

*Anabelle Island*  
*Community Development District*

*DECEMBER 10, 2024*

# *AGENDA*

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

---

December 3, 2024

Board of Supervisors  
Anabelle Island Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Anabelle Island Community Development District will be held on Tuesday, December 10, 2024 at 2:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

- I. Roll Call
- II. Audience Comments (*regarding agenda items listed below*)
- III. Consideration of Minutes of the November 5, 2024 Meeting
- IV. Acceptance of Minutes of the November 5, 2024 Landowner Meeting
- V. Staff Reports
  - A. Attorney
    1. Street Parking Memorandum
    2. Consideration of Resolution 2025-04, Setting a Public Hearing Date to Adopt Parking & Towing Policies
    3. Work Authorization for Public Facilities Report
  - B. Engineer
  - C. Manager
  - D. Operations Manager
- VI. Supervisors Requests
- VII. Audience Comments

- VIII. Financial Statements as of October 31, 2024
- IX. Check Register
- X. Next Scheduled Meeting – January 14, 2025 @ 2:00 p.m.
- XI. Adjournment

*THIRD ORDER OF BUSINESS*

MINUTES OF MEETING  
ANABELLE ISLAND  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Anabelle Island Community Development District was held Tuesday, November 5, 2024 at 2:06 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present and constituting a quorum:

James Summerset	Chairman
Darren Gowens	Vice Chairman
Sarah Milner <i>by phone</i>	Supervisor
Rose Bock	Supervisor

Also present were:

Marilee Giles	District Manager
Jennifer Kilinski <i>by phone</i>	District Counsel
Chris Loy	District Counsel
Jay Soriano	Operations
Freddie Oca	GMS
Matt Biagetti	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 2:06 p.m. Three Board members were in attendance constituting a quorum. Ms. Milner participated by phone.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Ms. Giles asked if there were any audience comments at the top of the agenda. There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Ms. Giles presented the oath of office to all supervisors at the same time including Darren Gowens, James Summerset, and Rose Bock. She reviewed the government official laws to include the Sunshine Law. Mr. Loy added reviews of the Sunshine law, public records, ethics laws, and the motions and second votes.

**B. Consideration of Resolution 2025-02, Canvassing and Certifying the Results of the Landowners Election**

Ms. Giles stated this resolution will canvass and certifying the results of the Landowners election. She noted this Landowners’ meeting is required 90 days after the district’s creation and every 2 years following for the purpose of electing supervisors. She added the Landowners’ meeting was held prior to this meeting on November 5, 2024. She reviewed the seats to include Seat 3- Darrin Gowens, Seat 1 -James Summerset were elected by votes for a 4-year term. She added Ms. Bock elected for Seat 5 by votes cast for a 2-year term. These votes have been certified by the results.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, Resolution 2025-02 Canvassing and Certifying the Results of the Landowners Election to include Mr. Gowens in Seat 3, Mr. Summerset in Seat 1 and Ms. Bock in Seat 5, was approved.

**C. Election of Officers, Resolution 2025-03**

Ms. Giles stated this resolution requires the election of officers. After discussion the board elected James Summerset as Chair, Mr. Gowens as Vice-Chair.

On MOTION by Mr. Summerset, seconded by Ms. Bock, with all in favor, the Election of Officers, Resolution 2025-03, with Mr. Summerset as Chair and Mr. Gowens as Vice Chair, was approved.

Ms. Giles stated in addition to officers she is a secretary and treasurer, and others as Assistant Secretaries as Ms. Milner, Ms. Bock and Mr. Citino.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, the Election of Officers, Resolution 2025-03 to include the Assistant Secretaries, was approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the October 8, 2024 Meeting**

Ms. Giles presented the minutes from the October 8, 2024 meeting. Unless there are any comments or corrections, just looking for a motion to approve.

On MOTION by Ms. Bock, seconded by Mr. Summerset, with all in favor, the Minutes of the October 8, 2024 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney – Street Parking Memorandum**

Mr. Loy stated the Board asked for options to address parking on the roads. He explained the statutory framework that is applied in District. He stated the first action for the District to take is to adopt parking policies, and a sample policy is provided as Addendum A. This sample policy allows the District to adopt areas of parking and no parking and to create a map for the areas. He stated before adoption, a properly noticed public hearing is required to be held. He added that the statute requires that notice be given to offenders in violation as well as a signage requirement. He reviewed the specific requirements for the signage, notifications and towing. Questions were asked on requirements for personal notices, who is required to provide the notices, the specifics of an agent of the district, placement of signage, who enforces, public roads versus CDD roads, paying for paving of roads is the district.

Ms. Kilinski further explained the policy, public notices, and a hybrid approach to implementation. Discussion ensued on implementation, costs, and options for implementation. Mr. Summerset asked the board to get public input prior to developing a policy.

After discussion the board decided to table this item with an opportunity for board review and message the community for input on the options. Ms. Giles noted the constant contact with the residents and send a message to residents. Ms. Kilinski stated they would prepare notice for public meeting.

Ms. Giles reminded the board of the ethics training due by December 31, 2024.



**B. Engineer**

The engineer was not in attendance and there was nothing to report.

**C. Manager**

Ms. Giles had nothing additional for the Board.

