

***Anabelle Island***  
*Community Development District*

*MAY 11, 2021*

## *AGENDA*

Anabelle Island  
Community Development District  
475 West Town Place  
Suite 114  
St. Augustine, Florida 32092  
1-866-705-2554 Code: 665769

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May 4, 2021

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 Tuesday, May 11, 2021 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. Organizational Matters
  - A. Oath of Office for Newly Elected Supervisors
  - B. Consideration of Resolution 2021-29, Canvassing and Certifying the Results of the Landowners Election
  - C. Consideration of Resolution 2021-30, Electing and Designating the Officers of the District
- IV. Consideration of Minutes of the April 6, 2021 Organizational Meeting
- V. Consideration of RFQ for Engineering Services
- VI. Appointment of Audit Committee
- VII. Ratification of Amendments to Assessment Methodology
- VIII. Discussion of Fiscal Year 2021 Approved Budget
- IX. Staff Reports

A. Attorney

B. Engineer

C. Manager – Report on the Number of Registered Voters

X. Supervisors Requests

XI. Audience Comments

XII. Consideration of Funding Request No. 2

XIII. Next Scheduled Meeting – June 8, 2021 @ 2:00 p.m.

XIV. Adjournment

### *THIRD ORDER OF BUSINESS*

*B.*

**RESOLUTION 2021-29**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Anabelle Island Community Development District (“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**, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

**WHEREAS**, such landowners meeting was held on May 11, 2021, the minutes of which are attached hereto as Exhibit A, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

**WHEREAS**, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

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

Section 1. The following individuals are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

_____	Votes _____
_____	Votes _____
_____	Votes _____
_____	Votes _____
_____	Votes _____

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named individuals are declared to have been elected for the following term of office:

_____	4 Year Term (Seat 2)
_____	4 Year Term (Seat 4)
_____	2 Year Term (Seat 1)
_____	2 Year Term (Seat 3)
_____	2 Year Term (Seat 5)

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

**PASSED AND ADOPTED THIS 11TH DAY OF MAY, 2021.**

**ANABELLE ISLAND COMMUNITY  
DEVELOPMENT DISTRICT**

Attest:

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Secretary/Assistant Secretary

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Chair/Vice Chair

Exhibit A: Minutes of Landowner Election Meeting

*C.*

**RESOLUTION 2021-30**  
**A RESOLUTION DESIGNATING OFFICERS OF THE**  
**ANABELLE COMMUNITY DEVELOPMENT DISTRICT**

**WHEREAS**, the Board of Supervisors of the Anabelle Community Development District at a regular business meeting held on May 11, 2021 desires to elect the below recited persons to the offices specified.

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

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

_____	Chairman
_____	Vice-Chairperson
<u>James Perry</u>	Secretary
<u>Marilee Giles</u>	Treasurer
<u>James Perry</u>	Assistant Treasurer(s)
<u>Ernesto Torres</u>	
<u>James Oliver</u>	
<u>Ernesto Torres</u>	Assistant Secretary(s)
<u>Marilee Giles</u>	
<u>James Oliver</u>	
_____	
_____	
_____	

PASSED AND ADOPTED THIS 11<sup>TH</sup> DAY OF MAY, 2021.

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

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

## *FOURTH ORDER OF BUSINESS*

MINUTES OF MEETING  
ANABELLE ISLAND  
COMMUNITY DEVELOPMENT DISTRICT

The Organizational meeting of the Board of Supervisors of the Anabelle Island Community Development District was held Tuesday, April 6, 2021 at 10:00 a.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

Thomas Jinks	Chairman
Michael Russo	Vice Chairman
Kurt von der Osten	Supervisor
Rose Bock	Supervisor

Also present were:

Jim Perry	District Manager
Jennifer Kilinski <i>by phone</i>	District Attorney
David Taylor <i>by phone</i>	Interim Engineer
Anna Gregory <i>by phone</i>	Hopping Green & Sams
Sete Zare <i>by phone</i>	MBS Capital Market
Marilee Giles	GMS, LLC
Darrin Gowens <i>by phone</i>	KB Home

**FIRST ORDER OF BUSINESS**

**Introduction**

**A. Call to Order**

Mr. Perry called the meeting to order and called the roll. Four board members were present constituting a quorum.

**B. Public Comment Period**

There were no members of the public present for the meeting.

**C. Oath of Office**

Mr. Perry stated he would read one oath for each of the officers, and each would respond individually to affirm the oath. The four following officers replied with I Do: Mr. Russo, Ms. Bock, Mr. von der Osten, Mr. Jinks.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**A. Confirmation of Notice of Meeting**

This meeting was advertised in the newspaper and the notice is included in the agenda package.

**B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190**

Mr. Perry stated that everybody on the Board is familiar with Community Development Districts so they will not cover it further. Also included in the package is a copy of the Florida Statutes, Chapter 190, and a copy of the Sunshine Amendment. Anything for approval must be approved by the Board and cannot be discussed individually and communication emails should not reply to all and these are public record.

**C. Election of Officers**

**1. Resolution 2021-01 Appointing Officers**

Mr. Perry stated that a copy of the resolution is provided in your packet. A Chair, Vice Chair, and three Supervisors who will act as Assistant Secretary need to be appointed. The Board came to a consensus that Mr. Jinks will be Chair, Mr. Russo will be Vice Chair, and Mr. Osten and Ms. Bock, and Mr. Gowens will be Assistant Secretaries. Mr. Perry will be Secretary and Ms. Giles and Mr. Torres as Assistant Secretaries with GMS.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Resolution 2021-01 Appointing Officers with Mr. Jinks as Chairman, Mr. Russo as Vice Chairman, Mr. Osten, Mr. Gowens, Ms. Bock, Ms. Giles, and Mr. Torres as Assistant Secretaries, and Mr. Perry as Secretary, was approved.
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**2. Resolution 2021-02 Appointing Treasurer and Assistant Treasurer**

Mr. Perry asks the Board to appoint Ms. Marilee Giles as Treasurer and himself as Assistant Treasurer and Mr. Torres as an Assistant Treasurer.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Resolution 2021-02 Appointing Ms. Giles as Treasurer and Mr. Perry and Mr. Torres as Assistant Treasurer, was approved.

**THIRD ORDER OF BUSINESS**

**Retention of District Staff**

**A. Consideration of Contract for District Management Services**

**i. Resolution 2021-03 Appointing District Manager**

Mr. Perry reports that this resolution would appoint GMS as the District Manager. The agreement is included in the package with the fees, and they are standard fees for District management services. There were no questions on the agreement.

On MOTION by Mr. Jinks, seconded by Ms. Bock, with all in favor, Resolution 2021-03 Appointing GMS as the District Manager, was approved.

**B. Consideration of Agreement for District Counsel Services**

**i. Resolution 2021-04 Appointing District Counsel**

Mr. Perry stated that this resolution will appoint Hopping Green & Sams as District Counsel. Their fee agreement is attached to the resolution. There were no questions on the contract.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Resolution 2021-04 Appointing Hopping Green & Sams as District Counsel, was approved.

**C. Consideration of Resolution 2021-05 Selection of Registered Agent and Office**

Mr. Perry stated this would appoint Ms. Jennifer Kolinski as a registered agent and Hopping Green & Sams office as the office location.

On MOTION by Mr. Russo, seconded by Mr. Jinks, with all in favor, Resolution 2021-05 Selecting Ms. Jennifer Kilinski as the Registered Agent and Hopping Green & Sams as the Registered Office, was approved.

**D. Consideration of Resolution 2021-06 Appointing Interim District Engineer**

Mr. Perry stated this would appoint Dunn & Associates Engineering as the Interim District Engineer. There were no questions.

On MOTION by Mr. Russo, seconded by Ms. Bock, with all in favor, Resolution 2021-06 Appointing Dunn & Associates Engineering as the Interim District Engineer, was approved.

**E. Consideration of Interim District Engineering Agreement and Work Authorization No. 1**

Mr. Perry stated the fee schedule is also attached. There being no questions,

On MOTION by Mr. Russo, seconded by Mr. Jinks, with all in favor, the Interim District Engineer Agreement and Work Authorization No. 1, was approved.

**F. Request Authorization to Issue RFQ for Engineering Services**

Mr. Perry stated there is a need to go through the RFQ process to solicit proposals for a District Engineer as required by statute.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Authorization of Staff to Issue an RFQ for Engineering Services, was approved.

**FOURTH ORDER OF BUSINESS**

**Designation of Meetings and Hearing Dates**

**A. Consideration of Resolution 2021-07 Designation of Regular Monthly Meeting Date, Time and Location for Fiscal Year 2021**

Mr. Perry suggested the second Tuesday of the month, at 2:00 at the Plantation Oaks Amenity Center at 845 Oakleaf Plantation Parkway, Orange Park, FL. 32065. This will start with May 11<sup>th</sup> and June 8<sup>th</sup>.

On MOTION by Ms. Bock, seconded by Mr. Osten with all in favor, Resolution 2021-07 Designating the Regular Monthly Meeting Date for the Second Tuesday of the Month at 2:00 p.m., at the Plantation Oaks Amenity Center, was approved.

**B. Consideration of Resolution 2021-08 Designation of Landowner's Meeting Date, Time, and Location**

Mr. Perry stated that the meeting could be set for May 11th, prior to the regular Board meeting, at 2:00 p.m. at the Plantation Oaks Amenity Center.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Resolution 2021-08 Designation of the Landowner's Meeting for May 11, 2021 at 2:00 p.m. at the Plantation Oaks Amenity Center, was approved.

**C. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes**

Mr. Perry reports that with Rules of Procedure they could do this on June 8<sup>th</sup>. A copy of the Rules of Procedure are in the agenda package and these are standard for Districts. They cover basics on meetings, voting, purchasing and contracting set by statutes.

**i. Consideration of Resolution 2021-09 Setting a Public Hearing to Consider the Proposed Rules of the District**

**a. Rules of Procedure**

Mr. Perry noted this would set the date for the Public Hearing for June 8<sup>th</sup> at 2:00 at the Plantation Oaks Amenity Center

On MOTION by Ms. Bock, seconded by Mr. Jinks, with all in favor, Resolution 2021-09 Setting a Public Hearing to Consider the Proposed Rules of the District for June 8, 2021 at 2:00 p.m., location at Plantation Oaks Amenity Center, was approved.

**D. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2021**

**1. Consideration of Resolution 2021-10 Setting the Public Hearing and Approving the Proposed Fiscal Year 2020/2021 Budget**

Mr. Perry noted this is setting a budget for 6 months and is a budget based on typical operations of the District and funded by the Developer. These numbers are based on experience. He suggested a Public Hearing for adoption of the budget for June 8, 2021 and asked the Board to approve the budget today and set the Public Hearing.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Resolution 2021-10 Setting the Public Hearing for June 8, 2021 at 2:00p.m. and Approving the Proposed Budgets for Fiscal Years 2020 & 2021, was approved.

**2. Approval of the Fiscal Year 2020/2021 Budget Funding Agreement**

Mr. Perry presented the Developer Funding Agreement with KB Home Jacksonville, LLC. The Board had no questions on the agreement.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, the Fiscal Year 2021/2021 Budget Funding Agreement with KB Home Jacksonville, LLC, was approved.

**3. Consideration of Funding Request No. 1**

Mr. Perry presented the Funding Request No. 1 for a total of \$20,000. This will be prorated. The Board had no questions on the agreement.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, the Fiscal Year 2021/2021 Budget Funding Agreement, Request No. 1 for \$20,000, was approved.

**E. Resolution 2021-11 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes**

Mr. Perry stated that collection of assessments will be through the tax collector. He suggested that the meeting be held on June 8, 2021 at 2:00p.m.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, the Resolution 2021-11 Setting Date of Public Hearing for, June 8, 2021 at 2:00 p.m., Expressing the District's Intent to Utilize the Uniform method of Levying, Collecting and Enforcing non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes, was approved.

**FIFTH ORDER OF BUSINESS**

**Other Organizational Matters**

**A. Resolution 2021-12 Designating a Qualified Public Depository**

Mr. Perry states that generally Wells Fargo is used at all the Districts. The Board had no objection to using Wells Fargo.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Resolution 2021-12 Designating Wells Fargo as the District Depository, was approved.

