

*Heron Isles  
Community Development District*

*May 20, 2025*

## *AGENDA*

# Heron Isles Community Development District

475 West Town Place, Suite 114

St. Augustine, Florida 32092

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

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May 13, 2025

Board of Supervisors

Heron Isles Community Development District

**Staff Call In #: 1-877-304-9269; Passcode: 4935998**

Dear Board Members:

The Heron Isles Community Development District Board of Supervisors Meeting is scheduled for **Tuesday, May 20, 2025 at 5:00 p.m. at Blackrock Baptist Church, 96362 Blackrock Road, Yulee, Florida 32097.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment (limited to three minutes)
- III. Organizational Matters
  - A. Consideration of Appointing a New Supervisor to Seat 1
  - B. Oath of Office for Newly Appointed Supervisor
  - C. Consideration of Resolution 2025-03, Designating Officers
- IV. Approval of Consent Agenda
  - A. Approval of the Minutes of the February 18, 2025 Meeting
  - B. Financial Statements
  - C. Assessment Receipts Schedule
  - D. Check Register

- V. Consideration of Proposals
  - A. Entrance Landscape Enhancement
    - 1. Option 1 \$16,755.09
    - 2. Option 2 \$9,801.20
  - B. Columns Landscape Enhancement
  - C. Pine Straw Install
  - D. Playground Mulch
  - E. Janitorial Services – GMS
- VI. Consideration of Resolution 2025-04, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date
- VII. Consideration of Resolution 2025-05, Re-Designating Local Records Office and Headquarters
- VIII. Discussion of Easement for Cable / Internet Installation
- IX. Staff Reports
  - A. Landscape
  - B. District Counsel
  - C. District Engineer
  - D. District Manager – Report on the Number of Registered Voters (1,341)
  - E. Field Operations Manager
    - 1. Report
    - 2. Pond Report
- X. Supervisors' Requests and Public Comment
- XI. Next Scheduled Meeting – August 19, 2025, at 5:00 p.m. at Blackrock Baptist Church, 96362 Blackrock Road, Yulee, Florida



## XII. Adjournment

### *THIRD ORDER OF BUSINESS*

*A.*

# Eugene T. Hays

96501 Commodore Point Drive  
Yulee, FL 32097

(904) 651 – 5809  
Gene\_Hays@yahoo.com

## Summary

Driven administrator, with over 10 years of leadership experience, committed to continuous learning and driven by a desire to make a meaningful impact. With a passion for data and finance, the ideal position will provide the opportunity to analyze data with the goal of solving complex problems.

## Education

University of Texas, Permian Basin

Master of Science Finance (anticipated)

December 2025

University of Memphis

Master of Arts in Instruction and Curriculum Leadership

December, 2006

Bachelor of Business Administration with a Concentration in Finance

December, 2002

## Experience

August, 2005 – Present

Duval County Public Schools

Jacksonville, FL

### *Director – Charter School Department (2020 – Present)*

- Provide oversight of 43 charter schools servicing over 25,000 students and receiving over \$190,000,000 in funding.
- Complete analysis for reporting the usage of the over \$2,700,000 in administrative fees generated from oversight of charter schools to the state.
- Coordinated 24 district departments in the review of business plans from 15 charter applicants over the past 4 years.
- Summarize the results of operational and financial review of charter schools for senior level district staff and elected school board members.
- Present findings of research projects to school board members at publicly noticed board meetings.
- Communicate with all stakeholders regarding concerns related to the operation of schools.
- Ensure timelines for completion of work adhere to state legislation and district policy.
- Delegate tasks to appropriate staff based on strengths to efficiently utilize available personnel.
- Supervise and evaluate 5 staff members responsible for financial and legal oversight.
- Negotiate contract language with new and renewing charter school operators.
- Collaborate with legal counsel on issues related to contract compliance.
- Act on behalf of the organization as the legislative expert for items within the scope of work.
- Mentor new charter school directors in similar roles throughout the State of Florida.

### *Assistant Principal – Landmark Middle School (2019-2020)*

*James Weldon Johnson College Preparatory Middle School (2015 – 2019)*

*Julia Landon College Preparatory Middle School (2014 – 2015)*

- Initiated change process to streamline arrival and dismissal procedures reducing the time to clear the campus from approximately 30 minutes to under 10 minutes.
- Analyzed data to make informed decisions for organizational improvement resulting in the reversal of a downward trend in mathematics achievement resulting in an 11% increase in proficiency.
- Developed data-based schedules for over 1,000 students to maximize funding generated.
- Created process to provide weekly communication with parents and stakeholders.
- Supervised, evaluated, and coached over 30 staff members.
- Provided coaching to employees not meeting expectations as evidenced in annual evaluations.
- Planned and executed events collaboratively with the school's PTSA and vendors.

### *District Instructional Coach – Professional Development (2010 – 2013)*

- Lead Curriculum and Assessment Writing Team to create assessments for gathering data on student achievement of state standards.
- Evaluated and revised training based on feedback from adult learners and district stakeholders.
- Designed and facilitated training on mathematics content, professional learning communities, and standards analysis for adult learners utilizing the U.B.D. framework.
- Utilized online collaborative frameworks to facilitate participant deliverables related to training.

***Teacher – Darnell-Cookman Middle/High School (2013 – 2014)***

*Mandarin High School (2008 – 2010)*

*Terry Parker High School (2005 – 2008)*

- Facilitated instruction to learners with varying levels of understanding contributing to a 100% pass rate on the state accountability assessment.
- Led subject area professional learning communities to increase effectiveness all instructors as evidenced by a 2% overall increase in student proficiency.
- Member of the School Foundations Committee (2006 – 2008, 2009 – 2010)

2003 – 2005

Shelby County Schools Public

Memphis, TN

***Interim Teacher Geometry – Houston High School (Fall, 2004)***

- Designed lessons designed to help all students achieve comprehension in Geometry.
- Maintained grade book with all grades and attendance records.
- Held parent/teacher conferences to discuss student performance.
- Met with other Geometry teachers to ensure curriculum alignment with department.

1998 – 2003

George B. Jones, P.A.

Memphis, TN

***Director of Technology***

- Found accounts payable issues resulting in receipt of over \$250,000 being reimbursed to the company due to overbilling by a vendor.
- Created policy related to computer hardware and software purchases for offices in Memphis, TN; Dallas, TX; and Tampa, FL.
- Presented project proposals to firm partners related to IT projects including timelines and budgets to ensure efficient use of funds and infrastructure improvements.
- Contracted with vendors for installation services related to repairs, upgrades, and office relocation.
- Ensured contractors completed required tasks on time and within budget.

**Certifications and Credentials**

Schultz Center for Teaching and Leadership

Jacksonville, FL

- Rising Leaders Principal Preparation Program – Level 2 Principal
- Aspiring Administrators Academy – Educational Leadership Program

May, 2019

May, 2014

State of Florida Certified Educator

Validity Period

- Mathematics 6 – 12
- Business 6 – 12
- Educational Leadership
- School Principal

June 30, 2028

Ramsey Solutions

March, 2024

- Financial Coach Master Training





**Nassau Pressure Wash LLC**

Re: Heron Isles CDD

To: Daniel Laughlin

8:36 AM



**Siri Found a Contact**

Nassau Pressure Wash Llc  
nassaupressurewash@gmail.com

Add



My name is William Appleton, and I am writing to formally express my interest in serving on the Heron Isles Community Development District (CDD) Board. As a resident homeowner of over ten years in Heron Isles, I have a vested interest in the continued growth, maintenance, and success of our community.

I bring a diverse background that I believe would be of great value to the Board. I am a veteran, an Eagle Scout, a local entrepreneur, and currently serve as the Committee Chairman for a youth organization. My professional experience includes management, property maintenance, and organizational leadership—skills that I believe align well with the responsibilities and goals of the CDD Board.

I am passionate about preserving the integrity of our community and ensuring that our neighborhood remains a safe, attractive, and well-managed place to live. I would welcome the opportunity to contribute to thoughtful decision-making and work collaboratively with fellow board members and residents to serve the best interests of Heron Isles.

Thank you for considering my candidacy. I would be honored to serve and look forward to the opportunity to further support our community.

Thank you,  
William Appleton  
"Keeping It Clean" with  
Nassau Pressure Wash LLC  
Owner / Operator  
[nassaupressurewash.net](http://nassaupressurewash.net)  
904-258-5540

[See More](#) from Nassau Pressure Wash LLC

*C.*



**RESOLUTION 2025-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
HERON ISLES COMMUNITY DEVELOPMENT DISTRICT  
DESIGNATING THE OFFICERS OF THE DISTRICT, AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Heron Isles 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 the County of Nassau, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to designate the Officers of the District.

**NOW, THEREFORE**, be it resolved by the Board of Supervisors of Heron Isles Community Development District:

**SECTION 1.** \_\_\_\_\_ is appointed Chairman.

**SECTION 2.** \_\_\_\_\_ is appointed Vice Chairman.

**SECTION 3.** \_\_\_\_\_ is appointed Secretary and Treasurer.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Treasurer.

\_\_\_\_\_ is appointed Assistant Secretary.

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 20TH DAY OF MAY, 2025.**

**ATTEST**

**HERON ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

## *FOURTH ORDER OF BUSINESS*

*A.*

MINUTES OF MEETING  
HERON ISLES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Heron Isles Community Development District was held on Tuesday, February 18, 2025 at 5:00 p.m. at Blackrock Baptist Church, 96362 Blackrock Road, Yulee, Florida 32097.

Present and constituting a quorum were:

Greg Watson	Chairman
Nicole Reams	Vice Chairperson
Chase Coleman	Supervisor
Wendy Emanuelson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry <i>by phone</i>	District Counsel
Mary Grace Henley	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Field Operations Manager
Terry Glynn	GMS

The following is a summary of the discussion and actions taken at the February 18, 2025 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 5:00 p.m. and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Appointing a New Supervisor to Seat 1**

Mr. Laughlin informed the Board there have been no resumes submitted for the vacancy.

**B. Oath of Office for Newly Appointed Supervisors**

This item was tabled.

**C. Consideration of Resolution 2025-03, Designating Officers**

This item was tabled.

**FOURTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the November 19, 2024 Meeting**

**B. Financial Statements**

**C. Assessment Receipts Schedule**

**D. Check Register**

Copies of the minutes and financial documents were enclosed in the agenda package for the Board's review. Mr. Laughlin noted the check register totals \$101,352.87.

