

***TURNBULL CREEK***  
*Community Development District*

*January 12, 2021*

## *AGENDA*

# Turnbull Creek Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

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

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January 5, 2021

Board of Supervisors  
Turnbull Creek Community Development District

Dear Board Members:

The Turnbull Creek Community Development District Board of Supervisors Meeting is scheduled for **Tuesday, January 12, 2021 at 6:30 p.m.** at the **Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida 32092.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments
- III. Dedication of Fitness Room
- IV. Staff Reports
  - A. Landscape Manager (*Presenter: Duval Landscape*)
    - 1. Duval Irrigation & Stump Removal Proposals
  - B. Engineer (*Presenter: JMT*)
- V. Organizational Matters (*Presenter: Ernesto Torres*)
  - A. Appointment of Supervisor to Fill Unexpired Term of Office (11/2024)
  - B. Oath of Office for Newly Elected and Appointed Supervisor
  - C. Election of Officers, Resolution 2021-01
- VI. Staff Reports (Part 2)

- A. Attorney (*Presenter: Jennifer Kilinski*)
- B. Manager – (*Presenter: Ernesto Torres*)
- C. Operation Manager – (*Presenter: Jerry Lambert*)
  - 1. Memorandum
  - 2. Field Operations Manager Picture Report
  - 3. Entrance, Bridge Light Fixture Proposals
  - 4. Pond #2 Aeration Proposal
  - 5. Duval Audit Reports
- D. Amenity Center Update (*Presenter: Erick Hutchinson*)
  - 1. Gift of Dance
  - 2. Amenity Athletics
- VII. Supervisor's Requests and Public Comments
- VIII. Approval of Consent Agenda (*Presenter: Ernesto Torres*)
  - A. Approval of Minutes of the November 10, 2020 Meeting
  - B. Balance Sheet as of November 30, 2020 and Statement of Revenues & Expenditures for the Period Ending November 30, 2020; Month-to-Month Income Statement; Assessment Receipt Schedule
  - C. Approval of Check Register
- IX. Adjournment (*Next Scheduled Meeting – March 9, 2021 @ 6:30 p.m.*)

I look forward to seeing you at the meeting. If you have questions regarding any of the items on this agenda, please call me in advance of the meeting.

Sincerely,

*Ernesto Torres*  
District Manager



## *FOURTH ORDER OF BUSINESS*

*A.*



November 10, 2020

Contract No. - 10463

Murabella

Locate and diagnose Valves on clock B

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Valve Locating	7.00	\$150.00	\$1,050.00
			<b>\$1,050.00</b>

### WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$1,050.00
		<b>\$0.00</b>
		<b>\$1,050.00</b>

<b>Sale</b>	\$1,050.00
<b>Sales Tax</b>	\$0.00
<b>Total</b>	<b>\$1,050.00</b>

By \_\_\_\_\_  
Joshua Boucher

Date 11/10/2020  
Duval Landscape Maintenance

By \_\_\_\_\_  
Date \_\_\_\_\_  
Murabella



November 10, 2020

Contract No. - 10462

Murabella

Locate and diagnose valves in open field controller

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Valve Locating	5.00	\$150.00	\$750.00
			<b>\$750.00</b>

### WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$750.00
		<b>\$0.00</b>
		<b>\$750.00</b>

<b>Sale</b>	\$750.00
<b>Sales Tax</b>	\$0.00
<b>Total</b>	<b>\$750.00</b>

By \_\_\_\_\_  
Joshua Boucher

Date 11/10/2020  
Duval Landscape Maintenance

By \_\_\_\_\_  
Date  
Murabella



November 10, 2020

Contract No. - 10461

Murabella

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Flex Hosing Pipe	300.00	\$2.50	\$750.00
Misc Irrigation Parts & Fittings	1.00	\$100.00	\$100.00
Irrigation Labor	6.00	\$100.00	\$600.00
Add Commercial Zone	1.00	\$1,500.00	\$1,500.00
			<b>\$2,950.00</b>

### WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$2,950.00
		<b>\$0.00</b>
		<b>\$2,950.00</b>

<b>Sale</b>	\$2,950.00
<b>Sales Tax</b>	\$0.00
<b>Total</b>	<b>\$2,950.00</b>

By \_\_\_\_\_  
Joshua Boucher

Date 11/10/2020  
Duval Landscape Maintenance

By \_\_\_\_\_  
Date \_\_\_\_\_  
Murabella



Duval Landscape Maintenance  
7011 Business Park Blvd N  
Jacksonville, FL 32256  
www.duvallandscape.com

## PROPOSAL

Date	Proposal No.
11/17/20	10543

### CUSTOMER

Murabella  
Attn: District Manager  
475 WEST TOWN PLACE, SUITE #114  
ST. AUGUSTINE, FL 32092

### PROPERTY

Murabella  
475 WEST TOWN PLACE, SUITE  
#114  
ST. AUGUSTINE, FL 32092

### DESCRIPTION

#### Stump Grinding of 15 Stumps

Enhancement/Extra Services

Stump Removal and Grind

<b>Total:</b>	<b>\$1,950.00</b>
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By \_\_\_\_\_

Lemese Graham

Date 11/17/2020

Duval Landscape Maintenance

By \_\_\_\_\_

Date

Murabella

*FIFTH ORDER OF BUSINESS*

*A.*



April 4, 2021

To the esteemed Board of Directors,

I would like to be considered for the position of Board Member with the Turnbull Creek Community District Development. I am an active member in the Murabella community with a background in banking analytics. I am a single, working parent and would love the chance to serve on this board, bringing forth a logical yet simple perspective and collaborative spirit. I have previously served on the Murabella Homeowners Association, working with other association volunteers primarily to help bring a cohesiveness back between homeowner and association directors.

I am confident you'll find me a deserving fit for your open needs as a Board Member for this vacated seat. We have all seen the impact productive board members make and I would be honored to join in the goal of restoring Murabella to the desirable neighborhood it once was.

Thank you for your time and attention in this matter. I wish you well in finding the best candidate for this position.

Sincerely,

*Jennifer Martin*

Jennifer Martin

# JENNIFER A. MARTIN

3936 S. Trapani Drive  
Saint Augustine, FL 32092

Phone: 203.313.3176  
Email: bcgrad98@yahoo.com

## CAREER SUMMARY

Over fifteen years of internal metric reporting and performance analytics experience, using various technology systems and tools to foster a strong platform for Senior Management to make relevant business decisions.

## EXPERIENCE

### CIT BANK, N.A.

Jacksonville, FL

#### *AVP, General Accounting Data Analyst*

October 2016 – present

- \* Data maintenance owner for cash reconciliation application of 2,700+ bank accounts; ensuring daily transactional files are processed timely, correcting any errors. Requires extensive attention to detail.
- \* Preparer of Statement of Cash Flows for a specific business division of the company, currently managed from the Jacksonville office. Requires lease accounting background and logical transition thinking.
- \* Office liaison between Jacksonville business division and GAO support staff to align business transaction & intention with financial statement impact.

#### *AVP, Senior Reporting Analyst*

March 2007 – October 2016

- \* Audit, analyze and assess current revenue sharing process to ensure proper workflow of financial transactions, concurrence with forty (40) identified vendor program agreements and make recommendations for enhancements.
- \* Prepare twenty-five (25) various monthly Asset Management schedules (End of Lease metrics), primarily involving Residual Realization, and analyze disposition trends to be used as support for Senior Management performance summaries.
- \* Convert current reporting platform from Access & Excel based systems to automated processes using the Microsoft SQL Business Intelligence reporting tool.
- \* Data mining to identify immediate process improvement while continually searching for long term methods to increase efficiency and optimize team/system reporting performance.
- \* Streamline several data repositories to provide customer care employees system generated reporting for assigned delinquent accounts to manual invoicing for various customer relationships to create 1-2 FTE time savings.
- \* Support necessary client initiated business analysis needs.

#### *Pricing/Portfolio Analyst*

August 2005 – March 2007

- \* Construct multiple Access queries to extract raw data related to business transactions and summarize for use in analysis of business lines or process management.
- \* Prepare daily, weekly and monthly leasing result reports for distribution to Senior Management.
- \* Respond in a timely manner to adhoc data requests and special projects.

### MORGAN STANLEY DEAN WITTER

Purchase, NY

#### *Financial Manager, Management Reporting*

December 2004 – August 2005

- \* Compile weekly/monthly, quarterly and full year estimates for Morgan Stanley retail division.
- \* Analyze financial results and resolve major variances for 10Q, management committee, full year and weekly estimate reporting.
- \* Provide quarterly financial results review commentary to senior management for earning announcements.
- \* Successfully prepared yearly budgets and forecasts for “Fee Revenue” sector for final presentation to Senior Management.
- \* Acting as liaison between strategic pricing group and financial reporting team.

#### *Financial Associate, Financial Reporting*

June 2003 – December 2004

- \* Consolidate and report the monthly financial results for the retail division of Morgan Stanley (Investor Advisory Services).
- \* Prepare weekly/monthly, quarter and full year estimates for “Fee Revenue” business sector of the IAS structure.
- \* Complete adhoc analysis requests from Senior Management.

### ZOTOS INTERNATIONAL, INC.

Darien, CT

#### *Junior Financial Analyst*

January 2002 - June 2003

Report actual and forecasted brand spending through Marketing Control Reports

- \* Accurately compile and report monthly sales and expenses for all brands.
- \* Submit in a timely manner completed reports to respective brands managers for review, subsequently making any necessary adjustments.
- \* Foster active communication between Marketing and Finance for all changes to promotional deals.

**PEPSI COLA NORTH AMERICA**

Valhalla, NY

***Contract Operations Analyst***

April 2000 – January 2002

- \* Establish weekly and forecasted planning schedules as the brand lead for several Pepsi co-packed production facilities
- \* Monitor assigned production facilities and warehousing to ensure accurate utilization of inventory maintenance systems
- \* Ensure customer/bottler satisfaction by means of proactive and thorough communication
- \* Actively participate in brand specific projects and interests

**ERNST & YOUNG LLP**

Stamford, CT

***Financial Management Associate***

June 1998 – April 2000

- \* Analyze and report economics of existing projects including profitability, budgeting and billing matters to client serving executives
- \* Develop reports and special adhoc queries to determine financial impacts of changes to net revenue under differing scenarios and provide test cases to upper management
- \* Interfaced with firm partners of various tax related specialties

**SKILLS**

Extremely familiar with PC computers and comfortable working with the following programs: Microsoft Office applications (Excel, Word, Access, PowerPoint, Outlook), Microsoft SQL Server 2016, Qlikview, Hyperion Retrieve, Hyperion Essbase, Hyperion Planning, PeopleSoft, AS400, Internet search engines. Highly willing to learn usage of others.

**SERVICE**

Murabella Homeowners Association Board Member – 1/2019 – 1/2020, served as Treasurer until June 2019  
Cub Scout Pack 329 (Chartered by Mill Creek Academy) – January 2018 – January 2020, served as Treasurer  
Shinsei Martial Arts, Parent Volunteer team member – May 2015 – present

**EDUCATION****BOSTON COLLEGE**, Chestnut Hill, MA

Carroll School of Management

Bachelor of Science, Finance - May 1998

**AWARDS*****PepsiCo Chairman's Award*** – Dole Juice Launch Team, August 2001



# JEREMY VENCIL

## PMP

### CONTACT

---

PHONE:  
904-330-7785

EMAIL:  
[jeremyvencil@yahoo.com](mailto:jeremyvencil@yahoo.com)

Turnbull Creek CDD Board Members  
101 Positano Dr  
Saint Augustine, FL 32092

Dear Members Of The Board,

Thank you for your consideration of my application. I am confident that my 12+ years of experience in project management, professional services and implementation roles will provide a solid foundation for success to fulfill the requirements for this position.

I've had the opportunity to work projects with companies of every size and in diverse industries over the years - such as American Express, the city of Baltimore, 21<sup>st</sup> Century Fox, StorageMart, Merck, and the NFL League Office - and this experience has provided me with an invaluable amount of perspective that I leverage to deliver projects as scoped, on time, and on budget.

The qualities my teams have most consistently commended me for over the years are:

- Meticulously observe details to ensure favorable contract negotiation and enforcement.
- Extremely collaborative approach throughout all phases of each project.
- Proactively manage expectations to minimize stakeholder frustrations and prevent escalations or loss of revenue.
- Regularly provides scoped deliverables without cost overruns or delays.
- Unafraid to use innovative methods to accomplish deliverables.

My career has been all about effective communication and delivering results. While I would say the CDD has had some successes at delivering results over the years I believe my appointment to the board would serve to accelerate that. I also believe my skills as a project manager and facilitator will be of great use in improving the way the board informs and engages the community.

I believe the above experiences, qualities, and skills are extremely valuable assets I can use to fill this role at a high level. If there is any further information I can provide in assisting with your decision, please do not hesitate to let me know.

Sincerely,

Jeremy Vencil, PMP

# Jeremy Vencil, PMP

125 Terracina Drive, Saint Augustine, FL 32092  
Home: 904-330-7785  
Email: [jeremyvencil@yahoo.com](mailto:jeremyvencil@yahoo.com)

## SUMMARY

HCM Project Manager with nearly a decade of experience in implementation, leadership, mentoring, and project management roles using waterfall and agile approaches to plan, execute, manage and close projects.

## SKILL HIGHLIGHTS

- Managed over 150 HCM projects (as many as 15 concurrently) using a mix of waterfall and agile methodologies.
- Meticulous data analysis habits to monitor and maintain schedule, quality, and risk responses.
- Leverage maximum engagement from client and internal partners by placing emphasis on building relationships with those partners and working towards common goals.
- Utilize critical path method to create realistic project timelines and identify critical milestones and deadlines required to achieve agreed upon deliverable dates.
- Actively develop and maintain a risk register to identify any possible deviations from plan early on and pre-plan responses to those deviations to reduce delays and maintain positive momentum.
- Proficient with Microsoft Office Suite, Salesforce, and SQL.

## EXPERIENCE

### TIME MANAGEMENT CONSULTANT/PROJECT MANAGER III - ULTIMATE SOFTWARE/UKG, REMOTE OFFICE

January 2019–Present

- Managed and implemented new Workforce Management implementation and change request projects.
- Engaged resources from several functional departments to complete scoped objectives and produce deliverables.
- Trained and mentored internal and external stakeholders on processes and best practices.
- Coordinated communication with project stakeholders using meetings, status reports and project documents to maintain engagement and ensure scope, cost, and schedule requirements are maintained.
- Quickly identify and document project risks and prepare risk response plans to quickly address those risks if they occur.
- Build strong personal connections to client executives and functional team members to create a trusted consultative relationship.

### HCM SERVICE CONSULTANT II/IMPLEMENTATION CONSULTANT II/PROJECT LEAD (ENTERPRISE ACCOUNTS) - ADP, JACKSONVILLE, FLORIDA

June 2012–January 2019

- Managed and implemented new Time & Attendance implementation and change request projects, specializing in Attendance, Accruals and Interface requests.
- Engaged resources from several functional departments to complete scoped objectives and produce deliverables.
- Trained and mentored internal and external stakeholders on processes and best practices.
- Coordinated communication with project stakeholders using meetings, status reports and project documents to maintain engagement and ensure scope, cost, and schedule requirements are maintained.
- Quickly identify and document project risks and prepare risk response plans to quickly address those risks if they occur.
- Build strong personal connections to client executives and functional team members to create a trusted consultative relationship.
- Produced over 275% of expected productivity and revenue generated in my final fiscal year in the position (average output was \$160,000-170,000, my 12-month total was \$468,400).

## EDUCATION

**Associates of Arts** (in progress, 2021) - FSCJ – Jacksonville, FL

- Enrolled at FSCJ for AA, completion expected May 2021

**Project Management Professional (PMP) Certification** (October 2020) - PMI – Newton Square, PA

- PMP Number 2809327



# Paul French

**Education:** De Sales High School Louisville KY. 1961 to 1964  
Machinist Apprentice Louisville & Nashville Railroad 1966 to 1971  
Fuel and Electric repairman Kentucky National Guard 1967  
Tele type Team chief Training Kentucky National Guard 1968  
University Michigan Ann Arbor MI. Effective Managerial Coaching 1991  
Lincoln Welding School Cleveland OH Supervisor welding training 1994  
Leadership Training by GE University New Hampshire 1995  
Hazmat Railroad Emergency Response Pueblo CO 1995  
AC Locomotive systems training Cincinnati Technical College 1995  
Fred Pryor Assertive Communication Skills 2000  
Fred Pryor How to Supervise People 2001  
Fred Pryor Meet Deadlines and Achieve Objects 2001  
Fred Pryor How to Manage Multiple Projects 2001  
Fred Pryor Business Writing for Results 2002  
Green Belt 6 Sigma Training 2003  
Black Belt 6 Sigma Training 2005 to 2006



**Employment before CSX:** please list previous employment

**Grade Lane Auto Parts Louisville KY**  
**Lee Cook Elevator Louisville KY**

Wrecker Driver, Mechanic, Race Car Driver  
Machine Operator

**1965 to 1971**      **Kentucky National Guard**

**Chronology of CSX Employment:** please list all positions held with CSX, including title and location

<b>1966 to 1970</b>	Apprentice Machinist, Louisville & Nashville Railroad, Louisville KY
<b>1971 to 1971</b>	Machinist, Louisville & Nashville Railroad, Louisville KY
<b>1972 to 1976</b>	Relief Supervisor, Louisville & Nashville Railroad, Louisville KY
<b>1977 to 1977</b>	Departmental Supervisor, Louisville & Nashville Railroad, Louisville KY
<b>1978 to 1979</b>	Assistant Director Train Operations, Louisville & Nashville Railroad, Louisville KY
<b>1980 to 1982</b>	Assistant Manager Locomotive Operations, Family Lines, Seaboard Railroads Jacksonville FL
<b>1983 to 1984</b>	Manager Locomotive Scheduling and Quality Control, Seaboard Railroad, Jacksonville FL
<b>1985 to 1986</b>	Manager Locomotive Operations, CSX Transportation, Jacksonville FL
<b>1987 to 1988</b>	Manager Locomotive Operations and Data Control, CSX Transportation, Jacksonville FL
<b>1988 to 1990</b>	Manager Locomotive Maintenance, CSX Transportation, Jacksonville FL
<b>1990 to 1991</b>	Senior General Foreman, CSX Transportation, Corbin KY
<b>1992 to 1994</b>	General Mechanical Inspector, CSX Transportation, Mobile AL
<b>1993 to 1993</b>	Production Manager, CSX Transportation, Huntington WV
<b>1994 to 1994</b>	Plant Manager, CSX Transportation, Nashville TN
<b>1995 to 1999</b>	General Mechanical Inspector, CSX Transportation, Richmond VA
<b>2000 to 2003</b>	Assistant Regional Mechanical Officer Midwest, CSX Transportation, Louisville KY
<b>2004 to 2004</b>	General Mechanical Inspector, CSX Transportation, Louisville KY
<b>2005 to 2006</b>	Process Excellence (Black Belt) CSX Transportation, Jacksonville FL
<b>2006 to 2007</b>	Manager Mechanical Operations, CSX Transportation, Jacksonville FL

**Business and Professional Affiliations:** List any professional affiliations and positions held.

<b>2014</b>	<b>Chairmen Murabella HOA fining committee</b>
<b>2015</b>	<b>Treasurer Murabella HOA Board</b>
<b>2020</b>	<b>Member Murabella HOA ACC</b>

Paul French  
2273 Cascadia CT  
St Augustine FL 32092  
Phone 904-940-5283

*C.*



**RESOLUTION 2021-01**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
TURNBULL CREEK COMMUNITY DEVELOPMENT  
DISTRICT**

**WHEREAS**, the Board of Supervisors of the Turnbull Creek Community Development District at a regular business meeting held on January 12, 2021 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Ernesto Torres</u>	Secretary
<u>Ernesto Torres</u>	Treasurer
<u>James Perry</u>	Assistant Treasurer
<u>Patti Powers</u>	
<u>James Perry</u>	Assistant Secretary(s)
<u>James Oliver</u>	
<u>Daniel Laughlin</u>	
_____	
_____	
_____	

**PASSED AND ADOPTED THIS 12<sup>TH</sup> DAY OF JANUARY, 2021.**

\_\_\_\_\_  
Chairperson / Vice Chairperson

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

## *SIXTH ORDER OF BUSINESS*

*C.*

*1.*

# ***Turnbull Creek Community Development District***

**9655 Florida Mining Blvd., Bldg. 300, Suite 305, Jacksonville, Florida 32257**

## **Memorandum**

**Date:** January 12, 2021  
**To:** Turnbull Board of Supervisors  
Ernesto Torres, Richard Whetsel  
**From:** Jerry Lambert, Operations Manager  
Erick Hutchison, Amenity Manager  
**Re:** Turnbull Creek CDD  
**Monthly Murabella Operations Report**

**The following is a summary of activities related to the RMS operations of the Turnbull Creek Community Development District.**

### **Site Field Manager: Jerry Lambert**

1. Property maintenance, janitorial, trash cans bags, trash pickup on all roads and common areas and athletic fields, dog pots & mail kiosks & playground areas.
2. Daily pool maintenance: chemicals & vacuuming, timer changed & ADA lift chairs maintenance.
3. Follow through with resident concerns in regard to property issues, (Ant hills, irrigation breaks, pond bank erosion issues, pond algae and tree issues, etc.)
4. Meeting with Duval (Mike Johnson) in regard to landscaping issues and updates.
5. Communications with Josh Boucher (Duval) with irrigation leaks as they occurred for repairs.
6. Communication with Chris Railing (Future Horizons) for lake work and monthly reports.
7. Daily auditing of Duval Landscaping.
8. Installed (3) new manual marquee community information boards to replace old ones.
9. Installed 3 new LED lights in Pescara lot and replaced 5 bad lamps in parking lots
10. Power washed, 3 mail kiosk's, pool bridge, pool structure and sidewalk at San Giacomo entrance.
11. Installed (12) LED lights on tennis courts
12. Follow up with process of resurfacing the 2 tennis courts, replace old windscreens and nets
13. Scheduled Spanish roof tiles to be power washed on amenity building, slide tower, 3 mail kiosk's, 3 shelter structures and tiles at all entrances.

14. Drinking fountain at amenity playground (removed due to rust and safety) replace?

15. Approvals needed for the following items

- A. Pond fountain replacement at Amenity Center (board approval?) see proposal #2328 (Future Horizons, #EC13002583 (Adelco Electric Inc), **Total \$5,706.60**
- B. Pond #2 (on Positano Ave) aeration system (board approval?) see proposals #2422 (Future Horizons & #EC13002583 (Adelco Electric Inc.); # St Augustine Direction Boring; #8566 Duval **Total \$ 17,304.44**
- C. Entrances / Bridge light fixture replacement (board approval?) see proposals # Stewart Lighting & #EC13002583 (Adelco Electric Inc) **Total \$7,158.00**
- D. Grind 15 stumps along berms on walking paths (board approval?) see Duval proposal # 10543 **Total \$1,950.00**
- E. Irrigation Repairs and additional heads (board approvals) see (3) proposals #10461, #10462 & #10463 **Total \$4,750**

#### **Amenity Manager: Erick Hutchison**

- All rentals and amenities are fully operational and running smoothly
- All high touched surfaces are being sanitized daily
- Gift of Dance has asked to use MuraBellas Social Room for another season
- Amenity basketball is requesting approval to startup a league at Murabella
- All holiday decorations are being stored at CubeSmart storage

#### **Other Ongoing Projects: Site**

●

Should you have any questions or comments regarding the above information, please feel free to contact me at (248) 807-2763 or Rich at (904) 759-8923.

2.

# Riverside Management Services

9655 Florida Mining Blvd, Bldg. 300, Suite 305, Jacksonville, FL 32257



## Murabella

### Field Operations Manager Report

Date: 1/12/2021 Submitted by Jerry Lambert







- Replaced 12 old ballast sodium light fixtures on tennis courts with new LED light fixtures







- Power washing community structures



- Installed 3 new community boards

3.

# ADELCO ELECTRIC, INC.

EC13002583

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(904) 759-6408  
PO Box # 309  
Middleburg, FL 32050

Email [adelcoelectric@comcast.net](mailto:adelcoelectric@comcast.net)

Jerry Lambert  
Riverside Management  
Murrabella

---

We propose to install the electrical installation with the following features.

- Remove and install twelve owner provided fixtures.

All work is to be completed in a workmanlike manner in accordance to standard practices. Any alteration or deviation from the above specifications involving extra labor or material cost will be executed only upon signed written change order and will become part of this agreement and an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, acts of God or other delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

We hereby propose to furnish labor and materials complete in accordance with the plan specifications, not to exceed the sum of: \$1,200.00  
WITH PAYMENTS TO BE MADE AS FOLLOWS:

100% upon completion.

NOTE: If this proposal is not accepted within fifteen days, we may withdraw this proposal.

**Payments are expected to be received within five days from date of each invoice.**

If payments are not received within five days outstanding balance will be subject to interest charge @ 5 1/2 % per month.

\*\*\*\*\*Authorized Signature\*\*\*\*\*

---

**Adelco Electric Inc.  
Chris Cook  
Vice President**

#### ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. If payments are not paid as outlined above said payments will draw 5 1/2% interest from due date, per month. If mechanic's lien and/or suit are instituted for collection, the undersigned will be responsible for all cost and/or attorney's fees.