**B. Resolution 2021-13 Authorization of Bank Account Signatories**

Mr. Perry asked that the signatories be himself, Mr. Torres, and Ms. Giles.

On MOTION by Mr. Jinks, seconded by Ms. Bock, with all in favor, Resolution 2021-13 Authorizing Jim Perry, Jim Oliver, Mr. Torres, and Ms. Giles as Bank Account Signatories, was approved.

**C. Consideration of Resolution 2021-14 Relating to Defense of Board Members**

Mr. Perry noted that this resolution will allow the District to provide legal support to board members and staff outlined in the resolution when acting in their capacity as board members. Ms. Kilinski added comments regarding the defense of Board members in their duties.

On MOTION by Mr. Osten, seconded by Mr. Jinks, with all in favor, Resolution 2021-14 Relating to Defense of Board Members, was approved.

**D. Consideration of Resolution 2021-15 Authorizing District Counsel to Record in the Property Records of Clay County the “Notice of Establishment” in accordance with Chapter 190.0485, Florida Statutes**

**1. Notice of Establishment**

Mr. Perry reported that the Notice of Establishment has been filed and that it just needs to be ratified.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Resolution 2021-15 Authorizing District Counsel to Record in the Property Records of Clay County the Notice of Establishment in Accordance with Chapter 190.0485, Florida Statutes, was approved.

**E. Consideration of Resolution 2021-16 Adopting Investment Guidelines**

Mr. Perry states this would be adopting investment guidelines. The District is required to adopt an investment policy and the four investment options are listed in the resolution.

On MOTION by Ms. Bock, seconded by Mr. Osten, with all in favor, Resolution 2021-16 Adopting Alternative Investment Guidelines was approved.

**F. Consideration of Resolution 2021-17 Authorizing Execution of Public Depositor Report**

Mr. Perry reports that this authorizes the District Manager or Treasurer to file the report with the Treasurer of the State of Florida.

On MOTION by Mr. Jinks, seconded by Mr. Osten, with all in favor, Resolution 2021-17 Authorizing Execution of Public Depositor Report, was approved.

**G. Consideration of Resolution 2021-18 Designating a Policy for Public Comment**

Mr. Perry stated this sets forth guidelines and rules that give the CDD ability to govern public comments at public meetings.

On MOTION by Mr. Osten, seconded by Ms. Bock, with all in favor, Resolution 2021-18 Designating a Policy for Public Comment, was approved.

**H. Consideration of Resolution 2021-19 Adopting a Travel and Reimbursement Policy**

Mr. Perry stated this policy is standard for travel reimbursement, rates, procedures, and limitations outlined in Florida law.

On MOTION by Ms. Bock, seconded by Mr. Russo, with all in favor, Resolution 2021-19 Adopting a Travel and Reimbursement Policy, was approved.

**I. Consideration of Resolution 2021-20 Adopting Prompt Payment Policy**

Mr. Perry presented Resolution 2021-20 and noted that the District is required to submit timely payment to vendors and contractors and this policy outlines the terms included in your package.

On MOTION by Mr. Jinks, seconded by Ms. Bock, with all in favor, Resolution 2021-20 Adopting Prompt Payment Policy, was approved.

**J. Consideration of Resolution 2021-21 Adopting a Records Retention Policy**

Mr. Perry stated that Resolution 2021-20 requires the adoption of a policy and that most Districts retain all the records. We do have a schedule that we can destroy over time.

On MOTION by Mr. Jinks, seconded by Ms. Bock, with all in favor Resolution 2021-21 Adopting Records Retention Policy, was approved.

**K. Consideration of Compensation to Board Members**

Mr. Perry brings the subject of Board compensation to matter and all Board members elect to be compensated. The statutes provide compensation for Board members for \$200 for each meeting, with a maximum of \$4,800 per year. This is optional. Mr. Osten asked if it was budgeted. Mr. Perry replied it was fully budgeted. All Board members accepted compensation.

**L. Resolution 2021-22 Designating the Primary Administrative Office and Principal Headquarters of the District**

Mr. Perry stated the primary Administrative Office would be his office at 475 West Town Place, Suite 114 St. Augustine, Florida. 32092. The principal headquarters is used to establish the vetting in Double Branch Amenity Center at 370 Oakleaf Village Parkway, Orange Park, Florida 32065.

On MOTION by Mr. Jinks, seconded by Ms. Bock, with all in favor, Resolution 2021-22 Designating the Primary Administrative Office as 475 West Town Place Suite 114, St. Augustine, FL 32092, and the Principal Headquarters of the District as 370 Oakleaf Village Parkway, Orange Park, FL 32065, was approved.

**M. Consideration of Website Services Agreement**

Mr. Perry reported this agreement was with R-ALIGN Web Design and there was a fee included to create a compliant website. He clarifies that this will do the one -time site creation and then staff will keep it compliant moving forward.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, the Website Service Agreement with R-ALIGN Web Design, was approved.

**N. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1<sup>st</sup> for Clay County**

Mr. Perry stated this will authorize staff to prepare a report and file with Clay County.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, the Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date in Clay County, was approved.

**O. Consideration of Resolution 2021-23 Authorizing Chairperson to Execute Plats, Permits, and Conveyances**

Mr. Perry stated this will authorize staff to prepare a report and allow the Chair to execute plats, permits and conveyances.

On MOTION by Ms. Bock, seconded by Mr. Osten, with all in favor, Resolution 2021-23 Authorizing Chairperson to Execute Plats, Permits, and Conveyances, was approved.

**P. Consideration of Resolution 2021-24, Authorizing the Disbursement of Funds**

Mr. Perry stated this is standard form and gives the Chair and District Manager to pay if needed.

On MOTION by Mr. Jinks, seconded by Ms. Bock, with all in favor, Resolution 2021-24 Authorizing the Disbursement of Funds, was approved.

**SIXTH ORDER OF BUSINESS**

**Capital Improvements**

**A. Appointment of the Financing Team**

**1. Bond Counsel**

**a. Consideration of Resolution 2021-25, Appointing Bond Counsel**

Mr. Perry reported that the first agreement in the package is for bond counsel from Akerman, LLP as Bond Counsel and fees are included in this agreement.

On MOTION by Mr. Jinks, seconded by Mr. Osten, with all in favor, Resolution 2021-25 Appointing Akerman, LLP to Serve as Bond Counsel, was approved.

**2. Investment Banker**

**a. Consideration of Resolution 2021-26, Appointing an Investment Banker**

Mr. Perry this appoints MBS Capital Markets, LLC as the Investment Banker and is included in the agenda package for review.

On MOTION by Mr. Jinks, seconded by Mr. von der Osten, with all in favor, Resolution 2021-26 Appointing MBS Capital Markets, LLC as an Investment Banker, was approved.

**3. Assessment Administrator**

Mr. Perry stated the fees for this were outlined in the GMS contract that was approved so there is just a need to appoint GMS as the Assessment Administrator. The address needs to be corrected on all documents.

On MOTION by Ms. Bock, seconded by Mr. Osten, with all in favor, the Appointment of GMS as Assessment Administrator, was approved.

**4. Trustee**

This was deferred to next meeting.

**B. Approval of Financing Team Funding Agreement**

Mr. Perry stated this agreement is with KB Home Jacksonville, LLC and agreed to fund the expenses related to the bond issuance.

On MOTION by Mr. Jinks, seconded by Mr. Osten, with all in favor, the Financing Team Funding Agreement, was approved.

**SEVENTH ORDER OF BUSINESS****Financing Matters****A. Consideration of Master Engineer's Report**

Mr. Perry stated this was dated March 31, 2021 by Dunn and Associates, Inc. This outlines the development costs, has a map of District boundaries, list of permits, estimated cost and shows responsibility of ownership. He asked for approval in substantial form.

On MOTION by Mr. Jinks, seconded by Mr. Osten, with all in favor, the Master Engineer's Report, was approved.

**B. Consideration of Master Assessment Methodology Report**

Mr. Perry stated this report is dated April 2, 2021. This is prepared by GMS. This report takes the Masters Engineering costs and assumes those costs will be fully financed with bond issuances. There are two types of lots included in the District which are a 40 foot and a 50 foot and the ERU factor for 40 foot is .8 and 50 foot is 1 ERU. This is the basis for bond issuance. The preliminary bond sizing will be used for future methodology reports. There was discussion about the allocation based on the size of lots, and it was noted it could be changed later if warranted.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, the Master Assessment Methodology, was approved.

**C. Consideration of Resolution 2021-27, Declaring Special Assessments and Setting a Public Hearing**

Ms. Perry stated this is standard form attached in your package. This would be at the June 8<sup>th</sup> meeting.

On MOTION by Mr. Russo, seconded by Mr. Osten, with all in favor, Resolution 2021-27, Declaring Special Assessments and Setting a Public Hearing for June 8, 2021 at 2:00 p.m., was approved.

**D. Consideration of Resolution 2021-28, Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings**

Mr. Perry stated this will reflect the numbers in the Methodology report in regard to the total amount of bonds which would be \$31,240,000. Board member asked if this was maximum. Mr. Perry responded yes and gives the District flexibility.

On MOTION by Mr. Jinks, seconded by Mr. Russo, with all in favor, Resolution 2021-28 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved.

**E. Consideration of Acquisition Agreement**

Mr. Perry stated this is a standard agreement and allows the District and the Developer to provide for acquisition.

On MOTION by Ms. Bock, seconded by Mr. Osten, with all in favor, the Acquisition Agreement, was approved.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

**A. Staff Reports**

**i. Attorney**

**1. Presentation of E-Verify Memorandum**

Ms. Kilinski reports that this E-Verify Memorandum is required for all Districts to comply and authorize staff to proceed with this process.

On MOTION by Mr. Jinks, seconded by Mr. Osten, with all in favor, the E-Verify Memorandum, was approved.

**ii. Manager**

There being none, the next item following. There were documents for all Supervisors to sign at conclusion of meeting.

**B. Supervisors Requests**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Adjournment**

Mr. Perry adjourned the meeting. He stated the next meeting was scheduled for May 11, 2021 at the same location.

On MOTION by Ms. Bock, seconded by Mr. Osten, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*FIFTH ORDER OF BUSINESS*

# **Dunn & Associates, Inc.**

CIVIL ENGINEERS / LAND PLANNERS

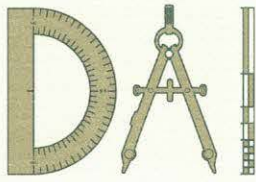
8647 Baypine Road, Suite 200, Jacksonville, FL 32256

## **ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT**

Qualifications  
for  
Engineering Services Application

May 3, 2021





# Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Building 1, Suite 200  
Jacksonville, Florida 32256

Phone: (904) 363-8916 Fax: (904) 363-8917

May 3, 2021

James Perry  
c/o Governmental Management Services – North Florida, LLC  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
("District Manager's Office")

Re: Anabelle Island Community Development District  
Professional Engineering Letter of Interest  
Engineer's No. 0020-59-CDD

Dear Mr. Perry:

Please accept this letter of interest to act as District Engineer for the Anabelle Island Community Development District (CDD). Attached are 8 copies of Standard Form No. 330 listing pertinent representative projects, experience and qualifications. Dunn & Associates, Inc. (DAI) is extremely interested in providing engineering services on a continuing basis for Anabelle Island Community Development District. Such services to include preparing reports, Stormwater Management Facilities Inspection, Landscaping improvements, Entry Features and other public improvements.

With over a century of combined experience in Northeast Florida, DAI is very familiar with local regulations and has a proven track record on numerous large scale projects in the area. We currently serve as the CDD engineer for the Entrada, Alta Lakes, Glen St. Johns, Trails and Bainebridge Community Development Districts. In addition, we are currently the interim engineer of record for Anabelle Island.

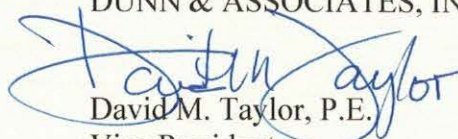
With the project team assembled for the contract, we have the ability and adequacy to address any needs the CDD may have. Dunn & Associates, Inc. is a small firm, but we do not hold minority business enterprise status. The project team is prepared to put forth the required effort to meet time and budget requirements of the CDD. The attached SF 330 demonstrates our excellent past experience and performance with related projects as well as acting as District Engineer for various CDD's over the past 15 years.