On MOTION by Ms. Reams seconded by Ms. Emanuelson, with all in favor, the consent agenda was approved.
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**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Lighting the Playground Parking Lot**

Mr. Laughlin presented three proposals for installing new light poles at the playground parking lot totaling \$9,220, \$7,160 and \$14,688. He noted there is \$147,000 in the capital reserve fund, which is where the funds would come from for this project.

Mr. Watson stated that he requested Mr. Dellinger solicit proposals for the lighting due to reports of inappropriate activities at the playground.

Ms. Reams stated that there have been questions from residents regarding who can access the security cameras and how long the footage is stored.

Mr. Laughlin responded that the footage is stored for 30 days, which is required by law. The security company, designated District staff and designated Board members have access to the footage. It is typically not available to third parties unless there is a situation such as a subpoena.

Ms. Gentry stated that Florida law permits the District to turn over security footage if necessary to conduct District business. However, if the Board finds that such disclosure is not necessary to conduct District business, the District can require a formal request such as a subpoena.

The Board discussed looking into solar lighting options.

Ms. Emanuelson motioned to approve installing new light poles at the playground.

Mr. Laughlin asked which option is being approved.

The Board discussed how many poles and lights would be enough to be effective.

Mr. Laughlin suggested giving a board member the authority to work with Mr. Dellinger outside of the meeting on choosing the vendor and number of light poles.

Ms. Emanuelson withdrew her previous motion.

On MOTION by Ms. Emanuelson seconded by Mr. Coleman, with all in favor, installing light poles at the playground parking lot at an amount not to exceed \$10,000 with the Chair authorized to work with staff on finalizing the details.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Landscape**

Mr. Dellinger stated that landscaping has been good recently. He also reported that the irrigation heads near the mailboxes are broken again.

Mr. Watson asked where the four trees that BrightView removed were located.

Mr. Laughlin responded that they were in a preserve and a resident reported them to staff.

#### **B. District Counsel**

Ms. Henley reminded the Board that at the last meeting the Board authorized staff to work with the Chair on potentially getting an agreement in place with Comcast to provide services in the community. Comcast has since provided a form of agreement and a form of easement. The agreement was more geared towards an HOA, so Comcast has been asked to work with the HOA on that instead. Comcast would still need access to CDD property to install their equipment, so an easement agreement would be needed to allow them that access.

Mr. Laughlin added that payment has been offered at \$75 per door for a total of \$56,000. Ms. Henley noted that she is not sure if that \$56,000 is for both the bulk service agreement and the easement, or one or the other.

Ms. Emanuelson stated that the residents do not want to be forced into using one provider.

Mr. Laughlin stated that the bulk service agreements just relate to marketing of the vendor. The residents would still have the option to use either Hotwire or Comcast. He also recommended having a discussion with the HOA about sharing any payment received between the HOA and the CDD in exchange for the bulk service agreement.

On MOTION by Mr. Watson motioned to approve granting the easement rights to allow Comcast to install their equipment.

Ms. Henley asked if Mr. Watson would like to make the motion contingent on receiving payment.

Mr. Watson responded no.

Ms. Emanuelson stated that clarification is needed on what is being offered in exchange for the easement before a decision can be made.

Mr. Laughlin stated that he will speak with Comcast regarding the details of the bulk service agreement and the easements and the payment for providing those items. He will also reach out to the HOA about potentially splitting the payment between the CDD and HOA.

There being no second, the above motion was withdrawn.

**C. District Engineer – Acceptance of the 2024 Public Facilities Report**

Mr. Yuro presented the 2024 public facilities report, which detailed the District's current public facilities and any facilities the District is planning to construct or improve upon.

On MOTION by Mr. Watson seconded by Mr. Coleman with all in favor the 2024 public facilities report was accepted.

**D. District Manager**

There being nothing to report, the next item followed.

**E. Field Operations Manager – Report**

Mr. Dellinger gave an overview of the operations report, a copy of which was included in the agenda package. He reported that he's been keeping a close eye on janitorial and he does not believe they are providing adequate service for the amount that is being paid.

Mr. Laughlin stated that the provider could be changed internally since GMS uses the janitorial vendor as a subcontractor.

Mr. Dellinger suggested using one of his maintenance associates for the janitorial services. He also noted that there are a lot of homeowners using the field for walking their dogs. He suggested looking into adding a dog park.

The Board discussed the logistics and feasibility of adding a dog park. Mr. Laughlin noted if an access system were not added to the gate, anyone would be able to get in.

Mr. Watson asked if the crosswalk lines in front of the stop signs can be repainted.

Mr. Laughlin responded that staff will gather proposals from private companies to take on that project.

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor repainting the crosswalk lines was approved at an amount not to exceed \$3,000.

Ms. Emanuelson asked about adding a sign near the new sidewalks at the mailboxes to prohibit parking as there is someone is using that parking area as their personal parking space.

Mr. Laughlin stated that in order to tow vehicles, the District will need to adopt parking policies and install specific signage. Staff will start working on the process needed to get those items in place.

Ms. Henley stated that in the meantime, a sign can be added that simply states 'mailbox parking only.'

**SEVENTH ORDER OF BUSINESS****Supervisor Requests and Public Comment**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – May 20, 2025 at  
5:00 p.m. at Blackrock Baptist Church,  
96362 Blackrock Road, Yulee, Florida**



**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Watson seconded by Ms. Emanuelson with all in favor the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

***Heron Isles***  
***Community Development District***

***Unaudited Financial Reporting***  
***March 31, 2025***



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**Heron Isles**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2025**

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 34,684	\$ -	\$ 259	\$ 34,943
<b>Investments:</b>				
State Board of Administration (SBA)	564,776	-	142,252	707,028
Custody - Reserve	837	-	-	837
Custody - Excess Funds	78,419	-	-	78,419
<b>Series 2017</b>				
Reserve A1	-	-	-	-
Reserve A2	-	32,250	-	32,250
Revenue	-	223,138	-	223,138
Prepayment	-	250	-	250
Excess Revenue	-	43,000	-	43,000
Prepaid Expenses	-	-	-	-
Deposits	1,580	-	-	1,580
<b>Total Assets</b>	<b>\$ 680,296</b>	<b>\$ 298,639</b>	<b>\$ 142,511</b>	<b>\$ 1,121,446</b>
<b>Liabilities:</b>				
Accounts Payable	\$ 4,336	\$ -	\$ -	\$ 4,336
Accrued Expenses	-	-	-	-
FICA Payable	-	-	-	-
Due to Debt Service	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 4,336</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,336</b>
<b>Fund Balance:</b>				
Nonspendable:				
Prepaid Items	\$ -	\$ -	\$ -	\$ -
Deposits	1,580	-	-	1,580
Restricted for:				
Debt Service	-	298,639	-	298,639
Capital Project	-	-	-	-
Assigned for:				
Capital Reserve Fund	-	-	142,511	142,511
Capital Reserves	-	-	-	-
Unassigned	674,380	-	-	674,380
<b>Total Fund Balances</b>	<b>\$ 675,960</b>	<b>\$ 298,639</b>	<b>\$ 142,511</b>	<b>\$ 1,117,110</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 680,296</b>	<b>\$ 298,639</b>	<b>\$ 142,511</b>	<b>\$ 1,121,446</b>

**Heron Isles**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b><u>Revenues:</u></b>				
Special Assessments - Tax Roll	\$ 412,343	\$ 412,343	\$ 409,410	\$ (2,933)
Interest Income/Miscellaneous Income	6,000	3,000	11,890	8,890
Access Key Cards	100	50	-	(50)
<b>Total Revenues</b>	<b>\$ 418,443</b>	<b>\$ 415,393</b>	<b>\$ 421,300</b>	<b>\$ 5,906</b>
<b><u>Expenditures:</u></b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 4,000	\$ 2,000	\$ 1,200	\$ 800
PR-FICA	306	153	92	61
Engineering	4,000	2,000	3,980	(1,980)
Attorney	18,000	9,000	6,293	2,707
Annual Audit	3,460	-	-	-
Assessment Administration	7,950	7,950	7,950	-
Dissemination Agent	1,685	843	843	0
Trustee Fees	3,800	-	-	-
Management Fees	56,269	28,134	28,134	-
Information Technology	2,022	1,011	1,011	0
Website Maintenance	1,348	674	674	0
Telephone	200	100	8	92
Postage & Delivery	800	400	167	233
Meeting Room Rental	300	150	-	150
Insurance General Liability/Public Officials	22,795	22,795	16,779	6,016
Printing & Binding	600	300	119	181
Legal Advertising	3,200	1,600	-	1,600
Other Current Charges	7,400	3,700	6,559	(2,859)
Office Supplies	100	50	2	48
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 138,411</b>	<b>\$ 81,036</b>	<b>\$ 73,985</b>	<b>\$ 7,050</b>
<b><u>Operations &amp; Maintenance</u></b>				
<b><u>Utilities</u></b>				
Electric	\$ 35,750	\$ 17,875	\$ 16,190	\$ 1,685
Water & Sewer	14,000	7,000	4,950	2,050
<b>Subtotal Utilities</b>	<b>\$ 49,750</b>	<b>\$ 24,875</b>	<b>\$ 21,140</b>	<b>\$ 3,735</b>
<b><u>Contract Services</u></b>				
Landscape Maintenance (Brightview Landscaping)	\$ 87,336	\$ 43,668	\$ 43,668	\$ -
Landscape Contingency	15,000	7,500	2,310	5,190
Irrigation Maintenance	8,500	4,250	492	3,758
Lake Maintenance (Future Horizons)	9,243	4,622	4,402	220
Janitorial Services (Magic Touch)	7,400	3,700	3,678	22
Trash Removal Services	-	-	-	-
Facility Management	13,899	6,950	6,950	-
Security Services	-	-	786	(786)
Pest Control Services (Naders Pest Raiders)	350	175	-	175
Holiday Decorations	1,500	-	-	-
<b>Subtotal Contract Services</b>	<b>\$ 143,228</b>	<b>\$ 70,864</b>	<b>\$ 62,285</b>	<b>\$ 8,579</b>

**Heron Isles**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b><i>Repair and Maintenance</i></b>				
Facility Repairs	\$ 17,500	\$ 8,750	\$ 6,289	\$ 2,461
Miscellaneous Repairs & Maintenance	7,500	3,750	135	3,615
Road and Drainage Repairs	5,000	2,500	-	2,500
<b>Subtotal Repair and Maintenance</b>	<b>\$ 30,000</b>	<b>\$ 15,000</b>	<b>\$ 6,424</b>	<b>\$ 8,576</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 222,978</b>	<b>\$ 110,739</b>	<b>\$ 89,850</b>	<b>\$ 20,890</b>
<b>Total Expenditures</b>	<b>\$ 361,389</b>	<b>\$ 191,775</b>	<b>\$ 163,835</b>	<b>\$ 27,940</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 57,054</b>		<b>\$ 257,465</b>	
<b><i>Other Financing Sources/(Uses):</i></b>				
Transfer In/(Out)	\$ (57,054)	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (57,054)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 257,465</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 418,495</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 675,960</b>	