Date accepted \_\_\_\_\_

Signature \_\_\_\_\_

Home &amp; Kitchen ▾ Enter keyword or product number

essentials »

Deliver to Turnbull  
Elkton 32033

Departments

Buy Again

EN

Hello, Jerry  
Account for Turnbull Creek

Lists

Try  
Business Prime

2

Amazon Home

Shop by Room

Furniture

Home Décor

Kitchen &amp; Dining

Bed &amp; Bath

Garden &amp; Outdoor

Lighting

Storage &amp; Organization

Home

Shop the Home Holiday Guide

Home

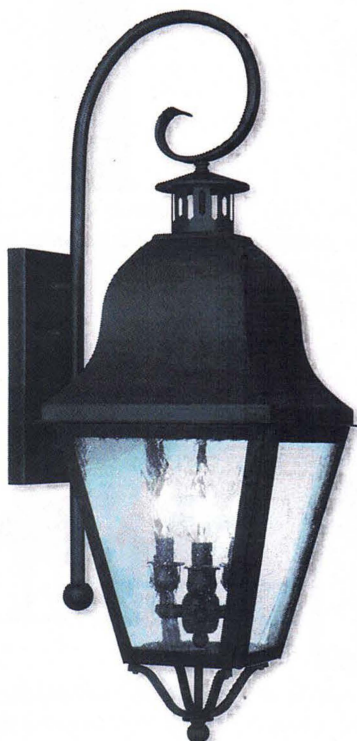
Kitchen

Holiday Décor

Explore now »



Tools &amp; Home Improvement › Lighting &amp; Ceiling Fans › Outdoor Lighting › Porch &amp; Patio Lights › Wall Lights



Roll over image to zoom in



## Black 3-Light Outdoor Wall Lantern Traditional

Brand: Unknown

Price: **\$839.99** & **FREE Shipping**Get \$100 off: Pay \$739.99 upon approval for the **Amazon Business Card**. Terms apply.

Color Black

Brand Unknown

Material Mix

Style Traditional

Number 3  
of Lights

### About this item

- Black 3-light Outdoor Wall Lantern Traditional
- Lantern takes three 60-watt bulbs. Candelabra, incandescent light bulb type. Wall lighting. ETL- and UTL-listed to guarantee safety. Made of brass, with traditional black color. For outdoor use. Hardwired switch type. Traditional lighting style. Design/Look : Traditional. Switch type : Hardwired. Bulb wattage : 60 to 100 Watts. Color : Black. Product Size: 10.5 inches wide x 32 inches high x 13
- 10.5 inches wide x 32 inches high x 13.5-inch extension.

[Report incorrect product information.](#)[Share](#)**\$839.99**& **FREE Shipping**Arrives: **Dec 24 - Jan 4****May arrive after Christmas.**

Need a gift sooner? Send an Amazon Gift Card instantly by email or SMS.

**In stock.**

Usually ships within 4 to 5 days.

Qty: [Buying in bulk?](#)[Add to Cart](#) **Secure transaction**Ships from Greener Trails  
Sold by [Greener Trails](#)[Deliver to Jerry - Elkton 32033](#)[Add to List](#)

Have one to sell?

[Sell on Amazon](#)

Customers also viewed these products

Page 1 of 9



Home &amp; Kitchen ▾ light fixture outdoor

Save with

Deliver to Turnbull  
Elkton 32033

Departments

Buy Again

EN

Hello, Jerry  
Account for Turnbull Creek

Lists

Try  
Business Prime

1

Amazon Home

Shop by Room

Furniture

Home Décor

Kitchen &amp; Dining

Bed &amp; Bath

Garden &amp; Outdoor

Lighting

Storage &amp; Organization

Home

Shop the Home Holiday Guide

Home

Kitchen

Holiday Décor

Explore now



◀ Back to results



Click image to open expanded view



## Carl Artbay E27 Outdoor Wall Light Mains Powered Waterproof Wired Garden Lights Wall Mounted Aluminum Fixture LED Security Sconce Classical Style External Wall Lighting for Hallway Fence Door

[Visit the Carl Artbay Store](#)Price: **\$721.12** & **FREE Shipping**Get \$100 off: Pay \$621.12 upon  
approval for the **Amazon Business  
Card**. Terms apply.**Brand** Carl Artbay**Material** Glass**Style** Antique**Item** 3000 Grams**Weight****Voltage** 240 Volts

### About this item

- ♪ Classical Vintage Style outdoor wall light, aluminum body with transparent glass lampshade, safe and durable suction cup, not easy to rust
- ♪ Waterproof Wired outdoor garden lights, improve the safety performance of the lamp, prevent corrosion of the wire into the water, prevent short circuit, safety and quality rest assured
- ♪ Input Voltage, 111V~240V
- ♪ 1\*E27 Bulb Is Required, (NOT Supplied)
- ♪ Vintage Outdoor Wall Light, Suitable for Gardens, On Walls, Fence, Stairs, Path, Pathway, Door, Driveway, balcony

Share

**\$721.12**& **FREE Shipping**

Arrives: Jan 28 - Feb 19

**Arrives after Christmas. Need a gift sooner?** Send an Amazon Gift Card instantly by [email](#) or [SMS](#).

**Only 20 left in stock - order soon.**

Qty: [Buying in bulk?](#)[Add to Cart](#)

Secure transaction

**Ships from** Carl Artbay Lighting  
**Sold by** Carl Artbay Lighting

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Elkton 32033

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Roll over image to zoom in



## House 3-Light Black Outdoor Wall Lantern Traditional

Brand: Unknown

Price: **\$348.99** & **FREE Shipping**Get \$100 off: Pay \$248.99 upon approval for the [Amazon Business Card](#). Terms apply.

Color Black

Brand Unknown

Material Mix

Style Traditional

Number 3  
of Lights

### About this item

- House 3-light Black Outdoor Wall Lantern Traditional
- Number of Light: 3 Lights. Light Bulb Type: Incandescent, Candelabra. Bulb Wattage: 60 W. Lighting Type: Wall Lighting. ProductUL Listed. Material: Aluminum, Glass. Light Direction: Multi-directional. Assembly: Assembly Required. Setting: Outdoor. Switch Type: Hardwired. Lighting Design/Look: Traditional. Exact Color: Black. Finish: Black Finish. Color: Black. Design/Look : Traditional. Finish : Black. Shade material : Glass. Switch type : Hardwired. Assembly : Assembly Required
- Product Size : 36x11x13.5. Bulb wattage : 60 to 100 Watts. Light direction : Multi-directional.

[Report incorrect product information.](#)[Share](#)**\$348.99**& **FREE Shipping**Arrives: **Dec 24 - Jan 4****May arrive after Christmas.****Need a gift sooner?** Send an Amazon Gift Card instantly by email or SMS.**In stock.**

Usually ships within 4 to 5 days.

Qty: [Buying in bulk?](#)[Add to Cart](#) [Secure transaction](#)Ships from [Greener Trails](#)  
Sold by [Greener Trails](#)[Deliver to Jerry - Elkton 32033](#)[Add to List](#)

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11111-50 San Jose Blvd  
Jacksonville, FL 32223



904-880-8499  
Fax: 994-551-3187



stewartlighting.com



info@stewartlighting.com

## TURNBULL CREEK CDD EXTERIOR LIGHTS OPTIO

~~\$7,480.00~~ - 15%  
Total = **\$6,358**

**General Sales**  
Consultant

**RIVERSIDE MANAGEMENT**  
Name

**904.288.7667**  
Phone

**jlambert@rmsnf.com**  
Email

**12/03/2020**  
Date Started

**12/04/2020**  
Date Printed

**3**  
Number of Items

**16**  
Total Quantity

Comments: 12/3/20 - NITA DONIVAN



### Four Light Wall Mount

**\$4,960.00**

(\$620.00 each)

Item ID: 272686  
Finish: **Black**

12.50"W x 32.00"H  
# of Bulbs: **4**  
Max Watts: **40.00 W**  
Bulb Type: **Candelabra**

Price: **\$620.00**  
Qty: **8**

Notes

Ins.



### Four Light Post Top/ Pier Mount

**\$2,240.00**

(\$560.00 each)

Item ID: 272685  
Finish: **Black**

12.50"W x 30.00"H x 12.50"L  
# of Bulbs: **4**  
Max Watts: **40.00 W**  
Bulb Type: **Candelabra**

Price: **\$560.00**  
Qty: **4**

Notes

Ins.



### Pier Mount

**\$280.00**

(\$70.00 each)

Item ID: 919156  
Finish: **Black**

7.00"W x 3.50"H x 7.00"L

Price: **\$70.00**  
Qty: **4**

Notes

Ins.

4.

Company	Scope of Work	Cost
Future Horizons / Chris Railing	Install System 5 Diffused air system	\$8,349.44
St Augustine Directional Boring / Tim Cohn	Directional bore 50' under road and sidewalk	\$4,970.00
Adelco Electric / Jeff Cook	Power from mail kiosk to pond bank for secondary panel & meter	\$2,385.00
Duval Landscaping / Mike Johnson	Trench 210', install 1" PVC pipe, bury after installation	<u>\$1,600.00</u>
Total =		<b>\$17,304.44</b>

**Note: I have hard quotes for these figures**

**Future Horizons, Inc.**

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

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

**QUOTATION**

Quote Number: 2422  
Quote Date: Nov 23, 2020  
Page: 1

**Quoted To:**

Tumbull Creek CDD  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32145

Customer ID	Good Thru	Payment Terms	Sales Rep
Tumbull01	12/23/20	Net 45 Days	Kenney01

Quantity	Item	Description	Unit Price	Amount
1.00	Kasco 8400JF	2hp 240v Display Aerator with black 3-section float, 150' power cord, C-85 control box, 3x50' black moor ropes and top and bottom screens	3,837.22	3,837.22
1.00	Kasco LED3C11	Three Fixture Light Kit with industrial grade composite plastic material by Kasco Marine with 150' of underwater cable	719.38	719.38
1.00	Aerator Service	Installation and Labor Option # 2  This option/quote is to replace the existing 2hp 3 phase fountain with a new 2hp 1 phase fountain. The existing fountain is testing bad and showing that there is a short in the motor.  Unit comes with a Three Year Warranty, Lights come with a One Year Warranty.	450.00	450.00
Subtotal				5,006.60
Sales Tax				
Freight				200.00
<b>TOTAL</b>				<b>5,206.60</b>

# ADELCO ELECTRIC, INC.

EC13002583

---

(904) 759-6408  
PO Box # 309  
Middleburg, FL 32050

Email [adelcoelectric@comcast.net](mailto:adelcoelectric@comcast.net)

Jerry Lambert  
Riverside Management  
Murrabella

---

We propose to install the electrical installation with the following features.

- Install owner provided pond fountain controller.

All work is to be completed in a workmanlike manner in accordance to standard practices. Any alteration or deviation from the above specifications involving extra labor or material cost will be executed only upon signed written change order and will become part of this agreement and an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, acts of God or other delays beyond our control. Owner to carry fire, tornado and other necessary insurance.



We hereby propose to furnish labor and materials complete in accordance with the plan specifications, not to exceed the sum of: \$500.00  
WITH PAYMENTS TO BE MADE AS FOLLOWS:

100% upon completion.

NOTE: If this proposal is not accepted within fifteen days, we may withdraw this proposal.

**Payments are expected to be received within five days from date of each invoice.**

If payments are not received within five days outstanding balance will be subject to interest charge @ 5 1/2 % per month.

\*\*\*\*\*Authorized Signature\*\*\*\*\*

---

**Adelco Electric Inc.  
Chris Cook  
Vice President**

#### ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. If payments are not paid as outlined above said payments will draw 5 1/2% interest from due date, per month. If mechanic's lien and/or suit are instituted for collection, the undersigned will be responsible for all cost and/or attorney's fees.

Date accepted \_\_\_\_\_

Signature \_\_\_\_\_

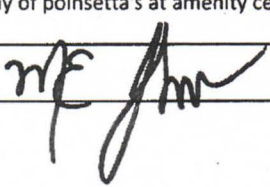
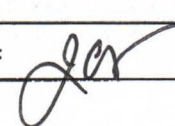
5.

# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: <b>11/02/20</b>
<b>1.0 Maintenance</b>		Page 1 of 2
<b>Non-Growing Season Only (November 1 - March 31st)</b>		
<b>1.1 Mowing (by Friday of each week) 3 days / week</b>	Comments	
All Turf & Pond Areas	Note below all areas or ponds not mowed per schedule with reason	
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas Amenity Ponds # 1- 5	✓	
Tuesday- Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	✓	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	✓	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	✓	
Friday - Outer berms off of SR16 & Pacetti Rd	✓	
<b>1.2 String Trimming</b>	Comments	
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, trees & shrubs.	✓	
<b>1.3 Edging</b>	Comments	
All hardscape and paved trails at each mowing cycle	✓	
<b>1.4 Blowing</b>	Comments	
All hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	✓	
<b>1.5 Weed Control</b>	Comments	
Weeding of plant beds, all natural areas and berms	✓	
Pre & Post emergents applied at appropriate times		
<b>1.6 Pruning</b>	Comments	
Shrubs, vines and ornamental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas.	✓	Trees were lifted off decorative grasses.
Trees (crape Myrtles) shall be pruned when dormant (winter)		
Palms trimming shall be done one time per year (June-July)		
<b>1.7 Berms</b>	Comments	
Berms to be cleaned, weeded and manicured, grasses trimmed once a year at the same time pine straw is put down (Yearly)	✓	
Weeds to be removed / treated year round as needed		
<b>2.0 Pesticide Application</b>		
<b>2.1 Turf Pest Control</b>	Comments	
Turf inspected weekly and spot treated (As Needed)	✓	
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical	✓	Pacetti Rd, Verona Way and Soccer fields treated
Top Choice granular insecticide blanket application for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda grasses		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed	✓	Walking paths and roadways were treated.
<b>2.2 Shrub &amp; Tree Pest Control</b>	Comments	Page 2 of 2



## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly	✓	
<b>3.0 Fertilization</b>	X X X X X X X X X X X X X X X X	
<b>3.1 Turf Areas</b>		Comments
All lawn areas ( entries, amenity center & mail kiosks are fertilized with grannular slow release fertilizers)	✓	
To be completed in 4 rounds (March, May, September & November)		
<b>3.2 Shrubs &amp; Trees</b>		Comments
Shrubs / trees to be fertilized twice a year with grannular slow release nitrogen source in 2 rounds (March & September)	✓	
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles		
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>	X X X X X X X X X X X X X X X X	
<b>Bi-Weekly Inspections (26 per year)</b>		Comments
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report	✓	
Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to be completed within 24 hours of notification.		
Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.		
<b>5.0 Mulching</b>		Comments
All amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth	✓	Touched up mulch at entrances
Pine straw to be applied to all berms areas twice a year (March & September) 3" depth	✓	Spot treated where needed.
<b>6.0 Seasonal Color</b>		Comments
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)		
Areas of seasonal color are:		
SR16 / San Giacomo entrance (420 plants per installion)		
Pacetti Rd / Terrancina Dr ( 85 plants per installation)		
Main entrance at Pacetti Rd ( 215 plants per installation)		
Amenity center beds and roundabout ( 612 plants per installation)		
Christmas color display of poinsetta's at amenity center entrance at the holidays		
Signature (Duval): 		Signature (Operations Manager): 

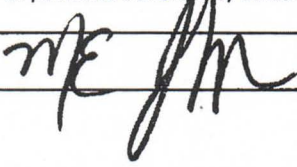
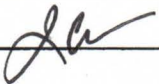
## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: 11/09/20
1.0 Maintenance		Page 1 of 2
Non-Growing Season Only (November 1 - March 31st)		
1.1 Mowing (by Friday of each week) 3 days / week	Comments	
All Turf & Pond Areas	Note below all areas or ponds not mowed per schedule with reason	
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas Amenity Ponds # 1- 5	✓	
Tuesday Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	✓	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	✓	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	✓	
Friday - Outer berms off od SR16 & Pacetti Rd	✓	
1.2 String Trimming	Comments	
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, tress & shrubs.	✓	
1.3 Edging	Comments	
All hardscape and paved trails at each mowing cycle	✓	
1.4 Blowing	Comments	
All hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	✓	
1.5 Weed Control	Comments	
Weeding of plant beds, all natural areas and berms Pre & Post emergents applied at appropriate times	✓	
1.6 Pruning	Comments	
Shrubs,vines and orimental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas.	✓	
Trees (crape Myrtles) shall be pruned when dormant (winter)	✗	
Palms trimming shall be done one time per year (June-July)	✗	
1.7 Berms	Comments	
Berms to be cleaned, weeded and manicured, grasses trimmed once a year at the same time pine straw is put down (Yearly)	✓	A lot of limbs down from all the wind lately.
Weeds to be removed / treated year round as needed	✓	
2.0 Pesticide Application		
2.1 Turf Pest Control	Comments	
Turf inspected weekly and spot treated (As Needed)		
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical	✓	Stems Application for mole crickets on Pacetti and Verona Rds.
Top Choice grannular insecticide blanket appplication for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda grasses		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed	✓	mounds treated with Ant bait
2.2 Shrub & Tree Pest Control	Comments	

Page 2 of 2



# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly	✓	
<b>3.0 Fertilization</b>	X X X X X X X X X X X X X X X X	
<b>3.1 Turf Areas</b>		Comments
All lawn areas ( entries, amenity center & mail kiosks are fertilized with grannular slow release fertilizers To be completed in 4 rounds (March, May, September & November)		
<b>3.2 Shrubs &amp; Trees</b>		Comments
Shrubs / trees to be fertilized twice a year with grannular slow release nitrogen source in 2 rounds (March & September)		
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles		
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>	X X X X X X X X X X X X X X X X	
<b>Bi-Weekly Inspections (26 per year)</b>		Comments
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report  Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to be completed within 24 hours of notification.  Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.	✓	
<b>5.0 Mulching</b>		Comments
All amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth	✓	Trees around walking paths at Pescara and San Marino.
Pine straw to be applied to all berms areas twice a year (March & September) 3" depth	✓	16 entrance strawed as well as berms around soccer fields
<b>6.0 Seasonal Color</b>		Comments
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)		
Areas of seasonal color are:		
SR16 / San Giacomo entrance (420 plants per installion)		
Pacetti Rd / Terrancina Dr ( 85 plants per installation)		
Main entrance at Pacetti Rd ( 215 plants per installation)		
Amenity center beds and roundabout ( 612 plants per installation)		
Christmas color display of poinsetta's at amenity center entrance at the holidays		
Signature (Duval): 		Signature (Operations Manager) : 



## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: 11/16/20
1.0 Maintenance		Page 1 of 2
Non-Growing Season Only (November 1 - March 31st)		
1.1 Mowing (by Friday of each week) 3 days / week		Comments
All Turf & Pond Areas		Note below all areas or ponds not mowed per schedule with reason
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas Amenity Ponds # 1- 5	✓	
Tuesday- Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	✓	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	✓	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	✓	
Friday - Outer berms off of SR16 & Pacetti Rd	✓	
1.2 String Trimming		Comments
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, trees & shrubs.	✓	
1.3 Edging		Comments
All hardscape and paved trails at each mowing cycle	✓	
1.4 Blowing		Comments
All hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	✓	
1.5 Weed Control		Comments
Weeding of plant beds, all natural areas and berms Pre & Post emergents applied at appropriate times	✓	Berms sprayed before pine straw installed.
1.6 Pruning		Comments
Shrubs, vines and ornamental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas.	✓	
Trees (crape Myrtles) shall be pruned when dormant (winter)		
Palms trimming shall be done one time per year (June-July)		
1.7 Berms		Comments
Berms to be cleaned, weeded and manicured, grasses trimmed once a year at the same time pine straw is put down (Yearly)	✓	Pine straw installed in remainder of Berms throughout Community
Weeds to be removed / treated year round as needed	✓	
2.0 Pesticide Application		
2.1 Turf Pest Control		Comments
Turf inspected weekly and spot treated (As Needed)	✓	
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical	✓	3rd treatment for mole crickets and 20-20-20 Ferti Applied.
Top Choice granular insecticide blanket application for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda grasses		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed	✓	Fire Ants treated w/ Ant bait.
2.2 Shrub & Tree Pest Control		Comments

Page 2 of 2



## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

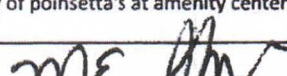
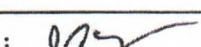
Shrubs & Trees Pest Control inspected bi-weekly	✓	
<b>3.0 Fertilization</b>	X	X
<b>3.1 Turf Areas</b>		Comments
All lawn areas ( entries, amenity center & mail kiosks are fertilized with grannular slow release fertilizers	✓	All winter bermuda grass treated with community.
To be completed in 4 rounds (March, May, September & November)		
<b>3.2 Shrubs &amp; Trees</b>		Comments
Shrubs / trees to be fertilized twice a year with grannular slow release nitrogen source in 2 rounds (March & September)		
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles		
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>	X	X
<b>Bi-Weekly Inspections (26 per year)</b>		Comments
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report	✓	
Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to to completed within 24 hours of notification.		
Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.		
<b>5.0 Mulching</b>		Comments
All amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth	✓	All remainder tree rings were mulched as well as light areas.
Pine straw to be applied to all berms areas twice a year (March & September) 3" depth	✓	Berms were pine strawed.
<b>6.0 Seasonal Color</b>		Comments
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)		
Areas of seasonal color are:		
SR16 / San Giacomo entrance (420 plants per installion)		
Pacetti Rd / Terrancina Dr ( 85 plants per installation)		
Main entrance at Pacetti Rd ( 215 plants per installation)		
Amenity center beds and roundabout ( 612 plants per installation)		
Christmas color display of poinsetta's at amenity center entrance at the holidays		
Signature (Duval): <i>ME</i>		Signature (Operations Manager): <i>John Samuels</i>



# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: 11/23/20
<b>1.0 Maintenance</b>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div>	Page 1 of 2
<b>Non-Growing Season Only (November 1 - March 31st)</b>		
<b>1.1 Mowing (by Friday of each week) 3 days / week</b>	Comments	
All Turf & Pond Areas	Note below all areas or ponds not mowed per schedule with reason	
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas Amenity Ponds # 1- 5	✓	<div style="font-size: 2em; margin: 0;"> </div>
Tuesday: Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	✓	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	✓	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,		
Friday - Outer berms off of SR16 & Pacetti Rd		
<b>1.2 String Trimming</b>	Comments	
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, trees & shrubs.	✓	
<b>1.3 Edging</b>	Comments	
All hardscape and paved trails at each mowing cycle	✓	
<b>1.4 Blowing</b>	Comments	
All hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	✓	
<b>1.5 Weed Control</b>	Comments	
Weeding of plant beds, all natural areas and berms	✓	
Pre & Post emergents applied at appropriate times		
<b>1.6 Pruning</b>	Comments	
Shrubs, vines and ornamental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas	✓	
Trees (crape Myrtles) shall be pruned when dormant (winter)		
Palms trimming shall be done one time per year (June-July)	✓	
<b>1.7 Berms</b>	Comments	
Berms to be cleaned, weeded and manicured, grasses trimmed once a year at the same time pine straw is put down (Yearly)	✓	
Weeds to be removed / treated year round as needed	✓	
<b>2.0 Pesticide Application</b>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px);"></div>	
<b>2.1 Turf Pest Control</b>	Comments	
Turf inspected weekly and spot treated (As Needed)	✓	
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical	✓	
Top Choice granular insecticide blanket application for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda grasses		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed	✓	
<b>2.2 Shrub &amp; Tree Pest Control</b>	Comments	

## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly	✓	
<b>3.0 Fertilization</b>		
<b>3.1 Turf Areas</b>		<b>Comments</b>
All lawn areas ( entries, amenity center & mail kiosks are fertilized with grannular slow release fertilizers	✓	
To be completed in 4 rounds (March, May, September & November)		
<b>3.2 Shrubs &amp; Trees</b>		<b>Comments</b>
Shrubs / trees to be fertilized twice a year with grannular slow release nitrogen source in 2 rounds (March & September)	✓	
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles	✓	
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>		
<b>Bi-Weekly Inspections (26 per year)</b>		<b>Comments</b>
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report	✓	
Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to to completed within 24 hours of notification.		
Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.		
<b>5.0 Mulching</b>		<b>Comments</b>
All amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth	✓	
Pine straw to be applied to all berms areas twice a year (March & September) 3" depth	✓	
<b>6.0 Seasonal Color</b>		<b>Comments</b>
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)		
Areas of seasonal color are:		
SR16 / San Giacomo entrance (420 plants per installion)		
Pacetti Rd / Terrancina Dr ( 85 plants per installation)		
Main entrance at Pacetti Rd ( 215 plants per installation)		
Amenity center beds and roundabout ( 612 plants per installation)		
Christmas color display of poinsetta's at amenity center entrance at the holidays	✓	
Signature (Duval): 		Signature (Operations Manager): 



## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: 11/30/20
1.0 Maintenance		Page 1 of 2
Non-Growing Season Only (November 1 - March 31st)		
1.1 Mowing (by Friday of each week) 3 days / week		Comments
All Turf & Pond Areas		Note below all areas or ponds not mowed per schedule with reason
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas Amenity Ponds # 1- 5	/	We made sure that ALL irrigation boxes were edged around + cleaned off.
Tuesday - Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	/	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	/	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	/	
Friday - Outer berms off of SR16 & Pacetti Rd	/	
1.2 String Trimming		Comments
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, trees & shrubs.	/	
1.3 Edging		Comments
All hardscape and paved trails at each mowing cycle	/	
1.4 Blowing		Comments
All hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	/	
1.5 Weed Control		Comments
Weeding of plant beds, all natural areas and berms	/	
Pre & Post emergents applied at appropriate times		
1.6 Pruning		Comments
Shrubs, vines and ornamental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas.	/	
Trees (crape Myrtles) shall be pruned when dormant (winter)		
Palms trimming shall be done one time per year (June-July)		
1.7 Berms		Comments
Berms to be cleaned, weeded and manicured, grasses trimmed once a year at the same time pine straw is put down (Yearly)	/	
Weeds to be removed / treated year round as needed	/	
2.0 Pesticide Application		
2.1 Turf Pest Control		Comments
Turf inspected weekly and spot treated (As Needed)	/	
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical		
Top Choice granular insecticide blanket application for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda grasses		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed	/	
2.2 Shrub & Tree Pest Control		Comments



# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly	✓	
<b>3.0 Fertilization</b>	X X X X X X X X X X X X X X X X	
<b>3.1 Turf Areas</b>		<b>Comments</b>
All lawn areas ( entries, amenity center & mail kiosks are fertilized with grannular slow release fertilizers To be completed in 4 rounds (March, May, September & November)	✓	
<b>3.2 Shrubs &amp; Trees</b>		<b>Comments</b>
Shrubs / trees to be fertilized twice a year with grannular slow release nitrogen source in 2 rounds (March & September)	✓	
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)	✓	
Seasonal annuals fertilized on 30 day cycles	✓	
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>	X X X X X X X X X X X X X X X X	
<b>Bi-Weekly Inspections (26 per year)</b>		<b>Comments</b>
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report  Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to to completed within 24 hours of notification.  Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.	✓	
<b>5.0 Mulching</b>		<b>Comments</b>
All amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth		
Pine straw to be applied to all berms areas twice a year (March & September) 3" depth		
<b>6.0 Seasonal Color</b>		<b>Comments</b>
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)	•	
Areas of seasonal color are:		
SR16 / San Giacomo entrance (420 plants per installion)	✓	
Pacetti Rd / Terrancina Dr ( 85 plants per installation)	✓	
Main entrance at Pacetti Rd ( 215 plants per installation)	✓	
Amenity center beds and roundabout ( 612 plants per installation)	✓	
Christmas color display of poinsetta's at amenity center entrance at the holidays	✓	
Signature (Duval):		Signature (Operations Manager) :

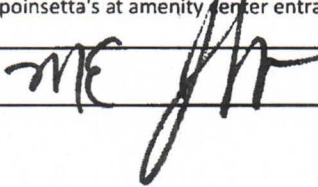
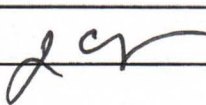
Added 18 Poinsetta's at AMENITY.

# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: 12/7/20
<b>1.0 Maintenance</b>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> <div>Page 1 of 2</div> </div>	
<b>Non-Growing Season Only (November 1 - March 31st)</b>		
<b>1.1 Mowing (by Friday of each week) 3 days / week</b>	Comments	
All Turf & Pond Areas	Note below all areas or ponds not mowed per schedule with reason	
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas Amenity Ponds # 1- 5	/	Trimmed grasses off sidewalks
Tuesday- Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	/	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	/	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	/	
Friday - Outer berms off od SR16 & Pacetti Rd	/	
<b>1.2 String Trimming</b>	Comments	
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, tress & shrubs.	/	
<b>1.3 Edging</b>	Comments	
All hardscape and paved trails at each mowing cycle	/	
<b>1.4 Blowing</b>	Comments	
All hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	/	
<b>1.5 Weed Control</b>	Comments	
Weeding of plant beds, all natural areas and berms	/	
Pre & Post emergents applied at appropriate times		
<b>1.6 Pruning</b>	Comments	
Shrubs, vines and or imental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas.	/	
Trees (crape Myrtles) shall be pruned when dormant (winter)	/	
Palms trimming shall be done one time per year (June-July)	/	
<b>1.7 Berms</b>	Comments	
Berms to be cleaned, weeded and manicured, grasses trimmed once a year at the same time pine straw is put down (Yearly)	/	
Weeds to be removed / treated year round as needed	/	
<b>2.0 Pesticide Application</b>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div> </div>	
<b>2.1 Turf Pest Control</b>	Comments	
Turf inspected weekly and spot treated (As Needed)	/	
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical		
Top Choice grannular insecticide blanket appplication for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda grasses		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed		
<b>2.2 Shrub &amp; Tree Pest Control</b>	Comments	



## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly	✓	
<b>3.0 Fertilization</b>	X X X X X X X X X X X X X X X X	
<b>3.1 Turf Areas</b>		Comments
All lawn areas ( entries, amenity center & mail kiosks are fertilized with grannular slow release fertilizers	✓	
To be completed in 4 rounds (March, May, September & November)		
<b>3.2 Shrubs &amp; Trees</b>		Comments
Shrubs / trees to be fertilized twice a year with grannular slow release nitrogen source in 2 rounds (March & September)	✓	
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles	✓	
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>	X X X X X X X X X X X X X X X X	
<b>Bi-Weekly Inspections (26 per year)</b>		Comments
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report	✓	
Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to to completed within 24 hours of notification.		
Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.		
<b>5.0 Mulching</b>		Comments
All amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth	✓	
Pine straw to be applied to all berms areas twice a year (March & September) 3" depth	✓	
<b>6.0 Seasonal Color</b>		Comments
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)	✓	
Areas of seasonal color are:		
SR16 / San Giacomo entrance (420 plants per installion)	✓	
Pacetti Rd / Terrancina Dr ( 85 plants per installation)	✓	
Main entrance at Pacetti Rd ( 215 plants per installation)	✓	
Amenity center beds and roundabout ( 612 plants per installation)	✓	
Christmas color display of poinsetta's at amenity center entrance at the holidays	- -	- Delivered to clubhouse
Signature (Duval): 		Signature (Operations Manager) : 

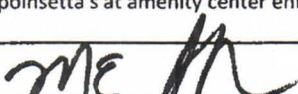
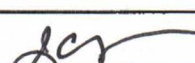
## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: 12/14/20
<b>1.0 Maintenance</b>		Page 1 of 2
<b>Non-Growing Season Only (November 1 - March 31st)</b>		
<b>1.1 Mowing (by Friday of each week) 3 days / week</b>		<b>Comments</b>
All Turf & Pond Areas		<b>Note below all areas or ponds not mowed per schedule with reason</b>
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas Amenity Ponds # 1 - 5	✓	
Tuesday- Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	✓	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	✓	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	✓	
Friday - Outer berms off od SR16 & Pacetti Rd	✓	
<b>1.2 String Trimming</b>		<b>Comments</b>
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, tress & shrubs.	✓	
<b>1.3 Edging</b>		<b>Comments</b>
All hardscape and paved trails at each mowing cycle	✓	
<b>1.4 Blowing</b>		<b>Comments</b>
All hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	✓	
<b>1.5 Weed Control</b>		<b>Comments</b>
Weeding of plant beds, all natural areas and berms	✓	
Pre & Post emergents applied at appropriate times		
<b>1.6 Pruning</b>		<b>Comments</b>
Shrubs, vines and orimantal trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas.	✓	
Trees (crape Myrtles) shall be pruned when dormant (winter)		
Palms trimming shalll be done one time per year (June-July)		
<b>1.7 Berms</b>		<b>Comments</b>
Berms to be cleaned, weeded and manicured, grasses trimmed once a year at the same time pine straw is put down (Yearly)	✓	
Weeds to be removed / treated year round as needed	✓	
<b>2.0 Pesticide Application</b>		
<b>2.1 Turf Pest Control</b>		<b>Comments</b>
Turf inspected weekly and spot treated (As Needed)	✓	
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical		
Top Choice grannular insecticide blanket application for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda grasses		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed		
<b>2.2 Shrub &amp; Tree Pest Control</b>		<b>Comments</b>

Page 2 of 2



## Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly		
<b>3.0 Fertilization</b>		
<b>3.1 Turf Areas</b>		<b>Comments</b>
All lawn areas ( entries, amenity center & mail kiosks are fertilized with grannular slow release fertilizers		
To be completed in 4 rounds (March, May, September & November)		
<b>3.2 Shrubs &amp; Trees</b>		<b>Comments</b>
Shrubs / trees to be fertilized twice a year with grannular slow release nitrogen source in 2 rounds (March & September)		
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles		
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>		
<b>Bi-Weekly Inspections (26 per year)</b>		<b>Comments</b>
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report		
Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to to completed within 24 hours of notification.		
Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.		
<b>5.0 Mulching</b>		<b>Comments</b>
All amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth		
Pine straw to be applied to all berms areas twice a year (March & September) 3" depth		
<b>6.0 Seasonal Color</b>		<b>Comments</b>
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)		
Areas of seasonal color are:		
SR16 / San Giacomo entrance (420 plants per installion)		
Pacetti Rd / Terrancina Dr ( 85 plants per installation)		
Main entrance at Pacetti Rd ( 215 plants per installation)		
Amenity center beds and roundabout ( 612 plants per installation)		
Christmas color display of poinsetta's at amenity center entrance at the holidays		
Signature (Duval): 		Signature (Operations Manager) : 

# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: 12/21/20
<b>1.0 Maintenance</b>	Page 1 of 2	
<b>Non-Growing Season Only (November 1 - March 31st)</b>		
<b>.1 Mowing (by Friday of each week) 3 days / week</b>		
All Turf & Pond Areas	Note below all areas or ponds not mowed per schedule with reason	
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas amenity Ponds # 1 - 5	✓	
Tuesday - Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	✓	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	✓	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	✓	
Friday - Outer berms off of SR16 & Pacetti Rd	✓	
<b>.2 String Trimming</b>	Comments	
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, trees & shrubs.	✓	
<b>.3 Edging</b>	Comments	
Hardscaping and paved trails at each mowing cycle	✓	Remove dirt + mud from runoff on walking trails
<b>.4 Blowing</b>	✓	
Hardscaping areas blown clean, including tennis & basketball courts, streets and parking lots	✓	
<b>.5 Weed Control</b>	Comments	
Feeding of plant beds, all natural areas and berms	✓	
Fertilizer & Post emergents applied at appropriate times	✓	
<b>.6 Pruning</b>	Comments	
Shrubs, vines and ornamental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle traffics.	✓	
Trees (crape Myrtles) shall be pruned when dormant (winter)		
Palms trimming shall be done one time per year (June-July)		
<b>.7 Berms</b>	Comments	
Berms to be cleaned, weeded and manicured, grasses trimmed once year at the same time pine straw is put down (Yearly)	✓	
Grass to be removed / treated year round as needed		
<b>2.0 Pesticide Application</b>		
Comments		
<b>.1 Turf Pest Control</b>	Comments	
Turf inspected weekly and spot treated (As Needed)	✓	
Ant, mole & cricket control can be requested once a year documentation shall be given to owner for proof & chemical		
Top Choice granular insecticide blanket application for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda lawns		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed	✓	Ant bds in fields treated with Ant Bait.
<b>2 Shrub &amp; Tree Pest Control</b>		



# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly	✓	
<b>3.0 Fertilization</b>		
<b>3.1 Turf Areas</b>		Comments
All lawn areas (entrances, amenity center & mail kiosks) are fertilized with granular slow release fertilizers		Fungus treated on Pacetti Rd.
To be completed in 4 rounds (March, May, September & November)		
<b>3.2 Shrubs &amp; Trees</b>		Comments
Shrubs / trees to be fertilized twice a year with granular slow release nitrogen source in 2 rounds (March & September)		
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles		
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>		
<b>Bi-Weekly Inspections (26 per year)</b>	✓	Comments
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report	✓	
Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to be completed within 24 hours of notification.		
Note: Things that fall outside the contract Main water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.		
<b>4.0 Mulching</b>		Comments
Entrance areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth	✓	
Straw to be applied to all berm areas twice a year (March & September) 3" depth	✓	
<b>4.0 Seasonal Color</b>		Comments
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)	✓	
Areas of seasonal color are:		
16 / San Giacomo entrance (420 plants per installation)	✓	
Pacetti Rd / Terracina Dr (85 plants per installation)	✓	
Main entrance at Pacetti Rd (215 plants per installation)	✓	
Amenity center beds and roundabout (612 plants per installation)	✓	
Christmas color display of poinsettias at amenity center entrance at the holidays	✓	
Signature (Duval):		Signature (Operations Manager):

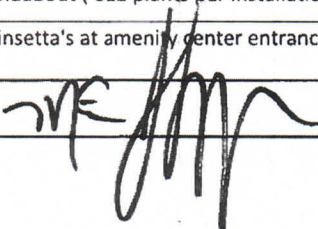
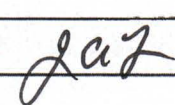
All Annuals Fertilized  
 + weeded control applied

# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Landscape Maintenance Checklist (Duval)		Week Starting: 12/28/20
<b>1.0 Maintenance</b>		Page 1 of 2
<b>Non-Growing Season Only (November 1 - March 31st)</b>		
<b>.1 Mowing (by Friday of each week) 3 days / week</b>	Comments	
All Turf & Pond Areas	Note below all areas or ponds not mowed per schedule with reason	
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas amenity Ponds # 1- 5	✓	
Tuesday- Verona Way, Park & SR16 Entrance / Ponds # 6 ,7, 8, 9, 15 & 16	✓	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	✓	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	✓	
Friday - Outer berms off of SR16 & Pacetti Rd	✓	
<b>.2 String Trimming</b>	Comments	
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, trees & shrubs.	✓	
<b>.3 Edging</b>	Comments	
Edging hardscape and paved trails at each mowing cycle	✓	
<b>.4 Blowing</b>	Comments	
Blowing hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	✓	
<b>.5 Weed Control</b>	Comments	
Weeding of plant beds, all natural areas and berms Pre & Post emergents applied at appropriate times	✓	
<b>.6 Pruning</b>	Comments	
Shrubs, vines and ornamental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas.	✓	
Trees (crape Myrtles) shall be pruned when dormant (winter)		
Limbs trimming shall be done one time per year (June-July)		
<b>.7 Berms</b>	Comments	
Berms to be cleaned, weeded and manicured, grasses trimmed once year at the same time pine straw is put down (Yearly)	✓	
Debris to be removed / treated year round as needed	✓	
<b>2.0 Pesticide Application</b>		
<b>1 Turf Pest Control</b>	Comments	
Turf inspected weekly and spot treated (As Needed)	✓	
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical		
Top Choice granular insecticide blanket application for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda lawns		
Fire ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed		
<b>2 Shrub &amp; Tree Pest Control</b>	Comments	Page 2 of 2



# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly	✓	
<b>3.0 Fertilization</b>	X X	
<b>3.1 Turf Areas</b>		<b>Comments</b>
All lawn areas (entrances, amenity center & mail kiosks) are fertilized with granular slow release fertilizers		
To be completed in 4 rounds (March, May, September & November)		
<b>3.2 Shrubs &amp; Trees</b>		<b>Comments</b>
Shrubs / trees to be fertilized twice a year with granular slow release nitrogen source in 2 rounds (March & September)		
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles		
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>	X X	
<b>Bi-Weekly Inspections (26 per year)</b>	✓	<b>Comments</b>
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report	✓	
Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to be completed within 24 hours of notification.		
Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.		
<b>0 Mulching</b>		<b>Comments</b>
All amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth	✓	
Straw to be applied to all berm areas twice a year (March & September) 3" depth	✓	
<b>0 Seasonal Color</b>		<b>Comments</b>
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)	✓	
Areas of seasonal color are:		
16 / San Giacomo entrance (420 plants per installation)	✓	
Pacetti Rd / Terracina Dr (85 plants per installation)	✓	
Main entrance at Pacetti Rd (215 plants per installation)	✓	
Amenity center beds and roundabout (612 plants per installation)	✓	
Christmas color display of poinsettias at amenity center entrance at the holidays	✓	
Signature (Duval):		Signature (Operations Manager): 

# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

1-4-21

Landscape Maintenance Checklist (Duval)		Week Starting: 1/04/21
1.0 Maintenance		Page 1 of 2
Non-Growing Season Only (November 1 - March 31st)		
.1 Mowing (by Friday of each week) 3 days / week		Comments
All Turf & Pond Areas		Note below all areas or ponds not mowed per schedule with reason
Monday - Soccer Field & Berm Along Pacetti Rd / Clubhouse areas amenity Ponds # 1 - 5	/	
Tuesday - Verona Way, Park & SR16 Entrance / Ponds # 6, 7, 8, 9, 15 & 16	/	
Wednesday - Pescara Fields & playground areas Ponds # 1 - 5	/	
Thursday - Rugusa Field / Pond Banks #10, 11, 12, 13, 14,	/	
Friday - Outer berms off of SR16 & Pacetti Rd	/	
.2 String Trimming		Comments
Trimming around all obstacles at every mowing cycle to include fences on pond side, light poles, trees & shrubs.	/	
.3 Edging		Comments
Hardscape and paved trails at each mowing cycle	/	
.4 Blowing		Comments
Hardscape areas blown clean, including tennis & basketball courts, streets and parking lots	/	
.5 Weed Control		Comments
Feeding of plant beds, all natural areas and berms Pre & Post emergents applied at appropriate times	/	
.6 Pruning		Comments
Shrubs, vines and ornamental trees in common areas and berms to be pruned to maintain their natural shape and maintain appropriate distances between pedestrian and vehicle areas.	/	
Trees (crape Myrtles) shall be pruned when dormant (winter)	/	- Removal of moss in limbs.
Palms trimming shall be done one time per year (June-July)	/	
.7 Berms		Comments
Berms to be cleaned, weeded and manicured, grasses trimmed once year at the same time pine straw is put down (Yearly)	/	
Debris to be removed / treated year round as needed	/	
2.0 Pesticide Application		
.1 Turf Pest Control		Comments
Turf inspected weekly and spot treated (As Needed)	/	
Ant, mole & cricket control can be requested once a year Documentation shall be given to owner for proof & chemical		
Top Choice granular insecticide blanket application for (fire ant control) annually at 3 entrances, amenity center, roadways, bermuda lawns		
Pre ant spot treatments as needed to control mound outbreaks with "other" products (Not Top Choice) as needed		
.2 Shrub & Tree Pest Control		Comments



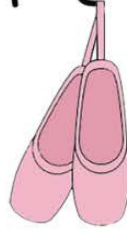
# Murabella / Turnbull Creek CDD / Landscape Irrigation Audit

Shrubs & Trees Pest Control inspected bi-weekly		
<b>3.0 Fertilization</b>	XXXXXXXXXXXXXXXXXXXX	
<b>.1 Turf Areas</b>		<b>Comments</b>
All lawn areas (entrances, amenity center & mail kiosks) are fertilized with granular slow release fertilizers		
To be completed in 4 rounds (March, May, September & November)		
<b>.2 Shrubs &amp; Trees</b>		<b>Comments</b>
Shrubs / trees to be fertilized twice a year with granular slow release nitrogen source in 2 rounds (March & September)		
One application of systemic insecticide and liquid fertilizer made to shrubs and trees (April or May)		
Seasonal annuals fertilized on 30 day cycles		
<b>4.0 Irrigation (All Inclusive Package) Guidelines</b>	XXXXXXXXXXXXXXXXXXXX	
<b>Bi-Weekly Inspections (26 per year)</b>		<b>Comments</b>
All controllers, sprinkler heads, valve boxes, adjustments as needed, watering schedules, submit a written report	✓	
Note: This contract shall include the following at N/C Lateral line repairs, valve repair and replacement as needed, Solenoid replacement, Head replacement, Relocation or adjustments to heads, Wire splices or cut wires, Valve box replacements, Decoder repairs, Battery replacements, Any damage to the landscape due to irrigation related issues like under & over watering These are to be completed within 24 hours of notification.		
Note: Things that fall outside the contract The water source and pump system or respective controls, Mainline repairs 4" pipe, Timer repairs, vandalism.		
<b>0 Mulching</b>		<b>Comments</b>
Amenity areas, roadways and roundabout mulched twice yearly (March & late summer) 2" depth	✓	
Straw to be applied to all berm areas twice a year (March & September) 3" depth	✓	
<b>0 Seasonal Color</b>		<b>Comments</b>
Annuals shall be changed out 4 cycles per year (March, June, August-September, December)	✓	
Areas of seasonal color are:		
16 / San Giacomo entrance (420 plants per installation)	✓	<p>&gt; 5 pots replaced via 1002 Annuals shot</p>
Pacetti Rd / Terrancina Dr (85 plants per installation)	✓	
Main entrance at Pacetti Rd (215 plants per installation)		
Amenity center beds and roundabout (612 plants per installation)		
Christmas color display of poinsettias at amenity center entrance at the holidays		
Signature (Duval):	Signature (Operations Manager):	

*D.*

*1.*

# {the gift of dance}



**Online Registration for  
Spring Now Available...**

**Murabella- Thursdays  
starting January 14th**

**4:30pm- 5:15pm  
Ages 5-8**

**\$60 Per Month  
(Performance attire not  
included)**



**For more information visit:  
[giftofdance.net](http://giftofdance.net)  
[thegiftofdanceclass@gmail.com](mailto:thegiftofdanceclass@gmail.com)  
904-434-5607**

2.





# AMENITY ATHLETICS

## YOUTH BASKETBALL LEAGUE

★ STARTING MARCH 25TH, 2021 ★

Registration opens January 1st at [AmenityAthletics.com](http://AmenityAthletics.com)  
Divisions: 8-10 years old (co-ed) 11-12 years old (co-ed)  
13-14 years old (Girls) 13-14 years old (Boys)

3 VS 3 Half Court - Maximum 6 people per team  
\$95.00 per child: includes jersey, shorts, and trophy  
Practices held at your community court.

Games on THURSDAYS at Bartram Springs/Second location TBA if needed  
3:30 PM - 7:00 PM  
Practices start March 1st  
Opening day March 25th - Closing Day May 13th



*EIGHTH ORDER OF BUSINESS*

*A.*

TURNBULL CREEK  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Turnbull Creek Community Development District was held Tuesday, November 10, 2020 at 6:34 p.m. at the Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida.

Present and constituting a quorum were:

Wil Simmons	Chairman (by telephone)
Chris DelBene	Vice Chairman
Brian J. Wing	Supervisor
Chuck Labanowski	Supervisor
Diana Jordan-Burks	Supervisor

Also Present were:

Ernesto Torres	District Manager
Jennifer Kilinski	District Counsel (by telephone)
Jerry Lambert	Operations Manager (by telephone)
Erick Hutchinson	Amenity Manager (by telephone)
Jason Evert	JMT
Robert Dvorak	JMT

The following is a summary of the actions taken at the November 10, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:34 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Ms. Slevin stated I sent Ernesto an on the landscape maintenance service agreement evaluation. I was hoping everyone had a chance to review that.

Mr. Torres stated if you have a comment about your email you can do that.

Ms. Slevin stated just an appreciation for the increase in documentation that Jerry and I have been speaking of and improvements and if you still intend to edge, mulch and grass, bushes

and trees and we need to be aggressively planning and executing the fall fertilizer at this time. There are a number of outstanding items in the email.

Ms. Randall stated there is an item on the agenda concerning asking the CDD to sponsor the first holiday house decorating contest. The committee is asking for \$150 for prizes to give to the residents so we don't have to ask for a \$5 entry fee. We did it for the first Halloween decorating contest. It is a family fun event for the month of December. We are asking the board to vote in favor of the special event.

Mr. Abush asked can you give an update on the information sign at the mail kiosk?

Mr. Lambert stated they have been shipped and are on the way.

Mr. Simmons joined the meeting by telephone during this item.

### **THIRD ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Landscape Manager (Presenter: Duval Landscape)**

Mr. Lambert read into the record a report received from the landscape maintenance company, listing the maintenance activities taken place since the last meeting.

##### **B. Engineer (Presenter: Mike Yuro)**

Mr. Torres stated the traffic light is still a pending issue with the county. There still seems to be blockage in the line and we are not accepting the conditions as it is today. I spoke to Wil since we are changing engineering services to keep Mike on that one project and he seemed okay with that. I want to remind the board that is an expenditure that will be reimbursed when the light issue is resolved.

### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Pool Umbrellas or Shade Structure (Presenter: Jerry Lambert)**

Mr. Hutchinson gave an overview of the proposals received for replacement of five pool umbrellas.

Mr. DelBene stated we talked about not only replacing the broken umbrellas but purchasing additional umbrellas.

On MOTION by Mr. Wing seconded by Mr. DelBene with all in favor the purchase of ten pool umbrellas from Tropitone was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion of Bocce Ball Court Proposed Location and Drainage (Presenter: Jerry Lambert)**

This item deferred until after the discussion of the tennis courts.

**SIXTH ORDER OF BUSINESS**

**Consideration of Agreement with JMT for Engineering Services (Presenter: Jennifer Kilinski)**

Ms. Kilinski stated this agreement is substantially similar to the continuing services agreement that you have in place now. It has been negotiated, JMT has signed off on the agreement, the proposed hourly fee schedule is included for your review.

