

***ABERDEEN***

*Community Development District*

*FEBRUARY 25, 2025*

# *AGENDA*

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

475 West Town Place

Suite 114

St. Augustine, Florida 32092

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

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February 18, 2025

Board of Supervisors  
Aberdeen Community Development District

Dear Board Members:

The Aberdeen Community Development District Meeting is scheduled for **Tuesday, February 25, 2025 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 Proposals:
  - A. Tree Work
  - B. Capital Reserve Report
- IV. Consideration of Resolution 2025-03, Disposal of District Property
- V. Consideration of Agreement with Aberdeen Rays Swim Team
- VI. Appointment of Audit Committee
- VII. Discussion of Yard Erosion on Shetland Boulevard
- VIII. Staff Reports
  - A. Attorney
  - B. Engineer

- C. Manager
  - D. Operation Manager - Report
  - E. Amenity Center Manager - Report
- IX. Supervisor's Request and Public Comments
- X. Approval of Consent Agenda
- A. Approval of the Minutes of the January 28, 2025 Meeting
  - B. Balance Sheet as of January 31, 2025 and Statement of Revenues and Expenses for the Period Ending January 31, 2025
  - C. Assessment Receipt Schedule
  - D. Approval of Check Register
- XI. Next Scheduled Meeting – 03/25/25 @ 6:00 p.m. @ Aberdeen Amenity Center
- XII. Adjournment

**Board Oversight**

Landscape Maintenance: *Supervisor Fogel*

Amenity Center: *Supervisor Egleston*

Security: *Supervisor Marmo*

Pond Maintenance: *Supervisor Perez*

Finance & Accounting: *Supervisor Clarke*



*THIRD ORDER OF BUSINESS*

*A.*



# ESTIMATE #6618

SENT ON:

Jan 06, 2025

**RECIPIENT:**

**Aberdeen CDD Community**

110 Flower Of Scotland Avenue  
Fruit Cove, Florida 32259  
Phone: (904) 303-7366

662 Nottingham Forest Circle  
St Johns, FL 32259

Phone: (904) 287-3819

Email: mitchdrake04@yahoo.com

Website:

<https://www.treeworkbymitchdrakeandsons.com/>

Product/Service	Description	Qty.	Unit Price	Total
Tree trimming and removal	Cut down and haul all trees and underbush on side of road up to pine trees on southwest entrance to Eastwood to open up sight lines of oncoming traffic	1	\$4,500.00	\$4,500.00*

\* Non-taxable

**Total** \$4,500.00

This quote is valid for the next 30 days, after which values may be subject to change.

\*\*\*PLEASE NOTE THAT:

If heavy equipment is used, whatever it drives over to get to the working location is a Homeowner risk.

If stump grinding is required, anything in the ground where grinding is done is a Homeowner risk. Grindings from the stumps will be left, unless otherwise agreed upon (can be removed at additional cost).

We accept all major credit cards with a 1.5% convenience fee. Please advise if you intend to pay via credit card.

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

*B.*





community  
advisors, LLC

Reserve Study Professionals





February 1, 2025

Ms. Marilee Giles  
District Manager  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Re: Level II Reserve Study Update for Aberdeen CDD

Dear Ms. Giles:

Thank you for the opportunity to submit a Reserve Study Update with a Site Visit proposal for your District. We only update Reserve Studies that we have initially performed to ensure accuracy and consistency in our work product. We store your project in our electronic database which provides quick access to begin your update, therefore reducing time and cost.

All work is completed or supervised by Reserve Analyst who have been awarded professional certifications of Certified Construction Inspector (CCI), Professional Reserve Analyst (PRA) and Reserve Specialist (RS) signifying broad experience with successful results. Your reserve study is completed following guidelines for Reserve Studies established by the Association of Professional Reserve Analysts (APRA) and the Community Associations Institute (CAI).

Best Regards,

Charles R. Sheppard *RS PRA CCI*  
President & Reserve Analyst

**APRA**



# Scope of Work for The District

## What is Included in

- ❖ Limited to component inventory established in previous reserve study dated 3/16/2016, prepared by Community Advisors. Components added since our initial site visit may cause additional cost depending on the quantity. Photos only included new components. The report will be updated on component remaining life, replacement cost and funding plan generated.
- ❖ One revision with limited adjustments is included for your report after your review within 90 days of issue. Additional revisions are invoiced for \$350.00 per issue. One site visit with meetings is included. Additional site visits are invoiced at \$500 plus travel expenses each.

## **Terms of Service**

### Physical Analysis

- ❖ The site visit includes meeting with your representative to discuss any maintenance or operational concerns. We observe major components to determine quantity, age, condition and remaining useful life. Quantities are determined by field measurement and internet measurement tools or aerial measurement services.
- ❖ Building walls, trims and other features are observed from ground level. Flat roofs are observed only if safe fixed ladder access is available. Pitched roofs are observed from ground level. Building Systems are not operated.
- ❖ Upon completion of the site visit, an inventory of major components is established which includes quantity, replacement cost and remaining useful life. We recommend you review this information and provide historical costs and previous replacement time for any components.

### Financial Analysis

- ❖ A review of your current funding plan is completed to determine fund status and performance. We provide a funding plan using the Cash Flow Method (pooled cash) with a funding goal of adequate funding which keeps reserves above a percent funded or balance threshold level. If component funding (line item) is used, then full funding is the funding goal.

### Your Reserve Study Includes

- ❖ Executive summary with current funding status, fund balances and assumptions.
- ❖ Cash Flow with 30-year cash flow projection or Component Funding Projection year one only.
- ❖ Inventory of major components with replacement cost, useful and remaining life projections.
- ❖ Various charts and photographs of major components.
- ❖ Completed Report is sent via email in a PDF file. Printed & bound copies available at additional cost.

### Payment Agreement & Terms

- To maintain excellent customer service and the requested delivery schedules we ask that your acceptance of this proposal is made within 30 days. Signed proposals received after 30 days are subject to revision of delivery time and cost. If indicated a deposit fee may be required with signed agreement to place your project in our production schedule and begin your study. A progress payment may be requested upon completion of the site visit depending on the size of the project. The remaining fee is due upon receipt of the preliminary report. Payments not received 30 days after the invoice date are assessed as a 1.5% late fee per month. After 90 days past, due payments will be subject to addition charges for collection including attorney fees and other reasonable costs incurred by Community Advisors, LLC. Returned checks will be invoiced at \$25.00 each.

- ❖ Our financial analysis is based on information provided by this client which we assume is accurate. Your report is a guide to be used for future capital component replacement planning, not a complete property inspection analysis. This agreement for consulting services is accepted on this date:

Professional Fee: \$2,300.00      Deposit Required: -0-

Delivery of Draft Report is typically 4-6 weeks after completion of site visit.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



# Partial Client List

## Community Development Districts

Tolomato, (Nocatee)	Dunes Utility
Amelia Concourse	Double Branch
Tisons Landing	Pine Ridge Plantation
Amelia Walk	Brandy Creek
South Village	Turnbull Creek
Sampson Creek	Arlington Ridge
Middle Village	Magnolia West
Ridgewood Trails	Trails
Glen St. Johns	Southaven
Bartram Springs	Madeira
Rivers Edge	Beach
Aberdeen	Armstrong
Durbin Crossing	Bainbridge
St. Johns Forrest	

## Communities

Hammock Dunes Communities  
Queens Harbour - Jacksonville, FL  
The Georgia Club - Statham, GA  
Corolla Light POA - Corolla, NC  
The Landings - Skidaway Island, GA  
Beresford Hall Assembly - North Charleston, SC  
Cumberland Harbour - St. Mary's, GA  
Villas of Nocatee - Jacksonville, FL  
Vizcaya HOA - Jacksonville, FL  
Cimarrone POA - St. Johns, FL  
Deercreek Country Club Owners Association - Jacksonville, FL  
Deerwood Country Club - Jacksonville, FL  
Coastal Oaks - Ponte Vedra, FL  
Preserve at Summer Beach - Fernandina Beach, FL  
Amelia Park Neighborhood - Fernandina Beach, FL  
Amelia Oaks - Fernandina Beach, FL  
Coastal Oaks Amelia - Fernandina Beach, FL  
Oyster Bay POA - Fernandina, FL  
Oyster Bay Yacht Club - Fernandina, FL  
Ocean Breeze HOA - Fernandina Beach, FL  
The Enclave at Summer Beach - Fernandina Beach, FL  
RiverPlace at Summer Beach - Fernandina Beach, FL  
Amelia National - Fernandina, FL

## Active Adult Communities

Del Webb Ponte Vedra - Ponte Vedra, FL  
Stone Creek by Del Webb - Ocala, FL  
Villages of Seloy - St. Augustine, FL  
Cascades at World Golf Village - St. Augustine, FL  
The Haven at New Riverside - Bluffton, SC  
Artisan Lakes - Jacksonville, FL



## **Condominiums**

Carlton Dunes - Amelia Island, FL  
Spyglass Villas - Amelia Island, FL  
Ocean Club Villas - Amelia Island, FL  
Sand Dollar Condominium - Amelia Island, FL  
Captain's Court - Amelia Island, FL  
Dunes Club Villas - Amelia Island, FL  
Villas at Summer Beach - Amelia Island, FL  
Beachwood Villas - Amelia Island, FL  
Coastal Cottages - Amelia Island, FL  
Harrison Cove - Amelia Island, FL  
Marina San Pablo - Jacksonville, FL  
Latterra at World Golf - St. Augustine, FL  
Cumberland On Church - Nashville, TN  
Surf Club III - Palm Coast, FL  
The Peninsula - Jacksonville, FL  
The Plaza at Berkman Plaza - Jacksonville, FL  
1661 Riverside - Jacksonville, FL  
Seascape - Jacksonville Beach, FL  
Southshore Condominium - Jacksonville Beach, FL  
Ocean Villas at Serenata Beach - St. Augustine, FL  
Watermark - Jacksonville Beach, FL  
Oceanic Condominium - Jacksonville Beach, FL  
Ocean 14 Condominium - Jacksonville Beach, FL  
Serena Point Condominium - Jacksonville Beach, FL  
Oceania Condominium - Jacksonville Beach, FL

## **Religious/Schools**

St. Mark's Episcopal Church - Brunswick, GA  
Memorial Presbyterian - St. Augustine, FL  
Grace Mem. Presbyterian - St. Augustine, FL  
Trinity Episcopal Church - St. Augustine, FL  
St. Mark's Towers - Brunswick, GA  
Isle of Faith Methodist - Jacksonville, FL  
Deermeadows Baptist - Jacksonville, FL  
Frederica Academy - St. Simons Island, GA  
Fishburne Military School - Waynesboro, VA  
The Greenwood School - Jacksonville, FL

# Reserve Analyst & Inspector's Credentials

## Charles R. Sheppard RS PRA CCI

Charlie Sheppard is the owner and President of Community Advisors which provides capital reserve analysis, consulting services, commercial inspections and project management for community associations, private clubs, churches, schools and other entities.

He has over 30 years of experience in real estate development, property operation, commercial property inspections and construction management. He has participated on the development team for large planned unit developments and mid-rise office building parks. He has also worked for many years as commercial construction manager for a wide range of structures including medical facilities, office buildings, churches, restaurants, clubhouses, infrastructure installation and remodeling and repositioning of properties to match market conditions.

Areas of expertise include mechanical and electrical systems, energy management systems, life safety systems, plumbing systems, building envelope and roof components. Horizontal improvement experience include marine structures, street and site concrete construction, utilities, site work and landscaping improvements.

Inspection projects include: High rise office and residential buildings, restaurants, industrial properties, churches, private schools, private clubs, marinas, medical facilities, warehouse and industrial properties, water treatment facilities and residential properties.

Charlie is a regular speaker at CAI events, teaches continuing education classes and enjoys attending Board of Director meetings to share the benefits of Reserve Planning. He has also published articles on Capital Reserve Analysis and Construction Management.

**Education** - Virginia Polytechnic Institute & State University - BS

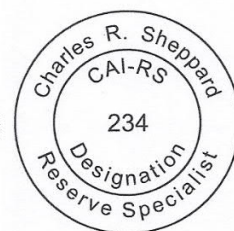
**License** - Certified General Contractor, Certified Home Inspector - Florida

### Professional Designations & Memberships

Certified Construction Inspector, (CCI) Association of Construction Inspectors

Professional Reserve Analyst, (PRA) Association of Professional Reserve Analyst APRA

Reserve Specialist, (RS) Community Associations Institute CAI



Your property's future starts with  
**A Reserve Study Today.**

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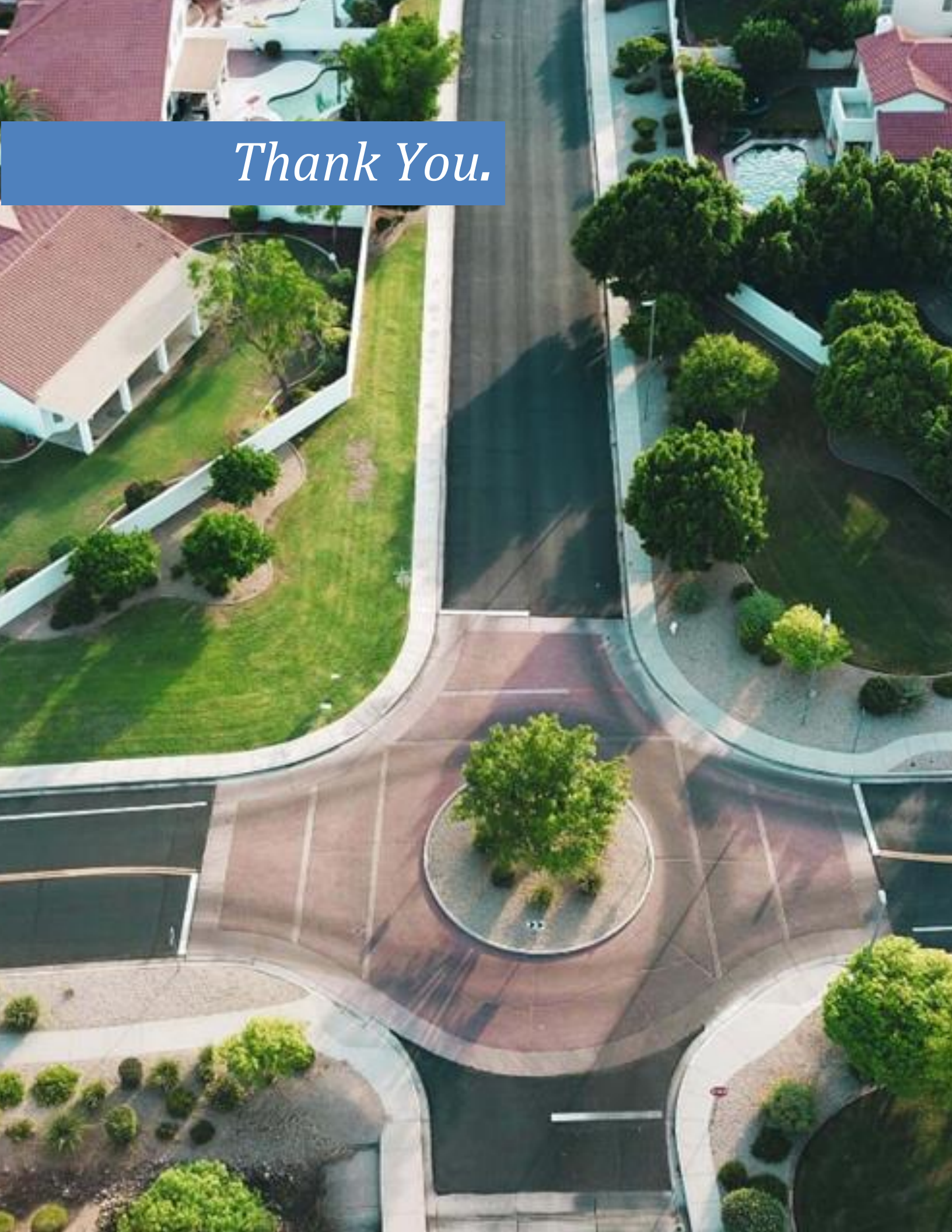
We prepare conservative reserve studies so you can make informed decisions on setting aside the financial resources to maintain your property the way you want over time.

**Traditional Reserve Study Proposal**  
Aberdeen Community Development District  
February 3, 2025

**Proposal Number: 25.02.03.043**

<b>20+</b> Years Combined Experience	<b>7,901</b> Components Evaluated	<b>\$2,193,019,666</b> Funding Guidance Provided
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*Thank You.*





## THANK YOU FOR YOUR TRUST

February 3, 2025

Aberdeen Community Development District  
C/O Marilee Giles, District Manager  
Government Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Dear Ms. Giles:

We are pleased to submit this reserve study proposal for Aberdeen Community Development District (the "Association") to you.

Our mission is to provide you with a conservative reserve study, giving you the best opportunity to set aside the financial resources needed to maintain your property's appearance and value over time.

We want you to feel comfortable and confident in the quality of our work. That is why we show you our sample report before you even consider doing business with us. We recommend that you review this because we prefer to lose your business than provide you with services that do not meet your objectives.

We always ask for more time than we think we need in our proposals because we prefer that you be pleasantly surprised when we deliver early rather than being disappointed if we were to be late.

Sound fair and reasonable?

Sincerely,



Glenn M. Tyndall, Jr., CPA, PRA, CEO and Founder



## **EXECUTIVE SUMMARY**

### **Introduction**

A reserve study is a capital budgeting tool that is designed to establish a funding plan to offset the deterioration of a property that happens over time.

### **Objective**

Our mission is to prepare conservative reserve studies so you can make informed decisions on setting aside the financial resources to maintain your property the way you want over time.

### **Methodology**

A reserve study may include:

- An onsite visit with a non-invasive, visual inspection only.
- Representative sampling of components to take their counts and measurements.
- A photographic inventory of components.
- A financial analysis that includes a funding plan.

A reserve study does not include:

- A guarantee that no special assessments will be required in the future.
- Invasive, destructive testing, or forensic testing.
- Design, build, engineering, architectural, or appraisal services.
- Recommendations on repairs to be done or 3<sup>rd</sup> party contractors to be used.

### **Findings**

Our findings will be presented in a reserve study report, and we try to be conservative in our estimates. We will provide a sample report for the services requested before you even consider doing business with us. We prefer to lose your business rather than to profit from delivering to you a service that you do not need or that you will not be 100% satisfied with. **That's why we strongly recommend reviewing this sample report to ensure our report will meet your needs and objectives before you engage us for services.**

### **Recommendations**

We will give you our opinion on funding, although our opinion is one of many. Therefore, when possible, we will incorporate the changes requested by you as management or the Board as it's your study and you should have the peace of mind to know that we will incorporate your goals into the study when possible.

### **Fee For Service**

See the end of this proposal for our fees for services.

*When Needed.*





**EXECUTIVE AND SENIOR PROFESSIONALS**



**GLENN M. TYNDALL JR., CPA**  
*Founder & CEO*



**MICHAEL H. RUSS JR.**  
*Senior Reserve Study Analyst*

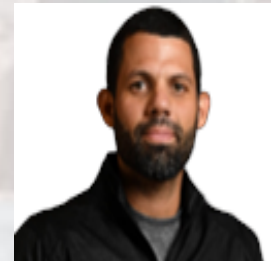
**Founder:** Glenn Tyndall, Jr., CPA  
B.B.A, University of North Florida

**Bio:** Mr. Tyndall founded Reserve Study Institute after working in public accounting for more than 15 years, which included over a decade as the principal of a CPA firm in which he provided clients with audit, tax, and consulting services. He has worked with community associations, non-profits, labor unions, trade associations, property and casualty insurers, real estate companies, and high-net-worth individuals.

**Senior:** Michael H. Russ, Jr.  
Economics, Florida State College

**Bio:** Mr. Russ began consulting with Reserve Study Institute, LLC after experience in construction and the financial services industry. Mr. Russ established the residential construction firm, Florida Construction Industries, Inc. Mr. Russ has also worked as a financial advisor at National Financial Services Group, a leading global financial services firm, in which he conducted financial and investment analyses and prepared and reviewed complex financial models for corporate and high net worth clients.

**Analysts:** T. Christopher Tyndall, Reserve Study Analyst, Manager  
Daniel Coons, Reserve Study Analyst  
Mike Gamez, Reserve Study Analyst  
Angel Gamez, Reserve Study Analyst  
Michael Kubler, Reserve Study Analyst





# How We Help You.



TODAY'S HIGHLIGHTS

Discussion Outline

- Brief Introduction
- Personal Storyline
- Insights on Public Safety
- Operational Models of Institutions
- Practical Steps to Improving Safety
- Learning for Institutions
- Final Remarks

BASED ON A SURVEY

85.00%

85% of respondents do not believe a majority of respondents will do what they have to do.

Presentations on Institutional Safety

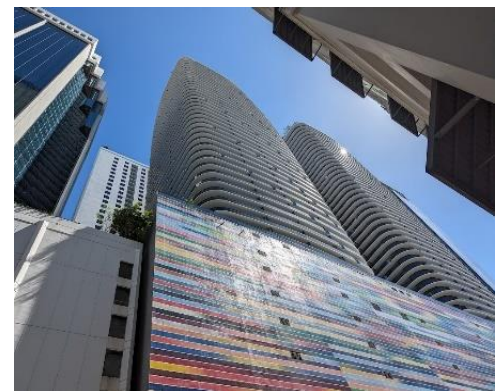
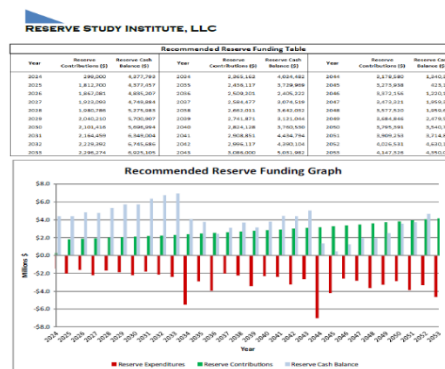
85.00%

Discussion Outline

- Brief Introduction
- Personal Storyline
- Insights on Public Safety
- Operational Models of Institutions
- Practical Steps to Improving Safety
- Learning for Institutions
- Final Remarks

## HOW DOES OUR COMPANY HELP YOU

- 1 **Comprehensive Expertise:** Benefit from our comprehensive expertise, including a CPA on staff for financial insight and field analysts with backgrounds in the construction or related industries. The firm is a member of the Association of Professional Reserve Analysts (APRA).
- 2 **Conservative Estimates:** Rely on our commitment to providing conservative estimates, ensuring a productive approach to financial planning for your community association.
- 3 **Specialist Recommendations:** When our field analysts reach their professional limits, we transparently recommend you contact third-party specialists to help ensure the most accurate and reliable results.
- 4 **Client-Centric Approach:** Experience a client-centric approach where your feedback matters; we actively engage with clients, updating studies based on their input to ensure relevancy and accuracy.
- 5 **Clear Communication:** Enjoy clear and consistent communication throughout the process, ensuring you are informed and confident in every step of the reserve study.
- 6 **Reader-Friendly Reports:** Receive reader-friendly reports that stand out for their clarity and accessibility, avoiding the common pitfalls of overly complex documents from other reserve study companies.
- 7 **Responsive Updates:** We prioritize timely updates, responding to client needs, and making necessary changes to keep your reserve study current and actionable.





*See Our Experience.*





**THE COMPONENT'S WE'VE EVALUATED**

Experience matters so we want to show you some of the components we've evaluated in the past in other reserve studies so you have peace of mind knowing we have the experience to help you with your study.

