

**MINUTES OF MEETING**

***Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.***

**TURNBULL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular meeting** of the Board of Supervisors of Turnbull Creek Community Development District was held on **August 9, 2022, at 6:30 p.m.** at the Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida 32092.

**Present and constituting a quorum:**

Chris DelBene	Board Supervisor, Chairperson
Chuck Labanowski	Board Supervisor, Assistant Secretary
Jeremy Vencil	Board Supervisor, Assistant Secretary
Brian Wing	Board Supervisor, Assistant Secretary

**Also present were:**

Carol Brown	District Manager, Rizzetta & Co., Inc.
Jennifer Kilinski	District Counsel, KE Law
Erick Hutchinson	Amenity Manager, RMS
Jim Schieszer	Field Operations Manager, RMS
Todd Murphy	Trimac Outdoors
Robert Jones	Trimac Outdoors

**Present Via Speakerphone:**

Diana Jordan-Baldwin	Board Supervisor, Vice Chairperson
Steven Collins	District Engineer, JMT Engineering

Members of the public present and Stephen Graham with Bates Security.

**FIRST ORDER OF BUSINESS**

**Call to Order / Roll Call**

Ms. Brown called the meeting to order at 6:32 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments on  
Agenda Items**

Audience members commented on yard concerns and frustration related to retention pond repairs with broken sprinklers, excessive landscaping with the request to remove shrubs and replace with grass at the mail kiosk.

Mr. Murphy, with Trimac Outdoor, to inspect sprinkler heads around the retention pond behind homes on S. Cappero Drive, including 1893 S. Cappero Drive and landscaping proposal at mail kiosk.

**THIRD ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Ms. Kilinski reviewed remaining payments to be owed to Boudreaux's Pro Grade for the pond bank repair. She informed the Board that if they were to consider other contractors, that they would not be excited about doing other people's work. She explored legal recourse. Discussion ensued.

**B. District Engineer****1.) Update on Pond Bank Project Status**

Mr. Collins informed the Board that he received the pond survey from Clarson and Associates, which was incorrect at first and had to return to vendor for revision. He received the revised survey, dated June 24, 2022, (Exhibit A) provided under separate cover and forwarded onto Boudreaux and District Manager, requesting Boudreaux to address verified issues identified and provide verification when items identified are corrected. Mr. DelBene asked Ms. Kilinski who the District could bring in to repair and complete the work. Mr. Collins stated the District needs to give the vendor a chance to correct issues. Discussion ensued.

Board discussed damaged irrigation, including Mr. Jeffrey's of 1893 S. Capper Drive. Mr. DelBene recommended the Board put Boudreaux on Notice to repair, if they don't repair then to send Trimac Outdoor to repair damaged irrigation and to bill Boudreaux and if they don't pay a breach of contract too.

On a motion by Mr. DelBene, seconded by Mr. Labanowski, with all unanimously in favor, the Board approved Trimac Outdoors to repair Mr. Jeffrey's irrigation and to bill Boudreaux Contractors, Inc., for Turnbull Creek Community Development District.

Mr. DelBene suggested the Board authorize JMT to put together a deficiency list and once complete, send to Bordeaux with a 10-Day Notice to remediate the pond bank deficiencies. Discussion ensued.

On a motion by Mr. DelBene, seconded by Mr. Labanowski, with all unanimously in favor, the Board appointed Mr. Vencil to work with JMT Engineering in providing a deficiency list, at contractor's expense, with a not to exceed amount of 8 hours at \$175 per hour, and provide to Bordeaux with 10-Day Notice from presentation for completion for Turnbull Creek Community Development District.

Mr. DelBene gave Board direction to actively look for vendors to complete pond bank repair, should Bordeaux fail to complete deficiency.

Board moved to Agenda Item 4A

**FOURTH ORDER OF BUSINESS**

**Consideration of JMT Invoices  
and Engineering Updates**

Ms. Brown reviewed the JMT invoices, including one received today and presented under separate cover (Exhibit B).

On a motion by Mr. DelBene, seconded by Mr. Wing, with all unanimously in favor, the Board approved JMT Invoice 3-184235, in the amount of \$437.50, for Turnbull Creek Community Development District.

Board tabled JMT Invoice 5-191797 and Invoice 2-196087.

**FIFTH ORDER OF BUSINESS**

**Discussion of Homeowner  
Request to Install Drainage  
Box and Lines to Retention  
Pond**

Audience member expressed concern with water run-off. Mr. DelBene informed audience member of the negative impact of fence posts on easement. Mr. Wing also commented on grading issues at time of development.

Homeowners residing on Amalfi Court have requested to install drainage boxes with lines to retention pond.

Mr. Collins does not recommend the District to permit any construction on District property. He provided examples of who would install, maintain, repair, replace, and future related expenses. Mr. Murphy advised the Board of an alternative option to install dry wells on property. Discussion ensued.

Board directed Ms. Kilinski to draft an agreement that would address individual homeowner's requests to install drainage boxes with lines to the retention ponds. This agreement is to include specifications for installation, maintenance and future problems and would convey to the property, so that this responsibility remains with the homeowner. The Board requested it be brought to the next meeting.

Board excused Mr. Collins from meeting at 8:05 PM.

Board moved to Agenda Item 3C

**SIXTH ORDER OF BUSINESS**

**C. Landscape Manager**

**1.) Landscape Manager Report, dated July 8, 2022**

Mr. Jones reviewed report found under Tab 1. Mr. DelBene asked Trimac to confirm they would inspect the irrigation on 1893 S. Capper Drive. Trimac addressed Board questions regarding annuals dying, excessive irrigation time and timer battery, and web portal.

Mr. DelBene directed to staff to add portal updates on management report.

Board excused Trimac from the meeting at 8:18 PM.

**D. Amenity and Field Operation Managers**

**1.) Amenity and Field Operation Manager's Report,  
dated August 9, 2022**

Mr. Schieszer reviewed report found under Tab 2. He also updated the Board on recent pool repairs and answered questions from the Board, He and the Chairman informed the Board of a recent Poolsure repair, that was approved by the Chairman in the amount of just over \$6,400. Discussion ensued.

**2.) Update on Restitution and Suspension of Privileges**

Mr. Hutchinson updated the Board that the District received the repayment for damages from one of the two families involved in the parking lot vandalism and answered questions from the Board.

**E. District Manager**

Ms. Brown informed the Board that the next meeting is scheduled for September 13, 2022 at 6:30 pm in the Murabella Amenity Center. She also advised them that the Financial Audit has been submitted, Resolution 2022-06 numbering had been duplicated and as a result this duplicated number and Resolutions numbered through 2022-12 have been renumbered 2022-07 through 2022-13 and the District received a Consent to Easement Encroachment for Murabella Unit 3, Lot 666 has been received.