The project team is located in Jacksonville, 30 miles from the project site. Our current and projected workloads are high, but we feel certain that we can adequately staff the project and meet the CDD's needs. We will monitor workload associated with this contract and adjust staffing, as required, to meet your needs on a timely basis. The only previous work awarded from the Anabelle Island CDD to Dunn & Associates, Inc. is the agreement to act as interim Engineer.

We welcome the opportunity to assist on the project in the capacity of District Engineer. Should you have any questions or require additional information please call.

Sincerely,

DUNN & ASSOCIATES, INC.

  
David M. Taylor, P.E.  
Vice President

Anabelle Island  
Community Development District  
Engineering Services

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Section E – Resumes of Key Personnel

Section F – Example Projects

Section G – Key Personnel Participation in Projects

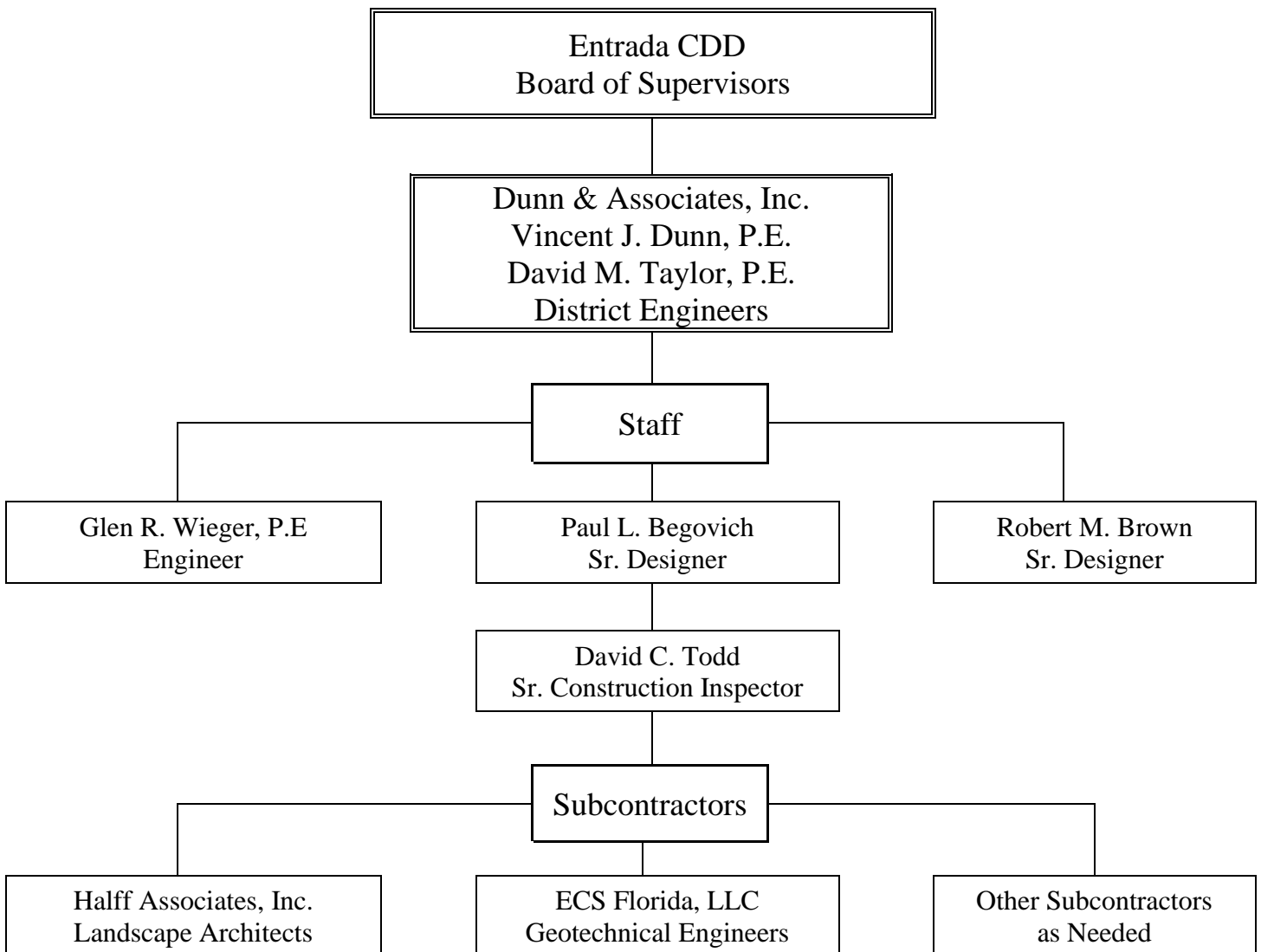
Section H – Additional Information

Standard Form 330 Part II Section 2

Qualifications

Anabelle Island  
Community Development District  
*Engineering Services*

Organizational Chart



# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Anabelle Island Community Development District - St. Johns County, Florida

2. PUBLIC NOTICE DATE

May 3, 2021

3. SOLICITATION OR PROJECT NUMBER

Engineering Services

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

David M. Taylor, P.E. -Vice President

5. NAME OF FIRM

Dunn & Associates, Inc.

6. TELEPHONE NUMBER

(904) 363-8916

7. FAX NUMBER

(904) 363-8917

8. E-MAIL ADDRESS

dtaylor@dunneng.com

### C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	SUBCON-TRACTOR			
a.	✓			Dunn & Associates, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	8647 Baypine Road, Suite 200 Jacksonville, FL 32256	District Engineer
b.			✓	Half Associates, Inc. formerly Genesis <input type="checkbox"/> CHECK IF BRANCH OFFICE	6621 Southpoint Drive N., Suite 300 Jacksonville, FL 32216	Planning, landscape, irrigation, parks, signage and amenity center
c.			✓	ECS Florida, LLC formerly Ellis & Associates, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	11554 Davis Creek Court Jacksonville, FL 32256	Geotechnical (As necessary)
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Vincent J. Dunn, P.E.	District Engineer	a. TOTAL 36	b. WITH CURRENT FIRM 14
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Dunn &amp; Associates, Inc. - Jacksonville, FL</b>			
16. EDUCATION <i>(Degree and Specialization)</i> 1983 BS / Civil & Environmental Engineering - Clarkson College		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> 1986 / President - Professional Engineer Civil Engineering / FL No. 39452	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

See attached resume

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Alta Lakes, Jacksonville, FL	Project Engineer	2020
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project engineer for all development phases of the project from inception. 500 lot ± residential subdivision with amenity center. Design, permitting, inspection & certifications.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
Glen St. Johns, St. Augustine, FL	District Engineer	2017
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project and District engineer for all development phases of the project from inception. 500 lot ± residential subdivision. Design, permitting, inspection & certifications.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
Magnolia West, Green Cove Springs, FL	Project Engineer	2019
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project and initial District engineer for all development phases of the project from inception through August 2006. Project Engineer for final phases. 500 lot ± residential subdivision with amenity center. Design, permitting, inspection & certifications.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
Aberdeen, St. Johns, FL	Project Engineer	2020
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project manager for recent development phases of the project. 956 lot ± residential subdivision. Design, permitting, inspection & certifications.		
<input checked="" type="checkbox"/> Check if project performed with current firm		
RiverTown, St. Johns, FL	District Engineer	
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project and District engineer from 2009-2015 for residential subdivisions, amenity areas, and park areas. Design, permitting, inspection & certifications.		
<input checked="" type="checkbox"/> Check if project performed with current firm		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
<b>David M. Taylor, P.E,</b>	District Engineer	34	13

15. FIRM NAME AND LOCATION *(City and State)***Dunn & Associates, Inc. - Jacksonville, FL**16. EDUCATION *(Degree and Specialization)*

1984 BS / Civil &amp; Structural Engineering - Tennessee Technological University, Cookeville, TN

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*1991 / Present - Professional Civil Engineering  
FL No. 4416418. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

See attached resume

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
<b>a.</b> RiverTown, St. Johns, FL	Project Manager	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
Project manager for residential subdivisions, amenity areas, and park areas. Design, permitting, inspection & certifications.		
<b>b.</b> Alta Lakes, Jacksonville, FL	Project Manager	2020
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
Design and permitting for a 500 lot subdivision.		
<b>c.</b> Baymeadows Golf Course Redevelopment	Project Manager	Ongoing
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
Design, permitting, cost estimating and quality control review on four parcels totaling 550 lots.		
<b>d.</b> Aberdeen, St. Johns, FL	Project Engineer	2020
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
Design and permitting of 956 lots in the Aberdeen CDD.		
<b>e.</b> Deerfield Preserve, St. Augustine, FL	Project Engineer	2017
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
Design and permitting for a 281 lot subdivision.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
<b>Glen R. Wieger, P.E.</b>	<b>Project Engineer</b>	a. TOTAL 8	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Dunn &amp; Associates, Inc. - Jacksonville, FL</b>			
16. EDUCATION <i>(Degree and Specialization)</i> 2007 BS / Civil Engineering - Florida State University 2009 MS / Civil Engineering - University of South Carolina		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> 2016 / Present - Professional Engineer Civil Engineering / FL No. 81419	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>  See attached resume			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> Aberdeen, St. Johns, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Project Engineer	CONSTRUCTION <i>(If applicable)</i> 2020
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Stormwater design, grading design and permitting for 956 lot subdivision.	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> Magnolia West, Green Cove Springs, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Project Engineer	CONSTRUCTION <i>(If applicable)</i> 2019
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Stormwater design, grading design and permitting for ± 300 lot subdivision.	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> Pine Lakes, Jacksonville, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Project Engineer	CONSTRUCTION <i>(If applicable)</i> 2018
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Stormwater design, grading design and permitting for ± 300 lot subdivision.	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> Copper Ridge, Jacksonville, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Project Engineer	CONSTRUCTION <i>(If applicable)</i>
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Stormwater design, grading design and permitting for 305 lot subdivision.	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> Sebastian Cove, St. Johns, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Project Engineer	CONSTRUCTION <i>(If applicable)</i> 2019
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Stormwater design, grading design and permitting for 190 lot subdivision.	<input checked="" type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT***(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
<b>Paul L. Begovich</b>	<b>Senior Designer</b>	36	14

15. FIRM NAME AND LOCATION *(City and State)***Dunn & Associates, Inc. - Jacksonville, FL**16. EDUCATION *(Degree and Specialization)*

1982 Diploma / Engineering Drafting & Design  
Washington - Institute of Technology, Washington, PA

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

See attached resume

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
St. Johns Forest, St. Augustine, FL		Senior Designer	
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
Senior Designer for all development phases of the project from inception through August 2006. 500 lot ± residential subdivision with amenity center. Design, plan preparation, coordination of CAD plans and quality control.			
Glen St. Johns, St. Augustine, FL		Senior Designer	2017
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Designer for all development phases of the project from inception through August 2006. 500 lot ± residential subdivision. Design, plan preparation, coordination of CAD plans and quality control.			
Magnolia West, Green Cove Springs, FL		Senior Designer	2019
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Designer for all development phases of the project from inception through August 2006. 500 lot ± residential subdivision with amenity center. Design, plan preparation, coordination of CAD plans and quality control.			
Alta Lakes, Jacksonville, FL		Senior Designer	2020
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Designer for all development phases of the project from inception. 500 lot ± residential subdivision with amenity center. Design, plan preparation, coordination of CAD plans and quality control.			
RiverTown, St. Johns, FL		Senior Designer	
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Designer for residential subdivision, amenity areas and park areas. Design, plan preparation, coordination of CAD plans and quality control.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1				
21. TITLE AND LOCATION <i>(City and State)</i> RiverTown, St. Johns, FL	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(If applicable)</i></td> </tr> <tr> <td>2015</td> <td>2015</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>	2015	2015
PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>					
2015	2015					

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER The St. Joe Company	b. POINT OF CONTACT NAME Chris Kuhn	c. POINT OF CONTACT TELEPHONE NUMBER (904) 358-6018
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

