

***ABERDEEN***

*Community Development District*

*NOVEMBER 23, 2021*

# *AGENDA*

**Aberdeen**  
**Community Development District**

475 West Town Place

Suite 114

St. Augustine, Florida 32092

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

---

November 16, 2021

Board of Supervisors  
Aberdeen Community Development District

Dear Board Members:

The Aberdeen Community Development District Meeting is scheduled for **Tuesday, November 23, 2021 at 4:00 p.m.** at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida 32259.

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments (*regarding agenda items below*)
- III. Consideration of Resolution 2021-01, Amending the Fiscal Year 2021 General Fund Budget
- IV. Update Regarding Retention Drainage (*The Meadows of JCP – 440 Tortoise Trace*)
- V. Discussion of Draft Capital Plan
- VI. Staff Reports
  - A. Attorney
    1. Publication of Legal Notices
    2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022
    3. Prompt Payment Requirements

4. Public Records Exemptions for Addresses and Other Information Associated with Certain Officers, Judges, etc.
  - B. Engineer
  - C. Manager
  - D. Operation Manager – Consideration of Proposals for John Deer TS Gator
  - E. Amenity Center Manager - Report
- VII. Supervisor’s Request and Public Comments
- VIII. Approval of Consent Agenda
  - A. Approval of the Minutes of the October 26, 2021 Meeting
  - B. Balance Sheet as of October 31, 2021 and Statement of Revenues and Expenses for the Period Ending October 31, 2021
  - C. Assessment Receipt Schedule
  - D. Approval of Check Register
- IX. Next Scheduled Meeting – 12/21/21 @ 4:00 p.m.@ Aberdeen Amenity Center
- X. Adjournment

*THIRD ORDER OF BUSINESS*

RESOLUTION 2022-01

**WHEREAS**, the Board of Supervisors, hereinafter referred to as the "Board", of the Aberdeen Community Development District, hereinafter referred to as "District", adopted a General Fund Budget for fiscal year 2021, and

**WHEREAS**, the Board desires to reallocate funds budgeted to re-appropriate Revenues and Expenses approved during the Fiscal Year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ABERDEEN COMMUNITY DEVELOPMENT DISTRICT TO THE FOLLOWING:

1. The General Fund Budget is hereby amended in accordance with Exhibit "A" attached.
2. This resolution shall become effective this 26th day of October 2021 and be reflected in the monthly and fiscal Year End 9/30/21 Financial Statements and Audit Report of the District

*Aberdeen  
Community Development District*

by: \_\_\_\_\_  
Chairman

Attest:

by: \_\_\_\_\_  
Secretary

ABERDEEN CDD  
RESOLUTION 2022-01

EXHIBIT A

**Aberdeen**  
**Community Development District**  
**FY2021 Budget Amendment**  
**General Fund**

	Adopted FY21 Budget	Increase/ (Decrease)	Amended FY21 Budget	Actual 9/30/21
<b>Revenues</b>				
Assessments	\$1,024,670	\$8,425	\$1,033,096	\$1,033,096
Interest Earned	\$200	(\$174)	\$26	\$26
Amenities Revenue/Misc	\$10,000	\$3,402	\$13,402	\$13,402
<b>Total Revenues</b>	<b>\$1,034,870</b>	<b>\$11,653</b>	<b>\$1,046,523</b>	<b>\$1,046,523</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Supervisor Fees	\$12,000	(\$600)	\$11,400	\$11,400
FICA Expense	\$918	(\$46)	\$872	\$872
Assessment Administration	\$5,000	\$0	\$5,000	\$5,000
Engineering Fees	\$7,000	\$0	\$7,000	\$4,145
Arbitrage	\$1,800	\$0	\$1,800	\$1,800
Dissemination Agent	\$7,800	(\$700)	\$7,100	\$7,100
Impact Fee Administration	\$10,000	\$0.00	\$10,000	\$10,000
Attorney Fees	\$40,000	\$10,000	\$50,000	\$42,958
Annual Audit	\$3,450	\$0	\$3,450	\$3,450
Trustee Fees	\$14,500	(\$2,000)	\$12,500	\$7,100
Management Fees	\$50,282	\$0	\$50,282	\$50,282
Information Technology	\$1,600	\$0	\$1,600	\$1,600
Travel and Per Diem	\$600	(\$600)	\$0	\$0
Telephone	\$700	(\$300)	\$400	\$400
Postage	\$2,000	\$652	\$2,652	\$2,652
Printing and Binding	\$3,000	\$407	\$3,407	\$3,407
Insurance	\$10,467	(\$477)	\$9,990	\$9,990
Legal Advertising	\$2,000	\$0	\$2,000	\$1,651
Other Current Charges	\$1,000	\$32	\$1,032	\$1,032
Office Supplies	\$250	(\$146)	\$104	\$104
Dues, Licenses & Subscriptions	\$175	\$0	\$175	\$175
<b>Total Administrative</b>	<b>\$174,542</b>	<b>\$6,223</b>	<b>\$180,765</b>	<b>\$165,119</b>
<b>Amenity Center</b>				
Insurance	\$22,567	\$6,730	\$29,297	\$29,297
Repairs & Replacements	\$30,000	\$11,000	\$41,000	\$34,903
Special Events	\$7,500	\$0	\$7,500	\$6,134
Storage Facility	\$1,000	(\$688)	\$312	\$312
Fitness Rental	\$3,600	(\$3,600)	\$0	\$0
Recreational Passes	\$1,600	(\$1,600)	\$0	\$0
Capital Outlay	\$2,000	(\$2,000)	\$0	\$0
Other Current Charges	\$1,000	\$0	\$1,000	\$0
Permit Fees	\$2,000	\$28	\$2,028	\$2,028
Office Supplies	\$2,400	\$0	\$2,400	\$2,096
Credit Card Machine Fees	\$360	\$361	\$721	\$621
Utilities				
Water & Sewer	\$23,000	\$0	\$23,000	\$16,977
Electric	\$35,000	\$0	\$35,000	\$34,249
Cable/Internet/Phone	\$5,000	\$6,838	\$11,838	\$10,838
Management Contracts				
Field Operations Management - GMS	\$31,500	\$0	\$31,500	\$31,500
Pool Attendants/Lifeguards - Vesta	\$38,500	\$22,911	\$61,411	\$56,411
Facility Management - Vesta	\$112,750	\$0	\$112,750	\$112,750
Pool Maintenance/Supplies - Vesta	\$19,954	\$0	\$19,954	\$19,954
Janitorial Services - Vesta	\$17,314	\$0	\$17,314	\$17,314
General Facility Maintenance - Vesta	\$18,159	\$0	\$18,159	\$18,159
Lifestyle Coordinator - Vesta	\$11,042	\$0	\$11,042	\$11,042
New Amenities Maintenance	\$0	\$18,404	\$18,404	\$16,404
Pool Chemicals - Poolsure	\$22,062	\$0	\$22,062	\$22,062
Refuse Service	\$10,500	(\$2,705)	\$7,795	\$6,795
Security	\$13,800	\$885	\$14,685	\$14,685
Website	\$1,800	\$0	\$1,800	\$1,800
Holiday Decorations	\$2,000	\$5,655	\$7,655	\$7,655
<b>Total Amenity Center Expenses</b>	<b>\$436,408</b>	<b>\$62,221</b>	<b>\$498,629</b>	<b>\$473,987</b>



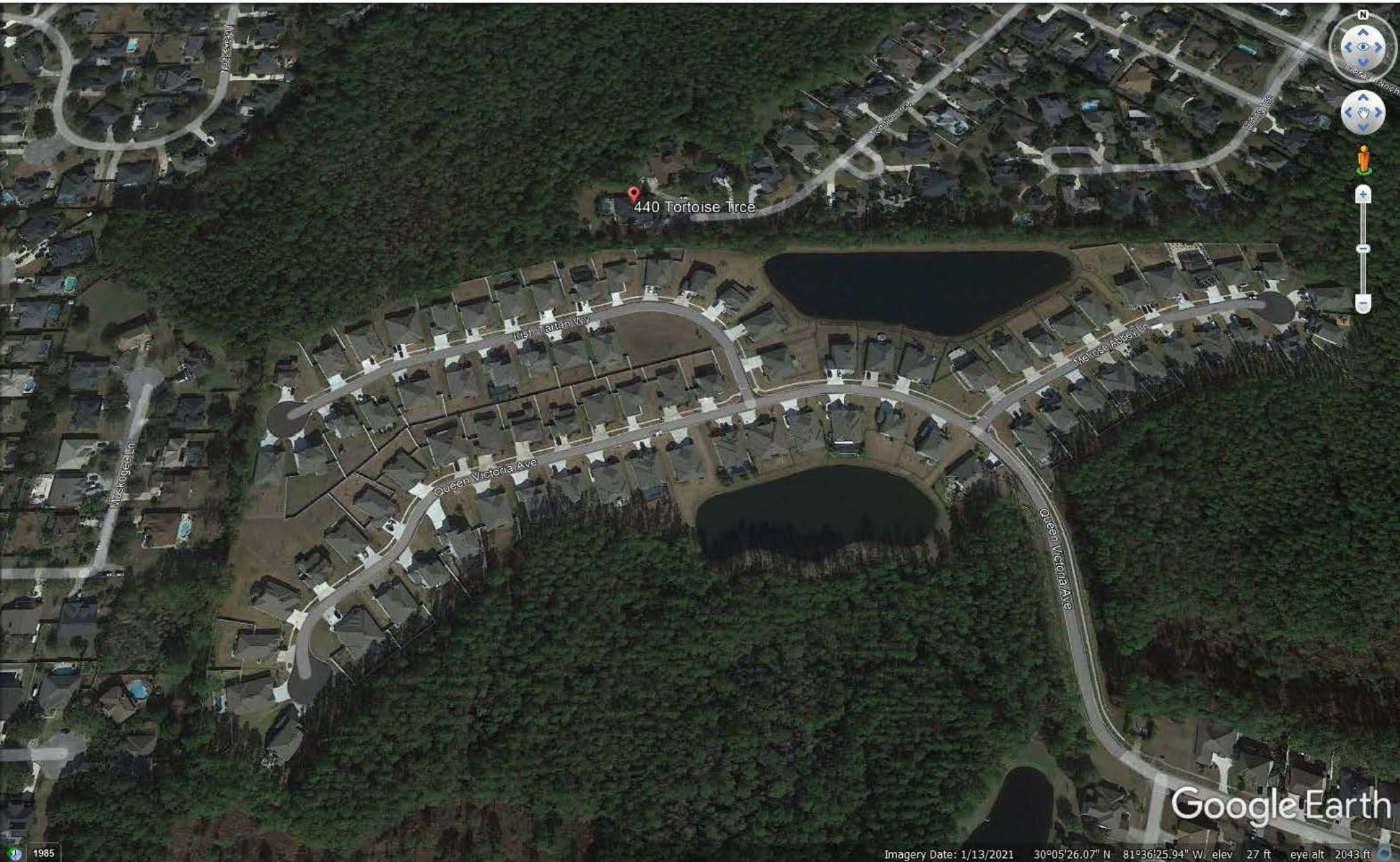
**Aberdeen**  
**Community Development District**  
**FY2021 Budget Amendment**  
**General Fund**

	Adopted FY21 Budget	Increase/ <b>(Decrease)</b>	Amended FY21 Budget	Actual 9/30/21
<b>Grounds Maintenance</b>				
Electric	\$8,000	\$1,000	\$9,000	\$8,051
Streetlighting	\$32,000	\$0	\$32,000	\$31,658
Lake Maintenance (Future Horizon/GMS)	\$29,000	\$0	\$29,000	\$26,862
Landscape Maintenance	\$161,960	\$3,239	\$165,199	\$165,199
Landscape Contingency	\$20,000	\$11,000	\$31,000	\$25,848
Common Area Maintenance	\$33,000	<b>(\$2,000)</b>	\$31,000	\$30,128
Reuse Water	\$55,000	<b>(\$5,000)</b>	\$50,000	\$45,386
Miscellaneous	\$3,000	\$0	\$3,000	\$1,014
Irrigation Repairs	\$5,000	\$3,000	\$8,000	\$7,795
Contingency	\$1,625	<b>(\$1,625)</b>	\$0	\$0
Wetland Monitoring/Mitigation	\$10,000	\$10,000	\$20,000	\$15,250
<b>Total Grounds Maintenance Expenses</b>	<b>\$358,585</b>	<b>\$19,615</b>	<b>\$378,200</b>	<b>\$357,192</b>
Capital Reserve Fund	\$65,335	\$0	\$65,335	\$65,335
<b>Total Expenses</b>	<b>\$1,034,870</b>	<b>\$88,059</b>	<b>\$1,122,929</b>	<b>\$1,061,633</b>
Excess Revenues (Expenditures)	<b>\$0</b>	<b>(\$76,406)</b>	<b>(\$76,406)</b>	<b>(\$15,110)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$0</b>	<b>(\$76,406)</b>	<b>(\$76,406)</b>	<b>(\$15,110)</b>
Fund Balance - Beginning	\$0	\$76,406	\$76,406	\$343,956
Fund Balance - Ending	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$328,846</b>

*FOURTH ORDER OF BUSINESS*



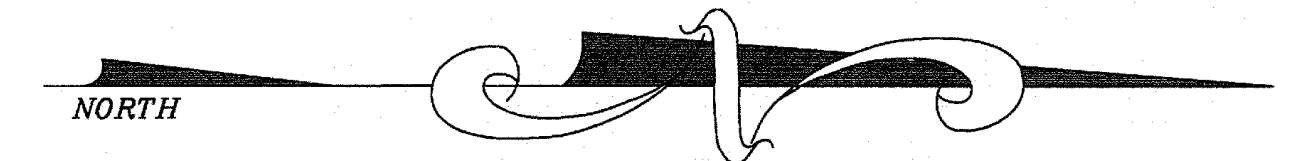
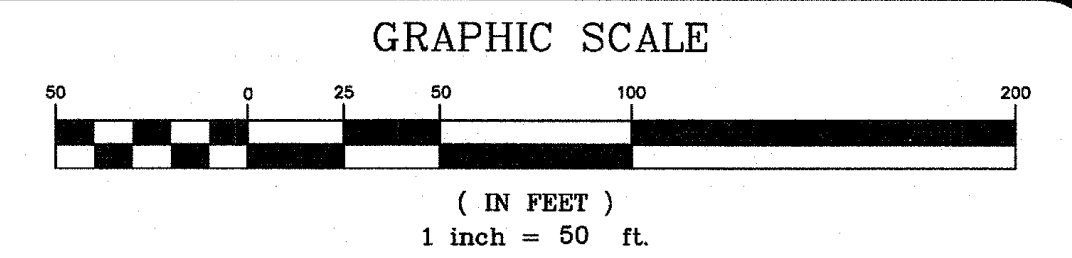




Google Earth

1985

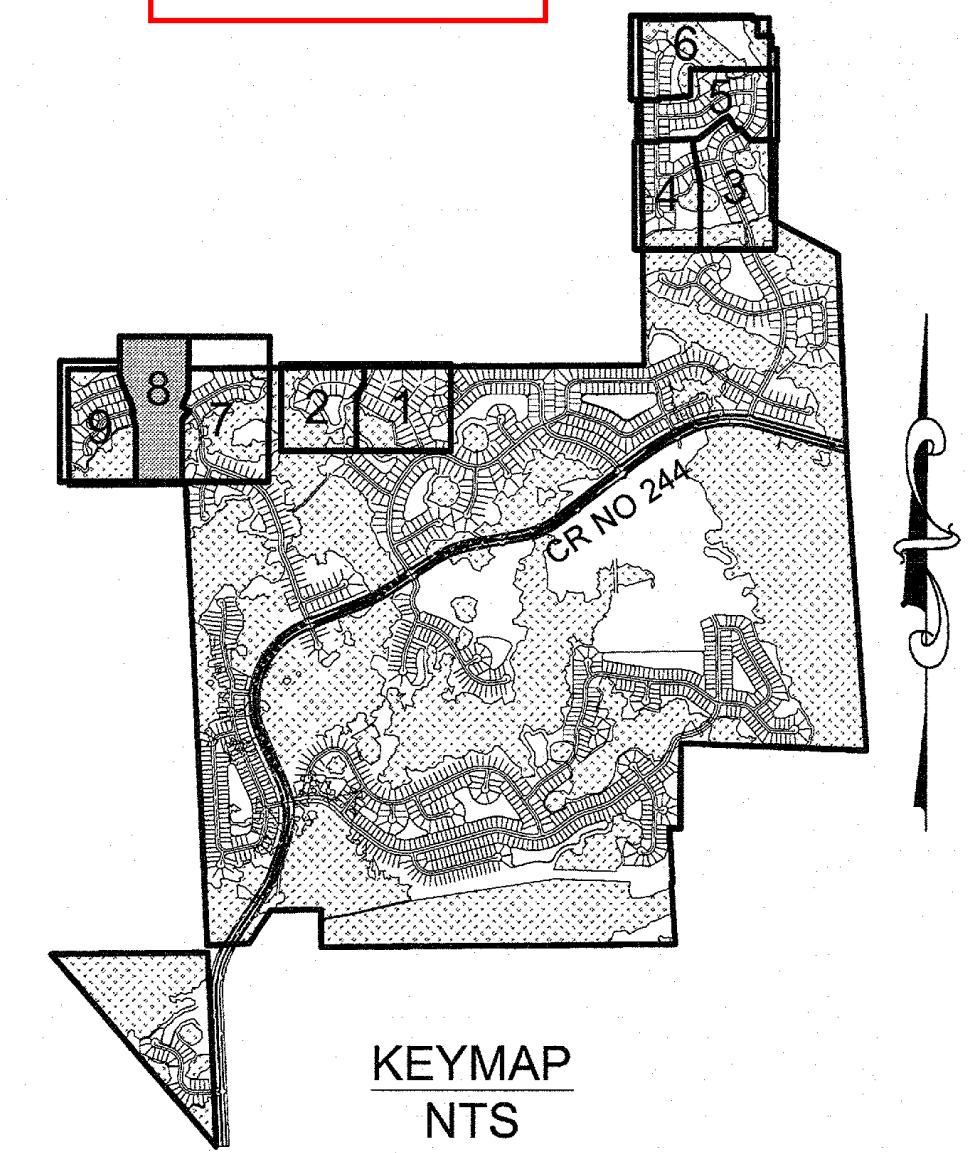
Imagery Date: 1/13/2021 30°05'26.07" N 81°36'25.94" W elev 27 ft eye alt 2043 ft



**LEGEND**

- = WETLANDS
- = UPLAND BUFFER
- = DEVELOPMENT EDGE
- = PROPOSED GRADE EL

**440 Tortoise Trace**

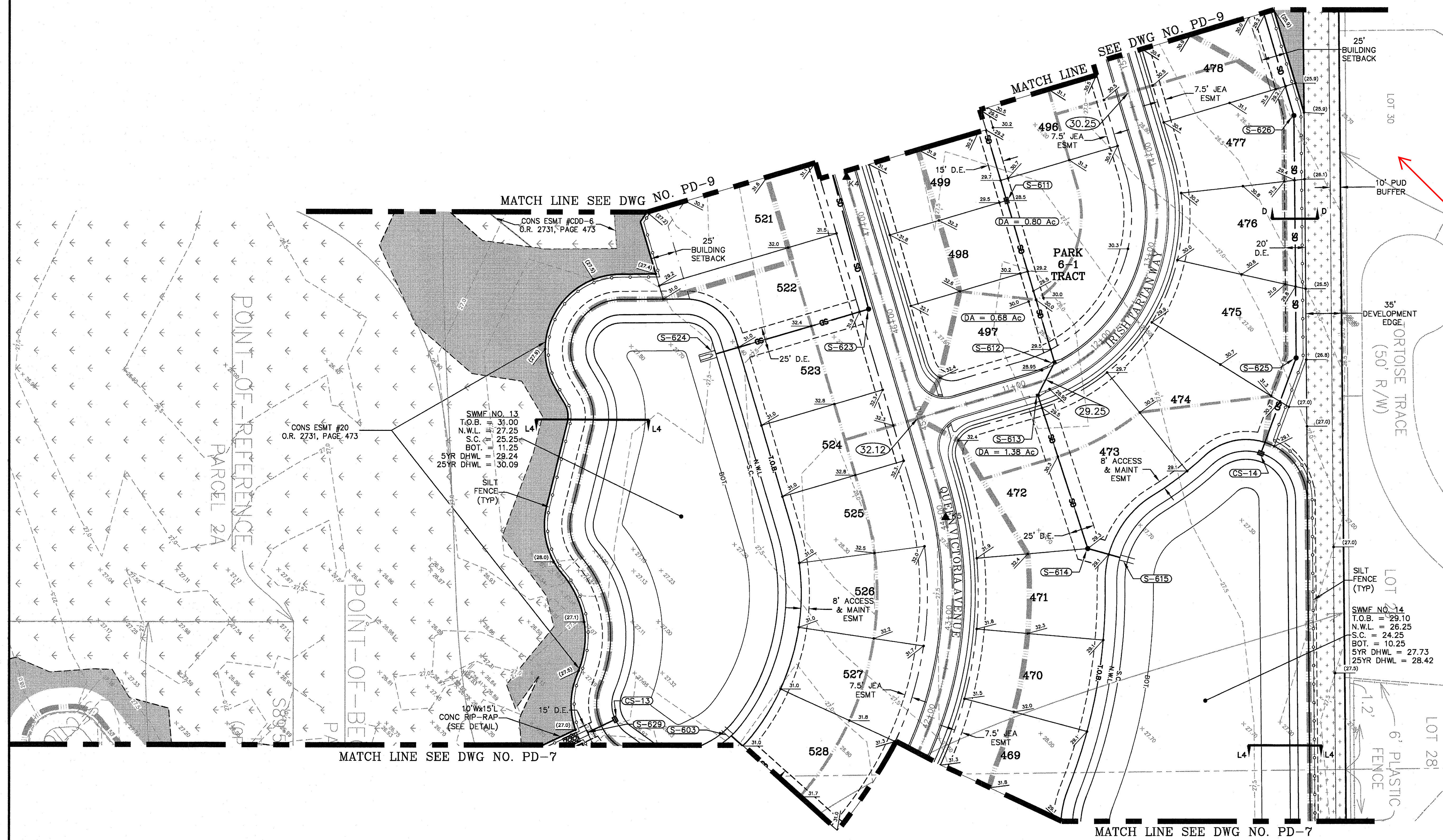


**BENCH MARK:**  
SET 1/2" REDCAP IRON (LB 1704)  
EL 26.83 (NGVD 29) - SEE PD-9

**DATUM NOTE:**  
PROJECT REFLECTS EXISTING SURVEY INFORMATION BASED ON NGVD 29 DATUM. SEE BENCH MARK ON PLANS. CONVERTING FROM NGVD 29 TO NAVD 88, SUBTRACT 1.04±

**NOTE:**  
A DISTRICT CONSUMPTIVE USE PERMIT MAY BE REQUIRED TO AUTHORIZE DEWATERING DURING CONSTRUCTION. CONTACT CAROLINE SILVERS AT (904)448-7903 TO REQUEST A DISTRICT CONSUMPTIVE USE PERMIT DETERMINATION FROM THE SJRWMD PRIOR TO ANY CONSTRUCTION

