

Anabelle Island
Community Development District

JANUARY 14, 2025

AGENDA

Anabelle Island
Community Development District
475 West Town Place
Suite 114
St. Augustine, Florida 32092

January 7, 2025

Board of Supervisors
Anabelle Island Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Anabelle Island Community Development District will be held on Tuesday, January 14, 2025 at 2:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

- I. Roll Call
- II. Audience Comments (*regarding agenda items listed below*)
- III. Consideration of Minutes of the December 10, 2024 Meeting
- IV. Staff Reports
 - A. Attorney
 1. Street Parking Memorandum
 2. Consideration of Resolution 2025-04, Setting a Public Hearing Date to Adopt Parking & Towing Policies
 - B. Engineer
 - C. Manager
 - D. Operations Manager
- V. Supervisors Requests
- VI. Audience Comments
- VII. Financial Statements as of December 31, 2024
- VIII. Check Register

IX. Next Scheduled Meeting – February 11, 2025 @ 2:00 p.m.

X. Adjournment

THIRD ORDER OF BUSINESS

MINUTES OF MEETING
ANABELLE ISLAND
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Anabelle Island Community Development District was held Tuesday, December 10, 2024 at 2:06 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

James Summerset	Chairman
Darren Gowens	Vice Chairman
Rose Bock	Supervisor

Also present were:

Marilee Giles	District Manager, GMS
Chris Loy	District Counsel, Kilinski Van Wyk
Jay Soriano	Operations, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 2:00 p.m. Three Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Ms. Giles asked if any members of the public would like to speak on any agenda items.

- Al Kiczula – Made the Board aware of a newly passed Florida law allowing vehicles up to 26,000 pounds in the driveways of the entire state. He is concerned if these vehicles are allowed in the driveway, will they end up being in the streets which are CDD. Mr. Soriano stated Counsel will explain that later.
- Steve Voellinger – He sees discussion of parking in the agenda but doesn't have the street parking memorandum. Cars are parked in front of his house all the time; one is disabled

and who is that reported to? Ms. Giles noted the agenda is on the District website to review the memorandum for parking and draft parking policy.

- Julie Wagner – Questioned if exhibit A where they can and cannot park on the street will be discussed at this meeting. Ms. Giles noted exhibit A is the map. She asked about guest parking.
- Susan Greene – Asked if the roads within KB Homes Annabelle Island are private roads or public. Mr. Soriano noted the county owns the right of way.
- Mike Milliken – Asked if the roads are District or public roads. Mr. Summerset noted they are public roads but owned by the District so the District maintains them. The sheriff's office is the enforcement agent of public roads.
- Jonah Bijui – He spoke about in the driveway blocking the sidewalk.
- Melissa Shillings – Spoke on parking the correct way on the street & blocking sidewalks which are legal things Florida already has in place so should be included in the CDD's rules and regulations. Consideration of parking spots for large vehicles or campers? Asked how to get added to the email list as she found out about this through FB. Ms. Giles noted to click the QR code on the main page to get on the list of constant contact emails. Mr. Summerset can make contact with the HOA, send to him. Commented on flooding of the sidewalks & across the road at Windsor Lakes Way also moldy & slippery sidewalks. Mr. Soriano will review flooding with the landscaper. Ms. Giles suggested not waiting to the next meeting but contact her or Jay for slippery sidewalks.
- Robert Miller – Noted when he purchased in the community, this wasn't brought up. He has 4 vehicles so on his driveway he is blocking the sidewalk which is a problem. Mr. Soriano noted this is several residents' concerns. Mr. Summerset noted the Board is looking for guidance from the residents. Residents should talk amongst themselves and neighbors about what they want.
- Gary Ling – Commented on additional costs.
- Resident asked if a vehicle with an ICC number considered a commercial vehicle? Mr. Loy noted he is unfamiliar with the law to the level of detail that would warrant a proper response but will look into it and bring it back to the next meeting.

- Lisa Hardiman - Is the homeowner responsible for cleaning the sidewalks in front of their home? If it's coming from the homeowner's irrigation creating the runoff it falls on the homeowner.
- Resident asked if the CDD has a plan to do final paving? Mr. Summerset noted there is a subsurface water issue that is being worked by the county and the engineer to resolve. Once it is resolved, the repaving and final paving will be done.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the November 5, 2024 Meeting

Ms. Giles presented the minutes from the November 5, 2024 meeting. Unless there are any comments or corrections, just looking for a motion to approve.

On MOTION by Ms. Bock, seconded by Mr. Gowens, with all in favor, the Minutes of the November 5, 2024 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Acceptance of Minutes of the November 5, 2024 Landowner Meeting

Ms. Giles presented the minutes from the November 5, 2024 landowner meeting. Unless there are any comments or corrections, just looking for a motion to approve.

On MOTION by Ms. Bock, seconded by Mr. Summerset, with all in favor, the Minutes of the November 5, 2024 Landowner Meeting, were approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

1. Street Parking Memorandum

Mr. Summerset pointed out the signage requirement (pg. 18 of the agenda) for the residents to take into consideration. Mr. Loy stated all of this information is on the CDD website or contact Marilee for the information. A memo has been provided to the Board outlining the procedures and what is required under Florida law as well as a sample set of rules and policies that other Districts use. He encouraged residents to email their comments/questions regarding what they would like to see.

