

Grand Oaks
Community Development District

JUNE 10, 2026

AGENDA

Grand Oaks Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

Call In Number: **1-877-304-9269, code 2167915**

District Website: www.GrandOaksCDD.org

June 3, 2026

Board of Supervisors
Grand Oaks Community Development District

Dear Board Members:

The Grand Oaks Community Development District Meeting is scheduled for **Wednesday, June 10, 2026 at 10:00 a.m.** at the Grand Oaks Amenity Center, 1055 Turnbull Creek Road, St. Augustine, Florida 32092.

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments (*regarding agenda items below*)
- III. Consideration of Minutes of the May 13, 2026 Meeting
- IV. Landscape Maintenance Update
- V. Discussion of:
 - A. Fishing Policies
 - B. Playground Options
- VI. Consideration of Resolution 2026-04, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (August 12, 2026) (*proposed budget will be sent under separate cover*)
- VII. Consideration of Resolution 2026-05, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure
- VIII. Staff Reports
 - A. Attorney

- B. Engineer
 - C. Manager
 - D. Operation Manager - Report
 - E. Amenity Center Manager - Report
- IX. Supervisor's Request and Public Comments
- X. Financial Reports
- A. Financial Statements as of April 30, 2026
 - B. Summary of Operations and Maintenance Invoices
- XI. Next Scheduled Meeting – July 8, 2026, at 10:00 a.m. @ Grand Oaks Amenity Center
- XII. Adjournment

THIRD ORDER OF BUSINESS

MINUTES OF MEETING
GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Grand Oaks Community Development District was held on Wednesday, May 13, 2026 at 10:00 a.m. at the Grand Oaks Amenity Center, 1055 Turnbull Creek Road, St. Augustine, Florida.

Present and constituting a quorum were:

Justin Dudley	Chairman
Linda Cruz	Vice Chairperson
David Crosby	Supervisor
Dick Trowbridge	Supervisor

Also, present were:

Matt Biagetti	GMS
Jim Oliver	District Manager
Wes Haber	District Counsel
Allen Flannery	The Greenery
Erick Wyrick	The Greenery
Rich Gray	Operations Manager
Robin Nixon	Amenity Manager
Jeff Johnson	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:00 a.m. Four Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments *(Regarding Agenda Items Listed Below)*

Mr. Oliver opened the public comment period. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the April 8, 2026 Meeting

Mr. Oliver presented the minutes of the April 8, 2026 meeting and asked for any comments, corrections, or changes. The Board had no revisions to the minutes.

On MOTION by Mr. Dudley, seconded by Mr. Trowbridge, all in favor, the Minutes of the April 8, 2026 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Landscape Maintenance Update

Mr. Flannery reported that recent rainfall may delay scheduled maintenance activities due to safety concerns. The contractor is continuing plant health care and turf nutrition efforts and provided an update on an invasive grassy weed affecting the property. Test plots with multiple chemical treatment rotations are underway to determine an effective control method while minimizing damage to existing Bermuda and St. Augustine turf. The contractor also reported that the irrigation system has been upgraded to provide remote monitoring and control, including visibility into pressure drops and system failures. A malfunctioning rain sensor was identified and will be repaired. Board members were offered access to irrigation alerts and monitoring information. Overall, he indicated that the new irrigation monitoring capability should improve response time to system issues and help support healthier turf conditions

The Board reviewed a proposal to prune the palm trees at the pool deck for \$1,417. The vendor indicated that, if approved, the work could be completed by the end of the month. Board discussion noted that palm pruning is typically performed annually, with more frequent service only occasionally warranted in higher-visibility areas. Staff also provided an update that work was underway on a tree that had fallen near a pond.

Mr. Flannery reported that palm pruning work could be accelerated from the first week of June if the Board elected to proceed sooner. The Board reviewed the status of pond access and confirmed that access issues, including prior fencing and gate concerns affecting certain pond locations, had been resolved and that full access to all ponds was currently available. Staff further advised that previously identified turf replacement work was substantially complete, with the remaining community turf issues now consisting primarily of treatment, fertilization, and mowing-related recovery rather than wholesale replacement. Two additional turf sections near the main drive continue to be monitored, and staff stated that any areas that fail to recover satisfactorily will

be reestablished. Based on current observations, the community was estimated to be approximately 95 percent complete, with remaining corrective work expected to be addressed within approximately two weeks, subject to continued evaluation.

Mr. Flannery discussed the impact of rainfall on mowing operations, particularly along lake banks and pond slopes where saturated soil conditions create both safety concerns and a risk of turf damage if mowing proceeds too soon. It was noted that even a short period of rain may result in a longer mowing delay when embankments require additional drying time. The landscape contractor confirmed that this condition applies to the community and stated that internal scheduling adjustments would be made to address the most overgrown missed areas as conditions permit so that the property does not become unsightly. Board members emphasized the importance of proactive communication during the summer mowing season, referencing prior concerns about missed or delayed service. Staff confirmed that weekly updates are being provided and agreed that contractor communications regarding weather-related schedule changes should also be shared with the broader community so that residents understand when delays are due to site conditions rather than service omissions.

A resident raised concerns regarding turf near the mailboxes that appeared thinner and less green than surrounding areas. The Board acknowledged that some localized areas remain sluggish and advised that additional soil sampling would be performed to evaluate the effects of prior phosphorus-related adjustments and determine how much improvement had been achieved. He indicated that although conditions have improved overall, some pockets continue to lag and will remain under observation, with continued treatment efforts to be applied within allowable maintenance parameters.

FIFTH ORDER OF BUSINESS

Consideration of Proposals:

A. Dominion Engineering for Bi-Annual Pond Inspections

The Board reviewed a proposal from Dominion Engineering Group for the required biannual inspection of the District's 20 ponds. Staff explained that the inspections are mandated by permit conditions and that the first two required steps under the proposal totaled \$8,500. Board members discussed whether it would be prudent to obtain additional pricing before taking action, noting both the need to ensure market competitiveness and the fact that the current proposal was the only quote received to date. Staff confirmed that Dominion, while familiar with the system as engineer of record, had not yet performed any work under the current proposal and that the

proposed inspection services would be separate from other pond-related work already underway. The Board also clarified that no conflict or coordination issue was anticipated between this proposal and other recently retained stormwater-related services. Following discussion, the Board reached consensus that one or two additional quotes should be obtained before approval. Staff agreed to solicit additional proposals from other qualified engineering firms and return the matter to the Board at the next meeting so that a final decision could be made in time to satisfy inspection requirements.

B. Quarterly PM HVAC Maintenance

Mr. Gray presented three proposals for quarterly preventive maintenance of the HVAC systems serving the amenity center and pool facilities, noting that the systems had recently been corrected and were operating properly. The proposals reviewed included Heat Beaters at \$1,335, Duck Duck Rooter at \$2,635, and Thigpen at \$4,944 annually. Staff advised that the scopes appeared substantially equivalent and confirmed that the lowest proposal included cleaning, filter service, electrical testing, coil maintenance, and other standard preventive-maintenance items for all covered units. After discussion, the Board determined that the Heat Beaters proposal provided the best value and approved the annual preventive-maintenance agreement. A motion was made and seconded, and the proposal from Heat Beaters LLC was approved unanimously.

On MOTION by Mr. Dudley, seconded by Ms. Cruz, all in favor, Quarterly PM HVAC Maintenance, was approved.

SIXTH ORDER OF BUSINESS

Discussion of Fiscal Year 2027 Budget Process

Mr. Oliver reviewed the Fiscal Year 2027 budget process and confirmed that a proposed budget will be presented at the June meeting for review and possible revision. Following Board approval of the proposed budget, a public hearing is expected to be scheduled for August 12, 2026, in accordance with the required notice period. He reported that preliminary budget preparation is underway, including refinement of budget line items to improve cost tracking and outreach to vendors regarding anticipated pricing changes. Updated preliminary materials will be provided to the Board in advance of the next meeting for further consideration.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing to report.

B. Engineer

There being no comments, the next item followed.

C. Manager

1. 2026 General Elections

Mr. Oliver reported that two Board seats currently held by David Crosby and Keith Hyatt will be filled through the 2026 general election process. Notice of the qualifying period was being published in the St. Augustine Record and posted on the District website. Interested registered voters residing within the District were advised to coordinate with the St. Johns County Supervisor of Elections, with qualifying scheduled for June 8 through June 12, 2026, and early pre-qualification encouraged. It was further noted that, if no candidates qualify, the Board will consider nominees and appoint individuals to fill the positions

2. Report on the Number of Registered Voters (766)

Mr. Oliver reported that the District currently has 766 registered voters. This information was placed into the record to satisfy the District's annual statutory obligation to report the number of registered voters residing within the District.

3. Annual Form 1 Filing & Annual Ethics Training

Mr. Oliver reminded Board members of the annual Form 1 financial disclosure requirement and advised that updated filings must be completed by July 1, 2026. The Board was also reminded of the annual ethics-training obligation, which must be completed by December 31, 2026. During discussion, a Board member asked whether courtesy email confirmation of completed ethics training should be provided to staff, and Mr. Oliver confirmed that such notice would be appropriate.

D. Operation Manager – Report

Mr. Gray presented reported that the playground project was approximately 90 percent complete, with only minor punch-list items remaining, including trimming exposed hardware, final

site cleanup, and removal of equipment once ground conditions permitted. Payment will be withheld until final inspection confirms completion. He further reported that prior fencing and easement-related access issues had been corrected and that the custom gate installation had improved access conditions, although additional clarification would be obtained regarding a reported boat-turning concern at one pond location. Pond maintenance efforts remain ongoing, with low water levels temporarily limiting airboat access and requiring interim backpack treatment. He also advised that parts for the vacuum-pump repair were expected imminently, with repair anticipated by the end of the week or the following week if delayed. The fountains were reported to be operating properly, annual flower installations were performing well, HVAC systems would continue to be monitored in conjunction with the newly approved preventive-maintenance program, and two minor irrigation line repairs had been completed.

E. Amenity Center Manager – Report

Ms. Nixon reported that rental activity for the community room remained strong, with limited June availability due to graduation parties and similar events. Recurring resident programming, including clubs, exercise classes, and weekly food trucks, continued to be well attended. She also provided updates on specialty vendors, noting that a dessert vendor and coffee truck had returned successfully and that additional appearances were planned through the summer. The community yard sale experienced lower-than-expected participation despite significant advance sign-ups, and the planned vendor fair was postponed until fall because of insufficient vendor commitment. She is presently organizing a summer kickoff event, with donated support for inflatable entertainment under consideration, and is also exploring a resident-only vendor fair featuring locally operated businesses and services. During discussion, Board members raised concerns regarding rental guests propping open amenity-center doors during private events, noting the potential negative effects on HVAC efficiency, indoor humidity control, and building security. She indicated that the issue would be reviewed further to determine an appropriate operational response.

EIGHTH ORDER OF BUSINESS

Supervisor’s Requests and Public Comments

Mr. Oliver asked for any Supervisor requests and public comments.

The Board discussed preliminary planning for future playground improvements at the amenity center site. A Board member reported that review of replacement playground options was underway and that potential concepts would be developed for consideration at a future meeting. The Board further advised that the homeowners association remained willing to consider contributing funds toward a new playground once a specific concept and scope were identified. During related discussion, the Board reviewed the District's current property rights at the amenity site and was advised by counsel that, although fee title has not yet been conveyed to the District, the District presently holds a perpetual easement that authorizes continued use, operation, maintenance, repair, replacement, and improvement of facilities on the property, including installation of a playground. Counsel further explained that the underlying property owner has expressed a willingness to convey the property to the District, but that transfer remains under review pending resolution of related litigation issues or other protections necessary to ensure that acceptance of title would not adversely affect the District. Counsel also confirmed that District funds may lawfully be used for removal and replacement of improvements on the site because such expenditures are authorized under a resident requested clarification regarding a sidewalk condition in Summer Bay involving a utility or water-access structure located within the sidewalk path, expressing concern that the condition may not comply with accessibility requirements and could present a trip hazard. Board discussion indicated that the roads and sidewalks in question are understood to be private facilities within the Summer Bay homeowner's association rather than District-owned infrastructure, and that responsibility for correction would therefore likely rest with the homeowner's association or developer rather than the District.

Multiple residents addressed ongoing concerns regarding unauthorized fishing activity and repeated access by minors and other individuals into conservation and preserve areas behind residential lots. Residents reported that the activity was disturbing wildlife, generating litter, reducing visible wildlife presence, and creating safety concerns due to steep embankments, wetlands, and the possible presence of wildlife such as alligators and bobcats. Additional concerns were raised regarding the use of private property and rear-lot access points to reach these areas, as well as the potential liability exposure to adjacent homeowners if an injury were to occur. Residents also noted that similar concerns had arisen near other non-designated ponds within the community.

In response, staff and Board members acknowledged the recurring nature of the issue and confirmed that the District would continue to address the matter to the extent of its authority. It was noted that the District has already discussed the matter with the St. Johns County Sheriff's Office and has in place a trespass-authorization process that permits law enforcement to respond when unauthorized use occurs on District property or easement areas. Staff further reported that new District signs had been prepared and approved for installation stating that fishing is prohibited in the affected areas. These signs are to be placed in visible locations, including at known access points, in order to improve public notice and assist staff and law enforcement in enforcing District policies. Staff also stated that the District would revisit its fishing and amenity-use policies to confirm alignment with current conditions and, if warranted, clarify them at the next meeting.

The Board discussed the limits of District enforcement authority, emphasizing that the District cannot independently police all unauthorized conduct but may use available administrative remedies once violations are documented and policies are clearly communicated. Staff advised that one available consequence could include suspension of District amenity privileges for residents or, where applicable, entire households found to be violating District rules, subject to the required notice and hearing procedures. Counsel further explained that homeowners adjacent to ponds and easement areas do not receive separate District protection for conditions on their private lots and that questions of private-property liability remain matters for the individual property owner, except to the extent the District controls its own easement and amenity areas.

Additional public comments reflected differing perspectives on the issue. One resident urged that the District and community be mindful not to over-penalize neighborhood youth, noting that children in the community often have limited recreational outlets and are frequently the subject of complaints. Another resident suggested that, instead of focusing solely on prohibition, the District and homeowners' association might consider whether a safe, clearly designated fishing location could be developed in the future for youth use. Board members responded that designated fishing locations already exist within the community and that staff would work on better public communication identifying approved and non-approved areas. The Board concluded the discussion by confirming that the matter would remain on the District's front burner, that additional clarification would be prepared for a future agenda, and that residents should continue reporting immediate issues through appropriate channels, including law enforcement where necessary.

NINTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of March 31, 2026

Mr. Oliver presented the financial statements for the first six months of the fiscal year and advised that the District remains in a financial position substantially similar to fiscal year 2025. It was noted that the budget is expected to remain tight through the balance of the fiscal year and that priority must continue to be given to essential operating expenses, particularly utilities and other costs necessary to maintain District operations. The Board was further advised that, although financial constraints remain in the near term, the District is expected to reach a stronger long-term financial position.

On MOTION by Mr. Dudley, seconded by Ms. Trowbridge, with all in favor, the Check Register, was approved.

**TENTH ORDER OF BUSINESS Next Scheduled Meeting – June 10, 2026 @
10:00 a.m. @ Grand Oaks Amenity Center**

Mr. Oliver stated the next meeting is scheduled for June 10, 2026, at 10:00 a.m. at the Grand Oaks Amenity Center.

ELEVENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Dudley, seconded by Ms. Cruz, with all in favor, the meeting was adjourned

Secretary / Assistant Secretary

Chairman / Vice Chairman

FOURTH ORDER OF BUSINESS

Dear ,

As part of our ongoing commitment to providing exceptional landscape maintenance services, I am pleased to provide our latest Client Communication Report. During my recent visit to your property, I was able to assess the following areas of recent accomplishment on your property.

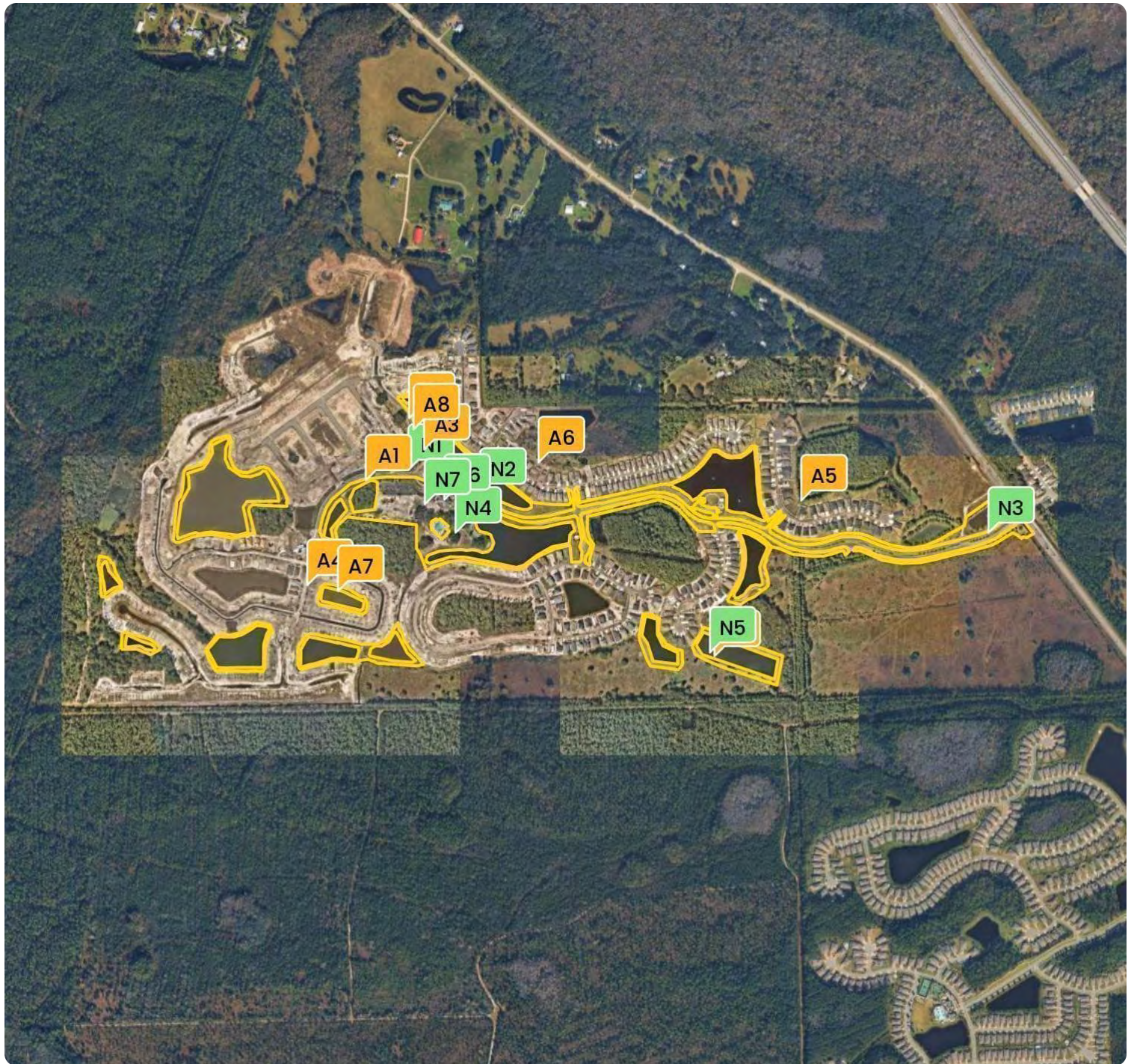
In this report, you will find a high-level overview of our recent accomplishments on your property, including the completion of specific projects and any notable highlights that showcase the beauty and health of your landscape. We also provide insights into ongoing tasks, giving you a clear picture of our continuous efforts to maintain and enhance your outdoor spaces.

Moreover, we have identified several opportunities that could further elevate the aesthetic and functional value of your property. These suggestions are carefully curated based on our expert assessment and your unique landscape needs, aiming to deliver the best possible outcomes for your environment.

As your trusted advisor, my goal is to ensure transparent and effective communication, offering you peace of mind that your landscape is in capable hands. Should you have any questions or wish to discuss any aspect of the report, please do not hesitate to reach out to me directly.

Thank you for your continued trust in our services. We look forward to working together to create and maintain a landscape that exceeds your expectations.

Warm regards,
William Allen Flannery, CRM



Client Communication Report

Grand

Reported On:
May 28, 2026

Report By:
William Allen Flannery

Property Size:
44.14 Acres

Property Name:
1055 Turnbull Creek Road, St. Augustine, FL, USA

Client Communication Report

ACCOMPLISHMENTS

1. Our team has done an excellent job replanting this oak tree that fell over. After the tree fell, it gave us a chance to take a close look at the root ball, and it appeared to still have the original wrap around the root system which prevented the tree from taking root properly. A tree is now successfully installed at the proper depth and we have secure straps fastened to the tree.
2. Our production team have done a nice job detailing along the fence line on Smith Ranch Rd
3. The production team have accomplished trimming the lower canopies of some Crape Myrtles
4. We are doing some catch up work with pond mowing in the Summer Bay Area. As noted in previous weekly reports, we had to deal with poor weather conditions that set us back a bit. We are now back on track.
5. The pocket parks are in good shape
6. These pocket parks are in good shape
7. Catching up with pond maintenance
8. We were able to get some of the crape Myrtle's limbed up some to show off the beautiful canopy

RECOMMENDATIONS FOR PROPERTY ENHANCEMENTS

1. We have been alerted to a tree that has fallen over behind pond number four from a resident at 225 Willow Creek Court. We have put eyes on the tree and are working on putting an estimate to cut the fallen tree back to the wood line and dispose of the branches in the natural conservation area.

NOTES TO OWNER/CLIENT

1. the grass has responded well to the recent fertilization that was performed. We will continue to monitor, especially with the water restrictions that we are under currently.
2. We have our PHC team on site today spot treating weeds and performing the next ornamental treatment. In addition to this we have a follow up turf treatment scheduled for next week to address turf weeds.
3. We received a report that Water was running at the entrance median island on May 21, our team will look into this. It sounds like there may be a valve issue
4. Our Irrigation team plans to return next week to reestablish Irrigation spray edge where the playground was removed
5. Our team has cut back the fallen tree as close as we could get it to the tree line at Pond number 4. There is still a large portion of the tree and if more cutbacks are needed, we will have to get a tree vendor involved
6. We had what appears to be an irrigation issue that our irrigation team has been made aware of and will be looking into this during the inspection
7. IRRIGATION NOTE- Irrigation System Management · Clock programmed correctly for site and season · Property management has requested that we follow watering restrictions very closely. Only watering on Tuesdays. While there has been some rain recently, with a central system, it still continues to be a struggle with only one day of watering

1. ACCOMPLISHMENTS

Created On May 04, 2026 by William Allen Flannery

Our team has done an excellent job replanting this oak tree that fell over. After the tree fell, it gave us a chance to take a close look at the root ball, and it appeared to still have the original wrap around the root system which prevented the tree from taking root properly. A tree is now successfully installed at the proper depth and we have secure straps fastened to the tree.



Note Attachments



2. ACCOMPLISHMENTS

Created On May 15, 2026 by William Allen Flannery

Our production team have done a nice job detailing along the fence line on Smith Ranch Rd



Note Attachments





3. ACCOMPLISHMENTS

Created On May 15, 2026 by William Allen Flannery

The production team have accomplished trimming the lower canopies of some Crape Myrtles



Note Attachments





4. ACCOMPLISHMENTS

Created On May 27, 2026 by William Allen Flannery

We are doing some catch up work with pond mowing in the Summer Bay Area. As noted in previous weekly reports, we had to deal with poor weather conditions that set us back a bit. We are now back on track.



Note Attachments





5. ACCOMPLISHMENTS

Created On May 27, 2026 by William Allen Flannery
The pocket parks are in good shape



Note Attachments



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Created On May 27, 2026 by William Allen Flannery

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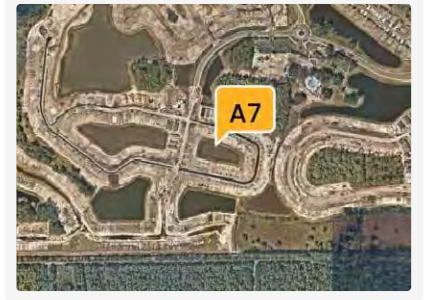
Note Attachments





7. ACCOMPLISHMENTS

Created On May 27, 2026 by William Allen Flannery
Catching up with pond maintenance



Note Attachments





8. ACCOMPLISHMENTS

Created On May 27, 2026 by William Allen Flannery

We were able to get some of the crape Myrtle's limbed up some to show off the beautiful canopy



Note Attachments





1. RECOMMENDATIONS FOR PROPERTY ENHANCEMENT

Created On May 04, 2026 by William Allen Flannery Created On Site

We have been alerted to a tree that has fallen over behind pond number four from a resident at 225 Willow Creek Court. We have put eyes on the tree and are working on putting an estimate to cut the fallen tree back to the wood line and dispose of the branches in the natural conservation area.



Note Attachments



1. NOTES TO OWNER/CLIENT

Created On May 04, 2026 by William Allen Flannery

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Note Attachments





2. NOTES TO OWNER/CLIENT

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Note Attachments





3. NOTES TO OWNER/CLIENT

Created On May 21, 2026 by William Allen Flannery  Created On Site

We received a report that Water was running at the entrance median island on May 21, our team will look into this. It sounds like there may be a valve issue



4. NOTES TO OWNER/CLIENT

Created On May 21, 2026 by William Allen Flannery

Our Irrigation team plans to return next week to reestablish Irrigation spray edge where the playground was removed



Note Attachments



5. NOTES TO OWNER/CLIENT

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Our team has cut back the fallen tree as close as we could get it to the tree line at Pond number 4. There is still a large portion of the tree and if more cutbacks are needed, we will have to get a tree vendor involved



Note Attachments





6. NOTES TO OWNER/CLIENT

Created On May 27, 2026 by William Allen Flannery

We had what appears to be an irrigation issue that our irrigation team has been made aware of and will be looking into this during the inspection



Note Attachments



7. NOTES TO OWNER/CLIENT

Created On May 28, 2026 by William Allen Flannery

IRRIGATION NOTE-

Irrigation System Management

- Clock programmed correctly for site and season
- Property management has requested that we follow watering restrictions very closely. Only watering on Tuesdays. While there has been some rain recently, with a central system, it still continues to be a struggle with only one day of watering



Enhancing People's Lives Through Beautiful Landscapes

SIXTH ORDER OF BUSINESS

RESOLUTION 2026-04
[FY 2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND OAKS 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 Grand Oaks 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 GRAND OAKS 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: August 12, 2026
TIME: 10:00 AM
LOCATION: Grand Oaks Amenity Center
1055 Turnbull Creek Road
St. Augustine, Florida 32092

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 10th DAY OF JUNE, 2026.

ATTEST:

**GRAND OAKS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A
FY 2027 Proposed Budget

SEVENTH ORDER OF BUSINESS

RESOLUTION 2026-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND OAKS 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 Grand Oaks 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 GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. A Public Hearing will be held to adopt Rules of Procedure on August 12, 2026, at 10:00 a.m., at Grand Oaks Amenity Center, 1055 Turnbull Creek Road, St. Augustine, Florida 32092.

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 10th day of June, 2026.

ATTEST:

GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**RULES OF PROCEDURE
GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
RULE NO. 2026-___**

EFFECTIVE AS OF _____, 2026

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Rule 1.0 General.

- (1) The Grand Oaks 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) 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 Responsive and Responsible 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.

EIGHTH ORDER OF BUSINESS

D.

Grand Oaks

Community Development District

Field Operations & Amenity Management Report

06/10/2026



Rich Gray

FIELD OPERATIONS MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

Robin Nixon

AMENITY MANAGER
GOVERNMENTAL MANAGEMENT SERVICES

Grand Oaks
Community Development District

Field Operations & Amenity Management Report
June 10th, 2026

To: Board of Supervisors

From: Rich Gray
Field Operations Manager

Robin Nixon
Amenity Manager

RE: Grand Oaks Field Operations & Amenity Management Report – June 10th, 2026

The following is a review of the field operations, maintenance, and amenities management items at Grand Oaks.



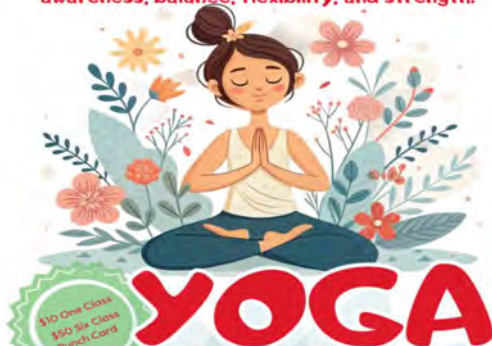
Events & Community Information

- Weekly Food Truck on Thursdays from 5 pm to 8 pm at the Amenity Center.

Fitness Center

- Zumba Classes- Mondays at 6 pm & Fridays at 10:30 am. NO Longer in the Swimming Pool.
- Yoga- Saturdays at 10 am
- The rental room still has some availability for Saturdays in June with limited availability remaining in July already.
- The Mr. Softee Ice Cream truck will be here at the amenity center every second Sunday from April through August, between 1:00 p.m. and 3:00 p.m.
- Clubs Meeting in Club House
 - Mahjong (Mon & Tues.)
 - Hand & Foot (Thurs & Fridays)
 - Bible study group on the First & Third Wednesdays of every month.
 - Book club meets on the 3rd Thursday of each month.
 - Clubhouse was reserved twice this month for Lakeview and Summer HOA annual meetings for residents.

Enjoy a 1-hour session of mindful movements and soothing stretches designed to enhance your body awareness, balance, flexibility, and strength.



Events & Community Information

➤ **Resident Vendor Fair- May 28**

Our recent Resident Vendor Fair was a great success! We had approximately **10–15 vendors** participate and received a lot of positive feedback from residents. Many shared that they would love to see this event return in the future. Possibly even quarterly. It was great to see the community come out to support each other and neighbors.

➤ **Summer Kickoff Event – June 6** 🍷

We're looking forward to our **Summer Kickoff Event this Saturday, June 6** at the Amenity Center. In addition to the planned activities, we'll have Fruity Lemingo joining us with their mobile drink trailer serving freshly squeezed lemonades and dirty sodas available for purchase. This event will be the perfect way to start summer at Grand Oaks.

➤ We've been discussing the possibility that if residents enjoy Fruity Lemingo during the event, we may invite them back **2–3 Saturdays per month throughout the summer** for residents and families to enjoy while spending time at the pool.

