

Grand Oaks
Community Development District

AUGUST 12, 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

August 5, 2026

Board of Supervisors
Grand Oaks Community Development District

Dear Board Members:

The Grand Oaks Community Development District Meeting is scheduled for **Wednesday, August 12, 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 July 8, 2026 Meeting
- IV. Landscape Maintenance Update
 - A. Report
 - B. Proposal for Perennial Flower Pot Enhancement
- V. Consideration of Proposals:
 - A. Pond Inspection Report
 - 1. DCCM
 - 2. Gulfstream Design Group
 - 3. Dominion Engineering Group
 - B. Playground and Field Enhancements for HOA Request
 - C. CBuss – Filter Grids

- VI. Ratification of Audit Engagement Letter with Grau & Associates for Fiscal Year 2026
- VII. Public Hearing Adopting the Budget for Fiscal Year 2027
 - A. Consideration of Resolution 2026-06, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027
 - B. Consideration of Resolution 2026-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027
- VIII. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-08
- IX. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - 1. Discussion of Fiscal Year 2027 Meeting Schedule
 - 2. Discussion of Fiscal Year 2027 Goals & Objectives
 - D. Operation Manager - Report
 - E. Amenity Center Manager - Report
- X. Supervisor's Request and Public Comments
- XI. Financial Reports
 - A. Financial Statements as of June 30, 2026
 - B. Summary of Operations and Maintenance Invoices
- XII. Next Scheduled Meeting – September 9, 2026, at 10:00 a.m. @ Grand Oaks Amenity Center
- XIII. 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, July 8, 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
Dick Trowbridge	Supervisor
David Crosby	Supervisor

Also, present were:

Matt Biagetti	District Manager
Wes Haber	District Counsel
Jim Oliver	District Manager
Allen Flannery	The Greenery
Rich Gray	Operations Manager
Robin West	Amenity Manager
Greyson Peugh	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 specific to agenda items and asked that comments be limited to three minutes and explained the public comment expectations.

Resident commented on the ponds and wondered if there are fish in the pond. If there are no fish in the ponds, can they get a quote on how much it would cost to stock the ponds with fish. She's also looking for more free activities for kids to do.

Resident suggested public comments be allowed after each agenda item.

Resident asked about the audit report and if it was an aberration. Mr. Olver noted that he will talk about that later in the agenda.

Resident asked how some of the rules and policies are being enforced. He stated that there has been a great amount of vandalism and read an email about a group of teenage boys who have been breaking and entering and trashing the amenities.

THIRD ORDER OF BUSINESS

Discussion of Policy Violations

Mr. Oliver started the conversation on policy violations and briefly explained how Rules of Procedures work in this District. Mr. Haber, District Counsel, explained how a violation was given along with witness statements. An interim suspension was issued until the Board could hear the circumstance today to determine further action. Ultimately, staff is looking for the Board to motion on the options Counsel presented. Ms. Galvez, the resident in question for suspension, was given an opportunity to speak on her behalf. Robin West, the amenity manager involved in the incident, also spoke. After hearing both sides, Mr. Dudley made a motion that the current suspension be lifted as time has been served and is now done and moving forward as both parties agree to act in a professional manner moving forward.

On MOTION by Mr. Dudley, seconded by Mr. Trowbridge, all in favor, Suspension for 7 Days with Reinstatement of Amenity Privileges to Resident Effective July 8, 2026, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Minutes of the June 10, 2026 Meeting

Mr. Oliver presented the minutes of the June 10, 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 June 10, 2026, Meeting, were approved.
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FIFTH ORDER OF BUSINESS**Landscape Maintenance Update**

Mr. Flannery provided a landscape maintenance update for the Board that was provided in the agenda package for review. Mr. Flannery reported on completed and ongoing projects as well as recommendations for property enhancements. The Board asked questions about plantings, flowers, and mulching. Discussion followed on dying oaks due to “wet foot” or moss growth. There are techniques described as expensive that may aerate and clean the trees and Board direction was to look into the cost to bring back at a later meeting. Board also gave direction to choose plants that will not be as quick to die and to look into the possibility of perennial plantings.

SIXTH ORDER OF BUSINESS**Discussion of Playground and Open Field Options**

Mr. Oliver stated that this discussion is for the purposes of long-term planning. There are no current funds for this project but you do not need to wait to plan for the future. Spatial plans were presented for future amenities at the field where staff is working with District Engineer that include possibilities of a playground structure, full or half-court basketball court, shade structure with walking paths and tables at the field. As far as direct pricing, there is no cost factor and staff is looking for Board direction to narrow down the interest so they can obtain some real quotes for future planning. Board direction was to come to the next Board of Supervisors meeting with playground options with next steps to seek a funding request from the HOA. It was also requested for playable fields to be added to the HOA ask. Ms. Cruz asked if a basketball hoop is donated, could they put it by the pickleball court that could be used. Mr. Haber noted that it would be a liability issue and would need to ensure it is commercial standard and safe for use. It was communicated that it’s just not a good idea to have multiple uses for courts.

SEVENTH ORDER OF BUSINESS**Discussion of Fiscal Year 2027 Budget**

Mr. Oliver gave an update by stating that Florida Statute requires the District to approve a preliminary budget no later than June 15th which was approved at the last Board of Supervisors meeting and a copy of the preliminary budget was provided in the agenda package for review. The budget hearing will be held on August 12, 2026 for the adoption of the final Fiscal Year 2027 budget. This upcoming fiscal year’s budget does contemplate an increase which will be reported and communicated to property owners via mailed notice along with information of the public hearing for the budget adoption.

EIGHTH ORDER OF BUSINESS**Acceptance of Fiscal Year 2025 Audit Report**

Mr. Oliver presented the audit report for Fiscal Year 2025 and noted that the deadline had changed from September 30th to June 30th. Mr. Oliver reviewed the report in detail that was provided in the agenda package for review and Board discussion followed at length and the Board allowed public comment. Mr. Oliver did say that the District is in a state of financial emergency which is noted in the audit and they will continue to work through this. After there were no questions, Mr. Oliver asked for a motion to accept the report as it was presented.

On MOTION by Mr. Trowbridge, seconded by Ms. Cruz, all in favor,
Accepting the Fiscal Year 2025 Audit Report, was approved.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Haber reported on some sovereign immunity laws that did not pass. There being nothing further for Mr. Haber to report the next item followed.

B. Engineer

There being no comments, the next item followed.

C. Manager

Mr. Oliver thanked the Board for meeting the July 1st deadline for their Form 1 filings.

D. Operation Manager – Report

Mr. Gray presented the field operations and amenity report to the Board that was provided in the agenda package for review. He reported on completed and ongoing projects. He offered to answer any Board questions. It was asked where they are in the process of the proposal for stormwater management. Staff is looking into three other proposals and will be ready to present at the next meeting.

E. Amenity Center Manager – Report

Ms. West presented the amenity report along with the upcoming bookings and activities provided throughout the upcoming month.

TENTH ORDER OF BUSINESS

Supervisor's Requests and Public Comments

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

Ms. Cruz stated that there has been dumped furniture that is not on CDD property and the concerns of people seeing it and thinking they can dump things there as well. Mr. Gray will look into it and if he cannot get in touch with the owners of that property, he will do his best to clean it up as best they can.

Resident asked if the Chair would give any updates he can on Pulte after the meeting.

Resident asked about pond maintenance and commented that the ponds are not looking good. Mr. Gary noted that they are talking about Pond 15 and they are aware of the issue and are working in getting the levels back to normal as soon as possible.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of May 31, 2026

B. Summary of Operations and Maintenance Invoices

Mr. Oliver presented the financial statements for the period ending May 31, 2026 and noted that he didn't see anything unusual and asked for a motion to approve.

On MOTION by Mr. Dudley, seconded by Mr. Trowbridge, with all in favor, the Financial Reports, were approved.

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – August 12, 2026 @
10:00 a.m. @ Grand Oaks Amenity Center**

Mr. Oliver stated the next meeting is scheduled for August 12, 2026, at 10:00 a.m. at the Grand Oaks Amenity Center where they will also hold the budget hearing to adopt the Fiscal Year 2027 budget.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

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

Secretary / Assistant Secretary

Chairman / Vice Chairman

FOURTH ORDER OF BUSINESS

A.

Dear Grand Oaks CDD,

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

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Reported On:
August 03, 2026

Report By:
William Allen Flannery

Property Size:
44.14 Acres

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

Client Communication Report

NOTES TO OWNER/CLIENT

1. The schedule Turf application that included insecticide fungicide, and fertilizer was completed early in the month. later in the months, we identified a chinch bug outbreak. Immediately, after we identified this problem, our team mobilized to retreat all Turf areas front to back with another round of insecticide and followed that up with Turf recovery fertilizer.
2. There are two areas of Turf directly in front of the amenity center clubhouse entryway that continues to have issues. We have put multiple rounds of recovery fertilizer and are not seeing the results that we had hoped for. The Irrigation is functioning as it should in this area, we feel this particular area holds water and at this time, we are recommending going a different direction and instead of installing Sod again we recommend installing plants that will be better suited to deal with these conditions. We will create and submit a proposal for this, I am attaching a couple of renderings of what our idea is.
3. Amenity center flower pots: with feedback from the last board meeting, we wanted to provide an option to plant perennial flowers in the four flower pots at the clubhouse instead of an annual flowers. We will be creating a proposal for this, I'm attaching a rendering for reference.
4. The dead palm tree that was approved for removal has been completed at Legacy Park
5. The blue daze that failed at the entrance meeting Island have been replaced with another perennial called scaevola. This perennial is similar and appearance, is tolerant to salt, air and drought and does well in full sun.
6. Irrigation: there have been no major issues identified. We have had a few small repairs for July that have been taken care of.
7. A rash of illness grounded, our production team during the last week in July for the beginning of the week. Our operations team rallied and covered the day that we missed early in the week, returned on Saturday and finished out service.
8. One of our team members has unfortunately damaged more fence panels. Address: 404 lone cypress way. We are working with a fence vendor getting a quote put together for necessary repairs.
9. A bad weed problem was brought to our attention inside the pool pump area. Our team has since addressed this issue, I'm attaching a before and after photo.
10. We have a few areas of concern regarding detailing near the entrance of the Bluffs. Our operations team will be made aware of this and address it ASAP.

1. NOTES TO OWNER/CLIENT

Created On August 03, 2026 by William Allen Flannery

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Note Attachments





2. NOTES TO OWNER/CLIENT

Created On August 03, 2026 by William Allen Flannery  Created On Site

There are two areas of Turf directly in front of the amenity center clubhouse entryway that continues to have issues. We have put multiple rounds of recovery fertilizer and are not seeing the results that we had hoped for. The Irrigation is functioning as it should in this area, we feel this particular area holds water and at this time, we are recommending going a different direction and instead of installing Sod again we recommend installing plants that will be better suited to deal with these conditions. We will create and submit a proposal for this, I am attaching a couple of renderings of what our idea is.



Note Attachments



3. NOTES TO OWNER/CLIENT

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Amenity center flower pots: with feedback from the last board meeting, we wanted to provide an option to plant perennial flowers in the four flower pots at the clubhouse instead of an annual flowers. We will be creating a proposal for this, I'm attaching a rendering for reference.



Note Attachments



4. NOTES TO OWNER/CLIENT

Created On August 03, 2026 by William Allen Flannery  Created On Site

The dead palm tree that was approved for removal has been completed at Legacy Park



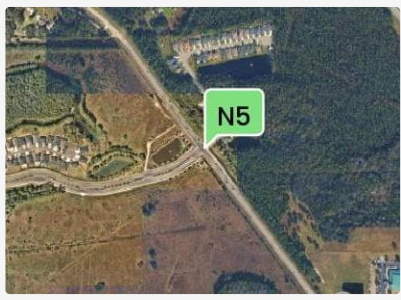
Note Attachments



5. NOTES TO OWNER/CLIENT

Created On August 03, 2026 by William Allen Flannery  Created On Site

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Note Attachments



6. NOTES TO OWNER/CLIENT

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7. NOTES TO OWNER/CLIENT

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8. NOTES TO OWNER/CLIENT

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Note Attachments



9. NOTES TO OWNER/CLIENT

Created On August 03, 2026 by William Allen Flannery  Created On Site

A bad weed problem was brought to our attention inside the pool pump area. Our team has since addressed this issue, I'm attaching a before and after photo.



Note Attachments



10. NOTES TO OWNER/CLIENT

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We have a few areas of concern regarding detailing near the entrance of the Bluffs. Our operations team will be made aware of this and address it ASAP.



Note Attachments



Enhancing People’s Lives Through Beautiful Landscapes

B.

Work Order Proposal



Proposal Date: 7/29/2026

Proposal Work Order #: 94137

Prepared By: ALLEN FLANNERY

Property Name: Grand Oaks CDD
Address: 4185 FL-16, St. Augustine, FL 32092
Client Contact: Rich Gray Rgray@rmsnf.com
Client Phone #:

Perennial flower pot, Enhancement

This proposal is to introduce long-term perennial plant material in the four flower pots, two in the front two in the back. The concept is to have perennial scaevola in the center and ivy draping over the sides.

Maintenance: light trimming of the ivy throughout the growing season. Scaevola is low maintenance only light shearing as needed. Scaevola may need replanting unless a mild winter lets it hang on

DESCRIPTION	QTY	SIZE	UNIT PRICE	EXT PRICE	TOTAL PRICE
Planting					\$636.08
English Ivy - 4" PT	32.00	4" PT	\$8.87	\$283.89	
Scaevola 1gal.	12.00	1 Gallon	\$26.88	\$322.57	
Bagged Mulch	2.00	EA	\$14.81	\$29.62	
Total for Work Order #94137					\$636.08



TERMS & CONDITIONS

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

claim to profits that may arise from use of images.

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

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

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

16. Enhancement Installation Warranty - The Greenery Inc. warrants that enhancement installations are completed in a manner appropriate to the scope of work, site conditions, and materials specified within the approved enhancement proposal. Plant material is warranted for thirty (30) days from the date of installation, and hardscape, irrigation modifications, and structural enhancements are warranted for ninety (90) days. Warranty coverage will continue while The Greenery Inc. remains the contracted maintenance provider for the property and is responsible for routine maintenance and irrigation oversight. This warranty applies to installation workmanship and plant viability under normal growing conditions and excludes losses resulting from extreme weather, water shortage, acts of nature, vandalism, improper irrigation or site conditions outside of The Greenery Inc.'s control, third-party activity, or interruption or cancellation of maintenance services. Warranted plant material, when applicable, will be replaced one (1) time from the original installation, with replacements scheduled during the appropriate planting season.

Property Name: Grand Oaks CDD
Address: 4185 FL-16, St. Augustine, FL 32092
Client Contact: Rich Gray Rgray@rmsnf.com
Client Phone #:

Proposal Date: 7/29/2026
Proposal Work Order #: 94137
Prepared By: ALLEN FLANNERY

Total: \$636.08
Deposit Amount (50%): \$318.04

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

By ALLEN FLANNERY
Date ALLEN FLANNERY
7/29/2026
The Greenery, Inc.

By _____
Date _____

FIFTH ORDER OF BUSINESS

A.

1.



7/13/2026

Matt Biagetti
Grand Oaks CDD
C/O Governmental Management Services
475 W. Town Place STE 114
St. Augustine, FL 32092
904-940-5850 x 413
mbiagetti@gmsnf.com

Re: Proposal for Professional Engineering Services
Project Name: Grand Oaks CDD – Pond Inspection
Project No. 26070.00

Dear Matt:

DCCM Infrastructure, Inc. (DCCM) is pleased to submit the attached Agreement for Professional Services for the above-referenced project.

The attached Agreement outlines the proposed Scope of Services, compensation, schedule, and terms and conditions associated with providing professional engineering and/or landscape architecture services for the project. Our team has reviewed the project requirements and prepared a scope tailored to support the project objectives and anticipated needs of the assignment.

Our Northeast Florida office, established in 2005, has provided engineering, landscape architecture, surveying, and related professional services throughout Florida for more than two decades. Supported by DCCM's statewide and national resources, our local team combines responsive service and technical expertise with the depth and capabilities of a multidisciplinary organization.

We appreciate the opportunity to be considered for this project and look forward to partnering with you. If the attached Agreement is acceptable, please execute and return a signed copy to our office. Upon receipt of the executed Agreement, DCCM will proceed with the services described therein.

Should you have any questions regarding the proposed services or Agreement, please do not hesitate to contact us.

Regards,

DCCM

A handwritten signature in blue ink, appearing to read "Carl Allen", is positioned above the printed name.

Carl Allen
Senior Construction Inspector Manager
callen@dccm.com



SHORT FORM OF AGREEMENT BETWEEN CLIENT AND ENGINEER FOR PROFESSIONAL SERVICES

This is an Agreement between Matt Biagetti (Client) and **DCCM Infrastructure, Inc. (DCCM)**. Client's Project, of which DCCM's services under this Agreement are a part, is generally identified as Julington Creek CDD (Project). DCCM's services under this Agreement (Services) are generally identified as shown in Appendix 2.

Client and DCCM further agree as follows:

1. Services of DCCM
 - A. DCCM shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Client and consented to by DCCM.
2. Client's Responsibilities
 - A. Client shall provide DCCM with existing Project-related information and data in Client's possession and needed by DCCM for performance of DCCM's Services. Client will advise DCCM of Project-related information and data known to Client but not in Client's possession. DCCM may use and rely upon Client-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
 - i) Following DCCM's assessment of initially-available Project information and data, and upon DCCM's request, Client shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable DCCM to complete its Services; or, with consent of DCCM, Client may authorize DCCM to obtain or provide all or part of such additional information and data as Additional Services.
 - B. Client shall provide necessary direction and make decisions, including prompt review of DCCM's submittals, and carry out its other responsibilities in a timely manner so as not to delay DCCM's performance. Client shall give prompt notice to DCCM whenever Client observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in DCCM's Services, or (2) any development that affects the scope or time of performance of DCCM's Services.
3. Schedule for Rendering Services
 - A. DCCM shall complete its Services within the following specific time period: See Appendix 2. If no specific time period is indicated, DCCM shall complete its Services within a reasonable period of time.
 - B. If, through no fault of DCCM, such periods of time or dates are changed, or the orderly and continuous progress of DCCM's Services is impaired, or DCCM's Services are delayed or suspended, then the time for completion of DCCM's Services, and the rates and amounts of DCCM's compensation, shall be adjusted equitably.
4. Invoice and Payments
 - A. Invoices: DCCM shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of receipt.
 - B. Payment: As compensation for DCCM providing or furnishing Services and Additional Services, Client shall pay DCCM as set forth in this Paragraph 4, Invoices and Payments. If Client disputes



an invoice, either as to amount or entitlement, then Client shall promptly advise DCCM in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

- C. Failure to Pay: If Client fails to make any payment due DCCM for Services, Additional Services, or expenses within 30 days after receipt of DCCM's invoice, then (1) the amounts due DCCM will be increased at the rate of 3.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition DCCM may, after giving 7 days' written notice to Client, suspend Services under this Agreement until DCCM has been paid in full all amounts due for Services, Additional Services, expenses, or other related charges, and in such case Client waives any and all claims against DCCM for any such suspension; and (3) if any payment due DCCM remains unpaid after 90 days, DCCM may terminate the Agreement for cause pursuant to Paragraph 5 A.ii.
- D. Reimbursable Expenses: DCCM is entitled to reimbursement of expenses only if so indicated in Paragraph 4E or 4F. If so entitled, and unless expressly specified otherwise, the amounts payable to DCCM for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by DCCM, plus all invoiced external expenses allocable to the Project, including DCCM's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of 1.25.

E. Basis of Payment

- i) A Lump Sum. Client shall pay DCCM for Services Indicated for lump-sum payment in Appendix 2 as follows:
 - a) A Lump Sum amount of **\$14,000**.
 - b) In addition to the Lump Sum amount, reimbursement of the following expenses:
None.
 - c) The portion of the compensation amount billed monthly for DCCM's Services will be based upon DCCM's estimate of the percentage of the total Services actually completed during the billing period.
- F. Additional Services: For Additional Services, unless otherwise agreed to in writing at the time such Additional Services are requested, Client shall pay DCCM an amount equal to the cumulative hours charged in providing the Additional Services by DCCM's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services. DCCM's standard hourly rates are attached as Appendix 1.

5. Termination

A. Termination for Cause

- i) Either party may terminate the Agreement for cause upon 10 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
 - a) Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5Ai if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.



- ii) In addition to its termination rights in Paragraph 5Ai, DCCM may terminate this Agreement for cause upon 7 days' written notice (a) if Client demands that DCCM furnish or perform services contrary to DCCM's responsibilities as a licensed professional, (b) if DCCM's services for the Project are delayed or suspended for more than 90 days for reasons beyond DCCM's control, (c) if payment due DCCM remains unpaid for 90 days, as set forth in Paragraph 4C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6I.
 - iii) DCCM will have no liability to Client on account of any termination by DCCM for cause.
 - B. Termination for Convenience: Client may terminate this Agreement for convenience with 10 days notice from Client.
 - C. Payments Upon Termination: In the event of any termination under Paragraph 5, DCCM will be entitled to invoice Client and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Client will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6F, at Client's sole risk.
 - i) If Client has terminated the Agreement for cause and disputes DCCM's entitlement to compensation for services and reimbursement of expenses, then DCCM's entitlement to payment and Client's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
 - ii) If Client has terminated the Agreement for convenience, or if DCCM has terminated the Agreement for cause, then DCCM will be entitled, in addition to the payments identified above, to invoice Client and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with DCCM's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4F.
6. General Considerations
- A. The standard of care for all professional engineering and related services performed or furnished by DCCM under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. DCCM makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by DCCM. Subject to the foregoing standard of care, DCCM may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
 - B. DCCM shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will DCCM have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. DCCM shall not be responsible for the acts or omissions of any Constructor.
 - C. DCCM neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
 - D. DCCM's opinions of probable construction cost (if any) are to be made on the basis of DCCM's experience, qualifications, and general familiarity with the construction industry. However, because DCCM has no control over the cost of labor, materials, equipment, or services furnished by others,



- or over contractors' methods of determining prices, or over competitive bidding or market conditions, DCCM cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by DCCM. If Client requires greater assurance as to probable construction cost, then Client agrees to obtain an independent cost estimate.
- E. DCCM shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by DCCM.
- F. All documents prepared or furnished by DCCM are instruments of service, and DCCM retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. DCCM grants to Client a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by DCCM of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:
- i) Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by DCCM, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by DCCM;
 - ii) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by DCCM, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to DCCM or to its officers, directors, members, partners, agents, employees, and subconsultants;
 - iii) Client shall indemnify and hold harmless DCCM and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by DCCM; and
 - iv) such limited license to Client shall not create any rights in third parties.
- G. Client and DCCM agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol
- H. **Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Client and DCCM (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that DCCM's total liability to Client under this Agreement shall be limited to the total amount of compensation received by DCCM under this Agreement.**
- I. The parties acknowledge that DCCM's Services do not include any services related to unknown or undisclosed Constituents of Concern. If DCCM or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then DCCM may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Client and DCCM agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the state in which the Project is located.



- L. DCCM's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Client, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- M. In the event either party makes a claim or brings an action against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including reasonable attorney's fees and expert witness costs) incurred by the other party in defense of such claim or action.
- N. PURSUANT TO SECTION 558.0035, F.S., AN INDIVIDUAL EMPLOYEE OR AGENT OF DCCM MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OR RELATED TO THIS AGREEMENT AND THE SERVICES PROVIDED.

7. Definitions

- A. Constructor—Any person or entity (not including DCCM, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Client's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8. Successors, Assigns, and Beneficiaries

- A. Successors and Assigns
 - i) Client and DCCM are hereby bound and the successors, executors, administrators, and representatives of Client and DCCM (and to the extent permitted by Paragraph 8Aii the assigns of Client and DCCM) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
 - ii) Neither Client nor DCCM may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or DCCM to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Client and DCCM and not for the benefit of any other party.

9. Total Agreement



- A. This Agreement (including any expressly incorporated attachments) constitutes the entire agreement between Client and DCCM and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Attachments: Appendix 1 - DCCM's Standard Hourly Rates
Appendix 2 - Scope of Services

This Agreement's Effective Date is 7/13/2026.

Client:

_____ (name of organization)	DCCM Infrastructure Inc. _____ (name of organization)
By: _____ (authorized individual's signature)	By: _____ (authorized individual's signature)
Date: _____ (date signed)	Date: _____ (date signed)
Name: <u>Matt Biagetti</u> (typed or printed)	Name: <u>Billy J. Almaguer</u> (typed or printed)
Title: _____ (typed or printed)	Title: <u>Chief Operating Officer</u> (typed or printed)
Address for giving notices: _____ _____	Address for giving notices: <u>7 Waldo St., St Augustine, FL 32084</u> _____ _____
Designated Representative:	Designated Representative:
Name: _____ (typed or printed)	Name: <u>Carl Allen</u> (typed or printed)
Title: _____ (typed or printed)	Title: <u>Sr Construction Inspector Manager</u> (typed or printed)
Address: _____ _____	Address: <u>7 Waldo St., St. Augustine, FL 32084</u> _____ _____
Phone: _____	Phone: <u>904-826-1334</u>
Email: _____	Email: <u>callen@dccm.com</u>



Appendix 1
DCCM's Standard Hourly Rates

Referred to in and part of the Short Form of Agreement between Client and Engineer for Professional Services

1. Standard Hourly Rates:
 - A. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
 - B. The Standard Hourly Rates apply only as specified in Paragraph 4 and are subject to annual review and adjustment.
2. Schedule of Hourly Rates:

Billing Class	Rate
Principal	\$365/hour
VP	\$275-\$300/hour
Division Lead	\$260-\$285/hour
Program Manager	\$240-\$265/hour
Senior Professional Engineer	\$200-\$270/hour
Senior Planner	\$210-\$230/hour
Senior Landscape Architect	\$220-\$260/hour
Senior Construction Inspector	\$195-\$210/hour
Professional Engineer	\$230-\$240/hour
Project Engineer	\$160-\$190/hour
Planner	\$160-\$190/hour
Landscape Architect	\$170-\$190/hour
Construction Inspector	\$170-\$180/hour
Senior CAD Designer/Senior Engineering Tech	\$180-\$200/hour
Senior Landscape Designer	\$180-\$200/hour
CAD Designer/Engineering Tech	\$130-\$170/hour



Controller	\$150-\$200/hour
Graphic Designer	\$100-\$140/hour
Senior Graphic Designer	\$140-\$180/hour
Project Administrator/Project Coordinator	\$95-\$120/hour
Project Director, Survey	\$210-\$245/hour
Senior Surveyor	\$170-\$200/hour
Senior GIS Enterprise Administrator	\$170-\$200/hour
Project Surveyor	\$155-\$185/hour
Project GIS Developer, Survey	\$155-\$185/hour
Staff Surveyor	\$135-\$165/hour
Staff GIS Analyst	\$135-\$165/hour
Four Man Field Crew	\$215-\$245/hour
Three Man Field Crew	\$195-\$215/hour
Two Man Field Crew	\$170-\$200/hour
One Man Field Crew	\$150-\$180/hour
One Man Crew (GPS/RTK)	\$200-\$230/hour
Two Man Crew (GPS/RTK)	\$215-\$245/hour
CADD Technician, Survey	\$115-\$145/hour
GIS Technician	\$115-\$145/hour
Field Technician, Survey	\$95-\$125/hour



Appendix 2 Scope of Services

Referred to in and part of the Short Form of Agreement between Client and DCCM for Professional Services dated 7/13/2026

I – Pond Inspection

DCCM will inspect all stormwater management facilities (ponds) covered under the St. Johns River Water Management District (SJRWMD) Permit 104557-3. Services provided for completion of this task are listed below:

- Historical design plan documents will be reviewed to verify design compliance with current conditions of the system.
- A Qualified Inspector will conduct a site visit to inspect the pond perimeter and all directly connected storm structures. This will include the immediate structure upstream of those connected to the pond for condition and performance. All associated control structures for the system and all inlets due to the connection to the Exfiltration Trench system under the parking areas and green spaces.(per attachment)
- WMD Form 62-330.311(3) – Inspection Checklist, will be used to document required checks for the system and any deficiencies will be communicated back to the property owner for required repairs.
- WMD Form 62-330.311(1) – Operation and Maintenance Inspection Certification will be uploaded as proof of completion of inspection and signed off by a Qualified Inspector or Florida licensed Engineer.
- A summary report and all documents listed above will be provided to the property owner for their records.