<p><b>7,901 Components Evaluated</b></p>	<p><b>By Our Professionals for Our Clients</b></p>
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**Homeowners' Associations**

Homeowners' Associations (HOA's) are usually are usually not responsible for the homes. They include components such as signage, roads, and sidewalks. Some even offer amenities which can include clubhouses, pools, and other recreational elements.



**Condominiums and Townhomes**

Condos and Townhomes usually include all the elements of an HOA, however, the association is responsible for all common areas and building exteriors. This can include roofs, exterior painting, balconies, and much more.



**High-Rise Towers**

A building that is 15 stories or more is considered a tower. Aside from the sheer mass, towers have unique components not found in HOA's and Condos, such as cooling towers, domestic water pumps, heat exchangers, and more.



**General Site Elements**

General site elements are components that are located around the property but are not part of the building. These components include entrance gates, roads, and sidewalks to name a few.



**Recreational Elements**

Recreational elements are amenities the association is responsible for. This varies between every association and may include playgrounds, tennis courts, and pools.





**Mechanical Elements**

Mechanical elements can be found in every type of study. This can include HVAC, generators, fire suppression systems and elevator equipment.



**Waterfront Elements**

Waterfront elements can be very costly and require long-term budgeting. Some of the elements may include docks, seawalls, and even boats for associations located on islands.



**Specialty Elements**

Each association is unique and oftentimes has specialty components. Some specialty elements associations have reserved for bridge repair and replacement, heavy equipment, and even a sewer treatment plant.



*Our Clients Talk.*



What is it like working with us?  
*See What Our Clients Say About Their Experiences.*

We want you to have peace of mind of knowing that we have the processes in place so you receive results similar to our past clients.

*"If every vendor I did business with was as adept as Reverse Study Institute, every day for Alliance would be more profitable. These days we spend more time managing people despite our #1 task being managing real estate."*

-Mr. Leigh Hoffman, Owner  
Alliance Property Systems, Inc.

*"Thanks for all the help you and your team provided our communities."*

-Mr. Ryan Barlingar, LCAM  
P&R Housing Management Corporation

*"Please accept my humble thanks and appreciation for your recent completion of our HOA's Reserve Study. Your professionalism and comprehensive work made this process far easier for our Board of Directors and Community, than we could ever have imagined."*

*We dealt primarily with two individuals and their work was outstanding. Mike Russ was available at short notice and responded in a timely manner. Glen Tyndall "Shepherded & Managed" all entries to the Study and kept the process on schedule.*

*We couldn't have anticipated their willingness to adjust to our requests for additional information in such a timely and efficient manner. Thanks again for your efforts and assistance."*

-Mr. Rob Cowan, Treasurer  
The Palms at Nocatee Homeowner's Association, Inc.

*"That was quick!"*

-Mr. Malcolm Ross Cummings,  
Board Member and Treasurer  
Saphire Cove Homeowner's  
Association, Inc.

*"Thanks so much Glen. You have been responsive, professional and efficient! Thank you! Your much appreciated."*

-Mr. Tony Mastrocola, LCAM  
Sentry Management, Inc.

*"Thank you so very much. Appreciate the flexibility this first go-round."*

-Ms. Catherine Carter, Board  
Treasurer  
Canterbury Lake Estates  
Property Owners Association,  
Inc



# RESERVE STUDY INSTITUTE, LLC

*"Your firm turned around our study so quick."*

-Mr. Malcolm Ross Cummings, Board Member and Treasurer  
Saphire Cove Homeowner's Association, Inc.

*"Thanks so much for the efficiency you have shown."*

-Mr. Tony Mastrocola, LCAM  
Sentry Management, Inc.

*"Wow this is fantastic. Thank you! Your proposal makes sense and no further questions. Per the request of the board I reached out to two other companies, but you are the first to respond and your proposal is perfect with all the details. I will let the board know that you responded so quickly and send them your proposal".*

-Ms. Sharon Hill, Community Association Manager  
Specialty Management Company

*"Thank you Glenn!! You are always on the ball, I can't recommend you enough."*

-Ms. Anais Serrano, Community Association Management  
Leland Management, Inc.

*"I really appreciate the sample of the reserve study, I will save it and I definitely need this for several Associations."*

Ms. Karen Preston, LCAM  
Sunrise Management, Inc.

*"This is great information; I will share with my Boards."*

-Ms. Shanique Thompson, LCAM  
Phoenix Management Services, Inc.

*"Thanks for your efforts and the updates. Appreciate all your efforts, and those of Mike Russ. Very professional and comprehensive report."*

-Mr. Rob Cowan, Treasurer  
The Palms at Nocatee Homeowner's Association, Inc.

*"Thanks for the quick response. I'll be working on our next budget in the next couple of weeks and this report will aid greatly."*

-Mr. Walter Wiley, Board Treasurer  
Woodland Lakes Homeowners Association, Inc.

*"You're highly organized. Let's keep doing business together. Like your firm, mine gets no additional revenue chasing people to coordinate."*

-Mr. Leigh Hoffman, Owner  
Alliance Property Systems, Inc.

*"Thank you for the thorough report your team has provided to us."*

-Mr. Brook Ladd, Board Vice President  
Baytree Villas Home Owners Association, Inc.

*"Thanks for your excellent work."*

-Ms. Joanna Patricia Fang, General Executive Manager  
First Way Property Management Services, LLC

*"Thank you, Glenn, I appreciate your diligent responsiveness!"*

-Mr. Alberto Collins, LCAM  
Infinity Community Management, Inc.

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

**Q: Does a representative have to be on-site?**

**A:** We recommend that someone be onsite because it improves the quality of our services. However, while preferable, it is not required.

**Q: How long until we receive a report?**

**A:** We always ask for more time than we think we need in our proposal because we want you to be pleasantly surprised when we are early rather than disappointed if we were to be late.

**Q: Can we reserve money in case of hurricane damage?**

**A:** Absolutely. We can generally reserve intangible items like hurricane damage, general contingency, or litigation reserves. However, we will only do this at your direction as we do not reserve for items that we cannot see like this without explicit direction.

**Q: Do you have a vendor you recommend for a project?**

**A:** No. Reserve Study Institute does not provide recommendations for ethical reasons.

**Q: What do we do if we feel that the cost, remaining useful life, or quantity total should be changed?**

**A:** After receiving the draft, we offer a complimentary editing process within a reasonable amount of time.

**Q: Why is there a recommendation to get a quote from a third-party vendor?**

**A:** Many components have variables that we cannot account for. For example, we do not account for any code violations. Using the wrong nail on a roof could be a code violation and require replacement.

Another example is shoreline restoration. There are many ways to restore a shoreline including grading, geotubing, netting, vegetation, and installing seawalls or rip rap. In this case, we find it best to consult with a certified expert to find what is best for your community.

**Q: Can we reserve for repairs for certain items?**

**A:** Yes. There are multiple ways to do this. One is by using the historical data of the repairs that have been done and basing the future repairs on that. Another way is to take a percentage of the total replacement cost and reserve that over a period of time.

For example, there was a study that had approximately \$7 million in bridges. Taking 15% of that over 10 years allows them to reserve approximately \$1 million for repairs every 10 years. This number should also be adjusted based on the age of the structure.



*The Agreement.*





## **AGREEMENT**

The content provided in the previous sections of this proposal is intended for informational purposes only and does not constitute a legally binding agreement. The legally binding terms and conditions of our services are exclusively outlined in this legal agreement section of the proposal. Clients are advised to carefully review and adhere to the terms set forth in this section of the proposal for the establishment of a contractual agreement with Reserve Study Institute, LLC. This disclaimer helps to distinguish the preliminary information, which is not legally binding, from the specific terms and conditions outlined in this agreement section, which hold legal significance.

## **SCOPE OF SERVICES**

### **Our Responsibilities**

Reserve Study Institute, LLC will perform its services as an independent contractor in accordance with our professional practice standards. Our compensation is not contingent upon our conclusions.

### **Levels of Service**

We offer the following Reserve Study Levels of Service to Associations:

**Level 1** – Reserve Study Level 1 with an on-site visual inspection and assessment of property condition. This level of service is offered to clients undertaking their first reserve study, and to Associations in need of a comprehensive review and audit of a previous reserve study. The Association's asset component list and associated measurements are reviewed. Reporting detail includes comprehensive reporting with a full detailed component inventory, photographs, observations and recommendations, life and valuation estimates, fund status, and funding plan.

*If this proposal is for the Association's initial reserve study, or a previous reserve study cannot be made available to us, then this level of service is required.*

**Level 2** – Reserve Study Level 2 update with an on-site visual inspection and property condition assessment. Level 2 reserve studies are for Associations that want to update a previous study. Most Associations will request a Level 2 report in the third year after the last site-visit-based reserve study. Reporting detail includes comprehensive reporting with a full detailed component inventory, photographs, observations and recommendations, life and valuation estimates, fund status, and funding plan.

**Level 3** – Reserve Study Level 3 update with no on-site inspection or property condition assessment. This report is typically requested in the years immediately following a reserve study with an on-site review. A prior reserve study is required to establish the basis for the verification and quantification of the component inventory. Reporting detail is standard and includes component inventory, life and valuation estimates, fund status, and funding plan. No condition assessment or photo inventory will be included in the report.

Our inspection and analysis of the subject property is limited to visual observations and is noninvasive when we conduct Level 1 or Level 2 studies. Level 3 studies do not include a site visit for inspection. We will inspect sloped roofs from the ground. We will inspect flat roofs where safe access where safe access

(stairs or ladder permanently attached to the structure) is available. The report is based upon a “snapshot in time” at the moment of our observations. Conditions can change between the time of inspection and the issuance of our report. Reserve Study Institute, LLC does not investigate, nor assume, any responsibility for any existence or impact of any hazardous materials, structural, or latent or hidden defects which may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee of the actual costs of replacement, a warranty of the common elements or other property elements, or a guarantee of remaining useful lives. We are not licensed architects or engineers.

## **Services Available**

### **Traditional Reserve Study**

A Traditional Reserve Study is a comprehensive financial analysis conducted for a property that is for internal, budgetary purposes only. This study assesses the association's long-term capital needs by evaluating the condition and estimated useful life of various physical components, such as roofs, pavements, common areas, and building systems. The goal is to create a detailed reserve plan that outlines anticipated future repair and replacement costs, ensuring that adequate funds are set aside over time to cover these expenses.

### **Reporting Method**

The Association will have the option to select from either a pooled (cash flow) method of reporting and/or a straight-line (component) method of reporting. The Association or its representative must prepare the allocations on a straight-line method in accordance with our components. We will not assist the Association with that process as it requires significant judgment. The Associations' reserve accounts will almost always differ from the reserve components identified in the reserve study. Therefore, we do not guarantee to correspond our study report to the Association's accounting records. **The pooled method of funding will be used unless the straight-line method is requested in writing at the time proposal acceptance is received.**

### **Your Responsibility**

You agree to provide us with access to the subject property during our on-site visual inspection and tour. The Association, management, and/or the Board are responsible for assigning an appropriate individual as our primary point of contact to coordinate the reserve study and to provide to us to the best of their ability and if reasonably available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete our Study. You agree to pay reasonable attorneys' fees and any other costs incurred in the event we have to initiate litigation to collect any unpaid balance for our services. Management and the Board may be required to sign a representation letter that acknowledges the review and approval of the report.

### **Assumptions and Indemnification**

We assume, without independent verification, the accuracy of all data provided to us. You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expenses,

liabilities, including reasonable attorney's fees, to which we may become subject in connection with this engagement, because of any false, misleading, or incomplete information that we have relied upon as supplied by you or others under your direction, or which may result from any improper use or reliance on the report by you or third parties under your control or direction. Your obligation for indemnification reimbursement and reimbursement shall extend to any controlling person of Reserve Study Institute, LLC, including any director, officer, employee, affiliate, or agent. Liability of Reserve Study Institute, LLC and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement. We are not licensed architects or engineers.

### **Report**

Reserve Study Institute, LLC will complete the services in accordance with this Proposal based on your selection of Service Level and Reporting Detail. We will consider any additional information made available to us in the interest of promptly issuing a Final Report. However, the Report represents a valid opinion of our findings and recommendations and is deemed complete after we receive the signed management representation letter. We retain the right to withhold the Draft Report or Final Report if payment for services is not rendered in a timely manner.

### **Retention and Propriety of Work Papers**

All files, work papers, or documents developed (the "work papers") by us during the course of the engagement is proprietary and remain our property. In all cases, we will retain our work papers for a period of three (3) years.

### **Restricted Use of Our Report**

The use of our Report is limited to only the purpose stated herein. Any use or reliance for any other purpose, by you or third parties, is invalid. Our Reserve Study Report, in whole or part, is not and cannot be used as a design specification, design engineering services, or an appraisal. You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. This report contains intellectual property developed by Reserve Study Institute, LLC specific to this engagement and cannot be reproduced or distributed to those who conduct reserve studies without the expressed written consent of Reserve Study Institute, LLC.

### **Client Confidentiality**

By entering into his agreement, you grant us the rights and a perpetual license to use, reproduce, display, and distribute your association's name, logo, testimonials, and related information ("Client Information") for various purposes, including but not limited to creating training materials, advertising, promotions, testimonials, software development, and other commercial and non-commercial activities without compensation. However, we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative processes or proceedings. These conditions can only be modified by written documents executed by both parties.

### **Software Development Disclaimer**

Throughout the course of our engagement, you may come into contact with software, applications, or other intellectual property under development by us. It is essential to clarify that our collaboration does not constitute a joint venture, partnership, or any shared ownership in the development process. All rights, including but not limited to copyrights, trademarks, and intellectual property rights, associated

with the software and related materials remain the sole and exclusive property of Reserve Study Institute, LLC and its and its affiliates, subsidiaries, successors, assigns, and heirs. Any feedback, suggestions, or ideas provided by you in the course of our collaboration do not grant you any ownership or rights in the developed software. This disclaimer serves to make explicit that the software, its components, and associated intellectual property are proprietary assets and our property, and you shall have no claims or rights to assert ownership, authorship, or any form of intellectual property rights therein. Our collaboration is not intended to create any obligations on our part to share ownership or provide any proprietary rights in the developed software or any other intellectual property we develop.

## **PROPOSED TIMELINE**

This proposal is valid for thirty (30) days from the day it is prepared. Price, timeline, terms, and availability may be subject to change thereafter.

We intend to have our Draft Report to you for review and approval on or around **April 15, 2025**. All documentation requested will need to be provided by the Association's representative to us at least sixty (60) days prior to the date we anticipate having the Draft Report to you. If an onsite visit is necessary, then we require the onsite visit at least sixty (60) days before the date we anticipate having the Draft Report to you. You will be given a period of thirty (30) days from the date of receipt of the initial report to review and provide any edits, comments, or issues to us. In the absence of any response, edits, or issues raised, the report shall be deemed accepted as presented and we reserve the right to issue a final signed copy of the report. All edits, comments, or issues pertaining to the report must be presented in writing in a single email within the specified thirty (30) day review period. We shall not be obligated to consider or address edits submitted in a piecemeal fashion or through multiple, separate communications. This clause ensures that all edits are presented in an organized manner and helps us efficiently process these edits.

Our proposed timeline is based on the anticipated cooperation from your personnel. You agree to indemnify us if we are unable to meet the proposed timeline if you require rescheduling or rescheduling due to inclement weather, transportation issues (such as canceled or delayed flights), or any other issues that are reasonably beyond our control. We will attempt to reschedule any onsite visits, if necessary, and complete our services as soon as reasonably possible. However, you understand that if rescheduling is needed for any reason, we provide no assurance or guarantee of when we will be able to reschedule given that we may have other client commitments. Our Final Report will be issued to you in electronic format only.

### **Multiple Reports Needed**

Our report is designed to yield one (1) reserve contribution for all components included in that report. Unless otherwise noted, this proposal will have one (1) recommended contribution amount for one (1) client. If there are multiple associations, multiple neighborhoods with separate budgets, or some components are not shared equally by all owners, then separate reports will be needed. We will proceed with producing one (1) report as per this proposal unless we receive written authorization via email to proceed at an agreed-upon fee for service for the additional work in the event multiple reports are needed.

### **Not Engineers or Architects**

Reserve Study Institute, LLC is not a licensed architectural or engineering firm and this proposal is not for design, build, construction, or engineering purposes.

## **FEES AND BILLING**

### **Billing and Fee for Services and Conditions**

The retainer, if any, is due upon acceptance of the proposal for services, and no work will commence until the retainer has been received by Reserve Study Institute, LLC. The Association may be progress billed as work proceeds with payment due immediately upon request as outlined in the fee schedule summary on the signature page of this proposal. Otherwise, the payment of all fees is due when we deliver or try to deliver the receipt of the Draft Report by email.

We do **NOT** charge any out-of-pocket costs for mileage, travel, lodging, or meals for a single trip. However, if a second trip is required through no fault of Reserve Study Institute, LLC, additional charges for travel, lodging, and other associated costs will apply. Mileage will be reimbursed based on IRS-approved mileage rates at the time of travel if a second trip is required. We reserve the right to suspend all work if there is an outstanding balance of more than thirty (30) days from the date of the invoice. Any outstanding balance after thirty (30) days from the date of the invoice will also be subject to an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Duval County of Florida. The Association will be responsible for payment of reasonable attorney fees to Reserve Study Institute, LLC in the event of litigation to collect any unpaid balances and reserves the right to charge the Association any and all fees, including mileage, meals, lodging, and other associated out-of-pocket costs incurred during the first trip in the event collections proceeding are initiated due to a delay in timely payment.

## **SUMMARY**

We look forward to working with your Association on this effort, and should you have any questions regarding our proposal, please contact our office at (904) 568-2839.

Respectfully Submitted,



Reserve Study Institute, LLC  
Jacksonville, Florida





# RESERVE STUDY INSTITUTE, LLC

## Acceptance of Proposal

Please select one box below to indicate the service selected:

<i>Fee Schedule for Service Level</i>			
Service Includes	Traditional Reserve Study		
	Level 1	Level 2	Level 3
Full Reserve Study	✓		
Establish Reserve Quantities	✓		
Establish Component List	✓		
Site Visit	✓	✓	
Condition Assessment	✓	✓	
Photo Inventory	✓	✓	
Component Inventory	✓	✓	✓
Life & Value Estimates	✓	✓	✓
Reserve Funding Plan	✓	✓	✓
When Payment Due	Fee for Service		
Retainer Prior to Start	N/A	N/A	N/A
Due Upon Draft Report	\$ 8,850	N/A	N/A
Total Fee For Service	\$ 8,850	N/A	N/A
Select One to Select Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** A Level I/Initial Study is required if no previous study is available.

I have read, understand, and accept the terms of the proposal and acknowledge that I have the authority to legally bind the Association to this agreement. I hereby acknowledge that I understand Reserve Study Institute, LLC is not operating as a licensed engineering or architectural firm.

### ASSOCIATION REPRESENTATIVE:

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

*Only When Ready.*





**Full Reserve Study  
For  
XYZ Condominium Association, Inc.  
City, Florida  
August 3, 2020**

**Report Number: 2022.08.03.654**

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## REPORT SUMMARY

As a member of the Association's Board of Directors, you are responsible for maintaining common areas of the Association's physical property. This report is intended to assist you in the development of the Association's capital budget for current and future reserve fund contributions. The goal of the study is to assist you in maintaining the Association's reserve above an adequate, but not excessive, threshold during one or more years of significant expenditures.

We present our findings and recommendations in the following report sections:

- **Executive Summary** – Provides a snapshot of the Association's reserve study, highlighting significant findings and conclusions.
- **Physical Analysis** – Includes list of the reserve components, useful life, remaining useful life, and a schedule of items excluded from the study.
- **Financial Analysis** – Includes the percent funded, 30-year reserve expense forecast, and the recommended funding plan.
- **Photographs** – Schedule of photographs of components taken during site visit.
- **Methodology** – Details the process of developing the Reserve Study, which includes descriptions of the methods, materials, and guidelines used preparation of physical and financial analysis of the study.
- **Statement of Limitations and Assumptions** – Describes the limitations and assumptions made when conducting this study and in preparation of this report.
- **Professional Experience** – Contains the professional experience of the individuals who prepared this study.
- **Glossary** – Contains definitions of terms used in the Reserve Study.

## Executive Summary

### General Information

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**Association Name:** XYZ Condominium Association, Inc. (XYZ Condo)

**Location:** City, FL

**Project Description:** Condominium

**Type of Study:** Level 1 – Reserve Study

**Site Visit:** July 1, 2020

**Number of Units:** 431

### Project Summary

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**Funding Strategy Recommended:** The Funding Goal of this Reserve Study is to maintain reserve above an adequate, not excessive threshold during years of significant expenditures.

<i>Inflation Rate</i> <sup>1</sup>	2.52%
<i>Interest Rate</i> <sup>2</sup>	0.19%
<i>Cash Status of the Reserve Fund Balance</i> <sup>3</sup>	\$1,555,510
<i>Full Funded Balance</i>	\$2,760,038
<i>Percent Funded</i>	56%
<i>Special Assessments</i>	None

<sup>1</sup> Inflation rate is based upon the average annual increase of the Consumer Price Index (CPI) over the last 30-years as published by the US Bureau of Labor Statistics ([www.labor.gov](http://www.labor.gov))

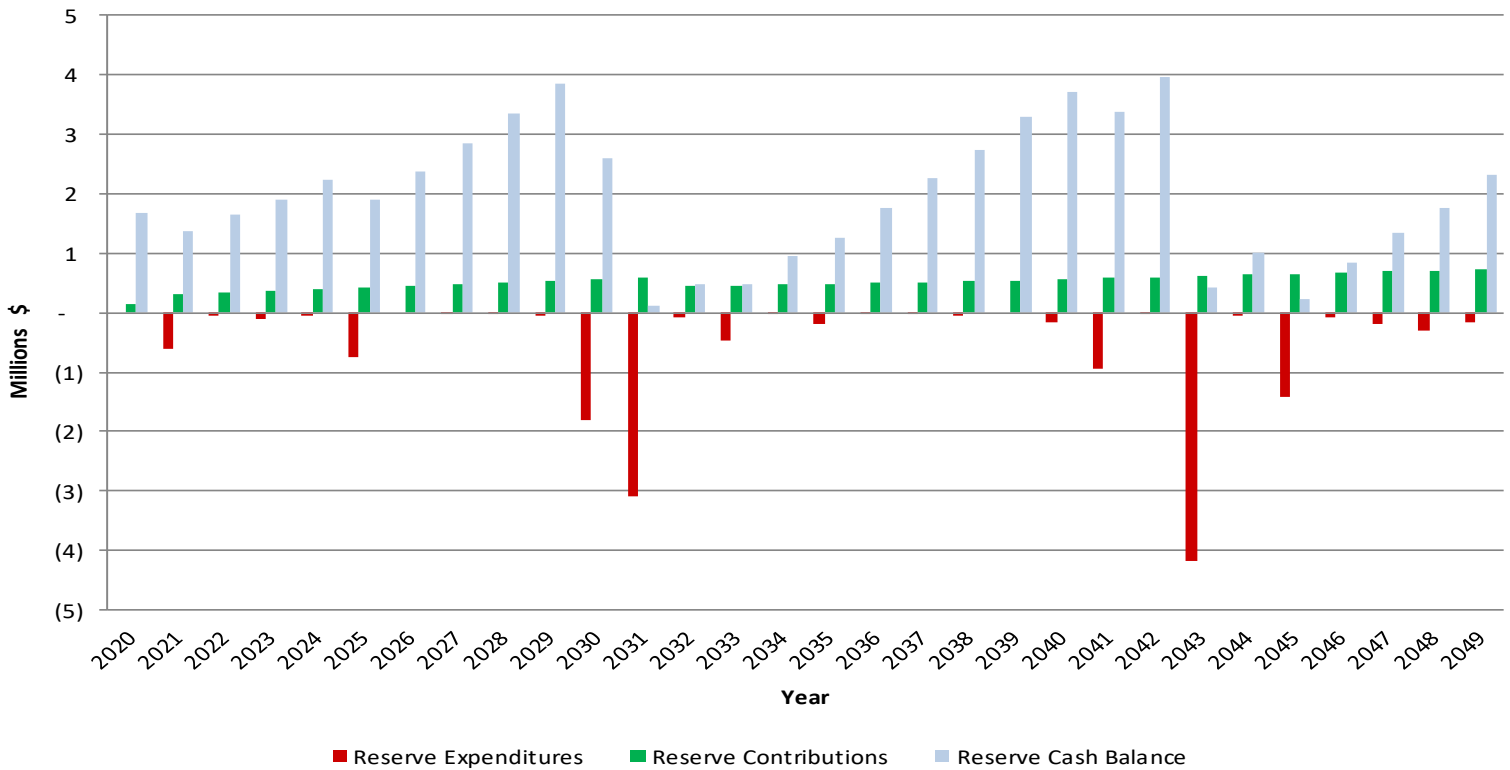
<sup>2</sup> Interest rate is based on 3-year Treasury Note as published by the U.S. Treasury ([www.treasury.gov](http://www.treasury.gov))

<sup>3</sup> Information in relation to the association's finances were supplied by the association's representative and is not audited. Balance as of July 8, 2020.

