\$ 15,519</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,665,242</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,800
PR-FICA	77	77	77	77	77	61	-	-	-	-	-	-	444
Engineering	724	993	866	1,069	1,130	1,031	-	-	-	-	-	-	5,813
Attorney	2,273	-	3,000	1,141	4,268	-	-	-	-	-	-	-	10,682
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	7,597	-	-	-	-	-	-	-	-	-	-	-	7,597
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	3,030	-	-	-	-	-	-	-	-	-	-	-	3,030
Management Fees	5,538	5,538	5,538	5,538	5,538	5,538	-	-	-	-	-	-	33,227
Information Technology	158	158	158	158	158	158	-	-	-	-	-	-	945
Website Maintenance	118	118	118	118	118	118	-	-	-	-	-	-	708
Telephone	77	36	68	49	67	58	-	-	-	-	-	-	353
Postage & Delivery	12	112	13	112	86	68	-	-	-	-	-	-	402
Insurance General Liability/Public Officials/Property	77,822	-	708	-	-	-	-	-	-	-	-	-	78,530
Printing & Binding	295	342	142	312	229	476	-	-	-	-	-	-	1,795
Legal Advertising	165	83	83	83	90	-	-	-	-	-	-	-	502
Other Current Charges	404	307	343	358	328	343	-	-	-	-	-	-	2,083
Office Supplies	0	1	1	1	0	1	-	-	-	-	-	-	4
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total General &amp; Administrative</b>	<b>\$ 99,463</b>	<b>\$ 8,762</b>	<b>\$ 12,113</b>	<b>\$ 10,014</b>	<b>\$ 13,087</b>	<b>\$ 8,651</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 152,090</b>

**Bartram Springs**  
**Community Development District**  
**General Fund**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Operations &amp; Maintenance</u></b>													
<b>Amenity Center Expenditures</b>													
<b>Utilities:</b>													
Electric	\$ 5,063	\$ 4,373	\$ 3,786	\$ 4,282	\$ 4,461	\$ 4,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,715
Water/Irrigation	1,635	2,203	2,157	2,726	2,697	2,255	-	-	-	-	-	-	13,672
Phone/Cable/Internet	1,391	1,393	1,393	1,439	1,453	1,180	-	-	-	-	-	-	8,249
Gas	188	8	122	151	168	149	-	-	-	-	-	-	785
Trash Removal	953	953	953	1,383	953	953	-	-	-	-	-	-	6,147
<b>Security:</b>													
Security Monitoring	280	-	-	-	-	-	-	-	-	-	-	-	280
Access Cards	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Management Contracts:</b>													
Facility Management	14,663	14,663	14,663	14,663	14,663	14,663	-	-	-	-	-	-	87,976
Pool Attendants	228	-	244	-	211	3,456	-	-	-	-	-	-	4,139
Guest Services Attendant	7,972	7,972	7,972	7,972	7,972	7,972	-	-	-	-	-	-	47,832
Field Management/Administration	8,611	8,611	8,611	8,611	8,611	8,611	-	-	-	-	-	-	51,665
Retention Bonus	-	25	50	-	25	-	-	-	-	-	-	-	100
Pool Maintenance	2,898	2,898	2,898	2,898	2,898	2,898	-	-	-	-	-	-	17,391
Janitorial	1,868	1,868	1,868	1,868	1,868	1,868	-	-	-	-	-	-	11,208
Gym Monitor	3,338	3,338	3,338	3,338	3,338	3,338	-	-	-	-	-	-	20,030
Facility Maintenance	9,100	8,847	8,847	8,847	8,927	8,847	-	-	-	-	-	-	53,414
Pool Chemicals	3,691	3,021	2,870	2,699	2,464	2,362	-	-	-	-	-	-	17,108
Mobile Application and Amenities Website	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance	2,268	8,338	5,755	7,100	5,506	8,169	-	-	-	-	-	-	37,136
Special Events	3,060	1,194	1,964	3,054	1,461	1,654	-	-	-	-	-	-	12,387
Holiday Decorations	-	5,434	74	-	-	-	-	-	-	-	-	-	5,508
Fitness Center Repairs/Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	-	197	946	362	757	-	-	-	-	-	-	-	2,263
ASCAP/BMI Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Amenity Center Expenditures</b>	<b>\$ 67,207</b>	<b>\$ 75,337</b>	<b>\$ 68,510</b>	<b>\$ 71,393</b>	<b>\$ 68,434</b>	<b>\$ 73,124</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 424,005</b>
<b>Grounds Maintenance</b>													
Landscape Maintenance	\$ 16,980	\$ 16,980	\$ 15,417	\$ 15,417	\$ 15,417	\$ 15,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,628
Landscape Contingency	5,275	1,904	-	25,301	-	3,346	-	-	-	-	-	-	35,825
Athletic Field	2,100	6,600	2,100	2,100	2,100	2,100	-	-	-	-	-	-	17,100
Lake Maintenance	1,889	1,889	4,089	1,889	1,889	1,889	-	-	-	-	-	-	13,534
Fountain Maintenance	308	-	-	508	-	-	-	-	-	-	-	-	816
Grounds Maintenance	-	-	-	258	172	172	-	-	-	-	-	-	602
Pump Repairs	(472)	1,080	-	-	-	-	-	-	-	-	-	-	608
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs	2,116	783	-	1,499	1,539	-	-	-	-	-	-	-	5,937
Miscellaneous	-	-	-	-	161	-	-	-	-	-	-	-	161
<b>Subtotal Grounds Maintenance</b>	<b>\$ 28,196</b>	<b>\$ 29,235</b>	<b>\$ 21,606</b>	<b>\$ 46,972</b>	<b>\$ 21,278</b>	<b>\$ 22,924</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,211</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 95,403</b>	<b>\$ 104,572</b>	<b>\$ 90,116</b>	<b>\$ 118,365</b>	<b>\$ 89,711</b>	<b>\$ 96,048</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 594,216</b>
<b>Total Expenditures</b>	<b>\$ 194,866</b>	<b>\$ 113,334</b>	<b>\$ 102,229</b>	<b>\$ 128,379</b>	<b>\$ 102,798</b>	<b>\$ 104,699</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 746,305</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (182,114)</b>	<b>\$ 113,827</b>	<b>\$ 1,214,487</b>	<b>\$ (71,140)</b>	<b>\$ (66,941)</b>	<b>\$ (89,180)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 918,937</b>
<b>Other Financing Sources/Uses:</b>													
Capital Reserve Transfer(Out)	-	-	-	-	(31,577)	-	-	-	-	-	-	-	(31,577)
Excess Revenue Transfer In	-	-	-	31,758	-	-	-	-	-	-	-	-	31,758
<b>Total Other Financing Sources/Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,758</b>	<b>\$ (31,577)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 181</b>
<b>Net Change in Fund Balance</b>	<b>\$ (182,114)</b>	<b>\$ 113,827</b>	<b>\$ 1,214,487</b>	<b>\$ (39,383)</b>	<b>\$ (98,518)</b>	<b>\$ (89,180)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 919,118</b>

**Bartram Springs**  
Community Development District  
**Recreation Fund**  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Summer Camp Income	\$ -	\$ -	\$ -	\$ -	\$ 16,250	\$ 13,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,800
Kids Night Out Income	580	735	370	-	1,235	-	-	-	-	-	-	-	2,920.00
<b>Total Revenues</b>	<b>\$ 580</b>	<b>\$ 735</b>	<b>\$ 370</b>	<b>\$ -</b>	<b>\$ 17,485</b>	<b>\$ 13,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,720</b>
<b>Expenditures:</b>													
<b>Youth Programs</b>													
Payroll-Counselors	\$ -	\$ -	\$ -	\$ -	\$ 96	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 596
Payroll-Kid's Night Out	204	184	271	217	260	125	-	-	-	-	-	-	1,260
Payroll-FICA Expense	16	14	21	17	27	48	-	-	-	-	-	-	142
Education/Training-CPR Certification	-	-	300	-	-	-	-	-	-	-	-	-	300
Events-Themed Inflatibles	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies-Uniforms	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies-Camp	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies-Crafts	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies-General	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies-Pizza Friday	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies-Snow Cones Wednesday	-	-	-	-	-	-	-	-	-	-	-	-	-
Kids Night Out	260	333	-	97	360	-	-	-	-	-	-	-	1,051
Other Current Charges (Paypal Fees)	-	-	-	-	548	428	-	-	-	-	-	-	975
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Youth Programs</b>	<b>\$ 479</b>	<b>\$ 532</b>	<b>\$ 591</b>	<b>\$ 331</b>	<b>\$ 1,290</b>	<b>\$ 1,101</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,324</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 101</b>	<b>\$ 203</b>	<b>\$ (221)</b>	<b>\$ (331)</b>	<b>\$ 16,195</b>	<b>\$ 12,449</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,396</b>
<b>Net Change in Fund Balance</b>	<b>\$ 101</b>	<b>\$ 203</b>	<b>\$ (221)</b>	<b>\$ (331)</b>	<b>\$ 16,195</b>	<b>\$ 12,449</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,396</b>

**Bartram Springs**  
**Community Development District**  
**Long Term Debt Report**

**Series 2021 Special Assessment Refunding and Revenue Bonds**

Optional Redemption Date	None
Interest Rate:	0.750%-2.520%
Maturity Date:	5/1/2036
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$616,079
Reserve Fund Balance	\$616,079
Bonds Outstanding - 6/1/21	\$15,175,000
Less: Principal Payment - 5/1/22	(\$955,000)
Less: Principal Payment - 5/1/23	(\$965,000)
Less: Principal Payment - 5/1/24	(\$975,000)
Less: Principal Payment - 5/1/25	(\$985,000)
Less: Special Call - 11/1/25	(\$10,000)
<b>Current Bonds Outstanding</b>	<b>\$11,285,000</b>

\* Reserve Fund Requirement funded by Surety Bond  
Excess Funds Revenue Acct transfer on 11/2 for any lawful purpose.

*B.*



*C.*

**Bartram Springs**  
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026  
**Check Register**

Date	check #'s	Amount
<b>General Fund - Hancock</b>		
03/06/26	3495-3502	\$25,440.90
03/11/26	3503-3510	59,471.19
03/30/26	3511-3512	1,355.05
		<b>\$86,267.14</b>
<b>Capital Reserve Fund - Wells Fargo</b>		
03/06/26	348-349	\$22,369.74
03/11/26	350	4,937.50
		<b>\$27,307.24</b>
<b>Utilities and Autopayments</b>		
03/03/26	Comcast	\$341.86
03/03/26	Comcast	630.60
03/04/26	TECO	67.04
03/04/26	TECO	70.62
03/09/26	Comcast	207.17
03/10/26	Florida Natural Gas	11.22
03/11/26	IRS FICA Payment	122.40
03/12/26	JEA	7,005.02
03/23/26	Rubicon	952.79
03/25/26	Hancock Whitney Purchase Cards	5,386.58
		<b>\$14,795.30</b>
<b>TOTAL</b>		<b>\$128,369.68</b>

\*Fedex invoices will be available upon request.

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/06/26	00509	3/01/26	20814	202603	330	57200	46260		MAR ATHLETIC FIELD MOWING AGROW PRO INC	*	2,100.00	2,100.00	003495
3/06/26	00542	3/01/26	9685203	202603	330	57200	46200		MAR LANDSCAPE MAINTENANCE BRIGHTVIEW LANDSCAPE SERVICES INC	*	15,417.00	15,417.00	003496
3/06/26	00327	2/24/26	45089	202602	330	57200	46000		FITNESS EQUIP RPR FIRST PLACE FITNESS EQUIPMENT INC	*	300.00	300.00	003497
3/06/26	00135	2/26/26	26-01062	202602	310	51300	48000		3/9 NTC OF MTG JACKSONVILLE DAILY RECORD	*	89.50	89.50	003498
3/06/26	00471	2/26/26	3703049	202512	310	51300	31500		NOV/DEC MONTHLY MEETING KUTAK ROCK LLP	*	3,000.00	3,000.00	003499
3/06/26	00201	3/01/26	13129563	202603	320	57200	46500		MAR POOL CHEMICALS POOLSURE	*	2,250.40	2,250.40	003500
3/06/26	00340	2/18/26	12810764	202602	320	57200	49300		3/13 MOVIE ON THE LAWN PROGRESSIVE ENTERTAINMENT INC	*	395.00	395.00	003501
3/06/26	00040	3/01/26	351562B	202603	330	57200	46600		MAR WATER MGT-ZONES 1 & 2 THE LAKE DOCTORS INC	*	1,889.00	1,889.00	003502
3/11/26	00542	2/23/26	9683213	202602	330	57200	46400		VALV ENTERANCE MID ISLAND BRIGHTVIEW LANDSCAPE SERVICES INC	*	1,539.17	1,539.17	003503
3/11/26	00534	3/03/26	1894	202603	320	57200	49300		3/28 GIRL BUNNY EVENT 3HR GIRLY-GIRL PARTEAS INC	*	480.00	480.00	003504
3/11/26	00071	3/01/26	674	202603	310	51300	34000		MAR MANAGEMENT FEES	*	5,537.83		
		3/01/26	674	202603	310	51300	35100		MAR INFO TECH	*	157.50		
		3/01/26	674	202603	310	51300	35200		MAR WEBSITE ADMIN	*	118.00		

BSPR BART SPRING TLEE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/01/26		674		202603 310-51300-51000	OFFICE SUPPLIES	*	.81		
3/01/26		674		202603 310-51300-42000	POSTAGE	*	67.90		
3/01/26		674		202603 310-51300-42500	COPIES	*	475.80		
3/01/26		674		202603 310-51300-41000	TELEPHONE	*	57.68		
GOVERNMENTAL MANAGEMENT SERVICES								6,415.52	003505
3/11/26	00071	3/01/26	675	202603 320-57200-33000	MAR GENERAL MANAGER	*	3,277.92		
		3/01/26	675	202603 320-57200-33000	MAR FACILITY MANAGER	*	11,384.67		
		3/01/26	675	202603 320-57200-33200	MAR GUEST SRVCS ATTENDANT	*	7,972.08		
		3/01/26	675	202603 320-57200-34000	MAR FIELD OPS MANAGER	*	8,610.75		
		3/01/26	675	202603 320-57200-34510	MAR GYM MONITOR	*	3,338.33		
		3/01/26	675	202603 320-57200-34100	MAR MAINTENANCE TECH	*	8,846.92		
		3/01/26	675	202603 320-57200-46400	MAR POOL MAINTENANCE	*	2,898.42		
		3/01/26	675	202603 320-57200-43500	MAR JANITORIAL	*	1,868.00		
		3/01/26	675	202603 320-57200-46500	POOL CHEM-TRICHLOR	*	34.98		
		3/01/26	675	202603 320-57200-46500	POOL CHEM-SULFURIC ACID	*	76.56		
GOVERNMENTAL MANAGEMENT SERVICES								48,308.63	003506
3/11/26	00518	3/09/26	194742	202602 310-51300-31100	FEB ENGINEERING SERVICES	*	1,130.00		
MATTHEWS DESIGN GROUP LLC								1,130.00	003507
3/11/26	00550	2/05/26	02052026	202602 320-57200-49300	FNL PMT PETTING ZOO 3/28	*	462.50		
NOAHS LANDING PETTING ZOO & PONY								462.50	003508
3/11/26	00340	3/09/26	12810787	202603 320-57200-49300	3/28 SPRING FLING ON LAWN	*	924.00		
PROGRESSIVE ENTERTAINMENT INC								924.00	003509
3/11/26	00233	2/28/26	262	202602 320-57200-33100	FEB LIFEGUARD SERVICES	*	211.37		
RIVERSIDE MANAGEMENT SERVICES, INC.								211.37	003510
-----									
BSPR BART SPRING TLEE									

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
3/30/26	00259	3/26/26 299-1050	202603 330-57200-46000	POOL A-FRAME SIGNS FASTSIGNS	*	1,155.05	1,155.05 003511
3/30/26	00040	1/30/26 2126691	202601 330-57200-46900	FOUNTAIN SERVICE THE LAKE DOCTORS INC	*	200.00	200.00 003512
TOTAL FOR BANK B						86,267.14	
TOTAL FOR REGISTER						86,267.14	

**INVOICE**

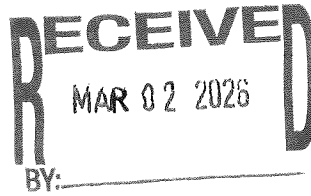
AgrowPro LLC  
1339 Kavie Ct  
Green Cove Springs, FL 32043

Info@agrowpro.com  
+1 (904) 449-1299  
agrowpro.com



Bartram Springs CDD  
**Bill to**  
Bartram Springs  
14530 E Cherry Lake Dr,  
Jacksonville, FL 32258 USA

**Ship to**  
Bartram Springs  
14530 E Cherry Lake Dr,  
Jacksonville, FL 32258 USA



**Invoice details**

Invoice no.: 20814  
Terms: Net 30  
Invoice date: 03/01/2026  
Due date: 03/31/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Athletic field Mowing</b>	Athletic field maintenance monthly billing	1	\$2,100.00	\$2,100.00
					<b>Total</b>	<b>\$2,100.00</b>

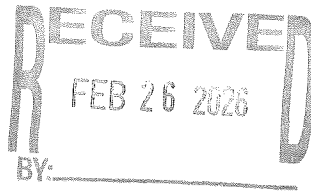


**INVOICE**

Bartram Springs CDD  
475 W Town Pl Ste 114  
Saint Augustine FL 32092

**Customer #:** 10625362  
**Invoice #:** 9685203  
**Invoice Date:** 3/1/2026  
**Cust PO #:**

Job Number	Description	Amount
346100031	Bartram Springs CDD Exterior Maintenance For March	15,417.00
<b>Total invoice amount</b>		<b>15,417.00</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>15,417.00</b>



Terms: Net 15 Days

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

*Please detach stub and remit with your payment*

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

**Payment Stub**

Customer Account#: 10625362  
Invoice #: 9685203  
Invoice Date: 3/1/2026

<b>Amount Due:</b> \$15,417.00
--------------------------------

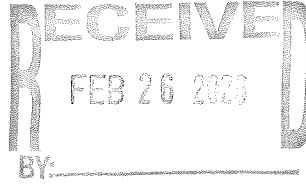
*Thank you for allowing us to serve you*

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

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

Bartram Springs CDD  
475 W Town Pl Ste 114  
Saint Augustine FL 32092

First Place Fitness Equipment, Inc.  
 8805 Southside Blvd.  
 Jacksonville, FL 32256  
 904-998-0738  
 www.FirstPlaceFitnessEquipment.com



# Invoice

Date	Invoice #
2/24/2026	45089

Bill To	Ship To
Bartram Springs 14530 Cherry Lake Drive East Jacksonville, FL 32258	Bartram Springs 14530 Cherry Lake Drive East Jacksonville, FL 32258
904-880-5156	bartramclub@comcast.net

P.O. No.	Terms	Due on receipt	Rep	Admin
----------	-------	----------------	-----	-------

Item	Description	Qty	Site	Rate	Amount
022-1PD2123-A	Preacher Curl Arm Pad		Jacksonvi...	160.00	160.00
022-01PD2119 ...	022-01PD2119 Roller Pad		Jacksonvi...	70.00	70.00
022-01PD2056 ...	022-01PD2056 Seat Pad		Jacksonvi...	70.00	70.00
Installed on WO-47572 on 11/3/25					
Customer's Signature _____					

**INVOICE TERMS AND CONDITIONS - READ CAREFULLY**

**\*\*All orders that are canceled will be subject to a canceled order /restocking fee of 50% of the value of the order.\*\***  
**Payment Policy: All orders must be paid in full before leaving the store or being scheduled for delivery. If a deposit has been made, the remaining balance must be paid in full prior to pickup or delivery. No exceptions.**

- All sales and quotations made by Seller are subject to each of the within terms and conditions.
- All unpaid items will be subject to a late payment fee computed at the rate of one and one-half percent (1-1/2%) per month (an effective rate of eighteen percent (18%) per annum) on the declining balance unpaid for more than thirty (30) days after the date of this invoice. Buyer shall pay Seller all costs of collection on past due accounts, including, but not limited to, reasonable attorney's fees, whether or not litigation is commenced in aid thereof.
- This agreement shall be deemed for all purposes to be made in Duval County, Florida and shall be governed by and construed in accordance with the laws of Florida. Any cause of action arising from this contract shall be brought only in Florida court, which shall have sole jurisdiction over all controversies arising hereunder.
- Shipping dates are approximate and are not guaranteed. Seller shall not be liable for failure to deliver or perform or for delays in delivery or performance occasioned by causes beyond its control, including, without limitation, strikes, lockouts, fires, accidents, interruptions in the supply of materials, breakdowns, delays in carriers or suppliers and governmental action and regulations.
- All special orders are final and are non-refundable and non-returnable. All non-special orders are non-refundable and non-returnable unless First Place Fitness Equipment Inc. has issued written permission that said product may be returned for credit. Any and all permission to return product for credit is at the sole discretion of First Place Fitness Equipment, Inc.
- Unless otherwise specified herein, Seller reserves the right to make deliveries in installments. Delay in delivery of any installment shall not relieve Buyer of its obligation to pay for all installments received.
- Seller's failure to strictly enforce any terms or conditions of this agreement or to exercise any right arising hereunder shall not constitute a waiver of Seller's right to strictly enforce such term or condition or exercise such right thereafter. Each right or remedy granted to Seller hereunder shall be deemed cumulative and may be exercised from time to time. Any waiver of Buyer's default hereunder must be in writing and shall not operate as a waiver of any other default or of the same default thereafter.