Fees for pond inspection services will be billed on a lump sum fee basis for a total of \$14,000, plus direct reimbursable expenses.

FEE SUMMARY

The following list summarizes costs associated with work items as described in Exhibit A, Scope of Work.

I – Pond Inspection	\$14,000 (Lump Sum)
---------------------	---------------------

Total Estimated Cost: \$14,000, plus direct reimbursable expenses

DCCM will initiate services on this project immediately following receipt of the fully executed contract.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.

2.



CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT FOR PROFESSIONAL SERVICES (hereinafter the "**Agreement**") is made and entered into as of 13 July 2026 by the following parties:

- A. **GMS LLC**, a Florida limited liability company, whose mailing address is 475 W. Town Place, Suite 114, St. Augustine FL, 32092, (Hereinafter "**Client**"); and
- B. **Gulfstream Design Group, LLC**, a Florida limited liability company, whose mailing address is 2225 A1A S, Suite A-2, St. Augustine, Florida 32080 (Hereinafter "**Gulfstream**").

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth in this Agreement, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

ARTICLE I. PROJECT SUMMARY

Project Name: Grand Oaks CDD

Project Number: GDG # 26-157

Section 1.01 Property

The subject "**Property**" consists of ±500 acres of stormwater within St. Augustine, Florida per "Exhibit A".

Section 1.02 Client's Project: General Scope

Gulfstream shall perform a visual inspection of the stormwater system and provide a summary of findings in accordance with the SJRWMD permit issued for the residential subdivision. All ponds (Pond 1-23 as shown in exhibit A) will be wrapped up into work covering this agreement. (the "**Project**")

Section 1.03 Summary of Gulfstream's Scope

Task I	SJRWMD Pond Inspection and Report	\$7,500.00
Task II	Reimbursables	\$100.00
		Total: \$7,600.00

Gulfstream will provide Limited Construction Administration/SJRWMD Stormwater Management System Inspection Services for all twenty-three (23) stormwater management facilities as shown on the SJRWMD permit including a written report indicating all items falling out of compliance with the mentioned SJRWMD permit. Along with the pond inspection.

Gulfstream will provide professional engineering services in connection with the Project improving Client's Property, as thoroughly described in Article II below, and summarized as follows:

- (a) For the purposes of this proposal, Gulfstream assumes that the existing zoning/land use is compatible with the desired development program (thus public hearings for land use/zoning changes are not required for this scope of this Agreement).
- (b) Gulfstream has not performed any coordination with utility companies or regulatory agencies regarding the feasibility of completing the above-mentioned items on the subject parcel.

Section 1.04 General Exclusions.

Gulfstream excludes, and Client to be responsible for: architectural services, building permit applications, fire sprinkler system design, cultural resource assessments, written authorization to access the subject Property, geotechnical engineering, surveying, legal, preparation of plat, septic system removal permits, well permitting, all other services required for the Project and not expressly included in Gulfstream's scope of services in Article II and all items set forth in Article III. Clients should provide Gulfstream with any applicable permit application fees.

ARTICLE II. SCOPE OF SERVICES

Section 2.01 Task I: SJRWMD Pond Inspection and Report

- **Fee for Task I:** Hourly based upon schedule of rates (**not to exceed: \$7,500.00**)
- (a) Gulfstream Design Group (Gulfstream) will provide stormwater pond inspection services for the twenty-three (23) ponds located at the project site in accordance with applicable permit requirements and guidance established by the St. Johns River Water Management District ("SJRWMD"). Services shall include:
- a) Design plan and as-built drawing research via SJRWMD website or document requests from the District Engineer
 - b) Field inspection of all stormwater management ponds and associated control structures
 - c) Evaluation of pond conditions including but not limited to
 - i. Evidence of erosion or slope instability
 - ii. Sediment accumulation
 - iii. Vegetative overgrowth or invasive vegetation
 - iv. Condition of outfalls, weirs, pipes, risers, and control structures
 - v. Signs of blockage, scouring, or structural deterioration
 - vi. General maintenance needs and operational functionality
 - d) Verification of accessible pond bank conditions and observable water elevations
 - e) Photographic documentation of representative conditions and deficiencies

- f) Preparation of inspection report summarizing observations, deficiencies, and recommended corrective actions or maintenance problems.
- g) Pond inventory table identifying each pond by reference number and location. District Engineer Provided Pond ID plan.
- h) Meeting and coordination time to review report with the CDD Board (up to 2 hours of virtual meeting time)

(b) Deliverables

Gulfstream will provide:

- a) An inspection report in PDF format
- b) Photographic exhibits documenting conditions
- c) Needs action locations for remedy with potential solutions

Section 2.02 Task II: Reimbursable Expenses

- **Fee estimate: \$100.00**

Gulfstream will provide printing and other services which require reimbursement to include but not limited to: Plotting of Construction Plans for submittal to the regulatory agencies, printing of calculations/reports/maps/exhibits, as well as other expenses required to achieve the client's goals. Client agrees to reimburse Gulfstream for all out-of-pocket expenses associated with the services provided in the Agreement. The reimbursable expenses cover the tasks in the initial Agreement but exclude reimbursable expenses on any future tasks which may be required to achieve the Client's goals.

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ARTICLE III. Services Not Included

Gulfstream excludes the following items:

- Surveying Services (Tree, Boundary, Topographic, Hydrographic)
- Preparation of Easements or Legal Descriptions
- Biological Services (Wetland Evaluation, Threatened / Endangered Species)
- Wetland Impact / Wetland Mitigation Analysis
- Phase I/II Environmental Studies
- EPA Permits
- Environmental Assessment / Protected Species Permits
- Commercial Docks / Wet Slip Marina Design / Permit
- CCUA/FEDP Permits for Floating Docks (Single Family)
- Boat Ramp Layout / Design / Permit
- Building Architectural Services
- Mechanical Engineering Services (Plumbing, HVAC, Communications)
- Electrical Engineering Services
- Fire Protection System Engineering Services
- Fire Main Design / Fire Sprinkler System Design
- Traffic Planning / Traffic & Roadway Engineering
- Signalization Design / Signal Warrant Study / Turn Lane (Offsite)
- Site Lighting Design / Street Lighting Design
- Landscape Architecture / Tree Mitigation / Irrigation Design
- Dock Layout/ Design
- FEMA Map Revisions (LOMR / CLOMR)
- Amenity Center Design
- Preparation of Easements or Legal Descriptions
- Stormwater Design per CCUA (Exemption Only)
- Utility Plans (Potable Water, Sanitary Sewer)
- Stormwater Lift Station Design
- Preparation of Construction Plans
- Preparation of Construction Permit Applications
- Landscape Architectural Services
- Offsite Utility (Potable, Sanitary, Reuse) Extensions
- Offsite Sidewalk Extension Design
- FDEP Wastewater Permits / FDEP Water Permits
- Regional Stormwater Design Models
- Franchise Utility Coordination (Phone, Fiber, Gas)
- Construction Specification Manual
- Arbor services/ Tree Inventory
- Detailed Earthwork estimating
- Global Positioning System location services
- Department of Health Permits (Septic)
- Submersible Well Design
- Rezoning Applications / Special Use Permits
- Structural Engineering Services
- Geotechnical Engineering Services
- Traffic Impact Studies / Traffic Engineering / Signal Warrant Study
- Platting Services (Preliminary / Final)
- Construction Administration
- FDOT Plans / Permits
- Legal Services
- Color Renderings/Elevations
- Preparation of Lift Station Designs (Sanitary / Stormwater) / Calculations
- Future Land Use Map Amendment (Text & Map)
- U.S. Army Corps of Engineers Permits
- EPA Permits
- Preparation of Design Calculations / Permit Schedule
- Arbor services/ Protected species studies
- Preparation of Stormwater Treatment or Attenuation Calculations
- Commercial Swimming Pool Design
- Water Quality Monitoring / NDPES Inspections
- Financial Institution & Special Uses Documentation
- Preparation of Potable Main Hydraulic Analysis
- Recreation Calculations / Park Design
- Bond Coordination (Performance or Maintenance)
- Engineers Opinion of Probable Cost
- CCUA Conceptive Use Permits
- Railroad ROW Use Permits / County ROW Use Permits
- Fence / Retaining Wall Design (Foundation / Aesthetic)
- FEMA Flood Plain Analysis (Compensating Storage Calculations)
- Offsite Stormwater Basin Analysis

ARTICLE IV. INFORMATION PROVIDED BY CLIENT

- a. Client shall promptly:
- Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret Client's decisions.
 - Provide all information and criteria as to Client's requirements, objectives, and expectations for the Project including all numerical criteria that are to be met and all standards of development, design, or construction.
 - Provide to Gulfstream all previous studies, plans, or other documents pertaining to the Project and all new data reasonably necessary in the Gulfstream's opinion, such as site survey and engineering data, environmental impact assessments or statements, upon all of which the Gulfstream may rely.
 - Arrange for access to the site and other private or public Property as required for Gulfstream to provide its services.
 - Review all documents or oral reports presented by Gulfstream and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of Gulfstream.
 - Furnish approvals and permits from governmental authorities having jurisdiction over the Project and approvals and consents from other parties as may be necessary for completion of the Gulfstream's services.
 - Cause to be provided such independent accounts, legal, insurance services as Client may require.
 - Give prompts written notice to Gulfstream whenever Client becomes aware of any development that affects the scope, timing, or payment of Gulfstream's services or any defect or noncompliance in any aspect of the Project.
 - Bear all costs incidental to the responsibilities of Client.
- b. **AGENTS AND AUTHORIZATION.** Notwithstanding Client's designation of a representative as required by Article IV, Section 4.01 of this Agreement, Gulfstream shall be entitled to assume that orders given and documents or receipts executed by representatives, employees, or agents of Client shall have been validly authorized by Client, and that Client shall be responsible for these orders, unless Gulfstream is otherwise notified in advance by writing.
- c. **RELIANCE ON SUPPLIED INFORMATION.** Client shall be responsible for, and Gulfstream may use and rely upon in all respects, any requirements, programs, instructions, approvals, reports, data, and other information furnished by Client. Gulfstream may use and rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards. Gulfstream may request additional information from Client that is necessary for Gulfstream's performance; Client shall furnish requested information in a timely fashion, but in any event not later than 15 days after receipt of written request. Client shall promptly communicate to Gulfstream about matters relevant to Gulfstream's performance.

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ARTICLE V. GENERAL TERMS AND CONDITIONS.

5.01 CONTRACT. Gulfstream and Client, in consideration of the obligations expressed in the Agreement for the Project and improvements to Client's Property described in Article I of this Agreement, do covenant, promise and agree to be bound by the terms and conditions in the Agreement. Should Gulfstream commence any work described in this Agreement without Client first having signed this Agreement, then Gulfstream and Client (the "Parties"), until the full execution thereof, shall be deemed to have entered into an oral Agreement fully binding upon the Parties and containing the identical provisions as are contained in this Agreement.

5.02 SCOPE OF WORK. Gulfstream is obligated towards Client to perform only those services described as included in this Agreement and as further defined and conditioned in the provisions herein (the "Work"). This Agreement does not include any services that may be required for the Project but are not listed as included in this Agreement.

5.03 RETAINER. Client must pay the retainer in the amount of \$0.00 (the "Retainer"). Gulfstream is not obligated to perform any services under this Agreement, and the Agreement's time shall not commence to run, until Gulfstream has received the Retainer. The Retainer shall be held by Gulfstream and may be credited to Client's account in the final invoice or at any time prior thereto in the discretion of Gulfstream. Client acknowledges that the Retainer is not an estimate of the cost of services to be provided under this Agreement. Gulfstream may require an additional retainer or other means of financial security at a later point in time if Gulfstream deems necessary.

5.04 ENGAGEMENT AND COMPENSATION. Client hereby engages Gulfstream for the purposes as agreed upon in this Agreement. Compensation for services not described in this Agreement or for services modified from, or not originally contemplated in, the original Agreement shall be based on the following Schedule of Hourly Rates (below). The Schedule of Hourly Rates is subject to modification at the beginning of each calendar year at the sole option of Gulfstream, and without notice to Client. In addition, the rates listed below are the standard rates for this Agreement only. Standard Hourly Rates are subject to change on a Project by Project basis regardless of whether or not Client is an existing Client.

GULFSTREAM DESIGN SCHEDULE OF HOURLY RATES: 2025-2026	
Description	Amount
Principal	\$250.00/hr.
Senior Professional Engineer	\$205.00/hr.
Director	\$205.00/hr.
Professional Engineer	\$195.00/hr.
Project Architect	\$195.00/hr.
Registered Landscape Architect	\$195.00/hr.
CEI Professional Engineer	\$175.00/hr.
Public Information Specialist	\$175.00/hr.
Land Planner	\$175.00/hr.
Sr. Project Engineer	\$160.00/hr.
Strategic Planner	\$150.00/hr.
Project Manager	\$150.00/hr.
Sr Designer (Graphic/Engineering/LA)	\$150.00/hr.
CEI Project Engineer	\$150.00/hr.
CEI Senior Project Inspector	\$140.00/hr.
Project Engineer	\$140.00/hr.
GIS Specialist	\$125.00/hr.
CEI Project Inspector	\$125.00/hr.
Senior AutoCAD Designer	\$115.00/hr.
Project Accountant	\$105.00/hr.
CEI Project Administrative Assistant	\$95.00/hr.
AutoCAD Technician	\$90.00/hr.
Project Administrator	\$85.00/hr.
Technical Assistant	\$75.00/hr.
AutoCAD Assistant	\$70.00/hr.

5.05 SUBCONTRACTORS. Gulfstream may engage the services of subcontractors when, in Gulfstream's opinion, it is appropriate or customary. Such persons and entities will include, but not be limited to, surveyors, other engineers, and testing laboratories.

5.06 APPLICATIONS TO REVIEWING AGENCY. For the purposes of this Agreement, it is agreed that this development will be phased and that Gulfstream will be able to design the entire Project as listed in the Project Summary (e.g. utilities, stormwater, pavement, landscaping, irrigation, etc.) with single applications to the respective reviewing agencies. If multiple applications are required, this will be considered an additional service.

5.07 COSTS AND OUT-OF-POCKET EXPENSES. Client shall be responsible for all costs associated with the services provided in this Agreement, to specifically include the engagement of other subcontractors. Client agrees to reimburse Gulfstream for all costs and all out-of-pocket expenses associated with the services provided in this Agreement, to include, but not be limited to, the Reimbursable Expenses set forth in Section 5.08 below, permit application fees, postage, express delivery, and etc.

5.08 REIMBURSABLE EXPENSES. The rate of reimbursement for the "Reimbursable Expenses" set forth below shall be:

MILEAGE	IRS RATE PLUS 10%
24X36 BLACK & WHITE	\$1.75 PER SHEET
24X36 COLOR PLOTS	\$44.00 PER SHEET
8.5X11 BLACK & WHITE	\$0.15 PER SHEET
8.5X11 COLOR	\$0.30 PER SHEET
11X17 BLACK & WHITE	\$0.50 PER SHEET
11X17 COLOR	\$0.75 PER SHEET
24X36 MYLAR	\$50.00 PER SHEET
BLUEPRINTS	\$0.40 SQ. FOOT
LEGAL NOTICES – ADV	COST PLUS 10%
OUTSIDE REPRODUCTION	COST PLUS 10%
COURIER	COST PLUS 10%
POSTAGE	COST PLUS 10%
MISC OTHER JOB COSTS	COST PLUS 10%
SUB CONSULTANTS	COST PLUS 10%

5.09 PRICES SUBJECT TO CHANGE. Prices quoted by Gulfstream for costs, out-of-pocket expenses, and Reimbursable Expenses are subject to change without notice. Price in effect on date of service or delivery shall control.

5.10 TIME FOR COMPLETION. Unless this Agreement states a specific duration or date for completion, Gulfstream shall complete its Work within a reasonable time, and any delivery or performance date stated by Gulfstream is an estimate only and is not a guarantee. Client shall make decisions and carry out its other responsibilities in a timely manner so as not to delay Gulfstream's performance of its services. If, through no fault of Gulfstream, a stated period of time or date for completion are changed, or the orderly and continuous progress of Gulfstream's services is impaired, or Gulfstream's services are delayed or suspended, then the time for completion of Gulfstream's services, and the rates and amounts of Gulfstream's compensation, shall be adjusted equitably. If Gulfstream fails, through its own fault, to complete its performance required by this Agreement within the time set forth, as duly adjusted, then Client shall be entitled to the recovery of direct damages proximately caused solely by such failure. Gulfstream shall not be liable for any damage due to delay unless caused solely by Gulfstream, and Gulfstream's liability for such delay shall not include indirect, incidental, special, exemplary or punitive damages.

5.11 CHANGES IN THE WORK. Client may issue written or verbal orders to Gulfstream to change or add to the scope of Work, provided however that Gulfstream may require Client to execute a written change order, adjusting the contract fee and time, prior to Gulfstream performing such changes or additions to the Work, and Gulfstream may suspend the Work, without liability for delay, until such written change order is executed.

5.12 CORRECTIONS. Gulfstream shall only make corrections or changes to the Work for additional compensation; however, Gulfstream shall correct deficiencies in technical accuracy without additional compensation except to the extent such corrective action is directly or indirectly attributable to: (i) deficiencies in information furnished by Client or others; (ii) actions or requests by Client; (iii) actions or requests by other parties; (iv) unforeseen conditions; or (v) new information.

5.13 UNKNOWN CONDITIONS. Client, and not Gulfstream, is at risk for damages, additional time or costs resulting from concealed, unknown, or differing site conditions, including the physical conditions at the Project and actions of third-parties affecting the Work. Gulfstream shall be entitled to an adjustment to this Agreement because of such conditions affecting the Work.

5.14 COMPLIANCE. Gulfstream and Client shall comply with applicable codes, standards, laws, regulations, and Client-mandated standards that Client has provided to Gulfstream in writing, that are in effect as of the date stated on this Agreement. Changes to these requirements after such date will be the basis for modification of this Agreement.

5.15 LEGISLATIVE ACTION. If any governmental entity imposes any taxes, fees, or charges on Gulfstream's services or compensation under this Agreement, or imposes requirements that cause Gulfstream to perform additional work or incur costs, then Gulfstream may invoice Client, in addition to the compensation to which Gulfstream is entitled under this Agreement, for such taxes, fees, charges, work, or costs.

5.16 INVOICE AND PAYMENT.

- (a) Gulfstream shall deliver an invoice for any costs, Reimbursable Expenses, and services performed on a monthly basis to Client, by mail or email to the address on file with Gulfstream. Invoices for the Work are NET DUE UPON RECEIPT, but Gulfstream has discretion to allow a grace period of up to thirty (30) days; such grace period, if any, will be stated on the invoice.
- (b) Client agrees that if there is a disagreement about an invoice, Client will advise Gulfstream in writing within five (5) days of receipt of said invoice. Failure to raise any disagreement shall constitute a waiver of any and all disputes as to said invoice and the invoice shall be deemed accepted, correct and undisputed. If Client disputes any portion of an invoice, Client may withhold only the disputed portion, and must pay the undisputed portion. Payment is only contingent upon those terms stated in this Agreement; no other conditions precedent to payment exist.
- (c) Client agrees to have Client's account paid in full prior to the conclusion of representation and further agrees to permit Gulfstream to apply all remaining Retainer and deposits to the final invoice. Any arrangements for periodic payments or adjustments shall be agreed upon by the parties in writing.
- (d) In the event that an invoice is not paid in full pursuant to the terms of this Agreement, Client shall be in default and Gulfstream reserves the right to stop all work, record a claim of lien as authorized by Florida's Construction Lien Law, and notify the Property owner if different from Client.
- (e) Client further agrees that failure to make any payment on time shall constitute a prior breach of this Agreement and shall affirmatively release Gulfstream from all obligations of this Agreement and from all claims Client may have which arise from this Agreement or otherwise.
- (f) By signing below, the signatory for Client personally guarantees all amounts due under this Agreement.

5.17 FINANCE CHARGES AND LATE FEE. Client agrees to pay any finance charges that are imposed on Client's account. Subject to the grace period, a finance charge at the highest rate allowable by law, will be imposed from the date of the invoice. Gulfstream may charge Client a monthly late fee, in addition to a finance charge, equal to 5% of any outstanding balance that remains due, to help defray Gulfstream's administrative costs associated with handling and collecting Client's delinquent account. It is understood and agreed that in no event shall Client be required to pay late fees, a finance charge or interest in excess of rates allowed by applicable laws. Until Client makes payment in full, including any accrued charges, fees, and interest, Gulfstream may withhold delivery of, and shall not be required to deliver, the Work (e.g. plans and specifications).

5.18 SUSPENSION. If Client fails to make payments to Gulfstream in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at Gulfstream's option, cause for suspension of performance of the Work. If Gulfstream elects to suspend services, Gulfstream shall give three days' notice to Client before suspending the Work. In the event of a suspension of services, Gulfstream shall have no liability to Client or any third party for delay or damage caused by such suspension. Before resuming services, Gulfstream shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of Gulfstream's Work. Gulfstream's fees for the remaining Work and the time schedules shall be equitably adjusted. If Client suspends the Project, Gulfstream shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, Gulfstream shall be compensated for any documented expenses incurred in the interruption and resumption of Gulfstream's services. Gulfstream's fees for the remaining Work and the time schedules shall be equitably adjusted. If Client suspends the Project for more than 90 cumulative days for reasons other than the fault of Gulfstream, Gulfstream may terminate this Agreement by giving not less than seven days' written notice.

5.19 TERMINATION BY GULFSTREAM. In the event that Client fails to make payment in full when due, or if Gulfstream in its sole discretion believes that Client currently is or will in the future be in default of any provision of this Agreement or any other Agreement between Client and Gulfstream, Gulfstream may at its option exercise any one or more of the following upon three (3) days' notice and opportunity to cure: (i) refuse to accept additional orders from Client; (ii) suspend or terminate this Agreement; (iii) declare immediately due and payable all outstanding invoices to Client whether or not such invoices are due and payable; (iv) reclaim Gulfstream's Instruments of Service, and (v) exercise any other rights or remedies that Gulfstream may have at law or equity.

5.20 TERMINATION BY CLIENT.

- (a) Client may terminate this Agreement for cause, upon fifteen (15) days' written notice and opportunity to cure, if Gulfstream: (i) repeatedly fails to comply with its duties under this Agreement; (ii) repeatedly disregards applicable laws or codes; or (iii) otherwise is guilty of substantial, material breach of this Agreement.
- (b) In the event of termination not the fault of Gulfstream, Gulfstream shall be compensated for Work performed prior to termination, together with costs and reimbursable expenses then due and, in addition, to compensation for Gulfstream's services and expenses directly attributable to termination for which Gulfstream is not otherwise compensable, plus an amount for Gulfstream's anticipated profit on the value of the Work not performed by Gulfstream. Profit is calculated at twenty percent (20%) of the total fee.

5.21 NOTICE. Any notice, demand or other communication required or permitted by this Agreement must be in writing and sent via us certified mail or other delivery service to the addresses stated at top of this Agreement.

5.22 INDEMNIFICATION. To the fullest extent permitted by law, Client shall assume liability, indemnify, hold harmless, and defend Gulfstream, its owners, employees, agents, and subcontractors from and against any demand, claim, dispute, suit, mediation, arbitration, liability, loss, damages, expense, Costs, and Attorney Fees, relating to, arising out of, or resulting from any Property damage, personal injury, errors, omissions, negligence, Client's breach of this Agreement, or performance of this Agreement to the extent caused by the Project owner, the Project contractor (or its subcontractors or suppliers), Client or any of Client's owners, employees, contractors, subcontractors, sub-subcontractors, materialmen, or agents, or errors in, or omissions of, information provided to Gulfstream by Client.

5.23 LIMITATION OF LIABILITY.

(a) Gulfstream shall not be liable for damages sustained as a result of misinformation or omissions of information provided by Client or other persons not retained by Gulfstream.

(b) Gulfstream shall not be liable for any damages arising out of modifications to any plans, specifications or other related documents which are not approved by Gulfstream in writing.

(c) Gulfstream shall not be liable for the means, methods, or techniques of construction or the safety precautions selected by any contractor retained to provide any services to Client or Gulfstream.

(d) Gulfstream cannot guarantee that government officials or agencies will grant desired approvals or otherwise act in the best interests of Client, and therefore the parties agree that Gulfstream shall not be liable for damages resulting from the actions or inactions of government officials or agencies.

