



***PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Regular Meeting***

***Monday***

***March 25, 2024***

***4:30 p.m.***

***Location:***

***Parkland Preserve***

***Amenity Center***

***835 Parkland Trail***

***St. Augustine, FL 32095***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Parkland Preserve Community Development District

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250 International Parkway, Suite 208  
Lake Mary FL 32746  
321-263-0132 Ext. 193

Board of Supervisors  
**Parkland Preserve**  
**Community Development District**

Dear Board Members:

The Meeting of the Board of Supervisors of the Parkland Preserve Community Development District is scheduled for **Monday, March 25, 2024, at 4:30 p.m.** at the **Parkland Preserve Amenity Center, 835 Parkland Trail, St. Augustine, FL 32095.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be presented at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or [dmcinnes@vestapropertyservices.com](mailto:dmcinnes@vestapropertyservices.com). We look forward to seeing you at the meeting.

Sincerely,

*David McInnes*

District Manager

District: **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Monday, March 25, 2024

Time: 4:30 PM

Location: Parkland Preserve  
Amenity Center  
835 Parkland Trail  
St. Augustine, FL 32095

*Agenda*

**I. Roll Call**

**II. Pledge of Allegiance**

**III. Audience Comments** – (limited to 3 minutes per individual for agenda items)

**IV. Consent Agenda**

- A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held February 26, 2024
- B. Consideration for Acceptance – The February 2024 Unaudited Financial Report

*To be Distributed*  
[Exhibit 1](#)

**V. Audit Committee Meeting**

- A. Open the Audit Committee Meeting
- B. Review of RFP & Evaluation Criteria
- C. Authorization to Proceed with Publication of RFP
- D. Schedule of Next Meeting Date – April 22, 2024
- E. Close the Audit Committee Meeting

[Exhibit 2](#)

**VI. Business Matters**

- A. Consideration & Adoption of **Resolution 2024-05**, Setting Landowners' Meeting & Election
- B. Consideration of Pressure Washing Proposal for Entire Amenity Center and Cleaning of Fixtures

[Exhibit 3](#)

[Exhibit 4](#)

**VII. Discussion Items**

- A. Discussion of Draft of FY 2025 Budget

[Exhibit 5](#)

## **VIII. Staff Reports**

### **A. District Manager**

- Action Item Report
- Meeting Matrix [Exhibit 6](#)
- Rescheduling May Meeting Date to 5/28

### **B. District Counsel**

### **C. District Engineer**

## **IX. Vendor Reports**

### **A. Vesta Property Services**

[Exhibit 7](#)

### **B. Presentation of Charles Aquatics March Service Report**

[Exhibit 8](#)

## **X. Supervisors Requests**

## **XI. Audience Comments For Non-Agenda Items – *(limited to 3 minutes per individual)***

## **XII. Action Item Review**

## **XIII. Adjournment**

# EXHIBIT 1

# **Parkland Preserve Community Development District**

Financial Statements  
Unaudited

Period Ending  
February 29, 2024

**Parkland Preserve CDD**

**Balance Sheet**

**February 29, 2024**

	<u>General Fund</u>	<u>2019A</u>	<u>2019B</u>	<u>2019A Acquisition &amp; Construction</u>	<u>Totals</u>
<b>Assets:</b>					
Cash	\$ 1,039,749	-	-	1,648	\$ 1,041,397
General Sub-account	-	-	-	-	-
Revenue	-	250,311	-	-	250,311
Sinking Fund	-	35,539	-	-	35,539
Capitalized Interest	-	-	-	-	-
Debt Service Reserve	-	766,100	-	-	766,100
Interest Account	-	228	-	-	228
Prepayment Account	-	4	-	-	4
Bond Redemption	-	-	-	-	-
Acquisition & Construction	-	-	-	-	-
Accounts Receivable	-	-	-	-	-
On-Roll Assessments Receivable	33,765	43,654	-	-	77,419
Excess Fees Received	-	-	-	-	-
Due From Other Funds	-	673,114	-	-	673,114
Prepaid	4,000	-	-	-	4,000
Deposits	3,900	-	-	-	3,900
<b>Total Assets</b>	<b>\$ 1,081,415</b>	<b>1,768,950</b>	<b>-</b>	<b>1,648</b>	<b>\$ 2,852,012</b>
<b>Liabilities:</b>					
Accounts Payable	13,978	-	-	-	13,978
Due to Other Funds	673,114	-	-	-	673,114
Due to Developer	-	-	-	-	-
Deferred On-Roll Assessments	33,765	43,654	-	-	77,419
Retainage Payable	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 720,857</b>	<b>43,654</b>	<b>-</b>	<b>-</b>	<b>\$ 764,510</b>
<b>Fund Balance:</b>					
Non-Spendable:					
Deposits & Prepaid	7,900	-	-	-	7,900
Restricted for:					
Debt Service	-	1,725,296	-	-	1,725,296
Capital Projects	-	-	-	1,648	1,648
Unassigned	352,658	-	-	-	352,658
<b>Total Fund Balance</b>	<b>\$ 360,558</b>	<b>1,725,296</b>	<b>-</b>	<b>1,648</b>	<b>\$ 2,087,502</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 1,081,415</b>	<b>1,768,950</b>	<b>-</b>	<b>1,648</b>	<b>\$ 2,852,012</b>

**Parkland Preserve CDD**  
**General Fund**  
**Statement of Revenues, Expenditures & Changes in Fund Balance**  
**For the Period of October 1, 2023 to February 29, 2024**

	FY2024 Adopted Budget	Current Month	Actual Year-to-Date	Variance	% of Budget
<b>Revenue:</b>					
Special Assessments - On-Roll	\$ 551,015	\$ 58,245	\$ 517,250	\$ (33,765)	93.87%
Excess Assessments		-	-	-	0.00%
Miscellaneous Revenue		-	2,020	2,020	950.00%
Interest		79	183	183	0.00%
<b>Total Revenue</b>	<b>551,015</b>	<b>58,324</b>	<b>519,453</b>	<b>(31,562)</b>	<b>94.27%</b>
<b>Expenditures:</b>					
<b>General Administrative:</b>					
Supervisors Compensation	12,000	-	200	(11,800)	1.67%
Management Consulting Services	33,000	2,750	13,750	(19,250)	41.67%
Administrative Services	1,650	138	596	(1,054)	36.11%
Bank Fees	150	-	-	(150)	0.00%
Miscellaneous, Allowance, Contingency	1,500	-	153	(1,347)	10.21%
Auditing Services	3,150	-	-	(3,150)	0.00%
Regulatory Permit Fees	175	-	175	-	100.00%
Legal Advertisements	2,500	-	192	(2,308)	7.67%
Engineering Services	50,000	-	17,555	(32,445)	35.11%
Legal Services	30,000	3,172	7,654	(22,346)	25.51%
Website Hosting	2,220	46	1,836	(384)	82.69%
<b>Total General Administrative</b>	<b>136,345</b>	<b>6,105</b>	<b>42,111</b>	<b>(94,234)</b>	<b>30.89%</b>
<b>Insurance:</b>					
Property, General Liability, Prof.	38,000	-	24,003	(13,997)	63.17%
<b>Total Insurance</b>	<b>38,000</b>	<b>-</b>	<b>24,003</b>	<b>(13,997)</b>	<b>63.17%</b>
<b>Debt Administration:</b>					
Dissemination Agent	8,000	-	8,000	-	100.00%
Trustee Fees	6,550	-	-	(6,550)	0.00%
Arbitrage	4,500	-	3,250	(1,250)	72.22%
<b>Total Debt Administration</b>	<b>19,050</b>	<b>-</b>	<b>11,250</b>	<b>(7,800)</b>	<b>59.06%</b>
<b>Physical Environment:</b>					
Field Manager	15,900	1,245	3,736	(12,164)	23.50%
Electricity (Irrigation & Pond Pumps)	15,500	581	2,657	(12,843)	17.14%
Streetpole Lighting	20,500	1,647	8,746	(11,754)	42.66%
Water (County)	10,000	293	1,588	(8,412)	15.88%
Landscaping Maintenance	60,000	3,997	24,708	(35,292)	41.18%
Landscape Replenishment	5,500	-	-	(5,500)	0.00%
Irrigation Maintenance	5,000	-	733	(4,267)	14.66%
Stormwater Drainage/Stormwater Bank Repair	20,000	-	-	(20,000)	0.00%
Environmental Mitigation & Pond Maintenance	17,000	1,025	5,405	(11,595)	31.79%
Remote Security	4,210	334	1,813	(2,397)	43.07%
Gate Management	1,260	105	540	(720)	42.86%
Gate Access Cards	6,400	-	-	(6,400)	0.00%
Receptionist/Call Boxes	2,000	108	580	(1,420)	28.98%
Field Contingency	110,000	-	5,435	(104,565)	4.94%
<b>Total Physical Environment</b>	<b>293,270</b>	<b>9,335</b>	<b>55,940</b>	<b>(237,330)</b>	<b>19.07%</b>



