

ISLES OF BARTRAM PARK
Community Development District

May 15, 2026

AGENDA

Isles of Bartram Park

Community Development District

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

Phone: 904-940-5850 - Fax: 904-940-5899

May 8, 2026

Board of Supervisors
Isles of Bartram Park Community Development District

Dear Board Members:

The Audit Committee Meeting of the Isles of Bartram Park Community Development District Board of Supervisors is scheduled for **Friday, May 15, 2026 at 10:00 a.m.** at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL 32092. Immediately following will be the regular meeting.

Audit Committee Meeting

- I. Roll Call
- II. Review and Selection of Audit RFP Criteria
- III. Other Business
- IV. Adjournment

Regular Meeting

- I. Roll Call
- II. Audience Comment
- III. Approval of Minutes of the February 10, 2026 Meeting
- IV. Acceptance of Audit Committee's Recommendation; Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services
- V. Consideration of Proposals:
 - A. Pond Bank Inspection Report
 1. DCCM
 2. Dominion Engineering Group
 3. Yuro & Associates
 - B. Yellowstone for Fiscal Year 2027

C. First Choice Aquatics for Fiscal Year 2027

- VI. Consideration of Resolution 2026-04, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure
- VII. Consideration of Resolution 2026-05, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption (*proposed budget will be sent under separate cover*)
- VIII. Other Business
- IX. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - 1. 2026 General Election
 - 2. Report on the Number of Registered Voters (1,083)
 - 3. Annual Ethics Training & Annual Form 1 Filing
- X. Supervisors' Requests
- XI. Audience Comments
- XII. Financial Reports
 - A. Balance Sheet as of April 30, 2026 and Statement of Revenues & Expenditures
 - B. Assessment Receipt Schedule
 - C. Approval of Check Register
- XIII. Next Scheduled Meeting – August 21, 2026 at 10:00 a.m.
- XIV. Adjournment

SECOND ORDER OF BUSINESS

AUDITOR SELECTION EVALUATION CRITERIA

1. *Ability of Personnel.* (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, or respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required. (E.g., the existence of any natural disaster plan for business operations)

5. *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

THIRD ORDER OF BUSINESS

MINUTES OF MEETING
ISLES OF BARTRAM PARK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District was held on Friday, February 20, 2026, at 10:00 a.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Scott Forshey-Friedman	Chairman
Joseph Zemel	Vice Chairman
Nancy Brown	Supervisor
James Pudner	Supervisor
Jason Lanciotti	Supervisor

Also present were:

Jim Oliver	District Manager
Joe Brown <i>by phone</i>	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comment

Mr. Oliver noted that two members of the public were present but had no questions.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation Letter from Supervisor Kelley

Mr. Oliver presented a resignation letter from Supervisor Scott Kelly.

On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, with all in favor, Accepting the Resignation Letter from Supervisor Kelley, was approved.

B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/28)

The Board then considered the appointment of a new Supervisor to fill the unexpired term, which is set to expire in November 2028. It was noted that the appointee must be a registered voter residing within the District.

On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, with all in favor, the Appointment of New Supervisor Jason Lanciotti to Fill Unexpired Term of Office, was approved.

C. Oath of Office

Mr. Oliver administered the oath of office to Mr. Lanciotti, who was present. Following the oath, Mr. Oliver provided an overview of the roles and responsibilities of a Supervisor, including compensation as authorized by Chapter 190, Florida Statutes, and the requirement to complete necessary payroll documentation. Mr. Oliver also provided guidance regarding public records requirements and advised that communications related to District business, including emails, are subject to public record laws.

Mr. Brown provided an overview of Florida's Sunshine Law, emphasizing that Supervisors may not discuss District business with one another outside of a duly noticed public meeting and that such communications must occur in a public forum.

D. Election of Officers, 2026-03

The Board considered Resolution 2026-03, relating to the Election of Officers. It was proposed to maintain the current slate of officers and to add Mr. Lanciotti as an Assistant Secretary to enable execution of District documents.

On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Pudner, with all in favor, Election of Officers, Resolution 2026-03, was approved.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the November 14, 2025 Meeting**

Mr. Oliver presented the minutes of November 14, 2025, meeting and asked for comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Pudner, with all in favor, the Minutes of the November 14, 2025, Meeting, were approved.

FIFTH ORDER OF BUSINESS**Review of Capital Reserve Report**

Mr. Oliver presented the Capital Reserve Report, noting that this is the first such report prepared for the District and is currently in draft form. Mr. Oliver advised that the report remains subject to change pending completion of a stormwater pond study, which may impact future repair and replacement projections. It was noted that the capital reserve consultant requires the results of this study to finalize the report.

Mr. Oliver highlighted that the District is in a favorable financial position, with current a reserve balance of approximately \$140,000 and a Fiscal Year 2026 contribution of \$55,000, compared to a recommended annual contribution of approximately \$31,000 for Fiscal Year 2027. Mr. Oliver noted that this positions the District well moving forward and is not expected to result in a significant increase in future assessments. It was further explained that reserve contributions typically increase gradually over time, while expenditures may fluctuate depending on capital needs.

The Board inquired about the inclusion of all District assets in the report, including stormwater infrastructure. Mr. Oliver confirmed that the report will undergo further review by the District's consultant, insurance representatives, and engineer to ensure all assets are properly accounted for prior to finalization. No action was taken as the report remains in draft form.

SIXTH ORDER OF BUSINESS**Discussion of Fountain Installation at Pond 7**

Mr. Forshey-Friedman provided background that fountains previously installed at Pond 6 have shown positive results, with improved water movement and favorable community feedback; however, a full annual performance cycle has not yet been completed. He also noted potential electrical challenges for Pond 7, including placement of a new meter and coordination with the utility provider, which may impact cost and installation logistics.

The Board reviewed the estimated cost of approximately \$22,000-\$27,000 and discussed whether additional data should be gathered before proceeding. Concerns were raised regarding proceeding without evaluating the full effectiveness of the Pond 6 installation through a complete

seasonal cycle, particularly during peak summer conditions when algae and sludge issues are most pronounced. The Board also discussed managing community expectations, noting that installation of a fountain at one pond does not imply that all ponds will receive similar improvements.

Following discussion, the Board reached a consensus to defer consideration of the Pond 7 fountain installation to evaluate the performance of the Pond 6 system over a full 12-month period and to gather additional data. It was agreed that the item would remain on a future agenda for continued review.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals:

A. Yellowstone Landscape for Bore Project along Sitara Lane

Mr. Oliver presented a proposal from Yellowstone Landscape for a bore project along Sitara Lane. Staff clarified that the boring work would be required to facilitate electrical connections for the proposed fountain installation.

B. Dominion Engineering for Pond Bank Inspection Report

Mr. Oliver presented the Dominion Engineering Group proposal for a pond bank inspection report, which is related to the ongoing Capital Reserve Study. Mr. Oliver explained that the inspection would include evaluation of pond banks and associated infrastructure to ensure accurate inclusion in the reserve study. The proposal included a base cost of \$5,500, with additional optional and hourly components.

The Board discussed the cost of the proposal and expressed concern that it appeared higher than comparable services obtained in similar communities. Following discussion, the Board directed staff to obtain additional proposals from other qualified engineering firms for comparison before proceeding. No formal action was taken.

EIGHTH ORDER OF BUSINESS

Ratification of Invoice from Innovative Fountain Services for LED Bulbs at Entry Waterfall Fountain

Mr. Oliver reviewed the invoice from Innovative Fountain Services for LED bulbs at entry waterfall fountain.

On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Pudner, with all in favor, the Invoice from Innovative Fountain Services for LED Bulbs at Entry Waterfall Fountain, was ratified.

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

Mr. Oliver presented the Fiscal Year 2025 audit report. He reported that the audit, prepared by Grau and Associates, resulted in a clean opinion, indicating that the District's financial statements fairly present the financial position of the District in accordance with generally accepted accounting principles. Mr. Oliver further noted that there were no findings, deficiencies, or recommendations identified in the audit, and the District remains in compliance with applicable Florida Statutes, including confirmation that the District is not in a state of financial emergency. It was also noted that the audit was completed and filed ahead of the required deadline and has been posted to the District's website and submitted to the Auditor General.

Following discussion, a motion was made and seconded to accept the Fiscal Year 2025 Audit.

On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved.

TENTH ORDER OF BUSINESS**Appointment of Audit Committee**

Mr. Oliver reviewed the appointment of an Audit Committee in accordance with Chapter 218, Florida Statutes, to oversee the request for proposals (RFP) process for selection of an audit firm for future fiscal years. Mr. Oliver recommended that the members of the Board of Supervisors serve as the Audit Committee to allow for efficiency in scheduling and to ensure quorum requirements can be met during meetings.

Following discussion, a motion was made and seconded to appoint all Board members to serve as the Audit Committee.

On MOTION by Mr. Forshey-Friedman, and seconded by Mr. Zemel, with all in favor, to Appoint All Board Members to Serve as the Audit Committee, was approved.

Mr. Oliver outlined the next steps in the process, noting that at the next meeting the Board will consider evaluation criteria for ranking audit proposals. At a subsequent meeting, the Audit Committee will review and rank submitted proposals and provide recommendations to the Board for final selection. He further noted that the selected audit firm will begin work following the start of the next fiscal year on October 1, 2026.

ELEVENTH ORDER OF BUSINESS**Fiscal Year 2027 Budget Guidance**

Mr. Oliver discussed the Fiscal Year 2027 budget. He advised that a proposed budget will be presented at the next meeting for Board consideration in advance of the June 15 deadline, after which the Board will have approximately 60 days to refine the budget prior to the public hearing for final adoption.

Mr. Oliver noted that the capital reserve contribution will be updated once the Capital Reserve Study is completed, and that current contributions are projected to exceed the consultant's recommended funding level. The Board discussed maintaining a conservative approach to reserve funding, expressing caution about reducing contributions given potential uncertainties in future costs, including stormwater infrastructure and other capital items not yet fully reflected in the study.

The Board also discussed potential future expenditures, including pond-related improvements, and agreed that maintaining current funding levels may provide flexibility to address such needs. Mr. Oliver acknowledged the Board's input and will incorporate this guidance into the preparation of the proposed Fiscal Year 2027 budget.

TWELFTH ORDER OF BUSINESS**Consideration of Resolution 2026-02,
Confirming Use of St. Johns County
Supervisor of Elections for the 2026 General
Elections**

Mr. Oliver presented Resolution 2026-02, confirming the use of the St. Johns County Supervisor of Elections to conduct the District's 2026 General election. Mr. Oliver advised that two seats are up for election, specifically Seat 2, held by Ms. Brown, and Seat 4, currently held by Mr. Zemel. The resolution authorizes the County to administer the election in accordance with statutory requirements.

On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, with all in favor, Resolution 2026-02 Supervisor of Elections for the 2026 General elections, was approved.

Mr. Oliver further advised that the official qualifying period for candidates will occur during the second week of June, from noon on Monday through noon on Friday, and encouraged current Supervisors to contact the Supervisor of Elections office in advance to prequalify. He noted that early qualification may allow candidate's names to appear on the election's website prior to the official qualifying period.

THIRTEENTH ORDER OF BUSINESS Other Business

Mr. Oliver stated there was no other District business on the agenda today.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Brown had nothing further to report.

B. Engineer

Mr. Oliver stated that the District engineer was not present and had no report at this time.

C. Manager

Mr. Oliver provided reminders regarding Form 1 financial disclosure filings, which are due by July 1st.

1. Annual Ethics Training

Mr. Oliver advised Board members to ensure completion of the required ethics training and to confirm such completion when filing. It was further noted that Board members are required to complete four hours of ethics training annually, and staff will continue to provide reminders and assistance as needed.

FIFTEENTH ORDER OF BUSINESS Supervisors' Requests

There being no comments, the next item followed.

SIXTEENTH ORDER OF BUSINESS Audience Comments

There being no members of the public present, there were no comments; the next item followed.

SEVENTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of December 31, 2025 and Statement of Revenues & Expenditures

Mr. Oliver reviewed the financials through December 31, 2025, representing the first quarter of the fiscal year. He reported that there were no unusual variances in the income statement. The balance sheet reflects approximately \$99,000 in the Capital Reserve Fund, with an additional \$55,000 budgeted to be contributed during the fiscal year.

B. Assessment Receipt Schedule

Mr. Oliver reviewed the assessment receipt schedule, noting that assessment collections are approximately 95% complete, consistent with the District's historically strong collection performance.

C. Approval of Check Register

Mr. Oliver presented the check register.

On MOTION by Mr. Forshey-Friedman, and seconded by Ms. Brown, all in favor, the Check Register, was approved.

EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting – May 15, 2026 at 10:00 a.m.

Mr. Oliver stated the next scheduled meeting is May 15, 2026, at 10:00 a.m.

NINETEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Forshey-Friedman, seconded by Ms. Brown, all in favor, the Meeting was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

FIFTH ORDER OF BUSINESS

A.

1.



May 11, 2026

Sarah Sweeting
Isles of Bartram Park CDD
C/O Governmental Management Service, LLC
775 W Town Place STE 114
St. Johns, FL 32259
904-940-5850 x 402
ssweeting@gmsnf.com

Re: **Proposal for Professional Engineering Services**
Project Name: Isles of Bartram Park CDD
Project No.: 26032.00

Dear Sarah:

Founded in 2005, **DCCM** formerly known as **Matthews | DCCM** is a leading civil engineering firm offering full-service civil and land development engineering, roadway design, surveying, and landscape architecture. We proudly serve a wide range of public sector and private clients and have earned a solid reputation as a local leader for providing high-quality, innovative engineering solutions delivered timely and cost-effectively.

We are pleased to offer you this proposal to provide professional engineering services to prepare a WMD Pond Inspection for the residential community Isles of Bartram Park CDD located at 77 Mandara Way, St. Johns FL 32259.

DCCM proposes to furnish professional services as described in "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **\$8,000**, plus direct reimbursable expenses. If these terms are agreeable, please sign and return the attached "Exhibit C, Contract Agreement."

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,
DCCM

A handwritten signature in blue ink that reads "Michael Williams".

Michael Williams
Field Services Technology Lead



EXHIBIT A SCOPE OF WORK

I – WMD Pond Inspection

DCCM will inspect all stormwater management facilities (ponds) covered under the St. Johns River Water Management District (SJRWMD) Permit 150964-5. 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 time and materials (T&M) basis, with an initial estimated fee of **\$8,000**, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.*

Assumptions and Exclusions:

1. Construction Staking or other surveying services are not included.
2. Geotechnical Borings will be required for stormwater design, which will be provided by the owner.
3. All permit application fees are to be paid by the owner.
4. Geotechnical engineering including pavement design will be provided by the owner.
5. Environmental services and related permitting are not included.

FEE SUMMARY

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

I – WMD Pond Inspection	\$8,000 (Time and Materials)
Total Estimated Cost:	\$8,000, plus direct reimbursable expenses

DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C.

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.

EXHIBIT B

GENERAL TERMS & CONDITIONS

Revised: 08/22/2023

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of DCCM.
- d) **Compensation & Payments.** The Client agrees to pay DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. **DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.**
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
 - Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.
 - Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.



- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for DCCM to resume work on the project.
 - DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
 - The Client will be responsible for payment of any legal, collection, application, and permitting fees. Clients are responsible for paying application and permit fees prior to DCCM making submittals.
 - Subcontractor services and fees paid by DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) **Billing Rates.** Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 - \$300.00
Division Lead	\$260.00 - \$285.00
Program Manager	\$240.00 - \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 - \$270.00
Senior Planner	\$210.00 - \$230.00
Senior Landscape Architect	\$220.00 - \$260.00
Senior Construction Inspector	\$195.00 - \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 - \$240.00
Project Engineer	\$160.00 - \$190.00
Planner	\$160.00 - \$190.00
Landscape Architect	\$170.00 - \$190.00
Construction Inspector	\$170.00 - \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 - \$200.00
Senior Landscape Designer	\$180.00 - \$200.00
CAD Designer and Engineering Tech	\$130.00 - \$170.00



SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00 - \$185.00
Project GIS Developer, Survey	\$155.00 - \$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00 - \$165.00
Four Man Field Crew	\$215.00 - \$245.00
Three Man Field Crew	\$195.00 - \$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00 - \$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00 - \$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

h) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:

- Mileage will be billed per current IRS rates.
- Production costs will be billed at the following rates:
 - Paper copies:
 - 8½"x11" B&W - \$0.27 each
 - 8½"x11" Color - \$0.50 each
 - 11"x17" B&W - \$0.55 each
 - 11"x17" Color - \$0.88 each
 - Plots 24" x 36":
 - Black line plots - \$2.20 each
 - Color plots - \$55.00 each
 - Mylar - \$44.00 each
 - Binding: \$5.50 per book
 - Foam Board Mounted Color Plots: \$71.50 each
 - CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each



The following will be billed at cost plus 15%:

- Travel and hotel expenses
- Shipping and delivery, including UPS shipping and courier services

i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.

j) **Transfer or Termination.** The Client or DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate DCCM for services rendered and costs incurred, in accordance with DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.

k) **Retainer.** If a retainer is required, it will be kept for the duration of the Project and applied to the final invoice. Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, DCCM will refund the full retainer amount.

l) **Supplemental Owner's responsibilities - Surveying Services.**

If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:

- Obtaining a detailed survey scope from DCCM to provide to the surveyor that describes in detail what DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
- Providing DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by DCCM.
- Agreeing work from DCCM will not commence until a complete survey is provided to DCCM.
- Providing DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
- Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
- Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
- **Alternatively;** Agreeing if DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.

m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.



- n) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by DCCM.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.



EXHIBIT C CONTRACT AGREEMENT

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as outlined in Exhibit A, Scope of Work.

The undersigned have executed this Agreement on the day and year set forth below.

Authorized Signature

Date

On Behalf of **DCCM**

Billy Almaguer, Chief Operating Officer

7 Waldo Street

St. Augustine, FL 32084

904.593.8699

Balmaguer@dccm.com

CLIENT ACCEPTANCE AND AUTHORIZATION

Authorized Signature

Date

Name, Title

On Behalf of _____

Company/Client Name

Billing Contact _____

Billing Email Address _____

Additional Billing Email Address (Copy to) _____

Billing Address _____

Address

City, State, Zip Code

Billing Phone No. _____

MW/jq

26032p1

2.



February 13, 2026

Isles of Bartram CDD
C/O GMS
475 West Town Place Suite 114
St Augustine, FL 32092

Re: Stormwater Ponds Bi-Annual Inspection
Isles of Bartram 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 **Isles of Bartram 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. Isles of Bartram CDD stormwater ponds 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.
2. As required in the SJRWMD Construction and Operation Permit (99861-3). Condition No. 31, DEG will inspect the stormwater management system according to the below condition of your permit.

"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, address, and telephone number 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 any time the system is not functioning as designed and permitted, then within 14 days the entity shall submit an Exceptions Report to the District, on form number 40C 42.900(6), Exceptions Report for Stormwater Management Systems Out of Compliance

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

Task 2. Site Inspection and Observation Report

DEG will walk the stormwater ponds to inspect the ponds for areas where the operation may need some maintenance. This will include photographs, notes and a site observation report that includes all the information in one place. We will complete the SJRWMD Operation and Maintenance Checklist for each pond during the inspection and may add some additional notes in the office following the site visit. A copy of the checklist is below. If we determine from the site inspections the system is not functioning as designed and permitted, then DEG will submit on behalf of the CDD an Exceptions Report to the District, on form number 40C 42.900(6), Exceptions Report for Stormwater Management Systems Out of Compliance "Operation and 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.

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

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.

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 (@\$500/pond)	\$5000
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 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 **Isles of Bartram 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

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

Agreed to this _____ day of _____, 2026

Isles of Bartram CDD

By: _____
(Signature) (Type Name)

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

3.



- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

ISLES OF BARTRAM PARK CDD STORMWATER MANAGEMENT INSPECTION

Yuro & Associates, LLC is pleased to provide this proposal for stormwater management inspections to comply with SJRWMD stormwater permitting requirements. Typically, all permits state: *“the stormwater management system shall be inspected by the operation and maintenance entity once within two years of after completion and every two years thereafter to insure that the system is functioning as designed and permitted.”* This proposal is based on the map provided in your May 4th email and will include the following elements:

- Research existing permits & as-built information for the community
- Review permit conditions, as-built & design plans, as available
- Conduct a field inspection of the current stormwater management system (11 ponds) and compare it against the permitted system
- Fill out required inspection form and submit to the CDD manager for proper record keeping

The scope of this inspection includes only the 11 ponds, per the maps provided to us in the emails dated May 4, 2026

The above services will be performed for a Lump Sum Fee of \$4,200.⁰⁰

Accepted By:

Date
Isles of Bartram Park CDD

 5/11/2026

Michael J. Yuro, P.E.
Yuro & Associates, LLC

B.



Isle of Bartram CDD 2026-2027

LANDSCAPE MAINTENANCE 2026-2027

Prepared By:
Bradley Poor
Yellowstone Landscape



LICENSES AND CERTIFICATIONS



The International Society of Arboriculture

Hereby Announces That

Rae Aaron Roberts

Has Earned the Credential

ISA Certified Arborist®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Polkhan
CEO & Executive Director

01 May 2025	30 June 2028	FL-10280A
Issue Date	Expiration Date	Certification Number





STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

THE IRRIGATION SPECIALTY CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

STOUDENMIRE, KYLE
YELLOWSTONE LANDSCAPE
9235 NORTH STATE STREET
BUNNELL FL 32110

LICENSE NUMBER: SCC31152501
EXPIRATION DATE: AUGUST 31, 2026
Always verify licenses online at MyFloridaLicense.com

ISSUED: 06/14/2024
Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





State of Florida
Department of Agriculture and Consumer Services
Bureau of Licensing and Enforcement

CERTIFIED PEST CONTROL OPERATOR

Number: JF279914

KYLE JORDAN STOUDENMIRE

This is to Certify that the individual named above is a Certified Pest Control Operator and is privileged to practice

Lawns and Ornamentals

in conformity with an Act of the Legislature of the State of Florida regulating the practice of Pest Control and imposing penalties for violations.

In Testimony Whereof, Witness this signature of the Commissioner of Agriculture on December 18, 2018.

Adam H. Putnam
Commissioner of Agriculture

Joseph R. Ogelsky
Chief, Bureau of Licensing and Enforcement

FDACS 15018, 9001





The Florida Nursery, Growers & Landscape Association
Confers on

Bradley Poor
H9357303

The Title of
FNGLA Certified Horticulture Professional (FCHP)

Expiration Date: 03/31/2026
Certified Since: 1/25/2023

Eric Smith, FNGLA President
Merry Holt, FNGLA Certification Director



Certificate of Training
Best Management Practices
Florida Green Industries

The undersigned hereby acknowledges that

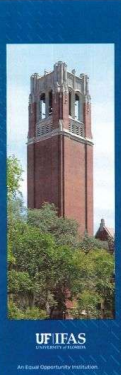
Bradley S. Poor

has successfully met all requirements necessary to be fully trained through the Green Industries Best Management Practices Program developed by the Florida Department of Environmental Protection with the University of Florida Institute of Food and Agricultural Sciences.