Mr. Wing asked how do the hourly rates compare to Yuro & Associates?

Ms. Kilinski stated Yuro & Associates was charging \$125 per hour.

Mr. Evert stated it is variable depending on the task, you are not going to see just one line item.

Mr. Wing asked what is it for meeting attendance?

Mr. Evert stated \$195.

Mr. Wing asked is that per meeting or per hour?

Mr. Evert responded per hour.

Mr. DelBene asked is there a reason to have a project manager onsite for meetings at \$195 per hour when all we need is a standard engineer?

Mr. Evert stated if you only need us for a portion of the meeting you can cut it off there. As far as a project engineer versus a P.E., a project engineer has about four years of experience. If you want that we can provide it, however, they wouldn't be making final decisions. That has to come from somebody with licensure. We can join by Zoom meetings and you would save drive time, but the rates are what they are.

Mr. Wing stated I suggest we have the engineer on the agenda right after audience comments and if we don't have anything on the agenda that needs the engineer here, we don't need to include them.

Mr. Labanowski stated we have been having the engineer early in the meeting.

Mr. Torres stated we can have him call in. The chair and I can get together between meetings and if there is a need to have the engineer we will invite him to be present if need be, otherwise it will just be a standard call-in for an hour.

On MOTION by Mr. Wing seconded by Mr. Labanowski with all in favor the agreement with Johnson, Mirmiran & Thompson, Inc. for engineering services was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Update Regarding St. Johns County Light Installation and Stormwater Drain (Presenter: Jennifer Kilinski)**

This item reported on under the engineer's report earlier in the meeting.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports (Part 2)**

#### **A. Attorney - (Presenter: Jennifer Kilinski)**

There being none, the next item followed.

#### **B. Manager - (Presenter: Ernesto Torres)**

The board discussed closing the operations for three days as a result of having a staff person testing positive for COVID.

On MOTION by Mr. DelBene seconded by Ms. Burks with all in favor staff was authorized to close the amenity center for 72 hours.

#### **C. Operation Manager – (Presenter: Jerry Lambert)**

##### **1. Memorandum**

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

##### **2. Field Operations Manager Picture Report**

A copy of the field operations pictorial report was included in the agenda package.

##### **3. Activities Sheet**

A copy of the property activity sheet was included in the agenda package.

#### **4. Duval Audit Reports**

A copy of the Duval landscape maintenance checklist was included in the agenda package.

#### **5. Tennis Court Repairs**

Mr. Lambert presented the proposals for repair and resurfacing of the tennis court and the fencing proposals.

The board discussed the proposals and the amount in the reserve fund for this project.

Mr. Torres stated in 2021 we allocated \$8,200 for it and in the total capital reserve balance we ended with \$190,000 for the year and doesn't include the contribution for this year. We are in good shape to do that project. At the last meeting we tabled this to get us to the next fiscal year.

Mr. Labanowski asked how far does the sinkhole go?

Mr. Lambert stated one of the holes is about a foot deep, they have to cut it out and see how far the hole goes then fill it and resurface it.

On MOTION by Mr. DelBene seconded by Ms. Burks with all in favor the proposal from PSA in the amount of \$17,312.87 and the proposal from Fenced Up in the amount of \$1,532 were approved.

#### **6. Tennis Court Lighting**

On MOTION by Mr. Wing seconded by Mr. DelBene with all in favor staff was authorized to change out the old lights with LED lights in the approximate amount of \$3,840.

#### **Continuation of Bocce Ball Court Discussion**

Mr. Lambert stated in order to meet ADA requirements we need to ensure there is an accessible route to the court that has a firm, flat surface that someone in a wheelchair can get on the court.

The board and staff discussed location, drainage, access,

Ms. Burks moved to authorize staff to proceed with building a bocce ball court and Mr. Wing seconded the motion.

Mr. Labanowski stated I'm all for it, but we keep adding luxuries and San Marino is still under water, the drainage hasn't been fixed there; we still have the mail kiosk in San Giacomo under water; entry lights are broken; we have a lot of things that are falling apart and we are buying luxuries. Too many things have gone by the wayside not being repaired. San Marino has been talked about since I have been on the board.

Mr. DelBene stated with JMT coming on board we need to have a priority list with them. One of the benefits of their firm was that they could develop an overall plan for our community as far as maintenance projects. We need to establish a maintenance budget list with them in order to budget and allocate for it yearly within a 10-year plan.

Mr. Labanowski stated we spent the money for the study at San Marino to put in the drain system. We paid Yuro to do that and we are throwing money away, if it is not going to get done.

Mr. DelBene asked how much is the drainage system?

Mr. Labanowski stated I don't remember.

Mr. Wing stated he gave us the plans; it is not throwing it away the plans are still there.

Mr. Labanowski stated now we are going to have the new company do it as a priority.

Mr. Wing stated they will use those plans.

Ms. Burks asked wouldn't they use the same study?

Mr. Labanowski stated they should but I'm skeptical of that because the mail kiosk here is still under water and we have a drain in there; I have pictures to send to Ernesto. I want to get things fixed.

Ms. Burks stated I agree that we should be doing that. Don't we have a budget for our maintenance and wouldn't that fall under maintenance?

Mr. DelBene stated yes.

Ms. Burks stated we aren't spending that money on this bocce ball court. That should be a separate line item.

Mr. DelBene stated we are spending money on the bocce ball court that we don't have allocated.

Mr. Torres stated we don't have a budget line for the bocce ball court to be built so we are taking it from capital reserves.

Mr. Wing stated capital reserves gets moved around depending on the priorities.



On voice vote with all in favor the motion passed.

Mr. DelBene asked Jerry will you put together a project list of what is currently broken and needs maintenance or replacement? When RMS was hired, you scoped out the community. We need to make sure that things are not going past their life expectancy that are broken that need to be repaired or replaced. Can you do that over the next several months?

Mr. Lambert stated yes, I can do that.

Mr. Labanowski stated we didn't approve a location for the bocce ball court.

Mr. Torres stated I think we achieved consensus between the tennis courts and the sidewalk.

## **7. Pressure Washing of Roof Tiles**

On MOTION by Mr. DelBene seconded by Mr. Labanowski with all in favor the proposal from James Teter My Clean Roof, LLC in the amount of \$2,950 was approved.

## **D. Amenity Center Update (Presenter: Erick Hutchinson)**

### **1. Consideration of Proposals for a New Shed**

Mr. Lambert outlined the shed proposals and the cost of renting a storage unit and the board took the following action.

On MOTION by Mr. Wing seconded by Mr. DelBene with four in favor and Mr. Labanowski opposed staff was authorized to rent a 5 X 10 storage unit from Cube Smart for \$60 per month for six months.

### **2. Consideration of Programs**

#### **a. Mindfulness Meditation**

On MOTION by Ms. Burks seconded by Mr. DelBene with all in favor the request to have a mindfulness meditation class was approved subject to Ms. Brazier signing an agreement prepared by district counsel and having insurance in place.

**b. Amenity Flag Football**

On MOTION by Mr. Labanowski seconded by Mr. DelBene with all in favor the request for Amenity Flag Football was approved subject to an agreement to be prepared by district counsel.

**c. St. Johns Middle School Athletic Association (Mill Creek Soccer)**

On MOTION by Mr. Labanowski seconded by Mr. Wing with all in favor the request from St. Johns Middle School Athletic Association to use the far field for practice only was approved subject to an agreement to be prepared by district counsel.

**3. Consideration of \$150 Donation for Holiday Decorating Contest**

Mr. Wing stated I think this is a great idea but I believe this is an HOA function not a CDD function. The CDD has nothing to do with individual homeowners or houses.

Mr. DelBene stated I agree, I love the idea I think it is the wrong board.

Mr. Labanowski stated I disagree because all the activities are handled out of here. The HOA has already provided funds and I don't see why we can't fund the \$150 out of that money.

Mr. Simmons stated I don't think there is a reason we can't give the homeowners \$150 one time for the holiday decorations.

On MOTION by Mr. DelBene seconded by Mr. Labanowski with all in favor a \$250 donation for holiday decorating contest was approved.

**NINTH ORDER OF BUSINESS****Supervisor's Requests and Audience Comments**

Ms. Slevin stated I sent an email and it was probably too late but I would like it to be on the next agenda. On this agenda you had the evaluation and I would like to continue with this process.

Mr. Torres stated we have done a lot of accommodating when it comes to this landscaping. We had a very detailed checklist that Jerry has prepared with Ms. Burks and refined over and over again. We have dates, we have sections when things are done. I don't know what more

accommodating things we are going to spend staff hours trying to please. If the landscaper is not abiding by the contract and we have consensus among the board we can do something about that. We are spending a lot of energy and time on the staff side micromanaging this contract. If we are to the point that we have to cut our ties and move on, then so be it. But, spending more energy on the staff side to try to accommodate this checklist and now we have another list, it is overwhelming. Our job is to take direction from the board not the residents.

Mr. Wing stated send us the email. I would like to see what the issue is and maybe put it on the agenda for the next meeting.

Mr. Torres stated I will send the email out, it may not be on the agenda.

Mr. DelBene asked can we discuss the things that are missed on a monthly basis? We have the checklist for a reason, but we never hear about it.

Mr. Torres stated it is in the agenda package.

Ms. Burks stated it is in there every month because I helped Jerry put the list together to make sure they are going through and checking off items, so it is in there.

Mr. Torres stated if there is a questionable item you can question it. I always ask if there are questions after that report.

Mr. DelBene stated I think we have a good checklist in place. Whether they honor their contract is a different story.

Ms. Slevin asked will I be on the next agenda?

Mr. DelBene stated we have the official report in front of us that we look at, at each and every meeting and whether an activity occurred or not. The issue isn't whether or not we have the checklist it is whether or not Duval is doing what they are required to do under their contract. That is something we will revisit when the contract expires. It is not about adding your email to the agenda, it is about whether or not Duval is following their contract.

Ms. Slevin stated I spent a lot of time summarizing what is going on and I'm asking that my report be considered.

Mr. DelBene stated Ernesto is going to provide it to all board members and we will have the opportunity to review it at the next meeting.

Mr. Garzia stated he should have communication with the residents on Murabella Facebook or something where he can tell the people exactly what he is doing today, why they couldn't do this today because it is wet, etc.

Mr. DelBene stated I don't know of any community that is going to have a contractor have access to their account.

Ms. Burks stated that is what I do for a living, dealing with contractors and there is no way because most contractors are small and have enough to do what they are doing as far as fulfilling their contract. That extra step unless we are going to pay them some crazy amount of money to make that happen, you will get no contractor to do that. That is what we are supposed to be doing, check and balance based on this sheet and verified by the staff to make sure they are doing what they are supposed to be doing.

Mr. DelBene stated I get dozens of emails a week about the landscaping and I forward them to staff but you have to explain that he almost lost a crew member because he almost fell into the lake because he was mowing when it was too muddy.

Ms. Burks stated I'm a resident here too and I know when it is raining and I know I'm not going to cut my yard when it is raining so why would I expect the landscaper to do it.

Mr. Garzia stated the rumor is that the HOA fee is going to drop from \$80 to \$60 and I would like that \$20 to go to the CDD.

Ms. Burks stated thanks for the flag out there. I am a veteran and a surviving spouse; my husband was killed in the line of duty. I truly appreciate seeing the flag.

#### **TENTH ORDER OF BUSINESS**

#### **Approval of Consent Agenda (Presenter: Ernesto Torres)**

- A. Approval of Minutes of the September 8, 2020 Meeting and September 29, 2020 Special Meeting**
- B. Balance Sheet as of September 30, 2020 and Statement of Revenues & Expenditures for the Period Ending September 30, 2020; Month-to-Month Income Statement; Assessment Receipt Schedule**
- C. Approval of Check Register**

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

#### **ELEVENTH ORDER OF BUSINESS**

#### **Adjournment - Next Scheduled Meeting – January 12, 2021 at 6:30 p.m.**



Mr. Torres stated I know the board has elected to alert the community and to close the amenity for 72 hours. I have been communicating with Jennifer and a message has been drafted and we will send that out tonight. I will ask Jerry to post it as well in case residents come by. I was informed that there is a rental in this room for tomorrow for a party. I want to make sure the board understands that we have to call the resident and cancel that.

Mr. Hutchinson stated it is from 3 – 7 in the social room. I don't have a copy in front of me it is in the office.

Mr. Labanowski stated if it is event that can be moved outdoors I don't see why they can't hold it. You will have to notify security that there will be people on the deck.

Mr. DelBene stated notify them that we have to move it outside and why and let them make the decision to hold it or not.

Mr. Torres stated the next scheduled meeting is January 12, 2021 at 6:30 p.m. in the same location.

On MOTION by Mr. Wing seconded by Ms. Burks with all in favor the meeting adjourned at 9:04 p.m.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

# *Turnbull Creek*

## *Community Development District*

*Unaudited Financial Reporting*  
*November 30, 2020*

*Turnbull Creek  
Community Development District  
Combined Balance Sheet  
November 30, 2020*

	<u>Governmental Fund Types</u>				
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Capital Reserve</u>	<u>Totals (Memorandum Only)</u>
<b>Assets:</b>					
Cash - Wells Fargo	---	---	---	\$183,922	\$183,922
Cash - Hancock Bank	\$144,576	---	---	---	\$144,576
<b>Investments:</b>					
Investment - SBA	\$42	---	---	---	\$42
Investment-General Account	\$284,304	---	---	---	\$284,304
<b>Series 2015 A1-A2</b>					
Revenue	---	\$98,087	---	---	\$98,087
Reserve A1	---	\$388,499	---	---	\$388,499
Reserve A2	---	\$106,792	---	---	\$106,792
Prepayment A1	---	\$457	---	---	\$457
Prepayment A2	---	\$149	---	---	\$149
Construction	---	---	\$1	---	\$1
COI	---	---	\$2,742	---	\$2,742
<b>Series 2015 B1-B2</b>					
Revenue B	---	\$11,164	---	---	\$11,164
Reserve B1	---	\$31,827	---	---	\$31,827
Reserve B2	---	\$9,554	---	---	\$9,554
Prepayment B1	---	\$2,401	---	---	\$2,401
Prepayment B2	---	\$2,302	---	---	\$2,302
Redemption	---	\$105	---	---	\$105
<b>Series 2016</b>					
Sinking	---	\$1	---	---	\$1
Reserve	---	\$115,745	---	---	\$115,745
Revenue	---	\$4,253	---	---	\$4,253
Due From General Fund	---	\$24,791	---	---	\$24,791
Prepaid Expenses	\$493	---	---	---	\$493
<b>Total Assets</b>	<u>\$429,415</u>	<u>\$796,127.98</u>	<u>\$2,743</u>	<u>\$183,922</u>	<u>\$1,412,208</u>
<b>Liabilities:</b>					
Accounts Payable	\$1,710	---	---	\$0	\$1,710
Due to Debt Service 2016	\$24,791	---	---	---	\$24,791
<b>Fund Balances:</b>					
Assigned General Fund	\$61,853	---	---	---	\$61,853
Restricted for Debt Service	---	\$796,128	---	---	\$796,128
Restricted for Capital Projects	---	---	\$2,743	---	\$2,743
Nonspendable	\$493	---	---	---	\$493
Unassigned	\$340,568	---	---	\$183,922	\$524,489
<b>Total Liabilities and Fund Equity</b>	<u>\$429,415</u>	<u>\$796,128</u>	<u>\$2,743</u>	<u>\$183,922</u>	<u>\$1,412,208</u>



**Turnbull Creek**  
**Community Development District**  
**General Fund**  
*Statement of Revenues & Expenditures*  
*For the Period ending November 30,2020*

	Adopted Budget	Prorated Thru 11/30/20	Actual Thru 11/30/20	Variance
<b><u>Revenues:</u></b>				
Maintenance Assessments	\$1,126,149	\$97,446	\$97,446	\$0
Interest/Miscellaneous	\$2,000	\$333	\$1,097	\$764
Amenities Revenue	\$3,000	\$500	\$250	(\$250)
<b>Total Revenues</b>	<b>\$1,131,149</b>	<b>\$98,279</b>	<b>\$98,794</b>	<b>\$514</b>

**Expenditures:**

**Administrative**

Supervisor Fees	\$5,600	\$933	\$1,600	(\$667)
FICA Expense	\$428	\$71	\$122	(\$51)
Engineering (Yuro & Associates, LLC)	\$13,000	\$2,167	\$1,188	\$979
Arbitrage (Grau)	\$2,400	\$0	\$0	\$0
Dissemination (GMS & Disclosure Services)	\$2,850	\$475	\$333	\$142
Trustee (US Bank)	\$14,620	\$3,631	\$3,631	\$0
Attorney (HGS)	\$47,000	\$7,833	\$1,067	\$6,767
Tax Roll Assessments (GMS)	\$5,000	\$5,000	\$5,000	\$0
Annual Audit (Grau and Assoc)	\$3,525	\$0	\$0	\$0
Management Fees (GMS)	\$45,000	\$7,500	\$7,500	\$0
Information Technology (GMS)	\$1,600	\$267	\$267	\$0
Telephone	\$450	\$75	\$0	\$75
Postage	\$800	\$133	\$20	\$114
Printing & Binding	\$1,800	\$300	\$6	\$294
Insurance (FIA)	\$9,035	\$9,035	\$8,625	\$410
Legal Advertising	\$1,400	\$233	\$157	\$76
Other Current Charges	\$1,000	\$167	\$146	\$21
Office Supplies	\$170	\$28	\$1	\$27
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Website Compliance	\$1,200	\$200	\$200	\$0

<b>Administrative Expenses</b>	<b>\$157,053</b>	<b>\$38,224</b>	<b>\$30,037</b>	<b>\$8,187</b>
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**Amenity Center**

Insurance (FIA)	\$16,134	\$16,134	\$14,485	\$1,649
Pest Control (Turner Pest Control)	\$3,123	\$521	\$370	\$151
Repairs & Replacements	\$36,000	\$6,000	\$4,077	\$1,923
Recreational Passes	\$800	\$0	\$0	\$0
Office Supplies	\$1,100	\$183	\$340	(\$157)
Other Current Charges	\$540	\$90	\$90	\$0
Permit Fees (Pool, ASCAP/BMI/SEASAC)	\$2,000	\$368	\$368	\$0

**Utilities**

Water & Sewer (STCUD)	\$10,900	\$1,817	\$1,174	\$643
Electric (FPL)	\$36,000	\$6,000	\$4,526	\$1,474
Telephone/Internet (Comcast)	\$3,800	\$633	\$613	\$20

**Turnbull Creek**  
**Community Development District**  
**General Fund**  
*Statement of Revenues & Expenditures*  
*For the Period ending November 30, 2020*

	Adopted Budget	Prorated Thru 11/30/20	Actual Thru 11/30/20	Variance
<b><u>Amenity Center Cont'd.</u></b>				
<b><u>Management Contracts</u></b>				
Lifeguards/Pool Monitors (ASG)	\$31,245	\$1,053	\$1,053	\$0
Facility Monitor (ASG)	\$24,200	\$4,033	\$3,744	\$290
Facility Management (ASG)	\$61,000	\$10,167	\$10,167	\$0
Facility Attendants (ASG)	\$16,200	\$2,700	\$1,795	\$905
Field Operations (ASG)	\$51,259	\$8,543	\$8,543	\$0
Facility Maintenance (ASG)	\$49,000	\$8,167	\$8,167	\$0
Pool Maintenance (ASG)	\$14,317	\$2,386	\$2,317	\$70
Pool Chemicals	\$13,524	\$2,254	\$1,710	\$544
Janitorial Services (ASG)	\$9,064	\$1,511	\$1,467	\$44
Common Area Waste Collection	\$18,300	\$3,050	\$3,050	\$0
Program Director (ASG)	\$2,575	\$429	\$429	\$0
Refuse Service (Advance Disposal)	\$9,840	\$1,640	\$1,697	(\$57)
Security - ENVERA	\$6,409	\$1,068	\$986	\$82
Special Events	\$9,000	\$1,500	\$369	\$1,131
Holiday Decorations	\$2,000	\$333	\$0	\$333
<b><u>Amenity Center Expenses</u></b>	<b>\$428,330</b>	<b>\$80,580</b>	<b>\$71,535</b>	<b>\$9,045</b>
<b><u>Grounds Maintenance</u></b>				
Streetlighting (FPL)	\$38,000	\$6,333	\$6,422	(\$89)
Lake Maintenance (Future Horizons)	\$14,100	\$2,350	\$2,350	\$0
Landscape Maintenance (Duval Landscape)	\$308,700	\$51,450	\$50,678	\$772
Landscape Contingency	\$28,000	\$4,667	\$9,680	(\$5,013)
Irrigation Repairs	\$6,000	\$1,000	\$0	\$1,000
Capital Reserves	\$212,819	\$0	\$0	\$0
<b><u>Grounds Maintenance Expenses</u></b>	<b>\$607,619</b>	<b>\$65,800</b>	<b>\$69,130</b>	<b>(\$3,330)</b>
<b><u>Total Expenses</u></b>	<b>\$1,193,002</b>	<b>\$184,604</b>	<b>\$170,701</b>	<b>\$13,903</b>
<b><u>Excess Revenues (Expenditures)</u></b>	<b>(\$61,853)</b>		<b>(\$71,908)</b>	
<b><u>Fund Balance - Beginning</u></b>	<b>\$61,853</b>		<b>\$474,822</b>	
<b><u>Fund Balance - Ending</u></b>	<b>\$0</b>		<b>\$402,914</b>	

**Turnbull Creek**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement  
FY 2021

<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Total</i>
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**Revenues:**

<i>Maintenance Assessments</i>	\$0	\$97,446	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,446
<i>Interest/Miscellaneous</i>	\$96	\$1,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,097
<i>Amenities Revenue</i>	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250

***Total Revenues***

\$346	\$98,447	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98,794
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**Expenditures:**

**Administrative**

<i>Supervisor Fees</i>	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600
<i>FICA Expense</i>	\$61	\$61	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122
<i>Engineering</i>	\$688	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,188
<i>Arbitrage</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Dissemination</i>	\$167	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$333
<i>Trustee</i>	\$3,631	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,631
<i>Attorney</i>	\$1,067	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,067
<i>Tax Roll Assessments</i>	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
<i>Annual Audit</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Management Fees</i>	\$3,750	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
<i>Computer Time</i>	\$133	\$133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$267
<i>Telephone</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Postage</i>	\$9	\$11	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20
<i>Printing &amp; Binding</i>	\$0	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6
<i>Insurance</i>	\$8,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,625
<i>Legal Advertising</i>	\$157	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$157
<i>Other Current Charges</i>	\$53	\$93	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146
<i>Office Supplies</i>	\$1	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1
<i>Dues, Licenses &amp; Subscriptions</i>	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<i>Website Compliance</i>	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200

***Administrative Expenses***

\$24,416	\$5,621	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,037
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**Amenity Center**

<i>Insurance</i>	\$14,485	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,485
<i>Pest Control</i>	\$185	\$185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$370
<i>Repairs &amp; Replacements</i>	\$622	\$3,455	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,077
<i>Recreational Passes</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Office Supplies</i>	\$0	\$340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$340
<i>Other Current Charges</i>	\$45	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90
<i>Permit Fees</i>	\$0	\$368	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$368

**Utilities**

<i>Water &amp; Sewer</i>	\$522	\$652	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,174
<i>Electric</i>	\$2,756	\$1,770	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,526
<i>Telephone/Cable/Internet</i>	\$307	\$307	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$613

*Turnbull Creek  
Community Development District  
General Fund  
Month By Month Income Statement  
FY 2021*

	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>Total</i>
<b><i>Amenity Center Cont'd.</i></b>													
<b><u>Management Contracts</u></b>													
<i>Pool Monitors/Lifeguards</i>	\$1,053	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,053
<i>Facility Monitor</i>	\$1,824	\$1,920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,744
<i>Facility Management (5,083.33)</i>	\$5,083	\$5,083	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,167
<i>Facility Attendants</i>	\$817	\$978	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,795
<i>Field Operations (4,271.58)</i>	\$4,272	\$4,272	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,543
<i>Facility Maintenance (4,083.33)</i>	\$4,083	\$4,083	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,167
<i>Pool Maintenance (1,158.33)</i>	\$1,158	\$1,158	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,317
<i>Pool Chemicals (854.91 and 1399.10)</i>	\$855	\$855	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,710
<i>Janitorial Services (733.33)</i>	\$733	\$733	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,467
<i>Common Area Waste Collection</i>	\$1,525	\$1,525	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,050
<i>Program Director (214.58)</i>	\$215	\$215	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$429
<i>Refuse Service</i>	\$848	\$848	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,697
<i>Security - Envera (493)</i>	\$493	\$493	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$986
<i>Special Events</i>	\$0	\$369	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$369
<b><i>Amenity Center Expenses</i></b>	<b>\$41,880</b>	<b>\$29,655</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$71,535</b>
<b><u>Grounds Maintenance</u></b>													
<i>Street lighting</i>	\$3,211	\$3,211	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,422
<i>Lake Maintenance (\$1,175.00)</i>	\$1,175	\$1,175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,350
<i>Landscape Maintenance (\$25,3384.88)</i>	\$25,339	\$25,339	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,678
<i>Landscape Contingency</i>	\$9,680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,680
<i>Irrigation Repairs</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<i>Capital Reserves</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><i>Grounds Maintenance Expenses</i></b>	<b>\$39,405</b>	<b>\$29,725</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,130</b>
<b><i>Total Expenses</i></b>	<b>\$105,700</b>	<b>\$65,001</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,701</b>
<b><i>Excess Revenues (Expenditures)</i></b>	<b>(\$105,354)</b>	<b>\$33,447</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$71,908)</b>

