

CAPITAL REGION

Community Development District

August 13, 2026

AGENDA

Capital Region Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.mysouthwoodcdd.com

August 6, 2026

Board of Supervisors
Capital Region Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Capital Region Community Development District is scheduled for **Thursday, August 13, 2026 at 6:30 p.m.** at the **SouthWood Community Center, 4675 Grove Park Drive, Tallahassee, Florida 32311.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments (regarding agenda items listed below)
- III. Approval of Consent Agenda
 - A. Approval of the Minutes of the June 11, 2026 Meeting
 - B. Balance Sheet as of July 31, 2026 and Statement of Revenues & Expenditures for the Period Ending July 31, 2026
 - C. Allocation of Assessment Receipts
 - D. Check Register
- IV. Consideration of Engagement Letter with Grau & Associates for Fiscal Year 2026
- V. Consideration of Proposals:
 - A. Precision Sidewalk Safety Proposal
 - B. All Pro Proposal: Unit 1 Turf Renovation
 - C. All Pro Proposal: Unit 2 Turf Renovation
- VI. Consideration of Special Event Permit: Beyond Limits Adventure 5K

- VII. Public Hearing Adopting the Budget for Fiscal Year 2027
 - A. Consideration of Resolution 2026-09, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027
 - B. Consideration of Resolution 2026-10, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027
- VIII. Consideration of Direct Collect Agreement with St. Joe
- IX. Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-11
- X. Organizational Matters
 - A. Appointment of New Supervisor to Fill Unexpired Term of Office (11/26)
 - B. Oath of Office for Newly Appointed Supervisor
 - C. Election of Officers, Resolution 2026-07
- XI. Staff Reports
 - A. Attorney
 - B. District Manager
 - 1. Discussion of Fiscal Year 2027 Meeting Schedule
 - 2. Discussion of Fiscal Year 2027 Goals & Objectives
 - C. Property Management
 - 1. All Pro Reports
 - 2. Operations Memorandum
- XII. Supervisors Requests
- XIII. Audience Comments
- XIV. Next Scheduled Meeting: September 10, 2026 @ 6:30 p.m.
- XV. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,
Corbin deNagy
Corbin deNagy
District Manager

Community Interest:

- A. Roadways – *Supervisor Urban*
- B. Landscaping Conservation Areas – *Supervisor Reglat*
- C. Parks and Recreation/Bike Paths/Trail System – *Supervisor Reglat*
- D. Budget / Bond Refinancing – *Supervisor Christensen*
- E. HOA Coordination – *Supervisor Rojas*
- F. City/County Coordination – *Supervisor Vogel*
- G. Community Liaison – *Supervisor Vogel*

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Capital Region Community Development District was held Thursday, June 11, 2026 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida.

Present and constituting a quorum were:

Matthew Vogel	Supervisor
Valerie Reglat	Supervisor
Kurt Christensen	Supervisor

Also present were:

Corbin deNagy	District Manager
Sarah Sandy	District Counsel
Robert Berlin	Director of Operations

The following is a summary of the actions taken at the June 11, 2026 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Vogel called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

A resident asked are there any thoughts on installing shrubbery in the median?

Mr. Vogel stated I don't believe there has been any further development. We are going to wait to see what beatification budget we have for next year and what possible projects at that point.

A resident stated I'm concerned about the metal frame around the trees at the Town Center.

Mr. Vogel stated we were also going to wait until we figure out what we are doing with the sidewalk.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation Letter from Supervisor Urban

On MOTION by Mr. Christensen seconded by Mr. Vogel with all in favor Supervisor Urban's resignation was accepted.

B. Appointment of New Supervisor to Fill Unexpired Term of Office (11/26)

C. Oath of Office for Newly Appointed Supervisor

D. Election of Officers, Resolution 2026-07

Items B, C, and D were tabled.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the May 14, 2026 Meeting**
- B. Balance Sheet as of April 30, 2026 and Statement of Revenues & Expenditures for the Period Ending April 30, 2026**
- C. Allocation of Assessments**
- D. Check Register**

On MOTION by Mr. Vogel seconded by Mr. Christensen with all in favor the consent agenda items were approved.

FIFTH ORDER OF BUSINESS

**Consideration of Renewal Agreement with
The Lake Doctors for Pond Maintenance**

On MOTION by Mr. Vogel seconded by Ms. Reglat with all in favor the agreement with The Lake Doctors for pond maintenance was approved.

SIXTH ORDER OF BUSINESS

**Discussion of Fiscal Year 2027 Approved
Budget**

Mr. deNagy stated this is the proposed budget you approved at the last meeting. Chairman Rojas asked if we could bring the engineering line item down \$5,000 from the proposed \$15,000 and we can do that and maybe move that money to landscape enhancement and we can do that now or at the public hearing. It was the consensus of the Board to wait to make any changes at this point.

SEVENTH ORDER OF BUSINESS**Consideration of Items Related to Weldon Farms (Southwood Plantation Drive)****A. Draft Plat****B. Resolution 2026-08 Regarding Assessment Status of 6.36 Acre Weldon Farms Subdivision Parcel within District Boundaries**

Ms. Sandy stated we received a letter from the attorney for Fourstar as we requested providing representations that they have been making to us in emails to formalize that. The agenda refers to a resolution, but the most appropriate response would be for GMS to provide an estoppel letter.

Mr. deNagy stated typically we would charge for an estoppel, and we can ask them to see if they want something more formal such as an estoppel we can do that. Alternatively, we would just provide a letter acknowledging receipt of their letter and that, in reliance of the representations, the property would not be assessable.

On MOTION by Mr. Vogel seconded by Ms. Reglat with all in favor the letter from Fourstar's counsel was accepted and staff was directed to respond confirming that based on the letter's representations, the 6.36-acre property in the Weldon Farms subdivision that lies within the CDD boundaries would not be assessable.

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

There being none, the next item followed.

B. District Manger

Mr. deNagy stated we have had a couple instances lately where contractors and vendors have come in and out of CDD common area making ruts. The process now is that the ARC sends us the agenda and we review it for any items that may look like someone is going to use CDD common area. We had one that slipped through because it was labeled as Landscape Modification/Patio Update. It turns out these homeowners were ripping out their patio, built a new one. It was clear there was no way to get to the back of the property. There is one way to get to it and that is off Biltmore and Spider Lily and trucks are driving to the back of the property

through CDD-maintained property. I contacted the HOA and I offered a couple of suggestions to hopefully help the situation. In the application process, I suggested a question to the contractor about how you are going to access the property. From that information, then we can provide information back to the ARC to say we have a condition to give to the homeowner. You need to ask our permission and enter into a temporary access agreement with the District. Additionally, when the homeowner finally gets approval from the ARC, there is a letter that goes out with stipulations, and it says, if you are going to access your neighbor's property you need to get their permission. I suggested adding additional language about accessing common area, grassy areas, or any property that is not your property. In those cases, the homeowner needs permission. We are in discussion on that.

Your final reminder to file your form 1 by July 1st and complete your ethics training by December 31st.

C. Property Management Report

1. All-Pro Reports

A copy of the All-Pro reports was included in the agenda package.

2. Operations Memorandum

A copy of the operations memorandum was included in the agenda package.

3. Facility Use Application (Southwood July 4th Celebration)

Mr. Berlin stated someone wants to put up a flagpole near to where they put the stage for the 4th of July. We will go out and locate the irrigation.

Mr. deNagy stated in the agenda package is a facility use application for the 4th of July event.

On MOTION by Mr. Vogel seconded by Ms. Reglat with all in favor the facility use application for the 4th of July event was approved.

NINTH ORDER OF BUSINESS

Supervisor's Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Audience Comments

A resident asked can you give me the language that outlines the maintenance of the ponds?

Ms. Sandy asked are you asking for the legal requirements?

A resident stated legal requirements, procedure and what needs to happen. Is there a document I can look at?

Mr. deNagy stated each pond is under an operation and maintenance permit that outlines expectations of what is going to happen with that pond.

A resident stated over the years some trees have grown. Are those trees required? Did they happen by accident? Last time they mowed in Unit 17 they left the stuff and how is that going to affect the health of the pond? Are you doing anything proactive about mosquitos? How do I know it is done by procedure?

Mr. Berlin stated we are in here for 27 years since GMS has taken over this aspect, we have only had a notice of violation. We have had no violations. We don't spray for mosquitos. We don't put fish in the ponds for mosquitos. I sent you all that information. Call Leon County and have them come out.

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – July 9, 2026 at
6:30 p.m. at the Southwood Community
Center**

Mr. Vogel stated the next meeting is scheduled for July 9, 2026 at 6:30 p.m.

The meeting adjourned at 7:08 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Capital Region
Community Development District

Unaudited Financial Reporting
July 31, 2026



Capital Region
Community Development District
Combined Balance Sheet
July 31, 2026

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
<u>Cash:</u>				
Operating Account	\$ 145,364	\$ -	\$ -	\$ 145,364
Capital Reserve Account	-	-	628	628
<u>Investments:</u>				
State Board of Administration (SBA)	1,078,258	-	694,627	1,772,885
<u>Series 2013</u>				
Revenue	-	155,704	-	155,704
<u>Series 2018A1</u>				
Reserve	-	590,998	-	590,998
Revenue	-	124,289	-	124,289
Prepayment	-	55,073	-	55,073
<u>Series 2018A2</u>				
Reserve	-	128,920	-	128,920
Revenue	-	46,398	-	46,398
Prepayment	-	22,265	-	22,265
<u>Series 2021</u>				
Revenue	-	76,700	-	76,700
Total Assets	\$ 1,223,622	\$ 1,200,349	\$ 695,255	\$ 3,119,226
Liabilities:				
Accrued Expenses	\$ 7,683	\$ -	\$ -	\$ 7,683
Total Liabilities	\$ 7,683	\$ -	\$ -	\$ 7,683
Fund Balance:				
Restricted for:				
Debt Service	\$ -	\$ 1,200,349	\$ -	\$ 1,200,349
Assigned for:				
Capital Reserve Fund	-	-	695,255	695,255
Unassigned	1,215,938	-	-	1,215,938
Total Fund Balances	\$ 1,215,938	\$ 1,200,349	\$ 695,255	\$ 3,111,542
Total Liabilities & Fund Balance	\$ 1,223,622	\$ 1,200,349	\$ 695,255	\$ 3,119,226

Capital Region
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,845,935	\$ 1,845,935	\$ 1,858,807	\$ 12,873
Special Assessments - Direct St Joe	278,003	231,669	231,669	-
Interest	30,509	30,509	38,046	7,537
Miscellaneous Revenue	2,000	2,000	2,435	435
Total Revenues	\$ 2,156,446	\$ 2,110,113	\$ 2,130,957	\$ 20,845
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 10,000	\$ 5,600	\$ 4,400
PR-FICA	918	765	428	337
Engineering	15,000	12,500	1,600	10,900
Attorney	37,000	30,833	13,395	17,439
Annual Audit	4,025	4,025	4,800	(775)
Assessment Administration	13,826	13,826	13,826	-
Arbitrage Rebate	1,800	1,800	1,800	-
Dissemination Agent	8,507	7,089	7,089	-
Trustee Fees	15,520	15,520	16,287	(767)
Management Fees	60,352	50,293	50,293	-
Information Technology	3,367	2,805	2,806	-
Website Maintenance	1,443	1,202	1,203	-
Telephone	-	-	254	(254)
Postage & Delivery	1,000	1,000	4,879	(3,879)
Insurance General Liability	13,957	13,957	13,142	815
Printing & Binding	200	167	124	43
Legal Advertising	3,500	2,917	870	2,047
Other Current Charges	2,500	2,083	1,738	346
Office Supplies	50	42	0	41
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 195,138	\$ 170,999	\$ 140,309	\$ 30,693

Capital Region
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
<u>Operations & Maintenance</u>				
Field Expenditures				
Property Insurance	\$ 15,174	\$ 15,174	\$ 12,978	\$ 2,196
Management Fees	157,557	131,298	131,298	-
Utilities-Electric/Water	60,000	50,000	46,903	3,097
Landscape Maintenance - Contract	1,164,365	970,304	976,389	(6,084)
Landscape Maintenance - Fuel Surcharge	-	-	7,829	(7,829)
Landscape Maint - New Units/Street Trees	5,500	4,583	657	3,926
Pond Maintenance - Contract	13,512	13,512	16,334	(2,822)
Pond Repairs - Current Units	50,000	41,667	13,757	27,910
Irrigation Maintenance - Contract	58,200	48,500	48,514	(14)
Irrigation Maintenance - New Units	500	417	-	417
Irrigation Repairs - Current Units	45,000	45,000	55,272	(10,272)
Preserve Maintenance	40,000	33,333	26,843	6,490
Tot Lot Inspection/Maintenance	4,800	4,800	7,302	(2,502)
Tree Removal/Trimming/Cleanup	38,000	31,667	36,636	(4,969)
Alleyway Maintenance	10,000	8,333	3,033	5,300
Miscellaneous Maintenance	20,000	20,000	25,189	(5,189)
Special Events	12,000	12,000	10,020	1,980
Other-Contingency	50,000	41,667	14,089	27,578
Capital Expenditures	25,000	20,833	5,027	15,806
Common Area Maintenance	23,000	23,000	31,541	(8,541)
Enhancement/Beautification	20,000	16,667	18,269	(1,602)
Subtotal Field Expenditures	\$ 1,812,608	\$ 1,532,755	\$ 1,487,879	\$ 44,876
Total Operations & Maintenance	\$ 1,812,608	\$ 1,532,755	\$ 1,487,879	\$ 44,876
Total Expenditures	\$ 2,007,747	\$ 1,703,754	\$ 1,628,187	\$ 75,569
Excess (Deficiency) of Revenues over Expenditures	\$ 148,700	\$ 406,359	\$ 502,770	\$ 96,414
<u>Other Financing Sources/(Uses):</u>				
Reserve for Capital - Transfer Out	(148,700)	\$ (148,700)	\$ (148,700)	\$ -
Total Other Financing Sources/(Uses)	\$ (148,700)	\$ (148,700)	\$ (148,700)	\$ -
Net Change in Fund Balance	\$ -	\$ 257,659	\$ 354,070	\$ 96,414
Fund Balance - Beginning	\$ -		\$ 861,868	
Fund Balance - Ending	\$ -		\$ 1,215,938	

Capital Region
Community Development District
Month to Month

	Adopted Budget	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total	Actual vs Budget %
Revenues:															
Special Assessments - Tax Roll	\$ 1,845,935	\$ -	\$ 187,927	\$ 1,438,572	\$ 95,654	\$ 36,607	\$ 19,568	\$ 50,145	\$ 8,577	\$ 21,758	\$ -	\$ -	\$ -	\$ 1,858,807	100.70%
Special Assessments - Direct St Joe	278,003	23,167	23,167	23,167	23,167	23,167	23,167	23,167	23,167	23,167	23,167	-	-	231,669	83.33%
Interest	30,509	2,200	1,913	1,662	4,554	5,041	5,310	4,783	4,621	4,116	3,846	-	-	38,046	124.70%
Miscellaneous Revenue	2,000	400	918	-	918	-	-	-	-	-	200	-	-	2,435	121.75%
Total Revenues	\$ 2,156,446	\$ 25,767	\$ 213,924	\$ 1,463,401	\$ 124,292	\$ 64,814	\$ 48,045	\$ 78,095	\$ 36,365	\$ 49,042	\$ 27,213	\$ -	\$ -	\$ 2,130,957	98.82%
Expenditures:															
<u>General & Administrative:</u>															
Supervisor Fees	\$ 12,000	\$ 400	\$ 400	\$ 800	\$ 1,000	\$ 800	\$ -	\$ 800	\$ 800	\$ 600	\$ -	\$ -	\$ -	\$ 5,600	46.67%
PR-FICA	918	31	31	61	77	61	-	61	61	46	-	-	-	428	46.67%
Engineering	15,000	-	-	578	722	-	-	300	-	-	-	-	-	1,600	10.67%
Attorney	37,000	992	1,415	1,996	1,528	1,268	2,386	1,719	2,093	-	-	-	-	13,395	36.20%
Annual Audit	4,025	-	-	4,800	-	-	-	-	-	-	-	-	-	4,800	119.25%
Assessment Administration	13,826	13,826	-	-	-	-	-	-	-	-	-	-	-	13,826	100.00%
Arbitrage Rebate	1,800	-	-	600	-	600	-	600	-	-	-	-	-	1,800	100.00%
Dissemination Agent	8,507	709	709	709	709	709	709	709	709	709	709	-	-	7,089	83.34%
Trustee Fees	15,520	-	-	4,445	-	-	-	11,842	-	-	-	-	-	16,287	104.94%
Management Fees	60,352	5,029	5,029	5,029	5,029	5,029	5,029	5,029	5,029	5,029	5,029	-	-	50,293	83.33%
Information Technology	3,367	281	281	281	281	281	281	281	281	281	281	-	-	2,806	83.34%
Website Maintenance	1,443	120	120	120	120	120	120	120	120	120	120	-	-	1,203	83.35%
Telephone	-	7	-	7	192	24	21	1	1	1	-	-	-	254	0.00%
Postage & Delivery	1,000	145	-	175	124	157	94	9	14	-	4,161	-	-	4,879	487.94%
Insurance General Liability	13,957	13,142	-	-	-	-	-	-	-	-	-	-	-	13,142	94.16%
Printing & Binding	200	3	1	40	34	38	4	-	1	1	2	-	-	124	61.95%
Legal Advertising	3,500	92	87	170	-	85	88	87	175	87	-	-	-	870	24.85%
Other Current Charges	2,500	691	56	79	-	28	110	355	151	158	109	-	-	1,738	69.51%
Office Supplies	50	-	-	0	-	0	0	-	-	-	-	-	-	0	0.96%
Dues, Licenses & Subscriptions	175	175	-	-	-	-	-	-	-	-	-	-	-	175	100.00%
Total General & Administrative	\$ 195,138	\$ 35,643	\$ 8,128	\$ 19,890	\$ 9,815	\$ 9,200	\$ 8,843	\$ 21,913	\$ 9,435	\$ 7,030	\$ 10,412	\$ -	\$ -	\$ 140,309	71.90%

Capital Region
Community Development District
Month to Month

	Adopted Budget	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total	Actual vs Budget %
<i>Operations & Maintenance</i>															
Field Expenditures															
Property Insurance	\$ 15,174	\$ 15,610	\$ -	\$ -	\$ -	\$ -	\$ (2,632)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,978	85.53%
Management Fees	157,557	13,130	13,130	13,130	13,130	13,130	13,130	13,130	13,130	13,130	13,130	-	-	131,298	83.33%
Utilities-Electric/Water	60,000	5,402	3,806	2,704	2,307	2,446	4,282	7,002	2,989	8,281	7,683	-	-	46,903	78.17%
Landscape Maintenance - Contract	1,164,365	97,639	97,639	97,639	97,639	97,639	97,639	97,639	97,639	97,639	97,639	-	-	976,389	83.86%
Landscape Maintenance - Fuel Surcharge	-	-	-	-	-	-	-	1,957	1,957	1,957	1,957	-	-	7,829	-
Landscape Maint - New Units/Street Trees	5,500	-	-	-	-	-	-	-	219	219	219	-	-	657	11.95%
Pond Maintenance - Contract	13,512	342	342	3,342	342	342	6,905	870	1,752	342	1,755	-	-	16,334	120.89%
Pond Repairs - Current Units	50,000	-	-	3,963	-	-	341	6,711	-	-	2,742	-	-	13,757	27.51%
Irrigation Maintenance - Contract	58,200	4,851	4,851	4,851	4,851	4,851	4,851	4,851	4,851	4,851	4,851	-	-	48,514	83.36%
Irrigation Maintenance - New Units	500	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Irrigation Repairs - Current Units	45,000	7,000	9,153	4,080	810	2,393	5,811	11,170	9,610	2,307	2,939	-	-	55,272	122.83%
Preserve Maintenance	40,000	211	-	-	-	-	4,684	7,574	10,610	3,724	41	-	-	26,843	67.11%
Tot Lot Inspection/Maintenance	4,800	3,321	2,700	1,181	-	-	-	-	-	100	-	-	-	7,302	152.12%
Tree Removal/Trimming/Cleanup	38,000	9,540	-	-	1,008	11,643	2,470	2,819	-	6,028	3,128	-	-	36,636	96.41%
Alleyway Maintenance	10,000	-	-	-	-	206	2,828	-	-	-	-	-	-	3,033	30.33%
Miscellaneous Maintenance	20,000	4,926	1,372	7,620	14	1,054	310	4,817	-	472	4,604	-	-	25,189	125.94%
Special Events	12,000	7,057	2,964	-	-	-	-	-	-	-	-	-	-	10,020	83.50%
Other-Contingency	50,000	7,211	95	-	-	4,318	2,400	-	-	65	-	-	-	14,089	28.18%
Capital Expenditures	25,000	2,400	-	1,496	14	(7)	1,125	-	-	-	-	-	-	5,027	20.11%
Common Area Maintenance	23,000	1,856	27,025	2,090	-	-	325	245	-	-	-	-	-	31,541	137.13%
Enhancement/Beautification	20,000	-	-	-	-	-	18,269	-	-	-	-	-	-	18,269	91.34%
Subtotal Field Expenditures	\$ 1,812,608	\$ 180,496	\$ 163,077	\$ 142,096	\$ 120,114	\$ 138,013	\$ 162,737	\$ 158,784	\$ 142,757	\$ 139,115	\$ 140,687	\$ -	\$ -	1,487,879	82.08%
Total Operations & Maintenance	\$ 1,812,608	\$ 180,496	\$ 163,077	\$ 142,096	\$ 120,114	\$ 138,013	\$ 162,737	\$ 158,784	\$ 142,757	\$ 139,115	\$ 140,687	\$ -	\$ -	1,487,879	82.08%
Total Expenditures	\$ 2,007,747	\$ 216,140	\$ 171,205	\$ 161,986	\$ 129,929	\$ 147,213	\$ 171,580	\$ 180,697	\$ 152,192	\$ 146,146	\$ 151,099	\$ -	\$ -	1,628,187	81.10%
Excess (Deficiency) of Revenues over Expenditures	\$ 148,700	\$ (190,373)	\$ 42,719	\$ 1,301,415	\$ (5,637)	\$ (82,399)	\$ (123,535)	\$ (102,602)	\$ (115,827)	\$ (97,104)	\$ (123,886)	\$ -	\$ -	502,770	
Other Financing Sources/Uses:															
Transfer In/(Out)	\$ (148,700)	\$ -	\$ -	\$ (148,700)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(148,700)	100.00%
Total Other Financing Sources/Uses	\$ (148,700)	\$ -	\$ -	\$ (148,700)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(148,700)	100.00%
Net Change in Fund Balance	\$ -	\$ (190,373)	\$ 42,719	\$ 1,152,715	\$ (5,637)	\$ (82,399)	\$ (123,535)	\$ (102,602)	\$ (115,827)	\$ (97,104)	\$ (123,886)	\$ -	\$ -	354,070	

Capital Region
Community Development District
Debt Service Fund Series 2013
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Revenues:				
Special Assessments - Residential Tax Roll	\$ 323,381	\$ 323,381	\$ 325,737	\$ 2,357
Special Assessments - Commercial Tax Roll	432,569	432,569	429,217	(3,352)
Interest Income	8,000	8,000	10,695	2,695
Total Revenues	\$ 763,949	\$ 763,949	\$ 765,649	\$ 1,700
Expenditures:				
Interest - 11/1	\$ 125,619	\$ 125,619	\$ 125,619	\$ -
Interest - 5/1	125,619	125,619	125,619	-
Principal - 5/1	510,000	510,000	510,000	-
Total Expenditures	\$ 761,238	\$ 761,238	\$ 761,238	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 2,712	\$ 2,712	\$ 4,412	\$ 1,700
Net Change in Fund Balance	\$ 2,712	\$ 2,712	\$ 4,412	\$ 1,700
Fund Balance - Beginning	\$ 153,291		\$ 151,292	
Fund Balance - Ending	\$ 156,003		\$ 155,704	

Capital Region
Community Development District
Debt Service Fund Series 2018A1
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Revenues:				
Special Assessments - Residential	\$ 298,247	\$ 298,247	\$ 300,421	\$ 2,174
Special Assessments - Commercial Tax Roll	202,415	202,415	203,866	1,451
Special Assessments - Direct St Joe	712,537	498,776	498,776	-
Special Assessments - Prepayments	-	-	5,231	5,231
Interest Income	20,000	20,000	29,018	9,018
Total Revenues	\$ 1,233,199	\$ 1,019,438	\$ 1,037,312	\$ 17,874
Expenditures:				
Interest - 11/1	\$ 300,816	\$ 300,816	\$ 300,816	\$ -
Special Call - 11/1	-	-	120,000	(120,000)
Interest - 5/1	300,816	300,816	297,803	3,012
Principal - 5/1	605,000	605,000	600,000	5,000
Special Call - 5/1	-	-	15,000	(15,000)
Total Expenditures	\$ 1,206,631	\$ 1,206,631	\$ 1,333,619	\$ (126,988)
Excess (Deficiency) of Revenues over Expenditures	\$ 26,568	\$ (187,193)	\$ (296,307)	\$ (109,113)
Net Change in Fund Balance	\$ 26,568	\$ (187,193)	\$ (296,307)	\$ (109,113)
Fund Balance - Beginning	\$ 458,541		\$ 1,066,668	
Fund Balance - Ending	\$ 485,109		\$ 770,361	

Capital Region
Community Development District
Debt Service Fund Series 2018A2
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Revenues:				
Special Assessments - Commercial Tax Roll	\$ 274,147	\$ 274,147	\$ 275,834	\$ 1,687
Interest Income	5,000	5,000	7,512	2,512
Total Revenues	\$ 279,147	\$ 279,147	\$ 283,346	\$ 4,198
Expenditures:				
Interest - 11/1	\$ 31,050	\$ 31,050	\$ 31,050	\$ -
Special Call - 11/1	-	-	5,000	(5,000)
Interest - 5/1	31,050	31,050	30,935	115
Principal - 5/1	200,000	200,000	200,000	-
Special Call - 5/1	-	-	5,000	(5,000)
Total Expenditures	\$ 262,100	\$ 262,100	\$ 271,985	\$ (9,885)
Excess (Deficiency) of Revenues over Expenditures	\$ 17,047	\$ 17,047	\$ 11,361	\$ (5,687)
Net Change in Fund Balance	\$ 17,047	\$ 17,047	\$ 11,361	\$ (5,687)
Fund Balance - Beginning	\$ 51,319		\$ 186,223	
Fund Balance - Ending	\$ 68,366		\$ 197,584	