(e) Liability on the part of Gulfstream for injuries, claims, losses, expenses, damages, Attorney Fees and Costs related to performance of this Agreement, arising from this Agreement, or because of the relation hereby established, whether due to the negligence of Gulfstream or otherwise, shall be limited to a sum equal to the lower of (a) the fee paid to Gulfstream by Client under this Agreement, or (b) the policy limits of Gulfstream's applicable insurance coverage required by this Agreement, which sum shall be paid and received as liquidated damages. Such liability amount is fixed as liquidated damages and this liability amount shall be complete and exclusive. In the event Client desires Gulfstream to assume greater liability, a choice is hereby given of obtaining full or limited liability by paying an additional amount under an additional rider, which shall be attached and incorporated to the Agreement setting forth the additional liability of Gulfstream and additional charge. Client waives indirect and consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement.

5.24 DUTY TO INFORM. Client shall promptly notify Gulfstream of any deficiencies or suspected deficiencies in Gulfstream's work or services of which Client becomes aware so that Gulfstream may take measures to minimize the consequences of such a deficiency. Failure by Client to notify Gulfstream shall relieve Gulfstream of the cost of repairs above the sum such remedy would have cost had notice been given when Client first became aware of the deficiency or suspected deficiency.

5.25 PROJECT SIGNAGE. Client agrees to allow Gulfstream to install up to a 4'x 8' site sign as allowed by local zoning and sign permit codes. Such sign maybe installed by Gulfstream upon execution of this Agreement. Sign must be removed by Gulfstream within ten (10) business days of receipt of written notification from Client.

5.26 CERTIFICATIONS. Gulfstream shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which does not have actual knowledge, or that would cause Gulfstream to violate applicable rules of professional responsibility.

5.27 OPINION OF COST. Because Gulfstream cannot and does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and material, shall be made on the basis of its experience, but Gulfstream cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If Client wishes greater assurance as to the amount of any cost, it shall employ an independent professional cost estimator. Gulfstream's services required to bring costs within any limitation established by Client will be paid for as Additional Services based on Hourly Rates in Section 5.04 of this Agreement.

5.28 CONSTRUCTION ADMINISTRATION SERVICES.

(a) If Gulfstream's services include the preparation of documents to be used for construction and Gulfstream is not retained to make periodic site visits, Client assumes all responsibility for interpretation of the documents and for construction observation, and Client waives any claims against Gulfstream in any way connection thereto.

(b) If Gulfstream provides construction administration services, Gulfstream shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Gulfstream have any authority or responsibility to stop or direct the work of any contractor. Gulfstream visits will be for the purpose of endeavoring to provide Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by Gulfstream. Gulfstream neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) Gulfstream is not responsible for any duties assigned to the design professional in the construction contract that are not expressly provided for in this Agreement. Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify Client and Gulfstream for all claims and liability arising out of job site accidents; and that Client and Gulfstream be made additional insureds under the contractor's general liability insurance policy.

5.29 CONFIDENTIALITY.

(a) Client consents to the use and dissemination by Gulfstream of photographs of the Project and to the use by Gulfstream of facts, data and information obtained by Gulfstream in the performance of its services. If, however, any facts, data or information are specifically identified in writing by Client as confidential, Gulfstream shall use reasonable care to maintain the confidentiality of that material.

(b) Client must not disclose to any person, without the prior approval of Gulfstream: (i) the contents of the Agreement; (ii) Gulfstream's Instruments of Service; or (iii) any information regarding Gulfstream, its systems, procedures, staff or activities; except as required by law. This obligation will survive the expiration or termination of the Agreement.

5.30 STANDARDS OF PERFORMANCE. The standard of care for all services performed by Gulfstream under the Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Unless otherwise agreed to in a signed writing by Gulfstream, Gulfstream makes no express or implied warranty and DISCLAIMS THE WARRANTIES OF CONSTRUCTABILITY, HABITABILITY, MERCHANT-ABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Gulfstream cannot control the costs of labor, equipment, materials, or the services of other contractors or vendors and therefore cannot warrant, express or implied, any opinion regarding the probable costs associated with any bid or estimate.

5.31 GULFSTREAM'S INSTRUMENTS OF SERVICE. Gulfstream shall be deemed the author and owner of all data collected by Gulfstream and all documents, plans, notes, drawings, tracings, specifications, field data, reports and files collected or prepared by Gulfstream (collectively, "Instruments of Service"). Gulfstream's Instruments of Service shall remain the Property of Gulfstream and Gulfstream shall retain all common law, statutory and other reserved rights, including copyrights and trademarks thereto.

5.32 GRANT OF LICENSE. Gulfstream hereby grants Client a limited, non-exclusive license to possess and use Gulfstream's Instruments of Service only for the Project, provided, however, that Client substantially performs its obligations, including but not limited to prompt payment when due, and agrees to defend, indemnify and hold Gulfstream harmless from any claim, liability or cost (including the payment of reasonable attorney fees and costs for defense) for injury or loss arising from any reuse or modification to Gulfstream's Instruments of Service by Client or any person or entity that acquires or obtains them from or through Client or otherwise. Under no circumstance does this paragraph or the physical or electronic transfer of Gulfstream's Instruments of Service to Client constitute a sale by Gulfstream and Gulfstream makes no warranties, either express or implied, of merchantability and fitness for any purpose. This nonexclusive license automatically terminates upon termination of the Agreement by either party.

5.33 NONTRANSFERRABILITY AND NONASSIGNABILITY. Client shall not be permitted to assign or transfer any of the terms, rights, obligations, or liabilities of this Agreement to any third party without the express written consent of Gulfstream.

5.34 SUCCESSORS AND ASSIGNEES. The Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective heirs, personal representatives, successors, executors, administrators, and assigns. The Agreement may not be assigned by Client without the prior written consent of Gulfstream.

5.35 SALE OF CLIENT'S BUSINESS. Client agrees that should Client sell or transfer the majority interest in their business to any third party, the third party shall be notified of this Agreement and this Agreement shall be incorporated in said sale or transfer and shall be binding on said third party.

5.36 WAIVER.

(a) Gulfstream's failure to insist upon the strict performance by Client of any of the terms or conditions of the Agreement or to exercise any of its rights shall not be construed as a waiver or a relinquishment for the past or future of any such term, condition, or right, and shall not affect Gulfstream's right to enforce strict compliance with such terms and conditions. Payment by Client to Gulfstream shall constitute acceptance by Client of the performance by Gulfstream and waiver of claims for nonperformance.

(b) No course of dealing and no delay on the part of Gulfstream in exercising any remedy shall operate as a waiver thereof or otherwise prejudice its rights or remedies, and no right, power or remedy conferred hereby shall be exclusive of any other right, power or remedy referred to herein or now hereafter available at law, in equity, by statute or otherwise, the parties having agreed that all remedies are cumulative. The waiver of any breach of any covenant of this Agreement by Gulfstream shall not be construed as a waiver of any subsequent breach of such covenant or any other covenant of this Agreement. All waivers under this Agreement must be in writing and signed by the parties hereto.

5.37 JURISDICTION AND VENUE. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Florida without reference to the principles of conflict of law. In any dispute connected with or arising out of this Agreement, the parties hereby consent to and confer exclusive jurisdiction on the courts of the State of Florida, consent to and confer exclusive venue in St. Johns County, Florida, and hereby expressly waive any objections to venue or forum non conveniens in any such courts.

CONSTRUCTION DEFECT CLAIMS. ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

5.38 SEVERABILITY. Each provision, and any portion thereof, of the Agreement, is severable from every other provision, and severable from the remaining portion of the provision, and if any provision, or part thereof, is unenforceable, the remainder of the provision and the remainder of this Agreement shall remain valid and enforceable.

5.39 MERGER AND INTEGRATION; MODIFICATION. This Agreement contains the entire Agreement between the parties and may not be modified or amended except by a writing signed by Gulfstream and Client that expressly states it is modifying and/or amending this Agreement. Any use or reference to Client's or another's contract, purchase order or purchase order number is for Client's convenience only and does not incorporate the referenced document into the contract. Client acknowledges that Client has not relied on any representations, advertisements, warranties, understanding, conditions, statements, or estimates, of any nature whatsoever, except as set forth in the Agreement.

5.40 COUNTERPARTS. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. This Agreement may be executed and delivered electronically.

5.41 INDEPENDENT CONTRACTOR. Gulfstream is an independent contractor, and nothing contained in this Agreement shall be construed or considered as rendering Gulfstream as an agent or employee of Client.

5.42 STRICT CONSTRUCTION. The parties stipulate that this Agreement is the joint product of both parties, the language used shall be deemed to be the language chosen by the parties to express their mutual intent, shall not be construed against either party, and no rule of strict construction shall be applied against any party.

5.43 ATTORNEYS' FEES AND COSTS. In the event of a dispute arising from or related to this Agreement, the Property, or the Project, or in any litigation between Gulfstream and Client, the prevailing party shall be entitled to recover its reasonable attorneys' and paralegals' fees, including travel time ("Attorney Fees"), and Costs, incurred in such dispute prior to, during, or after litigation or alternative dispute resolution, including appeals, bankruptcy, pre-judgment collection and post-judgment collection, and in litigating entitlement to and amount of Attorney Fees and Costs. "Costs" shall include reasonable costs that are taxable under any applicable statute, rule, or guideline, as well as all non-taxable costs, including, but not limited to, costs incurred for investigation, research, printing, electronic discovery, online document depository, telephone, mailing and delivery, information technology support, consultants and experts, travel and lodging, court reporters, and mediators and arbitrators, regardless of whether such costs are otherwise taxable. This fee provision shall survive judgment, shall not be extinguished by or merged with the judgment, and the prevailing party is entitled to all such fees and costs incurred during post-judgment collection.

5.44 POST JUDGMENT INTEREST. The parties have conferred and are in Agreement that, should a judgment be rendered pursuant to any default of the Agreement, the post judgment contractual interest rate shall be eighteen percent (18%) per annum. It is the intent of the parties to deviate from the statutory interest rate set forth in Section 55.03, Florida Statutes.

5.45 DISPUTE RESOLUTION. Notwithstanding any Agreement between the parties to resolve claims by mandatory pre-suit mediation or arbitration, all claims regarding payment due under the Agreement or liens under Chapter 713, Florida Statutes, may be resolved by litigation in State Court.

5.46 NOT RESPONSIBLE FOR CONSTRUCTION OR CONTRACTOR. "Contractor" includes, but is not limited to, contractors, subcontractors of any tier, laborers, or suppliers. Gulfstream neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to perform. Gulfstream shall not be responsible for any acts or omissions by any Contractor, its agents or employees, or any other person or entity at the jobsite. Gulfstream shall not at any time supervise, direct, or have control over a Contractor's work, nor shall Gulfstream have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selection or used by any Contractor, for security or safety of the jobsite, for safety precautions and programs incident to the Contractor's work in progress, nor for any failure of the Contractor to comply with the intent of Gulfstream's Work or applicable industry standards, best practices, manufacturer recommendations, laws, and regulations.

5.47 CONTRACTUAL LIMITATION ON PERSONAL LIABILITY. THE INDIVIDUAL EMPLOYEE OR AGENT WHO WILL PERFORM THE PROFESSIONAL SERVICES UNDER THIS AGREEMENT IS NOT A PARTY TO THE AGREEMENT. PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

5.48 WAIVER OF JURY TRIAL. CLIENT KNOWINGLY, VOLUNTARILY, AND IRREVOCABLY WAIVES TRIAL BY JURY WITH RESPECT TO ANY ACTION BROUGHT IN CONNECTION WITH THIS AGREEMENT OR THE RELATIONSHIP BETWEEN GULFSTREAM AND CLIENT.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE EFFECTIVE DATE STATED ABOVE.

"CLIENT"

GMS, LLC,
a Florida limited liability company

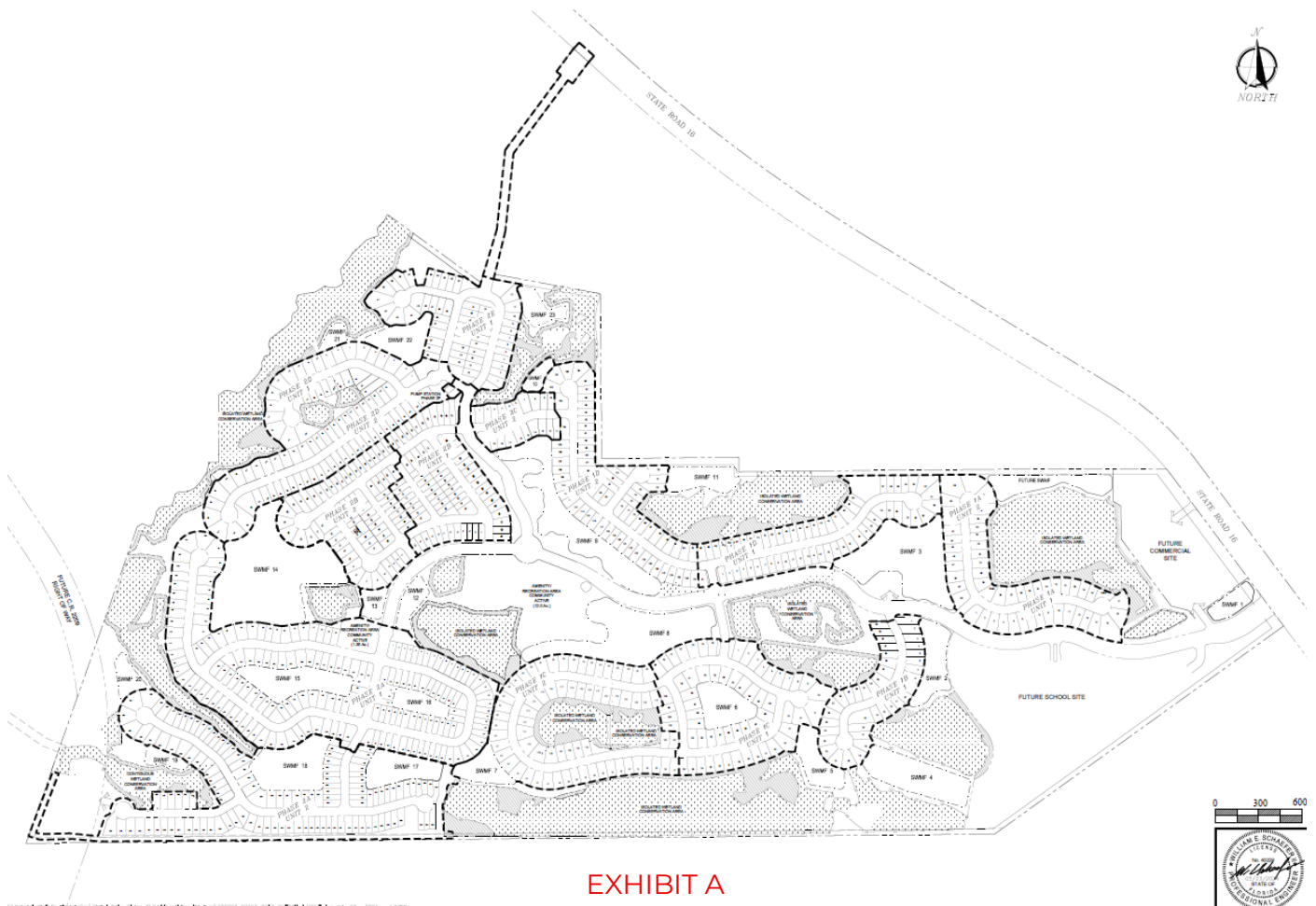
By: _____
Its: Manager
Date: _____

"GULFSTREAM"

GULFSTREAM DESIGN GROUP, LLC,
A Florida limited liability company

By: _____
By: Matthew Lahti, P.E.
Its: Manager

Exhibit A



3.



March 30, 2026

Grand Oaks CDD

C/O GMS
475 West Town Place Suite 114
St Augustine, FL 32092

Re: Stormwater Ponds Bi-Annual Inspection
Grand Oaks CDD
St Johns County, Florida

Dear Madam/Sir:

As requested, **Dominion Engineering Group, Inc. ("DEG")** is pleased to submit this letter agreement (the "Agreement") to the **Grand Oaks CDD ("Client")** for providing consulting services for your District. The scope of services and terms follow.

PROJECT UNDERSTANDING

The scope of services and fees described herein are based upon our understanding of the project and assumptions as follows:

1. Grand Oaks CDD has 20 stormwater ponds which were constructed and are operating more than 2 years following the submittal of the As-built Plans. The Permit is now in the Operating Phase of the stormwater permit and is essentially a stormwater treatment facility in the eyes of the State. Grand Oaks has three (3) ponds that were partially constructed and are not in this scope.
2. As required in the SJRWMD Construction and Operation Permit (139022). Condition No. 24, DEG will inspect the stormwater management system according to the below condition of your permit.

"24. The operation and maintenance entity shall inspect the stormwater or surface water management system once within two years after the completion of construction and every two years thereafter to determine if the system is functioning as designed and permitted. The operation and maintenance entity must maintain a record of each required inspection, including the date of the inspection, the name and contact information of the inspector, and whether the system was functioning as designed and permitted, and make such record available for inspection upon request by the District during normal business hours. If at anytime the system is not functioning as designed and permitted, then within 30 days the

Dominion Engineering Group, Inc.
4348 Southpoint Blvd, Suite 204
Jacksonville, Florida 32216
904-854-4500
www.DOM-ENG.com

Maintenance Inspection Certification,” describing the remedial actions proposed to resolve the failure or deviation.



Dominion Engineering Group, Inc.

Planners and Engineers

PROJECT NAME:

PROJECT NUMBER:

DATE:

INSPECTOR:

SJRWMD OPERATION AND MAINT. INSPECTION CHECKLIST

SWMF 1		
PASS/FAIL	ITEM:	COMMENT:
FAIL	Pond Banks	
FAIL	Orifice	
FAIL	Weir	
FAIL	Outfall Structure	
FAIL	Outfall Riprap	
FAIL	Outfall Conveyance	

Task 3. Repair Matrix (Optional)

DEG will prepare a drainage system repair report with a repair matrix for the areas that we believe need to be repaired. These areas include stormwater ponds and their corresponding outfall system. The matrix will rank the repairs as the most important at the top to the least important. We will show the repair recommended and the location on an overall site plan with limits of the repair and the specific repair recommended. This overall plan should be sufficient to have a site contractor price and do the maintenance work. The matrix includes timelines should the work not be budgeted, the CDD and budget the work based on order of importance and address accordingly.

Task 4. Prepare Plans for Bid (Optional)

DEG will prepare a detailed engineering plan for the needed repair. We would recommend this if the repairs seem somewhat complicated or relatively expensive. This shall task would also include grades, elevation, compaction, repair methods, details necessary for the contractor to be successful and detailed specifications of the repair. This effort would require survey of existing conditions by a licensed survey hired by the CDD, or as an additional service under our contract. DEG would look to generate one set of repair plans for each pond needing repair plans.

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Jacksonville, Florida 32223
904-854-4500
www.DOM-ENG.com

Task 5. Construction Administration (Optional)

DEG will provide construction administration during active repairs and ensuring project compliance to plans and specifications. The scope shall include periodic inspections with site inspection reports, review testing materials reports and generating a punch list for the contractor including necessary inspections.

SCHEDULE

We will provide our services as diligently as practicable, recognizing that the Client is not requesting an expedited schedule. We see this as a 3-to-4-week effort once authorized to complete Tasks 1 and 2.

FEE AND BILLING

DEG will perform the services described in the Scope of Services as shown below. Additional services shall be billed on an hourly basis in accordance with the current rate schedule.

TASK	DESCRIPTION	FEE
1	Review SJRWMD Permit Information (Design Plans and Calculations)	\$500
2	Site Inspection and Observation Report (@\$400/pond)	\$8000
3	Repair Matrix Ranking Repairs (Optional)	\$1900
4	Prepare Plans for Bid (Optional/per pond)	\$1000-2000
5	Construction Admin (Optional)	
a	Bid Assistance	\$500
b	Inspection Site Visits (per visit, includes site inspection report)	\$200
c	Review Testing Materials	\$145
d	Punchlist	\$250

The hourly rates are as follows:

Classification	Rates (hourly)
Principals & Senior Managers	\$210
Professional Engineers	\$165
Project Engineer	\$145
Senior Engineering Designer	\$130
Cadd Technician	\$110
Administrative Staff	\$85

Fees will be invoiced monthly based upon the labor effort and other direct costs completed as of the invoice date. Payment will be due within 30 days of the date of the invoice. These rates are

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valid for 12 months from the effective date of this contract, after which time they may be adjusted according to our then current direct salaries and overhead factors.

CLOSURE

In addition to the matters set forth herein, our Agreement shall include and be subject to and only to, the terms and conditions in the attached Standard Terms and Conditions, which are incorporated by reference. As used in the Standard Terms and Conditions, the term "the Consultant" shall refer to Dominion Engineering Group, Inc., and the term "the Client" shall refer to **Grand Oaks CDD**.

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us with a \$0 retainer. Fees stated in this Agreement are valid for sixty (60) days after the date of this letter. We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,
Dominion Engineering Group, Inc.



William E. Schaefer, PE
Principal

Agreed to this _____ day of _____, 2026

Grand Oaks CDD

By: _____
(Signature) (Type Name)

Dominion Engineering Group, Inc.
3003 Claire Lane, Suite 201
Jacksonville, Florida 32223
904-854-4500
www.DOM-ENG.com

STANDARD TERMS AND CONDITIONS

Whereas: Dominion Engineering Group, Inc. (DEG) is a Corporation in the State of Florida with its principal office at 3003 Claire Lane, Suite 201, Jacksonville, Florida 32223.

Whereas: Client expressly understands that the services DEG performs are personal in nature and are only intended to benefit Client, Client's subsidiaries, and wholly owned companies.

Therefore: DEG and Client enter into this Agreement to provide engineering services to Client for pay.

By execution of this Agreement, DEG agrees to provide the professional services described herein, and Client agrees to accept such services, all in accordance with the following terms and conditions.

1. The following terms shall have the meanings set forth below whenever they are used in this Agreement:
 - a. "Scope of Work" (SOW), incorporated by reference to these terms and conditions shall mean the technical description of the work to be performed. The price of the services to be provided is identified in an appropriate price schedule. For many projects, such as those in the early stages of project development, planning, zoning, or investigation, all activities are often not fully definable prior to the execution of this Agreement. Initial and additional detailed investigation may uncover additional facts and information requiring an alteration in the scope of this Agreement. DEG will inform client of any material changes pursuant to the work which may alter the scope of this Agreement.
 - b. "Documentation" shall mean deliverable documentation in accordance with the SOW for services described therein. Unless specifically stated otherwise in the SOW all Documentation shall be prepared in accordance with normal and customary criteria common for the services provided.
2. DEG shall obtain and maintain the licenses, professional registrations, permits and other authorizations necessary for DEG to perform the services identified herein. It is expressly understood that Client is responsible for any and all other permits, licenses, authorizations, and bonds, including related fees and any administrative fees or any taxes required by any federal, state, or local government law.
3. Invoices shall be DEG standard and will be submitted on a monthly or semi-monthly basis, or sooner, terms net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month. In addition to other rights in law and/or equity, DEG may, after giving five (5) days written notice, suspend services under this or any other agreement until all past due accounts have been paid. Client further agrees to and shall pay to DEG all costs and expenses for collection including but not limited to reasonable attorneys' fees and court costs.

The proposed fees constitute DEG's best estimate of the charges required to complete the project as defined and are valid for a period of thirty (30) days from the date of DEG's execution of this Agreement. General consulting and other services beyond the scope of services identified herein including but not limited to preparation for and attendance at meetings will be billed at DEG's normal and customary rates for the services provided. If upon submission of this Agreement to Client, Client fails to return a signed copy to DEG and knowingly allows DEG to proceed with the work, such services shall be deemed performed pursuant to the Agreement and these Terms and Conditions shall be binding the same as if the Agreement were fully executed. Except as provided below, the SOW will not be altered without mutual written agreement.

The fees, rates, and other costs in this Agreement are subject to escalation after a period of one year from the date first entered above, and annually thereafter, except those fees set forth in the fee schedule for lump sum tasks shall remain as fixed as set forth in the schedule.

Costs and schedule commitments shall be subject to renegotiation for delays caused by Client's failure to provide free access to survey areas, specified facilities, or information, or for delays caused by unpredictable occurrences, or force majeure, such as fires, floods, hurricanes, tropical storms, strikes, riots, unavailability of labor or materials or services, process shutdown, acts of god or of the public enemy, or acts or regulations of any governmental agency.

If the services covered by this contract are subject to local or state taxes or fees (except state income taxes), such additional costs will be charged to the project and are subject to reimbursement to DEG.

Where the method of contract payment is based on a time-and-materials basis, the minimum time segment for charging of work done at any of DEG's offices is one half hour.

Expenses properly chargeable to the work and reimbursable by Client (other direct costs) shall include: travel and living expenses of personnel when away from their home office conducting business connected with the project; phone, FAX, overnight delivery services, postage, shipping, mileage, and production costs; identifiable drafting and word processing supplies; Equipment usage and rental fees; and expendable materials and supplies purchased specifically for the project. These and other direct costs shall be marked up at 15 percent to reflect profit and additional costs sustained by DEG for administration.

Subconsultant and subcontractor costs properly chargeable to the work and reimbursable by Client shall include but not be limited to: consulting services, laboratory services, drilling services, etc. Such costs shall be marked up at 15 percent to reflect profit and additional costs sustained by DEG in administration of the subcontracts.

4. All documents and data furnished by Client or obtained from others, with or without Client intervention, including drawings, plans, specifications, maps, photographs, CADD diskettes and other instruments shall remain the property of Client or where applicable remain the property of the owner. Notwithstanding anything to the contrary in this Agreement, DEG reserves the right to reasonably rely on the accuracy and validity of such documentation and data. Client specifically agrees that DEG may rely on surveys, environmental data including location of wetland lines, geotechnical reports, pressure information for water, reuse and force mains, and other third-party data in performing DEG's SOW. Client agrees to indemnify, defend, and hold DEG harmless from any such loss, damage, or liability arising out of any errors, omissions, or inaccuracies in such documentation and/or data or where such documentation and/or data does not confirm to normal and customary standards.
5. All documents and data not furnished by Client, including drawings, plans, specifications, maps, photographs, CADD diskettes and other instruments of service prepared by DEG are the property of client provided client is not in default of its payment obligations hereunder and subject to DEG's copyrights and are subject to its sole discretionary control whether or not the Project is completed. DEG reserves and shall retain all common law, statutory and other reserved rights, including the copyright thereto, all rights in its

documents and copies made therefrom. Such materials are not intended or represented to be suitable for reuse by Client or others or on any other project. Any reuse without written verification or adaptation by DEG for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to DEG, and Client shall indemnify and hold harmless DEG from all claims, demands, losses, and expenses, including attorneys' fees, of any nature whatsoever arising out of or resulting therefrom.