<b>Subtotal</b>	\$300.00
<b>Sales Tax (7.5%)</b>	\$0.00
<b>Total</b>	\$300.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	<b>\$300.00</b>

# Jacksonville Daily Record

*A Division of*

**DAILY RECORD & OBSERVER, LLC**

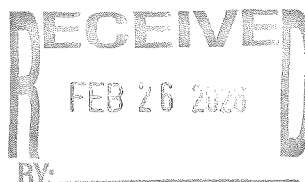
P.O. Box 2177  
Jacksonville, FL 32203  
(904) 356-2466

## INVOICE

February 26, 2026

Date

Attn: Sarah Sweeting  
GMS, LLC  
475 West Town Place, Ste 114  
Saint Augustine FL 32092



---

Serial #	<u>26-01062D</u>	PO/File #	_____	\$89.50
	Notice of Meeting			<b>Payment Due</b>
	_____			\$89.50
	Bartram Springs Community Development District			<b>Publication Fee</b>
	_____			
Case Number	_____			<b>Amount Paid</b>
Publication Dates	<u>2/26</u>			
County	<u>Duval</u>			

*Payment is due before  
the Proof of Publication  
is released.*

**Payment Due Upon Receipt**  
For your convenience, you  
may remit payment online at  
[www.jaxdailyrecord.com/  
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being  
mailed, please reference  
Serial # 26-01062D on your  
check or remittance advice.

**Your notice was published on both [jaxdailyrecord.com](http://jaxdailyrecord.com) and [floridapublicnotices.com](http://floridapublicnotices.com).**

Terms: 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.

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

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**NOTICE OF MEETING  
BARTRAM SPRINGS  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The Board of Supervisors of the Bartram Springs Community Development District will hold a Workshop on Monday, March 9, 2026 at 5:00 p.m., at the Bartram Springs Amenity Center, 14530 Cherry Lake Drive East, Jacksonville, FL. The purpose of the workshop is to discuss the budget. Immediately following will be with regular meeting of the Board of Supervisors. The workshop and meeting are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for the workshop and meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at this meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James Oliver  
District Manager  
Feb. 26 00 (26-01062D)

**KUTAK ROCK LLP**

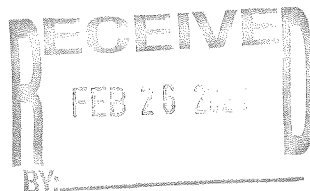
**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 26, 2026



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

Reference: Invoice No. 3703049  
Client Matter No. 1923-2  
Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)

Mr. Jim Oliver  
Bartram Springs CDD  
Governmental Management Services - North Florida  
Suite 114  
475 West Town Place  
St. Augustine, FL 32092

Invoice No. 3703049  
1923-2

---

Re: Bartram Springs-Monthly Meeting

For Professional Legal Services Rendered

11/10/25	W. Haber	Prepare for and participate in Board meeting
12/08/25	W. Haber	Prepare for and participate in Board meeting
12/08/25	K. Magee	Prepare for and attend Board of Supervisors meeting via phone

TOTAL FOR SERVICES RENDERED \$3,000.00

TOTAL CURRENT AMOUNT DUE \$3,000.00



# Invoice

Date  
Invoice#

3/1/2026  
131295634170

1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

Terms	Net 20
Due Date	3/21/2026
PO #	

<b>Bill To</b>
GMS, LLC. C/O Bartram Springs C.D.D. 475 W. Town Place, Suite 114 St Augustine FL 32092

<b>Ship To</b>
Bartram Springs CDD GMS, LLC. 14530 Cherry Lake Dr. East Jacksonville FL 32256

*LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees*

Item	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	\$2,140.26
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	\$110.14

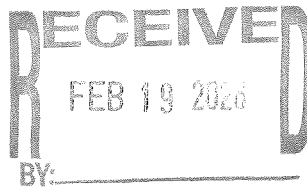
**Subtotal** \$2,250.40

**Tax** \$0.00

**Total** \$2,250.40

**Amount Paid/Credit Applied** \$0.00

**Balance Due** \$2,250.40



[Click Here to Pay Now](#)





Total Entertainment Services

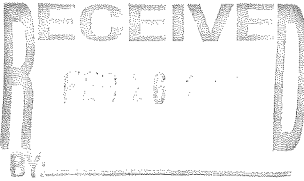
Invoice-Agreement

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, Fl. 32225

(904) 645-9068 Fax: (904)645-9082

E-mail: bookme@progressiveent.com

www.progressiveent.com



Invoice date: 2/18/2026

Invoice # 12810764

Terms: Due at event

PO#

Customer name:

Bartram Springs CDD

Event type: Movie on the Lawn

Billing address:

14530 Cherry Lake Drive E., Jacksonville, Fl. 32258

Original contact person:

Danelle Demarco Wk: 904-880-5156 Cell: 724-3317695

E-mail/ fax:

ddemarco@gmsnf.com

At event contacts with cell:

Same

Event date:

Friday March 13th, 2026

Hours of event:

7:30 pm till

Hours of service:

Same

Approximate set up time:

Between: 6:00 and 7:00 pm

Location name and address:

Same

Where to set up at location:

on Lawn

Power within 75':

Yes

Set up-grass or pavement:

PV

Water within 75':

NA

Covered area for entertainer:

NA

Notes:

SERVICES NEEDED:

\* 24 foot Mega frame screen, projection, complete sound, operator

Reg. Rate \$ 495.00

Your Cost \$ 395.00

Your Total Savings \$100.00

Sub Total: \$ 395.00

Sales Tax: \$ -

Invoice Total: \$ 395.00

Balance due at set up \$ 395.00

Payments received \$ -

Current Balance \$ 395.00

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.

Customer signature required x \_\_\_\_\_ Date: \_\_\_\_\_

MAKE CHECK PAYABLE TO:

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



The Lake Doctors, Inc.  
Aquatic Management Services

Post Office Box 162134  
Altamonte Springs, FL 32716  
(904) 262-5500



CARD NUMBER                      EXP. DATE  
SIGNATURE                              AMOUNT PAID

ADDRESSEE

Please check if address below is incorrect and indicate change on reverse side

BARTRAM SPRINGS CDD  
Terry Glynn  
475 W Town Place  
Suite 114  
Saint Augustine, FL 32092

The Lake Doctors  
Post Office Box 162134  
Altamonte Springs, FL 32716

ACCOUNT NUMBER	DATE	BALANCE
709275	3/1/2026	\$1,889.00

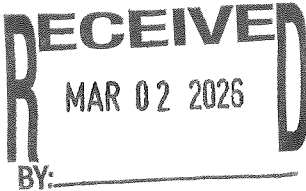
000000002155800100000003515620000018890021

Please return this invoice with your payment and notify us of any changes to your contact information.

<b>BARTRAM SPRINGS CDD</b>	<b>14530 Cherry Lake Drive East</b>	<b>Jacksonville, FL 32258</b>
<b>Invoice Due Date 3/11/2026</b>	<b>Invoice 351562B</b>	<b>PO #</b>

Invoice Date	Description	Quantity	Amount	Tax	Total
3/1/2026	Water Management - Zone 1,Water Management - Zone 2		\$944.50	\$0.00	\$944.50
			\$944.50	\$0.00	\$944.50

Please remit payment for this month's invoice.



BY: \_\_\_\_\_

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.	<b>Credits</b>	\$0.00
	<b>Adjustment</b>	\$0.00
	<b>AMOUNT DUE</b>	

<b>Total Account Balance including this invoice:</b>	\$2089.00	<b>This Invoice Total:</b>	\$1889.00
--	-----------	----------------------------	-----------

Click the "Pay Now" link to submit payment by ACH

<b>Customer #:</b>	709275	<b>Corporate Address</b>
<b>Portal Registration #:</b>	7CA2D48A	4651 Salisbury Rd, Suite 155
<b>Customer E-mail(s):</b>	tglynn@gmsnf.com,aantonopoulos@gmsnf.com,bperegrino@gmsnf.com,tpol	Jacksonville, FL 32256
<b>Customer Portal Link:</b>	www.lakedoctors.com/contact-us/	

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



# INVOICE

**Sold To:** 10625362  
 Bartram Springs CDD  
 475 W Town Pl Ste 114  
 Saint Augustine FL 32092

**Customer #:** 10625362  
**Invoice #:** 9683213  
**Invoice Date:** 2/23/2026  
**Sales Order:** 8823739  
**Cust PO #:**

**Project Name:** Bartram Springs - Not to Exceed - Proposal to repair 3" mainline  
**Project Description:** Located at the valve in the entrance middle island

Job Number	Description	Qty	UM	Unit Price	Amount
346100031	Bartram Springs CDD Tech labor to complete mainline repair	16.000	HR	85.00	1,360.00
	Misc. 3' pipe and fittings	1.000	LS	179.17	179.17
				<b>Total Invoice Amount</b>	<b>1,539.17</b>
				<b>Taxable Amount</b>	
				<b>Tax Amount</b>	
				<b>Balance Due</b>	<b>1,539.17</b>

**RECEIVED**  
 MAR 04 2026  
 BY: \_\_\_\_\_

**Terms:** Net 15 Days

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

*Please detach stub and remit with your payment*

### Payment Stub

Customer Account #: 10625362  
 Invoice #: 9683213  
 Invoice Date: 2/23/2026

<b>Amount Due: \$ 1,539.17</b>
--------------------------------

*Thank you for allowing us to serve you*

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

Bartram Springs CDD  
 475 W Town Pl Ste 114  
 Saint Augustine FL 32092

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



## Proposal for Extra Work at Bartram Springs CDD

Property Name	Bartram Springs CDD	Contact	Louis Cowling
Property Address	14530 Cherry Lake Dr Jacksonville, FL 32258	To	Bartram Springs CDD
		Billing Address	475 W Town Pl Ste 114 Saint Augustine, FL 32092

Project Name      Bartram Springs - Final - Proposal to repair 3" mainline

Project Description      Located at the valve in the entrance middle island

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
16.00	HOURL	Tech labor to complete mainline repair	\$85.00	\$1,360.00
1.00	LUMP SUM	Misc. 3' pipe and fittings	\$179.17	\$179.17

For Internal use only

SO#                      8823739  
 JOB#                    346100031  
 Service Line            150

**Total Price            \$1,539.17**

**THIS IS NOT AN INVOICE**

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

## TERMS & CONDITIONS

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

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

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

- 1A. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as but not limited to concrete back-filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utilities prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
- 1' **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

**Acceptance of this Contract**

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

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

Customer

	<b>Property Manager</b>
Signature	Title
<b>Louis Cowling</b>	<b>February 23, 2026</b>
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	<b>Irrigation Manager</b>
Signature	Title
<b>Gonzalo M. Castellon</b>	<b>February 23, 2026</b>
Printed Name	Date

<b>Job #:</b>	<b>346100031</b>		
<b>SO #:</b>	<b>8823739</b>	<b>Proposed Price:</b>	<b>\$1,539.17</b>

## Indra Dudley

---

**From:** Daniel Bauman  
**Sent:** Tuesday, January 27, 2026 8:16 AM  
**To:** Gonzalo Castellon  
**Cc:** Indra Dudley; Rodney Hicks  
**Subject:** FW: BrightView - Bartram Springs - Irrigation repair proposals

Indra,

Below, is the most recent approval for irrigation repairs at Bartram Springs.

**From:** Terry Glynn <[tglynn@gmsnf.com](mailto:tglynn@gmsnf.com)>  
**Sent:** Tuesday, January 27, 2026 7:53 AM  
**To:** Daniel Bauman <[Daniel.Bauman@brightview.com](mailto:Daniel.Bauman@brightview.com)>; Andy Antonopoulos <[aantonopoulos@gmsnf.com](mailto:aantonopoulos@gmsnf.com)>  
**Subject:** Re: BrightView - Bartram Springs - Irrigation repair proposals

Good morning, Daniel,  
Hope you are staying warm. Please have irrigation crew proceed with mainline break (crepe myrtles) on island at entry at racetrack rd., amenity center pond valve near flagpole, and cherry lake west circle mainline. Once we fix those, I will approve of all the others. Do not want to have too many invoices at once. Very important, we have before and after photos for any repairs as backup.  
346100031

Regards  
Terry Glynn  
[tglynn@gmsnf.com](mailto:tglynn@gmsnf.com)  
954-298-5444  
ISA CA(FL0289)  
FL ISA PPQ 2024

---

**From:** Daniel Bauman <[Daniel.Bauman@brightview.com](mailto:Daniel.Bauman@brightview.com)>  
**Sent:** Monday, January 26, 2026 4:40 PM  
**To:** Terry Glynn <[tglynn@gmsnf.com](mailto:tglynn@gmsnf.com)>; Andy Antonopoulos <[aantonopoulos@gmsnf.com](mailto:aantonopoulos@gmsnf.com)>  
**Cc:** Andy Antonopoulos <[aantonopoulos@gmsnf.com](mailto:aantonopoulos@gmsnf.com)>  
**Subject:** BrightView - Bartram Springs - Irrigation repair proposals

Hey Terry,

Please see attached irrigation repair proposals for Bartram Springs. Please take a moment to review, let me know if you have any questions.

Daniel

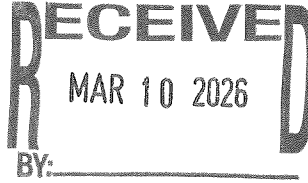


**INVOICE**

**Girly-Girl Partea' Inc**  
245 Ashby Landing Way, St Augustine, FL 32086,  
UNITED STATES  
girlygirlpartea@gmail.com

**Invoice No#** : 1894  
**Invoice Date** : Mar 3, 2026  
**Due Date** : Mar 20, 2026

**\$480.00 USD**  
**AMOUNT DUE**



**BILL TO**  
Bartram Springs  
Danelle  
ddemarco@gmsnf.com

#	DATE	ITEMS & DESCRIPTION	PRICE	AMOUNT(\$)
1	Mar 28, 2026	Girl Bunny Event Saturday, March 28:11:00am - 2:00pm 3 hour event for One Mascot + Assistant	\$480.00	\$480.00
			Subtotal	\$480.00
			<b>TOTAL</b>	<b>\$480.00 USD</b>

**NOTES TO CUSTOMER**

Thank you for choosing Girly-Girl Parteas for your celebration!

**TERMS AND CONDITIONS**

Kindly note, there is a 5% service fee for using Paypal's services. If you wish to avoid this fee, you may mail a check made payable to Girly-Girl Parteas to 245 Ashby Landing Way St Augustine FL 32086. Alternately, you may request instructions to pay via Zelle. Please note, payment MUST be received 7 days PRIOR to your party/event date.

If applicable, mileage is calculated based on \$0.75 per mile outside our 15 mile radius. We are based in St. Augustine, FL. For details please read a full copy of the agreed to terms and conditions (including our Travel Policy) at <https://www.girlygirlparteas.com/terms-of-service/>

Gratuity is greatly appreciated with all party packages and is automatically added in the amount of 15% to parties of \$1,000 or more. You may add gratuity on your PayPal invoice or pay in cash the day of the event.

**LATE BOOKING:** Bookings scheduled within 7 days of the event date will be subject to a fee due to last minute preparations.

**ATTENDANCE:** Though some guests may not show up even if they RSVP, you will be charged for the final guest count you confirmed prior to the party. We do not provide refunds if your guests are no shows.

**Governmental Management Services, LLC**

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

**Invoice**

**Invoice #:** 674

**Invoice Date:** 3/1/26

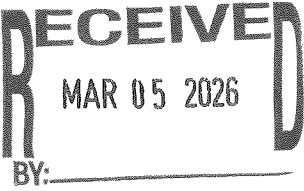
**Due Date:** 3/1/26

**Case:**

**P.O. Number:**

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - March 2026		5,537.83	5,537.83
Information Technology - March 2026		157.50	157.50
Website Administration - March 2026		118.00	118.00
Office Supplies		0.81	0.81
Postage		67.90	67.90
Copies		475.80	475.80
Telephone		57.68	57.68
			
	<b>Total</b>		<b>\$6,415.52</b>
	<b>Payments/Credits</b>		<b>\$0.00</b>
	<b>Balance Due</b>		<b>\$6,415.52</b>

**Governmental Management Services, LLC**  
 475 West Town Place, Suite 114  
 St. Augustine, FL 32092

# Invoice

**Invoice #:** 675  
**Invoice Date:** 3/1/26  
**Due Date:** 3/1/26  
**Case:**  
**P.O. Number:**

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

Description	Hours/Qty	Rate	Amount
General Manager (1.320.57200.33000) - March 2026		3,277.92	3,277.92
Facility Manager/ Lifestyle Director (1.320.57200.33000) - March 2026		11,384.67	11,384.67
Guest Services Attendants (001.320.57200.33200) - March 2026		7,972.08	7,972.08
Field Operations Manager (1.320.57200.34000) - March 2026		8,610.75	8,610.75
Gym Monitor (1.320.57200.34510) - March 2026		3,338.33	3,338.33
Maintenance Techs. (1.320.57200.34100) - March 2026		8,846.92	8,846.92
Pool Maintenance (1.320.57200.46400) - March 2026		2,898.42	2,898.42
Janitorial (1.320.57200.43500) - March 2026		1,868.00	1,868.00
Pool Chemicals - Trichlor		34.98	34.98
Pool Chemicals - Sulfuric Acid		76.56	76.56

**RECEIVED**  
 MAR 05 2026  
 BY: \_\_\_\_\_

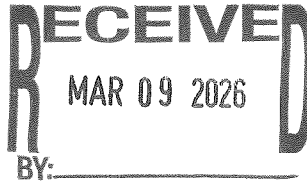
*Alison Mossing*  
 3-5-26

<b>Total</b>	<b>\$48,308.63</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$48,308.63</b>

Project Manager Michael Silverstein

Matthews | **DCCM**

Bartram Springs CDD  
James Oliver  
C/O Governmental Management Services  
475 West Town Place Ste 114  
St. Augustine, FL 32092



Engineering - Architecture - Planning - Surveying

March 09, 2026  
Invoice # 194742

Project 0000021855.0000 Bartram Springs CDD

This invoice includes charges for tasks performed for your project, including:

- CDD Meeting and Coordination

Please call Mike Silverstein if you have any questions or concerns regarding your project. For billing inquiries, please contact our Accounting Department.

**Professional Services through February 28, 2026**

Phase 0001 Engineering Services

	Hours	Rate	Amount
Division Lead	4.00	275.00	1,100.00
Project Administrator	.25	120.00	30.00
<b>Total Labor</b>			<b>1,130.00</b>
		<b>Total Due:</b>	<b>1,130.00</b>

**Billed to Date**

	Current Due	Prior Billed	Billed to Date
Labor	1,130.00	18,647.50	19,777.50
Expense	0.00	119.11	119.11
Unit	0.00	1.90	1.90
<b>Totals</b>	<b>1,130.00</b>	<b>18,768.51</b>	<b>19,898.51</b>

7 Waldo Street, St. Augustine, FL 32084 | 904.826.1334 | www.matthews.dccm.com

LICENSE #26535, LB8590, LA6666877

**Invoices are due upon receipt.**

Prompt payments are critical to keeping your project on schedule. Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued. We appreciate your business and cooperation with timely payments.

# Noah's Landing Petting Zoo & Pony Rides, Inc.

also Featuring Exotic Animal Encounters

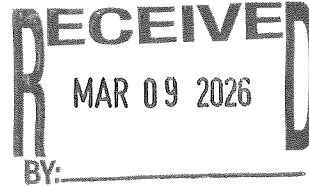
2 By 2, We Come 2 You!