➤ **Mr. Softee – June 14** 🍪

Mister Softee continues to visit Grand Oaks on the second Sunday of each month through the fall and will be back June 14. Residents always enjoy having them on-site, and we're happy to continue offering these recurring visits.

➤ We appreciate everyone who continues to participate in our community events and help make them successful!

➤ **Ongoing Programs:**

Weekly and monthly clubs (Mahjong, Hand & Foot, Samba, Bible study, yoga, Zumba and book club) continue to run consistently. I encourage anyone interested in starting a club for the kids for the summertime to start that process now.

Events & Community Information

SIDEWALK CHALK CONTEST!

WINNER WILL WIN A SMALL GIFT!

STARTS AT 11:00 AM

ARTIST WILL HAVE 30 MINUTES TO CREATE THEIR ARTWORK

WINNER WILL BE ANNOUNCED AT 12:00 PM

WE NEED 2 RESIDENT VOLUNTEERS TO HELP JUDGE!

SUPPLIES
SOME SIDEWALK CHALK SUPPLIES WILL BE AVAILABLE - FIRST COME, FIRST SERVE!
WE ENCOURAGE RESIDENTS TO BRING SOME AS WELL IF YOU HAVE YOUR OWN.

DESIGNATED AREA
THERE WILL BE A DESIGNATED AREA FOR THIS ACTIVITY.

LOCATION
BACK ENTRANCE OF THE SWIMMING POOL NEAR

LET'S FILL THE SIDEWALKS WITH CREATIVITY!

MR SOFTEE IS COMING TO GRAND OAKS!

this Sunday!

Mother's Day JUST GOT A LITTLE SWEETER!

TREAT Mom LIKE YOUR BEST FRIEND!

CONES • SHAKES • SUN

SUNDAY
MAY 10TH 1-3PM

GRAND OAKS AMENITY CENTER

SWEET TREATS • HAPPY HEARTS • GREAT MEMORIES

DECORATE YOUR OWN KIDS KITE WITH MARKERS!

BE CREATIVE!
HAVE FUN!
MAKE IT YOUR OWN!



GRAND OAKS VENDOR MARKET

MAY 28

5PM - 8PM

AT THE AMENITY CENTER

1055 TURNBULL CREEK RD
ST. AUGUSTINE, FL 32092

VENDORS

- Giffen World Wide Travel
- Yvonne's Beaded Pens, Decorative Agroms, and Jewelry Boxes
- Critters & Canimals by Lani
- Timeslangz ASA Provider
- Club Flares
- Amara Handmade Jewelry
- Old Florida Trading Co
- St. Aug Hot Sauce
- San Augustin Cigars
- Bray's Bakery Shop
- Lily's Bakery
- Erick's 3D print
- Sweet and Sugary Cookie
- Crystal Chimes
- First Coast Photography
- Annabelle's Pet Sitting
- Grand Gesture Gifting Co
- Scarlette's Chocolate Fundraiser

FOOD TRUCKS

- Foodaholic
- Hippie Chix Frozen Sweets

SHOP LOCAL
SUPPORT SMALL
BUILD COMMUNITY



Weekly Maintenance Responsibilities

Listed below are weekly maintenance responsibilities:

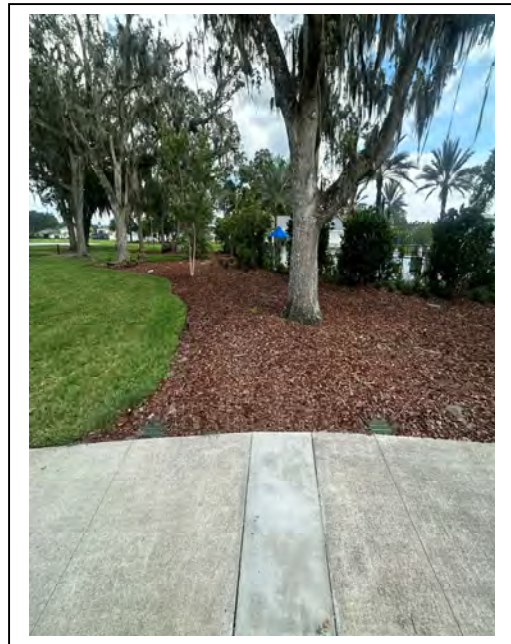
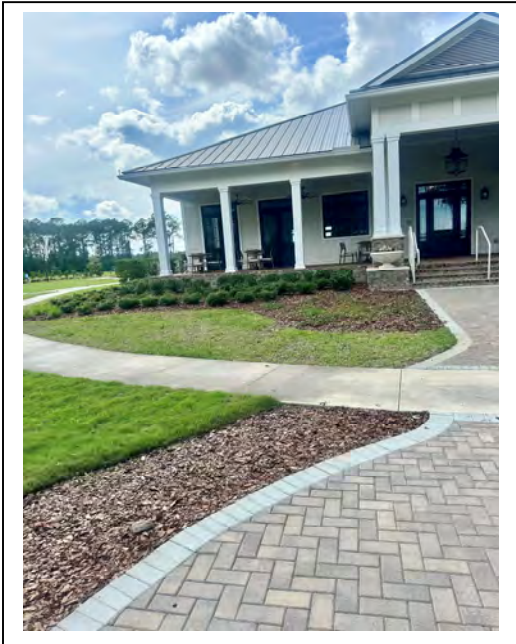
- Roadways, pickleball courts, playgrounds, pool areas, sports complexes, and parking lots are checked weekly for debris.
- All trash receptacles are checked weekly and emptied as needed.
- All pool furniture is straightened and organized at the start of each day, and each chair is inspected for proper working order.
- Lighting inspections are conducted every month, and bulbs are replaced as needed.
- The entryway, back patio, Front Patio, Pool deck, and front sidewalk are blown off weekly.
- All gym equipment is inspected monthly to ensure proper working order.
- All HVAC systems are checked weekly for proper operation. This includes the Amenity Center and Pool Deck Units. (In the process of setting up PM Maintenance for all HVAC units as an extra form of protection)
- Further maintenance tasks and developments are conducted on an as-needed basis. Examples of these developments are listed in the following pages.

Completed Projects

- Yellowstone completed the approved Pines Straw and Pine Bark application to the property, Visual inspection was completed and all areas were completed to SOW.
- Grover Electric replaced (2) underpowered/Bad breakers in the breaker box, all systems at this time seem to be functioning well.
- The Greenery completed the Palm Tree pruning on the Pool Deck and did some lite trimming on the surrounding hedges.
- GMS continued touch up painting in the Amenity Center, our next focus is going to be on the Yoga Room, Social Room and Main Entry way.
- The Greenery continued to replace sod on Turnbull Creek Road; there are additional areas that are in decline that we have on our radar.
- GMS installed No Fishing Signage on Garden Court Pond as instructed by the Board; we will continue to monitor the area and make sure to remind residents on the locations approved for Fishing Per the Map provided.
- GMS patched potholes on Turnbull Creek Road and at Legacy Park Parking Lot.
- Lake Doctors reset a down fountain and completed the fountain inspection; at this time all systems are functioning as they should.
- JimCo completed the approved demo to the Playground that was approved by the board, we are currently researching options for replacement.

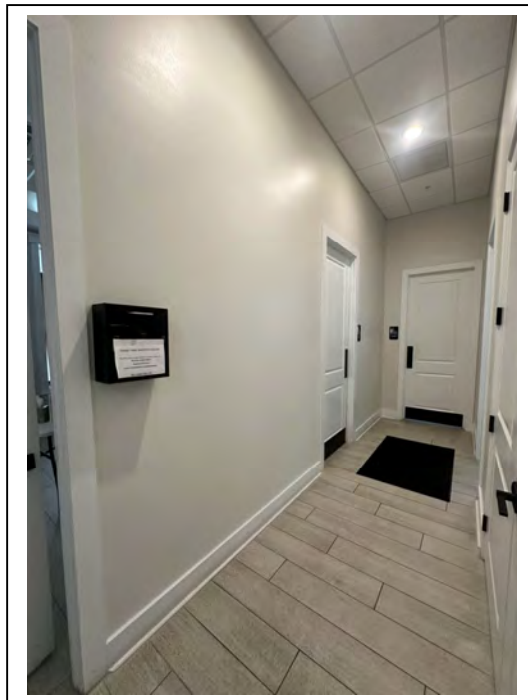
*Photos of completed tasks are listed on the following page. Any questions about this report should be directed to the on-site staff.

Completed Projects

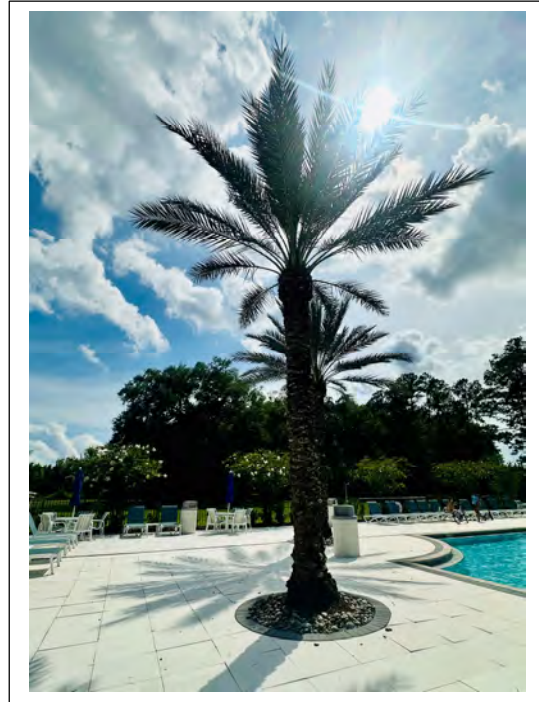


-Yellowstone completed the approved Pine Straw and Pine Bark application in all areas per the SOW.

-GMS continued to work on touch-up painting in the Amenity Center and Social Room.



Completed Projects



-The Greenery completed the Palm Tree pruning on the Pool Deck and did some clean up on the surrounding Landscape.

-GMS installed No Fishing Signs on Garden Court as instructed by the Board.



Conclusion

For any questions or comments regarding the above information, contact Robin Nixon, Amenity Manager, at Grandoaksmanager@gmsnf.com



TENTH ORDER OF BUSINESS

A.

Grand Oaks
Community Development District

Unaudited Financial Reporting
April 30, 2026



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4-5	<u>General Fund</u>
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12-13	<u>Long Term Debt Schedule</u>
14	<u>Assessment Receipt Schedule</u>

Grand Oaks
Community Development District
Combined Balance Sheet
April 30, 2026

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Operating Account - Truist	\$ 206,353	\$ -	\$ -	\$ 206,353
Operating Account - Valley National	\$ -	\$ -	\$ -	\$ -
Assessment Receivable	\$ 2,418	\$ 245,403	\$ -	\$ 247,821
Due from Developer	\$ 140,904	\$ -	\$ -	\$ 140,904
Due from Other(Litigation)	\$ 79,236	\$ -	\$ -	\$ 79,236
Due from Capital Projects	\$ -	\$ -	\$ -	\$ -
Investment - SBA	\$ 256,785	\$ -	\$ -	\$ 256,785
Prepaid Expense	\$ -	\$ -	\$ -	\$ -
Investments:				
<u>Series 2019</u>				
Reserve	\$ -	\$ 670,063	\$ -	\$ 670,063
Revenue	\$ -	\$ 595,112	\$ -	\$ 595,112
Prepayment	\$ -	\$ 944	\$ -	\$ 944
Interest	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ 45,570	\$ 45,570
Due from General Fund	\$ -	\$ 111,072	\$ -	\$ 111,072
<u>Series 2020</u>				
Reserve	\$ -	\$ 588,636	\$ -	\$ 588,636
Interest	\$ -	\$ (0)	\$ -	\$ (0)
Revenue	\$ -	\$ 569,060	\$ -	\$ 569,060
Prepayment	\$ -	\$ 37,079	\$ -	\$ 37,079
Construction	\$ -	\$ -	\$ 23,784	\$ 23,784
Cost of Issuance	\$ -	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ 6,721	\$ -	\$ 6,721
<u>Series 2021</u>				
Reserve	\$ -	\$ 97,477	\$ -	\$ 97,477
Revenue	\$ -	\$ 12	\$ -	\$ 12
Construction	\$ -	\$ -	\$ 15,141	\$ 15,141
Construction - State Road 16	\$ -	\$ -	\$ 223	\$ 223
Due from General Fund	\$ -	\$ -	\$ -	\$ -
Total Assets	\$ 685,696	\$ 2,921,579	\$ 84,718	\$ 3,691,992
Liabilities:				
Accounts Payable	\$ 56,287	\$ -	\$ -	\$ 56,287
Due to Debt Service	\$ 117,794	\$ -	\$ -	\$ 117,794
Due to Capital Projects	\$ -	\$ -	\$ -	\$ -
Due to General Fund	\$ -	\$ -	\$ -	\$ -
Deposits	\$ -	\$ -	\$ -	\$ -
Unavailable Revenue	\$ 140,904	\$ 239,848	\$ -	\$ 380,752
Total Liabilites	\$ 314,985	\$ 239,848	\$ -	\$ 554,833
Fund Balance:				
Prepaid Items	\$ -	\$ -	\$ -	\$ -
Assigned For:				
Debt Service - Series 2019	\$ -	\$ 1,382,745	\$ -	\$ 1,382,745
Debt Service - Series 2020	\$ -	\$ 1,201,496	\$ -	\$ 1,201,496
Debt Service - Series 2021	\$ -	\$ 97,490	\$ -	\$ 97,490
Restricted For:				
Capital Projects - Series 2019	\$ -	\$ -	\$ 45,570	\$ 45,570
Capital Projects - Series 2020	\$ -	\$ -	\$ 23,784	\$ 23,784
Capital Projects - Series 2021	\$ -	\$ -	\$ 15,364	\$ 15,364
Unassigned	\$ 370,711	\$ -	\$ -	\$ 370,711
Total Fund Balances	\$ 370,711	\$ 2,681,731	\$ 84,718	\$ 3,137,160
Total Liabilities & Fund Balance	\$ 685,696	\$ 2,921,579	\$ 84,718	\$ 3,691,992

Grand Oaks

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/26	Thru 04/30/26	Variance
Revenues:				
Assessments - On Roll	\$ 588,242	\$ 588,242	\$ 594,114	\$ 5,872
Assessments - Direct	\$ 649,186	\$ 649,186	\$ 332,543	\$ (316,643)
Interest Income	\$ 5,000	\$ 2,917	\$ 4,804	\$ 1,887
Developer Contributions	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	\$ 2,000	\$ 1,167	\$ 12,940	\$ 11,773
Miscellaneous Income - NST Lease	\$ -	\$ -	\$ 13,227	\$ 13,227
Total Revenues	\$ 1,244,428	\$ 1,241,511	\$ 957,628	\$ (283,883)
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 7,000	\$ 2,800	\$ 4,200
Arbitrage	\$ 1,350	\$ 788	\$ -	\$ 788
District Engineer	\$ 13,200	\$ 7,700	\$ 4,470	\$ 3,230
Dissemination Agent	\$ 3,150	\$ 1,838	\$ 2,038	\$ (200)
District Counsel	\$ 30,000	\$ 17,500	\$ 16,416	\$ 1,084
District Counsel - Litigation	\$ -	\$ -	\$ -	\$ -
Assessment Roll Administration	\$ -	\$ -	\$ 7,500	\$ (7,500)
Auditing Services	\$ 6,600	\$ -	\$ -	\$ -
Trustee Fees	\$ 12,000	\$ 12,000	\$ 10,227	\$ 1,773
Management Fees	\$ 58,478	\$ 34,112	\$ 34,112	\$ (0)
Information Technology	\$ 1,890	\$ 1,103	\$ 1,103	\$ -
Website Administration	\$ 1,260	\$ 735	\$ 735	\$ -
Postage	\$ 1,200	\$ 700	\$ 187	\$ 513
Printing And Binding	\$ 350	\$ 204	\$ 306	\$ (102)
Insurance	\$ 7,029	\$ 7,029	\$ 7,029	\$ -
Legal Advertising	\$ 1,000	\$ 583	\$ 285	\$ 299
Bank Fees	\$ 2,000	\$ 1,167	\$ 1,481	\$ (314)
Office Supplies	\$ 150	\$ 88	\$ 3	\$ 85
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative:	\$ 151,832	\$ 92,720	\$ 88,866	\$ 3,854