6. This Agreement shall be deemed made in, and in all respects interpreted, construed, and governed by, the laws of the State of Florida. All disputes arising hereunder are to be resolved in the state and federal courts having jurisdiction of such disputes sitting in the County of Duval, State of Florida or hearing appeals therefrom. Both parties hereby consent to the personal jurisdiction and venue of the courts in Duval County, Florida for the purposes of this Agreement, and agree to accept service of process by registered mail.
7. DEG will prepare all work and provide services in accordance with generally accepted professional practices. If any failure to meet the foregoing warranty appears within sixty (60) days after delivery of the work to Client, Client shall promptly notify DEG in writing of such defect. If properly notified, DEG will re-perform the defective portion of the work or service. The preceding two sentences set forth the exclusive remedy for claims based on failure of or defect in all work and services furnished by DEG whether claim is based on contract, warranty, tort (including negligence) or any other cause of action. **DEG does not make any other warranty or guarantee, expressed or implied, and all implied warranties are expressly excluded.** DEG rejects those terms and conditions offered by Client in its purchase order, requisition, or notice of authorization to proceed which are not set forth herein or expressly accepted by DEG in writing. **THERE ARE NO WARRANTIES GIVEN WHICH EXTEND BEYOND THE LANGUAGE AND DESCRIPTION ON THE FACE HEREOF.**
8. DEG shall indemnify Client against its loss, damage, and liability resulting from the illness, injury, or death of persons including, but not limited to, employees of Client or DEG or injury to property including, but not limited to, damage of property of Client or DEG arising out of the performance of this contract, provided that such loss, damage, or liability is caused by the actual negligence of DEG or of its officers, agents, servants, or employees. In the event of any loss, damage, or liability of any kind, whether to person or property, arising out of the concurrent negligence of DEG and Client, or Client's officers, agents, servants, employees, or otherwise, DEG will indemnify Client for that proportionate loss, damage or liability directly attributable to DEG's own active negligence and Client will indemnify DEG for that proportionate loss, damage or liability directly attributable to Client's own active negligence. However, in the event of any loss, damage or liability, whether to person or to property, arising out of the sole negligence of either DEG or Client, such party will assume full responsibility for any liability arising thereof and hold harmless the other party. DEG and Client further agree that if either DEG or Client engages in willful misconduct, such party shall assume full responsibility for any liability arising thereof irrespective of the nature and degree of the other party's negligence, and will indemnify and hold harmless the other party.

IN ADDITION, NEITHER CLIENT NOR DEG SHALL BE LIABLE (WHETHER IN CONTRACT, WARRANTY, TORT INCLUDING NEGLIGENCE OR OTHERWISE) FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT OR SPECIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF USE, LOSS OF PROFITS, LOSS OF PRODUCTS, LOSS OF INTEREST ON BORROWED FUNDS, OR OTHER LOSSES OR DAMAGES ASSOCIATED WITH BUSINESS INTERRUPTION, REGARDLESS OF THE CAUSE THEREOF. PURSUANT TO SB286, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

9. With respect to operations performed under or incident to this Agreement, DEG has obtained and will continue to maintain insurance as described below.
 - a. General liability insurance covering Client's premises/operations, completed operations and products liability, and contractual liability, all with a minimum combined single limit of \$2,000,000 each occurrence and a general aggregate of \$4,000,000, and,
 - b. Comprehensive automobile liability insurance covering all owned, hired, and otherwise operated non-owned vehicles with a minimum combined single limit of \$1,000,000 for bodily injury and property damage, and,
 - c. Workers' compensation as follows: workers' compensation insurance as required by law, and,
 - d. Engineer's Professional Liability insurance with an aggregate of \$1,000,000.

Client shall have the right to require DEG to furnish Client with certificates of insurance which provide that the coverage will not be canceled or materially changed except upon thirty (30) days advance written notice to Client.

10. This Agreement contains the entire agreement of the parties. It may not be modified or terminated orally, and no claimed modification, termination, or waiver shall be binding on DEG unless in writing and signed by the contracting officer. Any modification to these terms and conditions without approval of the contracting officer shall be null and void. Any provision of either party's invoices, statements, orders, acknowledgments, or other forms which are inconsistent with or in addition to the provisions of this Agreement shall be of no force or effect unless specifically agreed to in writing by the party to be charged. Client may, in its sole discretion, terminate this agreement at any time upon 10 days written notice and pay all outstanding invoices and final invoice within 15 days of request.

Rev 2-5-2024-WES

B.



Deck

 Green

Accent
 Charatuese
 Forest Greey
 Dark Brown

Rockite
 Forest Green
 Charatuese
 Beige

Actual colors may vary. We work hard to ensure are our renderings are as life like as possible.

Grand Oaks Amenity Center
 Saint Augustine, FL
 26012022





Deck



Green

Accent



Charatuese



Forest Greedy



Dark Brown

Rockite



Forest Green



Charatuese



Beige

Actual colors may vary. We work hard to ensure are our renderings are as life like as possible.

Grand Oaks Amenity Center
Saint Augustine, FL
 26012022





Deck



Green

Accent



Charatuese



Forest
Greey



Dark
Brown

Rockite



Forest
Green



Charatuese



Beige

Actual colors may vary. We work hard to ensure are our renderings are as life like as possible.

Grand Oaks Amenity Center
Saint Augustine, FL
26012022





Deck



Green

Accent



Charatuese



Forest
Greey



Dark
Brown

Rockite



Forest
Green



Charatuese



Beige

Actual colors may vary. We work hard to ensure are our renderings are as life like as possible.

Grand Oaks Amenity Center
Saint Augustine, FL
 26012022







Decks



Sand

Metals



Teal



White



Blue

Plastics



Teal



Beige



Blue

Actual colors may vary. We work hard to ensure are our renderings are as life like as possible.

Grand Oaks Amenity Center
 St Augustine FL
 26015245





Decks



Sand

Metals



Teal



White



Blue

Plastics



Teal



Beige



Blue

Actual colors may vary. We work hard to ensure are our renderings are as life like as possible.

Grand Oaks Amenity Center
 St Augustine FL
 26015245





Decks



Sand

Metals



Teal



White



Blue

Plastics



Teal



Beige



Blue

Actual colors may vary. We work hard to ensure are our renderings are as life like as possible.

Grand Oaks Amenity Center
 St Augustine FL
 26015245





Decks



Sand

Metals



Teal



White



Blue

Plastics



Teal



Beige



Blue

Actual colors may vary. We work hard to ensure our renderings are as life like as possible.

Grand Oaks Amenity Center
 St Augustine FL
 26015245





Decks



Sand

Metals



Teal



White



Blue

Plastics



Teal



Beige



Blue

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Grand Oaks Amenity Center
 St Augustine FL
 26015245

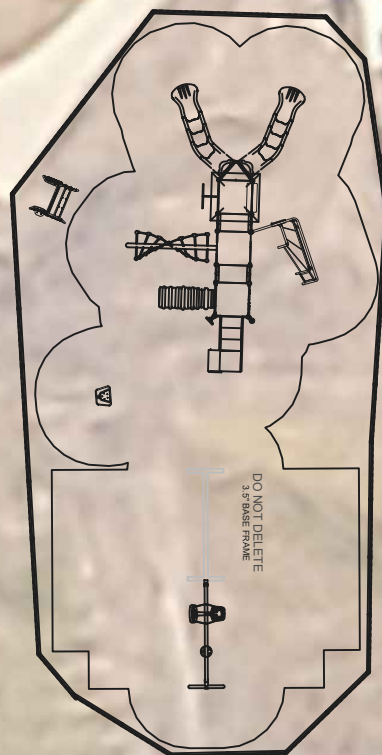
weBUILDFUN

Miracle
 of Michigan

webuildfun, inc.

Grand Oaks Amenity Center

St. Augustine FL



Grand Oaks
St. Augustine, FL

Webuildfun

103 W. McDermott #300
Allen, TX 75013

PHONE NO. 972-727-0653
FAX NO. 972-396-4994

DRAWN BY
Chris Yanko

DATE
8/4/2026

To promote safe and proper equipment use by Children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS

26015245

GROUND SPACE 000 sq. ft.

PROTECTIVE AREA 000 sq. ft.

SCALE 1" = 20'-0"



C.

ESTIMATE

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

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

Estimate details
Estimate no.: 1928
Estimate date: 07/15/2026

#	Product or service	Description	Qty	Rate	Amount
1.	FILTER GRIDS 18X24	REPLACE DE FILTER GRIDS, PER EACH	60	\$65.00	\$3,900.00
Subtotal					\$3,900.00
Discount					-\$400.00
Total					\$3,500.00

Accepted date

Accepted by

SIXTH ORDER OF BUSINESS



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road • Suite 301
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

July 30, 2026

Board of Supervisors
Grand Oaks Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Grand Oaks Community Development District, St. Johns County, Florida ("the District") for the fiscal year ended September 30, 2026. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Grand Oaks Community Development District as of and for the fiscal year ended September 30, 2026. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2026 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements. We will also issue a management letter as required by Chapter 10.550, Rules of the Auditor General of the State of Florida. As part of our audit, we will apply financial condition assessment procedures pursuant to Section 218.39(5), Florida Statutes, and Rule 10.556(8), Rules of the Auditor General, and will report, as applicable, whether the District met any of the conditions described in Section 218.503(1), Florida Statutes.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

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

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: GMS-NF LLC - 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092 - TELEPHONE: 904-940-5850

Our fee for these services will not exceed \$7,200 for the September 30, 2026 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District may terminate this agreement, with or without consent, upon thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the date of the notice of termination subject to any offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2025 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Grand Oaks Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

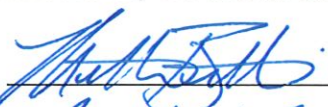
Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Grand Oaks Community Development District.

By: 

Title: Assistant Treasurer

Date: July 30, 2026



Peer Review
Program

Administered in Florida
by the Florida Institute of CPAs

November 18, 2025

Antonio Grau
Grau & Associates
1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431-4403

Dear Antonio Grau:

It is my pleasure to notify you that on November 18, 2025, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2028. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
850.224.2727, x5957

cc: Daniel Hevia, David Caplivski

Firm Number: 900004390114

Review Number: 616829

SEVENTH ORDER OF BUSINESS

Grand Oaks
Community Development District

Approved Budget
FY2027



Table of Contents

1-3	General Fund
4-9	General Fund Narrative
10	Debt Service Fund - Series 2019
11-12	Amortization Schedule - Series 2019
13	Debt Service Fund - Series 2020
14-15	Amortization Schedule - Series 2020
16	Debt Service Fund - Series 2021
17-18	Amortization Schedule - Series 2021

Grand Oaks
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY2027
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Revenues

Assessments-On Roll	\$ 588,242	\$ 595,612	\$ -	\$ 595,612	\$ 637,648
Assessments-Direct	\$ 649,186	\$ 332,543	\$ -	\$ 332,543	\$ 709,780
Interest Income	\$ 5,000	\$ 6,838	\$ 1,500	\$ 8,338	\$ 5,000
Miscellaneous Income	\$ 2,000	\$ 13,515	\$ -	\$ 13,515	\$ 2,000
Miscellaneous Income - NST Lease	\$ -	\$ 13,227	\$ -	\$ 13,227	\$ 13,558
Total Revenues	\$ 1,244,428	\$ 961,735	\$ 1,500	\$ 963,235	\$ 1,367,986

Expenditures

General & Administrative

Supervisor Fees	\$ 12,000	\$ 3,600	\$ 3,000	\$ 6,600	\$ 12,000
Arbitrage	\$ 1,350	\$ -	\$ 1,350	\$ 1,350	\$ 1,350
District Engineer	\$ 13,200	\$ 4,470	\$ 1,490	\$ 5,960	\$ 13,200
Dissemination Agent	\$ 3,150	\$ 2,563	\$ 789	\$ 3,352	\$ 3,339
District Counsel	\$ 30,000	\$ 20,365	\$ 6,788	\$ 27,153	\$ 30,000
Litigation	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Assessment Roll Administration	\$ -	\$ 7,500	\$ -	\$ 7,500	\$ 7,950
Auditing Services	\$ 6,600	\$ 7,000	\$ -	\$ 7,000	\$ 7,300
Trustee Fees	\$ 12,000	\$ 12,079	\$ -	\$ 12,079	\$ 12,375
Management Fees	\$ 58,478	\$ 43,859	\$ 14,619	\$ 58,478	\$ 61,987
Information Technology	\$ 1,890	\$ 1,418	\$ 474	\$ 1,892	\$ 2,003
Website Administration	\$ 1,260	\$ 945	\$ 315	\$ 1,260	\$ 1,336
Postage	\$ 1,200	\$ 208	\$ 184	\$ 392	\$ 1,200
Printing & Binding	\$ 350	\$ 415	\$ 138	\$ 553	\$ 500
Insurance	\$ 7,029	\$ 7,029	\$ -	\$ 7,029	\$ 7,732
Legal Advertising	\$ 1,000	\$ 565	\$ 421	\$ 986	\$ 1,000
Bank Fees	\$ 2,000	\$ 1,905	\$ 750	\$ 2,655	\$ 3,000
Office Supplies	\$ 150	\$ 3	\$ 50	\$ 53	\$ 150
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Total General & Administrative	\$ 151,832	\$ 114,097	\$ 30,369	\$ 144,466	\$ 226,597

Grand Oaks
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY2027
Operations & Maintenance					
Field Expenditures					
Field Management	\$ 46,943	\$ 35,207	\$ 11,736	\$ 46,943	\$ 49,760
Electricity	\$ 110,000	\$ 28,478	\$ 10,500	\$ 38,978	\$ 110,000
Utility - Water	\$ 12,000	\$ -	\$ 6,000	\$ 6,000	\$ 12,000
Landscape Maintenance	\$ 229,008	\$ 166,756	\$ 57,252	\$ 224,008	\$ 229,008
Irrigation Repairs	\$ 15,000	\$ 3,847	\$ 1,500	\$ 5,347	\$ 7,500
Irrigation Pump House	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Irrigation Preventative Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Landscape Replacement	\$ 18,000	\$ 742	\$ 9,000	\$ 9,742	\$ 18,000
Landscape - Mulch	\$ 40,000	\$ -	\$ 10,000	\$ 10,000	\$ 30,000
Landscape - Annuals	\$ 14,265	\$ -	\$ 7,133	\$ 7,133	\$ 1,600
Lake Maintenance	\$ 29,700	\$ 22,275	\$ 7,425	\$ 29,700	\$ 32,000
General Repairs & Maintenance	\$ 25,000	\$ 47,735	\$ 6,000	\$ 53,735	\$ 35,000
Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Sidewalk & Pavement Repairs	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ 5,000
Wetland Mitigation	\$ -	\$ 10,500	\$ -	\$ 10,500	\$ 15,000
Fountain Repairs	\$ -	\$ -	\$ -	\$ -	\$ 3,300
Subtotal Field Expenditures	\$ 544,916	\$ 315,541	\$ 129,046	\$ 444,586	\$ 575,168
Amenity Expenditures					
Facility Management	\$ 85,000	\$ 63,750	\$ 21,249	\$ 84,999	\$ 90,100
Facility Attendants	\$ 15,000	\$ -	\$ 7,500	\$ 7,500	\$ 15,000
Security	\$ 15,000	\$ 375	\$ 1,500	\$ 1,875	\$ 15,000
Cable/Internet	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Property Insurance	\$ 79,646	\$ 54,784	\$ -	\$ 54,784	\$ 60,000
Utility - Water	\$ 10,000	\$ 5,341	\$ 3,000	\$ 8,341	\$ 10,000
Gas	\$ 2,000	\$ 720	\$ 300	\$ 1,020	\$ 2,000
Pool Maintenance	\$ 21,600	\$ 16,200	\$ 5,400	\$ 21,600	\$ 21,600
Pool Chemicals	\$ 15,000	\$ 8,928	\$ 4,500	\$ 13,428	\$ 15,000
Pool Permits	\$ 355	\$ 701	\$ -	\$ 701	\$ 350
Refuse	\$ 5,000	\$ 3,165	\$ 750	\$ 3,915	\$ 5,000
Janitorial Services	\$ 16,200	\$ 12,731	\$ 4,050	\$ 16,781	\$ 16,200
Pest Control	\$ 1,620	\$ 1,165	\$ 405	\$ 1,570	\$ 1,620
Amenity Office Supplies	\$ 600	\$ 240	\$ 150	\$ 390	\$ 600
General Facility Maintenance	\$ 25,000	\$ 3,344	\$ 5,000	\$ 8,344	\$ 35,000
Recreation Equipment Maintenance	\$ 17,928	\$ 13,446	\$ 4,482	\$ 17,928	\$ 17,928
HVAC Preventative Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Pressure Washing	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Special Events	\$ 7,000	\$ 2,368	\$ 3,500	\$ 5,868	\$ 7,000
Holiday Decorations	\$ 2,000	\$ 3,050	\$ -	\$ 3,050	\$ 5,000
Miscellaneous Maintenance	\$ 123,731	\$ 99,311	\$ 20,000	\$ 119,311	\$ 129,824
Subtotal Amenity Expenditures	\$ 447,680	\$ 289,620	\$ 81,786	\$ 371,406	\$ 466,222
Total Operations & Maintenance	\$ 992,596	\$ 605,161	\$ 210,832	\$ 815,992	\$ 1,041,390
<u>Other Financing Sources/(Uses)</u>					
Capital Reserves - Transfer	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000

Grand Oaks
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY2027
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<u>Total Other Expenditures</u>	\$100,000	\$0	\$0	\$0	\$100,000
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Total Expenditures	\$ 1,244,428	\$ 719,258	\$ 241,200	\$ 960,458	\$ 1,367,986
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Excess Revenues/(Expenditures)	\$ -	\$ 242,477	\$ (239,700)	\$ 2,777	\$ (0)
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Net Assessments	\$ 1,347,428
Add: Discounts & Collections 6%	\$ 86,006
Gross Assessments	<u>\$ 1,433,434</u>

Product	Assessable		Net Assessment	Net Per Unit (6%)	Gross Per Unit	Prior Year Gross Per		Increase/(Decrease)
	Units					Unit		
Single Family - Tax Roll	442	\$	637,648	\$ 1,442.64	\$ 1,534.73	\$ 1,409.44	\$	125.29
Day Late Enterprises - Direct	241	\$	347,677	\$ 1,442.64	\$ 1,534.73	\$ 1,409.44	\$	125.29
Pulte - Direct	183	\$	264,004	\$ 1,442.64	\$ 1,534.73	\$ 1,409.44	\$	125.29
Toll - Direct	68	\$	98,100	\$ 1,442.64	\$ 1,534.73	\$ 1,409.44	\$	125.29
Total	934	\$	1,347,428					

Grand Oaks
Community Development District
GENERAL FUND BUDGET

REVENUES:

Assessments

The District will levy a non-ad valorem special assessment and on taxable property and unplatted lots within the District to fund general operating and maintenance expenditures for the Fiscal Year.

Interest Income

Represents estimated interest earnings from cash balances in the District's operating account with Truist.

Miscellaneous Income

Income received from rentals and other miscellaneous income.

Miscellaneous Income – NST Lease

Represents annual lease payment received from the National Stormwater Trust lease agreement with the District.

EXPENDITURES:

Administrative:

Supervisor Fees

The Florida Statutes allows each supervisor to be paid per meeting, for the time devoted to District business and board meetings.

Arbitrage

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Capital Improvement Revenue Bonds, Series 2019, 2020 and 2021.

District Engineer

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices, etc. The District is currently contracted with Dominion Engineering.

Grand Oaks

Community Development District

GENERAL FUND BUDGET

Dissemination

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b) (5) which relates to additional reporting requirements for Capital Improvement Revenue Bonds, Series 2019, Series 2020 and Series 2021.

District Counsel

The District's legal counsel, Kutak Rock, will be providing general legal services to the District, e.g. attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

Litigation

Represents District Counsel outstanding litigation invoices from prior periods.

Assessment Roll Administration

Represents cost associated with certifying, invoicing and collections of annual operations and maintenance and debt service assessments.

Annual Auditing Services

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis by an Independent Certified Public Accounting Firm. The District has contracted with Grau & Associates for these services.

Trustee Fees

The District's Capital Improvement Revenue Bonds, Series 2019, 2020, 2021 will be held and administered with a Trustee.

Management Fees

The District has contracted with Governmental Management Services, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but are not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financials reporting, annual audits, etc.

Information Technology

The District incurs costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Website Administration

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

Grand Oaks

Community Development District

GENERAL FUND BUDGET

Postage

Mailing of agenda packages, overnight deliveries, checks for vendors, and any other required correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc

Insurance - Liability

Represents the District's general liability, public officials liability and property insurance coverage, which will be provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

Legal Advertising

Advertising of monthly board meetings, public hearings, and any services that are required to be advertised for public bidding, i.e. audit services, engineering service, maintenance contracts and any other advertising that may be required.

Bank Fees

Bank charges and any other miscellaneous expenses incurred during the fiscal year.

Office Supplies

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175. This is the only expense under this category for the District.

Field Operations (Common Area):

Field Management

The District is contracted with Governmental Management Services, LLC to provide onsite field management of contracts for District Services such as landscape maintenance. Services to include weekly site inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

Electricity

The cost of electric to run the amenity center, streetlights and irrigation.

Utility - Water

Grand Oaks
Community Development District
GENERAL FUND BUDGET

The cost of water to run the irrigation.

Landscape Maintenance

The District will incur landscape maintenance expenses, which include mowing, edging, string-trimming, annual flower replacements, shrub and palm pruning, weeding, fertilization, pine straw, pest control and irrigation inspections during the fiscal year.

Irrigation Repairs

To record the cost of repairs to the irrigation system.

Irrigation Pump House

To record the cost of repairs to the irrigation pump house.

Irrigation Preventative Maintenance

To record the cost of preventative maintenance to the irrigation system.

Landscape Replacement

To record the cost of landscape replacements as well as any miscellaneous landscape items currently not budgeted or covered in landscape contract.

Landscape - Mulch

To record the cost of landscape mulch.

Landscape - Annuals

To record the cost of replacement of landscape annuals.

Lake Maintenance

The District will contract to provide for the Stormwater management facilities that the CDD will own and maintain.

General Repairs and Maintenance

Cost of repairs and maintenance throughout the common area of the District.

Grounds Maintenance

Cost of repairs and maintenance throughout the grounds of the District.

Sidewalk & Pavement Replacements

Cost of repairs to sidewalks throughout the common area of the District.

Grand Oaks

Community Development District

GENERAL FUND BUDGET

Wetland Mitigation

Cost of repairs to wetlands throughout the common area of the District.

Fountain Repairs

Cost of repairs to pond fountains of the District.

Amenity Center:

Facility Management

The cost for a full time Amenity Manager to run the daily tasks of the Amenity Center.

Facility Attendants

The cost for a part time Attendants to run the daily tasks of the Amenity Center on weekends or other occasions.

Security

The monthly service fee and maintenance costs associated with security camera system monitoring provided by contracted vendor.

Cable/Internet

The monthly service fee for cable and internet.

Property Insurance

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

Utility – Water

The cost of water to run the amenity center.

Gas

The cost of gas to run the amenity center.

Pool Maintenance

The District is contracted with C. Bus Enterprises to provide for the maintenance of the Amenity Center swimming pool.

Pool Chemicals

Grand Oaks
Community Development District
GENERAL FUND BUDGET

The cost of pool chemicals for the amenity center swimming pool.

Pool Permits

Represents Permit Fees paid to the Department of Health for the swimming pool.

Refuse

The cost of providing garbage disposal services.

Janitorial

The cost for Vanguard to provide cleaning for amenity center.

Pest Control

This represents pest control of amenity center by contracted vendor.

Amenity Office Supplies

Represents the estimated cost for office supplies for the Amenity Center Office.

General Facility Maintenance

Represents regular repairs and replacements for District's Amenity Center provided by GMS, LLC.

Recreation Equipment Maintenance

Represents cost of lease for fitness equipment.

HVAC Preventative Maintenance

Represents cost of preventative maintenance to the HVAC system.

Pressure Washing

Represents cost of pressure washing CDD property.

Special Events

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

Holiday Decorations

Represents estimated costs for the District to pay for holiday decorations.

Miscellaneous Maintenance

Grand Oaks
Community Development District
GENERAL FUND BUDGET

Represents additional regular repairs and replacements for District's Amenity Center.

Other:

Capital Reserve

This amount is subject to change upon further completion of infrastructure supported by professional reserve study or engineer's estimate for annual funding.