**INVOICE**

**DATE: 2-5-2026**

Invoice # Bartram Spring CCD 3-28-2026

From: Robin Baxter  
1179 Houdyshell Rd.  
Daytona Beach, FL 32119  
Phone: 386-767-4165  
Web: [www.noahslandingzoo.com](http://www.noahslandingzoo.com)  
E-mail [bookings@noahslandingzoo.com](mailto:bookings@noahslandingzoo.com)



To: Danelle DeMarco at Bartram Spring CCD  
Venue: 14530 East Cherry Lake Dr. Jacksonville, FL 32258  
Cell: 724-331-7695, Office: 904-880-5156, E-mail: [ddemarco@gmsnf.com](mailto:ddemarco@gmsnf.com)

**DATE: SATURDAY, MARCH 28, 2026**

**TIME: 11:00AM TO 2:00PM**

DESCRIPTION	HOURS	RATE	TOTAL DUE
Petting Zoo	3	925.00	\$925.00
Tents, please add if needed		50.00	
Deposit Amount Due			\$462.50
Remaining Balance Due			\$462.50
<b>Total Due if no tents are needed</b>			<b>\$925.00</b>

TERMS: NOAH'S LANDING REQUIRES A NON-REFUNDABLE DEPOSIT OF HALF DOWN DUE BY THE DATE SPECIFIED IN THE CONTRACT. HOLIDAYS OR RESCHEDULED EVENTS MAY REQUIRE PAYMENT IN FULL. THE CLIENT UNDERSTANDS, ACKNOWLEDGES, AND AGREES, THAT ALL DEPOSITS AND PAYMENTS ARE NONREFUNDABLE FOR ANY REASON, INCLUDING BUT NOT LIMITED TO NATURAL DISASTERS, ACTS OF GOD, PANDEMICS, BAD WEATHER, ACTS OF WAR OR TERRORISM, OR ANY OTHER REASON. NOAH'S LANDING RESERVES THE RIGHT OF WHETHER TO ALLOW THE DEPOSIT TO BE APPLIED TOWARD A RESCHEDULED DATE WITHIN 90 DAYS, AND SUBJECT TO OUR AVAILABILITY WITH A 30 DAY NOTICE OF CANCELLATION. ONLY ONE RESCHEDULE WILL BE ALLOWED PER BOOKING. ANY CANCELLATIONS WITH LESS THAN 30 DAY'S NOTICE WILL RESULT IN PAYMENT BEING DUE IN FULL IMMEDIATELY UPON CANCELLATION. IF RESCHEDULING INSIDE OF 30 DAYS, A MANDATORY RESCHEDULING FEE OF \$100 WILL BE APPLIED WITH NO EXCEPTIONS. IF WE ARRIVE AT YOUR EVENT LOCATION AND YOU CANCEL FOR ANY REASON, PAYMENT WILL BE DUE IN FULL AND NO CREDIT TOWARD A RESCHEDULE WILL BE GIVEN. SHOULD THERE BE A MANDATORY SHUTDOWN BY THE STATE OR COUNTY, YOU WILL BE GIVEN 90 DAYS FROM THE DATE THE SHUTDOWN IS LIFTED TO SCHEDULE AN EVENT AND APPLY YOUR DEPOSIT IN FULL. THANK YOU FOR YOUR BUSINESS!

**THANK YOU SO MUCH FOR INVITING US TO COME OUT TO YOUR EVENT! PLEASE SEND YOUR SIGNED CONTRACT BACK AS SOON AS POSSIBLE TO HOLD THE DATE UNTIL YOUR DEPOSIT IS RECEIVED. YOUR DEPOSIT INSTRUCTIONS WILL BE AT THE BOTTOM OF YOUR CONTRACT. THANK YOU AND WE LOOK FORWARD TO SEEING YOU SOON.**



Total Entertainment Services

Invoice-Agreement

Mailing Correspondence Address: 1623 Troy Lynn Trail, Jacksonville, Fl. 32225

(904) 645-9068 Fax: (904)645-9082

E-mail: bookme@progressiveent.com

www.progressiveent.com

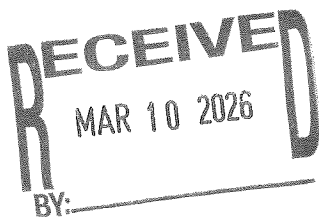
Invoice date: 3/9/2026 Invoice # 12810787 Terms: Due at event PO#
Customer name: Bartram Springs CDD Event type: Spring Fling
Billing address: 14530 Cherry Lake Drive E., Jacksonville, Fl. 32258
Original contact person: Danelle Demarco Wk: 904-880-5156 Cell: 724-3317695 E-mail/ fax: ddemarco@gmsnf.com
At event contacts with cell: Same
Event date: Saturday March 28th, 2026 Hours of event: 11am-2pm Hours of service: Same
Approximate set up time: Between: 9:00 and 10:00 pm
Location name and address: Same
Where to set up at location: on Lawn Power within 75': Yes
Set up-grass or pavement: PV Water within 75': NA Covered area for entertainer: NA

Notes:

SERVICES NEEDED:

- \*Fire Fighter Bounce House
\* 40' Obstacle Course
\*Generator
\*Attendant For Obstacle Course
\*Delivery

Table with 3 columns: Reg. Rate, Your Cost, and values for various services.



Your Total Savings \$161.00

Summary table with items: Sub Total, Sales Tax, Invoice Total, Balance due at set u, Payments receive, Current Balanc.

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.

Customer signature required x \_\_\_\_\_ Date: \_\_\_\_\_

**Riverside Management Services, Inc**  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

# Invoice

Invoice #: 262  
Invoice Date: 2/28/2026  
Due Date: 2/28/2026  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Lifeguard Services - February 2026 1,320.57200.33100	9.19	23.00	211.37
<b>RECEIVED</b> MAR 06 2026 BY: _____  <i>Alison Moxing</i> 3-6-26			
<b>Total</b>			\$211.37
<b>Payments/Credits</b>			\$0.00
<b>Balance Due</b>			\$211.37

**BARTRAM SPRINGS CDD**  
**LIFEGUARD INVOICE DETAIL**

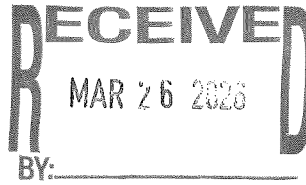
<b>Quantity</b>	<b>Description</b>	<b>Rate</b>	<b>Amount</b>
9.19	Lifeguard Services	\$ 23.00	\$ 211.37
	Covers February 2026		
	TOTAL DUE:		<u>\$ 211.37</u>

LIFEGUARDS #1,320,57200,33100

BARTRAM SPRINGS COMMUNITY DEVELOPMENT DISTRICT  
LIFEGUARD BILLABLE HOURS FEBRUARY 2026

---

<b>Date</b>	<b>Hours</b>	<b>Employee</b>	<b>Description</b>
2/7/26	2.62	D.D.	Polar Bear Event - Set Up, Assist and Clean Up
2/7/26	2.57	H.W.	Polar Bear Event - Set Up, Assist and Clean Up
2/22/26	4	H.W.	Prepping for upcoming Lifeguard Season
<b>TOTAL</b>	<u>9.19</u>		



Created Date: 3/26/2026

**DESCRIPTION:** Pool A-Frame Sign Quotes

**Bill To:** Bartram Springs Amenity Center  
14530 E Cherry Lake Dr  
Jacksonville, FL 32258  
US

**Pickup At:** FASTSIGNS of Jacksonville - Baymeadows  
8535 Baymeadows Rd  
Ste 7  
Jacksonville, FL 32256  
US

**Ordered By:** Lori Dunham  
Email: ldunham@gmsnf.com  
Work Phone: (904) 880-5156  
Tax ID: 85-8012764823C

**Salesperson:** Taylor Saunders  
Entered By: Taylor Saunders

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	<b>Pool A-Frame Signs</b>	5	\$211.01	\$0.00	\$1,055.05
1.1	Quick Sign A-frame 18X24 - Direct Print to Coro Part Qty: 1 Sides: 1				
2	<b>Pool A-Frame Signs</b>	1	\$100.00	\$0.00	\$100.00
2.1	SS Coroplast 18X24 - Part Qty: 1 Width: 24.00" Height: 18.00"				

<b>Subtotal:</b>	\$1,155.05
<b>Taxable Amount:</b>	\$0.00
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$1,155.05
<b>Amount Paid:</b>	\$0.00
<b>BALANCE DUE:</b>	\$1,155.05
<i>Credit Card Surcharge:</i>	3.00%
<i>Balance Due with Surcharge:</i>	\$1,189.70

Thank you for your business.  
This FASTSIGNS location is independently owned and operated.



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/06/26	00129	3/02/26 109293-0	202603 600-53800-60000	CLIMBING ROCKS/PLAYGROUND PLAYCORE WISCONSIN INC	*	1,180.48	1,180.48 000348
3/06/26	00130	2/26/26 1489	202602 600-53800-60000	DEP CUSTOM FINNISH SAUNA LIV MODERN CONSTRUCTION INC	*	21,189.26	21,189.26 000349
3/11/26	00128	2/26/26 OP49686B	202602 600-53800-60000	FPMT MOUNTAIN WASH TIMBER CHRIS JACKSON THE CARPET MAN INC	*	4,937.50	4,937.50 000350
TOTAL FOR BANK B						27,307.24	
TOTAL FOR REGISTER						27,307.24	

# PRO FORMA INVOICE

109293-01-02 • 03/02/2026



A PLAYCORE Company

## Molded Grips for GT#3217000 OPT 2

**Customer:**

Bartram Springs CDD  
475 West Town Place Ste., 114  
St. Augustine, FL 32092  
United States

Ship to Zip: 32258

**Prepared for:**

Louis Cowling, Jr.  
Phone: 904-288-7667  
Fax: 904-288-7669  
lcowling@gmsnf.com

**Prepared by:**

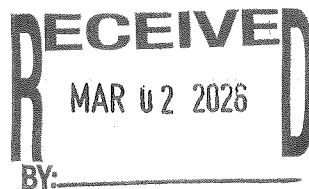
GameTime  
c/o Dominica Recreation Products, Inc.  
P.O. Box 520700  
Longwood, FL 32752-0700  
800-432-0162 \* 407-331-0101  
Fax: 407-331-4720  
www.playdrp.com

Quantity	Part #	Description	Unit Price	Amount
6	165894	GameTime - Molded Grip #1 Handgrip: Beige(EB)	\$37.47	\$224.82
6	165895	GameTime - Molded Grip #2 Handgrip: Blue(BL)	\$37.47	\$224.82
6	165896	GameTime - Molded Grip #3 Handgrip: Green(5)	\$37.47	\$224.82
6	165897	GameTime - Molded Grip #4 Handgrip: Red(78)	\$37.47	\$224.82
24	811046	GameTime - 5/16"X2" Bh Socket Screw	\$2.10	\$50.40
48	817330	GameTime - 5/16 Lockwasher	\$0.28	\$13.44
48	817406	GameTime - 5/16" Flatwasher	\$0.16	\$7.68
24	800918	GameTime - 5/16"X 6"Hex Hd Bolt Sstl	\$5.52	\$132.48
24	804554	GameTime - 5/16"-18 Propell Nut	\$1.07	\$25.68

Sub Total \$1,128.96

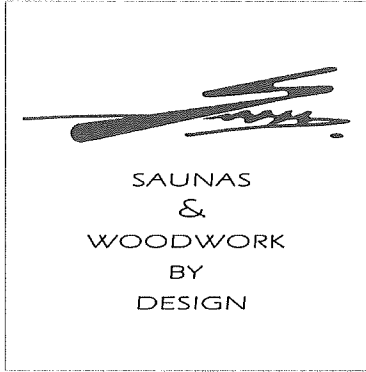
Estimated Freight \$51.52

**Grand Total \$1,180.48**

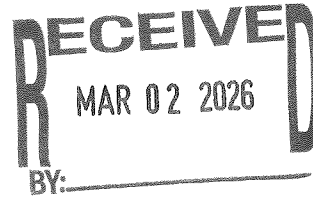


**Comments**

Please sign and return this quote with your check for payment to order. We will ship to the address above. Hardware is not included.



Liv Modern Construction, Inc. dba Saunas by Design  
561-461-7970  
6601 Lyons Rd A-5  
Coconut Creek, FL 33073



Billed To  
Bartram Springs CDD  
475 West Town Place  
Suite 114  
St Augustine, FL 32092

Date of Issue  
02/26/2026  
  
Due Date  
02/26/2026

Invoice Number  
1489

Deposit Due (USD)  
**\$21,189.26**  
of \$42,378.52

Description	Rate	Qty	Line Total
<b>Custom Traditional Finnish Sauna (6'11" x 5'11"x 7')</b> - Shop drawings include floor plans, sections and elevations - Reflective foil insulation (heat retaining insulation) - Cedar with Knots throughout. - Vertical wall and ceiling installation T&G 7/16 x 6 boards - Benches as per architectural design or client's preference - Custom backrest for upper bench only - Duckboard wooden floor system or Commercial grade Dri-Dek flooring over finished tile floor (floor by others) - Heater Kip 80 by Harvia - Xenio digital wall control with Wifi (by Harvia) - Custom Cedar Door with full size tempered glass panel - 4" LED recessed ceiling light (one)	\$21,189.26	2	\$42,378.52
<b>Optional Upgrades</b> - Upgrade to Cedar Vertical Grain Class A (\$24,600 each sauna)	\$0.00	0	\$0.00
<b>Optional Upgrades</b> - Wooden bucket, ladle and thermometer (\$120 set) - Paraffin wax wood shield (\$30) - Sauna cleaning solution (\$17.50) - Headrest/ angled backrest (\$85) - Himalayan corner salt lamps (\$850 e/a) - Custom heater guard (\$250) - LED Strip lights for under benches and backrests (\$275 per point) - Saunum Heat Equalizing System Interior wall (\$2,275) - Bluetooth speaker \$150 (2 units) - Upgrade to wood slats 1x2 for all walls and ceiling (Western Red Cedar) \$2500	\$0.00	0	\$0.00
<b>Not Included</b>	\$0.00	0	\$0.00

- Electrical work (rough or final)
- Room prep, framing or insulation (by owner / contractor)
- Demolition

Payment Options \$0.00                      0                      \$0.00

**\*\*Wire Transfer:\*\***

Beneficiary: Saunas by Design  
 Address: 7134 NW 47th Ln, Coconut Creek, FL 33073  
 Bank: Wells Fargo  
 Account Number: 1357737707  
 Routing Number: 121000248

**\*\*Check:\*\***

Payable to: Saunas by Design  
 Address: 6601 Lyons Rd, Suite A-5 Coconut Creek Florida 33073

**\*\* Credit Card:\*\***

There is a 3% credit card charge. Please let me know if you are interested and I will send you the link.

Subtotal	42,378.52
Tax	0.00
Total	42,378.52
Deposit Requested	21,189.26
Amount Paid	0.00
Deposit Due (USD)	\$21,189.26

**THE CARPET MAN**  
**1988 WELLS ROAD**  
**ORANGE PARK, FL 32073**  
**Telephone: 904-272-8430 Fax: 904-272-8480**

OP49686

**ACKNOWLEDGMENT**

Sold To	Ship To
BARTRAM SPRINGS CDD 14530 CHERRY LAKE DR. E JACKSONVILLE, FL 32258	BARTRAM SPRINGS CDD 14530 CHERRY LAKE DR. E JACKSONVILLE, FL 32258

Order Date	Tele #1	PO Number	Order Number
02/26/26	803-2763		OP49686

Inventory	Style/Item	Color/Description
MOUNTAIN WASHED TIMBER	MOUNTAIN WASH TIMBER	63408DR5
STIX 5900	STIX 5900 OCCUPIED	4 GAL(VINYL TILE,PLANK,SHEET)
ADHESIVE	RESILIENT	2 GAL

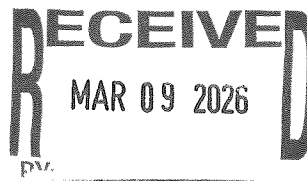
**Terms and conditions of this contract:**

Not responsible for breakage of existing shoemolding or other trim/moldings pieces upon removal. Seams are not guaranteed to be invisible. There is a \$25.00 service charge on all returned checks. A 25% restocking fee is charged on all cancelled sales. All sales are cash or check unless other financing arrangements have been made to secure the balance in full upon completion of the installation. A minimum of 50% deposit is required on all sales. No verbal agreements will be honored. The buyer agrees to pay all court costs and sellers attorney's fees in the event collection is necessary. Buyer agrees to accept this contract as official notice to owner or contractor that a lien may be filed on the above property if balance is not paid in full upon completion of job. This is a binding agreement for Seller to order materials or hold stock merchandise and perform the above work for Buyer. No deposits will be returned after material is ordered or cut from stock.

**Warranty:**

Buyer has a one year labor warranty on workmanship of installation. All warranties on invoiced products are per the manufacturer and are handled solely through the manufacturers guidelines.

THANK YOU FOR YOUR PATRONAGE



— 03/09/26 — 12:33PM —

Sales Representative(s):  
**JAMES HENLEY**

I, the Buyer, have participated in and am solely responsible for the color and quality selection and have read and fully understand and agree with this contract and warranty.

BUYERS SIGNATURE \_\_\_\_\_

INVOICE TOTAL:	<b>\$9,875.00</b>
Less Payment(s):	4,937.50
<b>BALANCE DUE:</b>	<b>\$4,937.50</b>

# Hello Bartram Springs Cdd,

Thanks for choosing Comcast Business.

Your bill at a glance		
For 14751 BARTRAM SPRINGS PKWY, JACKSONVILLE, FL, 32258-6101		
Previous balance		\$375.98
EFT Payment - thank you	Feb 02	-\$375.98
<b>Balance forward</b>		<b>\$0.00</b>
Partial charges	Page 3	-\$5.92
Regular monthly charges	Page 3	\$334.85
Taxes, fees and other charges	Page 4	\$12.93
<b>New charges</b>		<b>\$341.86</b>
<b>Amount due</b>		<b>\$341.86</b>

### Your bill explained

- We've applied a partial charge of -\$5.92 as a result of changes to Data, Voice Package, Data, SecurityEdge,, SecurityEdge Preferred and other charges made to your account on Feb 03.
- Regular monthly charges have decreased by \$25.00 as a result of service change(s) made to Internet services, Bundled services, Comcast Business and other regular monthly charges.
- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

**!** Thanks for paying by Automatic Payment  
Your automatic payment on Mar 01, 2026, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

**Need help?**  
Visit [business.comcast.com/help](https://business.comcast.com/help) or see page 2 for other ways to contact us.

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

Please write your account number on your check or money order

Do not include correspondence with payment

COMCAST  
BUSINESS  
1401 NORTHPOINT PKWY W PALM  
BCH FL 33407-1937

BARTRAM SPRINGS CDD  
ATTN WINSLOW WHEELER  
14751 BARTRAM SPRINGS PKWY  
JACKSONVILLE, FL 32258

Account number **8495 74 120 3774991**  
Automatic payment **Mar 01, 2026**  
**Please pay \$341.86**

Electronic payment will be applied Mar 01, 2026

COMCAST  
PO BOX 71211  
CHARLOTTE NC 28272-1211

849574120377499100341867

## Download the Comcast Business App

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

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

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



## Faster speeds. More solutions. Bigger savings.

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

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

## Need help? We're here for you



### Visit us online

Get help and support at [business.comcast.com/help](https://business.comcast.com/help)



### Call us anytime

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

## Useful information

### Moving?

We can help ensure it's a smooth transition. Visit [business.comcast.com/learn/moving](https://business.comcast.com/learn/moving) to learn more.

### Accessibility:

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

## Ways to pay



### No more mailing monthly checks

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



### Go paperless and say goodbye to clutter

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

## Additional billing information

### More ways to pay:



#### Online

Visit My Account at [business.comcast.com/myaccount](https://business.comcast.com/myaccount)



#### Comcast Business App

Download the Comcast Business App

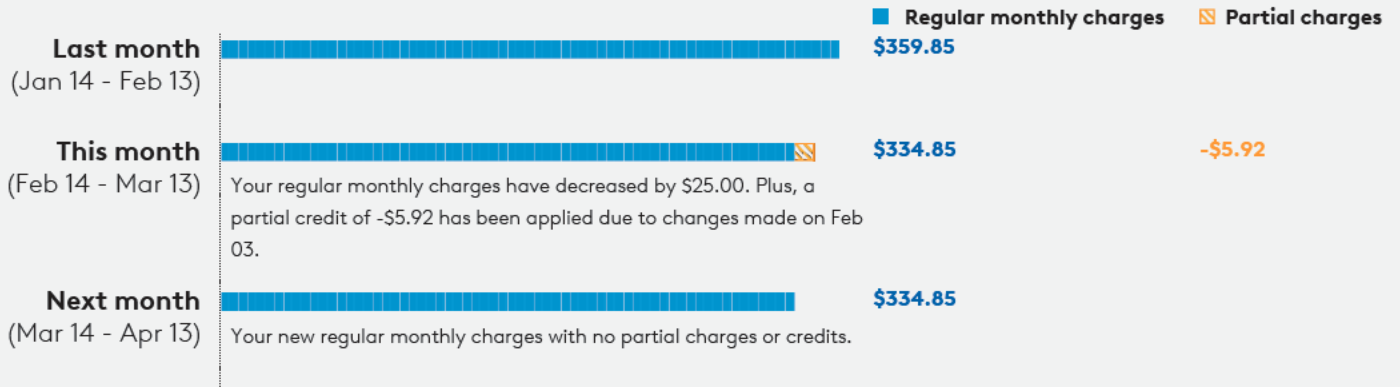


#### In-Store

Visit [business.comcast.com/servicecenter](https://business.comcast.com/servicecenter) to find a store near you

### Your regular monthly charges have changed

A change was made to your service, so this bill will be a little different. Here's why:



Please note: amounts shown exclude one-time charges, taxes and fees, additional change of service, discount expiration or rate adjustments.