Capital Region
Community Development District
Debt Service Fund Series 2021
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
Revenues:				
Special Assessments - Residential Tax Roll	\$ 318,937	\$ 318,937	\$ 321,040	\$ 2,103
Interest Income	3,250	3,250	5,304	2,054
Total Revenues	\$ 322,187	\$ 322,187	\$ 326,344	\$ 4,157
Expenditures:				
Interest - 11/1	\$ 22,063	\$ 22,063	\$ 22,063	\$ -
Interest - 5/1	22,063	22,063	22,063	-
Principal - 5/1	275,000	275,000	275,000	-
Total Expenditures	\$ 319,125	\$ 319,125	\$ 319,125	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 3,062	\$ 3,062	\$ 7,219	\$ 4,157
Net Change in Fund Balance	\$ 3,062	\$ 3,062	\$ 7,219	\$ 4,157
Fund Balance - Beginning	\$ 69,079		\$ 69,481	
Fund Balance - Ending	\$ 72,141		\$ 76,700	

Capital Region
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
Revenues				
Interest	\$ 20,300	\$ 20,300	\$ 21,916	\$ 1,616
Total Revenues	\$ 20,300	\$ 20,300	\$ 21,916	\$ 1,616
Expenditures:				
Capital Outlay	\$ 170,507	\$ 142,089	\$ -	\$ 142,089
Sidewalk Safety	-	-	35,000	(35,000)
Other Charges	600	600	656	(56)
Total Expenditures	\$ 171,107	\$ 142,689	\$ 35,656	\$ 107,033
Excess (Deficiency) of Revenues over Expenditures	\$ (150,807)	\$ (122,389)	\$ (13,740)	\$ 108,649
Other Financing Sources/(Uses)				
Reserve for Capital - Transfer In	\$ 148,700	\$ 148,700	\$ 148,700	\$ -
Total Other Financing Sources (Uses)	\$ 148,700	\$ 148,700	\$ 148,700	\$ -
Net Change in Fund Balance	\$ (2,107)	\$ 26,311	\$ 134,960	\$ 108,649
Fund Balance - Beginning	\$ 572,475		\$ 560,295	
Fund Balance - Ending	\$ 570,368		\$ 695,255	

Capital Region
Community Development District
Long Term Debt Report

Series 2013, Capital Improvement Refunding Bonds	
Interest Rate:	5.050% - 6.000%
Maturity Date:	5/1/2032
Reserve Fund Definition	n/a
Reserve Fund Requirement	\$0
Reserve Fund Balance	\$0
Bonds Outstanding - 8/15/24	\$ 4,805,000
Less: Principal Payment - 5/1/25	(485,000)
Less: Special Call 5/1/25	(40,000)
Less: Principal Payment - 5/1/26	(510,000)
Current Bonds Outstanding	\$ 3,770,000

Series 2018 A-1, Capital Improvement Revenue Refunding Bonds	
Interest Rate:	4.125% - 5.125%
Maturity Date:	5/1/2039
Reserve Fund Definition	50% of MADS
Reserve Fund Requirement	\$590,998
Reserve Fund Balance	590,998
Bonds Outstanding - 3/12/18	\$ 16,935,000
Less: Principal Payment - 5/1/19	(490,000)
Less: Special Call - 5/1/19	(25,000)
Less: Special Call - 11/1/19	(5,000)
Less: Principal Payment - 5/1/20	(510,000)
Less: Special Call - 5/1/20	(15,000)
Less: Principal Payment - 5/1/21	(530,000)
Less: Special Call - 5/1/21	(10,000)
Less: Principal Payment - 5/1/22	(550,000)
Less: Special Call - 5/1/23	(20,000)
Less: Principal Payment - 5/1/23	(575,000)
Less: Principal Payment - 5/1/24	(600,000)
Less: Special Call 5/1/24	(925,000)
Less: Special Call 11/1/24	(50,000)
Less: Principal Payment - 5/1/25	(580,000)
Less: Special Call 5/1/25	(125,000)
Less: Special Call 11/1/25	(120,000)
Less: Principal Payment - 5/1/26	(600,000)
Less: Special Call 5/1/26	(15,000)
Current Bonds Outstanding	\$ 11,190,000

Capital Region
Community Development District
Long Term Debt Report

Series 2018 A-2, Capital Improvement Revenue Refunding Bonds		
Interest Rate:	3.875%, 4.600%	
Maturity Date:	5/1/2031	
Reserve Fund Definition	50% of MADS	
Reserve Fund Requirement	\$128,920	
Reserve Fund Balance	128,920	
Bonds Outstanding - 3/12/18		\$ 2,675,000
Less: Principal Payment - 5/1/19		(160,000)
Less: Special Call 5/1/19		(10,000)
Less: Principal Payment - 5/1/20		(165,000)
Less: Special Call 5/1/20		(5,000)
Less: Special Call 5/1/22		(10,000)
Less: Principal Payment - 5/1/21		(170,000)
Less: Principal Payment - 5/1/22		(175,000)
Less: Special Call 5/1/22		(5,000)
Less: Principal Payment - 5/1/23		(180,000)
Less: Special Call 5/1/23		(10,000)
Less: Special Call 11/1/23		(5,000)
Less: Principal Payment - 5/1/24		(190,000)
Less: Special Call 5/1/24		(5,000)
Less: Special Call 11/1/24		(5,000)
Less: Principal Payment - 5/1/25		(195,000)
Less: Special Call 5/1/25		(35,000)
Less: Special Call 11/1/25		(5,000)
Less: Principal Payment - 5/1/26		(200,000)
Less: Special Call 5/1/26		(5,000)
Current Bonds Outstanding		\$ 1,140,000

Series 2021, Capital Improvement Revenue Refunding Bonds		
Interest Rate:	2.500%	
Maturity Date:	5/1/2031	
Reserve Fund Definition	n/a	
Reserve Fund Requirement	\$0	
Reserve Fund Balance	\$0	
Bonds Outstanding - 2/18/21		\$ 2,800,000
Less: Principal Payment - 5/1/22		(250,000)
Less: Principal Payment - 5/1/23		(255,000)
Less: Principal Payment - 5/1/24		(260,000)
Less: Principal Payment - 5/1/25		(270,000)
Less: Principal Payment - 5/1/26		(275,000)
Current Bonds Outstanding		\$ 1,490,000
Total Bonds Outstanding		\$ 17,590,000

C.

Capital Region
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT RECEIPTS FISCAL YEAR 2026

ASSESSED TO	# UNITS	SERIES 2018-1 RESIDENTIAL	SERIES 2018-1 COMMERCIAL	SERIES 2021 RESIDENTIAL	SERIES 2018-2 COMMERCIAL	SERIES 2013/2024 RESIDENTIAL	SERIES 2013/2024 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2026 O&M	TOTAL ASSESSED
ST JOE COMPANY	397.25	-	712,537.13	-	-	-	-	712,537.13	278,003.19	990,540.32
LEON CO TAX ROLL	4178.91	298,246.88	202,415.28	318,937.68	274,147.35	323,380.60	426,162.86	1,843,290.65	1,845,934.81	3,689,225.46
TOTAL NET ASSESSED	4576.16	298,246.88	914,952.41	318,937.68	274,147.35	323,380.60	426,162.86	2,555,827.78	2,123,938.00	4,679,765.78

RECEIVED BY	DATE	SERIES 2018-1 RESIDENTIAL	SERIES 2018-1 COMMERCIAL	SERIES 2021 RESIDENTIAL	SERIES 2018-2 COMMERCIAL	SERIES 2013/2024 RESIDENTIAL	SERIES 2013/2024 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2026 O&M	TOTAL ASSESSED
ST JOE COMPANY		-	498,776.01	-	-	-	-	498,776.01	231,669.30	730,445.31
TOTAL DUE DIRECT INVOICE		-	213,761.12	-	-	-	-	213,761.12	46,333.89	260,095.01
LEON CO DIST 1	11/19/25	1,011.38	-	1,575.03	-	1,096.61	-	3,683.02	3,933.12	7,616.14
LEON CO DIST 2	11/20/25	27,895.41	27,526.98	34,052.40	2,940.36	30,246.20	57,955.00	180,616.35	183,993.63	364,609.98
LEON CO DIST 3	12/18/25	197,043.10	30,453.16	205,029.59	52,263.94	213,648.22	64,115.75	762,553.76	791,641.48	1,554,195.24
LEON CO DIST 4	12/22/25	47,286.58	108,539.37	45,573.83	194,888.01	51,271.49	228,517.56	676,076.84	646,930.28	1,323,007.12
LEON CO DIST 5	01/05/26	4,245.94	23,398.23	9,395.80	2,135.35	4,603.75	49,262.38	93,041.45	92,132.95	185,174.40
INTEREST	01/30/26	568.55	389.14	605.73	516.81	616.46	819.28	3,515.97	3,521.42	7,037.39
LEON CO DIST 6	02/19/26	3,574.77	2,932.81	7,497.99	13,821.39	3,876.03	6,174.71	37,877.70	36,606.53	74,484.23
LEON CO DIST 7	03/12/26	753.55	3,910.57	4,457.86	1,445.61	817.05	8,233.27	19,617.91	19,568.39	39,186.30
LEON CO DIST 8	04/14/26	12,055.97	4,159.09	7,252.95	3,383.40	13,071.95	8,756.50	48,679.86	49,764.86	98,444.72
INTEREST	04/23/26	29.33	19.70	34.39	33.39	31.80	41.47	190.08	189.65	379.73
LEON CO DIST 9	05/18/26	1,126.43	158.23	1,735.31	4,405.66	1,221.36	333.14	8,980.13	8,576.66	17,556.79
LEON CO DIST 10	06/16/26	1,082.27	-	60.69	-	1,173.48	-	2,316.44	2,436.30	4,752.74
TAX CERTIFICATE SALES	06/19/26	3,747.24	2,378.67	3,768.53	-	4,063.03	5,008.02	18,965.49	19,512.16	38,477.65
TOTAL RECEIVED TAX ROLL		300,420.52	203,865.95	321,040.10	275,833.92	325,737.43	429,217.08	1,856,115.00	1,858,807.43	3,714,922.43
TOTAL DUE TAX ROLL		(2,173.64)	(1,450.67)	(2,102.42)	(1,686.57)	(2,356.83)	(3,054.22)	(12,824.35)	(12,872.62)	(25,696.97)

PERCENT RECEIVED	SERIES 2018-1 RESIDENTIAL	SERIES 2018-1 COMMERCIAL	SERIES 2021 RESIDENTIAL	SERIES 2018-2 COMMERCIAL	SERIES 2013/2024 RESIDENTIAL	SERIES 2013/2024 COMMERCIAL	TOTAL DEBT SERVICE	FISCAL YEAR 2026 O&M	TOTAL ASSESSED
% RECEIVED DIRECT INVOICE	0.00%	70.00%	0.00%	0.00%	0.00%	0.00%	70.00%	83.33%	73.74%
% RECEIVED TAX ROLL	100.73%	100.72%	100.66%	100.62%	100.73%	100.72%	100.70%	100.70%	100.70%

D.

Capital Region
Community Development District

Check Register Summary

July 31, 2026

Fund	Date	Check No.	Amount
General Fund - Wells Fargo			
Payroll		-	\$ -
		Sub-Total	\$ -
Accounts Payable			
	7/7/26	3838-3841	\$ 31,214.70
	7/15/26	3842-3845	12,216.62
	7/29/26	3846-3853	4,188.11
		Sub-Total	\$ 47,619.43
Autopayment ACH*			
	7/21/26	City of Tallahassee	\$ 8,281.07
		Sub-Total	\$ 8,281.07
Total General Fund			\$ 55,900.50
Capital Reserve Fund - Wells Fargo			
Accounts Payable		-	\$ -
Total Capital Reserve Fund			\$ -
GRAND TOTAL			\$ 55,900.50

*The utility schedule and supporting invoices are available upon request.

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
7/07/26	00024	6/24/26 199174	202606 320-57200-46490	TREE PRUNING U#5 FOUR OAK	*	1,000.10	
		6/24/26 199175	202606 320-57200-46490	U#37 TREE PRUNING	*	1,365.00	
		6/24/26 199176	202606 320-57200-46490	HAUL DEBRIS	*	3,240.00	
		6/29/26 199184	202606 320-57200-47000	VINE REMOVAL	*	518.75	
		6/29/26 199186	202606 320-57200-46450	CONTR#18 U#35 IRR REP	*	676.52	
		7/01/26 199193	202607 320-57200-46900	NO MOWING SIGNS	*	100.76	
		7/01/26 199194	202607 320-57200-46900	RPLC DOG PARK LOCKS	*	129.43	
ALL-PRO LAND CARE OF TALLAHASSEE							7,030.56 003838
7/07/26	00375	7/06/26 68343	202607 310-51300-42000	MAIL SERVICES	*	4,161.37	
CHEROKEE PRINTING, INC.							4,161.37 003839
7/07/26	00061	7/01/26 605	202607 310-51300-34000	JUL 26 - MGMT FEES	*	5,029.33	
		7/01/26 605	202607 310-51300-35110	JUL 26 - WEBSITE ADMIN	*	120.25	
		7/01/26 605	202607 310-51300-35100	JUL 26 - IT	*	280.58	
		7/01/26 605	202607 310-51300-31300	JUL 26 - DISSEMINATION	*	708.92	
		7/01/26 605	202607 310-51300-42500	JUL 26 - COPIES	*	1.80	
		7/01/26 605	202607 320-57200-46550	JUL 26 - DOGIPOT DSP/TRSH	*	657.08	
		7/01/26 605	202607 320-57200-46900	JUL 26 - GOOGLE	*	8.40	
		7/01/26 606	202607 320-57200-34000	JUL 26 - FACILITY MGMT	*	13,129.75	
GOVERNMENTAL MANAGEMENT SERVICES							19,936.11 003840
7/07/26	00373	6/30/26 7778874	202606 310-51300-48000	NOTICE OF MEETING	*	86.66	
USA TODAY MEDIA CORP.							86.66 003841
7/15/26	00024	7/07/26 199255	202607 320-57200-46900	U#23 SOD RENOVATIONS	*	2,569.56	
		7/08/26 199254	202607 320-57200-46490	CENTIPEDE SOD INTALL	*	918.00	

CAPR CAPITAL REGION TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
		7/08/26 199256	202607 320-57200-46900	U#23 ST. AUGUSTINE SOD	*	562.50	
		7/14/26 199265	202607 320-57200-46900	LDR-5 COGON GRASS	*	177.47	
		7/14/26 199266	202607 320-57200-46550	LIMEROCK	*	1,775.96	
		7/14/26 199267	202607 320-57200-46450	CONTR#11 U#4 IRR REP	*	653.75	
		7/14/26 199268	202607 320-57200-46900	U#10 TRAIL CONCRETE PATCH	*	149.88	
		7/14/26 199269	202607 320-57200-46450	U#30 IRRIGATION REP	*	656.50	
				ALL-PRO LAND CARE OF TALLAHASSEE			7,463.62 003842
7/15/26 00205		7/10/26 171584-L	202607 320-57200-46900	BRUSH MOW-U#17 CNSV.AREA	*	905.50	
				ALL-PRO LANDSCAPING OF TALLAHASSEE			905.50 003843
7/15/26 00324		7/06/26 3774550	202605 310-51300-31500	MAY 26 - GEN COUNSEL	*	1,280.00	
		7/06/26 3774552	202605 310-51300-31500	MAY 26 - MONTHLY MEETING	*	812.50	
				KUTAK ROCK LLP			2,092.50 003844
7/15/26 00028		7/14/26 2157719	202607 320-57200-46500	JUL26 WATER MGMT-VERDURA	*	732.00	
		7/14/26 2215982	202607 320-57200-46500	JUL26 WATER MGMT-WD290	*	678.00	
		7/14/26 2223816	202607 320-57200-46500	JUL 26-WATER MGMT S.WOOD	*	345.00	
				THE LAKE DOCTORS, INC.			1,755.00 003845
7/29/26 00024		7/20/26 199274	202607 320-57200-46550	POND REPAIRS - UNIT 17	*	308.83	
				ALL-PRO LAND CARE OF TALLAHASSEE			308.83 003846
7/29/26 00024		7/20/26 199275	202607 320-57200-46450	IRRIG REPAIRS - ARTEMIS	*	194.60	
				ALL-PRO LAND CARE OF TALLAHASSEE			194.60 003847
7/29/26 00024		7/20/26 199276	202607 320-57200-46450	IRRIGATION REPRS UNIT 35	*	438.50	
				ALL-PRO LAND CARE OF TALLAHASSEE			438.50 003848
7/29/26 00024		7/20/26 199278	202607 320-57200-46450	IRRIGATION REPAIRS UNIT 5	*	192.04	
				ALL-PRO LAND CARE OF TALLAHASSEE			192.04 003849
				CAPR CAPITAL REGION TLEE			

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
7/29/26	00024	7/20/26 199279	202607 320-57200-46450	IRRIGATION REPAIRS-MOSSY	*	271.38	
				ALL-PRO LAND CARE OF TALLAHASSEE			271.38 003850
7/29/26	00024	7/20/26 199280	202607 320-57200-46450	IRRIGATION REPAIRS UNIT 1	*	532.03	
				ALL-PRO LAND CARE OF TALLAHASSEE			532.03 003851
7/29/26	00024	7/24/26 199286	202607 320-57200-46490	UNIT 10: TREE REMOVAL	*	2,210.00	
				ALL-PRO LAND CARE OF TALLAHASSEE			2,210.00 003852
7/29/26	00061	7/17/26 608	202606 320-57200-47000	JUN26 MAINTENANCE SUP	*	40.73	
				GOVERNMENTAL MANAGEMENT SERVICES			40.73 003853
TOTAL FOR BANK B						47,619.43	

CAPR CAPITAL REGION TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
7/22/26	00029	7/01/26 JUNE JUNE	202606 320-57200-43000		*	8,250.63	
CITY OF TALLAHASSEE - AUTO PAY							8,250.63 080015

TOTAL FOR BANK Z						8,250.63	
TOTAL FOR REGISTER						55,870.06	

CAPR CAPITAL REGION TLEE



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
6/24/2026	199174

Phone: 850-656-0208

Bill To
CRCDD c/o GMS, LLC Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	7/24/2026

Description	Quantity	Rate	Amount
Tree Pruning: Unit 5 - Four Oaks - Shumard to Tram			
General Labor Rate	14.6	68.50	1,000.10
46490 <i>Corbin deNagy</i> 6/25/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$1,000.10
Payments/Credits	\$0.00
Balance Due	\$1,000.10



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
6/24/2026	199175

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



NATIONAL
ASSOCIATION OF
LANDSCAPE
PROFESSIONALS

P.O. No.	Terms	Due Date
	Net 30	7/24/2026

Description	Quantity	Rate	Amount
Unit 37: Tree Pruning Raise the canopy on limbs over the back left corner of 3525 Esplanade and the back right corner of 3517 Esplanade. Haul away all debris.	1	1,365.00	1,365.00
46490 <i>Corbin deNagy</i> 6/25/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$1,365.00
Payments/Credits	\$0.00
Balance Due	\$1,365.00



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
6/24/2026	199176

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	7/24/2026

Description	Quantity	Rate	Amount
Haul Debris			
Hauled 6 loads of debris using a 65 cubic-yard truck	1	3,240.00	3,240.00
46490 <i>Corbin deNagy</i> 6/25/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$3,240.00
Payments/Credits	\$0.00
Balance Due	\$3,240.00



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
6/29/2026	199184

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	7/29/2026

Description	Quantity	Rate	Amount
Central Park: Vine Removal			
General Labor Rate	7.5	68.50	513.75
Fuel Surcharge	1	5.00	5.00
47000 Corbin deNagy 6/30/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$518.75
Payments/Credits	\$0.00
Balance Due	\$518.75



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
6/29/2026	199186

Phone: 850-656-0208

Bill To CRCDD c/o GMS, LLC Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



NATIONAL
ASSOCIATION OF
**LANDSCAPE
PROFESSIONALS**

P.O. No.	Terms	Due Date
	Net 30	7/29/2026

Description	Quantity	Rate	Amount
Controller 18; Unit 35 - Irrigation Repair			
1 - ICD-100 Decoder	1	335.93	335.93
4 - 6" sprayheads			
4 Nozzles			
Irrigation Labor - Technician	2	85.50	171.00
Irrigation Labor - Assistant	2	68.50	137.00
Miscellaneous Materials & Consumables	1	19.32	19.32
Fuel Surcharge	1	13.27	13.27
46450 <i>Corbin deNagy</i> 7/6/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$676.52
Payments/Credits	\$0.00
Balance Due	\$676.52



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/1/2026	199193

Phone: 850-656-0208

Bill To CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311
--



P.O. No.	Terms	Due Date
	Net 30	7/31/2026

Description	Quantity	Rate	Amount
Four Oaks: No Mowing Signs			
"No Mow" Signs	1	97.83	97.83
Fuel Surcharge	1	2.93	2.93
46900 <i>Corbin deNagy</i> 7/1/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

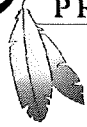
\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$100.76
Payments/Credits	\$0.00
Balance Due	\$100.76

Total	\$129.43
Payments/Credits	\$0.00
Balance Due	\$129.43

CHEROKEE

PRINTING, INC.



3733 Adirolf Rd
Jacksonville, FL 32207
(904)398-2852

Invoice

Date	Invoice #
7/6/2026	68343

Bill To
Capital Region CDD 475 West Town Place Suite 114 St Augustine, FL 32092

Ship To

Job No	P.O. Number	Terms	Ship	Via
		Due on receipt	7/6/2026	

Quantity	Item Code	Description	Amount
2,148	CASS Certify	Capital Region CDD Load, read, convert files, CASS Certify addresses to enable automation based postage rates: Create automation based sack/tray tags & postal documents: format for inkjet addressing	75.00
1	Form Layout	Form layout & preparation	37.50
2,148	Printing	Laser 1 sheet	751.80
2,148	Fold	Fold Materials	138.40
2,148	Insert	Insert one piece into #10 envelope, seal, sort and mail, Standard Rate	193.77
2,168	Printing	#10 Window envelope printed one color black ink	1,375.38
2,148	Postage	Postage	1,589.52
<i>Corbin deNagy</i> 7/7/2026			
Total			\$4,161.37

Governmental Management Services, LLC

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

Invoice

Invoice #: 605

Invoice Date: 7/1/26

Due Date: 7/1/26

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Management Fees - July 2026 310		5,029.33	5,029.33
Website Administration - July 2026 3511		120.25	120.25
Information Technology - July 2026 351		280.58	280.58
Dissemination Agent Services - July 2026 313		708.92	708.92
Copies 45		1.80	1.80
Dogi-pot dispenser for Capital Region 46550		544.20	544.20
Dogi-pot trash for Capital Region		112.88	112.88
AMEX Charge 6/1/26- Google Workspace 320 572 469		8.40	8.40
Total			\$6,806.36
Payments/Credits			\$0.00
Balance Due			\$6,806.36



Business Green Rewards Card
GMS LLC
DARRIN MOSSING
 Closing Date 06/25/26

p.3/10

Account Ending 6-66007



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Payments and Credits

Summary

	Pay In Full	Pay Over Time †	Total
Payments	\$0.00	-\$10,962.01	-\$10,962.01
Credits			
DARRIN MOSSING 6-66007	\$0.00	-\$224.66	-\$224.66
Total Payments and Credits	\$0.00	-\$11,186.67	-\$11,186.67

Detail

*Indicates posting date

† - Pay Over Time activity

Payments	Amount
05/27/26* DARRIN MOSSING ONLINE PAYMENT - THANK YOU	-\$10,962.01
Credits	Amount
06/25/26 DARRIN MOSSING BEST BUY JACKSONVILLE FL 888BESTBUY	-\$224.66 †

New Charges

Summary

	Pay In Full	Pay Over Time †	Total
DARRIN MOSSING 6-66007	\$0.00	\$1,039.86	\$1,039.86
JAY SORIANO 6-63053	\$0.00	\$11,366.18	\$11,366.18
LISA T PELKEY 6-61099	\$0.00	\$4,583.79	\$4,583.79
Total New Charges	\$0.00	\$16,989.83	\$16,989.83

Detail

† - Pay Over Time activity



DARRIN MOSSING
 Card Ending 6-66007

	Amount
05/26/26 BESTBUYCOM807186399558 50300009944 RICHFIELD MN 888BESTBUY	\$472.98 †
06/01/26 GOOGLE *WORKSPACE_MYSO CC@GOOGLE.COM CA <i>Capital Region</i> COMPUTER PROGRAMMING	\$840 †
06/01/26 GOOGLE*SVCSGMSNF.COM GOOGLE VOICE IN CC GOOGLE.COM CABLE & PAY TV	\$75.82 †
06/01/26 LAZ PARKING M06700SUBSCR JACKSONVILLE FL 904-718-6853	\$258.00 †
06/25/26 BESTBUYCOM807202661761 50300009944 RICHFIELD MN 888BESTBUY	\$224.66 †

Continued on reverse

GMS LLC - Northeast Florida

Employee: Corbin deNagy

Position: District Manager

Address: 3250 Caroliton Drive

Date: 5/31/26

City, State, Zip: Tallahassee, FL 32311

Expense
Period: May 2026

DATE	Description	Other	Mileage	Hotel	Meals	Total
5/31/26	Monthly cell allowance	\$ 50.00				\$50.00
						\$0.00
5/1/26	Dog-pot dispensers for Capital Region	\$ 544.20				\$544.20
5/15/26	Dog-pot trash can for Capital Region	\$ 112.88				\$112.88
						\$0.00
5/20/26	Rental car gas	\$ 44.61				\$44.61
5/21/26	Rental car gas	\$ 13.20				\$13.20
5/21/26	Parking at airport for rental car	\$ 45.00				\$45.00
5/21/26	Rental car for Rivers Edge meetings	\$ 240.52				\$240.52
						\$0.00
						\$0.00
Various	Mileage (see attached log)		-			\$0.00
					Total Amount Due to Employee	\$1,050.71

Mileage is reimbursable at \$.725 per mile on personal vehicles, \$.20 with car allowance

****For expense reimbursements not listed above, post to Misc. and provide additional description.****

BILL TO CAPITAL REGION →	\$657.06
BILL TO CANOPY →	\$0.00

Corbin deNagy 5/27/2026
Employee Signature Date

Manager Signature _____ Date 6/1/24

Order Summary

Order placed May 1, 2026 Order # 113-6132458-5205051

Ship to

Corbin deNagy
3250 CAROLLTON DR
TALLAHASSEE, FL 32311-3703
United States

Payment method

Prime Visa ending in 4292
Earns 5% back on all items

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$506.25
Shipping & Handling:	\$0.00
Total before tax:	\$506.25
Estimated tax to be collected:	\$37.95
Grand Total:	\$544.20

Arriving May 2 - May 7



DOGIPOT 1007-2 Junior Bag Dispenser with Litter Bag Rolls, Polyethylene, Forest Green

Sold by: Amazon.com

Supplied by: Other

2 \$101.25

Arriving May 2 - May 7



DOGIPOT 1007-2 Junior Bag Dispenser with Litter Bag Rolls, Polyethylene, Forest Green

Sold by: Amazon.com

Supplied by: Other

3 \$101.25

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Order Summary

Order placed May 15, 2026 Order # 113-2293339-6335400

Ship to

Corbin deNagy
3250 CAROLLTON DR
TALLAHASSEE, FL 32311-3703
United States

Payment method

Prime Visa ending in 4292
Earns 5% back on all items

[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$105.00
Shipping & Handling:	\$0.00
Total before tax:	\$105.00
Estimated tax to be collected:	\$7.88
Grand Total:	\$112.88

Delivered May 19



DOGIPOT 1208-L Trash Receptacle with Polyethylene Lid and Liner Trash Bags,
Polyethylene
Sold by: ProPet Distributors
Supplied by: Other
Return or replace items: Eligible through June 20, 2026
\$105.00

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

Invoice

Invoice #: 606
Invoice Date: 7/1/26
Due Date: 7/1/26
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Management - Capital Region - July 2026		13,129.75	13,129.75
<i>Alison Moring</i> <i>7-6-26</i>			

Total \$13,129.75

Payments/Credits \$0.00

Balance Due \$13,129.75

USA TODAY CO.