Always call 811 two full business days before you dig  
**Sunshine811.com**



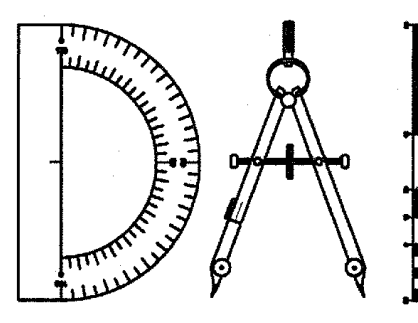
MATCH LINE SEE DWG NO. PD-7

MATCH LINE SEE DWG NO. PD-7

P:\1404-385 ABERDEEN\ABERDEEN OF ST JOHNS\WORKING\385PD1-9.DWG12/9/2015 3:49 PM Steve Murrin

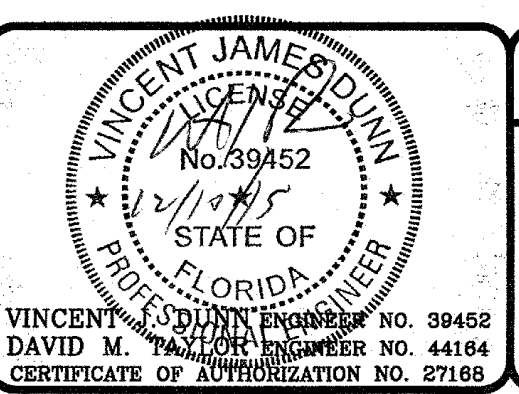
REVISIONS		
NO.	DATE	DESCRIPTION

DESIGNED BY:	DAI
DRAWN BY:	SM/SS
CHECKED BY:	V. DUNN
SCALE:	1" = 50'
DATE:	MAY, 2015
PROJ. NO.:	1404-385



**Dunn & Associates, Inc.**  
CIVIL ENGINEERS / LAND PLANNERS  
8375 Dix Ellis Trail, Suite 102 Jacksonville, Florida 32256  
Phone: (904)363-8916 Fax: (904)363-8917  
www.dunneng.com

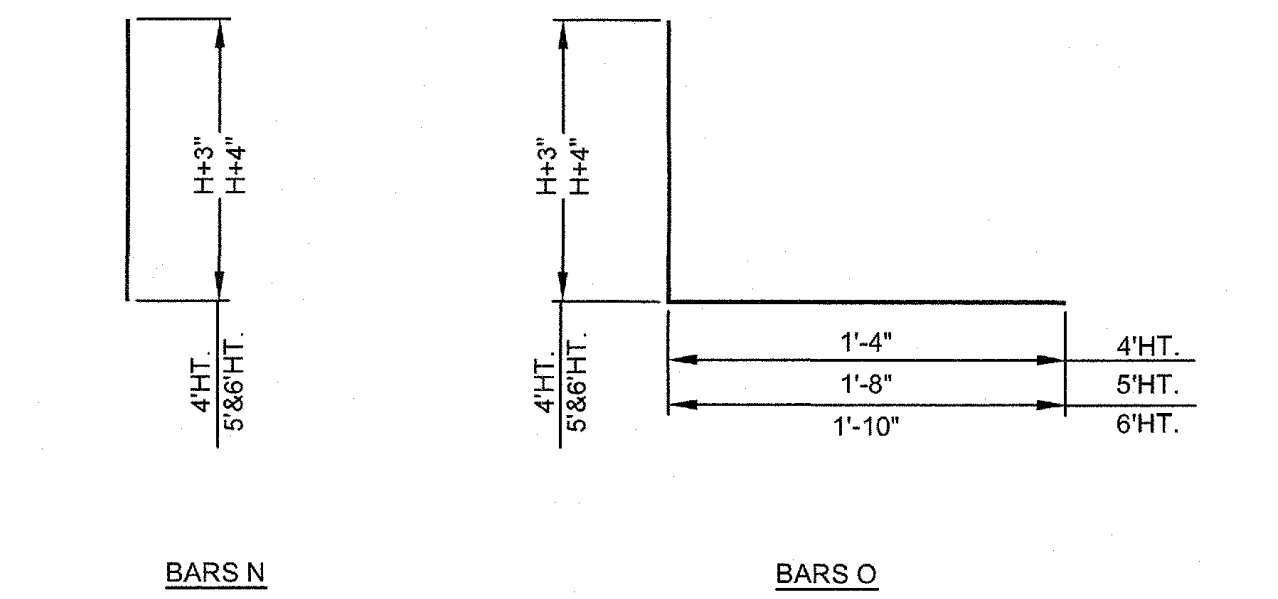
**ABERDEEN OF ST JOHNS UNIT 4-6**  
FOR:  
**D.R. HORTON, INC. - JACKSONVILLE**  
ST. JOHNS COUNTY, FLORIDA  
PAVING AND DRAINAGE PLAN UNIT 6



Sheet No. 25 of 84  
**PD-8**  
DWG. NO.