### Partial charges -\$5.92

<b>Services removed</b>	Feb 03 - Feb 13	<b>-\$118.97</b>
Data, Voice Package and Equipment Fee		
<b>Services added</b>	Feb 03 - Feb 13	<b>\$113.05</b>
Data, SecurityEdge,, SecurityEdge Preferred, Equipment Fee and other charges		

**Please note:** Credits for service you were billed for in advance last month.

**Please note:** Charge for new service up to the start of your bill period. Your new regular monthly charge is shown below.

On your last bill you were billed in advance for services between Jan 14 - Feb 13. We've applied a credit of -\$5.92 as a result of your change(s) on Feb 03. For more details about the change to your service please go to [business.comcast.com/myaccount](https://business.comcast.com/myaccount).

### Regular monthly charges \$334.85

<b>Comcast Business</b>	<b>\$312.85</b>
<b>Bundled services</b>	<b>\$177.95</b>
Data, SecurityEdge, Voice Package, Includes: Business Internet Advanced, 1 Mobility Voice Line, and SecurityEdge.	\$294.00
<b>Bundle Discount</b>	<b>-\$144.00</b>
Equipment Fee	\$27.95
<b>Internet services</b>	<b>\$144.90</b>
SecurityEdge Preferred	\$40.00
WiFi Pro	\$14.95
Static IP - 1	\$34.95
Wireless Connect	\$20.00
Equipment Fee	\$10.00
Access Point.	

### What's included?

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

**Voice Numbers:** (904)312-9604

Visit [business.comcast.com/myaccount](https://business.comcast.com/myaccount) for more details

You've saved \$154.00 this month with your bundle and automatic payments discounts.

...continued

Equipment Fee Wireless Connect.	\$15.00	
Equipment Fee Wireless Connect.	\$10.00	
<b>Other credits and discounts</b>		<b>-\$10.00</b>
Automatic Payments Discount Including Paperless Billing	-\$10.00	

<b>Service fees</b>		<b>\$22.00</b>
Directory Listing Management Fee	\$11.00	
Voice Network Investment	\$11.00	

<b>Taxes, fees and other charges</b>		<b>\$12.93</b>
--------------------------------------	--	----------------

<b>Other charges</b>		<b>\$2.11</b>
Federal Universal Service Fund	\$0.97	
Regulatory Cost Recovery	\$1.14	

<b>Taxes &amp; government fees</b>		<b>\$10.82</b>
Sales Tax	\$5.77	
State Communications Services Tax	\$2.57	
Local Communications Services Tax	\$2.08	
911 Fees	\$0.40	

## Additional information

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

# Hello Bartram Springs Club,

Thanks for choosing Comcast Business.

Your bill at a glance		
For 14530 CHERRY LAKE DR E OFC, JACKSONVILLE, FL, 32258-5133		
Previous balance		\$886.73
EFT Payment - thank you	Feb 02	-\$886.73
<b>Balance forward</b>		<b>\$0.00</b>
Partial charges	Page 3	-\$93.26
Regular monthly charges	Page 3	\$658.95
Taxes, fees and other charges	Page 4	\$64.91
<b>New charges</b>		<b>\$630.60</b>
<b>Amount due</b>		<b>\$630.60</b>

← Your bill explained

- We've applied a partial charge of -\$93.26 as a result of changes to Mobility Voice Line, Data, SecurityEdge,, Service To Additional TV and other charges made to your account on Feb 10.
- Regular monthly charges have decreased by \$121.50 as a result of service change(s) made to Internet services, Voice services, Bundled services and other regular monthly charges.
- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

**!** Thanks for paying by Automatic Payment  
 Your automatic payment on Mar 01, 2026, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

**Need help?**  
 Visit [business.comcast.com/help](https://business.comcast.com/help) or see page 2 for other ways to contact us.

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

Please write your account number on your check or money order

Do not include correspondence with payment

**COMCAST  
BUSINESS**  
 1401 NORTHPOINT PKWY W PALM  
 BCH FL 33407-1937

GMS BARTRAM SPRINGS CLUB  
 ATTN WINSLOW WHEELER  
 14530 CHERRY LAKE DR E  
 OFC  
 JACKSONVILLE, FL 32258

Account number **8495 74 121 1618453**  
 Automatic payment **Mar 01, 2026**  
**Please pay \$630.60**

Electronic payment will be applied Mar 01, 2026

COMCAST  
 PO BOX 71211  
 CHARLOTTE NC 28272-1211

849574121161845300630608

## Download the Comcast Business App

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

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

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## Faster speeds. More solutions. Bigger savings.

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

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

## Need help? We're here for you



### Visit us online

Get help and support at [business.comcast.com/help](https://business.comcast.com/help)



### Call us anytime

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

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We can help ensure it's a smooth transition. Visit [business.comcast.com/learn/moving](https://business.comcast.com/learn/moving) to learn more.

### Accessibility:

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

## Ways to pay



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## Additional billing information

### More ways to pay:



#### Online

Visit My Account at [business.comcast.com/myaccount](https://business.comcast.com/myaccount)



#### Comcast Business App

Download the Comcast Business App

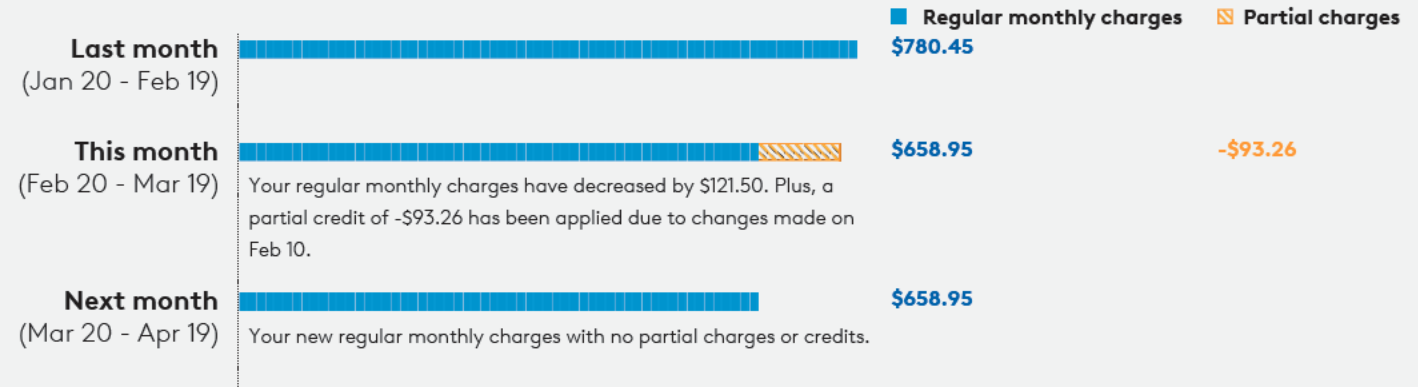


#### In-Store

Visit [business.comcast.com/servicecenter](https://business.comcast.com/servicecenter) to find a store near you

### Your regular monthly charges have changed

A change was made to your service, so this bill will be a little different. Here's why:



Please note: amounts shown exclude one-time charges, taxes and fees, additional change of service, discount expiration or rate adjustments.

### Partial charges -\$93.26

<b>Services removed</b>	Feb 10 - Feb 19	<b>-\$176.28</b>
Mobility Voice Line, Data, SecurityEdge,, Service To Additional TV and other charges		
<b>Services added</b>	Feb 10 - Feb 19	<b>\$83.02</b>
Mobility Voice Line, Service To Additional TV, Equipment Fee and other charges		

**Please note:** Credits for service you were billed for in advance last month.

**Please note:** Charge for new service up to the start of your bill period. Your new regular monthly charge is shown below.

On your last bill you were billed in advance for services between Jan 20 - Feb 19. We've applied a credit of -\$93.26 as a result of your change(s) on Feb 10. For more details about the change to your service please go to [business.comcast.com/myaccount](https://business.comcast.com/myaccount).

### Regular monthly charges \$658.95

<b>Comcast Business</b>	<b>\$636.95</b>
<b>Bundled services</b>	<b>\$177.95</b>
Data, SecurityEdge, Voice Package, Includes: Business Internet Advanced, 1 Mobility Voice Line, and SecurityEdge.	\$294.00
<b>Bundle Discount</b>	<b>-\$144.00</b>
Equipment Fee Voice.	\$27.95
<b>TV services</b>	<b>\$274.05</b>
TV Standard Business Video.	\$124.95
Sports and Entertainment Package.	\$34.95
TV Box + Remote	\$11.95

### What's included?

- Internet:** Fast, reliable internet on our Gig-speed network
- TV:** Keep your employees informed and customers entertained
- Voice Numbers:** (904)880-5156, (904)880-5014, (904)374-3397, (904)880-5370, (904)619-0387

Visit [business.comcast.com/myaccount](https://business.comcast.com/myaccount) for more details

You've saved \$273.80 this month with your bundle, service and automatic payments discounts.

...continued

Service To Additional TV With TV Box and Remote. Qty 4 @ \$11.95 each	\$47.80
Broadcast TV Fee	\$49.70
Regional Sports Fee	\$4.70

**Internet services \$79.95**

SecurityEdge Preferred	\$40.00
Service Discount	-\$40.00
Static IP - 1	\$34.95
Wireless Connect	\$20.00
Equipment Fee Wireless Connect.	\$15.00
Equipment Fee Wireless Connect.	\$10.00

**Voice services \$115.00**

Voice Mail Service Qty 3 @ \$5.00 each	\$15.00
Mobility Voice Line Business Voice. Qty 4 @ \$25.00 each	\$179.80
Bundle Discount	-\$79.80

**Other credits and discounts -\$10.00**

Automatic Payments Discount Including Paperless Billing	-\$10.00
--	----------

**Service fees \$22.00**

Directory Listing Management Fee	\$11.00
Voice Network Investment	\$11.00

**Taxes, fees and other charges \$64.91**

**Other charges \$8.99**

Federal Universal Service Fund	\$3.95
Regulatory Cost Recovery	\$5.04

**Taxes & government fees \$55.92**

Sales Tax	\$6.22
State Communications Services Tax	\$26.38
Local Communications Services Tax	\$21.32
911 Fees	\$2.00

## Additional information

The Regulatory Cost Recovery fee is neither government mandated nor a tax, but is assessed by Comcast to recover certain federal, state, and local regulatory costs.

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

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



BARTRAM SPRINGS CDD  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133

Statement Date: February 10, 2026

Amount Due: \$67.04

Due Date: March 03, 2026


Account #: 211003320143

**DO NOT PAY. Your account will be drafted on March 03, 2026**

### Account Summary

<b>Current Service Period:</b> January 10, 2026 - February 04, 2026	
Previous Amount Due	\$65.54
Payment(s) Received Since Last Statement	-\$65.54
<b>Current Month's Charges</b>	<b>\$67.04</b>
<b>Amount Due by March 03, 2026</b>	<b>\$67.04</b>

Amount not paid by due date may be assessed a late payment charge and an additional deposit.



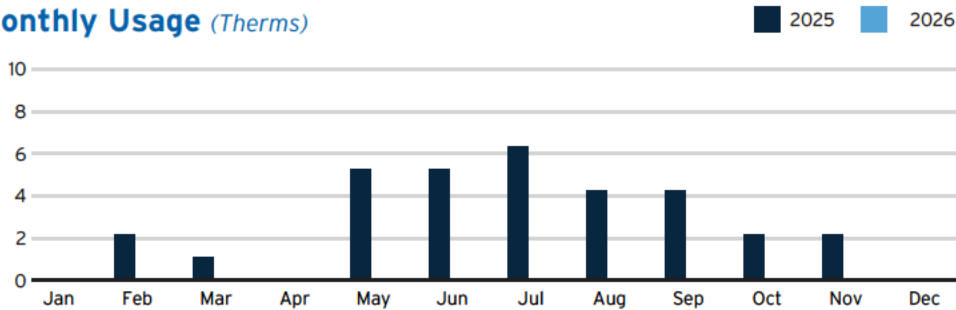
Scan here to view your account online.

### Get rebates on natural gas equipment

- Cooking
- Water heating
- Drying
- Air conditioning (Gas heat pump)

Learn more at [PeoplesGas.com/BizRebates](https://PeoplesGas.com/BizRebates)

### Monthly Usage (Therms)



Learn about your newly redesigned bill and get deeper insights about your usage by visiting [TECOaccount.com](https://TECOaccount.com)



To ensure prompt credit, please return stub portion of this bill with your payment.

Account #: 211003320143

Due Date: March 03, 2026

### Pay your bill online at PeoplesGas.com

See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit [PeoplesGas.com/Paperless](https://PeoplesGas.com/Paperless) to enroll now.

Amount Due: \$67.04

Payment Amount: \$ \_\_\_\_\_

616816695960

Your account will be drafted on March 03, 2026

BARTRAM SPRINGS CDD  
393 PALM COAST PKWY SW, UNIT 4  
PALM COAST, FL 32137-4774

Mail payment to:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

Make check payable to: TECO  
Please write your account number on the memo line of your check.



**Service For:**  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133

**Account #:** 211003320143  
**Statement Date:** February 10, 2026  
**Charges Due:** March 03, 2026

## Meter Read

**Service Period:** Jan 10, 2026 - Feb 04, 2026

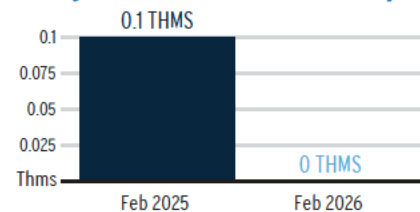
**Rate Schedule:** Small General Service - Transportation

Meter Number	Read Date	Current Reading	- Previous Reading	= Measured Volume	x BTU	x Conversion	= Total Used	Billing Period
AHI40399	02/04/2026	774	774	0 CCF	1.044	1.0000	0.0 Therms	26 Days

## Charge Details

Natural Gas Charges	
Customer Charge	\$63.00
<b>Natural Gas Service Cost</b>	<b>\$63.00</b>
Franchise Fee	\$4.04
<b>Total Natural Gas Cost, Local Fees and Taxes</b>	<b>\$67.04</b>

## Avg THMS Used Per Day



**Total Current Month's Charges**

**\$67.04**

For more information about your bill and understanding your charges, please visit [PeoplesGas.com](https://www.PeoplesGas.com)

## Ways To Pay Your Bill



### Bank Draft

Visit [PeoplesGas.com](https://www.PeoplesGas.com) for free recurring or one time payments via checking or savings account.



### In-Person

Find list of Payment Agents at [PeoplesGas.com](https://www.PeoplesGas.com)



### Mail A Check

**Payments:**  
TECO  
P.O. Box 31318  
Tampa, FL 33631-3318  
Mail your payment in the enclosed envelope.



### Credit or Debit Card

Pay by credit Card using KUBRA EZ-Pay at [PeoplesGas.com](https://www.PeoplesGas.com). Convenience fee will be charged.



### Phone

Toll Free:  
**866-689-6469**

### All Other Correspondences:

Peoples Gas  
P.O. Box 111  
Tampa, FL 33601-0111

## Contact Us

### Residential Customer Care:

813-223-0800 (Tampa)  
863-299-0800 (Lakeland)  
352-622-0111 (Ocala)  
954-453-0777 (Broward)  
305-940-0139 (Miami)  
727-826-3333 (St. Petersburg)  
407-425-4662 (Orlando)  
904-739-1211 (Jacksonville)  
877-832-6747 (All Other Counties)

### Online:

[PeoplesGas.com](https://www.PeoplesGas.com)

### Phone:

Commercial Customer Care:  
866-832-6249  
Hearing Impaired/TTY:  
7-1-1  
Natural Gas Outage:  
877-832-6747  
Natural Gas Energy  
Conservation Rebates:  
877-832-6747

**Please Note:** If you choose to pay your bill at a location not listed on our website or provided by Peoples Gas, you are paying someone who is not authorized to act as a payment agent at Peoples Gas. You bear the risk that this unauthorized party will relay the payment to Peoples Gas and do so in a timely fashion. Peoples Gas is not responsible for payments made to unauthorized agents, including their failure to deliver or timely deliver the payment to us. Such failures may result in late payment charges to your account or service disconnection.



**BARTRAM SPRINGS CDD**  
 CLUBHOUSE FIRE PIT  
 14530 CHERRY LAKE DR E  
 JACKSONVILLE, FL 32258-5133

**Statement Date:** February 10, 2026

<b>Amount Due:</b>	<b>\$70.62</b>
<b>Due Date:</b> March 03, 2026	
<b>Account #:</b> 221003032432	

**DO NOT PAY. Your account will be drafted on March 03, 2026**


**Account Summary**

<b>Current Service Period:</b> January 10, 2026 - February 04, 2026	
Previous Amount Due	\$79.80
Payment(s) Received Since Last Statement	-\$79.80
<b>Current Month's Charges</b>	<b>\$70.62</b>
<b>Amount Due by March 03, 2026</b>	<b>\$70.62</b>

Amount not paid by due date may be assessed a late payment charge and an additional deposit.

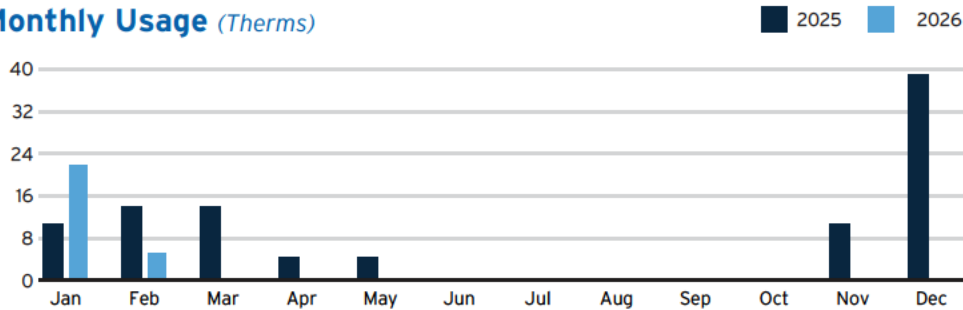
**Your Energy Insight**

- Your average daily THMS used was **60% lower** than the same period last year.
- Your average daily THMS used was **66.67% lower** than it was in your previous period.



Scan here to view your account online.

**Monthly Usage (Therms)**



Learn about your newly redesigned bill and get deeper insights about your usage by visiting [TECOaccount.com](https://TECOaccount.com)

**Get rebates on natural gas equipment**

- Cooking
- Water heating
- Drying
- Air conditioning (Gas heat pump)

Learn more at [PeoplesGas.com/BizRebates](https://PeoplesGas.com/BizRebates)



To ensure prompt credit, please return stub portion of this bill with your payment.

**Account #:** 221003032432  
**Due Date:** March 03, 2026

**Pay your bill online at PeoplesGas.com**  
 See reverse side of your paystub for more ways to pay.

Go Paperless, Go Green! Visit [PeoplesGas.com/Paperless](https://PeoplesGas.com/Paperless) to enroll now.

<b>Amount Due:</b>	<b>\$70.62</b>
<b>Payment Amount:</b>	\$ _____

663730056588

Your account will be drafted on March 03, 2026

BARTRAM SPRINGS CDD  
 CLUBHOUSE FIRE PIT  
 393 PALM COAST PKWY SW, UNIT 4  
 PALM COAST, FL 32137-4774

Mail payment to:  
 TECO  
 P.O. BOX 31318  
 TAMPA, FL 33631-3318

Make check payable to: TECO  
 Please write your account number on the memo line of your check.