ACCOUNT NAME		ACCOUNT #	INV DATE
Capital Region Community		1127543	06/30/26
INVOICE #	INVOICE PERIOD	CURRENT INVOICE TOTAL	
0007778874	Jun 1- Jun 30, 2026	\$86.66	
PREPAY (Memo Info)	UNAPPLIED (included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$86.66	

BILLING ACCOUNT NAME AND ADDRESS	PAYMENT DUE DATE: JULY 31, 2026
Capital Region Community Governmental Management Services, LLC 475 W Town PL # 114 Saint Augustine, FL 32092-3649	Legal Entity: USA TODAY Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com

FEDERAL ID 47-2390983

Immediate Action Required: Enroll in E-Invoicing. USA TODAY Co. has discontinued mailed invoices as we move to paperless billing. If you received this by mail, enroll today to avoid invoice delivery interruption:
<https://gcil.my.site.com/financialservicesportal/s/e-invoicing>.

Date	Description	Amount
6/1/26	Balance Forward	\$174.98
6/15/26	PAYMENT - THANK YOU	-\$174.98

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
6/3/26	12372640	TAL Tallahassee Democrat	Notice of Meeting		\$86.66

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

Total Cash Amount Due	\$86.66
Service Fee 3.99%	\$3.46
*Cash/Check/ACH Discount	-\$3.46
*Payment Amount by Cash/Check/ACH	\$86.66
Payment Amount by Credit Card	\$90.12

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Capital Region Community		1127543		0007778874		86.66
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$86.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.66
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY BY PHONE PLEASE CALL:		TOTAL CREDIT CARD AMT DUE
USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$90.12
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/		

00011275430000000000000077788740000866667170

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Governmental Management Services, LLC
Capital Region Community
475 W Town PL # 114
Saint Augustine FL 32092-3649

STATE OF WISCONSIN, COUNTY OF BROWN

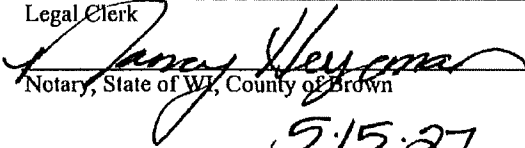
Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Tallahassee Democrat, a newspaper published in Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Leon County, Florida, or in a newspaper by print in the issues of, on:

TAL Tallahassee Democrat 06/03/2026
TAL tallahassee.com 06/03/2026

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/03/2026

Legal Clerk


Notary, State of WI, County of Brown

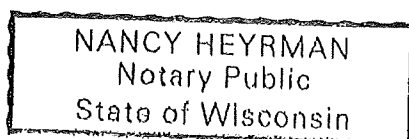
5.15.27

My commission expires

Publication Cost:	\$86.66	
Tax Amount:	\$0.00	
Payment Cost:	\$86.66	
Order No:	12372640	# of Copies:
Customer No:	1127543	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.



Notice of Meeting Capital Region Community Development District (Southwood)

The regular meeting of the Board of Supervisors of the Capital Region Community Development District ("Southwood Community") will be held **Thursday, June 11, 2026 at 6:30 p.m. at the Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida 32311.** 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 the meeting may be obtained from GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District 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 these meetings is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Corbin deNagy
District Manager
June 3, 2026 12372640



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/7/2026	199255

Phone: 850-656-0208

Bill To CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311
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NATIONAL
ASSOCIATION OF
LANDSCAPE
PROFESSIONALS

P.O. No.	Terms	Due Date
	Net 30	8/6/2026

Description	Quantity	Rate	Amount
Unit 23: Green Space off of Four Oaks			
Sod renovations due to heavy shade + run off.			
Roundup - 50 gal	1	58.72	58.72
Sod Roller	1	250.00	250.00
Sod Cutter	1	150.00	150.00
St. Augustine Sod 2 pallets Installed	900	1.25	1,125.00
Grade & Spray	6	68.50	411.00
Cat Loader	1	500.00	500.00
Fuel Surcharge	1	74.84	74.84
46900 <i>Corbin deNagy</i> 7/8/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$2,569.56
Payments/Credits	\$0.00
Balance Due	\$2,569.56



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/8/2026	199254

Phone: 850-656-0208

Bill To CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311
--



P.O. No.	Terms	Due Date
	Net 30	8/7/2026

Description	Quantity	Rate	Amount
Centipede Sod Installation and Stump Grinding in Designated Areas			
Grind the top off the stump at the corner of Hemmingway and Biltmore. Grind two stumps near JP2 off Terrebone. Grind the top off the stump on Schoolhouse Rd near the football field.	1	350.00	350.00
Install Centipede sod in the following places:			
(1) Biltmore			
(2) Terrebone			
(1) Schoolhouse			
(1) Tot Lot			
Centipede - 1 pallet w/ install	500	0.60	300.00
Cat Loader	1	250.00	250.00
Fuel Surcharge	1	18.00	18.00
46490 <i>Corbin deNagy</i> 7/8/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$918.00
Payments/Credits	\$0.00
Balance Due	\$918.00



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/8/2026	199256

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	8/7/2026

Description	Quantity	Rate	Amount
Unit 23: Green Space next to 4198 Four Oaks Blvd St. Augustine Sod - 1 pallet w/ install	450	1.25	562.50
		46900 <i>Corbin deNagy</i> 7/8/2026	

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$562.50
Payments/Credits	\$0.00
Balance Due	\$562.50



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/14/2026	199265

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	8/13/2026

Description	Quantity	Rate	Amount
LDR-5: Cogon Grass			
General Labor Rate	2.54	68.50	173.99
Fuel Surcharge	1	3.48	3.48
46900 <i>Corbin deNagy</i> 7/14/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$177.47
Payments/Credits	\$0.00
Balance Due	\$177.47



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/14/2026	199266

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



NATIONAL
ASSOCIATION OF
LANDSCAPE
PROFESSIONALS

P.O. No.	Terms	Due Date
	Net 30	8/13/2026

Description	Quantity	Rate	Amount
Limerock			
#57 LIMEROCK	1	1,775.96	1,775.96
Note: Labor will be billed separately.			
46550 <i>Corbin deNagy</i> 7/14/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks

A Finance charge of 2% per month may be assessed on all 90 day past due balances

In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$1,775.96
Payments/Credits	\$0.00
Balance Due	\$1,775.96

Total	\$653.75
Payments/Credits	\$0.00
Balance Due	\$653.75



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/14/2026	199268

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	8/13/2026

Description	Quantity	Rate	Amount
Unit 10: Trail - Concrete Patch			
(1) Sakrete	1	12.88	12.88
General Labor Rate	2	68.50	137.00
		46900 <i>Corbin deNagy</i> 7/14/2026	

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$149.88
Payments/Credits	\$0.00
Balance Due	\$149.88



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/14/2026	199269

Phone: 850-656-0208

Bill To
CRCDD c/o GMS, LLC Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	8/13/2026

Description	Quantity	Rate	Amount
Unit 30: Artemis Way - Irrigation Repair			
2 - 2" coupling	1	42.88	42.88
2 - 2" 90			
1 - 2" tee			
1 - 1 1/2" coupling			
1 - 1 1/2" slip fix			
Irrigation Labor - Technician	2	85.50	171.00
Irrigation Labor - Assistant	6	68.50	411.00
Miscellaneous Materials & Consumables	1	18.75	18.75
Fuel Surcharge	1	12.87	12.87
Date of Service: 7/10/2026			
46450 <i>Corbin deNagy</i> 7/14/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$656.50
Payments/Credits	\$0.00
Balance Due	\$656.50



All Pro Landscaping
of Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/10/2026	171584-LS

Bill To
CRCDD c/o GMS, LLC Attn: Robert Berlin 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
		7/10/2026

Description	Quantity	Rate	Amount
Brush Mow Unit #17 Lake Verdura Conservation Area			
Cat Track	1	450.00	450.00
Davco	1	250.00	250.00
General Labor	3	68.50	205.50
46900 <i>Corbin deVagy</i> 7/10/2026			

Thank You For Your Business! Please make checks payable to the address listed above. Payments made by Credit Card will be subject to 3-4% processing fee. Office: (850)-656-5939 Fax: (850) 656-0191 \$35 fee for all returned checks A finance charge of 2% per month may be assessed on all 90 day past due balances In the event of non-payments, collection fees and reasonable attorney fees will be charged to the customer. Material pricing may fluctuate based on inflation. Fuel surcharges may apply.	Total	\$905.50
	Payments/Credits	\$0.00
	Balance Due	\$905.50

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 6, 2026

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Mr. Jim Oliver
Capital Region CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3774550
17123-1

Re: Capital Region - General Counsel

For Professional Legal Services Rendered

05/06/26	S. Sandy	0.30	97.50	Prepare documents related to FYE 2027 budget documents and Rules of Procedure public hearing
05/06/26	D. Wilbourn	1.00	200.00	Prepare documents in connection with fiscal year budget and assessment hearing; prepare documents for adoption of revised rules of procedure
05/12/26	S. Sandy	0.70	227.50	Prepare AllPro monthly fuel surcharge work authorization; confer with deNagy regarding same
05/13/26	S. Sandy	0.60	195.00	Confer with deNagy regarding request form Weldon Farms regarding common area property
05/15/26	D. Wilbourn	0.60	120.00	Prepare direct collect agreement; prepare revise rules of procedure hearing documents
05/20/26	D. Wilbourn	0.70	140.00	Prepare lake management agreement

KUTAK ROCK LLP

Capital Region CDD

July 6, 2026

Client Matter No. 17123-1

Invoice No. 3774550

Page 2

05/27/26	S. Sandy	0.80	260.00	Confer with Obos regarding Weldon Farms property; prepare draft letter regarding same; prepare Lake Doctors agreement for water management services
05/27/26	D. Wilbourn	0.20	40.00	Revise agreement with Lake Doctors
TOTAL HOURS		4.90		
TOTAL FOR SERVICES RENDERED				\$1,280.00
TOTAL CURRENT AMOUNT DUE				<u>\$1,280.00</u>

Corbin deNagy
7/8/2026

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

July 6, 2026

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Capital Region CDD

Governmental Management Services – St. Augustine

Suite 114

475 West Town Place

St. Augustine, FL 32092

Invoice No. 3774552

17123-2

Re: Capital Region - Monthly Meeting

For Professional Legal Services Rendered

05/05/26	S. Sandy	0.10	32.50	Review draft agenda
05/06/26	S. Sandy	0.20	65.00	Review draft agenda; confer regarding same
05/13/26	S. Sandy	0.20	65.00	Prepare for board meeting
05/14/26	S. Sandy	1.80	585.00	Prepare for and attend board meeting; conduct follow up regarding same
05/27/26	S. Sandy	0.20	65.00	Review minutes; confer regarding same

TOTAL HOURS 2.50

TOTAL FOR SERVICES RENDERED \$812.50

TOTAL CURRENT AMOUNT DUE \$812.50

Corbin deNagy
7/8/2026

MAKE CHECK PAYABLE TO:

The Lake Doctors, Inc.
Aquatic Management Services

Post Office Box 162134
Altamonte Springs, FL 32716
(850) 329-2389

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

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

CAPITAL REGION CDD
LAKE VERDURA
CORBIN DENAGY
3196 Merchants Row Blvd
Tallahassee, FL 32311

ACCOUNT NUMBER	DATE	BALANCE
732481	7/14/2026	\$732.00

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

00000007324810001000000039078700000007320037

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

LAKE VERDURA**3196 Merchants Row Blvd Tallahassee, FL 32311****Invoice Due Date 7/17/2026****Invoice 2157719****PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
7/7/2026	Water Management - Monthly		\$732.00	\$0.00	\$732.00

I treated the edges of the pond. I will do a muck treatment next application. The weeds are continuing to grow out into the pond because of the muck. Once I remove the muck the pond will get deeper and the weeds won't be able to grow out into the pond. Please contact Jim Hawkins with any questions. Thank you.

46500
Corbin deNagy
7/14/2026

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

Credits	\$0.00
Adjustment	\$0.00

AMOUNT DUE**Total Account Balance including this invoice:**

\$732.00

This Invoice Total:

\$732.00

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

Customer #: 732481
Portal Registration #: 7886C435
Customer E-mail(s): CDENAGY@GMSNF.COM
Customer Portal Link: www.lakedoctors.com/contact-us/

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

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

MAKE CHECK PAYABLE TO:



The Lake Doctors, Inc.
Landscape Management Services

Post Office Box 162134
Altamonte Springs, FL 32716
(850) 329-2389

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

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

CAPITAL REGION CDD
3196 Merchants Row Blvd
STE 130
Tallahassee, FL 32311

ACCOUNT NUMBER

DATE

BALANCE

731680

7/14/2026

\$678.00

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

00000007316805001000000039078600000006780073

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

SOUTHWOOD WD290

2300 Bluff Oak Way Tallahassee, FL 32311

Invoice Due Date 7/17/2026

Invoice 2215982

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
7/7/2026	Water Management - Quarterly		\$678.00	\$0.00	\$678.00
The alligator weed is finally under control. Please contact Jim Hawkins with any questions. Thank you					
46500 7/14/2026					
Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.				Credits	\$0.00
				Adjustment	\$0.00
					AMOUNT DUE

Total Account Balance including this invoice:

\$678.00

This Invoice Total:

\$678.00

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

Customer #: 731680
Portal Registration #: 5AC4CAAB
Customer E-mail(s): CDENAGY@GMSNF.COM
Customer Portal Link: www.lakedoctors.com/contact-us/

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

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

MAKE CHECK PAYABLE TO:



The Lake Doctors, Inc.
Water Management Services

Post Office Box 162134
Altamonte Springs, FL 32716
(850) 329-2389

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

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

CAPITAL REGION CDD
ROBERT BERLIN
3196 Merchants Row
SUITE 130
Tallahassee, FL 32311

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

ACCOUNT NUMBER	DATE	BALANCE
708277	7/14/2026	\$345.00

00000000018515001000000039078500000003450074

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

SOUTHWOOD

3770 Cunard Dr Tallahassee, FL 32311

Invoice Due Date 7/17/2026

Invoice 2223816

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
7/7/2026	Water Management - Monthly		\$345.00	\$0.00	\$345.00
The pond has a lot of algae. Most of the algae was below the surface. The next treatment I will continue with the muck and nutrient management. Please contact Jim Hawkins with any questions. Thank you					
Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.					
				Credits	\$0.00
				Adjustment	\$0.00
					AMOUNT DUE

46500
Corbin deNagy
7/14/2026

Total Account Balance including this invoice:

\$345.00

This Invoice Total:

\$345.00

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

Customer #: 708277
Portal Registration #: C96B1461
Customer E-mail(s): cdenagy@gmsnf.com, tcessna@gmssf.com
Customer Portal Link: www.lakedoctors.com/contact-us/

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

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



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/20/2026	199274

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	8/19/2026

Description	Quantity	Rate	Amount
Unit 17: Conservation pond on Four Oaks			
General Labor Rate	4.42	68.50	302.77
Fuel Surcharge	1	6.06	6.06
46550 <i>Corbin deNagy</i> 7/23/2026 RECEIVED By Tara Lee at 3:54 pm, Jul 27, 2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$308.83
Payments/Credits	\$0.00
Balance Due	\$308.83



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/20/2026	199275

Phone: 850-656-0208

Bill To
CRCDD c/o GMS, LLC Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Terms	Due Date
	Net 30	8/19/2026

Description	Quantity	Rate	Amount
Controller 30; Unit 30 - Artemis Way - Irrigation Repair			
2 Rotors	1	31.22	31.22
2 - 3/4" 90 male x barb			
Irrigation Labor - Technician	1	85.50	85.50
Irrigation Labor - Assistant	1	68.50	68.50
Miscellaneous Materials & Consumables	1	5.56	5.56
Fuel Surcharge	1	3.82	3.82
46450 <i>Corbin deNagy</i> 7/23/2026			

RECEIVED

By Tara Lee at 3:48 pm, Jul 27, 2026

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$194.60
Payments/Credits	\$0.00
Balance Due	\$194.60



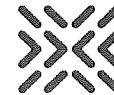
All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/20/2026	199276

Phone: 850-656-0208

Bill To
CRCDD c/o GMS, LLC Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



NATIONAL
ASSOCIATION OF
LANDSCAPE
PROFESSIONALS

P.O. No.	Terms	Due Date
	Net 30	8/19/2026

Description	Quantity	Rate	Amount
Controller 18; Unit 35 - Irrigation Repair			
1 - 1 1/2" Hunter Valve	1	109.38	109.38
Irrigation Labor - Technician	2	85.50	171.00
Irrigation Labor - Assistant	2	68.50	137.00
Miscellaneous Materials & Consumables	1	12.52	12.52
Fuel Surcharge	1	8.60	8.60
46450 <i>Corbin deNagy</i> 7/23/2026			

RECEIVED

By Tara Lee at 3:51 pm, Jul 27, 2026

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$438.50
Payments/Credits	\$0.00
Balance Due	\$438.50



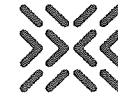
All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/20/2026	199278

Phone: 850-656-0208

Bill To
CRCDD c/o GMS, LLC Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



NATIONAL
ASSOCIATION OF
LANDSCAPE
PROFESSIONALS

P.O. No.	Terms	Due Date
	Net 30	8/19/2026

Description	Quantity	Rate	Amount
Controller 19; Unit 5 - Irrigation Repair			
2 - 1/2" 90	1	28.79	28.79
1 - 6" Sprayhead			
1 Nozzle			
Irrigation Labor - Technician	1	85.50	85.50
Irrigation Labor - Assistant	1	68.50	68.50
Miscellaneous Materials & Consumables	1	5.48	5.48
Fuel Surcharge	1	3.77	3.77
		46450	
		Corbin deNagy	
		7/23/2026	

RECEIVED

By Tara Lee at 3:53 pm, Jul 27, 2026

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$192.04
Payments/Credits	\$0.00
Balance Due	\$192.04



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/20/2026	199279

Phone: 850-656-0208

Bill To
CRCDD c/o GMS, LLC Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



NATIONAL
ASSOCIATION OF
LANDSCAPE
PROFESSIONALS

P.O. No.	Terms	Due Date
	Net 30	8/19/2026

Description	Quantity	Rate	Amount
Controller 9; Mossy Creek - Irrigation Repair			
2 - 2" tee sss 1/2 threaded	1	27.31	27.31
1 - 2" Cap			
2 - 1/2" 90 male x barb			
2 - 1/2" coupling			
Irrigation Labor - Technician	1.5	85.50	128.25
Irrigation Labor - Assistant	1.5	68.50	102.75
Miscellaneous Materials & Consumables	1	7.75	7.75
Fuel Surcharge	1	5.32	5.32
RECEIVED By Tara Lee at 3:47 pm, Jul 27, 2026 46450 Corbin deNagy 7/23/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$271.38
Payments/Credits	\$0.00
Balance Due	\$271.38



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/20/2026	199280

Phone: 850-656-0208

Bill To
CRCDD c/o GMS, LLC Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



NATIONAL
ASSOCIATION OF
LANDSCAPE
PROFESSIONALS

P.O. No.	Terms	Due Date
	Net 30	8/19/2026

Description	Quantity	Rate	Amount
Controller 3; Unit 1 - Irrigation Repair			
1 - 2" coupling	1	44.41	44.41
1 - 2 x 1 1/2" bushing			
2 - 1 1/2" coupling			
1 - 1 1/2" 90			
1 - 1 1/2" tee sss			
1 - 1 1/2" slip fix			
Irrigation Labor - Technician	3	85.50	256.50
Irrigation Labor - Assistant	3	68.50	205.50
Miscellaneous Materials & Consumables	1	15.19	15.19
Fuel Surcharge	1	10.43	10.43
RECEIVED By Tara Lee at 3:50 pm, Jul 27, 2026 46450 Corbin deNagy 7/23/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$532.03
Payments/Credits	\$0.00
Balance Due	\$532.03



All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL
32315-8355

Invoice

Date	Invoice #
7/24/2026	199286

Phone: 850-656-0208

Bill To
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



NATIONAL
ASSOCIATION OF
LANDSCAPE
PROFESSIONALS

P.O. No.	Terms	Due Date
	Net 30	8/23/2026

Description	Quantity	Rate	Amount
Unit 10: Tree Removal Tree Removal Across from 3672 Overlook Dr, drop the dead Oak tree in the woods and leave the debris.	1	2,210.00	2,210.00
RECEIVED By Tara Lee at 8:53 am, Jul 28, 2026 46490 Corbin deNagy 7/24/2026			

Thank you for your business! Please make checks payable to the address listed above. Pricing may vary.
Fuel surcharges may apply.

\$35 fee for all returned checks
A Finance charge of 2% per month may be assessed on all 90 day past due balances
In the event of non-payments, collection fees and/ or reasonable attorney fees will be charged to the customer

Total	\$2,210.00
Payments/Credits	\$0.00
Balance Due	\$2,210.00

Governmental Management Services, LLC

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

Invoice

Invoice #: 608

Invoice Date: 7/17/26

Due Date: 7/17/26

Case:

P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Maintenance Supplies GL Code 47000		40.73	40.73
Alison Moring 7-20-26			

Total	\$40.73
-------	---------

Payments/Credits	\$0.00
------------------	--------

Balance Due	\$40.73
-------------	---------

RECEIVED*By Tara Lee at 8:46 am, Jul 28, 2026*

MAINTENANCE BILLABLE PURCHASES

Period Ending 7/05/26

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
CR				
CAPITAL REGION				
	6/22/26	Rapid Set Cement 25lbs	27.16	R.B.
	6/22/26	Blue Nitrile Gloves 50pk	13.57	R.B.
TOTAL			<u>\$40.73</u>	

FOURTH ORDER OF BUSINESS



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

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

July 30, 2026

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

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

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

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

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

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

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

Audit Objectives

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

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose.

If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements. We will also issue a management letter as required by Chapter 10.550, Rules of the Auditor General of the State of Florida. As part of our audit, we will apply financial condition assessment procedures pursuant to Section 218.39(5), Florida Statutes, and Rule 10.556(8), Rules of the Auditor General, and will report, as applicable, whether the District met any of the conditions described in Section 218.503(1), Florida Statutes.

Examination Objective

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

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

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

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

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

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

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

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

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

Audit Procedures—General

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

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

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

Audit Procedures—Internal Control

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

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

Audit Procedures—Compliance

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

Engagement Administration, Fees, and Other

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

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

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

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT:

**GMS-NF, LLC
475 WEST TOWN PLACE, SUITE 114
ST. AUGUSTINE, FL 32092
TELEPHONE: 904-940-5850**

Our fee for these services will not exceed \$4,900 for the September 30, 2026 audit, unless there is a change in activity by the District, which results in additional audit work or if additional Bonds are issued.

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

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

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

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

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

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

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

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Capital Region Community Development District.

By: _____

Title: _____

Date: _____



Peer Review
Program

Administered in Florida
by the Florida Institute of CPAs

November 18, 2025

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

Dear Antonio Grau:

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

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

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

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

cc: Daniel Hevia, David Caplivski

Firm Number: 900004390114

Review Number: 616829

FIFTH ORDER OF BUSINESS

A.



July 8, 2026

Capital Region Community Development District (CDD) • Tallahassee, FL

- Mr. Corbin deNagy, District Manager, GMS North Florida

PROPOSAL FLNE298AHF	
DESCRIPTION	NOT TO EXCEED PRICE
Using a 1:12 slope, repair sidewalk trip hazards measuring ¼" to 2" in height that PSSC can repair on sidewalks that are the responsibility of the Capital Region Community Development District in order of priority identified by Mr. deNagy until \$7,000 of repairs are completed.	\$7,000
NOTES 1. Upon receipt of authorization, PSSC will schedule Capital Region CDD for repairs. At least one week prior to project commencement, Mr. deNagy will provide PSSC with the areas where repairs should be made in order of priority. The amount allocated may not be sufficient to complete repairs to all ADA-defined hazards in the areas specified. A list of repaired locations will be provided to the CDD along with the invoice for the work. 2. Based upon the definitions provided by the Federal Americans with Disabilities Act Law (ADA), there are other hazards present on other sidewalks that are responsibility of Capital Region CDD. However as requested, those hazards are not included in this proposal. 3. As directed, hazards on panels surrounding utility covers are included . 4. Sidewalk imperfections such as holes, missing pieces, or hairline cracks that do not cause a change in level cannot be repaired using the PSSC method and are therefore excluded from this proposal. 5. Panels with hazards over 2" in height, severely broken panels, and panels that are hollow underneath are recommended for alternative repair methods. Since PSSC does not provide demolition and replacement, these types of panels are excluded from this proposal.	