**Amenity Center Operations:**

Pool Service Contract & Janitorial Services	20,500	3,021	13,279	(7,221)	64.78%
Amenity Maintenance & Repair	13,000		6,523	(6,477)	50.18%
Pool Permit	250	-	-	(250)	0.00%
Amenity Management	2,000	1,750	9,007	7,007	450.36%
Amenity Center Internet	5,500	193	1,562	(3,938)	28.40%
Amenity Center Pest Control	2,000	131	721	(1,279)	36.05%
Refuse Service	1,500	126	630	(870)	41.98%
Misc. Amenity Center Repairs & Maint. & Supplies	10,000	1,386	4,273	(5,727)	42.73%
Capital Improvements (Resident's Requests)	9,600	-	-	(9,600)	0.00%
<b>Total Amenity Center Operations</b>	<b>64,350</b>	<b>6,606</b>	<b>35,996</b>	<b>(28,354)</b>	<b>55.94%</b>

**Total Expenditures:**

<b>551,015</b>	<b>22,046</b>	<b>169,299</b>	<b>(381,716)</b>	<b>30.73%</b>
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**Other Financing Sources (Uses):**

Transfers In	6,662	6,662		
Transfers Out				
<b>Total Other Financing Sources (Uses)</b>	<b>6,662</b>	<b>6,662</b>		

**Excess Revenue Over (Under) Expenditures**

<b>42,939</b>	<b>356,815</b>
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**Fund Balance - Beginning**

3,743

**Fund Balance - Ending**\$ 360,558

**Parkland Preserve CDD**  
**Debt Service 2019A**  
**Statement of Revenues, Expenditures & Changes in Fund Balance**  
**For the Period of October 1, 2023 to February 29, 2024**

	<u>FY2024 Adopted Budget</u>	<u>Current Month</u>	<u>Actual Year-to-Date</u>	<u>Variance</u>	<u>% of Budget</u>
<b>Revenue:</b>					
Special Assessments - On-Roll	\$ 712,381	\$ 75,302	\$ 668,727	\$ (43,654)	93.87%
Excess Assessments		-	-	-	0.00%
Prepayment Income		-	-	-	0.00%
Interest		4,547	24,598	24,598	5457.00%
<b>Total Revenue</b>	<b><u>712,381</u></b>	<b><u>79,849</u></b>	<b><u>693,325</u></b>	<b><u>(19,056)</u></b>	<b><u>97.33%</u></b>
<b>Expenditures:</b>					
<b>Debt Service Payments:</b>					
Interest Expense					
May 1, 2024	266,663	-	-	(266,663)	0.00%
November 1, 2023	262,725	-	266,663	3,938	101.50%
Principal Retirement					
May 1, 2024	175,000	-	-	(175,000)	0.00%
Prepayment					
November 1, 2023	-	-	5,000	5,000	0.00%
<b>Total Expenditures:</b>	<b><u>704,388</u></b>	<b><u>-</u></b>	<b><u>271,663</u></b>	<b><u>(432,726)</u></b>	<b><u>38.57%</u></b>
<b>Other Financing Sources (Uses):</b>					
Transfers In		-	-		
Transfers Out		-	-		
<b>Total Other Financing Sources (Uses)</b>		<b><u>-</u></b>	<b><u>-</u></b>		
<b>Excess Revenue Over (Under) Expenditures</b>	<b><u>7,993</u></b>	<b><u>79,849</u></b>	<b><u>421,663</u></b>		
<b>Fund Balance - Beginning</b>			1,303,633		
<b>Fund Balance - Ending</b>			<b><u>\$ 1,725,296</u></b>		

**Parkland Preserve CDD  
Debt Service 2019B  
Statement of Revenues, Expenditures & Changes in Fund Balance  
For the Period of October 1, 2023 to February 29, 2024**

	<u>FY2024 Adopted Budget</u>	<u>Current Month</u>	<u>Actual Year-to-Date</u>	<u>Variance</u>	<u>% of Budget</u>
<b>Revenue:</b>					
Special Assessments - On-Roll	\$ -	\$ -	\$ -	\$ -	0.00%
Excess Assessments	-	-	-	-	0.00%
Prepayment Income	-	-	-	-	0.00%
Interest	-	29	141	141	2700.00%
<b>Total Revenue</b>	<u>-</u>	<u>29</u>	<u>141</u>	<u>141</u>	<u>0.00%</u>
<b>Expenditures:</b>					
<b>Debt Service Payments:</b>					
Interest Expense					
May 1, 2024	-	-	-	-	0.00%
November 1, 2024	-	-	-	-	0.00%
Principal Retirement					
May 1, 2024	-	-	-	-	0.00%
<b>Total Expenditures:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
<b>Other Financing Sources (Uses):</b>					
Transfers In		-	-		
Transfers Out		-	(6,662)		
<b>Total Other Financing Sources (Uses)</b>		<u>-</u>	<u>(6,662)</u>		
<b>Excess Revenue Over (Under) Expenditures</b>	<u>-</u>	<u>29</u>	<u>(6,520)</u>		
<b>Fund Balance - Beginning</b>			6,520		
<b>Fund Balance - Ending</b>			<u>\$ (0)</u>		

**Parkland Preserve CDD**  
**Debt Service 2019B**  
**Statement of Revenues, Expenditures & Changes in Fund Balance**  
**For the Period of October 1, 2023 to February 29, 2024**

	<b>Actual Year-to-Date</b>
<b>Revenue:</b>	
Bond Proceeds	\$ -
Miscellaneous Revenue	-
Interest	-
<b>Total Revenue</b>	<b>-</b>
 <b>Expenditures:</b>	
Funding Requests	-
Environmental Mitigation & Pond Maintenance	4,714
Requisition Expenses	-
Retainage Expense	-
<b>Total Expenditures:</b>	<b>4,714</b>
 <b>Other Financing Sources (Uses):</b>	
Transfers In	-
Transfers Out	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>
 <b>Excess Revenue Over (Under) Expenditures</b>	 <b>(4,714)</b>
 <b>Fund Balance - Beginning</b>	 6,362
 <b>Fund Balance - Ending</b>	 <b>\$ 1,648</b>