## Heron Isles

**Community Development District**  
**Month to Month**

[illegible]

**Expenditures:**

**General & Administrative:**

Supervisor Fees	\$ -	\$ 600	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
PR-FICA	-	46	-	-	46	-	-	-	-	-	-	-	92
Engineering	435	725	435	1,950	435	-	-	-	-	-	-	-	3,980
Attorney	96	1,920	674	498	1,598	1,507	-	-	-	-	-	-	6,293
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	-	7,950	-	-	-	-	-	-	-	-	-	-	7,950
Dissemination Agent	140	140	140	140	140	140	-	-	-	-	-	-	843
Trustee Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fees	4,689	4,689	4,689	4,689	4,689	4,689	-	-	-	-	-	-	28,134
Information Technology	169	169	169	169	169	169	-	-	-	-	-	-	1,011
Website Maintenance	112	112	112	112	112	112	-	-	-	-	-	-	674
Telephone	-	-	-	8	-	-	-	-	-	-	-	-	8
Postage & Delivery	134	2	7	11	6	7	-	-	-	-	-	-	167
Insurance General Liability/Public Officials	16,779	-	-	-	-	-	-	-	-	-	-	-	16,779
Printing & Binding	3	2	44	25	2	42	-	-	-	-	-	-	119
Meeting Room Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Current Charges	-	6,552	-	-	7	-	-	-	-	-	-	-	6,559
Office Supplies	0	0	0	0	0	0	-	-	-	-	-	-	2
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 22,733	\$ 22,908	\$ 6,270	\$ 7,603	\$ 7,805	\$ 6,666	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,985

### Utilities

[illegible]

### Contract Services

[illegible]



## Heron Isles

### Community Development District

### Month to Month

[illegible]

**Heron Isles**  
**Community Development District**  
**Debt Service Fund Series 2017 A1&A2**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 221,115	\$ 221,115	\$ 219,544	\$ (1,571)
Interest Income	6,000	3,000	4,155	1,155
<b>Total Revenues</b>	<b>\$ 227,115</b>	<b>\$ 224,115</b>	<b>\$ 223,699</b>	<b>\$ (416)</b>
<b>Expenditures:</b>				
<b>Series 2017A-1</b>				
Interest - 11/1	\$ 22,703	\$ 22,703	\$ 22,703	\$ -
Interest - 5/1	22,703	-	-	-
Principal - 5/1	105,000	-	-	-
<b>Series 2017A-2</b>				
Interest 11/1	14,000	14,000	14,000	-
Interest - 5/1	14,000	-	-	-
Principal - 5/1	35,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 213,406</b>	<b>\$ 36,703</b>	<b>\$ 36,703</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 13,709</b>	<b>\$ 187,412</b>	<b>\$ 186,996</b>	<b>\$ (416)</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>\$ 13,709</b>	<b>\$ 187,412</b>	<b>\$ 186,996</b>	<b>\$ (416)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 78,163</b>		<b>\$ 111,642</b>	
<b>Fund Balance - Ending</b>	<b>\$ 91,872</b>		<b>\$ 298,639</b>	

**Heron Isles**  
**Community Development District**  
**Capital Reserve Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending March 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
<b>Revenues</b>				
Capital Reserve Transfer In	\$ 57,054	\$ -	\$ -	\$ -
Interest	100	50	1,906	1,856
<b>Total Revenues</b>	<b>\$ 57,154</b>	<b>\$ 50</b>	<b>\$ 1,906</b>	<b>\$ 1,856</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 5,850	\$ (5,850)
Repair and Replacements	-	-	12,450	(12,450)
Other Service Charges	-	-	42	(42)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,342</b>	<b>\$ (18,342)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 57,154</b>		<b>\$ (16,437)</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>\$ 57,154</b>		<b>\$ (16,437)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 179,563</b>		<b>\$ 158,948</b>	
<b>Fund Balance - Ending</b>	<b>\$ 236,717</b>		<b>\$ 142,511</b>	

**Heron Isles**  
**Community Development District**  
**Long Term Debt Report**

Series 2017A-1 Capital Improvement Revenue Bonds	
Interest Rate:	2.0%-3.375%
Maturity Date:	11/1/2036
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$81,257.82
Reserve Fund Balance (1)	81,257.82
Bonds outstanding - 9/30/2018	\$2,155,000
Less: November 1, 2018	(\$30,000)
Less: May 1, 2019	(\$100,000)
Less: November 1, 2019	(\$10,000)
Less: May 1, 2020	(\$100,000)
Less: May 1, 2020 (Prepayment)	(\$10,000)
Less: November 1, 2020 (Prepayment)	(\$15,000)
Less: May 1, 2021	(\$95,000)
Less: May 1, 2021 (Prepayment)	(\$5,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)
Less: May 1, 2022	(\$100,000)
Less: November 1, 2022 (Prepayment)	(\$5,000)
Less: May 1, 2023	(\$100,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: May 1, 2024	(\$100,000)
<b>Current Bonds Outstanding</b>	<b>\$1,475,000</b>

(1) Covered by Assured Guaranty Municipal Corp Bond Insurance

Series 2017-A2 Capital Improvement Revenue Bonds	
Interest Rate:	5.00%
Maturity Date:	11/1/2036
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$32,250
Reserve Fund Balance	32,250
Bonds outstanding - 9/30/2018	\$800,000
Less: November 1, 2018	(\$15,000)
Less: May 1, 2019	(\$25,000)
Less: November 1, 2019	(\$5,000)
Less: May 1, 2020	(\$30,000)
Less: May 1, 2020 (Prepayment)	(\$5,000)
Less: November 1, 2020 (Prepayment)	(\$5,000)
Less: May 1, 2021	(\$30,000)
Less: May 1, 2021 (Prepayment)	(\$5,000)
Less: November 1, 2021 (Prepayment)	(\$5,000)
Less: May 1, 2022	(\$30,000)
Less: May 1, 2022 (Prepayment)	(\$10,000)
Less: November 1, 2022 (Prepayment)	(\$5,000)
Less: May 1, 2023	(\$30,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: May 1, 2024	(\$35,000)
<b>Current Bonds Outstanding</b>	<b>\$560,000</b>

<b>Total Bonds Outstanding</b>	<b>\$2,035,000</b>
--------------------------------	--------------------

*C.*

# Heron Isles

## Community Development District

### FISCAL YEAR 2025 ASSESSMENT RECEIPTS SUMMARY

ASSESSED	#UNITS ASSESSED	SERIES 2017A-2 DEBT SERVICE ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET ASSESSMENTS TAX ROLL	748	221,115.39	412,340.61	633,456.00
TOTAL NET ASSESSMENTS		221,115.39	412,340.61	633,456.00

SUMMARY OF TAX ROLL RECEIPTS				
NASSAU COUNTY DISTRIBUTION	DATE RECEIVED	DEBT SERVICE RECEIPTS	O&M RECEIPTS	TOTAL RECEIVED

1	10/29/24	971.65	1,811.94	2,783.59
2	11/21/24	17,848.96	33,285.11	51,134.07
3	12/5/24	181,864.49	339,144.72	521,009.21
4	12/20/24	13,292.33	24,787.82	38,080.15
5	1/8/25	728.74	1,358.97	2,087.71
6	2/6/25	2,978.14	5,553.70	8,531.84

-	-
-	-
-	-
-	-
-	-
-	-
-	-

TOTAL TAX ROLL RECEIPTS	\$	217,684.32	\$	405,942.25	\$	623,626.57
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TOTAL DUE TAX ROLL RECEIPTS	\$	3,431.07	\$	6,398.36	\$	9,829.43
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PERCENT COLLECTED	DEBT	O&M	TOTAL
% COLLECTED TAX ROLL	98.45%	98.45%	98.45%

*D.*

**Heron Isles**  
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2025  
Check Register

<i>Fund</i>	<i>Date</i>	<i>check #'s</i>	<i>Amount</i>	<i>Amount</i>
General Fund				
	1/1/25 - 1/31/25	751-762	\$20,058.06	
	2/1/25 - 2/28/25	763-772	18,529.34	
	3/1/25 - 3/31/25	773-783	17,343.71	
<b>TOTAL</b>				<b>\$55,931.11</b>

Autopayments				
	01/06/25	JEA	\$627.17	
	01/07/25	FPL	2,700.56	
	02/11/25	JEA	672.61	
	02/11/25	FPL	2,718.18	
	02/25/25	IRS TAX PAYMENT	91.80	
	03/07/25	JEA	794.11	
	03/11/25	FPL	2,722.56	
<b>TOTAL</b>				<b>\$10,326.99</b>
<b>TOTAL CHECK REGISTER</b>				<b>\$66,258.10</b>