David Rainey 3/6/2017 *Bradley S. Poor*

Instructor Date of Class DII Program Administrator

Not valid without seal



CERTIFICATE OF COMPLETION

Rae Roberts

has completed the UF/IFAS course

Palm Short Course

A 6-hour Course on Palm Health & Management

on this date
October 24, 2023

Dr. Mica McMillan
Assistant Professor, EP Dept.



INSURANCE CERTIFICATES

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 4/1/2025	4/18/2024
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER Lockton Companies, LLC 3280 Peachtree Road NE, Suite #1000 Atlanta GA 30305 (404) 460-3600		CONTACT NAME: PHONE (A/C, No. Ext.): FAX (A/C, No.): E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED 1472881 Yellowstone Landscape, Inc. and all Subsidiaries See Attached List 3235 N State Street P.O. Box 849 Bunnell FL 32110		INSURER A: Safety National Casualty Corporation INSURER B: ACE Property and Casualty Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:		15105 20699	

COVERAGES		CERTIFICATE NUMBER: 19092496		REVISION NUMBER: XXXXXXXX			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Pesticide & Herbicide ☒ SIR \$250,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☒ LOC OTHER:	N	N	GL6676218	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (EA OCC/THROGH) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	N	N	CA6676217	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (EA accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$	N	N	XOOG72569647 003	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A	LDS4066360	4/1/2024	4/1/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.							

CERTIFICATE HOLDER 19092496 Evidence of Coverage	CANCELLATION See Attachments SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

ACORD 25 (2016/03)

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QUALITY CONTROL PROCESS

Quality landscapes don't happen by accident. Our multi-tiered inspection system ensures your property receives consistent attention from experienced professionals at every level of our organization.



WEEKLY PROPERTY INSPECTIONS

Your Account Manager walks your property each week, creating detailed punch lists that address everything from sight line obstructions to seasonal pruning needs. These inspections ensure crews know exactly what requires attention and can prioritize work based on your property's current conditions.

Four levels of inspection mean your property is never relying on just one perspective. When problems get caught early, excellence becomes routine.

REGULAR CLIENT COLLABORATION

We meet with you routinely to align on priorities, review completed work, and plan upcoming activities. You'll receive weekly summaries that document what we've accomplished and what's scheduled next, keeping you informed without requiring constant follow-up.



QUALITY CONTROL PROCESS

Quality landscapes don't happen by accident. Our multi-tiered inspection system ensures your property receives consistent attention from experienced professionals at every level of our organization.

CROSS-PROPERTY REVIEWS

Our Branch Manager conducts regular inspections across all properties, bringing fresh perspective to maintenance practices and crew performance. This outside view catches issues that daily familiarity might miss and creates opportunities for Account Managers to learn from successes across our portfolio.



EXECUTIVE OVERSIGHT

Our Regional Vice Presidents and General Managers perform monthly property reviews, applying decades of experience to identify opportunities for improvement. This executive-level attention ensures your property benefits from the highest level of expertise in our organization.

The Result: Problems get identified and resolved quickly. Your property receives the benefit of continuous improvement, proactive planning, and the collective expertise of our entire management team, not just the crew you see each week.



SCOPE OF SERVICES



Service Frequency OVERVIEW



Isle of Bartram CDD

Managing the needs of your unique landscape requires planning, timing, and execution with an emphasis on the details. Our experience and resources help us ensure the health and sustainability of your living investment.

The following table summarizes our planned visits for completing each of the services performed on your property throughout each year.

Service Category	Frequency
Maintenance Visits	46
Detail	12 - Property sectioned off so that all areas are covered 1x Per Month
IPM - Fertilization and Pest Control	Irrigated Turf: 6 and spot treatments as needed Shrubs, Trees, Palms: 2 and spot treatments as needed
Irrigation Inspections	12
Tree Pruning	Up to 10ft above grade - above 10ft will be proposed
Mulch	Per Request
Annual Flowers	Per Request
Palm Pruning	1

CORE SERVICES OVERVIEW

These core services ensure your property consistently makes a strong first impression. You'll enjoy enhanced curb appeal, protect your property value, and create an inviting environment that reflects positively on you and your team.

Turf Management

Our comprehensive turf program includes:

- Mowing at optimal heights (3-4" cool season, 2-3" warm season)
- Regular soil testing for proper pH and nutrient levels
- Pre-emergent weed control (spring and fall applications)
- Targeted post-emergent treatments as needed
- Seasonal fertilization tailored to grass type and regional conditions
- Insect and disease monitoring with prompt treatment

Plant Material Care

We protect your landscape investment through:

- Seasonal pruning using proper horticultural techniques
- Shrub and ground cover fertilization (spring and fall)
- Ornamental tree maintenance (up to 10' height)
- Insect and disease monitoring with integrated pest management
- Bed definition and weed control throughout growing season
- Plant health assessments with proactive treatments

Irrigation & Water Management

Our water management program features:

- Monthly comprehensive system inspections
- Controller programming adjustments based on seasonal needs
- Cleaning and adjustment of sprinkler heads and nozzles
- Prompt repair of damaged components (billed separately)
- Winterization and spring startup services
- Regular system efficiency evaluations

Additional Specialized Services

Available as enhancements to your maintenance program:

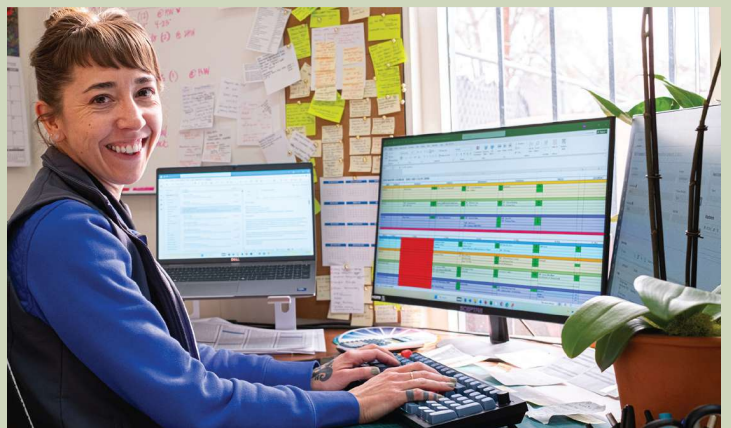
- Seasonal color installations and maintenance
- Mulch application and replenishment
- Tree pruning above 10' height
- Palm tree maintenance
- Landscape renovations and enhancements
- Seasonal leaf cleanup (up to 3 times annually)

Quality Assurance

- Dedicated account manager with regular property inspections
- Written reports documenting completed services and recommendations
- 24-hour emergency response capability
- Properly trained and equipped service teams
- Licensed applicators for all chemical treatments
- Ongoing evaluation of landscape performance



INVESTMENT & AGREEMENT



INVESTMENT & AGREEMENT



Common Area - Core Maintenance Services	ANNUAL INVESTMENT
Mowing and Detailing Includes Mowing, Edging, String Trimming, Shrub/Tree Pruning, Weeding, and Cleanup	\$32,420.00
IPM Chemical and Fertilization Includes Chemical and Fertilization Applications	\$4,007.00
Irrigation Inspections Includes Standard Irrigation Inspection and Reports	\$908.00
Palm Pruning 2x Per Year	\$462.00
Easement Maintenance 4x Per Year	\$3,075.00
Annual Grand Total	40,872.00

Unit/Occurrence Pricing (Not Included in Annual Grand Total)	Price
Annual Flowers - Per 4" Unit Installed	\$2.25
Mulch/Pine Bark - Per Yard Installed	\$60
Pine Straw - Per Bale Installed	\$8

MONTHLY GRAND TOTAL	ANNUAL GRAND TOTAL
\$3,406.00	40,872.00



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Key Terms & Conditions

Agreement Overview

This summary highlights important aspects of our service agreement. The complete terms and conditions are available in the appendix.

Our Commitment to You

- We provide all labor, materials, equipment, and supervision necessary for the services outlined in this proposal
- All work will be performed according to standard landscape maintenance practices by properly licensed personnel
- We maintain comprehensive insurance coverage including general liability, auto, and workers' compensation
- We stand behind our work with a 1 year warranty on workmanship and plant materials

Your Investment

- **Start Date: 1/1/2027**
- **End Date: 12/31/2027**
- Annual service fee: **40,872.00** billed in equal monthly installments of **\$3,406.00**
- Payment terms: Due upon receipt of monthly invoice
- Contract term: Initial **12 Month** period with automatic renewal unless terminated.

Additional Services

- Services beyond the scope of this agreement require written approval
- Emergency services available with 24-hour response capability
- Irrigation repairs, mulch installation, enhancements, tree care, and seasonal color are provided at additional cost

Service Assurance

- Regular property inspections with written documentation
- Responsive communication with your dedicated Account Manager
- Environmental compliance with all applicable regulations
- Guarantee to correct any service deficiencies promptly

Termination

- Either party may terminate with cause after 30 days' written notice
- Payment due for all services performed through termination date
- Yellowstone not responsible for conditions beyond our control (drought, extreme weather, etc.)

INVESTMENT & AGREEMENT

Compensation Schedule

Isle of Bartram CDD 2026-2027 agrees to pay Yellowstone Landscape **40,872.00** in equal monthly installments billed in the amount of **\$3,406.00** upon receipt of invoice.

Charges will increase by **3%** at the commencement of each additional automatic twelve (12) month renewal term per the agreement renewal terms of this agreement. Charges for plant materials and ground coverings are subject to change based on market price fluctuations.

The Terms and Conditions following and the Appendices attached hereto constitute part of this agreement.

Presented By: Yellowstone Landscape

Accepted By: Isle of Bartram CDD

Rob Tetrault

Printed Name: Rob Tetrault

Regional Vice President, Yellowstone Landscape

Date: 5/4/2026

Printed Name:

Date:



TERMS AND CONDITIONS

Entire Agreement: This Landscape Management Agreement ("Agreement") contains the entire agreement between the Parties and supersedes all prior and contemporaneous negotiations, promises, understandings, commitments, proposals, or agreements, whether oral or written on the subject matter addressed herein. This Agreement may only be modified or amended by a writing signed by authorized representatives of both Parties.

Acceptance of Agreement: The Agreement constitutes Yellowstone Landscape's (hereinafter referred to as "Yellowstone") offer to Client and shall become a binding contract upon acceptance by Client's signature on this Agreement and/or instruction to perform the Services by Client's authorized representative. The Parties agree that the provisions of the Agreement shall control and govern over any contract terms and/or Purchase Orders generated by Client and that such documentation may be issued by Client to, and accepted by, Yellowstone without altering the terms hereof.

Price, Quality and Working Conditions: The amounts in the "Compensation Schedule" include labor, materials, insurance, equipment, and supervision for the performance of the specified Services in the attached exhibits. In the event additional fences, pools or other structures are installed on Client's Property during the Initial Term or any subsequent term of this Agreement, pricing will be adjusted to reflect those additional structures in accordance with the rates used for the Compensation Schedule. Pricing for flowers and mulch will be reviewed on an annual basis. Notwithstanding the foregoing or anything to the contrary herein, Yellowstone also reserves the right to charge Client additional charges for additional services provided by Yellowstone to Client, whether requested or incurred by Client, which may be agreed to orally, in writing or by other actions and practices of the parties, including, without limitation, electronic or online acceptance or payment of the invoice reflecting such changes, and written notice to Client of any such changes. Client's failure to object to such changes via written notice within 30 days shall be deemed to be Client's affirmative consent to such changes.

All materials supplied as part of this agreement are guaranteed to be as specified and all work shall be completed in a workmanlike manner according to standard landscape maintenance practices ("Warranty"). To the extent applicable standard landscape maintenance practices conflict with conservation mandates, Yellowstone Landscape will furnish the Services in a manner consistent with such conservation mandates and/or state or local regulations. Unless otherwise stated in writing Yellowstone shall have the right to rely on the contents of all documents provided by Client and/or its agents, including, but not limited to, plans, specifications, and test results, without independent verification and analysis by Yellowstone. Client agrees that Yellowstone is not an insurer or guarantor of the appropriateness of any landscape design provided by others, or of the long term viability of plant material utilized within that specified landscape design or of the site constraints (including watering restrictions) under which Yellowstone is required to perform its Services. In no event shall Yellowstone guarantee or provide Warranty for any work or services provided by a third party.

Access: Access during normal business hours and other reasonable periods of time, including, but not limited to, when necessary for after-hours emergencies, shall be furnished to areas necessary to complete work or related functions as outlined in this Agreement in a safe and efficient manner. Client will notify Yellowstone Landscape in writing of any limitation on access to the Property as soon as possible, and in any event at least 48 hours prior to any scheduled delivery of services, goods, or materials. If access is not available, Client will be notified via email and a visit charge may be assessed.

Utilities: All utilities shall be provided by the owner of the Property or Client.

Bio-Hazards: Yellowstone Landscape shall not be responsible for policing, picking up, removing or disposing of certain materials that may be bio-hazards at the Property. This includes, but is not limited to, items such as hypodermic needles (Sharps/needles), condoms, feminine hygiene products, clothing or materials used in the process of cleaning up bodily fluids and will not be handled by Yellowstone Landscape employees or contractors at any time. Yellowstone Landscape shall only be obligated to report/communicate any observations of potential bio-hazards to Client for the appropriate removal by others, unless otherwise arranged.

Change in Ownership: Client shall provide written notice to Yellowstone Landscape of any proposed change in the ownership or management of the Property at least 30 days prior to the effective date of any such change. A change in the ownership or management of the Property shall not relieve Client of its obligations hereunder, including, but not limited to, the payment of any amounts due, or to become due, hereunder.

Assignment: Neither Client nor Yellowstone may assign this Agreement or transfer any right, interest, obligation, claim or relief under this Agreement without the prior written consent of the other party. Client acknowledges that Yellowstone may subcontract portions of the Work to specialty subcontractors.

Relationship of Parties: The legal relationship of Yellowstone to Client with respect to the Services shall be that of an independent contractor, not an agent or employee. Yellowstone is responsible for its own withholding taxes, social security taxes, unemployment taxes, licenses, and insurance pertaining to its employees or operations. If applicable, Yellowstone agrees to pay all sales taxes on materials supplied.

Agreement Renewal: Unless Client notifies Yellowstone regarding its intent to terminate Services prior to expiration of the "Initial Term", this Agreement will renew automatically for an additional 12 month term and will continue to renew at the end of each successive 12 month term unless cancelled by either party in accordance with the "Termination" provision or by either party with written notice of not less than 30 days prior to the end of the "Initial Term" or any automatic term(s). Charges will increase by 3% or the annual CPI percentage increase, whichever is greater, at the commencement of each additional automatic twelve (12) month renewal term.

TERMS AND CONDITIONS

Termination: If Yellowstone fails to fully perform its obligations and fails to cure any such default within 30 days after receipt of written notice specifying the acts or omissions, Client shall have the right to terminate this Agreement. In the event of such a "Termination for Cause", Client shall notify Yellowstone of the termination date in writing. Yellowstone may terminate this agreement at any time upon 30 days' written notice to Client. Upon termination of this Agreement for any reason, Client shall pay Yellowstone for all Services performed to the effective date of termination.

Payment Terms: Billing for Services occurs in advance at the first of each month in accordance with the "Compensation Schedule" within this agreement. Payment for Service(s) is due upon receipt of monthly invoices. The Parties contractually agree that interest on all past due amounts shall accrue at the maximum allowable rate provided by law per month, beginning on the first day following the month in which the invoice was received. This Agreement constitutes a contract of indebtedness. All payments should be mailed to the address indicated on the invoice. In addition, if the Services include pricing for work including, but not limited to, mulch, pine straw, chemicals, flowers, irrigation or any other type of seasonal or periodic work ("Periodic Work"), and this Agreement is terminated early for any reason, whether during the Initial Term or any subsequent term after such work has been performed, Client shall owe Yellowstone for the full contract value of such Periodic Work, notwithstanding any agreement to spread such payment over a longer period.

Claims: Yellowstone's responsibility with regard to Services not meeting the "Warranty" shall be limited, at the sole choice of Yellowstone, to the re-performance of those defective Services and replacement of those defective materials without charge during the ninety (90) day period following completion of the defective Services or provision of defective materials, or a credit to Client's account of the compensation paid by Client for the portion of such Services determined to be defective. If the attached exhibit(s) expressly provide for a longer "Warranty" period, that "Warranty" period shall apply. The Parties shall endeavor in good faith to resolve any such Claim within 30 days, failing which all claims, counterclaims, disputes, and other matters in question between Client and Yellowstone arising out of or relating to this Agreement or the breach thereof may be decided by the dispute resolution process identified below. Each Party will bear its own costs, including attorneys' fees; however, the prevailing party shall have the right to collect reasonable costs and attorneys fees for enforcing this agreement as allowable by applicable law.

Dispute Resolution and Choice of Law: The Agreement shall be governed by the laws of the State of Florida without regard to its conflicts of laws provision. Yellowstone and Client agree (i) to submit to the jurisdiction of the State or Superior Courts of Flagler County, Florida for the purpose of any suit or other proceeding arising out of or based upon this Agreement, (ii) agree not to commence any suit, action or other proceeding arising out of or based upon this Agreement except in the state courts of Flagler County, Florida. Any such dispute may by mutual agreement of the Parties be submitted to arbitration or mediation, which shall be conducted in Flagler County, Florida.

Insurance: Yellowstone shall secure and maintain, throughout the performance of Services under this Agreement, General Liability, Employers Liability, Auto Liability & Umbrella Liability coverage, as specified herein:

- a. Worker's Compensation Insurance with statutory limits;
- b. Employer's Liability Insurance with limits of not less than \$1,000,000;
- c. Commercial General Liability Insurance with combined single limits of not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate;
- d. Comprehensive Automobile Liability Insurance, including owned, non-owned and hired vehicles, with combined single limits of not less than \$1,000,000.
- e. Umbrella Coverage \$10,000,000 per occurrence/\$10,000,000 annual aggregate

If required in writing by Client, Yellowstone shall furnish Certificates of Insurance verifying such insurance. Yellowstone agrees to provide written notice to Client at least thirty (30) days prior to any cancellation, non-renewal or material modification of the policies. If requested by Client, the original insurance policies required of Yellowstone will be made available for review.

Licenses: Yellowstone shall maintain all applicable licenses and permits within the cities, counties, and states of operation.

Indemnification for Third Party Claims: Yellowstone agrees to indemnify, defend, and hold harmless Client from and against any and all claims, losses, liabilities, judgments, costs and expenses and damages and injuries to third parties ("Claims") arising out of or caused by the negligent act, error, omission or intentional wrongdoing of Yellowstone, its subcontractors or their respective agents, employees or representatives which arise from the performance of the Services or otherwise while present on the Property for the purpose of rendering Services pursuant to this Agreement. Client agrees to indemnify and hold harmless Yellowstone against any Claims based in whole or in part by the conduct or actions of Client. The indemnity rights and obligations identified in this Agreement shall be and are the only indemnity rights and obligations between the Parties, in law or equity, arising out of or related to Yellowstone's Services under this Agreement or any claims asserted in relation thereto.

TERMS AND CONDITIONS

Limitation of Liability: Except for the indemnification provision applicable to claims by third parties against Client, Yellowstone's total and cumulative liability to Client for any and all claims, losses, costs, expenses and damages, whether in contract, tort or any other theory of recovery, shall in no event exceed the amount Client has paid to Yellowstone for Services under this Agreement during the calendar year in which the claim first occurred. In no event shall Yellowstone be liable for economic, incidental, consequential, special or punitive damages (including but not limited to loss of use, income, profits, financing or loss of reputation). Yellowstone shall not be responsible for any damage to structures, including, but not limited to, foundations, fences, siding, light poles, decks, signage, air conditioning units, lamp posts, curbs, or similar structures that do not have a minimum buffer of mulch, planting bed space, or other barren or unmaintained area of sufficient size to offer protection to such structures from damage from mowers, weed-trimming lines, or other maintenance equipment (if not otherwise specified and agreed, a minimum of 8 inches). Likewise, Yellowstone will not be responsible for any damage to any cables, wires, irrigation components, or similar items not buried to specification in the event they are damaged during the performance of the Services.

Excusable Delays and Risk of Loss: Yellowstone shall not be in breach of this Agreement nor liable for damages due to (i) delays, (ii) failure to perform any obligation under this Agreement, or (iii) losses caused or attributable, in whole or in part, to circumstances beyond its reasonable control, including but not limited to: drought conditions, acts of God, governmental restrictions or requirements, severe or unusual weather, natural catastrophes, vandalism or acts of third persons. Client assumes the full risk of loss attributable to all such occurrences, including but not limited to, the repair or replacement of landscaping and payment to Yellowstone of all amounts provided in this Agreement, notwithstanding that Yellowstone may not have been able to provide all or any of its Services during such occurrences or until the premises described under this Agreement has been restored to its pre-occurrence condition.

Increased Costs/Additional Services: Yellowstone reserves the right, and Client acknowledges that it should expect Yellowstone to increase or add charges payable by Client hereunder during the Initial Term or any Renewal Term: (i) for any changes or modifications to, or differences between, the actual Services provided by Yellowstone to Client and those specified on the Compensation Schedule; (ii) for any increase in fuel cost, raw material cost, fertilizer or chemical cost, regulatory cost recovery charge, environmental charge, and/or any other charges included or referenced in the Compensation Schedule (which charges are calculated and/or determined on an enterprise-wide basis, including Yellowstone and all affiliates); and (iii) to cover increased costs due to: uncontrollable circumstances, including, without limitation, changes (occurring from and after three (3) months prior to the Effective Date) in local, state, federal or foreign laws or regulations (or their enforcement, interpretation or application thereof), including the imposition of or increase in taxes, fees or surcharges, pandemics or other widespread illness, or acts of God such as floods, fires, hurricanes and natural disasters. Increases to charges specified in this section may be applied singularly or cumulatively and may include an amount for Yellowstone's operating or profit margin. Client acknowledges and agrees that any increased charges under this section are not represented to be solely an offset or pass through of Yellowstone's costs.

Watering Restrictions and Drought Conditions: Should the Property be located in an area which is or becomes subject to governmental restrictions on water usage and/or watering times applicable to the Services Yellowstone will comply with such governmental restrictions which may then impact the performance, viability and/or looks of plant materials and, as such, shall be deemed circumstances beyond its reasonable control.