Grand Oaks

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/26	Thru 04/30/26	Variance
<i>Operation and Maintenance</i>				
Field Expenses				
Field Management	\$ 46,943	\$ 27,383	\$ 27,383	\$ (0)
Electricity	\$ 110,000	\$ 64,167	\$ 21,646	\$ 42,521
Utility	\$ 12,000	\$ 7,000	\$ -	\$ 7,000
Landscape Maintenance	\$ 229,008	\$ 133,588	\$ 128,588	\$ 5,000
Irrigation Repairs	\$ 15,000	\$ 8,750	\$ 3,351	\$ 5,399
Landscape Replacement	\$ 18,000	\$ 10,500	\$ 742	\$ 9,758
Landscape - Mulch	\$ 40,000	\$ 23,333	\$ -	\$ 23,333
Landscape - Annuals	\$ 14,265	\$ 8,321	\$ -	\$ 8,321
Lake Maintenance	\$ 29,700	\$ 17,325	\$ 17,325	\$ -
Wetland Mitigation	\$ -	\$ -	\$ 10,500	\$ (10,500)
General Repairs & Maintenance	\$ 25,000	\$ 14,583	\$ 41,450	\$ (26,866)
Sidewalk & Pavement Repairs	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Capital Reserve	\$ 100,000	\$ 58,333	\$ -	\$ 58,333
Subtotal	\$ 644,916	\$ 376,201	\$ 250,985	\$ 125,217
Amenity Expenses				
Facility Management	\$ 85,000	\$ 49,583	\$ 49,583	\$ 0
Facility Attendants	\$ 15,000	\$ 8,750	\$ -	\$ 8,750
Security	\$ 15,000	\$ 8,750	\$ 375	\$ 8,375
Cable/Internet	\$ 5,000	\$ 2,917	\$ -	\$ 2,917
Property Insurance	\$ 79,646	\$ 79,646	\$ 54,784	\$ 24,862
Utility-Water	\$ 10,000	\$ 5,833	\$ 4,115	\$ 1,718
Gas	\$ 2,000	\$ 1,167	\$ 627	\$ 540
Pool Maintenance	\$ 21,600	\$ 12,600	\$ 12,600	\$ -
Pool Chemicals	\$ 15,000	\$ 8,750	\$ 5,987	\$ 2,763
Pool Permits	\$ 355	\$ 207	\$ 350	\$ (143)
Refuse	\$ 5,000	\$ 2,917	\$ 1,896	\$ 1,020
Janitorial Services	\$ 16,200	\$ 9,450	\$ 10,031	\$ (581)
Pest Control	\$ 1,620	\$ 945	\$ 405	\$ 540
Amenity Office Supplies	\$ 600	\$ 350	\$ 240	\$ 110
Recreation Facility Maintenance	\$ 25,000	\$ 14,583	\$ 3,344	\$ 11,239
Recreation Equipment Maintenance	\$ 17,928	\$ 10,458	\$ 10,458	\$ -
Special Events	\$ 7,000	\$ 4,083	\$ 1,768	\$ 2,315
Holiday Decorations	\$ 2,000	\$ 1,167	\$ 3,050	\$ (1,883)
Miscellaneous Maintenance	\$ 123,731	\$ 72,176	\$ 67,554	\$ 4,622
Subtotal	\$ 447,680	\$ 294,333	\$ 227,169	\$ 67,164
Total O&M Expenses:	\$ 1,092,596	\$ 670,534	\$ 478,153	\$ 192,380
Total Expenditures	\$ 1,244,428	\$ 763,254	\$ 567,019	\$ 196,235
Excess Revenues (Expenditures)	\$ -		\$ 390,609	
Fund Balance - Beginning	\$ -		\$ (19,898)	
Fund Balance - Ending	\$ -		\$ 370,711	

Grand Oaks

Community Development District

Debt Service Fund - Series 2019

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Assessments - On Roll	\$ 537,242	\$ 537,242	\$ 523,368	\$ (13,874)
Assessments - Direct	\$ 142,678	\$ 99,936	\$ 99,936	\$ -
Assessments - Prepayment	\$ -	\$ -	\$ -	\$ -
Interest	\$ 10,000	\$ 4,167	\$ 21,945	\$ 17,779
Total Revenues	\$ 689,920	\$ 641,345	\$645,249	\$ 3,904
Expenditures:				
Interest Expense 11/1	\$ 234,259	\$ 234,259	\$ 233,566	\$ 693
Principal Expense 11/1	\$ 200,000	\$ 200,000	\$ 200,000	\$ -
Special Call 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Interest Expense 5/1	\$ 230,134	\$ -	\$ -	\$ -
Total Expenditures	\$ 664,394	\$ 434,259	\$ 438,565	\$ (4,306)
Other Financing Sources:				
Transfer In/(Out)	\$ -	\$ -	\$ (14,430)	\$ (14,430)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ (14,430)	\$ (14,430)
Excess Revenues (Expenditures)	\$ 25,526		\$192,254	
Fund Balance - Beginning	\$ 277,837		\$ 1,190,492	
Fund Balance - Ending	\$ 303,363		\$ 1,382,745	

Grand Oaks

Community Development District

Debt Service Fund - Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted Budget	Prorated Budget Thru 04/30/26	Actual Thru 04/30/26	Variance
Revenues:				
Assessments - On Roll	\$ 328,531	\$ 328,531	\$ 315,894	\$ (12,637)
Assessments - Direct	\$ 604,659	\$ 258,188	\$ 258,188	\$ -
Assessments - Prepayment	\$ -	\$ -	\$ 31,663	\$ 31,663
Interest	\$ 10,000	\$ 4,167	\$ 16,628	\$ 12,461
Total Revenues	\$ 943,190	\$ 590,886	\$622,373	\$ 31,487
Expenditures:				
Interest Expense 11/1	\$ 319,663	\$ 319,663	\$ 319,663	\$ -
Principal Expense 5/1	\$ 295,000	\$ -	\$ -	\$ -
Interest Expense 5/1	\$ 319,663	\$ -	\$ -	\$ -
Total Expenditures	\$ 934,327	\$ 319,663	\$ 319,663	\$ -
Other Financing Sources:				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ 8,863		\$302,710	
Fund Balance - Beginning	\$ 277,837	\$ -	\$ 898,786	
Fund Balance - Ending	\$ 286,700	\$ -	\$ 1,201,496	

Grand Oaks

Community Development District

Debt Service Fund - Series 2021

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/26	Thru 04/30/26	Variance
Revenues:				
Assessments - On Roll	\$ -	\$ -	\$ -	\$ -
Assessments - Direct	\$ 300,025	\$ 120,010	\$ -	\$ (120,010)
Interest	\$ 5,000	\$ 2,083	\$ 3,460	\$ 1,377
Total Revenues	\$ 305,025	\$ 122,094	\$ 3,460	\$ (118,633)
Expenditures:				
Interest Expense 11/1	\$ 90,997	\$ 90,997	\$ 90,997	\$ -
Principal Expense 11/1	\$ 115,000	\$ 115,000	\$ 115,000	\$ -
Interest Expense 5/1	\$ 89,488	\$ -	\$ -	\$ -
Total Expenditures	\$ 295,486	\$ 205,997	\$ 205,997	\$ -
Other Financing Sources:				
Transfer In/(Out)	\$ -	\$ -	\$ (3,437)	\$ (3,437)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ (3,437)	\$ (3,437)
Excess Revenues (Expenditures)	\$ 9,539		\$ (205,973)	
Fund Balance - Beginning	\$ 277,837		\$ 303,463	
Fund Balance - Ending	\$ 287,376		\$ 97,490	

Grand Oaks
Community Development District
Capital Projects Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2026

	Series 2019	Series 2020	Series 2021
Revenues:			
Interest Income	\$ 789	\$ 497	\$ 288
Total Revenues	\$ 789	\$ 497	\$ 288
Expenditures:			
Capital Outlay - Construction	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -
Other Financing Sources:			
Transfer In/(Out)	\$ 14,430	\$ -	\$ 3,437
Total Other Financing Sources (Uses)	\$ 14,430	\$ -	\$ 3,437
Excess Revenues (Expenditures)	\$ 15,219	\$ 497	\$ 3,725
Fund Balance - Beginning	\$ 30,351	\$ 23,288	\$ 11,638
Fund Balance - Ending	\$ 45,570	\$ 23,784	\$ 15,364

Grand Oaks

Community Development District

Long Term Debt Report

Series 2019A, Special Assessment Bonds

Interest Rates:	3.750%, 4.125%, 4.750%, 5.000%
Maturity Date:	11/1/2050
Reserve Fund Definition	Maximum Annual Debt Service
Reserve Fund Requirement	\$672,781
Reserve Fund Balance	\$670,063
Bonds Outstanding - 04/29/19	\$11,460,000
Special Call - 5/1/24	(\$380,000)
Special Call - 8/1/21	(\$450,000)
Principal Payment - 11/1/21	(\$180,000)
Special Call - 11/1/21	(\$30,000)
Special Call - 2/1/22	(\$5,000)
Special Call - 5/1/22	(\$5,000)
Principal Payment - 11/1/22	(\$185,000)
Special Call - 2/1/23	(\$50,000)
Special Call - 5/1/23	(\$5,000)
Principal Payment - 11/1/23	(\$190,000)
Principal Payment - 11/1/24	(\$195,000)
Special Call - 2/1/25	(\$65,000)
Special Call - 5/1/25	(\$5,000)
Special Call - 8/1/25	(\$30,000)
Principal Payment - 11/1/25	(\$200,000)
Special Call - 11/1/25	(\$5,000)
Current Bonds Outstanding	\$9,480,000

Series 2020, Special Assessment Bonds

Interest Rates:	3.25%, 4.00%, 4.25%, 4.50%
Maturity Date:	5/1/2052
Reserve Fund Definition	Maximum Annual Debt Service
Reserve Fund Requirement	\$931,100
Reserve Fund Balance	\$588,636
Bonds Outstanding - 09/24/20	\$15,490,000
Principal Payment - 5/1/23	(\$270,000)
Principal Payment - 5/1/24	(\$275,000)
Special Call - 5/1/24	(\$30,000)
Principal Payment - 5/1/25	(\$285,000)
Current Bonds Outstanding	\$14,630,000

Series 2021, Special Assessment Bonds

Interest Rates:	2.625%, 3.200%, 3.500%, 4.000%
Maturity Date:	11/1/2051
Reserve Fund Definition	Maximum Annual Debt Service
Reserve Fund Requirement	\$300,025
Reserve Fund Balance	\$97,477
Bonds Outstanding - 11/2/21	\$5,295,000
Principal Payment - 11/1/22	(\$100,000)
Principal Payment - 11/1/23	(\$110,000)
Principal Payment - 11/1/24	(\$115,000)
Principal Payment - 11/1/25	(\$115,000)
Current Bonds Outstanding	\$4,855,000

Grand Oaks
 Community Development District
 Special Assessment Receipts
 Fiscal Year 2026

ON ROLL ASSESSMENTS

Gross Assessments \$ 622,972.48 \$ 564,837.65 \$ 340,924.62 \$ - \$ 1,528,734.75
 Net Assessments \$ 585,594.13 \$ 530,947.39 \$ 320,469.14 \$ - \$ 1,437,010.67

ON ROLL ASSESSMENTS

Date	Dist.	Net Amount	Commissions	Interest	Net Receipts	2019 Debt			2020 Debt		2021 Debt	Total
						O&M Portion	Service Portion	Service Portion	Service Portion	Service Portion		
						40.75%	36.95%	22.30%	0.00%	100.00%		
10/10/25	ACH	\$ 113.32	\$ -	\$ -	\$ 113.32	\$ 113.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113.32
10/29/25	ACH	\$ 15,502.56	\$ -	\$ -	\$ 15,502.56	\$ 15,502.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,502.56
11/4/25	ACH	\$ 10,195.65	\$ -	\$ -	\$ 10,195.65	\$ 4,154.81	\$ 3,767.09	\$ 2,273.74	\$ -	\$ -	\$ -	\$ 10,195.64
11/20/25	ACH	\$ 43,158.70	\$ -	\$ -	\$ 43,158.70	\$ 17,587.54	\$ 15,946.30	\$ 9,624.86	\$ -	\$ -	\$ -	\$ 43,158.70
11/24/25	ACH	\$ 66,809.70	\$ -	\$ -	\$ 66,809.70	\$ 27,225.52	\$ 24,684.88	\$ 14,899.30	\$ -	\$ -	\$ -	\$ 66,809.70
12/17/25	ACH	\$ 164,069.11	\$ -	\$ -	\$ 164,069.11	\$ 66,859.57	\$ 60,620.33	\$ 36,589.21	\$ -	\$ -	\$ -	\$ 164,069.11
12/24/25	ACH	\$ 65,095.91	\$ -	\$ -	\$ 65,095.91	\$ 26,527.14	\$ 24,051.67	\$ 14,517.10	\$ -	\$ -	\$ -	\$ 65,095.91
1/15/26	ACH	\$ 956,028.73	\$ -	\$ -	\$ 956,028.73	\$ 389,589.88	\$ 353,233.95	\$ 213,204.89	\$ -	\$ -	\$ -	\$ 956,028.72
1/27/26	ACH	\$ 3,134.98	\$ -	\$ -	\$ 3,134.98	\$ 1,277.53	\$ 1,158.31	\$ 699.13	\$ -	\$ -	\$ -	\$ 3,134.97
2/20/26	ACH	\$ 77,863.43	\$ -	\$ -	\$ 77,863.43	\$ 31,730.01	\$ 28,769.02	\$ 17,364.40	\$ -	\$ -	\$ -	\$ 77,863.43
3/16/26	ACH	\$ 5,297.05	\$ -	\$ -	\$ 5,297.05	\$ 2,158.59	\$ 1,957.16	\$ 1,181.30	\$ -	\$ -	\$ -	\$ 5,297.05
4/9/26	ACH	\$ 1,264.35	\$ -	\$ -	\$ 1,264.35	\$ 1,264.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,264.35
4/24/26	ACH	\$ 24,842.69	\$ -	\$ -	\$ 24,842.69	\$ 10,123.61	\$ 9,178.89	\$ 5,540.19	\$ -	\$ -	\$ -	\$ 24,842.69
TOTAL		\$ 1,433,376.18	\$ -	\$ -	\$ 1,433,376.18	\$ 594,114.43	\$ 523,367.60	\$ 315,894.12	\$ -	\$ -	\$ -	\$ 1,433,376.15

100% **Net Percent Collected**

Direct Bill Assessments

Toll Southeast LP Company Inc.				
2026-01	Net Assessments		\$90,091.16	\$90,091.16
Date	Due	Net	Amount	General
Received	Date	Assessed	Received	Fund
1/27/26	11/30/25	\$90,091.16	\$90,091.84	\$90,091.84
		\$ 90,091.16	\$ 90,091.84	\$ 90,091.84

Toll Southeast LP Company Inc.				
2026-02	Net Assessments		\$142,766.00	\$142,766.00
Date	Due	Net	Amount	Series 2019
Received	Date	Assessed	Received	Debt Service Fund
4/29/26	4/1/26	\$99,936.20	\$99,936.20	\$99,936.20
	09/30/26	\$42,829.80		
		\$ 142,766.00	\$ 99,936.20	\$ 99,936.20

Pulte				
2026-03	Net Assessments		\$242,451.21	\$242,451.21
Date	Due	Net	Amount	General
Received	Date	Assessed	Received	Fund
10/9/25	11/30/25	\$242,451.21	\$242,451.21	\$242,451.21
		\$ 242,451.21	\$ 242,451.21	\$ 242,451.21

Pulte				
2026-04	Net Assessments		\$368,840.16	\$368,840.16
Date	Due	Net	Amount	Series 2020
Received	Date	Assessed	Received	Debt Service Fund
4/20/26	04/01/26	\$258,188.11	\$258,188.11	\$258,188.11
	09/30/26	\$110,652.05		
		\$ 368,840.16	\$ 258,188.11	\$ 258,188.11

Day Late Enterprises Inc				
2026-05	Net Assessments		\$319,293.67	\$319,293.67
Date	Due	Net	Amount	General
Received	Date	Assessed	Received	Fund
	11/30/25	\$ 319,293.67		
		\$ 319,293.67	\$ -	\$ -

Day Late Enterprises Inc				
2026-06	Net Assessments		\$239,847.46	\$239,847.46
Date	Due	Net	Amount	Series 2020
Received	Date	Assessed	Received	Debt Service Fund
	4/1/26	\$ 167,893.22		
	09/30/26	\$71,954.24		
		\$ 239,847.46	\$ -	\$ -

Day Late Enterprises Inc				
2026-07	Net Assessments		\$300,025.50	\$300,025.50
Date	Due	Net	Amount	Series 2021
Received	Date	Assessed	Received	Debt Service Fund
	4/1/26	\$ 120,010.20		
	09/30/26	\$ 180,015.30		
		\$ 300,025.50	\$ -	\$ -

B.