PRECISION SIDEWALK SAFETY CORP

1202 SW 17th Street, Suite 201-122 • Ocala, FL 34471 • www.precisionsidewalksafety.com
Andrew Anderson • 877-799-6783 x 517





AUTHORIZATION TO PROCEED • FAX TO 866-669-1175

SCOPE OF PROJECT	Repair at a 1:12 slope trip hazards measuring ¼" – 2" high that PSSC's method is able to repair in areas in priority order until the authorized amount is reached as identified in Proposal FLNE298AHF. Please initial the price in the cost box below, write in the date, and complete the information in the approved by / billing info table below.	
COMMUNITY	Capital Region CDD	
COST	NOT TO EXCEED 7,000	DATE

This proposal provides a price which will not be exceeded given the scope of work specified and is based on: 1) an estimated number of repairs we anticipate our technician(s) will complete and 2) the resulting amount of concrete material our technician(s) will remove to render repairs compliant with approved customer specifications. Your final inventory of repairs may vary from this estimate. PSSC repairs only those uneven sidewalks specifically requested by you, our customer, and therefore makes no guarantee that the property is free of uneven sidewalk hazards. PSSC may not complete a repair(s) because; 1. a hazard's actual measurement at the time of repair exceeds approved customer specifications, and/or 2. in the crew leader's judgment, our repair attempt would cause further damage to the concrete slab or be insufficient to satisfactorily remove the existing hazard and/or mitigate its potential liability. Such excluded hazards, if any, will be left "as found" and will require customer's alternative remedy. After the project is completed, new trip hazards will occur due to tree roots, water, settling, and other natural and man-made causes outside of PSSC's control. Upon completion of the project, PSSC is not liable for any related claims, losses, or damages. At least 30 minutes prior to the crew's scheduled departure, customer (or designee) agrees to have inspected and either accepted all repairs as completed, or determined suitable adjustment(s) (if any) as may be required, such that the crew's departure will not be delayed. PSSC will not be held responsible for cracks or defects in poured concrete that may exist due to materials or methods used by original installer.

The undersigned acknowledges the above explanation of our estimate of work as well as the exclusions set forth in the "Repair Specifications" Section of this Proposal, that he/she is legally authorized to engage Precision Sidewalk Safety Corp to deliver designated work, has seen a sample – photo or actual – of the resulting repair, and agrees to notify or mediate affected property owners.

Initial below in the space provided if you authorize PSSC to INCLUDE the following repair types:

____ **Repair of hazards on panels with utility covers**

APPROVED BY	NAME	
	SIGNATURE	
	TITLE	
	PHONE	ALT. PHONE
BILLING INFO (All invoices sent electronically)	INVOICE TO NAME	
	ADDRESS	
	INVOICE TO EMAIL ADDRESS	

Upon receipt of this signed acceptance of the details provided throughout this proposal, PSSC will schedule the requested repairs. Every effort will be made to accommodate the requested start date.



B.



Phone: (850) 656-0208

All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL 32315

Proposal

Date	Proposal #
7/16/2026	063629
Tax ID#: 20-2068537	

Name / Address
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Project
	Additional Contracted...

Description	Qty	Cost	Total
Perform turf renovation on the bare center median and shoulder along Four Oaks Boulevard between Verdura Drive and Piney Grove.			
Spray existing centipede sod with Roundup.			
Root prune five (5) live oak trees.			
Dress the area with topsoil - 6 yards			
Install fourteen (14) pallets of St. Augustine sod.			
Round-up - 50 gal	1	58.72	58.72
Topsoil - 6 yds	1	600.00	600.00
IPM Asst. Labor Rate per hour	4	68.50	274.00
Root Prune	6	68.50	411.00
Grade + Topsoil	8	68.50	548.00
St. Augustine per sqft w/ install - 14 pallets	6,300	1.28	8,064.00
Sod Roller	1	250.00	250.00
Cat Loader	1	500.00	500.00
Fuel Surcharge	1	150.00	150.00
All work will be completed in a workman like manner according to standard practices. Pricing is subject to change based on availability of material and inflation rates. Fuel surcharges may apply.			Total \$10,855.72

Accepted: The above process, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Authorizing Signature Date

Please return signed proposals by Email

C.



Phone: (850) 656-0208

All Pro Landcare of
Tallahassee, Inc.
PO Box 38355
Tallahassee, FL 32315

Proposal

Date	Proposal #
7/16/2026	063630
Tax ID#: 20-2068537	

Name / Address
CRCDD Attn: Corbin deNagy 3196 Merchants Row, Suite 130 Tallahassee, FL 32311



P.O. No.	Project
	Additional Contracted...

Description	Qty	Cost	Total
Perform turf renovation at Newberry Park			
Spray existing centipede sod with Roundup.			
Root prune five (5) live oak trees.			
Dress the area with topsoil - 6 yards			
Install fourteen (14) pallets of St. Augustine sod.			
Round-up - 50 gal	1	58.72	58.72
Topsoil - 6 yds	1	600.00	600.00
IPM Asst. Labor Rate per hour	4	68.50	274.00
Root Prune	6	68.50	411.00
Grade + Topsoil	8	68.50	548.00
St. Augustine per sqft w/ install - 14 pallets	6,300	1.28	8,064.00
Fuel Surcharge	1	150.00	150.00
Note: If this proposal and Proposal #063629 are approved at the same time, you will not be charged twice for the use of the CAT loader and sod roller.			
All work will be completed in a workman like manner according to standard practices. Pricing is subject to change based on availability of material and inflation rates. Fuel surcharges may apply.			Total \$10,105.72

Accepted: The above process, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Authorizing Signature

Date

Please return signed proposals by Email

SIXTH ORDER OF BUSINESS



New submission from Special Event Permit

Your Southwood CDD <noreply@mysouthwoodcdd.com>

Wed, Jul 15, 2026 at 12:27 PM

Reply-To: barby@independencelanding.org

To: info@mysouthwoodcdd.com, cdenagy@gmsnf.com, jfallis@gmsnf.com

General Information

Event Name:

Beyond Limits Adventure 5k

Date:

10/17/2026

Start Time:

08:00 am

End Time:

11:00 am

Set Up Time:

06:00 am

Break Down Complete By:

03:00 pm

Facility / Park Requested:

Undeveloped parcel on Biltmore between School House & Hemingway

Name of Applicant or Applying Organization:

Independence Landing

Mailing Address:

3025 School House Road
Tallahassee, Florida 32311
United States
[Map It](#)

Phone:

(850) 296-0686

Website:

<https://independencelanding.org>

Non-profit ID:

82-2792376

Contact Name:

Baby Moro

Contact Mailing Address:

3025 School House Road
Tallahassee, Florida 32311

Contact Phone:

(850) 296-0686

Contact Email:

barby@independencelanding.org

Event Information

Type of Event

Family-friendly 5k

Estimated Attendance:

more than 30 people

Intended Use:

The intended use for this parcel is as a pass-through for our a 5k race. All other activities (food, music, etc.) will be on Independence Landing's property.

Special Activities or Risks:

None.

Approximate Attendance:

300

Will fireworks be a part of the event?

No

What type of entertainment will take place? Please check all that apply:

- Other

Other Entertainment:

The intended use for this parcel is as a pass-through for our a 5k race. All other activities (food, music, etc.) will be on Independence Landing's property.

Fees

What admission fee will be charged to participants?

\$25.00

What admission fee will charged to spectators?

\$0.00

What fee will charged to exhibitors/concessionaires?

\$25.00

What fee will charged for activities?

\$0.00

Please list all activities:

The intended use for this parcel is as a pass-through for our a 5k race. All other activities (food, music, etc.) will be on Independence Landing's property.

What fee will charged for parking?

\$0.00

Please list parking lots to be used:

Independence Landing, FSUS parking lot

Please list areas for handicap parking:

Independence Landing, FSUS parking lot

Vending**Will vendors and/or concessionaires be a part of this event?**

No

Will the event require trash receptacles with dumping services?

No

Catering Information**Will food and/or non-alcoholic beverages be served and/or sold?**

No

Will alcoholic beverages be sold or served with purchase of ticket, etc.?

No

Restroom Facilities**Will you provide portable restroom facilities?**

Yes

How many portable restroom facilities will you have?

4

Where will they be located?

Independence Landing

Who is providing the portable facilities?

Doodie Calls (on-site at Independence Landing)

How many handicap-accessible facilities will you have?

2

How many handwash sinks will you have?

10

Medical Arrangements**Will there be ambulance services on site?**

Yes

Ambulance services provided by:

LCS EMS

Will there be first aid services on site?

Yes

First aid services provided by:

Lively School of Nursing

Please describe the placement of any and all first aid stations and/or vehicles:

On-site at Independence Landing.

Equipment

Will the event include tents?

No

Will you have banners and/or signs at your event?

Yes

How many?

10

Sizes:

Yard sign size - throughout the course leading to Independence Landing. ALI banners will be on-site at Independence Landing.

Verbiage:

Thanking our sponsors.

Please list the number and location of stages:

N/A

Location of staff management command center:

Independence Landing

Plan for public transportation access and service:

N/A

Sound and Lighting

Who will provide your audio and lighting?

N/A

Will additional electrical services be needed?

No

Please list A/V locations:

On-site at Independence Landing. None needed for the CDD parcel.

Street Closures and Security

Will the event require security (alcohol, money, overnight storage, etc.)?

No

Will the event require street closures?

No

Will the event include a parade?

No

Cancellation

In the event of inclement weather, is a rain date scheduled?

No

Site Plan:

- [IL-Adventure-Race-Map.pdf](#)

Insurance Requirements

Proof of Insurance:

- [5k-Certificate-2026-07-15T120538.301.pdf](#)

Proof of Vendor Insurance:

- [IL-Letterhead-5k.docx.pdf](#)

Additional Terms

I have read, understood and agree to abide by all District policies, rules and regulations regarding the use of the Park Facility.

- I agree.

3 attachments



IL-Adventure-Race-Map.pdf

738K



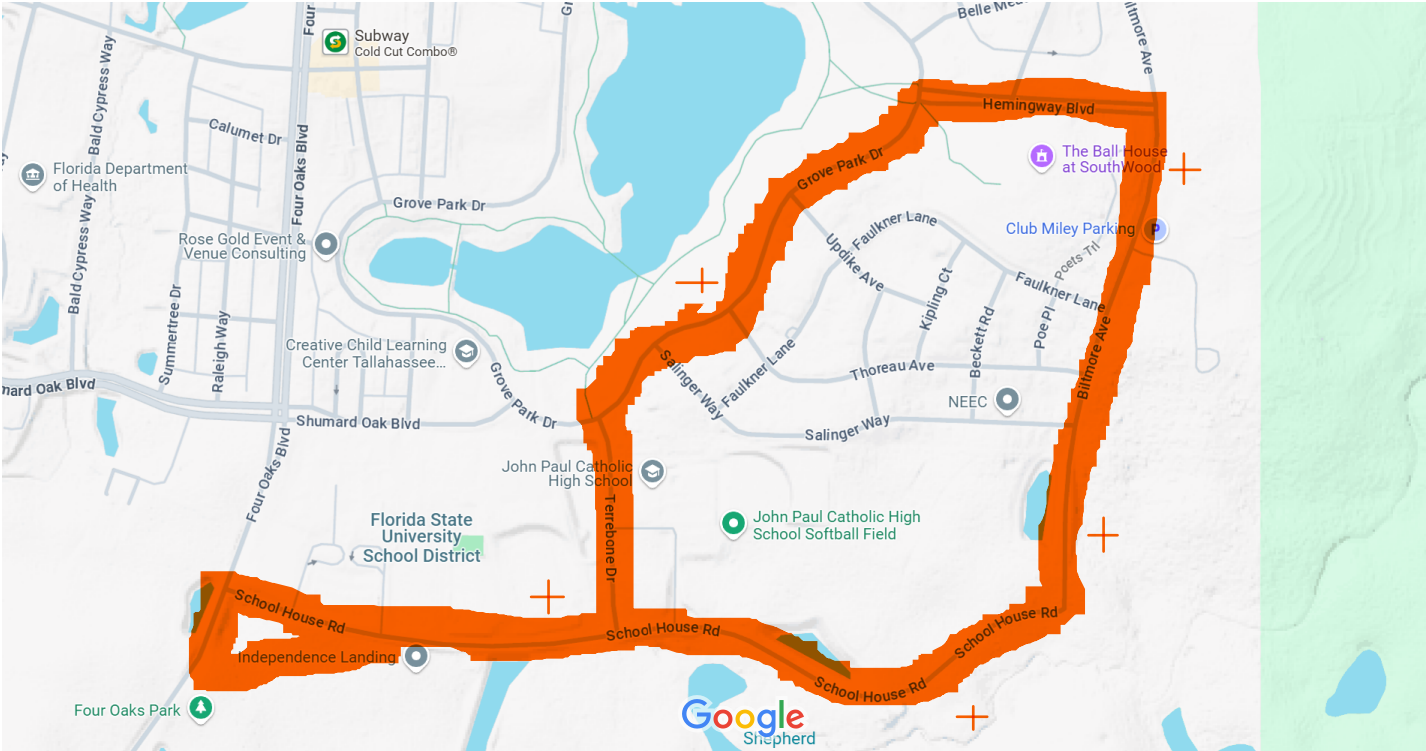
5k-Certificate-2026-07-15T120538.301.pdf

26K



IL-Letterhead-5k.docx.pdf

85K



Map data ©2025 500 ft



3025 School House Road
Tallahassee, Florida 32311
850-296-0686
IndependenceLanding.org

July 15, 2026

To Whom It May Concern:

This letter of verification is to state that the intended use for this CDD undeveloped parcel (located at: Biltmore between School House & Hemingway) is as a pass-through for our a 5k race on October 17, 2026.

All other activities (food, music, etc.) will be on Independence Landing's property.

Do not hesitate to contact me directly if you have any questions.

Thank you.

Barby Moro, Executive Director
barby@independencelanding.org
850-296-0686



INDELAN-01

MMORGANEBA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/15/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Earl Bacon Agency P.O. Box 12039 Tallahassee, FL 32317	CONTACT NAME: Mara Morgan PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: mmorgan@oakbridgeinsurance.com
	INSURER(S) AFFORDING COVERAGE INSURER A : Ohio Security Insurance Co. INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Independence Landing, Inc 3025 School House Road Tallahassee, FL 32311	NAIC # 24082

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BKS2668294763	9/30/2025	9/30/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 HIRED AND NONOW \$ 1,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BKS2668294763	9/30/2025	9/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			UU02668294763	9/30/2025	9/30/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ \$
A	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	XWS2568295562	9/30/2025	9/30/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Crime			BKS2668294763	9/30/2025	9/30/2026	Limit 25,000
A	Professional Liab			BKS2668294763	9/30/2025	9/30/2026	Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Capital Region Community Development District
3196 Merchants Row, Suite 130
Tallahassee, FL 32311

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SEVENTH ORDER OF BUSINESS

Capital Region
Community Development District

Approved Proposed Budget
FY 2027



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Capital Region
Community Development District
Approved Proposed Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
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REVENUES:

Special Assessments - On Roll	\$ 1,845,938	\$ 1,858,807	\$ -	1,858,807	\$ 1,919,775
Special Assessments - Direct St Joe	278,000	231,669	46,330	278,000	289,120
Interest Income	30,509	38,046	2,000	40,046	15,565
Miscellaneous Revenue	2,000	2,435	-	2,435	2,200
Carry Forward Surplus	-	-	-	-	-

TOTAL REVENUES	\$ 2,156,446	\$ 2,130,957	\$ 48,330	\$ 2,179,288	\$ 2,226,660
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EXPENDITURES:

Administrative:

Supervisor Fees	\$ 12,000	\$ 5,600	\$ 2,000	\$ 7,600	\$ 12,000
FICA Taxes	918	428	490	918	918
Engineering	15,000	1,600	8,400	10,000	15,000
Attorney	37,000	13,395	15,000	28,395	37,000
Annual Audit	4,025	4,800	-	4,800	4,900
Assessment Administration	13,826	13,826	-	13,826	14,600
Arbitrage Rebate	1,800	1,800	-	1,800	1,800
Dissemination Agent	8,507	7,089	1,417	8,507	8,932
Trustee Fees	15,520	16,287	-	16,287	16,150
Management Fees	60,352	50,293	10,059	60,352	64,000
Information Technology	3,367	2,806	561	3,367	3,600
Website Maintenance	1,443	1,203	240	1,443	1,500
Telephone	-	254	46	300	300
Postage & Delivery	1,000	4,879	50	4,929	1,000
Insurance General Liability	13,957	13,142	-	13,142	13,957
Printing & Binding	200	124	76	200	200
Legal Advertising	3,500	870	170	1,040	3,000
Other Current Charges	2,500	1,738	320	2,058	2,200
Office Supplies	50	0	20	20	50
Dues, Licenses & Subscriptions	175	175	-	175	175

TOTAL ADMINISTRATIVE	\$ 195,138	\$ 140,309	\$ 38,849	\$ 179,158	\$ 201,282
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Operations & Maintenance

Field Expenditures

Property Insurance	\$ 15,174	\$ 12,978	\$ -	\$ 12,978	\$ 17,171
Management Fees	157,557	131,298	26,260	157,557	157,557
Utilities-Electric/Water	60,000	46,903	12,000	58,903	60,000
Landscape Maintenance - Contract	1,164,365	976,389	195,278	1,171,666	1,212,674
Landscape Maintenance - Fuel Surcharge	-	7,829	3,914	11,743	-
Landscape Maintenance - New Units/Street Trees	5,500	657	4,843	5,500	5,500
Pond Maintenance - Contract	13,512	16,334	2,148	18,482	13,512
Pond Repairs - Current Units	50,000	13,757	18,000	31,757	50,000
Irrigation Maintenance - Contract	58,200	48,514	9,703	58,217	59,963
Irrigation Maintenance - New Units	500	-	500	500	500
Irrigation Repairs - Current Units	45,000	55,272	5,000	60,272	45,000

Capital Region
Community Development District
Approved Proposed Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
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Operations & Maintenance (continued)

Preserve Maintenance	\$ 40,000	\$ 26,843	\$ 13,157	\$ 40,000	\$ 40,000
Tot Lot Inspection/Maintenance	4,800	7,302	4,698	12,000	12,000
Tree Removal/Trimming/Cleanup	38,000	36,636	1,364	38,000	38,000
Alleyway Maintenance	10,000	3,033	6,967	10,000	10,000
Miscellaneous Maintenance	20,000	25,189	3,000	28,189	20,000
Special Events	12,000	10,020	1,500	11,520	12,000
Other - Contingency	50,000	14,089	28,515	42,604	42,800
Capital Expenditures	25,000	5,027	19,973	25,000	25,000
Common Area Maintenance	23,000	31,541	5,000	36,541	35,000
Enhancement/Beautification	20,000	18,269	1,731	20,000	20,000

TOTAL FIELD EXPENDITURES	\$ 1,812,608	\$ 1,487,879	\$ 363,551	\$ 1,851,429	\$ 1,876,677
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TOTAL EXPENDITURES	\$ 2,007,747	\$ 1,628,187	\$ 402,400	\$ 2,030,587	\$ 2,077,960
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Other Sources/(Uses)

Reserve for Capital - R&R	\$ (148,700)	\$ (148,700)	\$ -	\$ (148,700)	\$ (148,700)
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TOTAL OTHER SOURCES/(USES)	\$(148,700)	\$(148,700)	\$-	\$(148,700)	\$(148,700)
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EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 354,070	\$ (354,070)	\$ -	\$ -
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Product	Assessable Units	Total Gross Assessment	FY26 Gross Per Unit	FY27 Gross Per Unit	Increase/ (Decrease)
Apartments	1745	\$ 500,344.48	\$ 275.70	\$ 286.73	\$ 11.03
Townhomes	298	82,223.94	265.31	275.92	10.61
Single Family 30s	53	16,016.70	290.58	302.20	11.62
Single Family 40s	332	106,873.39	309.53	321.91	12.38
Single Family 55s	371	145,016.01	375.84	390.88	15.03
Single Family 65s	382	184,450.91	464.28	482.86	18.57
Single Family 75s	209	115,331.78	530.60	551.83	21.22
Single Family 85s	111	66,663.41	577.47	600.57	23.10
Single Family 90s	26	17,649.82	652.73	678.84	26.11
Single Family 100s	205	141,409.84	663.27	689.80	26.53
1/2 Ac	160	132,443.14	795.93	827.77	31.84
1Ac	40	43,227.79	1,039.13	1,080.69	41.57
ACLF	101	14,625.33	139.24	144.81	5.57
Blended Commercial	143.516	462,099.53	3,096.01	3,219.85	123.84
Golf Club	1	17,681.50	17,001.44	17,681.50	680.06
Catholic School	1	16,961.21	16,308.85	16,961.21	652.35
Southwood House	0.39	1,255.74	3,096.01	3,219.85	123.84
Bulk	397.25	310,881.50	752.48	782.58	30.10
TOTAL ON ROLL GROSS	4576.156	\$ 2,375,156			4.00%
TOTAL NET		\$ 2,208,895			

Capital Region
Community Development District
Budget Narrative
FY 2027

REVENUES

Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments-Direct St Joe

The District will bill a Non-Ad Valorem assessment on all sold and platted parcels to St Joe within the District in order to pay for the operating expenditures during the Fiscal Year.

Interest

The District will have all excess funds invested with the State Board of Administration. The amount is based upon the estimated average balance of funds available during the fiscal year.

Miscellaneous

Estimated donation revenue from the District's Memorial Tree & Bench Program. These donations help offset the cost of installing memorial trees or benches.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 12 meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering

The District's engineer (Atkins) will be providing limited engineering services to the District including attendance as needed and preparation for board meetings, review and execution of documents under the District's trust indenture and monitoring of District projects. Additionally, the District utilizes Dantin Engineering on an assigned project basis and for engineering consulting services.

Attorney

The District's Attorney will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

Assessment Roll Administration

GMSNF, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisor services.

Arbitrage Rebate

The District is required to annually have an arbitrage rebate calculation on the District's Series 2013 Capital Improvement Revenue Bonds & Series 2018A1/A2 Capital Improvement Revenue Refunding Bonds, Series 2021 Capital Improvement Revenue Refunding Bonds. Currently the District has contracted with Grau & Associates, an independent certified public accounting firm, to calculate the rebate liability and submit a report to the District.

Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Trustee Fees

The District issued Series 2013 Capital Improvement Revenue Bonds, and Series 2018A1/A2 Capital Improvement Revenue Refunding Bonds, and Series 2021 Capital Improvement Revenue Refunding Bonds which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Capital Region
Community Development District
Budget Narrative
FY 2027

Expenditures - Administrative (continued)
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Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services NF, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services NF LLC.

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS NF, LLC and updated monthly.

Telephone

Internet and Wi-Fi service for Office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

~~The District is required to advertise various notices for~~
monthly Board meetings and other public hearings in

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Expenditures – Field

Property Insurance

The District's Property Liability Insurance policy is with Egis Insurance, which specializes in providing insurance coverage to governmental agencies.

Management Fees

The District has contracted with GMS, LLC for the supervision and on-site management of Capital Region Community Development District. Their responsibilities include management of field services contracts such as landscape maintenance, ponds maintenance, and security patrols, oversight of capital assets and coordination of maintenance, repairs and replacement of capital assets.

Utilities - Electric/Water

The District currently has accounts with City of Tallahassee Utility Company for electric service and water throughout the district.

Capital Region
Community Development District
Budget Narrative
FY 2027

Expenditures – Field (continued)

Landscape/Pond/Irrigation Maintenance

The District has contracted with All Pro Land Care of Tallahassee, Inc. to provide landscaping, pond and irrigation maintenance services to all the common areas within the District. Services include mowing, trimming, fertilization, maintenance of irrigations systems, and trimming of District owned trees.

Contracts

Landscape Maintenance - Contract			\$101,056	\$1,212,674
Landscape Maintenance - New Units/Street Trees			\$458	\$5,500
Pond Maintenance - Contract	The Lake Doctor	Catfish Pond	\$342	\$4,104
Pond Maintenance - Contract	The Lake Doctor	Water Quality	\$250	\$3,000
Pond Maintenance - Contract	The Lake Doctor	Verdura	\$732	\$2,928
Pond Maintenance - Contract		Contingency	\$290	\$3,480
Pond Repairs - Current Units			\$4,167	\$50,000
Irrigation Maintenance - Contract			\$4,997	\$59,963
Irrigation Maintenance - New Units			\$42	\$500
Irrigation Maintenance - Current Units			\$3,750	\$45,000
Total			\$116,084	\$1,387,149

SWMF Operating Permit Fees

The District pays the City of Tallahassee, Growth Management Department for inspection of and the administration needed to issue operating permits for District owned and maintained Storm Water facilities.

Preserve Maintenance

The District has contracted with All Pro Land Care of Tallahassee, Inc. to maintain the various preserved areas within the District (listed as Park Maintenance), but also contracts out work in other preserve areas to various contractors.

Tot-Lot Inspection Maintenance

The District owns a recreational area that requires repairs/replacements as well as mulch twice a year. Also, included is an annual inspection.

Tree Removal/Trimming/Cleanup

Represents cleanup, trimming and removal of trees throughout the district.

Alleyway Maintenance

The District conducts repairs and maintenance of the District-owned alleyways.

Miscellaneous Maintenance

Unscheduled repairs and maintenance to the District's facilities not allocated to a particular area.

Special Events

The District contracts with multiple vendors to assist with road closures during Halloween.

Other Contingencies

Unscheduled repairs and maintenance to the District's facilities throughout the community.

Capital Expenditures

Represents any new capital expenditures the District may need to make during the Fiscal Year.

Common Area Maintenance

Unscheduled repairs and maintenance to the District's common area throughout the community.

Enhancement/Beautification

Represents the cost of improving any landscaping located within the common areas of the District.

Reserve for Capital Repairs and Replacements

This Reserve funding is for the Capital Repairs and Replacements for the District's capital assets.