**Parkland Preserve CDD  
Check Register  
FY2024**

Date	Check #	Payee	Transaction	Deposit	Disbursement	Balance
<b>9/30/2023</b>						<b>\$ 72,826.97</b>
10/01/2023	1001ACH1	Waste Pro - Palm Coast	Solid waste service		125.94	72,701.03
10/02/2023	1472	Egis Insurance and Risk Advisors	FY Insurance Policy# 100123362 10/01/23-10/01/24		24,003.00	48,698.03
10/03/2023	1473	Cynthia Klein	BOS Meeting 9/25/23		200.00	48,498.03
10/03/2023	100192	Alliance Realty and Mangement	Invoice: 10012023 (Reference: Gate Management. ) Invoice: 9292023 (Reference: Gate Management. )		500.00	47,998.03
10/03/2023	100193	Charles Aquatics, Inc	Invoice: 49172 (Reference: Monthly Aquatic Management Services for 6 ponds. )		1,025.00	46,973.03
10/03/2023	100194	First Coast Contract Maintenance Services	Invoice: 8014 (Reference: Monthly replacement of A/C filters. )		25.00	46,948.03
10/03/2023	100195	Yellowstone Landscape	Invoice: STAUG 596943 (Reference: Pine Tree Felling. ) Invoice: STAUG 596942 (Reference: Pine ...		1,250.00	45,698.03
10/03/2023	100196	Vesta District Services	Invoice: 412418 (Reference: Billable Expenses - Jul 2023. )		1,997.10	43,700.93
10/03/2023	100197	Integrated Access Solutions LLC	Invoice: 0003960 (Reference: Repair Existing Gate Post. )		989.00	42,711.93
10/03/2023			Deposit	18.37		42,730.30
10/10/2023			Deposit	950.00		43,680.30
10/10/2023			Deposit	10,028.50		53,708.80
10/11/2023	100198	Dibartolomeo, McBee, Hartley & Barnes	Invoice: 90093307 (Reference: Audit FYE 09/30/2022. )		2,950.00	50,758.80
10/11/2023	100199	Yellowstone Landscape	Invoice: STAUG 578580 (Reference: Erosion Repair on Lake Banks and Irrigation Repair. )		10,572.51	40,186.29
10/12/2023	100200	Orkin	Invoice: 100323-9291 (Reference: Monthly Pest Control. )		117.99	40,068.30
10/12/2023	100201	Hi-Tech System Associates, Inc.	Invoice: 392926 (Reference: Remote Security: 10/2023. )		279.85	39,788.45
10/13/2023	100202	DoorKing, Inc.	Invoice: 2114975 (Reference: DoorKing Service 9/25/2023-10/11/2023. )		53.95	39,734.50
10/17/2023			Deposit	2,650.00		42,384.50
10/18/2023	ACH101823	AT&T	Internet 09/28-10/27		149.80	42,234.70
10/18/2023	100203	ECS Florida, LLC	Invoice: 1107175 (Reference: Geotechnical Services. )		2,650.00	39,584.70
10/18/2023	101823ACH1	Florida Power & Light	100 Parkland Trail - Sep 7, 2023 to Oct 6, 2023		835.04	38,749.66
10/19/2023	ACH101923	St. Johns County Utility Department	835 Parkland Trl - 8/19/23 to 9/16/23		350.51	38,399.15
10/23/2023	100204	Gannett Florida LocalIQ	Invoice: 0005909958 (Reference: Legal Advertising. )		163.20	38,235.95
10/24/2023	1024ACH1	AT&T	Internet 10/02-11/01		192.60	38,043.35
10/25/2023	100205	Contact One	Invoice: 231001170101 (Reference: Usage Period 9/20/23 - 10/19/23. )		115.20	37,928.15
10/25/2023	100206	First Coast Contract Maintenance Services	Invoice: 8046 (Reference: Replacement of gym drinking fountain filter. )		55.00	37,873.15
10/25/2023	102523ACH1	Florida Power & Light	795 Parkland Trail, #IRR Sep 13, 2023 to Oct 13, 2023		28.25	37,844.90
10/25/2023	102523ACH2	Florida Power & Light	Sep 13, 2023 to Oct 13, 2023		993.48	36,851.42
10/25/2023	102523ACH3	Florida Power & Light	661 Parkland Trl #Fountain Sep 13, 2023 to Oct 13, 2023		476.13	36,375.29
10/25/2023	102523ACH4	Florida Power & Light	Sep 13, 2023 to Oct 13, 2023		33.88	36,341.41
10/27/2023			Deposit	7,778.79		44,120.20
10/29/2023			Interest	4.77		44,124.97
10/30/2023	1475	Cynthia Klein	BOS Meeting 10/23/23		200.00	43,924.97
<b>10/31/2023</b>				<b>21,430.43</b>	<b>50,332.43</b>	<b>43,924.97</b>
11/03/2023	1103ACH1	Waste Pro - Palm Coast	Solid waste service		125.94	43,799.03
11/06/2023	100207	First Coast Contract Maintenance Services	Invoice: 8064 (Reference: October 2023 Reimbursables. ) Invoice: 8035 (Reference: Amenity serv...		4,146.06	39,652.97
11/06/2023	100208	Innersync	Invoice: 21659 (Reference: Innersync FY 2024 Website Hosting Fee. )		1,515.00	38,137.97
11/06/2023	100209	Yellowstone Landscape	Invoice: STAUG 598461 (Reference: Landscape Maintenance: 10/2023. ) Invoice: STAUG 610424 (Ref...		7,995.00	30,142.97
11/08/2023			Deposit	200.00		30,342.97
11/08/2023	100210	Hi-Tech System Associates, Inc.	Invoice: 394624 (Reference: Remote security. )		279.85	30,063.12
11/08/2023	100211	Kutak Rock LLP	Invoice: 3282751 (Reference: District Counsel: 8/2023 Services. )		7,911.49	22,151.63
11/09/2023			Deposit	245.00		22,396.63
11/14/2023			Deposit	950.00		23,346.63
11/14/2023	1476	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	FY 2023/2024 Special District Fee Invoice/Update Form		175.00	23,171.63
11/14/2023	100212	DoorKing, Inc.	Invoice: 2133719 (Reference: Remote Security: 10/12/2023-11/11/2023. )		53.95	23,117.68
11/15/2023			Deposit	7,796.25		30,913.93
11/16/2023	1477	St. Johns County Tax Collector	Postage for mailing taxes		109.85	30,804.08