Nonwaiver: No delay or omission by Yellowstone in exercising any right under this Agreement, and no partial exercise of any right under this Agreement, shall operate as a waiver of such right or of any other right under this Agreement as provided for by law or equity. No purported waiver of any right shall be effective unless in writing signed by an authorized representative of Yellowstone and no waiver on one occasion shall be construed as a bar to or waiver of any such right on any other occasion. All rights of Yellowstone under this Agreement, at law or in equity, are cumulative and the exercise of one shall not be construed as a bar to or waiver of any other.

Construction: The rule of adverse construction shall not apply. No provision of this Agreement is to be interpreted for or against any Party because that Party or that Party's legal representative drafted the provision. In the event any provision of the Agreement is deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect, and the invalid or unenforceable provision shall be interpreted and enforced as closely as possible to the intent of the Parties as expressed herein.

Change in Law: This Agreement is based on the laws and regulations existing at the date of execution. In the event that a governmental authority enacts laws or modifies regulations in a manner that increases Yellowstone's costs associated with providing the services under this Agreement, Yellowstone reserves the right to notify Client in writing of such material cost increase and to adjust pricing accordingly as of the effective date of such cost increase. Yellowstone must submit clear documentation supporting the cost increase and can only increase pricing to the extent of actual costs incurred.

Prevailing Provisions: In the event of any inconsistency between any terms set out herein and any exhibit, annex, schedule, proposal, or other document attached hereto, the Terms and Conditions of this Agreement shall prevail.

Vehicle Recording Devices: Client acknowledges and agrees that Yellowstone's vehicles may contain recording devices, and both video and audio recordings may be made during the provision of services hereunder.



YELLOWSTONE
LANDSCAPE

Excellence

IN COMMERCIAL LANDSCAPING

THANK YOU

Prepared By:
Bradley Poor
Yellowstone Landscape

C.

FIRST CHOICE AQUATICS

14289 DENTON ROAD
JACKSONVILLE, FL. 32226

904-226-7031

www.firstchoiceaquaticsjax@gmail.com

05/06/2026

Proposal For Celestina

This agreement dated effective to start **October 1, 2026** is made between First Choice Aquatics, Inc. and

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Hereinafter called "Customer".

1. First Choice Aquatics agrees to provide aquatic services in accordance with the terms and conditions of this agreement and within all governmental regulations for a period of twelve (12) months from the commencement of this agreement at the following location(s):

11 PONDS LOCATED AT CELESTINA

2. The effective date of this agreement is the first day of the month in which aquatic management services are first provided.
3. Minimum of Twelve (12) inspections with treatment are required (approximately once every 30 days)
4. All Included: Trash and debris removal on scheduled visits and keeping the culvert systems free of obstruction.
5. The Customer agrees to pay First Choice Aquatics the following sum(s) for specified aquatic management services. The initial treatment will be a total of **\$2400.00**. Each monthly aquatic service will be a total of **\$2400.00**. The Grass Carp stocking charge is **\$12.00 per fish**. Detailed service reports will be given following each treatment, and permitting for grass carp/ fish barrier installation will be included. Additional treatments will be provided as necessary, free of charge. In addition, First Choice Aquatics will provide free call back service within 24 hours.
6. Payment schedule is as follows:
 - Payment for the initial month of aquatic management services is due upon the execution of this agreement.
 - Payment for the balance of the aquatic management services is payable in eleven (11) equal payments due the first day of each month.

FIRST CHOICE AQUATICS

14289 DENTON ROAD
JACKSONVILLE, FL. 32226

904-226-7031

www.firstchoiceaquaticsjax@gmail.com

05/06/2026

Terms and Conditions:

1. Aquatic Management services will commence within ten business days of the execution of this agreement.
2. Neither party shall be responsible in damages, penalties, or otherwise for any failure or delay in the performance of any of its obligations hereunder caused by strikes, riots, war, accidents, acts of God, governmental order and regulations, curtailment or failure to obtain enough material or other cause beyond its reasonable control in which it is unable to overcome. Should First choice aquatics be prohibited, restricted, or otherwise prevented from rendering specified services by any of the conditions, First Choice Aquatics shall notify the customer of said condition and of the excess direct costs arising therefrom.
3. Carp Containment Barriers: First Choice Aquatics is not responsible under any circumstances for flooding or water damage from fouled water level control structures resulting from First Choice Aquatics installing Carp Containment Barriers on the structures.
4. Time-use restrictions – When federal and state regulations require water-time restrictions following the application of aquatic herbicides, First Choice Aquatics will notify the customer in writing of such restrictions at the time of treatment. It shall be the responsibility of the customer to comply with the restrictions throughout the required period of time-use restrictions. Customer understands and agrees that notwithstanding any other provisions of this agreement, First Choice Aquatics does not assume any liability for failure by any party to be notified of, or comply with, the above time-use restrictions.
5. Access – Customer agrees to provide adequate access of aquatic management equipment to waterways being treated. Aquatic access will be determined by First Choice Aquatics and the customer. Access routes must be a minimum of ten (10) feet in width, and ten (10) feet high; must provide a firm surface for the passage of boats, boat trailers, and towing vehicles; must have a grade no greater than forty-five (45) degrees; and not require crossing bulkheads surrounding waterways. In the event it is deemed there are not adequate access routes to waterways for aquatic management equipment, this agreement may be terminated or renegotiated.
6. Automatic Extension – Upon the anniversary date, this agreement shall automatically be extended for successive twelve (12) month periods, unless notice of non-renewal has been received by First Choice Aquatics, in writing, at least thirty (30) days prior to the anniversary date. The anniversary date shall be the first day of the month in which services were first rendered under this agreement. Prices specified are firm throughout the original term of the contract; but thereafter, First Choice Aquatics may, within (30) days' pre-notification, change pricing effective upon the next anniversary date. If you do not agree with a proposed price change, you must notify us in writing within twenty-one (21) days after receipt of our price change notice. First Choice Aquatics shall then have the option of terminating this agreement without penalty to you.
7. Authorized Agent – Customer warrants that he/she is authorized to execute this aquatic management agreement on behalf of the riparian owner and to hold First Choice Aquatics harmless for consequences of such services not arising out of the sole negligence of First Choice Aquatics.
8. Monthly Payments – The monthly amount is firm for the entire term of the original agreement. The customer understands that the annual agreement payments will be distributed over a twelve (12) month period. The customer agrees to reimburse First Choice Aquatics for any bank charges resulting from a returned check for insufficient funds.
9. Payment of services are due within 15 days of invoice due date. Customer agrees to pay interest on all late payments. This interest amount is set at 18% APR or 1 ½ per month. Services will be restricted on any account sixty (60) days past due until payment is received in full.

FIRST CHOICE AQUATICS

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05/06/2026

10. Non-Payment, Default – In the case of non-payment by the customer, First Choice Aquatics reserves the right following written notice to the customer to terminate this agreement, and reasonable attorneys' fee and costs of collection shall be paid by the customer, whether the suit is filed or not. In addition, interest at the rate of one and one half percent (1.5%) per month may be assessed for the period of delinquency.
11. Assignment of the agreement – This agreement is not assignable by the customer except upon written consent by First Choice Aquatics.
12. Termination of Contract: A 30-day written notice by either party is required to terminate this contract.

Control Methods – Aquatic management services will be provided by procedures consistent with environmentally safe water management practices using one or more of the following methods and techniques where applicable for the control of aquatic weeds:

-Chemical Control – Chemical control consists of periodic applications of aquatic herbicides and algaecides to control aquatic weeds and algae. When necessary and prior to treatment with aquatic herbicides and algaecides, oxygen tests will be conducted to ensure oxygen levels are adequate for fish and other aquatic life survival.

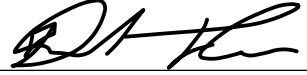
-Biological Control – Biological control consists of the stocking of weed eating fish. Customer acknowledges that prior to fish stocking, governmental permits may be required, and that there may be additional requirements for the installation of fish barriers. Fish barrier installation is a separate service from fish stocking and may be provided at no additional cost.

-Mechanical removal – Mechanical removal consists of the physical removal of aquatic weeds from waterways. The disposal site of the aquatic weeds will be determined by mutual agreement between First Choice Aquatics and the customer. Mechanical removal of aquatic weeds may be performed at an additional cost to the client. This service fee is not included in this agreement.

-Trash Removal – Trash Removal consists of the physical removal of trash floating within and from the areas immediately surrounding the customers waterway(s) and may be provided at no additional cost.

The terms and conditions in this entire agreement form an integral part of this agreement and the CLIENT hereby acknowledges that he has read, is familiar with, and will comply with the contents thereof.

First Choice Aquatics, Inc.

Signed:  _____

Daniel J. Thomas, President

CLIENT

Signed: _____

Print Name: _____

SIXTH ORDER OF BUSINESS

RESOLUTION 2026-04

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

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

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

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

SECTION 1. A Public Hearing will be held to adopt Rules of Procedure on August 21, 2026, at 10:00 a.m., at the offices of Governmental Management Services, LLC located at 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

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

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

PASSED AND ADOPTED this 15th day of May, 2026.

ATTEST:

**ISLES OF BARTRAM PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

RULES OF PROCEDURE
ISLES OF BARTRAM PARK COMMUNITY DEVELOPMENT DISTRICT
RULE NO. _____

EFFECTIVE AS OF _____, 2026

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Rule 1.0 General.

- (1) The Isles of Bartram Park 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) (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) Review of Adopted Rules.

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

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

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

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

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

Rule 3.0 Competitive Purchase.

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

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

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

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

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

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

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

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

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

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

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

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

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

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

(4) Competitive Selection.

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

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

(5) Competitive Negotiation.

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

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

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

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

Rule 3.2 Procedure Regarding Auditor Selection.

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

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

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

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

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

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

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

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

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

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

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

Rule 3.3 Purchase of Insurance.

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

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

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

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

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

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

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

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

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

(2) Suspension, Revocation, or Denial of Qualification

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

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

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

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

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

Examples of factors affecting the seriousness of a deficiency are:

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

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

Rule 3.5 Construction Contracts, Not Design-Build.

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

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

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

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

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

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

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

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

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

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

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

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

Rule 3.6 Construction Contracts, Design-Build.

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

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

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

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

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

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

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

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.

- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

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

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

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

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

SEVENTH ORDER OF BUSINESS

RESOLUTION 2026-05
[FY 2027 BUDGET APPROVAL RESOLUTION]

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

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

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

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

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

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

DATE: August 21, 2026
TIME: 10:00 a.m.
LOCATION: Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, Florida 32092

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

4. SEVERABILITY; EFFECTIVE DATE. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 15th DAY OF MAY, 2026.

ATTEST:

**ISLES OF BARTRAM PARK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Exhibit A
FY 2027 Proposed Budget

NINTH ORDER OF BUSINESS

C.

1.

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

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Isles of Bartram Park Community Development District will commence at noon on June 8, 2026, and close at noon on 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 Isles of Bartram Park Community Development District has two (2) seats up for election, specifically seats 2 and 4. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

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

Publish on or before May 25, 2026.

2.



April 23, 2026

Joseph M. Sarmiento

Attn: Sarah Sweeting, Recording Secretary

Request for Registered Voter Totals, Isles of Bartram Park CDD

This letter is in response to your request for Registered Voter Totals for the Isles of Bartram Park Community Development District (CDD). As of 04/15/2026, the total number of active registered voters in Isles of Bartram Park CDD is 1,083. If you have any further questions, please feel free to contact me.

Regards,

A handwritten signature in blue ink, appearing to read "JS", is placed over the printed name of Joseph M. Sarmiento.

Joseph M. Sarmiento
GIS Elections Services Specialist

for

Vicky Oakes, St. Johns County Supervisor of Elections

904-823-2238

jsarmiento@votesjc.gov

TWELFTH ORDER OF BUSINESS

A.

Isles of Bartram Park
Community Development District

Unaudited Financial Reporting
March 31, 2026



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1	<u>Balance Sheet</u>
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6	<u>Capital Reserve Fund</u>
7	<u>Long Term Debt Report</u>
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9	<u>Check Register Summary</u>

Isles of Bartram Park
Community Development District
Combined Balance Sheet
March 31, 2026

	General Fund	Debt Service Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:				
Cash:				
Operating Account - Truist	\$ 336,775	\$ -	\$ 36,737	\$ 373,512
Assessments Receivable	-	-	-	-
Due from Other	-	-	-	-
Due from General Fund - Series 2015	-	16,281	-	16,281
Due from General Fund - Series 2017	-	13,818	-	13,818
Due from Developer	900	-	.	900
Investments:				
State Board of Administration (SBA)	99,848	-	60,286	160,134
Series 2015				
Reserve	-	213,916	-	213,916
Interest	-	104	-	104
Revenue	-	565,201	-	565,201
Sinking Fund	-	107	-	107
Gen Redemption	-	5	-	5
Prepayment	-	4	-	4
Series 2017				
Reserve	-	169,563	-	169,563
Interest	-	84	-	84
Principal	-	-	-	-
Revenue	-	505,556	-	505,556
Prepayment	-	4	-	4
Sinking Fund	-	88	-	88
Prepaid Expenses	-	-	-	-
Deposits	-	-	-	-
Total Assets	\$ 437,523	\$ 1,484,730	\$ 97,024	\$ 2,019,277
Liabilities:				
Accounts Payable	\$ 620	\$ -	\$ -	\$ 620
FICA Payable	-	-	-	-
Due to Debt Service - Series 2015	16,281	-	-	16,281
Due to Debt Service - Series 2017	13,818	-	-	13,818
Total Liabilities	\$ 30,719	\$ -	\$ -	\$ 30,719
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ -	\$ -	\$ -	\$ -
Restricted for:				
Debt Service	-	1,484,730	-	1,484,730
Capital Project	-	-	-	-
Assigned for:				
Capital Reserve Fund	-	-	97,024	97,024
Capital Reserves	-	-	-	-
Unassigned	406,803	-	-	406,803
Total Fund Balances	\$ 406,803	\$ 1,484,730	\$ 97,024	\$ 1,988,557
Total Liabilities & Fund Balance	\$ 437,523	\$ 1,484,730	\$ 97,024	\$ 2,019,277

Isles of Bartram Park

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted Budget	Prorated Budget Thru 03/31/26	Actual Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 317,981	\$ 314,574	\$ 314,574	\$ -
Interest	5,000	2,500	1,966	(534)
Total Revenues	\$ 322,981	\$ 317,074	\$ 316,540	\$ (534)
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 4,000	\$ 2,000	\$ 1,800	\$ 200
PR-FICA	306	- 153	138	15
Engineering	10,370	5,185	-	5,185
Attorney	10,000	5,000	1,141	3,860
Annual Audit	4,200	4,200	4,200	-
Assessment Administration	5,618	5,618	5,618	-
Arbitrage Rebate	1,200	600	600	-
Dissemination Agent	8,259	4,130	4,130	0
Trustee Fees	8,800	5,650	5,650	-
Management Fees	57,429	28,714	28,715	-
Information Technology	1,890	945	945	-
Website Maintenance	1,260	630	630	-
Telephone	150	75	20	55
Postage & Delivery	500	250	274	(24)
Insurance General Liability/Public Officials	14,167	14,167	12,738	1,429
Printing & Binding	500	250	65	185
Legal Advertising	1,265	633	140	493
Other Current Charges	1,000	500	481	19
Office Supplies	200	100	2	98
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 131,289	\$ 78,975	\$ 67,461	\$ 11,514
<u>Operations & Maintenance</u>				
Field Expenditures				
Landscape Maintenance (Yellowstone)	\$ 68,894	\$ 34,447	\$ 26,314	\$ 8,134
Lake Maintenance (First Choice Aquatics)	34,960	17,480	14,020	3,460
Waterfall/Entry Pond Maintenance (Innovative Fountain Srvc)	8,860	7,593	7,593	-
Lake Fountains Maintenance (First Coast Aquatics)	4,348	4,348	680	3,668
Management	6,000	3,000	3,000	-
Utilities	10,000	5,000	2,407	2,593
General Maintenance	3,000	1,500	538	962
Subtotal Field Expenditures	\$ 136,062	\$ 73,368	\$ 54,552	\$ 18,816
Total Operations & Maintenance	\$ 136,062	\$ 73,368	\$ 54,552	\$ 18,816
Total Expenditures	\$ 267,351	\$ 152,343	\$ 122,012	\$ 30,331
Excess (Deficiency) of Revenues over Expenditures	\$ 55,629		\$ 194,528	
<u>Other Financing Sources/(Uses):</u>				
Capital Reserve Fund	(55,629)	-	-	-
Total Other Financing Sources/(Uses)	\$ (55,629)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -		\$ 194,528	
Fund Balance - Beginning	\$ -		\$ 212,276	
Fund Balance - Ending	\$ -		\$ 406,803	

Isles of Bartram Park
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 19,306	\$ 32,315	\$ 250,906	\$ 7,596	\$ 4,452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314,574
Interest	356	335	334	326	292	323	-	-	-	-	-	-	1,966
Total Revenues	\$ 356	\$ 19,641	\$ 32,649	\$ 251,232	\$ 7,888	\$ 4,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 316,540
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ 1,000	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,800
PR-FICA	-	77	-	-	61	-	-	-	-	-	-	-	138
Engineering	-	-	-	-	-	-	-	-	-	-	-	-	-
Attorney	-	153	116	226	647	-	-	-	-	-	-	-	1,141
Annual Audit	-	-	-	-	4,200	-	-	4,200	-	-	-	-	4,200
Assessment Administration	5,618	-	-	-	-	-	-	5,618	-	-	-	-	5,618
Arbitrage Rebate	-	600	-	-	-	-	-	-	-	-	-	-	600
Dissemination Agent	688	688	688	688	688	688	-	-	-	-	-	-	4,130
Trustee Fees	1,250	4,400	-	-	-	-	-	-	-	-	-	-	5,650
Management Fees	4,786	4,786	4,786	4,786	4,786	4,786	-	-	-	-	-	-	28,715
Information Technology	158	158	158	158	158	158	-	-	-	-	-	-	945
Website Maintenance	105	105	105	105	105	105	-	-	-	-	-	-	630
Telephone	12	-	-	8	-	-	-	-	-	-	-	-	20
Postage & Delivery	29	102	18	60	31	34	-	-	-	-	-	-	274
Insurance General Liability/Public Officials	12,738	-	-	-	-	-	-	-	-	-	-	-	12,738
Printing & Binding	2	3	15	6	6	33	-	-	-	-	-	-	65
Legal Advertising	-	70	-	-	70	-	-	-	-	-	-	-	140
Other Current Charges	272	42	42	42	42	42	-	-	-	-	-	-	481
Office Supplies	0	0	0	0	0	0	-	-	-	-	-	-	2
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 25,833	\$ 12,182	\$ 5,927	\$ 6,079	\$ 11,593	\$ 5,846	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,461
Operations & Maintenance													
Field Expenditures													
Landscape Maintenance (Yellowstone)	\$ 5,570	\$ 3,244	\$ 5,447	\$ 3,244	\$ 3,244	\$ 5,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	26,314
Lake Maintenance (First Choice Aquatics)	3,100	2,100	2,205	2,205	2,205	2,205	-	-	-	-	-	-	14,020
Waterfall/Entry Pond Maintenance (Innovative Fountain S	1,753	247	3,496	907	429	761	-	-	-	-	-	-	7,593
Lake Fountains Maintenance (First Coast Aquatics)	-	280	400	-	-	-	-	-	-	-	-	-	680
Management	500	500	500	500	500	500	-	-	-	-	-	-	3,000
Utilities	743	398	394	326	348	197	-	-	-	-	-	-	2,407
General Maintenance	-	538	-	-	-	-	-	-	-	-	-	-	538
Subtotal Field Expenditures	\$ 11,666	\$ 7,307	\$ 12,442	\$ 7,181	\$ 6,727	\$ 9,229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,552
Total Operations & Maintenance	\$ 11,666	\$ 7,307	\$ 12,442	\$ 7,181	\$ 6,727	\$ 9,229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,552
Total Expenditures	\$ 37,500	\$ 19,489	\$ 18,369	\$ 13,260	\$ 18,320	\$ 15,074	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,012
Excess (Deficiency) of Revenues over Expenditures	\$ (37,144)	\$ 152	\$ 14,280	\$ 237,972	\$ (10,432)	\$ (10,299)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,528
Other Financing Sources/Uses:													
Transfer In/(Out)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (37,144)	\$ 152	\$ 14,280	\$ 237,972	\$ (10,432)	\$ (10,299)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,528

Isles of Bartram Park

Community Development District

Debt Service Fund Series 2015

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 429,732	\$ 425,128	\$ 425,128	\$ -
Interest Income	15,000	7,500	10,189	2,689
Total Revenues	\$ 444,732	\$ 432,628	\$ 435,317	\$ 2,689
Expenditures:				
Interest - 11/1	\$ 136,728	\$ 136,728	\$ 136,728	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Principal - 11/1	140,000	140,000	140,000	-
Interest - 5/1	133,666	-	-	-
Total Expenditures	\$ 410,394	\$ 276,728	\$ 281,728	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 34,338		\$ 153,589	
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 34,338		\$ 153,589	
Fund Balance - Beginning	\$ 424,101		\$ 642,029	
Fund Balance - Ending	\$ 458,440		\$ 795,618	

Isles of Bartram Park

Community Development District

Debt Service Fund Series 2017

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 364,708	\$ 360,820	\$ 360,820	\$ -
Interest Income	15,000	7,500	8,842	1,342
Total Revenues	\$ 379,708	\$ 368,320	\$ 369,662	\$ 1,342
Expenditures:				
Interest - 11/1	\$ 109,884	\$ 109,884	\$ 109,884	\$ -
Principal - 11/1	115,000	115,000	115,000	-
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	107,584	-	-	-
Special Call - 5/1	-	-	-	-
Total Expenditures	\$ 332,469	\$ 224,884	\$ 229,884	\$ (5,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 47,239		\$ 139,778	
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 47,239		\$ 139,778	
Fund Balance - Beginning	\$ 378,015		\$ 549,335	
Fund Balance - Ending	\$ 425,254		\$ 689,113	

Isles of Bartram Park

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
Revenues				
Capital Reserve Transfer In	\$ 55,629	\$ -	\$ -	\$ -
Interest	1,500	750	1,187	437
Total Revenues	\$ 57,129	\$ 750	\$ 1,187	\$ 437
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Repairs and Maintenance	10,000	5,000	-	5,000
Other Current Charges	-	-	2,982	(2,982)
Total Expenditures	\$ 10,000	\$ 5,000	\$ 2,982	\$ 2,018
Excess (Deficiency) of Revenues over Expenditures	\$ 47,129		\$ (1,794)	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 47,129		\$ (1,794)	
Fund Balance - Beginning	\$ 134,023		\$ 98,818	
Fund Balance - Ending	\$ 181,152		\$ 97,024	

Isles of Bartram Park
Community Development District
Long Term Debt Report

Series 2015 Special Assessment Bonds

Interest Rate:	4.375%-5.125%
Maturity Date:	11/1/1945
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$213,916
Reserve Fund Balance	213,916

Bonds outstanding - 11/30/2015	\$6,725,000
Less: November 1, 2015	\$0
Less: November 1, 2016	(\$110,000)
Less: November 1, 2017	(\$130,000)
Less: May 1, 2018 (Prepayment)	(\$100,000)
Less: November 1, 2018	(\$100,000)
Less: May 1, 2019 (Prepayment)	(\$20,000)
Less: November 1, 2019	(\$105,000)
Less: November 1, 2019 (Prepayment)	(\$5,000)
Less: November 1, 2020	(\$110,000)
Less: May 1, 2021 (Prepayment)	(\$15,000)
Less: November 1, 2021	(\$115,000)
Less: November 1, 2021 (Prepayment)	(\$20,000)
Less: May 1, 2022 (Prepayment)	(\$85,000)
Less: November 1, 2022	(\$120,000)
Less: November 1, 2022 (Prepayment)	(\$5,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: November 1, 2023	(\$130,000)
Less: November 1, 2023 (Prepayment)	(\$5,000)
Less: November 1, 2024	(\$135,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025	(\$140,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)

Current Bonds Outstanding	\$5,260,000
----------------------------------	--------------------

Series 2017 Special Assessment Bonds

Interest Rate:	3.50%-5.00%
Maturity Date:	11/1/1947
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$169,563
Reserve Fund Balance	169,563

Bonds outstanding - 11/30/2017	\$5,345,000
Less: November 1, 2018	(\$50,000)
Less: May 1, 2019 (Prepayment)	(\$25,000)
Less: August 1, 2019 (Prepayment)	(\$15,000)
Less: November 1, 2019	(\$95,000)
Less: November 1, 2019 (Prepayment)	(\$5,000)
Less: November 1, 2020	(\$100,000)
Less: November 1, 2021	(\$100,000)
Less: May 1, 2022 (Prepayment)	(\$15,000)
Less: November 1, 2022	(\$105,000)
Less: November 1, 2022 (Prepayment)	(\$5,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: November 1, 2023	(\$110,000)
Less: November 1, 2023 (Prepayment)	(\$5,000)
Less: November 1, 2024	(\$115,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025	(\$115,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)

Current Bonds Outstanding	\$4,470,000
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Total Bonds Outstanding	\$9,730,000
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B.