**Recommended Reserve Funding:** The Association budgeted \$262,500 for reserve contributions in 2020. We recommend that the Association adopt reserve contributions of \$300,000 in 2021 with steady annual increases of \$30,000 until 2031 to fund anticipated elevator and painting and waterproofing exterior stucco of buildings in 2030 and 2031, respectively. The Association can then reduce reserve contributions to \$445,500 and increase 3% annually thereafter. The Association will have funded the most significant anticipated expenditures related to painting and waterproofing exterior stucco of buildings. The goal of this particular reserve funding plan is to prevent the year end reserve balance from falling below \$416,000 during threshold funding years. The recommended year 2021 reserve contribution of \$300,000 is equivalent to an average monthly contribution of \$58.01 per owner.

Recommended Reserve Funding Table								
Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)	Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)	Year	Reserve Contributions (\$)	Reserve Cash Balance (\$)
2022	131,250	1,689,840	2032	570,000	2,650,644	2042	564,346	3,867,332
2023	300,000	1,378,846	2033	600,000	240,817	2043	581,276	3,548,544
2024	330,000	1,659,589	2034	445,500	604,127	2044	598,715	4,146,275
2025	360,000	1,906,735	2035	458,865	614,048	2045	616,676	782,246
2026	390,000	2,247,237	2036	472,631	1,080,563	2046	635,176	1,367,402
2027	420,000	1,922,382	2037	486,810	1,397,301	2047	654,232	665,563
2028	450,000	2,373,182	2038	501,414	1,895,342	2048	673,859	1,271,307
2029	480,000	2,852,269	2039	516,457	2,402,136	2049	694,074	1,789,808
2030	510,000	3,350,230	2040	531,950	2,886,311	2050	714,897	2,215,702
2031	540,000	3,860,184	2041	547,909	3,440,225	2051	736,344	2,804,298

**Recommended Reserve Funding Graph**



Respectfully submitted on August 3, 2020 by  
RESERVE STUDY INSTITUTE, LLC

Michael H. Russ Jr., Reserve Analyst  
Visual Inspection and Report by: Michael H. Russ, Jr.



## **PHYSICAL ANALYSIS**

The Physical Analysis section details the reserve components and also provides information about items excluded from the reason study. Our recommendation is but one scenario, and is not intended to represent the only means of achieving the association’s goals. We recommend that the Board of Directors use the following information as a guide in planning for their future objectives.

### **Identification of Reserve Components**

We have segregated classes of property from our review of the information provided by the Association and through conversations with Management and the Board. These classes of property:

- Reserve Components
- Excluded Components
- Repairs and Replacements Funded from Operating Budget
- Property Maintained by Owners
- Property Maintained by Others

### **Reserve Components**

The following table identifies all Reserve Components that meet the criteria to be included in the study that we identified.

## RESERVE COMPONENT INVENTORY

Category	Component	Quantity	Unit of Measure	Useful Life	Remaining Useful Life	Unit Cost	Current Cost	Current Fully Funded Balance
Building Elements	Exterior Stucco, Paint and Waterproofing	360,000	Square Feet	10 to 12	11	\$6.50	\$2,340,000	\$195,000
Building Elements	Elevators	18	Each	20 to 30	10	\$75,000.00	\$1,350,000	\$900,000
Building Elements	Carpet	70,000	Square Feet	to 20	1	\$8.00	\$560,000	\$532,000
Building Elements	Roof, Flat	675	Squares	20 to 30	5	\$900.00	\$607,500	\$506,250
Building Elements	Air Conditioner, Roof	3	Each	15 to 20	3	\$1,500.00	\$4,500	\$3,825
Building Elements	Guard Rail, Aluminum	432	Each	30 to 40	13	\$750.00	\$324,000	\$218,700
Building Elements	Backflow Preventor	3	Each	to 25	2	\$8,000.00	\$24,000	\$22,080
Building Elements	Fire Safety Guillotine	9	Each	to 25	1	\$1,500.00	\$13,500	\$12,960
Building Elements	Entry Door, Steel	9	Each	25 to 35	2	\$1,000.00	\$9,000	\$8,486
Building Elements	Pump Station	9	Each	15 to 20	12	\$7,000.00	\$63,000	\$25,200
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	9,000	Square Feet	25 to 30	4	\$3.00	\$27,000	\$23,400
General Site Elements	Security House, Concrete and Stucco	300	Square Feet	50 to 100	25	\$100.00	\$30,000	\$22,500
General Site Elements	Air Conditioner, Security House	1	Each	15 to 20	7	\$5,000.00	\$5,000	\$3,250
General Site Elements	Playground Equipment	1	Each	to 30	18	\$15,000.00	\$15,000	\$6,000
General Site Elements	Floating Dock, Wood	320	Square Feet	to 15	2	\$15.00	\$4,800	\$4,160
General Site Elements	Floating Dock, Platform	1	Each	30 to 40	20	\$12,000.00	\$12,000	\$6,000
General Site Elements	Floating Dock, Ramp, Aluminum	1	Each	to 50	20	\$10,000.00	\$10,000	\$6,000
General Site Elements	Tennis Court, Hard Court	14,400	Square Feet	7 to 10	5	\$1.25	\$18,000	\$9,000
General Site Elements	Tennis Court, Lights	8	Each	15 to 20	3	\$1,250.00	\$10,000	\$8,500
General Site Elements	Fence, Chain Link and Windshield	750	Linear Feet	to 25	4	\$29.00	\$21,750	\$18,270
General Site Elements	Exterior Parking Lights and Light Poles	22	Each	15 to 20	10	\$1,800.00	\$39,600	\$19,800
General Site Elements	Concrete Curbs and Sidewalks, Partial	303	Square Feet	to 65	5	\$8.00	\$2,424	\$2,238
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	5,833	Square Yard	20 to 25	3	\$12.00	\$70,000	\$61,600
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coat	5,833	Square Yard	3 to 5	5	\$1.70	\$9,917	\$0
General Site Elements	Fire Sprinkler Station	1	Each	20 to 30	1	\$25,000.00	\$25,000	\$24,167
General Site Elements	Lift Station	2	Each	15 to 20	9	\$15,000.00	\$30,000	\$16,500
General Site Elements	Signage, Front	2	Each	30 to 50	15	\$7,000.00	\$14,000	\$9,800
General Site Elements	Security Automatic Gate, Aluminum	7	Each	30	20	\$6,000.00	\$42,000	\$14,000
General Site Elements	Security Automatic Gates Motor	3	Each	15 to 25	5	\$4,000.00	\$12,000	\$9,600
General Site Elements	Fencing, Aluminum	800	Linear Feet	30	15	\$45.00	\$36,000	\$18,000
Pool Elements	Pool and Hotub, Re-Marcite	800	Square Feet	15	14	\$7.00	\$5,600	\$373
Pool Elements	Pool Pump and Heater System	1	Each	15 to 20	10	\$25,000.00	\$25,000	\$12,500
Pool Elements	Pool Area, Pavers, Stone, Partial	225	Square Feet	50	5	\$10.00	\$2,250	\$2,025
Pool Elements	Gazebo, Wood	208	Square Feet	15 to 25	5	\$50.00	\$10,400	\$8,320
Pool Elements	Outdoor Kitchen and BBQ, Replacement	1	Each	30	2	\$12,000.00	\$12,000	\$11,200
Pool Elements	Bathrooms	2	Each	30	28	\$20,000.00	\$40,000	\$2,667
Fitness Center Elements	Fitness Equipment	10	Each	15 to 20	15	\$3,000.00	\$30,000	\$7,500
Fitness Center Elements	Air Conditioner	1	Each	15 to 20	8	\$5,000.00	\$5,000	\$3,667
Clubhouse Elements	Kitchen, Replacement	1	Each	30	26	\$15,000.00	\$15,000	\$2,000
Clubhouse Elements	Air Conditioner	1	Each	15 to 20	10	\$5,000.00	\$5,000	\$2,500
Other Elements	Reserve Study Update without Site Visit	1	Allowance	1	1	\$1,500.00	\$1,500	\$0

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**TOTALS**    \$5,881,741    \$2,760,038

## **Excluded Components**

Excluded Components do not have predictable Remaining Useful Lives within the scope of this study – i.e., within 30 years. The Board should budget for infrequent repairs for these items from the Operating Fund. We identify the following Excluded Elements as excluded from reserve funding at this time.

- **Concrete Sidewalks, Replacement** – Concrete sidewalks have a useful life expectancy of up to 65 years. Although the replacement costs are not included in this study, we have included periodic repairs and maintenance and made an adjustment for premature failure to be conservative since the costs are significant.
- **Pipes, Subsurface Utilities, Lateral** – Subsurface pipes and other elements have a useful life that is greater than 30 years and is generally unpredictable as to when repairs and replacement will be required.

## **Repairs and Replacement Funded from Operating Budget**

- General Maintenance to the Common Elements
- Expenditures less than \$10,000 (except for reserve study expense)
- Landscaping
- Light Fixtures, Interior
- Irrigation Repairs and Maintenance
- Fitness Equipment Repairs and Maintenance
- F.O.B. readers, Repairs and Replacement
- Gazebo Repairs, Partial
- Gazebo Maintenance
- Paint Finishes, Touch Up
- Pipes, Interior Building, Water and Sewer, Manifold
- Pipes, Subsurface Utilities, Laterals, Inspections
- Playground Maintenance
- Pool Maintenance
- Pool Repairs, Partial
- Pool Furniture
- Smoke Detectors and Alarms
- Tree Trimming
- Other Repairs Normally Funded Through the Operating Budget

## **Property Maintained by Owners**

- Windows and Entry Doors
- Interior of Unit
- Air Conditioning Units

## **Property Maintained by Others**

- Boat Slips (Other)
- Water Ways, Lakes, and Canals (Miami-Dade County)



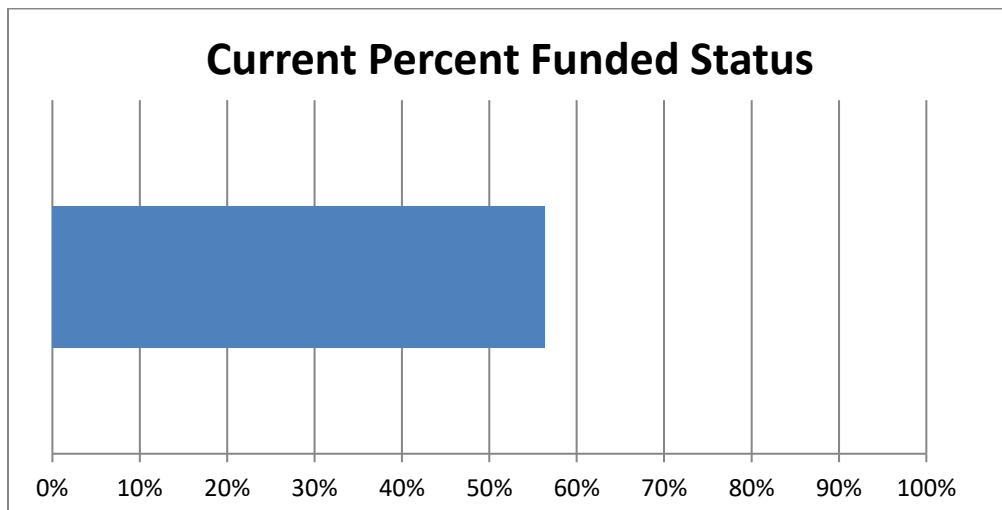
## FINANCIAL ANALYSIS

This section of the report is intended to provide the association with the awareness to adequately plan for the ongoing major maintenance, repair and replacement of their common property components. Our recommendation is but one scenario, and is not intended to represent the only means of achieving the association’s goals. We recommend that the Board of Directors use the following information as a guide in planning for their future objectives.

### Percent Funded

Percent Funded measures the strength of the Reserve Fund at the beginning of each fiscal year. Percent Funded is the industry measure of how well prepared an association is to meet its current and future repair and replacement obligations and how likely the Association is to require a special assessment to fund major repairs and replacements. Percent funding ranges from weak to strong as follows:

- Less than 30% funded is considered weak
- Between 30% and 70% funded is considered fair
- Greater than 70% funded is considered strong
- 100% or more is considered ideal



The Association’s Current Percent Funded Status is 56% funded, which indicates that the Association is starting with what is considered a fair level reserve funds. However, we recommend increased budgeted reserve assessments current percent funded is at least 100%.

**Reserve Expenditures**

Category	Component	Years 1 - 10										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Elevators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Carpet	\$0	\$574,126	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$688,088	\$0	\$0	\$0	\$0	\$0
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$4,849	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Backflow Preventor	\$0	\$0	\$25,226	\$25,862	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Fire Safety Guillotine	\$0	\$13,841	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Entry Door, Steel	\$0	\$0	\$9,460	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Pump Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$29,829	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,953	\$0	\$0	\$0
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Wood	\$0	\$0	\$5,045	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Platform	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Ramp, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$20,388	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$10,776	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$24,029	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Exterior Parking Lights and Light Poles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$0	\$0	\$0	\$0	\$0	\$2,746	\$0	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$75,432	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,104	\$0	\$0
General Site Elements	Fire Sprinkler Station	\$0	\$25,631	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,540
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gate, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gates Motor	\$0	\$0	\$0	\$0	\$0	\$13,592	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Pump and Heater System	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Area, Pavers, Stone, Partial	\$0	\$0	\$0	\$0	\$0	\$2,548	\$0	\$0	\$0	\$0	\$0
Pool Elements	Gazebo, Wood	\$0	\$0	\$0	\$0	\$0	\$11,780	\$0	\$0	\$0	\$0	\$0
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$12,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,103	\$0	\$0
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$16,990	\$0	\$0	\$0	\$0	\$0
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Elements	Reserve Study Update without Site Visit	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		\$0	\$615,098	\$52,344	\$116,919	\$53,858	\$756,132	\$0	\$5,953	\$18,207	\$37,540	\$0

		Years 11 - 20									
Category	Component	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$3,077,731	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Elevators	\$1,731,925	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Carpet	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$0	\$0	\$6,539	\$6,704	\$6,873	\$0	\$0
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$447,918	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Backflow Preventor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Fire Safety Guillotine	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Entry Door, Steel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Pump Station	\$0	\$0	\$84,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,488	\$0
General Site Elements	Floating Dock, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,331	\$0	\$0
General Site Elements	Floating Dock, Platform	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Ramp, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$26,156	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,659	\$0
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Exterior Parking Lights and Light Poles	\$50,803	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$3,110	\$0	\$0	\$0	\$0	\$3,522	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coal	\$0	\$0	\$0	\$13,709	\$0	\$0	\$0	\$0	\$15,528	\$0
General Site Elements	Fire Sprinkler Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$20,343	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gate, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gates Motor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$52,311	\$0	\$0	\$0	\$0
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$7,937	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Pump and Heater System	\$32,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool Area, Pavers, Stone, Partial	\$2,887	\$0	\$0	\$0	\$0	\$3,269	\$0	\$0	\$0	\$0
Pool Elements	Gazebo, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$43,593	\$0	\$0	\$0	\$0
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$21,796	\$0	\$0	\$0	\$0
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Elements	Reserve Study Update without Site Visit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$1,820,798</b>	<b>\$3,077,731</b>	<b>\$84,952</b>	<b>\$461,627</b>	<b>\$7,937</b>	<b>\$177,529</b>	<b>\$6,704</b>	<b>\$14,204</b>	<b>\$54,675</b>	<b>\$0</b>

Years 12 - 30

Category	Component	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Building Elements	Exterior Stucco, Paint and Waterproofing	\$0	\$0	\$0	\$4,150,162	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Elevators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Carpet	\$0	\$944,927	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Roof, Flat	\$0	\$0	\$0	\$0	\$0	\$1,132,490	\$0	\$0	\$0	\$0
Building Elements	Air Conditioner, Roof	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Guard Rail, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Elements	Backflow Preventor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,026	\$48,212	\$49,429
Building Elements	Fire Safety Guillotine	\$0	\$0	\$0	\$0	\$0	\$0	\$25,801	\$0	\$0	\$0
Building Elements	Entry Door, Steel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,635	\$0	\$0
Building Elements	Pump Station	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$123,443	\$0	\$0
General Site Elements	Parking Garage, Lattice, Wood and Vinyl	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,607
General Site Elements	Security House, Concrete and Stucco	\$0	\$0	\$0	\$0	\$0	\$55,925	\$0	\$0	\$0	\$0
General Site Elements	Air Conditioner, Security House	\$0	\$0	\$8,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Wood	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Platform	\$19,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Floating Dock, Ramp, Aluminum	\$16,459	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Hard Court	\$0	\$0	\$0	\$0	\$0	\$33,555	\$0	\$0	\$0	\$0
General Site Elements	Tennis Court, Lights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fence, Chain Link and Windshield	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,795
General Site Elements	Exterior Parking Lights and Light Poles	\$0	\$0	\$0	\$0	\$0	\$73,822	\$0	\$0	\$0	\$0
General Site Elements	Concrete Curbs and Sidewalks, Partial	\$3,990	\$0	\$0	\$0	\$0	\$4,519	\$0	\$0	\$0	\$0
General Site Elements	Asphalt Pavement, Mill and Overlay, Phased	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,619	\$0
General Site Elements	Asphalt Pavement, Crack Repair, Seal, and Coat	\$0	\$0	\$0	\$17,588	\$0	\$0	\$0	\$0	\$19,921	\$0
General Site Elements	Fire Sprinkler Station	\$0	\$0	\$0	\$0	\$0	\$46,605	\$47,780	\$0	\$0	\$0
General Site Elements	Lift Station	\$0	\$0	\$0	\$0	\$54,549	\$0	\$0	\$0	\$0	\$0
General Site Elements	Signage, Front	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gate, Aluminum	\$69,126	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Security Automatic Gates Motor	\$19,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Site Elements	Fencing, Aluminum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Pool and Hotub, Re-Marcite	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,533
Pool Elements	Pool Pump and Heater System	\$0	\$0	\$0	\$0	\$0	\$46,605	\$0	\$0	\$0	\$0
Pool Elements	Pool Area, Pavers, Stone, Partial	\$3,703	\$0	\$0	\$0	\$0	\$4,194	\$0	\$0	\$0	\$0
Pool Elements	Gazebo, Wood	\$17,117	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Outdoor Kitchen and BBQ, Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Elements	Bathrooms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,354	\$0
Fitness Center Elements	Fitness Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,044	\$0
Clubhouse Elements	Kitchen, Replacement	\$0	\$0	\$0	\$0	\$0	\$27,963	\$0	\$0	\$0	\$0
Clubhouse Elements	Air Conditioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,044	\$0
Other Elements	Reserve Study Update without Site Visit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$149,895</b>	<b>\$944,927</b>	<b>\$8,650</b>	<b>\$4,167,750</b>	<b>\$54,549</b>	<b>\$1,425,678</b>	<b>\$73,581</b>	<b>\$188,104</b>	<b>\$309,194</b>	<b>\$161,364</b>



**Reserve Funding Plan**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>	\$1,555,510	\$1,689,840	\$1,377,653	\$1,658,190	\$1,904,652	\$2,244,732	\$1,912,546	\$2,363,346	\$2,842,334	\$3,339,995
<b>Recommended Reserve Contribution</b>	\$131,250	\$300,000	\$330,000	\$360,000	\$390,000	\$420,000	\$450,000	\$480,000	\$510,000	\$540,000
<b>Estimated Interest Earned</b>	\$3,080	\$2,911	\$2,881	\$3,381	\$3,938	\$3,946	\$800	\$4,941	\$5,868	\$6,823
<b>Special Assessments / Other</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Anticipated Reserve Expenditures</b>	\$0	(\$615,098)	(\$52,344)	(\$116,919)	(\$53,858)	(\$756,132)	\$0	(\$5,953)	(\$18,207)	(\$37,540)
<b>Ending Balance</b>	\$1,689,840	\$1,377,653	\$1,658,190	\$1,904,652	\$2,244,732	\$1,912,546	\$2,363,346	\$2,842,334	\$3,339,995	\$3,849,278

	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
<b>Beginning Balance</b>	\$3,849,278	\$2,604,605	\$129,469	\$490,606	\$488,774	\$954,838	\$1,266,227	\$1,763,813	\$2,269,894	\$2,751,935
<b>Recommended Reserve Contribution</b>	\$570,000	\$600,000	\$445,500	\$458,865	\$472,631	\$486,810	\$501,414	\$516,457	\$531,950	\$547,909
<b>Estimated Interest Earned</b>	\$6,125	\$2,595	\$589	\$930	\$1,370	\$2,108	\$2,876	\$3,828	\$4,766	\$5,749
<b>Special Assessments / Other</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Anticipated Reserve Expenditures</b>	(\$1,820,798)	(\$3,077,731)	(\$84,952)	(\$461,627)	(\$7,937)	(\$177,529)	(\$6,704)	(\$14,204)	(\$54,675)	\$0
<b>Ending Balance</b>	\$2,604,605	\$129,469	\$490,606	\$488,774	\$954,838	\$1,266,227	\$1,763,813	\$2,269,894	\$2,751,935	\$3,305,593