From 2009-2015, Dunn & Associates, Inc. served as project engineer for the RiverTown project. Completed design and permitting projects include: Townhome lot conversion, Master Development Plan revisions for a major modification to the PUD zoning, conversion of Lakes Unit 1 and Unit 2 to front loaded lots, Community Amenity Center, Play Park, Riverfront Park, Main Entrance and Landings. Handled all phases of design, permitting, bidding, inspection and certification.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Dunn & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME ECS Florida, LLC formerly Ellis & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Exploration / drawdown analysis
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2		
21. TITLE AND LOCATION <i>(City and State)</i> Glen St. Johns, St. Augustine, FL	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2017</td> <td>CONSTRUCTION <i>(If applicable)</i> 2017</td> </tr> </table>		PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> 2017
PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> 2017			

**23. PROJECT OWNER'S INFORMATION**

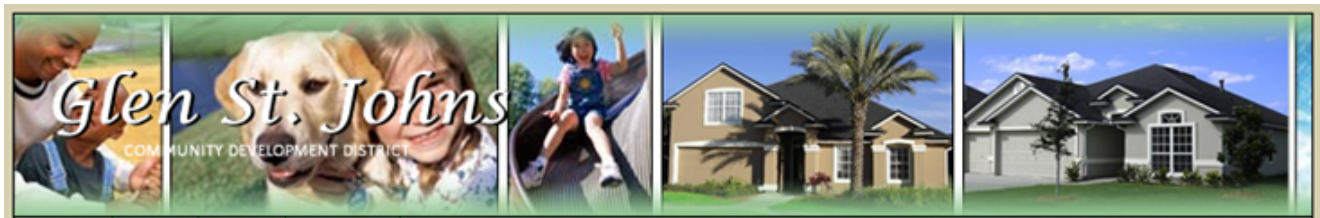
a. PROJECT OWNER KB Home Jacksonville, LLC	b. POINT OF CONTACT NAME Wes Hinton	c. POINT OF CONTACT TELEPHONE NUMBER (904) 730-1863
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Project and District engineer for all development phases of the project from inception through August 2006. 494 lot residential subdivision. While at Hill, Boring, Dunn & Associates, Inc., handled all aspects of project master planning, design, permitting, inspection & certifications.

Dunn & Associates, Inc. was selected as District Engineer in 2012.

We recently modified the design plans for the remaining 294 undeveloped lots incorporating a pool with clubhouse and park improvements.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Dunn & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE District Engineer Project Engineer
b.	(1) FIRM NAME ECS Florida, LLC formerly Ellis & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Exploration
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3
21. TITLE AND LOCATION <i>(City and State)</i> Magnolia West, Green Cove Springs, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i> 2019	

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Magnolia West, LLC & D.R. Horton, Inc.	b. POINT OF CONTACT NAME Robert Porter	c. POINT OF CONTACT TELEPHONE NUMBER (904) 899-5915
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

Project and District engineer for all development phases of the project from inception through August 2006. 500 ± lot residential subdivision with amenity center. Work scope include: planning, site layouts, permitting for roadways, stormwater system, water and sewer utilities, project bidding, construction inspection and permit certification.

Project engineer for D.R. Horton, Inc. - Jacksonville for phases 2A, 2B, 3 and 4 since 2013.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Dunn & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME ECS Florida, LLC formerly Ellis & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Exploration
c.	(1) FIRM NAME Halff Associates, Inc. formerly Genesis	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Landscaping & Signage
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

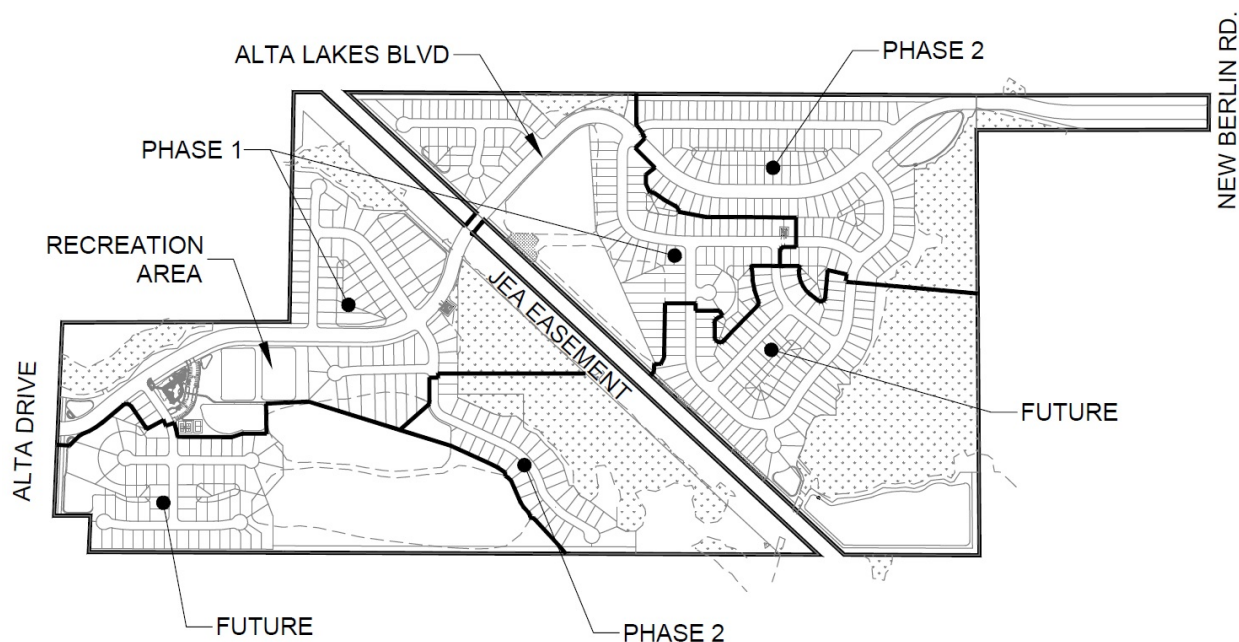
<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4
21. TITLE AND LOCATION <i>(City and State)</i> Alta Lakes, Jacksonville, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i> 2020	

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER D.R. Horton, Inc. - Jacksonville	b. POINT OF CONTACT NAME Robert Porter	c. POINT OF CONTACT TELEPHONE NUMBER (904) 899-5915
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Project engineer for all development phases of the project from inception. 500 ± lot residential subdivision with amenity center. Work scope include: planning, site layouts, permitting for roadways, stormwater system, water and sewer utilities, project bidding and construction inspection.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Dunn & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME ECS Florida, LLC formerly Ellis & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Exploration
c.	(1) FIRM NAME Half Associates, Inc. formerly Genesis	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Landscaping & Signage
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

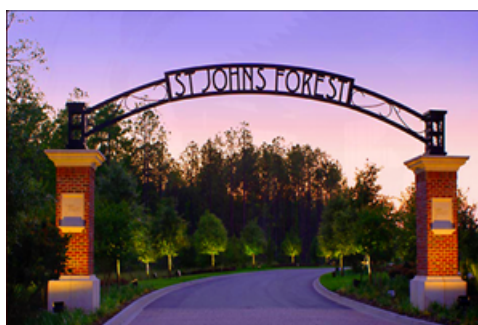
<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 5
21. TITLE AND LOCATION <i>(City and State)</i> St. Johns Forest - St. Augustine, FL / St. Johns County, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES 2006	
CONSTRUCTION <i>(If applicable)</i>		

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Taylor Woodrow Communities	b. POINT OF CONTACT NAME Tom Spence	c. POINT OF CONTACT TELEPHONE NUMBER (813) 927-6161
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

While at Hill, Boring, Dunn & Associates, Inc., handled all aspects of project design, permitting, inspection and certifications. Project and District Engineer for all development phases of the project from inception through August 2006.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME ECS Florida, LLC formerly Ellis & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Exploration
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION <i>(City and State)</i> Summer Beach PUD and DRI, Amelia Island, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing	
CONSTRUCTION <i>(If applicable)</i>		

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Summer Beach Development Group	b. POINT OF CONTACT NAME Jim Sands	c. POINT OF CONTACT TELEPHONE NUMBER (904) 261-0624
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project engineer for all phases of the project since 1984. Golf course community, numerous single family and multi-family residential projects, Ritz-Carlton hotel. Work scope included: planning, site layouts, permitting for roadways, stormwater system, water and sewer utilities, project bidding, construction inspection and permit certification.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Dunn & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Work since 2006 as project engineer
b.	(1) FIRM NAME ECS Florida, LLC formerly Ellis & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Exploration
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

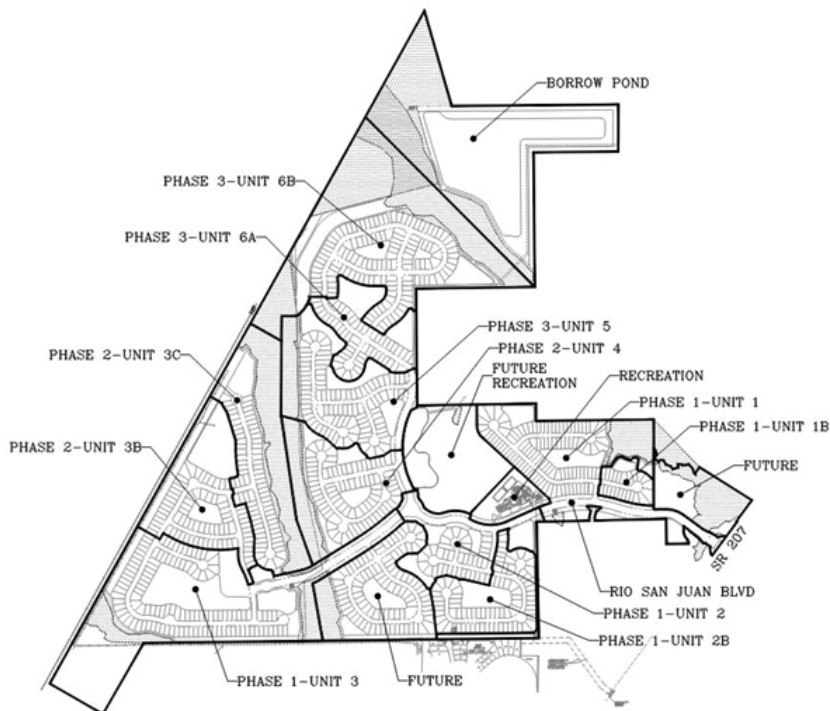
<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>7</b>		
21. TITLE AND LOCATION <i>(City and State)</i> <b>Entrada, St. Johns, FL</b>	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2018</td> <td>CONSTRUCTION <i>(If applicable)</i> 2020</td> </tr> </table>		PROFESSIONAL SERVICES 2018	CONSTRUCTION <i>(If applicable)</i> 2020
PROFESSIONAL SERVICES 2018	CONSTRUCTION <i>(If applicable)</i> 2020			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>D.R. Horton, Inc. - Jacksonville</b>	b. POINT OF CONTACT NAME <b>Anthony Sharp</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>(904) 421-4612</b>
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Project engineer for all development phases of the project from inception. 956 ± lot residential subdivision with Amenity Center. Work scope include: planning, site layouts, permitting for roadways, stormwater system, water and sewer utilities, project bidding and construction inspection.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME <b>Dunn &amp; Associates, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Jacksonville, FL</b>	(3) ROLE <b>Project Engineer</b>
b.	(1) FIRM NAME <b>ECS Florida, LLC formerly Ellis &amp; Associates, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Jacksonville, FL</b>	(3) ROLE <b>Geotechnical Exploration / drawdown analysis</b>
c.	(1) FIRM NAME <b>Half Associates, Inc. formerly Genesis</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>Jacksonville, FL</b>	(3) ROLE <b>Landscape &amp; Entry Feature</b>
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 8
21. TITLE AND LOCATION <i>(City and State)</i> Trails CDD a.k.a. Winchester Ridge, Jacksonville, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES Ongoing	
CONSTRUCTION <i>(If applicable)</i>		

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER D.R. Horton, Inc. - Jacksonville	b. POINT OF CONTACT NAME Robert S. Porter	c. POINT OF CONTACT TELEPHONE NUMBER (904) 899-5915
--	--	--

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

653 lot residential project with amenity center on 342 acres. Phase 1 of the project was designed and permitted by Arcadis G&M, Inc. In 2011, Dunn & Associates, Inc. was selected as District Engineer. Since 2009, we have provided inspections, reports on roadways and the master lake system, entitlement research and recommendations, input on roadway and permit transfer and annual reports.