**D. Operations Manager**

Mr. Soriano updated the board on the messaging process for the community. He reviewed the options for the message boards and pricing. There was a question on a keyhole and options for lettering. Mr. Soriano suggested the 1 with only 1 door.

Discussion ensued enclosures, types, consistent look, lights, electrical issues, and warranties. Mr. Soriano discussed the new process for electrical issues and the Fire Marshall requirement and the purchase of a new box. He added comments on issues with irrigation and plants. Mr. Summerset asked about warranties. Mr. Soriano noted the contract and water pooling on sidewalk, grading issues, and run off issues. Ms. Giles noted they had received several emails on the pooling of water on the sidewalks. Mr. Soriano added they had pressured washed the area and this created run-off issues. Mr. Summerset noted he had seen the standing water and asked to get it under control, continue to monitor, and investigate warranty.

Mr. Summerset asked about cover for mailboxes, and it was coming in over cost. Discussion ensued on new costs, dog park, increasing the budget, and bringing back option for cover. Mr. Soriano ask for clarification on the location of dog park. It was noted this is still under consideration.

On MOTION by Mr. Summerset, seconded by Mr. Gowens, with all in favor, a Not to Exceed Amount of \$3,800 for 2 Community Message Boards, was approved.
--

**SIXTH ORDER OF BUSINESS**

**Supervisors Requests**

Ms. Giles asked for supervisor requests. There were no additional requests.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments**

Resident commented on paint chipping on the amenity center. Mr. Soriano noted this is under warranty and he will get with the vendor to complete touch ups. She noted appreciation for allowing input on parking policies and dog park.

**EIGHTH ORDER OF BUSINESS**

**Financial Statements as of September 30, 2024**

Ms. Giles presented the financial statements as of September 30, 2024.

**NINTH ORDER OF BUSINESS**

**Check Register**

Ms. Giles presented the check register for September totaling \$4,127.75. She noted there were no unusual variances.

On MOTION by Ms. Bock, seconded by Mr. Gowens, with all in favor, the Check Register totaling \$4,127.75, was approved.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – December 10, 2024 @ 2:00 p.m.**

Ms. Giles stated the next meeting is scheduled for December 10, 2024 at this location at 2:00 p.m.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

---

Secretary/Assistant Secretary

---

Chairman/Vice Chairman

*FOURTH ORDER OF BUSINESS*

MINUTES OF MEETING  
ANABELLE ISLAND  
COMMUNITY DEVELOPMENT DISTRICT

The Landowners' meeting of the Anabelle Island Community Development District was held Tuesday, November 5, 2024 at 2:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

Present were:

James Summerset  
Marilee Giles  
Jennifer Kilinski *by phone*  
Chris Loy

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 2:00 p.m.

**SECOND ORDER OF BUSINESS**

**Determination of Number of Voting Units Represented**

Ms. Giles stated the proxy shows 222 voting units represented for KB Homes Jacksonville, LLC.

**THIRD ORDER OF BUSINESS**

**Election of a Chairman for the Purpose of Conducting the Landowners Meeting**

Ms. Giles stated if there was no objection, she would serve as the Chairman for the purpose of conducting the meeting. There was no objection.

**FOURTH ORDER OF BUSINESS**

**Nominations for the Position of Supervisors**

Ms. Giles asked for any nominees for the open seats. Darrin Gowens was nominated for Seat 3, James Summerset was nominated for Seat 1, and Rose Bock was nominated for Seat 5.

**FIFTH ORDER OF BUSINESS**

**Casting of Ballots**

Ms. Giles reviewed the official forms and asked for the casting of ballots for each seat. Ms. Giles stated for Seat 1 there are 100 votes for James Summerset, for Seat 3 there are 62 votes for Darren Gowens, and for Seat 5 there are 60 votes for Rose Bock. Ms. Giles stated this was completed and signed.

**SIXTH ORDER OF BUSINESS**

**Tabulation of Ballots and Announcement of Results**

Ms. Giles announced the tabulations of ballots and the results. She noted that Mr. Summerset and Mr. Gowens would serve four-year terms and Ms. Bock would serve a two-year term.

**SEVENTH ORDER OF BUSINESS**

**Landowners Questions and Comments**

Ms. Giles asked for any questions or comments. There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Ms. Giles adjourned the meeting.

*FIFTH ORDER OF BUSINESS*

*A.*

*1.*



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

---

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

### **Authority**

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

### **Procedures**

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

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

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

### **Overview of Statutory Requirements**

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

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

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

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

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

**Example: constructive/personal notice:**

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

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**License Plate:** \_\_\_\_\_

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

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

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

---

**STAFF REPORT: PERSONAL NOTICE OF UNAUTHORIZED PARKING**

*Staff, please retain this portion for your records*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

License plate: \_\_\_\_\_

Location: \_\_\_\_\_

Name of person providing notice: \_\_\_\_\_

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

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

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

## ATTACHMENT A

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

---

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

---

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

#### **SECTION 2. DEFINITIONS.**

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

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

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

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

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

**SECTION 5. EXCEPTIONS.**

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

**SECTION 6. TOWING/REMOVAL PROCEDURES.**

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

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

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

**EXHIBIT A – Designated Parking Areas (highlighted areas)**

Effective date: \_\_\_\_\_

2.