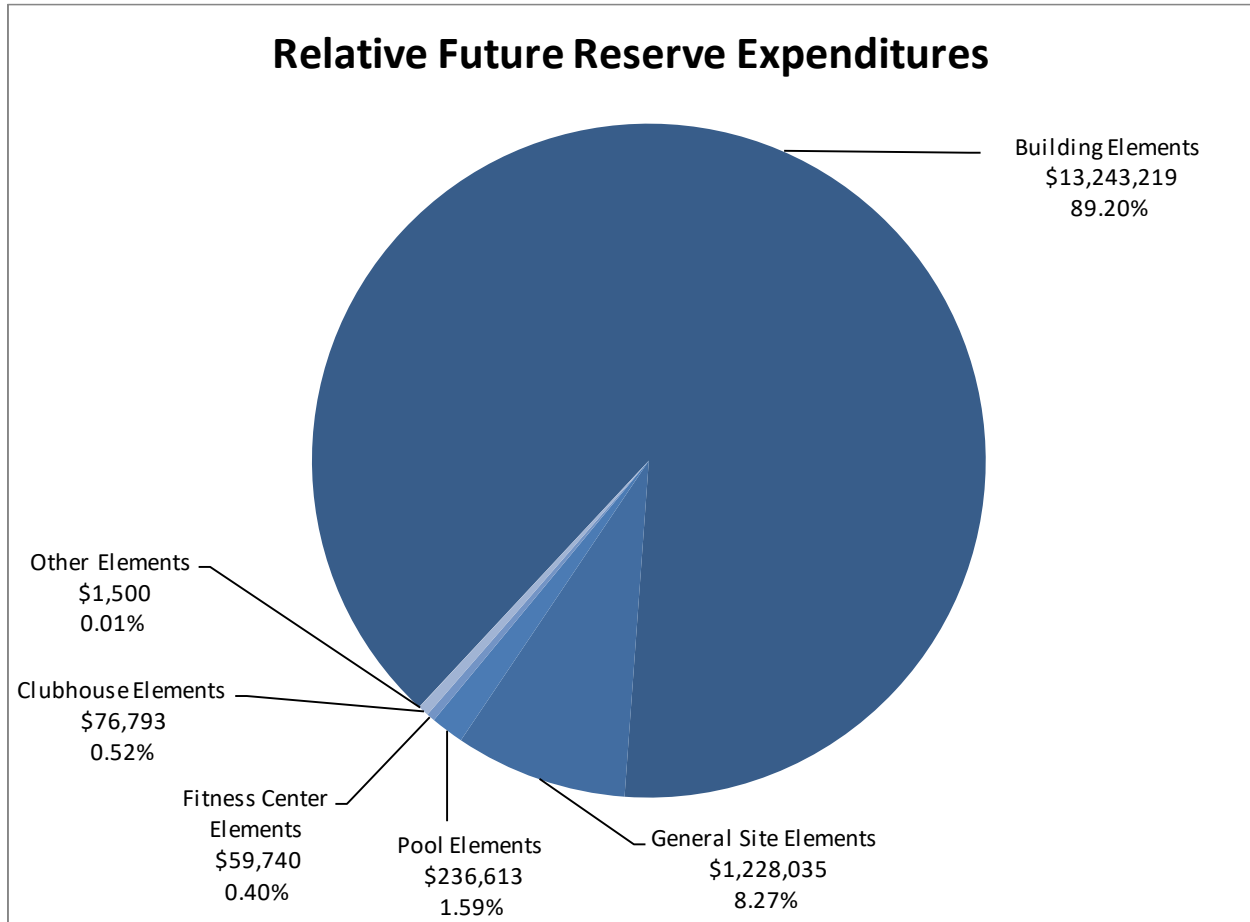
	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
<b>Beginning Balance</b>	\$3,305,593	\$3,726,718	\$3,369,802	\$3,966,830	\$419,919	\$1,001,896	\$231,620	\$832,908	\$1,340,942	\$1,749,577
<b>Recommended Reserve Contribution</b>	\$564,346	\$581,276	\$598,715	\$616,676	\$635,176	\$654,232	\$673,859	\$694,074	\$714,897	\$736,344
<b>Estimated Interest Earned</b>	\$6,674	\$6,735	\$6,963	\$4,163	\$1,349	\$1,171	\$1,010	\$2,063	\$2,933	\$3,870
<b>Special Assessments / Other</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Anticipated Reserve Expenditures</b>	(\$149,895)	(\$944,927)	(\$8,650)	(\$4,167,750)	(\$54,549)	(\$1,425,678)	(\$73,581)	(\$188,104)	(\$309,194)	(\$161,364)
<b>Ending Balance</b>	\$3,726,718	\$3,369,802	\$3,966,830	\$419,919	\$1,001,896	\$231,620	\$832,908	\$1,340,942	\$1,749,577	\$2,328,427

**Notes:**

- (1) Beginning balance of reserve was provided by management and includes reserve fund balances as of July 8, 2020.
- (2) Inflation rate of 2.52% and interest rate on Investments of 0.19% were used for this study.
- (3) 2020 reserve contribution was budgeted by the Association.
- (4) 2043 is threshold funding year due to significant expenditures.

**Major Expenditures**

The relative cost of total reserve expenses is summarized in the chart below to give the Board perspective on the relative size and importance of key reserve items.



As illustrated above, the Association’s largest future expense are general site elements of which \$13.2 million is needed to paint and waterproof approximately 360,000 square feet of exterior stucco of buildings and maintain 18 elevators.

The next highest propriety categories are the general site and pool elements, respectively.

The Association may be able to mill and overlay the asphalt pavement prior to replacement. Milling and overlaying asphalt pavement is significantly less expensive than replacement, with approximately the same useful life if the asphalt pavement is maintained properly.

We recommend the Association carefully plan for these expenses and advise us promptly of any changes to the Associations budget plans related to both the timing of these items and cost of these items so that we can incorporate the necessary adjustments into future studies for the Associations to assist the Board in its capital budget process.

## Condition Assessment

The following is a condition assessment of certain reserve components:

### Building Elements

- **Exterior Stucco, Paint and Waterproofing** – 360,000 square feet of exterior area of property that needs to be painted and kept clean and water-tight to ensure the structural integrity of the property. Very good condition.
- **Elevators** – Each building has a dual elevator system. Routine maintenance being performed. Very good condition.
- **Carpet** – 70,000 square feet in total of all the buildings. Carpet appears to be original. Replacements soon would be expected due to its useful lifespan ending. Poor condition.
- **Roof, Flat** – Approximately 675 Squares of flat roofing in total for the 9 building. Flat roofs hold water and proper maintenance and inspections are required. No leaks at time of inspection.
- **Air Conditioner, Roof** – 9 roof top air conditioning units, phased replacement has started and the last units are in need of replacement as they are at the end of their useful lives. Excellent to poor condition, depending on age.
- **Guard Rail, Aluminum** – Approximately 6,100 linear feet of guard railing on the balconies to ensure the safety of the residence and guest. These are partly covered, which maximizes their useful lives. Inspections and repairs are highly recommended.
- **Backflow Preventor** – Back flow preventors are starting to be phased replacement. Items at the end of their useful lives show signs of rust and damage. Excellent to poor condition, depending on age.
- **Fire Safety Guillotine** – This is a fire safety tool that is located at the trash chutes. This helps prevent a rapid spread of fire by cutting off airflow from ground floor. These show signs of rust and corrosion and may fail a fire safety inspection based on their condition. Poor condition.
- **Entry Door, Steel** – 9 steel case doors located at each trash area are in poor condition due to corrosion at the base of the door and jamb.
- **Pump Station** – Located in each building used to regulate the pressure and raise the water up and into each unit. Repairs and upgrades to this system have been useful in extending the useful life. Pump stations appear well maintained and in very good condition.

### General Site Elements

- **Parking Garage, Lattice, Wood and Vinyl** – The lattice divides the enclosed parking garage from the street for security and also appearance. These are starting to rot and break off, expect replacement or failure soon due to this ending its useful life.
- **Security House, Concrete and Stucco** – Security house looks to be in good condition and maintained well. Good condition.
- **Air Conditioner, Security House** – This air conditioner is in fair condition.

- **Playground Equipment** – Playground made from coated steel and plastic molded resin. Good condition.
- **Floating Dock, Wood** – The floating dock wooden deck can be replaced without the need to replace the entire floating dock platform. The wooden decking and rails are in poor condition with partial repairs already started.
- **Floating Dock, Platform** – 20' x 16' floating dock with guard rails. Good condition not appearing to be taking on any water and piers seem to be in good condition as well.
- **Floating Dock, Ramp, Aluminum** – Aluminum ramp used to access the floating dock. Very good condition.
- **Tennis Court, Hard Court** – Both Tennis courts were very well maintained and will extend useful life as a result. Good condition
- **Tennis Court, Lights** – These lights primarily light only the tennis courts and show signs of rust on the poles and would consider replacement in the upcoming years. Good to fair condition.
- **Fence, Chain link and Windshield** – This defines the tennis areas and helps knock the wind down for the players. Deferred maintenance required. Fair condition.
- **Exterior Parking Lights and Light Poles** – These lights help light the parking spaces. Very good condition.
- **Concrete Curbs and Sidewalks, Partial** – Concrete repairs on this property are starting to happen as vegetation growth is starting to break concrete curbs and some areas on the sidewalks as well. These areas were marked where the condition was very poor and failing.
- **Asphalt Pavement, Mill and Overlay, Phased** – The asphalt areas are for the parking spaces not directly located in the concrete parking garage. The asphalt has reached the end of its useful life.
- **Asphalt Pavement, Crack Repair, Seal, and Coat** – This is a maintenance aspect of asphalt to help extend the useful life of the entire asphalt roads and parking spots. Lots of repairs on the asphalt was noticed. Consider mill and overlay soon.
- **Fire Sprinkler Station** – These pump systems supply water in case of a fire inside one of the buildings. One is in need of replacement while the other was replaced recently. Very poor condition on one and excellent condition on the recently replaced unit.
- **Lift Station** – This removes waste water and sewage from the buildings and pumps into the city's sewage system. Was in working order at time of inspection. Good overall.
- **Signage, Front** – Metal signage at the entrance along the concrete walls. Very good condition.
- **Security Automatic Gate, Aluminum** – Gates that open to allow vehicle and person access into and out of the community. Good overall condition.
- **Security Automatic Gates Motor** – These motors open and close the gates at the entry and exit points along the property. All working and in good condition
- **Fencing, Aluminum** – Along the East side of the property and located at one side of the parking garage used to define and secure the property and residence. Average condition.



## Pool Elements

- **Pool and Hot Tub, Re-Marcite** – Pool surface that is visible. Very good condition.
- **Pool Pump and Heater System** – These control the water in and out of the pool and also heats the entire system for added comfort. Good condition with little rust or corrosion.
- **Pool Area, Pavers, Stones, Partial** – Stone pavers around most of the common areas around the office, gym, pool, outdoor kitchen, and hot tub. Very good condition.
- **Gazebo, Wood** – This wood gazebo sits above the hot tub area. Fair condition.
- **Outdoor Kitchen and BBQ, Replacement** – This kitchen area was in need of repair or total replacement. Poor condition.
- **Bathrooms** – Bathrooms from off the pool area and also the house keeping area. Good condition.

## Fitness Center Elements

- **Fitness Equipment** – The fitness equipment is a total combination of free weights and machines. The machines seemed to be in great condition, the free weights were wrapped up at time of inspection due to COVID-19.
- **Air Conditioner** – Located in the housekeeping and racquet ball areas as well as the gated area out front of the entrance into the community. Average to good condition

## Clubhouse Elements

- **Kitchen, Replacement** – Kitchens were just updated in the clubhouse meeting room, housekeeping areas. Very good overall condition.
- **Air Conditioner** – Located in the housekeeping and racquet ball areas as well as the gated area out front of the entrance into the community. Average to good working condition.

## Other Elements

- **Reserve Study Update** – Reserve study is a snapshot in time that will require annual updates because factors and assumptions of the study can result in overfunding or underfunding of reserves. These factors include additions or disposals of reserve components, changes in inflation rate, changes in interest rate on investment income, and acceleration or deceleration of capital projects at the discretion of the Board.

## PHOTOGRAPHS

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**ID:** 001

**Item Description:**  
Entrance signage



**ID:** 002

**Item Description:**  
Security House at entrance



**ID:** 003

**Item Description:**  
Clubhouse meeting room off pool area



**ID:** 004

**Item Description:**

Clubhouse with landscaping



*Landscaping budgeted from operations.*

**ID:** 005

**Item Description:**

Pavers at clubhouse



*Pavers have a useful life of up to 50 years, excluded from study. Repairs included in operating budget.*

**ID:** 006

**Item Description:**

Clubhouse kitchen



**ID:** 007

**Item Description:**

Electric and plumbing elements of pool and hot tub



**ID:** 008

**Item Description:**

Pool filters



**ID:** 009

**Item Description:**

Pool and hot tub heaters





**ID:** 010

**Item Description:**  
Air handlers



**ID:** 011

**Item Description:**  
Pool pump

**Notes:**  
Good condition



**ID:** 012

**Item Description:**  
Condensers on south side of clubhouse



**ID:** 013

**Item Description:**  
Pool at clubhouse



**ID:** 014

**Item Description:**  
Pavers at pool

*Pavers have a useful life of up to 50 years, excluded from study. Repairs included in operating budget.*



**ID:** 015

**Item Description:**  
Outdoor kitchen and seating area

**Note:**  
Damage to granite counter tops noted.



**ID:** 016

**Item Description:**  
Playground



**ID:** 017

**Item Description:**  
Bathrooms at pool area



**ID:** 018

**Item Description:**  
Fire safety pump house

*Concrete foundation has a useful life of up to 65 years, excluded from study.*





**ID:** 019

**Item Description:**

Asphalt street

**Notes:**

Noted cracking and defects forming in asphalt and concrete curbs.



**ID:** 020

**Item Description:**

Second Fire safety pump house

**Notes:**

Rust has begun to set in and this pump system is reaching the end of its useful life.



**ID:** 021

**Item Description:**

Clean water pump station

**Notes:**

Used to create water pressure for each building.





**ID:** 022

**Item Description:**

Gazebo over hot tub area



**ID:** 023

**Item Description:**

New roof top air conditioner



**ID:** 024

**Item Description:**

Old roof top air conditioner



**ID:** 025

**Item Description:**  
Concrete parking garage



**ID:** 026

**Item Description:**  
Tennis courts with fence and windscreen



**ID:** 027

**Item Description:**  
Fitness equipment



**ID:** 028

**Item Description:**  
Parking garage lattice



**ID:** 029

**Item Description:**  
Floating dock



**ID:** 030

**Item Description:**  
Back flow preventor



**ID:** 031

**Item Description:**  
Lift Station



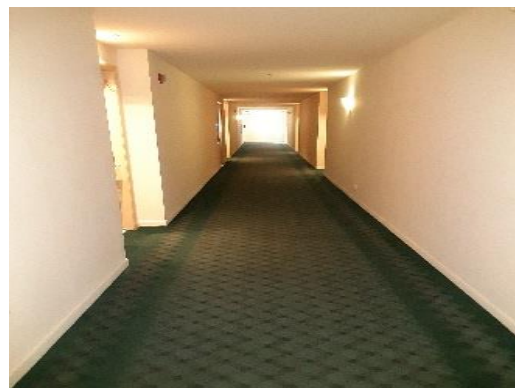
**ID:** 032

**Item Description:**  
Fire safety guillotine



**ID:** 033

**Item Description:**  
Carpet hallways





**ID:** 034

**Item Description:**

Aluminum access ramp to floating dock platform



**ID:** 035

**Item Description:**

Elevators for each building



**ID:** 036

**Item Description:**

Building Exterior



**ID:** 037

**Item Description:**  
Building exterior



**ID:** 038

**Item Description:**  
Tennis court lights

**Note:**  
Rust has begun to set in on this lighting system and reaching the end of its useful life.



**ID:** 039

**Item Description:**  
Flat roof on each building

**Note:**  
Flat roofs tend to hold water and require more attention than sloped roofs



**ID:** 040

**Item Description:**

Kitchen in housekeeping area

**Note:**

Newly renovated



**ID:** 041

**Item Description:**

Exterior with light pole



## METHODOLOGY

This Reserve Study has been prepared to provide guidance to the Board of Directors to adequately prepare the Association to meet financial obligations with major maintenance, repair, and replacement of common element components. These financial obligations are best met through periodic contributions gradually instead of raising large sums of money through alternative means.

The Association can fund repairs and replacements in any combination of the following:

- Increases in the operating budget during years when the shortages occur
- Loans using borrowed capital for major replacements projects
- Level monthly reserve assessments annually adjusted upward for inflation to increase reserves to fund the expected major future replacements
- Special assessments

We do not advocate special assessments or loans unless near term circumstances dictate otherwise. Although loans provide a gradual method of funding a replacement, the costs are higher than if the Association were to accumulate reserves ahead of the actual replacement. Interest earnings on reserves also accumulate in this process of saving or reserving for future replacements, thereby defraying the amount of gradual reserve collections. We advocate the third method of level monthly reserve assessments with relatively minor annual adjustments for the following reasons:

- Ensuring an equitable funding plan such that owners pay their “fair share” of the weathering and aging of the commonly owned property each year
- Level reserve assessments preserve the property
- Preservation of the market value of owners’ properties
- Compliance with governing documents, statutes, mortgages, and the like
- Reduction (but not elimination) of risk of need for loans or special assessments

A reserve study is composed of two parts: the physical analysis and financial analysis. The physical analysis is a result of the onsite visit in which a visual observation of the property is conducted to collect data and review of data specific to the property’s reserve components, common areas, and limited common areas. Through this site visit and the use of source materials, we have quantified and established the reserve component inventory and assessed the physical condition of the Association’s reserve components. This information from the physical analysis is used to estimate the timing and cost of future anticipated expenses.

The financial analysis evaluates the condition of the Association’s reserve fund in relation to its income and anticipated expenses. To adequately forecast these expenditures over the 30-year projection period, current costs, projected inflation, and interest rates must be established. Recommendations are



then provided to establish a reserve fund that addresses anticipated expenses, without having to resort to special assessments.

These standards require a Reserve Component to have a “predictable remaining Useful Life.” Estimating Remaining Useful Lives and Reserve Expenditures beyond 30 years is often indeterminate. Long-Lived Property Elements are necessarily excluded from this analysis. We consider the following factors in our analysis.

- The Cash Flow Method to compute, project, and illustrate the 30-year Reserve Funding Plan.
- Local costs of materials, equipment, and labor.
- Current and future costs of replacement for the Reserve Components.
- Costs of demolition as part of the cost of replacement.
- Local economic conditions and a historic perspective to arrive at our estimate of long-term future inflation for construction costs in Jacksonville, Florida at an annual inflation rate of 1.8%. Isolated or regional markets of greater construction (development) activity may experience slightly greater rates of inflation for both construction materials and labor.
- The past and current maintenance practices of the Association and their effects on remaining useful lives.
- The Funding Plan excludes necessary operating budget expenditures. It is our understanding that future operating budgets will provide for the ongoing normal maintenance of Reserve Components.

## **Physical Analysis**

The Physical Analysis is the foundation of this Reserve Study, and the methods we used to conduct the Physical Analysis are outlined below.

### **Identification of Reserve Components**

We identified major classes of property and then identified common elements that are likely to require capital repair or replacement for inclusion in the Financial Analysis. We identified reserve components from the Association’s Declaration and reviewed information provided to us and from conversations with Association’s management and the Board. We identified the following classes of property:

- 1) **Reserve Components** – Reserve components are elements that meet the Component Criteria in this section and are included in the Reserve Funding Plan of this study.
- 2) **Excluded Property Components** – These elements are the responsibility of the Association but are excluded from the study because they may require infrequent repairs and replacements, have unpredictable useful lives, or have useful lives that are greater than the scope of this study.

The Association budget for the repairs and replacements of these items from the operating budget.

- 3) **Operating Budget Funded Repairs and Replacements** – Operating budget provides funds for the repair and replacement of some items that meet the criteria of a Reserve Component but the Board has indicated will be funded from operations. These items are excluded from the Reserve Funding Plan of this study. If the Board elects to fund these items through the reserve budget, then we should be notified to include in a future study.
- 4) **Property Maintained by Owners** – Certain items have been designated as being the responsibility of the owners are excluded from the Reserve Funding Plan of this study
- 5) **Property Maintained by Others** – Certain items that are the responsibility of other entities (ex., municipalities and local governments) are excluded from the Reserve Funding Plan of this Study.

The Board should conduct an annual review of these classes of property to confirm its policy concerning the manner of funding from reserves or from the operating budget.

### **Site Visit**

A site visit is conducted to assess the general condition of the property and its common areas. The onsite observation is visual in nature; no invasive or destructive testing is conducted. Sloped roofs, if any, are inspected from the ground for the safety of our personnel. Observations are recorded using a representative sampling of the Association's common areas and reserve components. The component inventory and associated field measurements are also substantiated as part of the site visit.

### **Component Criteria**

The components assessed in this study must meet four criteria to be included:

1. The components must be the responsibility of the Association for repair and maintenance
2. Replacement cost above a minimum threshold
3. The component must have a limited and predictable useful life
4. The useful life of the component must be within the projection period (i.e., not more than 30 years)

Damage to components associated with settlement, fire, earthquakes, flooding, extreme weather, other natural disasters and events, and misuse is not considered predictable or measurable, and are thus not included or allowed for in this study.

### **Determining Useful Life**

The useful life of a reserve component relates to the number of years it is expected to last assuming reasonable care and maintenance. The prediction of reserve and building component life can be

considered no more than an informed estimate based upon information made available at the time of preparation of this report. The useful life is estimated based on information from various sources which include:

- Historical data and information provided by the Association
- Consultation with management groups and construction industry professionals
- Manufacturer recommendations and industry guidelines
- Published service life data
- Manufacturers' and suppliers' data

### **Determining Remaining Useful Life**

The remaining useful life of a reserve component relates to the number of years it is anticipated to be functional or useful. The remaining useful life is estimated based on information from various sources which include:

- Age or years in service
- Physical condition
- Frequency and quality of care and maintenance
- Environmental and weather affects
- Design and quality of materials used

In addition to deterioration or anticipated failure of components, the remaining useful lives may be impacted by obsolesces. The accuracy of the estimate is contingent upon reliable information made available at the time of the report's development. It is important to note that even with the highest degree of diligence and experience, outcomes will vary, and no guarantee can be given as to the timing or service life of the reserve components. All service life assessments in this report are based on the assumption that installation is carried out in accordance with manufacturer's recommendations and installation instructions, together with industry standards of workmanship. Consideration is given to visible design and signs of improper installation of components that will have an impact upon the anticipated service life of the component

### **Maintenance Assumptions**

The Board has some flexibility in choosing to pay for repairs and replacements from the operating or reserve funds. For items the Association has elected to pay from the operating fund as represented by the Association's management, we have excluded these items from this study.

### **Financial Analysis**

The Financial Analysis is based on the information gathered during the Physical Analysis and represents the long-term capital funding plan the Board can use to determine the level of reserve assessments for the Association. The methods we used to conduct the Financial Analysis are outlined below.

### **Determining Replacement Costs**

Determining the replacement costs of components is accomplished in several ways which include:

- Consulting with local vendors, manufacturers, and contractors
- Comparisons can also be made to other associations of similar size and geographic location
- Using collaborative efforts by construction industry professionals

Once the current repair or replacement cost of each asset is estimated, it must be adjusted for future costs. Future costs include inflation and account for some market variability, and represent the anticipated cost of the asset at the end of its useful life when it is scheduled for repair or replacement.

### **Inflation Rate**

The effect of inflation on the cost of reserve components is a key factor in the financial projections. We have used the 30-year average annual increase in the Consumer Price Index (CPI) as published by the U.S. Bureau of Labor Statistics. This rate reflects a realistic appreciation of future costs for reserve components and assists the Association in adequately budgeting for increasing cost.

### **Interest Rate**

The interest rate used in this report is formulated on a conservative rate of return based on the rate of return of three-year U.S. Treasury bill. We offer no guarantee or opinion in relation to investment decisions made by the Association or the rate of return achieved.

### **Current Reserve Balance**

The analysis, recommendations, and financial projections made within this report are heavily reliant on information provided by the Association and its representatives. The starting reserve fund balance (current or projected) and member contribution totals are supplied by these sources. This information has not been audited nor have the financial projections or recommendations.

### **Percent Funded**

Percent funded is calculated by dividing the Association's current reserve fund balance by the fully funded balance. The percent funded measures how well prepared an Association is to meet its current and future repair and replacement obligations. Percent funded highlights the strength of the association's reserve account in relation to the anticipated costs of repair and replacement.