Capital Region
Community Development District
Approved Proposed Budget
Capital Reserve Fund

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
REVENUES:					
Interest	\$ 20,300	\$ 21,916	\$ 1,000	\$ 22,916	\$ 15,450
Designated Reserves	572,475	560,295	-	560,295	696,124
TOTAL REVENUES	\$ 592,775	\$ 582,211	\$ 1,000	\$ 583,211	\$ 711,574
EXPENDITURES:					
Capital Outlay					
Capital Outlay	\$ 170,507	\$ -	\$ -	\$ -	\$ 170,507
Sidewalk Safety	-	35,000	-	35,000	-
Other Charges	600	656	131	787	600
TOTAL EXPENDITURES	\$ 171,107	\$ 35,656	\$ 131	\$ 35,787	\$ 171,107
Other Sources/(Uses)					
Transfer in/(Out)	\$ 148,700	\$ 148,700	\$ -	\$ 148,700	\$ 148,700
TOTAL OTHER SOURCES/(USES)	\$ 148,700	\$ 148,700	\$ -	\$ 148,700	\$ 148,700
EXCESS REVENUES (EXPENDITURES)	\$ 570,368	\$ 695,255	\$ 869	\$ 696,124	\$ 689,167

Capital Region
Community Development District
Approved Proposed Budget
Debt Service Series 2013 Capital Improvement Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
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REVENUES:

Special Assessments-On Roll	\$ 755,949	\$ 754,955	\$ -	\$ 754,955	\$ 749,544
Interest Earnings	8,000	10,695	1,000	11,695	5,000
Carry Forward Surplus	153,291	151,292	-	151,292	156,704

TOTAL REVENUES	\$ 917,240	\$ 916,942	\$ 1,000	\$ 917,942	\$ 911,248
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EXPENDITURES:

Interest - 11/1	\$ 125,619	\$ 125,619	\$ -	\$ 125,619	\$ 110,956
Interest - 5/1	125,619	125,619	-	125,619	110,956
Principal - 5/1	510,000	510,000	-	510,000	540,000

TOTAL EXPENDITURES	\$ 761,238	\$ 761,238	\$ -	\$ 761,238	\$ 761,913
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TOTAL EXPENDITURES	\$ 761,238	\$ 761,238	\$ -	\$ 761,238	\$ 761,913
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EXCESS REVENUES (EXPENDITURES)	\$ 156,003	\$ 155,704	\$ 1,000	\$ 156,704	\$ 149,336
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Interest Due 11/1/27 \$ 95,431

Gross Assessments	\$ 805,960.85
Less: Discounts & Collections 7%	56,417.26
Net Assessments	\$ 749,543.59

Product	Assessable Units	FY26 Gross Per Unit	Total Gross Assessment	Total Net Assessment
Apartments	654	\$ 305.08	\$ 199,522.32	\$ 185,555.76
Townhomes	82	279.26	22,899.32	21,296.37
Single Family 40s	153	326.45	49,946.85	46,450.57
Single Family 55s	107	396.08	42,380.56	39,413.92
Single Family 65s	127	488.91	62,091.57	57,745.16
Single Family 75s	56	559.30	31,320.80	29,128.34
Single Family 85s	77	605.72	46,640.44	43,375.61
Single Family 100s	40	698.55	27,942.00	25,986.06
1/2 Acre	73	838.57	61,215.61	56,930.52
1 Acre	3	1,094.64	3,283.92	3,054.05
Blended Commercial	28.970	1,779.79	51,560.52	47,951.28
Blended Commercial	57.069	3,249.40	185,440.01	172,459.21
Blended Commercial	1.415	3,831.23	5,421.19	5,041.71
Blended Commercial	3.620	3,249.40	11,762.83	10,939.43
Blended Commercial	1.000	4,532.92	4,532.92	4,215.62
TOTAL ON ROLL	1464.074		\$ 805,960.85	#####

Capital Region
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2013 Capital Improvement Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
12/30/13	\$ 9,855,000	2.250%	\$ -	\$ -	-
05/01/14	9,855,000	2.250%	-	165,637	
11/01/14	9,855,000	2.250%	-	246,403	412,040
05/01/15	9,855,000	2.250%	370,000	246,403	
11/01/15	9,485,000	2.250%	5,000	242,240	863,643
05/01/16	9,480,000	2.750%	380,000	242,109	
11/01/16	9,100,000	2.750%	-	236,884	858,993
05/01/17	9,100,000	3.100%	390,000	236,884	
11/01/17	8,710,000	3.100%	5,000	230,839	862,723
05/01/18	8,705,000	3.600%	405,000	230,689	
11/01/18	8,300,000	3.600%	-	223,399	859,088
05/01/19	8,300,000	3.900%	420,000	223,399	
11/01/19	7,880,000	3.900%	-	215,209	858,608
05/01/20	7,880,000	4.200%	445,000	215,209	
11/01/20	7,435,000	4.200%	5,000	205,856	871,065
05/01/21	7,430,000	4.500%	455,000	205,706	
11/01/21	6,975,000	4.500%	5,000	195,469	861,175
05/01/22	6,970,000	4.700%	485,000	195,325	
11/01/22	6,485,000	4.700%	-	183,901	864,226
05/01/23	6,485,000	4.850%	500,000	183,901	
11/01/23	5,985,000	4.850%	-	171,776	855,678
05/01/24	5,985,000	5.050%	530,000	171,776	
09/01/24	5,455,000	5.050%	650,000	12,793	
11/01/24	4,805,000	5.050%	-	139,519	1,504,088
05/01/25	4,805,000	5.250%	525,000	139,400	-
11/01/25	4,280,000	5.250%	-	125,619	790,019
05/01/26	4,280,000	5.750%	510,000	125,619	
11/01/26	3,770,000	5.750%	-	110,956	746,575
05/01/27	3,770,000	5.750%	540,000	110,956	
11/01/27	3,230,000	5.750%	-	95,431	746,388
05/01/28	3,230,000	5.750%	570,000	95,431	
11/01/28	2,660,000	5.750%	-	79,044	744,475
05/01/29	2,660,000	5.750%	605,000	79,044	
11/01/29	2,055,000	6.000%	-	61,650	745,694
05/01/30	2,055,000	6.000%	645,000	61,650	
11/01/30	1,410,000	6.000%	-	42,300	748,950
05/01/31	1,410,000	6.000%	685,000	42,300	
11/01/31	725,000	6.000%	-	21,750	749,050
05/01/32	725,000	6.000%	725,000	21,750	746,750
TOTAL			\$ 9,855,000	\$ 5,834,224	\$ 15,689,224

Capital Region
Community Development District
Approved Proposed Budget

Debt Service Series 2018A1 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
REVENUES:					
Special Assessments-On Roll	\$ 500,662	\$ 504,286	\$ -	\$ 504,286	\$ 500,662
Special Assessments-Direct St Joe	712,537	498,776	213,761	712,537	712,537
Special Assessments-Prepayments	-	5,231	-	5,231	-
Interest Earnings	20,000	29,018	1,000	30,018	15,000
Carry Forward Surplus ⁽¹⁾	458,541	475,670	-	475,670	394,124
TOTAL REVENUES	\$ 1,691,740	\$ 1,512,982	\$ 214,761	\$ 1,727,743	\$ 1,622,324
EXPENDITURES:					
Interest - 11/1	\$ 300,816	\$ 300,816	\$ -	\$ 300,816	\$ 283,544
Special Call - 11/1	-	120,000	-	120,000	-
Interest - 5/1	300,816	297,803	-	297,803	283,544
Principal - 5/1	605,000	600,000	-	600,000	625,000
Special Call - 5/1	-	15,000	-	15,000	-
TOTAL EXPENDITURES	\$ 1,206,631	\$ 1,333,619	\$ -	\$ 1,333,619	\$ 1,192,088
TOTAL EXPENDITURES	\$ 1,206,631	\$ 1,333,619	\$ -	\$ 1,333,619	\$ 1,192,088
EXCESS REVENUES (EXPENDITURES)	\$ 485,109	\$ 179,363	\$ 214,761	\$ 394,124	\$ 430,236

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27 \$ 269,091

Gross Assessments	\$ 538,346.43
Less: Discounts & Collections 7%	37,684.25
Net Assessments	\$ 500,662.18

Product	Assessable Units	FY26 Gross Per Unit	Total Gross Assessment	Total Net Assessment
Apartments	586	\$ 326.50	\$ 191,329.00	\$ 177,935.97
ACLF	101	156.69	15,825.69	14,717.89
Single Family 40s	151	346.64	52,342.64	48,678.66
Single Family 55s	154	421.04	64,840.16	60,301.35
Single Family 65s	144	519.95	74,872.80	69,631.70
Single Family 75s	76	594.36	45,171.36	42,009.36
Single Family 85s	34	644.25	21,904.50	20,371.19
Single Family 90s	26	693.71	18,036.46	16,773.91
Single Family 100s	44	743.17	32,699.48	30,410.52
1/2 Acre	21	891.99	18,731.79	17,420.56
Cottages	0.75	3,456.73	2,592.55	2,411.07
TOTAL ON ROLL	1337.75		\$ 538,346	\$ 500,662

Capital Region
Community Development District
Approved Proposed Budget

Debt Service Series 2018A1 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
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DEVELOPABLE ACRES		397.25	\$ 1,794	\$ 766,169	\$ 712,537
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Capital Region
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2018A1 Capital Improvement Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
05/01/18	\$ 16,935,000	4.125%	\$ -	\$ 73,313	\$ -
11/01/18	16,935,000		-	412,384	485,697
05/01/19	16,935,000	4.125%	515,000	412,384	
11/01/19	16,420,000		5,000	401,650	1,334,034
05/01/20	16,415,000	4.125%	525,000	401,547	
11/01/20	15,890,000		-	390,644	1,317,191
05/01/21	15,890,000	4.125%	540,000	390,644	
11/01/21	15,350,000		-	379,469	1,310,113
05/01/22	15,350,000	4.125%	550,000	379,469	
11/01/22	14,800,000		-	368,125	1,297,594
05/01/23	14,800,000	4.125%	595,000	368,125	
11/01/23	14,205,000		-	355,753	1,318,878
05/01/24	14,205,000	4.625%	1,525,000	355,753	-
11/01/24	12,680,000		50,000	318,638	2,249,391
05/01/25	12,630,000	4.625%	705,000	317,394	
11/01/25	11,925,000		120,000	300,816	1,443,209
05/01/26	11,805,000	4.625%	615,000	297,803	
11/01/26	11,190,000		-	283,544	1,196,347
05/01/27	11,190,000	4.625%	625,000	283,544	
11/01/27	10,565,000		-	269,091	1,177,634
05/01/28	10,565,000	4.625%	655,000	269,091	
11/01/28	9,910,000		-	253,944	1,178,034
05/01/29	9,910,000	5.125%	690,000	253,944	
11/01/29	9,220,000		-	236,263	1,180,206
05/01/30	9,220,000	5.125%	725,000	236,263	
11/01/30	8,495,000		-	217,684	1,178,947
05/01/31	8,495,000	5.125%	765,000	217,684	
11/01/31	7,730,000		-	198,081	1,180,766
05/01/32	7,730,000	5.125%	800,000	198,081	
10/31/32	6,930,000		-	177,581	1,175,663
05/01/33	6,930,000	5.125%	845,000	177,581	
11/01/33	6,085,000		-	155,928	1,178,509
05/01/34	6,085,000	5.125%	890,000	155,928	
11/01/34	5,195,000		-	133,122	1,179,050
05/01/35	5,195,000	5.125%	935,000	133,122	
11/01/35	4,260,000		-	109,163	1,177,284
04/30/36	4,260,000	5.125%	985,000	109,163	
10/31/36	3,275,000		-	83,922	1,178,084
05/01/37	3,275,000	5.125%	1,035,000	83,922	
10/31/37	2,240,000		-	57,400	1,176,322
05/01/38	2,240,000	5.125%	1,090,000	57,400	
11/01/38	1,150,000		-	29,469	1,176,869
05/01/39	1,150,000	5.125%	1,150,000	29,469	1,179,469
TOTAL			\$ 16,935,000	\$ 10,334,291	\$ 27,269,291

Capital Region
Community Development District
Approved Proposed Budget

Debt Service Series 2018A2 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
REVENUES:					
Special Assessments-On Roll	\$ 274,147	\$ 275,834	\$ -	\$ 275,834	\$ 274,147
Interest Earnings	5,000	7,512	500	8,012	4,000
Carry Forward Surplus ⁽¹⁾	51,319	57,303	-	57,303	69,164
TOTAL REVENUES	\$ 330,466	\$ 340,649	\$ 500	\$ 341,149	\$ 347,311
EXPENDITURES:					
Interest - 11/1	\$ 31,050	\$ 31,050	\$ -	\$ 31,050	\$ 26,220
Special Call - 11/1	-	5,000	-	5,000	-
Interest - 5/1	31,050	30,935	-	30,935	26,220
Principal - 5/1	200,000	200,000	-	200,000	210,000
Special Call - 5/1	-	5,000	-	5,000	-
TOTAL EXPENDITURES	\$ 262,100	\$ 271,985	\$ -	\$ 271,985	\$ 262,440
TOTAL EXPENDITURES	\$ 262,100	\$ 271,985	\$ -	\$ 271,985	\$ 262,440
EXCESS REVENUES (EXPENDITURES)	\$ 68,366	\$ 68,664	\$ 500	\$ 69,164	\$ 84,871

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27 \$ 21,390

Gross Assessments	\$ 294,782.06
Less: Discounts & Collections 7%	20,634.74
Net Assessments	\$ 274,147.31

Product	Assessable Units	FY26 Gross Per Unit	Total Gross Assessment	Total Net Assessment
Golf Club	1	\$ 21,400.59	\$ 21,400.59	\$ 19,902.55
Catholic School	1	20,520.07	20,520.07	19,083.67
Commercial	43.37	3,690.94	160,083.45	148,877.61
Commercial-2	3.84	2,207.33	8,476.15	7,882.82
Apartments	241	349.80	84,301.80	78,400.67
TOTAL ON ROLL	290.212		\$ 294,782	\$ 274,147

Capital Region
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2018A2 Capital Improvement Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
05/01/18	\$ 2,675,000	3.875%	\$ -	\$ 10,384	\$ -
11/01/18	2,675,000		-	58,408	68,791
05/01/19	2,675,000	3.875%	170,000	58,408	
11/01/19	2,505,000		-	55,096	283,503
05/01/20	2,505,000	3.875%	170,000	55,096	
11/01/20	2,335,000		-	51,784	276,879
05/01/21	2,335,000	3.875%	180,000	51,784	
11/01/21	2,155,000		-	48,278	280,062
05/01/22	2,155,000	3.875%	180,000	48,278	
11/01/22	1,975,000		-	44,773	273,051
05/01/23	1,975,000	3.875%	190,000	44,773	
11/01/23	1,785,000		5,000	41,055	280,828
05/01/24	1,780,000	4.600%	195,000	40,940	-
11/01/24	1,585,000		5,000	36,455	277,395
05/01/25	1,580,000	4.600%	230,000	36,340	
11/01/25	1,350,000		5,000	30,935	302,275
05/01/26	1,345,000	4.600%	205,000	30,935	
11/01/26	1,140,000		-	26,220	262,155
05/01/27	1,140,000	4.600%	210,000	26,220	
11/01/27	930,000		-	21,390	257,610
05/01/28	930,000	4.600%	215,000	21,390	
11/01/28	715,000		-	16,445	252,835
05/01/29	715,000	4.600%	225,000	16,445	
11/01/29	490,000		-	11,270	252,715
05/01/30	490,000	4.600%	240,000	11,270	
11/01/30	250,000		-	5,750	257,020
05/01/31	250,000	4.600%	250,000	5,750	255,750
TOTAL			\$ 2,675,000	\$ 905,869	\$ 3,580,869

Capital Region
Community Development District
Approved Proposed Budget

Debt Service Series 2021 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
REVENUES:					
Special Assessments-On Roll	\$ 318,937	\$ 321,040	\$ -	\$ 321,040	\$ 318,937
Interest Earnings	3,250	5,304	200	5,504	3,000
Carry Forward Surplus ⁽¹⁾	69,079	69,481	-	69,481	76,900
TOTAL REVENUES	\$ 391,267	\$ 395,825	\$ 200	\$ 396,025	\$ 398,837
EXPENDITURES:					
Interest - 11/1	\$ 22,063	\$ 22,063	\$ -	\$ 22,063	\$ 18,625
Interest - 5/1	22,063	22,063	-	22,063	18,625
Principal - 5/1	275,000	275,000	-	275,000	285,000
TOTAL EXPENDITURES	\$ 319,125	\$ 319,125	\$ -	\$ 319,125	\$ 322,250
TOTAL EXPENDITURES	\$ 319,125	\$ 319,125	\$ -	\$ 319,125	\$ 322,250
EXCESS REVENUES (EXPENDITURES)	\$ 72,142	\$ 76,700	\$ 200	\$ 76,900	\$ 76,587

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/27 \$ 15,063

Gross Assessments	\$ 342,943.04
Less: Discounts & Collections 7%	24,006.01
Net Assessments	\$ 318,937.03

Product	Assessable Units	FY27 Gross Per Unit	Total Gross Assessment	Total Net Assessment
Townhomes	60	\$ 215.13	\$ 12,907.80	\$ 12,004.25
Townhomes-1	110	258.87	28,475.70	26,482.40
Single Family 30s	53	282.54	14,974.62	13,926.40
Single Family 40s	28	302.61	8,473.08	7,879.96
Single Family 55s	28	304.76	8,533.28	7,935.95
Single Family 55s-1	82	367.13	30,104.66	27,997.33
Single Family 65s	42	376.47	15,811.74	14,704.92
Single Family 65s-1	69	453.20	31,270.80	29,081.84
Single Family 75s	34	430.26	14,628.84	13,604.82
Single Family 75s-1	43	518.46	22,293.78	20,733.22
Single Family 100s	32	537.82	17,210.24	16,005.52
Single Family 100s-1	89	647.54	57,631.06	53,596.89
1/2 acre	22	645.39	14,198.58	13,204.68
1/2 acre-1	44	777.33	34,202.52	31,808.34
1 acre	25	842.59	21,064.75	19,590.22
1acre-1	11	1,014.69	11,161.59	10,380.28

Capital Region
Community Development District
Approved Proposed Budget
Debt Service Series 2021 Capital Improvement Revenue Refunding Bonds

Description	Adopted Budget FY2026	Actuals Thru 7/31/26	Projected Next 2 Months	Projected Thru 9/30/26	Approved Proposed Budget FY 2027
TOTAL ON ROLL		772		\$ 342,943	\$ 318,937

Capital Region
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2021 Capital Improvement Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/21	\$ 2,800,000	2.500%	\$ -	\$ 43,944	\$ 43,944
05/01/22	2,800,000	2.5000%	250,000	35,000	
11/01/22	2,550,000	2.5000%	-	31,875	316,875
05/01/23	2,550,000	2.5000%	255,000	31,875	
11/01/23	2,295,000	2.5000%	-	28,688	315,563
05/01/24	2,295,000	2.5000%	260,000	28,688	-
11/01/24	2,035,000	2.5000%	-	25,438	314,125
05/01/25	2,035,000	2.5000%	270,000	25,438	
11/01/25	1,765,000	2.5000%	-	22,063	317,500
05/01/26	1,765,000	2.5000%	275,000	22,063	
11/01/26	1,490,000	2.5000%	-	18,625	315,688
05/01/27	1,490,000	2.5000%	285,000	18,625	
11/01/27	1,205,000	2.5000%	-	15,063	318,688
05/01/28	1,205,000	2.5000%	290,000	15,063	
11/01/28	915,000	2.5000%	-	11,438	316,500
05/01/29	915,000	2.5000%	295,000	11,438	
11/01/29	620,000	2.5000%	-	7,750	314,188
05/01/30	620,000	2.5000%	305,000	7,750	
11/01/30	315,000	2.5000%	-	3,938	316,688
05/01/31	315,000	2.5000%	315,000	3,938	318,938
TOTAL			\$ 2,800,000	\$ 408,694	\$ 3,208,694

Capital Region
Community Development District
Non-Ad Valorem Assessments Comparison
2026-2027

Neighborhood	O&M Units	Bonds Units 2013	Bonds Units 2018A1	Bonds Units 2018A2	Bonds Units 2021	Annual Maintenance Assessments			Annual Debt Assessments										Total Assessed Per Unit			
		refinance	ex 2008	ex 2011	ex 2011	FY 2027	FY2026	Increase/ (decrease)	FY 2027				FY2026				Increase/ (decrease)	FY 2027	FY2026	Increase/ (decrease)		
						O&M	O&M	O&M	Series 2013	Series 2018A1	Series 2018A2	Series 2021	Series 2013	Series 2018A1	Series 2018A2	Series 2021	Total	Total	Total	Total	%	
Apartments	1745	654	586	241	0	\$ 286.73	\$ 275.70	\$ 11.03	\$ 306.34	\$ 326.50	\$ 349.80	\$ -	\$ 306.34	\$ 326.50	\$ 349.80	\$ -	\$ -	\$ 1,269.37	\$ 1,258.34	\$ 11.03	4.000%	
Townhomes	188	82	0	0	60	\$ 275.92	\$ 265.31	\$ 10.61	\$ 279.26	\$ 297.62	\$ -	\$ 215.13	\$ 279.26	\$ 297.62	\$ -	\$ 215.13	\$ -	\$ 1,067.93	\$ 1,057.32	\$ 10.61	4.000%	
Townhomes-1	110	0	0	0	110	\$ 275.92	\$ 265.31	\$ 10.61	\$ -	\$ -	\$ -	\$ 258.87	\$ -	\$ -	\$ -	\$ 258.87	\$ -	\$ 534.79	\$ 524.18	\$ 10.61	4.000%	
Single Family 30s	53	0	0	0	53	\$302.20	\$ 290.58	\$ 11.62	\$ -	\$ -	\$ -	\$ 282.54	\$ -	\$ -	\$ -	\$ 282.54	\$ -	\$ 584.74	\$ 573.12	\$ 11.62	4.000%	
Single Family 40s	332	153	151	0	28	\$ 321.91	\$ 309.53	\$ 12.38	\$ 326.45	\$ 346.64	\$ -	\$ 302.61	\$ 326.45	\$ 346.64	\$ -	\$ 302.61	\$ -	\$ 1,297.61	\$ 1,285.23	\$ 12.38	4.000%	
Single Family 55s	289	107	154	0	28	\$ 390.88	\$ 375.84	\$ 15.03	\$ 396.08	\$ 421.04	\$ -	\$ 304.76	\$ 396.08	\$ 421.04	\$ -	\$ 304.76	\$ -	\$ 1,512.76	\$ 1,497.72	\$ 15.03	4.000%	
Single Family 55s-1	82	0	0	0	82	\$ 390.88	\$ 375.84	\$ 15.03	\$ -	\$ -	\$ -	\$ 367.13	\$ -	\$ -	\$ -	\$ 367.13	\$ -	\$ 758.01	\$ 742.97	\$ 15.03	4.000%	
Single Family 65s	313	127	144	0	42	\$ 482.86	\$ 464.28	\$ 18.57	\$ 488.91	\$ 519.95	\$ -	\$ 376.47	\$ 488.91	\$ 519.95	\$ -	\$ 376.47	\$ -	\$ 1,868.19	\$ 1,849.61	\$ 18.57	4.000%	
Single Family 65's-1	69	0	0	0	69	\$ 482.86	\$ 464.28	\$ 18.57	\$ -	\$ -	\$ -	\$ 453.20	\$ -	\$ -	\$ -	\$ 453.20	\$ -	\$ 936.06	\$ 917.48	\$ 18.57	4.000%	
Single Family 75s	166	56	76	0	34	\$ 551.83	\$ 530.60	\$ 21.22	\$ 559.30	\$ 594.36	\$ -	\$ 430.26	\$ 559.30	\$ 594.36	\$ -	\$ 430.26	\$ -	\$ 2,135.75	\$ 2,114.52	\$ 21.22	4.000%	
Single Family 75s-1	43	0	0	0	43	\$ 551.83	\$ 530.60	\$ 21.22	\$ -	\$ -	\$ -	\$ 518.46	\$ -	\$ -	\$ -	\$ 518.46	\$ -	\$ 1,070.29	\$ 1,049.06	\$ 21.22	4.000%	
Single Family 85s	111	77	34	0	0	\$ 600.57	\$ 577.47	\$ 23.10	\$ 605.72	\$ 644.25	\$ -	\$ -	\$ 605.72	\$ 644.25	\$ -	\$ -	\$ -	\$ 1,850.54	\$ 1,827.44	\$ 23.10	4.000%	
Single Family 90s	26	0	26	0	0	\$ 678.84	\$ 652.73	\$ 26.11	\$ -	\$ 693.71	\$ -	\$ -	\$ -	\$ 693.71	\$ -	\$ -	\$ -	\$ 1,372.55	\$ 1,346.44	\$ 26.11	4.000%	
Single Family 100s	116	40	44	0	32	\$ 689.80	\$ 663.27	\$ 26.53	\$ 698.55	\$ 743.17	\$ -	\$ 537.82	\$ 698.55	\$ 743.17	\$ -	\$ 537.82	\$ -	\$ 2,669.34	\$ 2,642.81	\$ 26.53	4.000%	
Single Family 100s-1	89	0	0	0	89	\$ 689.80	\$ 663.27	\$ 26.53	\$ -	\$ -	\$ -	\$ 647.54	\$ -	\$ -	\$ -	\$ 647.54	\$ -	\$ 1,337.34	\$ 1,310.81	\$ 26.53	4.000%	
1/2 Ac	116	73	21	0	22	\$ 827.77	\$ 795.93	\$ 31.84	\$ 838.57	\$ 891.99	\$ -	\$ 645.39	\$ 838.57	\$ 891.99	\$ -	\$ 645.39	\$ -	\$ 3,203.72	\$ 3,171.88	\$ 31.84	4.000%	
1/2 Ac-1	44	0	0	0	44	\$ 827.77	\$ 795.93	\$ 31.84	\$ -	\$ -	\$ -	\$ 777.33	\$ -	\$ -	\$ -	\$ 777.33	\$ -	\$ 1,605.10	\$ 1,573.26	\$ 31.84	4.000%	
1Ac	29	3	0	0	25	\$ 1,080.69	\$ 1,039.13	\$ 41.57	\$ 1,094.64	\$ -	\$ -	\$ 842.59	\$ 1,094.64	\$ -	\$ -	\$ 842.59	\$ -	\$ 3,017.92	\$ 2,976.36	\$ 41.57	4.000%	
1Ac-1	11	0	0	0	11	\$ 1,080.69	\$ 1,039.13	\$ 41.57	\$ -	\$ -	\$ -	\$ 1,014.69	\$ -	\$ -	\$ -	\$ 1,014.69	\$ -	\$ 2,095.38	\$ 2,053.82	\$ 41.57	4.000%	
ACLF	101	0	101	0	0	\$ 144.81	\$ 139.24	\$ 5.57	\$ -	\$ 156.69	\$ -	\$ -	\$ -	\$ 156.69	\$ -	\$ -	\$ -	\$ 301.50	\$ 295.93	\$ 5.57	4.000%	
Blended Commercial	32.45	28.97	0	0	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ 1,779.79	\$ -	\$ -	\$ -	\$ 1,779.79	\$ -	\$ -	\$ -	\$ -	\$ 4,999.64	\$ 4,875.80	\$ 123.84	4.000%	
Blended Commercial	57.069	57.069	0	0	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ 3,249.40	\$ -	\$ -	\$ -	\$ 3,249.40	\$ -	\$ -	\$ -	\$ -	\$ 6,469.25	\$ 6,345.41	\$ 123.84	4.000%	
Blended Commercial	0	0	0	0	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ 3,249.40	\$ -	\$ -	\$ -	\$ 3,249.40	\$ -	\$ -	\$ -	\$ -	\$ 6,469.25	\$ 6,345.41	\$ 123.84	4.000%	
Blended Commercial	1.415	1.415	0	0	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ 3,249.40	\$ -	\$ -	\$ -	\$ 3,249.40	\$ -	\$ -	\$ -	\$ -	\$ 6,469.25	\$ 6,345.41	\$ 123.84	4.000%	
Blended Commercial	3.62	3.62	0	0	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ 3,249.40	\$ -	\$ -	\$ -	\$ 3,249.40	\$ -	\$ -	\$ -	\$ -	\$ 6,469.25	\$ 6,345.41	\$ 123.84	4.000%	
Blended Commercial	1	1	0	0	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ 4,532.92	\$ -	\$ -	\$ -	\$ 4,532.92	\$ -	\$ -	\$ -	\$ -	\$ 7,752.77	\$ 7,628.93	\$ 123.84	4.000%	
Golf Club	1	0	0	1	0	\$17,681.50	\$ 17,001.44	\$ 680.06	\$ -	\$ -	#####	\$ -	\$ -	\$ -	#####	\$ -	\$ -	\$ 39,082.09	\$ 38,402.03	\$ 680.06	4.000%	
Catholic School	1	0	0	1	0	\$16,961.21	\$ 16,308.85	\$ 652.35	\$ -	\$ -	#####	\$ -	\$ -	\$ -	#####	\$ -	\$ -	\$ 37,481.28	\$ 36,828.92	\$ 652.35	4.000%	
Southwood House	0.39	0	0	0	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,219.85	\$ 3,096.01	\$ 123.84	4.000%	
Cottages	0.75	0	0.75	0	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ -	\$ 3,456.73	\$ -	\$ -	\$ -	\$ 3,456.73	\$ -	\$ -	\$ -	\$ 6,676.58	\$ 6,552.74	\$ 123.84	4.000%	
Commercial	43.372	0	0	43.372	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ -	\$ -	\$ 3,690.94	\$ -	\$ -	\$ -	\$ 3,690.94	\$ -	\$ -	\$ 6,910.79	\$ 6,786.95	\$ 123.84	4.000%	
Commercial-2	3.84	0	0	3.84	0	\$ 3,219.85	\$ 3,096.01	\$ 123.84	\$ -	\$ -	\$ 2,207.33	\$ -	\$ -	\$ -	\$ 2,207.33	\$ -	\$ -	\$ 5,427.18	\$ 5,303.34	\$ 123.84	4.000%	
Total	4178.9	1464.07	1337.8	290.212	772																	

A.