\* Fedex Invoices available upon request



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/07/25	00139	1/01/25 9186358	202501 320-57200-46200	JAN LANDSCAPE MAINTENANCE	*	7,278.00	
				BRIGHTVIEW LANDSCAPE SERVICES INC			7,278.00 000751
1/07/25	00014	12/27/24 302	202411 320-57200-49700	NOV FACILITY MAINT & SUPP	*	1,107.74	
				GOVERNMENTAL MANAGEMENT SERVICES			1,107.74 000752
1/07/25	00014	1/01/25 301	202501 310-51300-34000	JAN MANAGEMENT FEES	*	4,689.08	
		1/01/25 301	202501 310-51300-35110	JAN WEBSITE ADMIN	*	112.33	
		1/01/25 301	202501 310-51300-35100	JAN INFORMATION TECH	*	168.50	
		1/01/25 301	202501 310-51300-31300	JAN DISSEMINATION SVCS	*	140.42	
		1/01/25 301	202501 310-51300-51000	OFFICE SUPPLIES	*	.42	
		1/01/25 301	202501 310-51300-42000	POSTAGE	*	11.12	
		1/01/25 301	202501 310-51300-42500	COPIES	*	25.20	
		1/01/25 301	202501 310-51300-41000	TELEPHONE	*	8.10	
				GOVERNMENTAL MANAGEMENT SERVICES			5,155.17 000753
1/07/25	00146	1/01/25 416915	202501 320-57200-34500	SECURITY - JANUARY 2025	*	100.00	
				HI-TECH SYSTEM ASSOCIATES INC			100.00 000754
1/07/25	00132	1/01/25 40	202501 320-57200-46600	JAN BIWEEKLY CLEANING	*	613.00	
				IAN J ROBINSON			613.00 000755
1/14/25	00130	12/31/24 87483	202412 320-57200-46500	DEC LAKE MAINTENANCE	*	733.60	
				FUTURE HORIZONS, INC			733.60 000756
1/14/25	00014	1/01/25 300	202501 320-57200-34100	JAN FACILITY MANAGEMENT	*	1,158.25	
				GOVERNMENTAL MANAGEMENT SERVICES			1,158.25 000757
1/14/25	00110	1/09/25 3678	202412 310-51300-31100	DEC ENGINEERING SERVICES	*	435.00	
				YURO AND ASSOCIATES LLC			435.00 000758
				HIC -HERON ISLES - BPEREGRINO			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
1/23/25	00130	10/31/24 86695	202410 320-57200-46500	OCT LAKE MAINTENANCE	*	733.60	
				FUTURE HORIZONS, INC			733.60 000759
1/23/25	00130	11/26/24 87094	202411 320-57200-46500	NOV LAKE MAINTENANCE	*	733.60	
				FUTURE HORIZONS, INC			733.60 000760
1/23/25	00014	1/13/25 303	202412 320-57200-49700	DEC FACILITY MAINT & SUPP	*	1,336.10	
				GOVERNMENTAL MANAGEMENT SERVICES			1,336.10 000761
1/23/25	00141	1/14/25 11276	202412 310-51300-31500	DEC GENERAL COUNSEL	*	674.00	
				KILINSKI VAN WYK PLLC			674.00 000762
2/05/25	00139	1/27/25 9219380	202501 320-57200-46210	DROP PINE TREE	*	630.00	
				BRIGHTVIEW LANDSCAPE SERVICES INC			630.00 000763
2/05/25	00139	2/01/25 9221038	202502 320-57200-46200	FEB LANDSCAPE MAINTENANCE	*	7,278.00	
				BRIGHTVIEW LANDSCAPE SERVICES INC			7,278.00 000764
2/05/25	00146	2/01/25 418501	202502 320-57200-34500	SECURITY - FEBRUARY 2025	*	100.00	
				HI-TECH SYSTEM ASSOCIATES INC			100.00 000765
2/11/25	00130	1/31/25 87989	202501 320-57200-46500	JAN LAKE MAINTENANCE	*	733.60	
				FUTURE HORIZONS, INC			733.60 000766
2/11/25	00014	2/01/25 304	202502 310-51300-34000	FEB MANANGEMENT FEES	*	4,689.08	
		2/01/25 304	202502 310-51300-35110	FEB WEBSITE ADMIN	*	112.33	
		2/01/25 304	202502 310-51300-35100	FEB INFORMATION TECH	*	168.50	
		2/01/25 304	202502 310-51300-31300	FEB DISSEMINATION SVCS	*	140.42	
		2/01/25 304	202502 310-51300-51000	OFFICE SUPPLIES	*	.24	
		2/01/25 304	202502 310-51300-42000	POSTAGE	*	5.52	
		2/01/25 304	202502 310-51300-42500	COPIES	*	2.40	
				GOVERNMENTAL MANAGEMENT SERVICES			5,118.49 000767

HIC -HERON ISLES - BPEREGRINO



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/12/25	00146	3/01/25 420159	202503 320-57200-34500	SECURITY - MARCH 2025	*	120.00	
				HI-TECH SYSTEM ASSOCIATES INC			120.00 000776
3/12/25	00132	3/01/25 42	202503 320-57200-46600	MAR BIWEEKLY CLEANING	*	613.00	
				IAN J ROBINSON			613.00 000777
3/19/25	00117	3/11/25 20437	202503 320-57200-46000	BACKFLOW & IRRIG TEST	*	135.00	
				BOB'S BACKFLOW & PLUMBING			135.00 000778
3/19/25	00146	3/12/25 420760	202503 320-57200-34500	COMM VIDEO 4-PLAYGROUND	*	23.33	
				HI-TECH SYSTEM ASSOCIATES INC			23.33 000779
3/19/25	00141	3/12/25 11777	202502 310-51300-31500	FEB GENERAL COUNSEL	*	1,598.30	
				KILINSKI VAN WYK PLLC			1,598.30 000780
3/19/25	00110	3/14/25 3714	202502 310-51300-31100	FEB ENGINEERING SERVICES	*	435.00	
				YURO AND ASSOCIATES LLC			435.00 000781
3/28/25	00139	4/01/25 9293512	202504 320-57200-46200	APR EXTERIOR MAINTENANCE	*	7,278.00	
				BRIGHTVIEW LANDSCAPE SERVICES INC			7,278.00 000782
3/28/25	00014	3/14/25	202502 320-57200-49700	FEB FACILITY MAINTENANCE	*	693.20	
		3/14/25	202502 320-57200-49700	MAINTENANCE SUPPLIES	*	129.65	
				GOVERNMENTAL MANAGEMENT SERVICES			822.85 000783
TOTAL FOR BANK B						55,931.11	
TOTAL FOR REGISTER						55,931.11	



# INVOICE

Heron Isles CDD  
9655 Florida Mining Blvd Bldg 300 Ste305  
Jacksonville FL 32257

Customer #: 24245977  
Invoice #: 9186358  
Invoice Date: 1/1/2025  
Cust PO #:

Job Number	Description	Amount
346108392	Heron Isles CDD Exterior Maintenance For January  Approved Chip Dellinger Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 12.27.2024 Acct. # 001.320.57200.46200  <b>RECEIVED</b> <i>By Tara Lee at 11:54 am, Jan 02, 2025</i>	7,278.00
Total invoice amount		7,278.00
Tax amount		
Balance due		7,278.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

## Payment Stub

Customer Account#: 24245977  
Invoice #: 9186358  
Invoice Date: 1/1/2025

Amount Due: \$7,278.00

Thank you for allowing us to serve you

Please reference the invoice # on your check  
and make payable to:

Heron Isles CDD  
9655 Florida Mining Blvd Bldg 300 Ste305  
Jacksonville FL 32257

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

# Invoice

Invoice #: 302  
Invoice Date: 12/27/24  
Due Date: 12/27/24  
Case:  
P.O. Number:

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance November 1 - November 30, 2024		646.60	646.60
Maintenance Supplies		461.14	461.14
Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 12/27/2024 Acct. # 1-320-57200-49700			
<b>RECEIVED</b> By Tara Lee at 11:50 am, Jan 03, 2025			
Alison Moxing 12-30-24			

Total \$1,107.74

Payments/Credits \$0.00

Balance Due \$1,107.74

**Governmental Management Services, LLC**  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

# Invoice

**Invoice #:** 301  
**Invoice Date:** 1/1/25  
**Due Date:** 1/1/25  
**Case:**  
**P.O. Number:**

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees -January 2025		4,689.08	4,689.08
Website Administration - January 2025		112.33	112.33
Information Technology -January 2025		168.50	168.50
Dissemination Agent Services - January 2025		140.42	140.42
Office Supplies		0.42	0.42
Postage		11.12	11.12
Copies		25.20	25.20
Telephone		8.10	8.10
<div><b>RECEIVED</b> <i>By Tara Lee at 9:46 am, Jan 06, 2025</i></div>			
<b>Total</b>			<b>\$5,155.17</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,155.17</b>

**HERON ISLES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF NOVEMBER 2024**

---

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/14/24	4	C.D.	Purchased more posts to complete the landscape light installation, painted and installed conduit and electric components, heated and bent PVC conduit to contour existing electric box
11/14/24	3.78	T.M.	Picked up supplies to finish making rest of landscape lights that need to be installed, painted the posts and installed all electrical and conduit onto the posts
11/21/24	2	C.D.	Collected debris around wood line at both parks and open field areas, trouble shoot internet connectivity to security cameras
11/21/24	3.13	T.M.	Removed debris around playground areas and sidewalks, troubleshoot WIFI issue causing cameras to not work, walked around pond and neighborhood removing debris
11/22/24	1.5	C.D.	Met with HiTech to diagnose and solve internet connectivity issue, coordinated and worked on hotwire to gain access to server room
<b>TOTAL</b>	<u>14.41</u>		
<b>MILES</b>	<u>156</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445



**MAINTENANCE BILLABLE PURCHASES**

Period Ending 12/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HERON ISLES	11/8/24	Felt Electric Outdoor Wall Flood with Photo Sensor (6)	372.29	C.D.
	11/14/24	6' PT 4x4 Post (2)	21.80	C.D.
	11/14/24	Non Metallic Gang Box (5)	44.28	C.D.
	11/14/24	1/2" Conduit	5.64	C.D.
	11/14/24	Non Metallic Blank Gang Cover (5)	17.14	C.D.
		<b>TOTAL</b>	<b><u>\$461.14</u></b>	



Tallahassee, FL 32308  
2498 Centerville Rd.

## Invoice

Invoice #: 416915  
Invoice Date: 01/01/2025  
Completed: 01/02/2025  
Terms: Due on Aging Date  
Bid#:

**Bill to:**

Heron Isles  
96005 Starlight Ln  
Yulee, FL 32097

96005 Starlight Ln

[Click Here to Pay Online!](#)

**HiTechFlorida.com**

Description	Qty	Rate	Amount
3-11885-CCTV-1 - CCTV System - Heron Isles - 96119 Heron Isles Parkway, Yulee, FL	1.00	\$20.00	20.00
Hi-Tech Commercial Access 1	1.00	\$15.00	15.00
Add-on Access 1	1.00	\$40.00	40.00
Hi-Tech Commercial Video 8	1.00	\$25.00	25.00
HT OVRC Net Pro			0.00
Sales Tax			

**RECEIVED**

By Tara Lee at 11:54 am, Jan 03, 2025

Tech Resolution Note:

Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

**Support@hitechflorida.com**  
**Office: 850-385-7649**

<b>Total</b>	<b>\$100.00</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$100.00</b>

# INVOICE



Approved  
Chip Dellinger, Operations Manager  
Governmental Management Services  
On behalf of Heron Isles CDD  
Date: 1/3/2024  
Acct. # 1-320-57200-46600

**RECEIVED**

By Tara Lee at 11:52 am, Jan 03, 2025

## Service Address

96139 Heron Isles  
Parkway  
Yulee, FL 32097

## Bill To

Heron Isles CDD/  
Riverside  
Management  
Services  
9655 Florida Mining  
Blvd., Building 300,  
Suite 305  
Jacksonville, Florida  
32257  
(904) 239-5305

## Magic Touch Commercial Cleaning Company

82974 Thompson Lane  
Fernandina Beach, FL 32034  
Phone: (904) 335-7027  
Email: [magictouchcompany254@gmail.com](mailto:magictouchcompany254@gmail.com)  
Web: [www.magictouchcompany.com](http://www.magictouchcompany.com)

Payment terms 30 Days  
Invoice # 0000000040  
Date 01/01/2025  
Business / Tax # 83-3950208

Description	Total
-------------	-------

Bi-weekly Routine Cleaning (Monday&Friday) Trash Pickup (Wednesday)	\$613.00
---	----------

Magic Touch Commercial Cleaning Co. offers top-notch commercial cleaning throughout the Duval and Nassau County area. We are insured. We believe that customer service is the key to our success. Magic Touch Commercial Cleaning Co. only hires the most qualified cleaning professionals to take care of your property. We require background checks and provide extensive training to each of our cleaners to ensure quality services are guaranteed.