**Service For:**  
 14530 CHERRY LAKE DR E  
 JACKSONVILLE, FL 32258-5133

**Account #:** 221003032432  
**Statement Date:** February 10, 2026  
**Charges Due:** March 03, 2026

## Meter Read

**Meter Location:** Clubhouse FP

**Service Period:** Jan 10, 2026 - Feb 04, 2026

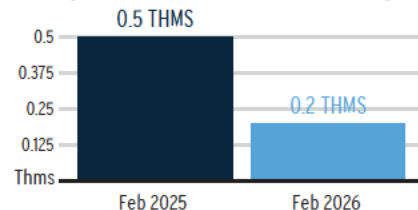
**Rate Schedule:** Small General Service - Transportation

Meter Number	Read Date	Current Reading	- Previous Reading	= Measured Volume	x BTU	x Conversion	= Total Used	Billing Period
AHX25588	02/04/2026	1,653	1,648	5 CCF	1.044	1.0000	5.2 Therms	26 Days

## Charge Details

Natural Gas Charges			
Customer Charge			\$63.00
Distribution Charge	5.2 THMS @ \$0.58434		\$3.04
Swing Service Charge	5.2 THMS @ \$0.03270		\$0.17
Florida Gross Receipts Tax			\$0.15
<b>Natural Gas Service Cost</b>			<b>\$66.36</b>
Franchise Fee			\$4.26
<b>Total Natural Gas Cost, Local Fees and Taxes</b>			<b>\$70.62</b>

## Avg THMS Used Per Day



**Total Current Month's Charges \$70.62**

For more information about your bill and understanding your charges, please visit [PeoplesGas.com](http://PeoplesGas.com)

## Ways To Pay Your Bill

- Bank Draft**  
 Visit [PeoplesGas.com](http://PeoplesGas.com) for free recurring or one time payments via checking or savings account.
- In-Person**  
 Find list of Payment Agents at [PeoplesGas.com](http://PeoplesGas.com)
- Mail A Check Payments:**  
 TECO  
 P.O. Box 31318  
 Tampa, FL 33631-3318  
 Mail your payment in the enclosed envelope.
- Credit or Debit Card**  
 Pay by credit Card using KUBRA EZ-Pay at [PeoplesGas.com](http://PeoplesGas.com). Convenience fee will be charged.
- Phone**  
 Toll Free: **866-689-6469**
- All Other Correspondences:**  
 Peoples Gas  
 P.O. Box 111  
 Tampa, FL 33601-0111

## Contact Us

- Residential Customer Care:**  
 813-223-0800 (Tampa)  
 863-299-0800 (Lakeland)  
 352-622-0111 (Ocala)  
 954-453-0777 (Broward)  
 305-940-0139 (Miami)  
 727-826-3333 (St. Petersburg)  
 407-425-4662 (Orlando)  
 904-739-1211 (Jacksonville)  
 877-832-6747 (All Other Counties)
- Online:**  
[PeoplesGas.com](http://PeoplesGas.com)
- Phone:**  
 Commercial Customer Care: 866-832-6249  
 Hearing Impaired/TTY: 7-1-1  
 Natural Gas Outage: 877-832-6747  
 Natural Gas Energy Conservation Rebates: 877-832-6747

**Please Note:** If you choose to pay your bill at a location not listed on our website or provided by Peoples Gas, you are paying someone who is not authorized to act as a payment agent at Peoples Gas. You bear the risk that this unauthorized party will relay the payment to Peoples Gas and do so in a timely fashion. Peoples Gas is not responsible for payments made to unauthorized agents, including their failure to deliver or timely deliver the payment to us. Such failures may result in late payment charges to your account or service disconnection.

# Hello Bartram Springs Club,

Thanks for choosing Comcast Business.

Your bill at a glance		
For 14530 CHERRY LAKE DR E, BLDG GYM, JACKSONVILLE, FL, 32258-5133		
Previous balance		\$190.05
EFT Payment - thank you	Feb 08	-\$190.05
<b>Balance forward</b>		<b>\$0.00</b>
Partial charges	Page 3	\$9.10
Regular monthly charges	Page 3	\$192.95
Taxes, fees and other charges	Page 4	\$5.12
<b>New charges</b>		<b>\$207.17</b>
<b>Amount due</b>		<b>\$207.17</b>

← Your bill explained

- We've applied a partial charge of \$9.10 as a result of Data, SecurityEdge, Wireless Connect and Equipment Fee change(s) made to your account on Feb 03.
- Regular monthly charges have increased by \$5.00 as a result of service change(s) made to Internet services, Comcast Business and Other credits and discounts.
- This page gives you a quick summary of your monthly bill. A detailed breakdown of your charges begins on page 3.

**!** Thanks for paying by Automatic Payment  
 Your automatic payment on Mar 07, 2026, will include your amount due, plus or minus any payment related activities or adjustments, and less any credits issued before your bill due date.

**Need help?**  
 Visit [business.comcast.com/help](https://business.comcast.com/help) or see page 2 for other ways to contact us.

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

Please write your account number on your check or money order

Do not include correspondence with payment

**COMCAST  
BUSINESS**  
 1401 NORTHPOINT PKWY W PALM  
 BCH FL 33407-1937

BARTRAM GMS SPRINGS CLUB  
 ATTN WINSLOW WHEELER  
 14530 CHERRY LAKE DR E  
 BLDG GYM  
 JACKSONVILLE, FL 32258

Account number **8495 74 121 2680338**  
 Automatic payment **Mar 07, 2026**  
**Please pay \$207.17**

Electronic payment will be applied Mar 07, 2026

COMCAST  
 PO BOX 71211  
 CHARLOTTE NC 28272-1211

## Download the Comcast Business App

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

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

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



## Faster speeds. More solutions. Bigger savings.

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

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

## Need help? We're here for you



### Visit us online

Get help and support at [business.comcast.com/help](https://business.comcast.com/help)



### Call us anytime

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

## Useful information

### Moving?

We can help ensure it's a smooth transition. Visit [business.comcast.com/learn/moving](https://business.comcast.com/learn/moving) to learn more.

### Accessibility:

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

## Ways to pay



### No more mailing monthly checks

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



### Go paperless and say goodbye to clutter

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

## Additional billing information

### More ways to pay:



#### Online

Visit My Account at [business.comcast.com/myaccount](https://business.comcast.com/myaccount)



#### Comcast Business App

Download the Comcast Business App

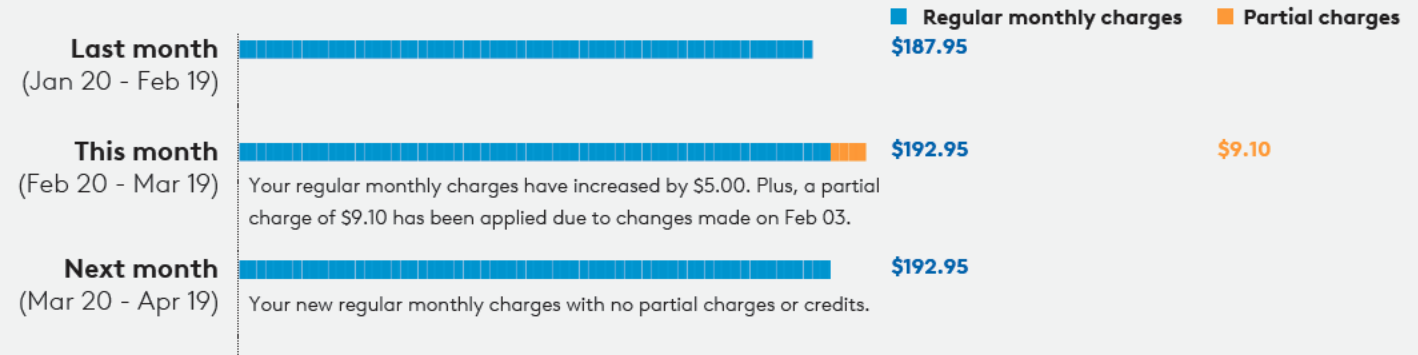


#### In-Store

Visit [business.comcast.com/servicecenter](https://business.comcast.com/servicecenter) to find a store near you

### Your regular monthly charges have changed

A change was made to your service, so this bill will be a little different. Here's why:



Please note: amounts shown exclude one-time charges, taxes and fees, additional change of service, discount expiration or rate adjustments.

### Partial charges \$9.10

<b>Services removed</b>	Feb 03 - Feb 19	<b>-\$97.13</b>
Data, SecurityEdge		
<b>Services added</b>	Feb 03 - Feb 19	<b>\$106.23</b>
Data, SecurityEdge, Wireless Connect and Equipment Fee		

**Please note:** Credits for service you were billed for in advance last month.

**Please note:** Charge for new service up to the start of your bill period. Your new regular monthly charge is shown below.

On your last bill you were billed in advance for services between Jan 20 - Feb 19. We've applied a charge of \$9.10 as a result of your change(s) on Feb 03. For more details about the change to your service please go to [business.comcast.com/myaccount](https://business.comcast.com/myaccount).

### Regular monthly charges \$192.95

<b>Comcast Business</b>	<b>\$192.95</b>
<b>Internet services</b>	<b>\$202.95</b>
Data, SecurityEdge	\$279.00
Package, Includes: Business Internet Advanced and SecurityEdge.	
Bundle Discount	-\$149.00
Wireless Connect	\$20.00
Equipment Fee Internet.	\$27.95
Equipment Fee Wireless Connect.	\$15.00
Equipment Fee Wireless Connect.	\$10.00
<b>Other credits and discounts</b>	<b>-\$10.00</b>
Automatic Payments Discount Including Paperless Billing	-\$10.00

### What's included?



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

Visit [business.comcast.com/myaccount](https://business.comcast.com/myaccount) for more details

You've saved \$159.00 this month with your bundle and automatic payments discounts.

<b>Taxes, fees and other charges</b>	<b>\$5.12</b>
--------------------------------------	---------------

<b>Taxes &amp; government fees</b>	<b>\$5.12</b>
------------------------------------	---------------

Sales Tax	\$5.12
-----------	--------



BARTRAM SPRINGS CDD

14530 CHERRY LAKE DR E  
Jacksonville, FL 32258-0000

TECO Account Number: 221003032432

Details of Charges

Previous Balance	\$22.68
Payments Received	\$22.68 CR
<b>Balance Forward</b>	<b>\$0.00</b>

Current Gas Service Charges for February 2026

Gas Charge	\$3.69
(23 days @ \$0.646, 4 days @ \$1.073)	
Transportation	\$0.49
(5.2 Therms @ \$0.0939)	
Fuel	\$0.09
Customer Charge	\$6.95
Sales Taxes - County	\$0.00
Sales Taxes - State	\$0.00
<b>Total Due by 03/09/2026</b>	<b>\$11.22</b>

Invoice 1408813ES

Page 1 of 2

Bill Group #

38488

Statement Date

02/12/2026

Current Charges

\$11.22

Balance Forward

\$0.00

Payment Due

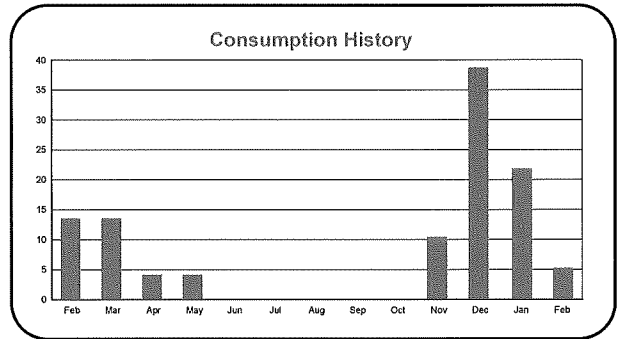
03/09/2026

877-436-4427

onlyfng.com

customerservice@onlyfng.com

For Emergencies or Gas Leaks (24/7) Call TECO  
1-877-832-6747

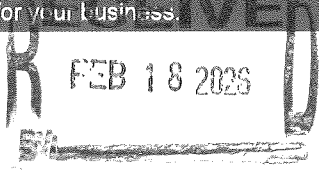


How We Calculated Your Charges

Variable Rate: INSIDE FERC FGT Z3

Meter Start	Meter End	Days of Service	Therms Used	Fuel Used	Fuel Rate	Fuel Charges	RatePerTherm	Gas Charges
01/09/2026	02/04/2026	27	5.2	0.13	\$0.7093	\$0.09	\$0.7093	\$3.69

ARE YOU USING CLICK? FNG commercial customers can access all their accounts in one place, pay online, enroll in paperless billing and even analyze energy costs! Get your access to the CLICK portal by visiting click.onlyfng.com or contacting your energy manager. You are enrolled in AutoPay. Do not send any payment. Your payment will be made automatically on your due date. Thank you for your business.



PO BOX 570828  
ATLANTA, GA 30357

Please tear off and return stub with your payment.

Bill Group #	38488
Invoice #	1408813ES
Total Due by 03/09/2026	\$11.22

Amount Enclosed (checks payable to FLORIDA NATURAL GAS)

\$ \_\_\_\_\_

To pay by ACH, please contact our Customer Care team at 877.436.4427

BARTRAM SPRINGS CDD  
ACCOUNTS PAYABLE  
475 WEST TOWN PLACE SUITE 114  
ST AUGUSTINE, FL 32092-0000

FLORIDA NATURAL GAS  
P.O. BOX 934726  
ATLANTA, GA 31193-4726





BARTRAM SPRINGS CDD

Invoice 1408813ES

Bill Group #

Statement Date

Current Charges

Balance Forward

Payment Due

Page 2 of 2

38488

02/12/2026

\$11.22

\$0.00

03/09/2026

TAXPAYER NAME: BARTRAM SPRINGS COMMUNITY TIN: xxxxx2579

# Deposit Confirmation

Your payment has been accepted.

## Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

## REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

**EFT ACKNOWLEDGEMENT NUMBER:** 270647042285011

### PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

<b>Payment Information</b>	<b>Entered Data</b>
<b>Taxpayer EIN</b>	xxxxx2579
<b>Tax Form</b>	941 Employers Federal Tax
<b>Tax Type</b>	Federal Tax Deposit
<b>Tax Period</b>	Q1/2026
<b>Payment Amount</b>	\$122.40
<b>Settlement Date</b>	03/11/2026
<b>Subcategories:</b>	
<b>1 Social Security</b>	\$99.20
<b>2 Medicare</b>	\$23.20
<b>Account Number</b>	xxxx9755
<b>Account Type</b>	CHECKING
<b>Routing Number</b>	063112786
<b>Bank Name</b>	HANCOCK WHITNEY BANK



225 N. Pearl St.  
Jacksonville, FL  
32202-4513



**BARTRAM SPRINGS COMM DEV.  
DISTRICT**

Account #: 2568379466  
Bill Date: 02/18/26  
Cycle: 16

**Amount Due  
\$6,722.01**

Do not pay. AutoPay will process  
your payment on 03/12/26.

Phone: (904) 665-6000

Online: jea.com

Business Customers: (904) 665-6250

**TOTAL SUMMARY OF CHARGES**

Electric .....	\$	4,582.41
Water .....		1,122.91
Sewer .....		542.80
Irrigation .....		473.89
<b>Total New Charges .....</b>	<b>\$</b>	<b>6,722.01</b>

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

Previous Balance .....	\$	6,856.84
Payment(s) Received .....		-6,856.84
Balance Before New Charges .....		0.00
New Charges .....		6,722.01

**Do not pay. AutoPay will process your  
payment on 03/12/26.** \$ 6,722.01

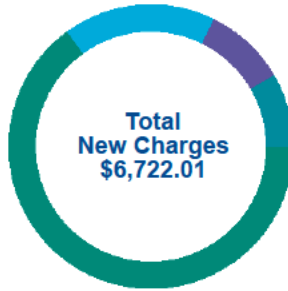
**MESSAGES**



If your central air conditioning unit is more than 12 years old, replacing it with an **ENERGY STAR** certified model could cut costs by 30%.



If your business has showers, be sure you have low-flow showerheads installed to save water and save on your water heating costs.



- Electric \$4,582.41
- Water \$1,122.91
- Sewer \$542.80
- Irrigation \$473.89

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



- Check here for telephone/mail address correction and fill in on reverse side.
- Add \$\_\_\_\_\_ to my monthly bill: \$\_\_\_\_\_ for Neighbor to Neighbor and/or \$\_\_\_\_\_ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: <b>2568379466</b>	Bill Date: <b>02/18/26</b>
Do not pay. AutoPay will process your payment on 03/12/26.	TOTAL AMOUNT PAID
<b>\$6,722.01</b>	

BARTRAM SPRINGS COMM DEV. DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE FL 32092-3649





Account #: 2568379466 Bill Date: 02/18/26 Cycle: 16



Phone: (904) 665-6000



Online: jea.com

**WATER SERVICE**

Billing Rate: Commercial Water Service  
Service Address: 14530 CHERRY LAKE DR E  
Service Period: 01/15/26 - 02/16/26 Reading Date: 02/16/26  
Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
83003017	32	316	Regular	1 1/2	4000 GAL

Basic Monthly Charge \$ 50.63  
 Water Consumption Charge 12.24  
 City of Jacksonville Franchise Fee 1.89  
**Total Current Water Charges \$ 64.76**

**SEWER SERVICE**

Billing Rate: Commercial Sewer Service  
Service Address: 14530 CHERRY LAKE DR E  
Service Period: 01/15/26 - 02/16/26 Reading Date: 02/16/26  
Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
83003017	32	316	Regular	1 1/2	4000 GAL

Basic Monthly Charge \$ 167.90  
 Sewer Usage Charge 20.68  
 City of Jacksonville Franchise Fee 5.66  
**Total Current Sewer Charges \$ 194.24**

**WATER SERVICE**

Billing Rate: Commercial Water Service  
Service Address: 14530 CHERRY LAKE DR E  
Service Period: 01/15/26 - 02/16/26 Reading Date: 02/16/26  
Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
86860454	32	1480	Regular	2	14000 GAL

Basic Monthly Charge \$ 78.40  
 Water Consumption Charge 42.84  
 City of Jacksonville Franchise Fee 3.64  
**Total Current Water Charges \$ 124.88**

**SEWER SERVICE**

Billing Rate: Commercial Sewer Service  
Service Address: 14530 CHERRY LAKE DR E  
Service Period: 01/15/26 - 02/16/26 Reading Date: 02/16/26  
Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
86860454	32	1480	Regular	2	14000 GAL

Basic Monthly Charge \$ 266.03  
 Sewer Usage Charge 72.38  
 City of Jacksonville Franchise Fee 10.15  
**Total Current Sewer Charges \$ 348.56**

**WATER SERVICE**

Billing Rate: Detector Meter Sprinkler Service  
Service Address: 14530 CHERRY LAKE DR E  
Service Period: 01/20/26 - 02/18/26 Reading Date: 02/18/26  
Service Point: Fire Sprinkler 1

Detecto-Meter Charge \$ 44.38  
 City of Jacksonville Franchise Fee 1.33

**Total Current Water Charges \$ 45.71**

**IRRIGATION SERVICE**

Billing Rate: Commercial Irrigation Service  
Service Address: 14530 CHERRY LAKE DR E  
Service Period: 01/15/26 - 02/16/26 Reading Date: 02/16/26  
Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
100691764	32	432	Regular	2	73000 GAL

Basic Monthly Charge \$ 78.40  
 Tier 1 Consumption (1 - 7 Kgal @ \$3.49 kgal) 27.94  
 Tier 2 Consumption (> 7 Kgal @ \$4.69 kgal) 353.75  
 City of Jacksonville Franchise Fee 13.80

**Total Current Irrigation Charges \$ 473.89**



Account #: 2568379466 Bill Date: 02/18/26 Cycle: 16

Phone: (904) 665-6000

Online: jea.com

**ELECTRIC SERVICE**

Billing Rate: General Service Demand  
 Service Address: 14532 CHERRY LAKE DR E APT TRCT  
 Service Period: 01/16/26 - 02/17/26 Reading Date: 02/17/26  
 Service Point: Large Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22489908	32	78944	Regular	40	37400 KWH
22489908	32	0	Regular	40	0 KW
22489908	32	1.97	Regular	40	78.80 KW

Basic Monthly Charge \$ 223.00  
 GSD Demand Charge 661.92  
 GSD Energy Charge 1,228.96  
 Tax Exempt Fuel Cost (\$0.03633 per kWh) 1,358.74  
 Taxable Fuel Cost (\$0.00511 per kWh) 191.11  
 City of Jacksonville Franchise Fee 109.91  
 Gross Receipts Tax 96.76

**Total Current Electric Charges \$ 3,870.40**

**ELECTRIC SERVICE**

Billing Rate: General Service  
 Service Address: 14543 CHERRY LAKE DR W APT LS01  
 Service Period: 01/16/26 - 02/17/26 Reading Date: 02/17/26  
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22493394	32	1667	Regular	1	20 KWH
22493394	32	.03	Regular	1	.03 KW

Basic Monthly Charge \$ 25.00  
 Energy Charge (\$0.06813 per kWh) 1.36  
 Tax Exempt Fuel Cost (\$0.03633 per kWh) 0.73  
 Taxable Fuel Cost (\$0.00511 per kWh) 0.10  
 City of Jacksonville Franchise Fee 0.82  
 Gross Receipts Tax 0.72

**Total Current Electric Charges \$ 28.73**

**ELECTRIC SERVICE**

Billing Rate: General Service  
 Service Address: 17 EVEREST LA APT SG01  
 Service Period: 01/15/26 - 02/13/26 Reading Date: 02/13/26  
 Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22508751	29	79999	Regular	1	5852 KWH
22508751	29	21.65	Regular	1	21.65 KW

Basic Monthly Charge \$ 25.00  
 Energy Charge (\$0.06813 per kWh) 398.70  
 Tax Exempt Fuel Cost (\$0.03633 per kWh) 212.60  
 Taxable Fuel Cost (\$0.00511 per kWh) 29.90  
 Gross Receipts Tax 17.08

**Total Current Electric Charges \$ 683.28**

**WATER SERVICE**

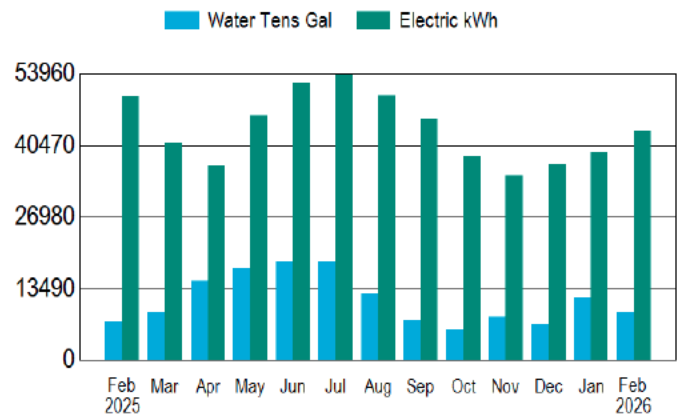
Billing Rate: Commercial Reclaimed Irrigation Service  
 Service Address: 61 EVEREST LA APT IR01  
 Service Period: 01/15/26 - 02/16/26 Reading Date: 02/16/26  
 Service Point: Reclaim Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
89241659	32	6373	Regular	1	198000 GAL

Basic Monthly Charge \$ 31.50  
 Inspection Fee 6.00  
 Tier 1 Consumption (1-14 kgal @ \$3.81) 53.35  
 Tier 2 Consumption (> 14 kgal @ \$4.33) 796.71

**Total Current Water Charges \$ 887.56**

**CONSUMPTION HISTORY**



	1 Year Ago	Last Month	This Month	Average Daily
Total kWh Used	49,744	39,148	43,272	1,352
Total Gallons Used	71,000	117,000	91,000	2,844



225 N. Pearl St.  
Jacksonville, FL  
32202-4513

**BARTRAM SPRINGS COMM DEV DISTRICT**

Account #: 1540008426  
Bill Date: 02/18/26  
Cycle: 16

**Amount Due  
\$283.01**

Do not pay. AutoPay will process your payment on 03/12/26.