Board moved to Agenda Item 4I

**SEVENTH ORDER OF BUSINESS**

**Public Hearing on Fiscal Year  
2022-2023 Final Budget**

On a motion by Mr. Wing, seconded by Mr. Labanowski, with all unanimously in favor, the Board Opened the Public Hearing for 2022-2023 Final Budget, for Turnbull Creek Community Development District.

Audience members commented on the budget worksheet, increases, expenses, home businesses to submit proposals to District, obtaining proposal internally for security and attorney fees.

On a motion by Mr. Labanowski, seconded by Mr. DelBene, with all unanimously in favor, the Board Closed the Public Hearing for 2022-2023 Final Budget, for Turnbull Creek Community Development District.

Ms. Brown reviewed the approved proposed budget and provided a “Sample” of how the budget will appear once converted into the Rizzetta & Company format (Exhibit C). Discussion ensued.

Board moved to Agenda Item 4G

**EIGHTH ORDER OF BUSINESS**

**Consideration of Website Proposal(s)**

Board reviewed Website Proposals found under Tab 8. Mr. Hutchinson verbally informed the Board that GMS has offered to maintain the District website in the amount of \$1,200.00. Discussion ensued.

On a motion by Mr. Wing, seconded by Mr. Labanoski, with all unanimously in favor, the Board approved the GMS verbal proposal to maintain the District website, in annual amount of \$1,200.00, providing they can meet the ADA Compliance, if not, the Board approved Strange Zone, in the annual amount of \$1,014.90, for Turnbull Creek Community Development District.

Board returned to Agenda Item 4I

**1.) Consideration of Resolution 2022-15, Approving Fiscal Year 2022-2023 Final Budget.**

On a motion by Mr. DelBene, seconded by Mr. Labanowski, with all unanimously in favor, the Board adopted Resolution 2022-15, Approving Fiscal Year 2022-2023 Final Budget, as amended, with a net zero dollar increase from last year’s adopted budget, for Turnbull Creek Community Development District.

Board moved to 4C

**NINETH ORDER OF BUSINESS**

**Public Hearing on Special Assessments**

No audience members provided public comment.

**1.) Consideration of Resolution 2022-16, Imposing Special Assessments**

On a motion by Mr. Wing, seconded by Mr. Labanowski, with all unanimously in favor, the Board adopted Resolution 2022-16, Imposing Special Assessments, for Turnbull Creek Community Development District.

Board moved to 4C

**TENTH ORDER OF BUSINESS**

**Consideration of Night Swimming and Review of Amenity Center Rules & Policies**

On a motion by Mr. DelBene, seconded by Mr. Vencil, for non-monitored night-time swimming with Ms. Jordan-Burks, Mr. Labanoski and Mr. Wing opposed, the motion failed for Turnbull Creek Community Development District.

Board moved to 4H

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution  
2022-14, Certifying the Officers**

On a motion by Mr. Wing, seconded by Mr. Labonowski, with all unanimously in favor, the Board adopted Resolution 2022-14, Certifying the Officers, for Turnbull Creek Community Development District.

Ms. Brown noted for the record that Assistant Secretaries for District staff remain the same.

Board moved to 4D

**TWELFTH ORDER OF BUSINESS**

**Consideration of Amendment  
to RMS Agreement**

Tabled by Board.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Janitorial  
Proposal(s)**

Tabled by Board.

**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Preventative  
Maintenance Fitness  
Equipment Proposal(s)**

Tabled by Board.

Board moved to 4K

**FIFTEENTH ORDER OF BUSINESS**

**Ratification of the following:**

**1.) Universal Engineering Sciences Proposal**

Tabled by Board.

**2.) Poolsure Pump Proposal**

On a motion by Mr. Wing, seconded by Mr. DelBene, with all unanimously in favor, the Board ratified the Poolsure Pump Proposal, in the amount of \$6,405.00, for Turnbull Creek Community Development District.

**SIXTEENTH ORDER OF BUSINESS**

**Acceptance of the Financial  
Audit for September 30, 2021**

On a motion by Mr. Wing, seconded by Mr. DelBene, with all unanimously in favor, the Board accepted the Financial Audit for September 30, 2021, for Turnbull Creek Community Development District.

**SEVENTEENTH ORDER OF BUSINESS**

**Consideration of Door  
Replacement Proposal(s)**

Tabled by Board.

**EIGHTTEENTH ORDER OF BUSINESS**

**Review of Consideration of  
Security Camera Proposals**

Tabled by Board.

**NINETEENTH ORDER OF BUSINESS**

**Consideration of Minutes of the  
Board of Supervisors' Regular  
Meeting held June 14, 2022**

On a motion by Mr. DelBene, seconded by Mr. Labanowski, with all unanimously in favor, the Board approved Minutes of the Board of Supervisors' Regular Meeting held June 14, 2022 for Turnbull Creek Community Development District.

**TWENTIETH ORDER OF BUSINESS**

**Audience Comments and  
Supervisor Requests**

No audience members had further comments.

Board directed staff to obtain proposals to add clay to for baseball field, volleyball court maintenance and parking lot expansion by fields

Mr. Labanowski asked the Board if he could place additional campaign signs on District property.

On a motion by Mr. DelBene, seconded by Mr. Vencil, with Ms. Jordan-Burks and Mr. Wing in favor and Mr. Labanowski abstaining, the Board approved Mr. Labanowski placing additional campaign signs on District property, for Turnbull Creek Community Development District.

**TWENTY FIRST ORDER OF BUSINESS**

**Adjournment**

<p>On a motion by MS. Jordan-Baldwin, seconded by Mr. DelBene, with all unanimously in favor, the Board adjourned the Board of Supervisors' Meeting at 10:12 PM, for Turnbull Creek Community Development District.</p>
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Secretary /Assistant Secretary

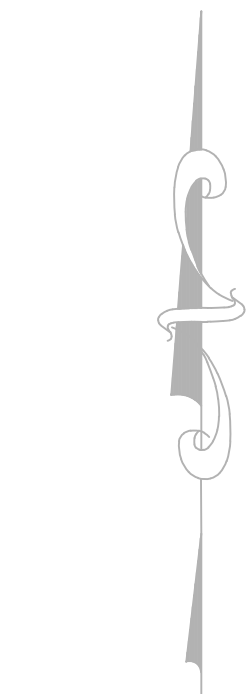
Chris DelBene

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Chairman / Vice Chairman

# **Exhibit A**

AS-BUILT/RECORD SURVEY OF A PORTION OF POND  
TURNBILL CREEK CDD, ST. JOHNS COUNTY, FLORIDA.



hereby certify that this survey, performed under my responsible supervision, meets the standards of practice for Land Surveyors in accordance with Chapter 55-17, Florida Administrative Code (Pursuant to Section 472.027, Florida Statutes), and further certify that there are no material encroachments upon the subject property except as shown.