In 2016, DAI engineered and permitted the remaining phases of the project which are currently under construction.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME Dunn & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME ECS Florida, LLC formerly Ellis & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Exploration
c.	(1) FIRM NAME Halff Associates, Inc. formerly Genesis	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Signage
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 9
21. TITLE AND LOCATION <i>(City and State)</i> Glen Kernan Golf & Country Club	22. YEAR COMPLETED PROFESSIONAL SERVICES: Ongoing CONSTRUCTION <i>(If applicable)</i> : 2018	
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Hodges Blvd. Development Group	b. POINT OF CONTACT NAME John Cathey	c. POINT OF CONTACT TELEPHONE NUMBER (904) 223-0153
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

Project engineer for all phases of this golf course residential community, clubhouse and amenity areas. Work scope included: planning, site layouts, permitting for roadways, stormwater system, water and sewer utilities, project bidding, construction inspection and permit certification.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Dunn & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME ECS Florida, LLC formerly Ellis & Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Geotechnical Exploration
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10				
21. TITLE AND LOCATION <i>(City and State)</i> Kernan Forest, Jacksonville, FL	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(If applicable)</i></td> </tr> <tr> <td>2001</td> <td>2002</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>	2001	2002
PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>					
2001	2002					

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER D.R. Horton, Inc. - Jacksonville	b. POINT OF CONTACT NAME Robert S. Porter	c. POINT OF CONTACT TELEPHONE NUMBER (904) 899-5915
--	--	--

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

Multi phase single family and multi-family development. Work scope included: planning, site layouts, permitting for roadways, stormwater system, water and sewer utilities, project bidding, construction inspection and permit certification.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

## 29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	RiverTown	6	Summer Beach
2	Glen St. Johns	7	Westminster Woods
3	Magnolia West	8	Trails a.k.a. Winchester Ridge
4	Alta Lakes	9	Glen Kernan Golf & Country Club
5	St. Johns Forest	10	Kernan Forest

---

## H. ADDITIONAL INFORMATION

---

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

See attached resumes

---

## I. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

31. SIGNATURE

32. DATE

33. NAME AND TITLE

David M. Taylor, P.E., Vice President

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

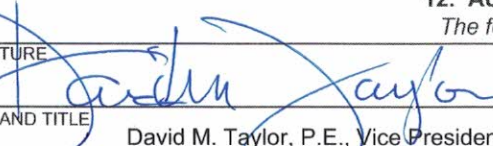
2a. FIRM (or Branch Office) NAME Dunn & Associates, Inc.			3. YEAR ESTABLISHED 2006		4. UNIQUE ENTITY IDENTIFIER	
2b. STREET 8647 Baypine Road, Suite 200			5. OWNERSHIP			
2c. CITY Jacksonville			2d. STATE FL		2e. ZIP CODE 32256	
6a. POINT OF CONTACT NAME AND TITLE David M. Taylor, P.E. - Vice President			a. TYPE S. Corporation			
6b. TELEPHONE NUMBER (904) 363-8916			6c. E-MAIL ADDRESS dtaylor@dunneng.com			
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02		1		C10		2
08		4		C18		2
12		3		F03		2
15		2		G01		1
58		2		H07		4
				H10		1
				H11		4
				I06		1
				O01		2
				P06		2
				R04		2
				S04		2
				S13		2
				T02		3
				W01		3
				W02		1
				W03		1
				Z01		2
						1
	Other Employees					
Total		12	0			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)	PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
	1. Less than \$100,000	6. \$2 million to less than \$5 million		
	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million		
	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million		
a. Federal Work		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million	
b. Non-Federal Work		5. \$1 million to less than \$2 million	10. \$50 million or greater	
c. Total Work				

## 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 4/29/21
c. NAME AND TITLE David M. Taylor, P.E., Vice President	



Ron DeSantis, Governor



## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**TAYLOR, DAVID M.**

6911 TONGA DR  
JACKSONVILLE FL 32216

**LICENSE NUMBER: PE44164**

**EXPIRATION DATE: FEBRUARY 28, 2023**

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)



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Ron DeSantis, Governor



## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

**WIEGER, GLEN ROBERT**

1427 MAPLETON ROAD  
JACKSONVILLE FL 32207

**LICENSE NUMBER: PE81419**

**EXPIRATION DATE: FEBRUARY 28, 2023**

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# VINCENT J. DUNN, P.E.

## PRESIDENT

Dunn & Associates, Inc.

### EDUCATION

---

1983      BS - Clarkson College of Technology, Potsdam, NY

- Civil and Environmental Engineering
- Teachers Assistant for Subdivision Design Course

### REGISTRATION

---

Professional Civil Engineer    1988 – Present    Florida No. 39452  
(Current with Continuing Education Requirements)

### EMPLOYMENT HISTORY

---

- BHR – currently Arcadis, Jacksonville, FL 1983 – 1986, Project Engineer
- Hill, Boring, Dunn & Associates, Inc. formerly Hill, Boring & Associates, Inc. formerly Hill, Boring, Valbuena & Associates, Inc., Jacksonville, FL

1986 –2006 Associate then partner/Executive Vice President

### EXPERIENCE AND QUALIFICATIONS

---

Since 1983 design engineering and project management for a wide variety of residential, mixed use and commercial projects. Expertise includes CDD District engineer, project management, design and permitting of roadways, utilities and drainage associated with privately owned and municipal projects. Experienced in the design of developments requiring intersection improvements, roadway layout and design, drainage design and analysis, and utility design and permitting with governmental agencies. Coordination with clients, technical consultants, and contractors. Site planning and layouts, feasibility studies, cost estimating, concurrency, zoning exhibits, and project certifications. International experience includes performing a variety of contracted civil engineering duties at U.S. Army bases in West Germany (1984 – 1986).

### OTHER EXPERIENCE AND QUALIFICATIONS

---

Expert witness for FDOT & Private Sector  
District Engineer for various Community Development Districts

# DAVID M. TAYLOR, P.E.

## VICE PRESIDENT

## PROJECT MANAGER

Dunn & Associates, Inc.

### EDUCATION

---

1984     BS – Tennessee Technological University, Cookeville, TN

- Civil and Structural Engineering

### REGISTRATION

---

Professional Civil Engineer    1991 – Present    Florida No. 44164

(Current with Continuing Education Requirements)

### EMPLOYMENT HISTORY

---

- Sverdrup Corporation – Jacksonville, Florida    1985 -1986
- Intergraph Corporation – Huntsville, Alabama    1992 – 1994
- BHR-An Arcadis Company – Jacksonville, Florida    1986 – 1992 and 1994 – 2005
- Metro Development Group – Jacksonville, Florida    2005 – 2007
- Dunn & Associates, Inc. – Jacksonville, Florida    Present

### EXPERIENCE AND QUALIFICATIONS

---

Since 1984 design engineering and project management for a wide variety of commercial and industrial projects. Expertise includes project management, design and permitting of roadways, utilities and drainage associated with privately owned and municipal projects. Experienced in the design of developments requiring intersection improvements, roadway layout and design, drainage design and analysis, and utility design and permitting with governmental agencies. Experienced with coordinating with clients, technical consultants, and contractors. Experienced in due diligence studies, entitlement scheduling, site planning and layouts, feasibility studies, cost estimating, concurrency, zoning exhibits, construction management, and project certifications.

### OTHER EXPERIENCE AND QUALIFICATIONS

---

Qualified Stormwater Management Inspector

# GLEN R. WIEGER, P.E.

## PROJECT ENGINEER

Dunn & Associates, Inc.

### EDUCATION

---

2007 BS – Florida State University (Dean's List)

- Civil Engineering

2009 MS – University of South Carolina

- Civil Engineering

### REGISTRATION

---

Professional Civil Engineer 2016 – Present Florida No. 81419  
(Current with Continuing Education Requirements)

### EMPLOYMENT HISTORY

---

- King Engineering Associates, Inc. – Jacksonville, Florida 2012 - 2014
- Dunn & Associates, Inc. – Jacksonville, Florida 2014 - Present

### EXPERIENCE AND QUALIFICATIONS

---

Since 2012 design engineering and project management for a wide variety of residential, mixed use and commercial projects. Expertise includes project management, design and permitting of roadways, utilities and drainage associated with privately owned and municipal projects. Experienced in the design of developments requiring intersection improvements, roadway layout and design, drainage design and analysis, and utility design and permitting with governmental agencies. Experienced in due diligence studies, site planning and layouts, feasibility studies, cost estimating, concurrency, zoning exhibits and project certifications. Multiple peer reviewed publications in the civil engineering field.

# PAUL L. BEGOVICH

VICE PRESIDENT

SENIOR DESIGNER

Dunn & Associates, Inc.

## EDUCATION

---

- 1982     Diploma – Washington Institute of Technology – Washington, PA
- Engineering Drafting & Design

## EMPLOYMENT HISTORY

---

- Plasteel Products Corp. – Washington, PA    1982 – 1984  
Designer/Drafter
- Greene County Votechnical School – Waynesburg, PA    1984  
Substitute Drafting Instructor
- Dupont Steel Buildings – St. Augustine, FL    1984 – 1987  
Senior Designer/Drafter
- Paine & Associates, Inc. – St. Augustine, FL    1987 – 1991  
Senior Designer/Drafter
- Hill, Boring, Dunn & Associates, Inc. – Jacksonville, FL    1993 – 2006  
Senior Designer

## EXPERIENCE AND QUALIFICATIONS

---

Since 1982 Design, Drafting, Quality Control & Cost Estimating in the Mechanical, Structural & Civil Engineering Fields. Expertise includes Design of Roadways, Utilities, Drainage, Site Grading, Cost Estimating, Site Planning & Quality Control.

# ROBERT M. BROWN

## SENIOR DESIGNER

Dunn & Associates, Inc.

### EDUCATION

---

1990 Associates of Arts – Florida State College – Jacksonville, FL

- General Education

### EMPLOYMENT HISTORY

---

- Robinson Engineering – St. Augustine, FL 1993 – 1998  
Senior CAD Tech
- CEI Engineering – St. Augustine, FL 1998 – 2002  
Senior Designer/CAD Tech
- Prosser Hallock, Inc. – Jacksonville, FL 2002 – 2007  
Senior Designer/CAD Tech/Inspector
- Tocci Engineering LLC – Orange Park, FL 2007 – 2013  
Senior Designer/ Inspector

### EXPERIENCE AND QUALIFICATIONS

---

Since 1984 in Design and permitting projects for a wide variety of commercial, residential, road, school board and industrial. History of successfully designing & permitting of roadways, utilities and drainage for private and public projects. Expert in the design of stormwater drainage, Extensive experience in the design of subdivisions, commercial sites, roads and schools, Skilled in site planning & layouts, cost estimating, construction management and project close out.

### EXPERIENCE AND QUALIFICATIONS

---

CTQP Qualifications include: Asphalt Inspector I, Concrete Inspector I, Final Estimating I, Earthworks Inspector I, Nuclear Density Gauge Safety, Intermediate Maintenance of Traffic and FDEP Stormwater Sedimentation and Erosion Control.

DAVID C. TODD

SENIOR CONSTRUCTION INSPECTOR

Dunn & Associates, Inc.

EDUCATION

---

- 1978     A.A. – Central Piedmont Community College, Charlotte, NC
- Business Administration

EMPLOYMENT HISTORY

---

- R-S-T Corporation – Charlotte, NC    1970 – 1979
- Acacia Mutual Life Ins. Co. (Associate) – Charlotte, NC    1979 – 1980
- Julian P. Benjamin Equipment, Co. – Jacksonville, FL    1980
- Southeastern Metals Manufacturing Co.– Jacksonville, FL    1981 – 1982
- Mandarin Utilities, Inc. – Jacksonville, FL    1982 – 1986
- Moore Pipe and Sprinkler Co. – Jacksonville, FL    1986 – 1988
- Safety Fire Sprinklers, Inc. – Jacksonville, FL    1988 – 1992
- Wayne Automatic Fire Sprinklers, Inc. – Jacksonville, FL    1992 – 1993
- Jax Utilities Construction – Jacksonville, FL    1993 – 2006
- Florida Roads Contracting, Inc. – Jacksonville, FL    2006 – 2010
- Burnham Construction, Inc. – Jacksonville, FL    2010 – 2017
- Dunn & Associates, Inc. – Jacksonville, Florida    Present

EXPERIENCE AND QUALIFICATIONS

---

Since 1982 public relations and field operations of utility company. Project management, negotiations, contract review, shop drawing review and client relations for civil site projects. Experience in securing owner and governmental project final acceptance. Construction and quality civil site inspection, as-built and testing review.