Phone: (904) 665-6000

Online: jea.com

Business Customers: (904) 665-6250

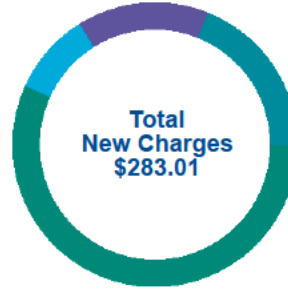
**TOTAL SUMMARY OF CHARGES**

Electric .....	\$	167.89
Water .....		22.92
Sewer .....		40.05
Irrigation .....		52.15
<b>Total New Charges .....</b>	<b>\$</b>	<b>283.01</b>

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

Previous Balance .....	\$	301.03
Payment(s) Received .....		-301.03
Balance Before New Charges .....		0.00
New Charges .....		283.01

**Do not pay. AutoPay will process your payment on 03/12/26.** \$ 283.01



- Electric \$167.89
- Water \$22.92
- Sewer \$40.05
- Irrigation \$52.15

**MESSAGES**



If your central air conditioning unit is more than 12 years old, replacing it with an **ENERGY STAR** certified model could cut costs by 30%.



If your business has showers, be sure you have low-flow showerheads installed to save water and save on your water heating costs.

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



- Check here for telephone/mail address correction and fill in on reverse side.
- Add \$\_\_\_\_\_ to my monthly bill: \$\_\_\_\_\_ for Neighbor to Neighbor and/or \$\_\_\_\_\_ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: **1540008426**

Bill Date: **02/18/26**

Do not pay. AutoPay will process your payment on 03/12/26.	TOTAL AMOUNT PAID
<b>\$283.01</b>	

BARTRAM SPRINGS COMM DEV DISTRICT  
475 W TOWN PL STE 114  
ST AUGUSTINE FL 32092-3649





**BARTRAM SPRINGS COMM DEV DISTRICT**

Account #: 1540008426 Bill Date: 02/18/26 Cycle: 16



Phone: (904) 665-6000



Online: jea.com

**ELECTRIC SERVICE**

Billing Rate: General Service  
 Service Address: 14751 BARTRAM SPRINGS PKWY  
 Service Period: 01/16/26 - 02/17/26 Reading Date: 02/17/26  
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
24063319	32	50034	Regular	1	548 KWH

Basic Monthly Charge \$ 25.00  
 Energy Charge (\$0.06813 per kWh) 37.34  
 Tax Exempt Fuel Cost (\$0.03633 per kWh) 19.91  
 Taxable Fuel Cost (\$0.00511 per kWh) 2.80  
 City of Jacksonville Franchise Fee 2.55  
 Gross Receipts Tax 2.25

**Total Current Electric Charges \$ 89.85**

**WATER SERVICE**

Billing Rate: Residential Water Service  
 Service Address: 14751 BARTRAM SPRINGS PKWY  
 Service Period: 01/15/26 - 02/16/26 Reading Date: 02/16/26  
 Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
101725871	32	3	Regular	3/4	3000 GAL

Basic Monthly Charge \$ 18.23  
 Tier 1 Consumption (1-4 kgal @ \$1.34) 4.02  
 City of Jacksonville Franchise Fee 0.67

**Total Current Water Charges \$ 22.92**

**SEWER SERVICE**

Billing Rate: Residential Sewer Service  
 Service Address: 14751 BARTRAM SPRINGS PKWY  
 Service Period: 01/15/26 - 02/16/26 Reading Date: 02/16/26  
 Service Point: Commercial - Water/Sewer

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
101725871	32	3	Regular	3/4	3000 GAL

Basic Monthly Charge \$ 23.37  
 Sewer Charge (\$5.17 per KGal) 15.51  
 City of Jacksonville Franchise Fee 1.17

**Total Current Sewer Charges \$ 40.05**

**IRRIGATION SERVICE**

Billing Rate: Commercial Irrigation Service  
 Service Address: 14751 BARTRAM SPRINGS PKWY  
 Service Period: 01/14/26 - 02/18/26 Reading Date: 02/18/26  
 Service Point: Irrigation 1 - Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
74759444	35	190	Regular	1 1/2	0 GAL

Basic Monthly Charge \$ 50.63  
 City of Jacksonville Franchise Fee 1.52

**Total Current Irrigation Charges \$ 52.15**

**ELECTRIC SERVICE**

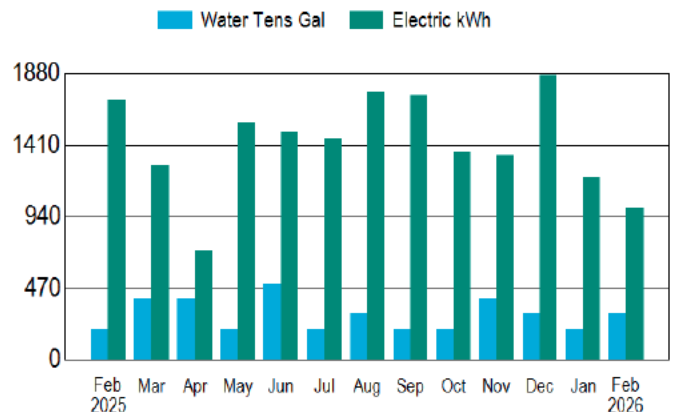
Billing Rate: General Service  
 Service Address: 14857 BARTRAM SPRINGS PY  
 Service Period: 01/16/26 - 02/17/26 Reading Date: 02/17/26  
 Service Point: Irrigation 1 - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22493397	32	66368	Regular	1	446 KWH
22493397	32	11.56	Regular	1	11.56 KW

Basic Monthly Charge \$ 25.00  
 Energy Charge (\$0.06813 per kWh) 30.39  
 Tax Exempt Fuel Cost (\$0.03633 per kWh) 16.20  
 Taxable Fuel Cost (\$0.00511 per kWh) 2.28  
 City of Jacksonville Franchise Fee 2.22  
 Gross Receipts Tax 1.95

**Total Current Electric Charges \$ 78.04**

**CONSUMPTION HISTORY**



	1 Year Ago	Last Month	This Month	Average Daily
Total kWh Used	1,707	1,199	994	31
Total Gallons Used	2,000	2,000	3,000	94



Rubicon Global, LLC  
PO BOX 733963  
Dallas, TX 75373-3963

(844) 479-1507  
billing@rubicon.com  
www.rubicon.com

AUTOBILL

# Invoice

**Current Invoice Total**  
**\$952.79**

**Invoice Number 3035062**

Date: 03/15/2026  
Customer Number: 012239  
Due Date: 03/20/2026  
Invoice Month: March  
Payment Term: NET 5 DAYS

Billed to  
Bartram Springs CDD  
A00011335.SITE-0001  
  
Winslow Wheeler  
GMS Governmental Management Services  
14530 E Cherry Lake Dr East, Jacksonville, FL 32258  
tglynn@gmsnf.com

Past Due Amount:  
\$0.00

Account Balance:  
\$952.79

\* Invoice to be paid by:  
Bank Account

## Recurring Service Detail

Service Period	Charge Description	Location Address	Equipment	Sub Total
04/01/2026 - 04/30/2026	Monthly Hauling - Trash	14530 E Cherry Lake Dr	8 Yd Front Load	\$952.79
			<b>Recurring Total</b>	<b>\$952.79</b>



**HANCOCK  
WHITNEY**

HANCOCK WHITNEY BANK  
PO BOX 61750  
NEW ORLEANS LA 70161-1750

CREDIT CARD CENTER  
P. O. BOX 96601  
CHARLOTTE, NC 28296-0601

BARTRAM SPRINGS CDD  
CORPORATE ACCOUNT  
ATTN BERNADETTE PEREGRINO  
475 W TOWN PL STE 114  
ST AUGUSTINE FL 32092-3649

RETURN  
TO:

\*\* 0000001

ACCOUNT NUM.	4485-XXXX-XXXX-5900
PAYMENT DUE	03-24-26
AMOUNT DUE	
NEW BALANCE	\$5,386.58
MIN. PAYMENT	\$5,386.58

AMOUNT  
ENCLOSED \$

Issued by Hancock Whitney Bank  
Please make check Payable to  
Credit Card Center

Detach here

To assure proper credit please return upper portion with remittance

**CORPORATE ACCOUNT SUMMARY**

**CORPORATE ACCOUNT NUMBER**

4485-XXXX-XXXX-5900

**FINANCE CHARGE SUMMARY**

	AVERAGE DAILY BALANCE	MONTHLY PERIODIC RATE	CORRESPONDING ANNUAL PERCENTAGE RATE	PERIODIC FINANCE CHARGE
PURCHASES	\$0.00	1.708%	20.490%	\$0.00
CASH ADVANCES	\$0.00	1.708%	20.490%	\$0.00
			<b>ANNUAL PERCENTAGE RATE</b>	<b>20.49%</b>
			(this billing cycle)	
<i>PERIODIC RATES MAY VARY.</i>				

<b>CLOSING DATE</b>	02-27-26	<b>PREVIOUS BALANCE</b>	4,088.82
<b>PAYMENT DUE DATE</b>	03-24-26	<b>NEW PURCHASES AND OTHER CHARGES</b>	5,386.58
<b>CREDIT LIMIT</b>	15,000	<b>NEW CASH ADVANCES</b>	.00
<b>AVAILABLE CREDIT</b>	9,613	<b>CREDITS</b>	.00
<b>FOR CUSTOMER SERVICE CALL:</b>  Toll Free 1-800-448-8812		<b>PAYMENTS</b>	4,088.82-
		<b>LATE PAYMENT CHARGES</b>	.00
		<b>FINANCE CHARGES</b>	.00
		<b>NEW BALANCE</b>	<b>5,386.58</b>
<b>SEND BILLING INQUIRIES TO:</b>  CREDIT CARD CENTER PO BOX 61750 NEW ORLEANS LA 70161-1750		<b>TOTAL PAYMENT DUE</b>	5,386.58
		<b>DISPUTED AMOUNT</b>	.00
To assure proper credit return upper portion with remittance. See reverse side for important information.		Grace Period: To avoid an additional Finance Charge on Purchases pay entire New Balance by Payment Due Date. Finance charge accrues on Cash Advances daily until paid and will be billed in your next Statement.	

Payments received anywhere other than the RETURN TO address on the face of this statement may be subject to a delay in crediting of up to 5 days after the date of receipt.

If your address or phone number has changed, please call us at 1-800-448-8812, mail us this request in writing to Credit Card Center, PO Box 61750, New Orleans, LA 70161-1750, or if it's more convenient for you, please visit your nearest Hancock Whitney Financial Center, so we can update your contact information.

▼ Detach here and return above portion with your remittance. After detaching, retain lower portion for your future reference

## IMPORTANT INFORMATION

The method of determining the balances upon which a Finance Charge is imposed:

We calculate the Finance Charge on the Account by applying the Monthly Periodic Rate to each of the "average daily balances" of Cash Advances and Purchases (including current transactions).

(a) Average Daily Balance of Cash Advances (including new Cash Advances). To get the "average daily balance" of Cash Advances, we take the beginning balance of your Account each day, including unpaid Finance Charges on Cash Advances, but excluding any other unpaid fees or charges and outstanding Purchases, we add any new Cash Advances transacted that day and subtract payments and credits posted to the Cash Advance balance as of that day. This gives us the daily balance for Cash Advances. Then we add all of these daily balances for the Billing Cycle together and divide the total by the number of days in the Billing Cycle. This gives us the "average daily balance" of Cash Advances.

(b) Average Daily Balance of Purchases (including new Purchases). To get the "average daily balance" of Purchases, we take the beginning balance of your Account each day, including unpaid Finance Charges on Purchases, but excluding any other unpaid fees or charges and outstanding Cash Advances, we add any new Purchases transacted that day and subtract payments and credits posted to the Purchases balance as of that day. This gives us the daily balance for Purchases. Then we add all of these daily balances for the Billing Cycle together and divide the total by the number of days in the Billing Cycle. This gives us the "average daily balance" of Purchases. If the New Balance on the Account's previous monthly billing statement was zero or was paid in full within 25 days after the Closing Date, the "average daily balance" of Purchases will be considered zero.



ACCT. NUMBER: 4485-XXXX-XXXX-5900

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	5,386.58	MINIMUM PAYMENT DUE	5,386.58
AVAILABLE CREDIT	9,613.42	PAYMENT DUE DATE	03-24-26

**CORPORATE ACCOUNT ACTIVITY**

**BARTRAM SPRINGS COMMUNITY**  
4485-XXXX-XXXX-5900

**TOTAL CORPORATE ACTIVITY**  
**\$4,088.82 CR**

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
02-23	02-23		0000	AUTO PAYMENT DEDUCTION	4,088.82 CR

**INDIVIDUAL CARDHOLDER ACTIVITY**

**DANELLE DEMARCO**  
4485-XXXX-XXXX-0420

**CREDITS PURCHASES CASH ADV TOTAL ACTIVITY**  
**\$0.00 \$2,871.39 \$0.00 \$2,871.39**

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-29	24445006030600148309413	5331	DOLLAR GENERAL #24114 SAINT AUGUSTI FL	6.66
01-30	01-29	24445006030000996464404	5331	DOLLARTREE FRUIT COVE FL	15.18
01-30	01-29	24455016029141001796569	5411	WAL-MART #0928 ST JOHNS FL	86.33
02-02	02-01	24692166032108487312410	5942	AMAZON.COM*HB29E8VF3 AMZN.COM/BILL WA	81.18
02-02	02-01	24906416032249420262204	5968	CCI*CONSTANT-CONTACT 855-2295506 MA	104.80
02-05	02-05	24692166036102055872836	5942	AMAZON MKTPL*D324660C3 AMZN.COM/BILL WA	14.39
02-05	02-04	24692166035101390477153	5942	AMAZON.COM*R23K05X03 AMZN.COM/BILL WA	23.98
02-05	02-05	24692166036102002665580	5942	AMAZON MKTPL*XW4BH6OF3 AMZN.COM/BILL WA	167.76
02-06	02-06	24692166037100068704037	5942	AMAZON MKTPL*MU53L5O83 AMZN.COM/BILL WA	43.98
02-06	02-06	24692166037102931180890	5942	AMAZON MKTPL*EI89S7DZ3 AMZN.COM/BILL WA	60.04
02-06	02-05	24906416036249829062813	5045	SSP*COURTRESERVE 844-4073737 FL	99.00
02-06	02-06	24692166037102933060199	5942	AMAZON MKTPL*QV14H8X43 AMZN.COM/BILL WA	189.10
02-09	02-07	24455016038141002071490	5411	WAL-MART #0928 ST JOHNS FL	39.36
02-09	02-06	24445006038400234342325	5411	WM SUPERCENTER #928 ST JOHNS FL	75.38
02-09	02-06	24692166037100720243465	5942	AMAZON MKTPL*JB7913WT3 AMZN.COM/BILL WA	251.93
02-11	02-10	24692166041103691879964	5942	AMAZON MKTPL*J17L95NR3 AMZN.COM/BILL WA	69.98
02-11	02-10	24692166041103886009450	5942	AMAZON.COM*GS2M90JQ3 AMZN.COM/BILL WA	113.29
02-11	02-11	24692166042104311191516	5942	AMAZON.COM*014T56LO3 AMZN.COM/BILL WA	145.00
02-12	02-11	24692166042104522793589	5942	AMAZON MKTPL*JF45U0LX3 AMZN.COM/BILL WA	255.59
02-13	02-13	24692166044106212106186	5942	AMAZON MKTPL*XO1705IJ3 AMZN.COM/BILL WA	31.98
02-16	02-15	24692166046402374482087	5942	AMAZON MKTPL*7M1X86NR3 AMZN.COM/BILL WA	135.64
02-17	02-16	24011346047100144398622	7333	CANVA* I04794-59793644 CANVA.COM DE	7.50
02-18	02-17	24692166048401816810960	5942	AMAZON.COM*B94JT3FV2 AMZN.COM/BILL WA	10.07
02-18	02-17	24692166048401788475057	5942	AMAZON MKTPL*OA3R224R3 AMZN.COM/BILL WA	28.48
02-18	02-17	24692166048401814903239	7311	IN *10K CREATIVE CO INC 904-9942136 FL	112.88
02-23	02-21	24692166052107888440734	5942	AMAZON MKTPL*PD57Y1YB3 AMZN.COM/BILL WA	19.99
02-23	02-21	24445006053500777200143	5814	LITTLE CAESARS 3888-0001 SAINT JOHNS FL	82.39
02-24	02-23	24692166054109221826676	5942	AMAZON MKTPL*B98HD6CE1 AMZN.COM/BILL WA	47.04
02-24	02-23	24692166054109333813067	5942	AMAZON MKTPL*B99Y06OP1 AMZN.COM/BILL WA	49.95
02-25	02-25	24692166056100473581521	5942	AMAZON.COM*B91CR3TH1 AMZN.COM/BILL WA	14.20
02-25	02-24	24692166055109862965881	5942	AMAZON MKTPL*D29WA8YI3 AMZN.COM/BILL WA	122.91
02-25	02-24	24011346056100013598276	5072	ID-ENHANCEMENTS.COM ID-ENHANCEMEN SC	365.43

**ANDREAS ANTONOPOULOS**  
4485-XXXX-XXXX-5227

**CREDITS PURCHASES CASH ADV TOTAL ACTIVITY**  
**\$0.00 \$2,515.19 \$0.00 \$2,515.19**

ACCT. NUMBER: 4485-XXXX-XXXX-5900

CREDIT LIMIT	15,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	5,386.58	MINIMUM PAYMENT DUE	5,386.58
AVAILABLE CREDIT	9,613.42	PAYMENT DUE DATE	03-24-26

### INDIVIDUAL CARDHOLDER ACTIVITY

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-28	01-27	24692166027104794969270	5942	AMAZON MKTPL*WK3KI3JQ3 AMZN.COM/BILL WA	69.99
01-30	01-29	24801976029631287015607	7399	WE DO LOCKSMITH JACKSONV JACKSONVILLE FL	309.00
02-02	01-30	24943016031010197194473	5200	THE HOME DEPOT #1324 ST. JOHNS FL	16.48
02-02	01-29	24943016030010197196990	5200	THE HOME DEPOT #1324 ST. JOHNS FL	73.22
02-04	02-04	24692166035101152018005	5942	AMAZON.COM*TA7LR4MP3 AMZN.COM/BILL WA	26.32
02-06	02-04	24943016036010197115812	5200	THE HOME DEPOT #1324 ST. JOHNS FL	25.34
02-09	02-05	24943016037010197056866	5200	THE HOME DEPOT #1324 ST. JOHNS FL	14.34
02-09	02-05	24943016037010197058276	5200	THE HOME DEPOT #1324 ST. JOHNS FL	73.36
02-09	02-05	24943016037010197056999	5200	THE HOME DEPOT #1324 ST. JOHNS FL	79.96
02-11	02-10	24692166041104036401100	5942	AMAZON MKTPL*5Q19F2IL3 AMZN.COM/BILL WA	94.43
02-11	02-11	24692166042104283904904	5942	AMAZON MKTPL*QT9B77FL3 AMZN.COM/BILL WA	189.10
02-12	02-11	24692166042104471842536	5942	AMAZON.COM*PT6BX0CA3 AMZN.COM/BILL WA	26.07
02-12	02-11	24692166042104888439942	5942	AMAZON.COM*LC0U94G03 AMZN.COM/BILL WA	36.29
02-12	02-11	24692166042104522119157	5942	AMAZON.COM*V97S29EX3 AMZN.COM/BILL WA	50.68
02-13	02-12	24692166043105524002795	5942	AMAZON MKTPL*AZ4BJ3TS3 AMZN.COM/BILL WA	43.31
02-13	02-11	24943016043010197062965	5200	THE HOME DEPOT #1324 ST. JOHNS FL	102.89
02-13	02-11	24943016043010197064524	5200	THE HOME DEPOT #1324 ST. JOHNS FL	446.92
02-17	02-16	24793386047004785152092	5231	SHERWIN-WILLIAMS702424 SAINT JOHNS FL	268.65
02-18	02-17	24692166048401844578597	5942	AMAZON MKTPL*B93CF2FW2 AMZN.COM/BILL WA	8.47
02-19	02-17	24943016049010202136154	5200	THE HOME DEPOT #1324 ST. JOHNS FL	5.14
02-19	02-17	24943016049010195438187	5200	HOMEDEPOT.COM 800-430-3376 GA	15.00
02-19	02-17	24943016049010202137608	5200	THE HOME DEPOT #1324 ST. JOHNS FL	16.72
02-19	02-18	24692166049402639344939	5942	AMAZON MKTPL*GE7WJ7483 AMZN.COM/BILL WA	27.99
02-19	02-18	24692166049402567580470	5942	AMAZON.COM*B99WS8372 AMZN.COM/BILL WA	34.93
02-19	02-18	24692166049402288010617	5942	AMAZON.COM*XH19J7AU3 AMZN.COM/BILL WA	83.36
02-20	02-18	24943016050010198164786	5200	THE HOME DEPOT #1324 ST. JOHNS FL	28.35
02-20	02-19	24692166050403451930850	5942	AMAZON.COM*HQ5NP8GU3 AMZN.COM/BILL WA	119.18
02-23	02-20	24692166051404404058616	5942	AMAZON MKTPL*B94OT0542 AMZN.COM/BILL WA	12.39
02-23	02-21	24692166052107628724306	5942	AMAZON.COM*5I7ZZ2PW3 AMZN.COM/BILL WA	18.87
02-23	02-21	24692166052107636386940	5942	AMAZON MKTPL*JN4SY9UM3 AMZN.COM/BILL WA	32.99
02-23	02-20	24943016052010197176979	5200	THE HOME DEPOT #1324 ST. JOHNS FL	48.57
02-23	02-20	24943016052010197177068	5200	THE HOME DEPOT #1324 ST. JOHNS FL	67.90
02-24	02-23	24692166054109595182557	5942	AMAZON MKTPL*C21RK0QX3 AMZN.COM/BILL WA	6.99
02-26	02-25	24692166056101257929837	5942	AMAZON MKTPL*B185I5U80 AMZN.COM/BILL WA	41.99