**RESOLUTION 2025-04**

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

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

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

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

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

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

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

**PASSED AND ADOPTED** this 10th day of December 2024.

ATTEST:

**ANABELLE ISLAND COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

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



**Exhibit A**

Proposed Rules Relating to Overnight Parking and Parking Enforcement

*[Begins on following page.]*

3.

**Work Authorization**

December 10, 2024

Anabelle Island Community Development District  
c/o Governmental Management Services, L.L.C.  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Subject: **Work Authorization  
Anabelle Island Community Development District**

Dear Chairperson, Board of Supervisors:

Dunn & Associates, Inc. (“Engineer”) is pleased to submit this work authorization to provide professional engineering services for the Anabelle Island Community Development District (the “District”). We will provide these services pursuant to the terms of our current agreement dated May 24, 2021 (the “Engineering Agreement”) as follows:

**I. Scope of Work**

The District will engage the services of Engineer to coordinate and prepare a Public Facilities Report pursuant to, and in compliance with, section 189.08, *Florida Statutes* (the “Report”). The District shall provide such asset information as is deemed necessary by the Engineer to prepare the Report.

**II. Fees**

The District will compensate Engineer pursuant to the hourly rate schedule contained in **Exhibit A**, attached hereto and incorporated herein by reference, and in accordance with the terms of the Engineering Agreement. The District will reimburse Engineer all direct costs pursuant to the Engineering Agreement.

This work authorization, together with the Engineering Agreement, represents the entire understanding between the District and Engineer with regard to the referenced services and supersedes any previously executed proposal or agreement related to the provision of such services. If you wish to accept this work authorization, please sign where indicated and return to our office. Thank you for the opportunity to be of service.

APPROVED AND ACCEPTED

Sincerely,

By:

\_\_\_\_\_  
Authorized Representative of  
Anabelle Island CDD

Date:

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Dunn & Associates, Inc.

**EXHIBIT A**

**Hourly Fee Schedule**

*EIGHTH ORDER OF BUSINESS*

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

***Unaudited Financial Reporting***  
***October 31, 2024***



**Anabelle Island**  
**Community Development District**  
**Combined Balance Sheet**  
**October 31, 2024**

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Project Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 7,679	\$ -	\$ -	\$ 7,679
Due from General Fund	-	50,753	-	50,753
<b>Investments:</b>				
Custody	1,487	-	-	1,487
<b>Series 2022</b>				
Reserve	-	173,408	-	173,408
Revenue	-	138,619	-	138,619
Construction	-	-	27,016	27,016
Assessment Receivable	147	184	-	332
Deposits	1,975	-	-	1,975
<b>Total Assets</b>	<b>\$ 11,288</b>	<b>\$ 362,964</b>	<b>\$ 27,016</b>	<b>\$ 401,268</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 749	\$ -	\$ -	\$ 749
<b>Total Liabilities</b>	<b>\$ 749</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 749</b>
<b>Fund Balance:</b>				
Nonspendable:				
Deposits	\$ 1,975	\$ -	\$ -	\$ 1,975
Restricted for:				
Debt Service - Series	-	362,964	-	362,964
Capital Project - Series	-	-	27,016	27,016
Unassigned	8,564	-	-	8,564
<b>Total Fund Balances</b>	<b>\$ 10,539</b>	<b>\$ 362,964</b>	<b>\$ 27,016</b>	<b>\$ 400,518</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 11,288</b>	<b>\$ 362,964</b>	<b>\$ 27,016</b>	<b>\$ 401,268</b>

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

	Adopted Budget	Prorated Budget Thru 10/31/24	Actual Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 196,272	\$ 147	\$ 147	\$ -
Special Assessments - Direct Bill	49,634	24,817	24,817	-
Developer Contributions	162,643	-	-	-
Interest Income	-	-	6	6
<b>Total Revenues</b>	<b>\$ 408,550</b>	<b>\$ 24,965</b>	<b>\$ 24,970</b>	<b>\$ 6</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisors Fees	\$ 6,000	\$ 500	\$ 200	\$ 300
FICA Taxes	454	38	15	23
Engineering	5,000	417	-	417
Attorney	15,000	1,250	-	1,250
Arbitrage Rebate	700	58	-	58
Assessment Roll Administration	5,618	5,618	5,618	-
Dissemination Agent	3,933	328	328	(0)
Annual Audit	5,700	475	-	475
Trustee Fees	6,500	542	1,563	(1,021)
Management Fees	53,090	4,424	4,424	0
Website Maintenance	1,200	100	100	-
Information Technology	1,800	150	150	-
Telephone	300	25	33	(8)
Postage	500	42	23	19
Insurance General Liability	6,149	6,149	4,166	1,983
Printing	500	42	18	23
Legal Advertising	2,500	208	170	38
Other Current Charges	700	58	28	30
Office Supplies	100	8	0	8
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 115,918</b>	<b>\$ 20,607</b>	<b>\$ 17,011</b>	<b>\$ 3,595</b>
<b><u>Operations &amp; Maintenance</u></b>				
<b>Ground Maintenance</b>				
Electric	\$ 1,500	\$ 125	\$ 231	\$ (106)
Water & Sewer/Irrigation	23,000	1,917	1,127	790
Repairs & Maintenance	5,000	417	-	417
Landscape - Contract	118,520	9,877	8,367	1,510
Landscape - Contingency	20,000	1,667	600	1,067
Lake Maintenance	11,040	920	920	-
Irrigation Repairs	10,000	833	-	833
<b>Subtotal Ground Maintenance</b>	<b>\$ 189,060</b>	<b>\$ 15,755</b>	<b>\$ 11,245</b>	<b>\$ 4,510</b>