### **Recommended Funding Plan**

We recommend a funding plan that maintains reserve above an adequate, though not excess threshold during years of significant expenditures. We recommend regular reserve fund contributions and gradual increasing reserving over time to fund expenses for future repairs and replacements whenever possible. Sometimes we adjust reserve assessments up or down to account for items that include, but are not limited to, catching up reserves that are not fully funded or to prepare the Association adequately from one or more years of significant expenses. The reserve funding recommendation is designed to distribute the anticipated costs of maintaining common property components equitable to all owners over the 30-year projection period to the extent reasonable possible.



## **STATEMENT OF LIMITATIONS AND ASSUMPTIONS**

As a guideline for establishing and spending reserves, we assumed that the Reserve Study will be regularly updated to account for the Association's changing physical, financial, technological, and regulatory conditions. As such, this report is valid at the date shown and Reserve Study Institute, LLC, cannot be held responsible for subsequent changes including, but not limited to, physical, chemical, economic, technological, or regulatory conditions over which we have no control.

This Reserve Study is based on non-invasive visual observation of the Association's property. No invasive or destructive testing, or testing of materials was conducted during the inspections, or at any other time during the preparation of this report. Accordingly, we do not opine on, nor are we responsible for, the structure integrity of the property including its conformity to specific governmental code requirements, such as fire, building and safety, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection. Also, it is assumed that all building and ancillary components have been designed and constructed properly and that life cycles will approximate normal industry performance standards. Reserve Study Institute, LLC shall not be responsible for accurate determination of remaining life expectancies of components that may have been improperly designed and constructed. Our opinions of the remaining useful lives of the property elements do not represent a guarantee or warranty of performance of the products, materials, and workmanship.

Cost estimates used represent a preliminary opinion only and are neither a quote nor a warranty of actual costs that may be incurred. These estimates are based on typical cost data that may not fully characterize the scope of the underlying property conditions. It should be anticipated that actual cost outcomes will be impacted by varying physical and economic conditions, maintenance practices, changes in technology, and future regulatory actions.

The projected values and recommendations included in this study are strictly estimated representations of true values. The more distant the year, the lower the probability the values are accurate. The model is sensitive to initial expenses – especially when inflated over 30 years – thus, depending on the economic climate, the recommended reserve assessments may need to be increased or decreased.

We did not make any soil analysis or geological study with this report; nor were any water, oil, gas, coal, or other subsurface mineral and use rights or conditions investigated. Substances such as asbestos, urea-formaldehyde, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials, if present, adversely affect the validity of this study. Our opinions are predicated on the assumption that there are no hazardous materials on or in the property. We assume no responsibility for any such conditions. We are not qualified to detect such substances, quantify the impact, or develop the remedial cost.

We make no representation or warranty, expressed or implied, with respect to the contents of this report or any part thereof and cannot accept any legal responsibility or liability for any inaccuracies, errors or omissions contained in this report or any part thereof. Our best professional judgment has

been used, however certain facts forming the basis of this report are subject to professional interpretation and differing conclusions could be reached.

We have relied on the Association's management and the Board of Directors to disclose pertinent financial status of the Association. Assumptions regarding interest earned and inflation have been made according to the current financial trends and rates. Component and material quantities were determined by observation during the site visit.

This reserve study should be reviewed carefully as it may not include, nor are our methods designed to include, all common and limited common element components that will require major maintenance, repair, or replacement in future years, and may not include regular contributions to a reserve account for the cost of such maintenance, repair, or replacement. We have relied on the Association's management and/or the Board of Directors to disclose to us any and all reserve components or assets that are the responsibility of the Association to maintain during the onsite visit. The failure to include a component, may, under some circumstances, require the Board to levy a special assessment for owners' shares of common expenses for the cost of major maintenance, repair, or replacement of a reserve component.

We assume, without independent verification, the accuracy of all data provided to us. We performed no procedures to detect false, misleading, or incomplete information, or violations of any rules, regulations, or laws.

**Restricted Use of Our Report** – This report is intended for use by the Association's management and the Board of Directors and is limited to only the purpose stated herein. Any use or reliance for any other purpose, by the Association's management, the Board of Directors, or third parties, is invalid. The Association's management and Board of Directors, or any other third parties viewing this report, should not reference our name or our report, in whole or in part, in any document prepared and/or distributed to third parties. This report contains intellectual property developed by Reserve Study Institute, LLC specific to this engagement and cannot be reproduced or distributed to those who conduct reserve studies without the expressed written consent of Reserve Study Institute, LLC.

**Client Confidentiality** – We will maintain the confidentiality of all conversations, documents provided to us, and the contents of our reports, subject to legal or administrative process or proceedings, though we reserve the right to include the Association's name in our client lists.

## **PROFESSIONAL EXPERIENCE**

**MICHAEL H. RUSS, JR.**  
**Reserve Analyst**

Michael H. Russ a reserve analyst at the Reserve Study Institute, LLC. He is responsible for preparing both the physical analysis and financial analysis of Reserve Studies. Mr. Russ is also responsible for inspection and analysis of the condition of clients' properties and recommending solutions to prolong the lives of the components. He also forecasts capital expenditures for the repairs or replacement of the property components and prepares technical reports on assignments for condominiums, townhomes, homeowners' associations, other associations, and properties.

### **Professional Experience**

Before founding Reserve Study Institute, LLC, Mr. Russ founded Florida Construction Industries, a construction firm based in Jacksonville, Florida. Mr. Russ also served as a financial Advisor for National Financial Services where he conducted examined financial projections, conducted cash flow analysis, evaluated various investment alternatives considering risk and inflation, also managed employee benefits for high-net-worth individuals and corporate clients.

The following highlights some of his professional experience:

- Stone House Kitchens Consultant and Project Manager
- Florida Construction Industries Founder
- Advisor at National Financial Services Group
- Property Manager
- Advisor at National Financial Brokerage
- Former Home Inspector
- Volunteer CFO at Limbitless, Inc., A Non-Profit Organization

### **Education**

Florida State College, Jacksonville, FL

### **Professional Affiliations/Designations**

215 Licenses for Annuities, Life Insurance and Health Insurance  
ADA Americans with Disabilities Act Certified  
NEFBA Certified North East Florida Builders Association

## GLOSSARY

**Cash Flow Method** – A method of calculating Reserve contributions to the reserve fund designed to offset the variable annual expenditures from the reserve fund. Difference Reserve Funding Plans are tested against the anticipated schedule of reserve expenses until the desired funding goal is achieved.

**Component** – Also referred to as an “Asset.” Individual line items in the Reserve Study developed or updated in the physical analysis. Components typically meet four requirements: 1) Association’s responsibility, 2) limited useful lives, 3) predictable useful lives, and 4) above a minimum threshold cost.

**Component Inventory** – The task of selecting and quantifying reserve components, which can be accomplished through on-site visual observations, review of Association design and organizational documents, a review of established association precedents, and discussion with appropriate Association representatives.

**Component Method** – A method of developing a Reserve Funding Plan with the total contributions is based on the sum of the contributions for individual components.

**Current Cost of Replacement** – The amount required today derived from the quantity of a Reserve Component and its unit cost to replace or repair a Reserve Component using the most current technology and construction materials, duplicating the productive utility of the existing property at current local market prices for materials, labor, and manufactured equipment, contractors’ overhead, profit, and fees, but without provisions for building permits, overtime, bonuses for labor or premiums for material and equipment. We include removal and disposal costs where applicable.

**Deficit** – An actual or projected reserve balance that is less than the fully funded balance.

**Effective Age** – The difference between Useful Life (UL) and Remaining Useful Life (RUL)

**Financial Analysis** – The portion of the Reserve Study where current status of the reserves (measured as cash or percent funded) and a recommended reserve contribution rate (reserve funding plan) are derived, and the projected reserve income and expenses over time is presented.

**Fully Funded Balances** – The Reserve balance that is in direct proportion to the fraction of life “used up” of the current Repair or Replacement costs similar to Total Accrued Depreciation.

**Funding Goal (Threshold)** – The stated purpose of this Reserve Study is to determine the adequate, not excessive, minimal threshold reserve balances.

**Future Costs of Replacement** – Reserve Expenditure derived from the inflated current cost of replacement or current cost of replacement as defined above, with consideration given to the effects of inflation on local market rates for materials, labor, and equipment.

**Long-Lived Property Component** – Property component of the Association responsibility not likely to require capital repair or replacement during the next 30 years with an unpredictable remaining Useful Life beyond the next 30 years.

**Percent Funded** – The ratio, at a particular point of time (typically the beginning of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

**Physical Analysis** – The portion of the Reserve Study where the component evaluation, condition assessment, and life and valuation estimate tasks are performed.

**Remaining Useful Life (RUL)** – The estimated remaining functional or useful time in years of a Reserve Component based on its age, condition, and maintenance.

**Reserve Balance** – Actual or projected funds as of a particular point in time (typically the beginning and ending of the fiscal year) that the Association has identified for use to defray the future repair or replacement of those major components that the Association is obligated to maintain. Reserve balance is also commonly referred to as “reserves,” “reserve accounts”, or “cash reserves.” In this report, the reserve balance is based on information provided by management and is not audited.

**Reserve Component** – Property elements with: 1) the Association’s responsibility; 2) limited Useful Life expectancies; 3) predictable Remaining Useful Life expectancies; and 4) a replacement cost above a minimum threshold.

**Reserve Component Inventory** – Line Items in Reserve Expenditures that identify a Reserve Component.

**Reserve Contribution** – An amount of money set aside or Reserve Assessment contributed to a Reserve Fund for future Reserve Expenditures to repair or replace Reserve Components.

**Reserve Expenditure** – Future Cost of Replacement of a Reserve Component.

**Reserve Funding Plan** – The portion of Reserve Study identify the Cash Flow Analysis and containing the recommended Reserve Contributions and projected annual expenditures, interest earned, and reserve balances.

**Reserve Study** – A budget planning tool that identifies both the current status of the reserve fund and a stable and equitable Funding Plan designed to offset the anticipated future major common area expenditures. The Reserve Study consists of two parts: 1) Physical Analysis and 2) Financial Analysis.

**Special Assessment** – An assessment levied on the members of an Association by the Board of Directors in addition to regular assessments.

**Surplus** – An actual or projected reserve balance that is greater than the fully funded balance.

**Useful Life (UL)** – The estimated total time, in years, that a Reserve Component is expected to serve its intended function in its present application or installation.



*FOURTH ORDER OF BUSINESS*

## RESOLUTION 2025-03

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ABERDEEN COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY PURSUANT TO F.S. § 274.06; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Aberdeen Community Development District (“District”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, as such, the District is a governmental unit within the meaning of Chapter 274, *Florida Statutes* (“Governmental Unit”); and

**WHEREAS**, the District has purchased and owns certain furniture and other personal property as listed in more detail in the attached **Exhibit A** (“Surplus Property”); and

**WHEREAS**, the District desires to classify the Property as surplus tangible personal property, and to determine that the Property is obsolete and that continued use of the Property is uneconomical, inefficient to maintain, and/or serves no useful function; and

**WHEREAS**, the District has considered the best interests of the District, and the value and condition of the Property, and

**WHEREAS**, the District desires to dispose of the Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in Section 1.01, *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, the District hereby determines that the Property is without commercial value and desires to destroy or abandon it, all in accordance with the provisions of Chapter 274, *Florida Statutes*; and

**WHEREAS**, the District believes that disposing of the Property in this fashion is the most efficient and cost-effective means of disposing of the Property; and

**WHEREAS**, the District has estimated the value of the respective pieces of Property to be less than Five Thousand Dollars (\$5,000), or without commercial value; and

**WHEREAS**, the District believes that it is in its best interests to dispose of the Property in this fashion.

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

**SECTION 1. INCORPORATION OF RECITALS.** All of the representations, findings and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.

**SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby classifies the Property as surplus tangible personal property, and hereby determines that the continued use of the Property is uneconomical, inefficient to maintain, and/or serves no useful function.

**SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY.** The District hereby directs and authorizes staff to dispose of the Property for value to any person, or for value without bids to the state, to any Governmental Unit, or to any political subdivision as defined in Section 1.01, *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, by destroying or abandoning it, all in accordance with the provisions of Chapter 274, *Florida Statutes*. Staff may dispose of the respective pieces of Property to different persons, at different times. Although referenced jointly, it is the intent of the District to dispose of the Property separately to the extent it is in the best interest of the District.

**SECTION 4. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 5. EFFECTIVE DATE.** This Resolution shall take effect immediately upon the passage and adoption of this Resolution by the Board of Supervisors of the District.

**PASSED AND ADOPTED** this 25<sup>th</sup> day of February, 2025.

ATTEST:

**ABERDEEN COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors

**Exhibit A**

**List of Surplus Property**

- (4) 36" x 54" Tables
- (2) High Top Tables
- (6) High Top Chairs
- Bookcase
- Flatscreen Television

*FIFTH ORDER OF BUSINESS*



**AGREEMENT BY AND BETWEEN THE  
ABERDEEN COMMUNITY DEVELOPMENT DISTRICT  
AND ABERDEEN RAYS INC., REGARDING THE USE  
OF THE DISTRICT'S COMPETITION POOL**

THIS AGREEMENT ("Agreement") is made and entered into this \_\_\_ day of February, 2025, by and between:

**Aberdeen Community Development District**, a local unit of special- purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida, whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"), and

**Aberdeen Rays Inc.**, a non-profit swim club, with a mailing address of 265 N. Aberdeenshire Dr., St. Johns, Florida ("Swim Team").

**RECITALS**

**WHEREAS**, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, Florida Statutes; and

**WHEREAS**, the District owns and maintains as public improvements a recreation facility which includes a competition pool ("Amenity Facility"); and

**WHEREAS**, Swim Team approached the District and desires to make use of the District's competition pool at the District's Amenity Facility for practices and hosting of swim meets; and

**WHEREAS**, the District is willing to allow the Swim Team and its coaches to make use of the District's pool for practices and meets provided that such use does not impede the District's operation of the Amenity Facility as a public improvement.

**WHEREAS**, the District has determined that providing the Swim Team with the ability to use the pool is a benefit to the District, is a proper public purpose, and makes appropriate use of the District's public facilities.

**WHEREAS**, the District and the Swim Team warrant and agree that they have all right, power, and authority to enter into and be bound by this Agreement.

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

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

**2. GRANT OF LICENSE.** The District hereby grants to the Swim Team a license to use the competition pool for Swim Team practices and swimming competitions in accordance with the Exhibits attached hereto and incorporated herein by reference (“License”). In consideration of said use of the competition pool, Swim Team agrees to the following conditions:

**A.** Swim Team’s access is limited to the competition pool, the adjacent pool deck, the Amenity Facility restrooms, and the parking lot serving the Amenity Facility. Additionally, Swim Team shall have non-exclusive use of starting blocks during Swim Team practices and swimming competitions. District does not hereby guarantee the operation, repair or future replacement of the starting blocks. No other use of, or access to, the Amenity Facility is permitted. Swim Team does not have the right to access or use other parts of the District’s swimming pool.

**B.** Swim Team’s access to the competition pool is limited to Swim Team practices and swimming competitions (“Swim Meets”) on the dates and terms set forth in **Exhibit A**; provided, however, that Swim Team must schedule and compensate two licensed lifeguards to be on duty at all times during Swim Meets.

**C.** The parties acknowledge that weather conditions will affect the use of the competition pool at any given time. The District shall have the right to temporarily close the competition pool on any given day due to inclement weather, including but not limited to, rain, lightning, hail, and strong winds. Swim Team shall abide by the decision of the District as to the closure of the competition pool.

**D.** Swim Team shall be responsible for the safety of its employees, Swim Team participants, guests, invitees, agents or students at all times that Swim Team is exercising its rights under this Agreement.

**E.** Only Swim Team participants and coaches using the pool for practice are permitted to enter the competition pool, except in case of emergency. Family members and/or guests of Swim Team may not use the competition pool in conjunction with this License.

**F.** Swim Team’s use of the competition pool shall be contemporaneous with the use of the Amenity Facility by Patrons (as that term is defined in the Policies Regarding District Amenity Facilities), and Swim Team’s use shall not impede or interfere with the operation of the Amenity Facility as a public improvement or with the use of any accessible means of entry such as but not limited to pool lift(s).

**G.** At least one outside swim lane shall be kept open at all times during Swim Team practice to allow Patrons to use the competition pool.

**H.** Swim Team's use of the competition pool shall be subject to the policies and regulations of the District, including any existing or future policies or plans developed in response to the COVID-19 public health emergency and the Guidelines for Swim Team Usage which are incorporated herein and attached as **Exhibit B**.

**I.** The parties acknowledge that the District shall have the right to temporarily or permanently close the competition pool, or make any other modifications to the operation of the competition pool at any time due to public health concerns, including the COVID-19 public health emergency, or as directed by Executive Order, or state or federal regulations, directives or guidance

**3. WAIVER AND RELEASE.** Each participant, and in the case of a participant under 18 years of age, each participant's parent or legal guardian, in any event or activity of the Swim Team shall execute a waiver and release in the form attached hereto as **Exhibit C**.

**4. LICENSE FEE.** Swim Team hereby agrees to pay District fees as set forth on Exhibit A, which obligates the Swim Team to pay 10% of collected registration fees to the District. In addition to the fees set forth in Exhibit A, Swim Team will collect an additional \$10 per clinic fee and \$30 per summer swim fee for each nonresident swimmer, with revenues of the nonresident swimmer fees to be paid to the District.

**5. TERM.** The term of the License shall be from January 1, 2025 through December 31, 2025, unless terminated or revoked pursuant to Paragraph 6, below. Any changes in renewal terms must be provided to District in writing by December 1st prior to the subsequent renew year. The covenants and obligations of Swim Team contained in sections 2, 9, 11 and 12 shall survive cancellation for acts and omissions that occurred during the effective term of the agreement.

**6. SUSPENSION, REVOCATION AND TERMINATION.** The District and the Swim Team acknowledge and agree that the license granted herein is a mere privilege and may be immediately suspended or revoked, with or without cause, at the sole discretion of the District. In the event the District exercises its right to suspend or revoke the license, the District shall provide Swim Team written notice of the suspension or revocation, which shall be effective immediately upon receipt by Swim Team of the notice. Swim Team may terminate this Agreement upon written notice to the District. Swim Team shall have no claim whatsoever against the District for monetary damages, specific performance, or any other type of relief as a result of the District suspending or revoking the License.

**7. PROFESSIONAL JUDGMENT.** Swim Team represents that it is qualified to operate a swim team and to provide certified, trained and qualified coaches. Swim Team further represents that its coaches are certified as provided in Section 514.071, Florida Statutes. Swim Team shall maintain all required licenses and certifications in effect and shall at all times exercise sound professional judgment, including taking precautions for the safety of its

participants and employees. All minors participating in the Swim Team shall only be with the written consent of a parent or guardian. The District shall in no way be responsible for the safety of any of Swim Team's employees, Swim Team participants, guests, invitees, agents or students. Any and all waivers signed by Swim Team's swimmers shall acknowledge the fact that the District is not responsible for the safety of Swim Team's employees, Swim Team participants, guests, invitees, agents or students and waive all claims, demands, losses, damages, liabilities, and expenses, and all suits, actions and judicial decrees arising from personal injury, death, or property damage resulting in any manner whatsoever from use of the License by Swim Team. Swim Team shall remain an active Florida corporation in good standing during the term of this License.

8. **CAPACITY OF POOL.** Swim Team shall determine the size of each individual swim team and the appropriate ratio of its participants to coaches, provided, however, that Swim Team shall provide the expected number of swim team participants to the District's amenity manager ("Manager") and cooperate in good faith with the Manager to ensure that pool capacity is not exceeded.

9. **INSURANCE AND INDEMNITY.** Swim Team shall acquire and maintain general commercial liability insurance coverage acceptable to the District in an amount not less than \$1,000,000 per occurrence, which shall include all claims and losses that may relate in any manner whatsoever to use of the License by Swim Team, its employees, Swim Team participants, agents, students, guests or invitees. Swim Team shall provide evidence of such insurance in the form of an insurance certificate naming the District, its supervisors, staff and employees as certificate holders and additional insureds at least thirty (30) days prior to commencing use of the District's facilities under this Agreement. Additionally, the Swim Team agrees that its policy may not be canceled during the term of this Agreement without at least thirty (30) days written notice to the District.

Swim Team hereby agrees to defend, indemnify and hold harmless the District from and against any and all claims, demands, losses, damages, liabilities, and expenses, and all suits, actions and judicial decrees (including, without limitation, costs and reasonable attorneys' fees for the District's legal counsel of choice, whether at trial or on appeal), arising from personal injury, death, or property damage resulting in any manner whatsoever from use of the License by Swim Team, its employees, swim team members, agents, participants, guests or invitees. Nothing herein shall be construed as a waiver of the District's sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute. The provisions of this Paragraph shall survive suspension or revocation of the License or termination of this Agreement.

10. **NOTICES.** Any notice, request, demand or other communication ("Notice") given by either party to the other shall be deemed to have been properly sent or given when delivered by hand or when sent by certified mail, return receipt requested, by facsimile transmission or by overnight courier or delivery service. Counsel for each party may accept or deliver Notice on behalf of their respective clients. Upon execution of this License, the parties shall exchange

addresses, phone and fax numbers where Notices may be provided. Any changes to this information shall promptly be provided to the other party.

**11. CARE OF PROPERTY.** Swim Team agrees to use all due care to protect the property of the District, its residents and landowners from damage, and to require any meet participants invited to the District's Amenity Facility to do the same. Swim Team agrees that it shall assume responsibility for any and all damage to the District's facilities or lands as a result of Swim Team's use under this Agreement other than damage which may be attributable to ordinary wear and tear as determined by the District. In the event that any damage to the District's facilities or lands occurs, the District shall notify Swim Team of such damage. Swim Team agrees that the District may make whatever arrangements necessary, in its sole discretion, to promptly make any such repairs as is necessary to preserve the health, safety and welfare of the District's lands, facilities, residents and landowners. Swim Team agrees to reimburse the District for any such repairs within 30 days of receipt of an invoice from the District reflecting the cost of the repairs made under this Section.

**12. ENFORCEMENT.** A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance. Notwithstanding this, the Swim Team's right to recover damages from the District on any and all claims of any type shall be limited in all instances to no more than one hundred dollars (\$100).

**13. CONTROLLING LAW; VENUE; REMEDIES.** This Agreement and the provisions contained herein shall be construed, interpreted, and controlled according to the laws of the State of Florida. The parties agree that venue for any action arising hereunder shall be in a court of appropriate jurisdiction in St. Johns County, Florida. The parties further agree that in addition to any other remedies or damages available, injunctive relief may also be appropriate to enforce the terms of the License.

**14. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

**15. NON TRANSFER.** The License shall be for the sole use by Swim Team and shall not be assigned or transferred without the prior written consent of the District in its sole discretion. A transfer or assignment of all or any part of the License shall cause the License to become voidable, in the sole discretion of the District.

**16. ENTIRE AGREEMENT.** This is the entire Agreement of the parties and may not be amended except in writing signed by both parties.