Date of Survey:	JUNE 24, 2022	Drafted By:	TC
Survey Scale:	1"=40'	Reviewed By:	TS
Field B/P:	96/38-36/38	XREF:	NA
Drawn by:	F.P.	Project No.	22-116

Professional Surveyor and Mapper No. 6793, State of Florida  
WILLIAM D. PINKSTON  
NOT VALID WITHOUT EMBOSSED SURVEYOR'S SEAL

Professional Surveyor and Mapper No. 6793, State of Florida  
**WILLIAM D. PINKSTON**  
 SURVEY NOT VALID WITHOUT EMBOSSED SURVEYOR'S SEAL

THE SPECIFIC PURPOSE OF THIS SURVEY IS TO SHOW AS-BUILT/RECORD INFORMATION OF A PORTION OF POND "E", TURNBULL CREEK LAGOON, ST. JOHNS COUNTY, FLORIDA.

2. THE BOUNDARY AND STATE PLANE COORDINATES SHOWN WITH VALUES IN FEET AND DECIMAL THEREOF BASED ON NORTH AMERICAN DATUM 1983, FLORIDA EAST ZONE (0901).

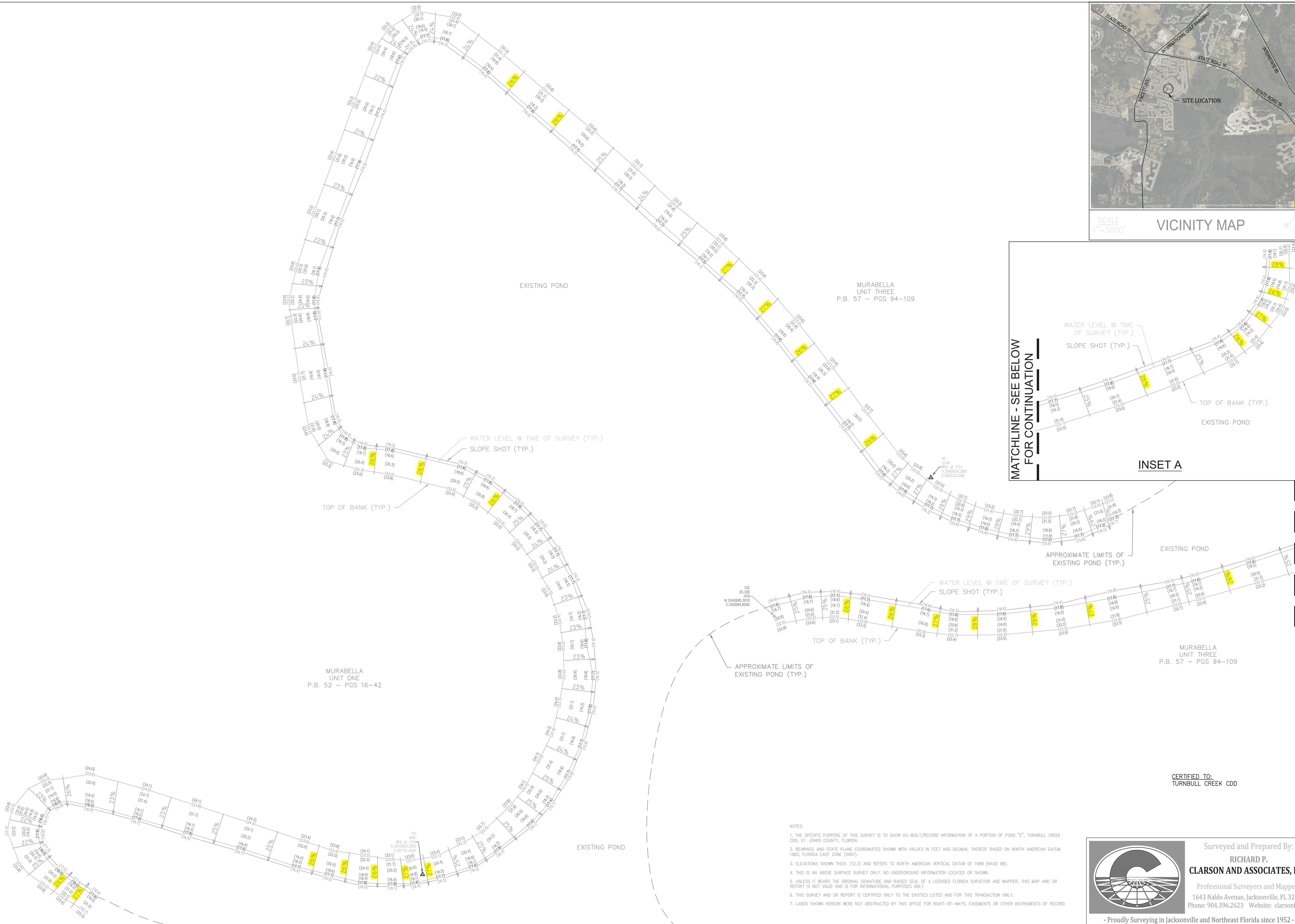
3. ELEVATIONS SHOWN THUS: (12.3) AND REFERS TO NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).

4. THIS IS AN ABOVE SURFACE SURVEY ONLY. NO UNDERGROUND INFORMATION LOCATED OR SHOWN.

5. UNLESS IT BEARS THE ORIGINAL SIGNATURE AND RAISED SEAL OF A LICENSED FLORIDA SURVEYOR AND MAPPER, THIS MAP AND OR REPORT IS NOT VALID AND IS FOR INFORMATIONAL PURPOSES ONLY.