**Turnbull Creek**  
**Community Development District**  
**Debt Service Fund - Series 2015A1-A2**  
**Statement of Revenues & Expenditures**  
**For the Period ending November 30,2020**

<i>Adopted Budget</i>	<i>Prorated Thru 11/30/20</i>	<i>Actual Thru 11/30/20</i>	<i>Variance</i>
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**Revenues:**

<i>Interest Income</i>	\$5,000	\$300	\$49	(\$251)
<i>Assessments</i>	\$985,875	\$85,308	\$85,308	\$0
<i>Prepayments A1</i>	\$0	\$0	\$0	\$0
<i>Prepayments A2</i>	\$0	\$0	\$0	\$0

<b><i>Total Revenues</i></b>	\$990,875	\$85,608	\$85,357	(\$251)
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**Expenditures**

**Series 2015A-1**

<i>Interest 11/1</i>	\$172,176	\$172,176	\$172,176	\$0
<i>Principal Prepayment 11/1</i>	\$0	\$0	\$0	\$0
<i>Interest 5/1</i>	\$172,176	\$0	\$0	\$0
<i>Principal 5/1</i>	\$435,000	\$0	\$0	\$0
<i>Special Call 5/1</i>	\$0	\$0	\$0	\$0

**Series 2015A-2**

<i>Interest 11/1</i>	\$51,181	\$51,181	\$51,181	\$0
<i>Principal Prepayment 11/1</i>	\$0	\$0	\$0	\$0
<i>Interest 5/1</i>	\$51,181	\$0	\$0	\$0
<i>Principal 5/1</i>	\$100,000	\$0	\$0	\$0
<i>Special Call 5/1</i>	\$0	\$0	\$0	\$0

<b><i>Total Expenditures</i></b>	\$981,715	\$223,358	\$223,358	\$0
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<b><i>Excess Revenues (Expenditures)</i></b>	\$9,160	(\$137,749)	(\$138,000)	(\$251)
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**Other Sources (Uses)**

<i>Operating Transfer In (Out)</i>	\$0	\$0	\$0	\$0
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<b><i>Total Other Sources(Uses)</i></b>	\$0	\$0		
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<b><i>Net Change in Fund Balance</i></b>	\$9,160	(\$138,000)		
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<b><i>Fund Balance - Beginning</i></b>	\$235,202	\$731,985		
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<b><i>Fund Balance - Ending</i></b>	\$244,362	\$593,985		
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**Turnbull Creek**  
**Community Development District**  
**Debt Service Fund - Series 2015B1-B2**  
**Statement of Revenues & Expenditures**  
**For the Period ending November 30,2020**

	<i>Adopted Budget</i>	<i>Prorated Thru 11/30/20</i>	<i>Actual Thru 11/30/20</i>	<i>Variance</i>
<b><u>Revenues:</u></b>				
Interest Income	\$700	\$117	\$5	(\$112)
Assessments	\$78,987	\$6,835	\$6,835	\$0
Prepayments B1	\$0	\$0	\$0	\$0
Prepayments B2	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$79,687</b>	<b>\$6,951</b>	<b>\$6,840</b>	<b>(\$112)</b>
<b><u>Expenditures</u></b>				
<b><u>Series 2015B-1</u></b>				
Interest 11/1	\$19,535	\$19,535	\$19,535	\$0
Interest 5/1	\$19,535	\$0	\$0	\$0
Principal 5/1	\$20,000	\$0	\$0	\$0
<b><u>Series 2015B-2</u></b>				
Interest 11/1	\$5,313	\$5,313	\$5,431	(\$119)
Interest 5/1	\$5,313	\$0	\$0	\$0
Principal 5/1	\$5,000	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$74,695</b>	<b>\$24,848</b>	<b>\$24,966</b>	<b>(\$119)</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$4,992</b>	<b>(\$17,896)</b>	<b>(\$18,126)</b>	
<b><u>Other Sources (Uses)</u></b>				
Operating Transfer In (Out)	\$0	\$0	\$0	\$0
<b>Total Other Sources(Uses)</b>	<b>\$0</b>		<b>\$0</b>	
<b>Net Change in Fund Balance</b>	<b>\$4,992</b>		<b>(\$18,126)</b>	
<b>Fund Balance - Beginning</b>	<b>\$33,976</b>		<b>\$75,479</b>	
<b>Fund Balance - Ending</b>	<b>\$38,968</b>		<b>\$57,352</b>	

**Turnbull Creek**  
**Community Development District**  
**Debt Service Fund - Series 2016**  
*Statement of Revenues & Expenditures*  
*For the Period ending November 30, 2020*

	<i>Adopted Budget</i>	<i>Prorated Thru 11/30/20</i>	<i>Actual Thru 11/30/20</i>	<i>Variance</i>
<b><u>Revenues:</u></b>				
<i>Interest Income</i>	\$1,900	\$317	\$6	(\$311)
<i>Assessments</i>	\$286,505	\$24,791	\$24,791	\$0
<b><i>Total Revenues</i></b>	\$288,405	\$25,108	\$24,797	(\$311)
<b><u>Expenditures</u></b>				
<b><u>Series 2016</u></b>				
<i>Interest 11/1</i>	\$66,656	\$66,656	\$66,656	\$0
<i>Special Call 11/1</i>	\$0	\$0	\$10,000	(\$10,000)
<i>Interest 5/1</i>	\$66,656	\$0	\$0	\$0
<i>Principal 5/1</i>	\$155,000	\$0	\$0	\$0
<i>Special Call 5/1</i>	\$0	\$0	\$0	\$0
<b><i>Total Expenditures</i></b>	\$288,311	\$66,656	\$76,656	(\$10,000)
<b><i>Excess Revenues (Expenditures)</i></b>	\$94	(\$41,547)	(\$51,858)	
<b><i>Fund Balance - Beginning</i></b>	\$74,388		\$196,649	
<b><i>Fund Balance - Ending</i></b>	\$74,482		\$144,791	

**Turnbull Creek**  
**Community Development District**  
**Capital Projects Fund**  
*Statement of Revenues & Expenditures*  
*For the Period ending November 30,2020*

Series 2015A-1 & A-2
-------------------------

**Revenues:**

Interest Income	\$0
-----------------	-----

<b>Total Revenues</b>	<b>\$0</b>
-----------------------	------------

**Expenditures**

Capital Outlay (1) - Series 2016	\$0
----------------------------------	-----

Capital Outlay - Series 2015A-1-A2	\$0
------------------------------------	-----

Capital Outlay - Series 2015 B-1-B2	\$0
-------------------------------------	-----

Cost of Issuance	\$0
------------------	-----

<b>Total Expenditures</b>	<b>\$0</b>
---------------------------	------------

<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>
---------------------------------------	------------

**Other Sources (Uses)**

Operating Transfer In	\$0
-----------------------	-----

<b>Total Other Sources(Uses)</b>	<b>\$0</b>
----------------------------------	------------

<b>Net Change in Fund Balance</b>	<b>\$0</b>
-----------------------------------	------------

<b>Fund Balance - Beginning</b>	<b>\$2,743</b>
---------------------------------	----------------

<b>Fund Balance - Ending</b>	<b>\$2,743</b>
------------------------------	----------------

**Turnbull Creek**  
**Community Development District**  
**Capital Reserve Funds**  
*Statement of Revenues & Expenditures*  
*For the Period ending November 30,2020*

	<i>Adopted Budget</i>	<i>Prorated Thru 11/30/20</i>	<i>Actual Thru 11/30/20</i>	<i>Variance</i>
<b><u>Revenues:</u></b>				
<i>Capital Reserve Funding - Transfer In</i>	\$212,819	\$0	\$0	\$0
<b><i>Total Revenues</i></b>	\$212,819	\$0	\$0	\$0
<b><u>Expenditures</u></b>				
<i>Repair and Replacement</i>	\$50,000	\$8,333	\$0	\$8,333
<i>Capital Outlay</i>	\$50,000	\$8,333	\$6,496	\$1,837
<i>Other Current Charges</i>	\$240	\$40	\$21	\$19
<b><i>Total Expenditures</i></b>	\$100,240	\$16,707	\$6,517	\$10,189
<b><i>Excess Revenues (Expenditures)</i></b>	\$112,579		(\$6,517)	
<b><i>Fund Balance - Beginning</i></b>	\$323,544		\$190,439	
<b><i>Fund Balance - Ending</i></b>	\$436,123		\$183,922	

*Turnbull Creek*  
**Community Development District**  
**Long Term Debt Report**

<b>Series 2015A1-A2 Special Assessment Refunding Bonds</b>	
Interest Rate:	4.190%
Maturity Date:	5/1/2035
Reserve Fund Definition:	50% Max Annual Debt
Reserve Fund Requirement:	\$495,258
Reserve Fund Balance:	\$495,291
Bonds outstanding - 4/30/2015	\$13,375,000
Less: May 2, 2016 (Principal)	(\$475,000)
Less: May 2, 2016 (Prepayment -A2)	(\$15,000)
Less: November 1, 2016 (Prepayment -A1)	(\$10,000)
Less: November 1, 2016 (Prepayment -A2)	(\$5,000)
Less: May 1, 2017 (Principal-A1)	(\$395,000)
Less: May 1, 2017 (Principal-A2)	(\$90,000)
Less: May 1, 2017 (Prepayment-A2)	(\$10,000)
Less: November 1, 2017 (Prepayment -A1)	(\$15,000)
Less: November 1, 2017 (Prepayment -A2)	(\$5,000)
Less: May 1, 2018 (Principal-A1)	(\$405,000)
Less: May 1, 2018 (Principal-A2)	(\$90,000)
Less: May 1, 2018 (Prepayment -A1)	(\$15,000)
Less: November 1, 2018 (Principal-A1)	(\$5,000)
Less: May 1, 2019 (Principal-A1)	(\$400,000)
Less: May 1, 2019 (Principal-A2)	(\$95,000)
Less: May 1, 2019 (Prepayment -A1)	(\$5,000)
Less: May 1, 2019 (Prepayment -A2)	(\$30,000)
Less: November 1, 2019 (Prepayment -A1)	(\$5,000)
Less: November 1, 2019 (Prepayment -A2)	(\$5,000)
Less: May 1, 2020 (Principal-A1)	(\$425,000)
Less: May 1, 2020 (Principal-A2)	(\$100,000)
Less: May 1, 2020 (Prepayment -A1)	(\$15,000)
Less: May 1, 2020 (Prepayment -A2)	(\$30,000)
Current Bonds Outstanding	\$10,730,000

<b>Series 2015B1-B2 Pond Bank Reconstruction Special Assessment Bonds</b>	
Interest Rate:	4.450%
Maturity Date:	5/1/2045
Reserve Fund Definition:	50% Max Annual Debt
Reserve Fund Requirement:	\$41,378
Reserve Fund Balance:	\$41,381
Bonds outstanding - 4/30/2015	\$1,280,000
Less: May 2, 2016 Principal B1	(\$20,000)
Less: May 2, 2016 Principal B2	(\$5,000)
Less: May 1, 2017 (Principal-B1)	(\$20,000)
Less: May 1, 2017 (Principal-B2)	(\$5,000)
Less: November 1, 2017 (Prepayment-B1)	(\$5,000)
Less: May 1, 2018 (Principal-B1)	(\$20,000)
Less: May 1, 2018 (Principal-B2)	(\$5,000)
Less: November 1, 2018 (Principal-B2)	(\$5,000)
Less: May 1, 2019 (Principal-B1)	(\$20,000)
Less: May 1, 2019 (Principal-B2)	(\$5,000)
Less: November 1, 2019 (Principal-B2)	(\$5,000)
Less: May 1, 2020 (Principal-B1)	(\$20,000)
Less: May 1, 2020 (Principal-B2)	(\$5,000)
Current Bonds Outstanding	\$1,140,000

<b>Series 2016 Special Assessment Refunding and Revenue Bonds</b>	
Interest Rate:	3.700%
Maturity Date:	11/1/2037
Reserve Fund Definition:	40% Max Annual Debt
Reserve Fund Requirement:	\$115,142
Reserve Fund Balance:	\$115,745
Bonds outstanding - 5/31/2016	\$4,196,000
Less: May 1, 2017 Principal	(\$150,000)
Less: May 1, 2018 Principal	(\$139,000)
Less: May 1, 2019 Principal	(\$144,000)
Less: May 1, 2020 Principal	(\$150,000)
Less: May 1, 2020 Prepayment	(\$10,000)
Less: November 1, 2020 Prepayment	(\$10,000)
Current Bonds Outstanding	\$3,593,000



[illegible]

*C.*

# Turnbull Creek Community Development District

## Check Run Summary

10/1/2020 - 11/30/2020

<i>Fund</i>	<i>Date</i>	<i>Check No.s</i>	<i>Amount</i>	
<u><i>General Fund</i></u>				
<i>Accounts Payable</i>	10/1/20-10/31/20	1218-1239	\$	71,844.48
	11/1/20-11/30/20	1240-1256	\$	67,098.21
			<i>Subtotal</i>	\$ 138,942.69
<u><i>Capital Reserve Fund</i></u>				
<i>Accounts Payable</i>	10/9/20	103	\$	6,496.40
			<i>Subtotal</i>	\$ 6,496.40
<i>Total</i>			\$	145,439.09

\*Fedex invoices available upon request.

\*\*\* CHECK DATES 10/01/2020 - 11/30/2020 \*\*\*  
TURNBULL CREEK CDD  
BANK C TURNBULL HANCOCK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/01/20	00016	9/15/20 268	202010 310-51300-31700		*	5,000.00	
		FY21 ASSESSM ROLL CERTIF		GOVERNMENTAL MANAGEMENT SERVICES			5,000.00 001218
10/01/20	00041	10/01/20 13129559	202010 330-57200-46500		*	854.91	
		OCT POOL CHEMICALS		POOLSURE			854.91 001219
10/01/20	00360	10/01/20 20200100	202009 330-57200-63100		*	1,538.04	
		BALANCE DUE GATE REPAIR		TNZ MOBILE WELDING			1,538.04 001220
10/01/20	00039	9/16/20 6912127	202009 330-57200-46600		*	110.00	
		SEP PEST CONTROL		TURNER PEST CONTROL			110.00 001221
10/01/20	00039	9/16/20 6912343	202009 330-57200-46600		*	75.00	
		SEP PEST CONTROL		TURNER PEST CONTROL			75.00 001222
10/09/20	00277	10/01/20 7729	202010 320-53800-46600		*	25,339.00	
		OCT LANDSCAPE MAINTENANCE		DUVAL LANDSCAPE MAINTENANCE LLC			25,339.00 001223
10/09/20	00277	9/30/20 7860	202009 320-57200-43400		*	275.00	
		ELECTRICAL WORK FOR PUMP		DUVAL LANDSCAPE MAINTENANCE LLC			275.00 001224
10/09/20	00205	9/30/20 64910	202009 320-53800-46800		*	1,175.00	
		SEP LAKE MAINTENANCE		FUTURE HORIZONS INC			1,175.00 001225
10/09/20	00016	10/01/20 269	202010 310-51300-34000		*	3,750.00	
		OCT MANAGEMENT FEES			*	100.00	
		10/01/20 269	202010 310-51300-55000		*	133.33	
		OCT WEBSITE ADMIN			*	166.67	
		10/01/20 269	202010 310-51300-35100		*	.54	
		OCT INFORM TECHNOLOGY			*	9.00	
		10/01/20 269	202010 310-51300-51000		*		
		OCT DISSEMINATION SERVICE			*		
		10/01/20 269	202010 310-51300-42000		*		
		OFFICE SUPPLIES			*		
		10/01/20 269	202010 310-51300-42000		*		
		POSTAGE			*		
				GOVERNMENTAL MANAGEMENT SERVICES			4,159.54 001226

TURN TURNBULL CREEK BPEREGRINO

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/04/21	PAGE	2
*** CHECK DATES 10/01/2020 - 11/30/2020 ***														
TURNBULL CREEK CDD														
BANK C TURNBULL HANCOCK														

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/09/20	00015	9/30/20 117603	202008 310-51300-31500	AUG GENERAL COUNSEL	*	4,342.50	
							HOPPING GREEN & SAMS
							4,342.50 001227
10/09/20	00015	9/30/20 117604	202008 310-51300-31500	AUG MONTHLY MEETING	*	1,500.00	
							HOPPING GREEN & SAMS
							1,500.00 001228
10/09/20	00346	10/01/20 MURA5861	202010 330-57200-49000	OCT PREMIUM WEBSITE FEE	*	45.00	
							NEIGHBORHOOD PUBLICATIONS, INC.
							45.00 001229
10/09/20	00163	10/01/20 44	202010 330-57200-34800	OCT FACILITY MONITOR	*	2,016.67	
		10/01/20 44	202010 330-57200-34800	OCT FACILITY MONITOR	*	192.99-	
		10/01/20 44	202010 330-57200-34000	OCT FACILITY MANAGEMENT	*	5,083.33	
		10/01/20 44	202010 330-57200-34300	OCT FACILITY ATTENDANTS	*	1,350.00	
		10/01/20 44	202010 330-57200-34300	OCT FACILITY ATTENDANTS	*	532.88-	
		10/01/20 44	202010 330-57200-34100	OCT FIELD OPERATIONS	*	4,271.58	
		10/01/20 44	202010 330-57200-34400	OCT FACILITY MAINTENANCE	*	4,083.33	
		10/01/20 44	202010 330-57200-46400	OCT POOL MAINTENANCE	*	1,158.33	
		10/01/20 44	202010 330-57200-34200	OCT JANITORIAL SERVICES	*	733.33	
		10/01/20 44	202010 330-57200-34900	OCT COM AREA WASTE COLLEC	*	1,525.00	
		10/01/20 44	202010 330-57200-34700	OCT PROGRAM DIRECTOR	*	214.58	
							RIVERSIDE MANAGEMENT SERVICES, INC
							19,710.28 001230
10/09/20	00303	10/05/20 10052020	202010 300-20700-10500	10/5/20 ST JOHNS CITY TAX	*	312.73	
							TURNBULL CREEK CDD-HANCOCK 2016
							312.73 001231
10/09/20	00302	10/06/20 2737	202009 310-51300-31100	SEP ENGINEERING SERVICES	*	937.50	
							YURO & ASSOCIATES, LLC
							937.50 001232
10/15/20	00015	10/12/20 117733	202009 310-51300-31500	SEP GENERAL COUNSEL	*	2,899.00	
							HOPPING GREEN & SAMS
							2,899.00 001233
TURN TURNBULL CREEK BPEREGRINO							



AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/04/21	PAGE	3
*** CHECK DATES 10/01/2020 - 11/30/2020 ***														
TURNBULL CREEK CDD														
BANK C TURNBULL HANCOCK														

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
10/15/20	00015	10/12/20 117734	202009 310-51300-31500	SEP MONTHLY MEETING	*	3,000.00	
				HOPPING GREEN & SAMS			3,000.00 001234
10/23/20	00163	10/13/20 45	202009 330-57200-63100	SEP MAINTENACE SUPPLIES	*	53.91	
				RIVERSIDE MANAGEMENT SERVICES, INC			53.91 001235
10/23/20	00004	9/21/20 I0330739	202009 310-51300-48000	NOTICE OF MEETING 9/29/20	*	157.07	
				THE ST. AUGUSTINE RECORD			157.07 001236
10/23/20	00039	10/13/20 6977796	202010 330-57200-46600	OCT PEST CONTROL	*	110.00	
				TURNER PEST CONTROL			110.00 001237
10/23/20	00039	10/13/20 6978000	202010 330-57200-46600	OCT PEST CONTROL	*	75.00	
				TURNER PEST CONTROL			75.00 001238
10/29/20	00159	10/01/20 83032	202010 310-51300-54000	FY21 SPECIAL DISTRICT FEE	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 001239
11/09/20	00308	10/20/20 10202020	202011 330-57200-49300	FY21 MUSIC LICENSE	*	368.00	
				ASCAP			368.00 001240
11/09/20	00045	9/30/20 898488	202009 330-57200-46600	TERMITE TREATMENT	*	603.00	
				B&B EXTERMINATING CO., INC.			603.00 001241
11/09/20	00277	10/30/20 8046	202010 320-53800-46700	INSTALL FAKAHATCHEE GRASS	*	9,679.70	
				DUVAL LANDSCAPE MAINTENANCE LLC			9,679.70 001242
11/09/20	00277	11/01/20 8096	202011 320-53800-46600	NOV LANDSCAPE MAINTENANCE	*	25,339.00	
				DUVAL LANDSCAPE MAINTENANCE LLC			25,339.00 001243
11/09/20	00205	10/30/20 65342	202010 320-53800-46800	OCT LAKE MAINTENANCE	*	1,175.00	
				FUTURE HORIZONS INC			1,175.00 001244
11/09/20	00016	11/01/20 270	202011 310-51300-34000	NOV MANAGEMENT FEES	*	3,750.00	

TURN TURNBULL CREEK BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		11/01/20	270 202011 310-51300-55000 NOV WEBSITE ADMIN		*	100.00	
		11/01/20	270 202011 310-51300-35100 NOV INFORM TECHNOLOGY		*	133.33	
		11/01/20	270 202011 310-51300-31300 NOV DISSEMINATION SERVICE		*	166.67	
		11/01/20	270 202011 310-51300-51000 OFFICE SUPPLIES		*	.63	
		11/01/20	270 202011 310-51300-42000 POSTAGE		*	10.50	
		11/01/20	270 202011 310-51300-42500 COPIES		*	6.15	
		11/01/20	270 202011 310-51300-49000 GODADDY DOMAIN RENEWAL		*	48.70	
				GOVERNMENTAL MANAGEMENT SERVICES			4,215.98 001245
11/09/20	00041	11/01/20	13129559 202011 330-57200-46500 NOV POOL CHEMICALS		*	854.91	
				POOLSURE			854.91 001246
11/13/20	00163	10/31/20	47 202010 330-57200-34600 OCT LIFEGUARD SERVICES		*	1,052.70	
				RIVERSIDE MANAGEMENT SERVICES, INC			1,052.70 001247
11/13/20	00163	11/01/20	46 202011 330-57200-34800 NOV FACILITY MONITOR		*	2,016.67	
		11/01/20	46 202011 330-57200-34800 NOV FACILITY MONITOR		*	96.67-	
		11/01/20	46 202011 330-57200-34000 NOV FACILITY MANAGEMENT		*	5,083.33	
		11/01/20	46 202011 330-57200-34300 NOV FACILITY ATTENDANTS		*	1,350.00	
		11/01/20	46 202011 330-57200-34300 NOV FACILITY ATTENDANTS		*	372.24-	
		11/01/20	46 202011 330-57200-34100 NOV FIELD OPERATIONS		*	4,271.58	
		11/01/20	46 202011 330-57200-34400 NOV FACILITY MAINTENANCE		*	4,083.33	
		11/01/20	46 202011 330-57200-46400 NOV POOL MAINTENANCE		*	1,158.33	
		11/01/20	46 202011 330-57200-34200 NOV JANITORIAL		*	733.33	
		11/01/20	46 202011 330-57200-34900 NOV COM AREA WASTE COLLEC		*	1,525.00	
		11/01/20	46 202011 330-57200-34700 NOV PROGRAM DIRECTOR		*	214.58	
				RIVERSIDE MANAGEMENT SERVICES, INC			19,967.24 001248
				TURN TURNBULL CREEK BPEREGRINO			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
11/13/20	00302	11/10/20 2762	202010 310-51300-31100	OCT ENGINEERING SERVICES	*	687.50	
				YURO & ASSOCIATES, LLC			687.50 001249
11/30/20	00015	11/23/20 118594	202010 310-51300-31500	OCT GENERAL COUNSEL	*	1,066.50	
				HOPPING GREEN & SAMS			1,066.50 001250
11/30/20	00163	11/13/20 49	202010 330-57200-63100	OCT MAINTENANCE SUPPLIES	*	621.61	
				RIVERSIDE MANAGEMENT SERVICES, INC			621.61 001251
11/30/20	00004	10/29/20 I0331706	202010 310-51300-48000	NOTICE MEETING 11/10/20	*	157.07	
				THE ST. AUGUSTINE RECORD			157.07 001252
11/30/20	00360	11/23/20 20201123	202011 330-57200-63100	50% WELDING 3 POLES	*	562.50	
				TNZ MOBILE WELDING			562.50 001253
11/30/20	00360	11/23/20 20201123	202011 330-57200-63100	50% WELDING 3 POES	*	562.50	
				TNZ MOBILE WELDING			562.50 001254
11/30/20	00039	11/16/20 7051078	202011 330-57200-46600	NOV PEST CONTROL	*	110.00	
				TURNER PEST CONTROL			110.00 001255
11/30/20	00039	11/16/20 7051287	202011 330-57200-46600	NOV PEST CONTROL	*	75.00	
				TURNER PEST CONTROL			75.00 001256
						TOTAL FOR BANK C	138,942.69
						TOTAL FOR REGISTER	138,942.69