**[INTENTIONALLY LEFT BLANK]**



IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

Attest:

**ABERDEEN COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

Witness:

**ABERDEEN RAYS INC.**

\_\_\_\_\_  
Signature

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

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

- Exhibit A: Schedule and Terms of Swim Team Practices**
- Exhibit B: Guidelines for Swim Team Usage**
- Exhibit C: Waiver and Release**

## **Exhibit A**

### **Swim Practice Schedule**

- Spring Clinic (4 Weeks)
  - **Dates: March 24 to April 18**
    - Afternoons Tue, Wed, Thur - 5 to 6 pm
- Summer Swim (12 Weeks)
  - **Dates: April 21 to July 12**
    - Mornings 7:30 to 8:30 (Tu, Wed, Thu)
    - Afternoons 4:30 to 6:45 (Mon, Tu, Wed, Thu)
- **Potential Meet Dates:** May 17, **May 31**, June 7, June 14, **June 21 & June 28**

**Exhibit B**  
**Guidelines for Swim Team Usage**

1. All Swim Team usage of District facilities must be pre-scheduled with District staff at least 30 days prior to the beginning of practices.
2. The Swim Team may be comprised of residents and non-residents. Lifeguards will not practice with the Swim Team while on duty. A non-resident's access to the competition pool is limited to Swim Team practices and swimming competitions.
3. Swim Team is responsible for ensuring that Swim Team members and visiting teams abide by all facility rules and policies.
4. Swim Team shall be responsible for straightening chairs and disposing of trash in poolside trash receptacles.
5. During Swim Team practices, the swim team shall leave at least one lane open for use by non-swim team users. Should the lane reserved for non-swim team users be used by more than two swimmers, the Swim Team shall make another lane available for non-swim team users.
6. Swim Team roster must be provided to the District 30 days prior to practices beginning. Roster must include all coaching staff.
7. Proof of insurance must be provided to the District directly by Swim Team's insurer 30 days prior to practices beginning.
8. Swim Team contract with the District must be signed and provided to the District 30 days prior to practices beginning.
9. Swim Team is responsible for ensuring that all children under age 14 are accompanied by a parent or person 18 years old or over at all times.
10. All Swim Team Head Coaches and Junior Coaches must get an access card prior to the first day of practice.

**Exhibit C  
Waiver and Release**

I, \_\_\_\_\_, on behalf of myself, my personal representatives, my minor children and my heirs hereby voluntarily agree to indemnify, defend, release, hold harmless, and forever discharge the Aberdeen Community Development District (“District”), and its present, former, and future supervisors, staff, officers, employees, representatives, agents and contractors from any and all liability, claims, lawsuits, actions, suits or demands, whether known or unknown, in law or equity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorney’s fees, costs and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, my children’s and my guests’ use of the facilities and lands owned by the District in connection with Aberdeen Rays Inc., including any and all on-site or off-site activities related to Aberdeen Rays Inc., and any transportation to and from such activities. I expressly acknowledge that I assume all risk for any and all injuries and illness that may result from my, my children’s and my guests’ participation in any and all of these activities, including but not limited to any injuries sustained by me, my children and my guests. Without limiting the foregoing, I hereby acknowledge and agree that the District will not in any way supervise or oversee the activities occurring on the District’s property in connection with Aberdeen Rays Inc. This Waiver and Release is binding upon me, my children, my guests, my heirs, executors, legal representatives, and successors. The provisions of this Waiver and Release will continue in full force and effect even after the conclusion of my use of the District’s property. The provisions of this waiver of liability may be waived, altered or amended or repealed, in whole or in part, only upon the prior written consent of the District.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the State of Florida. I further understand that nothing in this waiver and release shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, Florida Statutes or other statute or law. I agree that if any portion of this waiver and release is deemed invalid, that the remainder will remain in full force and effect.

**I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT AND FURTHER UNDERSTAND THAT BY SIGNING THIS DOCUMENT THAT I AM WAIVING CERTAIN LEGAL RIGHTS AND REMEDIES. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL. I UNDERSTAND THAT BY SIGNING BELOW, SUCH WAIVER AND RELEASE, INCLUDING ALL OF THE TERMS IN THE PRECEDING PARAGRAPHS, SHALL APPLY EACH AND EVERY TIME I, MY CHILD OR MY GUEST UTILIZE THE DISTRICT’S FACILITIES OR LANDS.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

*EIGHTH ORDER OF BUSINESS*



*E.*

# Aberdeen CDD Operations, GM/LD Monthly Report – February 25, 2025

## Operations Manager Update:

- Completed the repairs and painted the walls and doors at the Fitness Center. (Photos)
- The replacement tunnel slide piece arrived and was installed. (Photo)
- The Fort William fence that was taken down again was reinstalled and extended. (Photo)
- The front safety curb of the Amenity Center was repainted.
- Power washing was completed under the awnings, the deck and back patio.
- We ordered (2) new updated panels for the rowing machine, (1) for the bike. We got a sizeable discount from Life Fitness. They have all been installed. (Photos)
- Two trees were cut down at Granite City that were dead.
- A new dog waste station was placed at the Estate sign.
- A dead bobcat removed from the median on Longleaf. (Photo)
- A child safety swing was replaced at the River Dee playground.
- The punching bag required a new eyebolt as the old one was worn down. (Photo)

## Current Operations Projects/ Areas of Concerns:

- A sidewalk collapsed on Longleaf Queen Victoria and Aberdeen Place. The county was alerted. (Photo)
- There is a undetermined broken pipe under pool tank #1. We are still in the process of finding the leak location and will keep the BOD informed once we know.
- Tree Amigos hit a reclaimed water line while grinding the remaining Cypress Trees stumps/roots. The rotting roots were causing washout and paver issues to the pool deck. This area will require a drain, dirt and fixing pavers. (Photo) -**Repairs in Progress.**

## GM/Lifestyle Update:

### Facility Updates:

- The bathroom floors have been stripped and waxed for the new season by Jani King. (Photo)
- New WIFI/Cleaning Signs were added to the Fitness Center. (Photo)
- Two new garbage cans were ordered and put out on the pool deck. (Photo)

### Lifestyle Events Recap:

- The 50+ Group held their monthly themed social in the Social Hall on February 14.(Photos)

### Lifestyle Upcoming Events:

- We will offer a Babysitting Safety & CPR/AED class given by Safety First on Saturday, March 1st from 9am-1pm in the Social Hall.
- St. Johns County Spring Break will be March 15 - 23rd.The slide will be open these days from 11am-6pm with Lifeguards. The slide will be open Saturday and Sundays only from 11am-6pm until our summer season official starts on Saturday, May 31st.
- The Spring Community Wide Yard Sale date is set for Saturday, April 5th.
- The Spring “Egg”stravaganza will be held on Saturday, April 19th from 11am-2pm.



# Operations & Facility Update



**Fitness Center Wall Repairs and Painting**



**Replacement Slide Tunnel**

**New Garbage Cans**

**New Signs in The Fitness Center**



**Bathroom Floors Stripped & Waxed**

**Fort Williams Fence Reconstructed & Extended**





**New Recumbent Bike Panel**



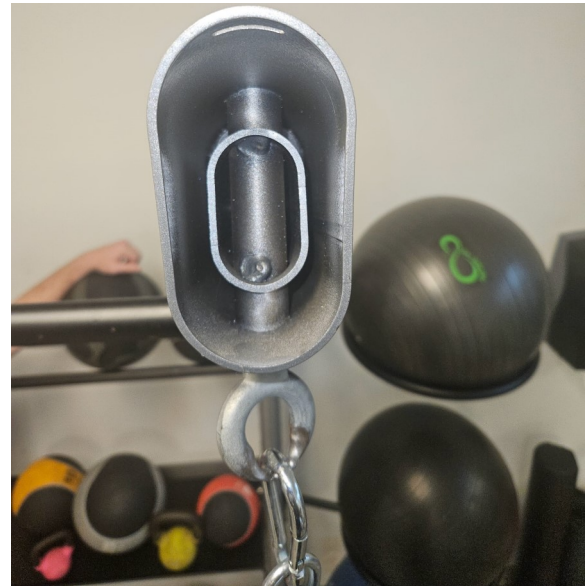
**Rew Rowing Machine Panels**



**New Foot Straps**



**Dead Bobcat Removed From Median**



**Punching Bag Pin Replaced**

## **Operations Projects/ Concerns**



**Sidewalk Collapsed On Longleaf Pkwy.**



**Washout from Cypress Roots**





Join us for this month's  
50+ Social,  
**That's Amore!**

**FRIDAY,  
FEBRUARY 14TH  
6:30PM**

Join us for our Italian Theme Valentine Dinner. Gwen Chubb will be hosting and is providing a ziti and meatball casserole.

We ask that those attending bring your favorite italian dish, appetizer, side, garlic bread or salad.

 JOIN OUR FACEBOOK ABERDEEN 50+ PAGE TO LET US KNOW WHAT YOU WILL BE BRINGING AND HOW MANY WILL BE ATTENDING. NOT ON FACEBOOK? PLEASE CONTACT CHRIS MOYER AT 716-4713234





*TENTH ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
ABERDEEN  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, January 28, 2025 at 4:00 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida.

Present and constituting a quorum were:

Lauren Egleston	Chairperson
Paul Fogel	Vice Chairman
Thomas Marmo	Supervisor
Richard Perez	Supervisor

Also present were:

Marilee Giles	District Manager
Kyle Magee	District Counsel
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential

The following is a summary of the actions taken at the January 28, 2025 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 4:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Proposals**

**A. Dive Block Repairs Proposals**

Mr. Parker stated C Buss currently works on our equipment; Crown Pools has worked on our property before. I have never used Crystal Clean Repairs.

Ms. Egleston stated I don't know that this is going to be the end of it, something else always pops up.

Ms. Giles stated you can set a not to exceed of \$35,000 and if they discover something else it can be repaired and if it doesn't require it, the money stays with the district.

Mr. Parker stated the reason C Buss' price is lower than the others is because they do a lot of work with First Service and they give us a discount.

On MOTION by Mr. Fogel seconded by Mr. Marmo with all in favor the proposal from C Buss Enterprises in the amount of \$29,974.02 was approved and Ms. Egleston was appointed to be the point person on this project.

**B. Tree Work**

This item tabled.

**C. Lins Electric**

Ms. Trivelpiece stated we have had a lot of issues with things that need to be updated. There are decorative light fixtures that hang that are old and give off no light as well as some of the fans. This will replace all the old lighting with upgraded lighting and I will buy the fans and they will install them. We had a price of \$1,600 to replace the bathroom lighting. The total for both is \$4,928.17.

Ms. Egleston stated let's do a not to exceed \$5,000 and see if he will give us a deal if they do them all at one time. The fan purchase is separate from that.

On MOTION by Mr. Fogel seconded by Ms. Egleston with all in favor staff was authorized to have the lighting done in the outdoor area and the bathroom by Lin's Electric, Inc. in an amount not to exceed \$5,000.

**D. Social Hall Furniture**

Ms. Trivelpiece stated the social hall furniture gets a lot of use and abuse. We do a lot of rentals in here and the furniture breaks continuously. I'm looking at eight 36 X 36 tables and 32 stacking chairs. I was hoping for a not to exceed and let us purchase.

Ms. Egleston stated I like the Wayfair option because it doesn't look as sterile as the other.

Ms. Trivelpiece stated I like the Wayfair tables but not the chairs. I want commercial grade furniture.

Ms. Egleston stated this is the only space we have and needs to be set up for multi-purpose use and some updates.

Ms. Trivelpiece stated I agree and I brought this up last year and was given the same response and it has been pushed out and pushed out. This furniture continues to get worse and we are in the season. Storage for chairs I feel is taking away from the space. I agree getting rid of the furniture and mounting the TV on the wall, it opens the space and we will have more room in here. I would like to get started; every time we move a chair it breaks.

On MOTION by Mr. Marmo seconded by Mr. Fogel with all in favor staff was authorized to order furniture for the social hall to include tables, chairs, TV in an amount not to exceed \$6,000 and Mr. Perez was authorized to work with staff on the selection and color.
---

Ms. Giles stated now what happens is we will need a rough estimate of what this furniture is worth and we will work with district counsel to do a resolution to sell or dispose of it depending on the value.

**E. Ruppert Landscape**

Mr. Parker stated we had a washout on the side of the pool. A tree came down the roots were underneath the pavers and when the roots died, the pavers caved in and all of that washed out into the lake. I had the tree people take out the stumps and roots and we found a reclaimed water pipe that nobody knew was there and it washed out everything. I'm looking to refill the area and put in a drain to avoid more washouts.

It was the consensus of the board to direct staff to have the area repaired as outlined, which is under their spending limit.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.



**B. Engineer**

There being none, the next item followed.

**C. Manager**

Ms. Giles stated thank you for completing your ethics training prior midnight December 31, 2024. It is calendar year 2025 and feel free to complete the ethics training for this year. You can send me an email when you complete it and I will keep track of it.

**D. Operation Manager - Report**

Mr. Parker reviewed the items outlined in the monthly memorandum and stated trespassers cut our fence again and cut down the shrubs. To put up a 6-foot to eight-foot chain link fence from one side to another to stop all the trespassing will cost \$2,953.

After discussion of possible solutions to try to solve the trespassing issue, staff was authorized to repair the fence rather than pay for a new fence.

**E. Amenity Center Manager - Report**

Ms. Trivelpiece reviewed the amenity center activities and maintenance items, which were outlined on the monthly memorandum, and included as part of the agenda package.

**FIFTH ORDER OF BUSINESS**

**Supervisors Requests and Public Comments**

Mr. Perez stated someone complained about the website not working and shrubs in front of the Sutherland Forest sign.

Staff will reach out to the proper party to have the shrubs trimmed.

**SIXTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the December 16, 2024 Meeting**

On MOTION by Mr. Fogel seconded by Ms. Egleston with all in favor the minutes of the November 26, 2024 meeting were approved as presented.

- B. Balance Sheet as of December 31, 2024 and Statement of Revenues and Expenses for the Period Ending December 31, 2024**
- C. Assessment Receipt Schedule**
- D. Approval of Check Register**

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

**SEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 02/25/25 @ 4:00 p.m. @ Aberdeen Amenity Center**

Ms. Giles stated the next meeting is scheduled for February 25, 2025 at 4:00 p.m. in the same location.

On MOTION by Ms. Egleston seconded by M. Marmo with all in favor the meeting adjourned at 5:26 p.m.

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

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

*B.*

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

***Unaudited Financial Reporting***  
***January 31, 2025***



**Aberdeen**  
**Community Development District**  
**Combined Balance Sheet**  
**January 31, 2025**

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Project Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account	\$ 29,842	\$ -	\$ 58,378	\$ -	\$ 88,220
<b>Investments:</b>					
State Board of Administration (SBA)	880	-	119,578	-	120,458
Custody	885,550	-	436,368	-	1,321,918
<b>Series 2020A</b>					
Reserve A-1	-	378,625	-	-	378,625
Interest A-1	-	4,174	-	-	4,174
Prepayment A-1	-	7,186	-	-	7,186
Revenue	-	2,020,762	-	-	2,020,762
Reserve A-2	-	218,250	-	-	218,250
Interest A-2	-	2,406	-	-	2,406
Prepayment A-2	-	1,439	-	-	1,439
General Redemption	-	264	-	-	264
<b>Series 2018</b>					
Reserve	-	66,450	-	-	66,450
Revenue	-	131,875	-	-	131,875
Prepayment	-	447	-	-	447
Redemption	-	2,704	-	-	2,704
Construction	-	-	-	52,654	52,654
Prepaid Expenses	2,110	-	-	-	2,110
<b>Total Assets</b>	<b>\$ 918,382</b>	<b>\$ 2,834,582</b>	<b>\$ 614,324</b>	<b>\$ 52,654</b>	<b>\$ 4,419,941</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 49,541	\$ -	\$ -	\$ -	\$ 49,541
<b>Total Liabilities</b>	<b>\$ 49,541</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 49,541</b>
<b>Fund Balance:</b>					
Nonspendable:					
Prepaid Items	\$ 2,110	\$ -	\$ -	\$ -	\$ 2,110
Restricted for:					
Debt Service - Series	-	2,834,582	-	-	2,834,582
Capital Project - Series	-	-	-	52,654	52,654
Assigned for:					
Capital Reserve Fund	-	-	614,324	-	614,324
Unassigned	866,731	-	-	-	866,731
<b>Total Fund Balances</b>	<b>\$ 868,841</b>	<b>\$ 2,834,582</b>	<b>\$ 614,324</b>	<b>\$ 52,654</b>	<b>\$ 4,370,400</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 918,382</b>	<b>\$ 2,834,582</b>	<b>\$ 614,324</b>	<b>\$ 52,654</b>	<b>\$ 4,419,941</b>



# Aberdeen

## Community Development District

### General Fund

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

For The Period Ending January 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/25	Thru 01/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 1,207,029	\$ 1,109,992	\$ 1,109,992	\$ -
Interest Income	15,000	5,000	1,360	(3,640)
Amenities Revenue/Misc	15,000	5,000	2,447	(2,553)
<b>Total Revenues</b>	<b>\$ 1,237,029</b>	<b>\$ 1,119,992</b>	<b>\$1,113,799</b>	<b>\$ (6,193)</b>
<b>Expenditures:</b>				
<b>General &amp; Administrative:</b>				
Supervisor Fees	\$ 12,000	\$ 4,000	\$ 3,800	\$ 200
FICA Expense	918	306	291	15
Assessment Administration	5,618	5,618	5,618	-
Engineering Fees	7,000	2,333	-	2,333
Arbitrage	1,200	400	-	400
Dissemination Agent	8,764	2,921	3,121	(200)
Attorney Fees	27,000	9,000	4,682	4,318
Annual Audit	3,475	-	-	-
Trustee Fees	9,000	6,541	6,541	-
Management Fees	59,322	19,774	19,774	(0)
Information Technology	2,022	674	674	0
Telephone	700	233	110	123
Postage	2,000	667	541	126
Printing and Binding	1,000	333	111	222
Insurance	12,839	12,839	12,489	350
Legal Advertising	2,000	667	210	457
Office Supplies	200	67	136	(70)
Other Current Charges	-	-	20	(20)
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 155,233</b>	<b>\$ 66,548</b>	<b>\$ 58,293</b>	<b>\$ 8,255</b>
<b>Operations &amp; Maintenance</b>				
<b>Amenity Center</b>				
Insurance	\$ 56,057	\$ 56,057	\$ 52,374	\$ 3,683
Repairs & Replacements	75,000	25,000	27,707	(2,707)
Special Events	25,000	8,333	10,717	(2,383)
Staff Uniforms	1,225	408	-	408
Recreational Supplies	900	300	-	300
Recreational Passes	1,500	500	365	135
Other Current Charges	500	167	-	167
Permit Fees	2,500	833	-	833
Office Supplies	3,000	1,000	391	609
Credit Card Machine Fees	900	300	252	48
Pest Control	3,000	1,000	1,297	(297)
Pool Chemicals - Poolsure	33,000	11,000	11,643	(643)
Refuse Service	13,000	4,333	4,957	(624)
Security	18,796	6,265	6,569	(304)
Website	1,800	600	600	-
Holiday Decorations	12,000	4,000	5,121	(1,121)
Subscriptions	8,000	2,667	1,542	1,125

# Aberdeen

## Community Development District

### General Fund

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

For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
<b>Utilities</b>				
Water & Sewer	\$ 20,000	\$ 6,667	\$ 6,138	\$ 529
Electric	39,600	13,200	10,948	2,252
Cable/Internet/Phone	16,000	5,333	5,953	(620)
<b>Management Contracts</b>				
Field Operations Management - FirstService	74,516	24,839	28,397	(3,558)
Pool Attendants/Lifeguards - RMS	53,000	-	-	-
Facility Management - FirstService	101,421	33,807	36,686	(2,879)
Janitorial Services - FirstService	44,200	14,733	18,433	(3,700)
General Facility Maintenance - FirstService	54,600	18,200	20,091	(1,891)
Resident Services Coordinator- FirstService	74,360	24,787	25,236	(449)
Management Fee - FirstService	14,220	4,740	4,740	-
Fitness Center Cleaning - Jani King	14,400	4,800	4,800	-
<b>Subtotal Amenity Center</b>	<b>\$ 762,495</b>	<b>\$ 273,870</b>	<b>\$ 284,957</b>	<b>\$ (11,088)</b>
<b>Ground Maintenance</b>				
Electric	\$ 14,426	\$ 4,809	\$ 3,786	\$ 1,023
Streetlighting	33,652	11,217	10,780	437
Lake Maintenance	35,000	11,667	8,025	3,642
Landscape Maintenance	271,653	90,551	66,581	23,969
Landscape Contingency	30,000	10,000	10,400	(400)
Common Area Maintenance	15,000	5,000	-	5,000
Reuse Water	40,000	13,333	9,615	3,718
Miscellaneous	1,000	333	-	333
Irrigation Repairs	9,060	3,020	-	3,020
<b>Subtotal Ground Maintenance</b>	<b>\$ 449,791</b>	<b>\$ 149,930</b>	<b>\$ 109,187</b>	<b>\$ 40,743</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,212,286</b>	<b>\$ 423,800</b>	<b>\$ 394,144</b>	<b>\$ 29,655</b>
Capital Reserve Funding	\$ 40,000	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,407,519</b>	<b>\$ 490,348</b>	<b>\$ 452,438</b>	<b>\$ 37,910</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (170,490)</b>	<b>\$ 629,644</b>	<b>\$ 661,361</b>	<b>\$ (44,103)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 170,490</b>		<b>\$ 207,480</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 868,841</b>	





**Aberdeen**  
**Community Development District**  
**Debt Service Fund Series 2018**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2025**

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 133,250	\$ 123,947	\$ 123,947	\$ -
Interest Income	5,000	1,667	1,585	(82)
<b>Total Revenues</b>	<b>\$ 138,250</b>	<b>\$ 125,614</b>	<b>\$ 125,968</b>	<b>\$ 355</b>
<b>Expenditures:</b>				
Interest 11/1	\$ 46,238	\$ 46,238	\$ 46,238	\$ -
Principal Prepayment 11/1	-	-	5,000	(5,000)
Interest 5/1	46,238	-	-	-
Principal 5/1	40,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 132,475</b>	<b>\$ 46,238</b>	<b>\$ 51,238</b>	<b>\$ (5,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 5,775</b>	<b>\$ 79,376</b>	<b>\$ 74,731</b>	<b>\$ (4,645)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 5,775</b>	<b>\$ 79,376</b>	<b>\$ 74,731</b>	<b>\$ (4,645)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 56,020</b>		<b>\$ 126,745</b>	
<b>Fund Balance - Ending</b>	<b>\$ 61,796</b>		<b>\$ 201,476</b>	



**Aberdeen**  
**Community Development District**  
**Debt Service Fund Series 2020A-1 and 2020A-2**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2025**

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 1,928,685	\$ 1,788,167	\$ 1,788,167	\$ -
Prepayments	-	-	4,856	4,856
Interest Income	10,000	10,000	15,985	5,985
<b>Total Revenues</b>	<b>\$ 1,938,685</b>	<b>\$ 1,798,167</b>	<b>\$ 1,809,007</b>	<b>\$ 10,841</b>
<b>Expenditures:</b>				
<u>2020A-1</u>				
Interest 11/1	\$ 271,050	\$ 271,050	\$ 271,050	\$ -
Interest 5/1	271,050	-	-	-
Principal 5/1	990,000	-	-	-
<u>2020A-2</u>				
Interest 11/1	89,350	89,350	89,350	-
Interest 5/1	89,350	-	-	-
Principal 5/1	240,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,950,800</b>	<b>\$ 360,400</b>	<b>\$ 360,400</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (12,115)</b>	<b>\$ 1,437,767</b>	<b>\$ 1,448,607</b>	<b>\$ 10,841</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (12,115)</b>	<b>\$ 1,437,767</b>	<b>\$ 1,448,607</b>	<b>\$ 10,841</b>
<b>Fund Balance - Beginning</b>	<b>\$ 549,181</b>		<b>\$ 1,184,498</b>	
<b>Fund Balance - Ending</b>	<b>\$ 537,067</b>		<b>\$ 2,633,105</b>	