Our routine cleaning includes, but not limited to:

- (2) Bathrooms (Sanitize and disinfect toilet, sink, bathroom mirrors, sweep/mop floors, fill all dispensers, wipe down baseboards, and interior side of doors)
- (2) Park trash cans (Empty trash cans and sanitize the tops)

In addition to our routine cleaning services, we offer:

- Window Care
- Floor Care
- Pressure Washing

**\*\*Materials include in price\*\***

30 Day Notice Agreement \$0.00

The parties agree either party may terminate this agreement, with or without cause, upon 30 days written notice to the other at the addresses found in this agreement.

Late Fee Agreement Net30 \$0.00

\*\*Net30. Invoices are sent on the 1st of each month. Payment due on the 30th of the month. If payment is not received within that 30 day period, a late fee of \$50 will be added to the total of the next invoice.\*\*

---

**Subtotal** \$613.00

**Total** **\$613.00**

---

**Notes:**

January Services: Wishing you a Happy New Year! Thank you for allowing us to grow alongside you!

**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

Voice: 904-692-1187  
Fax: 904-692-1193

**INVOICE**

Invoice Number: 87483  
Invoice Date: Dec 31, 2024  
Page: 1

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 144- World Golf Village  
St. Augustine, FL 32092

**Ship to:**

Heron Isles CDD  
475 West Town Place  
Suite 144- World Golf Village  
St. Augustine, FL 32092

Customer ID	Customer PO	Payment Terms	
Heron02	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver	12/10/24	1/30/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed December 10, 2024  Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 1/3/2025 Acct. # 1-320-57200-46500  <b>RECEIVED</b> By Tara Lee at 3:47 pm, Jan 03, 2025	733.60	733.60
Subtotal				733.60
Sales Tax				
Freight				
Total Invoice Amount				733.60
Payment/Credit Applied				
<b>TOTAL</b>				<b>733.60</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**

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

**Invoice****Invoice #:** 300**Invoice Date:** 1/1/25**Due Date:** 1/1/25**Case:****P.O. Number:****Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Management- Heron Isles - January 2025		1,158.25	1,158.25
<i>Alison Moring</i> <i>1-6-25</i>			

**Total** \$1,158.25**Payments/Credits** \$0.00**Balance Due** \$1,158.25**RECEIVED****By Tara Lee at 3:58 pm, Jan 07, 2025**



Civil Engineering  
Land Surveying & Mapping  
Permitting  
ADA Consulting

# Invoice

Date	Invoice #
1/9/25	3678

<b>Bill To</b>
Heron Isles - CDD Attn: Daniel Laughlin Governmental Management Services
<b>P.O. No</b>

<b>Yuro &amp; Assoc. - Job No.</b>
Y19-707

Item	Date	Description	Hours	Rate	Amount
CDD Heron ...	12/18/24	HERON ISLES CDD - DECEMBER ENGINEERING coord with County on record drawings to find info on drng behind 84079 Swallowtail	3	145.00	435.00

**Total** \$435.00

**RECEIVED**

By Tara Lee at 4:20 pm, Jan 09, 2025

145 Hilden Road, Unit 108 Ponte Vedra, FL 32081  
(904) 342-5199 \* myuro@mjyuro.com

**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

Voice: 904-692-1187  
Fax: 904-692-1193

**INVOICE**

Invoice Number: 86695  
Invoice Date: Oct 31, 2024  
Page: 1

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 144- World Golf Village  
St. Augustine, FL 32092

**Ship to:**

Heron Isles CDD  
475 West Town Place  
Suite 144- World Golf Village  
St. Augustine, FL 32092

Customer ID	Customer PO	Payment Terms	
Heron02	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver	10/16/24	11/30/24

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed October 16, 2024  Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 1/17/2024 Acct. # 1-320-57200-46500  <b>RECEIVED</b> <i>By Tara Lee at 2:37 pm, Jan 17, 2025</i>	733.60	733.60
Subtotal				733.60
Sales Tax				
Freight				
Total Invoice Amount				733.60
Payment/Credit Applied				
<b>TOTAL</b>				<b>733.60</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.



**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

Voice: 904-692-1187  
Fax: 904-692-1193

**INVOICE**

Invoice Number: 87094  
Invoice Date: Nov 26, 2024  
Page: 1

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 144- World Golf Village  
St. Augustine, FL 32092

**Ship to:**

Heron Isles CDD  
475 West Town Place  
Suite 144- World Golf Village  
St. Augustine, FL 32092

Customer ID	Customer PO	Payment Terms	
Heron02	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver	11/14/24	12/26/24

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed November 14, 2024  Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 1/17/2024 Acct. # 1-320-57200-46500  <b>RECEIVED</b> By Tara Lee at 2:33 pm, Jan 17, 2025	733.60	733.60
Subtotal				733.60
Sales Tax				
Freight				
Total Invoice Amount				733.60
Payment/Credit Applied				
<b>TOTAL</b>				<b>733.60</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

# Invoice

Invoice #: 303  
Invoice Date: 1/13/25  
Due Date: 1/13/25  
Case:  
P.O. Number:

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance December 1 - December 31, 2024		1,068.70	1,068.70
Maintenance Supplies		267.40	267.40
<div>Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 1/14/2024 Acct. # 1-320-57200-49700</div> <div><i>Alison Moring</i> 1-16-25</div>			
<b>Total</b>			<b>\$1,336.10</b>

**RECEIVED**

By Tara Lee at 2:40 pm, Jan 17, 2025

**Payments/Credits** \$0.00

**Balance Due** \$1,336.10

**HERON ISLES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF DECEMBER 2024**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/3/24	2.35	T.M.	Walked around ponds 4, 17 and 16 and removed debris, removed debris along roadways, disposed all trash at dumpster
12/5/24	2.95	T.M.	Used CLR mold and mildew mix to spray on areas of grout in restrooms that were moldy and then scrubbed with brush, removed debris from front entrance, removed and disposed of office chair that was left in parking lot
12/11/24	2	C.D.	Picked up outdoor lights, completed installing lights on remaining six posts, wired all connections
12/12/24	5	C.D.	Removed concrete around outlet box, disassembled and removed old light, took wiring apart and cut back, installed new lights set on four by four posts at two locations and wired, picked up supplies, installed new GFI outlet and cover, tested and cleaned up area
12/12/24	5.35	T.M.	Removed two old lights, installed new posts and lights and concrete the post into the ground, disposed of all old lights and trash, picked up supplies
12/19/24	4	C.D.	Picked up concrete for lighting installation, removed old lighting and cleaned up wiring, installed all new parts and wired in, set two posts in concrete, picked up supplies
12/19/24	3.38	T.M.	Removed the old lights that were there and dug hole for new lights, wired them up and used concrete to hold them in place, disposed of all trash and old material after completion

**TOTAL**      25.03

**MILES**      150

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

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 1/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
HERON ISLES	11/22/24	Commercial Dog Waste Bags	51.74	C.D.
	12/12/24	1/2 PVC Screw in Adapters	4.32	C.D.
	12/12/24	1/2 Straps	1.74	C.D.
	12/12/24	FG Flex Cuff	9.17	C.D.
	12/12/24	50lb Bag of Concrete (2)	15.78	C.D.
	12/12/24	In Use Gang Cover (4)	49.50	C.D.
	12/12/24	Blank Gang Cover	8.45	C.D.
	12/12/24	Blank Gang Cover	15.78	C.D.
	12/19/24	Sakrete Concrete 50lb bag (2)	1.59	C.D.
	12/19/24	Stainless Hardware	81.21	C.D.
	12/19/24	Weather Rated GFCI Outlet (3)	3.38	C.D.
	12/19/24	Metallic Gang Cover (2)	24.75	C.D.
	12/19/24	In Use Gang Covers (2)		
		<b>TOTAL</b>	<b><u>\$267.40</u></b>	



KILINSKI | VAN WYK

## Kilinski | Van Wyk PLLC

P.O. Box 6386  
Tallahassee, Florida 32314

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

## INVOICE

Invoice # 11276  
Date: 01/14/2025  
Due On: 02/13/2025

**RECEIVED**

By Tara Lee at 12:15 pm, Jan 15, 2025

### HERON ISLES CDD – 01 GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	MGH	12/04/2024	Analyze contract documents with Hi-Tech for security services; prepare Addendum for additional camera installation fees and monthly services.	0.80	\$305.00	\$244.00
Service	LG	12/10/2024	Review November minutes.	0.30	\$350.00	\$105.00
Service	MGH	12/11/2024	Review elections information, confirm seat statuses, and advise regarding new Supervisor introductory documents needed.	0.20	\$305.00	\$61.00
Service	AH	12/11/2024	Review election results; prepare updates to district file regarding same.	0.30	\$180.00	\$54.00
Service	LG	12/12/2024	Review commercial property information and confer with district manager regarding same.	0.60	\$350.00	\$210.00
Total						<b>\$674.00</b>

### Detailed Statement of Account

#### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
11276	02/13/2025	\$674.00	\$0.00	\$674.00

<b>Outstanding Balance</b>	<b>\$674.00</b>
<b>Total Amount Outstanding</b>	<b>\$674.00</b>

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

Please pay within 30 days.