11/16/2023	100213	ECS Florida, LLC	Invoice: 1115969 (Reference: Partial Invoice For Geotechnical Services. )	950.00	29,854.08
11/17/2023	ACH111723	AT&T	Internet 10/28-11/27	149.80	29,704.28
11/17/2023			Deposit	68,866.56	98,570.84
11/18/2023	ACH111823	St. Johns County Utility Department	835 Parkland Trl - 9/19/23 to 10/19/23	358.61	98,212.23
11/20/2023	1120ACH1	Florida Power & Light	100 Parkland Trail - Oct 6, 2023 to Nov 6, 2023	742.47	97,469.76
11/22/2023	100214	Charles Aquatics, Inc	Invoice: 49406 (Reference: Pond maintenance-:11/2023. ) Invoice: 49492 (Reference: Replaced 4 ...	1,305.00	96,164.76
11/22/2023	100215	Contact One	Invoice: 231101170101 (Reference: Receptionist Services: 12/1/2023-12/31/2023. )	179.60	95,985.16
11/22/2023	100216	First Coast Contract Maintenance Services	Invoice: 8115 (Reference: Reimbursables. )	434.24	95,550.92
11/22/2023	100217	Kimley Horn	Invoice: 25736907 (Reference: Professional Services. ) Invoice: 25736953 (Reference: Professio...	23,316.12	72,234.80
11/22/2023	100218	Orkin	Invoice: 111323-9291 (Reference: Pest Control: 11/13/2023. )	117.99	72,116.81
11/22/2023	100219	Vesta Property Services Inc	Invoice: 414347 (Reference: Amenity Management. ) Invoice: 414434 (Reference: Amenity Manageme...	3,605.84	68,510.97
11/22/2023	100220	Kutak Rock LLP	Invoice: 3296854 (Reference: General Counsel. )	6,397.78	62,113.19
11/22/2023	100221	Vesta District Services	Invoice: 413521 (Reference: Monthly contracted management fees. ) Invoice: 413522 (Reference: ...	14,857.90	47,255.29
11/24/2023	ACH112423	AT&T	Internet 11/02-12/01	192.60	47,062.69
11/24/2023			Deposit	115,132.51	162,195.20
11/27/2023	100222	Kutak Rock LLP	Invoice: 3310500 (Reference: Legal Services for 10/2023. )	1,633.99	160,561.21
11/28/2023	1128ACH1	Florida Power & Light	795 Parkland Trail, #IRR Oct 13, 2023 to Nov 13, 2023	28.25	160,532.96
11/28/2023	1128ACH2	Florida Power & Light	Oct 13, 2023 to Nov 13, 2023	34.79	160,498.17
11/28/2023	1128ACH3	Florida Power & Light	661 Parkland Trl #Fountain Oct 13, 2023 to Nov 13, 2023	491.87	160,006.30
11/28/2023	1128ACH4	Florida Power & Light	Oct 13, 2023 to Nov 13, 2023	993.48	159,012.82
11/30/2023			Deposit	300.00	159,312.82
11/30/2023			Interest	7.81	159,320.63
<b>11/30/2023</b>				<b>193,498.13</b>	<b>78,102.47</b>
					<b>159,320.63</b>
12/01/2023	100223	Yellowstone Landscape	Invoice: STAUG 626906 (Reference: Landscape Maintenance: 12/2023. )	3,997.50	155,323.13
12/04/2023	100224	Charles Aquatics, Inc	Invoice: 49626 (Reference: Pond Maintenance: 12/2023. )	1,025.00	154,298.13
12/04/2023	100225	Hi-Tech System Associates, Inc.	Invoice: 396260 (Reference: Remote Security: 12/2023. )	279.85	154,018.28
12/05/2023	100226	Yellowstone Landscape	Invoice: STAUG 630657 (Reference: Landscape Maintenance. )	940.25	153,078.03
12/05/2023	1205ACH1	Waste Pro - Palm Coast	Solid waste service	125.94	152,952.09
12/11/2023	100227	Orkin	Invoice: 121123-9291 (Reference: Monthly Pest Control. )	117.99	152,834.10
12/12/2023	100228	ECS Florida, LLC	Invoice: 1125423 (Reference: Evaluation Services. )	300.00	152,534.10
12/13/2023	100229	Vesta District Services	Invoice: 415872 (Reference: District Management: 12/2023. )	2,795.84	149,738.26
12/14/2023	1478	LLS Tax Solutions Inc.	Arbitrage Services	2,600.00	147,138.26
12/14/2023	100230	DoorKing, Inc.	Invoice: 2152510 (Reference: Remote Security 11/12/2023-12/11/2023. )	53.95	147,084.31
12/14/2023	100231	Kimley Horn	Invoice: 045496000-1023 (Reference: District Engineer Services: 8/2023-10/2023. )	9,293.63	137,790.68
12/14/2023	100232	Vesta Property Services Inc	Invoice: 415299 (Reference: Amenity Management. ) Invoice: 415890 (Reference: Pressure Washing...	6,203.83	131,586.85
12/14/2023	100233	Yellowstone Landscape	Invoice: STAUG 635075 (Reference: Bush Hog of Pond #6. ) Invoice: STAUG 635076 (Reference: Tre...	2,190.00	129,396.85
12/15/2023	1479	LLS Tax Solutions Inc.	Arbitrage Services	650.00	128,746.85
12/15/2023	100234	Vesta District Services	Invoice: 415816 (Reference: TV Remote Control. )	9.88	128,736.97
12/18/2023			Deposit	172,166.40	300,903.37
12/19/2023	ACH121923	St. Johns County Utility Department	835 Parkland Trl -1019//23 to 11/16/23	333.58	300,569.79
12/19/2023	ACH121923	AT&T	Internet 11/28-12/27	149.80	300,419.99
12/19/2023	100235	Kimley Horn	Invoice: 045496000-1123 (Reference: District Engineer: 11/2023. )	2,064.08	298,355.91
12/19/2023	100236	Orkin	Invoice: 253537173 (Reference: Pest Control: 12/18/2023. )	117.99	298,237.92
12/19/2023	100237	Yellowstone Landscape	Invoice: STAUG 635569 (Reference: Irrigation Repairs. )	733.00	297,504.92
12/19/2023	100238	Vesta District Services	Invoice: 415872B ( )	137.49	297,367.43
12/19/2023	100239	Atlantic Pipe Services, LLC	Invoice: 12904 (Reference: Storm drain clean out. )	4,185.00	293,182.43
12/19/2023	1219ACH1	Florida Power & Light	100 Parkland Trail - Nov 6, 2023 to Dec 5, 2023	774.99	292,407.44
12/21/2023	100240	Contact One	Invoice: 231201170101 (Reference: 11/20/2023 - 12/19/2023. )	176.80	292,230.64
12/22/2023			Deposit	185,939.71	478,170.35
12/26/2023	100241	First Coast Contract Maintenance Services	Invoice: 8258 (Reference: Reimbursables. )	685.37	477,484.98
12/27/2023	1227ACH1	AT&T	Internet 12/02-01/01	192.60	477,292.38
12/28/2023	1228ACH1	Florida Power & Light	Nov 13, 2023 to Dec 12, 2023	993.48	476,298.90
12/28/2023	1228ACH2	Florida Power & Light	661 Parkland Trl #Fountain Nov 13, 2023 to Dec 12, 2023	487.14	475,811.76
12/28/2023	1228ACH3	Florida Power & Light	Nov 13, 2023 to Dec 12, 2023	34.67	475,777.09
12/28/2023	1228ACH4	Florida Power & Light	795 Parkland Trail, #IRR Nov 13, 2023 to Dec 12, 2023	32.49	475,744.60