Isles of Bartram Park

Community Development District

Fiscal Year 2026 Assessment Receipts

ASSESSED TO	# LOTS	SERIES 2015 DEBT SERVICE ASMT	SERIES 2017 DEBT SERVICE ASMT	O&M ASMT	TOTAL ASMTS
TAX ROLL NET	635	429,732.19	364,728.02	317,980.57	1,112,440.78
TOTAL DISTRICT NET	635	429,732.19	364,728.02	317,980.57	1,112,440.78

RECEIVE FROM	BALANCE DUE	SERIES 2015 DEBT SERVICE RECEIVED	SERIES 2017 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL RECEIVED / DUE	5,719.44	427,522.79	362,852.83	316,345.72	1,106,721.34
TOTAL RECEIPTS / DUE	5,719.44	427,522.79	362,852.83	316,345.72	1,106,721.34

TAX ROLL RECEIPTS

ST JOHNS COUNTY DISTRIBUTION	DATE	SERIES 2015 DEBT SERVICE ASMT	SERIES 2017 DEBT SERVICE ASMT	O&M ASMT	TOTAL RECEIVED
1	11/3/2025	1,387.87	1,177.93	1,026.95	3,592.75
2	11/18/2025	14,773.08	12,538.41	10,931.35	38,242.84
3	11/24/2025	9,929.67	8,427.64	7,347.47	25,704.78
4	12/16/2025	22,345.85	18,965.67	16,534.82	57,846.34
5	12/23/2025	21,326.13	18,100.20	15,780.28	55,206.61
6	1/15/2026	338,147.64	286,997.16	250,212.53	875,357.33
INTEREST 1	1/26/2026	936.53	794.87	692.99	2,424.39
7	2/20/2026	10,265.12	8,712.35	7,595.68	26,573.15
8	3/16/2026	6,016.03	5,106.01	4,451.57	15,573.61
INTEREST 2	4/9/2026	377.71	320.57	279.48	977.76
9	4/24/2026	2,017.16	1,712.03	1,492.60	5,221.78
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
TOTAL TAX ROLL RECEIPTS		427,522.79	362,852.83	316,345.72	1,106,721.34

PERCENT COLLECTED TAX ROLL	99%	99%	99%	99%
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C.

Isles of Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026
Check Register

<i>Fund</i>	<i>Date</i>	<i>check #'s</i>	<i>Amount</i>	<i>Total</i>
General Fund				
	1/1/26 -1/31/26	1320-1328	\$679,312.88	
	2/1/26 -2/28/26	1329-1340	14,854.24	
	3/1/26 -3/31/26	1341-1359	<u>23,867.37</u>	
				\$718,034.49
Capital Reserve				
	2/1/26 -2/28/26	9	<u>\$2,800.00</u>	
				\$2,800.00
TOTAL				\$720,834.49

* Fedex Invoices available upon request

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
1/06/26	00025	12/16/25 12162025	202511 320-57200-46500	CELESTINA MASTER HOA	*	134.42	134.42 001320
1/06/26	00036	1/01/26 3594	202601 320-57200-46300	FIRST CHOICE AQUATICS	*	2,205.00	2,205.00 001321
1/06/26	00018	1/01/26 430148	202601 320-53800-45501	VESTA PROPERTY SERVICES, INC.	*	500.00	500.00 001322
1/13/26	00001	1/01/26 147	202601 310-51300-34000	GOVERNMENTAL MANAGEMENT SERVICES	*	4,785.75	5,810.40 001323
		1/01/26 147	202601 310-51300-52000	INNOVATIVE FOUNTAIN SERVICES INC	*	105.00	645.00 001324
		1/01/26 147	202601 310-51300-35100	YELLOWSTONE LANDSCAPE INC	*	157.50	3,243.93 001325
		1/01/26 147	202601 310-51300-31200	YELLOWSTONE LANDSCAPE INC	*	688.25	2,203.00 001326
		1/01/26 147	202601 310-51300-51000	ISLES OF BARTRAM PARK CDD-DS 2015	*	.36	359,473.77 001327
		1/01/26 147	202601 310-51300-42000	IBTR ISLES OF BRTRM TLEE	*	59.72	
		1/01/26 147	202601 310-51300-42500		*	5.85	
		1/01/26 147	202601 310-51300-41000		*	7.97	
1/13/26	00023	1/08/26 2030175	202601 320-57200-46400		*	645.00	
1/13/26	00022	1/01/26 1078661	202601 320-57200-46200		*	3,243.93	
1/13/26	00022	12/29/25 1065279	202512 320-57200-46200		*	2,203.00	
1/21/26	00029	1/15/26 01152026	202601 300-20700-10200		*	21,326.13	
		12/23/25 DIST 5			*	338,147.64	
		1/15/26 01152026	202601 300-20700-10200		*		
		1/15/26 DIST 6			*		

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
1/21/26	00030	1/15/26	01152026 202601 300-20700-10300 12/23/25 DIST 5		*	18,100.20	
		1/15/26	01152026 202601 300-20700-10300 1/15/26 DIST 6		*	286,997.16	
ISLES OF BARTRAM PARK CDD-DS 2017							305,097.36 001328

TOTAL FOR BANK A						679,312.88	
TOTAL FOR REGISTER						679,312.88	

IBTR ISLES OF BRTRM TLEE

Celestina Master HOA, Inc

INVOICE

INVOICE DATE: 12/16/2025

RECEIVED

By Tara Lee at 12:57 pm, Dec 23, 2025

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION	AMOUNT
	Reimbursement for Irrigation Billing (10% of 05330) (Reference JEA bill dated 12/16/2025)	\$134.42
Any questions please call Vesta WGV Office 904-747-0181		
TOTAL AMOUNT DUE		\$134.42

Make all checks payable to: Celestina Master Homeowners Association Please mail or deliver to
Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.



225 N. Pearl St.
Jacksonville, FL
32202-4513



CELESTINA MASTER PROPERTY OWNERS ASSOCIATION INC

Phone: (904) 665-6000

Online: jea.com

Business Customers: (904) 665-6250

Account #: 1209880485

Bill Date: 12/16/25

Cycle: 14

Amount Due

\$8,351.20

Do not pay. AutoPay will process your payment on 01/07/26.

TOTAL SUMMARY OF CHARGES

Electric	\$	5,353.20
Water		1,626.55
Sewer		633.61
Irrigation		737.84
Total New Charges	\$	8,351.20

(A complete breakdown of charges can be found on the following pages.)

Previous Balance	\$	7,890.93
Payment(s) Received		-7,890.93
Balance Before New Charges		0.00
New Charges		8,351.20

Do not pay. AutoPay will process your payment on 01/07/26. \$ 8,351.20

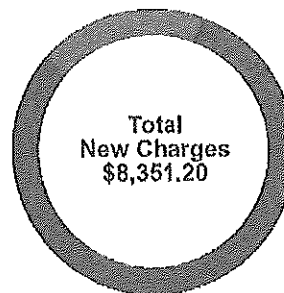
MESSAGES



During the day, find where lights have been left on in unoccupied spaces like restrooms and storage areas. Turning them off can reduce your energy usage and utility costs.



Identify and fix dripping taps and leaky pipes immediately. Even a small leak can waste thousands of gallons of water annually.



Electric	\$6,353.20
Water	\$1,626.55
Sewer	\$633.61
Irrigation	\$737.84

5300 5353.20

1344.18 - 1344.12 = ~~1210.00~~
1209.76

5320 1653.82

5335 134.42

10% of 5330

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional Information on reverse side. →



- ☐ Check here for telephone/mail address correction and fill in on reverse side.
- ☐ Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: 1209880485

Bill Date: 12/16/25

Do not pay. AutoPay will process your payment on 01/07/26.

TOTAL AMOUNT PAID

\$8,351.20

CELESTINA MASTER PROPERTY OWNERS ASSOCIATION INC
200 BUSINESS PARK CIR STE 101
ST AUGUSTINE FL 32095-8824

Visit jea.com to:



Pay Your Bill



Manage Your Alerts



Transfer Service



Report or View Outages



Email Us



Update Your Information



Learn About Rates



Understand Your Bill

Stay Storm-Ready

It's officially hurricane season. Learn how JEA prepares for storms and what you can do to keep your family, home or business safe in case one heads our way.



Scan to explore our Storm Center.

Solutions to Help You Save

We want to help you use less and save more. From simple tips to efficiency assessments and rebates, we have something for everyone.

Scan to find more ways to save.



STATEMENT INFORMATION

APPLICATION AND CONTRACT FOR SERVICE—Customers may review terms and conditions of service and policies on jea.com, or may call, write or email JEA to request a copy. Requesting of utility service and JEA's acceptance to provide utility service, including the rendering of a bill, constitutes a binding contractual agreement between JEA and the customer, including each financially responsible person or entity as defined by applicable State, City and Utility regulations and policies, whether or not services is listed in that individual's name.

Please review your billing statement. Should you suspect a billing or payment error, please notify us immediately at 665-6000. Commercial customers can call us at 665-6260. You have 90 days from the statement date to request a JEA review for correction or credit.

ADDRESS CORRECTION

Account # 1209880485

Tel: (665) 6000

Address: 1000 N. W. 10th St., Ft. Lauderdale, FL 33304

City: Ft. Lauderdale State: FL Zip Code: 33304

E-mail: info@jea.com



Phone: (904) 665-6000

Online: jea.com

CELESTINA MASTER PROPERTY
OWNERS ASSOCIATION INC

Account #: 1209880485

Bill Date: 12/16/25

Cycle: 14

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
110 ANTILA WY APT LS01	W	\$37.50	Reclaim	11/12/25 - 12/14/25	Commercial
Detail Charges: Basic Monthly Charge		31.50	Commercial		Reclaimed Irrigation Service
Inspection Fee		6.00			
			Meter Number	Days Billed	Current Reading
			86614801	32	1629
			Reading Type	Consumption	(1 cu ft = 7.48 gal)
			Regular	0 GAL	
121 LACAILLE AV APT IR01	W	\$87.03	Reclaim	11/12/25 - 12/14/25	Commercial
Detail Charges: Basic Monthly Charge		31.50	Commercial		Reclaimed Irrigation Service
Inspection Fee		6.00			
Tier 1 Consumption (1-14 kgal @ \$3.81)		49.53			
			Meter Number	Days Billed	Current Reading
			514058880	32	35
			Reading Type	Consumption	(1 cu ft = 7.48 gal)
			Regular	13000 GAL	
123 CELESTA PY APT GATE	E	\$935.01	Gate	11/13/25 - 12/15/25	General Service
Detail Charges: Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		556.28			
Tax Exempt Fuel Cost (\$0.03535 per kWh)		288.63			
Taxable Fuel Cost (\$0.00511 per kWh)		41.72			
Gross Receipts Tax		23.38			
			Meter Number	Days Billed	Current Reading
			26189702	32	24799
			Reading Type	Consumption	
			Regular	8165 KWH	
16 ORIANA CT APT FS01	E	\$554.79	Commercial - Electric	11/13/25 - 12/15/25	General Service
Detail Charges: Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		323.69			
Tax Exempt Fuel Cost (\$0.03535 per kWh)		167.95			
Taxable Fuel Cost (\$0.00511 per kWh)		24.28			
Gross Receipts Tax		13.87			
			Meter Number	Days Billed	Current Reading
			24827846	32	88550
			Reading Type	Consumption	
			Regular	4751 KWH	
23 ANILA ST APT LS01	W	\$37.50	Reclaim	11/12/25 - 12/14/25	Commercial
Detail Charges: Basic Monthly Charge		31.50	Commercial		Reclaimed Irrigation Service
Inspection Fee		6.00			
			Meter Number	Days Billed	Current Reading
			514058823	32	0
			Reading Type	Consumption	(1 cu ft = 7.48 gal)
			Regular	0 GAL	

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
29 CELESTA PY APT IR01	E	\$1,053.40	Area Light	11/13/25 - 12/15/25	Street and Area Light Rate
Detail Charges: 74 Unit(s) 40W LED PT		552.78			
38 Unit(s) 72W LED PT		309.32			
Fuel Charge		93.75			
Gross Receipts Tax		24.51			
Florida State Sales Tax		73.04			
29 CELESTA PY APT IR01	W	\$211.41	Reclaim Commercial	11/12/25 - 12/14/25	Commercial Reclaimed Irrigation Service
Detail Charges: Basic Monthly Charge		201.60			
Inspection Fee		6.00			
Tier 1 Consumption (1-14 kgal @ \$3.81)		3.81			

Total New
Charges For
This Address
\$1,264.81

Electric
\$1,053.40
Water
\$211.41

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
89006063	32	58985	Regular	1000 GAL

33 CELESTA PY	E	\$605.90	Commercial - Electric	11/13/25 - 12/15/25	General Service
Detail Charges: Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		354.96			
Tax Exempt Fuel Cost (\$0.03535 per kWh)		184.17			
Taxable Fuel Cost (\$0.00511 per kWh)		26.62			
Gross Receipts Tax		15.15			

Total New
Charges For
This Address
\$670.03

Electric
\$605.90
Water
\$64.13

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
22953660	32	71776	Regular	5210 KWH
22953660	32	10.25	Regular	10.25 KW

33 CELESTA PY	W	\$64.13	Commercial - Water	11/12/25 - 12/14/25	Commercial Water Service
Detail Charges: Basic Monthly Charge		18.23			
Water Consumption Charge		45.90			

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
514057774	32	312	Regular	15000 GAL

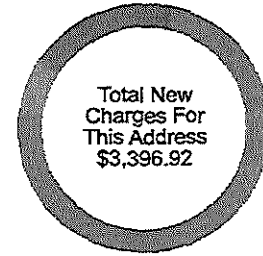
33 STARLIS PL	W	\$57.57	Reclaim Residential	11/12/25 - 12/14/25	Residential Reclaimed Irrigation
Detail Charges: Basic Monthly Charge		18.90			
Reclaimed Water Inspection Fee		6.00			
Tier 1 Consumption (1-14 kgal @ \$2.97)		32.67			

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
82196211	32	2313	Regular	11000 GAL

33 TALORI AV APT IR01	W	\$37.50	Reclaim Commercial	11/12/25 - 12/14/25	Commercial Reclaimed Irrigation Service
Detail Charges: Basic Monthly Charge		31.50			
Inspection Fee		6.00			

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
78727792	32	4661	Regular	0 GAL

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
35 MANDARA WY	E	\$1,825.46	Commercial - Electric	11/13/25 - 12/15/25	General Service
Detail Charges: Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		1,100.98			
Tax Exempt Fuel Cost (\$0.03535 per kWh)		571.26			
Taxable Fuel Cost (\$0.00511 per kWh)		82.58			
Gross Receipts Tax		45.64			
35 MANDARA WY	W	\$200.01	Commercial - Water/Sewer	11/12/25 - 12/14/25	Commercial Water Service
Detail Charges: Basic Monthly Charge		166.35			
Water Consumption Charge		33.66			
35 MANDARA WY	S	\$633.61	Commercial - Water/Sewer	11/12/25 - 12/14/25	Commercial Sewer Service
Detail Charges: Basic Monthly Charge		576.74			
Sewer Usage Charge		56.87			
35 MANDARA WY	I	\$737.84	Irrigation 1 - Commercial	11/12/25 - 12/14/25	Commercial Irrigation Service
Detail Charges: Basic Monthly Charge		50.63			
Tier 1 Consumption (1 - 7 Kgal @ \$3.49 kgal)		27.94			
Tier 2 Consumption (> 7 Kgal @ \$4.69 kgal)		659.27			
44 CALLIEL WY APT IR01	W	\$728.54	Reclaim Commercial	11/12/25 - 12/14/25	Commercial Reclaimed Irrigation Service
Detail Charges: Basic Monthly Charge		63.00			
Inspection Fee		6.00			
Tier 1 Consumption (1-14 kgal @ \$3.81)		53.35			
Tier 2 Consumption (> 14 kgal @ \$4.33)		606.19			
471 CELESTA PY APT IR01	E	\$282.94	Irrigation 1 - Electric	11/13/25 - 12/15/25	General Service
Detail Charges: Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		145.39			
Tax Exempt Fuel Cost (\$0.03535 per kWh)		75.44			
Taxable Fuel Cost (\$0.00511 per kWh)		10.90			
Gross Receipts Tax		6.58			
Florida State Sales Tax		19.63			



Electric \$1,825.46
 Water \$200.01
 Sewer \$633.61
 Irrigation \$737.84

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
-----------------	--------------	---------	---------------	----------------	-----------

56 CALLIEL WY APT IR01

E \$66.10

Irrigation 1 -
Electric

11/13/25 - 12/15/25 General Service

Detail Charges: Basic Monthly Charge

25.00

Energy Charge (\$0.06813 per kWh)

21.94

Tax Exempt Fuel Cost (\$0.03535 per kWh)

11.38

Taxable Fuel Cost (\$0.00511 per kWh)

1.65

Gross Receipts Tax

1.54

Florida State Sales Tax

4.59

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
23650846	32	16237	Regular	322 KWH

57 SOLIS AV APT LS01

W \$147.13

Reclaim
Commercial11/12/25 - 12/14/25 Commercial
Reclaimed Irrigation
Service

Detail Charges: Basic Monthly Charge

31.50

Inspection Fee

6.00

Tier 1 Consumption (1-14 kgal @ \$3.81)

53.35

Tier 2 Consumption (> 14 kgal @ \$4.33)

56.28

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
514064521	32	175	Regular	27000 GAL

65 DELANO ST

E \$29.60

Commercial -
Electric

11/13/25 - 12/15/25 General Service

Detail Charges: Basic Monthly Charge

25.00

Energy Charge (\$0.06813 per kWh)

1.16

Tax Exempt Fuel Cost (\$0.03535 per kWh)

0.60

Taxable Fuel Cost (\$0.00511 per kWh)

0.09

Gross Receipts Tax

0.69

Florida State Sales Tax

2.06

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
14113889	32	3052	Regular	17 KWH

65 DELANO ST

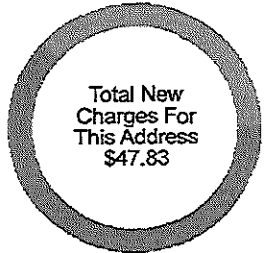
W \$18.23

Commercial -
Water11/12/25 - 12/14/25 Commercial Water
Service

Detail Charges: Basic Monthly Charge

18.23

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
79232848	32	0	Regular	0 GAL



Total New
Charges For
This Address
\$47.83

Electric
\$29.60
Water
\$18.23

First Choice Aquatics
14289 Denton Rd
Jacksonville, FL 32226 USA
+2267031
firstchoiceaquaticsjax@gmail.com

INVOICE

BILL TO

Isles of Bartram Park
C/O GMS,LLC
475 West Town Place, Suite
114
St. Augustine, Florida 32092

INVOICE # 3594

DATE 01/01/2026

DUE DATE 01/31/2026

TERMS Net 30

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Lake Maintenance	Isles of Bartram Park	1	2,205.00	2,205.00

Services rendered are for the month listed above.