Grand Oaks Community Development District

Summary of Check Register

April 01, 2026 through April 30, 2026

Fund	Date	Check No.'s	Amount
General Fund			
	4/1/26	2183-2189	\$ 8,119.84
	4/8/26	2190-2202	\$ 50,221.33
	4/15/26	2203-2205	\$ 51,304.42
	4/22/26	2206-2208	\$ 6,037.96
	4/29/26	2209-2213	\$ 11,693.98
Total Amount			\$ 127,377.53

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/01/26	00093	1/09/26	29885	202601	320	53800	60000		BACKFLOW TEST/CERTIFICATE P3 SERVICES OF FL LLC	*	45.00	45.00	002183
4/01/26	00093	1/24/26	30418	202601	320	53800	60000		BACKFLOW REPAIRS P3 SERVICES OF FL LLC	*	1,530.74	1,530.74	002184
4/01/26	00004	3/25/26	5717	202604	330	53800	45505		APR POOL SERVICES C BUSS ENTERPRISES, INC	*	1,800.00	1,800.00	002185
4/01/26	00004	3/25/26	5873	202604	330	53800	45507		APR POOL CHEMICALS C BUSS ENTERPRISES, INC	*	444.10	444.10	002186
4/01/26	00078	3/16/26	12110355	202603	330	53800	60000		BLOWER MOTOR REP-AMENITY DUCK DUCK ROOTER	*	2,250.00	2,250.00	002187
4/01/26	00083	1/14/26	101408	202601	320	53800	46200		QTRLY MAINT SVCS-PUMP SYS FLORIDA PUMP SERVICE, INC.	*	700.00	700.00	002188
4/01/26	00025	4/01/26	40950	202604	330	53800	48300		APR CLEANING 3X PER WEEK NORTHEAST QUALITY SERVICES LLC	*	1,350.00	1,350.00	002189
4/08/26	00057	1/26/26	OF616806	202601	320	53800	60000		INSP ANN ALARM SYSTEM	*	1,295.00		
		1/26/26	OF616806	202601	320	53800	60000		INSP SENSITIVITY TEST	*	100.00		
		1/26/26	OF616806	202601	320	53800	60000		SERVICE CHARGE	*	143.85		
									CINTAS FIRE 636525			1,538.85	002190
4/08/26	00057	1/26/26	OF616824	202601	330	53800	60000		INSPECTION-HYDRANT	*	150.00		
		1/26/26	OF616824	202601	330	53800	60000		FEE/REPORT FEE SPRINKLER	*	10.00		
		1/26/26	OF616824	202601	330	53800	60000		ANNUAL SPRINKLER TEST	*	495.00		
		1/26/26	OF616824	202601	330	53800	60000		SERVICE CHARGE	*	143.85		
									CINTAS FIRE 636525			798.85	002191

GOCD GRAND OAKS CDD SRICE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/08/26	00030	4/08/26	04082026	202604 310-51300-11000	BOS MEETING 04.08.26 LINDA M CRUZ	*	200.00	200.00	002192
4/08/26	00053	3/31/26	JAC-0435	202603 330-53800-60000	MAR PET STATIONS DOODYCALLS OF JACKSONVILLE FL	*	52.00	52.00	002193
4/08/26	00078	4/06/26	12223059	202604 320-53800-60000	CLEARED DRAIN LINES DUCK DUCK ROOTER	*	270.00	270.00	002194
4/08/26	00021	4/01/26	50	202604 320-53800-12000	APR FIELD OPS/ADMIN	*	3,911.92		
		4/01/26	50	202604 330-53800-12000	APR FACILITY MANAGEMENT	*	7,083.33		
					GOVERNMENTAL MANAGEMENT SERVICES			10,995.25	002195
4/08/26	00021	4/01/26	51	202604 310-51300-34000	APR MANAGEMENT FEES	*	4,873.17		
		4/01/26	51	202604 310-51300-35200	APR WEBSITE ADMIN	*	105.00		
		4/01/26	51	202604 310-51300-35100	APR INFORMATION TECH	*	157.50		
		4/01/26	51	202604 310-51300-31300	APR DISSEMINATION SVCS	*	262.50		
		4/01/26	51	202604 310-51300-51000	OFFICE SUPPLIES	*	.15		
		4/01/26	51	202604 310-51300-42000	POSTAGE	*	3.70		
		4/01/26	51	202604 310-51300-42500	COPIES	*	29.25		
		4/01/26	51	202604 310-51300-49000	TELEPHONE	*	22.26		
					GOVERNMENTAL MANAGEMENT SERVICES			5,453.53	002196
4/08/26	00003	4/01/26	359743B	202604 320-53800-46300	APR LAKE MAINTENANCE THE LAKE DOCTORS INC	*	2,475.00	2,475.00	002197
4/08/26	00100	3/30/26	1	202603 330-53800-60000	PRESSURE WASHING SVCS-MAR RIVERSIDE MANAGEMENT SERVICES INC	*	8,000.00	8,000.00	002198
4/08/26	00018	3/31/26	807189	202603 330-53800-60000	CUT & DROP TREE THE GREENERY INC.	*	1,012.50	1,012.50	002199

GOCD GRAND OAKS CDD SRICE

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
4/08/26	00018	4/01/26	807556	202604	320	53800	46000		APR LANDSCAPE MAINTENANCE THE GREENERY INC.	*	19,084.00	19,084.00	002200
4/08/26	00089	4/08/26	04082026	202604	310	51300	11000		BOS MEETING 04.08.26 JAY R TROWBRIDGE	*	200.00	200.00	002201
4/08/26	00095	3/31/26	7643734	202603	310	51300	48000		NOTICE OF MEETING-3/11/26 7643734 202603 310-51300-48000 NOTICE OF MEETING-4/8/26 7643734 202603 310-51300-48000 CREDIT	*	70.00		
									USA TODAY MEDIA CORP			141.35	002202
4/15/26	00022	4/13/26	3730266	202601	310	51300	31500		JAN GENERAL COUNSEL 4/13/26 3730266. 202602 310-51300-31500 FEB GENERAL COUNSEL	*	2,650.00		
									KUTAK ROCK LLP			5,171.00	002203
4/15/26	00028	2/20/26	02202026	202604	300	20700	10000		02.20 FY26 ASSESSMENTS GRAND OAKS CDD	*	28,769.02	28,769.02	002204
4/15/26	00029	2/20/26	02202026	202604	300	20700	10000		02.20 FY26 ASSESSMENTS GRAND OAKS CDD	*	17,364.40	17,364.40	002205
4/22/26	00057	2/02/26	0F611896	202602	320	53800	60000		(2) ALARM MONITORING CINTAS FIRE 636525	*	1,890.00	1,890.00	002206
4/22/26	00021	4/14/26	52	202603	330	53800	60000		REPAIRS & MAINTENANCE-MAR GOVERNMENTAL MANAGEMENT SERVICES	*	3,817.96	3,817.96	002207
4/22/26	00099	3/03/26	420959	202603	320	53800	60000		RPL MENS LOCK-POOL DECK VKA SECURITY	*	330.00	330.00	002208
4/29/26	00083	2/12/26	101747	202602	320	53800	60000		DIVER-CHECK STRAINERS FLORIDA PUMP SERVICE, INC.	*	300.00	300.00	002209

GOCD GRAND OAKS CDD SRICE

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/29/26	00101	4/09/26 INV-0000	202602 320-53800-46700		UPLAND BUFFER SIGN INSTAL	*	10,500.00	
								10,500.00 002210
SES ENVIRONMENTAL RESOURCE SOLUTION								
4/29/26	00018	4/27/26 809151	202604 320-53800-46210		BLUE DAZE REPLACEMENT	*	283.38	
THE GREENERY INC.								283.38 002211
4/29/26	00018	4/27/26 809161	202604 320-53800-46200		IRRIG REPRS-SUMMER BAY	*	152.15	
THE GREENERY INC.								152.15 002212
4/29/26	00018	7/27/26 809150	202604 320-53800-46210		ANNUAL FLOWER BED REPLMT	*	458.45	
THE GREENERY INC.								458.45 002213
TOTAL FOR BANK A							127,377.53	
TOTAL FOR REGISTER							127,377.53	

GOCD GRAND OAKS CDD SRICE

Bob's Backflow & Plumbing Services

4640 Subchaser Ct., Ste 113
Jacksonville, FL 32244

Invoice

29885

Invoice Date

1/9/2026

Bill To
Grand Oaks CDD Governmental Mgmt Svcs Inc 475 West Town Place Suite 114 St Augustine, FL 32092

Job Location
Grand Oaks CDD Various address Saint Augustine, FL 32092

Bob's Backflow & Plumbing Services
4640 Subchaser Ct., Ste 113
Jacksonville, FL 32244

Phone # (904) 268-8009 Fax # (904) 292-4403

P.O. Number	Terms	Due Date
	Net 30	2/8/2026

Serviced	Description	Quantity	Price Each	Amount
1/7/2026	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider 544 Turnbull creek 3/4" Wilkins 975XL2 Serial# ABK6081 - PASSED 1055 Turnbull Creek Rd 6" Wilkins 350ADA Serial# V57543 - FAILED 3/4" Wilkins 950XLD Serial# HC46091 - FAILED 2" Watts 919QT Serial# 38615 - PASSED Proposal will follow for repairs needed to be in compliance with water utility provider. <p style="text-align: center;">Approved Repairs & Maintenance 001.320.53800.60000 Rich Gray</p>	1	45.00	45.00
			0.00	0.00

RECEIVED
By Tara Lee at 7:29 am, Mar 29, 2026

This invoice is PAST DUE. Please remit payment at your earliest convenience.

Please make checks payable to Bob's Backflow and include your invoice number.

Total	\$45.00
Payments/Credits	\$0.00
Balance Due	\$45.00

Bob's Backflow & Plumbing Services
 4640 Subchaser Ct., Ste 113
 Jacksonville, FL 32244

Invoice

30418
Invoice Date
 1/24/2026

Bill To
Grand Oaks CDD Governmental Mgmt Svcs Inc 475 West Town Place Suite 114 St Augustine, FL 32092

Job Location
Grand Oaks CDD 1055 Turnbull Creek Rd. Saint Augustine, FL 32092

Bob's Backflow & Plumbing Services
4640 Subchaser Ct., Ste 113
Jacksonville, FL 32244

Phone # (904) 268-8009 Fax # (904) 292-4403

P.O. Number	Terms	Due Date
	Net 30	2/23/2026

Serviced	Description	Quantity	Price Each	Amount
1/22/2026	3/4" Wilkins 950XLD S#:HC46091 - Fire Bypass Labor to replace #1 & #2 check rubber, clean, flush, test, and certify	2	100.00	200.00
	Wilkins RK34-950XLR 950/975 Double Check Kit .75'-1'	1	75.37	75.37
	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	1	0.00	0.00
	Device Subtotal			275.37
	6" Wilkins 350ADA S#:V57543 - Fire Labor 2 Men to replace #2 check assembly, clean, flush, test, and certify	2.5	200.00	500.00
	Wilkins - 3510-300B 6' 350/450/375/475 #2 Check Assembly	1	755.37	755.37
	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	1	0.00	0.00
	Device Subtotal			1,255.37
	Approved Repairs & Maintenance 001.320.53800.60000 Rich Gray			
	RECEIVED By Tara Lee at 7:34 am, Mar 29, 2026			

This invoice is PAST DUE. Please remit payment at your earliest convenience.

Please make checks payable to Bob's Backflow and include your invoice number.

Total	\$1,530.74
Payments/Credits	\$0.00
Balance Due	\$1,530.74

INVOICE

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

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



Bill to

Grand Oaks CDD
1055 Turnbull Creek Rd
St. Augustine, FL 32092

Invoice details

Invoice no.: 5717
Terms: Net 30
Invoice date: 03/25/2026
Due date: 04/24/2026

Approved
Pool Maintenance
001.330.53800.45505
Rich Gray

#	Product or service	Description	Qty	Rate	Amount
1.	POOL SERVICE	MONTHLY POOL SERVICE: APRIL	1	\$1,800.00	\$1,800.00
				Total	\$1,800.00

Ways to pay

BANK

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

[View and pay](#)

RECEIVED

By Tara Lee at 7:40 am, Mar 29, 2026

INVOICE

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

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



Bill to
Grand Oaks CDD
1055 Turnbull Creek Rd
St. Augustine, FL 32092

Approved
Pool Chemicals
001.330.53800.45507
Rich Gray

Invoice details

Invoice no.: 5873
Terms: Net 30
Invoice date: 03/25/2026
Due date: 04/24/2026

RECEIVED
By Tara Lee at 7:42 am, Mar 29, 2026

#	Product or service	Description	Qty	Rate	Amount
1.	TRICHLOR	PER LB	28	\$7.95	\$222.60
2.	MURIATIC ACID	PER GAL	8	\$11.12	\$88.96
3.	TRICHLOR	PER LB	2	\$7.95	\$15.90
4.	TILE SOAP	PER GAL	1	\$76.65	\$76.65
5.	POOL NET	POOL LEAF SKIMMER NET (GREEN), PER EACH	1	\$39.99	\$39.99

Total **\$444.10**

Ways to pay

BANK

[View and pay](#)



Duck Duck Rooter Plumbing, Septic & Air Conditioning
 4567 Blanding Blvd, Jacksonville Fl. 32210
 www.DuckDuckRooter.com
 904-862-6769

Certified Plumbing Contractor - CFC 1429193
 Certified Mechanical Contractor - CMC 1250980
 Master Septic Tank Contractor - SM0051487

BILL TO

Grand Oaks
 1055 Turnbull Creek Road
 St. Augustine, FL 32092 USA

INVOICE 121103551	INVOICE DATE Mar 16, 2026
----------------------	------------------------------

JOB ADDRESS

Grand Oaks - Office
 1055 Turnbull Creek Road
 St. Augustine, FL 32092 USA

Approved
 Miscellaneous Maintenance
 001.330.53800.60000
 Rich Gray

Completed Date: 3/16/2026
 Payment Term: Net 30
 Due Date: 4/15/2026

RECEIVED
By Tara Lee at 7:39 am, Mar 29, 2026

DESCRIPTION OF WORK


Provide and install Lennox 2 HP 208 / 230 VAC 1755 RPM 3 phase blower motor. Includes installation, start up and test.