RESOLUTION 2026-09
[FY 2027 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("**FY 2027**"), the District Manager prepared and submitted to the Board of Supervisors ("**Board**") of the Capital Region Community Development District ("**District**") prior to June 15, 2026, proposed budget(s) ("**Proposed Budget**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

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

- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Chapter 189, *Florida Statutes*, and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

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

SECTION 3. BUDGET AMENDMENTS

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

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Chapter 189, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. APPROVAL OF PRIOR ACTIONS. The actions of the Chairman, Vice Chairman, Secretary, Treasurer, Assistant Secretaries, and all District Staff in finalizing the Adopted Budget, including preparing the Proposed Budget and setting, noticing, and all other actions required for the public hearing on the Proposed Budget, are hereby ratified, approved, and confirmed in all respects.

SECTION 5. SEVERABILITY; EFFECTIVE DATE. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 13th DAY OF AUGUST 2026.

ATTEST:

**CAPITAL REGION COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2027 Budget

B.

RESOLUTION 2026-10
[FY 2027 ASSESSMENT RESOLUTION]

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT:

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

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

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

- b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance (“**O&M Assessment(s)**”) is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
- c. **Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.

a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the **“Tax Roll Property”** identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* (**“Uniform Method”**). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District’s Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.

b. Direct Bill Assessments. To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on **“Direct Collect Property”** identified in **Exhibit B** shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibit A** and **Exhibit B**. The District’s Board finds and determines that such collection method is an efficient method of collection for the Direct Collect Property.

- i. *Due Date (O&M Assessments).* O&M Assessments directly collected by the District shall be due and payable in full on December 1, 2026; provided, however, that, to the extent permitted by law, the O&M Assessments due may be paid on a prorated monthly basis by the first day of each month beginning on October 1, 2026, and with the final payment on September 1, 2027.

ii. ***Due Date (Debt Assessments).*** Debt Assessments directly collected by the District shall be due and payable in full on December 1, 2026; provided,

however, that, to the extent permitted by law, the Debt Assessments due may be paid in several partial, deferred payments and according to the following schedule: 20% due no later than February 1, 2027, 20% due no later than March 1, 2027, 30% due no later than April 1, 2027, 15% due no later than September 1, 2027, and 15% due no later than October 1, 2027.

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

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

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

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

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

[CONTINUED ON NEXT PAGE]

PASSED AND ADOPTED THIS 13th DAY OF AUGUST 2026.

ATTEST:

**CAPITAL REGION COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Adopted Budget

Exhibit B: Assessment Roll

EIGHTH ORDER OF BUSINESS

**AGREEMENT BY AND BETWEEN THE CAPITAL REGION COMMUNITY
DEVELOPMENT DISTRICT AND THE ST. JOE COMPANY REGARDING THE
DIRECT COLLECTION OF SPECIAL ASSESSMENTS FOR FISCAL YEAR 2026-2027**

This Agreement is made and entered into effective the 1st day of October 2026, by and between:

Capital Region Community Development District, a local unit of special purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in the City of Tallahassee and Leon County, Florida (hereinafter “District”), and

The St. Joe Company, a Florida corporation and the owner of a portion of the property located within the boundaries of the District (hereinafter “Property Owner”). For purposes of this agreement, Property Owner's property is more particularly described in **Exhibit A** attached hereto (the “Property”).

Recitals

WHEREAS, the District was established by Rule of the Florida Land and Water Adjudicatory Commission, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including storm water management systems, recreational, open/green spaces, landscaping, and other infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, *Florida Statutes*, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, the Property benefits from the District's facilities, activities, and services and from the continued operations of the District; and

WHEREAS, pursuant to section 197.3632, *Florida Statutes*, the District intends to utilize the uniform method of levying, collecting and enforcing the special assessments against the Property once platted and collect such special assessments on the Leon County tax roll for platted lots; and

WHEREAS, the District and Property Owner desire to arrange for the direct collection of the district's special assessments prior to platting of the Property; and

WHEREAS, Property Owner desires to provide for the direct payment of special assessments.

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 parties agree as follows:

1. Assessment Payment. Property Owner agrees to pay the operations and maintenance assessments (“O&M Assessments”) and debt services assessments securing the Series 2018A-1 Bonds levied on the undeveloped, unplatted Property, regardless of whether Property Owner owns the Property at the time of such payment. Nothing herein shall prohibit Property Owner from prorating or otherwise collecting these special assessments from subsequent purchasers of the Property. The District shall send a bill to Property Owner on or about September 15, 2026, indicating the exact amount of the O&M Assessments and debt services assessments securing the Series 2018A-1 Bonds being directly collected for fiscal year 2026-2027. Assessments directly collected by the District are due in full on December 1, 2026; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the schedules below.

- i) Series 2018A-1 Bonds. Series 2018A-1 Bonds debt service assessments directly collected by the District are due according to the following schedule: 20% due no later than February 1, 2027, 20% due no later than March 1, 2027, 30% due no later than April 1, 2027, 15% due no later than September 1, 2027, and 15% due no later than October 1, 2027.
- ii) O&M Assessments. O&M Assessments directly collected by the District are due on a prorated monthly basis by the first day of each month beginning on October 1, 2026, with the final payment due no later than September 1, 2027.

The District's decision to collect special assessments by any particular method - e.g., on the tax roll or by direct bill - does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices. Property Owner agrees that the O&M Assessments imposed as a lien on the undeveloped, unplatted Property are legal, valid and binding liens on the Property they are assessed until paid, coequal with the lien of all state, county, district, and municipal taxes, and superior in dignity to all other liens, titles, and claims pursuant to Section 170.09, *Florida Statutes*. Property Owner hereby waives and relinquishes any rights it may have to challenge, object to or otherwise fail to pay such O&M Assessments.

2. Remedies. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings to collect and enforce the delinquent and remaining assessments; provided however that the Board first provides the Property Owner with written notice to the address identified in Section 4 of this Agreement of the delinquency including the total amount owed and no less than ten (10) business days to cure the delinquency.

3. Enforcement. This Agreement shall serve as an alternative method for collection of the special assessments. This Agreement shall not affect the District's ability to collect and enforce its special assessments by any other method authorized by Florida law. Property Owner acknowledges that the failure to pay the special assessments may result in the initiation of a foreclosure action, or, at the District's sole discretion, delinquent assessments may be certified for collection on a future Leon County tax bill. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment - including any remaining

partial, deferred payments for Fiscal Year 2026-2027, as well as any future installments of special assessments securing debt service - shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the applicable rate of any bonds or other debt instruments secured by the special assessments, or, in the case of operations and maintenance assessments, at the applicable statutory prejudgment interest rate. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate legal proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.

4. Notice. All notices, payments and other communications hereunder ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or telecopied to the parties, as follows:

If to Property Owner: The St. Joe Company
130 Richard Jackson Blvd., Suite 200
Panama City Beach, Florida, 32407
Attn: Marek Bakun

If to the District: Capital Region Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager

With a copy to: Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel

5. Amendment. This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

6. Authority. The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

7. Assignment. This Agreement may not be assigned, in whole or in part, by either party except upon the written consent of the other. Any purported assignment without such consent shall be void.

8. Default. A default by either party under this Agreement shall entitle the other 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 and specifically including the ability of the District to enforce any and all payment obligations under this Agreement through the imposition and enforcement of a contractual or other lien on property owned by the Property Owner.

9. Attorneys' Fees. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

10. Beneficiaries. This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

11. Applicable Law. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

12. Negotiation at Arm's Length. This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

13. Effective Date. The Agreement shall take effect as of October 1, 2026.

[signature page follows]

In witness whereof, the parties execute this agreement the day and year first written above.

Attest:

**CAPITAL REGION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary

Chair/Vice Chair, Board of Supervisors

THE ST. JOE COMP ANY, a Florida corporation

Witness

Sign: _____

Print Name: _____

Title: _____

Exhibit A: Description of the Property

EXHIBIT A

All those lands owned by Property Owner within the boundary of the Capital Region Community Development District as of the date of the Board of Supervisors' adoption of Resolution 2026-____ imposing and certifying fiscal year 2026-2027 special assessments for collection, excluding those lands owned by Property Owner subject to special assessments that Resolution 2026-____ certified for collection by the Leon County Tax Collector for fiscal year 2026-2027.

NINTH ORDER OF BUSINESS

RESOLUTION 2026-11

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT:

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

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

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

PASSED AND ADOPTED this 13th day of August 2026.

ATTEST:

**CAPITAL REGION COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE

~~AMENDED AND RESTATED~~
RULES OF PROCEDURE
CAPITAL REGION COMMUNITY DEVELOPMENT DISTRICT
RULE NO.

EFFECTIVE AS OF ~~DECEMBER 12, 2019~~, 2026

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Rule 1.0 General.

- (1) The Capital Region Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by ~~electronic mail~~-[mail](#) or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

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

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation ~~in~~within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and ~~Committees~~committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (67) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “voting conflict of interest” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

- (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 112.3143, 190.006, 190.007, [286.012](#), Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

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

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but ~~no~~not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation ~~in~~within the county or counties in which the District ~~and is~~ located. A newspaper is deemed to be a newspaper of "general circulation" in the county in which the District is located. ~~"General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public~~ if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published ~~in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week~~ as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."

- (e) The following or substantially similar language: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.”
- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ~~any~~ ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public ~~comment~~ comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business

Staff reports

- (a) District Counsel
- (b) District Engineer
- (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures

Supervisor's requests and comments

~~Public comment~~

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.

- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and

posted at the District Office immediately following the original meeting.

- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.
- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

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

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

~~(1)~~ (1) Internal Controls. The District shall establish and maintain internal controls designed to:

~~(a)~~ (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),

(b) Florida Statutes; and

~~(b)~~ (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and

~~(c)~~ (d) Support economical and efficient operations; and

~~(d)~~ (e) Ensure reliability of financial records and reports; and

~~(e)~~ (f) Safeguard assets.

~~(2)~~ (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

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

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of ~~notice~~ Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (~~“Rule”~~). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.
- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“SERC”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.
- (24) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a ~~Rule~~rule, the District shall provide notice of the development of a proposed rule ~~by publication of a~~ (“Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a—”) setting forth the following:

- (i) the subject area to be addressed by rule development;
- (ii) A short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule;
- (iii) The grant of rulemaking authority for the proposed rule;
- (iv) The law being implemented;
- (v) The proposed rule number; and

~~, and include~~ (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available of such rule or documents.

- (b) ~~All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.~~ The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

~~(35)~~ Notice of ~~Proceedings and Proposed Rules~~Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall ~~give~~provide notice of its intended action; (the “Notice of Rulemaking”) ~~setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific.~~ The notice shall include a the following:
- (i) A short, plain explanation of the purpose and effect of the proposed rule;

- (ii) The proposed rule number;
- (iii) A summary of the proposed rule or amendment;
- (v) The grant of rulemaking authority for the proposed rule;
- (vi) The law being implemented or interpreted;
- (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;
- (viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, ~~and a that~~ describes the regulatory impact of the rule in readable language;
- (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
- (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. ~~The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a~~;
- (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
- (x) The date, time, and location of the public hearing on the proposed rule;
- (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
- (xii) A reference to both the date on which and the place where the Notice of Rule Development required by ~~section (2)~~Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.

- (b) The ~~notice~~Notice of Rulemaking shall be published in a newspaper of general circulation ~~in within~~ the ~~District and each~~ county or counties in which the District is located ~~not less than~~at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. ~~The proposed rule shall be available for inspection and copying by the public at the time~~ If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of ~~notice~~the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- ~~(c)~~ (c) The ~~notice~~Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days ~~prior to such mailing~~before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice ~~by mail of District~~of the District's rulemaking proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.
- (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.
- (6) Modification of Rules.
- (a) Technical Changes.
- (i) Prior to rule adoption, the District shall publish a notice of correction ("Notice of Correction") if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
- (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.

(b) Substantive Changes.

(i) Prior to rule adoption, the District shall publish a notice of change (“Notice of Change”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;
2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

(a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.

(b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

(c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“Notice of Rule Withdrawal”) in a newspaper of general circulation within the county or counties in which the District is located,

and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.

- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(48) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must ~~either~~ conduct a rule development workshop prior to proposing rules for adoption ~~or for the purposes of rule development or information gathering for the preparation of the SERC, unless~~ the Chairperson ~~must explain~~ explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.
- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
- (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.

(9) Petitions to Initiate Rulemaking.

- (5a) ~~Petitions to Initiate Rulemaking~~—All Petitions to Initiate Rulemaking ~~proceedings~~ Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. ~~Not later than sixty (60) calendar~~ District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.

(b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the ~~Board~~District shall either i) initiate rulemaking proceedings~~or, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.~~

(c) If the petition is directed to an ~~existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and~~unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the~~policy~~proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule. ~~However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.~~

~~(6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:~~

(i) If the District elects to hold a public hearing, notice of the public hearing (“**Notice of Rulemaking Petition Public Hearing**”) shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.

~~(a) The text of the proposed rule, or any amendment or repeal of any existing rules;~~

(ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

~~(b) A detailed written statement of the facts and circumstances justifying the proposed rule;~~

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.

~~(c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and~~

2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the

unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(~~d~~10) ~~The published notice~~Public Hearing.

(~~7~~a) ~~Hearing.~~—The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the ~~notice described in section (3) of this Rule~~Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. ~~The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule.~~ Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:

(i) The date, time, and location of the public hearing; and

(ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

(~~8~~a) ~~Emergency Rule Adoption.~~—The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. ~~Prior to the adoption of an emergency~~

~~rule, or if the Legislature authorizes the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of to adopt emergency rules shall be published as soon as possible in a newspaper of general circulation in the District.~~ The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District ~~and otherwise complies with these provisions.~~

(b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “Notice of Emergency Rule”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:

(i) The full text of the rule(s); and

(ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.

(c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.

(i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “Notice of Renewal of Emergency Rule”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.

- (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (912) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation ~~in~~ within the county or counties in which the District is located.
- (4013) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. ~~The record~~ “**Rulemaking Record**” which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, ~~if~~ as applicable:
 - (a) ~~The texts~~ A copy of the ~~proposed rule and the adopted~~ rule;
 - (b) ~~All notices given for a proposed~~ Any material incorporated by reference in the rule;

- (c) ~~Any~~A detailed written statement of ~~estimated regulatory costs for the~~facts and circumstances justifying the proposed rule;
- (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
- (~~d~~e) A ~~written summary of hearings, if any, on~~statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
- (e) ~~All written comments received by the District and responses to those written comments; and~~
- (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
- (~~f~~g) ~~All notices and findings pertaining to~~If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(~~11~~14) Petitions to Challenge ~~Existing~~ Rules.

- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) ~~Within 30 days after~~At the hearing, the ~~hearing officer shall render a decision and state the reasons therefor in writing.~~ petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. ~~The~~ For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. ~~The~~ During the hearing, the hearing officer may:
- (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) ~~The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.~~

(f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

~~(1215)~~ Variances and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:

- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
- (b) A person who is subject to regulation by a District ~~Rule~~rule may file a petition with the District, requesting a variance or waiver from the District’s ~~Rule~~rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

- (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by ~~Rule~~rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
 - (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the ~~petitioner's~~petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the ~~District's~~District's action. The District shall maintain a record of the type and disposition of each petition filed.
- (~~13~~16) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. ~~Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.~~

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

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

Rule 3.0 Competitive Purchase.

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

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

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

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

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

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

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

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

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

Rule 3.1 Procedure Under the Consultants¹ Competitive Negotiations Act.

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

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

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

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

(4) Competitive Selection.

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

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

(5) Competitive Negotiation.

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

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

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

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

Rule 3.2 Procedure Regarding Auditor Selection.

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

~~(1)~~ Definitions.

- ~~(a)~~ ~~“Auditing Services” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.~~
- ~~(b)~~ ~~“Committee” means the auditor selection committee appointed by the Board as described in section (2) of this Rule.~~

~~(2)~~ (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section ~~(43)~~ of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

~~(3)~~ (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section ~~(43)~~ of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- ~~(a)~~ Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

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

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

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

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

~~(4)~~ (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section ~~(32)~~ of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation ~~in the District and~~ within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

~~(5)~~ (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines

is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals—, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- ~~(6)~~ (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection ~~(32)~~(3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

~~(7)~~ (6) Board Selection of Auditor.

- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.

- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

~~(8)~~ (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:

- (a) A provision specifying the services to be provided and fees or other compensation for such services;
- (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
- (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
- (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
- (e) Provisions required by law that require the auditor to comply with public records laws.

~~(9)~~ (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, ~~facsimile,~~ or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute

a waiver of proceedings under those Rules,["] or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

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

Rule 3.3 Purchase of Insurance.

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

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

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

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

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

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

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

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

(2) ~~(3)~~ Suspension, Revocation, or Denial of Qualification

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

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

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

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

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

Examples of factors affecting the seriousness of a deficiency are:

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

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

Rule 3.5 Construction Contracts, Not Design-Build.

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

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

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

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

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

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

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

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

- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all ~~contractors~~ by proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, ~~faesimile~~, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- ~~(k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.~~
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

Rule 3.6 Construction Contracts, Design-Build.

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

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

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

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

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

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

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

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

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

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

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

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board ~~should~~shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all ~~vendors by~~ proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, ~~facsimile~~, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

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

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

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

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all ~~vendors by~~ proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, ~~faesimile,~~ or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

[Link-to-previous setting changed from off in original to on in modified.]

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

[Link-to-previous setting changed from off in original to on in modified.]

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

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

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

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by ~~electronic mail~~e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via ~~facsimile~~e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;

- (c) Regulate the course of the hearing, including any pre-hearing matters;
- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- ~~(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.~~
- ~~(65)~~ Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- ~~(78)~~ Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

[Link-to-previous setting changed from off in original to on in modified.]

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

Law Implemented: §§ [120.69\(2\)\(a\)](#), 190.033, Fla. Stat.

[Link-to-previous setting changed from off in original to on in modified.]

[Link-to-previous setting changed from off in original to on in modified.]

Rule 4.0 Effective Date.

These Rules shall be effective ~~December 12, 2019~~, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

[Link-to-previous setting changed from off in original to on in modified.]

Summary report: Litera Compare for Word 11.12.0.83 Document comparison done on 5/15/2026 10:38:09 AM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original DMS: nd://4861-4653-4147/1/582110 - Amended & Restated Rules of Procedure (2019) - Region - v1!.doc	
Modified DMS: nd://4926-8112-4009/1/Revised Rules of Procedure (2026) - Capital Region.docx	
Changes:	
Add	376
Delete	262
Move From	0
<u>Move To</u>	0
<u>Table Insert</u>	0
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	638

TENTH ORDER OF BUSINESS

C.

RESOLUTION 2026-02

**A RESOLUTION DESIGNATING OFFICERS OF THE CAPITAL
REGION COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Capital Region Community Development District at a regular business held on August 13, 2026 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Corbin deNagy</u>	Secretary
<u>James Oliver</u>	Treasurer
<u>Darrin Mossing</u>	Assistant Treasurer(s)
<u>Marilee Giles</u>	
<u>Daniel Laughlin</u>	
<u>Corbin deNagy</u>	
<u>Matt Biagetti</u>	
<u>Marilee Giles</u>	Assistant Secretary(s)
<u>Daniel Laughlin</u>	
<u>James Oliver</u>	
<u>Matt Biagetti</u>	

PASSED AND ADOPTED THIS 13TH DAY OF AUGUST, 2026.

Chairman / Vice Chairman

Secretary / Assistant Secretary

ELEVENTH ORDER OF BUSINESS

B.

1.

NOTICE OF MEETINGS
CAPITAL REGION
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Capital Region Community Development District (“Southwood Community”) will hold their regularly scheduled public meetings for Fiscal Year 2027 at the **Southwood Community Center, 4675 Grove Park Drive, Tallahassee, Florida 32311** at 6:30 p.m. on the second Thursday of each month as follows or otherwise noted:

October 8, 2026
November 12, 2026
December 10, 2026
January 14, 2027
February 11, 2027
March 11, 2027
April 8, 2027
May 13, 2027
June 10, 2027
July 8, 2027
August 12, 2027
September 9, 2027

2.



Capital Region Community Development District
Performance Measures/Standards & Annual Reporting Form
October 1, 2026 – September 30, 2027

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least 10 regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

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

Standard: A minimum of 10 board meetings were held during the Fiscal Year.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

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

Measurement: Timeliness and method of meeting notices as evidenced by posting to the CDD website, publishing in local newspaper, and via electronic communication.

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

Achieved: Yes ☐ No ☐

Goal 1.3: Access to Records Compliance

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

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

Standard: 100% of monthly website were completed by District Management.

Achieved: Yes ☐ No ☐



2. Financial Transparency and Accountability

Goal 2.1: Annual Budget Preparation

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

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

Standard: 100% of budget approval and adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ☐ No ☐

Goal 2.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 2.3: Financial Reports

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit to the State of Florida.

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

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

Achieved: Yes ☐ No ☐

Capital Region Community Development District

Chair/Vice Chair: _____

Print Name: _____

Date: _____

District Manager: _____

Print Name: _____

Date: _____

C.

1.