Grand Oaks
Community Development District
Approved Budget
Debt Service Fund Series 2019

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY2027
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Revenues

Assessments - On Roll	\$ 537,242	\$ 524,726	\$ 12,516	\$ 537,242	\$ 537,242
Assessments - Direct	\$ 142,678	\$ 99,936	\$ 42,742	\$ 142,678	\$ 142,678
Assessments - Prepayments	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	\$ 10,000	\$ 38,609	\$ 12,870	\$ 51,479	\$ 10,000
Carry Forward Surplus ⁽¹⁾	\$ 551,226	\$ 520,429	\$ -	\$ 520,429	\$ 560,600

Total Revenues	\$ 1,241,146	\$ 1,183,700	\$ 68,128	\$ 1,251,828	\$ 1,250,520
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Expenditures

Interest - 11/1	\$ 234,259	\$ 233,566	\$ -	\$ 233,566	\$ 229,191
Principal - 11/1	\$ 200,000	\$ 200,000	\$ -	\$ 200,000	\$ 210,000
Special Call - 2/1	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
Interest - 5/1	\$ 230,134	\$ 229,316	\$ -	\$ 229,316	\$ 229,191
Special Call - 5/1	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -

Total Expenditures	\$ 664,393	\$ 672,882	\$ -	\$ 672,882	\$ 668,381
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Other Sources/(Uses)

Transfer In/(Out)	\$ -	\$ (18,346)	\$ -	\$ (18,346)	\$ -
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Total Other Sources/(Uses)	\$ -	\$ (18,346)	\$ -	\$ (18,346)	\$ -
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Excess Revenues/(Expenditure:	\$ 576,753	\$ 492,472	\$ 68,128	\$ 560,600	\$ 582,138
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⁽¹⁾ Carryforward Surplus is net of Debt Service Reserve Funds

Interest - 11/1	\$ 224,859
Principal - 11/1	\$ 215,000
	<u>\$ 439,859</u>

Product	Assessable Units	Maximum Annual			
		Debt Service	Net Per Unit	Gross Per Unit	
Single Family - 50'	40	\$ 83,928	\$ 2,098.21	\$ 2,232.14	
Single Family - 50'					
Prepaid	131	\$ 222,510	\$ 1,698.55	\$ 1,806.97	
Single Family - 60'	178	\$ 373,482	\$ 2,098.21	\$ 2,232.14	
Total	349	\$ 679,920			

Grand Oaks
Community Development District
Series 2019 Special Assessment Bonds
Amortization Schedule

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
05/01/26			\$	-
11/01/26	\$ 9,475,000.00	\$ 210,000.00	\$ 229,190.63	\$ 439,190.63
05/01/27			\$ 224,859.38	-
11/01/27	\$ 9,265,000.00	\$ 215,000.00	\$ 224,859.38	\$ 664,718.76
05/01/28			\$ 220,425.00	-
11/01/28	\$ 9,050,000.00	\$ 225,000.00	\$ 220,425.00	\$ 665,850.00
05/01/29			\$ 215,784.38	-
11/01/29	\$ 8,825,000.00	\$ 235,000.00	\$ 215,784.38	\$ 666,568.76
05/01/30			\$ 210,937.50	-
11/01/30	\$ 8,590,000.00	\$ 245,000.00	\$ 210,937.50	\$ 666,875.00
05/01/31			\$ 205,118.75	-
11/01/31	\$ 8,345,000.00	\$ 255,000.00	\$ 205,118.75	\$ 665,237.50
05/01/32			\$ 199,062.50	-
11/01/32	\$ 8,090,000.00	\$ 270,000.00	\$ 199,062.50	\$ 668,125.00
05/01/33			\$ 192,650.00	-
11/01/33	\$ 7,820,000.00	\$ 280,000.00	\$ 192,650.00	\$ 665,300.00
05/01/34			\$ 186,000.00	-
11/01/34	\$ 7,540,000.00	\$ 295,000.00	\$ 186,000.00	\$ 667,000.00
05/01/35			\$ 178,993.75	-
11/01/35	\$ 7,245,000.00	\$ 310,000.00	\$ 178,993.75	\$ 667,987.50
05/01/36			\$ 171,631.25	-
11/01/36	\$ 6,935,000.00	\$ 325,000.00	\$ 171,631.25	\$ 668,262.50
05/01/37			\$ 163,912.50	-
11/01/37	\$ 6,610,000.00	\$ 340,000.00	\$ 163,912.50	\$ 667,825.00
05/01/38			\$ 155,837.50	-
11/01/38	\$ 6,270,000.00	\$ 355,000.00	\$ 155,837.50	\$ 666,675.00
05/01/39			\$ 147,406.25	-
11/01/39	\$ 5,915,000.00	\$ 375,000.00	\$ 147,406.25	\$ 669,812.50
05/01/40			\$ 138,500.00	-

Grand Oaks
Community Development District
Series 2019 Special Assessment Bonds
Amortization Schedule

DATE		BALANCE		PRINCIPAL		INTEREST		TOTAL
11/01/40	\$	5,540,000.00	\$	390,000.00	\$	138,500.00	\$	667,000.00
05/01/41					\$	128,750.00	\$	-
11/01/41	\$	5,150,000.00	\$	410,000.00	\$	128,750.00	\$	667,500.00
05/01/42					\$	118,500.00	\$	-
11/01/42	\$	4,740,000.00	\$	430,000.00	\$	118,500.00	\$	667,000.00
05/01/43					\$	107,750.00	\$	-
11/01/43	\$	4,310,000.00	\$	450,000.00	\$	107,750.00	\$	665,500.00
05/01/44					\$	96,500.00	\$	-
11/01/44	\$	3,860,000.00	\$	475,000.00	\$	96,500.00	\$	668,000.00
05/01/45					\$	84,625.00	\$	-
11/01/45	\$	3,385,000.00	\$	500,000.00	\$	84,625.00	\$	669,250.00
05/01/46					\$	72,125.00	\$	-
11/01/46	\$	2,885,000.00	\$	520,000.00	\$	72,125.00	\$	664,250.00
05/01/47					\$	59,125.00	\$	-
11/01/47	\$	2,365,000.00	\$	550,000.00	\$	59,125.00	\$	668,250.00
05/01/48					\$	45,375.00	\$	-
11/01/48	\$	1,815,000.00	\$	575,000.00	\$	45,375.00	\$	665,750.00
05/01/49					\$	31,000.00	\$	-
11/01/49	\$	1,240,000.00	\$	605,000.00	\$	31,000.00	\$	667,000.00
05/01/50					\$	15,875.00	\$	-
11/01/50	\$	605,000.00	\$	635,000.00	\$	15,875.00	\$	666,750.00
				\$ 9,475,000.00	\$ 6,970,678.15	\$ 16,445,678.15		

Grand Oaks
Community Development District
Approved Budget
Debt Service Fund Series 2020

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY2027
Revenues					
Assessments - On Roll	\$ 328,531	\$ 316,714	\$ 11,817	\$ 328,531	\$ 328,531
Assessments - Direct	\$ 604,659	\$ 258,188	\$ 106,624	\$ 364,812	\$ 604,659
Assessments - Prepayment	\$ -	\$ 31,663	\$ -	\$ 31,663	\$ -
Interest	\$ 10,000	\$ 21,010	\$ 7,003	\$ 28,013	\$ 10,000
Carry Forward Surplus ⁽¹⁾	\$ 341,796	\$ 311,801	\$ -	\$ 311,801	\$ 130,494
Total Revenues	\$ 1,284,986	\$ 939,376	\$ 125,444	\$ 1,064,820	\$ 1,073,684
Expenditures					
Interest - 11/1	\$ 319,663	\$ 319,663	\$ -	\$ 319,663	\$ 313,763
Principal - 5/1	\$ 295,000	\$ 295,000	\$ -	\$ 295,000	\$ 310,000
Interest - 5/1	\$ 319,663	\$ 319,663	\$ -	\$ 319,663	\$ 313,763
Total Expenditures	\$ 934,326	\$ 934,326	\$ -	\$ 934,326	\$ 937,525
Other Sources/(Uses)					
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Sources/(Uses)	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Revenues/(Expenditures)	\$ 350,660	\$ 5,050	\$ 125,444	\$ 130,494	\$ 136,159

Interest - 11/1 \$ 307,563

⁽¹⁾ Carryforward Surplus is net of Debt Service Reserve Funds

Product	Assessable Units	Maximum Annual		Gross Per Unit
		Debt Service	Net Per Unit	
Single Family - 40'	235	\$ 473,649	\$ 2,015.53	\$ 2,144.18
Single Family - 50'	158	\$ 318,454	\$ 2,015.53	\$ 2,144.18
Single Family - 60'	70	\$ 141,087	\$ 2,015.53	\$ 2,144.18
Total	463	\$ 933,190		

Grand Oaks
Community Development District
Series 2020 Special Assessment Bonds
Amortization Schedule

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
05/01/25	\$ 14,915,000.00	\$ 285,000.00	\$ 324,293.75	\$ 928,956.25
11/01/25			\$ 319,662.50	\$ -
05/01/26	\$ 14,630,000.00	\$ 295,000.00	\$ 319,662.50	\$ 928,425.00
11/01/26			\$ 313,762.50	\$ -
05/01/27	\$ 14,630,000.00	\$ 310,000.00	\$ 313,762.50	\$ 931,325.00
11/01/27			\$ 307,562.50	\$ -
05/01/28	\$ 14,320,000.00	\$ 320,000.00	\$ 307,562.50	\$ 928,725.00
11/01/28			\$ 301,162.50	\$ -
05/01/29	\$ 14,000,000.00	\$ 335,000.00	\$ 301,162.50	\$ 930,625.00
11/01/29			\$ 294,462.50	\$ -
05/01/30	\$ 13,665,000.00	\$ 345,000.00	\$ 294,462.50	\$ 927,025.00
11/01/30			\$ 287,562.50	\$ -
05/01/31	\$ 13,320,000.00	\$ 360,000.00	\$ 287,562.50	\$ 927,475.00
11/01/31			\$ 279,912.50	\$ -
05/01/32	\$ 12,960,000.00	\$ 375,000.00	\$ 279,912.50	\$ 926,856.25
11/01/32			\$ 271,943.75	\$ -
05/01/33	\$ 12,585,000.00	\$ 395,000.00	\$ 271,943.75	\$ 930,493.75
11/01/33			\$ 263,550.00	\$ -
05/01/34	\$ 12,190,000.00	\$ 410,000.00	\$ 263,550.00	\$ 928,387.50
11/01/34			\$ 254,837.50	\$ -
05/01/35	\$ 11,780,000.00	\$ 430,000.00	\$ 254,837.50	\$ 930,537.50
11/01/35			\$ 245,700.00	\$ -
05/01/36	\$ 11,350,000.00	\$ 445,000.00	\$ 245,700.00	\$ 926,943.75
11/01/36			\$ 236,243.75	\$ -
05/01/37	\$ 10,905,000.00	\$ 465,000.00	\$ 236,243.75	\$ 927,606.25
11/01/37			\$ 226,362.50	\$ -
05/01/38	\$ 10,440,000.00	\$ 485,000.00	\$ 226,362.50	\$ 927,418.75
11/01/38			\$ 216,056.25	\$ -
05/01/39	\$ 9,955,000.00	\$ 505,000.00	\$ 216,056.25	\$ 926,381.25
11/01/39			\$ 205,325.00	\$ -
05/01/40	\$ 9,450,000.00	\$ 530,000.00	\$ 205,325.00	\$ 929,387.50

Grand Oaks
Community Development District
Series 2020 Special Assessment Bonds
Amortization Schedule

DATE	BALANCE		PRINCIPAL		INTEREST		TOTAL		
11/01/40					\$	194,062.50	\$ -		
05/01/41	\$	8,920,000.00	\$	555,000.00	\$	194,062.50	\$ 930,637.50		
11/01/41					\$	181,575.00	\$ -		
05/01/42	\$	8,365,000.00	\$	580,000.00	\$	181,575.00	\$ 930,100.00		
11/01/42					\$	168,525.00	\$ -		
05/01/43	\$	7,785,000.00	\$	605,000.00	\$	168,525.00	\$ 928,437.50		
11/01/43					\$	154,912.50	\$ -		
05/01/44	\$	7,180,000.00	\$	635,000.00	\$	154,915.50	\$ 930,540.50		
11/01/44					\$	140,625.00	\$ -		
05/01/45	\$	6,545,000.00	\$	665,000.00	\$	140,625.00	\$ 931,287.50		
11/01/45					\$	125,662.50	\$ -		
05/01/46	\$	5,880,000.00	\$	695,000.00	\$	125,662.50	\$ 930,687.50		
11/01/46					\$	110,025.00	\$ -		
05/01/47	\$	5,185,000.00	\$	725,000.00	\$	110,025.00	\$ 928,737.50		
11/01/47					\$	93,712.50	\$ -		
05/01/48	\$	4,460,000.00	\$	760,000.00	\$	93,712.50	\$ 930,325.00		
11/01/48					\$	76,612.50	\$ -		
05/01/49	\$	3,700,000.00	\$	795,000.00	\$	76,612.50	\$ 930,337.50		
11/01/49					\$	58,725.00	\$ -		
05/01/50	\$	2,905,000.00	\$	830,000.00	\$	58,725.00	\$ 928,775.00		
11/01/50					\$	40,050.00	\$ -		
05/01/51	\$	2,075,000.00	\$	870,000.00	\$	40,050.00	\$ 930,525.00		
11/01/51					\$	20,475.00			
05/01/52	\$	1,205,000.00	\$	910,000.00	\$	20,475.00	\$ 930,475.00		
				\$	14,915,000.00	\$	11,102,434.25	\$	26,017,434.25

Grand Oaks

Community Development District

Approved Budget

Debt Service Fund Series 2021

Description	Adopted Budget FY2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY2027
Revenues					
Assessments - On Roll	\$ -	\$ -	\$ -	\$ -	\$ -
Assessments - Direct	\$ 300,025	\$ -	\$ -	\$ -	\$ 300,025
Interest	\$ 5,000	\$ 3,995	\$ 1,332	\$ 5,327	\$ 5,000
Carry Forward Surplus ⁽¹⁾	\$ 305,929	\$ 205,986	\$ -	\$ 205,986	\$ 1,345
Total Revenues	\$ 610,954	\$ 209,981	\$ 1,332	\$ 211,313	\$ 306,370
Expenditures					
Interest - 11/1	\$ 90,997	\$ 90,997	\$ -	\$ 90,997	\$ 89,488
Principal - 11/1	\$ 115,000	\$ 115,000	\$ -	\$ 115,000	\$ 120,000
Interest - 5/1	\$ 89,488	\$ -	\$ -	\$ -	\$ 87,913
Total Expenditures	\$ 295,485	\$ 205,997	\$ -	\$ 205,997	\$ 297,400
Other Sources/(Uses)					
Transfer In/(Out)	\$ -	\$ (3,971)	\$ -	\$ (3,971)	\$ -
Total Other Sources/(Uses)	\$ -	\$ (3,971)	\$ -	\$ (3,971)	\$ -
Excess Revenues/(Expenditures)	\$ 315,469	\$ 13	\$ 1,332	\$ 1,345	\$ 8,970

⁽¹⁾ Carryforward Surplus is net of Debt Service Reserve Funds

Interest - 11/1	\$ 87,913
Principal - 11/1	\$ 120,000
	<u>\$ 207,913</u>

		Maximum Annual			
Product	Assessable Units	Debt Service	Net Per Unit	Gross Per Unit	
Single Family - 50' Prepaid	50	\$ 126,073	\$ 2,521.46	\$	2,682.40
Single Family - 60' Prepaid	34	\$ 75,134	\$ 2,209.82	\$	2,350.87
Single Family - 70' Prepaid	38	\$ 98,819	\$ 2,600.49	\$	2,766.48
Total	122	\$ 300,025			

Grand Oaks
Community Development District
Series 2021 Special Assessment Bonds
Amortization Schedule

DATE		BALANCE		PRINCIPAL		INTEREST		TOTAL
05/01/22	\$	5,295,000.00			\$	86,794.72	\$	-
11/01/22	\$	5,295,000.00	\$	100,000.00	\$	95,262.50	\$	282,057.22
05/01/23					\$	93,950.00	\$	-
11/01/23	\$	5,195,000.00	\$	110,000.00	\$	93,950.00	\$	297,900.00
05/01/24					\$	92,506.25	\$	-
11/01/24	\$	5,085,000.00	\$	115,000.00	\$	92,506.25	\$	300,012.50
05/01/25					\$	90,996.88	\$	-
11/01/25	\$	4,970,000.00	\$	115,000.00	\$	90,996.88	\$	296,993.76
05/01/26					\$	89,487.50	\$	-
11/01/26	\$	4,855,000.00	\$	120,000.00	\$	89,487.50	\$	298,975.00
05/01/27					\$	87,912.50	\$	-
11/01/27	\$	4,735,000.00	\$	120,000.00	\$	87,912.50	\$	295,825.00
05/01/28					\$	85,992.50	\$	-
11/01/28	\$	4,615,000.00	\$	125,000.00	\$	85,992.50	\$	296,985.00
05/01/29					\$	83,992.50	\$	-
11/01/29	\$	4,490,000.00	\$	130,000.00	\$	83,992.50	\$	297,985.00
05/01/30					\$	81,912.50	\$	-
11/01/30	\$	4,360,000.00	\$	135,000.00	\$	81,912.50	\$	298,825.00
05/01/31					\$	79,752.50	\$	-
11/01/31	\$	4,225,000.00	\$	140,000.00	\$	79,752.50	\$	299,505.00
05/01/32					\$	77,512.50	\$	-
11/01/32	\$	4,085,000.00	\$	145,000.00	\$	77,512.50	\$	300,025.00
05/01/33					\$	74,975.00	\$	-
11/01/33	\$	3,940,000.00	\$	145,000.00	\$	74,975.00	\$	294,950.00
05/01/34					\$	72,437.50	\$	-
11/01/34	\$	3,795,000.00	\$	155,000.00	\$	72,437.50	\$	299,875.00
05/01/35					\$	69,725.00	\$	-
11/01/35	\$	3,640,000.00	\$	160,000.00	\$	69,725.00	\$	299,450.00
05/01/36					\$	66,925.00	\$	-
11/01/36	\$	3,480,000.00	\$	165,000.00	\$	66,925.00	\$	298,850.00
05/01/37					\$	64,037.50	\$	-
11/01/37	\$	3,315,000.00	\$	170,000.00	\$	64,037.50	\$	298,075.00
05/01/38					\$	61,062.50	\$	-
11/01/38	\$	3,145,000.00	\$	175,000.00	\$	61,062.50	\$	297,125.00
05/01/39					\$	58,000.00	\$	-
11/01/39	\$	2,970,000.00	\$	180,000.00	\$	58,000.00	\$	296,000.00
05/01/40					\$	54,850.00	\$	-

Grand Oaks
Community Development District
Series 2021 Special Assessment Bonds
Amortization Schedule

DATE		BALANCE		PRINCIPAL		INTEREST		TOTAL	
11/01/40	\$	2,790,000.00	\$	185,000.00	\$	54,850.00	\$	294,700.00	
05/01/41					\$	51,612.50	\$	-	
11/01/41	\$	2,605,000.00	\$	195,000.00	\$	51,612.50	\$	298,225.00	
05/01/42					\$	48,200.00	\$	-	
11/01/42	\$	2,410,000.00	\$	200,000.00	\$	48,200.00	\$	296,400.00	
05/01/43					\$	44,200.00	\$	-	
11/01/43	\$	2,210,000.00	\$	210,000.00	\$	44,200.00	\$	298,400.00	
05/01/44					\$	40,000.00	\$	-	
11/01/44	\$	2,000,000.00	\$	215,000.00	\$	40,000.00	\$	295,000.00	
05/01/45					\$	35,700.00	\$	-	
11/01/45	\$	1,785,000.00	\$	225,000.00	\$	35,700.00	\$	296,400.00	
05/01/46					\$	31,200.00	\$	-	
11/01/46	\$	1,560,000.00	\$	235,000.00	\$	31,200.00	\$	297,400.00	
05/01/47					\$	26,500.00	\$	-	
11/01/47	\$	1,325,000.00	\$	245,000.00	\$	26,500.00	\$	298,000.00	
05/01/48					\$	21,600.00	\$	-	
11/01/48	\$	1,080,000.00	\$	255,000.00	\$	21,600.00	\$	298,200.00	
05/01/49					\$	16,500.00	\$	-	
11/01/49	\$	825,000.00	\$	265,000.00	\$	16,500.00	\$	298,000.00	
05/01/50					\$	11,200.00	\$	-	
11/01/50	\$	550,000.00	\$	275,000.00	\$	11,200.00	\$	297,400.00	
05/01/51					\$	5,700.00			
11/01/51	\$	275,000.00	\$	285,000.00	\$	5,700.00			
				\$	5,295,000.00	\$	3,618,938.48	\$	7,737,568.76

A.

RESOLUTION 2026-06
[FY 2027 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN 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, proposed budget(s) ("**Proposed Budget**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Grand Oaks Community Development District for the Fiscal Year Ending September 30, 2027."

- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2027, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2027 or within 60 days following the end of the FY 2027 may amend its Adopted Budget for that fiscal year as follows:

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

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

PASSED AND ADOPTED THIS 12th DAY OF AUGUST, 2026.

ATTEST:

**GRAND OAKS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2027 Budget

B.

RESOLUTION 2026-07
[FY 2027 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2027 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Grand Oaks Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in St. Johns County, Florida ("**County**"); and

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

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("**FY 2027**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT:

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

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

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

- 4905-5514-9756.1

- ii. *Due Date (Debt Assessments).* Debt Assessments directly collected by the District shall be due and payable in full on **December 1, 2026**; provided, however, that, to the extent permitted by law, the Debt Assessments due may be paid in two partial, deferred payments and on dates that are 30 days prior to the District's corresponding debt service payment dates all as set forth in the invoice(s) prepared by the District Manager.
- iii. In the event that an Assessment payment is not made in accordance with the schedule(s) stated above, the whole of such Assessment, including any remaining partial, deferred payments for the Fiscal Year: shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent Assessments shall accrue at the rate of any bonds secured by the Assessments, or at the statutory prejudgment interest rate, as applicable. In the event an Assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole Assessment, as set forth herein.

- c. **Future Collection Methods.** The District's decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

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

6. **APPROVAL OF PRIOR ACTIONS.** The actions of the Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretaries, and all District Staff in finalizing the Assessments and Assessment Roll as provided herein are hereby ratified, approved, and confirmed in all respects.

7. **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.

[CONTINUED ON NEXT PAGE]

PASSED AND ADOPTED THIS 12th DAY OF AUGUST, 2026.

ATTEST:

**GRAND OAKS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Adopted Budget

Exhibit B: Assessment Roll

EIGHTH ORDER OF BUSINESS

RESOLUTION 2026-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Grand Oaks Community Development District ("**District**") is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 12th day of August, 2026.

ATTEST:

**GRAND OAKS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE

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

EFFECTIVE AS OF _____, 2026

TABLE OF CONTENTS

Rule 1.0	General.....	2
Rule 1.1	Board of Supervisors; Officers and Voting.	3
Rule 1.2	District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.	7
Rule 1.3	Public Meetings, Hearings, and Workshops.	10
Rule 1.4	Internal Controls to Prevent Fraud, Waste and Abuse.....	15
Rule 2.0	Rulemaking Proceedings.	16
Rule 3.0	Competitive Purchase.	29
Rule 3.1	Procedure Under the Consultants' Competitive Negotiations Act.	34
Rule 3.2	Procedure Regarding Auditor Selection.	38
Rule 3.3	Purchase of Insurance.	42
Rule 3.4	Pre-qualification.....	44
Rule 3.5	Construction Contracts, Not Design-Build.	49
Rule 3.6	Construction Contracts, Design-Build.	54
Rule 3.7	Payment and Performance Bonds.	59
Rule 3.8	Goods, Supplies, and Materials.	60
Rule 3.9	Maintenance Services.	64
Rule 3.10	Contractual Services.	67
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.....	68
Rule 4.0	Effective Date.	71

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) Variances and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, 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.

NINTH ORDER OF BUSINESS

C.

1.

**NOTICE OF MEETINGS
GRAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the **Grand Oaks Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2027** at 10:00 a.m. at the Grand Oaks Amenity Center, 1055 Turnbull Creek Road, St. Augustine, Florida 32092 on the second Wednesday of each month as follows or otherwise noted:

October 14, 2026
November 18, 2026 (3rd Wednesday)
December 9, 2026
January 13, 2027
February 10, 2027
March 10, 2027
April 14, 2027
May 12, 2027
June 9, 2027
July 14, 2027
August 11, 2027
September 8, 2027

2.

Grand Oaks Community Development District

Performance Measures/Standards & Annual Reporting Form

October 1, 2026 – September 30, 2027

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least five regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.

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

Standard: A minimum of ten Board meetings were held during the fiscal year.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

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

Measurement: Timeliness and method of meeting notices as evidenced by posting to the District’s website, publishing in local newspaper of general circulation, and or via electronic communication.

Standard: 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

Achieved: Yes ☐ No ☐

Goal 1.3: Access to Records Compliance

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

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

Standard: 100% of monthly website checks were completed by District Management or third party vendor.

Achieved: Yes ☐ No ☐

2. Financial Transparency and Accountability

Goal 2.1: Annual Budget Preparation

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

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

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

Achieved: Yes ☐ No ☐

Goal 2.2: Financial Reports

Objective: Publish to the District’s website the most recent versions of the following documents: Florida Auditor General link (<https://flauditor.gov/>) to obtain current and past Annual audit, current fiscal year budget with any amendments, and most recent financials

within the latest agenda package.

Measurement: Florida Auditor General link (<https://flauditor.gov/>) to the Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

Standard: District's website contains 100% of the following information: Department of Financial Services link to obtain Annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 2.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the Florida Auditor General link (<https://flauditor.gov/>) to the results to the District's website for public inspection, and transmit to the State of Florida.

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

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

Achieved: Yes ☐ No ☐

SIGNATURES:

Chair/Vice Chair: _____

Date: _____

Printed Name: _____

Grand Oaks Community Development District

District Manager: _____

Date: _____

Printed Name: _____

Grand Oaks Community Development District

D.

08/12/2026

Grand Oaks

Community Development District

Field Operations & Amenity Management Report



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
August 12th, 2026

To: Board of Supervisors

From: Rich Gray
Field Operations Manager

Robin Nixon
Amenity Manager

RE: Grand Oaks Field Operations & Amenity Management Report – August 12th, 2026

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



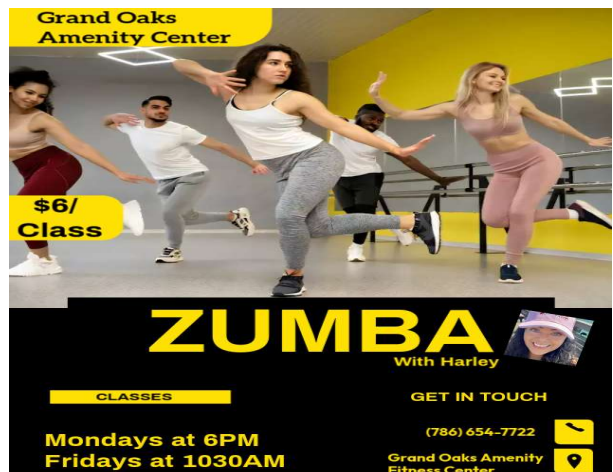
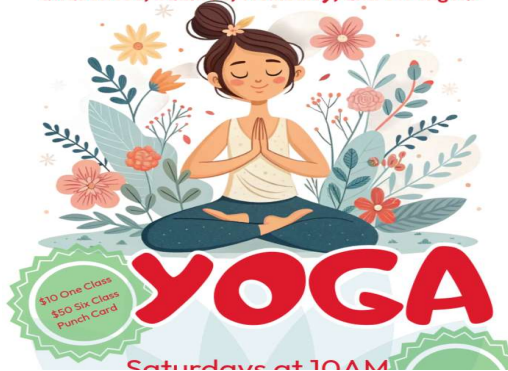
Events & Community Information

- 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 left open
- The Mr. Softee Ice Cream truck will be here at the amenity center every Sunday from April through August, between 1:00 p.m. and 3:00 p.m.
- Club Meetings 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 –Aug 6th

Our recent Resident Vendor Fair was a wonderful success! Approximately 10–15 vendors participated, and we received overwhelmingly positive feedback from residents. Many residents expressed interest in making this a recurring event, so we decided to have another before the school season. It was great to see neighbors supporting local businesses and connecting with one another. Food trucks will also be on site.