2. Consideration of Resolution 2025-04, Setting a Public Hearing Date to Adopt Parking & Towing Policies

This item was tabled to a future meeting agenda.

3. Work Authorization for Public Facilities Report

Mr. Loy stated Districts are required to work with the county or city and to file an initial Public Facilities Report with the local government agency. This is the work authorization to have the District Engineer complete that report. The report will be updated every seven years. The District Engineer noted it shouldn't be more than \$5,000.

On MOTION by Mr. Summerset, seconded by Ms. Bock, with all in favor, the Work Authorization for Public Facilities Report, was approved.

B. Engineer

The engineer was not in attendance.

C. Manager

Ms. Giles reminded the Board to complete the four hours of ethics training by 12/31/24.

D. Operations Manager

Mr. Soriano updated the Board on the marquees order for each entrance. He provided an updated that Board regarding the dog park and shade sail over the mailboxes starting with the permit processing and land prep.

SIXTH ORDER OF BUSINESS

Supervisors Requests

Ms. Giles asked for Supervisor requests. Hearing no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Audience Comments

- Resident asked for a light at the community entrance off Russell Rd to see the curb. Commented on large dogs in the community & putting a dog park next to the kids' corner was not a good idea. Suggested a large grassy area near his home for a dog park. Mr. Summerset noted it can't be moved and the dog park was created by giving up lots.

- Resident commented on the right of way trees that are dead. CDD referred to HOA who isn't doing anything about it. Mr. Summerset suggested Jay take inventory of the trees and talk with United as 30-day warranty is not correct for a tree.
- Resident commented on the water tanks in the yards with the lids off and wires sticking out. Safety issue. Recommendation was to call the utility company.
- Mary Praisner – Commented tree by her driveway was dead when she moved in and has a sooty mold, notified Brandon but nothing has been done. Mr. Soriano will look into it.
- Resident asked what is planned toward the amenity center for the fence line area? Jay noted that will continue straight and connect with another roadway.
- Resident commented on the trees and county tree requirement. Once the property is sold to the homeowner, does that requirement still exist? Mr. Summerset stated there is a landscaping plan that was approved by the county and if they choose to enforce it, yes, they can have you put that tree back. Check HOA covenants before removing the tree.

EIGHTH ORDER OF BUSINESS

Financial Statements as of October 31, 2024

Ms. Giles presented the financial statements as of October 31, 2024.

NINTH ORDER OF BUSINESS

Check Register

Ms. Giles presented the check register for September totaling \$72,908.06. It's a little higher than normal due to the special assessments coming into general fund and were pushed out to the debt service funds.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, the Check Register totaling \$72,908.06, was approved.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 14, 2025 @ 2:00 p.m.

Ms. Giles noted the next meeting is scheduled for January 14, 2025 at this location at 2:00 p.m.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Bock, seconded by Mr. Summerset, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

A.

1.

TO: Board of Supervisors and District Staff
FROM: District Counsel
DATE: November 2024
RE: *Anabelle Island Community Development District (“District”) – Towing*

In light of recent discussions regarding parking on District improvements and property, this memorandum is intended to provide an overview of procedural requirements to effectuate a parking and towing policy.

Authority

Section 190.012(2)(d), *Florida Statutes*, provides that community development districts may contract with a towing operator to remove vehicles or vessels from district-owned facilities and property, provided that they follow the notice and procedural requirements of section 715.07, *Florida Statutes*.

Procedures

If the District intends to implement a towing policy, the first step is to define the policy details, including the towing standards and the areas they will apply to. Once the policy is established, it must be enforced consistently across the District to ensure fair treatment for all residents and guests. For ease of reference, we have attached as **Attachment A**, a form of towing policy.

In enforcing the policy, the District must comply with the authorization, notice, and procedural requirements of 715.07, *Florida Statutes*, as if it were a private property owner or lessee. This includes contracting with a Clay County-approved towing company and providing proper notice before towing.

There are two ways to provide notice: (1) install signage that meets statutory notice requirements (detailed below), or (2) personally notify the vehicle or vessel owner that the area is reserved or unavailable, and that the vehicle or vessel may be towed at their expense. Option (1) is preferred as it requires less time and effort than personal notice. If option (2) is chosen, it is recommended that notice be given in person (verbally or with a written notice—phone calls and leaving a note on the windshield are insufficient). Mail is impractical due to the length of time it takes. Staff should also keep records of the notice provided. A sample form for personal notice is included in this memorandum.