6. THIS SURVEY AND OR REPORT IS CERTIFIED ONLY TO THE ENTITIES LISTED AND FOR THIS TRANSACTION ONLY.

7. LANDS SHOWN HEREON WERE NOT ABSTRACTED BY THIS OFFICE FOR RIGHT-OF-WAYS, EASEMENTS OR OTHER INSTRUMENTS OF RECORD.



# **Exhibit B**



Carol Brown  
Managing Director  
Rizetta & Company  
3434 Colwell Ave  
Unit 200  
Tampa, FL 33614

Attn: District Manager

Invoice Date: August 9, 2022  
Invoice Number: 5-191797  
Period Ending: 4/23/2022  
JMT Project Number: 20-02086-001  
Prepared By: Amanda Engle  
Email: [Aengle@JMT.com](mailto:Aengle@JMT.com)

**Turnbull Creek Community Development District - FY21**

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<u>Period Ending</u>	<u>Employee</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
4/23/2022	Steven Collins	Sr. Engineer	51.50	\$175.00	\$9,012.50
4/23/2022	Reece Carine	Project Engineer	10.00	\$135.00	\$1,350.00
4/23/2022	Robert Dvorak	Project Manager	0.50	\$195.00	\$97.50
4/23/2022	Michael Stephenson	Engineer	32.00	\$105.00	\$3,360.00
4/23/2022	Jason Evert	Sr. Environmental Scientist	4.50	\$150.00	\$675.00
			98.50		
<b>Total Services:</b>					<b><u>\$14,495.00</u></b>
<b>Amount Due This Invoice:</b>					<b><u>\$14,495.00</u></b>

"Certified that all invoicing is true and correct and payment has not yet been received."

Steven Collins, Senior Engineer

Federal I.D. Number 52-0963531

Turnbull Creek Community Development District - FY21  
Work Performed Notes

Employee	Name Date	Comment	Hours
Carine, Reece	2/18/2022	Easement encroachment: Preparing encroaching homes exhibit	4.00
Carine, Reece	2/21/2022	Easement encroachment: Identifying encroaching infrastructure	6.00
Collins, Steven D	2/1/2022	Easement encroachment: Coordination with Surveyor and others	1.00
Collins, Steven D	2/2/2022	Easement encroachment: Coordination with surveyor and others	1.00
Collins, Steven D	2/11/2022	Coordinate on erosion issue: Coordination about erosion from rain and about the lack of turbidity control on site.	1.00
Collins, Steven D	2/17/2022	Easement encroachment: Meeting to discuss easement encroachment	1.50
Collins, Steven D	2/21/2022	Coordination on encroachment figures	1.00
Collins, Steven D	2/22/2022	Easement encroachment: Review easement figures and coordination	0.50
Collins, Steven D	2/22/2022	Coordination with Contractor. Patio fill area / encroachment coordination	0.50
Collins, Steven D	2/24/2022	Coordination with Contractor. Contractor asking if they can use S. Capper Drive cul-de-sac.	1.00
Collins, Steven D	2/28/2022	Patio fill area / encroachment coordination	1.00
Collins, Steven D	3/1/2022	Easement encroachment: Discussion with Jennifer and Ernest	2.00
Collins, Steven D	3/4/2022	Coordination with contractor	0.50
Collins, Steven D	3/8/2022	Coordination with Contractor about encroachment from the existing patio	6.00
Collins, Steven D	3/10/2022	CDD meeting and coordination with CDD.	3.00
Collins, Steven D	3/11/2022	Inquiry about soil information from contractor. Provide contractor Board's concerns/photos about erosion.	2.00
Collins, Steven D	3/14/2022	Coordination with contractor about erosion from rain. Provide estimate for silt fence. About placing inlet protection.	1.50
Collins, Steven D	3/15/2022	Coordination with contractor. Submit weekly inspection report.	2.00
Collins, Steven D	3/22/2022	Coordination with contractor and CDD about erosion from rain. Also about turbidity control.	1.00
Collins, Steven D	4/4/2022	Coordination with contractor about turbidity curtain. Submit inspection report to CDD.	1.00
Collins, Steven D	4/5/2022	Inspection requested by CDD: Provide weekly inspection report	4.00
Collins, Steven D	4/12/2022	Inspection requested by CDD: Site visit/inspection. Correspondence with Contractor about deficiencies.	6.50
Collins, Steven D	4/14/2022	Inspect pond bank on another pond requested by District Manager.	2.50
Collins, Steven D	4/15/2022	Turnbull Creek special meeting plus drive.	3.00
Collins, Steven D	4/20/2022	Obtain quotes for contamination testing. Coordination with Contractor.	2.00
Collins, Steven D	4/22/2022	Coordination with Universal Engineering Sciences for testing. Coordination with surveyors.	1.00
Collins, Steven D	3/8/2022	Contamination testing / survey coordination at request of CDD	0.50
Collins, Steven D	3/11/2022	Contamination testing / survey coordination at request of CDD	6.00
Dvorak, Robert E	3/14/2022	Review certification requested by CDD.	3.00
Stephenson, Michael W	3/18/2022	Inspection requested by CDD: Travel to the site for an inspection of erosion issues.	0.50
Stephenson, Michael W	3/22/2022	Inspection requested by CDD: Inspection report for Fridays visit, photo upload, and overall project/contract review.	1.00
Stephenson, Michael W	3/28/2022	Provide alternative options and costs at request of CDD: Researching erosion matting for the contractor.	8.00
Stephenson, Michael W	4/4/2022	Inspection requested by CDD: Download photos, finish report draft	6.50
Subtotal			81.00
Subtotal of items retained on this invoice (below)			17.50
Total this invoice			98.50