12/28/2023	100242	Kutak Rock LLP	Invoice: 3328490 (Reference: Legal Services: 11/2023. )	2,192.50	473,552.10
12/29/2023	1481	NGMB Properties, LLC.	Repayment of Loan for Deficit Funding	34,281.25	439,270.85
12/29/2023			Interest	24.88	439,295.73
<b>12/31/2023</b>				<b>358,130.99</b>	<b>78,155.89</b>
01/03/2024	100243	Charles Aquatics, Inc	Invoice: 49848 (Reference: Monthly Aquatic Management Services for 6 ponds. )	1,025.00	438,270.73
01/03/2024	100244	Yellowstone Landscape	Invoice: STAUG 638149 (Reference: Landscape Maintenance: 1/2024. )	3,997.50	434,273.23
01/04/2024	100245	Hi-Tech System Associates, Inc.	Invoice: 397869 (Reference: Remote Security. ) Invoice: 71262 (Reference: Barcodes. )	404.85	433,868.38
01/05/2024	100246	Vesta Property Services Inc	Invoice: 416200 (Reference: Amenity Management Jan 2024. )	6,008.83	427,859.55
01/05/2024	100247	Vesta District Services	Invoice: 416290 (Reference: Monthly contracted management fees Jan 2024. )	2,933.33	424,926.22
01/10/2024	ACH011024	Waste Pro - Palm Coast	Solid waste service	125.94	424,800.28
01/10/2024			Deposit	499,282.56	924,082.84
01/12/2024	100248	Orkin	Invoice: 010824-9291 (Reference: Pest Control. )	117.99	923,964.85
01/12/2024	100249	Vesta Property Services Inc	Invoice: 416493 (Reference: Billable Expenses - December. )	264.19	923,700.66
01/12/2024	100250	Gannett Florida LocalIQ	Invoice: 0005985484 (Reference: Legal Ad for 10/2023 Board Meeting. ) Invoice: 0006063606 (Ref...	191.76	923,508.90
01/12/2024			Deposit	3,227.52	926,736.42
01/16/2024	100251	First Place Fitness Equipment, Inc.	Invoice: WO-41394 (Reference: Service Treadmill. )	224.93	926,511.49
01/17/2024	ACH011724	AT&T	Internet 12/28-1/27/24	149.80	926,361.69
01/17/2024	0117ACH1	Florida Power & Light	100 Parkland Trail - Dec 5, 2023 to Jan 5, 2024	634.98	925,726.71
01/18/2024	ACH011824	St. Johns County Utility Department	835 Parkland Trl -1119//23 to 12/17/23	328.67	925,398.04
01/18/2024	100252	DoorKing, Inc.	Invoice: 2171557 (Reference: 12/12/23 - 1/11/24. )	53.95	925,344.09
01/18/2024	100253	Vesta Property Services Inc	Invoice: 416633 (Reference: Cleaning and repair services. ) Invoice: 416634 (Reference: Cleani...	877.50	924,466.59
01/18/2024	100254	First Place Fitness Equipment, Inc.	Invoice: 38895 (Reference: Inflight Fitness Incline Motor & MCB. )	860.00	923,606.59
01/23/2024	100255	Contact One	Invoice: 240101170101 (Reference: 12/20/2023 - 01/19/2024. )	144.40	923,462.19
01/23/2024	0123ACH1	Florida Power & Light	795 Parkland Trail, #IRR Dec 12, 2023 to Jan 11, 2024	28.94	923,433.25
01/23/2024	0123ACH2	Florida Power & Light	Dec 12, 2023 to Jan 11, 2024	34.76	923,398.49
01/23/2024	0123ACH3	Florida Power & Light	661 Parkland Trl #Fountain Dec 12, 2023 to Jan 11, 2024	502.91	922,895.58
01/23/2024	0123ACH4	Florida Power & Light	Dec 12, 2023 to Jan 11, 2024	992.40	921,903.18
01/24/2024	100256	Yellowstone Landscape	Invoice: STAUG 648272 (Reference: Tree Care Services. )	1,590.00	920,313.18
01/24/2024	100257	Kutak Rock LLP	Invoice: 3340646 (Reference: Legal Services: 12/2023. )	656.13	919,657.05
01/24/2024	0124ACH1	AT&T	Internet 1/02-02/01	192.60	919,464.45
01/25/2024	100258	Smith Electrical, Inc.	Invoice: 31202 (Reference: Service Call in Gym. )	202.50	919,261.95
01/26/2024			Deposit	325.00	919,586.95
01/29/2024			Interest	67.26	919,654.21
<b>1/31/2024</b>				<b>502,902.34</b>	<b>22,543.86</b>
02/01/2024	100260	Vesta Property Services Inc	Invoice: 416723 (Reference: Amenity Management. )	6,008.83	913,645.38
02/02/2024	100262	Charles Aquatics, Inc	Invoice: 50082 (Reference: Feb Aquatic Management Services for 6 ponds. )	1,025.00	912,620.38
02/02/2024	100263	Vesta District Services	Invoice: 416868 (Reference: Monthly contracted management fees Feb 24. )	2,933.33	909,687.05
02/02/2024	100264	Hi-Tech System Associates, Inc.	Invoice: 399663 (Reference: Security - February 2024. )	279.85	909,407.20
02/05/2024	100265	Vesta Property Services Inc	Invoice: 417084 (Reference: Locate 7 pool deck drains cover with Rock. )	1,351.25	908,055.95
02/05/2024	0205ACH1	Waste Pro - Palm Coast	Solid waste service	125.94	907,930.01
02/07/2024	103		Remaining funds from 2019B Revenue Acct - account closed	465.37	908,395.38
02/07/2024	103		Remaining funds from 2019B DSR Acct - account closed	3,779.88	912,175.26
02/07/2024	103		Remaining funds from 2019B Bond Redemption Acct - account closed	1,804.62	913,979.88
02/07/2024	103		Remaining funds from 2019B Genral Sub Acct - account closed	6.35	913,986.23
02/07/2024	103		Remaining funds from 2019B Interest Acct - account closed	53.90	914,040.13
02/07/2024	103		Remaining funds from 2019B Pepayment Acct - account closed	551.46	914,591.59
02/09/2024	100266	Vesta Property Services Inc	Invoice: 417273 (Reference: Billable Expenses. )	243.16	914,348.43
02/14/2024	100267	DoorKing, Inc.	Invoice: 2191092 (Reference: 1/12/24 - 2/11/24. )	53.95	914,294.48
02/14/2024	100268	Integrated Access Solutions LLC	Invoice: 1292 (Reference: Gate Repair. )	1,236.25	913,058.23
02/14/2024			Deposit	133,547.18	1,046,605.41
02/16/2024	100269	Orkin	Invoice: 256321466 (Reference: Amenity Center Pest Control: 2/2024. )	130.99	1,046,474.42
02/16/2024	100270	First Place Fitness Equipment, Inc.	Invoice: 021024- (Reference: Equipment Repair. )	149.95	1,046,324.47
02/18/2024	ACH021824	St. Johns County Utility Department	835 Parkland Trl -12/19/23 to 1/16/24	274.12	1,046,050.35
02/20/2024	0220ACH1	AT&T	Internet 1/28/24 - 2/27/24	149.80	1,045,900.55
02/21/2024	100271	Contact One	Invoice: 240201170101 (Reference: Receptionist/Call Boxes: 2/2024. )	108.00	1,045,792.55

02/21/2024	0221ACH1	Florida Power & Light	100 Parkland Trail - Jan 5, 2024 to Feb 6, 2024	613.83	1,045,178.72
02/22/2024	100272	Kutak Rock LLP	Invoice: 3353436 (Reference: Legal Services for 1/2024. )	3,171.50	1,042,007.22
02/23/2024	100273	Vesta District Services	Invoice: 417247 (Reference: Billable Expenses - Jan 2024. )	529.31	1,041,477.91
02/26/2024	0226ACH1	AT&T	Internet 2/02-03/01/24	192.60	1,041,285.31
02/27/2024	0227ACH1	Florida Power & Light	795 Parkland Trail, #IRR Jan 11, 2024 to Feb 13, 2024	32.77	1,041,252.54
02/27/2024	0227ACH2	Florida Power & Light	Jan 11, 2024 to Feb 13, 2024	35.28	1,041,217.26
02/27/2024	0227ACH3	Florida Power & Light	661 Parkland Trl #Fountain Jan 11, 2024 to Feb 13, 2024	548.38	1,040,668.88
02/27/2024	0227ACH4	Florida Power & Light	Jan 11, 2024 to Feb 13, 2024	998.12	1,039,670.76
02/29/2024			Interest	78.55	1,039,749.31
<b>02/29/2024</b>				<b>140,287.31</b>	<b>20,192.21</b>
					<b>1,039,749.31</b>



# EXHIBIT 2

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Parkland Preserve Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2024, with an option for four (4) additional optional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in St. Johns County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2024, be completed no later than June 30, 2025.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) hardcopy and one (1) electronic copy on a flash drive of their proposal to the District Manager, 250 International Parkway, Suite 208, Lake Mary, Florida 32746 in an envelope marked on the outside "Auditing Services, Parkland Preserve Community Development District." Proposals must be received by 12 p.m. on Friday, April 12, 2024, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

*Run date: must be published in at least one newspaper of general circulation in the District and the county in which the District is located. The public announcement must allow for at least 7 days for the submission of proposals.*

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2024**

St. Johns County, Florida

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Friday, April 12, 2024, at 12 p.m.**, at the offices of District Manager, located at c/o Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, FL 32746. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) hardcopy and one (1) electronic copy on a flash drive of their proposal, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Parkland Preserve Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions ("**Proposal Documents**").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

**SECTION 13. PROTESTS.** In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION  
EVALUATION CRITERIA**

**1. Ability of Personnel. (20 Points)**

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

**2. Proposer's Experience. (20 Points)**

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

**3. Understanding of Scope of Work. (20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4. Ability to Furnish the Required Services. (20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

**5. Price. (20 Points)\*\*\***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

**Total (100 Points)**

\*\*\*Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

# EXHIBIT 3

**RESOLUTION 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Parkland Preserve 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 St. Johns County, Florida; and

**WHEREAS**, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*],” and the Board shall consist of five members; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Mohammad Bataineh	2026
2	Nasrullah Ghafoor	2026
3	Vacant	2024
4	Cynthia Klein	2024
5	Chase Balanky	2024

This year, Seat 5, currently held by Chase Balanky, is subject to a landowner election. The term of office for the successful landowner candidate shall commence upon election and shall be for a four year period. Seat 3, currently vacant, and Seat 4, currently held by Cynthia Klein, are subject to a General Election process to be conducted by the St. Johns County Supervisor of Elections, which General Election process shall be addressed by a separate resolution.