Overview of Statutory Requirements

Below is a summary of the notice and procedural requirements for the District to follow to tow improperly parked vehicles. Please refer to the full text of section 715.07, *Florida Statutes*, for more information. Section 715.07(2)(a), *Florida Statutes*, provides in relevant part:

The towing or removal of any vehicle or vessel from private property without the consent of the registered owner or other legally authorized person in control of that vehicle or vessel is subject to strict compliance with the following conditions and restrictions:

Except for property appurtenant to and obviously a part of a single-family residence, and except for instances when notice is personally given to the owner or other legally authorized person in control of the vehicle or vessel that the area in which that vehicle or vessel is parked is reserved or otherwise unavailable for unauthorized vehicles or vessels and that the vehicle or vessel is subject to being removed at the owner's or operator's expense, any property owner or lessee, or person authorized by the property owner or lessee, prior to towing or removing any vehicle or vessel from private property without the consent of the owner or other legally authorized person in control of that vehicle or vessel, must post a notice meeting the following requirements:

1. The notice must be prominently placed at each driveway access or curb cut allowing vehicular access to the property, within 5 feet from the public right-of-way line. If there are no curbs or access barriers, the signs must be posted not less than one sign for each 25 feet of lot frontage.
2. The notice must clearly indicate, in not less than 2-inch high, light-reflective letters on a contrasting background, that unauthorized vehicles will be towed away at the owner's expense. The words "tow-away zone" must be included on the sign in not less than 4-inch high letters.
3. The notice must also provide the name and current telephone number of the person or firm towing or removing the vehicles or vessels.
4. The sign structure containing the required notices must be permanently installed with the words "tow-away zone" not less than 3 feet and not more than 6 feet above ground level and must be continuously maintained on the property for not less than 24 hours prior to the towing or removal of any vehicles or vessels.
5. The local government may require permitting and inspection of these signs prior to any towing or removal of vehicles or vessels being authorized.
6. In a parking area with 20 or fewer parking spaces satisfies the notice requirements of this subparagraph by prominently displaying a sign stating "Reserved Parking for Customers Only Unauthorized Vehicles or Vessels Will be Towed Away At the Owner's Expense" in not less than 4-inch high, light-reflective letters on a contrasting background.
7. A property owner towing or removing vessels from real property must post notice that unauthorized vehicles or vessels will be towed away at the owner's expense.

Additionally, the District may authorize the removal of a vehicle or vessel by a towing company when the vehicle or vessel is parked in such a manner that restricts the normal operation of business; and if a vehicle or vessel parked on a public right-of-way obstructs access to a private driveway the owner, lessee, or agent may have the vehicle or vessel removed by a towing company upon signing an order that the vehicle or vessel be removed without a posted tow-away zone sign.

Example: constructive/personal notice:

**ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT
-NOTICE OF UNAUTHORIZED PARKING-**

Date: _____

Time: _____

License Plate: _____

This notice ("Notice") is provided to inform you that pursuant to the District's adopted parking policies, this Vehicle or Vessel is parked in an area which is reserved or otherwise unavailable for parking or is otherwise parked improperly.

Accordingly, the District demands that you relocate this Vehicle or Vessel immediately. If you fail to do so, or if you park this Vehicle or Vessel in an improper manner in the future, the District may take additional action which may include, but is not necessarily limited to, suspension or termination of your amenities privileges and/or **towing of this Vehicle or Vessel at the owner's or operator's expense.**

Thank you in advance for your cooperation. If you have any questions regarding this Notice, please contact the office of the District Manager at (904) 940-5850.

STAFF REPORT: PERSONAL NOTICE OF UNAUTHORIZED PARKING

Staff, please retain this portion for your records

Date: _____ Time: _____

License plate: _____

Location: _____

Name of person providing notice: _____

I hereby certify that on the date and time listed above, I personally provided notice to the person in control of the vehicle/vessel bearing the license plate listed above that that the area in which that vehicle or vessel is parked is reserved or otherwise unavailable for unauthorized vehicles or vessels, and that the vehicle or vessel is subject to being removed at the owner's or operator's expense.

Method of Notification: Verbal Personally provided copy of written notice Certified mail

Signature: _____

ATTACHMENT A

SAMPLE DRAFT ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT

In accordance with Chapter 190, *Florida Statutes*, and on _____, at a duly noticed public meeting, the Board of Supervisors of the Anabelle Island Community Development District (“District”) adopted the following rule to govern overnight parking and parking enforcement on certain District property (the “Rule”). This Rule repeals and supersedes all prior rules and/or policies governing the same subject matter.

SECTION 1. INTRODUCTION. The District finds that parked Commercial Vehicles, Vehicles, Vessels and Recreational Vehicles (hereinafter defined) on certain of its property (hereinafter defined) cause hazards and danger to the health, safety and welfare of District residents, paid users and the public. This Rule is intended to provide the District’s residents and paid users with a means to remove such Commercial Vehicles, Vehicles, Vessels and Recreational Vehicles from areas that are not designated for parking.

SECTION 2. DEFINITIONS.

- A.** *Commercial Vehicle.* Any mobile item which normally uses wheels, whether motorized or not, that (i) is titled, registered or leased to a company and not an individual person, or (ii) is used for business purposes even if titled, registered or leased to an individual person.
- B.** *Designated Parking Areas.* Areas which have been explicitly approved for parking by the District, including areas indicated by asphalt markings and areas designated on the map attached hereto as **Exhibit A** and indicated by signage.
- C.** *Vehicle.* Any mobile item which normally uses wheels, whether motorized or not.
- D.** *Vessel.* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- E.** *Recreational Vehicle.* A vehicle designed for recreational use, which includes motor homes, campers and trailers relative to same.
- F.** *Parked.* A Vehicle, Vessel or Recreational Vehicle left unattended by its owner or user.
- G.** *Tow-Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action. **Any**

District Property not designated as a Designated Parking Area is a Tow-Away Zone.