TURN TURNBULL CREEK BPEREGRINO

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****RECEIVED**

SEP 16 2020

**Bill To:**

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

Invoice #: 268

Invoice Date: 9/15/20

Due Date: 9/15/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2021		5,000.00	5,000.00
16(c) 1,810, 513.817			
<b>Total</b>			<b>\$5,000.00</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,000.00</b>



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

## Invoice

Date 10/1/2020

Invoice # 131295595516

Terms	Net 20
Due Date	10/21/2020
PO #	
Customer #	13MUR100

<b>Bill To</b> Turnbull Creek CDD 475 West Town Place Suite 114 St. Augustine FL 32092	<b>Ship To</b> Jeff Branch Turnbull Creek CDD 101 E Positano Ave Saint Augustine FL 32092
--	---

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	816.29
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	38.62
<i>410</i> <i>1,380.572,465</i>				

Total 854.91  
Amount Due \$854.91

### Remittance Slip

Customer  
13MUR100  
Invoice #  
131295595516

Amount Due \$854.91

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

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295595516



# INVOICE



## TNZ Mobile Welding

4596 State Road 16

Saint Augustine, FL 32092

(904) 517-2371

[TNZMobileWelding@yahoo.com](mailto:TNZMobileWelding@yahoo.com)

INVOICE NO. 202001001

DATE October 1, 2020

TO Turnbull Creek CDD  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
Attn: Jerry Lambert  
248-807-2763

Repair Location			
Murabella - SR-16 Gate			

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<b>Labor:</b>		
	As per proposal # 20200921, we are billing for the final half of the		1,538.04
	total amount.		
	<b>Consumables:</b>		
	Welding Rods, Fuel, Cutting, Grinding and Buffing Wheels		
	Gases (Oxygen/Acetylene)		
	<b>Material:</b>		
	<b>Material Pick-Up Fee:</b>		
	<b>Payment is due upon completion</b>		
	<b>We thank you for your business</b>		

*Back up*

SUBTOTAL	
SALES TAX	
<b>TOTAL</b>	<b>1538.04</b>

Make all checks payable to TNZ Mobile Welding, LLC  
**THANK YOU FOR YOUR BUSINESS!**

360 ©  
1,380.572.681



Main: 9400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256  
904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305  
www.turnerpest.com

## Service Slip/Invoice

INVOICE: 6912127  
DATE: 9/16/2020  
ORDER: 6912127

Bill To: [129708]  
Turnbull Creek CCD  
475 W Town Pl Ste 114  
Saint Augustine, FL 32092-3649

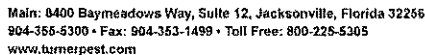
Work Location: [129708] 904-589-4783  
Murabella Owners Assoc Inc  
101 W Positano  
Saint Augustine, FL 32092-4787

Work Date	Time	Target Pest	Technician	Time In
9/16/2020	01:01 PM			01:01 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	9/16/2020		06:29 PM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	110.00
<div>39 © 1,380,572 466</div>		<b>SUBTOTAL</b> \$110.00
		<b>TAX</b> \$0.00
		<b>AMT. PAID</b> \$0.00
		<b>TOTAL</b> \$110.00
		<b>AMOUNT DUE</b> \$110.00

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

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



INVOICE:	6912343
DATE:	9/16/2020
ORDER:	6912343

Work Location; [129708] 904-589-4783  
Murabella Owners Assoc Inc  
101 W Positano  
Saint Augustine, FL 32092-4787

\_\_\_\_\_

39 ©  
1,380,572.466

*Q. B. T.*

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

[illegible]



Duval Landscape Maintenance  
7011 Business Park Blvd N  
Jacksonville, FL 32256  
www.duvallandscape.com

RECEIVED

OCT 01 2020

# INVOICE

Date	Invoice No.
10/01/20	7729
Terms	Due Date
Net 40	11/10/20

## BILL TO

AP Sanchez - Turnbull Creek  
TURNBULL CREEK COMMUNITY DEVELOPMENT DIST  
Attn: District Manager  
475 WEST TOWN PLACE, SUITE #114  
ST. AUGUSTINE, FL 32092

## PROPERTY

Murabella  
475 WEST TOWN PLACE, SUITE  
#114  
ST. AUGUSTINE, FL 32092

Amount Due	PO Number
\$25,339.00	

Please detach top portion and return with your payment.

DESCRIPTION	TOTAL
#9694 - Turnbull Creek CDD- Renewal 2020 October 2020	\$25,339.00

Total	\$25,339.00
Payments/Credits	(\$0.00)
Balance Due	\$25,339.00

277 (C)  
1,320,538.466



Duval Landscape Maintenance  
7011 Business Park Blvd N  
Jacksonville, FL 32256  
www.duvallandscape.com

RECEIVED

OCT 05 2020

# INVOICE

Date	Invoice No.
09/30/20	7860
Terms	Due Date
Due on Receipt	09/30/20

BILL TO
AP Sanchez - Turnbull Creek TURNBULL CREEK COMMUNITY DEVELOPMENT DIST Attn: District Manager 475 WEST TOWN PLACE, SUITE #114 ST. AUGUSTINE, FL 32092

PROPERTY
Murabella 475 WEST TOWN PLACE, SUITE #114 ST. AUGUSTINE, FL 32092

Amount Due	PO Number
\$275.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

#9704 - Electrical work for pump Oct 20

Irrigation Service/Repairs					\$275.00
Irrigation Labor	Hr	2.00	\$100.00	\$200.00	
Misc Electrical Parts		1.00	\$75.00	\$75.00	

Total	\$275.00
Payments/Credits	(\$0.00)
Balance Due	\$275.00

297  
1,320.57 2,434



**Future Horizons, Inc.**

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

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

**RECEIVED**

SEP 30 2020

**INVOICE**

Invoice Number: 64910  
Invoice Date: Sep 30, 2020  
Page: 1

**Bill To:**

Turnbull Creek CDD  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32145

**Ship to:**

Aquatic Weed  
Control Services

Customer ID	Customer PO	Payment Terms	
Turnbull01	Per Contract	Net 45 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		11/14/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services within Turnbull creek for the month of September, 2020  <i>205 © 1,320,538.468</i>	1,175.00	1,175.00
Subtotal				1,175.00
Sales Tax				
Freight				
Total Invoice Amount				1,175.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>1,175.00</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice**Invoice #: 269  
Invoice Date: 10/1/20  
Due Date: 10/1/20  
Case:  
P.O. Number:**Bill To:**Turnbull Creek CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092**RECEIVED**

OCT 08 2020

Description	Hours/Qty	Rate	Amount
Management Fees - October 2020 1,810,513.340		3,750.00	3,750.00
Website Administration - October 2020 550		100.00	100.00
Information Technology - October 2020 851 313		133.33	133.33
Dissemination Agent Services - October 2020		166.67	166.67
Office Supplies 570		0.54	0.54
Postage 420		9.00	9.00
16 @			
<b>Total</b>			<b>\$4,159.54</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,159.54</b>

# Hopping Green & Sams

Attorneys and Counselors

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

## STATEMENT

September 30, 2020

Turnbull Creek CDD  
Governmental Management Services, LLC  
c/o District Manager  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 117603  
Billed through 08/31/2020

RECEIVED

OCT 07 2020

15 ©  
1. 810. 513. 215

### General Counsel

TURNBL 00001 JLK

### FOR PROFESSIONAL SERVICES RENDERED

08/04/20	JLK	Review budget and assessment resolutions and transmit same to DM; review 2015A project completion resolution and confer with engineer and DM on same; review soccer request and transmit information on same; review TA; review correspondence on resolution for drain and timing for inspection for same.	1.50 hrs
08/04/20	LMC	Prepare appropriation resolution; prepare assessment resolution.	1.30 hrs
08/05/20	JLK	Confer with DM and engineer regarding 2015A project completion numbers, accounts and related information and update resolution on same; review inquiry regarding public records and sunshine law for documents from Supervisor Wing and confer with DM on same; confer with county regarding status of light installation project.	1.40 hrs
08/10/20	JLK	Confer with staff and ACS on soccer requests; research soccer COVID guidelines and begin drafting ACS contract and waivers with COVID participation and CDC guidelines; review multiple correspondences from residents regarding agenda and social media; confer with chairman and DM on same; confer with engineer regarding TV of lines status and confer regarding status of 2015A engineer's certificate; review ROP for questions on agenda setting and requirements related thereto; confer regarding public records responsibilities.	2.60 hrs
08/11/20	JLK	Conference call with district manager regarding soccer and parameters for same, status of county negotiations, RFQ for engineering services options and direction, completion certificate, and other related items; review correspondence and PLOM regarding engineering questions on completion resolution.	1.40 hrs
08/11/20	SSW	Monitor and review executive orders regarding requirements for budget and assessment hearings and waiver of physical quorum requirement for conducting same due to COVID-19 public health emergency; research and respond to questions regarding same; monitor and review executive orders extending waiver of physical quorum requirement for local government public meetings.	0.20 hrs
08/11/20	LMC	Update Series 2015A closing documents.	1.30 hrs
08/12/20	JLK	Review completion resolution updates and LOM for project cost background and confer with engineer on same; review multiple correspondence from county on	1.80 hrs

status of outstanding items and transmit feedback on same; confer with engineer on same; confer regarding UPS agreement and begin review of draft of same; transmit same; follow up regarding RFQ for engineer services and revised notice for same and contact list for same; confer regarding bocce court requirements; confer regarding use agreements for swim and dance and update same.

08/12/20	LMC	Prepare UPS agreement for 2020 holiday season.	0.90 hrs
08/13/20	JLK	Finalize ACES agreement, waivers and soccer fed guidelines; confer regarding landscape estimate for county installation and reimbursement; review/draft and transmit digital sign install agreement; confer with staff regarding data services.	1.30 hrs
08/13/20	LMC	Prepare agreement for installation of electronic sign.	0.90 hrs
08/14/20	JLK	Confer regarding county reimbursement approach and invoicing; finalize MOU with HOA for sign; update commercial policy language at HOA/CDD request and transmit same; update final sign installation agreement and transmit same.	1.00 hrs
08/18/20	JLK	Update from Yuro on drain inspection; review deed of dedication from county and provide comments to same; confer with interested engineering companies on bidding for RFQ for services; confer regarding meeting notice requirements for RFQ for engineering services and due date options related to same.	1.10 hrs
08/18/20	LMC	Prepare RFP notice for engineer; prepare fall agreement with Gift of Dance.	1.50 hrs
08/25/20	JLK	Confer with DM and Lambert regarding Daktronics and sign power, continuing data service contract, warranty and related documentation; update same.	0.40 hrs
08/26/20	JLK	Review draft agenda and provide comments to same; confer RFQ items and options.	0.40 hrs
08/31/20	JLK	Review meeting minutes; conference call with DM regarding email correspondence, ROP and ability for transcript vs regular meeting minutes.	0.80 hrs
Total fees for this matter			\$4,342.50

#### **MATTER SUMMARY**

Kilinski, Jennifer L.	13.70 hrs	260 /hr	\$3,562.00
Clavenna, Lydia M. - Paralegal	5.90 hrs	125 /hr	\$737.50
Warren, Sarah S.	0.20 hrs	215 /hr	\$43.00

TOTAL FEES	\$4,342.50
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<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$4,342.50</b>
--------------------------------------	-------------------

#### **BILLING SUMMARY**

Kilinski, Jennifer L.	13.70 hrs	260 /hr	\$3,562.00
Clavenna, Lydia M. - Paralegal	5.90 hrs	125 /hr	\$737.50
Warren, Sarah S.	0.20 hrs	215 /hr	\$43.00

=====

TOTAL FEES

\$4,342.50

**TOTAL CHARGES FOR THIS BILL**

**\$4,342.50**

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

# Hopping Green & Sams

Attorneys and Counselors

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

RECEIVED

OCT 05 2020

===== STATEMENT =====

September 30, 2020

Turnbull Creek CDD  
Governmental Management Services, LLC  
c/o District Manager  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 117604  
Billed through 08/31/2020

15 (2)  
1,810.513.815

**Monthly Meeting**

TURNBL 00101 JLK

**FOR PROFESSIONAL SERVICES RENDERED**

08/11/20 JLK Attend board meeting.

Total fees for this matter

\$1,500.00

**MATTER SUMMARY**

TOTAL FEES

\$1,500.00

**TOTAL CHARGES FOR THIS MATTER**

-----  
**\$1,500.00**

**BILLING SUMMARY**

TOTAL FEES

\$1,500.00

**TOTAL CHARGES FOR THIS BILL**

-----  
**\$1,500.00**



Neighborhood Publications, Inc.  
P.O. Box 4483  
Alpharetta, GA 30023  
(904) 514-5447  
info@connecttneighbors.com  
www.connecttneighbors.com

# Invoice



RECEIVED

OCT 06 2020

BILL TO

MuraBella  
c/o Governmental Management  
Services - Central Florida, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
United States of America

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
MURA5861	10/01/2020	\$45.00	10/31/2020	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Premium Version of Website	Fee for Premium Version of Website - www.mymurabella.com	1	45.00	45.00

BALANCE DUE

**\$45.00**

346 ©  
1,380,572,490

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

RECEIVED

OCT 07 2020  
RECEIVED

OCT 07 2020

**Bill To:**

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

Invoice #: 44  
Invoice Date: 10/1/2020  
Due Date: 10/1/2020  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
1.330.57200.34800 - Facility Monitor - Turnbull Creek - October 2020		2,016.67	2,016.67
1.330.57200.34800 - Facility Monitor - Turnbull Creek - October 2020 (Credit per 10/5/20 memo)		-192.99	-192.99
1.330.57200.34000 - Facility Management - Turnbull Creek - October 2020		5,083.33	5,083.33
1.330.57200.34300 - Facility Attendants - Turnbull Creek - October 2020		1,350.00	1,350.00
1.330.57200.34300 - Facility Attendants - Turnbull Creek - October 2020 (Credit per 10/5/20 memo)		-532.88	-532.88
1.330.57200.34100 - Field Operations - Turnbull Creek - October 2020		4,271.58	4,271.58
1.330.57200.34400 - Facility Maintenance - Turnbull Creek - October 2020		4,083.33	4,083.33
1.330.57200.46400 - Pool Maintenance - Turnbull Creek - October 2020		1,158.33	1,158.33
1.330.57200.34200 - Janitorial Services - Turnbull Creek - October 2020		733.33	733.33
1.330.57200.34900 - Common Area Waste Collection - Turnbull Creek - October 2020		1,525.00	1,525.00
1.330.57200.34700 - Program Director - Turnbull Creek - October 2020		214.58	214.58

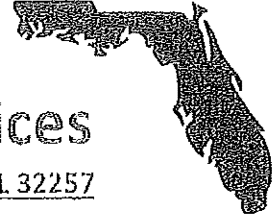
163 (C)

Total	\$19,710.28
Payments/Credits	\$0.00
Balance Due	\$19,710.28

2020  
10-5-2020

# Riverside Management Services

9655 Florida Mining Blvd, Bldg. 300, Suite 305, Jacksonville, FL 32257



Turnbull Creek CDD  
Monthly Credit Memorandum

DATE: October 5, 2020  
FROM: Rich Whetsel  
TO: RMS Billing Department  
SUBJECT: August Adjustment -- Monthly Invoice Adjustment for September 2020 Services

Please adjust October 2020 invoice to reflect the actual hours worked for the month of September 2020 for the following hourly services.

	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>	<u>Billed</u>	<u>Credit Amount</u>
• Facility Monitor	113.98	\$16.00	\$1,823.68	\$2,016.67	\$192.99
• Facility Attendant	51.07	\$16.00	\$817.12	\$1,350.00	\$532.88

RECEIVED

OCT 05 2020

## Check Request

Date	Amount	Authorized By
October 5, 2020	\$ 312.73	Sheryl Fulks

Payable to:

Turnbull Creek CDD- Hancock 2016 Revenue Account #303

Date Check Needed:

Budget Category:

ASAP	001-300-20700-10500	C
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Intended Use of Funds Requested:

[illegible]

**TURNBULL COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2020 ASSESSMENT RECEIPTS SUMMARY**

TAX ROLL	# UNITS ASSESSED	TOTAL ASSESSED	SERIES 2015A1- 2 DEBT ASSESSED	SERIES 2016 DEBT ASSESSED	SERIES 2015B1-2 DEBT ASSESSED	FY20 O&M ASSESSED
CERTIFIED TAX ROLL	959	2,478,962.18	987,239.09	286,504.77	79,069.42	1,126,148.91

TAX ROLL RECEIPTS						
DATE RECEIVED	ST JOHNS CO. DIST.	TOTAL RECEIVED	SERIES 2015A1- 2 DEBT RECEIVED	SERIES 2016 DEBT RECEIVED	SERIES 2015B1-2 DEBT RECEIVED	O&M RECEIVED
11/19/2019	1	50,984.75	20,304.52	5,892.54	1,626.22	23,161.47
11/25/2019	2	24,642.07	9,813.63	2,847.99	785.99	11,194.46
11/26/2019	3	122,969.42	48,972.19	14,212.13	3,922.25	55,862.85
12/13/2019	4	120,421.52	47,957.50	13,917.65	3,840.99	54,705.38
12/19/2019	5 (11/26-12/6)	203,875.37	81,192.74	23,562.79	6,502.84	92,617.00
1/14/2020	6 (11/2-11/3)	1,216,508.28	484,470.69	140,597.31	38,801.96	552,638.32
1/29/2020	7 (11/9-12/31)	610,915.71	243,295.31	70,606.27	19,485.88	277,528.25
1/30/2020	INT (10/1-12/31)	2,474.74	985.56	286.02	78.93	1,124.23
3/30/2020	8 (1/1-1/30)	26,653.53	10,614.69	3,080.47	850.15	12,108.22
4/12/2020	INTEREST	1,174.93	467.91	135.79	37.48	533.75
5/6/2020	9 (2/1-4/30)	84,000.44	33,452.92	9,708.31	2,679.29	38,159.92
6/10/2020	TAX CERTS	17,599.54	7,008.96	2,034.06	561.36	7,995.16
7/10/2020	INTEREST	30.89	-	-	-	30.89
7/13/2020	11	5,657.80	2,253.20	653.90	180.46	2,570.24
10/5/2020	12	2,705.91	1,077.62	312.73	86.31	1,229.25
			-	-	-	-
			-	-	-	-
			-	-	-	-
TOTAL TAX ROLL RECEIPTS		2,490,614.90	991,867.44	287,847.96	79,440.11	1,131,459.39

PERCENT COLLECTED	100.47%	100.47%	100.47%	100.47%	100.47%
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Engineering / Permitting  
Development Services  
Property Management  
Construction Management  
ADA Consulting

# Invoice

RECEIVED

OCT 07 2020

Date	Invoice #
10/6/20	2737

<b>Bill To</b>	
Turnbull Creek CDD Attn: Dave deNagy Governmental Management Services	
<b>P.O. No</b>	

<b>Yuro &amp; Assoc. - Job No.</b>
Y16-377

Item	Date	Description	Hours	Rate	Amount
		September 2020 - Engineering Services			
Turnbull Cree...	9/7/20	coordinate with County on intersection & drainage issues	0.5	125.00	62.50
Turnbull Cree...	9/8/20	CDD meeting	1.5	125.00	187.50
Turnbull Cree...	9/11/20	coordinate with County on intersection & drainage issues	0.5	125.00	62.50
Turnbull Cree...	9/24/20	Correspondence with County on Signal & storm inspection	1	125.00	125.00
Turnbull Cree...	9/29/20	CDD meeting	1	125.00	125.00
Turnbull Cree...	9/29/20	Review Pipe inspection video & coordinate with staff & county	2	125.00	250.00
Turnbull Cree...	9/30/20	Review Pipe inspection video & coordinate with staff & county	1	125.00	125.00
<p>30 &amp; © 1,810.53.811</p>					
<b>Total</b>					<b>\$937.50</b>



# Hopping Green & Sams

Attorneys and Counselors

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

15 (C)  
1.810.573.215

## STATEMENT

October 12, 2020

Turnbull Creek CDD  
Governmental Management Services, LLC  
c/o District Manager  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 117733  
Billed through 09/30/2020

RECEIVED

OCT 12 2020

### General Counsel

TURNBL 00001 JLK

### FOR PROFESSIONAL SERVICES RENDERED

09/01/20	JLK	Update electronic sign agreement with vendor and on site staff comments and transmit the same; review Daktronics documents and separate purchase order and confer with staff on warranty, disclosures, and contract terms; review resident e-mails regarding social media posts and confer with DM on same.	1.10 hrs
09/01/20	SSW	Monitor executive orders regarding public meeting requirements and possible extension of waiver of physical quorum requirement for public meetings; research and confer with district management regarding questions relating to same.	0.20 hrs
09/01/20	LMC	Update agreement for LED sign installation.	0.50 hrs
09/02/20	JLK	Confer with onsite management regarding status of Daktronics information and warranty.	0.10 hrs
09/03/20	JLK	Draft/review property appraiser agreement with SJC; confer with DM regarding board member request for meeting minute edits and inclusion, transcript regarding same, legal implications, rules of procedure and draft e-mail distribution to board; confer regarding RFQ status.	1.20 hrs
09/04/20	JLK	Confer with DM regarding various CDD operational questions and contract administration items; confer regarding outstanding invoices and transmit information for same.	0.30 hrs
09/08/20	JLK	Review meeting materials and confer with DM on same; draft gift of dance license agreement and transmit same; confer regarding RFQ status and options related to special meeting on same.	1.10 hrs
09/09/20	LMC	Update agreement for LED sign installation.	0.30 hrs
09/09/20	LMC	Confirm rates in audit letters.	0.30 hrs
09/11/20	JLK	Update agreement for sign installation with contractor warranty items; confer with Yuro and county regarding lightpole installation project status, TV reports, deed comments and professional fee data and respond to questions on same.	0.70 hrs
09/11/20	LMC	Update agreement for LED sign installation.	0.50 hrs

09/13/20	JLK	Confer regarding status of property appraiser agreement and transmit same.	0.20 hrs
09/14/20	JLK	Conference call with sign installer; update and disseminate agreement related to same; confer regarding NOC; review minutes edits from DM.	0.50 hrs
09/15/20	JLK	Updated BNS signs agreement; transmit same; confer with DM regarding options related to data.	0.40 hrs
09/17/20	JLK	Review TA and provide edits to same; transmit engineering criteria from ROP for inclusion.	0.20 hrs
09/22/20	JLK	Provide comments to agenda and begin review of agenda for board meeting.	0.30 hrs
09/23/20	JLK	Review county correspondence on status of various roadway items; confer with engineer regarding TV reports; transmit information to county on same.	0.40 hrs
09/24/20	JLK	Review county correspondence and confer with staff on same.	0.30 hrs
09/25/20	JLK	Confer regarding status of TV reports and invoicing for same; transmit information to county and respond to request for information.	0.20 hrs
09/26/20	JLK	Review phase 3 executive order; research related to Re-Open Florida Task Force for interpretation on same; draft, review and disseminate phase 3 reopening guidelines; confer with district's insurer on same; confer with district management and onsite team on same; update/edit and disseminate form of COVID waiver.	0.30 hrs
09/29/20	JLK	Prepare engineering scoring criteria matrix and transmit same; review proposals for legal sufficiency and pre-meeting call with DM related to same; review county correspondence on TV reports.	1.30 hrs
09/30/20	JLK	Transmit/finalize notice of engineering award letters and confer with engineer on questions related to same; being engineering services agreement; confer with staff regarding phase 3 reopening options and FIA feedback on same; confer regarding extension of quorum waiver through November 1.	1.10 hrs
09/30/20	ACW	Review Executive Order 20-246 and prepare summary of meeting requirements.	0.10 hrs
09/30/20	LMC	Prepare notices of intent to award for district engineer.	0.90 hrs
Total fees for this matter			\$2,899.00

**MATTER SUMMARY**

Willson, Alyssa C.	0.10 hrs	215 /hr	\$21.50
Kilinski, Jennifer L.	9.70 hrs	260 /hr	\$2,522.00
Clavenna, Lydia M. - Paralegal	2.50 hrs	125 /hr	\$312.50
Warren, Sarah S.	0.20 hrs	215 /hr	\$43.00

TOTAL FEES \$2,899.00

**TOTAL CHARGES FOR THIS MATTER \$2,899.00**

**BILLING SUMMARY**

Willson, Alyssa C.	0.10 hrs	215 /hr	\$21.50
Kilinski, Jennifer L.	9.70 hrs	260 /hr	\$2,522.00
Clavenna, Lydia M. - Paralegal	2.50 hrs	125 /hr	\$312.50
Warren, Sarah S.	0.20 hrs	215 /hr	\$43.00

TOTAL FEES	\$2,899.00
------------	------------

**TOTAL CHARGES FOR THIS BILL****\$2,899.00****Please include the bill number with your payment.**

# Hopping Green & Sams

Attorneys and Counselors

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

15 ©  
1.810.513.815

===== STATEMENT =====

October 12, 2020

Turnbull Creek CDD  
Governmental Management Services, LLC  
c/o District Manager  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 117734  
Billed through 09/30/2020

RECEIVED

OCT 12 2020

**Monthly Meeting**

TURNBL 00101 JLK

**FOR PROFESSIONAL SERVICES RENDERED**

09/08/20 JLK Prepare for and attend board meeting.