# INVOICE

**BrightView**  
Landscape Services

**Sold To:** 24245977  
Heron Isles CDD  
9655 Florida Mining Blvd Bldg 300 Ste305  
Jacksonville FL 32257

**Customer #:** 24245977  
**Invoice #:** 9219380  
**Invoice Date:** 1/27/2025  
**Sales Order:** 8581660  
**Cust PO #:**

**Project Name:** 96512 Starfish Drive - drop pine tree in native area  
**Project Description:** Drop pine tree covered in vines in the native area

Job Number	Description	Qty	UM	Unit Price	Amount
346108392	Heron Isles CDD 96512 Starfish Drive - Drop pine tree covered in vines in th  Approved Chip Dellinger Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 1/28/2025 Acct. # 1-320-57200-46210 Landscape contingency  <b>RECEIVED</b> <i>By Tara Lee at 10:51 am, Jan 28, 2025</i>	1.000	LS	630.00	630.00
				<b>Total Invoice Amount</b>	<b>630.00</b>
				<b>Taxable Amount</b>	
				<b>Tax Amount</b>	
				<b>Balance Due</b>	<b>630.00</b>

**Terms:** Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment*

## Payment Stub

Customer Account #: 24245977  
Invoice #: 9219380  
Invoice Date: 1/27/2025

**Amount Due: \$ 630.00**

*Thank you for allowing us to serve you*

Please reference the invoice # on your  
check and make payable to

Heron Isles CDD  
9655 Florida Mining Blvd Bldg 300 Ste305  
Jacksonville FL 32257

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

## Proposal for Extra Work at Heron Isles CDD

Property Name	Heron Isles CDD	Contact	Daniel Laughlin
Property Address	96005 Starlight Ln	To	Heron Isles CDD
	Yulee, FL 32097	Billing Address	9655 Florida Mining Blvd Bldg 300 Ste305 Jacksonville, FL 32257

Project Name 96512 Starfish Drive - drop pine tree in native area  
Project Description Drop pine tree covered in vines in the native area

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	96512 Starfish Drive - Drop pine tree covered in vines in the native area.

For internal use only

SO# 8581660  
JOB# 346108392  
Service Line 300

Total Price \$630.00

### THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014  
Enhancement Manager  
Certified Arborist #FL-6354A  
Certified Pest Control Operator JF95758



## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license if required by State or local law and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes including sales or General Excise Tax (GET) where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practicable after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation Notice:** Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible for damage done to underground utilities such as but not limited to cables, wires, pipes and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees, and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.**

Customer

Signature

**Daniel Laughlin**  
Printed Name

Title

Date

**Property Manager**

**January 10, 2025**

Signature

**Jen Mabus**  
Printed Name

Title

Date

**BrightView Landscape Services, Inc. "Contractor"**

**Enhancement Manager**

**January 10, 2025**

**Job #: 346108392**

**SO #: 8581660**

**Proposed Price: \$630.00**

## Jennifer Mabus

---

**From:** Chip Dellinger <cdellinger@gmsnf.com>  
**Sent:** Tuesday, January 7, 2025 10:58 AM  
**To:** Jennifer Mabus  
**Subject:** Re: BrightView Landscape Services, Inc. - SO# 8581660 96512 Starfish Drive - drop pine tree in native area

### EXTERNAL E-MAIL

---

Jen,

Lets go ahead with the work, can you let me know when we have a date for the work to be performed.

thanks,

---

Chip Dellinger  
Governmental Management Services  
904 631 5135  
cdellinger@gmsnf.com

---

**From:** Jennifer Mabus <Jennifer.Mabus@brightview.com>  
**Sent:** Monday, January 6, 2025 2:52 PM  
**To:** Chip Dellinger <cdellinger@gmsnf.com>  
**Subject:** BrightView Landscape Services, Inc. - SO# 8581660 96512 Starfish Drive - drop pine tree in native area

Hi Chip,  
Happy New Year! I have attached the proposal for the dropping of the pine tree covered in vines behind 96512 Starfish Drive. Please review and let me know if approved and I will get it scheduled.

Below is a quick summary:

1/6/2025 7:49:23 PM | SO# 8581660  
Name - 96512 Starfish Drive - drop pine tree in native area  
Description -Drop pine tree covered in vines in the native area  
Total Price - \$630.00

If you would like us to proceed with the attached proposal, please respond to this e-mail with the word 'Approved'.

Thank you,

Jen Mabus  
Senior Account Manager  
Certified Arborist #FL-6354A  
Certified Pest Control Operator JF95758



# INVOICE

Heron Isles CDD  
9655 Florida Mining Blvd Bldg 300 Ste305  
Jacksonville FL 32257

Customer #: 24245977  
Invoice #: 9221038  
Invoice Date: 2/1/2025  
Cust PO #:

Job Number	Description	Amount
346108392	Heron Isles CDD Exterior Maintenance For February  Approved Chip Dellinger Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 1.28.2025 Acct. # 001.320.57200.46200  <b>RECEIVED</b> <i>By Tara Lee at 10:59 am, Jan 28, 2025</i>	7,278.00
Total invoice amount		7,278.00
Tax amount		
Balance due		7,278.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

## Payment Stub

Customer Account#: 24245977  
Invoice #: 9221038  
Invoice Date: 2/1/2025

Amount Due: \$7,278.00

Thank you for allowing us to serve you

Please reference the invoice # on your check  
and make payable to:

Heron Isles CDD  
9655 Florida Mining Blvd Bldg 300 Ste305  
Jacksonville FL 32257

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655



Tallahassee, FL 32308  
2498 Centerville Rd.

**Bill to:**

Heron Isles  
96005 Starlight Ln  
Yulee, FL 32097

[Click Here to Pay Online!](#)

**Invoice**

**Invoice #:** 418501  
**Invoice Date:** 02/01/2025  
**Completed:** 02/02/2025  
**Terms:** Due on Aging Date  
**Bid#:**

96005 Starlight Ln

**HiTechFlorida.com**

Description	Qty	Rate	Amount
3-11885-CCTV-1 - CCTV System - Heron Isles - 96119 Heron Isles Parkway, Yulee, FL	1.00	\$20.00	20.00
Hi-Tech Commercial Access 1	1.00	\$15.00	15.00
Add-on Access 1	1.00	\$40.00	40.00
Hi-Tech Commercial Video 8	1.00	\$25.00	25.00
HT OVRC Net Pro			0.00
Sales Tax			

Tech Resolution Note:

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

**Support@hitechflorida.com**  
**Office: 850-385-7649**

<b>Total</b>	<b>\$100.00</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$100.00</b>

**Future Horizons, Inc**

403 N First Street  
PO Box 1115  
Hastings, FL 32145  
USA

Voice: 904-692-1187  
Fax: 904-692-1193

**INVOICE**

Invoice Number: 87989  
Invoice Date: Jan 31, 2025  
Page: 1

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 144- World Golf Village  
St. Augustine, FL 32092

**Ship to:**

Heron Isles CDD  
475 West Town Place  
Suite 144- World Golf Village  
St. Augustine, FL 32092

Customer ID	Customer PO	Payment Terms	
Heron02	Per Contract	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver	1/14/25	3/2/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed January 14, 2025  Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 2/4/2024 Acct. # 1-320-57200-46500  <b>RECEIVED</b> <i>By Tara Lee at 11:17 am, Feb 04, 2025</i>	733.60	733.60
Subtotal				733.60
Sales Tax				
Freight				
Total Invoice Amount				733.60
Payment/Credit Applied				
<b>TOTAL</b>				<b>733.60</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

# Invoice

**Invoice #:** 304  
**Invoice Date:** 2/1/25  
**Due Date:** 2/1/25  
**Case:**  
**P.O. Number:**

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees -February 2025		4,689.08	4,689.08
Website Administration - February 2025		112.33	112.33
Information Technology -February 2025		168.50	168.50
Dissemination Agent Services - February 2025		140.42	140.42
Office Supplies		0.24	0.24
Postage		5.52	5.52
Copies		2.40	2.40
<b>Total</b>			<b>\$5,118.49</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$5,118.49</b>

**RECEIVED**

*By Tara Lee at 12:07 pm, Feb 06, 2025*

**Governmental Management Services, LLC**

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

**Invoice****Invoice #:** 305**Invoice Date:** 2/1/25**Due Date:** 2/1/25**Case:****P.O. Number:****Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Management- Heron Isles - February 2025		1,158.25	1,158.25
<i>Alison Moring</i> 2-6-25			

**Total** \$1,158.25**Payments/Credits** \$0.00**Balance Due** \$1,158.25**RECEIVED****By Tara Lee at 2:41 pm, Feb 06, 2025**

# INVOICE



## Service Address

96139 Heron Isles  
Parkway  
yulee, FL 32097

## Bill To

Heron Isles CDD/  
Riverside  
Management  
Services  
9655 Florida Mining  
Blvd., Building 300,  
Suite 305  
Jacksonville , Florida  
32257  
(904) 239-5305

Approved  
Chip Dellinger, Operations Manager  
Governmental Management Services  
On behalf of Heron Isles CDD  
Date: 2/4/2024  
Acct. # 1-320-57200-46600

**RECEIVED**

By Tara Lee at 2:01 pm, Feb 04, 2025

## Magic Touch Commercial Cleaning Company

82974 Thompson Lane  
Fernandina Beach , FL 32034  
Phone: (904) 335-7027  
Email: magictouchcompany254@gmail.com  
Web: www.magictouchcompany.com

Payment terms 30 Days  
Invoice # 0000000041  
Date 02/01/2025  
Business / Tax # 83-3950208

## Description

## Total

Bi-weekly Routine Cleaning (Monday&Friday) Trash Pickup (Wednesday) \$613.00

Magic Touch Commercial Cleaning Co. offers top-notch commercial cleaning throughout the Duval and Nassau County area. We are insured. We believe that customer service is the key to our success. Magic Touch Commercial Cleaning Co. only hires the most qualified cleaning professionals to take care of your property. We require background checks and provide extensive training to each of our cleaners to ensure quality services are guaranteed.

Our routine cleaning includes, but not limited to:

- (2)Bathrooms (Sanitize and disinfect toilet, sink, bathroom mirrors, sweep/mop floors, fill all dispensers, wipe down baseboards, and interior side of doors)
- (2)Park trash cans (Empty trash cans and sanitize the tops)

In addition to our routine cleaning services, we offer:

- Window Care
- Floor Care
- Pressure Washing

**\*\*Materials include in price\*\***



30 Day Notice Agreement

\$0.00

The parties agree either party may terminate this agreement, with or without cause, upon 30 days written notice to the other at the addresses found in this agreement.

Late Fee Agreement Net30

\$0.00

\*\*Net30. Invoices are sent on the 1st of each month. Payment due on the 30th of the month. If payment is not received within that 30 day period, a late fee of \$50 will be added to the total of the next invoice.\*\*

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<b>Subtotal</b>	\$613.00
<hr/>	
<b>Total</b>	<b>\$613.00</b>

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**Notes:**

February Services.