- H.** *Overnight.* Between the hours of 10:00 p.m. and 6:00 a.m. daily.

SECTION 3. DESIGNATED PARKING AREAS. Parking is permitted only in Designated Parking Areas, as indicated by asphalt markings for parking spaces and as indicated on the map attached hereto as **Exhibit A** for certain on-street parking areas. On-street parking is expressly prohibited on District roadways except where indicated. **Any Vehicle parked on District Property, including District roads, if any, must do so in compliance with all laws, ordinances, and codes, and shall not block access to driveways and property entrances.**

SECTION 4. ESTABLISHMENT OF TOW-AWAY ZONES. All District Property which is not explicitly designated for parking shall hereby be established as “Tow-Away Zones” for all Vehicles, including Commercial Vehicles, Vessels, Recreational Vehicles as set forth in Section 5 herein (“**Tow-Away Zone**”).

SECTION 5. EXCEPTIONS.

- A. ON-STREET PARKING EXCEPTIONS.** Commercial Vehicles, Recreational Vehicles, and Vessels are not permitted to be parked on-street Overnight and shall be subject to towing at Owner’s expense.
- B. ABANDONED/BROKEN-DOWN VEHICLES.** Abandoned and/or broken-down Vehicles are not permitted to be parked on District Property at any time and are subject to towing at the Owner’s expense.
- C. PARKING DURING AMENITY HOURS.** Vehicles may park in the designated parking areas of amenity facilities depicted in **Exhibit A** during the open hours of operations of such amenity facilities, including any District-authorized special events occurring outside of regular hours of operation. Otherwise, no Overnight parking is permitted at the amenity facilities.
- D. VENDORS/CONTRACTORS.** The District Manager or his/her designee may authorize vendors/consultants in writing to park company vehicles in order to facilitate District business. All vehicles so authorized must be identified by a Parking Pass issued by the District.
- E. DELIVERY VEHICLES AND GOVERNMENTAL VEHICLES.** Delivery vehicles, including but not limited to, U.S.P.S., U.P.S., Fed Ex, moving company vehicles, and lawn maintenance vendors may park on District property while actively engaged in the operation of such businesses. Vehicles owned and operated by any governmental unit may also park on District Property while carrying out official duties.

SECTION 6. TOWING/REMOVAL PROCEDURES.

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District's Board of Supervisors and shall be posted on District property in the manner set forth in Section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations, in accordance with Section 715.07, *Florida Statutes*.
- B. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle, the District Manager or his/her designee must verify that the subject Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle was not authorized to park under this rule in the Overnight Parking Areas and then must contact a firm authorized by Florida law to tow/remove Commercial Vehicle, Vehicles, Vessels and Recreational Vehicles for the removal of such unauthorized vehicle at the owner's expense. The Commercial Vehicle, Vehicle, Vessel or Recreational Vehicle shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in Section 715.07, *Florida Statutes*. Notwithstanding the foregoing, a towing service retained by the District may tow/remove any vehicle parked in a Tow-Away Zone.
- C. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and in accordance with Florida law and with the rules set forth herein.

SECTION 7. PARKING AT YOUR OWN RISK. Vehicles, Vessels or Recreational Vehicles may be parked on District property pursuant to this rule, provided however that the District assumes no liability for any theft, vandalism and/ or damage that might occur to personal property and/or to such vehicles.

SECTION 8. AMENDMENTS; DESIGNATION OF ADDITIONAL TOW-AWAY ZONES OR DESIGNATED PARKING AREAS. The Board in its sole discretion may amend these Rules Related to Overnight Parking and Parking Enforcement from time to time to designate new Tow-Away Zones or Designated Parking Areas as the District acquires additional common areas. Such designations of new Tow-Away Zones and Designated Parking Areas are subject to proper signage and shall be enforced consistent with this Rule. Further rulemaking procedures shall not be required to expand or contract such Tow-Away Zones or Designated Parking Areas so long as signage is consistent with Florida law.

EXHIBIT A – Designated Parking Areas (highlighted areas)

Effective date: _____

2.

RESOLUTION 2025-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT.

WHEREAS, the Anabelle Island Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “**Board**”) is authorized by Sections 190.011(5) and 190.035, *Florida Statutes*, to adopt rules, orders, rates, fees and charges pursuant to Chapter 120, *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Board intends to adopt *Rules Relating to Overnight Parking and Parking Enforcement* (the “**Policy**”), a proposed copy of which is attached hereto as **Exhibit A**. The District will hold a public hearing on such Policy at a meeting of the Board to be held on _____ **2025, at 2:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes* and all prior actions taken for the purpose of publishing notice are hereby ratified.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 14th day of January, 2025.

ATTEST:

**ANABELLE ISLAND COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Proposed Rules Relating to Overnight Parking and Parking Enforcement

Exhibit A

Proposed Rules Relating to Overnight Parking and Parking Enforcement

[Begins on following page.]