09/29/20 JLK Attend special board meeting.

Total fees for this matter \$3,000.00

**MATTER SUMMARY**

TOTAL FEES \$3,000.00

**TOTAL CHARGES FOR THIS MATTER \$3,000.00**

**BILLING SUMMARY**

TOTAL FEES \$3,000.00

**TOTAL CHARGES FOR THIS BILL \$3,000.00**

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

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Invoice #: 45  
Invoice Date: 10/13/2020  
Due Date: 10/13/2020  
Case:  
P.O. Number:

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

RECEIVED

OCT 19 2020

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		53.91	53.91
1,330, 572, 6310 168 (C)			
Jerry Lambert			

Total	\$53.91
Payments/Credits	\$0.00
Balance Due	\$53.91

RW  
10, 16, 20

Period Ending 10/05/20

DISTRICT  
TURNBULL CREEK

<u>DATE</u>	<u>SUPPLIES</u>
9/10/20	Toilet Paper 18 Rols (2)
9/29/20	Toilet Paper 18 Rols

<u>PRICE</u>	<u>EMPLOYEE</u>
35.94	F.S.
17.87	F.S.
0.00	

TOTAL \$53.91



10	11	12 14	13	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT
08/31		Balance Forward						\$471.20
09/29	P150064	Payment - Lockbox 1214						\$-471.20
09/21 09/21	I03307398-09212020	SPEC MTG 9/29/20	SA St Augustine Record	1.00 x 8.7500	8.75	1	\$8.98	\$78.58
09/21 09/21	I03307398-09212020	SPEC MTG 9/29/20	SA St Aug Record Online	1.00 x 8.7500	8.75	1	\$8.97	\$78.49
PREVIOUS AMOUNT OWED:				\$471.20				
NEW CHARGES THIS PERIOD:				\$157.07				
CASH THIS PERIOD:				(\$471.20)				
DEBIT ADJUSTMENTS THIS PERIOD:				\$0.00				
CREDIT ADJUSTMENTS THIS PERIOD:				\$0.00				
We appreciate your business.								
4 © 1,810, 573, 480								

4 ©  
1,810, 573, 480

**INVOICE AND STATEMENT OF ACCOUNT**

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
	\$157.07		\$0.00	\$0.00	\$0.00	\$0.00		\$157.07

25	ADVERTISER INFORMATION						
1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
	09/01/2020 - 09/30/2020		18409		18409		TURNBULL CREEK CDD/MURA BELLA/

**MAKE CHECKS PAYABLE TO**

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

Payment is due upon receipt.

The St. Augustine Record

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



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

**ADVERTISING INVOICE and STATEMENT**

1	BILLING PERIOD	2	ADVERTISER/CLIENT NAME
	09/01/2020 - 09/30/2020		TURNBULL CREEK CDD/MURA BELLA/

COMPANY	23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	3	TERMS OF PAYMENT
SA 7		\$157.07	\$0.00		NET 15 DAYS

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS
	\$157.07		\$0.00	\$0.00	\$0.00

4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	24	STATEMENT NUMBER
			09/30/2020		18409		18409		0000077848

8 BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



7  
8 - 2115

TURNBULL CREEK CDD/MURA BELLA/  
 475 W TOWN PL STE 114  
 SAINT AUGUSTINE FL 32092-3649



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

Mon, Sep 21, 2020  
9:47:09AM

## Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

**Acct:** 18409  
**Phone:** 19049405850

**E-Mail:**

**Client:** TURNBULL CREEK CDD/MURA BEL

**Name:** TURNBULL CREEK CDD/MURA BELLA/

**Address:** 475 W TOWN PLACE  
ROOM 114

**City:** SAINT AUGUSTINE

**State:** FL

**Zip:** 32092

**Ad Number:** 0003307398-01

**Start:** 09/21/2020

**Placement:** SA Legals

**Copy Line:** TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF SPECIAL MEETING OF THE BOARD OF SUP

**Caller:** SARAH SWEETING

**Issues:** 1

**Rep:** Melissa Rhinehart

**Paytype:** BILL

**Stop:** 09/21/2020

SEP 21 2020

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

Lines	105
Depth	8.75
Columns	1
Price	\$157.07

**TURNBULL CREEK COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF SPECIAL MEETING OF  
THE BOARD OF SUPERVISORS**

Notice is hereby given that the Board of Supervisors ("Board") of the Turnbull Creek Community Development District ("District") will hold a special meeting of the Board of Supervisors on **Tuesday, September 29, 2020 at 4:00 p.m.**, where the Board may consider any business that may properly come before it ("Meeting").

It is anticipated that the Meeting will take place at the **Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida 32092**. In the event that the COVID-19 public health emergency prevents the Meeting from occurring in-person, the District may conduct the Meeting by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. Information about how the meeting will occur, assistance connecting to the meeting or arranging further accommodations for participation, and an electronic copy of the agenda may be obtained by accessing the District's website at <http://turnbullcreekcd.com/> or by contacting the office of the District Manager c/o Governmental Management Services LLC - North Florida, at (904) 940-5850 or [etorres@gmsnf.com](mailto:etorres@gmsnf.com) ("District Manager's Office").

*If it is necessary to hold the above referenced Meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the Meeting can do so by logging into ZOOM via their computer. Call in information for the meeting and specifics about meeting location and participation can be found at <http://turnbullcreekcd.com/> or by calling the District Manager's office at the phone number provided herein. Participants are **strongly encouraged** to submit questions and comments to the District Manager's Office at [etorres@gmsnf.com](mailto:etorres@gmsnf.com) or by calling 904-940-5850 by September 28, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting. If you are unable to participate by ZOOM, please contact the District Manager's office for further accommodations.*

The Meeting ("Meeting") is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to each respective Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-935-8771 (TTY) / 1-800-953-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. At the Meeting, staff or Board members may participate in the public hearing by speaker telephone or via ZOOM media technology.

**Ernesto Torres**  
District Manager

Mon, Sep 21, 2020  
9:47:09AM

Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

0003907398 September 21, 2020

THE ST. AUGUSTINE RECORD  
Affidavit of Publication

TURNBULL CREEK CDD/MURA BELLA/  
475 W TOWN PLACE  
ROOM 114  
SAINT AUGUSTINE, FL 32092

ACCT: 18409  
AD# 0003307398-01

PO#

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

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF MEETING** in the matter of SPEC MTG 9/29/20 was published in said newspaper on 09/21/2020.

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

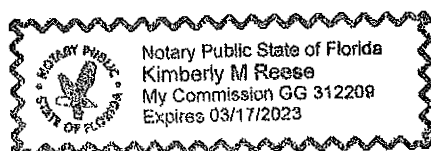
Sworn to (or affirmed) and subscribed before me by means of

☒ physical presence or  
☐ online notarization

this \_\_\_\_\_ day **SEP 21 2020**

by *Melissa Rhinehart* who is personally known to  
me or who has produced as identification

*Kimberly M Reese*  
(Signature of Notary Public)



TURNBULL CREEK COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF SPECIAL MEETING OF  
THE BOARD OF SUPERVISORS

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Ernesto Torres  
District Manager  
0003307398 September 21, 2020



Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256  
904-355-5300 • Fax: 904-353-1498 • Toll Free: 800-226-5305  
www.turnerpest.com

## Service Slip/Invoice

INVOICE: 6977796  
DATE: 10/13/2020  
ORDER: 6977796

Bill To: [129708]

Turnbull Creek CCD  
475 W Town Pl Ste 114  
Saint Augustine, FL 32092-3649

Work

Location:

[129708] 904-589-4783  
Murabella Owners Assoc Inc  
101 W Positano  
Saint Augustine, FL 32092-4787

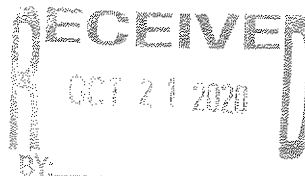
Work Date	Time	Target Pest	Technician	Time In
10/13/2020	09:09 AM			09:09 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	10/13/2020		09:39 AM

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

CPCM	Commercial Pest Control - Monthly Service	110.00
------	---	--------

SUBTOTAL	\$110.00
TAX	\$0.00
AMT. PAID	\$0.00
TOTAL	\$110.00

AMOUNT DUE **\$110.00**



39 ©  
1,380,592.466

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

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





Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256  
904-356-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305  
www.turnerpest.com

## Service Slip/Invoice

INVOICE: 6978000  
DATE: 10/13/2020  
ORDER: 6978000

Bill To: [129708]  
Turnbull Creek CCD  
475 W Town Pl Ste 114  
Saint Augustine, FL 32092-3649

Work Location: [129708] 904-589-4783  
Murabella Owners Assoc Inc  
101 W Positano  
Saint Augustine, FL 32092-4787

Work Date	Time	Target Pest	Technician	Time In
10/13/2020	09:09 AM			09:09 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	10/13/2020		09:39 AM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	75.00
<div>RECEIVED OCT 21 2020</div>		SUBTOTAL
		\$75.00
		TAX
		\$0.00
		AMT. PAID
		\$0.00
		TOTAL
		\$75.00
		AMOUNT DUE
		\$75.00
390		TECHNICIAN SIGNATURE
1,880,572,466		CUSTOMER SIGNATURE

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

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

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2020/2021 Special District Fee Invoice and Update Form**  
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 83032			Date Invoiced: 10/01/2020
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2020: \$175.00

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

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



**Turnbull Creek Community Development District**  
Ms. Jennifer Killinski  
Hopping, Green & Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, FL 32301

RECEIVED  
OCT 28 2020

2. Telephone: (850) 222-7500  
3. Fax: (850) 224-8551  
4. Email: jenk@hgslaw.com  
5. Status: Independent  
6. Governing Body: Elected  
7. Website Address: www.turnbullcreekcdd.com  
8. County(ies): St. Johns  
9. Function(s): Community Development  
10. Boundary Map on File: 09/11/2009  
11. Creation Document on File: 07/27/2004  
12. Date Established: 06/28/2004  
13. Creation Method: Local Ordinance  
14. Local Governing Authority: St. Johns County  
15. Creation Document(s): County Ordinances 2004-47 and 2006-77  
16. Statutory Authority: Chapter 190, Florida Statutes  
17. Authority to Issue Bonds: Yes  
18. Revenue Source(s): Assessments  
19. Most Recent Update: 10/22/2019

1.810. 573. 540  
159 ©

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

Registered Agent's Signature: Jennifer Killinski Date 10/27/2020

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

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2018/2019 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

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

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

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

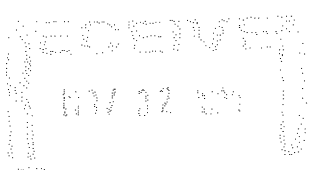


PO BOX 331608 Attn: Account Services  
Nashville, TN 37203-7515  
Attn: Account Services  
Phone: 1-800-505-4052  
Fax: 1-615-691-7795

GCXZ1D001008843 - 4

Dave deNagy  
Manager  
Governmental Management Services  
475 West Town Place, Suite 114  
St Augustine, FL 32092

Re: Turnbull Creek Community Development Dis  
Governmental Management Services  
101 Positano Avenue  
Saint Augustine, FL 32092



If You Have Already Made Payment, Please Disregard This Invoice.  
In Case Of Error In Amount Of Bill Or Payment, Contract Terms Shall Govern.

ACCOUNT NO.	BILLING DATE	CURRENT	PAST DUE	BALANCE DUE
500776894	10/20/2020	\$368.00	\$0.00	\$368.00

CONTRACT RATE
\$363.00

Charges per applicable operating policy and rate schedule "copies available on request".

IMLA

ASCAP REFERENCE NO.	TRANSACTION DATE	CHECK NO.	EXPLANATION OF CHARGES & CREDITS	FOR THE PERIOD	AMOUNT	REMAINING BALANCE
			PREVIOUS BALANCE			\$0.00
192000366430	10/19/2020	-	Lic Fee Adj: CPI (Dr)	01/01/2020 to 10/31/2020	\$5.00	\$5.00
100005573642	10/20/2020	-	License Fee	11/01/2020 to 12/31/2020	\$60.50	\$65.50
100005573643	10/20/2020	-	License Fee	01/01/2021 to 10/31/2021	\$302.50	\$368.00

Thank you in advance for your timely payment.  
Securely manage your account on line at [www.ascap.com/mylicense](http://www.ascap.com/mylicense)

308 (C)  
1,330.572,493

TEAR ON THE DOTTED LINE

PLEASE PLACE YOUR CUSTOMER ACCOUNT NO. ON ALL CHECKS AND CORRESPONDENCE. PLEASE MAKE YOUR CHECK PAYABLE TO "ASCAP".

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



ACCOUNT NO.	BALANCE DUE	AMOUNT PAID
500776894	\$368.00	\$

95007768948000036800

Name, Address, Telephone Changes

Licensee: \_\_\_\_\_  
Premise: \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_

ASCAP  
21678 Network Place  
Chicago, IL 60673-1216

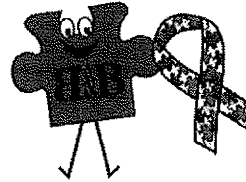
IMLA





**EXTERMINATING CO., INC.**

215 OSCEOLA STREET • JACKSONVILLE, FL 32204  
(904) 389-3323 • (866) 829-1913 • FAX (904) 389-9606  
www.bandbexterminating.com

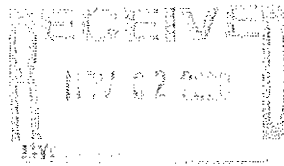


autism awareness

ACCOUNT  
136241

STATEMENT DATE  
10/28/2020

TURNBULL CREEK COMMUNITY  
DEVELOPMENT DISTRICT  
475 W TOWN PL  
STE 114  
ST. AUGUSTINE, FL 32092-3648



Service Address:

MURABELLA AMENITIES  
101-1 POSITANO AVE.  
ST. AUGUSTINE, FL 32092

45 ©  
1,380.572.465

DATE	INVOICE	DESCRIPTION OF SERVICE	AMOUNT	BALANCE
Service Address: MURABELLA AMENITIES 101-1 POSITANO AVE., ST. AUGUSTINE, FL 32092				
09/30/2020	898488	*TERMIDOR SUBTERRANEAN TERMITE TREATMENT	603.00	603.00



RECEIVED  
NOV 06 2020

CURRENT	30 DAYS	60 DAYS	OVER 90 DAYS	TOTAL
603.00	0.00	0.00	0.00	603.00

HELP US "GO GREEN" BY REDUCING PAPER. VISIT OUR  
WEBSITE @ BANDBEXTERMINATING.COM TO SIGN UP FOR  
ELECTRONIC STATEMENTS.

Please return bottom portion with your remittance

☐ Check here to make Changes or Corrections to your Contact Info. & complete the reverse side.

Please make Checks payable to **B&B Exterminating Co., Inc.** or  
visit our website to make your payment.

Please fill out this form to pay your account balance using your card below:

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER

Credit Card #: \_\_\_\_\_

Expiration: \_\_\_\_\_ Amount of Charge: \$ \_\_\_\_\_

Name as it appears: \_\_\_\_\_

☒ Signature \_\_\_\_\_ Date \_\_\_\_\_

TURNBULL CREEK COMMUNITY  
DEVELOPMENT DISTRICT  
475 W TOWN PL  
STE 114  
ST. AUGUSTINE, FL 32092-3648

Account #: 136241

Total Amount Due: \$603.00

Amount Enclosed: \$ \_\_\_\_\_

☐ I would like to be contacted by B&B's Customer Service Specialist.

Contact Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



Duval Landscape Maintenance  
7011 Business Park Blvd N  
Jacksonville, FL 32256  
www.duvallandscape.com

RECEIVED

OCT 30 2020

INVOICE

Date	Invoice No.
10/30/20	8046
Terms	Due Date
Net 40	12/09/20

BILL TO

AP Sanchez - Turnbull Creek  
TURNBULL CREEK COMMUNITY DEVELOPMENT DIST  
Attn: District Manager  
475 WEST TOWN PLACE, SUITE #114  
ST. AUGUSTINE, FL 32092

PROPERTY

Murabella  
475 WEST TOWN PLACE, SUITE  
#114  
ST. AUGUSTINE, FL 32092

Amount Due	PO Number
\$9,679.70	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

#9318 - Install of of fakahatchee grass in  
open areas in the burms through the

Enhancement/Extra Services

\$9,679.70

Total	\$9,679.70
Payments/Credits	(\$0.00)
Balance Due	\$9,679.70

247 ©  
1,320,538.467



Duval Landscape Maintenance  
7011 Business Park Blvd N  
Jacksonville, FL 32256  
www.duvallandscape.com

## INVOICE

Date	Invoice No.
11/01/20	8096
Terms	Due Date
Net 40	12/11/20

### BILL TO

AP Sanchez - Turnbull Creek  
TURNBULL CREEK COMMUNITY DEVELOPMENT DIST  
Attn: District Manager  
475 WEST TOWN PLACE, SUITE #114  
ST. AUGUSTINE, FL 32092

### PROPERTY

Murabella  
475 WEST TOWN PLACE, SUITE  
#114  
ST. AUGUSTINE, FL 32092

Amount Due	PO Number
\$25,339.00	

Please detach top portion and return with your payment.

DESCRIPTION	TOTAL
#9694 - Turnbull Creek CDD- Renewal 2020 November 2020	\$25,339.00

Total	\$25,339.00
Payments/Credits	(\$0.00)
Balance Due	\$25,339.00

RECEIVED

NOV 02 2020

2477 ©  
1,322,538.466



**Future Horizons, Inc.**

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

**RECEIVED**

OCT 30 2020

**INVOICE**

Invoice Number: 65342  
Invoice Date: Oct 30, 2020  
Page: 1

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

**Bill To:**

Turnbull Creek CDD  
c/o GMS, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32145

**Ship to:**

Aquatic Weed  
Control Services

Customer ID	Customer PO	Payment Terms	
Turnbull01	Per Contract	Net 45 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		12/14/20

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services within Turnbull creek for the month of October, 2020  <i>205 © 1,322,538.468</i>	1,175.00	1,175.00
Subtotal				1,175.00
Sales Tax				
Freight				
Total Invoice Amount				1,175.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>1,175.00</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

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

Invoice #: 270

Invoice Date: 11/1/20

Due Date: 11/1/20

Case:

P.O. Number:

RECEIVED

NOV 04 2020

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

Description	Hours/Qty	Rate	Amount
Management Fees - November 2020 1, 810.513.340		3,750.00	3,750.00
Website Administration - November 2020 550		100.00	100.00
Information Technology - November 2020 251		133.33	133.33
Dissemination Agent Services - November 2020 313		166.67	166.67
Office Supplies 570		0.63	0.63
Postage 420		10.50	10.50
Copies 425		6.15	6.15
GoDaddy - Domain Renewal 490		48.70	48.70
16 ©			
<b>Total</b>			<b>\$4,215.98</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$4,215.98</b>



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

# Invoice

Date

11/1/2020

Invoice #

131295596161

Terms	Net 20
Due Date	11/21/2020
PO #	
Customer #	13MUR100

Bill To	Ship To
Turnbull Creek CDD 475 West Town Place Suite 114 St. Augustine FL 32092	Jeff Branch Turnbull Creek CDD 101 E Positano Ave Saint Augustine FL 32092

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	816.29
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	38.62
<p>41 (C) 1.880.572.468</p> <p>RECEIVED OCT 20 2020</p>				

Total 854.91  
Amount Due \$854.91

## Remittance Slip

Customer  
13MUR100  
Invoice #  
131295596161

Amount Due \$854.91  
Amount Paid \_\_\_\_\_

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295596161

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

RECEIVED

NOV 10 2020

Invoice #: 47  
Invoice Date: 10/31/2020  
Due Date: 10/31/2020  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Lifeguard Services through October 31, 2020  1, 330,572, 3460  163 (C)	70.18	15.00	1,052.70
Total			\$1,052.70
Payments/Credits			\$0.00
Balance Due			\$1,052.70

11, 10, 20

**TURNBULL CREEK CDD**  
**LIFEGUARD INVOICE DETAIL**

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
70.18	Lifeguard Services for TURNBULL CREEK	\$ 15.00	\$ 1,052.70
	Covers Pay Period Ending October 31, 2020		

GL #1.330.572.3460

TOTAL DUE:

\$ 1,052.70

**TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT  
LIFEGUARD BILLABLE HOURS**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/3/20	4.37	A.G.	Lifeguarding
10/3/20	4.33	J.C.	Lifeguarding
10/4/20	4.52	A.G.	Lifeguarding
10/4/20	4.5	L.D.	Lifeguarding
10/10/20	4.4	A.G.	Lifeguarding
10/10/20	4.38	J.C.	Lifeguarding
10/11/20	4.48	A.G.	Lifeguarding
10/11/20	4.67	L.D.	Lifeguarding
10/17/20	4.28	A.G.	Lifeguarding
10/17/20	4.25	J.C.	Lifeguarding
10/18/20	4.4	D.R.	Lifeguarding
10/18/20	3.6	L.D.	Lifeguarding
10/24/20	4.5	D.R.	Lifeguarding
10/24/20	4.5	J.C.	Lifeguarding
10/25/20	4.5	A.G.	Lifeguarding
10/25/20	4.5	L.D.	Lifeguarding
<b>TOTAL</b>	<b>70.18</b>		
Lifeguarding	70.18		

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

RECEIVED

NOV 10 2020

Invoice #: 46  
Invoice Date: 11/1/2020  
Due Date: 11/1/2020  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
1.330.57200.34800 - Facility Monitor - Turnbull Creek - November 2020		2,016.67	2,016.67
1.330.57200.34800 - Facility Monitor - Turnbull Creek - November 2020 (Credit memo 11/5/20)		-96.67	-96.67
1.330.57200.34000 - Facility Management - Turnbull Creek - November 2020		5,083.33	5,083.33
1.330.57200.34300 - Facility Attendants - Turnbull Creek - November 2020		1,350.00	1,350.00
1.330.57200.34300 - Facility Attendants - Turnbull Creek - November 2020 (Credit memo 11/5/20)		-372.24	-372.24
1.330.57200.34100 - Field Operations - Turnbull Creek - November 2020		4,271.58	4,271.58
1.330.57200.34400 - Facility Maintenance - Turnbull Creek - November 2020		4,083.33	4,083.33
1.330.57200.46400 - Pool Maintenance - Turnbull Creek - November 2020		1,158.33	1,158.33
1.330.57200.34200 - Janitorial - Turnbull Creek - November 2020		733.33	733.33
1.330.57200.34900 - Common Area Waste Collection - Turnbull Creek - November 2020		1,525.00	1,525.00
1.330.57200.34700 - Program Director - Turnbull Creek - November 2020		214.58	214.58

168 (C)

Total \$19,967.24

Payments/Credits \$0.00

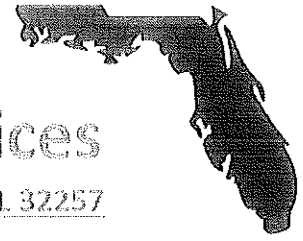
Balance Due \$19,967.24

PAID  
11, 10, 20



# Riverside Management Services

9655 Florida Mining Blvd, Bldg. 300, Suite 305, Jacksonville, FL 32257



Turnbull Creek CDD  
Monthly Credit Memorandum

DATE: November 5, 2020  
FROM: Rich Whetsel  
TO: RMS Billing Department  
SUBJECT: August Adjustment -- Monthly Invoice Adjustment for October 2020 Services

Please adjust November 2020 invoice to reflect the actual hours worked for the month of October 2020 for the following hourly services.