# Anabelle Island

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending October 31, 2024

	Adopted Budget	Prorated Budget Thru 10/31/24	Actual Thru 10/31/24	Variance
<b>Amenity Center</b>				
Insurance	\$ 4,571	\$ 4,571	\$ 5,981	\$ (1,410)
Internet	2,000	167	-	167
Electric	16,000	1,333	579	754
Water/Irrigation	15,000	1,250	314	936
Refuse Service	1,000	83	83	0
Access Cards	2,500	208	-	208
Janitorial Maintenance	14,000	1,167	1,000	167
Janitorial Supplies	4,000	333	-	333
Pool Maintenance	15,000	1,250	1,250	-
Pool Chemicals	10,000	833	833	0
Pool Permit	500	42	-	42
Facility Maintenance	7,500	625	1,879	(1,254)
Repairs & Maintenance	10,000	833	-	833
Office Supplies	200	17	-	17
ASCAP/BMI License Fees	500	42	-	42
Pest Control	800	67	-	67
<b>Subtotal Amenity Center</b>	<b>\$ 103,571</b>	<b>\$ 12,821</b>	<b>\$ 11,919</b>	<b>\$ 902</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 292,631</b>	<b>\$ 28,576</b>	<b>\$ 23,164</b>	<b>\$ 5,412</b>
<b>Total Expenditures</b>	<b>\$ 408,550</b>	<b>\$ 49,183</b>	<b>\$ 40,175</b>	<b>\$ 9,007</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (0)</b>	<b>\$ (24,218)</b>	<b>\$ (15,205)</b>	<b>\$ 9,013</b>
<b>Net Change in Fund Balance</b>	<b>\$ (0)</b>	<b>\$ (24,218)</b>	<b>\$ (15,205)</b>	<b>\$ 9,013</b>
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 25,744</b>	
<b>Fund Balance - Ending</b>	<b>\$ (0)</b>		<b>\$ 10,539</b>	





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

	Adopted Budget	Prorated Budget Thru 10/31/24	Actual Thru 10/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 245,340	\$ 184	\$ 184	\$ -
Special Assessments - Direct Bill	101,507	50,753	50,753	-
Interest Income	2,000	167	1,173	1,006
<b>Total Revenues</b>	<b>\$ 348,847</b>	<b>\$ 51,104</b>	<b>\$ 52,110</b>	<b>\$ 1,006</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 107,930	\$ -	\$ -	\$ -
Interest - 5/1	107,930	-	-	-
Principal - 5/1	130,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 345,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,987</b>	<b>\$ 51,104</b>	<b>\$ 52,110</b>	<b>\$ 1,006</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 2,987</b>	<b>\$ 51,104</b>	<b>\$ 52,110</b>	<b>\$ 1,006</b>
<b>Fund Balance - Beginning</b>	<b>\$ 134,265</b>		<b>\$ 310,854</b>	
<b>Fund Balance - Ending</b>	<b>\$ 137,251</b>		<b>\$ 362,964</b>	

**Anabelle Island**  
**Community Development District**  
**Statement of Revenues and Expenditures**

**Capital Projects Fund**

**For The Period Ending October 31, 2024**

Description	SE 2022
<b>Revenues</b>	
<i>Interest Income:</i>	
Construction	\$ 102
Transfer In	-
<b>Total Revenues</b>	<b>\$ 102</b>
<b>Expenditures</b>	
Capital Outlay	\$ -
Transfer Out	-
<b>Total Expenditures</b>	<b>\$ -</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ 102</b>
<b>Beginning Fund Balance</b>	<b>\$ 26,914</b>
<b>Ending Fund Balance</b>	<b>\$ 27,016</b>

**Anabelle Island**  
**Community Development District**  
**Long Term Debt Report**

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

**ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2025 Assessments Receipts Summary**

<b>ASSESSED</b>	<b>UNITS ASSESSED</b>	<b>SERIES 2022 DEBT ASSESSED</b>	<b>FY25 O&amp;M ASSESSED</b>	<b>TOTAL ASSESSED</b>
KB HOMES (1)	108	101,506.83	49,634.27	151,141.09
<b>TOTAL DIRECT INVOICES (1)</b>	<b>108</b>	<b>101,506.83</b>	<b>49,634.27</b>	<b>151,141.09</b>
<b>ASSESSED REVENUE TAX ROLL</b>	<b>261</b>	<b>245,340.00</b>	<b>196,272.00</b>	<b>441,612.00</b>
<b>TOTAL ASSESSED</b>	<b>369</b>	<b>346,846.83</b>	<b>245,906.27</b>	<b>592,753.09</b>