2. **LANDOWNER’S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the \_\_\_\_ day of November, 2024, at \_\_\_\_:\_\_\_\_ a/p.m., and located at \_\_\_\_\_.

3. **PUBLICATION.** The District’s Secretary is hereby directed to publish notice of the landowners’ meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners’ meeting and election have been announced by the Board at its \_\_\_\_\_, 2024 meeting. A sample notice of

landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office / District Manager's office, Vesta District Services, located at 250 International Parkway, Suite 208, Lake Mary, FL 32746, Ph: (321) 263-0132.

5. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF MARCH 2024.**

**PARKLAND PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

ATTEST:

\_\_\_\_\_  
CHAIRPERSON / VICE CHAIRPERSON

\_\_\_\_\_  
SECRETARY / ASSISTANT SECRETARY



**EXHIBIT A**

**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE  
PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within the Parkland Preserve Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 267.39 acres, located north of International Golf Parkway, east of Interstate 95, and abutting the end of Parkland Trail, in St. Johns County, Florida, advising that a meeting of landowners will be held for the purpose of electing one (1) person 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: \_\_\_\_\_, 2024  
TIME: \_\_\_\_\_:\_\_\_\_\_.m.  
PLACE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Vesta District Services, located at 250 International Parkway, Suite 208, Lake Mary, FL 32746, Ph: (321) 263-0132 ("**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.

David McInnes  
District Manager  
Run Date(s): \_\_\_\_\_ & \_\_\_\_\_

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: \_\_\_\_\_, November \_\_\_\_\_, 2024

TIME: \_\_\_\_:\_\_\_\_ \_\_.M.

LOCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, one (1) seat on the Board will be up for election in a landowner seat for a four year period. The term of office for the successful landowner candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**LANDOWNER PROXY**

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
ST. JOHNS COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER \_\_\_\_\_, 2024**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Parkland Preserve Community Development District to be held at \_\_\_\_\_, on November \_\_\_\_\_, 2024, at \_\_\_\_:\_\_\_\_ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**OFFICIAL BALLOT**  
**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**ST. JOHNS COUNTY, FLORIDA**  
**LANDOWNERS' MEETING - NOVEMBER \_\_\_\_\_, 2024**

**For Election (1 Supervisor):** The candidate receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Parkland Preserve Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
5		

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

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# EXHIBIT 4



AMENITY  
MAINTENANCE  
GROUP

# Proposal

DATE: December 7, 2023

245 Riverside Ave Suite ;#300, 32202  
Ph: 904-654-6304 / Fax: 904-355-1832

# PP120723

BILL TO: Parkland Preserve

SCOPE	UNIT	AMOUNT
Pressure wash entire Amenity Center		\$495.00
Soft wash pool canopies		\$90.00
Hand cleaning of all of (8) poll light fixtures on either side of the main walkway		\$165.00
Hand cleaning of (12) sconce lights front/ back and (3) chandeliers at main entry		\$120.00
Pool Deck, Patio, Mail Kiosk, Curbing, Entry and Side Gate Walkways		\$1,100.00
Entry Monument		\$225.00
	<b>SUBTOTAL</b>	<b>\$ 2,195.00</b>
	<b>SALES TAX</b>	<b>\$ -</b>
	<b>TOTAL</b>	<b>\$ 2,195.00</b>

Payment is due 30 days upon completion.  
Thank you for your business!



# EXHIBIT 5



**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023-2024 DRAFT BUDGET  
GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)**

	FY 2023 ACTUAL	FY 2024 ADOPTED	10/1/2023-12/31/2023	FY 2025 PROPOSED	
<b>REVENUE</b>					
1 O&M ASSESSMENT COLLECTION	\$ 212,764	\$ 551,015	\$ 243,234		
EXCESS ASSESSMENTS	\$ 490	\$ -			
2 LOT CLOSINGS	\$ 61,302	\$ -			
3 DEVELOPER FUNDING	\$ 3,120	\$ -			
4 SPECIAL ASSESSMENT DEVELOPER	\$ -				
6 MISCELLANEOUS	\$ 2,835	\$ -	\$ 1,695		
5 INTEREST	\$ 297	\$ -	\$ 37		
<b>7 TOTAL REVENUE</b>	<b>\$ 280,808</b>	<b>\$ 551,015</b>	<b>\$ 244,966</b>	<b>\$ -</b>	
<b>EXPENDITURES*</b>					
<b>GENERAL ADMINISTRATIVE</b>					
10 SUPERVISORS COMPENSATION	\$ 200	\$ 12,000	\$ 200	\$ 15,000	12 Meetings plus 3 workshops
11 PAYROLL TAXES	\$ -	\$ -	\$ -	\$ -	
12 PAYROLL SERVICES	\$ -	\$ -	\$ -	\$ -	
13 MANAGEMENT CONSULTING SERVICES	\$ 30,000	\$ 33,000	\$ 8,250	\$ 36,300	Vesta District Services--10% increase from FY 2024
14 ADMINISTRATIVE SERVICES	\$ 1,500	\$ 1,650	\$ 321	\$ 1,815	Vesta District Services--10% increase from FY 2024
15 CONSTRUCTION ACCOUNTING	\$ -	\$ -	\$ -	\$ -	
16 BANK FEES	\$ -	\$ 150	\$ -	\$ 150	
17 MISCELLANEOUS, ALLOWANCE, CONTINGENCY	\$ 1,226	\$ 1,500	\$ 110	\$ 1,575	5% increase from FY 2024
18 AUDITING SERVICES	\$ 5,900	\$ 3,150	\$ -	\$ 3,250	Per DMHB engagement letter dated 8/16/2022
19 REGULATORY AND PERMIT FEES	\$ 175	\$ 175	\$ 175	\$ 175	
20 LEGAL ADVERTISEMENTS	\$ 556	\$ 2,500	\$ 192	\$ 2,500	Estimated cost of legal ads for FY 2025
21 ENGINEERING SERVICES	\$ 1,500	\$ 50,000	\$ 11,358		1/25: Email to Bill
22 LEGAL SERVICES	\$ 26,077	\$ 30,000	\$ 3,826	\$ 30,000	1/25: Email from Jere is to monitor this amount
23 WEBSITE HOSTING	\$ 2,015	\$ 2,220	\$ 1,744	\$ 2,331	5% increase from FY 2024
<b>24 TOTAL GENERAL ADMINISTRATIVE</b>	<b>\$ 69,149</b>	<b>\$ 136,345</b>	<b>\$ 26,176</b>	<b>\$ 93,096</b>	
<b>INSURANCE</b>					
26 INSURANCE-PROPERTY, GENERAL LIABILITY, PROF.	\$ 25,344	\$ 38,000	\$ 24,003	\$ 32,404	35% increase from FY 2024
<b>DEBT ADMINISTRATION:</b>					
28 DISSEMINATION AGENT	\$ 5,000	\$ 8,000	\$ 8,000	\$ 8,800	Vesta District Services--10% increase from FY 2024
29 TRUSTEE FEES	\$ 6,000	\$ 6,550	\$ -	\$ 6,400	1/25: Email from Trustee (Caroline Cowart)
30 ARBITRAGE	\$ -	\$ 4,500	\$ 3,250	\$ 1,300	Per LLS Tax Solutions engagement letter dated 10/5/2023
<b>31 TOTAL DEBT ADMINISTRATION</b>	<b>\$ 11,000</b>	<b>\$ 19,050</b>	<b>\$ 11,250</b>	<b>\$ 16,500</b>	
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>					
33 FIELD MANAGER	\$ -	\$ 15,900	\$ 1,245	\$ 29,886	Currently at \$14,943 4 hours - need 8 hours
34 AMENITY MANAGEMENT	\$ -	\$ -	\$ -	\$ -	
35 STREETLIGHTS	\$ -	\$ -	\$ -	\$ -	
36 ELECTRICITY (IRRIGATION & POND PUMPS)	\$ 6,266	\$ 15,500	\$ 1,544	\$ 16,275	5% increase from FY 2024
37 STREETPOLE LIGHTING	\$ 20,694	\$ 20,500	\$ 5,436	\$ 21,525	5% increase from FY 2024
38 WATER (County)	\$ 3,849	\$ 10,000	\$ 1,021	\$ 10,500	5% increase from FY 2024