Highlighted Charges			Remove from Inv.	Keep on Inv.	Rational for retaining highlighted hours
Collins, Steven D	3/2/2022	Coordination with Contractor about geogrid return	1.00	1	
Collins, Steven D	3/9/2022	Meeting scheduled by Jennifer, plus contact manufacturer about geogrid suitability, plus inquiry about borrow /quarry information from contractor.	3.00	2	1 Reduced 3 hours to 1 hour, because the CDD asked us to obtain borrow / quarry information from Contractor.
Collins, Steven D	3/13/2022	Correspondence with CDD about certification request	0.50	0.5	
Collins, Steven D	3/16/2022	Discussion with contractor and Jennifer Kilinski about erosion from rain	2.00		2 This was the CDD asking us about erosion caused by the contractor's failure to stabilize the pond banks or install E&SC measures.
Collins, Steven D	3/18/2022	Provide alternative options and costs at request of CDD. Provide velocity and shear stress analysis for suitable erosion control product replacement. Coordination with contractor, and coordination with Jennifer Kilinski.	5.00	5	
Collins, Steven D	3/21/2022	Respond to CDD inquiries about geogrid return or replacement	1.00	1	
Collins, Steven D	3/23/2022	Provide alternative options and costs at request of CDD. Coordination with contractor. Review soil stabilization matting options.	1.00	1	
Collins, Steven D	3/28/2022	Weekly inspection report. Coordination with contractor. Coordination with Jennifer Kilinski	2.00	1.5	0.5 Reduced 2 hours to 0.5 hour for submitting inspection report.
Collins, Steven D	3/29/2022	Provide alternative options and costs at request of CDD. Coordinate with contractor. Discuss with Jennifer Kilinski and Jim Oliver.	3.00	3	
Collins, Steven D	3/30/2022	Provide engineering review of pond bank repair options.	1.50	1.5	
Collins, Steven D	3/31/2022	Provide alternative options and costs at request of CDD. Writup pond bank recommendations memo and coordinate with contractor.	1.00	1	
Collins, Steven D	3/31/2022	Provide alternative options and costs at request of CDD. Email recommendations to board.	0.50	0.5	
Collins, Steven D	4/1/2022	Provide alternative options and costs at request of CDD. Respond to immediate inquiries from Jennifer.	1.00	1	
Collins, Steven D	4/6/2022	Coordination with CDD and contractor	1.00	1	
Collins, Steven D	4/7/2022	Response to letter from Jennifer Kilinski.	5.00	5	
Collins, Steven D	4/8/2022	Response to letter from Jennifer Kilinski.	6.00	6	
Collins, Steven D	4/11/2022	Coordinate with JMT engineers and erosion control manufacturers to provide recommendation letter to District.	1.00	1	
Collins, Steven D	4/18/2022	CDD asked us to request Contractor attend CDD meeting. Discussion with Contractor.	0.50	0.5	This time was related to coordinating soil testing and obtaining survey quotes from Geomatics and Clarson, both of which were requested by the CDD.
Collins, Steven D	4/19/2022	Respond to CDD inquiries	2.00	2	This time was related to coordinating soil testing and obtaining survey quotes from Geomatics and Clarson, both of which were requested by the CDD.
Evert, Jason D	2/15/2022	Inspection to identify project extension at request of CDD	4.50	4.5	The board asked us to inspect the entire pond to ensure any project extension covered all necessary areas. This was the field time for performing that inspection. JMT recommended a project extension in two areas, and the CDD agreed to extend it in one of those areas.
Stephenson, Michael W	3/21/2022	Inspection requested by CDD: Travel to, inspection, and back of the Turnbull slope project. Drafting report and reviewing files.	7.00	7	This was the inspection and inspection report requested by the CDD.
Totals			49.50	32.00	17.50

"Certified that all invoicing is true and correct and payment has not yet been received."

*Steven Collins*

Steven Collins, Senior Engineer



Carol Brown  
Managing Director  
Rizetta & Company  
3434 Colwell Ave  
Unit 200  
Tampa, FL 33614

Attn: District Manager

Remit to: Johnson, Mirmiran & Thompson, Inc.  
Attn: Accounts Receivable  
40 Wight Avenue  
Hunt Valley, MD 21030

Invoice Date: August 9, 2022  
Invoice Number: 2-196087  
Period Ending: 7/25/2022  
JMT Project Number: 20-02086-001  
Prepared By: Amanda Engle  
Email: [Aengle@JMT.com](mailto:Aengle@JMT.com)

**Turnbull Creek Community Development District - FY21**

Period Ending	Employee	Description	Hours	Rate	Amount
7/25/2022	Steven Collins	Senior Engineer	17.00	\$175.00	\$2,975.00
7/25/2022	Luis Tellechea	Senior Engineer	5.00	\$175.00	\$875.00
7/25/2022	Dakota Mohan	Senior Engineer	10.00	\$175.00	\$1,750.00
Total Services:					<b>\$5,600.00</b>
Amount Due This Invoice:					<b>\$5,600.00</b>

"Certified that all invoicing is true and correct and payment has not yet been received."

  
Steven Collins, Senior Engineer

Federal I.D. Number 52-0963531

Invoice Number: 2-196087

Turnbull Creek Community Development District - FY21

Work Performed Notes

Employee	Date	Comment	Hours	Additional Comments
Steven Collins	5/2/2022	Phone calls with Contractor and Universal Engineering Sciences and Clarson Survey to facilitate requests from the District.	1.00	
	5/17/2022	May Meeting	1.00	
	5/26/2022	Call Clarson & Associates to discuss survey schedule	0.50	
	5/31/2022	Scheduling with Surveyor, CDD, and Contractor. Email and phone calls.	1.00	
	6/1/2022	Schedule walkthrough with Contractor and JMT Staff and CDD Staff	0.50	
	6/3/2022	Scheduling Surveyor and Discussion with Contractor on when the survey can take place	1.00	
	6/13/2022	Pond Construction walkthrough (2+hrs of walkthrough, 1.5 hrs travel each way to Lake Mary)	5.00	
	6/14/2022	Monthly Meeting-Turnbull Creek	1.00	
	6/21/2022	Pond bank repair and second walkthrough with Jeremy Vencil and Contractor	5.00	
	7/12/2022	Review Turnbull permits to answer Jennifer Kilinski's questions about dredging. Determined what the required permanent pool volume is and how much is available (excess volume) based on the original design plans.	1.00	
			17.00	
Luis Tellechea	6/13/2022	Pond Construction walkthrough (2+hrs of walkthrough, 1.5 hours travel each way to Lake Mary)	5.00	
			5.00	
Dakota Mohan	6/21/2022	Pond bank repair and second walkthrough with Jeremy Vencil and Contractor	5.00	
	7/6/2022	Site visit prior to sod laydown at request of District	5.00	
			10.00	

"Certified that all invoicing is true and correct and payment has not yet been received."

  
Steven Collins, Senior Engineer

# **Exhibit C**



Rizzetta & Company

## UPCOMING DATES TO REMEMBER

- **Next Meeting:** September 13, 2022 at 6:30 PM
- **FY 2022-2023 Audit Completion Deadline:** June 30, 2023
- **General Election (Seats 1, 3 & 5):** November 8, 2022  
(Seats currently held by Brian Wing, Chris DelBene, & Chuck Labanowski)

## District Manager's Report

August 9

# 2022

### Updates:

FY 22/23 Budget Assessment Mailed and Published Notices Completed.

Financial Audit for September 30, 2021 was completed and submitted prior to the required completion deadline of June 30, 2022.

St. Johns County confirmed receipt of the Stormwater Needs Analysis Report.

Conducted a review of the Trust Indenture's compliance requirements with Counsel and have submitted the required documents to Trustee.

It was discovered that Resolution 2022-06 was duplicated with the Resolution for Appointing a District Manager. To correct this duplicate, this Resolution will be renamed to 2022-07 and the following Resolutions will be renumbered accordingly up to Resolution 2022-12 becoming Resolution 2022-13.

District received Consent to Easement Encroachment for Unit 3, Lot 666. In process of being executed by Chairman.

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## Rizzetta & Company

On Monday, August 8, 2022, met with Supervisor Vencil to test Microsoft Teams and reviewed Agenda with Amenity Manager.