<b>DUE / RECEIVED</b>	<b>BALANCE DUE</b>	<b>SERIES 2022 DEBT RECEIVED</b>	<b>O&amp;M RECEIVED</b>	<b>TOTAL RECEIVED</b>
KB HOMES (1)	75,570.55	50,753.41	24,817.13	75,570.54
<b>TOTAL DIRECT RECEIVED</b>	<b>75,570.55</b>	<b>50,753.41</b>	<b>24,817.13</b>	<b>75,570.54</b>
<b>TAX ROLL DUE / RECEIVED</b>	<b>-</b>	<b>184.27</b>	<b>147.42</b>	<b>331.69</b>
<b>TOTAL DUE / RECEIVED</b>	<b>75,570.55</b>	<b>50,937.68</b>	<b>24,964.55</b>	<b>75,902.23</b>

(1) Direct Assessments are due: 50% due 12/1/24 and 25% due 2/1/25 and 5/1/25

<b>SUMMARY OF TAX ROLL RECEIPTS</b>				
<b>CLAY COUNTY DISTRIBUTION</b>	<b>DATE RECEIVED</b>	<b>SERIES 2022 DEBT RECEIVED</b>	<b>O&amp;M RECEIVED</b>	<b>TOTAL RECEIVED</b>
1	11/7/2024	184.27	147.42	331.69
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
<b>TOTAL RECEIVED TAX ROLL</b>		<b>184.27</b>	<b>147.42</b>	<b>331.69</b>

<b>PERCENT COLLECTED</b>	<b>2022</b>	<b>O&amp;M</b>	<b>TOTAL</b>
<b>% COLLECTED DIRECT BILL</b>	50.00%	50.00%	50.00%
<b>% COLLECTED TAX ROLL</b>	0.08%	0.08%	0.08%
<b>TOTAL PERCENT COLLECTED</b>	<b>14.69%</b>	<b>10.15%</b>	<b>12.81%</b>

*NINTH ORDER OF BUSINESS*



# Anabelle Island

## Community Development District

### Check Run Summary November 30, 2024

<b>Fund</b>	<b>Date</b>	<b>Check No.</b>	<b>Amount</b>
<b>Payroll</b>	11/6/24	50023	\$ 184.70
		Subtotal	<u>\$ 184.70</u>
<b>General Fund</b>			
	10/31/24	190-197	\$ 71,053.91
	11/7/24	198-200	1,669.45
		Subtotal	<u>\$ 72,723.36</u>
<b>Total</b>			<b>\$ 72,908.06</b>

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50023	2	ROSE S BOCK	184.70	11/06/2024
TOTAL FOR REGISTER			184.70	

AICD ANABELLE ISLAN DLAUGHLIN

# ATTENDANCE SHEET

District: Anabelle Island

Meeting Date: 11.05.24

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

District Manager:

Mandi Hsh Nov 5, 2024

PLEASE RETURN COMPLETED FORM TO OKSANA KUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/31/24	00019	10/15/24 5878	202410 320-57200-43500	CUT & DROP DEAD PINETREE	*	600.00	
				CHRISTOPHER KLAAS DBA BIG BRANCH			600.00 000190
10/31/24	00001	10/01/24 57	202410 310-51300-34000	OCT MANAGEMENT FEES	*	4,424.17	
		10/01/24 57	202410 310-51300-35300	OCT WEBSITE ADMIN.	*	100.00	
		10/01/24 57	202410 310-51300-35100	OCT INFORMATION TECH.	*	150.00	
		10/01/24 57	202410 310-51300-31300	OCT DISSEMINATION SVCS	*	327.75	
		10/01/24 57	202410 310-51300-51000	OFFICE SUPPLIES	*	.15	
		10/01/24 57	202410 310-51300-42000	POSTAGE	*	22.61	
		10/01/24 57	202410 310-51300-42500	COPIES	*	18.45	
		10/01/24 57	202410 310-51300-41000	TELEPHONE	*	33.15	
				GOVERNMENTAL MANAGEMENT SERVICES			5,076.28 000191
10/31/24	00001	10/01/24 58	202410 320-57200-46100	OCT CONTRACT ADMIN.	*	625.00	
		10/01/24 58	202410 320-57200-45600	OCT TRASH SERVICES	*	83.33	
		10/01/24 58	202410 320-57200-46300	OCT JANITORIAL SERVICES	*	1,000.00	
		10/01/24 58	202410 320-57200-46200	OCT POOL MAINTENANCE	*	1,250.00	
		10/01/24 58	202410 320-57200-46210	OCT POOL CHEMICALS	*	833.33	
				GOVERNMENTAL MANAGEMENT SERVICES			3,791.66 000192
10/31/24	00001	10/17/24 59	202410 320-57200-46100	OCT FACILITY MAINT & SUPP	*	1,253.56	
				GOVERNMENTAL MANAGEMENT SERVICES			1,253.56 000193
10/31/24	00011	10/14/24 10516	202409 310-51300-31500	SEP GENERAL COUNSEL	*	292.00	
				KILINSKI VAN WYK PLLC			292.00 000194
10/31/24	00015	10/01/24 217696B	202410 320-57200-44400	OCT LAKE MAINTENANCE	*	920.00	
				THE LAKE DOCTORS			920.00 000195