Civil Engineering  
Land Surveying & Mapping  
Permitting  
ADA Consulting

# Invoice

Date	Invoice
2/13/25	3700

<b>Bill To:</b>	
Heron Isles - CDD Attn: Daniel Laughlin Governmental Management Services	
<b>P.O. Number</b>	<b>Work Order No.</b>

<b>Remit To:</b>
<i><b>Yuro &amp; Associates, LLC</b></i> 145 Hilden Road, Unit 108 Ponte Vedra, FL 32081

<b>Yuro &amp; Assoc. - Job No.</b>
Y19-707

Comments	Contract Amount	Quantity	Previous Billed	Effort to Date	Amount Due
HERON ISLES CDD - ENGINEERING EFFORTS  Public Facilities Report	1,950.00				1,950.00

<b>Total</b>	<b>\$1,950.00</b>
--------------	-------------------

**RECEIVED**

**By Tara Lee at 9:54 am, Feb 14, 2025**

**Governmental Management Services, LLC**  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

# Invoice

Invoice #: 306  
Invoice Date: 2/18/25  
Due Date: 2/18/25  
Case:  
P.O. Number:

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2025		450.00	450.00
<div>Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 2/19/2025 Acct. # 1-320-57200-49700</div>			
<div><b>RECEIVED</b> By Tara Lee at 11:56 am, Feb 24, 2025</div>			

*Alison Moring*  
2-21-25

Total	\$450.00
Payments/Credits	\$0.00
Balance Due	\$450.00

**HERON ISLES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2025**

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<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/9/25	3	T.M.	Removed debris at both playground areas, the front entrance and along the road, walked ponds one and four and removed debris
1/16/25	3.25	T.M.	Removed debris around common areas, roadways, wooden areas and front entrance at the section of homes past the main entrance, walked ponds sixteen and fourteen and removed debris
1/23/25	2	C.D.	Inspected condition of landscaping along Heron Isle Parkway and ponds, inspected lake water condition
1/23/25	1	T.M.	Removed debris around community, inspected community, disposed of debris collected
1/30/25	2	C.D.	Met with two electrical contractors to go over options for lighting installation at the park

<b>TOTAL</b>	<u>11.25</u>
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<b>MILES</b>	<u>0</u>
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\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445



**KILINSKI | VAN WYK**

## **Kilinski | Van Wyk PLLC**

P.O. Box 6386  
Tallahassee, Florida 32314

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

## **INVOICE**

Invoice # 11529  
Date: 02/17/2025  
Due On: 03/19/2025

### **HERON ISLES CDD – 01 GENERAL COUNSEL/MONTHLY MEETING**

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	MGH	01/17/2025	Analyze and provide comments to Comcast terms and conditions and draft easement agreement.	1.20	\$305.00	50.0%	\$183.00
Service	JK	01/22/2025	Prepare letter to district manager to file tax exemption letters and application for purposes of real estate tax exemptions on CDD property.	0.10	\$350.00	-	\$35.00
Service	LG	01/23/2025	Revise ethics training memo for 2025.	0.20	\$350.00	-	\$70.00
Service	LG	01/28/2025	Review and provide comments on XFINITY agreement.	0.60	\$350.00	-	\$210.00
Line Item Discount Subtotal							-\$183.00
Total							\$498.00

### **Detailed Statement of Account**

**Current Invoice**

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
11529	03/19/2025	\$498.00	\$0.00	\$498.00
Outstanding Balance				\$498.00
Total Amount Outstanding				\$498.00

**RECEIVED**

**By Tara Lee at 2:07 pm, Feb 18, 2025**

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

Please pay within 30 days.

**Governmental Management Services, LLC**

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

**Invoice****Invoice #:** 307**Invoice Date:** 3/1/25**Due Date:** 3/1/25**Case:****P.O. Number:****Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees -March 2025		4,689.08	4,689.08
Website Administration - March 2025		112.33	112.33
Information Technology -March 2025		168.50	168.50
Dissemination Agent Services - March 2025		140.42	140.42
Office Supplies		0.30	0.30
Postage		6.90	6.90
Copies		42.45	42.45

**Total** \$5,159.98**Payments/Credits** \$0.00**Balance Due** \$5,159.98**RECEIVED***By Tara Lee at 1:30 pm, Mar 05, 2025*

**Governmental Management Services, LLC**  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

# Invoice

Invoice #: 308  
Invoice Date: 3/1/25  
Due Date: 3/1/25  
Case:  
P.O. Number:

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Management- Heron Isles - March 2025		1,158.25	1,158.25
<i>Alison Moxing</i> 3-4-25			

**RECEIVED**

By Tara Lee at 1:28 pm, Mar 05, 2025

Total	\$1,158.25
Payments/Credits	\$0.00
Balance Due	\$1,158.25





Tallahassee, FL 32308  
2498 Centerville Rd.

**Bill to:**

Heron Isles  
96005 Starlight Ln  
Yulee, FL 32097

**Invoice**

Invoice #: 420014  
Invoice Date: 02/26/2025  
Completed: 02/26/2025  
Terms: Due On Receipt  
Bid#: 8229-2  
Job: 96005 Starlight Ln

[Click Here to Pay Online!](#)

**HiTechFlorida.com**

Description	Qty	Rate	Amount
11885-4 - CCTV System - Heron Isles Playground - 96139 Heron Isles Pkwy, Yulee, FL	1.00	\$20.00	20.00
Hi-Tech Commercial Video 4			0.00
Sales Tax			

**RECEIVED**

By Tara Lee at 9:52 am, Feb 26, 2025

Tech Resolution Note:

Comm Video 4

To review or pay your account online, please visit our online bill payment portal at Hi-Tech Customer Portal. You will need your customer number and billing zip code to create a new login.

Support@hitechflorida.com  
Office: 850-385-7649

<b>Total</b>	\$20.00
<b>Payments</b>	\$-20.00
<b>Balance Due</b>	\$0.00



Tallahassee, FL 32308  
2498 Centerville Rd.

# Invoice

Invoice #: 420159  
Invoice Date: 03/01/2025  
Completed: 03/01/2025  
Terms: Due on Aging Date  
Bid#:

Bill to:  
Heron Isles  
96005 Starlight Ln  
Yulee, FL 32097

96005 Starlight Ln

[Click Here to Pay Online!](#)

HiTechFlorida.com

Description	Qty	Rate	Amount
3-11885-CCTV-1 - CCTV System - Heron Isles - 96119 Heron Isles Parkway, Yulee, FL			
Hi-Tech Commercial Access 1	1.00	\$20.00	20.00
Add-on Access 1	1.00	\$15.00	15.00
Hi-Tech Commercial Video 8	1.00	\$40.00	40.00
HT OVRC Net Pro	1.00	\$25.00	25.00
Hi-Tech Commercial Video 4	1.00	\$20.00	20.00
Sales Tax			0.00

**RECEIVED**

By Tara Lee at 9:30 am, Mar 03, 2025

Tech Resolution Note:

Thank you for choosing Hi-Tech!

To review or pay your account online, please visit our online bill payment portal at Hi-Tech Customer Portal. You will need your customer number and billing zip code to create a new login.

Support@hitechflorida.com  
Office: 850-385-7649

<b>Total</b>	\$120.00
<b>Payments</b>	\$0.00
<b>Balance Due</b>	\$120.00

# INVOICE



Approved  
Chip Dellinger, Operations Manager  
Governmental Management Services  
On behalf of Heron Isles CDD  
Date: 3/4/2025  
Acct. # 1-320-57200-46600

## Service Address

96139 Heron Isles  
Parkway  
Yulee, FL 32097

## Bill To

Heron Isles CDD/  
Riverside  
Management  
Services  
9655 Florida Mining  
Blvd., Building 300,  
Suite 305  
Jacksonville, Florida  
32257  
(904) 239-5305

## Magic Touch Commercial Cleaning Company

82974 Thompson Lane  
Fernandina Beach, FL 32034  
Phone: (904) 335-7027  
Email: [magictouchcompany254@gmail.com](mailto:magictouchcompany254@gmail.com)  
Web: [www.magictouchcompany.com](http://www.magictouchcompany.com)

Payment terms 30 Days  
Invoice # 0000000042  
Date 03/01/2025  
Business / Tax # 83-3950208

## Description

## Total

Bi-weekly Routine Cleaning (Monday&Friday) Trash Pickup (Wednesday)	\$613.00
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Magic Touch Commercial Cleaning Co. offers top-notch commercial cleaning throughout the Duval and Nassau County area. We are insured. We believe that customer service is the key to our success. Magic Touch Commercial Cleaning Co. only hires the most qualified cleaning professionals to take care of your property. We require background checks and provide extensive training to each of our cleaners to ensure quality services are guaranteed.

Our routine cleaning includes, but not limited to:

- (2) Bathrooms (Sanitize and disinfect toilet, sink, bathroom mirrors, sweep/mop floors, fill all dispensers, wipe down baseboards, and interior side of doors)
- (2) Park trash cans (Empty trash cans and sanitize the tops)

In addition to our routine cleaning services, we offer:

- Window Care
- Floor Care
- Pressure Washing

**\*\*Materials include in price\*\***

30 Day Notice Agreement

\$0.00

The parties agree either party may terminate this agreement, with or without cause, upon 30 days written notice to the other at the addresses found in this agreement.

Late Fee Agreement Net30

\$0.00

\*\*Net30. Invoices are sent on the 1st of each month. Payment due on the 30th of the month. If payment is not received within that 30 day period, a late fee of \$50 will be added to the total of the next invoice.\*\*

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Subtotal	\$613.00
<hr/>	
Total	\$613.00

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Notes:

March Services.

RECEIVED

By Tara Lee at 4:34 pm, Mar 04, 2025

# Bob's Backflow & Plumbing Services

4640 Subchaser Ct., Ste 113  
Jacksonville, FL 32244

Phone # (904) 268-8009

Fax # (904) 292-4403

# INVOICE

20437

Invoice Date

3/11/2025

## Bill To

Heron Isles CDD  
c/o GMS/Governmental Mgmt Svcs Inc  
475 West Town Place Suite 114  
St Augustine, FL 32092

## Job Location

Heron Isle Community Development  
Various Address  
Yulee, FL 32097



P.O. Number

Terms

Due Date

Net 30

4/10/2025

Serviced	Description	Quantity	Price Each	Amount
3/6/2025	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider  96320 Starfish Dr 1" Wilkins 975XL2 Serial# ABA86130 - pASSED  96416 Heron Isles Pkwy 1-1/2" Wilkins 975XL2 Serial# ACR5002 - PASSED  96572 Heron Isles Pkwy 1-1/2" Wilkins 975XL2 Serial# ACR4993 - PASSED     Approved Chip Dellinger, Operations Manager Riverside Management Services On behalf of Heron Isles CDD Date: 3.11.2025 Acct. # 1-320-572 46 Miscellaneous repairs and maintenance	3	45.00	135.00
<div><b>RECEIVED</b> <b>By Tara Lee at 4:19 pm, Mar 11, 2025</b></div>				

Thank you for your business. We appreciate your prompt payment.  
Please make checks payable to Bob's Backflow and include your invoice number.