CRCDD Weekly Review

Monday 6/1/26	Tuesday 6/2/26	Wednesday 6/3/26	Thursday 6/4/26	Friday 6/5/26
Weather of the Week				
90° Hi 72° Lo 0.01" Rain	90° Hi 69° Lo 0.02" Rain	85° Hi 72° Lo 0.00" Rain	87° Hi 57° Lo 0.00" Rain	89° Hi 65° Lo 0.00" Rain
Full Maintenance				
Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) NON-UNIT:Artemis Way Shumard Oak Blvd (Units 3,5) UNIT 14:Avon Park UNIT 14:Buffers UNIT 18:Cummings Park UNIT 2:Butterfly Parks UNIT 2:Endicott Park UNIT 2:Tremont UNIT 23:Riverton Park (Four Oaks to Summertree) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 35:Merchants Row Entry Feature UNIT 36:Bluff Oak Way UNIT 5:Merchants Row UNIT 7:Riverton (Grove Park to Four Oaks) UNIT 8:WD140	Blair Stone Rd (Units 5,17) LSF-3:Maple Ridge Buffer LSF-3:Maple Ridge Common Areas & ROWS Schoolhouse Rd (Units 3,4) UNIT 1:Mulberry Park Blvd UNIT 1:TC1 Pond (FL130) UNIT 16:Faulkner RoW UNIT 16:Poe Park UNIT 16:Salinger Way UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Biltmore Ave (Units 16,2,25) Esplanade Way (Unit 5) Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) NON-UNIT:Goldenrod & FL162 UNIT 1:Barringer Hill Nature Trail UNIT 14:Green Space UNIT 2:Carollton Park UNIT 20:Esplanade North (Unit 20) UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Grove Park Dr UNIT 7:Grove Park Dr	Central Park:Park Crossing Trail Park Shumard Oaks Blvd West (Unit 35) TR209A UNIT 1:Iberville Park UNIT 19:Twain Park UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:Magnolia Park (Rows, Parks & Pond) UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 35:Merchants Row West UNIT 5:Drayton Drive	Central Park:FL131 Swale Central Park:Tot Lot FL080 Community Garden NON-UNIT:Dog Park NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 2:Butterfly Parks UNIT 2:Newberry Parks
Standard Maintenance				
UNIT 1:WD240 UNIT 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space UNIT 17:WD253 UNIT 17:WD284 UNIT 18:WD281	LSF-3:Maple Ridge Buffer UNIT 16:Salinger Drainage Easement (LF)	Central Park NON-UNIT:LDR-5 (ph 1 & 2) NON-UNIT:LDR-5 (ph 3) UNIT 20:WD162 on Esplanade North UNIT 21 & Arch Site:Arch Site Conservation Area (Interior) UNIT 5:Capital Circle SE Buffer	UNIT 1:WD240 UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:FL265 UNIT 31:FL265 Unit 32:Park (Interior)	Central Park:Butterfly Garden NON-UNIT:SB161
Debris Cleanup				
UNIT 27:New Village UNIT 35:Merchants Row West			UNIT 27:New Village UNIT 35:Merchants Row West	
Hand Weeding				
NON-UNIT:FL040 - Mossy Creek	NON-UNIT:FL040 - Mossy Creek			Blair Stone Rd (Units 5,17)
Mulch Installation - Maint.				
UNIT 30:Woodland Fields Park			Central Park:FL131 Swale	
Pruning				
	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
Non-Selective: Product used - Diquat & Ranger Pro				
NON-UNIT:FL040 - Mossy Creek	NON-UNIT:FL040 - Mossy Creek WD090N (Pond) WD290 (Pond)	UNIT 14:Avon Park UNIT 14:Buffers WD090N (Pond) WD090S (Pond)	Biltmore Ave (Units 16,2,25) Central Park:Memorial Walk (CP) Four Oaks Blvd (Units 1,17,29) UNIT 4:Grove Park Dr UNIT 5:Drayton Drive Utility Boxes	Four Oaks Blvd (Units 1,17,29)
Irrigation Inspection				
			Controller 19, Unit 5	
N/C Services:				
Unit	Date	Description		
1	6/4/26	Clean Valve - In Contract		
Mossy Creek & Unit 10 Trail	6/3/26	Remove form boards and cones from trails		

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting

Routine Service:

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

CR added Weekly Review

Monday 6/8/26	Tuesday 6/9/26	Wednesday 6/10/26	Thursday 6/11/26	Friday 6/12/26
Weather of the Week				
91° Hi 72° Lo 0.00" Rain	89° Hi 76° Lo 0.00" Rain	93° Hi 74° Lo 0.00" Rain	95° Hi 70° Lo 0.00" Rain	94° Hi 71° Lo 0.00" Rain
Full Maintenance				
Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) NON-UNIT:Artemis Way Shumard Oak Blvd (Units 3,5) UNIT 14:Avon Park UNIT 14:Buffers UNIT 17:Verdura Lake Green Space UNIT 18:Cummings Park UNIT 2:Butterfly Parks UNIT 2:Tremont UNIT 23:Riverton Park (Four Oaks to Summit) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 35:Merchants Row Entry Feature UNIT 36:Bluff Oak Way UNIT 5:Merchants Row UNIT 7:Riverton (Grove Park to Four Oaks) UNIT 8:WD140	Blair Stone Rd (Units 5,17) LSF-3:Maple Ridge Common Areas & ROWS LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) Shumard Oak Blvd (Units 3,5) UNIT 1:Iberville Park UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner UNIT 16:Salinger Way UNIT 20:Esplanade North (Unit 20) UNIT 30:Woodland Fields Park UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Esplanade Way (Unit 5) Mossy Creek Lane (Units 4,6,9) Orange Ave UNIT 1:Barringer Hill Nature Trail UNIT 14:Green Space UNIT 19:Twain Park UNIT 2:Endicott Park UNIT 20:Esplanade North (Unit 20) UNIT 21 & Arch Site:Arch Site Exterior UNIT 27:New Village UNIT 29:Orange Ave (Mossy Creek to Four Oaks) Unit 32:Orange Ave UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 4:Grove Park Dr UNIT 7:Grove Park Dr	Central Park:Park Crossing Trail Park UNIT 1:TC1 Pond (FL130) UNIT 19:Twain Park UNIT 23:Parks, Ponds & Green Spaces UNIT 31:Magnolia Park (Rows, Parks & Ponds) UNIT 31:Parks, Green Space, Rows, Lift Station Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way	Central Park:FL131 Swale Central Park:Tot Lot Community Garden NON-UNIT:Dog Park UNIT 2:Butterfly Parks UNIT 2:Newberry Parks
Standard Maintenance				
Central Park:West Side NON-UNIT:Merchants Row / Four Oaks Field UNIT 17:Shady View Pond (WD260)	LSF-3:Maple Ridge Buffer LSF-7:FL263 LSF-7:Swale & GS (Upon Request) NON-UNIT:Espl/Blair/Overlook Field UNIT 16:Salinger Drainage Easement (LF) UNIT 20:WD162 on Esplanade North	Central Park:West Side UNIT 20:WD162 on Esplanade North UNIT 5:Capital Circle SE Buffer	Central Park UNIT 17:Shady View Pond (WD260) UNIT 27:TR221A UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:FL265	Central Park Central Park:Butterfly Garden NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail
Debris Cleanup				
UNIT 27:New Village UNIT 35:Merchants Row West		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	
Hand Weeding				
		UNIT 19:Twain Park UNIT 30:Woodland Fields Park		
Mulch Installation - Maint.				
UNIT 19:Twain Park		UNIT 18:Cummings Park	UNIT 17:Shady View Pond (WD260)	
Pruning				
Central Park UNIT 10:Trails	Trees - Remove sucker growth NON-UNIT:Mossy Creek Nature Trail UNIT 10:Trails	Four Oaks Blvd (Units 1,17,29) Trees - Remove sucker growth Schoolhouse Rd (Units 3,4) UNIT 18:Cummings Park UNIT 2:Carrollton Park UNIT 8:WD140	Trees - Remove sucker growth UNIT 1:Barringer Hill Nature Trail UNIT 31:Goldenrod Way	
Non-Selective: Product used - Diquat & Ranger Pro				
Central Park:Park Crossing Trail Park NON-UNIT:Artemis Way Schoolhouse Rd (Units 3,4) Shumard Oak Blvd (Units 3,5) UNIT 1:Iberville Park UNIT 1:Verdura Point Park UNIT 4:Terrebone Dr.	Shumard Oaks Blvd West (Unit 35) TR209A UNIT 20:Esplanade North (Unit 20) UNIT 35:Merchants Row West	Blair Stone Rd (Units 5,17) NON-UNIT:LDR-5 (ph 1 & 2) UNIT 19:Twain Park UNIT 2:Butterfly Parks UNIT 2:Carrollton Park UNIT 2:Endicott Park UNIT 2:Newberry Parks UNIT 2:Tremont UNIT 23:Parks, Ponds & Green Spaces UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 5:Capital Circle SE Buffer	LSF-3:WD282 UNIT 23:Parks, Ponds & Green Spaces UNIT 23:WD230 UNIT 23:WD235	
Additional Contracted Work				
Invoice Number	Description			Date
199155	WD090S - Install Posts			6/10/2026
199158	Sod Patch Install Following Irrigation Repairs			6/12/2026
199164	Tree Removal			6/12/2026
N/C Services:				
Unit	Date	Description		
All Trees	6/11/26	Water Trees		
CP	6/8/26	Cut Back Limbs		
Four Oaks	6/12/26	Cut Back Limbs		
Mossy Creek Nature Trail	6/9/26	Cut Back Limbs		
Barringer Hill Trail	11-Jun	Cut Back Limbs		
Unit 10: Trail	8-Jun	Cut Back Limbs		
Unit 2: Carrollton Park	6/10	Cut Back Limbs		
Unit 31: Goldenrod Way	11-Jun	Cut Back Limbs		
Unit 10: WD140	10-Jun	Cut Back Limbs		
Unit 31: Spiderlily	12-Jun	Cut Back Limbs		
Unit 31: Jasmine Hill	6/12/2026	Cut Back Limbs		

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting

Routine Service:

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

CRCDD Weekly Review

Monday 6/15/26	Tuesday 6/16/26	Wednesday 6/17/26 RAIN CLOSED	Thursday 6/18/26	Friday 6/19/26
Weather of the Week				
91° Hi 73° Lo 0.09" Rain	85° Hi 73° Lo 0.8" Rain	93° Hi 74° Lo 1.48" Rain	93° Hi 74° Lo 0.2" Rain	93° Hi 74° Lo 0.2" Rain
Full Maintenance				
Four Oaks Blvd (Units 1,17,29) NON-UNIT:Artemis Way Shumard Oak Blvd (Units 3,5) UNIT 14:Avon Park UNIT 14:Buffers UNIT 18:Cummings Park UNIT 23:Riverton Park (Four Oaks to Sum UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 7:Riverton (Grove Park to Four Oaks	LSF-7:Biltmore ROW LSF-7:ROW, Common Area, Pond NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) UNIT 1:Iberville Park UNIT 1:TC1 Pond (FL130) UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 18:Cummings Park UNIT 19:Twain Park UNIT 2:Tremont UNIT 20:Esplanade North (Unit 20) UNIT 21 & Arch Site:Arch Site Exterior UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 35:Merchants Row Entry Feature UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 4:Terrebone Dr. UNIT 5:Drayton Drive UNIT 5:Merchants Row UNIT 8:WD140		Bermuda Plot (CP) Biltmore Ave (Units 16,2,25) Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) FL080 Mossy Creek Lane (Units 4,6,9) Orange Ave UNIT 1:Barringer Hill Nature Trail UNIT 14:Green Space UNIT 2:Carrollton Park UNIT 35:Merchants Row West UNIT 4:Grove Park Dr UNIT 7:Grove Park Dr	Central Park:FL131 Swale Central Park:Park Crossing Trail Park Central Park:Tot Lot NON-UNIT:Dog Park NON-UNIT:Schoolhouse Rd. & Biltmore Ext UNIT 2:Butterfly Parks UNIT 2:Newberry Parks UNIT 23:Parks, Ponds & Green Spaces
Standard Maintenance				
UNIT 17:WD253	LSF-7:FL263 LSF-7:Swale & GS (Upon Request) NON-UNIT:Esp/Blair/Overlook Field UNIT 1:WD240 UNIT 16:Salinger Drainage Easement (LF) UNIT 20:WD162 on Esplanade North UNIT 26:Mossy Creek Nature Trail Ext. UNIT 5:Capital Circle SE Buffer		Central Park Central Park:West Side	Central Park:Butterfly Garden NON-UNIT:Merchants Row / Four Oaks Fiel NON-UNIT:SB131 UNIT 27:TR221B UNIT 3: SB111A
Debris Cleanup				
UNIT 27:New Village UNIT 35:Merchants Row West			ROWS, Parks, Ponds & Common Areas	LSF-3:Maple Ridge Common Areas & ROW: UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village
Mulch Installation - Maint.				
UNIT 17:Shady View Pond (WD260)			UNIT 1:Mulberry Park Blvd UNIT 1:TC1 Pond (FL130)	UNIT 1:TC1 Pond (FL130)
Pruning				
				Biltmore Ave (Units 16,2,25) UNIT 1:TC1 Pond (FL130)
Non-Selective: Product used - Diquat & Ranger Pro				
LSF-3:Maple Ridge Common Areas & ROW LSF-3:WD282 UNIT 29:Coneflower Park UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:Goldenrod Way UNIT 31:Parks Ponds and Rows Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way	Four Oaks Blvd (Units 1,17,29) UNIT 27:TR221A		UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village UNIT 27:TR221B	
Irrigation Inspection				
	Controller 19, Unit 5			
Irrigation Troubleshooting (In Contract)				
Irrigation Repairs				
Controller	Unit Number	Date	Repair	Invoice Number
18	5	6/16	Irrigation Repair	199171
27	2	6/16	Irrigation Repair	199170
02	5	6/16	Irrigation Repair	199169
Additional Contracted Work				
Invoice Number	Description			Date
199176	Hauled Debris			6/19/2026
199175	Unit 37: Tree Pruning			6/19/2026
199174	Tree Pruning: Four Oaks; Shumard to Tram			6/19/2026
Proposals				
Description				Proposal Number
Unit 23: Green Space off of Four Oaks				#063582
Unit 23: Green Space next to 4198 Four Oaks Blvd				#063584
Centipede Sod Installation and Stump Grinding in Designated Areas				#063591
Unit 37: Tree Pruning				#063590

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting

Routine Service:

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

CRCDD Weekly Review

Monday 6/22/26	Tuesday 6/23/26	Wednesday 6/24/26	Thursday 6/25/26	Friday 6/26/26
Weather of the Week				
95° Hi 71° Lo 1.15" Rain	94° Hi 73° Lo 0.00" Rain	91° Hi 73° Lo 0.00" Rain	87° Hi 70° Lo 0.00" Rain	88° Hi 74° Lo 0.00" Rain
Full Maintenance				
Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) NON-UNIT:Artemis Way Shumard Oak Blvd (Units 3,5) UNIT 14:Avon Park UNIT 14:Buffers UNIT 18:Cummings Park UNIT 2:Butterfly Parks UNIT 2:Tremont UNIT 23:Riverton Park (Four Oaks to Summ UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 35:Merchants Row Entry Feature UNIT 36:Bluff Oak Way UNIT 5:Merchants Row UNIT 7:Riverton (Grove Park to Four Oaks) UNIT 8:WD140	LSF-3:Maple Ridge Common Areas & ROW LSF-7:Biltmore ROW LSF-7:ROW, Common Area, Pond NON-UNIT:Goldenrod & FL162 UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Grove Park Dr	Bermuda Plot (CP) Blair Stone Rd (Units 5,17) Esplanade Way (Unit 5) Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) Orange Ave Shumard Oak Blvd (Units 3,5) UNIT 1:Barringer Hill Nature Trail UNIT 14:Green Space UNIT 2:Endicott Park UNIT 29:Orange Ave (Mossy Creek to Four UNIT 31:Magnolia Park (Rows, Parks & Po Unit 32:Orange Ave UNIT 7:Grove Park Dr	UNIT 1:Iberville Park UNIT 1:TC1 Pond (FL130) UNIT 19:Twain Park UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village UNIT 31:Magnolia Park (Rows, Parks & Po Unit 32:Alley Way Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 5:Drayton Drive	FL080 Community Garden NON-UNIT:FL040 - Mossy Creek Shumard Oak Blvd (Units 3,5) UNIT 2:Butterfly Parks UNIT 2:Newberry Parks WD090N (Pond) WD090S (Pond) WD290 (Pond)
Standard Maintenance				
UNIT 1:WD240 UNIT 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space UNIT 17:WD253 UNIT 17:WD284 UNIT 31:FL265 UNIT 5:Four Oaks (Shumard to Tram) UNIT 5:TR216	Central Park LSF-3:Maple Ridge Buffer LSF-7:FL263 LSF-7:Swale & GS (Upon Request) TR209 TR209A UNIT 26:Mossy Creek Nature Trail Ext. UNIT 3:SB111A UNIT 5:TR216	Central Park NON-UNIT:SB111B NON-UNIT:SB131 UNIT 3:SB111A UNIT 31:FL265 UNIT 5:Natural Area by Urban Park	NON-UNIT:TR230 UNIT 21 & Arch Site:Arch Site Conservation Area (Interior) UNIT 27:TR221A UNIT 27:TR221B UNIT 3:SB111A UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:FL265 UNIT 5:TR216	
Debris Cleanup				
ROWS, Parks, Ponds & Common Areas UNIT 27:New Village UNIT 35:Merchants Row West		ROWS, Parks, Ponds & Common Areas		
Hand Weeding				
Orange Ave			Central Park	Central Park:Wildflower Garden
Mulch Installation - Maint.				
Utility Boxes	Grove Park - Utility Boxes Mossy Creek - Utility Boxes	Hemingway Blvd & Trail (Units 2,4) UNIT 1:Iberville Park		
Pruning				
Four Oaks Blvd (Units 1,17,29) LSF-7:Biltmore ROW UNIT 31:Biltmore (Ph 3, Unit 31) Utility Boxes	LSF-7:Biltmore ROW Trees - Remove sucker growth UNIT 5:Four Oaks (Shumard to Tram) Utility Boxes	Hemingway Blvd & Trail (Units 2,4) LSF-7:Biltmore ROW Trees - Remove sucker growth UNIT 1:Iberville Park UNIT 1:TC1 Pond (FL130)	Orange Ave	
Non-Selective: Product used - Diquat & Ranger Pro				
Central Park:Tot Lot Orange Ave UNIT 27:TR221B UNIT 31:Parks Ponds and Rows UNIT 36:Bluff Oak Way	UNIT 17:Shady View Pond (WD260) UNIT 17:WD253 UNIT 17:WD284 UNIT 18:WD281 UNIT 31:FL070	Blair Stone Rd (Units 5,17) Central Park:FL131 FL080 UNIT 21 & Arch Site:Arch Site Exterior UNIT 31:FL265	Central Park Central Park:Trail Four Oaks Blvd (Units 1,17,29) Hemingway Blvd & Trail (Units 2,4) UNIT 1:WD240 UNIT 10:Green Spaces (2) UNIT 16:Faulkner Park UNIT 16:Poe Park UNIT 16:Salinger Way UNIT 5:Drayton Drive	Central Park:Butterfly Garden NON-UNIT:Dog Park UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks
Insecticide: Advion / Extinguish Plus				
Central Park:Tot Lot Merchants Row: Abamectin 0.15 EC			UNIT 1:TC1 Pond (FL130)	
Irrigation Inspection				
	Controller 18, Unit 35			
Irrigation Repairs				
Controller	Unit Number	Date	Repair	Invoice Number
18	35	7/25	Irrigation Repair	#199186
Additional Contracted Work				
Invoice Number	Description			Date
#199184	Central Park: Vine Removal			6/29/2026
Proposals				
Description				Proposal Number
Tree Removal: Unit 26				#063601

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting

Routine Service:

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

CR added Weekly Review

Monday 6/29/26	Tuesday 6/30/26	Wednesday 7/1/26	Thursday 7/2/26	Friday 7/3/26
Weather of the Week				
98° Hi 74° Lo 0.00" Rain	99° Hi 78° Lo 0.00" Rain	94° Hi 75° Lo 0.00" Rain	95° Hi 73° Lo 0.00" Rain	94° Hi 74° Lo 0.00" Rain
Full Maintenance				
Central Park:Park Crossing Trail Park NON-UNIT:Artemis Way NON-UNIT:Dog Park Shumard Oak Blvd (Units 3,5) UNIT 14:Avon Park UNIT 14:Buffers UNIT 2:Butterfly Parks UNIT 2:Tremont UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 35:Merchants Row Entry Feature UNIT 5:Merchants Row UNIT 8:WD140	Blair Stone Rd (Units 5,17) LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) Shumard Oak Blvd (Units 3,5) UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:Faulkner Park UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkner & Park UNIT 16:Salinger Way UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Biltmore Ave (Units 16,2,25) Esplanade Way (Unit 5) Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) UNIT 1:Barringer Hill Nature Trail UNIT 14:Green Space UNIT 2:Carrollton Park UNIT 2:Endicott Park UNIT 20:Esplanade North (Unit 20) UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 4:Grove Park Dr UNIT 7:Grove Park Dr	Four Oaks Blvd (Units 1,17,29) Community Garden NON-UNIT:Dog Park UNIT 1:Iberville Park UNIT 18:Cummings Park UNIT 23:Riverton Park (Four Oaks to Summ UNIT 31:Magnolia Park (Rows, Parks & Pond) UNIT 36:Bluff Oak Way UNIT 7:Riverton (Grove Park to Four Oaks)	Central Park:FL131 Swale Central Park:Tot Lot NON-UNIT:Schoolhouse Rd. & Biltmore Ext. UNIT 1:TC1 Pond (FL130) UNIT 19:Twain Park UNIT 2:Newberry Parks
Standard Maintenance				
Central Park Central Park:West Side NON-UNIT:Merchants Row / Four Oaks Field UNIT 1:WD240 UNIT 5:TR216	Central Park LSF-7:FL263 LSF-7:Swale & GS (Upon Request) NON-UNIT:Esp/Blair/Overlook Field NON-UNIT:LDR-5 (ph 1 & 2) NON-UNIT:LDR-5 (ph 3) UNIT 16:Salinger Drainage Easement (LF) UNIT 20:WD162 on Esplanade North UNIT 26:Mossy Creek Nature Trail Ext.	Central Park Central Park:West Side NON-UNIT:LDR-5 (ph 1 & 2) NON-UNIT:LDR-5 (ph 3) UNIT 20:WD162 on Esplanade North UNIT 5:Capital Circle SE Buffer	Central Park UNIT 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space UNIT 17:WD253 UNIT 17:WD284 UNIT 18:WD281 UNIT 31:FL265	Central Park:Butterfly Garden UNIT 3:SB111A
Debris Cleanup				
Central Park ROWS, Parks, Ponds & Common Areas UNIT 27:New Village UNIT 35:Merchants Row West	Central Park	Central Park ROWS, Parks, Ponds & Common Areas UNIT 27:New Village UNIT 35:Merchants Row West	ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas
Hand Weeding				
UNIT 35:Merchants Row Entry Feature				
Mulch Installation - Maint.				
Orange Ave		Blair Stone Rd (Units 5,17)		
Pruning				
	Trees - Remove sucker growth	Trees - Remove sucker growth	Trees - Remove sucker growth	
Non-Selective: Product used - Diquat & Ranger Pro				
Esplanade Way (Unit 5) UNIT 35:Merchants Row Entry Feature	UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:WD141 UNIT 14:Avon Park UNIT 14:Buffers UNIT 14:Green Space UNIT 8:WD140	UNIT 10:WD160	Biltmore Ave (Units 16,2,25) Four Oaks Blvd (Units 1,17,29) UNIT 5	
Insecticide: Advion / Extinguish Plus				
	NON-UNIT:Dog Park	Bermuda Plot (CP)		
Additional Contracted Work				
Invoice Number	Description			Date
#199193	Four Oaks: No Mowing Signs			7/1/2026
#199255	Unit 23: Green Space off of Four Oaks			7/8/2026
#199256	Unit 23: Green Space next to 4198 Four Oak Blvd			7/8/2026
#199254	Centipede Sod Installation and Stump Grinding in Designated Areas			7/8/2026
#199194	Dog Park: Replace Dog Park Locks			7/1/2026
Proposals				
Description				Proposal Number
to 4260 Four Oaks Blvd				#063619
N/C Services:				
Unit	Date	Description		
ALL TREES	7/3/26	Water Trees		

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting

Routine Service:

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

CRCDD Weekly Review

Monday 7/6/26	Tuesday 7/7/26	Wednesday 7/8/26	Thursday 7/9/26	Friday 7/10/26
Weather of the Week				
89° Hi 75° Lo 0.53" Rain	93° Hi 75° Lo 0.00" Rain	92° Hi 75° Lo 0.05" Rain	90° Hi 73° Lo 0.04" Rain	96° Hi 75° Lo 0.04" Rain
Full Maintenance				
Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) NON-UNIT:Artemis Way NON-UNIT:Dog Park Shumard Oak Blvd (Units 3,5) UNIT 14:Avon Park UNIT 14:Buffers UNIT 2:Butterfly Parks UNIT 2:Tremont UNIT 23:Riverton Park (Four Oaks to Summ UNIT 7:Riverton (Grove Park to Four Oaks)	Blair Stone Rd (Units 5,17) LSF-3:Maple Ridge Common Areas & ROW LSF-7:Biltmore ROW NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) Shumard Oak Blvd (Units 3,5) UNIT 1:Iberville Park UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 16:FL230 UNIT 16:Poe Park UNIT 16:Salinger & Sidewalk, Poe, Faulkne UNIT 16:Salinger Way UNIT 19:Twain Park UNIT 21 & Arch Site:Arch Site Exterior UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 4:Terrebone Dr.	Bermuda Plot (CP) Esplanade Way (Unit 5) Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) Orange Ave UNIT 1:Barringer Hill Nature Trail UNIT 1:Verdura Point Park UNIT 14:Green Space UNIT 2:Endicott Park UNIT 20:Esplanade North (Unit 20) UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 29:Orange Ave (Mossy Creek to Four UNIT 32:Orange Ave UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 4:Grove Park Dr UNIT 5:Drayton Drive UNIT 7:Grove Park Dr	NON-UNIT:Dog Park Shumard Oaks Blvd West (Unit 35) TR209A UNIT 1:TC1 Pond (FL130) UNIT 23:Parks, Ponds & Green Spaces UNIT 31:Magnolia Park (Rows, Parks & Poi UNIT 31:Parks, Green Space, Rows, Lift St Unit 32:Alley Way Unit 32:Green Space Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way Unit 32:Park (off Mossy & Coneflower) UNIT 35:Merchants Row West	Central Park:FL131 Swale Central Park:Tot Lot FL080 Community Garden UNIT 16:Poe Park UNIT 2:Butterfly Parks UNIT 2:Newberry Parks
Standard Maintenance				
NON-UNIT:SB111B NON-UNIT:SB131 NON-UNIT:SB161 TR209 TR209A UNIT 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space	LSF-3:Maple Ridge Buffer LSF-7:Swale & GS (Upon Request) NON-UNIT:Espl/Blair/Overlook Field UNIT 16:Salinger Drainage Easement (LF) UNIT 26:Mossy Creek Nature Trail Ext.	Central Park NON-UNIT:SB111B UNIT 20:WD162 on Esplanade North UNIT 5:Capital Circle SE Buffer	UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:FL265 UNIT 31:Green Space	Central Park Central Park:Butterfly Garden NON-UNIT:FL040 - Mossy Creek NON-UNIT:Mossy Creek Nature Trail TR209A
Debris Cleanup				
ROWS, Parks, Ponds & Common Areas UNIT 27:New Village UNIT 35:Merchants Row West		ROWS, Parks, Ponds & Common Areas UNIT 27:New Village UNIT 35:Merchants Row West	ROWS, Parks, Ponds & Common Areas	
Hand Weeding				
Four Oaks Blvd (Units 1,17,29)		Blair Stone Rd (Units 5,17) UNIT 19:Twain Park UNIT 30:Woodland Fields Park	NON-UNIT:Artemis Way Shumard Oaks Blvd West (Unit 35) UNIT 30:Woodland Fields Park	Shumard Oaks Blvd West (Unit 35)
Pruning				
		Trees - Remove sucker growth	Trees - Remove sucker growth	Schoolhouse Rd (Units 3,4)
Non-Selective: Product used - Diquat & Ranger Pro				
Four Oaks Blvd (Units 1,17,29)	Four Oaks Blvd (Units 1,17,29)	Central Park:Park Crossing Trail Park Shumard Oak Blvd (Units 3,5) UNIT 1:Iberville Park UNIT 1:Verdura Point Park UNIT 2:Butterfly Parks UNIT 2:Carrollton Park UNIT 2:Newberry Parks UNIT 2:Tremont UNIT 4:Terrebone Dr.	NON-UNIT:Artemis Way UNIT 20:Esplanade North (Unit 20) UNIT 35:Merchants Row West	Blair Stone Rd (Units 5,17) NON-UNIT:Goldenrod & FL162 Schoolhouse Rd (Units 3,4) Shumard Oaks Blvd West (Unit 35) TR209A UNIT 19:Twain Park UNIT 2:Endicott Park UNIT 30:Woodland Fields Park UNIT 5:Capital Circle SE Buffer
Irrigation Troubleshooting (In Contract)				
Irrigation Repairs				
Controller	Unit Number	Date	Repair	Invoice Number
11 30	4 30 - Artemis Way	7/14 7/14	Irrigation Repair Irrigation Repair	#199267 #199269
Additional Contracted Work				
Invoice Number	Description			Date
#199265	LDR-5: Mow Cogon Grass			7/14/2026
#199266	#57 Limerock			7/14/2026
#199268	Unit 10: Trail - Concrete Patch			7/14/2026
Proposals				
Description				Proposal Number
Tree Pruning: Unit 23: Green Space				#063619
Unit 10: Tree Removal				#063621
N/C Services:				
Unit	Date	Description		
Mossy Creek Trail	7/9/26	Concrete Patch - N/C		