SEVENTH ORDER OF BUSINESS

Anabelle Island
Community Development District

Unaudited Financial Reporting
December 31, 2024



Anabelle Island
Community Development District
Combined Balance Sheet
December 31, 2024

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Project Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 174,564	\$ -	\$ -	\$ 174,564
Investments:				
Custody	487	-	-	487
Series 2022				
Reserve	-	173,408	-	173,408
Revenue	-	322,060	-	322,060
Construction	-	-	27,208	27,208
Deposits	1,975	-	-	1,975
Total Assets	\$ 177,027	\$ 495,467	\$ 27,208	\$ 699,702
Liabilities:				
Accounts Payable	\$ 30,799	\$ -	\$ -	\$ 30,799
Total Liabilities	\$ 30,799	\$ -	\$ -	\$ 30,799
Fund Balance:				
Nonspendable:				
Deposits	\$ 1,975	\$ -	\$ -	\$ 1,975
Restricted for:				
Debt Service - Series	-	495,467	-	495,467
Capital Project - Series	-	-	27,208	27,208
Unassigned	144,253	-	-	144,253
Total Fund Balances	\$ 146,228	\$ 495,467	\$ 27,208	\$ 668,903
Total Liabilities & Fund Balance	\$ 177,027	\$ 495,467	\$ 27,208	\$ 699,702

Anabelle Island
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending December 31, 2024

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 196,272	\$ 190,878	\$ 190,878	\$ -
Special Assessments - Direct Bill	49,634	24,817	24,817	-
Developer Contributions	162,643	-	-	-
Interest Income	-	-	28	28
Total Revenues	\$ 408,550	\$ 215,695	\$ 215,723	\$ 28
Expenditures:				
<u>General & Administrative:</u>				
Supervisors Fees	\$ 6,000	\$ 1,500	\$ 600	\$ 900
FICA Taxes	454	113	46	68
Engineering	5,000	1,250	-	1,250
Attorney	15,000	3,750	10,616	(6,866)
Arbitrage Rebate	700	-	-	-
Assessment Roll Administration	5,618	5,618	5,618	-
Dissemination Agent	3,933	983	983	(0)
Annual Audit	5,700	-	-	-
Trustee Fees	6,500	1,625	1,563	63
Management Fees	53,090	13,273	13,273	0
Website Maintenance	1,200	300	300	-
Information Technology	1,800	450	450	-
Telephone	300	75	49	26
Postage	500	125	67	58
Insurance General Liability	6,149	6,149	4,166	1,983
Printing	500	125	44	82
Legal Advertising	2,500	625	170	455
Other Current Charges	700	175	122	53
Office Supplies	100	25	0	25
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 115,918	\$ 36,336	\$ 38,242	\$ (1,906)
<u>Operations & Maintenance</u>				
Ground Maintenance				
Electric	\$ 1,500	\$ 1,500	\$ 1,990	\$ (490)
Water & Sewer/Irrigation	23,000	5,750	3,175	2,576
Repairs & Maintenance	5,000	1,250	394	856
Landscape - Contract	118,520	29,630	25,100	4,530
Landscape - Contingency	20,000	5,000	2,621	2,379
Lake Maintenance	11,040	2,760	2,760	-
Irrigation Repairs	10,000	2,500	-	2,500
Subtotal Ground Maintenance	\$ 189,060	\$ 48,390	\$ 36,040	\$ 12,350

Anabelle Island

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2024

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
Amenity Center				
Insurance	\$ 4,571	\$ 4,571	\$ 5,981	\$ (1,410)
Facility Management	-	-	1,875	(1,875)
Internet	2,000	500	-	500
Electric	16,000	4,000	579	3,421
Water/Irrigation	15,000	3,750	1,021	2,729
Refuse Service	1,000	250	250	0
Access Cards	2,500	625	-	625
Janitorial Maintenance	14,000	3,500	3,000	500
Janitorial Supplies	4,000	1,000	-	1,000
Pool Maintenance	15,000	3,750	3,750	-
Pool Chemicals	10,000	2,500	2,500	0
Pool Permit	500	125	-	125
Facility Maintenance	7,500	1,875	2,001	(126)
Repairs & Maintenance	10,000	2,500	-	2,500
Office Supplies	200	50	-	50
ASCAP/BMI License Fees	500	125	-	125
Pest Control	800	200	-	200
Subtotal Amenity Center	\$ 103,571	\$ 29,321	\$ 20,957	\$ 8,364
Total Operations & Maintenance	\$ 292,631	\$ 77,711	\$ 56,997	\$ 20,714
Total Expenditures	\$ 408,550	\$ 114,047	\$ 95,239	\$ 18,808
Excess (Deficiency) of Revenues over Expenditures	\$ (0)	\$ 101,648	\$ 120,484	\$ (18,780)
Net Change in Fund Balance	\$ (0)	\$ 101,648	\$ 120,484	\$ (18,780)
Fund Balance - Beginning	\$ -		\$ 25,744	
Fund Balance - Ending	\$ (0)		\$ 146,228	

Anabelle Island
Community Development District
Debt Service Fund Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending December 31, 2024