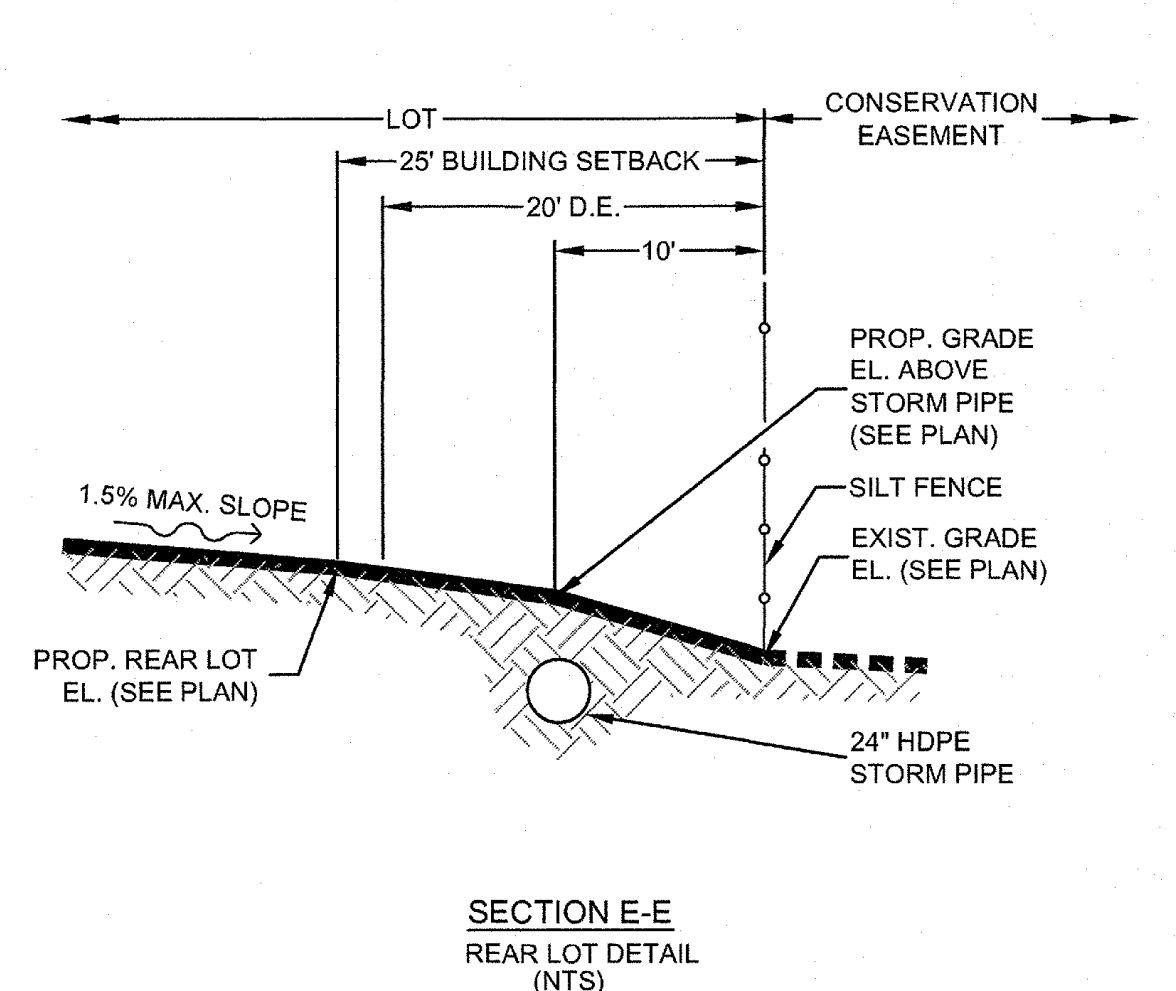
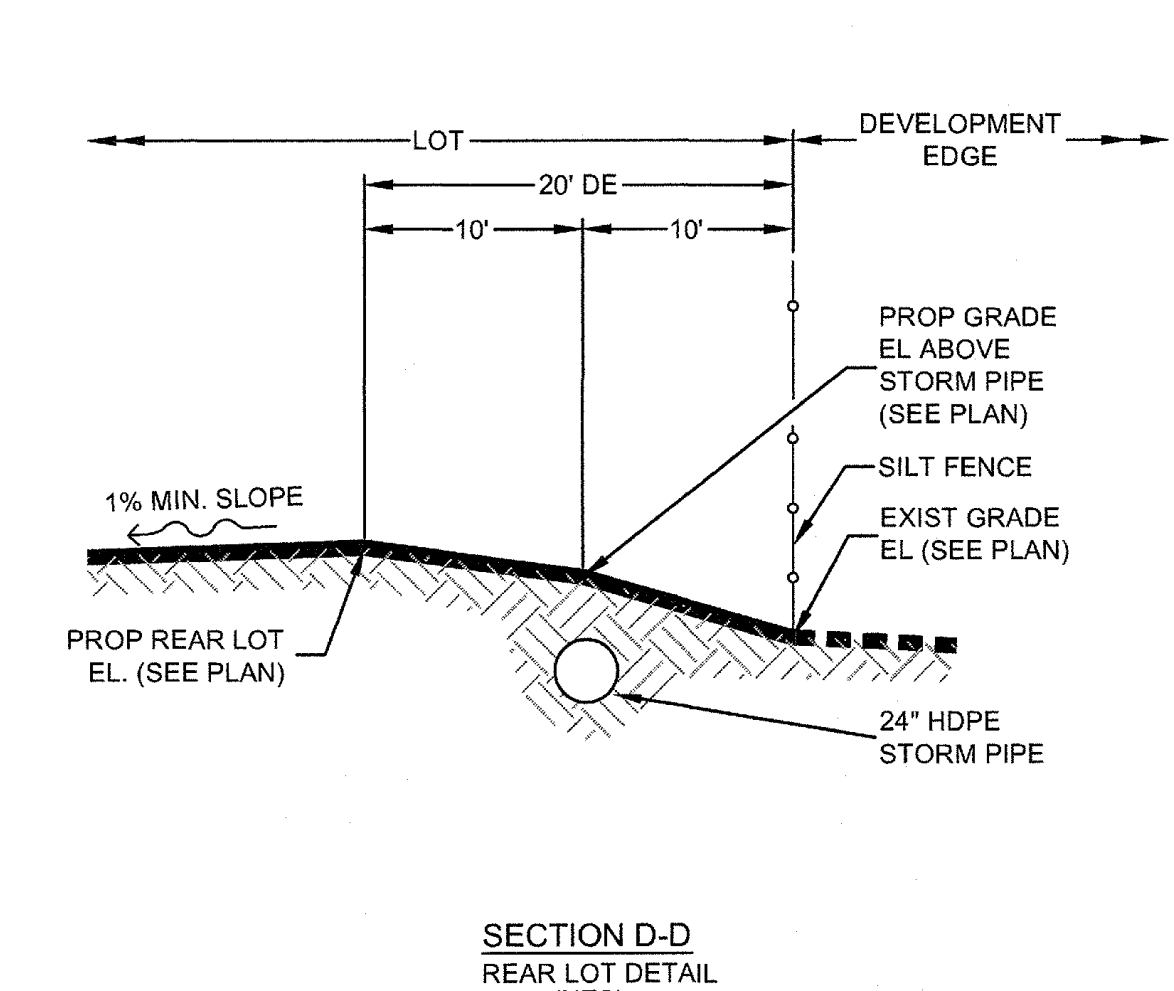
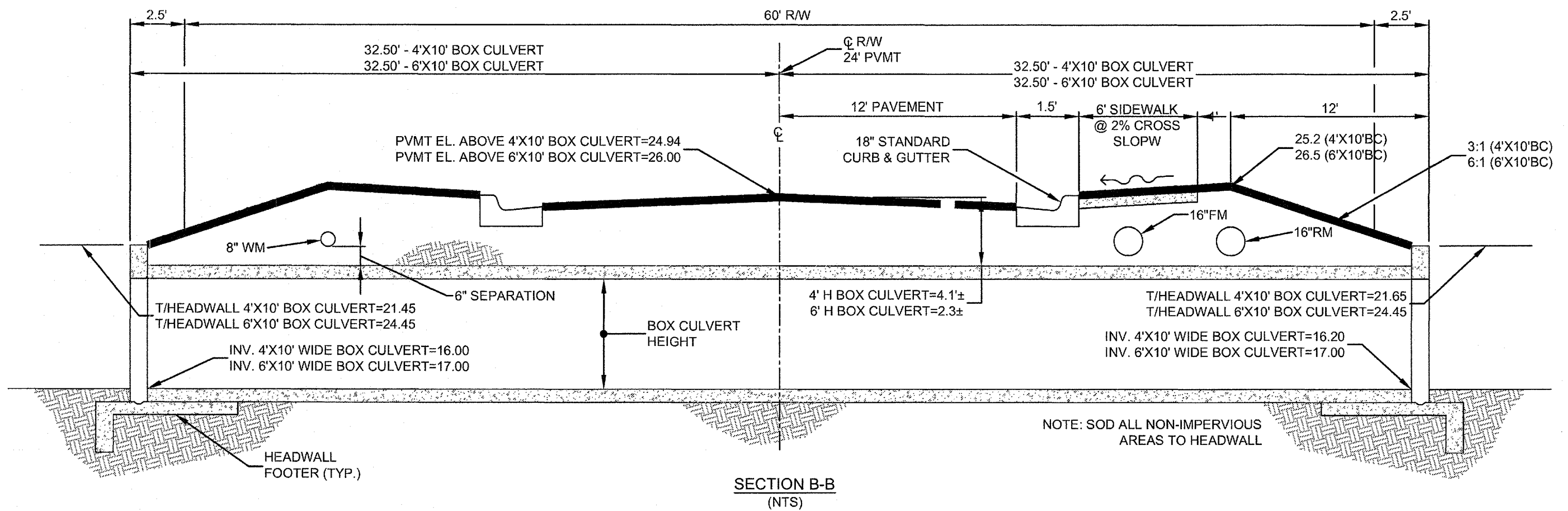
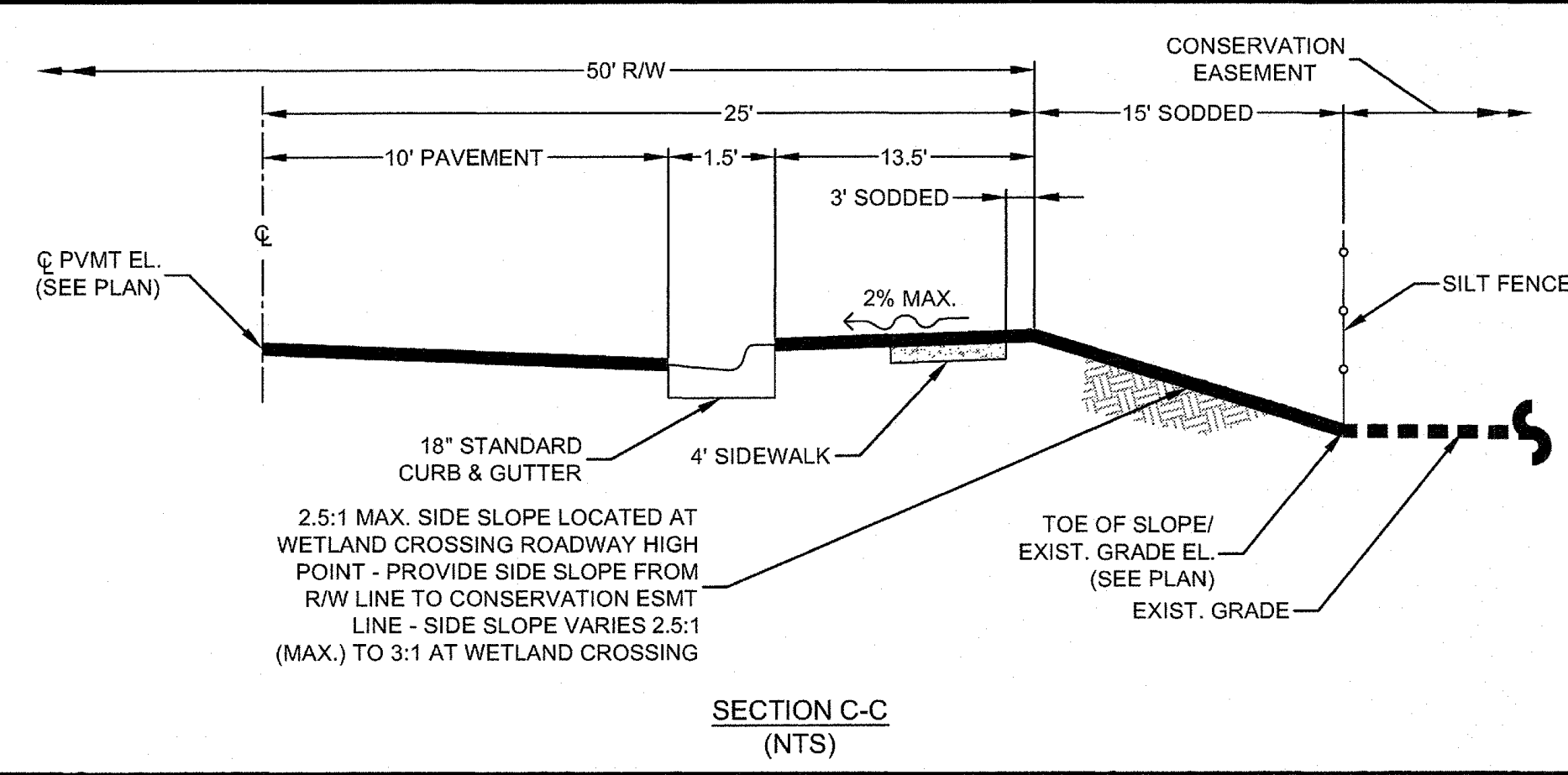
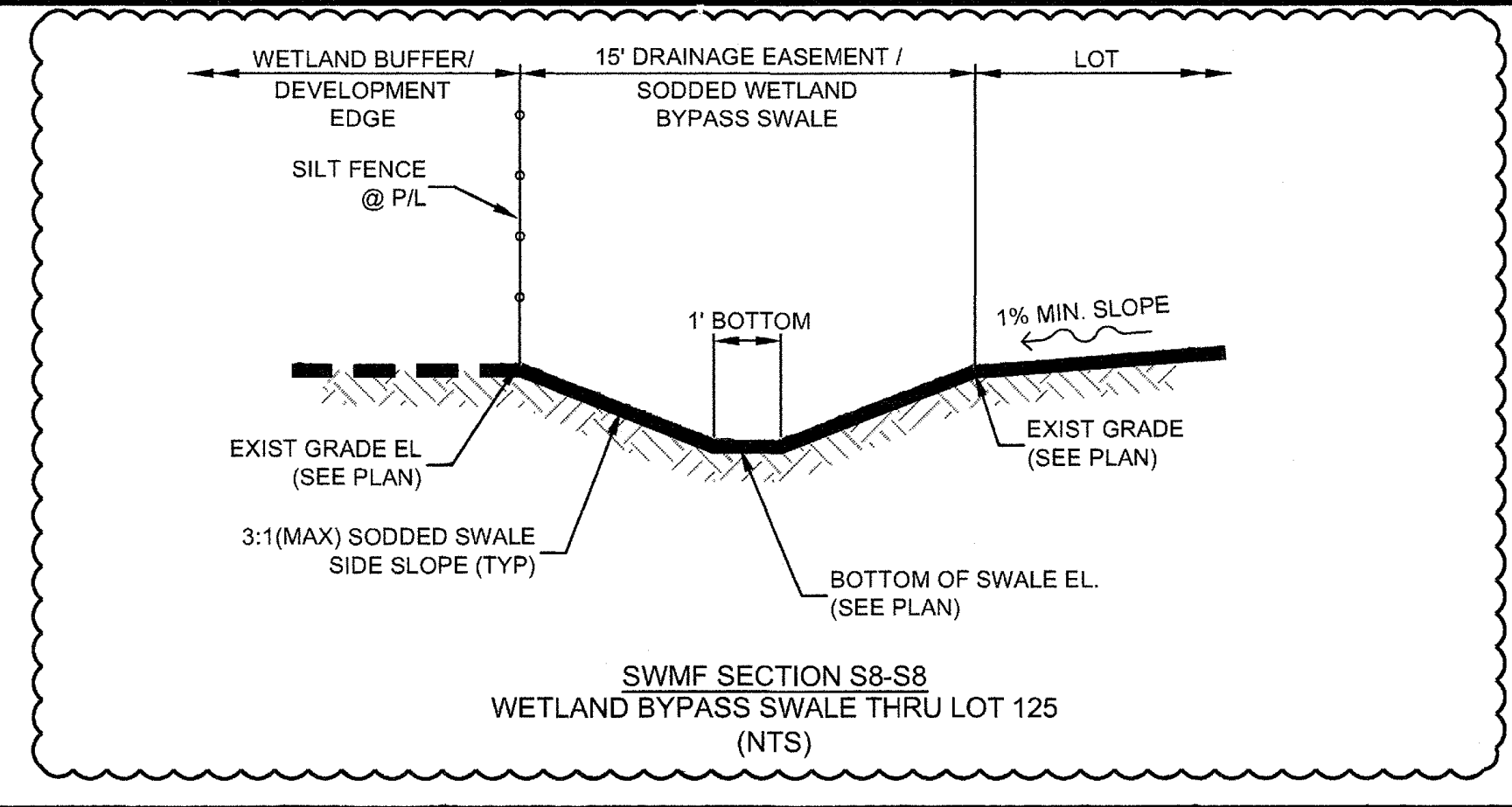
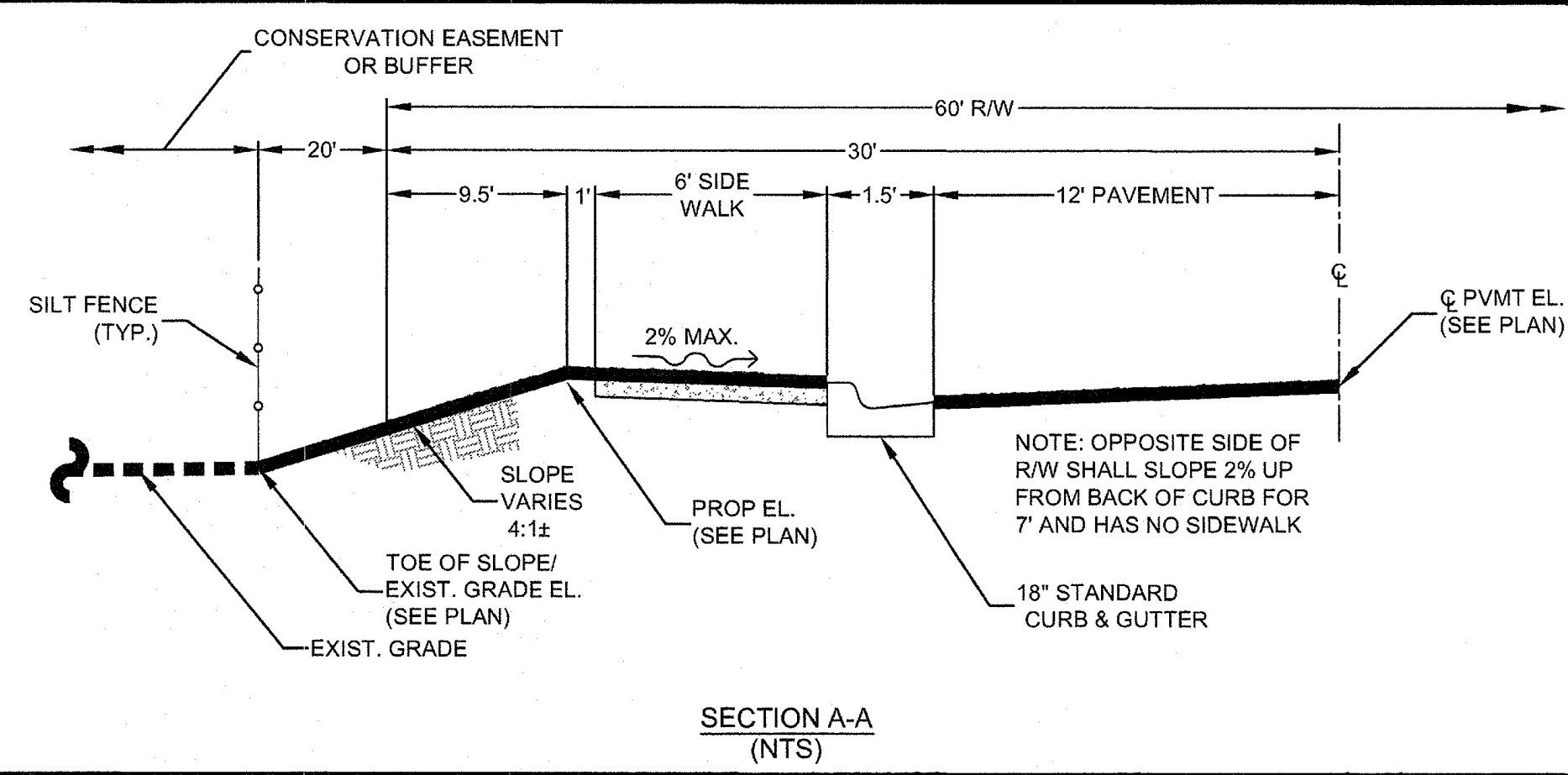
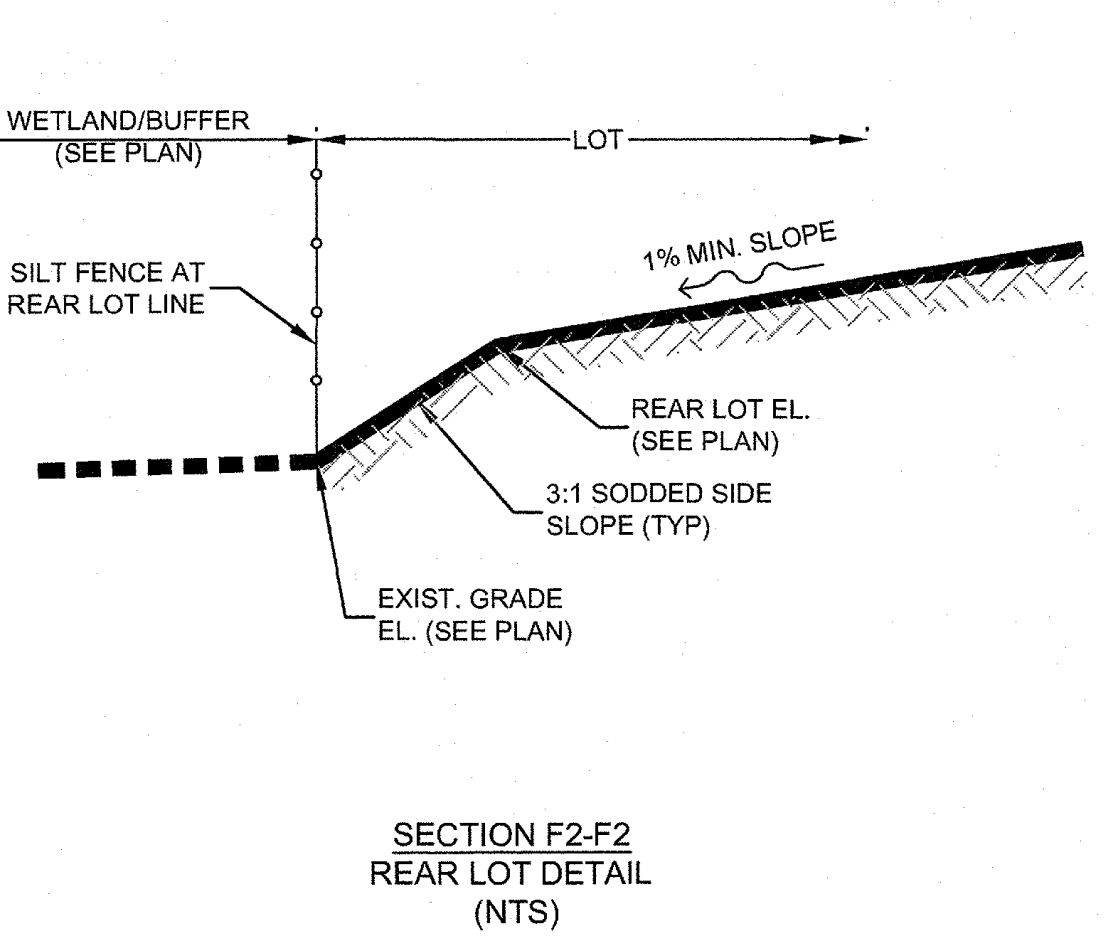
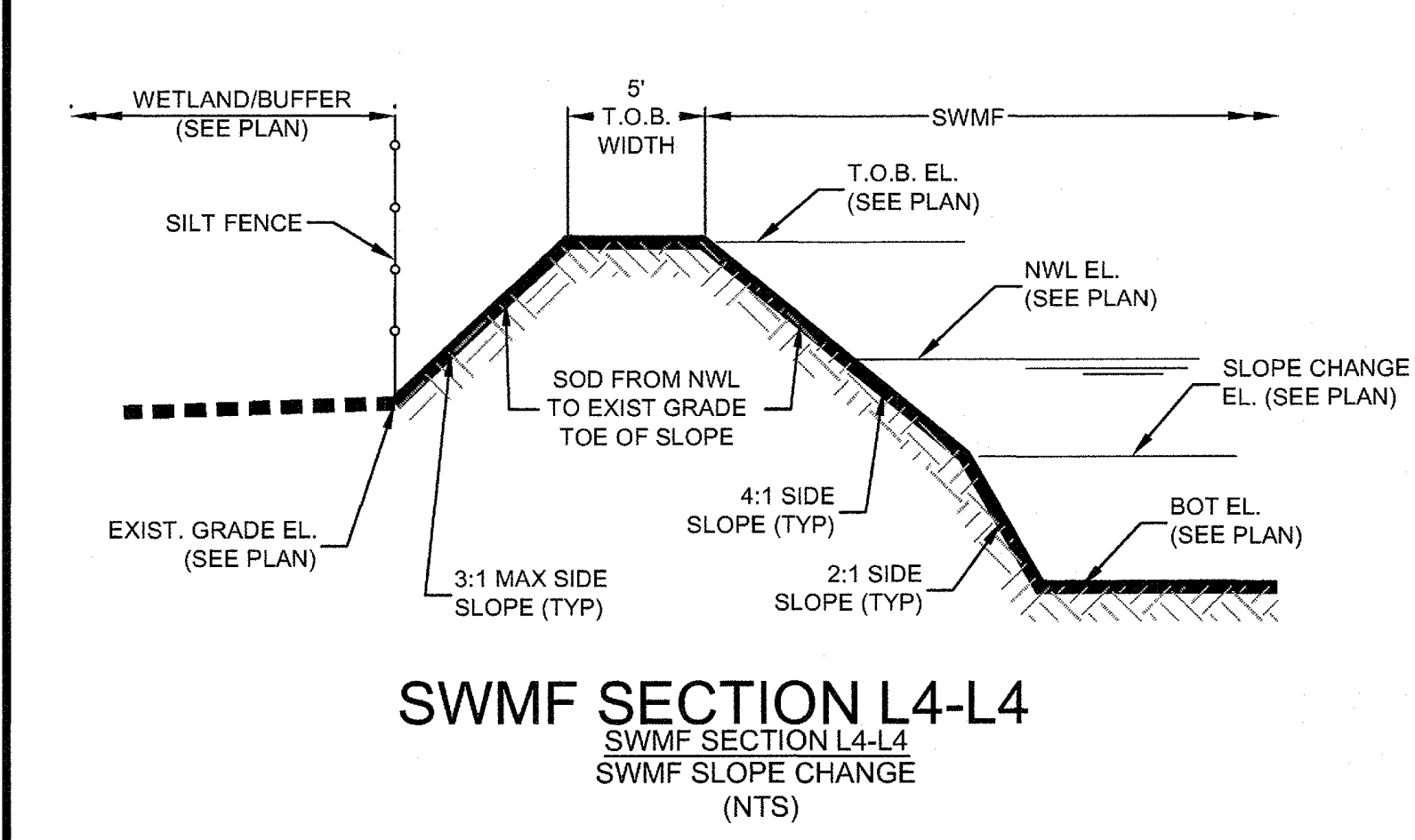
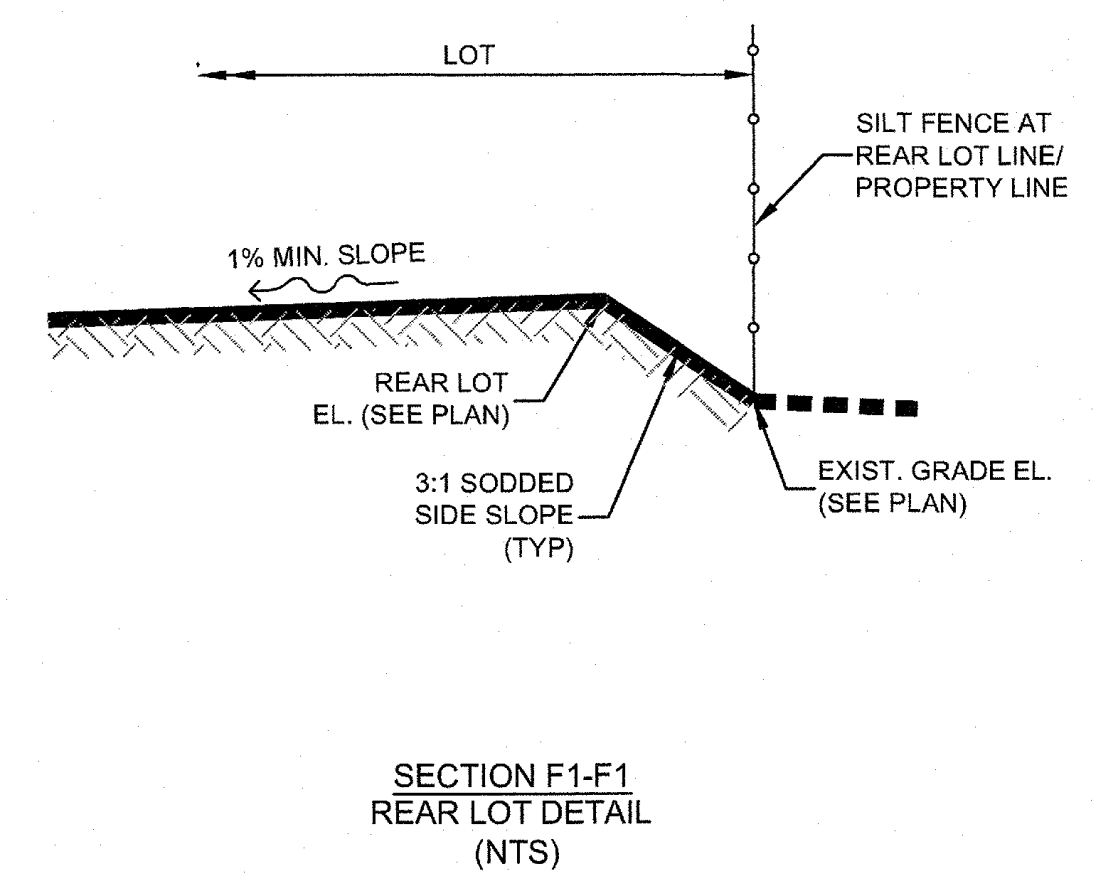
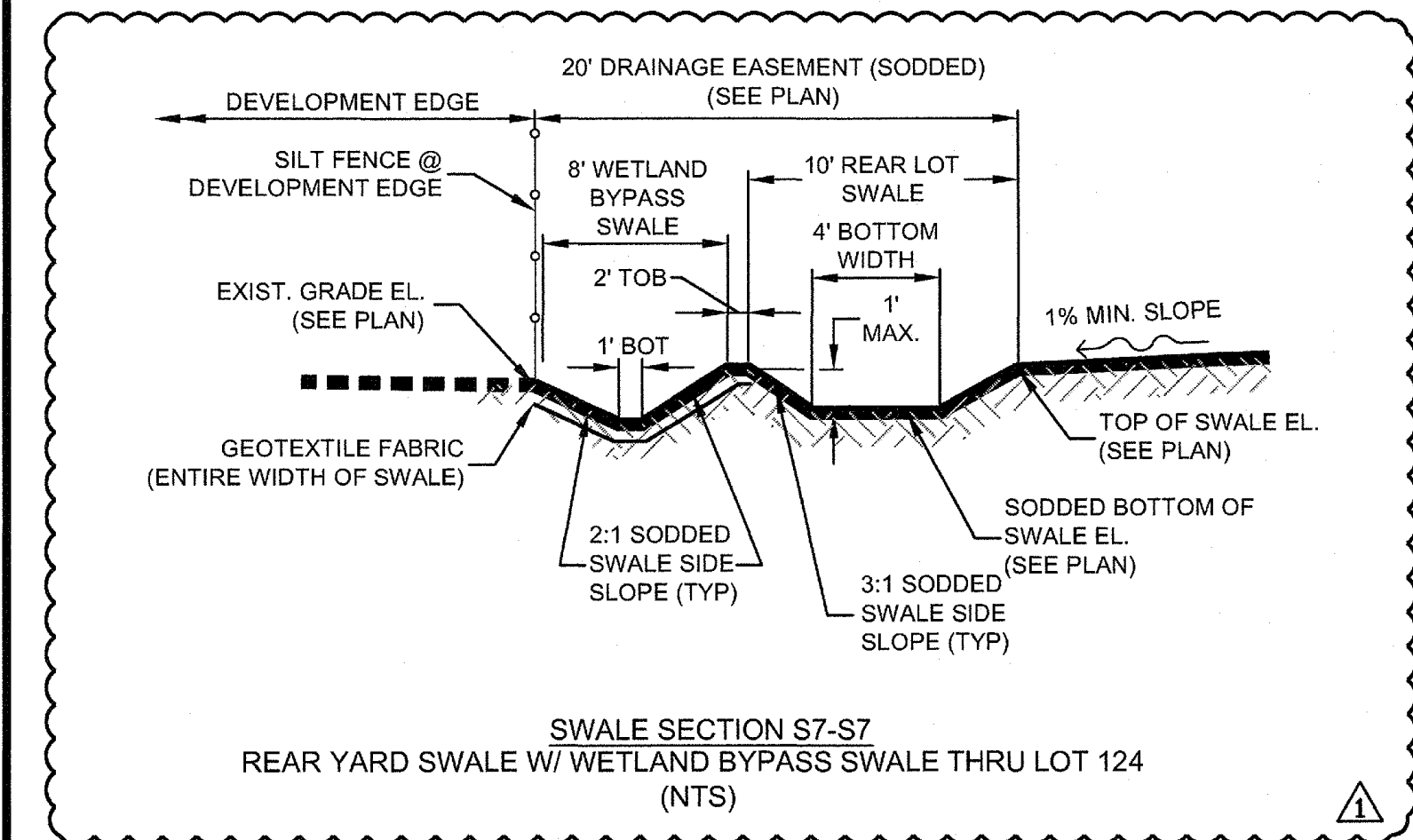
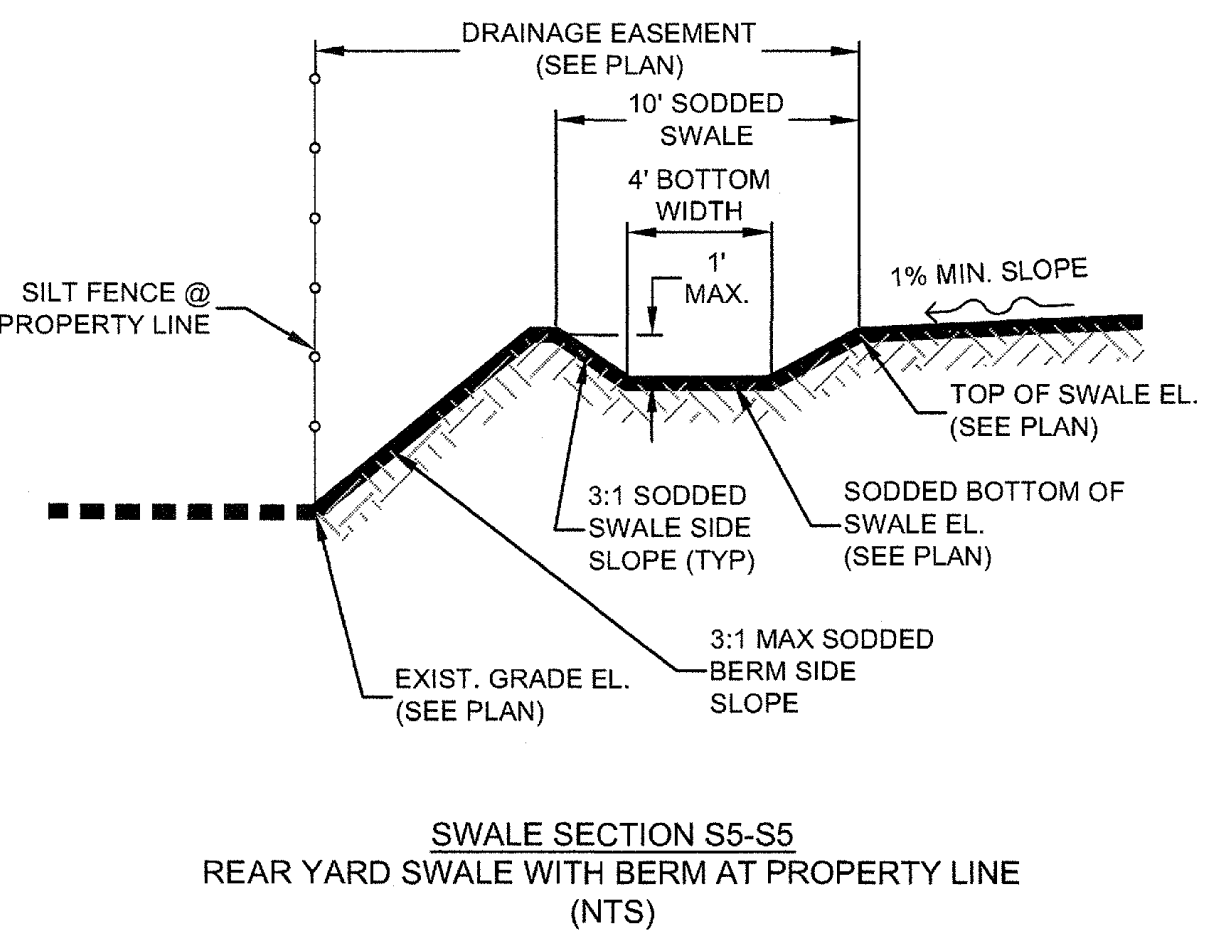
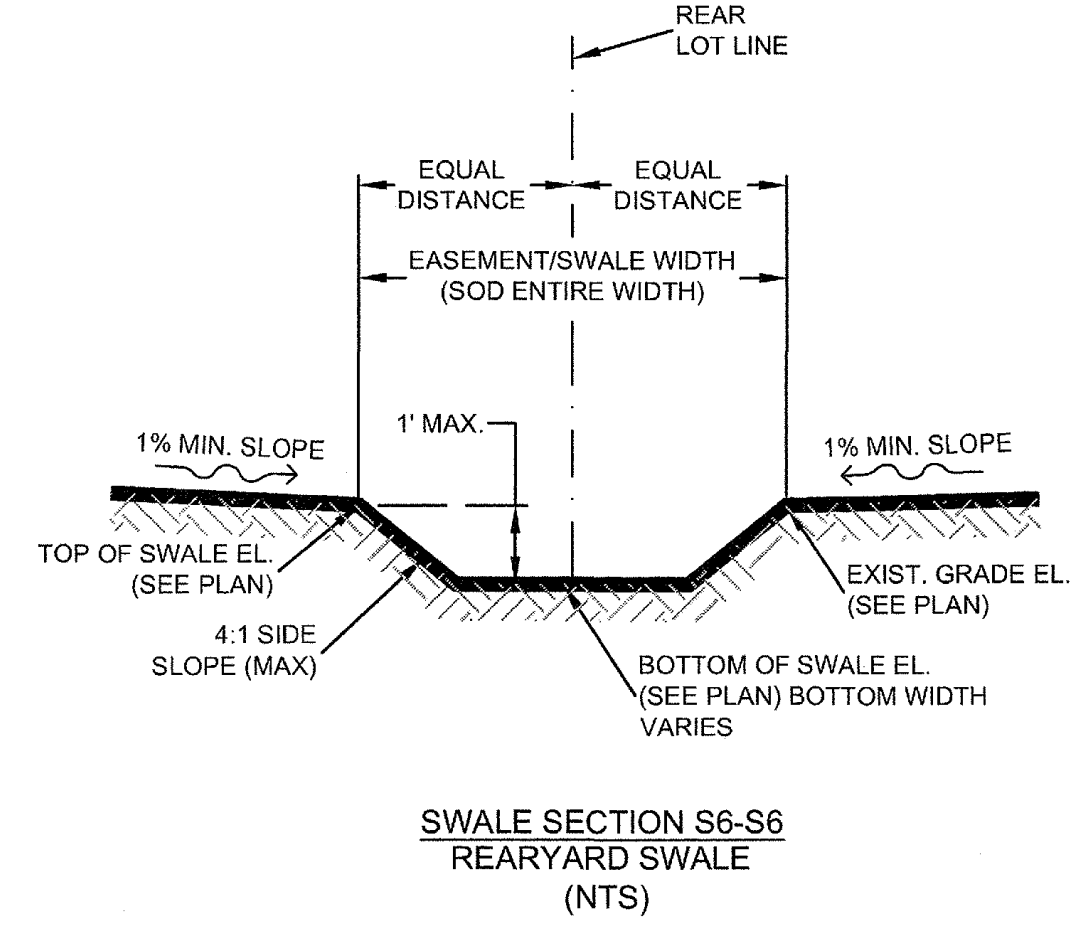
ABERDEEN OF ST JOHNS UNIT 4-6

RELEASED FOR CONSTRUCTION 11/08/2016



NOTE: REINFORCING STEEL SHALL CONFORM TO CURRENT F.D.O.T. STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION BARS M & Q ARE STRAIGHT BARS.