SUB-TOTAL	\$2,250.00
TAX	\$0.00
TOTAL DUE	\$2,250.00
BALANCE DUE	\$2,250.00

Thank you for choosing Duck Duck Rooter Plumbing, Septic & Air Conditioning. We greatly appreciate your business.

CUSTOMER AUTHORIZATION


This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.
 You have the option to cancel this transaction within 3 business days of signing the contract without incurring any penalties unless products have been installed on the specified date.

Sign here 

Date 3/16/2026

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by Duck Duck Rooter Plumbing, Septic & Air Conditioning has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

Sign here 

Date 3/16/2026



FLORIDA PUMP SERVICE, INC.
 192 Industrial Loop
 Orange Park, FL 32073
 +19042690202
 customerservice@floridapumpservice.com
 www.floridapumpservice.com

Invoice

BILL TO
 Grand Oaks Community Development
 District
 475 West Town Place
 suite 114
 St. Augustine, Florida 32092
 United States

SHIP TO
 Grand Oaks Community Development
 District
 1055 Turnbull Creek Road
 St. Augustine, Florida 32092
 United States

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
101408	01/14/2026	\$700.00	02/13/2026	Net 30	

SALES REP
 David

PHONE NUMBER
 904.759.8890 Rich

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/14/2026	Quarterly Maintenance	Quarterly Maintenance Service; Checked pump system. Building 114 Amps 8.9/8.6, v 493, air pressure 48, line to ground: A 292, B 278 and C 280. Overall good condition. System in auto. Mailbox booster pump system. Amps 8.7/8.4, v498, air pressure 41, line to ground: A 286, B 284 and C 276. Overall good condition. System in auto.	1	700.00	700.00

Warranty Terms: Unless otherwise stated, Florida Pump Service, Inc. guarantees all major equipment, against inherent mechanical defects and/or workmanship for one (1) year and on-the-job labor for 90 days, from the date of installation. All warranty work is done during regular business hours, Monday-Friday between 8:00 am to 4:30 pm.

SUBTOTAL	700.00
TAX	0.00
TOTAL	700.00
BALANCE DUE	\$700.00

We now offer financing!
 12-Month Same as Cash and Traditional loans

Approved
 Irrigation Repairs
 001.320.53800.46200
 Rich Gray

RECEIVED
 By Tara Lee at 8:26 am, Mar 31, 2026

Northeast Quality Services LLC
 dba Vanguard Cleaning Systems of Northeast Florida
 7235 Bentley Road
 Suite 237
 Jacksonville, FL 32256
 Phone (904) 332-9090 Fax (904) 332-9070
 Invoice Inquiries (973) 334-3355 x107

Invoice

Date	Invoice #
4/1/2026	40950

PLEASE REMIT CHECK PAYMENTS TO:
 Northeast Quality Services LLC
 dba Vanguard Cleaning Systems of Northeast Florida
 115 Route 46 West, Suite A-8
 Mountain Lakes, NJ 07046

Bill To:

Grand Oaks CDD
 1055 Turnbull Creek Road
 Saint Augustine, FL 32092

Please reference your invoice number(s) upon submitting payment.

P.O. No.	Terms	Due Date	Project
	Net 30	5/1/2026	

Description	Qty	Rate	Amount
April (4/1/2026 - 4/30/2026) Monthly Service - Cleaning 3x per week (Mon./Wed/Fri.) Approved Janitorial 1:330:53800:48300 Christy Buganski/Amenity Manager <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;"> <p>RECEIVED By Tara Lee at 12:21 pm, Mar 31, 2026</p> </div>	1	1,350.00	1,350.00T

	Subtotal	\$1,350.00
	Sales Tax (0.0%)	\$0.00
	Total	\$1,350.00
	Payments/Credits	\$0.00
	Balance Due	\$1,350.00



*** INVOICE CUSTOMER COPY ***

Location : CINTAS FIRE PROTECTION

Invoice # : 0F61680607 Inv Date : 1/26/2026
Customer : 35651 Loc : F61
Type : CHG-S Route : 68
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 11794939

Remit to:
CINTAS FIRE 636525
P.O. BOX 636525
CINCINNATI, OH 452636525
(904)562-7000

Bill to:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Serviced:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Table with 5 columns: Item, Qty, Description, Unit Price, Net Amount Tx. Rows include INFA, INFAS, SC, and summary rows for SUB-TOTAL, TAX, and TOTAL.

Approved
1:320:53800:60000
Repairs and Maintenance
Christy Buganski/Amenity Manager

CINTAS FIRE PROTECTION
#98454000012007
#98452300012007
#502087000199
EF20000872

TO MAKE A PAYMENT:
570.891.0421 OPTION 1
CUSTOMER SERVICE OR BILLING ISSUES:
904.562.7000
QUESTIONS OR FURTHER ASSISTANCE:

RECEIVED
By Tara Lee at 8:16 am, Apr 02, 2026



Location : CINTAS FIRE PROTECTION

*** INVOICE CUSTOMER COPY ***

Invoice # : 0F61680607 Inv Date : 1/26/2026
Customer : 35651 Loc : F61
Type . . : CHG-S Route . : 68
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 11794939

Remit to:
CINTAS FIRE 636525
P.O. BOX 636525
CINCINNATI, OH 452636525
(904)562-7000

Bill to:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Serviced:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Item Qty Description Unit Price Net Amount Tx
GabrielleMiller@cintas.com



Customer: GRAND OAKS 35651
Collected: \$0.0

PO#: Invoice: 680607
Signer: Christin Buganski Authorizer: Christin Buganski

A handwritten signature in black ink, consisting of a series of connected loops and curves, positioned in the center of the page.



*** INVOICE CUSTOMER COPY ***

Location : CINTAS FIRE PROTECTION

Invoice # : 0F61682464 Inv Date : 1/26/2026
Customer : 35651 Loc : F61
Type . . : CHG-S Route . : 79
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 11794941

Remit to:
CINTAS FIRE 636525
P.O. BOX 636525
CINCINNATI, OH 452636525
(904) 562-7000

Bill to:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Serviced:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Table with 5 columns: Item, Qty, Description, Unit Price, Net Amount, Tx. Rows include INH, REPT118, INSPW, SC, and summary rows for SUB-TOTAL, TAX, and TOTAL.

CINTAS FIRE PROTECTION
#98454000012007
#98452300012007
#502087000199
EF20000872

TO MAKE A PAYMENT:

Approved
1:330:53800:60000
Repairs and Maintenance
Christy Buganski/Amenity Manager

RECEIVED
By Tara Lee at 8:16 am, Apr 02, 2026



Location : CINTAS FIRE PROTECTION

*** INVOICE CUSTOMER COPY ***

Invoice # : 0F61682464 Inv Date : 1/26/2026
Customer : 35651 Loc : F61
Type . . : CHG-S Route . : 79
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 11794941

Remit to:
CINTAS FIRE 636525
P.O. BOX 636525
CINCINNATI, OH 452636525
(904)562-7000

Bill to:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Serviced:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Item Qty Description Unit Price Net Amount Tx
570.891.0421 OPTION 1
CUSTOMER SERVICE OR BILLING ISSUES:
904.562.7000
QUESTIONS OR FURTHER ASSISTANCE:
GabrielleMiller@cintas.com



Customer: GRAND OAKS 35651
Collected: \$0.0

PO#: Invoice: 6B2464
Signer: Christin Buganski Authorizer: ROBIN NIXON

A handwritten signature in black ink, consisting of a series of connected loops and a horizontal tail.

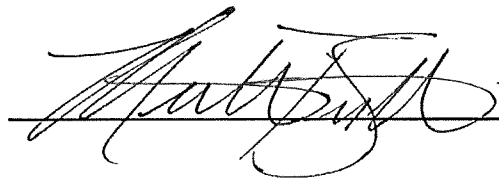
ATTENDANCE SHEET

District: Grand Oaks

Meeting Date: 04.08.26

	Supervisor	In Attendance	Fees
1.	Justin Dudley <i>Chairperson</i>	<input checked="" type="checkbox"/>	\$0
2.	Linda Cruz <i>Vice Chairperson</i>	<input checked="" type="checkbox"/>	\$200
3.	Keith Hyatt <i>Assistant Secretary</i>	<input type="checkbox"/>	\$0
4.	David Crosby <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$0
5.	Dick Trowbridge <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200

District Manager:



PLEASE RETURN COMPLETED FORM TO ALISON MOSSING

DoodyCalls
Doodycalls of Jacksonville FL
 3948 3rd St S #442
 Jacksonville Beach, FL, 32250

Please remit payment to: DoodyCalls 3948 3rd St S #442, Jacksonville Beach FL, 32250	
Invoice Balance	\$52.00
Total Due Includes All Unpaid Invoices	\$ 104.00

Grand Oaks CDD,
 1055 Turnbull Creek Road,
 St. Augustine, FL 32092

Checks payable to DoodyCalls of Jacksonville FL: We appreciate your business.

				CUSTOMER CARE CENTER HOURS OF OPERATION: 800 366-3922 Monday - Friday: 8:30 AM to 9 PM Saturday: 9 AM to 5 PM Sunday: 12:30 PM to 3:30 PM		Invoice # JAC-0435105	Invoice Date March 31, 2026
Description	Date	Qty	U/M	Rate	Discount	Amount	
SO-01007 Service : Pet waste station service	March 5, 2026	1		\$ 13.00		\$ 13.00	
SO-01007 Service : Pet waste station service	March 12, 2026	1		\$ 13.00		\$ 13.00	
SO-01007 Service : Pet waste station service	March 19, 2026	1		\$ 13.00		\$ 13.00	
SO-01007 Service : Pet waste station service	March 26, 2026	1		\$ 13.00		\$ 13.00	
Invoice Total						\$52.00	
Payments/Credits Applied to Invoice						\$0.00	
Invoice Balance						\$52.00	
A minus sign (-) in the Total Due Field Box indicates a credit balance							
DoodyCalls is going Green - Let us know if you prefer your invoices by email or choose monthly auto pay with your card.							

Approved
 Miscellaneous Maintenance
 001.330.53800.60000
 Rich Gray

RECEIVED
By Tara Lee at 3:13 pm, Apr 02, 2026



Duck Duck Rooter Plumbing, Septic & Air Conditioning
 4567 Blanding Blvd, Jacksonville Fl. 32210
 www.DuckDuckRooter.com
 904-862-6769

Certified Plumbing Contractor - CFC 1429193
 Certified Mechanical Contractor - CMC 1250980
 Master Septic Tank Contractor - SM0051487

BILL TO
 Grand Oaks
 1055 Turnbull Creek Road
 St. Augustine, FL 32092 USA

Approved (04/7/2026)
 Repairs & Maintenance
 001:320:53800:6000
 Robin West/ Amenity Center
 Grand Oaks

RECEIVED
 By Tara Lee at 1:34 pm, Apr 07, 2026

INVOICE 122230593	INVOICE DATE Apr 06, 2026
----------------------	------------------------------

JOB ADDRESS
 Grand Oaks - Pool House
 1055 Turnbull Creek Road
 St. Augustine, FL 32092 USA

Completed Date: 4/6/2026
 Payment Term: Net 30
 Due Date: 5/6/2026

DESCRIPTION OF WORK

I did inspect the units serving the clubhouse with blank thermostats to find that the condensing units had been shut down causing loss of all control voltage. Since they had an issue with drains over the weekend we did go ahead and clear the drain lines on said space. Then on the units serving the pool house concession stand supply closet I found water standing in the float switch causing system to shut down. I did clear the drain lines and all working fine now.

SUB-TOTAL	\$270.00
TAX	\$0.00
TOTAL DUE	\$270.00
BALANCE DUE	\$270.00

Thank you for choosing Duck Duck Rooter Plumbing, Septic & Air Conditioning. We greatly appreciate your business.

CUSTOMER AUTHORIZATION

This invoice is agreed and acknowledged. Payment is due upon receipt. A service fee will be charged for any returned checks, and a financing charge of 1% per month shall be applied for overdue amounts.
 You have the option to cancel this transaction within 3 business days of signing the contract without incurring any penalties unless products have been installed on the specified date.

Sign here 

Date 4/6/2026

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by Duck Duck Rooter Plumbing, Septic & Air Conditioning has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

Sign here 

Date 4/6/2026

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

Invoice

Invoice #: 50
Invoice Date: 4/1/26
Due Date: 4/1/26
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Contract Administration - April 2026		3,911.92	3,911.92
Facility Management - April 2026		7,083.33	7,083.33
		Total	\$10,995.25
		Payments/Credits	\$0.00
		Balance Due	\$10,995.25

Alison Moring
4-3-26

RECEIVED
By Tara Lee at 1:08 pm, Apr 07, 2026

Governmental Management Services, LLC

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

Invoice

Invoice #: 51

Invoice Date: 4/1/26

Due Date: 4/1/26

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Management Fees - April 2026		4,873.17	4,873.17
Website Administration - April 2026		105.00	105.00
Information Technology - April 2026		157.50	157.50
Dissemination Agent Services - April 2026		262.50	262.50
Office Supplies		0.15	0.15
Postage		3.70	3.70
Copies		29.25	29.25
Telephone		22.26	22.26

Total \$5,453.53

Payments/Credits \$0.00

Balance Due \$5,453.53

RECEIVED

By Tara Lee at 1:05 pm, Apr 07, 2026

MAKE CHECK PAYABLE TO:



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

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

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

GRAND OAKS CDD
Matt Biagetti/Govmnt Mgmt Srvc, LLC
475 W Town Pl
Suite 114
St. Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
729170	4/1/2026	\$2,475.00

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

00000000172171001000000035974300000024750051

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

GRAND OAKS CDD	Turnbull Creek Blvd, St Augustine, Florida 32092	Tampa, FL 33607
Invoice Due Date 4/11/2026	Invoice 359743B	PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
4/1/2026	Water Management - Zone 1		\$2475.00	\$0.00	\$2475.00

Approved
Lake Maintenance
001.320.53800.46300
Rich Gray

Please remit payment for this month's invoice.

RECEIVED
By Tara Lee at 1:51 pm, Apr 01, 2026

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.