OTHER EXPERIENCE AND QUALIFICATIONS

---

DEP Qualified Stormwater Management Inspector  
Underground Utility Contractor License (1996)  
NCCER/UF Project Management  
NCCER Construction Site Safety  
OSHA 30 Hour Training Course  
OSHA Competent Person/Confined Space Entry

## **Professional Engineering Services**

**DAI** provides time and money saving professional engineering design services to the private and public sectors including:

- **Due diligence investigations**
- **Land Development Feasibility**
- **Land Use Studies**
- **Concurrency Management submittals, Fair Share contracts and Development Agreements**
- **Exhibits for rezoning and Land Use Amendments**
- **Commercial, Industrial and Residential Planning, Design and Permitting**
- **Stormwater Management Facilities Design**
- **Water Resources and Hydrology**
- **Mitigation Bank Engineering and Permitting Assistance**
- **Wastewater Collection and Disposal**
- **Water Supply Design**
- **Paving, Grading and Drainage Plans**
- **Roads and Streets**
- **Parking Facilities**
- **Traffic Impact Analysis Coordination**
- **FDOT Permitting**
- **Computer Aided Drafting / Design / Graphics**
- **Community Development Districts**
- **FEMA Flood Plain Modification Submittals**
- **Expert Witness Testimony**
- **Construction Inspection / Observation / Certification**

## *SEVENTH ORDER OF BUSINESS*

# **Anabelle Island Community Development District**

## **Master Special Assessment Methodology Report**

**April 15, 2021**

**Prepared by**

**Governmental Management Services, LLC**

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## **1.0 Introduction**

### **1.1 Purpose**

This report provides a methodology for allocating the proposed debt to be incurred by the Anabelle Island Community Development District ("District") to properties in the District in order to fund the District's proposed Capital Improvement Plan. The District's debt will fund infrastructure improvements that will allow the development of the property in the District. The methodology allocates this debt to properties based upon the special benefits each receives from the infrastructure program. In this case the property located within the District includes approximately 164.13 acres located in Clay County (the "County"), Florida. This report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes, with respect to special assessments and is consistent with our understanding of the case law on this subject.

### **1.2 Scope of the Report**

This Report presents the master projections for financing the District's Capital Improvement Plan, which includes the improvements necessary to provide the community infrastructure described in the District Engineer's Report developed by Dunn and Associates, Inc. dated March 31, 2020 ("Capital Improvement Plan" or "Engineer's Report"). This Report also describes the master apportionment of benefit and special assessments resulting from the provision of improvements to the lands within the District.

### **1.3 Special Benefits and General Benefits**

Improvements undertaken by the District create special and peculiar benefits to property within the District, different and special in kind and degree than general benefits to the public at large.

However, as discussed within this Report, the general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within the District. The District's Capital Improvement Plan enables properties within its boundaries to be developed.

Without the District's program, there would be no infrastructure to support development of land within the District. Without these improvements, state and local law would prohibit development of property within the District.

There is no doubt that the general public, including property owners, and property outside the District, will benefit from the provision of District infrastructure. However, these are incidental to the District's Capital Improvement Plan, which is designed solely to provide special benefits peculiar to property within the District. Properties outside the District do not depend upon the District's Capital Improvement Plan to obtain, or to maintain their development entitlements. This fact alone clearly distinguishes the special benefits which District properties receive compared to those lying outside of the District's boundaries. Even though the exact value of the benefits provided by the District's Capital Improvement Plan is difficult to estimate at this point, it is nevertheless greater than the costs associated with providing same.

#### **1.4 Organization of this Report**

*Section Two* describes the development program as proposed by the Developer.

*Section Three* provides a summary of the Capital Improvement Plan for the District as determined by the District Engineer.

*Section Four* discusses the financing program for the District.

*Section Five* introduces the Assessment Methodology.

### **2.0 District Development Program**

#### **2.1 Overview**

The Anabelle Island development is designed as a planned residential community, located within Clay County, Florida. The proposed land use within the District is consistent with the County and State Land Use and Comprehensive Plans.

## **2.2 The Development Program**

The Development will consist of approximately 370 single-family residential homes. The current development program is comprised of 75 40' lots and 295 50' lots.

## **3.0 The District's Capital Improvement Plan**

### **3.1 Engineer's Report**

The infrastructure costs to be funded by the District are determined by the District Engineer in the Engineer's Report. Only infrastructure that may qualify for bond financing by the District under Chapter 190, Florida Statutes, was included in these estimates.

### **3.2 Capital Improvement Plan**

The proposed infrastructure improvements to serve the development consist of certain clearing and earthwork, stormwater systems, water and sewer utilities, roadways, recreation, offsite improvements, entry features, signage, landscaping, utility improvements and engineering and related cost costs. The community infrastructure which will be constructed will represent a system of improvements that irrespective of certain exceptions described further in Section 5.1 of this Report, will provide benefits to all lands within the District.

At the time of this writing, the total costs of the District's Capital Improvement Program according to the District Engineer's Report dated March 31, 2021 were projected at \$24,215,400.

## **4.0 Financing Program for Anabelle Island**

### **4.1 Overview**

As noted above, the District is embarking on a program of capital improvements, which will facilitate the development of lands within the District. Construction of certain improvements may be funded by the Developer and acquired by the District under an agreement between the District and the Developer, or maybe funded directly by the

District. The structure of financing presented below is preliminary and subject to change.

It is currently contemplated that the District will finance its capital improvements with Special Assessment Bonds. The preliminary financing plan for the District anticipates the issuance of Special Assessment Bonds in the principal amount not to exceed \$31,240,000 to fund all or a portion of the District's Capital Improvement Plan, as shown in Table 3.

#### **4.2 Types of Special Assessment Bonds Proposed**

Special Assessment Bonds assume an issuance date of November 1, 2021. Special Assessment Bonds will be repaid with thirty principal installments commencing on May 1, 2024 with interest paid semiannually every May 1 and November 1 commencing May 1, 2022.

As projected in the current master financing plan, in order to finance all or a portion of the District's Capital Improvement Plan, the District will need to potentially incur indebtedness in the total amount of \$31,240,000.

The difference between the Bond debt and the Capital Improvement Plan is comprised of costs of issuance, including the underwriter's discount and professional fees associated with debt issuance, capitalized interest costs as the District will be borrowing funds with which it will pay the early interest payments, and debt service reserve.

Preliminary sources and uses of funding are presented in Table 3 in the Appendix.

Please note that the structure of the Special Assessment Bonds is preliminary and may change due to changes in the development program, market conditions, timing of infrastructure installation as well as other reasons. The District maintains complete flexibility as to the structure of the Special Assessment Bonds.

## **5.0 Assessment Methodology**

### **5.1 Overview**

Special Assessment Bonds provide the District with funds to conduct the Capital Improvement Plan outlined in *Section 3.2*. These improvements lead to special and general benefits, with special benefits accruing specifically to the properties within the boundaries of the District and general benefits generally accruing to areas outside the District and being only incidental in nature. The debt incurred in financing infrastructure construction will be paid off by assessing properties that derive special and peculiar benefits from the proposed projects set forth in the Capital Improvement Plan. All properties that receive special benefits from the District's improvement plan will be assessed.

### **5.2 Assigning Debt**

The current development plan for the District projects construction of infrastructure for approximately 370 single-family residential homes; however, the planned unit numbers and land use types may change.

The proposed infrastructure improvements to serve the development consist of certain clearing and earthwork, stormwater systems, water and sewer utilities, roadways, recreation, offsite improvements, entry features, signage, landscaping, utility improvements and engineering and related cost costs. All residential development within the District will benefit from all infrastructure improvement categories, as the improvements provide basic infrastructure to all residential lands within the District and benefit all residential lands within the District as an integrated system of improvements. Benefited units will be equally treated for each single family residential unit.

As the provision of the above listed improvements by the District will make the lands in the District developable, the land will become more valuable to property owners. The increase in the value of the land provides the logical benefit of improvements that accrues to the developable parcels within the District.

Initially, the assessments will be levied on all assessable lands within the District based on the approved site plan on an equal acreage basis within each parcel, because at that juncture, every acre benefits equally from the Capital Improvement Plan.

The debt incurred by the District to fund the Capital Improvement Plan is allocated to the properties receiving special benefits on the basis of development intensity and density. The responsibility for the repayment of the District's debt through assessments will ultimately be distributed in proportion to the special benefit peculiar to the land within the District, as it may be classified within each of the land use categories. For the purpose of determining the special benefit accruing to the lands within the District, the proposed public infrastructure improvement costs have been allocated to each individual lot on an equal basis.

### **5.3 Lienability Test: Special and Peculiar Benefit to the Property**

As first discussed in Section 1.3, Special Benefits and General Benefits, improvements undertaken by the District create special and peculiar benefits to certain properties within the District. District improvements benefit properties within the District and accrue to all assessable properties on an ERU basis.

Improvements undertaken by the District can be shown to be creating special and peculiar benefits to the property. The special and peculiar benefits resulting from each improvement undertaken by the District are:

- a. Clearing and earthwork Improvements result in special and peculiar benefits such as the added use of the property for development, added enjoyment of the property, avoidance of stormwater management issues and increased marketability of the property.
- b. Storm Water systems result in special and peculiar benefits such as the added use of the property, decreased insurance premiums, added enjoyment of the property, and likely increased marketability of the property.
- c. Water and Sewer Utilities Improvements result in special and peculiar benefits such as the added use of the property, and likely increased marketability and value of the property.

- d. Roadways result in special and peculiar benefits such as the added enjoyment of the property, access to the property, and likely increased marketability and value of the property.
- e. Recreation facilities result in special and peculiar benefits such as the added use and enjoyment of the property, and likely increased marketability and value of the property.
- f. Offsite improvements result in special and peculiar benefits such as the added use of the property, added enjoyment of the property, access to the property and likely increased marketability and value of the property.
- g. Entry/Signage/Landscaping result in special and peculiar benefits such as the added use of the property, and likely increased marketability and value of the property.
- h. Electric and Streetlighting result in special and peculiar benefits such as the added use of the property, decreased insurance premiums, added enjoyment of the property, and likely increased marketability of the property.
- i. Engineering/Survey/Soft Costs result in special and peculiar benefits such the likely increased marketability of the property and provision of enhanced planning services for property values.

These special and peculiar benefits are real and ascertainable, but not yet capable of being calculated and assessed in terms of numerical value, however, each is more valuable than either the cost of, or the actual assessment levied for, the improvement or debt allocated to the parcel of land.

#### **5.4 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay**

A reasonable estimate of the proportion of special and peculiar benefits received from the Improvements is delineated in Table 4 (expressed as Allocation of Total Par Debt).

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and or construction

of the District's improvements (and the concomitant responsibility for the payment of the resultant and allocated debt) have been apportioned to the property according to reasonable estimates of the special and peculiar benefits provided consistent with the land use.

Accordingly, no acre or parcel of property within the boundaries of the District will be liened for the payment of any non-ad valorem special assessment more than the determined special benefit peculiar to that property. Further, the debt allocation will not be affected.

In accordance with the benefit allocation in Table 4, a Total Par Debt per Unit has been calculated for each single family unit. This amount represents the preliminary anticipated per unit debt allocation assuming all anticipated units are built and sold in the planned development and the entire proposed infrastructure program is developed or acquired and financed by the District.

## **5.5 True-Up Mechanism**

In order to ensure that the District's debt will not build up on the unsold acres, and to ensure that the requirements that the non-ad valorem special assessments be constitutionally lienable on the property will continue to be met, the District shall determine the following:

To ensure that there will always be sufficient development potential remaining in the undivided property to assure payment of debt service after a plat or site plan approval, the following test will be applied. The test is that the debt per acre remaining on the unplatted land is never allowed to increase above its maximum debt per acre level. Initially, the maximum level of debt per acre is calculated as the total amount of debt for the District's improvement program divided by the number of assessable acres in the District. In this case, it is \$31,240,000 divided by 164.13 acres equaling \$190,337 per acre. Once a site plan for the development is completed the acreage will be adjusted to developable acres and the calculation of debt per acre will be adjusted accordingly. Thus, if the initial debt level is \$190,337 per acre, every time a plat or site plan approval is presented, the debt on the land remaining after the plat or site plan approval

must remain at or below \$190,337 per acre. If not, then in order for the Developer to receive a plat or site plan approval from Clay County, the Developer agrees that the District will require a density reduction payment so that the \$190,337 per acre debt level is not exceeded.