Pay invoice

SUBTOTAL	2,205.00
TAX	0.00
TOTAL	2,205.00
BALANCE DUE	\$2,205.00

RECEIVED

By Tara Lee at 9:57 am, Jan 05, 2026



Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Invoice # 430148
Date 01/01/2026

Terms Due on receipt
Due Date 01/01/2026
Memo WGV - MANAGEMENT

Bill To

Isles of Bartram Park CDD
475 West Town Place
Suite 250
Jacksonville FL 32092

Description	Quantity	Rate	Amount
MANAGEMENT SERVICES	1	500.00	500.00

Total 500.00

RECEIVED

By Tara Lee at 9:53 am, Jan 05, 2026

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

Invoice

Invoice #: 147**Invoice Date:** 1/1/26

Due Date: 1/1/26

Case:

P.O. Number:

Bill To:

Isles of Bartram Park CDD
475 West Town Place
Suite 114
At. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - January 2026		4,785.75	4,785.75
Website Administration - January 2026		105.00	105.00
Information Technology - January 2026		157.50	157.50
Dissemination Agent Services - January 2026		688.25	688.25
Office Supplies		0.36	0.36
Postage		59.72	59.72
Copies		5.85	5.85
Telephone		7.97	7.97

Total	\$5,810.40
--------------	-------------------

Payments/Credits	\$0.00
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Balance Due	\$5,810.40
--------------------	-------------------

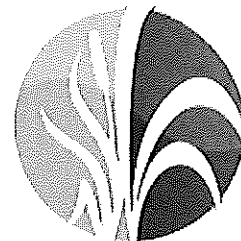
RECEIVED

By Tara Lee at 11:25 am, Jan 07, 2026

INVOICE

Innovative Fountain Services, Inc
11637 Columbia Park Dr E
Ste 4
Jacksonville, FL 32258-4493

admin@innovativefountainsservices.com
+1 (904) 551-1017



Celestina: Celestina Waterfall

Bill to

Celestina
Isles of Bartram Park CDD
475 West Town Place Ste 114
Saint Augustine, FL 32092

Invoice details

Invoice no.: 2030175
Terms: Net 30
Invoice date: 01/08/2026
Due date: 02/07/2026

#	Product or service	Description	Qty	Amount
1.	Fountain Service	Estimate 4563 completed. Innovative Fountain Services proposes to provide all necessary materials, labor, and equipment to perform the following services: Install all (16) new LED bulbs in the light fixtures on the Entry Waterfall fountain at Celestina.	1	\$645.00

Total \$645.00

RECEIVED

By Tara Lee at 1:41 pm, Jan 08, 2026



INVOICE

INVOICE #	INVOICE DATE
1078661	1/1/2026
TERMS	PO NUMBER
Net 30	

Bill To:

Celestina-Isles of Bartram CDD
c/o GMS-NF, LLC
475 West Town Pl, Suite 114
Saint Augustine, FL 32092

Property Name: Celestina-Isles of Bartram CDD

Address: 475 West Town Pl
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: January 31, 2026

Invoice Amount: \$3,243.93

Description	Current Amount
Monthly Landscape Maintenance January 2026	\$3,243.93

RECEIVED

By Tara Lee at 8:51 am, Jan 09, 2026

Invoice Total **\$3,243.93**

THIS DOCUMENT IS UNCLASSIFIED

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286



YELLOWSTONE
LANDSCAPE

INVOICE

INVOICE #	INVOICE DATE
1065279	12/29/2025
TERMS	PO NUMBER
Net 30	

Bill To:

Celestina-Isles of Bartram CDD
c/o GMS-NF, LLC
475 West Town Pl, Suite 114
Saint Augustine, FL 32092

Property Name: Celestina-Isles of Bartram CDD

Address: 475 West Town Pl
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: January 28, 2026

Invoice Amount: \$2,203.00

Description	Current Amount
Winter Annual Rotation	
Landscape Enhancement SUBCONTRACT	\$2,203.00

RECEIVED

By Tara Lee at 5:25 am, Jan 02, 2026

Invoice Total \$2,203.00

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286

Isles of Bartram Park
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
January 15, 2026	\$359,473.77	Bernadette Peregrino

Payable to:

Isles of Bartram Park #29 - 2015

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10200
------	---------------------

Intended Use of Funds Requested:

\$ 21,326.13 12/23/25 DIST 5
\$ 338,147.64 1/15/26 DIST 6
<u>\$ 359,473.77</u>
(Attach supporting documentation for request.)

\$ 18,100.20 12/23/25 DIST 5
\$ 286,997.16 1/15/26 DIST 6
<u>\$ 305,097.36</u>
(Attach supporting documentation for request.)

CHECK DATE	VEND#	INVOICE DATE	INVOICE INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	...
2/10/26	00036	2/01/26	3648	202602	320	57200	-46300			*	2,205.00		
			FEB LAKE MAINTENANCE						FIRST CHOICE AQUATICS INC			2,205.00	001329
2/10/26	00001	2/01/26	148	202602	310	51300	-34000			*	4,785.75		
			FEB MANAGEMENT FEES										
		2/01/26	148	202602	310	51300	-52000			*	105.00		
			FEB WEBSITE ADMIN										
		2/01/26	148	202602	310	51300	-35100			*	157.50		
			FEB INFORMATION TECH										
		2/01/26	148	202602	310	51300	-31200			*	688.25		
			FEB DISSEMINATION SVCS										
		2/01/26	148	202602	310	51300	-51000			*	.15		
			OFFICE SUPPLIES										
		2/01/26	148	202602	310	51300	-42000			*	31.27		
			POSTAGE										
		2/01/26	148	202602	310	51300	-42500			*	6.15		
			COPIES						GOVERNMENTAL MANAGEMENT SERVICES			5,774.07	001330
2/10/26	00023	1/23/26	2030288	202601	320	57200	-46400			*	202.50		
			JAN WATERFALL FOUNT MAINT										
		1/23/26	2030288	202601	320	57200	-46400			*	59.00		
			JAN CHEMCIALS ADDED						INNOVATIVE FOUNTAIN SERVICES INC			261.50	001331
2/10/26	00018	2/01/26	430715	202602	320	53800	-45501			*	500.00		
			FEB MANAGEMENT SERVICES						VESTA PROPERTY SERVICES, INC.			500.00	001332
2/10/26	00022	2/01/26	1098369	202602	320	57200	-46200			*	3,243.93		
			FEB LANDSCAPE MAINTENANCE						YELLOWSTONE LANDSCAPE INC			3,243.93	001333
2/17/26	00025	9/12/25	09122025	202510	320	57200	-46500			*	129.12		
			REIMB FOUNT(8/13-9/12)						CELESTINA MASTER HOA			129.12	001334
2/17/26	00025	10/14/25	10142025	202510	320	57200	-46500			*	254.73		
			REIMB FOUNT(9/12-10/14)						CELESTINA MASTER HOA			254.73	001335
2/17/26	00025	11/13/25	11132025	202510	320	57200	-46500			*	232.89		
			REIMB FOUNT(10/14-11/13)						CELESTINA MASTER HOA			232.89	001336
									IBTR ISLES OF BRTRM TLEE				

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
2/17/26	00025	12/15/25 12152025	202511 320-57200-46500 REIMB FOUNT(11/13-12/15)	CELESTINA MASTER HOA	*	263.43	263.43 001337
2/17/26	00025	1/15/26 01152026	202512 320-57200-46500 REIMB FOUNT(12/15-1/15)	CELESTINA MASTER HOA	*	258.17	258.17 001338
2/17/26	00029	2/16/26 02162026	202602 300-20700-10200 1/26 DIST INTEREST 1	ISLES OF BARTRAM PARK CDD-DS 2015	*	936.53	936.53 001339
2/17/26	00030	2/16/26 02162026	202602 300-20700-10300 1/26 DIST INTEREST 1	ISLES OF BARTRAM PARK CDD-DS 2017	*	794.87	794.87 001340
TOTAL FOR BANK A						14,854.24	
TOTAL FOR REGISTER						14,854.24	

IBTR ISLES OF BRTRM TLEE

First Choice Aquatics
14289 Denton Rd
Jacksonville, FL 32226 USA
+2267031
firstchoicewaquaticsjax@gmail.com

INVOICE

BILL TO

Isles of Bartram Park
C/O GMS,LLC
475 West Town Place, Suite
114
St. Augustine, Florida 32092

INVOICE # 3648
DATE 02/01/2026
DUE DATE 03/03/2026
TERMS Net 30

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Lake Maintenance	Isles of Bartram Park	1	2,205.00	2,205.00

Services rendered are for the month listed above.

Pay invoice

SUBTOTAL	2,205.00
TAX	0.00
TOTAL	2,205.00
BALANCE DUE	\$2,205.00

RECEIVED

By Tara Lee at 12:38 pm, Feb 03, 2026

Governmental Management Services, LLC

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

Invoice**Invoice #:** 148**Invoice Date:** 2/1/26**Due Date:** 2/1/26**Case:****P.O. Number:****Bill To:**

Isles of Bartram Park CDD
475 West Town Place
Suite 114
At. Augustine, FL 32092

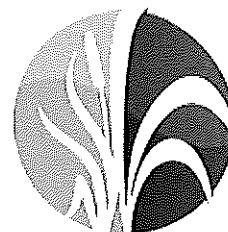
Description	Hours/Qty	Rate	Amount
Management Fees - February 2026		4,785.75	4,785.75
Website Administration - February 2026		105.00	105.00
Information Technology - February 2026		157.50	157.50
Dissemination Agent Services - February 2026		688.25	688.25
Office Supplies		0.15	0.15
Postage		31.27	31.27
Copies		6.15	6.15
Total			\$5,774.07
Payments/Credits			\$0.00
Balance Due			\$5,774.07

RECEIVED
By Tara Lee at 8:09 am, Feb 05, 2026

INVOICE

Innovative Fountain Services, Inc
11637 Columbia Park Dr E
Ste 4
Jacksonville, FL 32258-4493

admin@innovativefountainsservices.com
+1 (904) 551-1017



Celestina: Celestina Waterfall

Bill to

Celestina

Isles of Bartram Park CDD

475 West Town Place Ste 114

Saint Augustine, FL 32092

Invoice details

Invoice no.: 2030288

Terms: Net 30

Invoice date: 01/23/2026

Due date: 02/22/2026

#	Product or service	Description	Qty	Amount
1.	Maintenance Service	Monthly Fountain Maintenance- January	1	\$202.50
2.	Chemicals	Chemicals Added	1	\$59.00

Total

\$261.50

Ways to pay

BANK

Note to customer

Thank you for your business!

[View and pay](#)

RECEIVED

By Tara Lee at 1:51 pm, Jan 26, 2026



Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Invoice # 430715
Date 02/01/2026

Terms Due on receipt
Due Date 02/01/2026
Memo WGV - MANAGEMENT

Bill To

Isles of Bartram Park CDD
475 West Town Place
Suite 250
Jacksonville FL 32092

Description	Quantity	Rate	Amount
MANAGEMENT SERVICES	1	500.00	500.00

Total 500.00

RECEIVED

By Tara Lee at 10:13 am, Feb 02, 2026



YELLOWSTONE LANDSCAPE

Bill To:

Celestina-Isles of Bartram CDD
c/o GMS-NF, LLC
475 West Town Pl, Suite 114
Saint Augustine, FL 32092

Property Name: Celestina-Isles of Bartram CDD

Address: 475 West Town Pl
Suite 114
St. Augustine, FL 32092

INVOICE

INVOICE #	INVOICE DATE
1098369	2/1/2026
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: March 3, 2026

Invoice Amount: \$3,243.93

Description	Current Amount
Monthly Landscape Maintenance February 2026	\$3,243.93

RECEIVED

By Tara Lee at 10:06 am, Feb 04, 2026

Invoice Total **\$3,243.93**

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286

Celestina North HOA, Inc

INVOICE

INVOICE DATE: 9/12/2025

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for fountain billing (Reference JEA bill dated 8/13/2025 – 9/12/25)		\$129.12
Any questions please call Vesta WGV Office 904-747-0181			
TOTAL AMOUNT DUE			\$129.12

RECEIVED

By Tara Lee at 10:50 am, Feb 13, 2026

Make all checks payable to: Celestina North Homeowners Association. Please mail or deliver to Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.

Celestina North HOA, Inc

INVOICE

INVOICE DATE: 10/14/2025

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for fountain billing (Reference JEA bill dated 9/12/2025 – 10/14/25)		\$254.73
Any questions please call Vesta WGV Office 904-747-0181			
RECEIVED By Tara Lee at 10:49 am, Feb 13, 2026			
TOTAL AMOUNT DUE			\$254.73

Make all checks payable to: Celestina North Homeowners Association Please mail or deliver to
Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.

Celestina North HOA, Inc

INVOICE

INVOICE DATE: 11/13/2025

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for fountain billing (Reference JEA bill dated 10/14/2025 – 11/13/25)		\$232.89
Any questions please call Vesta WGV Office 904-747-0181			
RECEIVED <i>By Tara Lee at 10:48 am, Feb 13, 2026</i>			
TOTAL AMOUNT DUE			\$232.89

Make all checks payable to: Celestina North Homeowners Association Please mail or deliver to
Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.

Celestina North HOA, Inc

INVOICE

INVOICE DATE: 12/15/2025

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for fountain billing (Reference JEA bill dated 11/13/2025 – 12/15/25)		\$263.43
Any questions please call Vesta WGV Office 904-747-0181			
RECEIVED <i>By Tara Lee at 10:48 am, Feb 13, 2026</i>			
TOTAL AMOUNT DUE			\$263.43

Make all checks payable to: Celestina North Homeowners Association Please mail or deliver to
Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.

Celestina North HOA, Inc

INVOICE

INVOICE DATE: 1/15/2026

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for fountain billing (Reference JEA bill dated 12/15/2025 – 1/15/26)		\$258.17
Any questions please call Vesta WGV Office 904-747-0181			
RECEIVED By Tara Lee at 10:42 am, Feb 13, 2026			
TOTAL AMOUNT DUE			\$258.17

Make all checks payable to: Celestina North Homeowners Association Please mail or deliver to
Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.

**Isles of Bartram Park
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
February 16, 2026	\$936.53	Bernadette Peregrino

Payable to:

Isles of Bartram Park #29 - 2015

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10200
------	---------------------

Intended Use of Funds Requested:

\$ 936.53 1/26/26 DIST INTEREST 1
\$ 936.53
(Attach supporting documentation for request.)

**Isles of Bartram Park
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
February 16, 2026	\$794.87	Bernadette Peregrino

Payable to:

Isles of Bartram Park #30 -2017

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10300
------	---------------------

Intended Use of Funds Requested:

\$ 794.87 1/26/26 DIST INTEREST 1
\$ 794.87
(Attach supporting documentation for request.)

Community Development District

Fiscal Year 2026 Assessment Receipts

ASSESSED TO	# LOTS	SERIES 2015 DEBT SERVICE ASMT	SERIES 2017 DEBT SERVICE ASMT	O&M ASMT	TOTAL ASMTS
TAX ROLL NET	635	429,732.19	364,728.02	317,980.57	1,112,440.78
TOTAL DISTRICT NET	635	429,732.19	364,728.02	317,980.57	1,112,440.78

RECEIVE FROM	BALANCE DUE	SERIES 2015 DEBT SERVICE RECEIVED	SERIES 2017 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL RECEIVED / DUE	54,065.74	408,846.77	347,001.87	302,526.39	1,058,375.04
TOTAL RECEIPTS / DUE	54,065.74	408,846.77	347,001.87	302,526.39	1,058,375.04

TAX ROLL RECEIPTS

ST JOHNS COUNTY DISTRIBUTION	DATE	SERIES 2015 DEBT SERVICE ASMT	SERIES 2017 DEBT SERVICE ASMT	O&M ASMT	TOTAL RECEIVED
1	11/3/2025	1,387.87	1,177.93	1,026.95	3,592.75
2	11/10/2025	14,773.08	12,538.41	10,931.35	38,242.84
3	11/24/2025	9,929.67	8,427.64	7,347.47	25,704.78
4	12/16/2025	22,345.85	18,965.67	16,534.82	57,846.34
5	12/23/2025	21,326.13	18,100.20	15,780.28	55,206.61
6	1/15/2026	338,147.64	286,997.16	250,212.53	875,357.33
INTEREST 1	1/26/2026	936.53	794.87	692.99	2,424.39
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
TOTAL TAX ROLL RECEIPTS		408,046.77	347,001.87	302,526.39	1,058,375.04

PERCENT COLLECTED TAX ROLL	95%	95%	95%	95%
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CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
2/17/26	00003	2/13/26 2171	202602 310-51300-49000	COMMUNITY ADVISORS LLC	*	2,800.00	
		RESERVE ANALYSIS					
-----							2,800.00 000009
TOTAL FOR BANK B						2,800.00	
TOTAL FOR REGISTER						2,800.00	

IBTR ISLES OF BRTRM TLEE



10459 Hunters Creek Court
Jacksonville, Florida 32256

Invoice

Date	Invoice #
2/13/2026	2171
Project #	2270

Bill To

Isles of Bartram Park CDD
C/O Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Description	Amount
Reserve Analysis	2,800.00

E-mail

csheppard@communityadvisors.com

Phone #

904-303-3275

Pay This Amount

\$2,800.00

Terms

Due on receipt

RECEIVED

By Tara Lee at 10:05 am, Feb 16, 2026

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
3/03/26	00046	2/13/26 02132026	202601 320-57200-46500	CELESTINA NORTH HOA	*	237.92	237.92 001341
3/03/26	00036	3/01/26 3708	202603 320-57200-46300	FIRST CHOICE AQUATICS INC	*	2,205.00	2,205.00 001342
3/03/26	00013	2/02/26 28612	202602 310-51300-35200	GRAU & ASSOCIATES	*	4,200.00	4,200.00 001343
3/03/26	00023	2/20/26 2030427	202602 320-57200-46400	INNOVATIVE FOUNTAIN SERVICES INC	*	202.50	429.39 001344
		2/20/26 2030427	202602 320-57200-46400		*	45.97	
		2/20/26 2030427	202602 320-57200-46400		*	180.92	
3/03/26	00032	2/26/26 3703027	202511 310-51300-31500	KUTAK ROCK LLP	*	152.50	268.00 001345
		2/26/26 3703027	202512 310-51300-31500		*	115.50	
3/03/26	00041	2/28/26 7596438	202602 310-51300-48000	USA TODAY	*	70.00	70.00 001346
3/03/26	00018	3/01/26 431148	202603 320-53800-45501	VESTA PROPERTY SERVICES, INC.	*	500.00	500.00 001347
3/09/26	00001	3/01/26 149	202603 310-51300-34000		*	4,785.75	
		3/01/26 149	202603 310-51300-52000		*	105.00	
		3/01/26 149	202603 310-51300-35100		*	157.50	
		3/01/26 149	202603 310-51300-31200		*	688.25	
		3/01/26 149	202603 310-51300-51000		*	.30	
		3/01/26 149	202603 310-51300-42000		*	34.40	

IBTR ISLES OF BRTRM TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
		3/01/26 149 COPIES	202603 310-51300-42500		*	32.85	
				GOVERNMENTAL MANAGEMENT SERVICES			5,804.05 001348
3/09/26 00022		3/01/26 1123069 MAR LANDSCAPE MAINTENANCE	202603 320-57200-46200		*	3,243.93	
				YELLOWSTONE LANDSCAPE INC			3,243.93 001349
3/18/26 00025		2/17/26 02172026 REMIB JEA IRRIG 02/17/26	202601 320-57200-46500		*	88.06	
				CELESTINA MASTER HOA			88.06 001350
3/19/26 00025		1/20/26 01202026 REMIB JEA IRRIG 01/20/26	202512 320-57200-46500		*	136.31	
				CELESTINA MASTER HOA			136.31 001351
3/19/26 00025		3/17/26 03172026 REMIB JEA IRRIG 03/17/26	202602 320-57200-46500		*	103.45	
				CELESTINA MASTER HOA			103.45 001352
3/19/26 00046		3/16/26 03162026 REMIB JEA FOUNT 03/16/26	202602 320-57200-46500		*	244.89	
				CELESTINA NORTH HOA			244.89 001353
3/31/26 00023		12/04/25 2030025 RPL (8) LATERALS/O-RINGS	202512 320-57200-46400		*	2,714.00	
				INNOVATIVE FOUNTAIN SERVICES INC			2,714.00 001354
3/31/26 00023		12/10/25 2030072 QTLY FLOATING FOUNT MAINT	202512 320-57200-46400		*	540.00	
				INNOVATIVE FOUNTAIN SERVICES INC			540.00 001355
3/31/26 00023		3/20/26 2030560 MAR WATERFALL FOUNT MAINT	202603 320-57200-46400		*	202.50	
		3/20/26 2030560 MAR CHEMICALS ADDED	202603 320-57200-46400		*	18.87	
				INNOVATIVE FOUNTAIN SERVICES INC			221.37 001356
3/31/26 00023		3/27/26 2030636 QTLY FLOATING FOUNT MAINT	202603 320-57200-46400		*	540.00	
				INNOVATIVE FOUNTAIN SERVICES INC			540.00 001357
3/31/26 00022		3/23/26 1133781 SPRING ANNUAL ROTATION-26	202603 320-57200-46200		*	2,203.00	
				YELLOWSTONE LANDSCAPE INC			2,203.00 001358

IBTR ISLES OF BRTRM TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
3/31/26	00022	3/25/26 1135716	202603 320-57200-46200	IRRIGATION REPAIRS-MAR26	*	118.00	
				YELLOWSTONE LANDSCAPE INC			118.00 001359

TOTAL FOR BANK A						23,867.37	
TOTAL FOR REGISTER						23,867.37	

IBTR ISLES OF BRTRM TLEE

INVOICE

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

RECEIVED
By Tara Lee at 11:57 am, Feb 18, 2026

Make all checks payable to: Celestina North Homeowners Association. Please mail or deliver to Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.



225 N. Pearl St.
Jacksonville, FL
32202-4513

**CELESTINA NORTH NEIGHBORHOOD
ASSOCIATION INC**

Phone: (904) 665-6000

Online: jea.com

Business Customers: (904) 665-6250

Account #: 6077096749

Bill Date: 02/13/26

Cycle: 14

Amount Due

\$1,333.44

Do not pay. AutoPay will process
your payment on 03/09/26.

TOTAL SUMMARY OF CHARGES

Electric	\$	696.93
Water		636.51
Total New Charges	\$	1,333.44

(A complete breakdown of charges can be found on the following pages.)

Previous Balance	\$	1,344.92
Payment(s) Received		-1,344.92
Balance Before New Charges		0.00
New Charges		1,333.44

Do not pay. AutoPay will process your
payment on 03/09/26. \$ 1,333.44

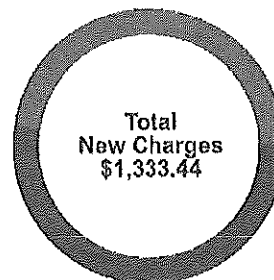
MESSAGES



If your central air conditioning unit is more than 12 years old, replacing it with an ENERGY STAR certified model could cut costs by 30%.



If your business has showers, be sure you have low-flow showerheads installed to save water and save on your water heating costs.



Electric
\$696.93
Water
\$636.51

*fountain.
electric*

Meter # 22969907

2109 - 200 = 1,909

1,909 x 0.06813 = 130.06017

1,909 x 0.03633 = 69.35397

1,909 x 0.00511 = 9.75499

6.57 x 65% = 4.2705

19.57 x 65% = 12.7205

235.91512 + 2 ^{Basic} charge

*237.91512
round*

(237.92)

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



SCAN
TO PAY
ONLINE

☐ Check here for telephone/mail address correction and fill in on reverse side.

☐ Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: 6077096749

Bill Date: 02/13/26

Do not pay. AutoPay will process your payment on 03/09/26.

TOTAL AMOUNT PAID

\$1,333.44

CELESTINA NORTH NEIGHBORHOOD ASSOCIATION INC
C O VESTA PROPERTY SERVICES
200 BUSINESS PARK CIR STE 101
ST AUGUSTINE FL 32095-8824

Visit jea.com to:



Pay Your Bill



Manage Your Alerts



Transfer Service



Report or View Outages



Email Us



Update Your Information



Learn About Rates



Understand Your Bill



Manage your services your way.

We're one community, but we all have different needs. That's why we offer a variety of billing, payment and financial support options.



Scan to learn more.

Solutions to help you save.

We want to help you use less and save more. From simple tips to efficiency assessments and rebates, we have something for everyone.



Scan to find more ways to save.