AICD ANABELLE ISLAN OKUZMUK

AP300R  
 \*\*\* CHECK NOS. 000190-000200

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
 ANABELLE ISLAND - GENERAL FUND  
 BANK A ANABELLE - GENERAL

RUN 12/02/24

PAGE 2

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/31/24	00013	10/15/24	113390	2024	10	320-57200-43400			OCT LANDSCAPE MAINTENANCE FLORIDA ULS OPERATING LLC	*	8,367.00	8,367.00	000196
10/31/24	00014	10/31/24	10312024	2024	10	300-20700-10100			FY25 SPECIAL ASSESSMENTS US BANK	*	50,753.41	50,753.41	000197
11/07/24	00017	10/23/24	10232024	2024	10	320-57200-45500			2355 DALLAS CRK LN-AMNCTR CLAY ELECTRIC COOPERATIVE INC.	*	579.35	579.35	000198
11/07/24	00003	10/17/24	2024-286	2024	10	310-51300-48000			NOTICE OF MEETING-11/5/24 CLAY TODAY NEWSPAPER	*	170.10	170.10	000199
11/07/24	00015	11/01/24	225812B	2024	11	320-57200-44400			NOV LAKE MAINTENANCE THE LAKE DOCTORS	*	920.00	920.00	000200
TOTAL FOR BANK A											72,723.36		
TOTAL FOR REGISTER											72,723.36		

AICD ANABELLE ISLAN OKUZMUK



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 57  
Invoice Date: 10/1/24  
Due Date: 10/1/24  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - October 2024		4,424.17	4,424.17
Website Administration - October 2024		100.00	100.00
Information Technology -October 2024		150.00	150.00
Dissemination Agent Services -October 2024		327.75	327.75
Office Supplies		0.15	0.15
Postage		22.61	22.61
Copies		18.45	18.45
Telephone		33.15	33.15
<b>Total</b>			<b>\$5,076.28</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,076.28</b>

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 58  
Invoice Date: 10/1/24  
Due Date: 10/1/24  
Case:  
P.O. Number:

**Bill To:**

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

Description	Hours/Qty	Rate	Amount
Contract Administration - October 2024		625.00	625.00
Refuse (Trash) - October 2024		83.33	83.33
Janitorial - October 2024		1,000.00	1,000.00
Pool Maintenance - October 2024		1,250.00	1,250.00
Pool Chemicals - October 2024		833.33	833.33
<i>Jerry Lambert</i> 10-3-24			
<b>Total</b>			<b>\$3,791.66</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,791.66</b>

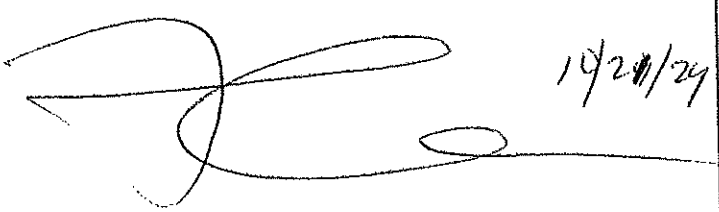


Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 59  
Invoice Date: 10/17/24  
Due Date: 10/17/24  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1 - September 30, 2024		886.78	886.78
Maintenance Supplies		366.78	366.78
<i>1-320-57200 - 46100</i> <i>\$ 1253.56</i>			
			

*10/20/24*

Total	\$1,253.56
Payments/Credits	\$0.00
Balance Due	\$1,253.56

*Jerry Lambert*  
10-22-24

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/3/24	1	R.A.	Checked and changed trash receptacles on pool deck and playground, emptied trash receptacle at mailboxes, disposed of trash
9/6/24	1.5	F.O.	Met with GC for gate issues
9/9/24	1	F.O.	Inspection of irrigation
9/10/24	1.5	F.O.	Met with Sunbelt for access card issues
9/10/24	1	R.A.	Emptied and restocked trash receptacles on pool deck, playground and mailboxes, disposed of trash
9/11/24	1	R.A.	Installed four by four post near pool side gate, installed lockbox on post, installed men/women bathroom signs
9/11/24	1	J.S.	Assisted with install of four by four post and installed lock box on post, installed men/women bathroom signs
9/17/24	1.5	F.O.	Met with Sunbelt for access card issues
9/17/24	1	R.A.	Removed debris around community, checked and changed trash receptacles
9/17/24	1	J.S.	Checked and changed trash receptacles, removed debris around community
9/18/24	1	F.O.	Inspection of irrigation
9/20/24	1.5	F.O.	Light inspection
9/23/24	1	R.A.	Removed debris around community, checked and changed trash receptacles
9/23/24	1	J.W.	Emptied and restocked dog waste receptacles, checked and changed trash receptacles
9/24/24	1	F.O.	Hurricane preparation
9/27/24	1	F.O.	Post hurricane clean up
9/30/24	1	R.A.	Repaired loose stop sign bracket, checked and changed trash receptacles, removed debris around community
9/30/24	1	J.W.	Straightened pool furniture, removed debris around community, checked and changed trash receptacles

**TOTAL**      20

**MILES**      195

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 10/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
ANABELLE ISLAND	9/1/24	Garbage Can	34.45	F.O.
	9/1/24	Trash Bags	14.93	F.O.
	9/4/24	Constant Contact Yearly Subscription	317.40	F.O.
		<b>TOTAL</b>	<b><u><u>\$366.78</u></u></b>	