<b>Bartram Springs Credit Card Statement</b>			<b>Andy Antonopoulos / Mar 2026</b>					
<b>Tran Date:</b>	<b>Vendor/Store</b>	<b>Amount:</b>			<b>Code:</b>		<b>Code Name:</b>	<b>Detail of Items Purchased:</b>
1/27/26	AMAZON	\$69.99	1	330	57200	46000	REPAIR & MAINTENANCE	Strobe Light
1/29/26	WE DO LOCKSMITH	\$309.00	1	330	57200	46000	REPAIR & MAINTENANCE	Doorlock repair for social hall
1/30/26	HOMEDEPOT	\$16.48	1	330	57200	46000	REPAIR & MAINTENANCE	OSB board 1/2 4 x 8
1/29/26	HOMEDEPOT	\$73.22	1	330	57200	46000	REPAIR & MAINTENANCE	Bike cable lock, door pull, squeakfree hinge, 1/2 4x8 osb
2/4/26	AMAZON	\$26.32	1	330	57200	46000	REPAIR & MAINTENANCE	AA batteries, C batteries
2/4/26	HOMEDEPOT	\$25.34	1	330	57200	46000	REPAIR & MAINTENANCE	3/4 gal nipple, 1 gate valve, 3/4 gal coupling
2/5/26	HOMEDEPOT	\$14.34	1	330	57200	46000	REPAIR & MAINTENANCE	3/4 gate valve, 3/4 gal nipple
2/5/26	HOMEDEPOT	\$73.36	1	320	57200	46000	REPAIR & MAINTENANCE	3/4 gal nipple, 3/4 ball valve, 1 1/2 gal nipple, 3/4 gal union
2/5/26	HOMEDEPOT	\$79.96	1	330	57200	46000	REPAIR & MAINTENANCE	Delta fixed shower heads
2/10/26	AMAZON	\$94.43	1	320	57200	46000	REPAIR & MAINTENANCE	paper roll towels
2/11/26	AMAZON	\$189.10	1	330	57200	46000	REPAIR & MAINTENANCE	commercial disposable bags
2/11/26	AMAZON	\$26.07	1	330	57200	46000	REPAIR & MAINTENANCE	clorox pro, purell
2/11/26	AMAZON	\$36.29	1	330	57200	46000	REPAIR & MAINTENANCE	clorox pro
2/11/26	AMAZON	\$50.68	1	330	57200	46000	REPAIR & MAINTENANCE	clorox cleaning wipes, liquid hand soap
2/12/26	AMAZON	\$43.31	1	330	57200	46000	REPAIR & MAINTENANCE	disposable nitrile gloves, padlock
2/11/26	HOMEDEPOT	\$102.89	1	330	57200	46000	REPAIR & MAINTENANCE	contractor bags, bucket, EB STR 5LB EXT 10X3
2/11/26	HOMEDEPOT	\$446.92	1	330	57200	46000	REPAIR & MAINTENANCE	50 LB PLAY SAND
2/16/26	SHERWIN-WILLIAMS	\$268.65	1	330	57200	46000	REPAIR & MAINTENANCE	Paint for Slide tower stairs
2/17/26	AMAZON	\$8.47	1	330	57200	46000	REPAIR & MAINTENANCE	VINYL STEEL CABLE MULTI PURPOSE LOCK
2/17/26	HOMEDEPOT	\$5.14	1	330	57200	46000	REPAIR & MAINTENANCE	BRACE CORNER_DBLWIDE_1.5" ZINC_2PK
2/17/26	HOMEDEPOT	\$15.00	1	330	57200	46000	REPAIR & MAINTENANCE	1 IN BLACK RUBBER SLIDING DOOR BUMPER
2/17/26	HOMEDEPOT	\$16.72	1	330	57200	46000	REPAIR & MAINTENANCE	M8 HEX NUT 5PC, FLAT WASHER ZINC1/4,LOCK WASHER ZINC 5/16
2/18/26	AMAZON	\$27.99	1	330	57200	46000	REPAIR & MAINTENANCE	PRESSURE WASHING GUN
2/18/26	AMAZON	\$34.93	1	330	57200	46000	REPAIR & MAINTENANCE	FABULOSO, LYSOL ALL PURPOSE SPRAY
2/18/26	AMAZON	\$83.36	1	330	57200	46000	REPAIR & MAINTENANCE	PAPER TOWELS, LYSOL, MAGIC ERASER, DAWN
2/18/26	HOMEDEPOT	\$28.35	1	330	57200	46000	REPAIR & MAINTENANCE	5/8 SQUEAKFREE, CARRIAGE BOLT, ACRYLPRO TILE ADHESV
2/19/26	AMAZON	\$119.18	1	330	57200	46000	REPAIR & MAINTENANCE	SCOTT PROFESSIONAL CORELESS JUMBO PAPER ROLL
2/20/26	AMAZON	\$12.39	1	330	57200	46000	REPAIR & MAINTENANCE	48 PACK STAINLESS STEEL SCOURERS SPONGES
2/21/26	AMAZON	\$18.87	1	330	57200	46000	REPAIR & MAINTENANCE	WEBER GRILL GRATE CLEANER, EASY OFF OVEN CLEANER
2/21/26	AMAZON	\$32.99	1	330	57200	46000	REPAIR & MAINTENANCE	ARANA GAS STRUTS
2/20/26	HOMEDEPOT	\$48.57	1	330	57200	46000	REPAIR & MAINTENANCE	MCH SCREW ZINC, BLK CARRIAGE BOLT, DAWN, SPRAYWAY
2/20/26	HOMEDEPOT	\$67.90	1	330	57200	46000	REPAIR & MAINTENANCE	ANTI SKID ADDITIVE, HOMER BUCKET
2/23/26	AMAZON	\$6.99	1	330	57200	46000	REPAIR & MAINTENANCE	VALVE LOCKOUT DEVICE AND SAFETY PADLOCK
2/25/26	AMAZON	\$41.99	1	330	57200	46000	REPAIR & MAINTENANCE	GAS STRUTS 23 INCH

**TOTAL** **\$2,515.19**

# Order Summary

Order placed January 27, 2026    Order # 114-0375404-7911466

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$69.99
Shipping & Handling:	\$0.00
Total before tax:	\$69.99
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$69.99</b>

### Delivered January 28

Your package was left near the front door or porch.



ASPL 29.5" 54 LED Strobe Light Bar Double Side Flashing High Intensity Emergency Warning Flash Strobe Light with Magnetic Base for Safety Construction Vehicles Tow Trucks Pickup (Amber/White)

Sold by: ASPL Store

Return window closed on February 27, 2026

\$69.99

[Back to top](#)

*\$69.99*

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Your receipt from WE DO LOCKSMITH JACKSONV

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From WE DO LOCKSMITH JACKSONV (via Clover) <app@clover.com>

Date Thu 1/29/2026 10:26 AM

To aantonopoulos@gmsnf.com <aantonopoulos@gmsnf.com>



# WE DO LOCKSMITH JACKSONV

8727 S OLD KINGS RD, JACKSONVILLE, FL 32217

[tel://+1 904-578-7001]+1 904-578-7001

January 29, 2026 • 10:25 AM

# \$309.00

full transaction receipt

<https://WWW.WEDO-LOCKSMITH.COM>

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230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00001 43305 01/30/26 01:28 PM  
SALE CASHIER CAROLYN

0000-787-792 1/2 OSB <A> 16.48N  
1/2 4X8 OSB

SUBTOTAL 16.48  
TAX + PIF 0.00

TAX EXEMPT

TOTAL \$16.48

XXXXXXXXXXXX5227 VISA

USD\$ 16.48

AUTH CODE 018995/6013211 TA

Contactless

AID A0000000031010 VISA CREDIT

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 01/29: \$660.61

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*\$16.48*

**1324 01/30/26 01:28 PM**

1324 01 43305 01/30/2026 2367

PIF NOTICE

THE TAX ON YOUR RECEIPT CONTAINS A 0.50%  
PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
THE FEE IS COLLECTED AND USED TO FINANCE  
PUBLIC IMPROVEMENTS IN THE DISTRICT.  
THIS FEE IS NOT A TAX AND IS CHARGED IN  
ADDITION TO SALES TAX. THIS FEE BECOMES  
PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	04/30/2026

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00001 41382 01/29/26 12:11 PM  
SALE CASHIER CAROLYN

071649217210	PADLOCK <A>	12.68N
	ML 4FT COMBO BIKE CABLE LOCK	
030699243853	DOOR PULL <A>	6.63N
	PULL, DOOR_HD_6.5"_ZINC	
030699430260	HINGE <A>	9.98N
	3.5" 5/8" SQUEAKFREE HINGE 3PK SN	
764666732865	2DMR1 <A>	10.97N
	DECKMATE III, RED, 2 IN, 1 LB	
0000-787-792	1/2 OSB <A>	
	1/2 4X8 OSB	
	2@16.48	32.96N

	SUBTOTAL	73.22
	TAX + PIF	0.00

TAX EXEMPT

	TOTAL	\$73.22
--	-------	---------

XXXXXXXXXXXX5227 VISA

USD\$ 73.22

AUTH CODE 09504S/7013124

TA

Contactless

AID A0000000031010

VISA CREDIT

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY

THIS RECEIPT PO/JOB NAME: MAINTENECE

2026 PRO XTRA SPEND 01/28: \$587.39

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#73.22

**1324 01/29/26 12:11 PM**

1324 01 41382 01/29/2026 7642

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THE TAX ON YOUR RECEIPT CONTAINS A 0.50%  
PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
THE FEE IS COLLECTED AND USED TO FINANCE  
PUBLIC IMPROVEMENTS IN THE DISTRICT.  
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TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	04/29/2026

# Order Summary

Order placed February 3, 2026    Order # 114-1909602-5981860

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$26.32
Shipping & Handling:	\$0.00
Total before tax:	\$26.32
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$26.32</b>

## Delivered February 4

Your package was delivered. It was handed directly to a resident.



[Amazon Basics 20-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life](#)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 6, 2026

\$8.83



[Amazon Basics 24-Pack C Cell Alkaline All-Purpose Batteries, 1.5 Volt, 5-Year Shelf Life](#)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 6, 2026

\$17.49

[Back to top](#)

**\$26.32**

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00053 19504 02/04/26 05:15 PM  
SALE CASHIER OWEN

019442152963 3/4X11/2GNPL <A> 2.21N  
3/4"X1-1/2" GAL NIPPLE  
032888181649 1GATE FPT <A> 15.34N  
1" GATE VALVE FPT NL  
019442152765 1X2GALNIPPLE <A> 2.58N  
1"X2" GAL NIPPLE  
019442148676 1X3/4 GALCPL <A> 5.21N  
1"X3/4" GAL COUPLING

SUBTOTAL 25.34  
TAX + PIF 0.00

TAX EXEMPT

TOTAL \$25.34

XXXXXXXXXXXX5227 VISA

USD\$ 25.34

AUTH CODE 06031S/1534633 TA

Contactless

AID A0000000031010 VISA CREDIT

*\$ 25.34*

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 02/03: \$677.09

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**1324 02/04/26 05:15 PM**

1324 53 19504 02/04/2026 1584

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PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
THE FEE IS COLLECTED AND USED TO FINANCE  
PUBLIC IMPROVEMENTS IN THE DISTRICT.  
THIS FEE IS NOT A TAX AND IS CHARGED IN  
ADDITION TO SALES TAX. THIS FEE BECOMES  
PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 05/05/2026

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00051 95755 02/05/26 07:23 AM  
SALE CASHIER HILLARY

032888181632 3/4GATE FPT <A> 11.98N  
3/4" GATE VALVE FPT NL  
019442152970 3/4X2GALNIPL <A> 2.36N  
3/4"X2" GAL NIPPLE

SUBTOTAL 14.34  
TAX + PIF 0.00  
TAX EXEMPT  
TOTAL \$14.34  
XXXXXXXXXXXX5227 VISA  
USD\$ 14.34  
AUTH CODE 05953S/0512895 TA  
Chip Read  
AID A0000000031010 VISA CREDIT

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: POOL MAINTENANC  
E

*\$ 14.34*

2026 PRO XTRA SPEND 02/04: \$702.43

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**1324 02/05/26 07:23 AM**

1324 51 95755 02/05/2026 7249

PIF NOTICE

THE TAX ON YOUR RECEIPT CONTAINS A 0.50%  
PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
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PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/06/2026

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00052 47192 02/05/26 08:51 AM  
SALE CASHIER HILLARY

019442152970 3/4X2GALNIPL <A> 2.36N  
3/4"X2" GAL NIPPLE  
032888182127 3/4FPBVFPT <A>  
3/4" FP BALL VALVE FPT 600PSI LF  
2@16.98 33.96N  
019442152628 1/2X11/2GNPL <A> 1.76N  
1/2"X1-1/2" GAL NIPPLE  
021449236317 THREAD SEAL <A> 7.98N  
40Z THRD SEALANT W/PTFE T + 2  
019442149284 3/4 GALUNION <A>  
3/4" GAL UNION  
2@13.65 27.30N

SUBTOTAL 73.36  
TAX + PIF 0.00  
TAX EXEMPT  
TOTAL \$73.36  
XXXXXXXXXXXX5227 VISA  
USD\$ 73.36  
AUTH CODE 09886S/0527220 TA  
Chip Read  
AID A0000000031010 VISA CREDIT

*\$73.36*

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 02/04: \$716.77

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**1324 02/05/26 08:51 AM**

1324 52 47192 02/05/2026 4373

PIF NOTICE

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PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
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PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/06/2026

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00051 96134 02/05/26 09:35 AM  
SALE CASHIER HILLARY

034449996556 FIXED 8S CH <A>  
DELTA FIXED SH 8S CH  
2@39.98 79.96N

SUBTOTAL 79.96  
TAX + PIF 0.00

TAX EXEMPT

TOTAL \$79.96

XXXXXXXXXXXX5227 VISA

USD\$ 79.96

AUTH CODE 09680S/0512915 TA

Chip Read

AID A0000000031010 VISA CREDIT

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 02/04: \$790.13

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*\$ 79.96*

**1324 02/05/26 09:35 AM**

1324 51 96134 02/05/2026 7249

PIF NOTICE

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PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
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PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/06/2026

# Order Summary

Order placed February 10, 2026    Order # 114-5403264-1953859

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$94.43
Shipping & Handling:	\$0.00
Total before tax:	\$94.43
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$94.43</b>

### Delivered February 11



Scott Professional Pro Hard Roll Paper Towels, Bulk (43959), Hardwound, Absorbency Pockets, White, for ScottBrand Blue Core Dispensers (6 Rolls at 900' Each, 5,400'/Case)

Sold by: OfficeCrave

Supplied by: Other

Return window closed on March 14, 2026

\$94.43

[Back to top](#)

*\$94.43*

# Order Summary

Order placed February 10, 2026    Order # 114-5595318-6869006

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$189.10
Shipping & Handling:	\$0.00
Total before tax:	\$189.10
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$189.10</b>

## Delivered February 17



2

Freshnaps Wet Wipes Bulk - 4 x 800 Count Refill Bags (3200 Commercial Disposable Wipes) Value Pack - For Upward Pull Dispenser Ideal For Public Use

Sold by: Innovent Inc

Supplied by: Other

Return window closed on March 14, 2026

\$94.55

[Back to top](#)

*\$189.10*

# Order Summary

Order placed February 10, 2026    Order # 114-5430520-9697007

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$26.07
Shipping & Handling:	\$0.00
Total before tax:	\$26.07
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$26.07</b>
FSA or HSA eligible: (inc. tax and shipping)	\$15.99

### Delivered February 11

Your package was delivered. It was handed directly to a resident.



2

[Clorox CloroxPro EcoClean All-Purpose Cleaner Spray Bottle, 32 Oz](#)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 13, 2026

\$5.04

### Delivered February 13

Your package was delivered. It was handed directly to a resident.



[PURELL Advanced Hand Sanitizer Refreshing Gel, Clean Scent, 1 Liter Pump Bottle \(Pack of 1\) - 9632-04-CMR](#)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 14, 2026

\$15.99

FSA or HSA eligible

*\$ 26.07*

[Back to top](#)

# Order Summary

Order placed February 10, 2026

Order # 114-4681840-6202619

## Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

## Payment method

Visa ending in 5227

[View related transactions](#)

## Order Summary

Item(s) Subtotal:	\$36.29
Shipping & Handling:	\$0.00
Total before tax:	\$36.29
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$36.29</b>

## Delivered February 12

Your package was delivered. It was handed directly to a resident.



CloroxPro Commercial Solutions, Clorox Manual Toilet Bowl Cleaner with Bleach, Automatic Toilet Cleaner, Fresh Scent, 24 Ounces (Pack of 12) - 00031

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 14, 2026

\$36.29

[Back to top](#)

*\$36.29*

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# Order Summary

Order placed February 10, 2026    Order # 114-7609060-8525023

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$50.68
Shipping & Handling:	\$2.99
Free Shipping:	-\$2.99
Total before tax:	\$50.68
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$50.68</b>

## Delivered February 11

Your package was delivered. It was handed directly to a resident.



Clorox Disinfecting Cleaning Wipes Variety Pack, 75 Count Each, Pack of 3 (Package May Vary)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 13, 2026

\$12.78



2

Softsoap Liquid Hand Soap Refill, Soothing Clean, Aloe Vera Fresh Scent - 1 gallon

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 13, 2026

\$18.95

**\$50.68**

[Back to top](#)

# Order Summary

Order placed February 11, 2026    Order # 114-5661079-4833841

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$43.31
Shipping & Handling:	\$2.99
Free Shipping:	-\$2.99
Total before tax:	\$43.31
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$43.31</b>

## Delivered February 12

Your package was left near the front door or porch.



4

Supmedic Disposable Nitrile Gloves, Chemical Resistant, Powder-Free, Latex-Free, Food Safe, Medical Exam Gloves, Black, X-Large, 100 Pcs

Sold by: Supmedic

Return window closed on March 14, 2026

\$8.98

## Delivered February 12

Your package was left near the front door or porch.