**Aberdeen**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2025**

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
<b>Revenues</b>				
Capital Reserve Funding	\$ 40,000	\$ -	\$ -	\$ -
Impact fees	-	-	9,370	9,370
Interest	5,000	5,000	9,373	4,373
<b>Total Revenues</b>	<b>\$ 45,000</b>	<b>\$ 5,000</b>	<b>\$ 18,743</b>	<b>\$ 13,743</b>
<b>Expenditures:</b>				
Capital Outlay	\$ 50,000	\$ 50,000	\$ 67,822	\$ (17,822)
Repair and Replacements	50,000	16,667	25,049	(8,383)
<b>Total Expenditures</b>	<b>\$ 100,000</b>	<b>\$ 66,667</b>	<b>\$ 92,872</b>	<b>\$ (26,205)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (55,000)</b>	<b>\$ (61,667)</b>	<b>\$ (74,129)</b>	<b>\$ 39,948</b>
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (55,000)</b>		<b>\$ (74,129)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 658,411</b>		<b>\$ 688,453</b>	
<b>Fund Balance - Ending</b>	<b>\$ 603,411</b>		<b>\$ 614,324</b>	

# Aberdeen

## Community Development District

### Capital Projects Fund Series 2018

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

For The Period Ending January 31, 2025

	Actual
	Thru 01/31/25
<b>Revenues</b>	
Interest Income	\$ 771
<b>Total Revenues</b>	<b>\$ 771</b>
<b>Expenditures:</b>	
Capital Outlay	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 771</b>
<b>Other Financing Sources/(Uses)</b>	
Transfer In/(Out)	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 771</b>
<b>Fund Balance - Beginning</b>	<b>\$ 51,883</b>
<b>Fund Balance - Ending</b>	<b>\$ 52,654</b>

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

Series 2020A-1 Special Assessment Revenue Refunding Bonds	
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: Principal Payment - 5/1/21	(815,000)
Less: Principal Prepayment - 11/1/21	(15,000)
Less: Principal Payment - 5/1/22	(855,000)
Less: Principal Prepayment - 5/1/22	(10,000)
Less: Principal Payment - 5/1/23	(900,000)
Less: Principal Prepayment - 11/1/23	(15,000)
Less: Principal Payment - 5/1/24	(945,000)
<b>Current Bonds Outstanding</b>	<b>\$ 14,930,000</b>

Series 2020A-2 Special Assessment Revenue Refunding Bonds	
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: Principal Payment - 5/1/21	(215,000)
Less: Principal Payment - 5/1/22	(225,000)
Less: Principal Prepayment - 5/1/22	(150,000)
Less: Principal Payment - 5/1/23	(225,000)
Less: Principal Prepayment - 5/1/23	(35,000)
Less: Principal Prepayment - 11/1/23	(5,000)
Less: Principal Payment - 5/1/24	(235,000)
<b>Current Bonds Outstanding</b>	<b>\$ 3,800,000</b>

Series 2018 Special Assessment Revenue Refunding Bonds	
Interest Rate:	4%-5.1%
Maturity Date:	5/1/2049
Reserve Fund Definition	50% of MADS
Reserve Fund Requirement	\$ 66,450
Reserve Fund Balance	66,450
Bonds Outstanding: 11/1/2018	\$ 2,065,000
Less: Principal Prepayment - 2/1/20	(5,000)
Less: Principal Payment - 5/1/20	(30,000)
Less: Principal Prepayment - 8/1/20	(5,000)
Less: Principal Prepayment - 11/1/20	(5,000)
Less: Principal Payment - 5/1/21	(35,000)
Less: Principal Prepayment - 5/1/21	(5,000)
Less: Principal Payment - 5/1/22	(35,000)
Less: Principal Prepayment - 5/1/22	(5,000)
Less: Principal Payment - 5/1/23	(35,000)
Less: Principal Prepayment - 8/1/23	(5,000)
Less: Principal Prepayment - 11/1/23	(5,000)
Less: Principal Payment - 5/1/24	(40,000)
Less: Principal Prepayment - 5/1/24	(5,000)
Less: Principal Prepayment - 11/1/24	(5,000)
<b>Current Bonds Outstanding</b>	<b>\$ 1,845,000</b>

*C.*





*D.*

# Aberdeen

## Community Development District

### Check Run Summary

January 31, 2025

Check Date	Check No.	Amount
<b>General Fund - Wells Fargo</b>		
Payroll	1/30/25                      51002-51005	\$        738.80
<b>Total</b>		<b>\$        738.80</b>
<b>General Fund - Wells Fargo</b>		
Accounts Payable	1/14/25                      5094-5107	\$    68,486.31
	1/23/25                      5108-5111	8,817.35
		<b>\$    77,303.66</b>
<b>Capital Reserve Fund - Wells Fargo</b>		
Accounts Payable		\$            -
		-
		<b>\$            -</b>
<b>Total</b>		<b>\$    77,303.66</b>
<b>Autopayments - Wells Fargo</b>		
	1/2/25                      GFL Environmental	\$    1,241.87
	1/3/25                      Hi-Tech System	250.00
	1/7/25                      Comcast	525.25
	1/10/25                     JEA Utilities	9,435.38
	1/17/25                     Comcast	766.18
	1/27/25                     Comcast	240.29
	1/27/25                     Wellbeats	249.00
	1/28/25                     Wells Fargo Credit Card	3,972.46
	1/31/25                     GFL Environmental	1,235.92
<b>Total</b>		<b>\$    17,916.35</b>

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

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
51002	15	LAUREN Q EGGLESTON	184.70	1/30/2025
51003	18	PAUL R FOGEL	184.70	1/30/2025
51004	19	RICHARD A PEREZ	184.70	1/30/2025
51005	16	THOMAS G MARMO	184.70	1/30/2025

TOTAL FOR REGISTER 738.80

ABER ABERDEEN DLAUGHLIN

# ATTENDANCE SHEET

District: Aberdeen

Meeting Date: 01.28.25

	<b>Supervisor</b>	<b>In Attendance</b>	<b>Fees</b>
1.	<b>Lauren Egleston</b> <i>Chairperson</i>	<input checked="" type="checkbox"/>	\$200
2.	<b>Susie Clarke</b> <i>Assistant Secretary</i>	<input type="checkbox"/>	\$200
3.	<b>Thomas Marmo</b> <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200
4.	<b>Paul Fogel</b> <i>Vice Chairman</i>	<input checked="" type="checkbox"/>	\$200
5.	<b>Richard Perez</b> <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	\$200

District Manager:

Maud R. S. L.

PLEASE RETURN COMPLETED FORM TO OKSANA KUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/14/25	00308	12/05/24	2734	2024	12	320-57200	46000		POOL REPAIR	*	2,182.70		
									C BUSS ENTERPRISES INC			2,182.70	005094
1/14/25	00259	1/03/25	11030818	2025	01	320-53800	45918		JAN GENERAL MANAGER	*	3,680.00		
		1/03/25	11030818	2025	01	320-53800	45915		JAN FRONT DESK	*	2,078.35		
		1/03/25	11030818	2025	01	320-53800	45506		JAN JANITORIAL	*	1,899.33		
		1/03/25	11030818	2025	01	320-53800	46000		JAN SUPV BUILDING MAINT	*	2,728.99		
		1/03/25	11030818	2025	01	320-53800	45917		JAN BUILDING MAINT	*	1,995.75		
									FIRST SERVICE RESIDENTIAL			12,382.42	005095
1/14/25	00259	12/20/24	11026904	2024	12	320-53800	45918		DEC GENERAL MANAGER	*	3,780.00		
		12/20/24	11026904	2024	12	320-53800	45915		DEC FRONT DESK	*	2,567.91		
		12/20/24	11026904	2024	12	320-53800	45506		DEC JANITORIAL	*	1,509.40		
		12/20/24	11026904	2024	12	320-53800	46000		DEC SUPV BUILDING MAINT	*	2,763.99		
		12/20/24	11026904	2024	12	320-53800	45917		DEC BUILDING MAINT	*	2,000.00		
									FIRST SERVICE RESIDENTIAL			12,621.30	005096
1/14/25	00259	12/23/24	11028611	2024	12	320-53800	45918		DEC PROPERTY MANAGER	*	726.00		
		12/23/24	11028611	2024	12	320-53800	45915		DEC FRONT DESK	*	726.00		
		12/23/24	11028611	2024	12	320-53800	45506		DEC JANITORIAL	*	726.00		
		12/23/24	11028611	2024	12	320-53800	45917		DEC MAINTENANCE CREW	*	726.00		
		12/23/24	11028611	2024	12	320-53800	46000		DEC MAINTENANCE SUPV	*	726.00		
									FIRST SERVICE RESIDENTIAL			3,630.00	005097
1/14/25	00213	12/30/24	87495	2024	12	320-53800	46100		DEC LAKE MAINTENANCE	*	2,675.00		
									FUTURE HORIZONS, INC			2,675.00	005098
1/14/25	00017	1/01/25	716	2025	01	310-51300	34000		JAN MANAGEMENT FEES	*	4,943.50		

ABER ABERDEEN OKUZMUK



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/01/25	716	202501	310-51300-35100	JAN INFO TECH						*	168.50		
1/01/25	716	202501	310-51300-31300	JAN DISSEM AGENT SRVCS						*	730.33		
1/01/25	716	202501	310-51300-51000	OFFICE SUPPLIES						*	1.23		
1/01/25	716	202501	310-51300-42000	POSTAGE						*	62.15		
1/01/25	716	202501	310-51300-42500	COPIES						*	9.15		
1/01/25	716	202501	310-51300-41000	TELEPHONE						*	37.44		
GOVERNMENTAL MANAGEMENT SERVICES											5,952.30	005099	
1/14/25	00046	1/02/25	99017833	202501	310-51300-51000	DESK SIGN-RICHARD PEREZ			HOLMES STAMP & DESIGN	*	14.99	14.99	005100
1/14/25	00309	1/01/25	JAK01250	202501	320-53800-45927	JAN JANITORIAL SERVICES			JANI-KING OF JACKSONVILLE	*	1,200.00	1,200.00	005101
1/14/25	00311	1/06/25	19923	202412	320-57200-46000	TROUBLESHOOT OUTDR OUTLET			LIN'S ELECTRIC INC	*	466.73	466.73	005102
1/14/25	00275	12/09/24	182047	202412	320-57200-46000	QRTLQ PREVENTATION MAINT			HEARTLINE FITNESS DBA LIVUNLTD	*	411.00	411.00	005103
1/14/25	00079	1/01/25	13129562	202501	320-53800-45507	JAN POOL CHEMICALS			POOLSURE	*	3,016.07	3,016.07	005104
1/14/25	00319	12/13/24	688963	202412	320-57200-46000	CLOCK REPAIR			RUPPERT LANDSCAPE LLC	*	1,590.00	1,590.00	005105
1/14/25	00319	12/31/24	690451	202412	320-53800-46200	DEC LANDSCAPE MAINTENANCE			RUPPERT LANDSCAPE LLC	*	22,193.80	22,193.80	005106
1/14/25	00221	1/01/25	3109	202501	320-53800-45919	JAN MAINT & NEWS LETTER			ROBERTA G NAGLE	*	150.00	150.00	005107

ABER ABERDEEN OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/23/25	00286	12/31/24	6884574	202412	310-51300	48000			*	70.00		
			12/9 BOARD MTG #10834965					GANNETT MEDIA CORP DBA GANNETT FL			70.00	005108
1/23/25	00271	1/14/25	3512084	202410	310-51300	31500		OCT GENERAL SERVICES	*	1,407.00		
		1/14/25	3512084	202411	310-51300	31500		NOV GENERAL SERVICES	*	217.00		
		1/14/25	3512096	202410	310-51300	31500		OCT MONTHLY MEETING	*	1,528.86		
		1/14/25	3512096	202411	310-51300	31500		NOV MONTHLY MEETING	*	1,528.86		
								KUTAK ROCK LLP			4,681.72	005109
1/23/25	00186	12/23/24	76241	202412	320-53800	45400		ALARM REGISTRATION FEE	*	25.00		
								ST JOHNS COUNTY SHERIFF'S OFFICE			25.00	005110
1/23/25	00040	12/24/24	7586739	202412	310-51300	32300		FY25 TRUSTEE FEES SE 2018	*	3,125.00		
		12/24/24	7586739	202412	300-15500	10000		FY26 TRUSTEE FEES SE 2018	*	625.00		
		12/24/24	7586739	202412	310-51300	32300		INCIDENTAL EXPENSES	*	290.63		
								US BANK			4,040.63	005111
TOTAL FOR BANK A										77,303.66		
TOTAL FOR REGISTER										77,303.66		

**INVOICE**

**C Buss Enterprises**  
152 Lipizzan Trail  
Saint Augustine, FL 32095

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



**Bill to**  
Kate Trivelpiece  
Aberdeen  
110 Flower of Scotland Ave  
Saint Johns, FL 32259

**Ship to**  
Kate Trivelpiece  
Aberdeen  
110 Flower of Scotland Ave  
Saint Johns, FL 32259

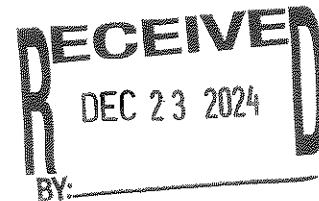
**Invoice details**  
Invoice no.: 2734  
Terms: Due on receipt  
Invoice date: 12/05/2024  
Due date: 01/01/2025

P.O. : REC POOL

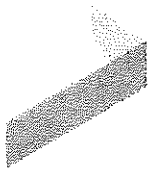
#	Product or service	Description	Qty	Rate	Amount
1.	<b>POOL PARTS</b>	SUPERFLO 2.2THP VARIABLE SPEED PUMP 115/230VAC	1	\$1,882.70	\$1,882.70
2.	<b>LABOR</b>	INSTALLATION/REPAIR LABOR, PER HOUR	2	\$150.00	\$300.00
				<b>Total</b>	<b>\$2,182.70</b>

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

**Note to customer**  
THIS REPAIR IS COMPLETE. THANK YOU FOR YOUR BUSINESS!



*R: M*  
*320.572.4600*



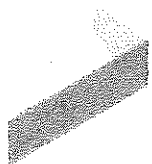
**FirstService**  
RESIDENTIAL

**Aberdeen Community Development District**  
110 Flower of Scotland Avenue  
Saint Johns, FL 32259  
kate.trivelpiece@fsresidential.com;

# INVOICE

Invoice Number 11030818  
 Invoice Date 1/3/2025  
 Terms 15 ePay ACH BP  
 Period Start 12/14/2024  
 Period End 12/27/2024  
 Customer 100-0SNC  
 Account # PAY-0SNC  
**Total Amount Due: \$12,382.42**

Position	Labor Rate	Employee	Hours	Pay Rate	Amount
General Manager, Property Oper	15.00%	Trivelpiece, Katherine	8.00 HOLIDAY	\$40.00	\$368.00
General Manager, Property Oper	15.00%	Trivelpiece, Katherine	8.00 PTO	\$40.00	\$368.00
General Manager, Property Oper	15.00%	Trivelpiece, Katherine	64.00 REG	\$40.00	\$2,944.00
				<b>Subtotal</b>	<b>\$3,680.00</b>
Staff, Front Desk	25.00%	Betts, Hayleigh M	12.72 REG	\$15.00	\$238.50
Staff, Front Desk	25.00%	Gibbs, Michayla	8.00 HOLIDAY	\$18.00	\$180.00
Staff, Front Desk	25.00%	Gibbs, Michayla	2.80 OT	\$27.00	\$94.50
Staff, Front Desk	25.00%	Gibbs, Michayla	66.57 REG	\$18.00	\$1,497.85
Staff, Front Desk	25.00%	Gibbs, Michayla	3.00 VACATION	\$18.00	\$67.50
				<b>Subtotal</b>	<b>\$2,078.35</b>
Staff, Janitorial	25.00%	Henry, Brandon E	8.00 HOLIDAY	\$17.00	\$170.00
Staff, Janitorial	25.00%	Henry, Brandon E	1.42 OT	\$25.50	\$45.26
Staff, Janitorial	25.00%	Henry, Brandon E	65.25 REG	\$17.00	\$1,386.57
Staff, Janitorial	25.00%	Henry, Brandon E	14.00 VACATION	\$17.00	\$297.50
				<b>Subtotal</b>	<b>\$1,899.33</b>
Supervisor, Building Maint	25.00%	Parker, Jay	8.00 HOLIDAY	\$27.30	\$273.00



**FirstService**  
RESIDENTIAL

**Aberdeen Community Development District**  
110 Flower of Scotland Avenue  
Saint Johns, FL 32259  
kate.trivelpiece@fsresidential.com;

# INVOICE

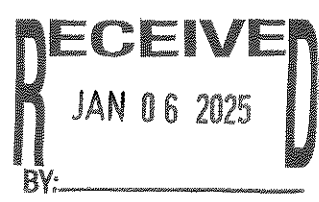
Invoice Number 11030818  
 Invoice Date 1/3/2025  
 Terms 15 ePay ACH BP  
 Period Start 12/14/2024  
 Period End 12/27/2024  
 Customer 100-0SNC  
 Account # PAY-0SNC  
**Total Amount Due: \$12,382.42**

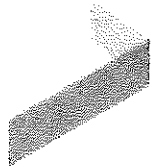
Position	Labor Rate	Employee	Hours	Pay Rate	Amount
Supervisor, Building Maint	25.00%	Parker, Jay	47.97 REG	\$27.30	\$1,636.99
Supervisor, Building Maint	25.00%	Parker, Jay	24.00 VACATION	\$27.30	\$819.00
Subtotal					\$2,728.99
Staff, Building Maint	25.00%	Newman, Joshua D	8.00 HOLIDAY	\$20.00	\$200.00
Staff, Building Maint	25.00%	Newman, Joshua D	8.00 PTO	\$20.00	\$200.00
Staff, Building Maint	25.00%	Newman, Joshua D	63.83 REG	\$20.00	\$1,595.75
Subtotal					\$1,995.75

Subtotal \$12,382.42  
 Tax \$0.00  
**Total \$12,382.42**

General Manager, Property Oper *320.53800.45918* \$3,680.00  
 Staff, Building Maint *320.53800.45917* \$1,995.75  
 Staff, Front Desk *320.53800.45915* \$2,078.35  
 Staff, Janitorial *320.53800.49420* \$1,899.33  
 Supervisor, Building Maint *320.53800.46000* \$2,728.99

*KD*  
*1.6.25*

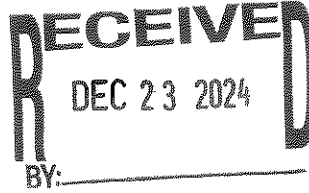




**FirstService**

RESIDENTIAL

**Aberdeen Community Development District**  
110 Flower of Scotland Avenue  
Saint Johns, FL 32259  
kate.trivelpiece@fsresidential.com;

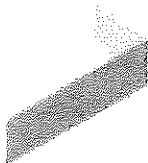


# INVOICE

Invoice Number	11026904
Invoice Date	12/20/2024
Terms	15 ePay ACH BP
Period Start	11/30/2024
Period End	12/13/2024
Customer	100-0SNC
Account #	PAY-0SNC
<b>Total Amount Due:</b>	<b>\$12,621.30</b>

Position	Labor Rate	Employee	Hours	Pay Rate	Amount
General Manager, Property Oper	15.00%	Trivelpiece, Katherine	80.00 REG	\$40.00	\$3,680.00
General Manager, Property Oper	0.00%	Trivelpiece, Katherine	AUTO	\$100.00	\$100.00
Subtotal					\$3,780.00
Staff, Front Desk	25.00%	Betts, Hayleigh M	36.37 REG	\$15.00	\$681.94
Staff, Front Desk	25.00%	Gibbs, Michayla	1.88 OT	\$27.00	\$63.45
Staff, Front Desk	25.00%	Gibbs, Michayla	73.00 REG	\$18.00	\$1,642.52
Staff, Front Desk	25.00%	Gibbs, Michayla	8.00 VACATION	\$18.00	\$180.00
Subtotal					\$2,567.91
Staff, Janitorial	25.00%	Henry, Brandon E	71.03 REG	\$17.00	\$1,509.40
Subtotal					\$1,509.40
Supervisor, Building Maint	25.00%	Parker, Jay	79.53 REG	\$27.30	\$2,713.99
Supervisor, Building Maint	0.00%	Parker, Jay	AUTO	\$50.00	\$50.00
Subtotal					\$2,763.99
Staff, Building Maint	25.00%	Newman, Joshua D	72.00 REG	\$20.00	\$1,800.00
Staff, Building Maint	25.00%	Newman, Joshua D	8.00 VACATION	\$20.00	\$200.00
Subtotal					\$2,000.00





# FirstService

RESIDENTIAL

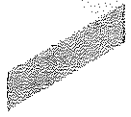
Aberdeen Community Development District  
110 Flower of Scotland Avenue  
Saint Johns, FL 32259  
kate.trivelpiece@fsresidential.com;

# INVOICE

Invoice Number 11026904  
Invoice Date 12/20/2024  
Terms 15 ePay ACH BP  
Period Start 11/30/2024  
Period End 12/13/2024  
  
Customer 100-0SNC  
Account # PAY-0SNC  
**Total Amount Due: \$12,621.30**

Position	Labor Rate	Employee	Hours	Pay Rate	Amount
				Subtotal	\$12,621.30
				Tax	\$0.00
				Total	\$12,621.30
General Manager, Property Oper	320.53800.45918			\$3,780.00	
Staff, Building Maint	320.53800.45912			\$2,000.00	
Staff, Front Desk	320.53800.45915			\$2,567.91	
Staff, Janitorial	320.53800.49420			\$1,509.40	
Supervisor, Building Maint	320.53800.46000			\$2,763.99	

12.23.24  
- 12 -



**FirstService**  
RESIDENTIAL

**Aberdeen Community Development District**  
110 Flower of Scotland Avenue  
Saint Johns, FL 32259  
kate.trivelpiece@fsresidential.com;

# INVOICE

Invoice Number 11028611  
 Invoice Date 12/23/2024  
 Terms 15 ePay ACH BP  
 Period Begin 12/1/2024  
 Customer 100-0SNC  
 Account # MED-0SNC  
 Total Amount Due: \$3,630.00

## Medical Insurance

Date	Position	Employee	Amount
12/1/2024	Property Manager	Trivelpiece, Katherine	\$726.00
	<i>320.53800.49420</i>		<b>Subtotal \$726.00</b>
12/1/2024	Front Desk	Gibbs, Michayla	\$726.00
	<i>320.53800.45915</i>		<b>Subtotal \$726.00</b>
12/1/2024	Janitor	Henry, Brandon E	\$726.00
	<i>320.53800.49420</i>		<b>Subtotal \$726.00</b>
12/1/2024	Maintenance Crew	Newman, Joshua D	\$726.00
	<i>320.53800.45917</i>		<b>Subtotal \$726.00</b>
12/1/2024	Maintenance Supervisor	Parker, Jay	\$726.00
	<i>320.53800.46060</i>		<b>Subtotal \$726.00</b>

Subtotal \$3,630.00  
 Tax \$0.00  
 Total \$3,630.00

*RS*  
*1.6.25*

**RECEIVED**  
 JAN 06 2025  
 BY: \_\_\_\_\_

**Future Horizons, Inc**

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

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

**INVOICE**

Invoice Number: 87495  
 Invoice Date: Dec 30, 2024  
 Page: 1

<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	12/30/24	1/29/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed in December 30, 2024	2,675.00	2,675.00

**RECEIVED**  
 JAN 02 2025  
 BY: \_\_\_\_\_

Subtotal	2,675.00
Sales Tax	
Freight	
Total Invoice Amount	2,675.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>2,675.00</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**

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

**Invoice**

Invoice #: 716

Invoice Date: 1/1/25

Due Date: 1/1/25

Case:

P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - January 2025		4,943.50	4,943.50
Information Technology - January 2025		168.50	168.50
Dissemination Agent Services -January 2025		730.33	730.33
Office Supplies		1.23	1.23
Postage		62.15	62.15
Copies		9.15	9.15
Telephone		37.44	37.44

**RECEIVED**  
JAN 04 2025  
BY: \_\_\_\_\_

**Total** \$5,952.30

**Payments/Credits** \$0.00

**Balance Due** \$5,952.30

# IH BRANDS

CREATING PERSONALIZED PRODUCTS

2021-2 St. Augustine Road E, Jacksonville, FL 32207  
888-465-6373



INV:99017833

ACCT#	DATE	TERMS	BIN/CNT
301956	1/2/2025	NET30	
PO# NET30			

Ground

**BILL TO:**  
GMS - GOVERNMENTAL MANAGEMENT SERVICES  
475 WEST TOWN PLACE  
SUITE 114  
ST. AUGUSTINE, FL 32092

**SHIP TO:**  
HCB  
JAX, FL 32207

QTY	SKU	DESCRIPTION	LIST	PRICE	TOTAL
1	210D	DESK SIGN 2X10 ALUMINUM W/INSERT -- RICHARD PEREZ Ref 92528668	20.00	14.99	14.99
		<b>TOTAL</b>			<b>14.99</b>

**RECEIVED**  
JAN 02 2025  
BY: \_\_\_\_\_

We appreciate your business !!!