Mister Softee – Sunday, August 9th

Mister Softee remains a favorite among our residents and will return on Sunday, August 9th. This will be their last visit for Grand Oaks until next spring unless we decide to have them back out for a fall event.

Thank you to everyone who continues to participate in our community events and helps make them such a success.

Color and Connect meet up – July 10th

We set up coloring books. Crayons, markers, bookmarks, and an assortment of crafts for our Grand Oaks kiddos to come, create, and meet some new neighbors and existing neighbors before the school season begins. With many new families in the neighborhood now, we wanted to find a way to bring the kiddos together for a meet-and-greet before they return to school.



Weekly Maintenance Duties

Listed below are weekly maintenance responsibilities:

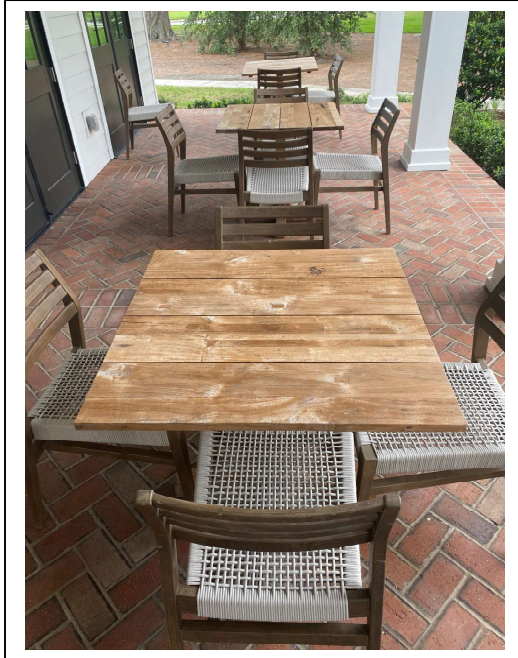
- Roadways, pickleball courts, playgrounds, pool areas, sports complexes, and parking lots are checked weekly for debris.
- All trash receptacles are checked weekly and emptied as needed.
- All pool furniture is straightened and organized at the start of each day, and each chair is inspected for proper 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 it is in proper working order.
- All HVAC systems are checked weekly for proper operation. This includes the Amenity Center and Pool Deck Units.
- Further maintenance tasks and developments are conducted on an as-needed basis. Examples of these developments are listed on the following pages.

Completed Projects

- The Greenery completed the removal of the downed tree and the dead Palm Tree at Legacy Park. They also completed irrigation repairs behind the pool deck area and on Turnbull Creek Road. All systems are operating as they should.
- GMS pressure-washed the Legacy Park bathroom area, mailbox kiosk, Front and Back patios at the Amenity Center, along with the tables and Chairs.
- GMS completed the pond trash cleanup on all front ponds; we will continue making our way back to Summer Bay. Greenery is also helping to assist with this cleanup.
- GMS tightened the Pickleball Nets for better play and did spot clean on the nets as well.
- GMS removed furniture from the entry Woodline, along with broken down boxes, and old shelving that was left.
- Lake Doctors completed the quarterly fountain inspection and cleaning; all fountains are operating as they should.
- Heat Beaters completed the HVAC PM on the Amenity Center and Pool Deck bathrooms. Currently, we have a compressor that is out but is on order. While it's down, staff have installed a dehumidifier in this area to help until the repair is made.

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

Completed Projects



-GMS pressure washed the Legacy Park bathroom and sitting area, Mailbox area and building, Front and Back Patio of the Amenity Center, along with the Tables and Chairs.

We will be moving on to the Pool House building, Pool Chairs and Tables and surrounding Pool Fencing shortly.



Conclusion

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



ELEVENTH ORDER OF BUSINESS

A.

Grand Oaks
Community Development District

Unaudited Financial Reporting
June 30, 2026



Table of Contents

3	<u>Balance Sheet</u>
4-5	<u>General Fund</u>
6	<u>Debt Service Fund - Series 2019</u>
7	<u>Debt Service Fund - Series 2020</u>
8	<u>Debt Service Fund - Series 2021</u>
9	<u>Capital Projects Funds</u>
10-11	<u>Month to Month</u>
12-13	<u>Long Term Debt Schedule</u>
14	<u>Assessment Receipt Schedule</u>

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

	General Fund	Debt Service Fund	Capital Projects Fund	Totals Governmental Funds
Assets:				
Operating Account - Truist	\$ 69,314	\$ -	\$ -	\$ 69,314
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	\$ 258,427	\$ -	\$ -	\$ 258,427
Prepaid Expense	\$ 2,593	\$ -	\$ -	\$ 2,593
Investments:				
<u>Series 2019</u>				
Reserve	\$ -	\$ 669,813	\$ -	\$ 669,813
Revenue	\$ -	\$ 364,482	\$ -	\$ 364,482
Prepayment	\$ -	\$ 256	\$ -	\$ 256
Interest	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ 49,757	\$ 49,757
Due from General Fund	\$ -	\$ 112,430	\$ -	\$ 112,430
<u>Series 2020</u>				
Reserve	\$ -	\$ 546,137	\$ -	\$ 546,137
Interest	\$ -	\$ (0)	\$ -	\$ (0)
Revenue	\$ -	\$ 1,075	\$ -	\$ 1,075
Prepayment	\$ -	\$ 37,283	\$ -	\$ 37,283
Construction	\$ -	\$ -	\$ 23,915	\$ 23,915
Cost of Issuance	\$ -	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ 7,541	\$ -	\$ 7,541
<u>Series 2021</u>				
Reserve	\$ -	\$ 97,477	\$ -	\$ 97,477
Revenue	\$ -	\$ 12	\$ -	\$ 12
Construction	\$ -	\$ -	\$ 15,759	\$ 15,759
Construction - State Road 16	\$ -	\$ -	\$ 224	\$ 224
Due from General Fund	\$ -	\$ -	\$ -	\$ -
Total Assets	\$ 552,892	\$ 2,081,909	\$ 89,655	\$ 2,724,456
Liabilities:				
Accounts Payable	\$ 69,437	\$ -	\$ -	\$ 69,437
Due to Debt Service	\$ 119,972	\$ -	\$ -	\$ 119,972
Due to Capital Projects	\$ -	\$ -	\$ -	\$ -
Due to General Fund	\$ -	\$ -	\$ -	\$ -
Deposits	\$ -	\$ -	\$ -	\$ -
Unavailable Revenue	\$ 140,904	\$ 239,848	\$ -	\$ 380,752
Total Liabilites	\$ 330,313	\$ 239,848	\$ -	\$ 570,161
Fund Balance:				
Prepaid Items	\$ 2,593	\$ -	\$ -	\$ 2,593
Assigned For:				
Debt Service - Series 2019	\$ -	\$ 1,152,535	\$ -	\$ 1,152,535
Debt Service - Series 2020	\$ -	\$ 592,036	\$ -	\$ 592,036
Debt Service - Series 2021	\$ -	\$ 97,490	\$ -	\$ 97,490
Restricted For:				
Capital Projects - Series 2019	\$ -	\$ -	\$ 49,757	\$ 49,757
Capital Projects - Series 2020	\$ -	\$ -	\$ 23,915	\$ 23,915
Capital Projects - Series 2021	\$ -	\$ -	\$ 15,983	\$ 15,983
Unassigned	\$ 219,987	\$ -	\$ -	\$ 219,987
Total Fund Balances	\$ 222,579	\$ 1,842,061	\$ 89,655	\$ 2,154,295
Total Liabilities & Fund Balance	\$ 552,892	\$ 2,081,909	\$ 89,655	\$ 2,724,456

Grand Oaks

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
Revenues:				
Assessments - On Roll	\$ 588,242	\$ 588,242	\$ 595,612	\$ 7,370
Assessments - Direct	\$ 649,186	\$ 649,186	\$ 332,543	\$ (316,643)
Interest Income	\$ 5,000	\$ 3,750	\$ 6,838	\$ 3,088
Developer Contributions	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	\$ 2,000	\$ 1,500	\$ 13,515	\$ 12,015
Miscellaneous Income - NST Lease	\$ -	\$ -	\$ 13,227	\$ 13,227
Total Revenues	\$ 1,244,428	\$ 1,242,678	\$ 961,736	\$ (280,942)

Expenditures:

General & Administrative:

Supervisor Fees	\$ 12,000	\$ 9,000	\$ 3,600	\$ 5,400
Arbitrage	\$ 1,350	\$ 1,013	\$ -	\$ 1,013
District Engineer	\$ 13,200	\$ 9,900	\$ 4,470	\$ 5,430
Dissemination Agent	\$ 3,150	\$ 2,363	\$ 2,563	\$ (200)
District Counsel	\$ 30,000	\$ 22,500	\$ 20,365	\$ 2,135
District Counsel - Litigation	\$ -	\$ -	\$ -	\$ -
Assessment Roll Administration	\$ -	\$ -	\$ 7,500	\$ (7,500)
Auditing Services	\$ 6,600	\$ 6,600	\$ 7,000	\$ (400)
Trustee Fees	\$ 12,000	\$ 12,000	\$ 12,079	\$ (79)
Management Fees	\$ 58,478	\$ 43,859	\$ 43,859	\$ (0)
Information Technology	\$ 1,890	\$ 1,418	\$ 1,418	\$ -
Website Administration	\$ 1,260	\$ 945	\$ 945	\$ -
Postage	\$ 1,200	\$ 900	\$ 208	\$ 692
Printing And Binding	\$ 350	\$ 263	\$ 415	\$ (152)
Insurance	\$ 7,029	\$ 7,029	\$ 7,029	\$ -
Legal Advertising	\$ 1,000	\$ 750	\$ 565	\$ 185
Bank Fees	\$ 2,000	\$ 1,500	\$ 1,905	\$ (405)
Office Supplies	\$ 150	\$ 113	\$ 3	\$ 109
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative:	\$ 151,832	\$ 120,325	\$ 114,097	\$ 6,228

Grand Oaks

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
<u>Operation and Maintenance</u>				
Field Expenses				
Field Management	\$ 46,943	\$ 35,207	\$ 35,207	\$ (0)
Electricity	\$ 110,000	\$ 82,500	\$ 28,478	\$ 54,022
Utility	\$ 12,000	\$ 9,000	\$ -	\$ 9,000
Landscape Maintenance	\$ 229,008	\$ 171,756	\$ 166,756	\$ 5,000
Irrigation Repairs	\$ 15,000	\$ 11,250	\$ 3,847	\$ 7,403
Landscape Replacement	\$ 18,000	\$ 13,500	\$ 742	\$ 12,758
Landscape - Mulch	\$ 40,000	\$ 30,000	\$ -	\$ 30,000
Landscape - Annuals	\$ 14,265	\$ 10,699	\$ -	\$ 10,699
Lake Maintenance	\$ 29,700	\$ 22,275	\$ 22,275	\$ -
Wetland Mitigation	\$ -	\$ -	\$ 10,500	\$ (10,500)
General Repairs & Maintenance	\$ 25,000	\$ 18,750	\$ 47,735	\$ (28,985)
Sidewalk & Pavement Repairs	\$ 5,000	\$ 3,750	\$ -	\$ 3,750
Capital Reserve	\$ 100,000	\$ 75,000	\$ -	\$ 75,000
Subtotal	\$ 644,916	\$ 483,687	\$ 315,541	\$ 168,146
Amenity Expenses				
Facility Management	\$ 85,000	\$ 63,750	\$ 63,750	\$ 0
Facility Attendants	\$ 15,000	\$ 11,250	\$ -	\$ 11,250
Security	\$ 15,000	\$ 11,250	\$ 375	\$ 10,875
Cable/Internet	\$ 5,000	\$ 3,750	\$ -	\$ 3,750
Property Insurance	\$ 79,646	\$ 79,646	\$ 54,784	\$ 24,862
Utility-Water	\$ 10,000	\$ 7,500	\$ 5,341	\$ 2,159
Gas	\$ 2,000	\$ 1,500	\$ 720	\$ 780
Pool Maintenance	\$ 21,600	\$ 16,200	\$ 16,200	\$ -
Pool Chemicals	\$ 15,000	\$ 11,250	\$ 8,928	\$ 2,322
Pool Permits	\$ 355	\$ 266	\$ 701	\$ (434)
Refuse	\$ 5,000	\$ 3,750	\$ 3,165	\$ 585
Janitorial Services	\$ 16,200	\$ 12,150	\$ 12,731	\$ (581)
Pest Control	\$ 1,620	\$ 1,215	\$ 1,165	\$ 50
Amenity Office Supplies	\$ 600	\$ 450	\$ 240	\$ 210
Recreation Facility Maintenance	\$ 25,000	\$ 18,750	\$ 3,344	\$ 15,406
Recreation Equipment Maintenance	\$ 17,928	\$ 13,446	\$ 13,446	\$ -
Special Events	\$ 7,000	\$ 5,250	\$ 2,368	\$ 2,882
Holiday Decorations	\$ 2,000	\$ 1,500	\$ 3,050	\$ (1,550)
Miscellaneous Maintenance	\$ 123,731	\$ 92,798	\$ 99,311	\$ (6,513)
Subtotal	\$ 447,680	\$ 355,672	\$ 289,620	\$ 66,052
Total O&M Expenses:	\$ 1,092,596	\$ 839,359	\$ 605,161	\$ 234,198
Total Expenditures	\$ 1,244,428	\$ 959,684	\$ 719,258	\$ 240,426
Excess Revenues (Expenditures)	\$ -		\$ 242,478	
Fund Balance - Beginning	\$ -		\$ (19,898)	
Fund Balance - Ending	\$ -		\$ 222,579	

Grand Oaks

Community Development District

Debt Service Fund - Series 2019

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
Revenues:				
Assessments - On Roll	\$ 537,242	\$ 537,242	\$ 524,726	\$ (12,516)
Assessments - Direct	\$ 142,678	\$ 99,936	\$ 99,936	\$ -
Assessments - Prepayment	\$ -	\$ -	\$ -	\$ -
Interest	\$ 10,000	\$ 4,167	\$ 28,609	\$ 24,442
Total Revenues	\$ 689,920	\$ 641,345	\$653,271	\$ 11,926
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	\$ 230,134	\$ 229,316	\$ 818
Special Call 11/1	\$ -	\$ -	\$ 5,000	\$ (5,000)
Total Expenditures	\$ 664,394	\$ 664,393	\$ 672,881	\$ (8,488)
Other Financing Sources:				
Transfer In/(Out)	\$ -	\$ -	\$ (18,346)	\$ (18,346)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ (18,346)	\$ (18,346)
Excess Revenues (Expenditures)	\$ 25,526		(\$37,956)	
Fund Balance - Beginning	\$ 277,837		\$ 1,190,492	
Fund Balance - Ending	\$ 303,363		\$ 1,152,535	

Grand Oaks

Community Development District

Debt Service Fund - Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
Revenues:				
Assessments - On Roll	\$ 328,531	\$ 328,531	\$ 316,714	\$ (11,817)
Assessments - Direct	\$ 604,659	\$ 258,188	\$ 258,188	\$ -
Assessments - Prepayment	\$ -	\$ -	\$ 31,663	\$ 31,663
Interest	\$ 10,000	\$ 4,167	\$ 21,010	\$ 16,843
Total Revenues	\$ 943,190	\$ 590,886	\$627,575	\$ 36,689
Expenditures:				
Interest Expense 11/1	\$ 319,663	\$ 319,663	\$ 319,663	\$ -
Principal Expense 5/1	\$ 295,000	\$ 295,000	\$ 295,000	\$ -
Interest Expense 5/1	\$ 319,663	\$ 319,663	\$ 319,663	\$ -
Total Expenditures	\$ 934,327	\$ 934,325	\$ 934,325	\$ -
Other Financing Sources:				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ 8,863		(\$306,750)	
Fund Balance - Beginning	\$ 277,837	\$ -	\$ 898,786	
Fund Balance - Ending	\$ 286,700	\$ -	\$ 592,036	

Grand Oaks

Community Development District

Debt Service Fund - Series 2021

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending June 30, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 06/30/26	Thru 06/30/26	Variance
Revenues:				
Assessments - On Roll	\$ -	\$ -	\$ -	\$ -
Assessments - Direct	\$ 300,025	\$ 120,010	\$ -	\$ (120,010)
Interest	\$ 5,000	\$ 2,083	\$ 3,995	\$ 1,912
Total Revenues	\$ 305,025	\$ 122,094	\$ 3,995	\$ (118,099)
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	\$ 89,488	\$ -	\$ 89,488
Total Expenditures	\$ 295,486	\$ 295,485	\$ 205,997	\$ 89,488
Other Financing Sources:				
Transfer In/(Out)	\$ -	\$ -	\$ (3,971)	\$ (3,971)
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ (3,971)	\$ (3,971)
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 June 30, 2026

	Series	Series	Series
	2019	2020	2021
<u>Revenues:</u>			
Interest Income	\$ 1,060	\$ 627	\$ 373
Total Revenues	\$ 1,060	\$ 627	\$ 373
<u>Expenditures:</u>			
Capital Outlay - Construction	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -
<u>Other Financing Sources:</u>			
Transfer In/(Out)	\$ 18,346	\$ -	\$ 3,971
Total Other Financing Sources (Uses)	\$ 18,346	\$ -	\$ 3,971
Excess Revenues (Expenditures)	\$ 19,406	\$ 627	\$ 4,345
Fund Balance - Beginning	\$ 30,351	\$ 23,288	\$ 11,638
Fund Balance - Ending	\$ 49,757	\$ 23,915	\$ 15,983

Grand Oaks
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Assessments-On Roll	\$ 15,616	\$ 48,968	\$ 93,387	\$ 390,867	\$ 31,730	\$ 2,159	\$ 11,388	\$ -	\$ 1,498	\$ -	\$ -	\$ -	\$ 595,612
Assessments-Direct	\$ 242,451	\$ -	\$ -	\$ 90,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 332,543
Interest Income	\$ 249	\$ 198	\$ 348	\$ 1,018	\$ 795	\$ 1,156	\$ 1,038	\$ 1,087	\$ 947	\$ -	\$ -	\$ -	\$ 6,838
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	\$ 1,225	\$ 695	\$ -	\$ 9,945	\$ 225	\$ 350	\$ 500	\$ 175	\$ 400	\$ -	\$ -	\$ -	\$ 13,515
Miscellaneous Income - NST Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,227
Total Revenues	\$ 259,541	\$ 49,861	\$ 93,735	\$ 491,923	\$ 32,750	\$ 3,665	\$ 26,153	\$ 1,262	\$ 2,845	\$ -	\$ -	\$ -	\$ 961,736

Expenditures:

General & Administrative:

Supervisor Fees	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	\$ -	\$ 3,600
Arbitrage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering	\$ 2,370	\$ 2,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,470
Dissemination Agent	\$ 363	\$ 263	\$ 263	\$ 263	\$ 263	\$ 263	\$ 363	\$ 263	\$ 263	\$ -	\$ -	\$ -	\$ 2,563
Attorney	\$ 5,828	\$ 2,451	\$ 2,967	\$ 2,650	\$ 2,521	\$ 1,424	\$ 2,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,365
Assessment Roll Administration	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Trustee Fees	\$ 10,227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,852	\$ -	\$ -	\$ -	\$ -	\$ 12,079
Management Fees	\$ 4,873	\$ 4,873	\$ 4,873	\$ 4,873	\$ 4,873	\$ 4,873	\$ 4,873	\$ 4,873	\$ 4,873	\$ -	\$ -	\$ -	\$ 43,859
Information Technology	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ -	\$ -	\$ -	\$ 1,418
Website Administration	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ -	\$ -	\$ -	\$ 945
Postage & Delivery	\$ 4	\$ 144	\$ 10	\$ 3	\$ 13	\$ 10	\$ 4	\$ 12	\$ 9	\$ -	\$ -	\$ -	\$ 208
Printing & Binding	\$ 44	\$ 60	\$ 41	\$ 55	\$ 47	\$ 30	\$ 29	\$ 36	\$ 73	\$ -	\$ -	\$ -	\$ 415
Insurance	\$ 7,029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,029
Legal Advertising	\$ -	\$ 70	\$ 70	\$ 70	\$ 70	\$ 141	\$ (137)	\$ 136	\$ 144	\$ -	\$ -	\$ -	\$ 565
Bank Fees	\$ 118	\$ 178	\$ 245	\$ 250	\$ 280	\$ 252	\$ 159	\$ 193	\$ 231	\$ -	\$ -	\$ -	\$ 1,905
Office Supplies	\$ 0	\$ 1	\$ 0	\$ 0	\$ 1	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ 3
Dues, Licenses & Subscriptions	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative:	\$ 39,017	\$ 10,976	\$ 9,131	\$ 8,825	\$ 8,730	\$ 7,656	\$ 11,479	\$ 12,028	\$ 6,255	\$ -	\$ -	\$ -	\$ 114,097

Operation and Maintenance

Field Expenses

Field Management	\$ 3,912	\$ 3,912	\$ 3,912	\$ 3,912	\$ 3,912	\$ 3,912	\$ 3,912	\$ 3,912	\$ 3,912	\$ 3,912	\$ -	\$ -	\$ 35,207
Electricity	\$ 3,147	\$ 2,759	\$ 2,676	\$ 3,328	\$ 3,228	\$ 3,320	\$ 3,188	\$ 3,347	\$ 3,486	\$ -	\$ -	\$ -	\$ 28,478
Utility - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance	\$ 19,084	\$ 19,084	\$ 19,084	\$ 19,084	\$ 19,084	\$ 14,084	\$ 19,084	\$ 19,084	\$ 19,084	\$ -	\$ -	\$ -	\$ 166,756
Irrigation Repairs	\$ 1,350	\$ -	\$ -	\$ 700	\$ 1,149	\$ -	\$ 152	\$ 497	\$ -	\$ -	\$ -	\$ -	\$ 3,847
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 742
Landscape - Mulch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape - Annuals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lake Maintenance	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ 2,475	\$ -	\$ -	\$ -	\$ 22,275
Wetland Mitigation	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500
General Repairs & Maintenance	\$ 14,386	\$ 5,771	\$ 5,435	\$ 9,015	\$ 5,838	\$ 735	\$ 4,100	\$ 566	\$ 1,889	\$ -	\$ -	\$ -	\$ 47,735
Sidewalk & Pavement Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 44,354	\$ 30,089	\$ 29,670	\$ 34,602	\$ 42,273	\$ 20,614	\$ 29,741	\$ 25,969	\$ 26,934	\$ -	\$ -	\$ -	\$ 315,541

Grand Oaks
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Amenity Expenses													
Facility Management	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ 7,083	\$ -	\$ -	\$ -	\$ 63,750
Facility Attendants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ 300	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375
Cable/Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Insurance	\$ 54,784	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,784
Utility	\$ 562	\$ 805	\$ 687	\$ 473	\$ 529	\$ 516	\$ 543	\$ 637	\$ 589	\$ -	\$ -	\$ -	\$ 5,341
Gas	\$ 73	\$ -	\$ 155	\$ 94	\$ 11	\$ 189	\$ 105	\$ 93	\$ -	\$ -	\$ -	\$ -	\$ 720
Pool Maintenance	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	\$ -	\$ -	\$ 16,200
Pool Chemicals	\$ 1,728	\$ 1,792	\$ 1,416	\$ 124	\$ -	\$ 483	\$ 444	\$ 683	\$ 2,258	\$ -	\$ -	\$ -	\$ 8,928
Pool Permits	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	\$ 701
Refuse	\$ 539	\$ 223	\$ 226	\$ 224	\$ 222	\$ 225	\$ 238	\$ 632	\$ 637	\$ -	\$ -	\$ -	\$ 3,165
Janitorial Services	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,641	\$ 1,641	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ -	\$ -	\$ -	\$ 12,731
Pest Control	\$ 135	\$ 135	\$ 135	\$ -	\$ -	\$ -	\$ -	\$ 760	\$ -	\$ -	\$ -	\$ -	\$ 1,165
Amenity Office Supplies	\$ -	\$ -	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240
Recreation Facility Maintenance	\$ -	\$ 1,720	\$ -	\$ -	\$ 1,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,344
Recreation Equipment Maintenance	\$ 1,494	\$ 1,494	\$ 1,494	\$ 1,494	\$ 1,494	\$ 1,494	\$ 1,494	\$ 1,494	\$ 1,494	\$ -	\$ -	\$ -	\$ 13,446
Special Events	\$ 395	\$ 1,373	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 2,368
Holiday Decorations	\$ 1,613	\$ -	\$ 1,438	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,050
Miscellaneous Maintenance	\$ -	\$ -	\$ -	\$ 26,369	\$ 16,933	\$ 24,252	\$ 5,853	\$ 22,111	\$ 3,793	\$ -	\$ -	\$ -	\$ 99,311
Subtotal	\$ 72,206	\$ 17,775	\$ 16,099	\$ 39,301	\$ 31,337	\$ 37,393	\$ 18,910	\$ 37,244	\$ 19,354	\$ -	\$ -	\$ -	\$ 289,620
Total O&M Expenses:	\$ 116,559	\$ 47,864	\$ 45,769	\$ 73,904	\$ 73,610	\$ 58,007	\$ 48,651	\$ 63,213	\$ 46,288	\$ -	\$ -	\$ -	\$ 605,161
Total Expenditures	\$ 155,577	\$ 58,841	\$ 54,901	\$ 82,729	\$ 82,340	\$ 65,663	\$ 60,130	\$ 75,240	\$ 52,543	\$ -	\$ -	\$ -	\$ 719,258
Excess Revenues (Expenditures)	\$ 103,965	\$ (8,979)	\$ 38,834	\$ 409,193	\$ (49,590)	\$ (61,998)	\$ (33,977)	\$ (73,978)	\$ (49,698)	\$ -	\$ -	\$ -	\$ 242,478

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	\$669,813
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)
Special Call - 5/1/26	(\$5,000)
Current Bonds Outstanding	\$9,475,000

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	\$546,137
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)
Principal Payment - 5/1/26	(\$295,000)
Current Bonds Outstanding	\$14,335,000

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

						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
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
6/23/26	ACH	\$ 3,675.81	\$ -	\$ -	\$ 3,675.81	\$ 1,497.92	\$ 1,358.14	\$ 819.75	\$ -	\$ 3,675.81
TOTAL \$ 1,437,051.99						\$ 595,612.35	\$ 524,725.74	\$ 316,713.87	\$ -	\$ 1,437,051.96

100% 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
4/29/26	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 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
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 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	\$ -	\$ -

B.