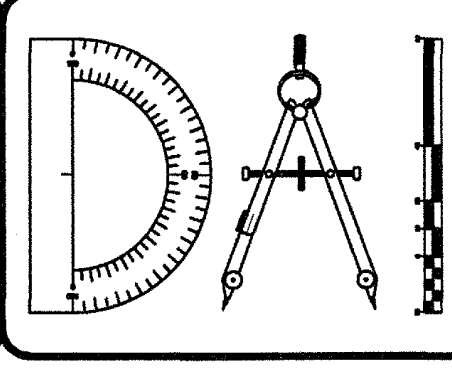
BAR BENDING DIAGRAM FOR STEEL IN ENDWALL FOR SINGLE, DOUBLE AND TRIPLE PRECAST ENDWALLS



P:\1404-385 ABERDEEN\ABERDEEN OF ST JOHNS\WORKING\385PDD1-6.DWG12/9/2015 2:57 PM Steve Murrin

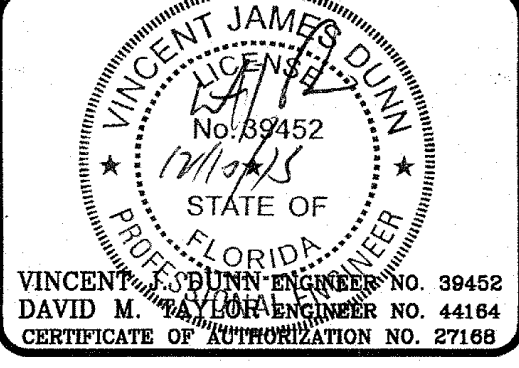
REVISIONS		
NO.	DATE	DESCRIPTION
1	10/5/15	SJRWMD COMMENTS

DESIGNED BY:	DAI
DRAWN BY:	SM/SS
CHECKED BY:	V. DUNN
SCALE:	N.T.S.
DATE:	MAY, 2015
PROJ. NO.:	1404-385



**Dunn & Associates, Inc.**  
 CIVIL ENGINEERS / LAND PLANNERS  
 8375 Dix Ellis Trail, Suite 102 Jacksonville, Florida 32256  
 Phone: (904)363-8916 Fax: (904)363-8917  
 www.dunneng.com

**ABERDEEN OF ST JOHNS UNIT 4-6**  
 FOR:  
**D.R. HORTON, INC. - JACKSONVILLE**  
**ST. JOHNS COUNTY, FLORIDA**  
**PAVING & DRAINAGE DETAILS**



Sheet No. 74 of 84  
**PDD-5**  
 DWG. NO.

*FIFTH ORDER OF BUSINESS*



**Aberdeen CDD Capital Projects**

<u>Description</u>	<u>Placed In Service</u>	<u>Type</u>	<u>Life</u>	<u>FY</u>	<u>2022</u>	<u>Infl</u>	<u>#</u>	<u>\$</u>	<u>Current</u>	<u>Future</u>
Access Control & Security System Allowance	06/30/20	Amenity center	10	2030	8	3.0%	1	\$3,000	\$3,000	\$3,800
Administrative office	01/01/22	Amenity center	1	2023	1	3.0%	1	\$20,000	\$20,000	\$20,600
Fence Pool & Playground	06/02/08	Amenity center	19	2027	5	3.0%	880	\$41	\$36,080	\$41,827
Hand Rails	06/02/08	Amenity center	19	2027	5	3.0%	200	\$34	\$6,800	\$7,883
Old Fitness Center repurpose	01/01/22	Amenity center	1	2023	1	3.0%	1	\$20,000	\$20,000	\$20,600
Patio Furniture Allowance	06/02/08	Amenity center	15	2023	1	3.0%	1	\$13,050	\$13,050	\$13,442
Patio Shade Structure Fabric	06/30/20	Amenity center	12	2032	10	3.0%	370	\$6	\$2,035	\$2,735
Patio Television, mount, speakers	06/02/15	Amenity center	7	2022	0	3.0%	1	\$2,500	\$2,500	\$2,500
Restrooms Amenity Center	06/02/08	Amenity center	19	2027	5	3.0%	1	\$36,000	\$36,000	\$41,734
Basketball Court Lighting	06/02/08	Basketball	14	2022	0	3.0%	1	\$4,000	\$4,000	\$4,000
Basketball Court Resurfacing	06/30/20	Basketball	10	2030	8	3.0%	522	\$5	\$2,610	\$3,306
Amenity Center Roof	06/02/08	Building	20	2028	6	3.0%	1	\$30,000	\$30,000	\$35,822
Exterior Painting	06/02/08	Building	20	2028	6	3.0%	4,718	\$1	\$6,841	\$8,169
Exterior Painting - Slide Tower & Building	06/02/08	Building	17	2024	2	3.0%	1,800	\$4	\$6,930	\$7,352
Interior Painting	06/02/08	Building	20	2028	6	3.0%	3,718	\$1	\$2,045	\$2,442
Pool equipment enclosure & canopy	01/01/22	Building	0	2022	0	3.0%	1	\$25,000	\$25,000	\$25,000
Clubhouse Cabinets & Tops	06/02/08	Clubhouse	22	2030	8	3.0%	1	\$5,000	\$5,000	\$6,334
Clubhouse Floors & Walls	06/02/08	Clubhouse	22	2030	8	3.0%	1	\$8,000	\$8,000	\$10,134
Clubhouse Furniture Allowance	06/02/08	Clubhouse	22	2030	8	3.0%	1	\$5,000	\$5,000	\$6,334
Clubhouse Painting	06/02/08	Clubhouse	22	2030	8	3.0%	1	\$6,800	\$6,800	\$8,614
Clubhouse Plumbing	06/02/08	Clubhouse	22	2030	8	3.0%	1	\$12,000	\$12,000	\$15,201
Clubhouse Wood Cabinets & Stone Tops	06/02/08	Clubhouse	22	2030	8	3.0%	24	\$250	\$6,000	\$7,601
Fitness Patio upgrade	01/01/22	Fitness Center	2	2024	2	3.0%	1	\$25,000	\$25,000	\$26,523
Neighborhood Monument Sign Refurbishment	06/02/16	Infrastructure	10	2026	4	3.0%	4	\$1,500	\$6,000	\$6,753
Parking Lot Asphalt Seal Coat	06/02/08	Infrastructure	20	2028	6	3.0%	4,900	\$1	\$5,145	\$6,143
Pool paver refurbishment	01/01/22	Infrastructure	1	2023	1	3.0%	1	\$35,000	\$35,000	\$36,050
Playground Amenity Center	06/02/09	Playground	15	2024	2	3.0%	1	\$15,000	\$15,000	\$15,914
Playground Braewick	01/01/22	Playground	1	2023	1	3.0%	1	\$10,000	\$10,000	\$10,300
Playground Fort William	01/01/22	Playground	0	2022	0	3.0%	1	\$40,000	\$40,000	\$40,000
Playground Irish Tartan	01/01/22	Playground	0	2022	0	3.0%	1	\$40,000	\$40,000	\$40,000
Playground Prince Albert	01/01/22	Playground	0	2022	0	3.0%	1	\$40,000	\$40,000	\$40,000
Playground River Dee	06/02/09	Playground	15	2024	2	3.0%	1	\$25,000	\$25,000	\$26,523
Playground Sterling Bridge	01/01/22	Playground	1	2023	1	3.0%	1	\$40,000	\$40,000	\$41,200
Playground Sutherland Forest	01/01/22	Playground	1	2023	1	3.0%	1	\$40,000	\$40,000	\$41,200
Pond Aerators - Pond 3A	06/02/15	Ponds	15	2030	8	3.0%	1	\$2,500	\$2,500	\$3,167
Pond Aerators - Pond 4	06/02/14	Ponds	15	2029	7	3.0%	1	\$2,500	\$2,500	\$3,075
Pond Bathymetric Survey	06/02/08	Ponds	21	2029	7	3.0%	24	\$2,500	\$60,000	\$73,792
Pond Dredging	06/02/08	Ponds	21	2029	7	3.0%	1	\$2,500	\$2,500	\$3,075
Pond Maintenance Allowance	06/02/08	Ponds	21	2029	7	3.0%	1	\$15,000	\$15,000	\$18,448
Pool ADA Lift	06/02/12	Pool	20	2032	10	3.0%	2	\$3,200	\$6,400	\$8,601
Pool Deck Lighting	06/02/08	Pool	25	2033	11	3.0%	11	\$3,727	\$41,000	\$56,754

**Aberdeen CDD Capital Projects**

<u>Description</u>	<u>Placed In Service</u>	<u>Type</u>	<u>Life</u>	<u>FY</u>	<u>2022</u>	<u>Infl</u>	<u>#</u>	<u>\$</u>	<u>Current</u>	<u>Future</u>
Pool Pumps & Equipment	06/02/08	Pool	14	2022	0	3.0%	5	\$5,000	\$25,000	\$25,000
Pool Resurfacing - Family Pool	01/16/16	Pool	15	2031	9	3.0%	6,500	\$17	\$111,150	\$145,026
Pool Resurfacing - Lap Pool	01/16/16	Pool	16	2032	10	3.0%	5,200	\$15	\$79,040	\$106,223
Pool Shade Structures	03/02/08	Pool	17	2024	2	3.0%	2	\$5,000	\$10,000	\$10,609
Pool Slide Refurbishment Allowance	06/30/20	Pool	10	2030	8	3.0%	1	\$25,000	\$25,000	\$31,669
Pool Slide Tower & Cabana	06/02/08	Pool	20	2028	6	3.0%	1	\$5,000	\$5,000	\$5,970
Pool Slide Tower Stair Replacement	05/16/16	Pool	18	2034	12	3.0%	1	\$28,000	\$28,000	\$39,921
Gator 4WD vehicle & tools	01/01/22	Tools	0	2022	0	3.0%	1	\$20,000	\$20,000	\$20,000
Storage shed	01/01/22	Tools	0	2022	0	3.0%	1	\$3,000	\$3,000	\$3,000
50									<u>\$1,016,926</u>	<u>\$1,180,363</u>

<u>Summary</u>	<u>Current Cost</u>	<u>Future Cost</u>	<u>FY</u>	<u>Future \$</u>	<u>Additions</u>	<u>Balance</u>
Amenity Center	\$139,465	\$155,120	2021	\$0	\$0	\$809,506
Basketball	\$6,610	\$7,306	2022	\$199,500	\$50,000	\$660,006
Building	\$70,816	\$78,784	2023	\$183,392	\$50,000	\$526,615
Clubhouse	\$42,800	\$54,218	2024	\$86,920	\$50,000	\$489,695
Fitness Center	\$25,000	\$26,523	2025	\$0	\$50,000	\$539,695
Infrastructure	\$46,145	\$48,946	2026	\$6,753	\$50,000	\$582,942
Playground	\$250,000	\$255,136	2027	\$91,444	\$50,000	\$541,498
Ponds	\$82,500	\$101,557	2028	\$58,546	\$50,000	\$532,953
Pool	\$330,590	\$429,773	2029	\$98,390	\$50,000	\$484,563
Tools	\$23,000	\$23,000	2030	\$96,161	\$50,000	\$438,402
Total	<u>\$1,016,926</u>	<u>\$1,180,363</u>	2031	\$145,026	\$50,000	\$343,377
			2032	\$117,559	\$50,000	\$275,818
			2033	\$56,754	\$50,000	\$269,064
			2034	\$39,921	\$50,000	\$279,143
			<u>Total</u>	<u>\$1,180,363</u>	<u>\$650,000</u>	

**Aberdeen CDD Capital Projects**

<u>Description</u>	<u>Placed In Service</u>	<u>Type</u>	<u>Life</u>	<u>FY</u>	<u>2022</u>	<u>Infl</u>	<u>#</u>	<u>\$</u>	<u>Current</u>	<u>Future</u>
Patio Television, mount, speakers	06/02/15	Amenity center	7	2022	0	3.0%	1	\$2,500	\$2,500	\$2,500
Basketball Court Lighting	06/02/08	Basketball	14	2022	0	3.0%	1	\$4,000	\$4,000	\$4,000
Pool equipment enclosure & canopy	01/01/22	Building	0	2022	0	3.0%	1	\$25,000	\$25,000	\$25,000
Playground Fort William	01/01/22	Playground	0	2022	0	3.0%	1	\$40,000	\$40,000	\$40,000
Playground Irish Tartan	01/01/22	Playground	0	2022	0	3.0%	1	\$40,000	\$40,000	\$40,000
Playground Prince Albert	01/01/22	Playground	0	2022	0	3.0%	1	\$40,000	\$40,000	\$40,000
Pool Pumps & Equipment	06/02/08	Pool	14	2022	0	3.0%	5	\$5,000	\$25,000	\$25,000
Gator 4WD vehicle & tools	01/01/22	Tools	0	2022	0	3.0%	1	\$20,000	\$20,000	\$20,000
Storage shed	01/01/22	Tools	0	2022	0	3.0%	1	\$3,000	\$3,000	\$3,000
9									\$199,500	\$199,500

<u>Summary</u>	<u>Current Cost</u>	<u>Future Cost</u>	<u>FY</u>	<u>Future \$</u>	<u>Additions</u>	<u>Balance</u>
Amenity Center	\$139,465	\$155,120	2021	\$0	\$0	\$809,506
Basketball	\$6,610	\$7,306	2022	\$199,500	\$50,000	\$660,006
Building	\$70,816	\$78,784	2023	\$183,392	\$50,000	\$526,615
Clubhouse	\$42,800	\$54,218	2024	\$86,920	\$50,000	\$489,695
Fitness Center	\$25,000	\$26,523	2025	\$0	\$50,000	\$539,695
Infrastructure	\$46,145	\$48,946	2026	\$6,753	\$50,000	\$582,942
Playground	\$250,000	\$255,136	2027	\$91,444	\$50,000	\$541,498
Ponds	\$82,500	\$101,557	2028	\$58,546	\$50,000	\$532,953
Pool	\$330,590	\$429,773	2029	\$98,390	\$50,000	\$484,563
Tools	\$23,000	\$23,000	2030	\$96,161	\$50,000	\$438,402
Total	\$1,016,926	\$1,180,363	2031	\$145,026	\$50,000	\$343,377
			2032	\$117,559	\$50,000	\$275,818
			2033	\$56,754	\$50,000	\$269,064
			2034	\$39,921	\$50,000	\$279,143
			Total	\$1,180,363	\$650,000	

**Aberdeen CDD Capital Projects**

<u>Description</u>	<u>Placed In Service</u>	<u>Type</u>	<u>Life</u>	<u>FY</u>	<u>2022</u>	<u>Infl</u>	<u>#</u>	<u>\$</u>	<u>Current</u>	<u>Future</u>
Administrative office	01/01/22	Amenity center	1	2023	1	3.0%	1	\$20,000	\$20,000	\$20,600
Old Fitness Center repurpose	01/01/22	Amenity center	1	2023	1	3.0%	1	\$20,000	\$20,000	\$20,600
Patio Furniture Allowance	06/02/08	Amenity center	15	2023	1	3.0%	1	\$13,050	\$13,050	\$13,442
Pool paver refurbishment	01/01/22	Infrastructure	1	2023	1	3.0%	1	\$35,000	\$35,000	\$36,050
Playground Braewick	01/01/22	Playground	1	2023	1	3.0%	1	\$10,000	\$10,000	\$10,300
Playground Sterling Bridge	01/01/22	Playground	1	2023	1	3.0%	1	\$40,000	\$40,000	\$41,200
Playground Sutherland Forest	01/01/22	Playground	1	2023	1	3.0%	1	\$40,000	\$40,000	\$41,200
7									\$178,050	\$183,392

<u>Summary</u>	<u>Current Cost</u>	<u>Future Cost</u>	<u>FY</u>	<u>Future \$</u>	<u>Additions</u>	<u>Balance</u>
Amenity Center	\$139,465	\$155,120	2021	\$0	\$0	\$809,506
Basketball	\$6,610	\$7,306	2022	\$199,500	\$50,000	\$660,006
Building	\$70,816	\$78,784	2023	\$183,392	\$50,000	\$526,615
Clubhouse	\$42,800	\$54,218	2024	\$86,920	\$50,000	\$489,695
Fitness Center	\$25,000	\$26,523	2025	\$0	\$50,000	\$539,695
Infrastructure	\$46,145	\$48,946	2026	\$6,753	\$50,000	\$582,942
Playground	\$250,000	\$255,136	2027	\$91,444	\$50,000	\$541,498
Ponds	\$82,500	\$101,557	2028	\$58,546	\$50,000	\$532,953
Pool	\$330,590	\$429,773	2029	\$98,390	\$50,000	\$484,563
Tools	\$23,000	\$23,000	2030	\$96,161	\$50,000	\$438,402
Total	\$1,016,926	\$1,180,363	2031	\$145,026	\$50,000	\$343,377
			2032	\$117,559	\$50,000	\$275,818
			2033	\$56,754	\$50,000	\$269,064
			2034	\$39,921	\$50,000	\$279,143
			Total	\$1,180,363	\$650,000	

**Aberdeen CDD Capital Projects**

<u>Description</u>	<u>Placed In Service</u>	<u>Type</u>	<u>Life</u>	<u>FY</u>	<u>2022</u>	<u>Infl</u>	<u>#</u>	<u>\$</u>	<u>Current</u>	<u>Future</u>
Exterior Painting - Slide Tower & Building	06/02/08	Building	17	2024	2	3.0%	1,800	\$4	\$6,930	\$7,352
Fitness Patio upgrade	01/01/22	Fitness Center	2	2024	2	3.0%	1	\$25,000	\$25,000	\$26,523
Playground Amenity Center	06/02/09	Playground	15	2024	2	3.0%	1	\$15,000	\$15,000	\$15,914
Playground River Dee	06/02/09	Playground	15	2024	2	3.0%	1	\$25,000	\$25,000	\$26,523
Pool Shade Structures	03/02/08	Pool	17	2024	2	3.0%	2	\$5,000	\$10,000	\$10,609
5									\$81,930	\$86,920

<u>Summary</u>	<u>Current Cost</u>	<u>Future Cost</u>	<u>FY</u>	<u>Future \$</u>	<u>Additions</u>	<u>Balance</u>
Amenity Center	\$139,465	\$155,120	2021	\$0	\$0	\$809,506
Basketball	\$6,610	\$7,306	2022	\$199,500	\$50,000	\$660,006
Building	\$70,816	\$78,784	2023	\$183,392	\$50,000	\$526,615
Clubhouse	\$42,800	\$54,218	2024	\$86,920	\$50,000	\$489,695
Fitness Center	\$25,000	\$26,523	2025	\$0	\$50,000	\$539,695
Infrastructure	\$46,145	\$48,946	2026	\$6,753	\$50,000	\$582,942
Playground	\$250,000	\$255,136	2027	\$91,444	\$50,000	\$541,498
Ponds	\$82,500	\$101,557	2028	\$58,546	\$50,000	\$532,953
Pool	\$330,590	\$429,773	2029	\$98,390	\$50,000	\$484,563
Tools	\$23,000	\$23,000	2030	\$96,161	\$50,000	\$438,402
Total	\$1,016,926	\$1,180,363	2031	\$145,026	\$50,000	\$343,377
			2032	\$117,559	\$50,000	\$275,818
			2033	\$56,754	\$50,000	\$269,064
			2034	\$39,921	\$50,000	\$279,143
			Total	\$1,180,363	\$650,000	

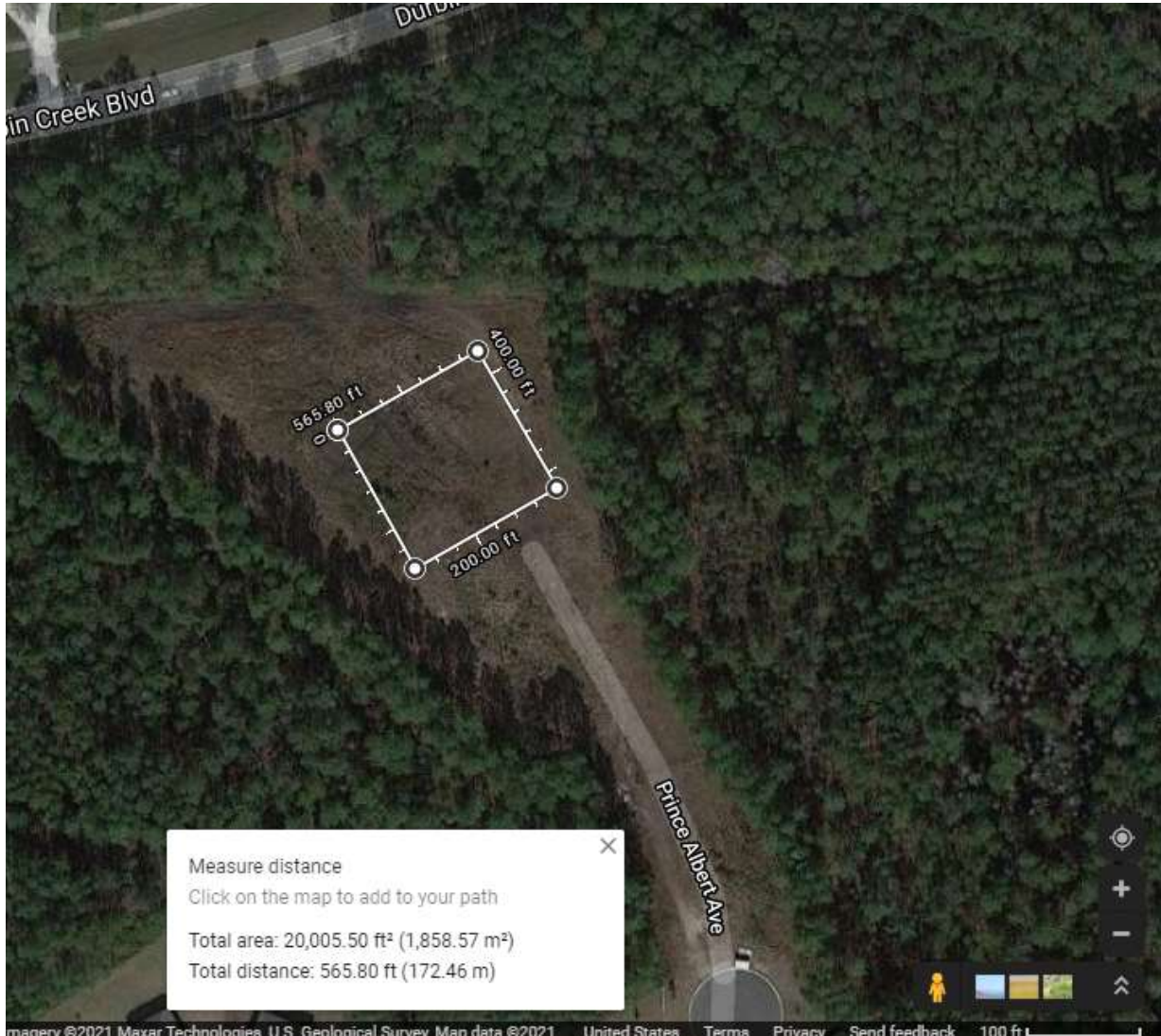
# Aberdeen CDD - Irish Tartan Way (new)



# Aberdeen CDD – Fort William Drive (new)



# Aberdeen CDD – Prince Albert Avenue (new)





# Aberdeen CDD – Sterling Bridge (existing)



# Aberdeen CDD – Braewick (new)



Aberdeen CDD – Sutherland Forest (new)



# Aberdeen CDD – River Dee (existing)



*SIXTH ORDER OF BUSINESS*

*A.*

*1.*

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams, P.A.

RE: Publication of Legal Notices

---

During the 2021 legislative session certain statutory changes were enacted affecting publication of legal notices. *See* Ch. 2021-17, Laws of Fla. Relevant to community development districts, this includes enactment of:

- (i) criteria that expand the newspapers that may qualify to publish legal notices; and
- (ii) provisions that allow for internet-only publication of certain legal notices.

As regards (i), District Managers should evaluate whether there are less expensive newspapers that qualify for publication of legal notices. As regards (ii), the Legislature's provision of internet-only publication of legal notices appears unlikely to provide any benefit to community development districts. In addition, revisions to district Rules of Procedure are included to address both (i) and (ii). However, updated Rules of Procedure only need to be adopted if a district desires to use a newspaper that only qualifies for publication of legal notices under the new statutory language, and not under the current Rules of Procedure. These matters are summarized in more detail below. The subject statutory changes are effective January 1, 2022.