ZHEGE Padlock, Combination Lock 4 Digits, Outdoor Padlock Weatherproof for Gym Locker, Garden Fence Gate (Black)

Sold by: LOCK STORE

Return window closed on March 14, 2026

\$7.39

*\$43.31*

[Back to top](#)

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00053 30964 02/11/26 02:01 PM  
SALE CASHIER THERESA

073257005357 HUSKY 50CT <A>  
HUSKY 42G CONTRACTOR BAGS 50CT  
2@29.97 59.94N  
084305355546 HOMER BUCKET <A> 3.98N  
5GAL HOMER BUCKET  
038902356741 EBEXT10X35LB <A> 38.97N  
EB STR 5LB EXT 10X3

SUBTOTAL 102.89  
TAX + PIF 0.00  
TAX EXEMPT  
TOTAL \$102.89  
XXXXXXXXXXXX5227 VISA USD\$ 102.89  
AUTH CODE 067875/4535275 TA  
Contactless  
AID A0000000031010 VISA CREDIT

*\$102.89*

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 02/10: \$1,238.01

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**1324 02/11/26 02:01 PM**

1324 53 30964 02/11/2026 7328

PIF NOTICE

THE TAX ON YOUR RECEIPT CONTAINS A 0.50%  
PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
THE FEE IS COLLECTED AND USED TO FINANCE  
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RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/12/2026



# BARTRAM SPRINGS CDD

Order # WH23003043

PO/Job Name: Veterans Park

## Buy Online Deliver From Store

**Ordered**

2/11/2026

**Delivered**

2/14/2026

**Item Description**

50 lb. Play Sand

SKU 169803

Item Description	Qty	Unit Price	Discount	Net Unit Price	Pre Tax Amount
50 lb. Play Sand	56	\$6.57	\$0.00	\$0.00	\$367.92

#476.92

Subtotal	\$446.92
Discount	\$0.00
Shipping	\$0.00
Delivery Charge	\$79.00
Sales Tax	\$0.00
<b>Order Total</b>	<b>\$446.92</b>

THE SHERWIN-WILLIAMS CO.  
3065 COUNTY RD 210 W  
SAINT JOHNS FL 32259 2016



**SHERWIN-WILLIAMS.**

Visit [www.sherwin-williams.com](http://www.sherwin-williams.com)  
Store 702424  
(904) 230-9208  
Fax: (904) 230-9254

**CASH  
INVOICE**

**No. 16058187390226**

ACCOUNT: 6045-0354-0

JOB 1 RIVERSIDE MANAGEMENT SERVICES

PAGE 1 OF 1  
PO# BALTRAM SPRINGS CDD  
ORDER: OE0370686A702424  
DATE: 02/16/2026  
TIME: 04:09 PM  
2-R868  
E75/18739

RIVERSIDE MANAGEMENT SERVICES  
SUITE 208  
50 ELLIS ST  
ST AUGUSTINE FL 32095 9094

Purchases are subject to Sherwin-Williams Terms and Conditions of Sale located at [Sherwin-williams.com/terms-and-conditions](http://Sherwin-williams.com/terms-and-conditions)

SALES NUMBER	SIZE	PRODUCT	DESCRIPTION	QTY	PRICE	VALUE
6508-27223	5 GAL	B66W1151	PI DTM SG EXTRA Color: SW7518 BEACH HOUSE Location: 288-C3 CCE*Color Cast	5	50.45	252.25
			OZ 32 64 128			
			B1 Black	2	39	1 1
			R2 Maroon	-	51	- 1
			Y3 Deep Gold	12	8	1 -
			Sher-Color Formula BEACH HOUSE			

Thank You  
receipt required for refund

**STORE HOURS**  
SUNDAY: 10:00 AM - 4:00 PM  
MONDAY - FRIDAY: 7:00 AM - 6:00 PM  
SATURDAY: 8:00 AM - 5:00 PM

**SUBTOTAL BEFORE TAX** 252.25  
**6.500% SALES TAX:1-103209500** 16.40  
**TOTAL** \$268.65  
**VISA (VISA CREDIT)** -268.65  
C/C# XXXX-XXXX-XXXX-5227  
Auth # 05337S  
Contactless  
AID:A0000000031010



SHERWIN-WILLIAMS.

SAINT JOHNS Store 702424

3065 COUNTY RD. 210 W  
SAINT JOHNS FL 32259 2016  
(904)230-9208  
Fax (904) 230-9254  
www.sherwin-williams.com

\*\*\* R E T U R N \*\*\*  
Tran # 4023-2  
E58/14528  
Rory  
11:54am  
04/15/26  
19  
PO# BALTRAM SPRINGS CDD

Original Transaction: 18739 / 16058 02-16-2026  
Reason: TAX EXEMPT CERTIFICATE ADDED  
RIVERSIDE MANAGEMENT SERVICES  
Account XXXX-0354-0  
Job 1 RIVERSIDE MANAGEMENT SERVICES

6508-27223 B66W01151 5 GAL B66W1151  
PI DTM SG EXTRA  
5.00 @ -50.45 -252.25  
SUBTOTAL BEFORE TAX -252.25  
6.500% SALES TAX:1-103209500 -16.40  
TOTAL \$-268.65

DUE CUSTOMER

VISA CHRG CREDIT 268.65  
C/C# XXXXXXXXXXXX5227  
AID:80000000031010

S-W Employee Signature

\*\*\*\*\*  
Purchases are subject to Sherwin-Williams  
Terms and Conditions of Sale located at  
sherwin-williams.com/terms-and-conditions.  
\*\*\*\*\*

-----  
Thank You  
receipt required for refund



\*14528/40232-04-15-2026\*

Customer Copy



SHERWIN-WILLIAMS.

SAINT JOHNS Store 702424

3065 COUNTY RD 210 W  
SAINT JOHNS FL 32259 2016  
(904)230-9208  
Fax (904) 230-9254  
www.sherwin-williams.com

SALE  
Tran # 4024-0  
E58/14528  
Rory  
11:56am  
04/15/26  
10  
PO# BARTRAM SPRINGS CDD

RIVERSIDE MANAGEMENT SERVICES  
Account XXXX-0354-0  
Job 2 BATRAM SPRINGS COMMUNITY DEVEL  
Tax Record Card 1329428

6508-27223 B66W01151 5 GAL B66W1151  
PI DTM SG EXTRA  
No Tax 5.00 @ 50.45 252.25  
SUBTOTAL BEFORE TAX 252.25  
6.500% SALES TAX:1-103209500 0.00  
TOTAL \$252.25

VISA (VISA CREDIT) -252.25  
C/C# XXXXXXXXXXXX5227  
Auth # 09224S  
Contactless  
AID:80000000031010

STORE HOURS

SUNDAY 10:00 AM - 4:00 PM  
MONDAY - FRIDAY 6:00 AM - 6:00 PM  
SATURDAY 8:00 AM - 5:00 PM

\*\*\*\*\*  
Purchases are subject to Sherwin-Williams  
Terms and Conditions of Sale located at  
sherwin-williams.com/terms-and-conditions.  
\*\*\*\*\*

-----  
Thank You  
receipt required for refund



\*14528/40240-04-15-2026\*

Customer Copy

# Order Summary

Order placed February 17, 2026    Order # 114-1125934-8645012

Ship to	Payment method	Order Summary
GMS 14530 CHERRY LAKE DR E JACKSONVILLE, FL 32258-5133 United States	Visa ending in 5227 <a href="#">View related transactions</a>	Item(s) Subtotal: \$8.47 Shipping & Handling: \$0.00 Total before tax: \$8.47 Estimated tax to be collected: \$0.00 <b>Grand Total: \$8.47</b>

### Arriving tomorrow



SEPOX® Compact Design Twins Resettable 4-Digit Combination Padlock, Extra Long Cable – Personalized Password, Durable Vinyl Steel Cable, Multipurpose Lock for Suitcase, Gym Lockers, Toolbox – Black

Sold by: SEPOX leading manufacturer of lock  
Supplied by: Other  
\$8.47

[Back to top](#)

**\$8.47**

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00053 44239 02/17/26 12:37 PM  
SALE CASHIER BHUMIKA

030699336654 CORNER BRACE <A>  
BRACE, CORNER\_DBLWIDE\_1.5"\_ZINC\_2PK  
2@2.57 5.14N

	SUBTOTAL	5.14
	TAX + PIF	0.00
TAX EXEMPT		
	TOTAL	\$5.14
XXXXXXXXXXXX5227 VISA		
	USD\$	5.14
AUTH CODE 00342S/8530755		TA
Contactless		
AID A000000031010	VISA CREDIT	

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAITENANCE

2026 PRO XTRA SPEND 02/16: \$1,340.90

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*\$5.14*

**1324 02/17/26 12:37 PM**

1324 53 44239 02/17/2026 0810

PIF NOTICE

THE TAX ON YOUR RECEIPT CONTAINS A 0.50%  
PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
THE FEE IS COLLECTED AND USED TO FINANCE  
PUBLIC IMPROVEMENTS IN THE DISTRICT.  
THIS FEE IS NOT A TAX AND IS CHARGED IN  
ADDITION TO SALES TAX. THIS FEE BECOMES  
PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/18/2026



# BARTRAM SPRINGS CDD

Order # WH23393442

PO/Job Name: VP Storage

## Ship To Home

Ordered  
2/16/2026

Delivered  
2/20/2026

Item Description	Qty	Unit Price	Discount	Net Unit Price	Pre Tax Amount
1 in. Black Rubber Sliding Door Bumper (2-pack) SKU 1000765682	2	\$7.50	\$0.00	\$0.00	\$15.00

Subtotal	\$15.00
Discount	\$0.00
Shipping	\$0.00
Delivery Charge	\$0.00
Sales Tax	\$0.00
<b>Order Total</b>	<b>\$15.00</b>

~~15.00~~  
15.00

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00062 22947 02/17/26 02:03 PM  
SALE CASHIER NADALEE

887480607482 M8 HX NT <A>  
M8 ZN HEX NUT 5PC (5C)  
4@3.75 15.00N

AAA CUTWSHR1/4" <A>  
FLAT WASHER ZINC 1/4 (AAA)  
4@0.18 0.72N

ABF LOCKWASHER <A>  
LOCK WASHER ZINC 5/16 (ABF)  
4@0.25 1.00N

SUBTOTAL 16.72  
TAX + PIF 0.00

TAX EXEMPT  
TOTAL \$16.72

XXXXXXXXXXXX5227 VISA  
USD\$ 16.72

AUTH CODE 01862S/8621230 TA  
Contactless

AID A0000000031010 VISA CREDIT

*A 16.72*

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 02/16: \$1,361.04

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**1324 02/17/26 02:03 PM**

1324 62 22947 02/17/2026 3960

PIF NOTICE

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PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
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ADDITION TO SALES TAX. THIS FEE BECOMES  
PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/18/2026

# Order Summary

Order placed February 18, 2026

Order # 114-6866029-8818609

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$27.99
Shipping & Handling:	\$0.00
Total before tax:	\$27.99
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$27.99</b>

### Delivered February 20

Your package was left near the front door or porch.



Wild Cricket Tools Water Pressure Gun | High-Performance, Up to 5,000 PSI Car Wash Gun w/ 5 Nozzles for Stone, Brick, Metal, Wood, Glass | Pressure Washer Handle w/ 2 Adapters, 2 Sponges, Teflon Tape

Sold by: Rogatka

Return window closed on March 22, 2026

\$27.99

[Back to top](#)

**\$27.99**

# Order Summary

Order placed February 17, 2026    Order # 114-5870714-3751441

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$34.93
Shipping & Handling:	\$0.00
Total before tax:	\$34.93
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$34.93</b>

## Delivered February 20

Your package was left near the front door or porch.



2

**Fabuloso Multi-Purpose Cleaner 2x Concentrated, Lavender - 128 fl oz**

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 22, 2026

\$8.97



**Lysol All Purpose Cleaner Spray, Multi-Purpose Disinfecting Spray, Kitchen & Bathroom Cleaner, Lemon Breeze, Lavender, & Mango Scents, 32oz (Pack of 4)**

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 22, 2026

\$16.99

*\$34.93*

[Back to top](#)

# Order Summary

Order placed February 17, 2026    Order # 114-8925597-1775408

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$83.36
Shipping & Handling:	\$2.99
Free Shipping:	-\$2.99
Total before tax:	\$83.36
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$83.36</b>

### Delivered February 18

Your package was left near the front door or porch.



Amazon Basics 2-Ply Flex-Sheets Paper Towels, 12 Rolls = 32 Regular Rolls, 150 Sheets per Roll, Lint-Free for Multi-Surface Cleanups

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 20, 2026

\$22.86

### Delivered February 18

Your package was left near the front door or porch.



LYSOL Bathroom Cleaner Spray, Foaming Cleaner for Bathrooms, Showers, and Tubs, Mango & Hibiscus Scent, 32oz

Sold by: Amazon.com

Supplied by: Other

3 Return window closed on March 20, 2026

\$3.99



Mr. Clean Magic Eraser Sponge, All Purpose Cleaner, Cleaning Scrubber, Wall, Sneaker, Kitchen, Bathroom, Shower Cleaner, Cleaning Supplies, Melamine Sponge, Cleaning Pads, Extra Durable, 10ct

Sold by: Amazon.com

2 Supplied by: Other

Return window closed on March 20, 2026

\$12.77



Dawn Platinum Powerwash Dish Spray, Dish Soap Liquid, Fresh Scent Bundle, 1 Spray + 3 Refills, 16oz Each (Pack of 4)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 20, 2026

\$22.99

\$83.36

[Back to top](#)

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00062 23424 02/18/26 01:28 PM  
SALE CASHIER EDWARD

030699430260 HINGE <A> 9.98N  
3.5" 5/8" SQUEAKFREE HINGE 3PK SN  
030699243976 CARR BOLT <A> 5.40N  
5/16X3BLACK CARRIAGE BOLT/NUT/WASHER  
010186014111 ACPRTLMSTC1Q <A> 12.97N  
ACRYLPRO TILE ADHESIVE 1QT

SUBTOTAL 28.35  
TAX + PIF 0.00  
TAX EXEMPT  
TOTAL \$28.35  
XXXXXXXXXXXX5227 VISA  
USD\$ 28.35  
AUTH CODE 08946S/7621256 TA  
Contactless  
AID A0000000031010 VISA CREDIT

*\$ 28.35*

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 02/17: \$1,377.76

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**1324 02/18/26 01:28 PM**

1324 62 23424 02/18/2026 4374

PIF NOTICE

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PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
THE FEE IS COLLECTED AND USED TO FINANCE  
PUBLIC IMPROVEMENTS IN THE DISTRICT.  
THIS FEE IS NOT A TAX AND IS CHARGED IN  
ADDITION TO SALES TAX. THIS FEE BECOMES  
PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/19/2026

# Order Summary

Order placed February 19, 2026

Order # 114-0146848-5522630

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$119.18
Shipping & Handling:	\$0.00
Total before tax:	\$119.18
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$119.18</b>

## Delivered February 21

Your package was left near the front door or porch.



Scott Professional Coreless High-Capacity Jumbo Roll Toilet Paper, Bulk (07006), 2-Ply, Elevated Design, Septic Safe, White (12 Rolls at 1,150' Each, 13,800'/Case)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 23, 2026

\$59.59

## Delivered February 21

Your package was left near the front door or porch.



Scott Professional Coreless High-Capacity Jumbo Roll Toilet Paper, Bulk (07006), 2-Ply, Elevated Design, Septic Safe, White (12 Rolls at 1,150' Each, 13,800'/Case)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 23, 2026

\$59.59

*\$119.18*

[Back to top](#)

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# Order Summary

Order placed February 20, 2026    Order # 114-6202150-7034602

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$12.39
Shipping & Handling:	\$0.00
Total before tax:	\$12.39
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$12.39</b>

### Delivered February 24

Your package was delivered. It was handed directly to a resident.



48 Pack Stainless Steel Scourers Sponges by XXJXING, Steel Wool scrubbers for stoves, pots, Cooker Hoods, etc. That are Difficult to Clean (48 Pack-10 Gram)

Sold by: SHENZHENSHIMINFUYUANFUSHIYOUXIANGONGSI

Return window closed on March 26, 2026

\$12.39

*\$12.39*

[Back to top](#)

# Order Summary

Order placed February 20, 2026

Order # 114-3460694-3209061

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$18.87
Shipping & Handling:	\$0.00
Total before tax:	\$18.87
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$18.87</b>

### Delivered February 21

Your package was left near the front door or porch.



[Weber Grill Grate Cleaner and Degreaser for Outdoor Grills and BBQs, 16 oz Spray Bottle](#)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 23, 2026

\$10.99

### Delivered February 22

Your package was delivered. It was handed directly to a resident.



[Easy Off 14.5 Oz. Oven Cleaner - 1 Each](#)

Sold by: Amazon.com

Supplied by: Other

Return window closed on March 24, 2026

2 \$3.94

~~\$18.87~~

[Back to top](#)

# Order Summary

Order placed February 20, 2026

Order # 114-5161785-9734613

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$32.99
Shipping & Handling:	\$2.99
Free Shipping:	-\$2.99
Total before tax:	\$32.99
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$32.99</b>

### Delivered February 21

Your package was left near the front door or porch.



ARANA Gas Struts 23 inch 100lb with Brackets (2 Pack) - Heavy Duty Lift Support for RV Bed Hatch & Storage Box Lid - Hydraulic Spring Shocks for Camper Bed, Cellar Door, Food Truck Window

Sold by: ARANA Auto Dept

Return window closed on March 23, 2026

\$32.99

*\$32.99*

[Back to top](#)

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00062 24315 02/20/26 08:32 AM  
SALE CASHIER BRETT

887480311112	MACH SCREW <A>	1.47N
	MCH SCRW ZINC COMB RND 5/16-18 X 2	
030699243976	CARR BOLT <A>	5.40N
	5/16X3BLACK CARRIAGE BOLT/NUT/WASHER	
030772168943	DAWNPWHDY <A>	5.97N
	DAWN POWERWASH HD 16OZ	
030772093986	DWOR75 <A>	9.97N
	DAWN ULTRA ORIGINAL 6/70OZ	
041911050203	SWGLSAERO4PK <A>	
	SPRAYWAY GLASS FOAM AERO 19OZ 4PK	
	2@5.90	11.80N
020066386900	2X S-GLBLK <A>	
	PAINTERS TOUCH 2X SEMI-GLOSS BLACK	
	2@6.98	13.96N
	SUBTOTAL	48.57
	TAX + PIF	0.00
TAX EXEMPT		
	TOTAL	\$48.57
XXXXXXXXXXXX5227	VISA	
	USD\$	48.57
AUTH CODE 014565/5621298		TA
Contactless		
AID A000000031010	VISA CREDIT	

# 48.57

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 02/19: \$1,406.11

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**1324 02/20/26 08:32 AM**

1324 62 24315 02/20/2026 3326

PIF NOTICE

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PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
THE FEE IS COLLECTED AND USED TO FINANCE  
PUBLIC IMPROVEMENTS IN THE DISTRICT.  
THIS FEE IS NOT A TAX AND IS CHARGED IN  
ADDITION TO SALES TAX. THIS FEE BECOMES  
PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/21/2026

230 DURBIN PAVILION DRIVE  
ST. JOHNS, FL 32259 (904)417-4600

1324 00062 24430 02/20/26 10:47 AM  
SALE CASHIER HILLARY

020066322519 ROANTISKD <A>  
R-O ANTI-SKID ADDITIVE 8OZ  
4@15.98 63.92N  
084305355546 HOMER BUCKET <A> 3.98N  
5GAL HOMER BUCKET

	SUBTOTAL	67.90
	TAX + PIF	0.00
TAX EXEMPT		
	TOTAL	\$67.90
XXXXXXXXXXXX5227 VISA		
	USD\$	67.90
AUTH CODE 02249S/5621308		TA
Contactless		
AID A0000000031010	VISA CREDIT	

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-5444 SUMMARY  
THIS RECEIPT PO/JOB NAME: MAINTENANCE

2026 PRO XTRA SPEND 02/19: \$1,454.68

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*\$ 67.90*

**1324 02/20/26 10:47 AM**

1324 62 24430 02/20/2026 3326

PIF NOTICE

THE TAX ON YOUR RECEIPT CONTAINS A 0.50%  
PUBLIC INFRASTRUCTURE FEE, PAYABLE TO  
THE DPI COMMUNITY DEVELOPMENT DISTRICT.  
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PART OF THE SALES PRICE AND IS SUBJECT  
TO SALES TAX.

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	05/21/2026

# Order Summary

Order placed February 23, 2026

Order # 114-4419866-5831416

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$6.99
Shipping & Handling:	\$0.00
Total before tax:	\$6.99
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$6.99</b>

### Delivered February 24

Your package was delivered. It was handed directly to a resident.



WILDIS Gate Valve Lockout Device and Safety Padlock, Outdoor Faucet Lock for Outdoor Faucet Knob/Water Spigot/Propane Tank, Suited for 1 to 2-1/2 in Dia Valve Handles

Sold by: WILDIS

Return window closed on March 26, 2026

\$6.99

*\$6.99*

[Back to top](#)

# Order Summary

Order placed February 24, 2026

Order # 112-2500644-8707447

### Ship to

GMS  
14530 CHERRY LAKE DR E  
JACKSONVILLE, FL 32258-5133  
United States

### Payment method

Visa ending in 5227

[View related transactions](#)

### Order Summary

Item(s) Subtotal:	\$41.99
Shipping & Handling:	\$0.00
Total before tax:	\$41.99
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$41.99</b>

### Delivered February 27

Your package was left near the front door or porch.



ARANA Gas Struts 23 inch 55lb with Brackets (2 Pack) - Heavy Duty Lift Support for RV Bed Hatch & Storage Box Lid - Hydraulic Spring Shocks for Camper Bed, Trap Door, Floor Hatch

Sold by: ARANA Auto Dept

Return window closed on March 29, 2026

\$41.99

~~\$41.99~~

[Back to top](#)