	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>	<u>Billed</u>	<u>Credit Amount</u>
• Facility Monitor	120.00	\$16.00	\$1,920.00	\$2,016.67	\$96.67
• Facility Attendant	61.11	\$16.00	\$977.76	\$1,350.00	\$372.24

RMS

TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT  
FACILITY ATTENDANT BILLABLE HOURS  
FOR THE MONTH OF OCTOBER 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/3/20	6.9	H.A.	Amenity Center/Fitness Center Attendant
10/4/20	6.95	J.A.	Amenity Center/Fitness Center Attendant
10/10/20	7	T.W.	Amenity Center/Fitness Center Attendant
10/11/20	7.02	J.A.	Amenity Center/Fitness Center Attendant
10/17/20	7	T.W.	Amenity Center/Fitness Center Attendant
10/18/20	7.03	J.A.	Amenity Center/Fitness Center Attendant
10/24/20	7	H.A.	Amenity Center/Fitness Center Attendant
10/25/20	6.88	J.A.	Amenity Center/Fitness Center Attendant
10/31/20	5.33	H.A.	Amenity Center/Fitness Center Attendant
<hr/>			
61.11			
<hr/>			

RMS

TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT  
FACILITY MONITOR BILLABLE HOURS  
FOR THE MONTH OF OCTOBER 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/1/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/2/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/6/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/7/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/8/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/9/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/13/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/14/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/15/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/16/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/16/20	8	A.L.	Completed daily checklist, answered calls and emails
10/19/20	5	A.L.	Completed daily checklist, answered calls, closed up
10/20/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/20/20	7	A.L.	Completed daily checklist, answered calls and emails
10/21/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/22/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/22/20	8	A.L.	Completed daily checklist, answered calls and emails
10/23/20	8	A.L.	Completed daily checklist, answered calls, closed up
10/27/20	8	A.L.	Completed daily checklist, answered calls, closed up
10/28/20	8	A.L.	Completed daily checklist, answered calls, closed up
10/29/20	4	A.H.	Completed daily checklist, answered calls, closed up
10/30/20	8	A.L.	Completed daily checklist, answered calls and emails
10/30/20	4	A.H.	Completed daily checklist, answered calls, closed up

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120

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Engineering / Permitting  
Development Services  
Property Management  
Construction Management  
ADA Consulting

# Invoice

Date	Invoice #
11/10/20	2762

RECEIVED

NOV 10 2020

<b>Bill To</b>	
Turnbull Creek CDD Attn: Dave deNagy Governmental Management Services	
<b>P.O. No</b>	

<b>Yuro &amp; Assoc. - Job No.</b>
Y16-377

Item	Date	Description	Hours	Rate	Amount
		October - Engineering Services			
Turnbull Cree...	10/1/20	review pipe videos & report and coordinate with SJC on my findings	2.5	125.00	312.50
Turnbull Cree...	10/2/20	review pipe videos & report and coordinate with SJC on my findings	1	125.00	125.00
Turnbull Cree...	10/7/20	review update from County Contractor on pipe repairs	1	125.00	125.00
Turnbull Cree...	10/21/20	review bocce ball courts per staff request	1	125.00	125.00
<div>AF 302 © 1,80,513.811</div>			<b>Total</b>		

145 Hilden Road, Unit 108 Ponte Vedra, FL 32081  
(904) 342-5199 \* myuro@mjyuro.com

# Hopping Green & Sams

Attorneys and Counselors

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

15  
1,810.573.315  
(C)

## STATEMENT

November 23, 2020

Turnbull Creek CDD  
Governmental Management Services, LLC  
c/o District Manager  
475 W. Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 118594  
Billed through 10/31/2020

RECEIVED

NOV 25 2020

### General Counsel

TURNBL 00001 JLK

### FOR PROFESSIONAL SERVICES RENDERED

10/01/20	JLK	Confer with engineer regarding county status of TV reports and review of same; confer regarding options related to same.	0.60 hrs
10/02/20	JLK	Review correspondence from county and Kimley Horn on project review steps and timeline for same; confer with Yuro and DM on same.	0.40 hrs
10/05/20	JLK	Draft engineer notice of intent to award and begin transmission of same; confer regarding status of execution of property appraiser agreement.	0.60 hrs
10/05/20	LMC	Follow up regarding property appraiser agreement.	0.30 hrs
10/07/20	JLK	Review information from Kimley-Horn regarding concrete/roadway issues; confer with same.	0.40 hrs
10/08/20	SSW	Conduct on-going research and monitoring of waiver of physical quorum requirement for public meetings and best practices for conducting board meetings upon potential expiration of such waiver.	0.20 hrs
10/20/20	LMC	Review annual letter from the Department of Economic Opportunity and confirm district information is up-to-date.	0.40 hrs
10/29/20	JLK	Conference call regarding various CDD issues; draft and transmit JMT engineering agreement and confer regarding same.	1.30 hrs
10/30/20	JLK	Review engineering agreement edits; update same; confer regarding draft agenda and meeting minutes.	0.30 hrs
Total fees for this matter			\$1,066.50

### MATTER SUMMARY

Kilinski, Jennifer L.	3.60 hrs	260 /hr	\$936.00
Clavenna, Lydia M. - Paralegal	0.70 hrs	125 /hr	\$87.50
Warren, Sarah S.	0.20 hrs	215 /hr	\$43.00

=====

TOTAL FEES	\$1,066.50
<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$1,066.50</b>

**BILLING SUMMARY**

Kilinski, Jennifer L.	3.60 hrs	260 /hr	\$936.00
Clavenna, Lydia M. - Paralegal	0.70 hrs	125 /hr	\$87.50
Warren, Sarah S.	0.20 hrs	215 /hr	\$43.00

TOTAL FEES	\$1,066.50
<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$1,066.50</b>

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

Riverside Management Services, Inc  
9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

RECEIVED

NOV 19 2020

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

Invoice #: 49  
Invoice Date: 11/13/2020  
Due Date: 11/13/2020  
Case:  
P.O. Number:

Description	Hours/Qty	Rate	Amount
Maintenance Supplies		621.61	621.61
330,572,6310 Oct 163 (C)  Jerry Lambert  J. Lambert 11/18/20			

Total \$621.61

Payments/Credits \$0.00

Balance Due \$621.61

11.18.20



# MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/20

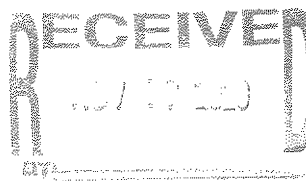
<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
TURNBULL CREEK	10/6/20	Boom Lift Rental	275.00	S.A.
	10/19/20	50 gallon Trash Bags 50ct (2)	31.84	B.L.
	10/19/20	Fabuloso	7.27	B.L.
	10/19/20	Dewalt Replacement Lance 31"	34.97	B.L.
	10/19/20	Dewalt Replacement Gun 4500 PSI	49.97	B.L.
	10/19/20	ECS 15W Bulbs 2pk (2)	31.84	B.L.
	10/19/20	ECS 6.5W Bulbs (4)	29.88	B.L.
	10/19/20	9V Batteries (4)	13.98	B.L.
	10/19/20	AAA Batteries (10)	9.98	B.L.
	10/19/20	AA Batteries (10)	9.98	B.L.
	10/20/20	O Ring Kit 1RGY1	39.00	B.L.
	10/20/20	4500 PSI Unloading Valve 1MDA4	87.80	B.L.
			0.00	
		<b>TOTAL</b>	<b>\$621.61</b>	

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/30		Balance Forward							\$157.07
10/29 10/29	I03317066-10292020	BOS MTG 11/10/20	SA St Augustine Record	1.00 x 8.7500	8.75	1	\$8.98		\$78.58
10/29 10/29	I03317066-10292020	BOS MTG 11/10/20	SA St Aug Record Online	1.00 x 8.7500	8.75	1	\$8.97		\$78.49
PREVIOUS AMOUNT OWED:				\$157.07					
NEW CHARGES THIS PERIOD:				\$157.07					
CASH THIS PERIOD:				\$0.00					
DEBIT ADJUSTMENTS THIS PERIOD:				\$0.00					
CREDIT ADJUSTMENTS THIS PERIOD:				\$0.00					
We appreciate your business.									
So that we may serve you better, please remit the amount due. New business is dependent on prompt payments. Please include the remittance stub and input your account number on your check. Thank you.									

4 ©  
1.810.513.480

RECEIVED  
R  
10/29/2020

1100  
 1. 810.513.480



**INVOICE AND STATEMENT OF ACCOUNT**

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE



21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE
X	\$157.07	*	\$157.07	\$0.00	\$0.00	\$0.00		\$314.14
ADVERTISER INFORMATION								
1	BILLING PERIOD	8	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME	
	10/01/2020 - 10/31/2020		18409		18409		TURNBULL CREEK CDD/MURA BELLA/	

**MAKE CHECKS PAYABLE TO**

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

Payment is due upon receipt.

The St. Augustine Record

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



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

1 BILLING PERIOD		2 ADVERTISER/CLIENT NAME	
10/01/2020 - 10/31/2020		TURNBULL CREEK CDD/MURA BELLA/	
COMPANY 23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	3 TERMS OF PAYMENT
SA 7	\$314.14	\$0.00	NET 15 DAYS
21	CURRENT NET AMOUNT	22	30 DAYS
	\$157.07		\$157.07
			\$0.00
			\$0.00
4	PAGE #	5	BILLING DATE
		6	BILLED ACCOUNT NUMBER
		7	ADVERTISER/CLIENT NUMBER
			24 STATEMENT NUMBER
			0000079656

BILLING ACCOUNT NAME AND ADDRESS

REMITTANCE ADDRESS



8 - 2205

TURNBULL CREEK CDD/MURA BELLA/  
 475 W TOWN PL STE 114  
 SAINT AUGUSTINE FL 32092-3649

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



Thu, Oct 29, 2020  
8:43:09AM

## Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

**Acct:** 18409  
**Phone:** 19049405850

**E-Mail:**

**Client:** TURNBULL CREEK CDD/MURA BEL

**Name:** TURNBULL CREEK CDD/MURA BELLA/  
**Address:** 475 W TOWN PLACE  
ROOM 114

**City:** SAINT AUGUSTINE

**State:** FL

**Zip:** 32092

**Ad Number:** 0003317066-01

**Start:** 10/29/2020

**Placement:** SA Legals

**Copy Line:** TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF MEETING OF THE BOARD OF SUPERVISOR!

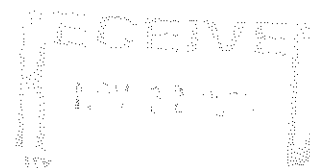
**Caller:** Sarah Sweeting

**Issues:** 1

**Rep:** Melissa Rhinehart

**Paytype:** BILL

**Stop:** 10/29/2020



# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

Lines	104
Depth	8.75
Columns	1
Price	\$157.07

## TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF MEETING OF THE BOARD OF SUPERVISORS

Notice is hereby given that the Board of Supervisors ("Board") of the Turnbull Creek Community Development District ("District") will hold a meeting of the Board of Supervisors on **Tuesday, November 10, 2020 at 8:30 p.m.**, where the Board may consider any business that may properly come before it ("Meeting").

It is anticipated that the Meeting will take place at the **Murubella Antenity Center, 101 Positano Avenue, St. Augustine, Florida 32092**. In the event that the COVID-19 public health emergency prevents the Meeting from occurring in-person, the District may conduct the Meeting by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-54, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 190.54(5)(b)2, *Florida Statutes*. Information about how the meeting will occur, assistance connecting to the meeting or arranging further accommodations for participation, and an electronic copy of the agenda may be obtained by accessing the District's website at <http://turnbullcreekdcd.com/> or by contacting the office of the District Manager c/o Governmental Management Services LLC - North Florida, at (904) 940-5850 or [etorres@gmsnf.com](mailto:etorres@gmsnf.com) ("District Manager's Office").

*If it is necessary to hold the above referenced Meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the Meeting can do so by logging into ZOOM via their computer. Call in information for the meeting and specifics about meeting location and participation can be found at <http://turnbullcreekdcd.com/> or by calling the District Manager's office at the phone number provided herein. Participants are **strongly encouraged** to submit questions and comments to the District Manager's Office at [etorres@gmsnf.com](mailto:etorres@gmsnf.com) or by calling (904) 940-5850 by November 9, 2020 at 5:00 p.m. In advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting. If you are unable to participate by ZOOM, please contact the District Manager's office for further accommodations.*

The Meeting ("Meeting") is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to each respective Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-935-8771 (TTY) / 1-800-935-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. At the Meeting, staff or Board members may participate in the public hearing by speaker telephone or via ZOOM media technology.

Ernesto Torres  
District Manager

0005317096 October 29, 2020

Thu, Oct 29, 2020  
8:43:09AM

Legal Ad Invoice

# The St. Augustine Record

Send Payments to:  
The St. Augustine Record  
One News Place  
St. Augustine, FL 32086

THE ST. AUGUSTINE RECORD  
Affidavit of Publication

TURNBULL CREEK CDD/MURA BELLA/  
475 W TOWN PLACE  
ROOM 114  
SAINT AUGUSTINE, FL 32092

ACCT: 18409  
AD# 0003317066-01  
PO#

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

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a **NOTICE OF MEETING** in the matter of **BOS MTG 11/10/20** was published in said newspaper on **10/29/2020**.

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

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

☒ physical presence or  
☐ online notarization

OCT 30 2020

this \_\_\_\_\_ day of \_\_\_\_\_

by Melissa Rhinehart who is personally known to  
me or who has produced as identification

Tiffany M. Lowe  
(Signature of Notary Public)

TURNBULL CREEK COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF MEETING OF THE  
BOARD OF SUPERVISORS

Notice is hereby given that the Board of Supervisors ("Board") of the Turnbull Creek Community Development District ("District") will hold a meeting of the Board of Supervisors on Tuesday, November 10, 2020 at 6:30 p.m., where the Board may consider any business that may properly come before it ("Meeting").

It is anticipated that the Meeting will take place at the Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida 32092. In the event that the COVID-19 public health emergency prevents the Meeting from occurring in-person, the District may conduct the Meeting by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Information about how the meeting will occur, assistance connecting to the meeting or arranging further accommodations for participation, and an electronic copy of the agenda may be obtained by accessing the District's website at <http://turnbullcreekdcd.com/> or by contacting the office of the District Manager c/o Governmental Management Services LLC - North Florida, at (904) 940-5850 or [etorres@gmsnf.com](mailto:etorres@gmsnf.com) ("District Manager's Office").

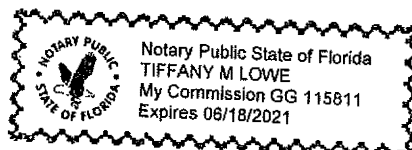
If it is necessary to hold the above referenced Meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the Meeting can do so by logging into ZOOM via their computer. Call in information for the meeting and specifics about meeting location and participation can be found at <http://turnbullcreekdcd.com/> or by calling the District Manager's office at the phone number provided herein. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [etorres@gmsnf.com](mailto:etorres@gmsnf.com) or by calling 904-940-5850 by November 9, 2020 at 5:00 p.m. in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting. If you are unable to participate by ZOOM please contact the District Manager's office for further accommodations.

The Meeting ("Meeting") is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to each respective Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. At the Meeting, staff or Board members may participate in the public hearing by speaker telephone or via ZOOM media technology.

Ernesto Torres  
District Manager  
0003317066 October 29, 2020



# Invoice



## TNZ Mobile Welding

4596 State Road 16

Saint Augustine, FL 32092

(904) 517-2371

[TNZMobileWelding@yahoo.com](mailto:TNZMobileWelding@yahoo.com)

Proposal # 20201123

DATE November 23, 2020

RECEIVED

NOV 24 2020

260 ©  
1. 380, 572. 631

TO Turnbill Creek CDD  
1408 Hamlin Ave. Unit E  
St. Cloud, FL 34771  
Attn: Bernadette Peregrino  
904-239-5309

Repair Location		
Murabella- SR-16		

### Community Billboards

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	<b>Labor:</b>		
10 hrs	To cut and fabricate 12 - aluminum angle brackets 2 1/2" X 2"	\$90.00	\$900.00
	X 1/2" thick on top for mounting community billboard signs X 3.		
	Remove three aluminum brackets per post X 12 posts.		
	Will drill and tap to 3/8" on new brackets for mounting billboard.		
	<b>Material:</b>		
1 pc.	3" X 3" X 1/4" aluminum angle		\$102.45
1 pc.	2 1/2" X 2" X 1/4" aluminum flatbar		\$47.55
	Material pick-up fee:		
	<b>Consumables:</b>		
	Aluminum Rods, grinding, cutting and buffing wheels and fuel		\$75.00
	two 80lb bags of concrete		
	<b>We require 1/2 up front (\$ 601.88) and the remaing</b>		
	<b>1/2 (\$ 601.87) due upon completion.</b>		
	<b>We thank you for your business</b>		

50% = \$562.5  
50% = \$562.5

SUBTOTAL	\$1,125.00
SALES TAX	\$78.75
TOTAL	\$1,203.75

Check need  
by Monday

THANK YOU FC #1 - 50%  
#2 - 50%

Tax exempt  
form



# Turner Pest Control

Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256  
904-355-5300 • Fax: 904-353-1498 • Toll Free: 800-225-5305  
www.turnerpest.com

## Service Slip/Invoice

INVOICE: 7051078  
DATE: 11/16/2020  
ORDER: 7051078

Bill To: [129708]

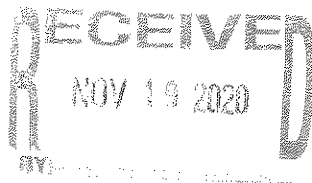
Turnbull Creek CCD  
475 W Town Pl Ste 114  
Saint Augustine, FL 32092-3649

Work  
Location:

[129708] 904-589-4783  
Murabella Owners Assoc Inc  
101 W Positano  
Saint Augustine, FL 32092-4787

Work Date	Time	Target Pest	Technician	Time In
11/16/2020	09:17 AM			09:17 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	11/16/2020		09:55 AM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	110.00
<p>39 ©</p> <p>1,380.570.466</p>		<b>SUBTOTAL</b>
		\$110.00
		<b>TAX</b>
		\$0.00
		<b>AMT. PAID</b>
		\$0.00
		<b>TOTAL</b>
		\$110.00
		<b>AMOUNT DUE</b>
		<b>\$110.00</b>



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

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





Main: 8400 Baymeadows Way, Suite 12, Jacksonville, Florida 32256  
904-366-5300 • Fax: 904-353-1498 • Toll Free: 800-225-5305  
www.turnerpest.com

## Service Slip/Invoice

INVOICE: 7051287  
DATE: 11/16/2020  
ORDER: 7051287

Bill To: [129708]

Turnbull Creek CCD  
475 W Town Pl Ste 114  
Saint Augustine, FL 32092-3649

Work Location: [129708] 904-589-4783  
Murabella Owners Assoc Inc  
101 W Positano  
Saint Augustine, FL 32092-4787

Work Date	Time	Target Pest	Technician	Time In
11/16/2020	09:17 AM			09:17 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	11/16/2020		09:55 AM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	75.00
<div>39(C) 1,380,572,466</div>		SUBTOTAL \$75.00
		TAX \$0.00
		AMT. PAID \$0.00
		TOTAL \$75.00
		AMOUNT DUE \$75.00
<div>RECEIVED NOV 17 2020</div>		TECHNICIAN SIGNATURE
		CUSTOMER SIGNATURE

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

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

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/09/20	00048	10/08/20 571198	202010 600-53800-60000		*	6,371.40	
		MARQUEE	READER BOARDS				
		10/08/20 571198	202010 600-53800-60000		*	125.00	
		SHIPPING					
ACCESS DISPLAY GROUP, INC.							6,496.40 000103
-----							
TOTAL FOR BANK B						6,496.40	
TOTAL FOR REGISTER						6,496.40	

TURN TURNBULL CREEK BPEREGRINO

Save As PDF File

**Displays4Sale.com****Invoice****Access Display Group, Inc.**

151 South Main Street  
 Freeport, New York 11520-3845  
 Telephone: 800-289-1539  
 Email: customerservice@accessdisplaygroup.com

Order # 571198

Purchase Order #

Customer Shipping Account # N/A

Invoice Date 10/8/2020

Due Date 10/8/2020

Terms Pre-Payment

RECEIVED

OCT 08 2020

**Bill To Address**

Turnbull Creek CDD  
 Bernadette Peregrino  
 1408 Hamlin Ave.  
 SAINT CLOUD, FL 34771  
 Telephone: (904) 239-5309

**Ship To Address**

Riverside Management Services  
 Jerry Lambert  
 9655 Florida Mining Blvd.  
 Building 300/ Suite 305  
 JACKSONVILLE, FL 32257  
 Telephone: (904) 288-7667  
 Email: jlambert@rmsnf.com

Order Notes: Production lead time is approximately 3-4 Weeks from prepayment in full. Please note that this is an estimate and is not guaranteed.

Qty	Product ID	Product Description	Ships Via	Unit Price	Extended Price
3	OREAD-HEADER-7248-BK	Value Line Outdoor 72x48 Marquee Reader Boards with Personalized Header   Single Sided Overall Size - 72" Wide x 48" High Frame Finish - Black Window - Break Resistant Acrylic (Standard) Backer Board Material - White Acrylic with Letter Tracks Letter Set - (300) 4" on 5" Letters and Numbers Included Additional Letter Set - (300) 4" on 5" Letters and Numbers LED Lighting - None - NO LIGHTS Header Style - Custom Header / Logo Header Text: Design needs to be provided	Freight Commercial Lift-Gate Service	\$2123.80	\$6371.40

**THANK YOU FOR THE ORDER**

Shipping Charges: \$125.00

Order Total: \$6,496.40

Payments Received: \$0.00

Balance Due: \$6,496.40

Capitol outlay

118 (B)

033,600,538,600



**ACCESS DISPLAY GROUP, INC. (DBA: SWINGFRAME MFG.)**

151 South Main Street, Freeport, NY 11520

Tel: 800-289-1539 Fax: 877-842-5126

Email: [customerservice@accessdisplaygroup.com](mailto:customerservice@accessdisplaygroup.com)

Website: [www.swingframe.com](http://www.swingframe.com) & [www.displays4sale.com](http://www.displays4sale.com)

**Order Number:** 571198

**Task ID:** 11541

**Approval Status:** ☐ Approved ☐ Changes Needed **Date:** \_\_\_\_\_

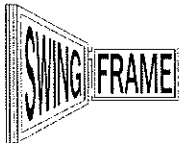
**Refused Proof:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please take the time to check the art proof(s) thoroughly for errors. You must provide your signature or your authorized representative's signature for artwork to be released for printing and other implementations.

Your signature authorizes us to create your job. After signing off you are responsible for any errors or omissions on the finished project. We strive to match the approved proof that is signed off on by all customers. Upon signing, you are agreeing to accept responsibility for the accuracy of the final printed product. Requests for modifications following this signed document may result in production delays or added expenses.

**TERMS & CONDITIONS:**

- **CONDITION OF COPY:** Upon the receipt of all original copy or manuscript, if the content of the copy is different than what had been originally discussed and quoted, the original quote will be void and a new quote will be issued.
- **PREPARATORY MATERIALS:** Working mechanical art, type, negatives, positives, flats, plates or other items when supplied by Access Display Group shall remain ADG's property unless otherwise stated in writing.
- **ALTERATIONS:** Alterations represent additional work to the original job specifications. Additional work will face appropriate extra charges at current rates and must be supported with documentation.
- **PREPRESS PROOFS:** Prepress proofs must be submitted with original copy. Any and all corrections must be made on "master set". Return marked "OK" or "OK with corrections" and signed by the customer. Requests for revised proofs must be made in writing. Access Display Group cannot be held responsible for errors under the following conditions: if the final work is printed per customer's signed documentation, if changes are not in writing, if the customer has not ordered proofs, if the customer fails to return proofs with indication of charges or if the customer has requested ADG to proceed without the submission of proofs.
- **PRESS PROOFS:** All press proofs will be charged to the customer at current rates unless provided with ADG's original quote. An inspection sheet can be submitted for customer approval with no charge, provided the customer is available at the press during the time of make-ready. Customer delay or customer corrections that affect press time will result in customers being charged at current rates.
- **COLOR PROOFING:** Color between the proofs and complete job may vary slightly due to differences in equipment, paper, inks, pigments, processing, proofing substrates, and other conditions.
- **CUSTOMER FURNISHED MATERIALS:** Any customer furnished materials such as paper stock, inks, camera copy, film, and more shall be manufactured and delivered to Access Display Group, Inc's specifications. Any delays due to specification deficiencies shall be charged to customer.
- **VOID PANTOGRAPHS:** Void Pantographs cannot be guaranteed due to changes in copier technology. A press proof can be arranged and charged at current rates per customer request. Inspection sheets for customer approval can be submitted at no charge provided the customer is available at the press during the time of make ready. Customer delay or customer changes that result in production delays



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Website: [www.swingframe.com](http://www.swingframe.com) & [www.displays4sale.com](http://www.displays4sale.com)

will result in customers being charged at current rates. Once the job is run a press sign off sheet, showing the void pantograph was working on our copiers at the time of the run can be provided to show the pantograph was working properly on our equipment at press time. Access Display Group, Inc. Business Forms will not re-run any Void Pantograph jobs that are customer press checked or in house press checked with accompanying documentation. A sheet of Access Display Group, Inc. Business Forms available void pantographs can be provided per customer request. Certain ink colors are not compatible with the design of Void Pantographs and the customer will be informed if we do not think the color will work with the Void Pantograph application. Customers that have been notified of potential color conflicts will be required to provide in writing a job approval that acknowledges that they have been made aware of a potential problem and are requiring the plant to produce the job despite the possible conflict. Any job approved despite a potential color conflict will be rerun at full rates.

**Checking Proofs**

- The following advice will guide you in checking your proof.
- Attention to detail is the key to checking a proof. In addition to checking for spelling errors and colors, be sure your proofs are consistent.
- Print out the proof if possible. It is easy to miss mistakes on screens. It is far easier to check hard copy.
- In the case of books view the proof in facing pages mode on screen.
- Check the whole proof even if there had only recently been minor changes.
- If the proof is a reproof of a multi-page document make sure all pages are updated correctly.
- DO NOT focus only on one aspect of the job. Text, colors, and images should all be checked. Also keep in mind that certain aspects such as color may vary slightly with a final print. If you are concerned, speak with someone about these changes in advanced.
- If possible, have someone unfamiliar with the job to check the proof as a fresh eye may catch mistakes you have not.
- Check for typographical errors, spelling errors, and grammar errors. Make sure all spelling is consistent and that you use the correct punctuation.
- Check to see if there is anything missing from the job such as lines of text, boxes, borders, and lines.
- Trim books and booklets using the crop marks as a guide.
- Check that photos and any other graphics are positioned, cropped, and scaled correctly.
- Enlarge the job to check that graphics are sharp and not jagged.
- Make sure the various elements of the job are the right way up.

I have read, accept, and agree to the Access Display Group, Inc. Terms and conditions.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_