### 1. Expanded Criteria for Newspapers to Qualify for Publication of Legal Notices

Effective January 1, 2022, section 50.011, Florida Statutes, includes revised and expanded criteria for newspapers to be eligible as a newspaper of "general circulation" to publish legal notices and advertisements. § 50.011(1)(a)-(e), Fla. Stat. District Managers should review these criteria to determine if less expensive newspapers qualify for the publication of district legal notices.

### 2. Internet-Only Publication of Legal Notices

Effective January 1, 2022, section 50.0211, Florida Statutes, authorizes certain notices to be published solely on the internet. § 50.0211, Fla. Stat. For community development districts this includes special district meeting notices pursuant to section 189.015, Florida Statutes (i.e., annual and regular meeting notices), and establishment and termination notices pursuant to section 190.005 and 190.046, Florida Statutes. § 50.0211(1)(b)8., 9., Fla. Stat. Newspapers may charge for internet only publication, but no more than authorized if the notice had been published in a print edition (the expectation is that internet-only publication will offer savings versus print publication). § 50.0211(5)(c), Fla. Stat.

This internet-only option, however, comes with significant strings attached. Most significantly, entities opting for internet-only publication must publish a notice at least once per week in the print edition of a newspaper of general circulation that states that legal notices do not all appear in the print edition of the local newspaper and that additional legal notices may be accessed on the

---



newspaper’s website or on the statewide legal notice website. § 50.0211(5)(d), Fla. Stat. Thus, it appears the burden of weekly publication of notices advising the public that internet-only publication is being utilized more than outweighs any logistical and cost benefits that might be realized from the limited scope of notices districts may publish solely on the internet. In addition, to utilize internet-only publication, a district’s board of supervisors must make a determination that such internet-only publication is in the public interest and that the residents within the district have sufficient access to the internet such that internet-only publication would not unreasonably restrict public access. § 50.0211(5)(a), Fla. Stat.

### 3. Updated Rules of Procedure

If a district believes it would benefit from the expanded criteria for what may qualify as a newspaper of “general circulation” authorized to publish legal notices or the availability of internet-only publication, district Rules of Procedure should be updated to incorporate statutory changes as follows:

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

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no 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 in the District and in the county in which the District is located. A newspaper is deemed to be a newspaper of “general circulation” within the District and 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), Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published. Meeting notices pursuant to section 189.015, Florida Statutes, may be noticed by internet-only publication upon election by the District’s Board and compliance with the requirements of section 50.0211, Florida Statutes. ~~“General circulation” means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week.~~ Each Notice shall state, as applicable:

\* \* \*

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

**Law Implemented:** §§ 50.011, 50.031, 189.015, 189.069(2)(a)~~4615~~, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

2.

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Wastewater and Stormwater Needs Analysis

---

During the 2021 legislative session sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

### **Which special districts are required to complete a needs analysis under section 403.9301 and 403.9302, Florida Statutes?**

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.<sup>1</sup>

### **What constitutes “wastewater services”?**

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

---

<sup>1</sup> Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

**What constitutes “stormwater management program or stormwater management system”?**

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural, and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, overdrainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

**What must the needs analysis for these services or systems include?**

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components;
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.
- The Office of Economic and Demographic Research has [templates and other resources and guidance](#) under development on its website to assist in completion of this required analysis.

**When must the needs analysis required be complete?**

The 20-year needs analysis must be completed by June 30, 2022.

**What happens to the needs analysis once it is complete?**

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

3.

# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Prompt Payment Policies

---

As you may know, during the 2021 legislative session Part VII of Chapter 218, Florida Statutes (the “Local Government Prompt Payment Act”) was amended. This includes an increase from 1 percent to 2 percent as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. See §§ 218.735(9); 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping, Green & Sams, this consists of the following changes as reflected in track-change format:

### **VII. Resolution of Disputes**

\* \* \*

#### **B. Dispute Resolution Procedures**

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District’s failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within

four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.

34. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
45. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
56. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
67. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

**X. Late Payment Interest Charges**

\* \* \*

**B. Related to Construction Services**

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.



RESOLUTION 2021- [REDACTED]

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE [REDACTED] COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

**WHEREAS**, the Board of Supervisors of the District ("Board") accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE [REDACTED] COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

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

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

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

[REDACTED]  
**COMMUNITY DEVELOPMENT DISTRICT**

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

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

**Exhibit A:** Prompt Payment Policies and Procedures

# EXHIBIT A



## COMMUNITY DEVELOPMENT DISTRICT

### **Prompt Payment Policies and Procedures**

In Accordance with the Local Government Prompt Payment Act  
Chapter 218, Part VII, *Florida Statutes*

\_\_\_\_\_, 2021

**Community Development District**  
**Prompt Payment Policies and Procedures**

**Table of Contents**

I.	Purpose .....	1
II.	Scope .....	1
III.	Definitions .....	1
	A. Agent .....	1
	B. Construction Services .....	1
	C. Contractor or Provider of Construction Services .....	1
	D. Date Stamped .....	1
	E. Improper Invoice .....	2
	F. Improper Payment Request .....	2
	G. Non-Construction Goods and Services.....	2
	H. Proper Invoice .....	2
	I. Proper Payment Request .....	2
	J. Provider .....	2
	K. Purchase .....	2
	L. Vendor .....	2
IV.	Proper Invoice/Payment Request Requirements .....	3
	A. General .....	3
	B. Sales Tax .....	3
	C. Federal Identification and Social Security Numbers .....	3
	D. Proper Invoice for Non-Construction Goods and Services .....	3
	E. Proper Payment Request Requirements for Construction Services .....	4
V.	Submission of Invoices and Payment Requests .....	4
VI.	Calculation of Payment Due Date .....	5
	A. Non-Construction Goods and Services Invoices .....	5
	B. Payment Requests for Construction Services .....	6
VII.	Resolution of Disputes .....	7
	A. Dispute Between the District and a Provider .....	7
	B. Dispute Resolution Procedures .....	7
VIII.	Purchases Involving Federal Funds or Bond Funds.....	8
IX.	Requirements for Construction Services Contracts – Project Completion; Retainage .....	8
X.	Late Payment Interest Charges .....	9
	A. Related to Non-Construction Goods and Services .....	9
	B. Related to Construction Services .....	9
	C. Report of Interest .....	9

**I. Purpose**

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) (“PPA”), the purpose of the [redacted] Community Development District (“District”) Prompt Payment Policies and Procedures (“Policies & Procedures”) is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

**II. Scope**

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

**III. Definitions**

**A. Agent**

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

**B. Construction Services**

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

**C. Contractor or Provider of Construction Services**

The entity or individual that provides Construction Services through direct contract with the District.

**D. Date Stamped**

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

**E. Improper Invoice**

An invoice that does not conform to the requirements of a Proper Invoice.

**F. Improper Payment Request**

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

**G. Non-Construction Goods and Services**

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

**H. Proper Invoice**

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

**I. Proper Payment Request**

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

**J. Provider**

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

**K. Purchase**

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

**L. Vendor**

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

#### **IV. Proper Invoice/Payment Request Requirements**

##### **A. General**

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

##### **B. Sales Tax**

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

##### **C. Federal Identification and Social Security Numbers**

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone [REDACTED], email [REDACTED]).

##### **D. Proper Invoice for Non-Construction Goods and Services**

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
  - a. A complete item description
  - b. Quantity purchased
  - c. Unit price(s)
  - d. Total price (for each item)
  - e. Total amount of invoice (all items)
  - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
  - a. Itemized description of services performed
  - b. The location and date of delivery of the services to the District
  - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
  - d. Itemization of other direct, reimbursable costs (including description and amount)
  - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
    - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
    - ii. Paid receipt
    - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

**E. Proper Payment Request Requirements for Construction Services**

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

**V. Submission of Invoices and Payment Requests**

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

**1. Mailing and Drop Off Address**

[Redacted] Community Development District  
[Redacted]  
[Redacted]  
[Redacted]

**2. Email Address**

[Redacted]

**VI. Calculation of Payment Due Date**

**A. Non-Construction Goods and Services Invoices**

**1. Receipt of Proper Invoice**

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

**2. Receipt of Improper Invoice**

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

**3. Rejection of an Improper Invoice**

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date



the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

**4. Payment of Undisputed Portion of Invoice**

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

**B. Payment Requests for Construction Services**

**1. Receipt of Proper Payment Request**

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

**2. Receipt and Rejection of Improper Payment Request**

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
  - i. Be provided in writing;
  - ii. Specify any and all known deficiencies; and
  - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

**3. Payment of Undisputed Portion of Payment Request**

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

**VII. Resolution of Disputes**

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

**A. Dispute between the District and a Provider**

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

**B. Dispute Resolution Procedures**

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

### **VIII. Purchases Involving Federal Funds or Bond Funds**

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

### **IX. Requirements for Construction Services Contracts – Project Completion; Retainage**

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

### **X. Late Payment Interest Charges**

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

#### **A. Related to Non-Construction Goods and Services**

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**B. Related to Construction Services**

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

**C. Report of Interest**

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

4.

# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

To: District Manager

From: Hopping Green & Sams P.A.

RE: Public Records Exemptions Advisory Notice

---

As you may know, during the 2021 legislative session section 119.071, Florida Statutes, was revised to include additional requirements regarding the public records exemption for home addresses, telephone numbers, dates of birth, photographs, and other information associated with certain officers, employees, justices, judges, or other persons identified in section 119.071(4)(d)2. In particular, section 119.071(4)(d)3. now provides that the custodian of such information must maintain its exempt status where the subject officer, employee, justice, judge or person, or employing agency of the designated employee submits a written *and notarized* request for maintenance of the exemption to the custodial agency. Further, the *request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status*. The italicized requirements for notarization and a statement under oath as to the statutory basis for the exemption request are new requirements that became effective July 1, 2021.

Please ensure district records custodians and other appropriate personnel have been appropriately advised of these changes for purposes of evaluating exemptions for future public records requests.

*D.*



**Coleman Outfitter 400 UTV, UT400**  
SKU: 1329744

Subtotal: **\$8,999.99**

Quantity:

[Remove from cart](#)  
[Add to list](#)

**Ship To Store**  
Saint Johns FL [Change Store](#)  
Oversize Items Shipped to Store may incur freight charge.  
Check Availability at [nearby stores](#).


**Standard Delivery**  
Delivery ZIP Code: 32259 [Change ZIP Code](#)  
Ships within 24 hours.  
Oversize Delivery - Additional fees may apply.

**Same Day Delivery**  
Delivery ZIP Code: 32259 [Change ZIP Code](#)  
Delivered as soon as today if order is placed by 2:00 p.m.  
You may also schedule your delivery day at checkout.

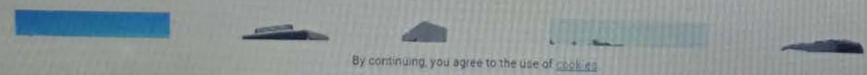
Note: This product cannot be shipped to AR,CA,HI,OR,WA

**Tax Exemptions**  
[Create a TSC Account](#) or [Sign In](#)

**+ Promo Code & Rewards**

 Neighbor's Club members earn points on purchases like this one. Join the club today!  
**Enroll Now**

### May We Recommend



By continuing, you agree to the use of [cookies](#)

**Order Summary**

Subtotal (1 Items)	\$8,999.99
Estimated Delivery	\$79.99
Estimated Sales Tax	\$565.00
<b>Total</b>	<b>\$9,644.98</b>



Neighbor's Club members  
earn points on purchases like  
this one. Join the club today!

**Enroll Now**

### Order Summary

Subtotal (1 items)	\$8,999.99
Estimated Delivery	\$79.99
Estimated Sales Tax	\$565.00
<b>Total</b>	<b>\$9,644.98</b>

*Taxes, Delivery Fees, Discounts and Gift Cards will be applied during checkout.*

[Contactless Curbside / Pickup and Delivery Information](#)



12:35 PM  
11/3/2021



*EIGHTH ORDER OF BUSINESS*

*A.*

ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, October 26, 2021 at 6:00 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida.

Present and constituting a quorum were:

Dennis M. Clarke	Chairman
Lauren Egleston	Vice Chairperson
Thomas Marmo	Supervisor

Also present were:

Ernesto Torres	District Manager
Wes Haber	District Counsel
George Katsaras	District Engineer by telephone
Lucy Acevedo	FirstService Residential
Belynda Tharpe	FirstService Residential
Jay Parker	First Service Residential

The following is a summary of the actions taken at the October 26, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Discussion of Retention Drainage (the Meadows of JCP – 440 Tortoise Trace)**

Mr. Katsaras stated my understanding is that the residents of Julington Creek have complained that water from the D.R. Horton phase is draining onto their property. There is a 35-foot development edge so the CDD owns a strip of land between the back of the Aberdeen lots and the side and back of the Julington Creek lots. What I think is happening is that water is coming

off the D.R. Horton lots (the Aberdeen lots) goes into this development edge area that the CDD actually owns and sits in there and the Julington Creek people think that is their property, but it is not, it is CDD land. I'm trying to pull up some old plans, but my understanding is there is a rear yard swale behind the Aberdeen lots that should collect that water.

Mr. Clark stated my concern is that if it is just draining and settling there that it is not stagnant, there should be some provision for it to drain into the wetland.

Mr. Katsaras stated I wouldn't recommend filling in there because then you have to take down vegetation and stuff. I believe that the existing grade of the development edge land moves towards the wetlands so there should be a natural slope to the lands. It may not be perfect because it is natural, there may be little indentations that the water gets in but if there is a big enough rain the water will find a way out. We can go out and take a look and maybe there might be pine straw that has developed in the years that may be blocking the flow. I will investigate it a little bit more; this just came up.

Mr. Torres stated I will contact the residents. I think the intent of the board is for the engineer to inspect this area and determine the cause. I will get with George on that and we will bring that back to the November meeting.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated following up from your last meeting Ernesto and I communicated with the Assistant State Attorney regarding the arrangement we made with the parents at the last meeting. The Assistant State Attorney took a pretty hard stance on not allowing the district to request that the claim be withdrawn from the child. We understand that the parents and child have worked with the Assistant State Attorney to enter into an agreement whereby the child would provide certain restitution activities. They look to us (the CDD) to say how much you want to collect in your restitution amount. We gave them the amount that was approved by this board at the last meeting and indicated they would have credit for the payment that was made at that meeting. That amount was identified in that agreement. To the extent that the amount is fully paid and the other actions, whatever they may be such as community service are completed, then the child will have an opportunity to have this particular action against him expunged and he will have a clean record, which I think was the goal. Ultimately, I think we are getting to where we wanted

to be but there is the extra step of having them go through that process with the Assistant State Attorney.

My practice group at my law firm, there are ten of us that remain are moving to a new law firm called Kutak Rock. We will be their first Florida office, but it is a national firm. I will continue to work on the district and I am still in touch with Carl so if any historical issues come up I will continue to be in touch with Carl. We will have all the files, all the forms, all our staff and paralegals are coming with us. It is just a change from Hopping Green & Sams to this new firm.

The Florida Bar requires when a lawyer leaves a law firm to give their client the option of choosing to go with them, which we hope you choose to do or stay with the firm they are currently with. Presently, that is not an option for you because we are the last ten attorneys at the firm so when we leave, Hopping Green & Sams will cease to exist for purposes of practicing law. There will be people there, employees winding up Hopping Green affairs but no lawyers. Your options are to move with us as a group and we will continue to represent you; there would be a new fee agreement with the new firm, the rates would remain the same. You always have the opportunity to seek counsel elsewhere.

If you are agreeable to moving with the group to the new firm, there is a transition letter that was provided that can be signed by your manager or by your chair. Ultimately, we will need a new agreement between the district and the new firm. We would be looking for a motion to authorize your chair to sign both the transition letter and the new agreement with the new firm.

Mr. Marmo asked what is the contractual time if we were to agree to continue?

Mr. Haber stated the existing agreement doesn't have a term, nor would the new one, we work on an hourly basis, and you can terminate at any time you want. Unlike many of your agreements there is no specified term in the agreement.

Ms. Egleston asked is Hopping Green & Sams dissolving at this point?

Mr. Haber stated yes, our last day at Hopping Green & Sams will be Friday November 12<sup>th</sup> and our first day with the new firm will be that Monday.

Mr. Clarke stated I appreciate you reaching out and contacting me explaining what is going on. It was unexpected and we didn't have much opportunity to look for a lawyer. There is an item on the agenda about ratification of the transition letter, but I think it may be incumbent upon us as

stewards of the Aberdeen CDD to request proposals from your firm and from other firms before we enter into a contract. I want to get input from the other board members.

Mr. Marmo asked how long as Wes been with us?

Mr. Haber stated my law firm has been with the district since the beginning. We have all the historical files and history. One of the lawyers who is still with the firm represented the district a while ago. I don't know when your November meeting is, my guess is it may be after the November 15<sup>th</sup> timeframe. You are certainly welcome to get competitive proposals. As I mentioned the agreement has no term so if you want to continue to have representation it may make sense for you to sign then if you want you can go out for proposals and at your November meeting choose a new lawyer and terminate that agreement, just so you don't have a break in representation. It is up to you.

Mr. Clarke stated I would give it much more time, I would give it two or three months before we make an effective date, but we would evaluate your proposal on a formal basis and there may be other firms out there that may be interested.

Ms. Egleston asked can we make a motion to agree to this and a second motion to take a look at some other options?

Mr. Torres stated we have the letter to be ratified on the consent agenda and you can ratify approval of the letter and then perhaps make a note that in January's meeting you would like me to bring RFQs for legal services.

Mr. Clarke asked do you have all the physical files as well as the electronic files?

Mr. Haber responded in an effort to reduce paper we have been scanning everything so they will become electronic. We will have either the physical paper or they will be scanned and saved on our system.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

There being none, the next item followed.

**D. Operation Manager - Report**



Mr. Parker stated Red Rhino Pool Leak Company found a leak inside the rec pool and as they started digging it up they found a 4" pipe that was broken on both sides. They sent in a new bid, the pipe has been repaired and we haven't had a leak issue since.

The filters inside the rec pool have been replaced. We have issues with one of the pumps inside the pool and we have one proposal and are looking for more bids.

We had a rocky start with the landscaping crew. I am meeting with them tomorrow. Ernesto came by last week and showed me the contract.

## **E. Amenity Center Manager - Report**

### **1. Report**

Ms. Tharpe stated I think our biggest obstacle is communication with the residents and we have three ways to do that, through the website, Constant Contact and Facebook. Constant Contact is how we send out the newsletter and when folks come in to get their key fob we add them into Constant Contact. First Service Residential has our Connect System but because we are not managing the HOA we are not utilizing that. We are constantly getting comments that they missed a notice, where was it posted.

One of the complaints we get is about kids in the lap pool and it is my understanding that it is not deemed an adult lap pool, therefore, staff cannot force kids out of it. If the board wanted to vote to make it an adult lap pool that would be up to you.

Mr. Clarke asked what time to they use the lap pool?

Ms. Tharpe stated they prefer mornings. You can make lap swim only times.

Mr. Clarke stated that seems reasonable.

Ms. Tharpe stated I would say up to 2:00 p.m. adults only and this time of year it is really not an issue, but it will be an issue next year, but there is the recreation pool, the family pool. Just to keep it clean I would go one way or the other.

Ms. Egleston stated we have policies set up for that specifically stating for the lap pool. Does that have to be a public meeting?

Mr. Haber stated not necessarily, your policies with respect to the types of changes you are discussing can be done at a meeting. To the extent you are changing a rate or suspension policy, that needs to be done in a noticed public hearing. If you wanted to you could change it today by motion.

Mr. Marmo stated I don't agree with changing a policy because of one complaint.

Mr. Clarke stated the lanes are for lap swimming regardless of how old you are.

Ms. Tharpe stated it is for lap swimming it doesn't specify age.

## **2. Weekly Update**

### **3. Pool Pass Brochure**

Ms. Tharpe stated we are aware of the guest policy and how it is managed is not easy, we have now put a clipboard on the desk so anybody who comes in the office person is asking them to sign their guest in. Our issue is they can bring that same guest over and over again. We don't have a way to track it and that is why I included the software with the agenda packet if somewhere down the road you want to look at that, I don't think it is necessary right now. There are no guest passes that are mentioned in the policies and procedures.

Ms. Egleston stated we had one in 2020 and it was not implemented due to COVID.

Ms. Tharpe asked does the board want to continue with the guest passes in the upcoming season?

Mr. Clarke asked what about the pool pass? Would this replace that? Everything I read about it I like.

Ms. Tharpe stated there is a cost that depends on the level we go. The policy now is you can bring up to 18 guests, six at a time and after that you can buy a pool pass.

Mr. Marmo asked is that a monthly cost?

Ms. Tharpe responded yearly. We would have to make sure it works with the current gate system and there are a few things to be worked out before we sign off on it.

Mr. Clarke stated based on your experience and your company's knowledge if you have other ideas on how we should manage this, bring it to us.

Ms. Tharpe stated on the side gate there is a big sign that says, exit only please go to the front. A kid got up and let her friend in and I have seen adults do it too and people are not bringing their cards and asking us to buzz them in. In the spring we will need to increase staff and have a dedicated front office person 7-days a week when the pool is open because right now I'm the office person until the two-part time kids come in. I don't think you want me to be a dedicated gatekeeper.

Mr. Clarke asked why don't you work on a plan and by the time spring rolls around we can have something in place.

Ms. Tharpe stated the gentleman who owned the vending machines recently passed away and his wife has taken that over for now, but she wants out of that business. She is asking \$1,800 for both and she may come down on the price because she wants them gone. I did some research and each unit is \$1,600 and I have a check for the third-quarter earnings. The first quarter income is a profit sharing was \$814 to the district, second was \$2,066, the third was \$2,532 and she gave me another check today. My staff would stock it, but all the money would come to the district.

Ms. Egleston stated I think the issue is finding someone to service them.

Mr. Clarke asked do we want to buy them? Offer her \$600 and see what she says.

Ms. Tharpe stated before I do that I will see if I can find a vending machine repair people.

Mr. Haber stated you are legally able to buy them. My guess is that you have a written agreement with the vendor. You will want to terminate that agreement if we are going to buy them. It is a small enough purchase that you have the ability to purchase them and there is no need to get competitive proposals.

Ms. Tharpe stated with the time change it will start getting dark at 5:00 p.m. Is there anything preventing us from changing the office hours from 6:00 p.m. to 5:00 p.m. on the weekends except when this room is reserved for a party?

Mr. Clarke stated change the hours.

#### **4. Constant Contact Report**

A copy of the report was included in the agenda package.

### **FIFTH ORDER OF BUSINESS**

#### **Supervisors Requests and Public Comments**

Mr. Clarke stated I'm going to meet with Belynda and we are going to undertake updating our capital planning study that was last updated by me. We will have a report for the December meeting and once we get this launched we will update it every year. We will look at recurring expenses that are mandatory versus discretionary.

Ms. Egleston stated on your drive through with landscaping look at the mailboxes on Shetland where the grass is completely gone. There was a request to put gravel or something in place of the grass.

A resident asked why do we need vending machines when we rent out that service, they pay you, you don't pay them?

**SIXTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the September 28, 2021 Meeting**
- B. Balance Sheet as of September 30, 2021 and Statement of Revenues and Expenses for the Period Ending September 30, 2021**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**
- E. Ratification of Audit Engagement Letter with Berger Toombs Elam Gaines & Frank**
- F. Ratification of Transition Letter for Legal Services**

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor the consent agenda items were approved.

**SEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 11/23/21 @ 4:00 p.m. @ Aberdeen Amenity Center**

Mr. Torres stated the next scheduled meeting is November 23, 2021 at 4:00 p.m.

On MOTION by Ms. Egleston seconded by Mr. Clarke with all in favor the meeting adjourned at 6:55 p.m.