**TABLE 1**  
**Anabelle Island CDD**  
**Land Use**

<b>Land Use :</b>	<b>Unit Count</b>
Residential - 40' lot	75
Residential - 50' lot	295
 Total	 <u>370</u>

Information provided by Dunn and Associates , Inc in the Master Improvement Plan Report dated March 31, 2021.

Total acres within the District is 164.13

**Prepared By**  
**Governmental Management Services, LLC**

<p><b>TABLE 2</b>  <b>Anabelle Island CDD</b>  <b>Infrastructure Cost Estimates</b></p>
---

<u>Infrastructure Improvements :</u>	<u>Total Cost Estimates</u>
Clearing and Earthwork	\$9,502,000
Stormwater System	\$2,242,000
Water and Sewer Utilities	\$4,416,000
Roadways	\$2,150,000
Recreation	\$1,865,000
Offsite Improvements	\$929,000
Entry/Signage/Landscaping/Fencing	\$600,000
Electric and Street Lighting	\$310,000
Engineering/Survey/Construction Inspection Services	\$2,201,400
<b>Total</b>	<b><u><u>\$24,215,400</u></u></b>

Information provided by Dunn and Associates , Inc Capital Improvement Plan Report dated March 31, 2021.

**Prepared By**  
**Governmental Management Services, LLC**

**TABLE 3**  
**Anabelle Island CDD**  
**Financing Estimates**

	<b>Preliminary Bond Sizing</b>
Construction / Acquisition Requirements	\$24,215,400
Debt Service Reserve Fund (1)	\$2,248,050
Capitalized Interest (2)	\$3,748,800
Cost of Issuance (3)	\$400,000
Underwriters Discount	\$624,800
Rounding	\$2,950
<b>Total Par</b>	<b><u>\$31,240,000</u></b>

<b>Principal Amortization Installments</b>	<b>30</b>
<b>Estimated Average Coupon Rate</b>	<b>6.00%</b>
<b>Estimated Par Amount</b>	<b>\$31,240,000</b>
<b>Estimated Maximum Annual Debt Service</b>	<b>\$2,248,050</b>

- (1) The Series 2021 DSRF is based on maximum annual debt service.  
(2) Interest capitalized to 11/1/2023.  
(3) Does not include Underwriter's Discount of 2%.  
(4) Information above provided by MBS Capital Markets, LLC.

Prepared By  
Governmental Management Services, LLC

**TABLE 4**  
**Anabelle Island CDD**  
**Benefit and Par Debt Allocations**

<b>Development Type :</b>	<b><u>Number of Planned Units</u></b>	<b><u>Allocation of Construction Costs</u></b>	<b><u>Allocation of Total Par Debt</u></b>	<b><u>Benefit per Unit</u></b>	<b><u>Allocation of Maximum Net Annual Debt Service</u></b>	<b><u>Debt Service Assessments per Unit Net</u></b>
Residential Single Family						
40' lot	75	\$4,908,527	\$6,332,432	\$84,432	\$455,686	\$6,076
50' lot	295	\$19,306,873	\$24,907,568	\$84,432	\$1,792,364	\$6,076
<b>Total</b>	<u>370</u>	<u>\$24,215,400</u>	<u>\$31,240,000</u>		<u>\$2,248,050</u>	

1) Total Construction Costs:	\$24,215,400
2) Total Par Debt :	\$31,240,000
3) Maximum annual debt service net:	\$2,248,050

**Prepared By**  
**Governmental Management Services, LLC**

**TABLE 5**  
**Anabelle Island CDD**  
**Preliminary Assessment Roll**

<u>Property Owner</u>	<u>Folio #</u>	<u>Assigned Debt</u>	<u>Assigned Net Annual Assessment</u>
KB Homes		\$31,240,000	\$2,248,050

## Appendix A

### ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT

EXHIBIT 2A

CDD LEGAL  
DESCRIPTION

February 1, 2021

A PORTION OF BLOCKS 2, 3, 15, 16 AND 19, FLORIDA FARMERS LAND COMPANY'S SUBDIVISION, AS RECORDED IN PLAT BOOK 1, PAGE 40, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA, TOGETHER WITH THAT PORTION OF ALL PLATTED ROADS LYING BETWEEN OR ADJACENT TO THE AFORESAID BLOCKS (SAID PORTION OF PLATTED ROADS VAGATED AND ABANDONED ACCORDING TO OFFICIAL RECORDS BOOK 1633, PAGE 1483, OF SAID PUBLIC RECORDS), AND A PORTION OF THE MOSES E. LEVY GRANT, SECTION 29, TOWNSHIP 5 SOUTH, RANGE 25 EAST, CLAY COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT AN INTERSECTION OF THE NORTHEASTERLY LINE OF LOT 9, SAID BLOCK 19, FLORIDA FARMERS LAND COMPANY'S SUBDIVISION, AND THE NORTHWESTERLY RIGHT-OF-WAY LINE OF COUNTY ROAD NO. C-739-B, ALSO KNOWN AS SANDORGE ROAD (AN 80 FOOT RIGHT-OF-WAY PER S.R.D. RIGHT-OF-WAY MAP SECTION NO. 71530-2603); THENCE NORTH 66°33'29" EAST, ALONG SAID RIGHT-OF-WAY LINE OF COUNTY ROAD NO. C-739-B, A DISTANCE OF 100.85 FEET; THENCE NORTH 66°19'49" EAST, CONTINUING ALONG SAID RIGHT-OF-WAY LINE, 539.26 FEET TO THE SOUTHWESTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 4312, PAGE 1830 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 42°25'05" WEST, ALONG LAST SAID LINE, AND ALONG THE SOUTHWESTERLY LINES OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 381, PAGE 1670, OFFICIAL RECORDS BOOK 1683, PAGE 880 AND OFFICIAL RECORDS BOOK 4026, PAGE 355, ALL BEING OF THE PUBLIC RECORDS OF SAID COUNTY, A DISTANCE OF 2553.84 FEET; THENCE NORTH 47°58'56" EAST, ALONG THE NORTHWESTERLY LINE OF SAID OFFICIAL RECORDS BOOK 4026, PAGE 355, A DISTANCE OF 660.24 FEET TO THE NORTHWESTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 132, PAGE 198 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 47°37'20" EAST, ALONG LAST SAID LINE, 607.55 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF COUNTY ROAD NO. C-209, ALSO KNOWN AS RUSSELL ROAD (AN 80 FOOT RIGHT-OF-WAY PER S.R.D. RIGHT-OF-WAY MAP SECTION NO. 71530-2602); THENCE NORTH 42°41'41" WEST, ALONG LAST SAID LINE, 153.70 FEET TO THE SOUTHEASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 2340, PAGE 1675 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 47°18'44" WEST, ALONG LAST SAID LINE, 345.00 FEET TO THE SOUTHWESTERLY LINE OF SAID LANDS; THENCE NORTH 42°41'10" WEST, ALONG LAST SAID LINE, 578.78 FEET TO THE NORTHWESTERLY LINE OF SAID OFFICIAL RECORDS BOOK 2340, PAGE 1675; THENCE NORTH 47°18'44" EAST, ALONG LAST SAID LINE, 344.95 FEET TO SAID SOUTHWESTERLY RIGHT-OF-WAY LINE OF COUNTY ROAD NO. C-209; THENCE NORTHWESTERLY, ALONG SAID RIGHT-OF-WAY LINE, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES: COURSE NO. 1, NORTH 42°41'41" WEST, 963.05 FEET TO THE POINT OF CURVATURE OF A CURVE LEADING NORTHWESTERLY; COURSE NO. 2, NORTHWESTERLY ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 2256.63 FEET, AN ARC DISTANCE OF 1076.48 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 56°21'23" WEST, 1066.25 FEET TO THE POINT OF TANGENCY OF SAID CURVE; COURSE NO. 3, NORTH 70°05'05" WEST 516.00 FEET TO THE SOUTHEASTERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 2171, PAGE 1750 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 47°47'36" WEST, ALONG LAST SAID LINE, 1189.26 FEET; THENCE SOUTH 42°12'24" EAST, 120.06 FEET; THENCE SOUTH 09°05'00" WEST, 95.04 FEET; THENCE SOUTH 47°47'36" WEST, 80.00 FEET; THENCE SOUTH 42°12'24" EAST, 130.00 FEET; THENCE SOUTH 49°53'12" WEST, 80.04 FEET; THENCE SOUTH 42°12'24" EAST, 122.40 FEET; THENCE SOUTH 16°36'35" EAST, 64.78 FEET; THENCE SOUTH 34°01'07" EAST, 138.50 FEET; THENCE SOUTH 56°28'04" WEST, 85.24 FEET; THENCE SOUTH 35°14'28" WEST, 74.40 FEET TO THE ARC OF A CURVE LEADING WESTERLY; THENCE WESTERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE SOUTHERLY, HAVING A RADIUS OF 30.00 FEET, AN ARC DISTANCE OF 0.14 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 87°43'32" WEST, 38.00 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE LEADING SOUTHWESTERLY; THENCE SOUTHWESTERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 348.87 FEET, AN ARC DISTANCE OF 130.61 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 59°09'37" WEST, 129.85 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE LEADING SOUTHERLY; THENCE SOUTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE EASTERLY, HAVING A RADIUS OF 30.00 FEET, AN ARC DISTANCE OF 70.73 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 02°20'24" WEST, 55.45 FEET TO THE POINT OF TANGENCY OF SAID CURVE; THENCE SOUTH 65°12'08" EAST, 62.20 FEET TO THE POINT OF CURVATURE OF A CURVE LEADING EASTERLY; THENCE EASTERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE NORTHERLY, HAVING A RADIUS OF 40.00 FEET, AN ARC DISTANCE OF 37.37 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 69°01'54" EAST, 36.00 FEET TO THE POINT OF COMPOUND CURVATURE OF A CURVE LEADING NORTHEASTERLY; THENCE NORTHEASTERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 545.00 FEET, AN ARC DISTANCE OF 4.16 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 61°02'45" EAST, 4.16 FEET; THENCE SOUTH 49°51'54" EAST, 211.28 FEET; THENCE SOUTH 61°12'10" EAST, 259.68 FEET; THENCE SOUTH 83°06'37" EAST, 200.11 FEET; THENCE NORTH 65°22'43" EAST, 177.12 FEET; THENCE NORTH 80°38'16" EAST, 129.28 FEET; THENCE NORTH 83°43'27" EAST, 168.60 FEET TO THE ARC OF A CURVE LEADING SOUTHEASTERLY; THENCE SOUTHEASTERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE NORTH-EASTERLY, HAVING A RADIUS OF 555.00 FEET, AN ARC DISTANCE OF 13.96 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 30°26'52" EAST, 13.95 FEET TO THE POINT OF REVERSE CURVATURE OF A CURVE LEADING SOUTHERLY; THENCE SOUTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE, CONCAVE WESTERLY, HAVING A RADIUS OF 345.00 FEET, AN ARC DISTANCE OF 474.54 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 08°14'12" WEST, 438.01 FEET TO THE POINT OF TANGENCY OF SAID CURVE; THENCE SOUTH 47°36'29" WEST, 48.95 FEET TO THE NORTHWESTERLY PROLONGATION OF THE AFORESAID NORTHEASTERLY LINE OF LOT 9; THENCE SOUTH 42°24'25" EAST, ALONG LAST SAID LINE AND ALONG SAID NORTHEASTERLY LINE OF LOT 9, A DISTANCE OF 3529.87 FEET TO THE POINT OF BEGINNING.

CONTAINING 184.13 ACRES, MORE OR LESS.