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 245,340	\$ 238,597	\$ 238,597	\$ -
Special Assessments - Direct Bill	101,507	50,753	50,753	-
Interest Income	2,000	2,000	3,193	1,193
Total Revenues	\$ 348,847	\$ 291,351	\$ 292,544	\$ 1,193
Expenditures:				
Interest - 11/1	\$ 107,930	\$ 107,930	\$ 107,930	\$ -
Interest - 5/1	107,930	-	-	-
Principal - 5/1	130,000	-	-	-
Total Expenditures	\$ 345,860	\$ 107,930	\$ 107,930	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 2,987	\$ 183,421	\$ 184,614	\$ 1,193
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 2,987	\$ 183,421	\$ 184,614	\$ 1,193
Fund Balance - Beginning	\$ 134,265		\$ 310,854	
Fund Balance - Ending	\$ 137,251		\$ 495,467	

Anabelle Island
Community Development District
Statement of Revenues and Expenditures

Capital Projects Fund

For The Period Ending December 31, 2024

Description	SE 2022
<u>Revenues</u>	
<i>Interest Income:</i>	
Construction	\$ 294
Transfer In	-
Total Revenues	\$ 294
<u>Expenditures</u>	
Capital Outlay	\$ -
Transfer Out	-
Total Expenditures	\$ -
Excess Revenues (Expenditures)	\$ 294
Beginning Fund Balance	\$ 26,914
Ending Fund Balance	\$ 27,208

Anabelle Island
Community Development District
Long Term Debt Report

Series 2022, Special Assessment Refunding Bonds		
Interest Rate:	2.7% - 4.0%	
Maturity Date:	5/1/2052	
Reserve Fund Definition	50% MADS	
Reserve Fund Requirement	\$	173,408
Reserve Fund Balance	173,408	
Bonds outstanding - 2/10/2022	\$	6,190,000
Less: May 1, 2023 (Mandatory)		(125,000)
Less: May 1, 2024 (Mandatory)		(125,000)
Current Bonds Outstanding	\$	5,940,000

EIGHTH ORDER OF BUSINESS

Anabelle Island

Community Development District

Check Run Summary December 31, 2024

Fund	Date	Check No.	Amount
Payroll	12/13/24	50024	\$ 184.70
		Subtotal	<u>\$ 184.70</u>
General Fund			
	12/5/24	201-205	\$ 18,306.27
		Subtotal	<u>\$ 18,306.27</u>
Total			\$ 18,490.97

PR300R

PAYROLL CHECK REGISTER

RUN 12/13/24 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50024	2	ROSE S BOCK	184.70	12/13/2024
TOTAL FOR REGISTER			184.70	

AICD ANABELLE ISLAN DLAUGHLIN

ATTENDANCE SHEET

District: Anabelle Island

Meeting Date: 12.10.24

	Supervisor	In Attendance	Fees
1.	Sarah Milner	<input type="checkbox"/>	NO
2.	Derek Citino	<input type="checkbox"/>	NO
3.	Darren Gowens	<input checked="" type="checkbox"/>	NO
4.	James Summerset	<input checked="" type="checkbox"/>	NO
5.	Rose Bock	<input checked="" type="checkbox"/>	\$200

District Manager: Mandy Sel.

PLEASE RETURN COMPLETED FORM TO OKSANA KUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/05/24	00001	11/25/24	62	202410	320	57200	45400		FACILITY MAINTENANCE	*	489.45		
GOVERNMENTAL MANAGEMENT SERVICES												489.45	000201
12/05/24	00001	11/01/24	60	202411	310	51300	34000		NOV MANAGEMENT FEES	*	4,424.17		
		11/01/24	60	202411	310	51300	35300		NOV WEBSITE ADMIN.	*	100.00		
		11/01/24	60	202411	310	51300	35100		NOV INFORMATION TECH.	*	150.00		
		11/01/24	60	202411	310	51300	31300		NOV DISSEMINATION SVCS	*	327.75		
		11/01/24	60	202411	310	51300	51000		OFFICE SUPPLIES	*	.21		
		11/01/24	60	202411	310	51300	42000		POSTAGE	*	4.83		
		11/01/24	60	202411	310	51300	42500		COPIES	*	16.50		
		11/01/24	60	202411	310	51300	41000		TELEPHONE	*	2.28		
GOVERNMENTAL MANAGEMENT SERVICES												5,025.74	000202
12/05/24	00001	11/01/24	61	202411	320	57200	46100		NOV CONTRACT ADMIN.	*	625.00		
		11/01/24	61	202411	320	57200	45600		NOV TRASH SERVICES	*	83.33		
		11/01/24	61	202411	320	57200	46300		NOV JANITORIAL SERVICES	*	1,000.00		
		11/01/24	61	202411	320	57200	46200		NOV POOL MAINTENANCE	*	1,250.00		
		11/01/24	61	202411	320	57200	46210		NOV POOL CHEMICALS	*	833.33		
GOVERNMENTAL MANAGEMENT SERVICES												3,791.66	000203
12/05/24	00011	10/14/24	10454	202410	310	51300	31500		SEP GENERAL COUNSEL	*	4,287.59		
KILINSKI VAN WYK PLLC												4,287.59	000204
12/05/24	00011	11/17/24	10716	202410	310	51300	31500		OCT GENERAL COUNSEL	*	4,711.83		
KILINSKI VAN WYK PLLC												4,711.83	000205
TOTAL FOR BANK A											18,306.27		
TOTAL FOR REGISTER											18,306.27		