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

\_\_\_\_\_  
Chairman/Vice Chairman

*B.*

# Aberdeen

Community Development District

Unaudited Financial Reporting

October 31, 2021

**Aberdeen**  
**Community Development District**  
**Combined Balance Sheet**

October 31, 2021

	<u>Governmental Fund Types</u>				<b>Totals (Memorandum Only)</b>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>Capital Projects</u>	
<b>Assets:</b>					
Cash	\$67,930	---	\$126,353	---	\$194,283
Investments:					
<b>Operations</b>					
Custody Account	\$209,409	---	---	---	\$209,409
State Board of Administration - Capital Reserve	---	---	\$259,244	---	\$259,244
State Board of Administration - Renewal & Rplcmt	---	---	\$521,172	---	\$521,172
<b>Series 2005/2020A</b>					
Reserve A1	---	\$378,625	---	---	\$378,625
Interest A1	---	\$12	---	---	\$12
Prepayment A1	---	\$17,762	---	---	\$17,762
Revenue	---	\$614,454	---	---	\$614,454
Reserve A2	---	\$218,250	---	---	\$218,250
Interest A2	---	\$7	---	---	\$7
Prepayment A2	---	\$4,699	---	---	\$4,699
<b>Series 2018</b>					
Reserve	---	\$67,265	---	---	\$67,265
Revenue	---	\$52,459	---	---	\$52,459
Prepayment	---	\$1,417	---	---	\$1,417
Redemption	---	\$4	---	---	\$4
Construction	---	---	---	\$47,349	\$47,349
Due from Other	\$45	---	---	---	\$45
Prepaid Expenses	\$249	---	---	---	\$249
<b>Total Assets</b>	<b>\$277,633</b>	<b>\$1,354,955</b>	<b>\$906,769</b>	<b>\$47,349</b>	<b>\$2,586,706</b>
<b>Liabilities:</b>					
Accounts Payable	\$47,558	---	---	---	\$47,558
<b>Fund Balances:</b>					
Restricted for Debt Service	---	\$1,354,955	---	---	\$1,354,955
Restricted for Capital Projects	---	---	---	\$47,349	\$47,349
Assigned	\$249	---	---	---	\$249
Unassigned	\$229,826	---	\$906,769	---	\$1,136,595
<b>Total Liabilities and Fund Equity</b>	<b>\$277,633</b>	<b>\$1,354,955</b>	<b>\$906,769</b>	<b>\$47,349</b>	<b>\$2,586,706</b>

**Aberdeen**  
**Community Development District**  
**General Fund**

Statement of Revenues & Expenditures  
for the period ending  
October 31, 2021

	ADOPTED BUDGET	PRORATED BUDGET Thru 10/31/21	ACTUAL Thru 10/31/21	VARIANCE
<b>REVENUES:</b>				
Assessments - Direct	\$12,937	\$12,937	\$12,937	\$0
Assessments - Tax Roll	\$1,077,358	\$2,879	\$2,879	\$0
Interest	\$200	\$17	\$1	(\$16)
Amenities Revenue/Misc	\$10,000	\$833	\$760	(\$73)
Carry Forward Surplus	\$77,369	\$0	\$0	\$0
TOTAL REVENUES	<b>\$1,177,864</b>	<b>\$16,666</b>	<b>\$16,577</b>	<b>(\$89)</b>

**EXPENDITURES:**

**Administrative**

Supervisor Fees	\$12,000	\$1,000	\$800	\$200
FICA Expense	\$918	\$77	\$61	\$15
Assessment Administration	\$5,000	\$5,000	\$5,000	\$0
Engineering Fees	\$7,000	\$583	\$0	\$583
Arbitrage	\$1,200	\$100	\$0	\$100
Dissemination Agent	\$7,800	\$650	\$750	(\$100)
Impact Fee Administration	\$10,000	\$833	\$833	\$0
Attorney Fees	\$40,000	\$3,333	\$0	\$3,333
Annual Audit	\$3,450	\$288	\$0	\$288
Trustee Fees	\$14,500	\$1,208	\$3,138	(\$1,929)
Management Fees	\$50,282	\$4,190	\$4,190	(\$0)
Information Technology	\$1,800	\$150	\$150	\$0
Travel and Per Diem	\$600	\$50	\$0	\$50
Telephone	\$700	\$58	\$36	\$22
Postage	\$2,000	\$167	\$11	\$156
Printing and Binding	\$3,000	\$250	\$179	\$71
Insurance	\$10,989	\$10,989	\$10,340	\$649
Legal Advertising	\$2,000	\$167	\$0	\$167
Other Current Charges	\$1,000	\$83	\$76	\$7
Office Supplies	\$250	\$21	\$6	\$14
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATIVE EXPENDITURES	<b>\$174,664</b>	<b>\$29,372</b>	<b>\$25,746</b>	<b>\$3,626</b>

**Amenity Center**

Insurance	\$37,046	\$37,046	\$34,854	\$2,192
Repairs & Replacements	\$35,000	\$2,917	\$3,937	(\$1,020)
Special Events	\$7,500	\$625	\$0	\$625
Recreational Passes	\$1,600	\$133	\$0	\$133
Capital Outlay	\$2,000	\$167	\$0	\$167
Other Current Charges	\$1,000	\$83	\$0	\$83
Permit Fees	\$2,030	\$169	\$0	\$169
Office Supplies	\$2,400	\$200	\$15	\$185
Credit Card Machine Fees	\$450	\$38	\$72	(\$35)
Pest Control	\$3,000	\$250	\$0	\$250
Utilities				
Water & Sewer	\$23,000	\$1,917	\$1,673	\$244
Electric	\$55,000	\$4,583	\$3,329	\$1,255
Cable/Internet/Phone	\$12,000	\$1,000	\$986	\$14



**Aberdeen**  
**Community Development District**  
**General Fund**

Statement of Revenues & Expenditures  
for the period ending  
October 31, 2021

	ADOPTED BUDGET	PRORATED BUDGET Thru 10/31/21	ACTUAL Thru 10/31/21	VARIANCE
Management Contracts				
Field Operations Management - FirstService	\$54,600	\$4,550	\$2,296	\$2,254
Pool Attendants/Lifeguards - FirstService	\$39,655	\$3,305	\$0	\$3,305
Facility Management - FirstService	\$104,140	\$8,678	\$4,107	\$4,572
Pool Maintenance/Supplies - FirstService	\$20,553	\$1,713	\$658	\$1,054
Janitorial Services - FirstService	\$37,012	\$3,084	\$1,039	\$2,045
General Facility Maintenance - FirstService	\$8,500	\$708	\$1,151	(\$442)
Management Fee - FirstService	\$12,000	\$1,000	\$1,000	\$0
Pool Chemicals - Poolsure	\$25,000	\$2,083	\$1,839	\$245
Refuse Service	\$7,500	\$625	\$642	(\$17)
Security	\$17,800	\$1,483	\$3,022	(\$1,539)
Website	\$1,800	\$150	\$150	\$0
Holiday Decorations	\$12,000	\$1,000	\$0	\$1,000
Subscriptions	\$2,988	\$249	\$249	\$0
<b>TOTAL AMENITY CENTER EXPENDITURES</b>	<b>\$525,574</b>	<b>\$77,757</b>	<b>\$61,017</b>	<b>\$16,739</b>
<b><i>Grounds Maintenance</i></b>				
Electric	\$11,000	\$917	\$838	\$79
Streetlighting	\$34,000	\$2,833	\$2,646	\$188
Lake Maintenance	\$29,000	\$2,417	\$3,192	(\$775)
Landscape Maintenance	\$200,000	\$16,667	\$7,686	\$8,981
Landscape Contingency	\$20,000	\$1,667	\$0	\$1,667
Common Area Maintenance	\$33,000	\$2,750	\$0	\$2,750
Reuse Water	\$55,000	\$4,583	\$5,558	(\$974)
Miscellaneous	\$3,000	\$250	\$0	\$250
Irrigation Repairs	\$7,000	\$583	\$0	\$583
Contingency	\$10,000	\$833	\$0	\$833
Wetland Monitoring/Mitigation	\$10,000	\$833	\$0	\$833
<b>TOTAL GROUNDS MAINT. EXPENDITURES</b>	<b>\$412,000</b>	<b>\$34,333</b>	<b>\$19,918</b>	<b>\$14,415</b>
Capital Reserve Funding	\$65,626	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,177,864</b>	<b>\$141,462</b>	<b>\$106,681</b>	<b>\$34,781</b>
EXCESS REVENUES/(EXPENSES)	\$0		(\$90,104)	
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$0</b>		<b>(\$90,104)</b>	
Fund Balance - Beginning	\$0		\$320,180	
Fund Balance - Ending	<u>\$0</u>		<u>\$230,075</u>	





**Aberdeen**  
**Community Development District**  
**Debt Service Fund-Series 2018**  
Statement of Revenues & Expenditures  
For the Period Ending  
October 31, 2021

	APPROVED BUDGET	PRORATED Thru 10/31/21	ACTUAL Thru 10/31/21	VARIANCE
--	--------------------	---------------------------	-------------------------	----------

**Revenues:**

Special Assessments - Direct	\$1,610	\$1,610	\$1,610	\$0
Special Assessments - Tax Roll	\$133,672	\$357	\$357	\$0
Interest Income	\$0	\$0	\$1	\$1
Carry Forward Surplus	\$49,952	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$185,235</b>	<b>\$1,967</b>	<b>\$1,968</b>	<b>\$1</b>

**Expenditures**

Interest 11/1	\$48,928	\$0	\$0	\$0
Interest 5/1	\$48,928	\$0	\$0	\$0
Principal 5/1	\$35,000	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$132,855</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Excess Revenues (Expenditures)</b>	<b>\$52,380</b>	<b>\$1,967</b>	<b>\$1,968</b>	<b>\$1</b>
---------------------------------------	-----------------	----------------	----------------	------------

<b>NET CHANGE IN FUND BALANCE</b>	<b>\$52,380</b>		<b>\$1,968</b>	
-----------------------------------	-----------------	--	----------------	--

Fund Balance - Beginning	\$54,881		\$119,177	
--------------------------	----------	--	-----------	--

Fund Balance - Ending	\$107,261		\$121,145	
-----------------------	-----------	--	-----------	--

	Reserve	67,265
	Interest	-
	Revenue	52,459
	Prepayment	1,417
	Redemption	4
	Assessment Receivable	-
		121,145

**Aberdeen**  
**Community Development District**  
**Debt Service Fund-Series 2005 and Series 2020A1 and A2**  
Statement of Revenues & Expenditures  
For the Period Ending  
October 31, 2021

	ADOPTED BUDGET	PRORATED Thru 10/31/21	ACTUAL Thru 10/31/21	VARIANCE
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$1,950,944	\$5,208	\$5,208	\$0
Interest Income	\$100	\$8	\$6	(\$3)
Carry Forward Surplus	\$590,966	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$2,542,010</b>	<b>\$5,217</b>	<b>\$5,214</b>	<b>(\$3)</b>
<b>Expenditures</b>				
<b>2020 A1</b>				
Interest 11/1	\$339,250	\$0	\$0	\$0
Interest 5/1	\$339,250	\$0	\$0	\$0
Principal 5/1	\$855,000	\$0	\$0	\$0
<b>2020 A2</b>				
Interest 11/1	\$107,469	\$0	\$0	\$0
Interest 5/1	\$107,469	\$0	\$0	\$0
Principal 5/1	\$225,000	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$1,973,438</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$568,573</b>		<b>\$5,214</b>	
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$568,573</b>		<b>\$5,214</b>	
<b>Fund Balance - Beginning</b>	<b>\$509,945</b>		<b>\$1,228,596</b>	
<b>Fund Balance - Ending</b>	<b>\$1,078,518</b>		<b>\$1,233,810</b>	
			Reserve A1	378,625
			Reserve A2	218,250
			Interest A1	12
			Interest A2	7
			Revenue	614,454
			Prepayment A1	17,762
			Prepayment A2	4,699
			Escrow	-
			Assessment Receivable	-
				1,233,810

# Aberdeen

## Community Development District

### Capital Reserve Fund

Statement of Revenues & Expenditures

For the Period Ending

October 31, 2021

	ADOPTED BUDGET	PRORATED Thru 10/31/21	ACTUAL Thru 10/31/21	VARIANCE
<b>Revenues:</b>				
Capital Reserve Funding - Transfer In	\$65,626	\$0	\$0	\$0
Impact Fees	\$0	\$0	\$150,061	\$150,061
Interest	\$900	\$75	\$52	(\$24)
Carry Forward Surplus	\$763,832	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$830,358</b>	<b>\$75</b>	<b>\$150,112</b>	<b>\$150,037</b>
<b>Expenditures</b>				
Capital Outlay	\$50,000	\$4,167	\$0	\$4,167
Repair and Replacements	\$50,000	\$4,167	\$0	\$4,167
<b>Total Expenditures</b>	<b>\$100,000</b>	<b>\$8,333</b>	<b>\$0</b>	<b>\$8,333</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$730,358</b>		<b>\$150,112</b>	
<b>Fund Balance - Beginning</b>	<b>\$399,145</b>		<b>\$756,657</b>	
<b>Fund Balance - Ending</b>	<b>\$1,129,503</b>		<b>\$906,769</b>	

**Aberdeen**  
**Community Development District**  
**Capital Projects Fund**  
Statement of Revenues & Expenditures  
For the Period Ending  
October 31, 2021

	SERIES 2018
<b><u>REVENUES:</u></b>	
Interest	\$0
<b>Total Revenues</b>	<b>\$0</b>
<b><u>EXPENDITURES:</u></b>	
Capital Outlay	\$0
Cost of Issuance	\$0
<b>Total Expenditures</b>	<b>\$0</b>
<b><u>OTHER SOURCES/(USES)</u></b>	
Interfund Transfer In/(Out)	\$0
<b>Total Other Sources/(Uses)</b>	<b>\$0</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>
<b>Fund Balance - Beginning</b>	\$47,349
<b>Fund Balance - Ending</b>	<b>\$47,349</b>

**Aberdeen**  
**Community Development District**  
**Long Term Debt Report**

<b>Series 2018 Special Assessment Bonds</b>	
Interest Rate:	4%-5.1%
Maturity Date:	5/1/2049
Reserve Fund Definition:	50% of MADS
Reserve Fund Requirement:	\$67,265
Reserve Fund Balance:	\$67,265
Bonds outstanding - 11/01/2018	\$2,065,000
Less: February 3, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2020 (Mandatory)	(\$30,000)
Less: August 3, 2020 (Prepayment)	(\$5,000)
Less: November 1, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021 (Mandatory)	(\$35,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)
<b>Current Bonds Outstanding</b>	<b>\$1,980,000</b>

<b>Series 2020-A1 Special Assessment Revenue Refunding Bonds</b>	
Interest Rate:	2.625-5.0%
Maturity Date:	11/1/2036
Reserve Fund Definition:	25% of DSRF
Reserve Fund Requirement:	\$378,625
Reserve Fund Balance:	\$378,625
Bonds outstanding - 5/20/2020	\$18,485,000
Less: May 1, 2021 (Mandatory)	(\$815,000)
<b>Current Bonds Outstanding</b>	<b>\$17,670,000</b>

<b>Series 2020 A-2 Special Assessment Revenue Refunding Bonds</b>	
Interest Rate:	4.0-4.75%
Maturity Date:	5/1/2049
Reserve Fund Definition:	50% of DSRF
Reserve Fund Requirement:	\$218,250
Reserve Fund Balance:	\$218,250
Bonds outstanding - 5/20/2020	\$4,890,000
Less: May 1, 2021 (Mandatory)	(\$215,000)
<b>Current Bonds Outstanding</b>	<b>\$4,675,000</b>



*C.*

## ABERDEEN COMMUNITY DEVELOPMENT DISTRICT

### Fiscal Year 2022 Summary of Assessment Receipts

ASSESSED	# UNITS ASSESSED	SERIES 2020 DEBT ASMT	SERIES 2018 DEBT ASMT	FY22 O&M ASMT	TOTAL ASSESSED
SHOPPES AT ABERDEEN (1)	49,000	-	1,610.49	12,937.20	14,547.69
<b>NET ASSESSMENTS DIRECT BILL</b>	<b>49,000</b>	<b>-</b>	<b>1,610.49</b>	<b>12,937.20</b>	<b>14,547.69</b>
<b>NET ASSESSMENTS TAX ROLL</b>	<b>1,936</b>	<b>1,948,892.79</b>	<b>133,448.88</b>	<b>1,077,329.92</b>	<b>3,159,671.59</b>
<b>TOTAL NET ASSESSMENTS</b>	<b>50,936</b>	<b>1,948,892.79</b>	<b>135,059.37</b>	<b>1,090,267.12</b>	<b>3,174,219.28</b>

DUE / RECEIVED	BALANCE DUE	SERIES 2020 DEBT PAID	SERIES 2018 DEBT PAID	FY22 O&M PAID	TOTAL PAID
SHOPPES AT ABERDEEN (1)	-	-	1,610.49	12,937.20	14,547.69
<b>TOTAL DUE / RECEIVED DIRECT BILL</b>	<b>-</b>	<b>-</b>	<b>1,610.49</b>	<b>12,937.20</b>	<b>14,547.69</b>
<b>TAX ROLL DUE / RECEIVED</b>	<b>3,151,227.74</b>	<b>5,208.19</b>	<b>356.63</b>	<b>2,879.03</b>	<b>8,443.85</b>
<b>TOTAL DUE / RECEIVED</b>	<b>3,151,227.74</b>	<b>5,208.19</b>	<b>1,967.12</b>	<b>15,816.23</b>	<b>22,991.54</b>

<b>PERCENT COLLECTED DIRECT INVOICE</b>	<b>0.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>
<b>PERCENT COLLECTED TAX ROLL</b>	<b>0.27%</b>	<b>0.27%</b>	<b>0.27%</b>	<b>0.27%</b>
<b>TOTAL PERCENT COLLECTED</b>	<b>0.27%</b>	<b>1.46%</b>	<b>1.45%</b>	<b>0.72%</b>

Units include 49,000 square feet of Commercial

(1) On installment plan 50% due 12/1/21, 25% due 2/1/22, 25% due 5/1/22.

SUMMARY OF TAX ROLL RECEIPTS					
ST JOHNS COUNTY DISTRIBUTION	DATE RECEIVED	AMOUNT RECEIVED	SERIES 2020 DEBT RECEIPTS	SERIES 2018 DEBT RECEIPTS	O&M RECEIPTS
1	11/4/2021	8,443.85	5,208.19	356.63	2,879.03
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>TOTAL TAX ROLL RECEIPTS</b>		<b>8,443.85</b>	<b>5,208.19</b>	<b>356.63</b>	<b>2,879.03</b>

*D.*

# Aberdeen

## Community Development District

### Check Run Summary 10/1/21-10/31/21

Fund	Date	Check No.	Amount
<b>General Fund</b>			
Payroll	10/7/21	50839	\$ 184.70
	10/27/21	50840-50842	\$ 554.10
		<u>Sub-Total</u>	<u>\$ 738.80</u>
Accounts Payable			
	10/12/21	4210-4219	\$ 36,767.27
	10/26/21	4220-4227	\$ 7,893.25
		<u>Sub-Total</u>	<u>\$ 44,660.52</u>
<b>Capital Reserve Fund</b>			
Accounts Payable			
	10/12/21	108	\$ 5,500.00
		<u>Sub-Total</u>	<u>\$ 5,500.00</u>
<b>Total</b>			<b>\$ 50,899.32</b>

#### Autopayments

10/4/21	Alpha Dog Audio	\$ 250.00
10/7/21	Comcast	\$ 404.23
10/8/21	JEA Utilities	\$ 14,042.31
10/18/21	Comcast	\$ 582.01
10/26/21	Wellbeats	\$ 249.00
10/28/21	Wells Fargo Credit Card	\$ 14.99
	<u>Sub-Total</u>	<u>\$ 15,542.54</u>

\*Autopayment invoices and Wells Fargo Credit Card invoices will be available upon request.

# Check Approval Form

Date: October 7, 2021

District: Aberdeen CDD

Fund Code: 1

Beginning Check #: 50839

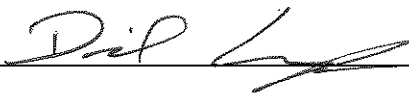
Ending Check #: 50839

Total Amount of Checks: \$ 184.70 New Balance


Balance in Account\*\*\*: \$ 143,021.93 \$ 142,837.23

Recent Deposits: \_\_\_\_\_

Prepared by: Daniel Laughlin

Signature: 

Approved by: Ernesto Torres

Signature: 

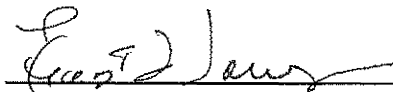
# ATTENDANCE SHEET

District: Aberdeen

Meeting Date: September 28, 2021

	<b>Supervisor</b>	<b>In Attendance</b>	<b>Fees</b>
1.	<b>Lauren Eggleston</b> <i>Vice Chairperson</i>	<input checked="" type="checkbox"/>	\$200
2.	<b>Dennis Clarke</b> <i>Chairman</i>	<input checked="" type="checkbox"/>	\$200
3.	<b>Thomas Marmo</b> <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
4.	<b>Hillary (Beth) Fore</b> <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
5.	<b>Angela Andrews</b> <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200

District Manager:



PLEASE RETURN COMPLETED FORM TO OKSANA KUZMUK

# Check Approval Form

Date: October 27, 2021

District: Aberdeen CDD

Fund Code: 1

Beginning Check #: 50840

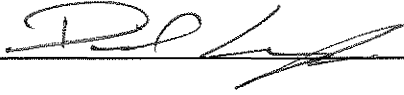
Ending Check #: 50842

Total Amount of Checks: \$ 554.10 New Balance


Balance in Account\*\*\*: \$ 83,537.51 \$ 82,983.41

Recent Deposits: \_\_\_\_\_

Prepared by: Daniel Laughlin

Signature: 

Approved by: Ernesto Torres

Signature: 

# ATTENDANCE SHEET

District: Aberdeen

Meeting Date: October 26, 2021

	<b>Supervisor</b>	<b>In Attendance</b>	<b>Fees</b>
1.	<b>Lauren Eggleston</b> <i>Vice Chairperson</i>	<input checked="" type="checkbox"/>	\$200
2.	<b>Dennis Clarke</b> <i>Chairman</i>	<input checked="" type="checkbox"/>	\$200
3.	<b>Thomas Marmo</b> <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
4.	<b>Hillary (Beth) Fore</b> <i>Assistant Secretary</i>	<input type="checkbox"/>	\$200
5.	<b>Angela Andrews</b> <i>Assistant Secretary</i>	<input type="checkbox"/>	\$200

District Manager:



PLEASE RETURN COMPLETED FORM TO OKSANA KUZMUK



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/12/21	00203	9/17/21 1313	202109 320-53800-46800	RMV 6 TREES IN PRESERVES BOLD CITY TREE SERVICE, INC.	*	1,500.00	1,500.00 004210
10/12/21	00068	9/01/21 706357	202110 320-53800-45400	10/1-12/31 MONITORING ENVERA SYSTEMS	*	2,772.00	2,772.00 004211
10/12/21	00259	10/01/21 10746763	202110 320-53800-45921	OCT MANAGEMENT FEE FIRST SERVICE RESIDENTIAL	*	1,000.00	1,000.00 004212
10/12/21	00213	9/30/21 69745	202109 320-53800-46100	SEPT LAKE MAINTENANCE FUTURE HORIZONS, INC	*	1,805.00	1,805.00 004213
10/12/21	00017	9/17/21 670	202110 310-51300-31000	FY22 ASSESSM ROLL CERT GOVERNMENTAL MANAGEMENT SERVICES	*	5,000.00	5,000.00 004214
10/12/21	00004	9/14/21 125095	202108 310-51300-31500	AUG GENERAL COUNSEL	*	4,758.51	
		9/17/21 125110	202108 310-51300-31500	AUG MONTHLY MEETING HOPPING GREEN & SAMS, P.A.	*	1,728.15	6,486.66 004215
10/12/21	00079	10/01/21 13129560	202110 320-53800-45507	OCT POOL CHEMICALS POOLSURE	*	1,838.51	1,838.51 004216
10/12/21	00060	9/21/21 7878881	202109 320-57200-46000	SEPT FIRE ANT SERVICE	*	90.00	
		9/25/21 7856068	202109 320-57200-46000	SEPT PEST CONTROL TURNER PEST CONTROL	*	94.50	184.50 004217
10/12/21	00187	9/01/21 389444	202109 320-57200-49400	SUMMER PL PARTY&LUAU XSTF	*	437.07	
		9/30/21 390413	202109 320-53800-45913	SEPT LIFEGUARD HOURS VESTA PROPERTY SERVICES, INC	*	824.84	1,261.91 004218
10/12/21	00211	8/04/21 JAX25021	202108 320-53800-46300	FLSH CUT 4LG CRAPE MYRTLE	*	438.97	
		8/04/21 JAX25021	202108 320-53800-46300	FILL HL NR LONGLEAF SDWLK	*	324.14	