**Remit To:**  
 JANI-KING OF JACKSONVILLE  
 5700 ST. AUGUSTINE ROAD  
 JACKSONVILLE FL 32207  
 (904) 346-3000

Invoice	
<b>Date</b> 01/01/2025	<b>Number</b> JAK01250024
<b>Due Date</b> 01/31/2025	<b>Cust #</b> 126102
<b>Invoice Amount</b> \$ 1,200.00	<b>Amount Remitted</b>

**Sold To:**  
 ABERDEEN COMMUNITY DEVELOPMENT  
  
 475 WEST TOWER PLACE  
 STE 114  
 ST AUGUSTINE FL 32092

**For:**  
 ABERDEEN COMMUNITY DEVELOPMENT  
  
 110 FLOWER OF SCOTLAND AVE  
 FRUIT COVE FL 32259

Make All Checks Payable To: JANI-KING OF JACKSONVILLE  
 RETURN THIS PORTION WITH YOUR PAYMENT

**JANI-KING OF JACKSONVILLE**  
 Commercial Cleaning Services  
 (904) 346-3000



**Sold To:**  
 ABERDEEN COMMUNITY DEVELOPMENT  
 475 WEST TOWER PLACE  
 STE 114  
 ST AUGUSTINE FL 32092

**For:**  
 ABERDEEN COMMUNITY DEVELOPMENT  
 110 FLOWER OF SCOTLAND AVE  
 FRUIT COVE FL 32259

Invoice No	Date	Cust No	Sismn No	PO Number	Franchisee	Due Date	
JAK01250024	01/01/2025	126102	FO SOLD		DARRYL HALL ENTERPRISES LLC	01/31/2025	
Quantity	Description				Unit Price	Extended Price	
1	MONTHLY CONTRACT BILLING AMOUNT FOR JANUARY				1200.00	1200.00	
<p style="text-align: center;"><b>RECEIVED</b>            JAN 06 2025            BY: _____</p> <p style="font-size: 2em; font-family: cursive;">Cleaning Contract            320.53800.45927            ICS</p> <p style="text-align: center;">Make All Checks Payable To:            JANI-KING OF JACKSONVILLE</p>						<b>Amount of Sale</b>	\$ 1,200.00
						<b>Sales Tax</b>	\$ 0.00
						<b>Total</b>	\$ 1,200.00





# INVOICE

Invoice Date: 01/06/2025

Invoice # 19923

Total Due **\$466.73**

**Bill To:**

Aberdeen CDD

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

3862378444

okuzmuk@gmsnf.com tpolvere@gmsnf.com  
Jay.Parker@fsresidential.com

**Site Address:**

Aberdeen CDD  
Jay Parker  
110 Flower Of Scotland Avenue

Fruit Cove, FL 32259

M- 9043037366 H- W-

jay.parker@FSresidential.com okuzmuk@gmsnf.com  
kate.trivelpiece@fsresidential.com

**Service Date 12/3/2024**

Description	Qty	Amount	Total
<b>Services</b>			
Labor Rates Troubleshoot outdoor outlet not working.	1.00	155.00	\$155.00
<p>Work Performed Outlet in post by monument signs feeding landscape lighting had a dead short. We determined spotlight for palm had failed, as wires were deteriorating. Removed said light from circuit until a new one can be sourced, and restored power to rest of circuit. No materials used.</p>			
		Sub Total Services	\$155.00
		Total for Service Date 12/3/2024	\$155.00

**Service Date 12/19/2024**

Description	Qty	Amount	Total
<b>Services</b>			
Labor Rates Replaced light fixture next to monument illuminating palm tree. Verified operational.	1.00	155.00	\$155.00
		Sub Total Services	\$155.00
<b>Materials</b>			
Hardware includes wire nuts, washers, tape, screws, etc.	3.00	1.25	\$3.75
Custom Item(s) LED fixture, swivel mount	1.00	152.98	\$152.98
		Sub Total Materials	\$156.73
		Total for Service Date 12/19/2024	\$311.73

**Total Due \$466.73**

**Payments**

**Total Payments \$0.00**

12/03/24 13:33:39



12/03/24 13:33:45



12/03/24 13:36:16



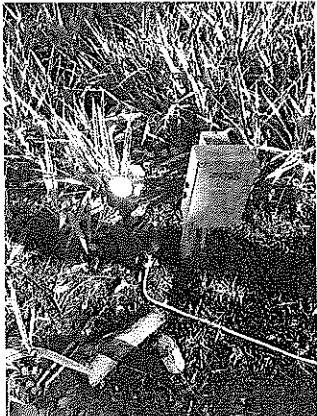
12/19/24 9:53:27



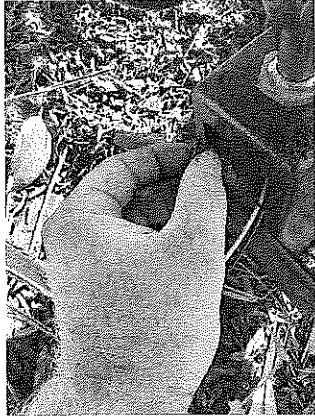
12/19/24 9:53:30



12/19/24 10:14:47



12/19/24 10:14:50



12/19/24 10:14:53



**Total Due            \$466.73**



**\*\*\* Remittance \*\*\***  
 LIVunLtd  
 7520 Standish Place, Suite 250  
 Rockville, MD 20855  
 Phone (301) 921-0661 | Fax (301) 330-5479

[Download our W-9](#)

## Invoice #182047

Date: 12/09/2024

Due By: 01/08/2025  
 Terms: Net 30  
 Customer PO:

**Bill To**  
 Aberdeen Amenity Center  
 110 Flower Of Scotland Ave  
 Saint Johns FL 32259-6937  
 United States

**Ship To**  
 Aberdeen Amenity Center  
 110 Flower Of Scotland Ave  
 Saint Johns FL 32259-6937  
 United States

**Electronic Payments**  
 JP Morgan Chase Bank NA  
 4 New York Plaza, NY 10004  
 LIVunLtd  
 Routing NO. 071000013  
 Checking Account: 306837391  
 Remittance: accountingusa@livunltd.com

**Technician**  
 618 Mike Agostini

**Related Quote**

**Completed Date**  
 Dec 9, 2024 11:37:33 AM

Quantity	Item	Description	Rate	Amount
1	299CL	- Test cardiovascular equipment for proper operation. - Clean cardiovascular equipment per manufacturer recommendation. - Inspect treadmill belts and decks for signs of wear. - Remove treadmill motor shrouds and vacuum internally.	\$411.00	\$411.00
<b>Subtotal</b>				\$411.00
<b>Discount</b>				
<b>Shipping</b>				\$0.00
<b>Tax(6.5%)</b>				\$0.00
<b>Total</b>				\$411.00
<b>Amount Paid</b>				\$0.00
<b>Amount Due</b>				\$411.00

**Service Notes**

**Work Completed:** Completed PM, vacuumed motor compartment, and 11 tread mills, vacuumed under treadmill's, dusted, elevation, arms, lubricated, Jack screws on treadmill's. Lubricated deck in belt. Cleaned and inspected and tested all other cardio equipment. No issues to report. Inspected all cables, clips belts, and handles on strength equipment no additional problems to be found.

**Recommended Work:**

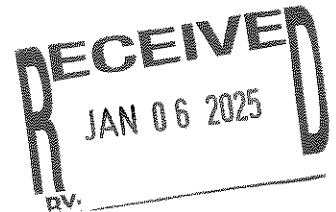
**Service:**

Preventative Maintenance Agreements are available for all equipment for an estimate please email - pm@livunltd.com

**Standard Terms and Conditions:**

All unit prices are F.O.B. manufacturer.  
 These prices are subject to change after 30 days from the document date. Post-installation entertainment (television) requirements will be handled as a billable service vis  
 The above quotation is computed to be performed during regular business hours.  
 Clerical errors are subject to correction.  
 All prices and agreements are contingent upon strikes, accidents, and other causes unavoidable or beyond our control.  
 Buyer agrees to promptly file a claim for all goods damaged in transit.  
 There will be a 20% restocking charge on all merchandise ordered but not accepted.  
 Equipment lease is available with approved credit.  
 We accept all major credit cards. However, the amount due is net of a 3% cash discount.  
 Payment by Credit Card will incur a 3% (MC/Visa) or 3.75% (AMEX) charge.

*R.S.R*  
 300.572.46000  
*KS*





# Invoice

Date  
Invoice#

1/1/2025  
131295626414

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

Terms	Net 20
Due Date	1/21/2025
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

Save in 2025 by prepaying your annual amount. Customers who prepay for 2025 by 12/31/2024 will receive a 5% discount on their annual rate. Contact ar@poolsure.com and request your 2025 annual invoice.

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

Item	Description	Qty	Units	Amount
	Water Management Flat Billing Rate	1	ea	\$2,945.60
	Monthly rental fee for storage shed	1	ea	\$10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	\$60.47

Subtotal \$3,016.07

Tax \$0.00

Total \$3,016.07

Amount Paid/Credit Applied \$0.00

Balance Due \$3,016.07

**RECEIVED**  
DEC 23 2024  
BY: \_\_\_\_\_



131295626414





# RUPPERT

LANDSCAPE

## INVOICE

Please Remit Payment to:  
23601 Laytonsville Road  
Laytonsville, MD 20882

Date	Invoice #
Dec 13, 2024	688963

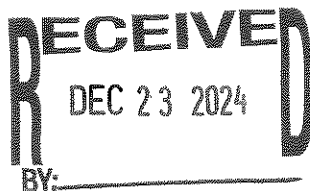
**Kate Trivelpiece**  
**Aberdeen CDD**  
475 W Town Place  
#114  
St. Augustine, FL 32092

**Agreement with:**  
**Aberdeen CDD**  
475 W Town Place  
#114  
St. Augustine, FL 32092

Property Name	Terms	Due Date	Order Number
Aberdeen CDD (261012)	Net 30 Days	Jan 12 ,2025	4019105

QTY	Description	Price	Total
1	Prince Albert Avenue (Clock #4) New clock, Valves, and Repairs (6) 1" Hunter Valves 1" Zone line Break (6) 6" Sprays 100' wire from clock to valves Hunter XC outdoor controller Hunter rain sensor (2) Valve box Parts Labor	\$1,590.00	\$1,590.00

*R.R.*  
*320.578.46000*  
*KS*



For billing questions contact Tel: 904-778-1030

For customer service contact Kyle Carasea Tel: 813-293-0587

**Thank you for your business!**

<b>Subtotal:</b>	\$1,590.00
<b>Sales Tax:</b>	\$0.00
<b>Amount Due:</b>	\$1,590.00

Payment by Check or ACH is preferred. Banking details supplied by request. Invoices paid by Credit Card will be subject to a 3% processing fee to cover incurred charges.



**INVOICE**

Date	Invoice#
Dec 31, 2024	690451

**Please Remit Payment to:**  
**23601 Laytonsville Road**  
**Laytonsville, MD 20882**

**Kate Trivelpiece**  
**Aberdeen CDD**  
 475 W Town Place  
 #114  
 St. Augustine, FL 32092

**Agreement with:**  
**Aberdeen CDD**  
 475 W Town Place#114  
 St. Augustine, FL 32092

Property Name	Terms	Due Date	Order Number
Aberdeen CDD (261012)	Net 30 Days	Jan 30, 2025	

Description	Price	Total
Landscape Management For December As Per Contract, Due Jan 30, 2025	\$22,193.80	\$22,193.80

RECEIVED

JAN 06 2025

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

Landscape Contract  
320.53800.46200

For billing questions contact Tel: 904-778-1030

For customer service contact Kyle Carasea Tel: 813-293-0587

**Thank you for your business!**

Payment by Check or ACH is preferred. Banking details supplied by request. Invoices paid by Credit Card will be subject to a 3% processing fee to cover incurred charges.

<b>Subtotal:</b>	\$22,193.80
<b>Sales Tax:</b>	\$0.00
<b>Amount Due:</b>	\$22,193.80

# Invoice



P.O. Box 762,  
Middleburg, FL 32050

Date	Invoice #
1/1/2025	3109

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	MONTHLY MAINTENANCE AND NEWSLETTER - ABERDEEN CDD	150.00	150.00
<b>RECEIVED</b> JAN 07 2025 BY: _____			
<b>Total</b>			\$150.00



# LOCALIQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

## AFFIDAVIT OF PUBLICATION

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

STATE OF WISCONSIN, COUNTY OF BROWN

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

12/09/2024

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 12/09/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$70.00	
Tax Amount:	\$0.00	
Payment Cost:	\$70.00	
Order No:	10834965	# of Copies:
Customer No:	764138	1

PO #:

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

MARIAH VERHAGEN  
Notary Public  
State of Wisconsin

## NOTICE OF MEETING 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 Monday, December 16, 2024 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.

Marilee Giles  
District Manager  
Pub: 12/9/24; #10834965

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

**Check Remit To:**

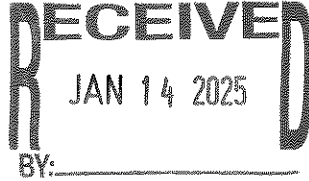
Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Federal ID 47-0597598

January 14, 2025



Reference: Invoice No. 3512084

Client Matter No. 223-1

Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)

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

Invoice No. 3512084

223-1

Re: General

For Professional Legal Services Rendered

10/09/24	K. Magee	0.90	238.50	Draft Pool Awning Recover Installation Agreement; draft HVAC Repairs agreement
10/14/24	K. Jusevitch	0.20	29.00	Review annual agency invoice
10/16/24	K. Magee	2.10	556.50	Review Envera contract cancellation provisions; review evidence of deficient services received from staff; prepare initial draft of notice of deficient services letter to Envera
10/17/24	K. Magee	1.30	344.50	Draft aquatic management services agreement with Future Horizons; revise and finalize notice of defective and deficient services with Envera
10/23/24	K. Magee	0.90	238.50	Draft agreement with RMS Lifeguard for FY25
11/04/24	W. Haber	0.20	58.00	Review correspondence from counsel for Envera



**KUTAK ROCK LLP**

Aberdeen CDD

January 14, 2025

Client Matter No. 223-1

Invoice No. 3512084

Page 2

11/04/24	K. Magee	0.40	106.00	Review letter received from Envera counsel regarding Notice of Deficient services and subsequent repairs completed
11/18/24	K. Magee	0.20	53.00	Review and respond to correspondence from district manager's office regarding HVAC repair contract

TOTAL HOURS 6.20

TOTAL FOR SERVICES RENDERED \$1,624.00

TOTAL CURRENT AMOUNT DUE \$1,624.00

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

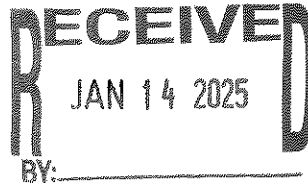
January 14, 2025

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157



Reference: Invoice No. 3512096

Client Matter No. 223-2

Notification Email: [eftgroup@kutakrock.com](mailto:eftgroup@kutakrock.com)

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

Invoice No. 3512096  
223-2

Re: Aberdeen CDD - Monthly Meeting

For Professional Legal Services Rendered

10/15/24	K. Magee	Staff call regarding Board of Supervisor meeting agenda items
10/21/24	K. Magee	Review agenda for Board of Supervisors meeting
10/22/24	K. Magee	Preparation, travel, and in person attendance at Board of Supervisors meeting
10/23/24	W. Haber	Review meeting notes
10/25/24	K. Magee	Review minutes from Board of Supervisors meeting
11/13/24	K. Magee	Review draft agenda items and respond to email from district manager's office regarding staff call
11/15/24	K. Magee	Review revised draft agenda items for Board of Supervisors meeting
11/19/24	W. Haber	Review agenda for November meeting
11/19/24	K. Magee	Staff call to review Board of Supervisors Meeting Agenda
11/22/24	K. Magee	Review revised meeting agenda package; review District files regarding District ownership of diving blocks

**KUTAK ROCK LLP**

Aberdeen CDD

January 14, 2025

Client Matter No. 223-2

Invoice No. 3512096

Page 2

11/25/24 W. Haber

11/26/24 K. Magee

Review agenda for December meeting

Prepare for and attend Board of Supervisors  
meeting via phone

TOTAL FOR SERVICES RENDERED

\$3,000.00

DISBURSEMENTS

Meals

2.47

Travel Expenses

55.25

TOTAL DISBURSEMENTS

57.72

TOTAL CURRENT AMOUNT DUE

\$3,057.72



St. Johns County Sheriff's Office  
 Alarm Program  
 P.O.BOX 142916  
 Irving, TX 75014  
 Customer Service: 1-888-471-9138

<b>PLEASE SEND ONLY CHECKS OR MONEY ORDERS</b>		
<b>MAKE CHECKS AND MONEY ORDERS PAYABLE TO</b>		
St. Johns County Sheriff's Office, Alarm Program		
PERMIT NO: <b>34730</b>	INVOICE NO: <b>76241</b>	INVOICE DATE: <b>23-Dec-2024</b>
NAME: <b>ABERDEEN CDD</b>		
TOTAL DUE: <b>\$25.00</b>		SHOW AMOUNT PAID HERE : \$

MDG2024 00008451 01



ABERDEEN CDD  
 475 WEST TOWN PLACE 114  
 Saint Augustine, FL 32092

**REMIT TO ADDRESS**

St. Johns County Sheriff's Office Alarm Program  
 P.O.Box 142916  
 Irving, TX 75014

5 124 0000034730 0076241 0002500

PLEASE DETACH AND SEND THE ABOVE COPY WITH YOUR PAYMENT



St. Johns County Sheriff's Office  
 Alarm Program  
 P.O.BOX 142916  
 Irving, TX 75014  
 Customer Service: 1-888-471-9138

PERMIT NO: 34730	INVOICE DATE: 23-Dec-2024
INVOICE NO: 76241	DUE DATE: 22-Jan-2025
PERMIT EXPIRATION DATE: 13-Jan-2025	

**Alarm Location:** ABERDEEN CDD, 110 FLOWER OF SCOTLAND AV, ST. JOHNS COUNTY, FL, 32259

ITEM#	ITEM DESCRIPTION	OFFENSE NUMBER	OFFENSE DATE	OFFENSE TIME	AMOUNT
1	Alarm Permit Renewal Charges				\$25.00
<b>Total Amount Payable</b>					<b>\$25.00</b>

Please send only checks or money orders. To pay this bill online, please visit <http://www.famspermit.com/StJohnsCounty>. You can enroll to Go Paperless and you can also login



- To update your contact information
- Review / change your permit information
- View the most current alarm ordinance
- Alternatively scan QR code to pay

Pursuant to the **St. Johns County, FL Ordinance No. 2010-15**, the residents and businesses within the unincorporated St. Johns County Sheriff's Office are required to register their alarm systems annually for a fee.

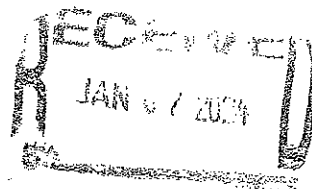
Failure to renew your alarm system within 30 days shall result in additional administrative penalties and revocation of the alarm permit.

You can also access the alarm registration/management site by selecting the "Alarm Registration" link provided at [www.sjsso.org](http://www.sjsso.org).

Payment not received within 60 days of invoice date will incur a late fee. If paying by check, please allow 14 business days for mail and processing time.

To contact the St. Johns County Sheriff's Office, please call 904-209-3120.

\*Credit card payments are now accepted online at [www.famspermit.com/StJohnsCounty](http://www.famspermit.com/StJohnsCounty) and by telephone at 1-888-471-9138. Credit card processing charges apply.





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

Invoice Number: 7586739  
Account Number: 226490000  
Invoice Date: 12/24/2024  
Direct Inquiries To: Schuhle, Scott A  
Phone: (954)-938-2476

Aberdeen Community Development Dist  
ATTN District Manager  
475 West Town Place Ste 114  
St Augustine, FL 32092  
United States

ABERDEEN COMMUNITY DEVELOPMENT DISTRICT (ST. JOHNS COUNTY, FLORIDA)  
SPECIAL ASSESSMENT BONDS, SERIES 2018

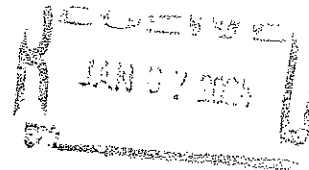
The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

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

TOTAL AMOUNT DUE \$4,040.63

All invoices are due upon receipt.



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

ABERDEEN COMMUNITY DEVELOPMENT DISTRICT  
(ST. JOHNS COUNTY, FLORIDA)  
SPECIAL ASSESSMENT BONDS, SERIES 2018

Invoice Number: 7586739  
Account Number: 226490000  
Current Due: \$4,040.63  
Direct Inquiries To: Schuhle, Scott A  
Phone: (954)-938-2476

Wire Instructions:  
U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 226490000  
Invoice # 7586739  
Attn: Fee Dept St. Paul

Please mail payments to:  
U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690





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

Invoice Number: 7586739  
 Invoice Date: 12/24/2024  
 Account Number: 226490000  
 Direct Inquiries To: Schuhle, Scott A  
 Phone: (954)-938-2476

ABERDEEN COMMUNITY DEVELOPMENT DISTRICT  
 (ST. JOHNS COUNTY, FLORIDA)  
 SPECIAL ASSESSMENT BONDS, SERIES 2018

Accounts Included	226490000	226490001	226490002	226490003	226490004	226490005
In This Relationship:	226490006	226490007	226490008			

**CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP**

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,750.00	100.00%	\$3,750.00
<b>Subtotal Administration Fees - In Advance 12/01/2024 - 11/30/2025</b>				<b>\$3,750.00</b>
Incidental Expenses 12/01/2024 to 11/30/2025	3,750.00	0.0775		\$290.63
<b>Subtotal Incidental Expenses</b>				<b>\$290.63</b>
<b>TOTAL AMOUNT DUE</b>				<b>\$4,040.63</b>