AICD ANABELLE ISLAN OKUZMUK

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

Invoice


Invoice #: 62
Invoice Date: 11/25/24
Due Date: 11/25/24
Case:
P.O. Number:


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

Description	Hours/Qty	Rate	Amount
Facility Maintenance October 1 - October 31, 2024		446.78	446.78
Maintenance Supplies		42.67	42.67

1-320-57200-46100
\$ 489.45

RECEIVED
By Tara Lee at 9:52 am, Dec 02, 2024

 11/24/24


11-27-24

Total	\$489.45
Payments/Credits	\$0.00
Balance Due	\$489.45

**ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF OCTOBER 2024**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
10/7/24	1.5	R.A.	Prefomed storm prep for hurricane
10/7/24	1.5	J.W.	Stack tables and chairs for storm, stack loungers for storm, check and change trash receptacles, removed debris on amenity center grounds
10/14/24	1	R.A.	Removed debris around community, checked and changed trash receptacles
10/14/24	1	J.W.	Straightened pool fumiture, removed debris around community
10/21/24	1	R.A.	Checked and changed trash receptacles, removed debris around community
10/21/24	1	J.W.	Straightened pool fumiture, removed debris around community, checked and trash receptacles
10/31/24	1	R.A.	Fixed playground gate latch and adjusted for proper closing and latching, fixed stop sign at entrance on Sand Ridge, positioned sign and tightened clamps to prevent movement, removed debris around community
10/31/24	1	J.W.	Fixed gate latch, straightened and organized pool deck fumiture, removed debris around pool area and amenity center

TOTAL 9

MILES 195

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 11/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
ANABELLE ISLAND	10/2/24	Toilet Paper	31.19	F.O.
	10/2/24	Cleaner	11.48	F.O.
		TOTAL	<u>\$42.67</u>	

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

Invoice

Invoice #: 60
Invoice Date: 11/1/24
Due Date: 11/1/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - November 2024		4,424.17	4,424.17
Website Administration - November 2024		100.00	100.00
Information Technology -November 2024		150.00	150.00
Dissemination Agent Services -November 2024		327.75	327.75
Office Supplies		0.21	0.21
Postage		4.83	4.83
Copies		16.50	16.50
Telephone		2.28	2.28

Total \$5,025.74

Payments/Credits \$0.00

Balance Due \$5,025.74

RECEIVED
 By Tara Lee at 12:16 pm, Nov 07, 2024

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

Invoice

Invoice #: 61
Invoice Date: 11/1/24
Due Date: 11/1/24
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Contract Administration - November 2024		625.00	625.00
Refuse (Trash) - November 2024		83.33	83.33
Janitorial - November 2024		1,000.00	1,000.00
Pool Maintenance - November 2024		1,250.00	1,250.00
Pool Chemicals - November 2024		833.33	833.33
<i>Jerry Lambert</i> 11-7-24			
Total			\$3,791.66
Payments/Credits			\$0.00
Balance Due			\$3,791.66

RECEIVED
By Tara Lee at 8:51 am, Nov 12, 2024



KILINSKI | VAN WYK

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314
United States

Anabelle Island CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

INVOICE

Invoice # 10454
Date: 10/14/2024
Due On: 11/13/2024

Anabelle Island - General Counsel

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	CL	09/04/2024	Review meeting August 13 meeting minutes and amendments to minute made by M. Giles to ensure accuracy; Confer with J. Kilinski; Confer with K. Nelson regarding GMS contract; Revise amendment to GMS contract to add refuse service.	0.80	\$275.00	\$220.00
Service	CL	09/05/2024	Review GMS agreement.	1.50	\$275.00	\$412.50
Service	CL	09/06/2024	Confer with M. Giles re: amenity policy agenda item.	0.10	\$275.00	\$27.50
Service	JK	09/07/2024	Review agenda materials; prepare parking/towing rule outline; review appointment status and update on amenity policies	0.70	\$320.00	\$224.00
Service	CL	09/09/2024	Review redline comments from GMS concerning agreement; Confer with J. Kilinski regarding minor issues of agreement; Revise amenity policy to address concerns of residents and supervisors M. Giles received ahead of meeting; Research and analyze options for towing policies in the community in anticipation of meeting topic and draft policy to be discussed at meeting of Board.	3.50	\$275.00	\$962.50
Service	JK	09/09/2024	Review Giles comments to amenity policies/procedures; update research and coordination on the same; review GMS edits to master services contract for onsite staff; review indemnification/insurance provisions with FIA; update/transmit amenity policy edits and prepare for Board	1.80	\$320.00	\$576.00