ABER ABERDEEN OKUZMUK

CHECK DATE	VEND#	.....INVOICE.....	...EXPENSED TO...	VENDOR NAME	STATUS	AMOUNT	....CHECK.....
DATE		DATE INVOICE	YRMO DPT ACCT# SUB SUBCLASS				AMOUNT #
8/04/21		JAX25021	202108 320-53800-46300	ONE TIME MOW@FITNESS CTR	*	388.97	
8/15/21		JAX25369	202108 320-53800-46200	AUG LANDSCAPE MAINTENANCE	*	13,766.61	
							YELLOWSTONE LANDSCAPE 14,918.69 004219
10/26/21	00097	10/01/21	84808 202110 310-51300-54000	FY22 SPECIAL DISTRICT FEE	*	175.00	
							DEPARTMENT OF ECONOMIC OPPORTUNITY 175.00 004220
10/26/21	00188	10/15/21	12 202110 310-51300-31300	SE2020A-1 AMORT SCHEDULE	*	100.00	
							DISCLOSURE SERVICES LLC 100.00 004221
10/26/21	00013	7/12/21	198685 202107 310-51300-31100	JUL PROFESSIONAL SERVICES	*	485.00	
							ENGLAND THIMS & MILLER, INC. 485.00 004222
10/26/21	00213	10/07/21	70025 202110 320-53800-46100	AERATOR SERVICE	*	670.58	
							FUTURE HORIZONS, INC 670.58 004223
10/26/21	00017	10/01/21	672 202110 310-51300-34000	OCT MANAGEMENT FEES	*	4,190.17	
10/01/21		672	202110 310-51300-35100	OCT INFORMATION TECH	*	150.00	
10/01/21		672	202110 310-51300-31400	OCT IMPACT FEE COLL ADMIN	*	833.33	
10/01/21		672	202110 310-51300-31300	OCT DISSEM AGENT SERVICES	*	650.00	
10/01/21		672	202110 310-51300-51000	OFFICE SUPPLIES	*	6.49	
10/01/21		672	202110 310-51300-42000	POSTAGE	*	11.04	
10/01/21		672	202110 310-51300-51000	COPIES	*	179.10	
10/01/21		672	202110 310-51300-41000	TELEPHONE	*	36.24	
							GOVERNMENTAL MANAGEMENT SERVICES 6,056.37 004224
10/26/21	00003	9/30/21	I0337822 202109 310-51300-48000	NOTICE OF MEETING 9/28/21	*	71.80	
							THE ST. AUGUSTINE RECORD 71.80 004225
10/26/21	00060	10/18/21	7932012 202110 320-57200-46000	OCT PEST CONTROL	*	94.50	

ABER ABERDEEN OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/18/21	7952781	202110	320-57200-46000	TURNER PEST CONTROL	*	90.00	184.50 004226
10/26/21	00221	10/01/21 2718	202110 320-53800-45919	ROBERTA G NAGLE DBA UNICORN	*	150.00	150.00 004227
TOTAL FOR BANK A						44,660.52	
TOTAL FOR REGISTER						44,660.52	

# Check Approval Form

General Fund

Date: October 12, 2021

District: Aberdeen CDD

Fund Code: 1

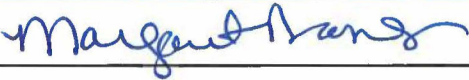
Beginning Check #: 4210

Ending Check #: 4219

Total Amount of Checks:	\$ 36,767.27	New Balance
Balance in Account***:	\$ 142,837.23	\$ 106,069.96

Recent Deposits: \_\_\_\_\_

Prepared by: Margaret Bronson

Signature: 

Approved by: Ernesto Torres

Signature: \_\_\_\_\_

BANK A: ABERDEEN CDD

VEND NO.	Invoice Date	Vendor Inv. No.	---General Ledger#-----	St Cr	DUE DATE	GROSS AMOUNT	DISC AMOUNT	NET AMOUNT	CHECK PO#	CHECK NO.
00203	91721	1313	001-320-53800-46800		91721	1,500.00	.00	1,500.00		
RMV 6		TREES IN PRESERVES	WETLAND MONITORING			1,500.00	.00	1,500.00	004210	
			BOLD CITY TREE SERVICE, INC.							
00068	90121	706357	001-320-53800-45400		90121	2,772.00	.00	2,772.00		
10/1-12/31		MONITORING	SECURITY			2,772.00	.00	2,772.00	004211	
			ENVERA SYSTEMS							
00259	100121	10746763	001-320-53800-45921		100121	1,000.00	.00	1,000.00		
OCT		MANAGEMENT FEE	AMENITY-LIFESTYLE COORDINATOR			1,000.00	.00	1,000.00	004212	
			FIRST SERVICE RESIDENTIAL							
00213	93021	69745	001-320-53800-46100		93021	1,805.00	.00	1,805.00		
SEPT		LAKE MAINTENANCE	LAKE MAINTENANCE			1,805.00	.00	1,805.00	004213	
			FUTURE HORIZONS, INC							
00017	91721	670	001-310-51300-31000		91721	5,000.00	.00	5,000.00		
FY22		ASSESSM ROLL CERT	ASSESSMENT ADMINISTRATION			5,000.00	.00	5,000.00	004214	
			GOVERNMENTAL MANAGEMENT SERVICES							
00004	91421	125095	001-310-51300-31500		91421	4,758.51	.00	4,758.51		
AUG		GENERAL COUNSEL	ATTORNEY FEES			4,758.51	.00	4,758.51		
00004	91721	125110	001-310-51300-31500		91721	1,728.15	.00	1,728.15		
AUG		MONTHLY MEETING	ATTORNEY FEES			1,728.15	.00	1,728.15		
			HOPPING GREEN & SAMS, P.A.			6,486.66	.00	6,486.66	004215	
00079	100121	13129560	001-320-53800-45507		100121	1,838.51	.00	1,838.51		
OCT		POOL CHEMICALS	AMENITY - POOL CHEMICALS			1,838.51	.00	1,838.51	004216	
			POOLSURE							
00060	92121	7878881	001-320-57200-46000		92121	90.00	.00	90.00		
SEPT		FIRE ANT SERVICE	REPAIRS AND REPLACEMENTS			90.00	.00	90.00		
00060	92521	7856068	001-320-57200-46000		92521	94.50	.00	94.50		
SEPT		PEST CONTROL	REPAIRS AND REPLACEMENTS			94.50	.00	94.50		
			TURNER PEST CONTROL			184.50	.00	184.50	004217	
00187	90121	389444	001-320-57200-49400		90121	437.07	.00	437.07		
SUMMER		PL PARTY&LUAU XSTF	SPECIAL EVENTS			437.07	.00	437.07		
00187	93021	390413	001-320-53800-45913		93021	824.84	.00	824.84		
SEPT		LIFEGUARD HOURS	AMENITY - LIFEGUARDS			824.84	.00	824.84		
			VESTA PROPERTY SERVICES, INC			1,261.91	.00	1,261.91	004218	
00211	80421	JAX25021	001-320-53800-46300		80421	438.97	.00	438.97		
FLSH		CUT 4LG CRAPE MYRTLE	LANDSCAPE CONTINGENCY			438.97	.00	438.97		

ABER ABERDEEN

MBRONSON

BANK A: ABERDEEN CDD

VEND NO.	Invoice Date	Vendor Inv. No.	---General Ledger#-----	St Cr	DUE DATE	GROSS AMOUNT	DISC AMOUNT	NET AMOUNT	CHECK PO#	CHECK NO.
00211	80421	JAX25021	001-320-53800-46300		80421	324.14	.00	324.14		
		FILL HL NR LONGLEAF SDWLK	LANDSCAPE CONTINGENCY							
00211	80421	JAX25021	001-320-53800-46300		80421	388.97	.00	388.97		
		ONE TIME MOW@FITNESS CTR	LANDSCAPE CONTINGENCY							
00211	81521	JAX25369	001-320-53800-46200		81521	13,766.61	.00	13,766.61		
		AUG LANDSCAPE MAINTENANCE	LANDSCAPE MAINTENANCE							
		YELLOWSTONE LANDSCAPE				14,918.69	.00	14,918.69		004219
ABERDEEN CDD						36,767.27	.00	36,767.27		
ABERDEEN - GENERAL FUND						36,767.27	.00	36,767.27		

BOLD CITY



**TREE SERVICE, INC.**

P.O. Box 445 • Ponte Vedra, FL 32004  
Phone (904) 285-1417 • Fax (904) 280-0799

# Invoice

Date: 9/17/2021  
Invoice #: 1313

Customer:

Property:

Aberdeen 475 West Town Pl. Suite 114 St. Augustine, Fl. 32092	
---	--

Description	Total
-------------	-------

Remove 6 trees in preserves	1,500.00
-----------------------------	----------

*B. H. H. 9-17-21*  
*WETLAND MONITORING*  
*001.320.53800, 46800*  
*203A*



Total \$ 1,500.00

**Thank you for your business!**  
PO Box 445 - Ponte Vedra, FL, 32004 - 904-285-1417 - Fax 904-280-0799

**Envera**  
 8281 Blaikie Court  
 Sarasota, FL 34240  
 (941) 556-0731

Invoice	
Invoice Number <b>706357</b>	Date <b>09/01/2021</b>
Customer Number <b>400171</b>	Due Date <b>10/01/2021</b>

Page 1

Customer Name	Customer Number	P.O. Number	Invoice Number	Due Date
Aberdeen CDD	400171		706357	10/01/2021
Quantity	Description		Rate	Amount
3.00	Aberdeen CDD, 110 Flower of Scotland Ave, Jacksonville, FL Pool Monitoring 10/01/2021 - 12/31/2021		924.00	2,772.00
	Sales Tax			0.00
	Payments/Credits Applied			0.00
<b>Invoice Balance Due:</b>				<b>\$2,772.00</b>

**IMPORTANT MESSAGES**

Important Numbers to Know:

Billing Questions: (941) 556-0743  
 Email: ar@enverasystems.com  
 Service: (941) 556-0734



Date	Invoice #	Description	Amount	Balance Due
09/01/2021	706357	Alarm Monitoring Services	\$2,772.00	\$2,772.00

**Envera**  
 8281 Blaikie Court  
 Sarasota, FL 34240  
 (941) 556-0731

Return Service Requested

Invoice	
Invoice Number <b>706357</b>	Date <b>09/01/2021</b>
Customer Number <b>400171</b>	Due Date <b>10/01/2021</b>

**Net Due: \$2,772.00**

**Amount Enclosed:** \_\_\_\_\_

  
 ABERDEEN CDD  
 C/O GMS, LLC  
 475 W TOWN PL STE 114  
 SAINT AUGUSTINE, FL 32092-3649

1891

REMIT TO:

Envera  
 PO Box 2086  
 Hicksville, NY 11802





**FirstService**  
RESIDENTIAL

**Aberdeen Community Development District**  
110 Flower of Scotland Avenue  
Saint Johns, FL 32259  
Anh.Nguyen@fsresidential.com

# INVOICE

Invoice Number 10746763  
Invoice Date 10/1/2021  
Terms 15 ePay ACH BP  
Service Period 10/1/2021  
Customer 100-0SNC

Invoice Type MGFE  
Account # MGF-0SNC  
**Total Amount Due: \$1,000.00**

Description	Total
Management Fee	\$1,000.00
<hr/>	
	Subtotal \$1,000.00
	Tax \$0.00
	<b>Total \$1,000.00</b>

259 A

1.320.538.45921



**Future Horizons, Inc.**  
 403 North First Street  
 P O Box 1115  
 Hastings, FL 32145-1115

# INVOICE

Invoice Number: 69745  
 Invoice Date: Sep 30, 2021  
 Page: 1

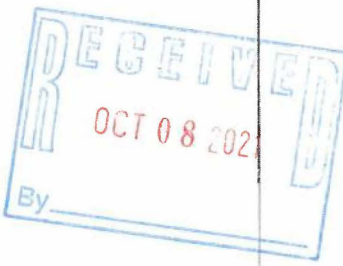
Voice: 800-682-1187  
 Fax: 904-692-1193

<b>Bill To:</b>
Aberdeen CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

<b>Ship to:</b>
Aberdeen CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

Customer ID	Customer PO	Payment Terms	
Aberdeen01	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		10/30/21

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed in September <i>Lake Maint</i>  <i>213A</i> <i>Bkpt - 9-30-21</i> <i>LAKE MAINT.</i> <i>001.320.53800.46100</i>	1,805.00	1,805.00



Check/Credit Memo No:

Subtotal	1,805.00
Sales Tax	
Freight	
Total Invoice Amount	1,805.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,805.00</b>

Overdue invoices are subject to finance charges.

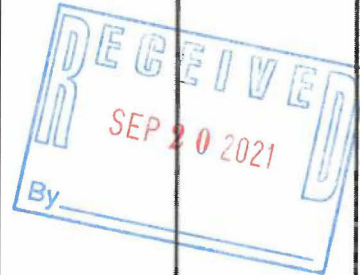
Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 670  
Invoice Date: 9/17/21  
Due Date: 9/17/21  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
17A Assessment Roll Certification - FY 2022  1,310.51300.31000		5,000.00	5,000.00



<b>Total</b>	<b>\$5,000.00</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,000.00</b>

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

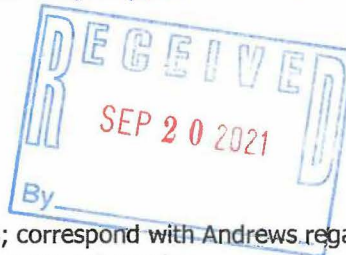
===== STATEMENT =====

September 14, 2021

Aberdeen Community Development District  
c/o Governmental Management Services, LLC  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 125095  
Billed through 08/31/2021

4A  
1.310.57300.31500



**General Counsel**  
**ABERD 00001 CEL**

**FOR PROFESSIONAL SERVICES RENDERED**

08/02/21	CEL	Research meeting action items; correspond with Andrews regarding HOA request; draft agreement for monument repairs.	1.10 hrs
08/03/21	CEL	Telephone conference with Andrews regarding HOA request.	0.20 hrs
08/08/21	CEL	Research and respond to correspondence from Supervisor.	0.30 hrs
08/09/21	CEL	Review special meeting and meeting agendas; follow-up same; review and edit meeting minutes.	0.90 hrs
08/11/21	CEL	Correspond with Eggleston regarding encroachments; correspond with Torres; research action items.	0.30 hrs
08/12/21	CEL	Telephone conference with Torres regarding action items; attend special meeting.	4.90 hrs
08/13/21	CEL	Telephone conference with Eggleston regarding encroachments; prepare amenity contract award letters.	1.10 hrs
08/13/21	KFJ	Confer with Eldred; prepare award letters.	0.60 hrs
08/13/21	JLG	Confer with staff regarding notice of intent to award amenity management contract and landscape maintenance and amenity management agreements.	0.30 hrs
08/14/21	CEL	Review proposals and prepare award letters and contract.	0.40 hrs
08/16/21	CEL	Correspond with Torres regarding amenity contract award; prepare landscape contract.	0.40 hrs
08/16/21	KFJ	Confer with Eldred regarding award letters.	0.20 hrs
08/16/21	JLG	Draft landscape and irrigation maintenance agreement with Trimac Outdoor; draft amenity management agreement with FirstServices Residential.	2.80 hrs
08/18/21	CEL	Review Appropriation and Assessment resolutions.	0.30 hrs
08/18/21	JLG	Confer with staff and prepare FY 2022 annual appropriation and assessment resolutions.	0.90 hrs

08/21/21	CEL	Research and prepare contracts for Amenity and Landscaping services.	1.50 hrs
08/23/21	CEL	Research meeting action items; review meeting materials; follow-up with Prestwick HOA regarding easement request; correspond with Andrews regarding same.	1.30 hrs
08/27/21	CEL	Correspond with staff regarding amenity contract.	0.20 hrs
08/28/21	CEL	Research meeting action items; review meeting minutes.	0.70 hrs
08/30/21	CEL	Review and edit Landscape contract; research meeting action items.	0.30 hrs
Total fees for this matter			\$4,748.50

**DISBURSEMENTS**

Conference Calls	10.01
Total disbursements for this matter	\$10.01

**MATTER SUMMARY**

Eldred, Carl	13.90 hrs	295 /hr	\$4,100.50
Gillis, Jennifer L. - Paralegal	4.00 hrs	135 /hr	\$540.00
Jusevitch, Karen F.- Paralegal	0.80 hrs	135 /hr	\$108.00
TOTAL FEES			\$4,748.50
TOTAL DISBURSEMENTS			\$10.01
<b>TOTAL CHARGES FOR THIS MATTER</b>			<b>\$4,758.51</b>

**BILLING SUMMARY**

Eldred, Carl	13.90 hrs	295 /hr	\$4,100.50
Gillis, Jennifer L. - Paralegal	4.00 hrs	135 /hr	\$540.00
Jusevitch, Karen F.- Paralegal	0.80 hrs	135 /hr	\$108.00
TOTAL FEES			\$4,748.50
TOTAL DISBURSEMENTS			\$10.01
<b>TOTAL CHARGES FOR THIS BILL</b>			<b>\$4,758.51</b>

**Please include the bill number with your payment.**

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

September 17, 2021

Aberdeen Community Development District  
c/o Governmental Management Services, LLC  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 125110  
Billed through 08/31/2021



**Monthly Meeting**  
**ABERD 00101 CEL**

**FOR PROFESSIONAL SERVICES RENDERED**

08/24/21 CEL Travel to and attend board meeting; return travel.

Total fees for this matter \$1,500.00

**DISBURSEMENTS**

Travel 215.04

Travel - Meals 13.11

Total disbursements for this matter \$228.15

**MATTER SUMMARY**

TOTAL FEES \$1,500.00

TOTAL DISBURSEMENTS \$228.15

**TOTAL CHARGES FOR THIS MATTER \$1,728.15**

**BILLING SUMMARY**

TOTAL FEES \$1,500.00

TOTAL DISBURSEMENTS \$228.15

**TOTAL CHARGES FOR THIS BILL \$1,728.15**

**Please include the bill number with your payment.**



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

# Invoice

Date 10/1/2021

Invoice # 131295602435

Terms	Net 20
Due Date	10/21/2021
PO #	

<b>Bill To</b> GMS LLC Aberdeen CDD 475 West Town Place Suite 114 St. Augustine FL 32092	<b>Ship To</b> Aberdeen CCD 110 Flowers of Scotland Jacksonville FL 32259
---	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,768.04
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	60.47

*ok*

*79R*

*B Steph 9-21-21*  
*Pool Chemicals*  
*801.320.53800.45507*

RECEIVED  
OCT 08 2021

**Total** 1,838.51  
**Amount Due** \$1,838.51

**Remittance Slip**

Customer  
13ABE100  
Invoice #  
131295602435

**Amount Due** \$1,838.51

**Amount Paid** \_\_\_\_\_

**Make Checks Payable To**

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295602435



**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 852503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 • turnerpest.com

Turner Pest Control LLC  
 8400 Baymeadows Way  
 Suite 12  
 Jacksonville, FL 32256  
 904-355-5300

## Service Slip/Invoice

**INVOICE:** 7856068  
**DATE:** 9/25/2021  
**ORDER:** 7856068

**Bill To:** [139845]  
 Aberdeen  
 Aberdeen - CDD  
 C/O Government Services  
 475 W. Town Place - Suite 114  
 Saint Augustine, FL 32092

**Work Location:** [139845] 904-626-0375  
 Aberdeen  
 Aberdeen - CDD  
 110 Flower Of Scotland Ave  
 Saint Johns, FL 32259-6937

*60A  
 1.320.57200.46000*

<b>Work Date</b> 9/25/2021	<b>Time</b> 09:37 AM	<b>Target Pest</b>	<b>Technician</b>	<b>Time In</b> 09:37 AM
<b>Purchase Order</b>	<b>Terms</b> NET 30	<b>Last Service</b> 9/25/2021	<b>Map Code</b> 121:C5	<b>Time Out</b> 10:09 AM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service <i>Sept.</i>	\$94.50
<b>SUBTOTAL</b>		\$94.50
<b>TAX</b>		\$0.00
<b>AMT. PAID</b>		\$0.00
<b>TOTAL</b>		\$94.50
<b>AMOUNT DUE</b>		\$94.50

**RECEIVED**  
 SEP 24 2021  
 By \_\_\_\_\_

\_\_\_\_\_  
 TECHNICIAN SIGNATURE

\_\_\_\_\_  
 CUSTOMER SIGNATURE

\* Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**





**Turner Pest Control**  
 PAYMENT ADDRESS:  
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-353-4499 • Toll Free: 800-225-5305 • turnerpest.com

Turner Pest Control LLC  
 8400 Baymeadows Way  
 Suite 12  
 Jacksonville, FL 32256  
 904-355-5300

## Service Slip/Invoice

**INVOICE:** 7878881  
**DATE:** 9/21/2021  
**ORDER:** 7878881

Bill To: [139845]  
 Aberdeen  
 Aberdeen - CDD  
 C/O Government Services  
 475 W. Town Place - Suite 114  
 Saint Augustine, FL 32092

Work Location: [428304] 904-217-0925  
 Aberdeen CDD II (Amenity Center)  
 96 Bush Pl  
 Fruit Cove, FL 32259-7101

60A  
 1.320, 57200, 46000

Work Date	Time	Target Pest	Technician	Time In
9/21/2021	01:59 PM	ANTS, FIRE ANT, ROA		01:59 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	9/21/2021		02:20 PM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service <i>Sept. Fire Ant</i>	\$90.00
<b>SUBTOTAL</b>		\$90.00
<b>TAX</b>		\$0.00
<b>AMT. PAID</b>		\$0.00
<b>TOTAL</b>		\$90.00
<b>AMOUNT DUE</b>		\$90.00



*[Handwritten Signature]*

TECHNICIAN SIGNATURE

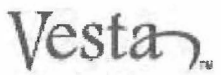
CUSTOMER SIGNATURE

UPSIDE: WEBSITE: www.turnerpest.com © 2021 Turner Pest Control LLC. All Rights Reserved.

\* Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**



# Invoice

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

**Invoice #** 389444  
**Date** 9/1/2021  
**Terms** Net 30  
**Due Date** 10/1/2021  
**Memo** Special Events

**Bill To**

Aberdeen C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

Description	Quantity	Rate	Amount
Summer Pool Party and Luau extra staff	25.71	17.00	437.07

1,320.57200. 49400  
187A

**Total** \$437.07





# Invoice

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

**Invoice #** 390413  
**Date** 9/30/2021  
**Terms** Net 30  
**Due Date** 10/30/2021  
**Memo** Lifeguard Hours

**Bill To**  
Aberdeen C.D.D.  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine FL 32092

187A

Description	Quantity	Rate	Amount
Lifeguard Hours for Sept	1.320,53800.45913	48.52	824.84

Thank you for your business.