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting

Routine Service:

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

CR added Weekly Review

Monday 7/13/26	Tuesday 7/14/26	Wednesday 7/15/26	Thursday 7/16/26	Friday 7/17/26
RAIN CLOSED				
Weather of the Week				
83° Hi 74° Lo 0.82" Rain	89° Hi 72° Lo 0.33" Rain	92° Hi 73° Lo 0.45" Rain	91° Hi 75° Lo 0.00" Rain	95° Hi 74° Lo 0.00" Rain
Full Maintenance				
	Blair Stone Rd (Units 5,17) Central Park:Park Crossing Trail Park Four Oaks Blvd (Units 1,17,29) LSF-7:Biltmore ROW NON-UNIT:Artemis Way NON-UNIT:Goldenrod & FL162 Shumard Oak Blvd (Units 3,5) UNIT 1:Mulberry Park Blvd UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 14:Avon Park UNIT 16:Salinger Way UNIT 18:Cummings Park UNIT 2:Butterfly Parks UNIT 2:Tremont UNIT 23:Riverton Park (Four Oaks to Summ UNIT 25:Longfellow Park & Pocket Parks UNIT 26:Strolling Way Parks UNIT 29:Coneflower Park UNIT 30:Woodland Fields Park UNIT 31:Goldenrod Way UNIT 35:Merchants Row Entry Feature UNIT 36:Bluff Oak Way UNIT 5:Merchants Row UNIT 7:Riverton (Grove Park to Four Oaks) UNIT 8:WD140	Biltmore Ave (Units 16,2,25) Blair Stone Rd (Units 5,17) Hemingway Blvd & Trail (Units 2,4) Mossy Creek Lane (Units 4,6,9) Schoolhouse Rd (Units 3,4) Shumard Oak Blvd (Units 3,5) UNIT 1:1berville Park UNIT 1:Mulberry Park Blvd UNIT 10:Green Spaces (2) UNIT 10:New Dawn Park UNIT 10:Overlook Park UNIT 10:Trails UNIT 10:WD141 UNIT 10:WD160 UNIT 14:Green Space UNIT 16:Faulkner RoW UNIT 16:FL230 UNIT 16:Poe Park UNIT 19:Twain Park UNIT 20:Esplanade North (Unit 20) UNIT 4:Terrebone Dr. UNIT 7:Grove Park Dr	Bermuda Plot (CP) Biltmore Ave (Units 16,2,25) Central Park:FL131 Swale Central Park:Tot Lot FL080 UNIT 2:Carollton Park UNIT 20:Esplanade North (Unit 20) UNIT 21 & Arch Site:Arch Site Exterior UNIT 23:Parks, Ponds & Green Spaces UNIT 27:New Village UNIT 37:Esplanade Nature Trail UNIT 37:Green Space UNIT 4:Grove Park Dr UNIT 5:Drayton Drive	Blair Stone Rd (Units 5,17) FL080 Community Garden NON-UNIT:Schoolhouse Rd. & Biltmore Ext Schoolhouse Rd (Units 3,4) UNIT 2:Butterfly Parks UNIT 2:Newberry Parks WD090N (Pond) WD290 (Pond)
Standard Maintenance				
	NON-UNIT:Merchants Row / Four Oaks Fie NON-UNIT:SB111B UNIT 1:WD240 UNIT 17:Shady View Pond (WD260) UNIT 17:Verdura Lake Green Space UNIT 20:WD162 on Esplanade North UNIT 26:Mossy Creek Nature Trail Ext. UNIT 5:Four Oaks (Shumard to Tram)	Central Park NON-UNIT:Esp/Blair/Overlook Field NON-UNIT:LDR-5 (ph 1 & 2) NON-UNIT:LDR-5 (ph 3)	Central Park:Butterfly Garden UNIT 20:WD162 on Esplanade North UNIT 27:TR221A UNIT 27:TR221B UNIT 5:Capital Circle SE Buffer	NON-UNIT:SB161
Debris Cleanup				
	Central Park UNIT 18:Cummings Park UNIT 26:Mossy Creek Nature Trail Ext. UNIT 27:New Village UNIT 35:Merchants Row West		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas
Hand Weeding				
	LSF-3:Maple Ridge Common Areas & ROW	NON-UNIT:LDR-5 (ph 1 & 2)		
Pruning				
	Trees - Remove sucker growth UNIT 17:Shady View Pond (WD260)	Trees - Remove sucker growth	Trees - Remove sucker growth	Central Park Esplanade Way (Unit 5) UNIT 14:Avon Park
Non-Selective: Product used - Diquat & Ranger Pro				
		NON-UNIT:LDR-5 (ph 1 & 2) UNIT 23:Parks, Ponds & Green Spaces UNIT 29:Coneflower Park UNIT 31:Goldenrod Way	Community Garden UNIT 23:Parks, Ponds & Green Spaces UNIT 23:WD230 UNIT 23:WD235 UNIT 31:FL070 UNIT 31:FL170 & Buffer UNIT 31:Parks Ponds and Rows Unit 32:Jasmine Hill Unit 32:Lantana Lane Unit 32:Overcup Way	UNIT 27:New Village UNIT 27:TR221A UNIT 27:TR221B UNIT 31:FL265 Utility Boxes
Insecticide: Advion / Extinguish Plus				
		UNIT 29:Coneflower Park		
Irrigation Inspection				
	Controller 30, Unit 30 - Artemis Way			
Irrigation Troubleshooting (In Contract)				
Controller	Unit Number	Date	Description	
15	Orange Ave	7/14	Check Irrigation Clock	
Irrigation Repairs				
Controller	Unit Number	Date	Repair	Invoice Number
03	1	7/20	Irrigation Repair	#199280
9	Mossy Creek	7/20	Irrigation Repair	#199279
19	5	7/20	Irrigation Repair	#199278
18	35	7/20	Irrigation Repair	#199276
30	30	7/20	Irrigation Repair	#199275
Additional Contracted Work				
Invoice Number	Description			Date
#199274	Unit 17: Conservation Pond on Four Oaks			7/20/2026
Proposals				
Description				Proposal Number
Perform turf renovation at Newberry Park				#063630
Perform turf renovation on the bare center median and should along Four Oaks Blvd between Verdura Dr. and Piney Grove				#063629
Tree Pruning: Unit 23 - Common Area adjacent to 4198 Four Oaks				#063627
N/C Services:				
Unit	Date	Description		
1 - TC1 Pond	7/21/26	Install Doolipot		

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting

Routine Service:

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

CRCDD Weekly Review

Monday 7/20/26	Tuesday 7/21/26 RAIN CLOSED	Wednesday 7/22/26	Thursday 7/23/26	Friday 7/24/26
Weather of the Week				
84° Hi 76° Lo 0.25" Rain	86° Hi 76° Lo 0.71" Rain	90° Hi 77° Lo 0.55" Rain	95° Hi 73° Lo 0.00" Rain	97° Hi 74° Lo 0.00" Rain
Full Maintenance				
Central Park: Park Crossing Trail Park Four Oaks Blvd (Units 1, 17, 29) NON-UNIT: Artemis Way UNIT 14: Avon Park UNIT 14: Buffers UNIT 2: Butterfly Parks UNIT 2: Tremont UNIT 23: Riverton Park (Four Oaks to Summertree) UNIT 25: Longfellow Park & Pocket Parks UNIT 26: Strolling Way Parks UNIT 35: Merchants Row Entry Feature UNIT 5: Merchants Row UNIT 7: Riverton (Grove Park to Four Oaks) UNIT 8: WD140		Esplanade Way (Unit 5) Orange Ave UNIT 14: Green Space UNIT 16: Faulkner RoW UNIT 16: Salinger Way UNIT 29: Orange Ave (Mossy Creek to Four Oaks) UNIT 31: Magnolia Park (Rows, Parks & Ponds) Unit 32: Orange Ave UNIT 4: Grove Park Dr UNIT 7: Grove Park Dr	UNIT 23: Park, Ponds, and Green Spaces UNIT 1: Mulberry Park UNIT 1: Iberville Park UNIT 1: TC1 Pond UNIT 21: Arch Site UNIT 19: Twain Park UNIT 5: Drayton UNIT 31: Parks, Green Space, Lift Station UNIT 31: FL070 and Beds UNIT 31: FL170 UNIT 32: Jasmine Hill UNIT 32: Lantana UNIT 32: Overcup UNIT 32: Park off Mossy Creek and Coneflower UNIT 32: Alley Way UNIT 32: Green Space UNIT 35: Merchants Row West UNIT 35: Shumard West UNIT 35: TR209A	Community Garden Dog Park UNIT 2: Endicott Park UNIT 1: Barringer Hill Trail UNIT 5: Esplanade FL131 & Swale FL080 WD090S WD290 WD090N Non: Biltmore/Schoolhouse Tot Lot UNIT 31: Magnolia Park Newberry Park Maple Ridge UNIT 29: Orange Ave UNIT 32: Orange Ave Butterfly Park UNIT 5, 17: Blairstone UNIT 5: Shumard Mossy Creek
Standard Maintenance				
		Central Park Central Park: West Side UNIT 16: Salinger Drainage Easement (LF)	Central Park UNIT 17: WD253 UNIT 17: WD284 UNIT 17: WD281	Central Park Butterfly Garden Mossy Creek Trail SB161 LDR-5: PH 1 & 2 FL040 FL265 Maple Ridge Swales & Trail
Debris Cleanup				
		ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas	ROWS, Parks, Ponds & Common Areas
Hand Weeding				
Orange Ave		Shumard Oaks Blvd West (Unit 35) UNIT 35: Merchants Row West		
Pruning				
		Trees - Remove sucker growth	Trees - Remove sucker growth	

Accidents/Incidents: None

Safety and Training: Weekly "Toolbox" Safety Meeting

Routine Service:

Bi-weekly maintenance of Dogi Pots throughout the district.

Bi-weekly removal of debris from grates throughout the district.

Daily maintenance of trash cans throughout the district.

Daily blowing of Tot Lot.

Weekly blowing and debris cleanup of Unit #10, Mossy Creek, Esplanade Trail, Barringer Hill Trail and Central Park Trails as needed.

*Note: Waiting on irrigation repairs sheet.

2.



Capital Region Community Development District

To: Board of Supervisors

From: Corbin deNagy and Robert Berlin, GMS

Subject: Operations Report – June 2026

The following is a summary of items related to field operations of the Capital Region Community Development District:

Week 1 (June 1 – June 5)

- Received Memorial Donation Agreement check following Board approval. Started researching plaque options.
- Spoke with Reid Thomas, Kimley-Horn Engineering, concerning upcoming projects in MDR21 and suggested a meeting including himself, the Developer and CDD staff. Also provided him with 68 Ventures contact information and requested Civil Drawings (CDs) of Lake Mary Estates for use in preparing CDD acceptance/turnover punch list.
- Received proposal for Tot Lot hardware from Dominica Products.
- Directed All Pro to submit a Digi Tally request for sidewalk repair adjacent to SWMF SB 131 on School House Road. Further inspection of this area reveals several uneven “flags” that require grinding/repair by the City.
- Received CDs for Lake Mary Estates and forwarded to All Pro for establishment of a turnover punch list for same.
- General inspections throughout the community:
 - Pulled temporary advertisement signs.
 - Noticed continued deterioration of the grassy area between Spider Lily and Scarlet Sage due to ongoing construction from what appears to be two properties on Scarlet Sage. Contacted the HOA about possible solutions at the Architectural Review Committee stage to prevent unauthorized access on CDD-maintained areas.
- Additional communication with FSU Archaeological team regarding parking for their site work in the common area off Four Oaks and Barringer Hill.
- Additional communication with Lake Doctors to finalize the Exhibits for a formal water management agreement.
- Discussion with resident regarding drainage easement next to Lake Verdura.
- Began mowing of shoreline/drainage easement of Verdura Lake. Heavy vegetative growth was determined to be too thick for conventional stand-up mower (bush hog was not available).
- Requested Lake Doctors come back out this month for another treatment on Lake Verdura (currently on a quarterly service schedule, last service was May 5).
- Inspected several resident sites requesting ARC approval for various reasons including but not limited to fence installation, patio construction and house addition. This was to determine if access to perform said work would possibly impact CDD property.
- Oversaw All Pro mowing of drainage easement on east shoreline of Verdura Lake. The “Davco” mower and posi-trac was used in place of the stand-up mower used yesterday.



- Reviewed ARC applications at HOA office as related to possible CDD property impacts.

Week 2 (June 8 – June 12)

- Received and reviewed All Pro proposals for Lake Mary Estates to complete punch list items for turnover to CDD for maintenance. Will discuss with District Manager before presenting to 68 Ventures.
- Spoke with homeowner on lakeshore cutting in Unit 17 and directed All Pro to “finish cut” areas mowed with “Davco” mower last week. Met Tony on site and oversaw additional areas to be removed with stand-up machine.
- General inspections in Unit 2, Unit 23, and at the Dog Park.
 - Requested All Pro trim low hanging limbs over the bike lane on Schoolhouse Road between Biltmore and the back of JPIL.
 - Removed several temporary signs around the community.
- Lake Doctors treated stormwater pond FL-130. They added beneficial bacteria and nutrient abatement to treat the muck and algae in this pond.
- Emailed All Pro quotes for Lake Mary Estates to Cat Holladay (68 Ventures). She confirmed receipt.
- Prepared for and attended Board meeting.
- Following Board approved, responded to the HOA regarding the 4th of July facility use request. Added one condition, the HOA must inspect the site Monday morning. Last year, there was fireworks debris left all over the field and the surrounding area in Central Park.
- Rescheduled mowing by Longview from Monday (15th) to Wednesday (17th).

Week 3 (June 15 – June 19)

- Met with homeowner in Unit 37 to review Oak tree pruning and instructed All Pro to move forward with proposal utilizing a “manlift” on CDD common area.
- Heavy rain starting in AM (15th) suspends field operations.
- New “Nature Trail” signage arrives and instructed All Pro to switch out temporary signage at Mossy Creek and Maple Ridge trailheads.
- Signed proposal to repair sod erosion in Unit 23 townhome common area as requested by homeowner.
- Rain suspends field operations in afternoon (16th).
- Assisted All Pro installation of irrigation sleeves at Community Center.
- Field operations suspended due to rain (17th).
- Received email from a vendor stating that sidewalk and road work will be completed in Lake Mary Forest soon, and they requested to have an email sent out to residents. Sent request to the HOA.
- Longview Land Clearing begins mowing in selected areas along Central Park lakeshore and SWMF FL 120. Cleared large area opposite middle lake overflow structure in preparation for hurricane season.
- Waited a few days to see if a trailer parked on CDD property in Unit 2 would be moved. Emailed the HOA and requested homeowner contact information and let the HOA know they may need to get involved as well since the trailer has been seen on the homeowner’s property as well.
- General inspections throughout the community:
 - Found two potholes on Four Oaks near Piney Grove and Verdura Point. Sent issues to the City of Tallahassee via DigiTally (reference #18324098 and #18324129).
 - Following heavy rain over the last two days, general inspections of stormwater ponds: WD-140, FL-040, WD-141, WD-160, WD-162, and TR-216.

- Checked the recently regouted manhole near WD-162. No erosion noted.
- Walked along the Unit 10 trail and removed many limbs. Found tripping hazard on the sidewalk along Overlook Drive. Submitted issued to the City of Tallahassee via DigiTally (reference #18324194).
- General inspection of the Tot Lot.
 - Picked up trash from around the playground area.
 - Checked the climber net for any exposed screws. None found. The climber ground anchors were exposed. Added mulch to cover the anchors.
 - Replaced one worn playground safety sticker:



- Longview Land Clearing completed mowing along Mission Lake at outfall headwall. Spoke with homeowner concerning ruts caused along exposed lake bottom when machine was removed.
- Contacted Awards4U for a proof of the memorial bench plaque recently approved by the Board.
 - Submitted order and responded to the resident with the next steps.
- Emailed the homeowner in Unit 2 and requested they remove the trailer from CDD common area.
- General inspections of several stormwater ponds during heavy rain on Sunday, June 21: FL-040, FL-070, FL-120, FL-130, SB-111B, and WD-160.

Week 4 (June 22 – June 30)

- Repaired damaged portion of Unit 10 nature trail section using rapid set concrete patch.
- Authorized All Pro to trim overhanging limbs along Four Oaks west right of way, south of Shumard Oaks Blvd.
- Provided plaque proof to resident. Following their approval, responded to Awards4U and requested production.
- Received email from resident regarding kudzu in several Central Park Lake trees. Forwarded concern to All Pro and requested they investigate.
 - All Pro confirmed it's not kudzu but grapevine and Virginia creeper. They will work on clearing it out.



- Responded to the resident with plan of action.
- Accepted All Pro proposals for stump grinding (Biltmore, Terrebone, Schoolhouse), sod installation, and tree trimming (Unit 37).
- Received notice from the City of Tallahassee Growth Management regarding an unresolved permit. Researched the permit and determined the CDD was listed in error. Sent email to the City with that information.
- Had All Pro change out temporary “Central Park” signage for new Nature Trail rules in Maple Ridge and Mossy Creek trail heads.
- Received notice about a leaning tree on Artemis Way. Requested All Pro address the issue.
- Went to Awards4U to pick up the memorial plaque. Scheduled meeting with the donor to confirm installation.
- Walked the Mossy Creek and Unit 26 trail. Found one screw missing on the Unit 26 railing. Found two large pines on the Unit 26 trail that appear to be damaged. Requested All Pro get a proposal to top the trees.
- Sent follow up email to the HOA regarding proposed changes to the Architectural Review Committee process.
- Met with memorial donor on-site to confirm bench plaque installation location. Installed plaque.
- Contacted Barkley Engineering and spoke with owner. Requested proposal to inspect and create repair plan for bridge “C” on the Unit 10 nature trail located just north of Merchants Row Blvd and east of SWMF WD 140. I will try to provide as much documentation as possible. Also left voicemail with Patrick Hodges LA who did the original designs for same.
- Sent email to Patrick Hodges (obtained from Keith Dantin) requesting design plans for bridge “C” as referenced above. Attached sketch showing bridge location and designation obtained from District Engineering firm Atkins. Received conformation email from Hodges and forwarded response to Barkley Engineering.
- Met with Nichole Hoffman (Southwood AOL Director) and Kim Bishop onsite (Great Lawn) to confirm stage location and flagpole placement for Fourth of July event. Also received flagpole section and instructed Bishop to place 4” PVC pipe in ground for pole support.

If you have any questions or comments regarding the above information, please contact me at cdenagy@gmsnf.com.

Thank you,

Corbin deNagy and Robert Berlin
Governmental Management Services



Capital Region Community Development District

To: Board of Supervisors

From: Corbin deNagy and Robert Berlin, GMS

Subject: Operations Report – July 2026

The following is a summary of items related to field operations of the Capital Region Community Development District:

Week 1 (July 1 – July 10)

- Had All Pro place a 4” PVC pipe and cap inground for temp flagpole for Fourth of July event. I set the bottom section of temp pole in pipe with sand for removal after event.
- Checked access for the installation of solar panels in Maple Ridge. 2363 Maple Leaf Way does have a CDD drainage easement (30’) with 15’ along the east property line. The roof configuration makes it hard to picture the panel install. Monitoring to continue.
- Following memorial donation acceptance, mailed donation check to GMS staff for deposit.
- Took 40 photos of “Bridge C” located on the Unit 10 nature trail adjacent to SWMF WD140 and emailed them to Patrick Hodges (Architect) and Doug Barkley (Engineer) for preparation of proposal for bridge repair.
- Received note from resident concerning lighting damaged trees in the Unit 17 common area. Went on-site to review the trees. No apparent cause for concern at this time.
- Requested All-Pro mow the drainage easement in Unit 17.
- General inspection of stormwater pond WD-260. Requested All Pro add rock on the sand filter.
- Reviewed the recorded LDR-1 (“Legacy Oaks”) plat and visited site to address concerns.
- Repaired Tot Lot drinking fountain (constantly running).
- Authorized All Pro mowing of Lake Verdura drainage easement.
- Requested Precision concrete repair submit proposal, not to exceed \$5,000 for nature trail repairs.
- Lake Doctors treated stormwater ponds FL-130, WD-290, and Lake Verdura.
- Phone call with representative from Colon Cancer Coalition regarding Special Use Permit process for a 5K.
- Continued to move yard debris from CDD-maintained property back onto homeowner property along Grove Park. Requested contact information from the HOA for one home.
 - Emailed residents and requested they keep bulk pickup items on their side.
 - Received positive response.



- Accepted All Pro proposal to remove a dead oak tree in Unit 10.
- Sent contact information for All Pro (Chrissy Barber) to Kat Holladay and requested that Barber contact her directly to discuss.
- All Pro completed two concrete repairs to Unit 10 Nature Trail and added #57 stone to filter on SWMF WD260 as per District Manager request.
- Drinking fountain at Tot Lot turned off due to leak.

Week 2 (July 13 – July 17)

- Received email regarding Special Use Permit request process for a race in Southwood. Responded with the required steps.
- Repaired drinking fountain at Tot Lot.
- Accepted All Pro proposal for tree removal along the Unit 26 trail.
- Requested All Pro provide a proposal to fix the bare turf areas in Newberry park.
- Replaced hardware on Tot Lot swing set. Will need to get additional hardware as manufacturer sent incorrect parts.
- Spoke with HOA on signage on Four Oaks and asked All Pro to remove and mow section of right of way.
- Received request from Soccer Shots to use the common area by the tennis courts next week for a makeup day. Confirmed Sporting TLH is not using the space at that time. Responded to Soccer Shots.
- Drove site and found Tot Lot fountain continually running at dog dish. Turned off supply valve. Will be repaired Monday.

Week 3 (July 20 – July 24)

- Repaired dog push button on drinking fountain at Tot Lot. Pool water supply turned off, will confirm fountain repair later.
- Slip and fall reported by HOA at Central Park bridge adjacent to Tot Lot. Requested ProWash to pressure wash at earliest opening.
- Rain suspends onsite operations. Central Park bridge adjacent to Tot Lot pressure washed by ProWash as requested.
- Ordered additional dogi-pot waste bag dispensers. Purchasing directly for the district saved \$82.10.
- Rain in AM. Again, worked on drinking fountain at Tot Lot removing sand from drain outlet and dog “bowl” apparently due to mischief.



- Oversaw major mainline irrigation repair at New Dawn and Esplanade Way.
- Accepted All Pro proposal to remove low hanging and heavy limbs from an oak tree in Unit 23.
- Received call from resident in Unit 14 concerned with maintenance in a common area next to their property. Spoke with All Pro regarding discussion.
- Miller Tree Service called on emergency removal of pine tree overhanging Central Park trail just east of Copley Lane and Grove Park Drive. Esplanade Way main line irrigation repairs completed.
- All Pro alerted us to a dead street tree on Salinger Way. Given its proximity to a light pole, requested they get a proposal from Miller's.
- General inspection through alleyways in Unit 14 and Unit 1 following phone call yesterday.

Week 4 (July 27 – July 31)

- Requested sign proposal from All Pro for SWMF FL 040. This is in response to two homeowners' concerns on vehicles parking on Mossy Creek trail section and areas adjacent to facility.
- Cleaned solar panel for Southwood entry sign (Blair Stone) and adjusted up-lighting.
- Met with Kim Bishop on final nature trail repairs emphasizing Mossy Creek, LDR-5 and section of Baringer Hill adjacent to golf course.
- Reviewed the district's property insurance schedule and provided feedback on several items.
- Phone call from resident regarding unmowed drainage easement in Unit 32. We've had issues with this drainage easement in the past because it tends to hold water. Requested All Pro see if they can mow this area before forecasted rain.
 - Area was mowed today.
- General inspection through Unit 23, Unit 10, Unit 16, and Maple Ridge.
 - Contacted All-Pro regarding Unit 10 unmowed area and requested removal of tree that appears to be in decline.
 - Found down street sign at Blair Stone and Four Oaks roundabout. Submitted issue to the City of Tallahassee via DigiTally (reference # 18499923).
 - Found down street sign in Maple Ridge. Submitted issue to the City of Tallahassee via DigiTally (reference # 18499937).
- Received email from resident showing truck and boat trailer parked at Central Park Lake. Forwarded email to the HOA and asked if they could have their security service go down to the lake.
- Met with Chrissy Barber on preparing monthly maintenance estimates for MDR-11N aka Lake Mary Estates.
- Accepted All Pro proposal to remove dead tree on Salinger right-of-way.

If you have any questions or comments regarding the above information, please contact me at cdenagy@gmsnf.com.

Thank you,

Corbin deNagy and Robert Berlin
Governmental Management Services