*EIGHTH ORDER OF BUSINESS*

# **Anabelle Island**

## **Community Development District**

**Approved Budget  
FY 2021**



# **Anabelle Island**

## **Community Development District**

### **TABLE OF CONTENTS**

#### **General Fund**

Budget  
Narrative

Page 1  
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**Anabelle Island**  
**Community Development District**  
General Fund  
Approved Operating Budget

**Approved  
Budget  
FY 2021 <sup>(1)</sup>**

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**Revenues**

Developer Contributions	\$64,526
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<b>Total Revenues</b>	<b><u><u>\$64,526</u></u></b>
-----------------------	-------------------------------

**Expenditures**

**Administrative**

Supervisors Fees	\$ 6,000
FICA Expense	\$ 459
Engineering	\$ 6,000
Attorney	\$ 12,500
Assessment Administration	\$ -
Management Fees	\$ 22,500
Website Creation/ADA Compliance	\$ 1,750
Website Miantenance	\$ 600
Information Technology	\$ 900
Telephone	\$ 250
Postage	\$ 500
Insurance	\$ 3,500
Printing & Binding	\$ 500
Legal Advertising	\$ 8,000
Other Current Charges	\$ 500
Office Supplies	\$ 417
Dues, Licenses & Subscriptions	\$ 150

<b>Total Expenditures</b>	<b><u><u>\$ 64,526</u></u></b>
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<b>Excess Revenues/(Expenditures)</b>	<b><u><u>\$ -</u></u></b>
---------------------------------------	---------------------------

<sup>(1)</sup> All expenses prorated amount represents 6 months of fiscal year.

# Anabelle Island

## Community Development District

General Fund Budget

### **REVENUES:**

#### **Developer Contributions**

The District will enter into a Funding Agreement with the developer to fund the general fund expenditures for the fiscal year.

---

### **EXPENDITURES:**

#### **Administrative:**

##### **Supervisors Fees**

Chapter 190, The Florida Statutes, allows each Board member to receive \$200 per meeting not to exceed \$4,800 per year per supervisor for the time devoted to District business and meetings.

##### **FICA Expense**

Represents the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

##### **Engineering**

The District will be providing general engineering services to the District, e.g., attendance and preparation for monthly board meetings, review invoices, etc.

##### **Attorney**

The District will contract will be providing general legal services to the District, e.g., attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

##### **Assessment Administration**

The District will contract to levy and administer the collection of non-ad valorem assessments on all assessable property within the District.

##### **Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services.

##### **Website Creation/ADA Compliance**

Represents an estimated cost to create the initial District website and ensure District meets ADA compliance guidelines.

##### **Website Maintenance**

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments,

**Anabelle Island**  
**Community Development District**  
General Fund Budget

security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's general liability, public officials' liability and property insurance coverages.

Printing & Binding

Printing and binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Legal Advertising

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

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

## *NINTH ORDER OF BUSINESS*

*C.*



# Chris H. Chambliss

## Supervisor of Elections Clay County, Florida

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April 15, 2021

Anabelle Island Community Development District  
Attention: Sarah Sweeting  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Dear Ms. Sweeting:

I have queried the number of eligible voters residing within the Anabelle Island Community Development District as of April 15, 2021. At this time, there are no registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at [Lynn.Gaver@ClayElections.gov](mailto:Lynn.Gaver@ClayElections.gov).

In an effort to keep our records updated please notify us of any changes to the Board due to resignations or appointments.

*Thank you,*

*Lynn Gaver, MFCEP*

Clay County Supervisor of Elections Office  
P.O. Box 337 | 500 North Orange Ave.  
Green Cove Springs, FL 32043  
(904) 269-6350 Fax (904) 284-0935

*TWELFTH ORDER OF BUSINESS*

# Anabelle Island

Community Development District

FY 21 Funding Request #2

April 30, 2021

PAYEE	CAPITAL PROJECT	GENERAL FUND
<b>1 Hopping Green &amp; Sams</b>		
Inv # 121856 - Bond Validation - March 2021	\$ 1,538.50	
Inv # 121857 - General Counsel - March 2021		\$ 4,697.00
<b>2 Governmental Management Services</b>		
Inv# 1 - Management Fees - April 2021		\$ 3,750.00
<b>3 Payroll Meeting Date 4/6/21</b>		\$ 922.40
<b>4 Clay Today - Due to GMS</b>		
Inv # 322323 - April Organizational Meeting - 3/25/21		\$ 51.00
	<b>\$ 1,538.50</b>	<b>\$ 9,420.40</b>
	<b>TOTAL</b>	<b>\$10,958.90</b>

Please make check payable to:

Anabelle Island CDD

475 W Town Place Suite 114

Saint Augustine, FL 32092

Signature: \_\_\_\_\_  
Chairman /Vice Chairman

Signature: \_\_\_\_\_  
Secretary/Asst. Secretary

# Hopping Green & Sams

Attorneys and Counselors

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

RECEIVED

APR 27 2021

===== STATEMENT =====

April 21, 2021

Anabelle Island CDD  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 121856  
Billed through 03/31/2021

## Bond Validation

AICDD 00104 JLK

### FOR PROFESSIONAL SERVICES RENDERED

03/01/21	JLG	Draft bond validation complaint.	1.80 hrs
03/07/21	JLK	Review engineers report and transmit comments on same.	0.80 hrs
03/19/21	JLK	Finalize review of validation engineers report; confer with bond counsel and procure proposal on same.	0.60 hrs
03/30/21	JLK	Anabelle Island validation – Review engineer's report updates; update cost table; conference call regarding validation options and confer with MBS and GMS on same; begin review of validation resolution and assessment resolution.	1.20 hrs
03/31/21	JLK	Review bond resolution; review MTI; review engineers report updates; conference call with Perry on methodology.	1.50 hrs

Total fees for this matter \$1,538.50

### MATTER SUMMARY

Gillis, Jennifer L. - Paralegal	1.80 hrs	160 /hr	\$288.00
Kilinski, Jennifer L.	4.10 hrs	305 /hr	\$1,250.50

TOTAL FEES \$1,538.50

**TOTAL CHARGES FOR THIS MATTER \$1,538.50**

### BILLING SUMMARY

Gillis, Jennifer L. - Paralegal	1.80 hrs	160 /hr	\$288.00
Kilinski, Jennifer L.	4.10 hrs	305 /hr	\$1,250.50

TOTAL FEES \$1,538.50

**TOTAL CHARGES FOR THIS BILL \$1,538.50**

=====

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

# Hopping Green & Sams

Attorneys and Counselors

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

# RECEIVED

APR 27 2021

===== STATEMENT =====

April 21, 2021

Anabelle Island CDD  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 121857  
Billed through 03/31/2021

## General Counsel

AICDD 00001 JLK

### FOR PROFESSIONAL SERVICES RENDERED

02/23/21	EGRE	Prepare organizational documents.	0.70 hrs
02/24/21	EGRE	Prepare organizational documents and prepare draft agenda; review financing timeline.	1.10 hrs
02/25/21	EGRE	Revise organizational agenda.	0.50 hrs
02/26/21	EGRE	Prepare organizational documents; review establishment agreement.	4.40 hrs
02/27/21	JLK	Begin reviewing multiple organizational meeting documents, including rules of procedure, construction management, construction funding, budget documents, developer funding, acquisition agreement, RFQ for engineering, engineering services, completion agreement, collateral assignment and various other documents; provide preliminary edits on same.	2.10 hrs
03/09/21	JLK	Review organizational agenda and provide edits thereto; begin organizational document preparations.	0.80 hrs
03/10/21	JLG	Confer with Sweeting regarding organizational meeting and draft agenda.	0.20 hrs
03/10/21	JLK	Confer with GMS regarding organizational meeting agenda and preliminary establishment documents; transmit same.	0.30 hrs
03/22/21	JLK	Update and transmit acquisition agreement; update organizational meeting outline and confer with District manager on same; continue drafting organizational documents and validation document preliminary outlines; review bond counsel and MBS proposal and transmit same.	1.20 hrs
03/24/21	JLK	Continue drafting various establishment documents, including resolutions, notices and agreements.	1.20 hrs
03/24/21	EGRE	Revise fee agreement; revise and transmit organizational documents to District staff; review district management agreement against negotiated form of agreement.	2.20 hrs
03/29/21	JLK	Review engineers report tables; confer with landowner on same; review updated budget resolution and confer regarding assessment structure on same; continue drafting/editing various organizational documents.	0.70 hrs

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03/30/21	JLK	Confer with Sweeting regarding recorded notice of establishment; update various establishment documents and finalize agenda package.	0.40 hrs
03/30/21	EGRE	Correspond with District staff regarding organizational agenda; review draft engineer's report; review master trust indenture and bond resolution.	1.80 hrs
Total fees for this matter			\$4,697.00

**MATTER SUMMARY**

Gregory, Emma C.	10.70 hrs	245 /hr	\$2,621.50
Gillis, Jennifer L. - Paralegal	0.20 hrs	160 /hr	\$32.00
Kilinski, Jennifer L.	6.70 hrs	305 /hr	\$2,043.50

TOTAL FEES	\$4,697.00
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<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$4,697.00</b>
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**BILLING SUMMARY**

Gregory, Emma C.	10.70 hrs	245 /hr	\$2,621.50
Gillis, Jennifer L. - Paralegal	0.20 hrs	160 /hr	\$32.00
Kilinski, Jennifer L.	6.70 hrs	305 /hr	\$2,043.50

TOTAL FEES	\$4,697.00
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<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$4,697.00</b>
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**Please include the bill number with your payment.**

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice****Invoice #:** 1**Invoice Date:** 4/1/21**Due Date:** 4/1/21**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 - April 2021		3,750.00	3,750.00
<div>RECEIVED</div> <div>MAR 07 2021</div>			
<b>Total</b>			<b>\$3,750.00</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,750.00</b>


# ATTENDANCE SHEET

District: Anabelle Island

Meeting Date: April 6, 2021

	Supervisor	In Attendance	Fees
1.	Thomas Jinks	<input checked="" type="checkbox"/>	\$200
2.	Michael Russo	<input checked="" type="checkbox"/>	\$200
3.	Darren Gowens	<input type="checkbox"/> Absent	\$200
4.	Kurt von der Osten	<input checked="" type="checkbox"/>	\$200
5.	Rose Bock	<input checked="" type="checkbox"/>	\$200

District Manager:



PLEASE RETURN COMPLETED FORM TO OKSANA KUZMUK

10475 Forture Pkwy. Suite 100  
Jacksonville, FL 32256

**CLAY  
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200**Recorder**  
Not your average newspaper, not your average reader.1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

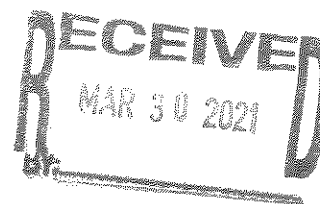
## Advertising Invoice

**ANNABELL ISLAND CDD C/O GMS LLC**  
**475 W TOWN PL # 114**  
**ST AUGUSTINE, FL 32092****Cust#:1001377**  
**Ad#:322323**  
**Phone#:904-940-5850**  
**Date:03/11/2021****Salesperson: Clay Legals****Classification: Legal Notice****Ad Size: 1.0 x 5.10****Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	03/25/2021	03/25/2021	1	51.00	51.00

**Payment Information:**

<b>Date:</b>	<b>Order#</b>	<b>Type</b>
03/11/2021	322323	BILLED ACCOUNT

**Total Amount: 51.00****Tax: 0.00****Amount Due: 51.00****Attention: Requests for credits or refunds for early cancellations must be made within 90 days.****Ad Copy**

PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA**  
**COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF MEETING**

in the matter of

**ORGANIZATIONAL MEETING**

**LEGAL: 47521 ORDER: 322323**

was published in said newspaper in the issues:

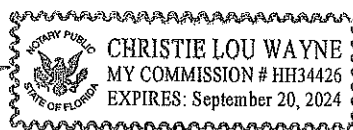
**03/25/2021**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 03/25/2021.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

**Notice of  
 Organizational Meeting  
 Anabelle Island Community  
 Development District**

The organizational meeting of the Board of Supervisors of the Anabelle Island Community Development District will be held on Tuesday, April 6, 2021 at 10:00 a.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange

Park, Florida 32065. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Ernesto Torres  
 District Manager  
 Legal 47521 published March 25,  
 2021 in Clay County's Clay Today  
 newspaper