STATEMENT INFORMATION

APPLICATION AND CONTRACT FOR SERVICE—Customers may review terms and conditions of service and policies on jea.com, or may call, write or email JEA to request a copy. Requesting of utility service and JEA's acceptance to provide utility service, including the rendering of a bill, constitutes a binding contractual agreement between JEA and the customer, including each financially responsible person or entity as defined by applicable State, City and Utility regulations and policies, whether or not services is listed in that individual's name.

Please review your billing statement. Should you suspect a billing or payment error, please notify us immediately at 665-6000. Commercial customers can call us at 665-6250. You have 90 days from the statement date to request a JEA review for correction or credit.

ADDRESS CORRECTION

Account # 6077096749

Tel: (704) 665-6000 (704) 665-6250 (704) 665-6000

Address: 10000 N. W. 10th Ave., Suite 100, Fort Lauderdale, FL 33309

City: Fort Lauderdale State: FL Zip Code: 33309

E-mail: info@jea.com



CELESTINA NORTH NEIGHBORHOOD ASSOCIATION INC

Account #: 6077096749

Bill Date: 02/13/26

Cycle: 14



Phone: (904) 665-6000



Online: jea.com

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 11 TIERRA CV

Service Period: 01/14/26 - 02/12/26

Reading Date: 02/12/26

Service Point: Commercial - Water

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
82562079	29	1	Regular	3/4	1000 GAL

Basic Monthly Charge \$ 18.23

Water Consumption Charge 3.06

Total Current Water Charges \$ 21.29

ELECTRIC SERVICE

Billing Rate: Street and Area Light Rate

Service Address: 221 AMALURRA TL APT LS01

Service Period: 01/15/26 - 02/13/26

Reading Date: 02/13/26

Service Point: Area Light

32 Unit(s) 40W LED PT \$ 239.04

3 Unit(s) 72W LED PT 24.42

Fuel Charge 23.62

Gross Receipts Tax 7.36

Florida State Sales Tax 21.93

Total Current Electric Charges \$ 316.37

\$20.71 of Fuel Cost is Tax Exempt

WATER SERVICE

Billing Rate: Commercial Reclaimed Irrigation Service

Service Address: 221 AMALURRA TL APT LS01

Service Period: 01/14/26 - 02/12/26

Reading Date: 02/12/26

Service Point: Reclaim Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
83130993	29	576	Regular	1	4000 GAL

Basic Monthly Charge \$ 31.50

Inspection Fee 6.00

Tier 1 Consumption (1-14 kgal @ \$3.81) 15.24

Total Current Water Charges \$ 52.74

ELECTRIC SERVICE

Billing Rate: General Service

Service Address: 33 AMALURRA TL

Service Period: 01/15/26 - 02/13/26

Reading Date: 02/13/26

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22969907	29	28918	Regular	1	2109 KWH

Basic Monthly Charge \$ 25.00

Energy Charge (\$0.06813 per kWh) 143.69

Tax Exempt Fuel Cost (\$0.03633 per kWh) 76.62

Taxable Fuel Cost (\$0.00511 per kWh) 10.78

Gross Receipts Tax 6.57

Florida State Sales Tax 19.57

Total Current Electric Charges \$ 282.23

ELECTRIC SERVICE

Billing Rate: Street and Area Light Rate

Service Address: 38 TIERRA CV APT ARLT

Service Period: 01/15/26 - 02/13/26

Reading Date: 02/13/26

Service Point: Area Light

11 Unit(s) 40W LED PT \$ 82.17

Fuel Charge 7.05

Gross Receipts Tax 2.29

Florida State Sales Tax 6.82

Total Current Electric Charges \$ 98.33

\$6.18 of Fuel Cost is Tax Exempt

WATER SERVICE

Billing Rate: Commercial Reclaimed Irrigation Service

Service Address: 38 TIERRA CV APT LS01

Service Period: 01/14/26 - 02/12/26

Reading Date: 02/12/26

Service Point: Reclaim Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
91402476	29	4325	Regular	1	111000 GAL

Basic Monthly Charge \$ 31.50

Inspection Fee 6.00

Tier 1 Consumption (1-14 kgal @ \$3.81) 53.35

Tier 2 Consumption (> 14 kgal @ \$4.33) 420.00

Total Current Water Charges \$ 510.85



CELESTINA NORTH NEIGHBORHOOD ASSOCIATION INC

Account #: 6077096749

Bill Date: 02/13/26

Cycle: 14



Phone: (904) 665-6000



Online: jea.com

WATER SERVICE

Billing Rate: Residential Reclaimed Irrigation

Service Address: 558 AMALURRA TL

Service Period: 01/14/26 - 02/12/26

Reading Date: 02/12/26

Service Point: Reclaim Residential

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
83794329	29	1249	Regular	3/4	9000 GAL

Basic Monthly Charge \$ 18.90

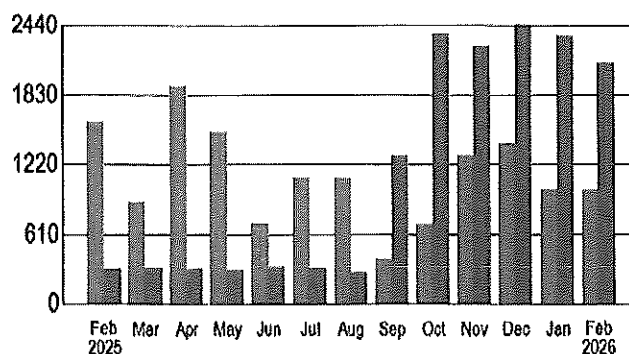
Reclaimed Water Inspection Fee 6.00

Tier 1 Consumption (1-14 kgal @ \$2.97) 26.73

Total Current Water Charges \$ 51.63

CONSUMPTION HISTORY

Water Tens Gal Electric kWh



	1 Year Ago	Last Month	This Month	Average Daily
Total kWh Used	310	2,360	2,109	73
Total Gallons Used	16,000	10,000	10,000	345

First Choice Aquatics
14289 Denton Rd
Jacksonville, FL 32226-4831
USA
+2267031
firstchoiceaquaticsjax@gmail.com

INVOICE

BILL TO
Isles of Bartram Park
C/O GMS,LLC
475 West Town Place, Suite
114
St. Augustine, Florida 32092

INVOICE # 3708
DATE 03/01/2026
DUE DATE 03/31/2026
TERMS Net 30

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Lake Maintenance	Isles of Bartram Park	1	2,205.00	2,205.00

Services rendered are for the month listed above.

Pay invoice

SUBTOTAL	2,205.00
TAX	0.00
TOTAL	2,205.00
BALANCE DUE	\$2,205.00

RECEIVED

By Tara Lee at 10:11 am, Mar 02, 2026

Grau and Associates

1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

*Isles of Bartram Park
1408 Hamlin Avenue, Unit E
Saint Cloud, FL 34771*

Invoice No. 28612
Date 02/02/2026

SERVICE

AMOUNT

Project: Audit - FYE September 30, 2025
Audit Services

\$ 4,200.00

RECEIVED

By Tara Lee at 9:12 am, Mar 02, 2026

Subtotal: 4,200.00

Total 4,200.00

Current Amount Due \$ 4,200.00

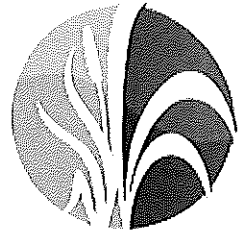
0 - 30	31- 60	61 - 90	91 - 120	Over 120	Balance
4,200.00	0.00	0.00	0.00	0.00	4,200.00

Payment due upon receipt.

INVOICE

Innovative Fountain Services, Inc
11637 Columbia Park Dr E
Ste 4
Jacksonville, FL 32258-4493

admin@innovativefountain-services.com
+1 (904) 551-1017



Celestina: Celestina Waterfall

Bill to

Celestina
Isles of Bartram Park CDD
475 West Town Place Ste 114
Saint Augustine, FL 32092

Invoice details

Invoice no.: 2030427
Terms: Net 30
Invoice date: 02/20/2026
Due date: 03/22/2026

#	Product or service	Description	Qty	Amount
1.	Maintenance Service	Monthly Fountain Maintenance- February	1	\$202.50
2.	Chemicals	Chemicals Added	1	\$45.97
3.	Pump Replacement	Replaced 2 skimmer box flappers.	1	\$180.92
			Total	\$429.39

Ways to pay

BANK

Note to customer
Thank you for your business!

[View and pay](#)

RECEIVED

By Tara Lee at 10:42 am, Feb 23, 2026

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 26, 2026

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Jim Oliver

Isles of Bartram Park CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

Invoice No. 3703027

10623-1

Re: Isles of Bartram Park CDD - General

For Professional Legal Services Rendered

11/01/25	P. O'Bryant	0.20	35.00	Conduct research and prepare memorandum regarding current law on the open carry of firearms on district property or at meetings
11/14/25	W. Haber	0.50	117.50	Prepare for and participate in Board meeting
12/13/25	L. Whelan	0.30	115.50	Monitor legislative process relating to matters impacting special districts

TOTAL HOURS 1.00

TOTAL FOR SERVICES RENDERED \$268.00

TOTAL CURRENT AMOUNT DUE \$268.00

RECEIVED

By Tara Lee at 2:10 pm, Feb 26, 2026

USA TODAY CO.



ACCOUNT NAME		ACCOUNT #	INV DATE
Isles of Bartram Park CDD c/o GMS LLC		789138	02/28/26
INVOICE #	INVOICE PERIOD	CURRENT INVOICE TOTAL	
0007596438	Feb 1- Feb 28, 2026	\$70.00	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$70.00	

BILLING ACCOUNT NAME AND ADDRESS	PAYMENT DUE DATE: MARCH 31, 2026
Isles of Bartram Park CDD c/o GMS, LLC Shelby Stephens 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
2/1/26	Balance Forward	\$0.00

Package Advertising:					
Start-End Date	Order Number	Product	Description	PO Number	Package Cost
2/12/26	12011537	SAG St Augustine Record	Notice of Board Meeting	Board Meeting	\$70.00

RECEIVED

By Tara Lee at 12:25 pm, Mar 02, 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	\$70.00
Service Fee 3.99%	\$2.79
*Cash/Check/ACH Discount	-\$2.79
*Payment Amount by Cash/Check/ACH	\$70.00
Payment Amount by Credit Card	\$72.79

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Isles of Bartram Park CDD c/o GMS LLC		789138		0007596438		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70.00
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		\$72.79
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/		

0000789138000000000000000075964380000700067171

USA TODAY CO.®



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Not Provided
Isles of Bartram Park CDD c/o GMS, LLC
475 W Town PL
Suite 114
St Augustine FL 32092-3648

STATE OF WISCONSIN, COUNTY OF BROWN

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

SAG St Augustine Record 02/12/2026
SAG staugustine.com 02/12/2026

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 02/12/2026

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: 12011537

Customer No: 789138

PO #: Board Meeting

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

**NOTICE OF MEETING
ISLES OF BARTRAM PARK
COMMUNITY DEVELOPMENT
DISTRICT**

The Board Meeting of the Board of Supervisors of the Isles of Bartram Park Community Development District will be held on Friday, February 20, 2026 at 10:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, 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, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

James Oliver
District Manager



Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 300
Jacksonville FL 32202

Invoice # 431148
Date 03/01/2026

Terms Due on receipt
Due Date 03/01/2026
Memo WGV - MANAGEMENT

Bill To

Isles of Bartram Park CDD
475 West Town Place
Suite 250
Jacksonville FL 32092

Description	Quantity	Rate	Amount
MANAGEMENT SERVICES	1	500.00	500.00
Total			500.00

RECEIVED

By Tara Lee at 10:11 am, Mar 02, 2026

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

Invoice #: 149
Invoice Date: 3/1/26
Due Date: 3/1/26
Case:
P.O. Number:

Isles of Bartram Park CDD
475 West Town Place
Suite 114
At. Augustine, FL 32092

Balance Due	\$5,804.05
--------------------	-------------------

By Tara Lee at 10:14 am, Mar 06, 2026



YELLOWSTONE
LANDSCAPE

Bill To:

Celestina-Isles of Bartram CDD
c/o GMS-NF, LLC
475 West Town Pl, Suite 114
Saint Augustine, FL 32092

Property Name: Celestina-Isles of Bartram CDD

Address: 475 West Town Pl
Suite 114
St. Augustine, FL 32092

INVOICE

INVOICE #	INVOICE DATE
1123069	3/1/2026
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: March 31, 2026

Invoice Amount: \$3,243.93

Description	Current Amount
Monthly Landscape Maintenance March 2026	\$3,243.93

RECEIVED

By Tara Lee at 8:31 am, Mar 04, 2026

Invoice Total \$3,243.93

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286

Celestina Master HOA, Inc

INVOICE

INVOICE DATE: 2/17/2026

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for Irrigation Billing (10% of 05330) (Reference JEA bill dated 2/17/2026)		\$88.06
Any questions please call Vesta WGV Office 904-747-0181			
RECEIVED <i>By Tara Lee at 2:29 pm, Mar 17, 2026</i>			TOTAL AMOUNT DUE \$88.06

Make all checks payable to: Celestina Master Homeowners Association Please mail or deliver to Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.



225 N. Pearl St.
Jacksonville, FL
32202-4513



**CELESTINA MASTER PROPERTY
OWNERS ASSOCIATION INC**

Phone: (904) 665-6000

Online: jea.com

Business Customers: (904) 665-6250

Account #: 1209880485

Bill Date: 02/17/26

Cycle: 14

**Amount Due
\$6,950.55**

Do not pay. AutoPay will process
your payment on 03/11/26.

TOTAL SUMMARY OF CHARGES

Electric	\$	4,898.91
Water		1,129.48
Sewer		607.76
Irrigation		314.40
Total New Charges	\$	6,950.55

(A complete breakdown of charges can be found on the following pages.)

Previous Balance	\$	8,339.45
Payment(s) Received		-8,339.45
Balance Before New Charges		0.00
New Charges		6,950.55

Do not pay. AutoPay will process your payment on 03/11/26.	\$	6,950.55
---	----	----------

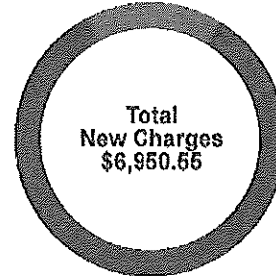
MESSAGES



If your central air conditioning unit is more than 12 years old, replacing it with an ENERGY STAR certified model could cut costs by 30%.



If your business has showers, be sure you have low-flow showerheads installed to save water and save on your water heating costs.



Electric	\$4,898.91
Water	\$1,129.48
Sewer	\$607.76
Irrigation	\$314.40

5300 4898.91

860.64 - 10% 88.064 792.5

5320 1171

88.064

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional Information on reverse side. →



- ☐ Check here for telephone/mail address correction and fill in on reverse side.
- ☐ Add \$_____ to my monthly bill; \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: 1209880485

Bill Date: 02/17/26

Do not pay. AutoPay will process your payment on 03/11/26.

\$6,950.55

TOTAL AMOUNT PAID

CELESTINA MASTER PROPERTY OWNERS ASSOCIATION INC
200 BUSINESS PARK CIR STE 101
ST AUGUSTINE FL 32095-8824



Phone: (904) 665-6000

Online: jea.com

CELESTINA MASTER PROPERTY
OWNERS ASSOCIATION INC

Account #: 1209880485

Bill Date: 02/17/26

Cycle: 14

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate										
110 ANTILA WY APT LS01	W	\$37.50	Reclaim Commercial	01/14/26 - 02/12/26	Commercial Reclaimed Irrigation Service										
Detail Charges:Basic Monthly Charge		31.50													
Inspection Fee		6.00													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption (1 cu ft = 7.48 gal)</th></tr><tr><td>86614801</td><td>29</td><td>1629</td><td>Regular</td><td>0 GAL</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)	86614801	29	1629	Regular	0 GAL		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)											
86614801	29	1629	Regular	0 GAL											
121 LACAILLE AV APT IR01	W	\$75.60	Reclaim Commercial	01/14/26 - 02/12/26	Commercial Reclaimed Irrigation Service										
Detail Charges:Basic Monthly Charge		31.50													
Inspection Fee		6.00													
Tier 1 Consumption (1-14 kgal @ \$3.81)		38.10													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption (1 cu ft = 7.48 gal)</th></tr><tr><td>514058880</td><td>29</td><td>55</td><td>Regular</td><td>10000 GAL</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)	514058880	29	55	Regular	10000 GAL		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)											
514058880	29	55	Regular	10000 GAL											
123 CELESTA PY APT GATE	E	\$861.63	Gate	01/15/26 - 02/13/26	General Service										
Detail Charges:Basic Monthly Charge		25.00													
Energy Charge (\$0.06813 per kWh)		506.82													
Tax Exempt Fuel Cost (\$0.03633 per kWh)		270.26													
Taxable Fuel Cost (\$0.00511 per kWh)		38.01													
Gross Receipts Tax		21.54													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption</th></tr><tr><td>26189702</td><td>29</td><td>39942</td><td>Regular</td><td>7439 KWH</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption	26189702	29	39942	Regular	7439 KWH		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption											
26189702	29	39942	Regular	7439 KWH											
16 ORIANA CT APT FS01	E	\$514.27	Commercial - Electric	01/15/26 - 02/13/26	General Service										
Detail Charges:Basic Monthly Charge		25.00													
Energy Charge (\$0.06813 per kWh)		296.23													
Tax Exempt Fuel Cost (\$0.03633 per kWh)		157.96													
Taxable Fuel Cost (\$0.00511 per kWh)		22.22													
Gross Receipts Tax		12.86													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption</th></tr><tr><td>24827846</td><td>29</td><td>97539</td><td>Regular</td><td>4348 KWH</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption	24827846	29	97539	Regular	4348 KWH		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption											
24827846	29	97539	Regular	4348 KWH											
23 ANILA ST APT LS01	W	\$37.50	Reclaim Commercial	01/14/26 - 02/12/26	Commercial Reclaimed Irrigation Service										
Detail Charges:Basic Monthly Charge		31.50													
Inspection Fee		6.00													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption (1 cu ft = 7.48 gal)</th></tr><tr><td>514058823</td><td>29</td><td>0</td><td>Regular</td><td>0 GAL</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)	514058823	29	0	Regular	0 GAL		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)											
514058823	29	0	Regular	0 GAL											

29 CELESTA PY APT IR01

Detail Charges:74 Unit(s) 40W LED PT

38 Unit(s) 72W LED PT

Fuel Charge

Gross Receipts Tax

Florida State Sales Tax

E

\$1,045.99

Area Light

01/15/26 - 02/13/26

Street and Area Light Rate

29 CELESTA PY APT IR01

Detail Charges:Basic Monthly Charge

Inspection Fee

W

\$207.60

Reclaim Commercial

01/14/26 - 02/12/26

Commercial Reclaimed Irrigation Service

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
89006063	29	58985	Regular	0 GAL

Total New Charges For This Address \$1,253.59

Electric \$1,045.99

Water \$207.60

33 CELESTA PY

Detail Charges:Basic Monthly Charge

Energy Charge (\$0.06813 per kWh)

Tax Exempt Fuel Cost (\$0.03633 per kWh)

Taxable Fuel Cost (\$0.00511 per kWh)

Gross Receipts Tax

E

\$553.70

Commercial - Electric

01/15/26 - 02/13/26

General Service

33 CELESTA PY

Detail Charges:Basic Monthly Charge

Water Consumption Charge

W

\$64.13

Commercial - Water

01/14/26 - 02/12/26

Commercial Water Service

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
22953660	29	81542	Regular	4699 KWH
22953660	29	10.10	Regular	10.10 KW

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
514057774	29	344	Regular	15000 GAL

Total New Charges For This Address \$617.83

Electric \$553.70

Water \$64.13

33 STARLIS PL

Detail Charges:Basic Monthly Charge

Reclaimed Water Inspection Fee

Tier 1 Consumption (1-14 kgal @ \$2.97)

W

\$45.69

Reclaim Residential

01/14/26 - 02/12/26

Residential Reclaimed Irrigation

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
82196211	29	2332	Regular	7000 GAL

Total New Charges For This Address \$45.69

Electric \$45.69

33 TALORIAV APT IR01

Detail Charges:Basic Monthly Charge

Inspection Fee

W

\$37.50

Reclaim Commercial

01/14/26 - 02/12/26

Commercial Reclaimed Irrigation Service

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
78727792	29	4661	Regular	0 GAL

Total New Charges For This Address \$37.50

Electric \$37.50

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
35 MANDARA WY	E	\$1,571.98	Commercial - Electric	01/15/26 - 02/13/26	General Service
Detail Charges:					
Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		937.47			
Tax Exempt Fuel Cost (\$0.03633 per kWh)		499.90			
Taxable Fuel Cost (\$0.00511 per kWh)		70.31			
Gross Receipts Tax		39.30			
35 MANDARA WY	W	\$184.71	Commercial - Water/Sewer	01/14/26 - 02/12/26	Commercial Water Service
Detail Charges:					
Basic Monthly Charge		166.35			
Water Consumption Charge		18.36			
35 MANDARA WY	S	\$607.76	Commercial - Water/Sewer	01/14/26 - 02/12/26	Commercial Sewer Service
Detail Charges:					
Basic Monthly Charge		576.74			
Sewer Usage Charge		31.02			
35 MANDARA WY	I	\$314.40	Irrigation 1 - Commercial	01/14/26 - 02/12/26	Commercial Irrigation Service
Detail Charges:					
Basic Monthly Charge		50.63			
Tier 1 Consumption (1 - 7 Kgal @ \$3.49 kgal)		27.94			
Tier 2 Consumption (> 7 Kgal @ \$4.69 kgal)		235.83			
44 CALLIEL WY APT IR01	W	\$325.85	Reclaim Commercial	01/14/26 - 02/12/26	Commercial Reclaimed Irrigation Service
Detail Charges:					
Basic Monthly Charge		63.00			
Inspection Fee		6.00			
Tier 1 Consumption (1-14 kgal @ \$3.81)		53.35			
Tier 2 Consumption (> 14 kgal @ \$4.33)		203.50			
471 CELESTA PY APT IR01	E	\$260.85	Irrigation 1 - Electric	01/15/26 - 02/13/26	General Service
Detail Charges:					
Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		131.63			
Tax Exempt Fuel Cost (\$0.03633 per kWh)		70.19			
Taxable Fuel Cost (\$0.00511 per kWh)		9.87			
Gross Receipts Tax		6.07			
Florida State Sales Tax		18.09			

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
22489790	29	43500	Regular	13760 KWH
22489790	29	.93	Regular	37.20 KW

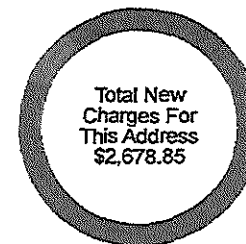
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
101013572	29	62	Regular	6000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
101013572	29	62	Regular	6000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
100715201	29	776	Regular	51000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
86322464	29	9385	Regular	61000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
24076345	29	11212	Regular	1932 KWH



Electric	\$1,571.98
Water	\$184.71
Sewer	\$607.76
Irrigation	\$314.40

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
56 CALLIEL WY APT IR01	E	\$60.04	Irrigation 1 - Electric	01/15/26 - 02/13/26	General Service
Detail Charges:Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		18.33			
Tax Exempt Fuel Cost (\$0.03633 per kWh)		9.77			
Taxable Fuel Cost (\$0.00511 per kWh)		1.37			
Gross Receipts Tax		1.40			
Florida State Sales Tax		4.17			
57 SOLIS AV APT LS01	W	\$95.17	Reclaim Commercial	01/14/26 - 02/12/26	Commercial Reclaimed Irrigation Service
Detail Charges:Basic Monthly Charge		31.50			
Inspection Fee		6.00			
Tier 1 Consumption (1-14 kgal @ \$3.81)		53.35			
Tier 2 Consumption (> 14 kgal @ \$4.33)		4.32			
65 DELANO ST	E	\$30.45	Commercial - Electric	01/15/26 - 02/13/26	General Service
Detail Charges:Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		1.64			
Tax Exempt Fuel Cost (\$0.03633 per kWh)		0.87			
Taxable Fuel Cost (\$0.00511 per kWh)		0.12			
Gross Receipts Tax		0.71			
Florida State Sales Tax		2.11			
65 DELANO ST	W	\$18.23	Commercial - Water	01/14/26 - 02/12/26	Commercial Water Service
Detail Charges:Basic Monthly Charge		18.23			

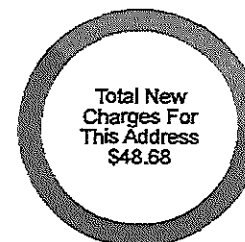
Meter Number	Days Billed	Current Reading	Reading Type	Consumption
23650846	29	16810	Regular	269 KWH

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
514064521	29	216	Regular	15000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
14113889	29	3104	Regular	24 KWH

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
79232848	29	0	Regular	0 GAL

Electric
\$30.45
Water
\$18.23



Electric \$30.45
Water \$18.23

Celestina Master HOA, Inc

INVOICE

INVOICE DATE: 1/20/2026

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for Irrigation Billing (10% of 05330) (Reference JEA bill dated 1/20/2026)		\$136.31
Any questions please call Vesta WGV Office 904-747-0181			
TOTAL AMOUNT DUE			\$136.31

Make all checks payable to: Celestina Master Homeowners Association Please mail or deliver to
Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.