Credits	\$0.00
Adjustment	\$0.00

AMOUNT DUE

Total Account Balance including this invoice: \$2475.00

This Invoice Total: \$2475.00

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

Customer #: 729170
Portal Registration #: 5D65AC7B
Customer E-mail(s): amossing@gmstnn.com,mbiagetti@gmsnf.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

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

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

Invoice

Invoice #: 1
Invoice Date: 3/30/2026
Due Date: 3/30/2026
Case:
P.O. Number:

Bill To:
Grand Oaks CDD

Description	Hours/Qty	Rate	Amount
<p>Pressure Washing Services- March 2026</p> <p>Pressure washed all sidewalks, curbing and drainage from the entry of Grand Oaks all the way to the entry of the Amenity Center.</p> <p>This includes all median curbing down to the amenity center and both sides of the roadway.</p> <p>Approved Miscellaneous Maintenance 001.330.53800.60000 Rich Gray</p> <div data-bbox="147 1249 803 1381" style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p>RECEIVED By Tara Lee at 12:12 pm, Apr 02, 2026</p></div> <p style="text-align: center; margin-top: 20px;"><i>Alison Moring</i> 3-31-26</p>		8,000.00	8,000.00

Total	\$8,000.00
Payments/Credits	\$0.00
Balance Due	\$8,000.00

Riverside Management Services, Inc.
475 West Town Place, Suite 114, Saint Augustine, Florida 32092

Service Detail

Bill To: Grand Oaks CDD

Invoice Date: 3/26/26

Due Date: Upon Receipt

Amount Due: \$ 8,000.00

<u>Description</u>	<u>Amount</u>
Pressure washed all sidewalks, curbing and drainage from the entry of Grand Oaks all the way to the entry on the Amenity Center. This includes all median curbing down to the amenity center and both sides of the roadway.	\$8,000.00

Hot Water and Chemical Treatment to remove dirt, mildew, and algae.

TOTAL AMOUNT DUE: \$8,000.00

Should you have any questions, please contact Rich Gray @ (904) 759-8890 or rgray@rmsnf.com

Remit Payment



PO Box 6569
Hilton Head Island, SC 29938

Invoice 807189	
Date	PO/Contract#
03/31/26	
Account Manager	Terms
ALLEN FLANNERY	Net 30
Total Amount	\$1,012.50
Property Address	
Grand Oaks CDD 4185 FL-16 St. Augustine, FL 32092	

Bill To
Grand Oaks CDD 475 West Town Place, Suite 114 St. Augustine, FL 32092

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description	Amount
#87954 - Cut and drop tree	
Cut and drop one dead pine tree (approximately 22" diameter) located behind 74 Hickory Pine Drive will be cut and dropped on site. The tree will be flush cut as low as possible, with the remaining stump left in place to minimize site disturbance.	
<i>Landscape Enhancement Work - 03/30/2026</i>	\$1,012.50
Total	\$1,012.50

Approved
Miscellaneous Maintenance
001.330.53800.60000
Rich Gray

RECEIVED
By Tara Lee at 1:50 pm, Apr 01, 2026

Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$1,012.50	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com



PO Box 6569
Hilton Head Island, SC 29938

Invoice 807556	
Date	PO/Contract#
04/01/26	
Account Manager	Terms
ALLEN FLANNERY	Net 30
Total Amount	\$19,084.00
Property Address	
Grand Oaks CDD 4185 FL-16 St. Augustine, FL 32092	

Bill To
Grand Oaks CDD 475 West Town Place, Suite 114 St. Augustine, FL 32092

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description	Amount
#85166 - Maintenance Contract Services - Grand Oaks CDD April 2026	\$19,084.00
Total	\$19,084.00

Approved
Landscape Maintenance
001.320.53800.46000
Rich Gray

RECEIVED
By Tara Lee at 1:48 pm, Apr 01, 2026

Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$20,096.50	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com

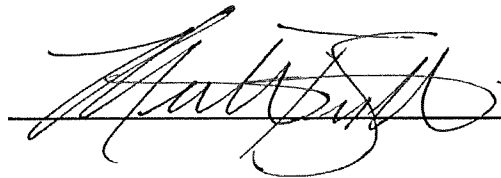
ATTENDANCE SHEET

District: Grand Oaks

Meeting Date: 04.08.26

	Supervisor	In Attendance	Fees
1.	Justin Dudley <i>Chairperson</i>	<input checked="" type="checkbox"/>	\$0
2.	Linda Cruz <i>Vice Chairperson</i>	<input checked="" type="checkbox"/>	\$200
3.	Keith Hyatt <i>Assistant Secretary</i>	<input type="checkbox"/>	\$0
4.	David Crosby <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$0
5.	Dick Trowbridge <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200

District Manager:



PLEASE RETURN COMPLETED FORM TO ALISON MOSSING

USA TODAY CO.



ACCOUNT NAME Grand Oaks CDD		ACCOUNT # 803757	INV DATE 03/31/26
INVOICE # 0007643734	INVOICE PERIOD Mar 1- Mar 31, 2026	CURRENT INVOICE TOTAL \$141.36	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) -\$0.01	TOTAL CASH AMT DUE* \$141.35	

BILLING ACCOUNT NAME AND ADDRESS Grand Oaks CDD Alison Mossing Suite 114 475 W Town PL St Augustine, FL 32092-3648	PAYMENT DUE DATE: APRIL 30, 2026 Legal Entity: USA TODAY Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.
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BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com FEDERAL ID 47-2390983

Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to <https://gcil.my.site.com/financialservicesportal/s/>.

Date	Description	Amount
3/1/26	Balance Forward	-\$66.64
3/11/26	PAYMENT - THANK YOU	-\$70.00
3/23/26	3.20.26 Check Refund	\$136.63

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
3/3/26	12100790	SAG St Augustine Record	Grand Oaks CDD - March Mtg	Grand Oaks March mtg	\$70.00
3/31/26	12179847	SAG St Augustine Record	Notice of Meeting		\$71.36

RECEIVED
By Tara Lee at 2:22 pm, Apr 06, 2026

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$141.35
Service Fee 3.99%	\$5.64
*Cash/Check/ACH Discount	-\$5.64
*Payment Amount by Cash/Check/ACH	\$141.35
Payment Amount by Credit Card	\$146.99

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME Grand Oaks CDD		ACCOUNT NUMBER 803757		INVOICE NUMBER 0007643734		AMOUNT PAID
CURRENT DUE \$141.36	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS -\$0.01	TOTAL CASH AMT DUE* \$141.35
REMITTANCE ADDRESS (Include Account# & Invoice# on check) USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				TO PAY BY PHONE PLEASE CALL: 1-877-736-7612		TOTAL CREDIT CARD AMT DUE \$146.99
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/		

00008037570000000000000076437340001413567175

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Grand Oaks CDD
475 W Town PL # 114
St Augustine FL 32092-3649

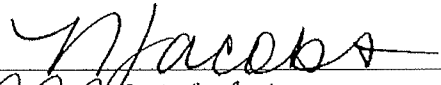
STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 03/03/2026
SAG staugustine.com 03/03/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/03/2026



Legal Clerk

Notary, State of WI, County of Brown
8.25.26

My commission expires

Publication Cost: \$70.00
Tax Amount: \$0.00
Payment Cost: \$70.00
Order No: 12100790 # of Copies:
Customer No: 803757 1
PO #: Grand Oaks March mtg

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF MEETING GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors (the "Board") of the Grand Oaks Community Development District is scheduled to be held on **Wednesday, March 11, 2026 at 1:30 p.m. located at the Grand Oaks Amenity Center, 1055 Turnbull Creek Road, St. Augustine, Florida 32092.** The meeting is 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 this 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, place and time certain, to be announced 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 Manager 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 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

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Grand Oaks CDD
475 W Town PL
Suite 114
St Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 03/31/2026
SAG staugustine.com 03/31/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 03/31/2026

D. Roberts

Legal Clerk

[Signature]

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	\$71.36	
Tax Amount:	\$0.00	
Payment Cost:	\$71.36	
Order No:	12179847	# of Copies:
Customer No:	803757	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF MEETING GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors (the "Board") of the Grand Oaks Community Development District is scheduled to be held on **Wednesday, April 8, 2026 at 10:00 a.m.** located at the **Grand Oaks Amenity Center, 1055 Turnbull Creek Road, St. Augustine, Florida 32092.** The meeting is 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 this 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, place and time certain, to be announced 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 Manager 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 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

Pub: March 31, 2026; #12179847

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 13, 2026

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157



Matt Biagetti
Grand Oaks CDD
Governmental Management Services, LLC
Ste. 114
475 West Town Place
St. Augustine, FL 32092

RECEIVED

By Tara Lee at 11:43 am, Apr 13, 2026

Invoice No. 3730266

8523-1

Re: General Counsel

For Professional Legal Services Rendered

01/05/26	W. Haber	0.50	192.50	Confer with counsel for NST regarding lease and certification from Universal
01/07/26	W. Haber	0.40	154.00	Prepare for and participate in call to discuss agenda for January meeting
01/09/26	W. Haber	0.30	115.50	Receipt and review of easement for pond maintenance; confer with Oliver regarding same
01/09/26	K. Jusevitch	0.20	31.00	Confer with Haber regarding easement
01/12/26	J. Brown	0.20	90.00	Miscellaneous review and follow-up concerning construction litigation and District dismissal
01/12/26	W. Haber	0.20	77.00	Review signed easement for pond bank maintenance; confer with Oliver regarding same
01/12/26	K. Jusevitch	0.30	46.50	Record easement
01/13/26	K. Jusevitch	0.30	46.50	Research status of disclosure of public financing and confer with Haber

KUTAK ROCK LLP

Grand Oaks CDD

April 13, 2026

Client Matter No. 8523-1

Invoice No. 3730266

Page 2

01/14/26	A. Cox	0.40	62.00	Confer with Haber regarding agreements
01/14/26	W. Haber	0.70	269.50	Prepare for Board meeting; Confer with Steinmeyer regarding status of lease and confer with Oliver regarding same
01/14/26	K. Magee	1.70	467.50	Prepare for and attend Board of Supervisors meeting via phone
01/23/26	W. Haber	0.30	115.50	Begin preparation of various agreements
01/26/26	W. Haber	0.30	115.50	Prepare correspondence to Dudley regarding NST lease
01/27/26	A. Cox	2.10	325.50	Review January agenda and prepare agreement for fountain installation services, agreement for restroom restoration services, agreement for environmental services, agreement for pressure washing, agreement for fence services and confer with Haber regarding same
01/27/26	W. Haber	0.20	77.00	Confer with Dudley regarding NST lease
01/28/26	A. Cox	1.70	263.50	Review proposals and prepare agreement for fountain services; agreement for environmental services and confer with Haber regarding same
01/28/26	W. Haber	0.20	77.00	Review of disclosure of public financing
01/28/26	K. Jusevitch	0.80	124.00	Update disclosure of public financing, correspond with district manager and record
02/02/26	W. Haber	0.20	77.00	Confer with counsel for storm water trust regarding status; confer with Dudley regarding same
02/03/26	W. Haber	0.40	154.00	Confer with counsel for Day Late regarding record request for completion and acquisition agreements
02/04/26	W. Haber	0.40	154.00	Review pool inspection report; confer with Oliver regarding same

KUTAK ROCK LLP

Grand Oaks CDD

April 13, 2026

Client Matter No. 8523-1

Invoice No. 3730266

Page 3

02/04/26	K. Jusevitch	1.50	232.50	Research bond documents; confer with Haber and correspond with counsel
02/05/26	W. Haber	0.20	77.00	Review agenda for February meeting; confer with Oliver
02/06/26	W. Haber	0.40	154.00	Prepare agreement for wetland mitigation services; confer with Biagetti regarding same
02/11/26	W. Haber	0.40	154.00	Prepare for Board meeting; confer with Oliver and Biagetti
02/11/26	T. Mackie	2.00	740.00	Prepare for and attend Board meeting by phone; follow-up from meeting
02/13/26	A. Cox	0.80	124.00	Confer with Haber regarding agreement for fountain services, environmental services, fence services, pressure washing services and restroom restoration services and disseminate same to Sweeting
02/13/26	W. Haber	0.80	308.00	Review and finalize agreements for various services
02/18/26	W. Haber	0.40	154.00	Review survey regarding treehouse; confer with Biagetti regarding same
02/26/26	W. Haber	0.50	192.50	Review agenda for March meeting; review correspondence from stormwater trust

TOTAL HOURS 18.80

TOTAL FOR SERVICES RENDERED \$5,171.00

TOTAL CURRENT AMOUNT DUE \$5,171.00

Grand Oaks
Community Development District
Special Assessment Receipts
Fiscal Year 2026

ON ROLL ASSESSMENTS

Gross Assessments	\$ 622,972.48	\$ 564,837.65	\$ 340,924.62	\$ -	\$ 1,528,734.75
Net Assessments	\$ 585,594.13	\$ 530,947.39	\$ 320,469.14	\$ -	\$ 1,437,010.67

ON ROLL ASSESSMENTS

						40.75%	36.95%	22.30%	0.00%	100.00%
Date	Dist.	Net Amount	Commissions	Interest	Net Receipts	O&M Portion	2019 Debt Service Portion	2020 Debt Service Portion	2021 Debt Service Portion	Total
10/10/25	ACH	\$ 113.32	\$ -	\$ -	\$ 113.32	\$ 113.32	\$ -	\$ -	\$ -	\$ 113.32
10/29/25	ACH	\$ 15,502.56	\$ -	\$ -	\$ 15,502.56	\$ 15,502.56	\$ -	\$ -	\$ -	\$ 15,502.56
11/4/25	ACH	\$ 10,195.65	\$ -	\$ -	\$ 10,195.65	\$ 4,154.81	\$ 3,767.09	\$ 2,273.74	\$ -	\$ 10,195.64
11/20/25	ACH	\$ 43,158.70	\$ -	\$ -	\$ 43,158.70	\$ 17,587.54	\$ 15,946.30	\$ 9,624.86	\$ -	\$ 43,158.70
11/24/25	ACH	\$ 66,809.70	\$ -	\$ -	\$ 66,809.70	\$ 27,225.52	\$ 24,684.88	\$ 14,899.30	\$ -	\$ 66,809.70
12/17/25	ACH	\$ 164,069.11	\$ -	\$ -	\$ 164,069.11	\$ 66,859.57	\$ 60,620.33	\$ 36,589.21	\$ -	\$ 164,069.11
12/24/25	ACH	\$ 65,095.91	\$ -	\$ -	\$ 65,095.91	\$ 26,527.14	\$ 24,051.67	\$ 14,517.10	\$ -	\$ 65,095.91
1/15/26	ACH	\$ 956,028.73	\$ -	\$ -	\$ 956,028.73	\$ 389,589.88	\$ 353,233.95	\$ 213,204.89	\$ -	\$ 956,028.72
1/27/26	ACH	\$ 3,134.98	\$ -	\$ -	\$ 3,134.98	\$ 1,277.53	\$ 1,158.31	\$ 699.13	\$ -	\$ 3,134.97
2/20/26	ACH	\$ 77,863.43	\$ -	\$ -	\$ 77,863.43	\$ 31,730.01	\$ 28,769.02	\$ 17,364.40	\$ -	\$ 77,863.43
TOTAL		\$ 1,401,972.09	\$ -	\$ -	\$ 1,401,972.09	\$ 580,567.88	\$ 512,231.55	\$ 309,172.63	\$ -	\$ 1,401,972.06

98% Net Percent Collected

Direct Bill ASSESSMENTS

Toll Southeast LP Company Inc.				
2026-01		Net Assessments	\$90,091.16	\$90,091.16
Date Received	Due Date	Net Assessed	Amount Received	General Fund
1/27/26	11/30/25	\$90,091.16	\$90,091.84	\$90,091.84
		\$ 90,091.16	\$ 90,091.84	\$ 90,091.84