**KILINSKI | VAN WYK**

**Kilinski | Van Wyk PLLC**

P.O. Box 6386  
Tallahassee, Florida 32314

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

**INVOICE**

Invoice # 10516  
Date: 10/14/2024  
Due On: 11/13/2024

**OTC CDD - 01 GENERAL COUNSEL/MONTHLY MEETING**

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	JK	09/09/2024	Review audit engagement letter; review audit letter	0.20	\$355.00	\$71.00
Service	CL	09/10/2024	Review audit letter for compliance with Florida Statute.	0.70	\$265.00	\$185.50
Service	JK	09/18/2024	Finalize audit letter and engagement letter review	0.10	\$355.00	\$35.50
					<b>Total</b>	<b>\$292.00</b>

**Detailed Statement of Account**

**Current Invoice**

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10516	11/13/2024	\$292.00	\$0.00	\$292.00
			<b>Outstanding Balance</b>	<b>\$292.00</b>
			<b>Total Amount Outstanding</b>	<b>\$292.00</b>

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

Please pay within 30 days.

MAKE CHECK PAYABLE TO:



Post Office Box 20122  
Tampa, FL 33622-0122  
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER                      EXP. DATE  
SIGNATURE                          AMOUNT PAID

ADDRESSEE

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

Anabelle Island CDD  
Marilee Giles  
475 W Town Pl  
Suite 114  
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
731491	10/1/2024	\$920.00

The Lake Doctors  
Post Office Box 20122  
Tampa, FL 33622-0122

0000000731491200100000002176960000009200057

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

**Annabelle Island CDD**  
**Invoice Due Date 10/1/2024**

**Windsor Lakes Way Green Cove Springs, FL 32043**  
**Invoice 217696B PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
10/1/2024	Water Management - Monthly		\$920.00	\$0.00	\$920.00

Please remit payment for this month's invoice.

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

**Credits**                      \$0.00  
**Adjustment**                      \$0.00

**AMOUNT DUE**

**Total Account Balance including this invoice:**

\$920.00

**This Invoice Total:**

\$920.00

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

**Customer #:** 731491  
**Portal Registration #:** 88A94EE2  
**Customer E-mail(s):** mgiles@gmsnf.com,okuzmuk@gmsnf.com  
**Customer Portal Link:** www.lakedoctors.com/contact-us/

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

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



1240 Lawn Care Rd  
Green Cove Springs, FL 32043

Invoice 113390

Date	PO#
10/15/24	
Due Date	Terms
11/14/24	Net 30

BILL TO
Anabelle Island CDD Landscape Maintenance 2024 (JXM)
Governmental Management Service 475 WEst Town Place Suite 114 St. Augustine, FL 32092

Property Address
Anabelle Island CDD Landscape Maintenance 2024 (JXM)

Item	Amount
Job #120723 - Anabelle Island CDD Landscape Maintenance October 2024	\$8,367.00

Thank you for your business.

REMIT PAYMENT TO:  
United Land Services  
12276 San Jose Blvd Suite 747  
Jacksonville FL 32223

Subtotal	\$8,367.00
Sales Tax	\$0.00
<b>Total</b>	<b>\$8,367.00</b>
Credits/Payments	(\$0.00)
<b>Balance Due</b>	<b>\$8,367.00</b>

**Anabelle Island  
COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**Check Request**

Date	Amount	Authorized By
October 31, 2024	\$50,753.41	Oksana Kuzmuk

Payable to:

US Bank #14
-------------

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10100
------	---------------------

Intended Use of Funds Requested:

FY2025 Spesial Assessments
<i>(Attach supporting documentation for request.)</i>

**Important Messages**

Beginning on Nov. 1, the phone number to call to make payments or report outages will be changing to 855-939-3840.

**RECEIVED**

By Tara Lee at 10:02 am, Nov 04, 2024

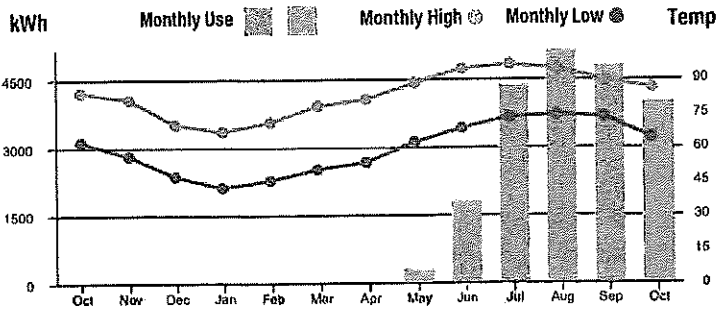
Final Bill  
Amount Due  
**\$1,285.97**  
Due Date:  
11/13/2024

Previous Balance \$706.62  
No Payment Received \$0.00  
**Balance Forward \$706.62**  
Current Charges Due 11/13/24 \$579.35

This is your Final Bill. Please keep your address updated with us for future Capital Credits.