225 N. Pearl St.
Jacksonville, FL
32202-4513

**CELESTINA MASTER PROPERTY
OWNERS ASSOCIATION INC**

Account #: 1209880485

Bill Date: 01/20/26

Cycle: 14

Amount Due
\$8,339.45

Do not pay. AutoPay will process
your payment on 02/11/26.

Phone: (904) 665-6000

Online: jea.com

Business Customers: (904) 665-6250

TOTAL SUMMARY OF CHARGES

Electric	\$	5,287.13
Water		1,621.15
Sewer		612.93
Irrigation		818.24
Total New Charges	\$	8,339.45

(A complete breakdown of charges can be found on the following pages.)

Previous Balance	\$	8,351.20
Payment(s) Received		-8,351.20
Balance Before New Charges		0.00
New Charges		8,339.45

Do not pay. AutoPay will process your
payment on 02/11/26. \$ 8,339.45

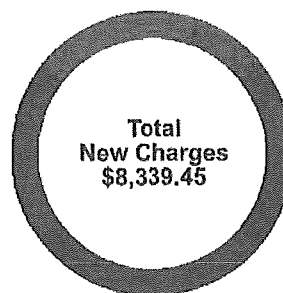
MESSAGES



Avoid Scams: Remember, JEA will never call you to ask for your bank, credit card or other financial information over the phone..



If you encounter suspicious activity that involves JEA's name or likeness, ask to see the photo ID badge or work request number from individuals who claim to be JEA employees or JEA contractors.



Electric	\$5,287.13
Water	\$1,621.15
Sewer	\$612.93
Irrigation	\$818.24

5300 - 5,287.13
5330 - ~~10,000.00~~ 1363.13 -
10% = 1226.82
5335 - ~~10,000.00~~ 136.31
5320 - ~~10,000.00~~ 1,689.19

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional Information on reverse side. →



- ☐ Check here for telephone/mail address correction and fill in on reverse side.
- ☐ Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: 1209880485

Bill Date: 01/20/26

Do not pay. AutoPay will process your payment on 02/11/26.

\$8,339.45

TOTAL AMOUNT PAID

CELESTINA MASTER PROPERTY OWNERS ASSOCIATION INC
200 BUSINESS PARK CIR STE 101
ST AUGUSTINE FL 32095-8824

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STATEMENT INFORMATION

APPLICATION AND CONTRACT FOR SERVICE—Customers may review terms and conditions of service and policies on jea.com, or may call, write or email JEA to request a copy. Requesting of utility service and JEA's acceptance to provide utility service, including the rendering of a bill, **constitutes a binding contractual agreement** between JEA and the customer, including each financially responsible person or entity as defined by applicable State, City and Utility regulations and policies, whether or not services is listed in that individual's name.

Please review your billing statement. Should you suspect a billing or payment error, please notify us immediately at 665-6000. **Commercial customers can call us at 665-6250.** You have 90 days from the statement date to request a JEA review for correction or credit.

ADDRESS CORRECTION

Account # 1209880485

Address:

City:

E-mail:

Tel:

State:

Zip Code:



Phone: (904) 665-6000

Online: jea.com

CELESTINA MASTER PROPERTY
OWNERS ASSOCIATION INC

Account #: 1209880485

Bill Date: 01/20/26

Cycle: 14

Service Address	Service Type	Charge	Start	End	Service Period	Bill Rate
110 ANILA WY APT LS01	W	\$37.50	Reclaim Commercial	12/14/25	01/14/26	Commercial Reclaimed Irrigation Service
Detail Charges: Basic Monthly Charge		31.50				
Inspection Fee		6.00				
			Meter Number	Days Billed	Current Reading	Reading Type Consumption (1 cu ft = 7.48 gal)
			86614601	31	1629	Regular 0 GAL
121 LACAILLE AV APT IR01	W	\$75.60	Reclaim Commercial	12/14/25	01/14/26	Commercial Reclaimed Irrigation Service
Detail Charges: Basic Monthly Charge		31.50				
Inspection Fee		6.00				
Tier 1 Consumption (1-14 kgal @ \$3.81)		38.10				
			Meter Number	Days Billed	Current Reading	Reading Type Consumption (1 cu ft = 7.48 gal)
			514058880	31	45	Regular 10000 GAL
123 CELESTA PY APT GATE	E	\$897.73	Gate	12/15/25	01/15/26	General Service
Detail Charges: Basic Monthly Charge		25.00				
Energy Charge (\$0.06813 per kWh)		524.87				
Tax Exempt Fuel Cost (\$0.03713 per kWh)		286.05				
Taxable Fuel Cost (\$0.00511 per kWh)		39.37				
Gross Receipts Tax		22.44				
			Meter Number	Days Billed	Current Reading	Reading Type Consumption
			26189702	31	32503	Regular 7704 KWH
16 ORIANA CT APT FS01	E	\$551.04	Commercial - Electric	12/15/25	01/15/26	General Service
Detail Charges: Basic Monthly Charge		25.00				
Energy Charge (\$0.06813 per kWh)		316.19				
Tax Exempt Fuel Cost (\$0.03713 per kWh)		172.32				
Taxable Fuel Cost (\$0.00511 per kWh)		23.72				
Gross Receipts Tax		13.78				
			Meter Number	Days Billed	Current Reading	Reading Type Consumption
			24827846	31	93191	Regular 4641 KWH
23 ANILA ST APT LS01	W	\$37.50	Reclaim Commercial	12/14/25	01/14/26	Commercial Reclaimed Irrigation Service
Detail Charges: Basic Monthly Charge		31.50				
Inspection Fee		6.00				
			Meter Number	Days Billed	Current Reading	Reading Type Consumption (1 cu ft = 7.48 gal)
			514058823	31	0	Regular 0 GAL

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
29 CELESTA PY APT IR01	E	\$1,054.55	Area Light	12/15/25 - 01/15/26	Street and Area Light Rate
Detail Charges:					
74 Unit(s) 40W LED PT		552.78			
38 Unit(s) 72W LED PT		369.32			
Fuel Charge		94.70			
Gross Receipts Tax		25.00			
Florida State Sales Tax		72.75			
29 CELESTA PY APT IR01	W	\$207.60	Commercial	12/15/25 - 01/15/26	Commercial Reclaimed Irrigation Service
Detail Charges:					
Basic Monthly Charge		201.60			
Inspection Fee		6.00			
			Meter Number	Days Billed	Current Reading
			83000785	31	58985
				Reading Type	Consumption
				Regular	(1 cu ft = 7.48 gal)
					0 GAL
33 CELESTA PY	E	\$599.22	Commercial Electric	12/15/25 - 01/15/26	General Service
Detail Charges:					
Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		345.21			
Tax Exempt Fuel Cost (\$0.03713 per kWh)		198.14			
Taxable Fuel Cost (\$0.00511 per kWh)		25.89			
Gross Receipts Tax		14.98			
			Meter Number	Days Billed	Current Reading
			22953660	31	76843
			22953660	31	10.23
				Reading Type	Consumption
				Regular	5067 KWH
				Regular	10.23 KW
33 CELESTA PY	W	\$70.25	Commercial Water	12/14/25 - 01/14/26	Commercial Water Service
Detail Charges:					
Basic Monthly Charge		18.23			
Water Consumption Charge		52.02			
			Meter Number	Days Billed	Current Reading
			514057774	31	329
				Reading Type	Consumption
				Regular	(1 cu ft = 7.48 gal)
					17000 GAL
33 STARLIS PL	W	\$60.54	Reclaim Residential	12/14/25 - 01/14/26	Residential Reclaimed Irrigation
Detail Charges:					
Basic Monthly Charge		18.90			
Reclaimed Water Inspection Fee		6.00			
Tier 1 Consumption (1-14 kgal @ \$2.97)		35.64			
			Meter Number	Days Billed	Current Reading
			82196211	31	2325
				Reading Type	Consumption
				Regular	(1 cu ft = 7.48 gal)
					12000 GAL
33 TALOR/ AV APT IR01	W	\$37.50	Reclaim Commercial	12/14/25 - 01/14/26	Commercial Reclaimed Irrigation Service
Detail Charges:					
Basic Monthly Charge		31.50			
Inspection Fee		6.00			
			Meter Number	Days Billed	Current Reading
			78727792	31	4661
				Reading Type	Consumption
				Regular	(1 cu ft = 7.48 gal)
					0 GAL

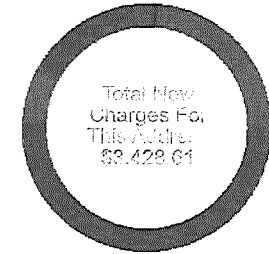
Total New
Charges For
This Address
\$1,262.15

Electric
\$1,054.55
Water
\$207.60

Total New
Charges For
This Address
\$669.47

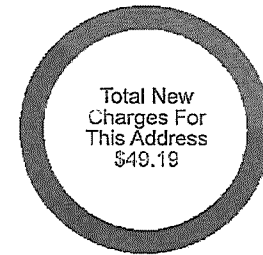
Electric
\$599.22
Water
\$70.25

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
35 MANDARA WY	E	\$1,809.67	Commercial - Electric	12/15/25 - 01/15/26	General Service
Detail Charges:					
Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)					
Tax Exempt Fuel Cost (\$0.0371 per kWh)					
Taxable Fuel Cost (\$0.00511 per kWh)					
Gross Receipts Tax					
35 MANDARA WY	W	\$187.77	Commercial Water	12/14/25 - 01/14/26	Commercial Water Service
Detail Charges:					
Basic Monthly Charge		166.35			
Water Consumption Charge					
35 MANDARA WY	S	\$612.93	Commercial Water/Sewer	12/14/25 - 01/14/26	Commercial Sewer Service
Detail Charges:					
Basic Monthly Charge		576.74			
Sewer Usage Charge		56.19			
35 MANDARA WY	I	\$818.24	Irrigation 1 - Commercial	12/14/25 - 01/14/26	Commercial Irrigation Service
Detail Charges:					
Basic Monthly Charge		50.63			
Tier 1 Consumption (1 - 7 Kgal @ \$3.49 kgal)		27.54			
Tier 2 Consumption (> 7 Kgal @ \$4.69 kgal)		140.07			
44 CALLIEL WY APT IR01	W	\$745.86	Reclaim Commercial	12/14/25 - 01/14/26	Commercial Reclaimed Irrigation Service
Detail Charges:					
Basic Monthly Charge		63.00			
Inspection Fee		6.00			
Tier 1 Consumption (1-14 kgal @ \$3.81)		53.35			
Tier 2 Consumption (> 14 kgal @ \$4.33)		623.51			
471 CELESTA PY APT IR01	E	\$279.46	Irrigation 1 - Electric	12/15/25 - 01/15/26	General Service
Detail Charges:					
Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		141.10			
Tax Exempt Fuel Cost (\$0.03713 per kWh)		76.90			
Taxable Fuel Cost (\$0.00511 per kWh)		10.58			
Gross Receipts Tax		6.50			
Florida State Sales Tax		19.38			



Electric \$1,809.67
 Water \$187.77
 Sewer \$612.93
 Irrigation \$818.24

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
56 CALLIEL WY APT IR01	E	\$64.53	Irrigation 1 - Electric	12/15/25 - 01/15/26	General Service
Detail Charges: Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)					Consumption
Tax Exempt Fuel Cost (\$0.03713 per kWh)					
Taxable Fuel Cost (\$0.00511 per kWh)					
Gross Receipts Tax		1.00			
Florida State Sales Tax		4.48			
57 SOLIS AV APT LS01	W	\$142.80	Reclamation Commercial	12/14/25 - 01/14/26	Commercial Reclaimed Irrigation Service
Detail Charges: Basic Monthly Charge		31.50			
Inspection Fee					
Tier 1 Consumption (1-14 kgal @ \$3.81)					
Tier 2 Consumption (> 14 kgal @ \$4.33)		51.95			
			57408/521	31	201
				Regular	26000 GAL
65 DELANO ST	E	\$30.96	Commercial Electric	12/15/25 - 01/15/26	General Service
Detail Charges: Basic Monthly Charge		25.00			
Energy Charge (\$0.06813 per kWh)		1.01			
Tax Exempt Fuel Cost (\$0.03713 per kWh)		0.02			
Taxable Fuel Cost (\$0.00511 per kWh)		0.14			
Gross Receipts Tax		0.72			
Florida State Sales Tax		2.15			
			11113066	31	3080
				Regular	28 KWH
65 DELANO ST	W	\$18.23	Commercial Water	12/14/25 - 01/14/26	Commercial Water Service
Detail Charges: Basic Monthly Charge		18.23			
			Meter Number	Days Billed	Current Reading
			79232848	31	0
				Regular	Consumption (1 cu ft = 7.48 gal)
					0 GAL



Electric \$30.96
 Water \$18.23

Celestina Master HOA, Inc

INVOICE

INVOICE DATE: 3/17/2026

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for Irrigation Billing (10% of 05330) (Reference JEA bill dated 3/17/2026)		\$103.45
Any questions please call Vesta WGV Office 904-747-0181			
TOTAL AMOUNT DUE			\$103.45

Make all checks payable to: Celestina Master Homeowners Association Please mail or deliver to
Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.



225 N. Pearl St.
Jacksonville, FL
32202-4513



**CELESTINA MASTER PROPERTY
OWNERS ASSOCIATION INC**

Account #: 1209880485

Bill Date: 03/17/26

Cycle: 14

**Amount Due
\$7,734.00**

Do not pay. AutoPay will process
your payment on 04/08/26.

Phone: (904) 665-6000

Online: jea.com

Business Customers: (904) 665-6250

TOTAL SUMMARY OF CHARGES

Electric	\$	5,382.83
Water		1,295.58
Sewer		623.27
Irrigation		432.32
Total New Charges	\$	7,734.00

(A complete breakdown of charges can be found on the following pages.)

Previous Balance	\$	6,950.55
Payment(s) Received		-6,950.55
Balance Before New Charges		0.00
New Charges		7,734.00

Do not pay. AutoPay will process your
payment on 04/08/26. \$ 7,734.00

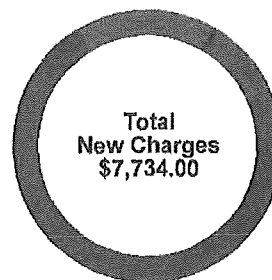
MESSAGES



JEA offers rebates for businesses on electric and water efficiency upgrades. Learn more at jea.com/businessrebates.



Remember to follow your watering days. A second day is added during Daylight Savings Time. To confirm your days assigned by SJRWMD and learn more visit jea.com/wateringdays.



Electric	\$5,382.83
Water	\$1,295.58
Sewer	\$623.27
Irrigation	\$432.32

5300 5,382.83
5330 1,034.50 - 10% = 931.05
5320 1,316.67
5335 103.45

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



- ☐ Check here for telephone/mail address correction and fill in on reverse side.
- ☐ Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: 1209880485

Bill Date: 03/17/26

Do not pay. AutoPay will process your payment on 04/08/26.

\$7,734.00

TOTAL AMOUNT PAID

CELESTINA MASTER PROPERTY OWNERS ASSOCIATION INC
200 BUSINESS PARK CIR STE 101
ST AUGUSTINE FL 32095-8824

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We want to help you use less and save more. From simple tips to efficiency assessments and rebates, we have something for everyone.



Scan to find more ways to save.

**STATEMENT INFORMATION**

APPLYING FOR SERVICE-CONTRACT FOR SERVICE—Customers may review terms and conditions of service and policies on jea.com, or may call, write or email JEA to request service. Requesting of utility service and JEA's acceptance to provide utility service, including the rendering of a bill, **constitutes a binding contract** between JEA and the customer, including each financially responsible person or entity as defined by applicable State, City and Utility regulations and policies, whether or not services is listed in that individual's name.

Please review your billing statement. Should you suspect a billing or payment error, please notify us immediately at 665-6000. **Commercial customers can call us at 665-6050.** You have 90 days from the statement date to request a JEA review for correction or credit.

ADDRESS CORRECTION

Account # 1208880485

Tel:

Address:

City:

State:

Zip Code:

E-mail:



Phone: (904) 665-6000

Online: jea.com

CELESTINA MASTER PROPERTY OWNERS ASSOCIATION INC

Page 3 of 6

Account #: 1209880485

Bill Date: 03/17/26

Cycle: 14

Cycle: 14

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate										
110 ANTILA WAY APT L501	W	\$37.50	Reclaim Commercial	02/12/26 - 03/15/26	Commercial Reclaimed Irrigation Service										
Detail Charges and Monthly Charge															
Installation Fee		6.00													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption (1 cu ft = 7.48 gal)</th></tr><tr><td>86614801</td><td>31</td><td>1629</td><td>Regular</td><td>0 GAL</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)	86614801	31	1629	Regular	0 GAL		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)											
86614801	31	1629	Regular	0 GAL											
121 LACRANT COURT APT 501	W	\$76.60	Reclaim Commercial	02/12/26 - 03/15/26	Commercial Reclaimed Irrigation Service										
Detail Charges and Monthly Charge															
Installation Fee		6.00													
Water Consumption (1-14 kgal @ \$3.81)		39.10													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption (1 cu ft = 7.48 gal)</th></tr><tr><td>514058880</td><td>31</td><td>65</td><td>Regular</td><td>10300 GAL</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)	514058880	31	65	Regular	10300 GAL		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)											
514058880	31	65	Regular	10300 GAL											
123 CELESTIA PLAPT GATE	E	\$472.42	Gate	02/13/26 - 03/16/26	General Service										
Detail Charges and Monthly Charge															
Electric Charge (\$0.12613 per kWh)		477.25													
Electric Fuel Cost (\$0.04467 per kWh)		312.55													
Electric Fuel Cost (\$0.00511 per kWh)		35.80													
Gross Receipts Tax		21.81													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption</th></tr><tr><td>1038702</td><td>31</td><td>48847</td><td>Regular</td><td>7035 KWH</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption	1038702	31	48847	Regular	7035 KWH		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption											
1038702	31	48847	Regular	7035 KWH											
16 ORIANA WAY APT 1501	E	\$560.54	Commercial - Electric	02/13/26 - 03/16/26	General Service										
Detail Charges and Monthly Charge															
Electric Charge (\$0.12613 per kWh)		301.48													
Electric Fuel Cost (\$0.04467 per kWh)		197.44													
Electric Fuel Cost (\$0.00511 per kWh)		22.61													
Gross Receipts Tax		14.01													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption</th></tr><tr><td>24327846</td><td>31</td><td>1884</td><td>Regular</td><td>4425 KWH</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption	24327846	31	1884	Regular	4425 KWH		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption											
24327846	31	1884	Regular	4425 KWH											
23 ANILA STREET APT 501	W	\$37.50	Reclaim Commercial	02/12/26 - 03/15/26	Commercial Reclaimed Irrigation Service										
Detail Charges and Monthly Charge															
Installation Fee		6.00													
			<table><tr><th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption (1 cu ft = 7.48 gal)</th></tr><tr><td>814058823</td><td>31</td><td>0</td><td>Regular</td><td>0 GAL</td></tr></table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)	814058823	31	0	Regular	0 GAL		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)											
814058823	31	0	Regular	0 GAL											

Service Address

29 CELESTA PY APT 1R01

Service Type

E

Charges

\$1,073.07

Service Point

Area Light

Service Period

02/13/26 - 03/16/26

Bill Rate

Street and Area Light Rate

Detail Charges:

74 (m/s) 40W LED PT552.78

30 (m/s) 72W LED PT309.32

Rent Charge111.60

Gross Receipts Tax24.97

Florida State Sales Tax74.40

Total New Charges For This Address

\$1,295.91

Electric

\$1,073.07

Water

\$222.84

29 CELESTA PY APT 1R01

W

\$222.84

Reclaim Commercial

02/12/26 - 03/15/26

Commercial Reclaimed Irrigation Service

Detail Charges:

Basic Monthly Charge201.60

Initiation Fee6.00

Water Consumption (1-14 kgal @ \$3.81)15.24

Meter Number

89006063

Days Billed

31

Current Reading

58989

Reading Type

Regular

Consumption (1 cu ft = 7.48 gal)

4000 GAL

33 CELESTA PY

E

\$840.80

Commercial - Electric

02/13/26 - 03/16/26

General Service

Detail Charges:

Basic Monthly Charge25.00

Energy Charge (\$0.03813 per kWh)346.71

Electricity Fuel Cost (\$0.04462 per kWh)227.07

Electricity Tax (\$0.00514 per kWh)26.00

Gross Receipts Tax16.02

Meter Number

22653860

Days Billed

31

Current Reading

88631

Reading Type

Regular

Consumption

5039 KWH

Meter Number

22653860

Days Billed

31

Current Reading

10.03

Reading Type

Regular

Consumption

10.03 KW

Total New Charges For This Address

\$707.99

Electric

\$840.80

Water

\$67.19

33 CELESTA PY

W

\$67.19

Commercial - Water

02/12/26 - 03/15/26

Commercial Water Service

Detail Charges:

Basic Monthly Charge18.23

Water Consumption Charge48.96

Meter Number

614097774

Days Billed

31

Current Reading

380

Reading Type

Regular

Consumption (1 cu ft = 7.48 gal)

16000 GAL

33 STARLIS FLD

W

\$96.32

Reclaim Residential

02/12/26 - 03/15/26

Residential Reclaimed Irrigation

Detail Charges:

Basic Monthly Charge18.90

Initiation Fee6.00

Water Consumption (1-14 kgal @ \$2.97)41.53

Water Consumption (15-14 kgal @ \$5.97)29.83

Meter Number

061409774

Days Billed

31

Current Reading

2351

Reading Type

Regular

Consumption (1 cu ft = 7.48 gal)

19000 GAL

33 TALORI AV APT 1R01

W

\$37.50

Reclaim Commercial

02/12/26 - 03/15/26

Commercial Reclaimed Irrigation Service

Detail Charges:

Basic Monthly Charge31.50

Initiation Fee6.00

Meter Number

76137722

Days Billed

31

Current Reading

4381

Reading Type

Regular

Consumption (1 cu ft = 7.48 gal)

0 GAL

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate
35 MANDARA WAY	E	\$1,883.05	Commercial - Electric	02/13/26 - 03/16/26	General Service
Detail Charges:					
Basic Monthly Charge		25.00			
Energy Charge (\$0.06913 per kWh)		1,035.58			
Tax Exempt Fuel Cost (\$0.04462 per kWh)		678.22			
Variable Fuel Cost (\$0.00511 per kWh)		77.67			
Gross Receipts Tax		46.58			
35 MANDARA WAY	W	\$193.89	Commercial - Water/Sewer	02/12/26 - 03/15/26	Commercial Water Service
Detail Charges:					
Basic Monthly Charge		166.35			
Water Consumption Charge		27.54			
35 MANDARA WAY	S	\$623.27	Commercial - Water/Sewer	02/12/26 - 03/15/26	Commercial Sewer Service
Detail Charges:					
Basic Monthly Charge		576.74			
Sanitary Sewer Charge		46.53			
35 MANDARA WAY	I	\$432.32	Irrigation 1 - Commercial	02/12/26 - 03/15/26	Commercial Irrigation Service
Detail Charges:					
Basic Monthly Charge		50.83			
Water Consumption (1 - 7 Kgal @ \$3.99 kgal)		27.94			
Water Consumption (> 7 Kgal @ \$5.36 kgal)		353.75			
44 CALLIEL WAY UNIT R01	W	\$460.08	Residential Commercial	02/12/26 - 03/15/26	Commercial Reclaimed Irrigation Service
Detail Charges:					
Basic Monthly Charge		63.00			
Water Consumption (1 - 14 kgal @ \$3.81)		53.35			
Water Consumption (> 14 kgal @ \$4.33)		337.73			
471 CELESTIA DRIVE	E	\$278.23	Commercial - Electric	02/13/26 - 03/13/26	General Service
Detail Charges:					
Basic Monthly Charge		25.00			
Energy Charge (\$0.06913 per kWh)		131.48			
Tax Exempt Fuel Cost (\$0.04462 per kWh)		87.12			
Variable Fuel Cost (\$0.00511 per kWh)		9.00			
Gross Receipts Tax		8.63			
Gross Receipts Tax		19.29			

Total New
Charges For
This Address
\$3,112.53

Electric
\$1,883.05
Water
\$193.89
Sewer
\$623.27
Irrigation
\$432.32

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
22489790	31	43880	Regular	15200 KWH
22489790	31	.99	Regular	39.60 KW

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
101013572	31	71	Regular	9000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
101013572	31	71	Regular	9000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
101013572	31	846	Regular	73000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)
66322434	31	9477	Regular	92000 GAL

Meter Number	Days Billed	Current Reading	Reading Type	Consumption
101013572	31	15142	Regular	1930 KWH

Page 3 of 3

Service Address	Service Type	Charges	Service Point	Service Period	Bill Rate										
56 CALLIEL WY APT 1801	E	\$64.44	Irrigation 1 - Electric	02/13/26 - 03/16/26	General Service										
Detail Charges:															
Basic Monthly Charge		25.00													
Energy Charge (\$0.08813 per kWh)		19.35													
Tax Exempt Fuel Cost (\$0.04462 per kWh)		12.67													
Taxable Fuel Cost (\$0.00511 per kWh)		1.45													
Goods Receipts Tax		1.50													
North State Sales Tax		4.47													
			<table> <tr> <th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption</th></tr> <tr> <td>23650846</td><td>31</td><td>17094</td><td>Regular</td><td>284 KWH</td></tr> </table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption	23650846	31	17094	Regular	284 KWH		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption											
23650846	31	17094	Regular	284 KWH											
57 SOLIS AV APT 1501	W	\$48.93	Reclaim Commercial	02/12/26 - 03/15/26	Commercial Reclaimed Irrigation Service										
Detail Charges:															
Basic Monthly Charge		31.50													
Inspection Fee		6.00													
Plant Consumption (11-14 kgal @ \$9.81)		11.43													
			<table> <tr> <th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption (1 cu ft = 7.48 gal)</th></tr> <tr> <td>614064521</td><td>31</td><td>219</td><td>Regular</td><td>3000 GAL</td></tr> </table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)	614064521	31	219	Regular	3000 GAL		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)											
614064521	31	219	Regular	3000 GAL											
65 DELANO ST	E	\$30.28	Commercial - Electric	02/13/26 - 03/16/26	General Service										
Detail Charges:															
Basic Monthly Charge		25.00													
Energy Charge (\$0.08813 per kWh)		1.43													
Tax Exempt Fuel Cost (\$0.04462 per kWh)		0.54													
Taxable Fuel Cost (\$0.00511 per kWh)		0.11													
Goods Receipts Tax		0.70													
North State Sales Tax		2.10													
			<table> <tr> <th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption</th></tr> <tr> <td>14115389</td><td>31</td><td>3125</td><td>Regular</td><td>21 KWH</td></tr> </table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption	14115389	31	3125	Regular	21 KWH		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption											
14115389	31	3125	Regular	21 KWH											
65 DELANO ST	W	\$18.23	Commercial - Water	02/12/26 - 03/15/26	Commercial Water Service										
Detail Charges:															
Basic Monthly Charge		18.23													
			<table> <tr> <th>Meter Number</th><th>Days Billed</th><th>Current Reading</th><th>Reading Type</th><th>Consumption (1 cu ft = 7.48 gal)</th></tr> <tr> <td>71052848</td><td>31</td><td>0</td><td>Regular</td><td>0 GAL</td></tr> </table>	Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)	71052848	31	0	Regular	0 GAL		
Meter Number	Days Billed	Current Reading	Reading Type	Consumption (1 cu ft = 7.48 gal)											
71052848	31	0	Regular	0 GAL											

Total New
Charges For
This Address
\$48.51

Electric
\$30.28
Water
\$18.23

Total New
Charges For
This Address
\$48.51

Electric \$30.28
Water \$18.23

Celestina North HOA, Inc

INVOICE

INVOICE DATE: 3/16/2026

To: Jim Oliver
Isles of Bartram CDD
475 West Town Place, Suite 114
St Augustine, FL 32092

	DESCRIPTION		AMOUNT
	Reimbursement for fountain billing (Reference JEA bill dated 2/13/2026 – 3/16/26)		\$244.89
Any questions please call Vesta WGV Office 904-747-0181			
TOTAL AMOUNT DUE			\$244.89

Make all checks payable to: Celestina North Homeowners Association Please mail or deliver to
Vesta Property Services 200 Business Park Circle Suite 101 St. Augustine FL 32095.



225 N. Pearl St.
Jacksonville, FL
32202-4513



**CELESTINA NORTH NEIGHBORHOOD
ASSOCIATION INC**

Account #: 6077096749

Bill Date: 03/16/26

Cycle: 14

Amount Due
\$1,390.96

Do not pay. AutoPay will process
your payment on 04/07/26.

Phone: (904) 665-6000

Online: jea.com

Business Customers: (904) 665-6250

TOTAL SUMMARY OF CHARGES

Electric	\$	725.54
Water		665.42
Total New Charges	\$	1,390.96

(A complete breakdown of charges can be found on the following pages.)

Previous Balance	\$	1,333.44
Payment(s) Received		-1,333.44
Balance Before New Charges		0.00
New Charges		1,390.96

Do not pay. AutoPay will process your
payment on 04/07/26. \$ 1,390.96

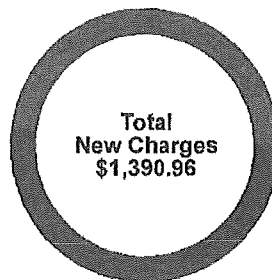
MESSAGES



JEA offers rebates for businesses on electric and water efficiency upgrades. Learn more at jea.com/businessrebates.



Remember to follow your watering days. A second day is added during Daylight Savings Time. To confirm your days assigned by SJRWMD and learn more visit jea.com/wateringdays.



Electric
\$725.54
Water
\$665.42

fountain electric

meter #22969907

2107 - 200 = 1,907

1,907 x .06813 = 129.924

1,907 x .04462 = 85.09

1,907 x .00511 = 9.74

7.01 x 65% = 4.5565

20.89 x 65% = 13.5785

242.889 + 2 Basic charge

244.89 round

PLEASE DETACH AND RETURN PAYMENT STUB BELOW WITH TOTAL DUE IN ENVELOPE PROVIDED.

Additional information on reverse side. →



☐ Check here for telephone/mail address correction and fill in on reverse side.

☐ Add \$_____ to my monthly bill: \$_____ for Neighbor to Neighbor and/or \$_____ for the Prosperity Scholarship Fund. I will notify JEA when I no longer wish to contribute.

Acct #: 6077096749

Bill Date: 03/16/26

Do not pay. AutoPay will process your payment on 04/07/26.

\$1,390.96

TOTAL AMOUNT PAID

CELESTINA NORTH NEIGHBORHOOD ASSOCIATION INC
C/O VESTA PROPERTY SERVICES
200 BUSINESS PARK CIR STE 101
ST AUGUSTINE FL 32095-8824

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Manage your services *your way*.

We're one community, but we all have different needs. That's why we offer a variety of billing, payment and financial support options.



Scan to learn more.

**IMPORTANT INFORMATION**

APPLYING FOR SERVICE OR SERVICE-CHANGES: Customers who wish to apply for utility service and JEA's associated contracts, including the rendering of a bill, constitutes a binding contract between JEA and the customer, including liability for regulatory compliance, whether or not services is listed in that contract.

Terms and conditions of service and policies on jea.com, or may call, write or email provide utility service, including the rendering of a bill, constitutes a binding contract between JEA and the customer, including liability for regulatory compliance, whether or not services is listed in that contract.

Please review your billing statement. Should you suspect a billing or payment error, please notify us immediately at 665-6000. Commercial customers can call us and we will have 90 days from the statement date to request a JEA review for correction or credit.

ADDRESS CORRECTION

Account: 665-6000

Tel:

665-6000

Address:

665-6000

City:

665-6000

State:

Zip Code:

E-mail:

665-6000



CELESTINA NORTH NEIGHBORHOOD ASSOCIATION INC

Account #: 6077096749

Bill Date: 03/16/26

Cycle: 14



Phone: (904) 665-6000



Online: jea.com

WATER SERVICE

Billing Rate: Commercial Water Service

Service Address: 38 TIERRA CV

Service Period: 02/12/26 - 03/15/26

Reading Date: 03/15/26

Service Point: Commercial - Water

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
22969907	31	31025	Regular	3/4	0 GAL

Basic Monthly Charge \$ 18.23

Total Current Water Charges \$ 18.23**ELECTRIC SERVICE**

Billing Rate: Street and Area Light Rate

Service Address: 38 AMALURRA TL APT LS01

Service Period: 02/13/26 - 03/16/26

Reading Date: 03/16/26

Service Point: Area Light

32 Unit(s) 40W LED PT \$ 239.04

3 Unit(s) 40W LED PT 24.42

Fuel Charge 30.34

Gross Receipts Tax 7.53

Florida State Sales Tax 22.45

Total Current Electric Charges \$ 323.78

\$8.12 of Fuel Cost is Tax Exempt

WATER SERVICE

Billing Rate: Commercial Reclaimed Irrigation Service

Service Address: 38 AMALURRA TL APT LS01

Service Period: 02/12/26 - 03/15/26

Reading Date: 03/15/26

Service Point: Reclaim Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
91402476	31	4438	Regular	1	7000 GAL

Basic Monthly Charge \$ 31.50

Inspection Fee 6.00

Tier 1 Consumption (1-14 kgal @ \$3.81) 53.35

Tier 2 Consumption (> 14 kgal @ \$4.33) 25.67

Total Current Water Charges \$ 64.17**ELECTRIC SERVICE**

Billing Rate: General Service

Service Address: 33 AMALURRA TL

Service Period: 02/13/26 - 03/16/26

Reading Date: 03/16/26

Service Point: Commercial - Electric

Meter Number	Days Billed	Current Reading	Reading Type	Meter Constant	Consumption
22969907	31	31025	Regular	1	2107 KWH

Basic Monthly Charge \$ 25.00

Energy Charge (\$0.06813 per kWh) 143.55

Tax Exempt Fuel Cost (\$0.04462 per kWh) 94.01

Taxable Fuel Cost (\$0.00511 per kWh) 10.77

Gross Receipts Tax 7.01

Florida State Sales Tax 20.89

Total Current Electric Charges \$ 301.23**ELECTRIC SERVICE**

Billing Rate: Street and Area Light Rate

Service Address: 38 TIERRA CV APT ARLT

Service Period: 02/13/26 - 03/16/26

Reading Date: 03/16/26

Service Point: Area Light

11 Unit(s) 40W LED PT \$ 82.17

Fuel Charge 9.05

Gross Receipts Tax 2.34

Florida State Sales Tax 6.97

Total Current Electric Charges \$ 100.53

\$8.12 of Fuel Cost is Tax Exempt

WATER SERVICE

Billing Rate: Commercial Reclaimed Irrigation Service

Service Address: 38 TIERRA CV APT LS01

Service Period: 02/12/26 - 03/15/26

Reading Date: 03/15/26

Service Point: Reclaim Commercial

Meter Number	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
91402476	31	4438	Regular	1	113000 GAL

Basic Monthly Charge \$ 31.50

Inspection Fee 6.00

Tier 1 Consumption (1-14 kgal @ \$3.81) 53.35

Tier 2 Consumption (> 14 kgal @ \$4.33) 428.66

Total Current Water Charges \$ 519.51



CELESTINA NORTH NEIGHBORHOOD ASSOCIATION INC

Account #: 6077096749

Bill Date: 03/16/26

Cycle: 14



Phone: (904) 665-6000



Online: jea.com

WATER SERVICE

Billing for Residential Reclaimed Irrigation

Service Address: 658 AMALURRA TL

Service Period: 02/12/26 - 03/15/26

Reading Date: 03/15/26

Service Point: Reclaim Residential

Water Meter	Days Billed	Current Reading	Reading Type	Meter Size	Consumption (1 cu ft = 7.48 gal)
271-104	31	1262	Regular	3/4	13000 GAL

Basic Monthly Charge \$ 18.90

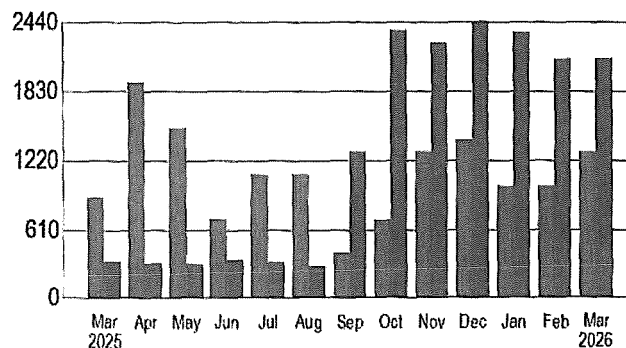
Reclaim Water Inspection Fee 6.00

Reclaim Water Charge (1-14 kgal @ \$2.97) 38.61

Total Current Water Charges \$ 63.51

CONSUMPTION HISTORY

Water Tens Gal Electric kWh

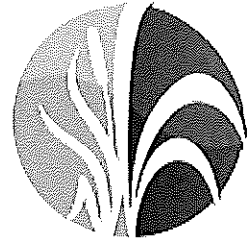


	1 Year Ago	Last Month	This Month	Average Daily
Total kWh Used	325	2,109	2,107	68
Total Gallons Used	9,000	10,000	13,000	419

INVOICE

Innovative Fountain Services, Inc
11637 Columbia Park Dr E
Ste 4
Jacksonville, FL 32258-4493

admin@innovativefountain-services.com
+1 (904) 551-1017



Celestina: Celestina Waterfall

Bill to

Celestina

Isles of Bartram Park CDD

475 West Town Place Ste 114

Saint Augustine, FL 32092

Invoice details

P.O. Number: Waterfall Fountain

Invoice no.: 2030025

Terms: Net 30

Invoice date: 12/04/2025

Due date: 01/03/2026

#	Product or service	Description	Qty	Amount
1.	Fountain Service	Estimate 4484 completed. Innovative Fountain Services proposes to provide all necessary materials, labor, and equipment to perform the following services: To open the existing sand filter and remove all old filter media. Replace all (8) laterals and any necessary O-rings. Install new filter media and test the system to verify proper operation of the waterfall fountain.	1	\$2,714.00

Total

\$2,714.00

Overdue

01/03/2026

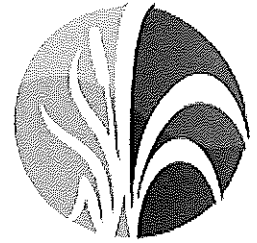
RECEIVED

By Tara Lee at 2:54 pm, Mar 28, 2026

INVOICE

Innovative Fountain Services, Inc
11637 Columbla Park Dr E
Ste 4
Jacksonville, FL 32258-4493

admin@innovativefountainsevlces.c
om
+1 (904) 551-1017



Celestina:Celestina Waterfall

Bill to

Celestina

Isles of Bartram Park CDD

475 West Town Place Ste 114

Saint Augustine, FL 32092

Invoice details

Invoice no.: 2030072

Terms: Net 30

Invoice date: 12/10/2025

Due date: 01/09/2026

#	Product or service	Description	Qty	Amount
1.	Maintenance Service	Quarterly Floating Fountain Maintenance	1	\$540.00

Total \$540.00

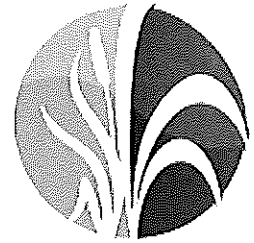
Overdue 01/09/2026

RECEIVED
By Tara Lee at 3:02 pm, Mar 28, 2026

INVOICE

Innovative Fountain Services, Inc
11637 Columbla Park Dr E
Ste 4
Jacksonville, FL 32258-4493

admin@innovativefountainsservices.com
+1 (904) 551-1017



Celestina: Celestina Waterfall

Bill to

Celestina

Isles of Bartram Park CDD
475 West Town Place Ste 114
Saint Augustine, FL 32092

Invoice details

Invoice no.: 2030560

Terms: Net 30

Invoice date: 03/20/2026

Due date: 04/19/2026

#	Product or service	Description	Qty	Amount
1.	Maintenance Service	Monthly Fountain Maintenance- March	1	\$202.50
2.	Chemicals	Chemicals Added	1	\$18.87
			Total	\$221.37

Note to customer

Thank you for your business!

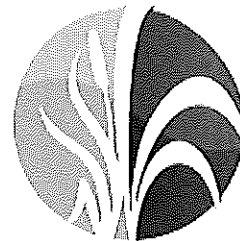
RECEIVED

By Tara Lee at 2:40 pm, Mar 28, 2026

INVOICE

Innovative Fountain Services, Inc
11637 Columbla Park Dr E
Ste 4
Jacksonville, FL 32258-4493

admin@innovativefountainervices.c
om
+1 (904) 551-1017



Celestina:Celestina Waterfall

Bill to

Celestina
Isles of Bartram Park CDD
475 West Town Place Ste 114
Saint Augustine, FL 32092

Invoice details

Invoice no.: 2030636
Terms: Net 30
Invoice date: 03/27/2026
Due date: 04/26/2026

#	Product or service	Description	Qty	Amount
1.	Maintenance Service	Quarterly Floating Fountain Maintenance	1	\$540.00

Total **\$540.00**

RECEIVED

By Tara Lee at 3:00 pm, Mar 28, 2026



INVOICE

INVOICE #	INVOICE DATE
1133781	3/23/2026
TERMS	PO NUMBER
Net 30	

Bill To:

Celestina-Isles of Bartram CDD
c/o GMS-NF, LLC
475 West Town Pl, Suite 114
Saint Augustine, FL 32092

Property Name: Celestina-Isles of Bartram CDD

Address: 475 West Town Pl
Suite 114
St. Augustine, FL 32092

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: April 22, 2026

Invoice Amount: \$2,203.00

Description	Current Amount
Spring Annual Rotation	
Annual Installation	\$2,203.00

RECEIVED

By Tara Lee at 2:58 pm, Mar 28, 2026

Invoice Total **\$2,203.00**

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

**Bill To:**

Celestina-Isles of Bartram CDD
c/o GMS-NF, LLC
475 West Town Pl, Suite 114
Saint Augustine, FL 32092

Property Name: Celestina-Isles of Bartram CDD

Address: 475 West Town Pl
Suite 114
St. Augustine, FL 32092

INVOICE

INVOICE #	INVOICE DATE
1135716	3/25/2026
TERMS	PO NUMBER
Net 30	

Remit To:

Yellowstone Landscape
PO Box 101017
Atlanta, GA 30392-1017

Invoice Due Date: April 24, 2026

Invoice Amount: \$118.00

Description	Current Amount
March irrigation repairs-2026	
Irrigation Repairs	\$118.00

RECEIVED

By Tara Lee at 12:35 pm, Mar 30, 2026

Invoice Total \$118.00

IN COMMERCIAL LANDSCAPING

Should you have any questions or inquiries please call (386) 437-6211.

Yellowstone Landscape | Post Office Box 849 | Bunnell FL 32110 | Tel 386.437.6211 | Fax 386.437.1286