Drafted the FY 22/23 Board of Supervisor's Meeting Schedule.

District has received payment from HOA in the amount of \$7,026.44. Amenity Manager has advised that a second invoice will be submitted to HOA for reimbursement to the District.

### **Currently in Progress:**

Requested Board of Supervisors to complete W9's and Supervisor Questionnaires.

Working with District Engineer, Counsel and On-Site Staff regarding pond bank project.

Working with EGIS Insurance Advisors and reviewing District coverage for upcoming renewal.

Working with On-Site Staff, Counsel and EGIS Insurance Advisors to ensure District has all requested information to possibly extend pool hours into the evenings.

Working with Amenity Manager in the current practice and process for monitoring revenue received by the District.

Poolsure Addendum has been sent to the vendor for review and signature. Will forward to Chairman once signed for final execution.

District records continue to be sorted both electronically and hard copies. Making great progress, as process is extensive.

Updating District billing address with vendors.

Researching JEA Streetlight Agreement with District.

District's backflows were inspected with one backflow failing. Working with Operations Manager and vendor in completing repairs and to ensure vendor provides updated passed inspection report to JEA upon completion.

Next Board Meeting the GMS May Financials along with the Rizzetta Financials will be provided.



Rizzetta & Company

# Turnbull Creek Community Development District

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

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**Approved Proposed Budget  
for  
Fiscal Year 2022/2023**

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Rizzetta & Company

Approved Proposed Budget  
Turnbull Creek Community Development District  
General Fund  
Fiscal Year 2022/2023

1

	Chart of Accounts Classification	Actual YTD through 04/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
1	<b>REVENUES</b>							
2								
3	Special Assessments							
4	Tax Roll	\$ 1,192,773	\$ 1,207,019	\$ 1,207,047	\$ (28)	\$ 1,294,941	\$ 87,894	
5	Other Miscellaneous Revenues							
6	HOA Capital Transfer	\$ -	\$ 9,000	\$ -	\$ 9,000	\$ -	\$ -	
7	Facilities Rentals	\$ 4,809	\$ 6,809	\$ 3,000	\$ 3,809	\$ 3,000	\$ -	
8	Program Revenue Sharing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Interest Earnings	\$ 3,580	\$ 3,975	\$ 2,000	\$ 1,975	\$ 2,000	\$ -	
10	Carry Forward Surplus	\$ -	\$ 23,510	\$ 99,413	\$ (75,903)	\$ -	\$ (99,413)	
11								
12	<b>TOTAL REVENUES</b>	<b>\$ 1,201,162</b>	<b>\$ 1,250,313</b>	<b>\$ 1,311,460</b>	<b>\$ (61,147)</b>	<b>\$ 1,299,941</b>	<b>\$ (11,519)</b>	
13								
14	<b>EXPENDITURES - ADMINISTRATIVE</b>							
15								
16	Legislative							
17	Supervisor Fees	\$ 3,200	\$ 5,600	\$ 6,400	\$ 800	\$ 7,000	\$ 600	
18	FICA Expense	\$ 245	\$ 428	\$ 490	\$ 62	\$ 536	\$ 46	
19	Financial & Administrative							
20	District Management	\$ 26,250	\$ 44,333	\$ 45,000	\$ 667	\$ 43,000	\$ (2,000)	
21	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 4,800	\$ (200)	
22	Dissemination Agent	\$ 1,467	\$ 2,300	\$ 2,850	\$ 550	\$ 1,000	\$ (1,850)	
23	Website Hosting, Maintenance & Backup	\$ 1,050	\$ 1,600	\$ 1,800	\$ 200	\$ 1,200	\$ (600)	
24	District Engineer	\$ 15,735	\$ 23,845	\$ 16,000	\$ (7,845)	\$ 25,000	\$ 9,000	
25	Trustees Fees	\$ 8,131	\$ 13,890	\$ 14,620	\$ 730	\$ 14,620	\$ -	
26	Auditing Services	\$ -	\$ 3,745	\$ 3,745	\$ -	\$ 3,745	\$ -	
27	Arbitrage Rebate Calculation	\$ -	\$ 3,000	\$ 2,400	\$ (600)	\$ 3,000	\$ 600	
28	Public Officials Liability Insurance	\$ 8,927	\$ 8,927	\$ 9,488	\$ 561	\$ 10,713	\$ 1,225	
29	Legal Advertising	\$ 72	\$ 1,000	\$ 2,000	\$ 1,000	\$ 2,000	\$ -	
30	Dues Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
31	Miscellaneous Fees - Other Current Charges	\$ 437	\$ 800	\$ 1,000	\$ 200	\$ 1,000	\$ -	
32	ADA Website Compliance Contract	\$ 700	\$ 800	\$ 1,200	\$ 400	\$ -	\$ (1,200)	
33	Telephone	\$ 231	\$ 531	\$ 1,000	\$ 469	\$ 1,000	\$ -	
34	Postage	\$ 485	\$ 947	\$ 800	\$ (147)	\$ 1,000	\$ 200	
35	Printing & Binding	\$ 215	\$ 1,447	\$ 1,800	\$ 353	\$ 1,800	\$ -	
36	Office Supplies	\$ 14	\$ 60	\$ 170	\$ 110	\$ 170	\$ -	
37	Legal Counsel							
38	District Counsel	\$ 32,779	\$ 47,000	\$ 47,000	\$ -	\$ 47,000	\$ -	
39								
40	<b>Administrative Subtotal</b>	<b>\$ 105,113</b>	<b>\$ 165,428</b>	<b>\$ 162,938</b>	<b>\$ (2,490)</b>	<b>\$ 168,759</b>	<b>\$ 5,821</b>	
41								
42	<b>EXPENDITURES - FIELD OPERATIONS</b>							
43								
44	Security Operations							
45	Security Monitoring Services	\$ 6,827	\$ 9,442	\$ 6,409	\$ (3,033)	\$ 7,755	\$ 1,346	
46	Electric Utility Services							
47	Utility Services	\$ 18,175	\$ 34,109	\$ 36,000	\$ 1,891	\$ 39,240	\$ 3,240	
48	Street Lights	\$ 22,965	\$ 39,727	\$ 40,500	\$ 773	\$ 42,111	\$ 1,611	
49	Garbage/Solid Waste Control Services							
50	Garbage - Recreation Facility	\$ 6,430	\$ 11,225	\$ 11,424	\$ 199	\$ 11,900	\$ 476	
51	Water-Sewer Combination Services							
52	Utility Services	\$ 4,420	\$ 11,434	\$ 12,000	\$ 566	\$ 13,080	\$ 1,080	
53	Stormwater Control							
54	Lake/Pond Bank Maintenance	\$ 8,521	\$ 13,468	\$ 14,100	\$ 632	\$ 16,500	\$ 2,400	
55	Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56	Other Physical Environment							
57	General Liability Insurance / Property	\$ 14,994	\$ 14,994	\$ 25,421	\$ 10,427	\$ 28,705	\$ 3,284	
58	Landscape Maintenance	\$ 164,178	\$ 281,448	\$ 350,698	\$ 69,250	\$ 289,884	\$ (60,814)	
59	Landscape Miscellaneous	\$ 18,222	\$ 28,000	\$ 28,000	\$ -	\$ 28,000	\$ -	
60	Irrigation Repairs	\$ 1,555	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -	
61	Parks & Recreation							
62	Facility Management	\$ 37,614	\$ 64,481	\$ 64,481	\$ -	\$ 68,608	\$ 4,127	
63	Facility Monitors	\$ 12,823	\$ 25,581	\$ 25,581	\$ -	\$ 27,627	\$ 2,046	
64	Facility Attendants	\$ 6,844	\$ 17,124	\$ 17,124	\$ -	\$ 18,494	\$ 1,370	
65	Field Operations	\$ 31,607	\$ 54,184	\$ 54,184	\$ -	\$ 57,652	\$ 3,468	
66	Facility Maintenance	\$ 30,214	\$ 51,796	\$ 51,796	\$ -	\$ 55,111	\$ 3,315	
67	Program Director	\$ 1,588	\$ 2,722	\$ 2,722	\$ -	\$ 2,896	\$ 174	
68	Lifeguards / Pool Monitors	\$ 4,181	\$ 25,820	\$ 33,312	\$ 7,492	\$ 38,975	\$ -	
69	Pool Maintenance	\$ 8,108	\$ 13,900	\$ 14,317	\$ 417	\$ 15,233	\$ -	
70	Pool Chemicals	\$ 6,945	\$ 14,552	\$ 13,524	\$ (1,028)	\$ 17,463	\$ -	
71	Janitorial Services	\$ 5,133	\$ 8,800	\$ 9,064	\$ 264	\$ 9,644	\$ -	
72	Common Area Waste Collection	\$ 11,284	\$ 19,344	\$ 19,344	\$ -	\$ 20,582	\$ -	
73	Maintenance & Repair	\$ 28,588	\$ 46,800	\$ 36,000	\$ (10,800)	\$ 48,000	\$ 12,000	
74	Pressure Washing	\$ 2,550	\$ 2,550	\$ 2,700	\$ 150	\$ 2,700	\$ -	