			meeting			
Service	CL	09/10/2024	Analyze Declaration of Covenants and Restrictions for Anabelle Island to determine jurisdiction and power for parking enforcement; Confer with J. Kilinski on District's options for parking enforcement policy.	0.50	\$275.00	\$137.50
Service	JK	09/10/2024	Prepare for and attend Board meeting	3.80	\$320.00	\$1,216.00
Expense	RB	09/10/2024	Travel: Mileage JK	156.70	\$0.67	\$104.99
Expense	RB	09/10/2024	Travel: Hotel JK	1.00	\$42.24	\$42.24
Expense	RB	09/10/2024	Travel: Meals JK	1.00	\$12.36	\$12.36
Service	JK	09/12/2024	Review/edit GMS amenity management contract and confer with FIA on indemnification provisions/insurance coverages	0.20	\$320.00	\$64.00
Service	GK	09/19/2024	Prepare and review Sunshine Amendment and Code of Ethics presentation for Ethics Training.	0.80	\$280.00	\$224.00
Service	JK	09/26/2024	Review tentative agenda; confer with district manager re: amenity policies, appointment process and related information	0.20	\$320.00	\$64.00
					Total	\$4,287.59

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10454	11/13/2024	\$4,287.59	\$0.00	\$4,287.59
			Outstanding Balance	\$4,287.59
			Total Amount Outstanding	\$4,287.59

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.



KILINSKI | VAN WYK

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314
United States

Anabelle Island CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

INVOICE

Invoice # 10716
Date: 11/17/2024
Due On: 12/17/2024

Anabelle Island - General Counsel

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	CL	10/02/2024	Review proposed agenda for accuracy; Confer with M. Giles concerning agenda items; Review audit engagement letter along with relevant Florida Statutes to determine legal sufficiency of engagement letter; Review resignation letter of Supervisor McDade and corresponding Florida Statute and District Rules of Procedure to determine process for appointment of chairperson.	2.40	\$285.00	\$684.00
Service	CL	10/03/2024	Draft addendum to audit engagement letter; Review master trust indenture to determine requirements of annual audit.	1.30	\$285.00	\$370.50
Service	GK	10/03/2024	Present Ethics Training.	1.30	\$285.00	\$370.50
Expense	RB	10/03/2024	Travel: Mileage JK Ethics Training	65.25	\$0.67	\$43.72
Expense	RB	10/03/2024	Travel: Hotel JK Ethics Training	1.00	\$57.04	\$57.04
Expense	RB	10/03/2024	Travel: Meals JK Ethics Training	1.00	\$18.59	\$18.59
Expense	RB	10/03/2024	Travel: Tolls JK Ethics Training	1.00	\$2.13	\$2.13
Service	CL	10/04/2024	Confer with M. Giles concerning audit addendum.	0.50	\$285.00	\$142.50
Service	CL	10/07/2024	Confer with J. Grau concerning addendum to audit engagement letter; Confer with M. Giles concerning addendum; Prepare for Board of Supervisor meeting.	0.90	\$285.00	\$256.50
Service	CL	10/08/2024	Prepare for and attend Board of	3.20	\$285.00	\$912.00

Supervisors meeting.						
Service	JK	10/08/2024	Prepare for and attend Board meeting; review amenity policies for reservation/ rental policy options	1.20	\$325.00	\$390.00
Expense	RB	10/08/2024	Travel: Mileage CL	55.00	\$0.67	\$36.85
Service	CD	10/18/2024	Research Anabelle Island CDD Website; Draft Supervisor Letter for Ms. Milner; Revise applicability of Sunshine Law and Social Media document; Research 2024 Statutes for notebook; Download Budget, Rules and Ordinance from CDD website; Compile Supervisor Notebook	1.30	\$200.00	\$260.00
Service	JK	10/23/2024	Review draft agenda; confer re: parking rules/option memo	0.20	\$325.00	\$65.00
Service	CL	10/23/2024	Draft memo regarding towing policies.	0.70	\$285.00	\$199.50
Service	CL	10/25/2024	Review proxy, instructions, and ballot in preparation for landowner election; Confer with M. Giles re: suggested changes; Review assessment roll to confirm votes.	0.40	\$285.00	\$114.00
Service	JK	10/26/2024	Review/edit and finalize parking, towing, ownership and enforcement memorandum; provide towing rule for setting public hearing; transmit property ownership/conveyance deed	0.80	\$325.00	\$260.00
Service	CL	10/29/2024	Draft resolution canvassing election; Confer with S. Sweeting; Review draft meeting minutes from Oct. 8.	0.50	\$285.00	\$142.50
Service	JK	10/29/2024	Review/edit resolution canvassing election; update LOE information and transmit same; review minutes; review agenda materials	0.40	\$325.00	\$130.00
Service	CL	10/30/2024	Confer with M. Giles concerning election signing authority.	0.20	\$285.00	\$57.00
Service	CL	10/31/2024	Confer with J. Summerset concerning proxy for landowner election.	0.10	\$285.00	\$28.50
Service	CL	10/31/2024	Confirm determination of number of voting units represented for landowner election; Review Resolutions 25-02 and 25-03 to confirm compliance with law; Review street parking memorandum.	0.60	\$285.00	\$171.00
					Total	\$4,711.83

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10454	11/13/2024	\$4,287.59	\$0.00	\$4,287.59

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10716	12/17/2024	\$4,711.83	\$0.00	\$4,711.83
Outstanding Balance				\$8,999.42
Total Amount Outstanding				\$8,999.42

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.