Service Address: 2855 DALLAS CREEK LN AMENITY CENTER

Rate Schedule Description	Meter No.	Reading Dates		Readings		Multiplier	kWh/kW Usage
		From	To	Previous	Present		
GENERAL SERVICE-NON DEMAND	194480890	09/25/24	10/18/24	16453	20467	1	4,014



**Current Service Detail**

Access Charge		\$24.53
Energy Charge	4,014 kWh @ 0.0813	\$326.34
Power Cost Adjustment	4,014 kWh @ 0.0200	\$80.28
Indiv. Outdoor Light-Small (Qty: 9)		\$48.96
Individual Pole Charge (Qty: 9)		\$24.12
Light PCA		\$2.70
FLA Gross Receipts Tax		\$12.99
Florida State Sales Tax		\$34.45
Florida State Sales Tax (6%)		\$1.45
Clay County Sales Tax		\$7.79
Clay Co Public Ser Utility Tax		\$15.74
<b>Total Current Charges for this Location</b>		<b>\$579.35</b>

**This Month**    **Last Month**    **This Month Last Year**    **Avg Daily High**

4,014 kWh  
23 days  
Avg kWh 175

4,817 kWh  
33 days  
Avg kWh 146

0 kWh  
30 days  
Avg kWh 0

86°F

Anabelle



Billings not paid in full will incur a late charge of \$5.00 or 5% of the delinquent amount (whichever is greater) that will be added to your account.



Account Number	9237830
Balance Forward	\$706.62
Current Charges Due 11/13/24	\$579.35
<b>Final Bill Amount Due</b>	<b>\$1,285.97</b>

Checks must be in U.S. funds and drawn on a U.S. bank.



**CLAY ELECTRIC COOPERATIVE**  
PO BOX 308  
KEYSTONE HEIGHTS, FL 32656-0308

4809 0 AB 0.593  
K B HOMES OF JACKSONVILLE LLC  
10475 FORTUNE PKWY STE 100  
JACKSONVILLE FL 32256-3674

5 4809  
C-17



09237830 0001285977



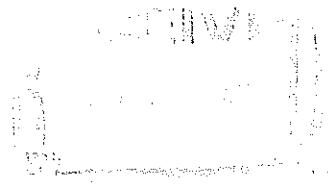




**INVOICE**

Invoice Number: 2024-286882  
Invoice Date: 10/17/2024  
Due Date: 11/16/2024

Clay Today  
3513 US Hwy 17  
Fleming Island, FL 32003  
904-264-3200



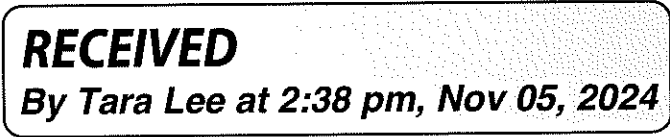
**BILL TO**  
Sarah Sweeling  
Anabelle Island CDD c/o GMS LLC  
475 West Town Place, Suite 114  
ST AUGUSTINE, FL 32092

Advertiser  
Anabelle Island CDD c/o GMS LLC

Customer ID  
21005

Invoice Notes	PO #	Pub.	Issue	Year	AdTitle	Ad Size	Color	Ad Inch	Nat
Legal # 125535	Notice of Landowners' Meeting November 5, 2024	CT - Clay Today	Oct 17	2024		column inch 2x	Black & White	8.1000	\$170.10
<b>Total:</b>									<b>\$170.10</b>

Please mail payments to:  
Osteen Media Group  
3513 US Hwy 17  
Fleming Island Florida 32003



Affidavit attached to this invoice.

Please call the office at 904-264-3200 if you would like to pay by credit card.

Please pay from this invoice. Email for inquiries or questions - [legal@claytodayonline.com](mailto:legal@claytodayonline.com). Thank you for your business.

# CLAY TODAY

## PUBLISHER AFFIDAVIT

PUBLISHER AFFIDAVIT  
CLAY TODAY  
Published Weekly  
Fleming Island, Florida

STATE OF FLORIDA  
COUNTY OF CLAY:

Before the undersigned authority personally appeared Hugh Osteen, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Fleming Island in Clay County, Florida; that the attached copy of advertisement Being a Legal Notice

In the matter of Landowners' Meeting  
November 5, 2024

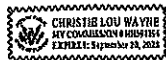
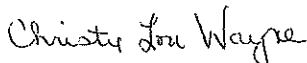
LEGAL: 125535

Was published in said newspaper in the issues:  
10/10/2024 and 10/17/2024

Affiant further says that said "Clay Today" is a newspaper published at Fleming Island, 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 10/17/2024



NOTARY PUBLIC, STATE OF FLORIDA

3513 US HWY 17 Fleming Island FL 32003  
Telephone (904) 264-3200  
FAX (904) 264-3285  
E-Mail: legal@claytodayonline.com  
Christie Wayne christie@osteenmedgroup.com

## NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE ANABELLE ISLAND COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Anabelle Island Community Development District ("District") the location of which is generally described as comprising a parcel or parcels of land containing approximately 164.13 acres, generally located near Russell Road and Sandridge Road in Clay County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) people to the District's Board of Supervisors ("Board"; and individually, "Supervisor"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.  
DATE: NOVEMBER 5, 2024  
TIME: 2:00 P.M.

PLACE: Plantation Oaks Amenity Center  
845 Oakleaf Plantation Parkway  
Orange Park, Florida 32065

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32082, (904) 940-5850 ("District Manager's Office"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing, if you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Marilee Giles  
District Manager  
Legal 125535 Published 10/10/2024 and  
10/17/2024 in Clay County's Clay Today  
newspaper