Approved Proposed Budget  
Turnbull Creek Community Development District  
General Fund  
Fiscal Year 2022/2023

2

	Chart of Accounts Classification	Actual YTD through 04/30/22	Projected Annual Totals 2021/2022	Annual Budget for 2021/2022	Projected Budget variance for 2021/2022	Budget for 2022/2023	Budget Increase (Decrease) vs 2021/2022	Comments
75	Recreational Passes	\$ 245	\$ 800	\$ 800	\$ -	\$ 800	\$ -	
76	Pest Control	\$ 1,399	\$ 2,871	\$ 3,123	\$ 252	\$ 3,123	\$ -	
77	Licenses, Fees & Permits	\$ 1,739	\$ 2,089	\$ 2,000	\$ (89)	\$ 2,100	\$ 100	
78	General & Office Supplies	\$ 515	\$ 1,800	\$ 1,800	\$ -	\$ 1,800	\$ -	
79	Cable Television & Internet	\$ 2,308	\$ 3,885	\$ 3,800	\$ (85)	\$ 4,079	\$ 279	
80	Amenity Miscellaneous Expense	\$ 315	\$ 540	\$ 540	\$ -	\$ 540	\$ -	
81	Special Events							
82	Special Events	\$ 19,805	\$ 22,640	\$ 9,000	\$ (13,640)	\$ 20,000	\$ 11,000	
83	Holiday Decorations	\$ 2,580	\$ 6,772	\$ 6,772	\$ -	\$ 6,735	\$ (37)	
84	Contingency							
85	Miscellaneous Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
86	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
87	Capital Reserves	\$ -	\$ 245,986	\$ 245,986	\$ -	\$ 225,845	\$ (20,141)	
88								
89	Field Operations Subtotal	\$ 482,672	\$ 1,084,884	\$ 1,148,522	\$ 63,638	\$ 1,131,182	\$ (29,676)	
90								
91	TOTAL EXPENDITURES	\$ 587,785	\$ 1,250,312	\$ 1,311,460	\$ 61,148	\$ 1,299,941	\$ (23,855)	
92								
93	EXCESS OF REVENUES OVER EXPENDITURES	\$ 613,377	\$ 1	\$ -	\$ (122,295)	\$ -	\$ 12,336	

## Debt Service

Fiscal Year 2022/2023

Chart of Accounts Classification	Series 2015A1-2	Series 2015B1-2	Series 2016	Budget for 2022/2023
<b>REVENUES</b>				
Special Assessments				
Net Special Assessments <sup>(1)</sup>	\$983,145.32	\$78,821.03	\$286,504.77	\$1,348,471.13
<b>TOTAL REVENUES</b>	<b>\$983,145.32</b>	<b>\$78,821.03</b>	<b>\$286,504.77</b>	<b>\$1,348,471.13</b>
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Financial & Administrative				
Debt Service Obligation	\$983,145.32	\$78,821.03	\$286,504.77	\$1,348,471.13
<b>Administrative Subtotal</b>	<b>\$983,145.32</b>	<b>\$78,821.03</b>	<b>\$286,504.77</b>	<b>\$1,348,471.13</b>
<b>TOTAL EXPENDITURES</b>	<b>\$983,145.32</b>	<b>\$78,821.03</b>	<b>\$286,504.77</b>	<b>\$1,348,471.13</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

St. Johns County Collection Costs (2%) and Early Payment Discounts (4%)

6.0%

**Gross assessments****\$1,434,543.75****Notes:**

1. Tax Roll Collection Costs and Early Payment Discounts are 6% of the Tax Roll. See Assessment Table.
2. Debt Service Budget for FY 2022-2023 reflects Maximum Annual Debt Service less any Prepaid Assessments received.

**TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2022/2023 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2022/2023 O&M Budget		\$1,294,941.00
St. Johns County Collection Cost @	2%	\$27,551.94
Early Payment Discount @	4%	\$55,103.87
2022/2023 Total		<b>\$1,377,596.81</b>

2021/2022 O&M Budget	\$1,207,047.00
2022/2023 O&M Budget	\$1,294,941.00

Total Difference	<b>\$87,894.00</b>
------------------	--------------------

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2021/2022	2022/2023	\$	%
<b><u>PHASE 1</u></b>				
Series 2015A1-2 Debt Service - Single Family	\$1,451.69	\$1,451.69	\$0.00	0.00%
Series 2015B1-2 Debt Service - Single Family	\$88.08	\$88.08	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,338.96	\$1,436.49	\$97.53	7.28%
<b>Total</b>	<b>\$2,878.73</b>	<b>\$2,976.26</b>	<b>\$97.53</b>	<b>3.39%</b>
Series 2015A1-2 Debt Service - Single Family (Partial)	\$682.48	\$682.48	\$0.00	0.00%
Series 2015B1-2 Debt Service - Single Family	\$88.08	\$88.08	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,338.96	\$1,436.49	\$97.53	7.28%
<b>Total</b>	<b>\$2,109.52</b>	<b>\$2,207.05</b>	<b>\$97.53</b>	<b>4.62%</b>
<b><u>PHASE 2</u></b>				
Series 2016 Debt Service - Single Family	\$1,427.85	\$1,427.85	\$0.00	0.00%
Series 2015B1-2 Debt Service - Single Family	\$88.08	\$88.08	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,338.96	\$1,436.49	\$97.53	7.28%
<b>Total</b>	<b>\$2,854.89</b>	<b>\$2,952.42</b>	<b>\$97.53</b>	<b>3.42%</b>
Series 2016 Debt Service - Single Family (Partial)	\$696.04	\$696.04	\$0.00	0.00%
Series 2015B1-2 Debt Service - Single Family	\$88.08	\$88.08	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,338.96	\$1,436.49	\$97.53	7.28%
<b>Total</b>	<b>\$2,123.08</b>	<b>\$2,220.61</b>	<b>\$97.53</b>	<b>4.59%</b>
Series 2016 Debt Service - Single Family (Partial)	\$713.88	\$713.88	\$0.00	0.00%
Series 2015B1-2 Debt Service - Single Family	\$88.08	\$88.08	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,338.96	\$1,436.49	\$97.53	7.28%
<b>Total</b>	<b>\$2,140.92</b>	<b>\$2,238.45</b>	<b>\$97.53</b>	<b>4.56%</b>
Series 2016 Debt Service - Single Family (Partial)	\$678.19	\$678.19	\$0.00	0.00%
Series 2015B1-2 Debt Service - Single Family	\$88.08	\$88.08	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,338.96	\$1,436.49	\$97.53	7.28%
<b>Total</b>	<b>\$2,105.23</b>	<b>\$2,202.76</b>	<b>\$97.53</b>	<b>4.63%</b>

\*Certain lots have been partially paid down, resulting in a reduction of their debt service assessment.

**TURNBULL CREEK COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2022/2023 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$1,294,941.00
COLLECTION COSTS @ 2.0%		\$27,551.94
EARLY PAYMENT DISCOUNT @ 4.0%		\$55,103.87
<b>TOTAL O&amp;M ASSESSMENT</b>		<b>\$1,377,596.81</b>

UNITS ASSESSED					ALLOCATION OF O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENT					
LOT SIZE	O&M	SERIES 2015A1-2	SERIES 2015B1-2	SERIES 2016	EAU FACTOR	TOTAL	% TOTAL	TOTAL	SERIES 2015A1-2	SERIES 2015B1-2	SERIES 2016			
		DEBT SERVICE <sup>(1)</sup>	DEBT SERVICE <sup>(1)</sup>	DEBT SERVICE <sup>(1)</sup>		EAU's	EAU's	O&M BUDGET	O&M	DEBT SERVICE <sup>(2)</sup>	DEBT SERVICE <sup>(3)</sup>	DEBT SERVICE <sup>(4)</sup>	TOTAL <sup>(5)</sup>	
PHASE 1														
SINGLE FAMILY	739	720	734		1.00	739.00	77.06%	\$1,061,568.34	\$1,436.49	\$1,451.69	\$88.08	\$0.00	\$2,976.26	
SINGLE FAMILY (PARTIAL)	1	1	1		1.00	1.00	0.10%	\$1,436.49	\$1,436.49	\$682.48	\$88.08	\$0.00	\$2,207.05	
PHASE 2														
SINGLE FAMILY	216		214	212	1.00	216.00	22.52%	\$310,282.49	\$1,436.49	\$0.00	\$88.08	\$1,427.85	\$2,952.42	
SINGLE FAMILY (PARTIAL)	1		1	1	1.00	1.00	0.10%	\$1,436.49	\$1,436.49	\$0.00	\$88.08	\$696.04	\$2,220.61	
SINGLE FAMILY (PARTIAL)	1		1	1	1.00	1.00	0.10%	\$1,436.49	\$1,436.49	\$0.00	\$88.08	\$713.88	\$2,238.45	
SINGLE FAMILY (PARTIAL)	1		1	1	1.00	1.00	0.10%	\$1,436.49	\$1,436.49	\$0.00	\$88.08	\$678.19	\$2,202.76	
TOTAL	959	721	952	215		959.00	100.00%	\$1,377,596.81						

LESS: St. Johns County Collection Costs (2%) and Early Payment Discount (4%):

(\$82,655.81)

Net Revenue to be Collected:

\$1,294,941.00

<sup>(1)</sup> Reflects the number of total lots with Series 2015A1-2, Series 2015B1-2, and Series 2016 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2015A1-2 bond issuance. Annual assessment includes principal, interest, St. Johns County collection costs and early payment discount costs.

<sup>(3)</sup> Annual debt service assessment per lot adopted in connection with the Series 2015B1-2 bond issuance. Annual assessment includes principal, interest, St. Johns County collection costs and early payment discount costs.

<sup>(4)</sup> Annual debt service assessment per lot adopted in connection with the Series 2016 bond issuance. Annual assessment includes principal, interest, St. Johns County collection costs and early payment discount costs.

<sup>(5)</sup> Annual assessment that will appear on November 2022 St. Johns property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

### **EXPENDITURES - FIELD OPERATIONS:**

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.

**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

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### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## **DEBT SERVICE FUND BUDGET** **ACCOUNT CATEGORY DESCRIPTION**

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### **REVENUES:**

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### **EXPENDITURES – ADMINISTRATIVE:**

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

Signature:   
Chris DelBene (Oct 5, 2022 12:04 EDT)

Email: cmdelbene@outlook.com







# 2022-08-09 Turnbull Creek CDD - Minutes of Regular Mtg

Final Audit Report

2022-10-05

Created:	2022-10-03
By:	Carol Brown (clbrown@rizzetta.com)
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