**Total** \$824.84



<b>Lifeguards</b>	<b>Pay Rate/ Billable Rate</b>	<b>Hours</b>	<b>Gross Pay</b>
Camdyn Bagwell	\$17.00		0.00
Elliot Benson	\$17.00	6.83	116.11
Kaydan Bowie	\$17.00	7.42	126.14
Zander Bowie	\$17.00	7.45	126.65
Christian Ferguson	\$17.00	7.33	124.61
Garrett Griffin	\$17.00	4.07	69.19
Karis Matheson	\$17.00	7.95	135.15
Max Nauman	\$17.00	7.47	126.99
<b>TOTAL HOURS</b>		<b>48.52</b>	<b>824.84</b>



# INVOICE

INVOICE #	INVOICE DATE
JAX 250215	8/4/2021
TERMS	PO NUMBER
Net 30	

**Bill To:**

Aberdeen CDD  
c/o Governmental Management Services, LLC  
475 W Town Pl, Suite 114  
Attn: Sara Sweeting  
St. Augustine, FL 32092

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Aberdeen CDD

**Invoice Due Date:** September 3, 2021

**Invoice Amount:** \$438.97

Description	Current Amount
Tree Removal Flush cut four large Crapes from center island at shetland a Longleaf. Remove all debris. Misc Service	\$438.97

**Invoice Total** \$438.97

211A

*BH*  
8-4-21  
LANDSCAPE CONTINGENCY  
001.320.53800.46300

*Excellence*  
IN COMMERCIAL LANDSCAPING

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



**INVOICE**

INVOICE #	INVOICE DATE
JAX 250216	8/4/2021
TERMS	PO NUMBER
Net 30	

**Bill To:**

Aberdeen CDD  
c/o Governmental Management Services, LLC  
475 W Town Pl, Suite 114  
Attn: Sara Sweeting  
St. Augustine, FL 32092

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Aberdeen CDD

**Invoice Due Date:** September 3, 2021

**Invoice Amount:** \$324.14

Description	Current Amount
Wash Out repair Back fill hole near sidewalk on Longleaf and cover with sod. Misc Service	\$324.14

**Invoice Total** \$324.14

*Excellence*  
211A  
B. H. Sept 8-4-21  
LANDSCAPE CONTINGENCY  
001.320.53800.46300  
IN COMMERCIAL LANDSCAPING

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



# INVOICE

INVOICE #	INVOICE DATE
JAX 250217	8/4/2021
TERMS	PO NUMBER
Net 30	

**Bill To:**

Aberdeen CDD  
c/o Governmental Management Services, LLC  
475 W Town Pl, Suite 114  
Attn: Sara Sweeting  
St. Augustine, FL 32092

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Aberdeen CDD

**Invoice Due Date:** September 3, 2021

**Invoice Amount:** \$388.97

Description	Current Amount
One time mow at Fitness Center Mow, edge , line trim, blow and spray all beds for weeds. Misc Service	\$388.97

**Invoice Total** \$388.97

*Excellence*  
211A  
IN COMMERCIAL LANDSCAPING  
B/Supt 8-4-21  
LANDSCAPE CONTINGENCY  
001.320.53800.46300

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



## INVOICE

INVOICE #	INVOICE DATE
JAX 253691	8/15/2021
TERMS	PO NUMBER
Net 30	

**Bill To:**

Aberdeen CDD  
c/o Governmental Management Services, LLC  
475 W Town Pl, Suite 114  
Attn: Sara Sweeting  
St. Augustine, FL 32092

**Remit To:**

Yellowstone Landscape  
PO Box 101017  
Atlanta, GA 30392-1017

**Property Name:** Aberdeen CDD

**Invoice Due Date:** September 14, 2021

**Invoice Amount:** \$13,766.61

Description	Current Amount
Monthly Landscape Maintenance August 2021	\$13,766.61

*Landscape maint.*

**Invoice Total** \$13,766.61

*211A*  
*001.320.53800.46200*

**Excellence**

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



# Check Approval Form

General Fund

Date: October 26, 2021

District: Aberdeen CDD

Fund Code: 1


Beginning Check #: 4220

Ending Check #: 4227


Total Amount of Checks:	\$	<u>7,893.25</u>	New Balance
Balance in Account***:	\$	<u>91,430.76</u>	\$ <u>83,537.51</u>

Recent Deposits: \_\_\_\_\_

Prepared by: Margaret Bronson

Signature: 

Approved by: Ernesto Torres

Signature: 

BANK A: ABERDEEN CDD

VEND NO.	Invoice Date	Vendor Inv. No.	---General Ledger#-----	St Cr	DUE DATE	GROSS AMOUNT	DISC AMOUNT	NET AMOUNT	CHECK PO#	CHECK NO.
00097	100121	84808	001-310-51300-54000		100121	175.00	.00	175.00		
FY22	SPECIAL	DISTRICT FEE	DUES, LICENSES, SUBSCRIPTIONS			175.00	.00	175.00	004220	
			DEPARTMENT OF ECONOMIC OPPORTUNITY							
00188	101521	12	001-310-51300-31300		101521	100.00	.00	100.00		
SE2020A-1	AMORT SCHEDULE		DISSEMINATION AGENT			100.00	.00	100.00	004221	
			DISCLOSURE SERVICES LLC							
00013	71221	198685	001-310-51300-31100		71221	485.00	.00	485.00		
JUL	PROFESSIONAL SERVICES		ENGINEERING FEES			485.00	.00	485.00	004222	
			ENGLAND THIMS & MILLER, INC.							
00213	100721	70025	001-320-53800-46100		100721	670.58	.00	670.58		
AERATOR SERVICE			LAKE MAINTENANCE			670.58	.00	670.58	004223	
			FUTURE HORIZONS, INC							
00017	100121	672	001-310-51300-34000		100121	4,190.17	.00	4,190.17		
OCT	MANAGEMENT FEES		MANAGEMENT FEES							
00017	100121	672	001-310-51300-35100		100121	150.00	.00	150.00		
OCT	INFORMATION TECH		COMPUTER SERVICE							
00017	100121	672	001-310-51300-31400		100121	833.33	.00	833.33		
OCT	IMPACT FEE COLL ADMIN		IMPACT FEE ADMINISTRATION							
00017	100121	672	001-310-51300-31300		100121	650.00	.00	650.00		
OCT	DISSEM AGENT SERVICES		DISSEMINATION AGENT							
00017	100121	672	001-310-51300-51000		100121	6.49	.00	6.49		
OFFICE	SUPPLIES		OFFICE SUPPLIES							
00017	100121	672	001-310-51300-42000		100121	11.04	.00	11.04		
POSTAGE			POSTAGE							
00017	100121	672	001-310-51300-51000		100121	179.10	.00	179.10		
COPIES			OFFICE SUPPLIES							
00017	100121	672	001-310-51300-41000		100121	36.24	.00	36.24		
TELEPHONE			TELEPHONE							
			GOVERNMENTAL MANAGEMENT SERVICES			6,056.37	.00	6,056.37	004224	
00003	93021	I0337822	001-310-51300-48000		93021	71.80	.00	71.80		
NOTICE OF MEETING	9/28/21		LEGAL ADVERTISING			71.80	.00	71.80	004225	
			THE ST. AUGUSTINE RECORD							
00060	101821	7932012	001-320-57200-46000		101821	94.50	.00	94.50		
OCT	PEST CONTROL		REPAIRS AND REPLACEMENTS							
00060	101821	7952781	001-320-57200-46000		101821	90.00	.00	90.00		
OCT	FIRE ANT CTRL-AMENITY		REPAIRS AND REPLACEMENTS							
			TURNER PEST CONTROL			184.50	.00	184.50	004226	
00221	100121	2718	001-320-53800-45919		100121	150.00	.00	150.00		
OCT	MAINT/NEWSLETTER		AMENITY - WEBSITE							

ABER ABERDEEN

MBRONSON

BANK A: ABERDEEN CDD

VEND NO.	Invoice Date	Vendor Inv. No.	---General Ledger#-----	St	Cr	DUE DATE	GROSS AMOUNT	DISC AMOUNT	NET AMOUNT	CHECK PO#	CHECK NO.
		ROBERTA G NAGLE	DBA UNICORN				150.00	.00	150.00	004227	
		ABERDEEN CDD					7,893.25	.00	7,893.25		
		ABERDEEN - GENERAL FUND					7,893.25	.00	7,893.25		

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2021/2022 Special District Fee Invoice and Update Form**  
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 84808			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Aberdeen Community Development District**  
 Mr. ~~Carl Eldred~~ Wesley Haber  
 Hopping Green and Sams, P.A.  
 119 South Monroe Street, Suite 300  
 Tallahassee, FL 32301

97A  
 1,310.51300.54000

- 2. Telephone: (850) 222-7500
- 3. Fax: (850) 224-8551
- 4. Email: ~~CarlE@hgsllaw.com~~ wesh@hgsllaw.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: www.aberdeencdd.org
- 8. County(ies): St. Johns
- 9. Function(s): Community Development
- 10. Boundary Map on File: 12/17/2003
- 11. Creation Document on File: 12/17/2003
- 12. Date Established: 11/05/2003
- 13. Creation Method: Rule of the Governor and Cabinet
- 14. Local Governing Authority: St. Johns County
- 15. Creation Document(s): Rule 42NN-1.001 - 1.003, Florida Administrative Code
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 11/04/2020



I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: Wesley Haber Date 10/19/21

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
  - 1. \_\_\_ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
  - 2. \_\_\_ This special district is in compliance with the reporting requirements of the Department of Financial Services.
  - 3. \_\_\_ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_ Denied: \_\_\_ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice


Date	Invoice #
10/15/2021	12

<b>Bill To</b>
Aberdeen CDD c/o GMS, LLC

188A

1.310.513.313

Terms	Due Date
Net 30	11/14/2021

Description	Amount
<u>Amortization Schedule</u> Series 2020A-1 11-1-21 Prepay \$15,000  <div style="text-align: center;">  </div>	100.00

--

<b>Total</b>	\$100.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$100.00

<b>Phone #</b>
865-717-0976

<b>E-mail</b>
tcarter@disclosureservices.info



Aberdeen CDD  
 c/o GMS, LLC  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

July 12, 2021  
 Project No: 02105.27000  
 Invoice No: 0198685

Project 02105.27000 Aberdeen Community Development District-2018/2019 General  
 Consulting Engineering Services (WA#27)

**Professional Services rendered through June 30, 2021**

Task 01 Professional Services

**Professional Personnel**

			Hours	Rate	Amount
Senior Engineer					
Katsaras, George	7/3/2021		2.50	194.00	485.00
Totals			2.50		485.00
<b>Total Labor</b>					<b>485.00</b>
				<b>Total this Task</b>	<b>\$485.00</b>

Task XP Expenses **Total this Task 0.00**

*1,310,57300.31100  
13A*

**Invoice Total this Period \$485.00**

**Outstanding Invoices**

Number	Date	Balance
0197831	5/6/2021	1,051.00
0198299	6/7/2021	242.50
<b>Total</b>		<b>1,293.50</b>

**England-Thimys & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
 14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-8900 • fax 904-648-9485  
 CA-00002584 LC-0000318

**Future Horizons, Inc.**

403 North First Street  
 P O Box 1115  
 Hastings, FL 32145-1115

**INVOICE**

Invoice Number: 70025  
 Invoice Date: Oct 7, 2021  
 Page: 1

Voice: 800-682-1187  
 Fax: 904-692-1193

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

Ship to:
Aberdeen CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

Customer ID	Customer PO	Payment Terms	
Aberdeen01	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
Kenney01	Hand Deliver	9/1/21	11/6/21

Quantity	Item	Description	Unit Price	Amount
1.00	31-0049-230	GFCI Breaker 30A 2 Pole	425.32	425.32
1.00	31-0056-002	Murray MT700 Mounting Plate	45.26	45.26
1.00	Aerator Service	Aerator Service - Pond #1 Panel Work	200.00	200.00

213A  
 1.320.53800.46100



RPE GFCI Breaker

Subtotal	670.58
Sales Tax	
Freight	
Total Invoice Amount	670.58
Payment/Credit Applied	
<b>TOTAL</b>	<b>670.58</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**  
 1001 Bradford Way  
 Kingston, TN 37763

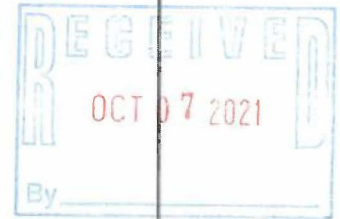
# Invoice

**Invoice #:** 672  
**Invoice Date:** 10/1/21  
**Due Date:** 10/1/21  
**Case:**  
**P.O. Number:**

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

17A

Description	Hours/Qty	Rate	Amount
Management Fees - October 2021 1.310.51300.34000		4,190.17	4,190.17
Information Technology - October 2021 1.310.51300.35100		150.00	150.00
Impact Fee Collection Administration - October 2021 1.310.51300.31400		833.33	833.33
Dissemination Agent Services - October 2021 1.310.51300.31300		650.00	650.00
Office Supplies 1.310.51300.51000		6.49	6.49
Postage 1.310.51300.42000		11.04	11.04
Copies 1.310.51300.42500		179.10	179.10
Telephone 1.310.51300.41000		36.24	36.24



<b>Total</b>	<b>\$6,056.37</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$6,056.37</b>





**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 • turnerpest.com

Turner Pest Control LLC  
 8400 Baymeadows Way  
 Suite 12  
 Jacksonville, FL 32256  
 904-355-5300

## Service Slip/Invoice

**INVOICE:** 7932012  
**DATE:** 10/18/2021  
**ORDER:** 7932012

Bill To: [139845]  
 Aberdeen  
 Aberdeen - CDD  
 C/O Government Services  
 475 W. Town Place - Suite 114  
 Saint Augustine, FL 32092

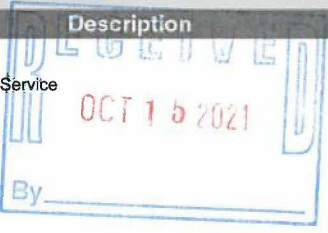
Work Location: [139845] 904-626-0375  
 Aberdeen  
 Aberdeen - CDD  
 110 Flower Of Scotland Ave  
 Saint Johns, FL 32259-6937

60A  
 1.320.572.46000

Work Date	Time	Target Pest	Technician	Time In
10/18/2021	08:04 AM			08:04 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	10/18/2021	121:C5	08:23 AM

Oct

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	\$94.50
<b>SUBTOTAL</b>		\$94.50
<b>TAX</b>		\$0.00
<b>AMT. PAID</b>		\$0.00
<b>TOTAL</b>		\$94.50



**AMOUNT DUE \$94.50**

*[Handwritten Signature]*

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

\* Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**



**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-6305 • turnerpest.com

Turner Pest Control LLC  
 8400 Baymeadows Way  
 Suite 12  
 Jacksonville, FL 32256  
 904-355-5300

## Service Slip/Invoice

**INVOICE:** 7952781  
**DATE:** 10/18/2021  
**ORDER:** 7952781

**Bill To:** [139845]  
 Aberdeen  
 Aberdeen - CDD  
 C/O Government Services  
 475 W. Town Place - Suite 114  
 Saint Augustine, FL 32092

**Work Location:** [428304] 904-217-0925  
 Aberdeen CDD II (Amenity Center)  
 96 Bush Pl  
 Fruit Cove, FL 32259-7101

*LOA 1.320.572.460*

Work Date	Time	Target Pest	Technician	Time In
10/18/2021	08:26 AM	ANTS, FIRE ANT, ROA		08:26 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	10/18/2021		08:54 AM

Service	Description	Price
---------	-------------	-------

CPCM *Od* Commercial Pest Control - Monthly Service \$90.00



**SUBTOTAL** \$90.00  
**TAX** \$0.00  
**AMT. PAID** \$0.00  
**TOTAL** \$90.00

**AMOUNT DUE** \$90.00

*[Handwritten Signature]*

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

\* Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**



Questions on this invoice call:  
 (866) 470-7133 Option 2  
 Ghbillinginquiries@ccc.gannett.com

10	11	12	14	13	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
08/31		Balance Forward						\$709.03	
09/21 09/21	103378220-09212021	Meet 9-28-2021	SA St Augustine Record	1.00 x 4.0000	4	1	\$8.98	\$35.92	
09/21 09/21	103378220-09212021	Meet 9-28-2021	SA St Aug Record Online	1.00 x 4.0000	4	1	\$8.97	\$35.88	

PREVIOUS AMOUNT OWED: \$709.03  
 NEW CHARGES THIS PERIOD: \$71.80  
 CASH THIS PERIOD: \$0.00  
 DEBIT ADJUSTMENTS THIS PERIOD: \$0.00  
 CREDIT ADJUSTMENTS THIS PERIOD: \$0.00

We appreciate your business.

So that we may serve you better, please remit the amount due. New business is dependent on prompt payments. Please include the remittance stub and input your account number on your check. Thank you.



3A  
 1,310.51300.48

**INVOICE AND STATEMENT OF ACCOUNT**

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
	\$71.80		\$709.03	\$0.00	\$0.00	\$0.00		\$780.83

25 ADVERTISER INFORMATION							
1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
	09/01/2021 - 09/30/2021		15659		15659		ABERDEEN CDD/GMS

**MAKE CHECKS PAYABLE TO**

The St. Augustine Record

The St. Augustine Record Dept 1261  
 PO Box 121261  
 Dallas, TX 75312-1261

Payment is due upon receipt.

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tue, Sep 21, 2021  
8:14:13AM

Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record Dept 1261  
PO BOX 121261  
Dallas, TX 75312-1261

**Acct:** 15659  
**Phone:** 9049405850  
**E-Mail:**  
**Client:** ABERDEEN CDD/GMS

**Name:** ABERDEEN CDD/GMS  
**Address:** 393 PALM COAST PKWY SW  
SUITE 4  
**City:** PALM COAST

**State:** FL **Zip:** 32137

**Ad Number:** 0003378220-01  
**Start:** 09/21/2021  
**Placement:** SA Legals  
**Copy Line:** NOTICE OF MEETING ABERDEEN COMMUNITY DEVELOPMENT DISTRICT

**Caller:** Sarah Sweeting  
**Issues:** 1  
**Rep:** Chris ISC-Landry

**Paytype:** BILL  
**Stop:** 09/21/2021

The meeting of the Board of Supervisors (th

Lines 48  
Depth 4.00  
Columns 1  
Price \$71.80

NOTICE OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT  
DISTRICT

The meeting of the Board of Supervisors (the "Board") of the Aberdeen Community Development District is scheduled to be held on Tuesday, September 28, 2021 at 4:00 p.m. located at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, Saint Johns, Florida 32259. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

Ernesto Torres  
District Manager

0003378220 September 21, 2021



THE ST. AUGUSTINE RECORD  
Affidavit of Publication

**ABERDEEN CDD/GMS  
393 PALM COAST PKWY SW  
SUITE 4  
PALM COAST, FL 32137**

ACCT: 15659  
AD# 0003378220-01

PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY  
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **REQUISITION OF PROPOSALS** in the matter of **Meet 9-28-2021** was published in said newspaper in the issue dated **09/21/2021**.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

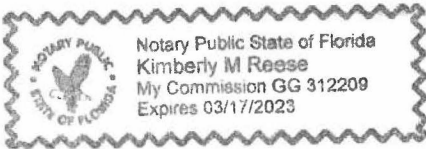
Sworn to (or affirmed) and subscribed before me by means of

physical presence or  
 online notarization

this \_\_\_ day of **SEP 21 2021**

by *[Signature]* who is personally known to me or who has produced as identification

*[Signature]*  
(Signature of Notary Public)



NOTICE OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT  
DISTRICT

The meeting of the Board of Supervisors (the "Board") of the Aberdeen Community Development District is scheduled to be held on Tuesday, September 28, 2021 at 4:00 p.m. located at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, Saint Johns, Florida 32259. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, World Golf Village, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, place and time certain, to be announced at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

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

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

Ernesto Torres  
District Manager  
0003378220 September 21, 2021



Web Development, LLC

# Invoice

Date	Invoice #
10/1/2021	2718

<b>Bill To</b>
GOVERNMENTAL MANAGEMENT SERVICES, LLC ABERDEEN CREEK CDD 475 WEST TOWN PLACE, SUITE 114 WORLD GOLF VILLAGE ST. AUGUSTINE, FL 32092

221A  
 1.320.53800.45919  
 Oct Maint/Newsletter

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	MONTHLY MAINTENANCE AND NEWSLETTER - ABERDEEN CREEK CDD	150.00	150.00
<b>Total</b>			\$150.00



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/12/21	00170	9/13/21 927254	202109 600-53800-60100 RESURFACE BASKETBALL CT	TENNIS UNLIMITED	*	5,500.00	5,500.00 000108
TOTAL FOR BANK B						5,500.00	
TOTAL FOR REGISTER						5,500.00	

# Check Approval Form

Capital Reserve

Date: October 12, 2021

District: Aberdeen CDD

Fund Code: 33


Beginning Check #: 108

Ending Check #: 108

Total Amount of Checks: \$ 5,500.00      New Balance  
Balance in Account\*\*\*: \$ 131,852.99      \$ 126,352.99

Recent Deposits: \_\_\_\_\_

Prepared by: Margaret Bronson

Signature: 

Approved by: Ernesto Torres

Signature: \_\_\_\_\_



BANK B: CAPITAL RESERVE FUND

VEND NO.	Invoice Date	Vendor Inv. No.	---General Ledger#-----	St Cr	DUE DATE	GROSS AMOUNT	DISC AMOUNT	NET AMOUNT	CHECK PO# NO.
00170	91321	927254	033-600-53800-60100		91321	5,500.00	.00	5,500.00	
		RESURFACE BASKETBALL CT	REPAIR AND REPLACEMENTS						
		TENNIS UNLIMITED				5,500.00	.00	5,500.00	000108
CAPITAL RESERVE FUND						5,500.00	.00	5,500.00	
ABERDEEN-CAPITAL RESERVE FUND						5,500.00	.00	5,500.00	

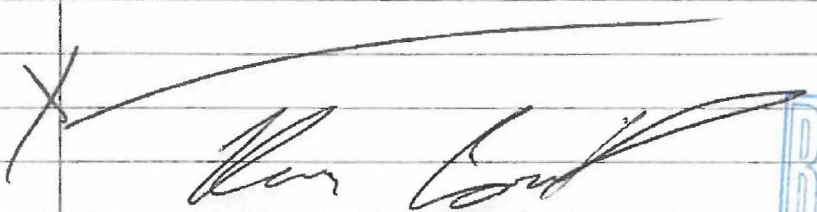
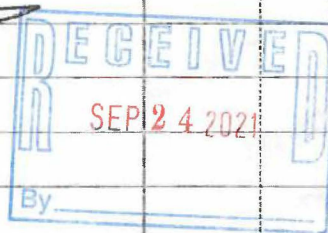
TENNIS UNLIMITED  
15706 NW 94TH AVE  
ALACHUA FL - 32615

927254

Invoice

SOLD TO <i>Aberdeen</i>	SHIPPED TO	VIA
ADDRESS	ADDRESS	
CITY, STATE, ZIP	CITY, STATE, ZIP	

CUSTOMER ORDER NO	SOLD BY <i>25</i>	TERMS	F.O.B	DATE <i>9-13-2021</i>
-------------------	----------------------	-------	-------	--------------------------

<i>1</i>	<i>RESURFACE OF BASKETBALL COURT</i>			<i>5,500.00</i>
		<i>170 B</i>		
		<i>033.600.53800.60100</i>		
				
				<i>5,500.00</i>
				<i>5,500.00</i>

*CR*