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023-2024 DRAFT BUDGET  
GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)**

	FY 2023 ACTUAL	FY 2024 ADOPTED	10/1/2023-12/31/2023	FY 2025 PROPOSED		
39	LANDSCAPING MAINTENANCE	\$ 56,246	\$ 60,000	\$ 15,123	\$ 66,000	10% increase from FY 2024
40	LANDSCAPE REPLENISHMENT	\$ 785	\$ 5,500	\$ -	\$ 5,775	5% increase from FY 2024
41	IRRIGATION MAINTENANCE	\$ 1,274	\$ 5,000	\$ 733	\$ 5,250	5% increase from FY 2024
42	POND MAINTENANCE	\$ -	\$ -	\$ -	\$ -	
43	NPDES	\$ -	\$ -	\$ -	\$ -	
44	PET WASTE REMOVAL	\$ -	\$ -	\$ -	\$ -	
45	POWER SWEEP	\$ -	\$ -	\$ -	\$ -	
46	STORMWATER DRAINAGE/ <b>STORMWATER BANK REPAIRS</b>	\$ -	\$ 20,000	\$ -	\$ 21,000	5% increase from FY 2024
47	ENVIRONMENTAL MITIGATION & POND MAINTENANCE	\$ 11,985	\$ 17,000	\$ 3,355	\$ 17,850	5% increase from FY 2024
48	POND MOWING	\$ -	\$ -	\$ -	\$ -	
49	POND EROSION	\$ -	\$ -	\$ -	\$ -	
50	SECURITY MONITORING	\$ -	\$ -	\$ -	\$ -	
51	REMOTE SECURITY	\$ 4,714	\$ 4,210	\$ 1,001	\$ 5,052	20% increase from FY 2024
52	GATE MANAGEMENT	\$ 5,982	\$ 1,260	\$ 225	\$ 1,260	No Increase
	GATE ACCESS CARDS	\$ -	\$ 6,400	\$ -	\$ 6,400	
53	RECEPTIONIST/CALL BOXES	\$ 914	\$ 2,000	\$ 472	\$ 3,000	
	<b>GATE REPAIR--NEW LINE</b>					
	<b>COMMUNITY MAINTENANCE--NEW LINE</b>					
54	FIELD CONTINGENCY	\$ 3,504	\$ 110,000	\$ 5,435	\$ 110,000	
55	<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>\$ 116,213</b>	<b>\$ 293,270</b>	<b>\$ 35,590</b>	<b>\$ 319,773</b>	
56	<b>AMENITY CENTER OPERATIONS</b>					
57	POOL SERVICE CONTRACT & JANITORIAL SERVICES	\$ 20,608	\$ 20,500	\$ 7,241	\$ 25,853	4% increase
	AMENITY CENTER ELECTRICITY	\$ -	\$ -	\$ -	\$ -	
	AMENITY CENTER WATER	\$ -	\$ -	\$ -	\$ -	
58	AMENITY MAINTENANCE & REPAIRS	\$ 6,220	\$ 13,000	\$ 1,106	\$ 13,650	5% increase from FY 2024
59	POOL PERMIT	\$ 350	\$ 250	\$ -	\$ 250	
60	AMENITY MANAGEMENT	\$ 1,800	\$ 2,000	\$ 5,611	\$ 28,174	8 hours onsite, 4 hours offsite \$18,785 FY2024
	<b>AMENITY WEBSITE &amp; EBLAST--NEW LINE</b>	\$ -	\$ -	\$ -	\$ 2,220	NEW Line Item
	AMENITY JANITORIAL SERVICES	\$ -	\$ -	\$ -	\$ 10,541	NEW Line Item
61	AMENITY CENTER INTERNET	\$ 3,765	\$ 5,500	\$ 1,027	\$ 5,775	5% increase from FY 2024
62	AMENITY CENTER PEST CONTROL	\$ 1,807	\$ 2,000	\$ 472	\$ 2,200	10% increase from FY 2024
63	REFUSE SERVICE	\$ 1,389	\$ 1,500	\$ 378	\$ 1,575	5% increase from FY 2024
64	MISC. AMENITY CENTER REPAIRS & MAINT.& SUPPLIES	\$ 10,860	\$ 10,000	\$ 792	\$ 15,000	
65	CAPITAL IMPROVEMENTS (RESIDENT'S REQUESTS)	\$ -	\$ 9,600	\$ -	\$ 13,000	
66	<b>TOTAL AMENITY CENTER OPERATIONS</b>	<b>\$ 46,799</b>	<b>\$ 64,350</b>	<b>\$ 16,627</b>	<b>\$ 118,238</b>	
67	<b>RESERVES</b>					
68	RESERVE STUDY	\$ -	\$ -	\$ -	\$ 5,000	
69	<b>TOTAL EXPENDITURES*</b>	<b>\$ 268,505</b>	<b>\$ 551,015</b>	<b>\$ 113,646</b>	<b>\$ 580,011</b>	
70						
71	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 12,303</b>	<b>\$ -</b>	<b>\$ 131,320</b>	<b>\$ (580,011)</b>	

**PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023-2024 DRAFT BUDGET**  
**GENERAL FUND, OPERATIONS & MAINTENANCE (O&M)**

	FY 2023 ACTUAL		FY 2024 ADOPTED	10/1/2023-12/31/2023	FY 2025 PROPOSED
<b>O&amp;M Assessment Per Lot</b>			\$	<b>1,597</b>	
FUND BALANCE--BEGINNING <b>AUDITED</b> /UNAUDITED	\$	<b>34,206</b>	\$	<b>46,509</b>	\$ 46,509
NET CHANGE IN FUND BALANCE	\$	12,303	\$	-	\$ (580,011)
FUND BALANCE--ENDING <b>AUDITED</b> /UNAUDITED	\$	46,509	\$	46,509	\$ (533,502)
PREPAID AND DEPOSITS	\$	8,267	\$	8,267	
NON-SPENDABLES	\$	-	\$	-	
WORKING CAPITAL--2 MONTHS	\$	-	\$	-	
UNASSIGNED	\$	38,242	\$	38,242	
FUND BALANCE FORWARD	\$	-	\$	-	
FUND BALANCE--ENDING	\$	46,509	\$	46,509	