Toll Southeast LP Company Inc.				
2026-02		Net Assessments	\$142,766.00	\$142,766.00
Date Received	Due Date	Net Assessed	Amount Received	Series 2019 Debt Service Fund
	4/1/26	\$99,936.20		
	09/30/26	\$42,829.80		
		\$ 142,766.00	\$ -	\$ -

Pulte				
2026-03		Net Assessments	\$242,451.21	\$242,451.21
Date Received	Due Date	Net Assessed	Amount Received	General Fund
10/9/25	11/30/25	\$242,451.21	\$242,451.21	\$242,451.21
		\$ 242,451.21	\$ 242,451.21	\$ 242,451.21

Pulte				
2026-04		Net Assessments	\$368,840.16	\$368,840.16
Date Received	Due Date	Net Assessed	Amount Received	Series 2020 Debt Service Fund
	04/01/26	\$258,188.11		
	09/30/26	\$110,652.05		
		\$ 368,840.16	\$ -	\$ -

Day Late Enterprises Inc				
2026-05		Net Assessments	\$319,293.67	\$319,293.67
Date Received	Due Date	Net Assessed	Amount Received	General Fund
	11/30/25	\$ 319,293.67		
		\$ 319,293.67	\$ -	\$ -

Day Late Enterprises Inc				
2026-06		Net Assessments	\$239,847.46	\$239,847.46
Date Received	Due Date	Net Assessed	Amount Received	Series 2020 Debt Service Fund
	4/1/26	\$ 167,893.22		
	09/30/26	\$71,954.24		
		\$ 239,847.46	\$ -	\$ -

Day Late Enterprises Inc				
2026-07		Net Assessments	\$300,025.50	\$300,025.50
Date Received	Due Date	Net Assessed	Amount Received	Series 2021 Debt Service Fund
	4/1/26	\$ 120,010.20		
	09/30/26	\$ 180,015.30		
		\$ 300,025.50	\$ -	\$ -



*** INVOICE CUSTOMER COPY ***

Location : CINTAS FIRE PROTECTION

Invoice # : 0F61189677 Inv Date : 2/02/2026
Customer : 35651 Loc : P61
Type : CHG-S Route : 95
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 11794942

Remit to:
CINTAS FIRE 636525
P.O. BOX 636525
CINCINNATI, OH 452636525
(904)562-7000

Bill to:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Serviced:
GRAND OAKS
1055 TURNBULL CREEK RD
ST AUGUSTINE, FL 32092

Approved (04-20-2026)
Repairs & Maintenance
001:320:53800:6000
Robin West/ Amenity Manager
Grand Oaks

Table with 4 columns: Item, Qty, Description, Unit Price, Net Amount, Tx. Row 1: MONGA, 2, ALARM MONITORING, 945.00, 1,890.00, N. Summary: SUB-TOTAL: 1,890.00, TAX: .00, TOTAL: 1,890.00

CINTAS FIRE PROTECTION
#98454000012007
#98452300012007
#502087000199
EP20000872

TO MAKE A PAYMENT:
570.891.0421 OPTION 1
CUSTOMER SERVICE OR BILLING ISSUES:
904.562.7000
QUESTIONS OR FURTHER ASSISTANCE:
GabrielleMiller@cintas.com

RECEIVED
By Tara Lee at 11:03 am, Apr 20, 2026

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

Invoice

Invoice #: 52
 Invoice Date: 4/14/26
 Due Date: 4/14/26
 Case:
 P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance March 1 - March 31, 2026	77.16	40.00	3,086.40
Maintenance Supplies		731.56	731.56
<p>Approved Miscellaneous Maintenance 001.330.53800.60000 \$3,817.96</p> <p>Rich Gray 4/20/2026</p> <p><i>Alison Mossing</i> 4-20-26</p>			

RECEIVED
 By Tara Lee at 8:32 am, Apr 21, 2026

Total	\$3,817.96
Payments/Credits	\$0.00
Balance Due	\$3,817.96

**GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MARCH 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/3/26	7.97	M.B.	Cleaned the front and back light fixtures on the amenity center, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck and walkways, removed debris around amenity center, pool deck, common areas, roadways, mailboxes and ponds, checked and changed all trash receptacles
3/5/26	7.97	M.B.	Paint three doors blue around the maintenance room by pool, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, walkways and pickleball courts, removed debris around amenity center, pool deck, common areas, roadways, mailboxes and ponds, checked and changed all trash receptacles
3/10/26	7.93	M.B.	Started pressure washing the patio furniture, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, pickleball courts and mailbox area, removed debris around amenity center, pool deck, roadways and ponds, checked and changed all trash receptacles
3/11/26	4	M.B.	Continued to pressure wash pool furniture, straightened and organized pool deck and patio furniture, checked and changed all trash receptacles
3/12/26	7.68	M.B.	Finished pressure washing the patio furniture, straightened and organized pool deck and patio furniture, removed debris around amenity center and pool deck, checked and changed all trash receptacles
3/17/26	7.68	M.B.	Blew leaves and debris off pool deck, walkways and courts, straightened and organized pool deck and patio furniture, removed debris around amenity center, pool deck, common areas, roadways and ponds, checked and changed trash receptacles
3/18/26	3.7	M.B.	Straightened and organized pool deck and patio furniture, blew leaves and debris off sidewalks and pool deck, removed debris from pickleball courts, mailbox area, around amenity center, roadways and ponds, checked and changed trash receptacles
3/19/26	7.6	M.B.	Straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, courts and walkways, removed debris around amenity center, pool deck, roadways, mailbox areas and ponds, checked and changed trash receptacles, picked up supplies
3/24/26	7.45	M.B.	Straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck and patio furniture, removed debris around amenity center, pool deck, common areas, roadways and ponds, checked and changed trash receptacles
3/26/26	7.73	M.B.	Blew leaves and debris off pool deck, walkways and courts, straightened and organized pool deck and patio furniture, removed debris around amenity center, pool deck, common areas, roadways and ponds, checked and changed trash receptacles
3/31/26	7.45	M.B.	Removed both benches from the temporary fence, straightened and organized pool deck and patio furniture, removed debris around amenity center, pool deck, common area, roadways, mailbox areas and ponds, checked and changed trash receptacles

TOTAL 77.16

MILES 0

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 4/05/26

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
GRAND OAKS	2/23/26	Tennis Net Post Covered Crank	114.53	R.G.
	3/10/26	Printer Ink - Black, Cyan, Magenta, Yellow	189.70	C.B.
	3/10/26	Printer Ink - Black, Cyan, Magenta, Yellow	189.70	C.B.
	3/10/26	Printer Paper 5 Reams	35.50	C.B.
	3/10/26	Medium Heavy Duty Hose	45.98	R.G.
	3/10/26	Roller Covers 3pk	12.62	R.G.
	3/10/26	Extenslon Cord	31.03	R.G.
	3/10/26	Utility Brush	4.58	R.G.
	3/19/26	60lb Blacktop Patch	27.57	R.G.
	3/19/26	Gorilla Grip	11.43	R.G.
	3/24/26	42 Gallon Trash Bags 50ct (2)	68.93	R.G.
		TOTAL	<u>\$731.56</u>	



VKA Security

Security • Cameras • Fire
Locksmith Services

441 State Rd. 16
Saint Augustine, FL 32084
(904) 824-5003
billing@vkalarm.com

Invoice

DATE	03/03/2026
INVOICE#	420959
TERMS	Due Upon Receipt
DUE DATE	03/03/2026

BILL TO

GRANDE OAKS CDD
1055 Turnbull Creek Rd
St Augustine, Florida 32092

SERVICE LOCATION

1055 Turnbull Creek Rd
St Augustine, Florida 32092


JOB#	DATE	PO/REF#	DESCRIPTION
15660278	03/03/2026		904-759-8890 Mens restroom door on pool deck lock is spinning. Completion Notes: 03/03/26 JM: Men's room is fine. Weatherstripping is causing a bind so I advised that they could either have the electric strike moved in the frame or get less aggressive weatherstripping. However, I was shown a broken classroom lever on the women's room door at the pool. I called for approval but got VM and the on site manager said they had to have it working. I rekeyed to match their existing key and replaced the broken classroom lever with a Grade 1. All working well now.
Approved (04/16/2026) Repairs and Maintenance 00:320:53800:6000 Robin West/ Amenity Manager Grand Oaks			
Job Charges			Qty Rate Total
LOCK COMMERCIAL LABOR COMMERCIAL LABOR SERVICE			1.00 \$125.00 \$125.00
LOCK COMMERCIAL TRIP CHARGE TRIP CHARGE TO COMMERCIAL LOCATION			1.00 \$75.00 \$75.00
LOCK-GENERAL SERVICES HARDWARE GLS - Grade 1 Classroom lever 26D			1.00 \$130.00 \$130.00
Job Subtotal			\$330.00
Florida Sales Tax			6.50% \$0.00
Job Total			\$330.00

PRE-WORK SIGNATURE



03/03/2026 09:38 am

POST-WORK SIGNATURE



03/03/2026 09:38 am

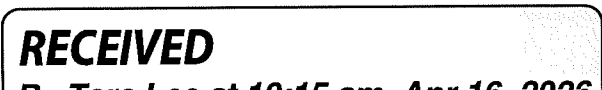
Signed By:

Signed By:

CUSTOMER MESSAGE

Appreciated your technician / service today ? Please take a moment to post a Google or Facebook review.

Invoice Total:	\$330.00
Deposits (-):	\$0.00
Payments (-):	\$0.00
Total Due:	\$330.00





FLORIDA PUMP SERVICE, INC.
 192 Industrial Loop
 Orange Park, FL 32073
 +19042690202
 customerservice@floridapumpservice.com
 www.floridapumpservice.com

Invoice

BILL TO
 Grand Oaks Community Development
 District
 475 West Town Place
 suite 114
 St. Augustine, Florida 32092
 United States

SHIP TO
 Grand Oaks Community Development
 District
 1055 Turnbull Creek Road
 St. Augustine, Florida 32092
 United States

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
101747	02/12/2026	\$300.00	03/14/2026	Net 30	

SALES REP	PHONE NUMBER
Kim	904.759.8890 Rich

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
02/06/2026	Aquatics	Per customer; Had diver check both strainers for irrigation. Strainers are clean.	1	300.00	300.00

Warranty Terms: Unless otherwise stated, Florida Pump Service, Inc. guarantees all major equipment, against inherent mechanical defects and/or workmanship for one (1) year and on-the-job labor for 90 days, from the date of installation. All warranty work is done during regular business hours, Monday-Friday between 8:00 am to 4:30 pm.

SUBTOTAL	300.00
TAX	0.00
TOTAL	300.00
BALANCE DUE	\$300.00

We now offer financing!
 12-Month Same as Cash and Traditional loans

Approved
 Repairs & Maintenance
 001.320.53800.60000
 Rich Gray

RECEIVED
 By Tara Lee at 12:19 pm, Apr 23, 2026

INVOICE

SES Environmental Resource Solutions LLC

3550 St. Johns Bluff Road South
Jacksonville, FL 32224
904-285-1397

INVOICE #: INV-0000263
DATE: 04/09/2026

BILL TO: Grand Oaks Community Dev Dist
475 W Town Place Suite 114
St. Augustine, FL 32092
mbiagetti@gmsnf.com

Project: 123.26.107
Grand Oaks Buffer Compliance

Professional Services provided through 02/28/2026

CONTRACT AMOUNT	PRIOR BILLED	CURRENT BILLED	REMAINING TO BILL
\$84,500.00	\$0.00	\$10,500.00	\$74,000.00

LABOR CATEGORY/DESCRIPTION	AMOUNT
Professional Services	\$10,500.00
Subtotal	\$10,500.00
Total	\$10,500.00

STATEMENT OF WORK:
Completed Task 4, upland buffer sign installation

RECEIVED
By Tara Lee at 7:54 am, Apr 27, 2026

1.320.538.46700 - Wetland Mitigation



PO Box 6569
Hilton Head Island, SC 29938

Invoice 809151

Date	PO/Contract#
04/27/26	
Account Manager	Terms
ALLEN FLANNERY	Net 30
Total Amount	\$283.38

Bill To
Grand Oaks CDD 475 West Town Place, Suite 114 St. Augustine, FL 32092

Property Address
Grand Oaks CDD 4185 FL-16 St. Augustine, FL 32092

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description	Amount
#89704 - Entrance Median Island Flower Bed	
This enhancement is for the replacement of the Blue Daze that suffered freeze damage at the entrance median island bed.	
<i>Landscape Enhancement Work - 04/21/2026</i>	\$283.38
Total	\$283.38

Approved
Landscape Replacement
001.320.53800.46210
Rich Gray

RECEIVED
By Tara Lee at 3:18 pm, Apr 28, 2026

Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$741.83	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com



PO Box 6569
Hilton Head Island, SC 29938

Invoice 809161

Date	PO/Contract#
04/27/26	
Account Manager	Terms
ALLEN FLANNERY	Net 30
Total Amount	\$152.15

Bill To
Grand Oaks CDD 475 West Town Place, Suite 114 St. Augustine, FL 32092

Property Address
Grand Oaks CDD 4185 FL-16 St. Augustine, FL 32092

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description	Amount
#90761 - Irrigation Service Call- JAX 4-16-26	
Request for irrigation repair near Summer Bay near grand event lawn sign	
<i>Irrigation REPAIR - 04/24/2026</i>	<i>\$152.15</i>
Labor - 04/24/26	
Total	\$152.15

Approved
Irrigation Repairs
001.320.53800.46200
Rich Gray

RECEIVED
By Tara Lee at 3:19 pm, Apr 28, 2026

Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$893.98	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com



PO Box 6569
Hilton Head Island, SC 29938

Invoice 809150	
Date	PO/Contract#
04/27/26	
Account Manager	Terms
ALLEN FLANNERY	Net 30
Total Amount	\$458.45
Property Address	
Grand Oaks CDD 4185 FL-16 St. Augustine, FL 32092	

Bill To
Grand Oaks CDD 475 West Town Place, Suite 114 St. Augustine, FL 32092

Please detach and return with payment. *PAYMENTS DUE UPON RECEIPT* Thank You!

Description	Amount
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#89514 - Amenity clubhouse planters

Landscape Enhancement Proposal: Annual Flower Replacement at Amenity Clubhouse Planter Pots (2 pots in the front and 2 pots in the back)

This proposal outlines the replacement of spring annual flowers in the planter pots at the amenity clubhouse with vibrant annual flowers. The selected annuals will provide bold colors and seasonal resilience, ensuring a refreshed and inviting aesthetic for the clubhouse area. Our team will prepare the soil, and install carefully chosen varieties suited to the local climate. This enhancement will maintain the clubhouse's welcoming atmosphere and enhance visual appeal.

<i>Landscape Enhancement Work - 04/21/2026</i>	<i>\$458.45</i>
	Total \$458.45

Approved
001.320.53800.46210
Landscape Replacement
Rich Gray

RECEIVED
By Tara Lee at 3:11 pm, Apr 28, 2026

Visa, Discover, AMEX, and MasterCard are accepted. All credit card transactions will incur a 3% non-refundable convenience fee. Payments can also be made via ACH, or by mailing a check to:

P.O. Box 6569 Hilton Head Island, SC 29938.

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$741.83	\$0.00	\$0.00	\$0.00	\$0.00

Phone #	E-mail	Web Site
843-785-3848	accountsreceivable@thegreeneryinc.com	www.thegreeneryinc.com