Grand Oaks Community Development District

Summary of Check Register

June 01, 2026 through June 30, 2026

Fund	Date	Check No.'s	Amount
General Fund			
	6/3/26	2236-2240	\$ 23,724.00
	6/10/26	2241-2249	\$ 24,999.45
	6/17/26	2250-2252	\$ 8,088.56
	6/24/26	2253-2257	\$ 2,141.18
Total Amount			\$ 58,953.19

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
6/22/26	00053	11/30/25 JAC-0380 NOV PET STATIONS	202511 320-53800-60000	DOODYCALLS OF JACKSONVILLE FL	V	52.00-	52.00-002141
6/03/26	00050	6/02/26 060226 INSTALL BREAKER-A/C UNIT	202606 330-53800-60000	ALFRED W GROVER	*	365.00	365.00 002236
6/03/26	00004	5/25/26 6209 JUN26 POOL SERVICES	202606 330-53800-45505	C BUSS ENTERPRISES, INC	*	1,800.00	1,800.00 002237
6/03/26	00053	5/31/26 JAC-0451 MAY PET STATIONS	202605 330-53800-60000	DOODYCALLS OF JACKSONVILLE FL	*	52.00	52.00 002238
6/03/26	00003	6/01/26 377241B JUN26 LAKE MAINTENANCE	202606 320-53800-46300	THE LAKE DOCTORS INC	*	2,475.00	2,475.00 002239
6/03/26	00018	6/01/26 811660 JUN LANDSCAPE MAINTENANCE	202606 320-53800-46000	THE GREENERY INC.	*	19,084.00	19,084.00 002240
6/10/26	00004	5/19/26 6420 POOL REPAIRS - "POP-UP"	202605 330-53800-60000	C BUSS ENTERPRISES, INC	*	650.00	650.00 002241
6/10/26	00057	6/01/26 0F616909 YRLY INSP EXTINGUISHERS	202606 320-53800-60000	CINTAS FIRE 636525	*	1,471.32	1,471.32 002242
6/10/26	00030	6/10/26 06102026 BOS MEETING 06.10.26	202606 310-51300-11000	LINDA M CRUZ	*	200.00	200.00 002243
6/10/26	00021	6/01/26 56 JUN MANAGEMENT FEES	202606 310-51300-34000		*	4,873.17	
		6/01/26 56 JUN WEBSITE ADMIN	202606 310-51300-35200		*	105.00	
		6/01/26 56 JUN INFORMATION TECH	202606 310-51300-35100		*	157.50	
		6/01/26 56 JUN DISSEMINATION SVCS	202606 310-51300-31300		*	262.50	
		6/01/26 56 OFFICE SUPPLIES	202606 310-51300-51000		*	.36	

GOCD GRAND OAKS CDD SRICE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
		6/01/26 56	202606 310-51300-42000		*	8.88	
		POSTAGE					
		6/01/26 56	202606 310-51300-42500		*	72.75	
		COPIES					
		6/01/26 56	202606 310-51300-49000		*	72.11	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			5,552.27 002244
6/10/26 00021		6/01/26 57	202606 320-53800-12000		*	3,911.92	
		JUN FIELD OPS/ADMIN					
		6/01/26 57	202606 330-53800-12000		*	7,083.33	
		JUN FACILITY MANAGEMENT					
				GOVERNMENTAL MANAGEMENT SERVICES			10,995.25 002245
6/10/26 00025		6/01/26 41450	202606 330-53800-48300		*	1,350.00	
		JUN CLEANING 3X PER WEEK					
				NORTHEAST QUALITY SERVICES LLC			1,350.00 002246
6/10/26 00089		6/10/26 06102026	202606 310-51300-11000		*	200.00	
		BOS MEETING 06.10.26					
				JAY R TROWBRIDGE			200.00 002247
6/10/26 00038		5/22/26 8197495	202605 310-51300-32300		*	1,851.95	
		FY26 SE2019A TRUSTEE FEES					
		5/22/26 8197495	202605 300-15500-10000		*	2,592.74	
		FY27 SE2019A TRUSTEE FEES					
				US BANK			4,444.69 002248
6/10/26 00095		5/31/26 7734119	202605 310-51300-48000		*	70.00	
		NOTICE OF MEETING-5/13/26					
		5/31/26 7734119	202605 310-51300-48000		*	65.92	
		NTC-QUALIFYING PD-BOS					
				USA TODAY MEDIA CORP			135.92 002249
6/17/26 00105		4/30/26 64591	202604 330-53800-60000		*	2,722.06	
		FOUNTAIN LIGHTS-RPLMTS					
				FUTURE HORIZONS INC			2,722.06 002250
6/17/26 00022		6/11/26 3760854	202603 310-51300-31500		*	1,423.50	
		MAR GENERAL COUNSEL					
		6/11/26 3760854	202604 310-51300-31500		*	2,525.50	
		APR GENERAL COUNSEL					
				KUTAK ROCK LLP			3,949.00 002251
6/17/26 00018		6/11/26 813384	202606 330-53800-60000		*	1,417.50	
		(6)PALM PRUNING-POOL AREA					
				THE GREENERY INC.			1,417.50 002252
				GOCD GRAND OAKS CDD SRICE			

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/24/26	00057	5/12/26	0F616899 202605 330-53800-60000 INSPECTON QRTLTY SPRINKLER	CINTAS FIRE 636525	*	518.23	518.23	002253
6/24/26	00106	6/17/26	55451847 202606 330-53800-60000 HOSE BIBB/SLOAN VALVE RPL	DONOVAN ACQUISITION LLC	*	1,088.00	1,088.00	002254
6/24/26	00053	11/30/25	JAC-0380 202511 320-53800-60000 NOV PET STATIONS	DOODYCALLS OF JACKSONVILLE FL	*	52.00	52.00	002255
6/24/26	00053	4/30/25	JAC-0438 202604 330-53800-60000 APR PET STATIONS	DOODYCALLS OF JACKSONVILLE FL	*	65.00	65.00	002256
6/24/26	00107	6/09/26	88013049 202606 320-53800-60000 INSTAL NEW TOILET FLANGE	ROTO ROOTER OF ST AUGUSTINE	*	417.95	417.95	002257
TOTAL FOR BANK A						58,953.19		
TOTAL FOR REGISTER						58,953.19		

GOCD GRAND OAKS CDD SRICE

Alfred W. Grover
Electrical Contractor
1304 Padola Road
St Augustine, FL 32092
215-847-5339
awg7422@gmail.com
FL License: EC 13010167

DATE: 6/2/2026
INVOICE # 060226
TERMS: Due upon receipt

Bill To:
Grand Oaks CDD
1055 Tunrull Creek Road
Saint Augustine, FL 32095
jjohnson@rmsnf.com
904-759-8890



Job Location: Grand Oaks Amenity

DESCRIPTION OF WORK	AMOUNT
1) Installed 2, 20 amp, 240 volt bolt-on circuit breaker for AC equipment at Amenity pool house.	
Work order by J. Johnson	
Approved Miscellaneous Maintenance 001.330.53800.60000 Rich Gray	
RECEIVED <i>By Tara Lee at 7:57 am, Jun 03, 2026</i>	
Material:	125.00
Labor: 3 hrs @ \$80 per hr	240.00
TOTAL	\$ 365.00

Please make check payable to: Alfred W. Grover

THANK YOU FOR YOUR BUSINESS!

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

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

Invoice details
Invoice no.: 6209
Terms: Net 30
Invoice date: 05/25/2026
Due date: 06/24/2026

#	Product or service	Description	Qty	Rate	Amount
1.	POOL SERVICE	MONTHLY POOL SERVICE: JUNE	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

Approved
Pool Maintenance
001.330.53800.45505
Rich Gray

View and pay

RECEIVED
By Tara Lee at 11:09 am, May 28, 2026

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

INVOICE# JAC-0451648

05/31/2026

Please remit payment to: DoodyCalls 3948 3rd St S #442, Jacksonville Beach FL, 32250	
Invoice Balance	\$ 52.00
Total Due Includes All Unpaid Invoices	\$ 169.00

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 #	Invoice Date
					JAC-0451648	May 31, 2026
Description	Date	Qty	U/M	Rate	Discount	Amount
SO-01007 Service : Pet waste station service	May 7, 2026	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	May 14, 2026	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	May 21, 2026	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	May 28, 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 3:25 pm, Jun 01, 2026

MAKE CHECK PAYABLE TO:



The Lake Doctors, Inc.
 Aquatic Management Services
 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 Svcs, LLC
 475 W Town Pl
 Suite 114
 St. Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
729170	6/1/2026	\$2,475.00

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

00000000172171001000000037724100000024750051

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 6/11/2026

Invoice 377241B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
6/1/2026	Water Management - Zone 1		\$2475.00	\$0.00	\$2475.00

Please remit payment for this month's invoice.

RECEIVED

By Tara Lee at 9:27 am, Jun 01, 2026

Approved
 Lake Maintenance
 001.320.53800.46300
 Rich Gray

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



PO Box 6569
Hilton Head Island, SC 29938

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

Invoice 811660	
Date	PO/Contract#
06/01/26	
Account Manager	Terms
ALLEN FLANNERY	Net 30
Total Amount	\$19,084.00
Property Address	
Grand Oaks CDD 4185 FL-16 St. Augustine, FL 32092	

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

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

Approved
Landscape Maintenance
001.320.53800.46000
Rich Gray

RECEIVED

By Tara Lee at 2:12 pm, Jun 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
\$19,450.03	\$0.00	\$0.00	\$0.00	\$0.00

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

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

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

Invoice details

Invoice no.: 6420
Terms: Net 30
Invoice date: 05/19/2026
Due date: 06/18/2026

Approved
Miscellaneous Maintenance
001.330.53800.60000
Rich Gray

#	Product or service	Description	Qty	Rate	Amount
1.	POOL REPAIR	DIVE AND PATCH UNDERWATER "POP-UP" ON POOL FLOOR NEAR RADIUS SIDE OF POOL PLEASE NOTE DUE TO THE NATURE OF THIS REPAIR THERE IS NO-WARRANTY	1	\$650.00	\$650.00

Total \$650.00

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

RECEIVED

By Tara Lee at 7:43 am, Jun 05, 2026

View and pay



Location : CINTAS FIRE PROTECTION

*** INVOICE

CUSTOMER COPY ***

Invoice # : 0F61690950 Inv Date : 6/01/2026
Customer : 35651 Loc : F61
Type : CHD-8 Route : 15
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 12003056

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 (06/05/2026)
Repairs & Maintenance
001:320:53800:6000
Robin West / Amenity Manager
Grand Oaks

Item	Qty	Description	Unit Price	Net Amount	Tx
IN	4	INSPECTION, EXTINGUISHER ANNUAL	15.37	61.48	Y
EESEAL	4	FLAG SEAL/TAMPER INDICATOR	6.25	25.00	Y
INEL	32	INSPECTION EMERGENCY LIGHTING COMPREHENSIVE INSP	36.12	1,155.84	Y
SC	1	Service Charge	175.00	175.00	Y
			SUB-TOTAL :	1,417.32	
			TAX :	.00	
			TOTAL :	1,417.32	

CINTAS FIRE PROTECTION

#98454000012007

#98452300012007

#502087000199

EF20000872

TO MAKE A PAYMENT:
570.891.0421 OPTION 1

RECEIVED

By Tara Lee at 11:13 am, Jun 05, 2026



*** INVOICE CUSTOMER COPY ***

Location : CINTAS FIRE PROTECTION

Invoice # : 0F61690958 Inv Date : 6/01/2026
Customer : 35651 Loc : F61
Type : CHG-S Route : 15
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 12083856

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
CUSTOMER SERVICE OR BILLING ISSUES:				
904.562.7000				
QUESTIONS OR FURTHER ASSISTANCE:				
GabrielleMiller@cintas.com				



Customer: GRAND OAKS 35651

Collected: \$0.0

PO#:

Signer: ROBIN WEST

Invoice: 690950

Authorizer: ROBIN WEST

A large, stylized handwritten signature in black ink. The signature appears to be "RW" with a long, sweeping horizontal stroke extending from the top left, and a vertical stroke on the right side.



FIRE PROTECTION SERVICES GENERAL TERMS AND CONDITIONS

As a recipient of Cintas' goods and/or services you accept and agree to Cintas' standard terms and conditions, available at Cintas.com/firecontract, an excerpt of which is set forth below:

15. **DISCLAIMER OF WARRANTIES AND REPRESENTATIONS.** Because of the great number and variety of applications for which Cintas's goods and services are purchased, Cintas does not design goods or services, does not recommend specific applications of goods or services, or and does not assume any responsibility for use, results obtained, or suitability for specific applications of goods or services. Customer acknowledges and agrees that Cintas has not made any representations or warranties to customer regarding any System at the Premises, its fitness for any purpose, its suitability or effectiveness as designed, installed, and/or utilized, or that it will operate as designed, intended, or expected. Customer further acknowledges and agrees that it has the sole responsibility for determining the appropriateness of Cintas's goods and services for Customer's specific application(s) before ordering and to test and evaluate thoroughly all goods before use. Cintas warrants that title to all goods it sells to Customer shall be good and marketable. **CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS MAKES NO OTHER GUARANTEES, REPRESENTATIONS, OR OTHER WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, IN CONNECTION WITH THE SALE OF THE GOODS AND/OR SERVICES PURSUANT TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY IMPLIED WARRANTY OF MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OTHER THAN AS SPECIFICALLY ENUMERATED ELSEWHERE IN THIS AGREEMENT. NO MODIFICATION, WAIVER, OR AMENDMENT OF THIS DISCLAIMER SHALL BE DEEMED EFFECTIVE UNLESS MADE IN A WRITING DRAFTED BY CINTAS FOR THIS EXPRESS PURPOSE THAT IS (I) SIGNED BY CINTAS, (II) EXPLICITLY USES THE TERM "WARRANTY" IN ITS TITLE, (III) SPECIFICALLY REFERENCES THIS AGREEMENT; AND (IV) EXPLICITLY AND UNAMBIGUOUSLY DESCRIBES WHAT ADDITIONAL WARRANTY(IES) ARE BEING OFFERED TO CUSTOMER PURSUANT TO THIS AGREEMENT. CUSTOMER FURTHER AGREES THAT THIS EXPLICITLY EXCLUDES ANY OF CINTAS'S SALES MATERIALS, CIRCULARS, WEBSITES, OR OTHER ADVERTISING MATERIALS OF ANY TYPE FROM CREATING ANY WARRANTIES UNDER THIS AGREEMENT, AND CUSTOMER REPRESENTS AND WARRANTS THAT IT IS NOT RELYING UPON ANY SUCH MATERIALS FOR THIS PURPOSE.**

16. **CINTAS NOT AN INSURER: CUSTOMER'S OBLIGATION TO OBTAIN INSURANCE AS SOLE RECOVERY FOR ANY LOSS AND WARRANTY OF SAME.** Customer acknowledges and agrees that neither Cintas nor its Subcontractors or assignees are Insurers and that no Insurance coverage is provided by this Agreement. **CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS ASSUMES NO RESPONSIBILITY FOR, NOR SHALL IT HAVE ANY LIABILITY FOR, CLAIMS MADE AGAINST IT CLAIMING THAT IT IS AN INSURER OF CUSTOMER'S SYSTEMS OR ANY OTHER PROPERTY FOR ANY PURPOSE, INCLUDING, BUT NOT LIMITED TO, THE FAILURE OF SUCH SYSTEMS TO OPERATE EFFECTIVELY OR AS DESIGNED.** Customer acknowledges that during the term of the Agreement, it is the specific intent of the parties that the Customer will obtain and maintain Insurance coverage with minimum coverage of two million dollars (U.S) per Incident, at the Customer's expense, that will cover any and all losses, damages, and expense arising out of or from, in connection with, related to, as a consequence of, or resulting from this Agreement in any way, including, but not limited to, public liability, bodily injury, sickness or death, losses for property damage, fire, water damage, and loss of property, and Customer agrees to and warrants that it will obtain and maintain such Insurance coverage at all times at no cost to Cintas. Customer shall name Cintas as an additional Insured by endorsement on any such policy(ies). This endorsement shall be without limitation or restriction of any type, and Cintas shall be exempt from, and in no way liable for, any sums of money related to this policy(ies) and associated coverage of any type, including, but not limited to, premium payments, deductible, co-payments, or self-insured retention, all of which are the sole responsibility of Customer. Customer agrees that recovery for all such injuries, losses, and damages shall be limited to this Insurance coverage only and that it will look exclusively to its Insurer(s) to recover for any such injuries, losses, and damages. **CUSTOMER AGREES TO SHIFT THE RISK OF LOSS TO ITS INSURERS, WHICH HAVE EXPRESSLY CONTRACTED TO ACCEPT THE RISK OF LOSS TO CUSTOMER'S PROPERTY. CUSTOMER RELEASES AND AGREES TO INDEMNIFY AND HOLD HARMLESS CINTAS FROM AND AGAINST ALL COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES), AND LIABILITY ARISING FROM CLAIMS REQUIRED TO BE COVERED BY INSURANCE PURSUANT TO THIS SECTION, INCLUDING ANY CLAIMS FOR DAMAGES ATTRIBUTABLE TO PUBLIC LIABILITY, BODILY INJURY, SICKNESS, OR DEATH, OR THE DESTRUCTION OF ANY REAL OR PERSONAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, THOSE THAT ARE ATTRIBUTABLE TO CINTAS'S PARTIAL OR SOLE NEGLIGENCE. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, EQUITABLE, CONTRACTUAL, LEGAL, AND CONVENTIONAL SUBROGATION, AND WARRANTS THAT THIS RELEASE AND WAIVER SHALL BE**

BINDING ON ANY AND ALL SUBROGEEES OR ASSIGNEES OF CUSTOMER'S RIGHTS. CINTAS SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS OF CUSTOMER, ANY LOSSES, OR ANY DAMAGES THAT IS REQUIRED TO BE INSURED UNDER THIS AGREEMENT, IS INSURED, OR IS INSURABLE. CUSTOMER AGREES TO INDEMNIFY CINTAS AGAINST ANY AND ALL SUCH CLAIMS, INCLUDING CLAIMS OF THIRD PARTIES, THAT MAY ARISE THAT ARE RELATED TO THE AGREEMENT OR THE PROVISION OF THE SERVICES IN ANY WAY THAT MAY ARISE DUE TO CUSTOMER'S BREACH OF THESE OBLIGATIONS. CUSTOMER AGREES TO AND WARRANTS THAT IT WILL NOTIFY ITS INSURER(S) OF THIS RELEASE AND WAIVER.

17. **RELEASE AND INDEMNIFICATION OF CINTAS BY CUSTOMER.** **CUSTOMER RELEASES AND AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS CINTAS AND ANY/ALL OF ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES OF ANY TYPE FROM LIABILITY FOR ANY AND ALL LOSS, DAMAGE, OR EXPENSE OF ANY KIND OR TYPE, UNDER ANY LEGAL, EQUITABLE OR OTHER THEORY THAT MAY OCCUR PRIOR TO, CONTEMPORANEOUSLY WITH, OR AFTER THE EXECUTION OF THIS AGREEMENT RELATED IN ANY WAY TO THE SUBJECT MATTER OF THIS AGREEMENT OR PERFORMANCE UNDER THE AGREEMENT, INCLUDING (BUT NOT LIMITED TO) THE IMPROPER OPERATION OR NON-OPERATION OF THE FIRE SUPPRESSION, ALARM, OR OTHER SYSTEM(S). THIS OBLIGATION INCLUDES (BUT IS NOT LIMITED TO) ANY CLAIM, DEMAND, SUIT, LIABILITY, DAMAGE, JUDGMENT, LOSS, EXPENSES, ATTORNEY'S FEES, AND COSTS, THAT MAY BE ASSERTED AGAINST OR INCURRED BY CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES BY CUSTOMER OR ANY PERSON OR ENTITY NOT A PARTY TO THIS AGREEMENT (INCLUDING, BUT NOT LIMITED TO, CUSTOMER'S INSURANCE COMPANY, ADMINISTRATIVE BODY OR AUTHORITY, OR CUSTOMER'S EMPLOYEES) FOR ANY EXPENSE, LOSS, OR DAMAGE CAUSED BY OR CONTRIBUTED TO IN ANYWAY, OR ALLEGED TO BE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, BY ANY ACT, OMISSION, OR FAULT OF CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES. THIS OBLIGATION EXTENDS TO WITHOUT LIMITATION, STATUTORY CIVIL DAMAGES, ECONOMIC DAMAGES, PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE (REAL AND PERSONAL) ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY CLAIMS BASED UPON BREACH OF THE AGREEMENT, STRICT LIABILITY, REQUESTS FOR OR RIGHTS OF SUBROGATION OR CONTRIBUTION, INDEMNIFICATION, WRONGFUL DEATH, AND NEGLIGENCE (WHETHER ACTIVE OR PASSIVE, AND INCLUDING CLAIMS BASED UPON CINTAS'S SOLE, PARTIAL, OR JOINT AND SEVERAL NEGLIGENCE OF ANY TYPE OR DEGREE), AND ANY OTHER CLAIM, WHETHER BASED UPON OR ARISING UNDER CONTRACT, TORT, LAW, OR EQUITY. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE. Cintas reserves the right to select counsel to represent it in any such action.**

18. **LIMITATION OF CINTAS'S LIABILITY.** Customer acknowledges that Cintas's service fees/purchase prices are based on the value of services or goods provided and the limited liability provided under this Agreement and not on the value of the Customer's premises or its contents, or the likelihood or potential extent or severity of injury (including death) to Customer or others. Customer further acknowledges and agrees that Cintas cannot predict the potential amount, extent, or severity of any damages or injuries that Customer or others may incur due to the failure of the system or services to work as intended. **IF CINTAS OR ITS REPRESENTATIVES ARE HELD LIABLE FOR ANY REASON FOR ANY LOSS, INJURY, OR DAMAGES OF ANY KIND THAT ARISES OUT OF, RESULTS FROM, OR IS RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, LOSSES, INJURIES OR DAMAGES RESULTING FROM CINTAS'S SOLE OR PARTIAL NEGLIGENCE, WHETHER ACTIVE OR PASSIVE), CUSTOMER AGREES AND WARRANTS THAT CINTAS'S AND ITS REPRESENTATIVE'S COLLECTIVE LIABILITY TO CUSTOMER, ITS AGENTS, OFFICERS, DIRECTORS, EMPLOYEES, INVITEES, AND ANY THIRD PARTY SHALL BE LIMITED EXCLUSIVELY TO \$1,000.** If Customer wishes to increase the limitation of liability, Cintas and Customer may negotiate a supplemental written agreement to increase the limit of Cintas's liability, but no such agreed upon increase to the limit of Cintas's liability shall be interpreted to find Cintas or its subcontractors or representatives to be Insurers. **CUSTOMER AGREES THAT THE LIMITS ON THE LIABILITY OF CINTAS AND THE WAIVERS AND INDEMNITIES SET FORTH IN THIS AGREEMENT ARE A FAIR ALLOCATION OF RISKS AND LIABILITIES BETWEEN CINTAS, CUSTOMER, AND ANY OTHER AFFECTED PARTIES. CUSTOMER ACKNOWLEDGES AND AGREES THAT WERE CINTAS TO HAVE LIABILITY GREATER THAN THAT STATED ABOVE, IT WOULD NOT PROVIDE THE SERVICES.** Neither party shall be liable to the other or any other person for any incidental, punitive, speculative, or consequential damages of any type, including, but not limited to, loss of profits or business opportunity.

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

Invoice #: 56
Invoice Date: 6/1/26
Due Date: 6/1/26
Case:
P.O. Number:

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

Total	\$5,552.27
Payments/Credits	\$0.00
Balance Due	\$5,552.27

By Tara Lee at 2:32 pm, Jun 09, 2026

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

Invoice #: 57
Invoice Date: 6/1/26
Due Date: 6/1/26
Case:
P.O. Number:

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

Alison Morning
6-9-26

Balance Due \$10,995.25

By Tara Lee at 7:48 am, Jun 10, 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

Approved (06/05/2026)
 Janitorial Services
 001:330:53800:48300
 Robin West/ Amenlty Manager
 Grand Oaks

Invoice

Date	Invoice #
6/1/2026	41450

Bill To:

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

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

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

P.O. No.	Terms	Due Date	Project
	Net 30	7/1/2026	

Description	Qty	Rate	Amount
June (6/1/2026 - 6/30/2026) Monthly Service - Cleaning 3x per week (Mon./Wed/Fri.)	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

RECEIVED

By Tara Lee at 10:56 am, Jun 05, 2026

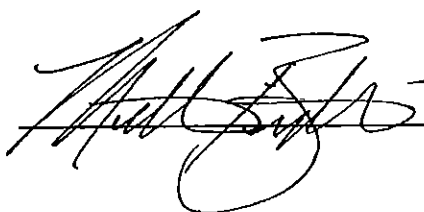
ATTENDANCE SHEET

District: Grand Oaks

Meeting Date: 06.10.26

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

District Manager:



6.10.2026

PLEASE RETURN COMPLETED FORM TO ALISON MOSSING

RECEIVED

By Tara Lee at 1:54 pm, Jun 10, 2026



Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number:
Account Number:
Invoice Date:
Direct Inquiries To:
Phone:

8197495
[REDACTED]
05/22/2026
Schuhle, Scott A
(954)-938-2476

Grand Oaks CDD
c/o GMS - North Florida, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092
United States

GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT REVENUE BONDS,
SERIES 2019A 2019A REVENUE ACCOUNT

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

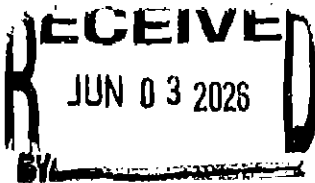
TOTAL AMOUNT DUE

\$4,444.69

All invoices are due upon receipt.