**NOTE: AUDITED NUMBERS IN BOLD**

*Footnote:*

The  
 CD  
 At  
 such  
 time

# EXHIBIT 6

# PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

<b>March, 2024</b>	<b>Regular Meeting: 3/25</b>	<p><b><i>Presentations</i></b></p> <p><b><i>Consent Agenda Items</i></b></p> <ul style="list-style-type: none"> <li>• Meeting Minutes             <ul style="list-style-type: none"> <li>○ 2/26/2024 Regular Meeting</li> </ul> </li> <li>• Unaudited Financials             <ul style="list-style-type: none"> <li>○ February, 2024</li> </ul> </li> </ul> <p><b><i>Audit Committee</i></b></p> <ul style="list-style-type: none"> <li>• First Meeting (Approval of RFP for Auditor)</li> </ul> <p><b><i>Business Items</i></b></p> <ul style="list-style-type: none"> <li>• Consideration of Pressure Washing Proposal for Entire Amenity Center and Cleaning of Fixtures</li> </ul> <p><b><i>Discussions</i></b></p> <ul style="list-style-type: none"> <li>• FY 2025 Budget--continued</li> </ul> <p><b><i>Staff Reports</i></b></p> <ul style="list-style-type: none"> <li>• District Manager             <ul style="list-style-type: none"> <li>○ Action Item Report</li> <li>○ Meeting Matrix</li> <li>○ Changing Meeting Date from 5/27 to 5/28.</li> </ul> </li> <li>• District Counsel</li> <li>• District Engineer</li> </ul>	
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**PARKLAND PRESERVE CDD MEETING AGENDA MATRIX**

*April, 2024*

*Regular Meeting:  
4/22*

*Presentations*

*Consent Agenda Items*

- Meeting Minutes
  - 3/25/2024 Regular Meeting
- Unaudited Financials
  - March 2024

*Audit Committee*

- Second Meeting (Selection of District Auditor)

*Business Items*

*Discussions*

- FY 2025 Budget--continued

*Staff Reports*

- District Manager
  - Action Item Report
  - Meeting Matrix
- District Counsel
- District Engineer

**PARKLAND PRESERVE CDD MEETING AGENDA MATRIX**

<p><i>Unscheduled Items</i></p>	<p><i>Presentations</i></p> <p><i>Consent Agenda Items</i></p> <p><i>Business Items</i></p> <p><i>Discussions (Workshop)</i></p> <ul style="list-style-type: none"><li>• Meeting Format</li><li>• Swim Lanes</li><li>• Routine Patrol by SJCSO</li><li>• Sound reducing options for Amenity Center</li></ul> <p><i>Staff Reports</i></p> <p><i>Public Hearing</i></p> <p><i>Vendor Reports</i></p>	<ul style="list-style-type: none"><li>• DE indicated that this would cost approx.. \$6500</li></ul>
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**PARKLAND PRESERVE CDD MEETING AGENDA MATRIX**

<b>SUBJECT</b>	<b>NOTES</b>



## PARKLAND PRESERVE CDD MEETING AGENDA MATRIX

MAJOR CONTRACT VENDOR NAME/SERVICE	EXPIRATION DATE/COMMENTS
Amenity Management and Field Operations/Vesta Property Services	10/1/2023-9/30/2024; auto renews for two-1 year intervals (60 days)
Aquatic Management/Charles Aquatics	11/1/2021- (District and Contractor: last day of month of termination letter). First Addendum was effective on 11/2/2021; First Amendment was effective on 5/1/2022; Second Amendment was effective on 4/26/2023.
Arbitrage Services/LLS Tax Solutions	Period ending 11/1/2025
Audit Services/DMHB	Fiscal Year ending 9/30/2023
District Counsel Services/Kutak Rock LLP	3/15/2023-
District Engineer Services/Kimley-Horn.	
District Management Services/DPFG (d/b/a Vesta District Services)	4/16/2018-
Fire Alarm & Security Video/High Tech (Alpha Dog)	Month to month
First Place Fitness Equipment, Inc.	11/1/2023- (yearly)
Heating and Cooling Preventive Maintenance/Cool Connections	1/12/2023- (yearly)
Landscape Maintenance/Yellowstone Landscaping	2/1/2023-9/30 of each year (90 days by contractor; 7 days by District)
Pest Control/Orkin (Pest and Termite)	10/6/2021-10/6/2022 auto renew for 1 year intervals
Reception Service at Gate/Contact One	3 month renewals beginning on 3/3/2021
Website Hosting/Campus Suite	9/18/2019- 1 year auto renewal (60 days)

# EXHIBIT 7

# Parkland Preserve

COMMUNITY DEVELOPMENT DISTRICT

# Amenity Manager's Report



Prepared For  
Parkland Preserve **CDD**  
for the months of  
March 2024

Respectfully submitted by  
Gwen Leonhardt, LCAM

# PROJECTS

Pool motor is expected to deliver to Crown Pools week of 3.11.24. Installation will take place the follow week.

Vesta Property Services - pool maintenance is onsite 3 days a week cleaning pool by hand and adding chemicals.

Motion Sensor in Gym - Motley Electric was on site 3.15.24. Sensor needs to be replaced. Does not automatically turn on or stay on.

Blinds on order for men's and women's restroom in amenity center.

Yellowstone - staking of trees and freshen up mulch around pool and amenity center - pending completion.

American Flag for amenity room - delivered

# SOCIAL CLUBS

Chair Yoga

Yoga

Bridge

Mah Jongg

Pinochle

Men's Cards

Watercolor

Bible Study

Line Dancing

Canasta

Tri-Samba

Breakfast Club

Ladies Night Out

Travel Club

Mexican Train Domino

Bunco

If you have questions concerning this report please email [gleonhardt@vestapropertyservices.com](mailto:gleonhardt@vestapropertyservices.com) or stop by the library located in the fitness center on Tuesdays from 9:00 - 1:00 or Thursdays from 1:00 - 4:00.



# EXHIBIT 8

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6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

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## Service Report

**Date:** Mar 8, 2024

**Biologist:** Bill Fuller

**Client:** Parkland Preserve

**Waterways:** 6 ponds

**Pollen season**

**Pond 1:** This pond was in overall good condition. Treated for emerging algae. Photo came out bad.

**Pond 2:** This pond was in overall good condition. Treated for algae.



**Pond 3:** This pond was in overall good condition. Treated for cattail.

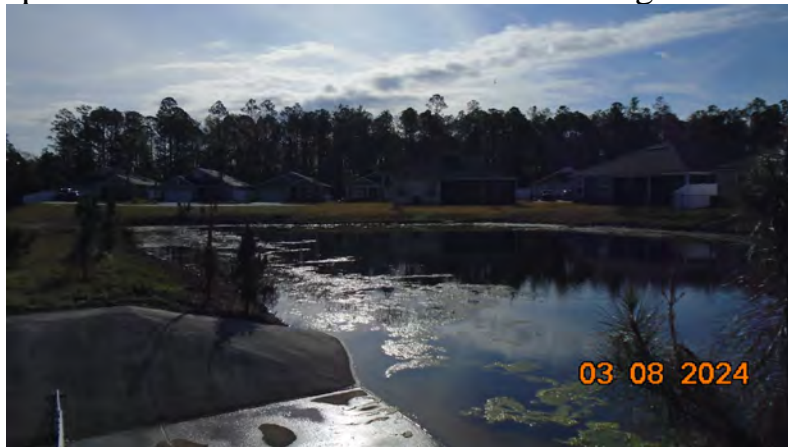




**Pond 4:** This pond was in overall good condition. Treated for algae.



**Pond 5:** This pond was in fair condition. Treated for algae.



**Pond 6:** This pond was in good condition. No invasive species noted.