RECEIVED

By Tara Lee at 11:52 am, Jun 03, 2026

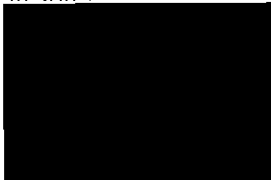


Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS, SERIES
2019A 2019A REVENUE ACCOUNT

Invoice Number:	8197495
Account Number:	[REDACTED]
Current Due:	\$4,444.69
Direct Inquiries To:	Schuhle, Scott A
Phone:	(954)-938-2476

Wire Instructions:



Please mail payments to:

U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Corporate Trust Services
EP-MN-WN3L
80 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 8197495
Invoice Date: 05/22/2026
Account Number: [REDACTED]
Direct Inquiries To: Schuhle, Scott A
Phone: (954)-938-2476

3/3

GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT REVENUE BONDS, SERIES
2019A 2019A REVENUE ACCOUNT

Accounts Included [REDACTED]
In This Relationship:

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	4,125.00	100.00%	\$4,125.00
Subtotal Administration Fees - In Advance 05/01/2026 - 04/30/2027				\$4,125.00
Incidental Expenses 05/01/2026 to 04/30/2027	4,125.00	0.0775		\$319.69
Subtotal Incidental Expenses				\$319.69
TOTAL AMOUNT DUE				\$4,444.69



USA TODAY CO.

*LocaliQ

ACCOUNT NAME		ACCOUNT #	INV DATE
Grand Oaks CDD		803757	05/31/26
INVOICE #	INVOICE PERIOD	CURRENT INVOICE TOTAL	
0007734119	May 1- May 31, 2026	\$135.92	
PREPAY (Memo Info)	UNAPPLIED (included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$135.92	

BILLING ACCOUNT NAME AND ADDRESS	PAYMENT DUE DATE: JUNE 30, 2026
Grand Oaks CDD Alison Mossing Suite 114 475 W Town PL St Augustine, FL 32092-3648	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.
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
5/1/26	Balance Forward	\$0.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
5/5/26	12272767	SAG St Augustine Record	Grand Oaks May Mtg	Grand Oaks May Mtg	\$70.00
5/14/26	12325175	SAG St Augustine Record	Qualifying Period 2026 GE		\$65.92

RECEIVED

By Tara Lee at 12:17 pm, Jun 03, 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	\$135.92
Service Fee 3.99%	\$5.42
*Cash/Check/ACH Discount	-\$5.42
*Payment Amount by Cash/Check/ACH	\$135.92
Payment Amount by Credit Card	\$141.34

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Grand Oaks CDD		803757		0007734119		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$135.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.92
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY BY PHONE PLEASE CALL:		TOTAL CREDIT CARD AMT DUE
USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$141.34
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/		

00008037570000000000000077341190001359267175

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Alison Mossing
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 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 05/05/2026
SAG staugustine.com 05/05/2026

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 05/05/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$70.00	
Tax Amount:	\$0.00	
Payment Cost:	\$70.00	
Order No:	12272767	# of Copies:
Customer No:	803757	1
PO #:	Grand Oaks May 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, May 13, 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

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Alison Mossing
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 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 05/14/2026
SAG staugustine.com 05/14/2026

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 05/14/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$65.92

Tax Amount: \$0.00

Payment Cost: \$65.92

Order No: 12325175

Customer No: 803757

of Copies:

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 QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE GRAND OAKS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Grand Oaks Community Development District will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at 4455 Avenue A, Suite 101, St. Augustine, Florida 32095 Phone (904) 823-2238. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a "qualified elector" of the District, as defined in Section 190.003, Florida Statutes. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes. The Grand Oaks Community Development District has two (2) seats up for election, specifically seats 1 and 2. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

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

Future Horizons Environmental Corp

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

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

Approved
Miscellaneous Maintenance
001.330.53800.60000

INVOICE

Invoice Number: 64591
Invoice Date: Jun 1, 2026
Page: 1

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

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

Customer ID	Customer PO	Payment Terms	
Grand02	Per Quote	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver	4/16/26	6/30/26

Quantity	Item	Description	Unit Price	Amount
1.00	LED4RGBW18	4-Fixture RGBW18 Light Kit - App controlled Kit, 18 Watts ea. (1,272 Lumens per Fixture) and 200' of cable Serial # 6210RGBW18110	2,222.06	2,222.06
1.00	Aerator Service	Installation of a new Kasco LED color changing light kit on one of the fountains at Grand Oaks The new light kit is covered by a 3-year warranty. Due to minimal information on the existing light kit, we cannot guarantee if the lights will be as bright as the existing light kit. If they are too bright, we will be able to adjust that and the color to match.	450.00	450.00
Subtotal				2,672.06
Sales Tax				
Freight				50.00
Total Invoice Amount				2,722.06
Payment/Credit Applied				
TOTAL				2,722.06

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

RECEIVED

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 11, 2026

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

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**RECEIVED****By Tara Lee at 9:03 am, Jun 15, 2026**

Invoice No. 3760854
8523-1

Re: General Counsel

For Professional Legal Services Rendered

03/02/26	W. Haber	0.40	154.00	Receipt and revise of executed lease with NST; confer with Dudley and Biagetti regarding same; confer with counsel for NST
03/10/26	W. Haber	0.20	77.00	Prepare for Board meeting
03/11/26	K. Magee	2.60	715.00	Prepare for and attend Board of Supervisors meeting via phone
03/17/26	W. Haber	0.60	231.00	Review correspondence and confer with Oliver and Biagetti regarding conveyances related to amenity parcel
03/20/26	K. Jusevitch	0.10	15.50	Correspond with district manager regarding budget and election schedule
03/23/26	W. Haber	0.60	231.00	Prepare for and participate in call to discuss property and permits
04/01/26	W. Haber	0.20	77.00	Review agenda for April meeting
04/02/26	A. Cox	0.80	124.00	Prepare resolution approving FY 2027 proposed budget and setting hearing and resolution adopting FY 2027 budget

KUTAK ROCK LLP

Grand Oaks CDD

June 11, 2026

Client Matter No. 8523-1

Invoice No. 3760854

Page 2

04/03/26	W. Haber	0.50	192.50	Prepare agreement for demolition services; confer with Gray regarding same
04/06/26	W. Haber	0.80	308.00	Prepare for and participate in conference call to discuss outstanding litigation and conveyance of amenity facility; confer with Brown regarding follow up
04/08/26	K. Haber	0.40	114.00	Prepare response to board member regarding county ordinances addressing micromobility devices and status of micromobility bill
04/08/26	W. Haber	2.10	808.50	Prepare for and participate in Board meeting; respond to audit inquiry
04/14/26	K. Haber	1.10	313.50	Prepare agreement for irrigation equipment maintenance and services; correspond with Gray regarding same
04/14/26	W. Haber	0.20	77.00	Finalize response to audit inquiry
04/15/26	J. Daly	0.40	62.00	Coordinate response to auditor letter
04/15/26	K. Haber	0.90	256.50	Prepare agreement for mulch installation; correspond with Gray regarding same
04/29/26	W. Haber	0.30	115.50	Review correspondence regarding use of lakes and impact on conservation property; review conservation easement
04/30/26	W. Haber	0.20	77.00	Review agenda for May meeting
TOTAL HOURS		12.40		

TOTAL FOR SERVICES RENDERED	\$3,949.00
-----------------------------	------------

TOTAL CURRENT AMOUNT DUE	<u>\$3,949.00</u>
--------------------------	-------------------



PO Box 6569
Hilton Head Island, SC 29938

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

Invoice 813384	
Date	PO/Contract#
06/11/26	
Account Manager	Terms
ALLEN FLANNERY	Net 30
Total Amount	\$1,417.50
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
-------------	--------

#90714 - Pool Deck Palm Pruning

Tree Service, Palm Pruning

Approved
001.330.53800.60000
Miscellaneous Maintenance
Rich Gray

* Prune 6 palms inside the pool area located at: Pool Deck

RECEIVED

By Tara Lee at 7:53 am, Jun 17, 2026

- 1.) Remove dead and hanging fronds
- 2.) Remove seed pods and loose debris.
- 3.) Shape and clean crown of each palm.
- 4.) Lower debris safely to avoid damage to pool and surrounding area.
- 5.) all debris will be cleaned up and hauled away.

Landscape Enhancement Work - 06/08/2026

\$1,417.50

Total \$1,417.50

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.

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

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due
\$1,417.50	\$0.00	\$0.00	\$0.00	\$0.00

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



Location : CINTAS FIRE PROTECTION

*** INVOICE CUSTOMER COPY ***

Invoice # : 0F61689925 Inv Date : 5/12/2026
Customer : 35651 Loc : F61
Type : CHG-S Route : 72
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 12083857

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
INSPWQ	2	INSPECTION, QUARTERLY, SPRINKLER SYSTEM WET TYPE	176.40	352.80	N
SC	1	Service Charge	165.43	165.43	N
			SUB-TOTAL :	518.23	
			TAX :	.00	
			TOTAL :	518.23	

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:

GabrielleMiller@cintas.com

Approved
Miscellaneous Maintenance
001.330.53800.60000
Rich Gray

RECEIVED

By Tara Lee at 8:01 am, Jun 23, 2026



Location : CINTAS FIRE PROTECTION

*** INVOICE CUSTOMER COPY ***

Invoice # : 0F61689925 Inv Date : 5/12/2026
Customer : 35651 Loc : F61
Type : CHG-S Route : 72
PO Number : Acct # : 35651
WO Number : Acct Zip : 32092
Service Visit : 12083857

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
------	-----	-------------	---------------	------------------



Customer: GRAND OAKS 35651
Collected: \$0.0

PO#:
Signer: CNATS

Invoice: 689925
Authorizer: Christin Buganski

CNATS



FIRE PROTECTION SERVICES GENERAL TERMS AND CONDITIONS

As a recipient of Cintas' goods and/or services you accept and agree to Cintas' standard terms and conditions, available at Cintas.com/firecontract, an excerpt of which is set forth below:

15. **DISCLAIMER OF WARRANTIES AND REPRESENTATIONS.** Because of the great number and variety of applications for which Cintas's goods and services are purchased, Cintas does not design goods or services, does not recommend specific applications of goods or services, or and does not assume any responsibility for use, results obtained, or suitability for specific applications of goods or services. Customer acknowledges and agrees that Cintas has not made any representations or warranties to customer regarding any System at the Premises, its fitness for any purpose, its suitability or effectiveness as designed, installed, and/or utilized, or that it will operate as designed, intended, or expected. Customer further acknowledges and agrees that it has the sole responsibility for determining the appropriateness of Cintas's goods and services for Customer's specific application(s) before ordering and to test and evaluate thoroughly all goods before use. Cintas warrants that title to all goods it sells to Customer shall be good and marketable. **CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS MAKES NO OTHER GUARANTEES, REPRESENTATIONS, OR OTHER WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, IN CONNECTION WITH THE SALE OF THE GOODS AND/OR SERVICES PURSUANT TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY IMPLIED WARRANTY OF MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OTHER THAN AS SPECIFICALLY ENUMERATED ELSEWHERE IN THIS AGREEMENT. NO MODIFICATION, WAIVER, OR AMENDMENT OF THIS DISCLAIMER SHALL BE DEEMED EFFECTIVE UNLESS MADE IN A WRITING DRAFTED BY CINTAS FOR THIS EXPRESS PURPOSE THAT IS (I) SIGNED BY CINTAS, (II) EXPLICITLY USES THE TERM "WARRANTY" IN ITS TITLE, (III) SPECIFICALLY REFERENCES THIS AGREEMENT; AND (IV) EXPLICITLY AND UNAMBIGUOUSLY DESCRIBES WHAT ADDITIONAL WARRANTY(IES) ARE BEING OFFERED TO CUSTOMER PURSUANT TO THIS AGREEMENT. CUSTOMER FURTHER AGREES THAT THIS EXPLICITLY EXCLUDES ANY OF CINTAS'S SALES MATERIALS, CIRCULARS, WEBSITES, OR OTHER ADVERTISING MATERIALS OF ANY TYPE FROM CREATING ANY WARRANTIES UNDER THIS AGREEMENT, AND CUSTOMER REPRESENTS AND WARRANTS THAT IT IS NOT RELYING UPON ANY SUCH MATERIALS FOR THIS PURPOSE.**

16. **CINTAS NOT AN INSURER; CUSTOMER'S OBLIGATION TO OBTAIN INSURANCE AS SOLE RECOVERY FOR ANY LOSS AND WARRANTY OF SAME.** Customer acknowledges and agrees that neither Cintas nor its Subcontractors or assignees are insurers and that no insurance coverage is provided by this Agreement. **CUSTOMER ACKNOWLEDGES AND AGREES THAT CINTAS ASSUMES NO RESPONSIBILITY FOR, NOR SHALL IT HAVE ANY LIABILITY FOR, CLAIMS MADE AGAINST IT CLAIMING THAT IT IS AN INSURER OF CUSTOMER'S SYSTEMS OR ANY OTHER PROPERTY FOR ANY PURPOSE, INCLUDING, BUT NOT LIMITED TO, THE FAILURE OF SUCH SYSTEMS TO OPERATE EFFECTIVELY OR AS DESIGNED.** Customer acknowledges that during the term of the Agreement, it is the specific intent of the parties that the Customer will obtain and maintain insurance coverage with minimum coverage of two million dollars (U.S) per incident, at the Customer's expense, that will cover any and all losses, damages, and expense arising out of or from, in connection with, related to, as a consequence of, or resulting from this Agreement in any way, including, but not limited to, public liability, bodily injury, sickness or death, losses for property damage, fire, water damage, and loss of property, and Customer agrees to and warrants that it will obtain and maintain such insurance coverage at all times at no cost to Cintas. Customer shall name Cintas as an additional insured by endorsement on any such policy(ies). This endorsement shall be without limitation or restriction of any type, and Cintas shall be exempt from, and in no way liable for, any sums of money related to this policy(ies) and associated coverage of any type, including, but not limited to, premium payments, deductible, co-payments, or self-insured retention, all of which are the sole responsibility of Customer. Customer agrees that recovery for all such injuries, losses, and damages shall be limited to this insurance coverage only and that it will look exclusively to its insurer(s) to recover for any such injuries, losses, and damages. **CUSTOMER AGREES TO SHIFT THE RISK OF LOSS TO ITS INSURERS, WHICH HAVE EXPRESSLY CONTRACTED TO ACCEPT THE RISK OF LOSS TO CUSTOMER'S PROPERTY. CUSTOMER RELEASES AND AGREES TO INDEMNIFY AND HOLD HARMLESS CINTAS FROM AND AGAINST ALL COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES), AND LIABILITY ARISING FROM CLAIMS REQUIRED TO BE COVERED BY INSURANCE PURSUANT TO THIS SECTION, INCLUDING ANY CLAIMS FOR DAMAGES ATTRIBUTABLE TO PUBLIC LIABILITY, BODILY INJURY, SICKNESS, OR DEATH, OR THE DESTRUCTION OF ANY REAL OR PERSONAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, THOSE THAT ARE ATTRIBUTABLE TO CINTAS'S PARTIAL OR SOLE NEGLIGENCE. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, EQUITABLE, CONTRACTUAL, LEGAL, AND CONVENTIONAL SUBROGATION, AND WARRANTS THAT THIS RELEASE AND WAIVER SHALL BE**

BINDING ON ANY AND ALL SUBROGEEES OR ASSIGNEES OF CUSTOMER'S RIGHTS. CINTAS SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS OF CUSTOMER, ANY LOSSES, OR ANY DAMAGES THAT IS REQUIRED TO BE INSURED UNDER THIS AGREEMENT, IS INSURED, OR IS INSURABLE. CUSTOMER AGREES TO INDEMNIFY CINTAS AGAINST ANY AND ALL SUCH CLAIMS, INCLUDING CLAIMS OF THIRD PARTIES, THAT MAY ARISE THAT ARE RELATED TO THE AGREEMENT OR THE PROVISION OF THE SERVICES IN ANY WAY THAT MAY ARISE DUE TO CUSTOMER'S BREACH OF THESE OBLIGATIONS. CUSTOMER AGREES TO AND WARRANTS THAT IT WILL NOTIFY ITS INSURER(S) OF THIS RELEASE AND WAIVER.

17. **RELEASE AND INDEMNIFICATION OF CINTAS BY CUSTOMER.** CUSTOMER RELEASES AND AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS CINTAS AND ANY/ALL OF ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES OF ANY TYPE FROM LIABILITY FOR ANY AND ALL LOSS, DAMAGE, OR EXPENSE OF ANY KIND OR TYPE, UNDER ANY LEGAL, EQUITABLE, OR OTHER THEORY, THAT MAY OCCUR PRIOR TO, CONTEMPORANEOUSLY WITH, OR AFTER THE EXECUTION OF THIS AGREEMENT RELATED IN ANY WAY TO THE SUBJECT MATTER OF THIS AGREEMENT OR PERFORMANCE UNDER THE AGREEMENT, INCLUDING (BUT NOT LIMITED TO) THE IMPROPER OPERATION OR NON-OPERATION OF THE FIRE SUPPRESSION, ALARM, OR OTHER SYSTEM(S). THIS OBLIGATION INCLUDES (BUT IS NOT LIMITED TO) ANY CLAIM, DEMAND, SUIT, LIABILITY, DAMAGE, JUDGMENT, LOSS, EXPENSES, ATTORNEY'S FEES, AND COSTS, THAT MAY BE ASSERTED AGAINST OR INCURRED BY CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES BY CUSTOMER OR ANY PERSON OR ENTITY NOT A PARTY TO THIS AGREEMENT (INCLUDING, BUT NOT LIMITED TO, CUSTOMER'S INSURANCE COMPANY, ADMINISTRATIVE BODY OR AUTHORITY, OR CUSTOMER'S EMPLOYEES) FOR ANY EXPENSE, LOSS, OR DAMAGE CAUSED BY OR CONTRIBUTED TO IN ANYWAY, OR ALLEGED TO BE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, BY ANY ACT, OMISSION, OR FAULT OF CINTAS OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES. THIS OBLIGATION EXTENDS TO, WITHOUT LIMITATION, STATUTORY CIVIL DAMAGES, ECONOMIC DAMAGES, PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE (REAL AND PERSONAL) ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY CLAIMS BASED UPON BREACH OF THE AGREEMENT, STRICT LIABILITY, REQUESTS FOR OR RIGHTS OF SUBROGATION OR CONTRIBUTION, INDEMNIFICATION, WRONGFUL DEATH, AND NEGLIGENCE (WHETHER ACTIVE OR PASSIVE, AND INCLUDING CLAIMS BASED UPON CINTAS'S SOLE, PARTIAL, OR JOINT AND SEVERAL NEGLIGENCE OF ANY TYPE OR DEGREE), AND ANY OTHER CLAIM, WHETHER BASED UPON OR ARISING UNDER CONTRACT, TORT, LAW, OR EQUITY. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE. Cintas reserves the right to select counsel to represent it in any such action.

18. **LIMITATION OF CINTAS'S LIABILITY.** Customer acknowledges that Cintas's service fees/purchase prices are based on the value of services or goods provided and the limited liability provided under this Agreement and not on the value of the Customer's premises or its contents, or the likelihood or potential extent or severity of injury (including death) to Customer or others. Customer further acknowledges and agrees that Cintas cannot predict the potential amount, extent, or severity of any damages or injuries that Customer or others may incur due to the failure of the system or services to work as intended. **IF CINTAS OR ITS REPRESENTATIVES ARE HELD LIABLE FOR ANY REASON FOR ANY LOSS, INJURY, OR DAMAGES OF ANY KIND THAT ARISES OUT OF, RESULTS FROM, OR IS RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, LOSSES, INJURIES OR DAMAGES RESULTING FROM CINTAS'S SOLE OR PARTIAL NEGLIGENCE, WHETHER ACTIVE OR PASSIVE), CUSTOMER AGREES AND WARRANTS THAT CINTAS'S AND ITS REPRESENTATIVE'S COLLECTIVE LIABILITY TO CUSTOMER, ITS AGENTS, OFFICERS, DIRECTORS, EMPLOYEES, INVITEES, AND ANY THIRD PARTY SHALL BE LIMITED EXCLUSIVELY TO \$1,000.** If Customer wishes to increase the limitation of liability, Cintas and Customer may negotiate a supplemental written agreement to increase the limit of Cintas's liability, but no such agreed upon increase to the limit of Cintas's liability shall be interpreted to find Cintas or its subcontractors or representatives to be insurers. **CUSTOMER AGREES THAT THE LIMITS ON THE LIABILITY OF CINTAS AND THE WAIVERS AND INDEMNITIES SET FORTH IN THIS AGREEMENT ARE A FAIR ALLOCATION OF RISKS AND LIABILITIES BETWEEN CINTAS, CUSTOMER, AND ANY OTHER AFFECTED PARTIES. CUSTOMER ACKNOWLEDGES AND AGREES THAT WERE CINTAS TO HAVE LIABILITY GREATER THAN THAT STATED ABOVE, IT WOULD NOT PROVIDE THE SERVICES.** Neither party shall be liable to the other or any other person for any incidental, punitive, speculative, or consequential damages of any type, including, but not limited to, loss of profits or business opportunity.



Donovan Air, Electric & Plumbing
315 6th Avenue South
Jacksonville Beach, FL 32250
www.DonovanAC.com
904-241-3785

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

Approved
Miscellaneous maintenance
001.330.53800.60000
Rich Gray

INVOICE
554518476

INVOICE DATE
Jun 17, 2026

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

Completed Date:
Payment Term: Due Upon Receipt

DESCRIPTION OF WORK

Spoke to operations manager about issues on the property. There is a water fountain that has a leak on the half-inch pex feeding it that needs to be repaired and they wanted to add a hose bib during the repair next to the water fountain. The toilet in the women's restroom at the park was not flushing. Flushometer needed to be replaced.. Gave estimate for both repairs they agreed

Cut out bad section of pex below water fountain and converted to cpvc, ran new pipe up to water fountain and teed off to install half inch quarter turn hose bib and mounted to wood beam below water fountain. Turned on water and tested, checked all connections for leaks. Insulated all exposed pipe.

Replaced Sloan valve in women's restroom. Turned on water and tested toilet is flushing properly.

W9 and invoice are emailed. COI will be emailed ASAP. Invoice must be paid by June 26 2026

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Commercial Dispatch Fee	Commercial Dispatch Fee	1.00	\$169.00	\$169.00
PLMB-003	Hose Bibb Replacement Each Additional	1.00	\$294.00	\$294.00
AGREED-001	As Agreed Price for Specialty Plumbing Service Sloan valve replacement	1.00	\$625.00	\$625.00

RECEIVED
By Tara Lee at 2:36 pm, Jun 17, 2026

POTENTIAL SAVINGS	\$125.00
SUB-TOTAL	\$1,088.00
TOTAL DUE	\$1,088.00
BALANCE DUE	\$1,088.00

Thank You For Choosing Donovan!

CUSTOMER AUTHORIZATION

This estimated price \$1,088.00 does not cover unforeseen parts or labor which may be needed after the work begins. Written customer authorization will be obtained before beginning any additional work. I authorize the performance of the work described herein. This invoice, including any applicable taxes, is due and payable upon completion of job.

Sign here



Date 6/17/2026

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by Donovan Air, Electric & Plumbing 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 6/17/2026

INVOICE# JAC-0380851

11/30/2025

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	\$ 117.00

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 #	Invoice Date
					JAC-0380851	Nov. 30, 2025
Description	Date	Qty	U/M	Rate	Discount	Amount
SO-01007 Service : Pet waste station service	Nov. 6, 2025	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	Nov. 13, 2025	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	Nov. 20, 2025	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	Nov. 28, 2025	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.						

RECEIVED**By Tara Lee at 1:25 pm, Feb 02, 2026**

Approved
 Repairs & Maintenance
 001.320.53800.60000
 Rich Gray

Re issue of check 6.22.26 TRL

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

INVOICE# JAC-0438490

04/30/2026

Please remit payment to: DoodyCalls 3948 3rd St S #442, Jacksonville Beach FL, 32250	
Invoice Balance	\$ 65.00
Total Due Includes All Unpaid Invoices	\$ 117.00

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 #	Invoice Date
					JAC-0438490	April 30, 2026
Description	Date	Qty	U/M	Rate	Discount	Amount
SO-01007 Service : Pet waste station service	April 2, 2026	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	April 9, 2026	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	April 16, 2026	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	April 23, 2026	1		\$ 13.00		\$ 13.00
SO-01007 Service : Pet waste station service	April 30, 2026	1		\$ 13.00		\$ 13.00
Invoice Total						\$65.00
Payments/Credits Applied to Invoice						\$0.00
Invoice Balance						\$65.00
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 8:00 am, Jun 23, 2026



Roto-Rooter of St. Augustine
2750 Juarez Ave
St. Augustine FL 32086
Phone: 904-824-1836
rotorooterst.aug@gmail.com
License: RF11067927

Invoice 88013049
Invoice Date 6/9/2026
Completed Date 6/9/2026
Technician 5. Dylan
Customer PO
Payment Term Due Upon Receipt
Due Date 6/9/2026

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

Approved / (06/18/2026)
Repairs & Maintenance
001:320:53800:6000
Robin West / Amenity Manager
Grand Oaks

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

Description of Work

1. Called out to fix toilet
 2. Found toilet flange was broken and toilet was loose from Kohler valve
 3. Removed old flange and installed new flange reset toilet, shimmed as needed
 4. Tested all works, Kohler valve needs to be rebuilt
 5. N other request
 6. Recommend rebuilding Kohler valve
- 90 day labor warranty 1 year warranty on RR supplied parts

Task #	Description	Quantity	Your Price	Your Total
Regular Hourly Rate	Labor Rate - Regular Hourly Rate	2.00	\$199.00	\$398.00
Toilet Flange - S.S.	4x3 PVC Toilet Flange w/ Stainless Steel Ring	1.00	\$19.95	\$19.95

RECEIVED

By Tara Lee at 11:32 am, Jun 18, 2026

Potential Savings \$0.00

Sub-Total \$417.95

Tax \$0.00

Total Due \$417.95

Balance Due \$417.95

Roto Rooter offers a warranty on all work unless otherwise specified. Please call Roto Rooter immediately for any workmanship or part defect. Roto Rooter's Warranty is void and Roto Rooter cannot be held liable monetarily or for any damage if another plumber is called to repair our warranty work. I authorize Roto-Rooter of St. Augustine to perform the described services and I agree to pay the amounts indicated upon completion. Additional/unforeseen work required are performed on a time and material basis unless quoted. Roto-Rooter is not responsible for unmarked, buried or concealed wires, pipes and sprinkler systems or landscaping, ceiling, wall and floor repairs, leaks and damages from defective or improper drains during drain cleaning. I agree to the terms listed on the authorization page.

6/8/2026

This is to acknowledge completion of the above described work which has been done to my complete satisfaction and acknowledgement to the terms listed.