Total	\$135.00
Payments/Credits	\$0.00
Balance Due	\$135.00



Tallahassee, FL 32308  
2498 Centerville Rd.

**Bill to:**

Heron Isles  
96005 Starlight Ln  
Yulee, FL 32097

**Invoice**

**Invoice #:** 420760  
**Invoice Date:** 03/12/2025  
**Completed:** 03/12/2025  
**Terms:** Due On Receipt  
**Bid#:**  
**Job:** 8229-2  
96005 Starlight Ln

[Click Here to Pay Online!](#)

**HiTechFlorida.com**

Description	Qty	Rate	Amount
11885-4 - CCTV System - Heron Isles Playground - 96139 Heron Isles Pkwy, Yulee, FL	1.17	\$20.00	23.33
Hi-Tech Commercial Video 4			0.00
Sales Tax			

**RECEIVED**

**By Tara Lee at 4:29 pm, Mar 12, 2025**

**Tech Resolution Note:**

Video 4 add on for playground cameras.

To review or pay your account online, please visit our online bill payment portal at [Hi-Tech Customer Portal](#). You will need your customer number and billing zip code to create a new login.

**Support@hitechflorida.com**  
**Office: 850-385-7649**

<b>Total</b>	<b>\$23.33</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$23.33</b>



KILINSKI | VAN WYK

## Kilinski | Van Wyk PLLC

P.O. Box 6386  
Tallahassee, Florida 32314

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

## INVOICE

Invoice # 11777  
Date: 03/12/2025  
Due On: 04/11/2025

**RECEIVED**

*By Tara Lee at 3:57 pm, Mar 17, 2025*

### HERON ISLES CDD – 01 GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	MGH	02/03/2025	Review update from District Manager regarding discussions with Comcast; review draft agenda for upcoming Board meeting.	0.30	\$305.00	\$91.50
Service	MGH	02/16/2025	Review and analyze agenda package and materials for Board consideration, including resolution designating officers (and current status of Board seats), meeting minutes, financial statements, proposals for lighting playground parking lot, staff report materials, and related District documents, in preparation for Board meeting.	0.80	\$305.00	\$244.00
Service	LG	02/17/2025	Prepare for Board meeting.	0.40	\$350.00	\$140.00
Service	MGH	02/18/2025	Analyze Comcast documents provided to date, overall status of negotiations, and Board direction needed, in preparation for Board meeting.	0.40	\$305.00	\$122.00
Service	MGH	02/18/2025	Prepare for and attend Board meeting, including call with L. Gentry and D. Laughlin to discuss agenda items.	2.60	\$305.00	\$793.00
Expense	KB	02/18/2025	Travel: Mileage MGH.	40.75	\$0.67	\$27.30
Service	MGH	02/24/2025	Analyze status of ongoing District projects and meeting follow-ups needed; analyze additional documents provided by Comcast.	0.30	\$305.00	\$91.50

Service	JK	02/24/2025	Coordinate with district manager on budget questionnaire and information to inform FY2025-2026 budget documents.	0.10	\$350.00	\$35.00
Service	AH	02/25/2025	Prepare budget approval resolutions.	0.30	\$180.00	\$54.00
<b>Non-billable entries</b>						
Service	LG	02/07/2025	Review draft agenda and status of Comcast agreement.	0.20	<del>\$350.00</del>	<del>\$70.00</del>
<b>Total</b>						<b>\$1,598.30</b>

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
11777	04/11/2025	\$1,598.30	\$0.00	\$1,598.30
<b>Outstanding Balance</b>				<b>\$1,598.30</b>
<b>Total Amount Outstanding</b>				<b>\$1,598.30</b>

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

Please pay within 30 days.





Civil Engineering  
Land Surveying & Mapping  
Permitting  
ADA Consulting

# Invoice

Date	Invoice #
3/14/25	3714

<b>Bill To</b>	
Heron Isles - CDD Attn: Daniel Laughlin Governmental Management Services	
<b>P.O. No</b>	

<b>Yuro &amp; Asssoc. - Job No.</b>
Y19-707

Item	Date	Description	Hours	Rate	Amount
CDD Heron ...	2/18/25	HERON ISLES - FEBRUARY ENGINEERING CDD Meeting	3	145.00	435.00

**RECEIVED**  
By Tara Lee at 12:33 pm, Mar 14, 2025

**Total** \$435.00



# INVOICE

Heron Isles CDD  
9655 Florida Mining Blvd Bldg 300 Ste305  
Jacksonville FL 32257

**Customer #:** 24245977  
**Invoice #:** 9293512  
**Invoice Date:** 4/1/2025  
**Cust PO #:**

Job Number	Description	Amount
346108392	Heron Isles CDD Exterior Maintenance For April	7,278.00
Total invoice amount		7,278.00
Tax amount		
Balance due		7,278.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

*Please detach stub and remit with your payment*

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact [autopay@brightview.com](mailto:autopay@brightview.com) or your branch point of contact for more information on how to sign up on Auto Pay.

## Payment Stub

Customer Account#: 24245977  
Invoice #: 9293512  
Invoice Date: 4/1/2025

<b>Amount Due:</b> \$7,278.00
-------------------------------

*Thank you for allowing us to serve you*

Please reference the invoice # on your check  
and make payable to:

Heron Isles CDD  
9655 Florida Mining Blvd Bldg 300 Ste305  
Jacksonville FL 32257

BrightView Landscape Services, Inc.  
P.O. Box 740655  
Atlanta, GA 30374-0655

**Governmental Management Services, LLC**

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

**Invoice**

Invoice #: 309

Invoice Date: 3/14/25

Due Date: 3/14/25

Case:

P.O. Number:

**Bill To:**

Heron Isles CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2025	17.33	40.00	693.20
Maintenance Supplies		129.65	129.65
<div>Approved Chip Dellinger, Operations Manager Governmental Management Services On behalf of Heron Isles CDD Date: 3/18/2025 Acct. # 1-320-57200-49700</div>			
<div>Alison Mossing 3-21-25</div>			
<b>Total</b>			<b>\$822.85</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$822.85</b>

**HERON ISLES COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF FEBRUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/6/25	2	C.D.	Met with High Tech Florida to give access to restroom, discussed and oversaw installation
2/13/25	3	C.D.	Picked up supplies, removed old cover and GFI, reset breakers, tested for power
2/13/25	3	T.M.	Fixed tow area were light posts were installed the outlets not working, after inspection determined the photosensor was causing the outlet to not work during the day, removed debris throughout the community, inspected area in neighborhood that need attention
2/17/25	3	C.D.	Cameras still not working had to reset, troubleshoot camera system, reset all cameras on poles, ran diagnostics in system, reset operations of cameras
2/20/25	3.05	T.M.	Raked mulch at both playgrounds, blew leaves and debris off common areas sidewalks, cut up fallen tree limbs and disposed of them, removed debris
2/27/25	1	C.D.	Gathered fallen vaneer stones and came up with a repair plan, picked up supplies
2/24/25	2.28	T.M.	Raked mulch at both playground, removed debris throughout community, blew leaves and debris off sidewalks
<b>TOTAL</b>	<u><u>17.33</u></u>		
<b>MILES</b>	<u><u>0</u></u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 3/05/25

**DISTRICT**

HERON ISLES

**DATE****SUPPLIES****PRICE****EMPLOYEE**

1/27/25	Master Lock 2pk	18.95	C.D.
2/13/25	Weather Rated GFI	27.07	C.D.
2/13/25	In Use Gang Cover	12.37	C.D.
2/17/25	Lock Box	48.28	C.D.
2/27/25	Hard Rake	22.98	C.D.

**TOTAL** \$129.65

## *FIFTH ORDER OF BUSINESS*

*A.*

*1.*



## Work Order Proposal



Proposal Date: 4/25/2025

Proposal Work Order #: 78871

Prepared By: WILLIAM FLANNERY

Property Name: Heron Isles CDD

Address: 475 West Town Pl. , Ste. 114, St. Augustine, FL 32092

Client Contact: Chip Dellinger acmanager@gmsnf.com

Client Phone #:

### Entrance Landscape Revamp

#### Landscape Enhancement Proposal – Entrance Boulevard at Heron Isles

This proposal outlines a landscape enhancement plan to improve the overall appearance and health of the plant material along the entrance boulevard at Heron Isles. The focus is on replacing declining plantings and creating a cleaner, more uniform look with low-maintenance and visually appealing selections.

#### Scope of Work:

- Remove and replace failing rose bushes with hardy, low-growing dwarf Schillings holly to provide year-round structure and color consistency.
- Remove select agapanthus near playground area that are underperforming and replace with a combination of Schillings and sod ( for designated areas )
- Install fresh sod in bare or thinning areas where plant material does not exist or is underperforming to create a seamless transition and maintain green coverage.

This enhancement will revitalize the entrance appearance, improve plant health, and simplify long-term maintenance while maintaining a polished, welcoming look for residents and visitors.

DESCRIPTION	QTY	SIZE	UNIT PRICE	EXT PRICE	TOTAL PRICE
-------------	-----	------	------------	-----------	-------------

<b>Site Prep, Debris Disposal, Amendments, Equipment &amp; Clean-Up</b>					<b>\$1,536.43</b>
Site Prep	1.00	LS	\$746.52	\$746.52	
Disposal/Refuse	1.00	LS	\$166.89	\$166.89	
Top Soil	4.00	CY	\$155.76	\$623.02	
<b>Planting</b>					<b>\$10,434.35</b>
Ilex 'Schillings Dwarf' - 7 Gal	118.00	7 Gallon	\$88.43	\$10,434.35	
<b>Sod</b>					<b>\$769.66</b>
St Augustine 'Floritam' Sodding	381.00	SF	\$2.02	\$769.66	
<b>Pinestraw &amp; Mulch</b>					<b>\$4,014.65</b>
Bagged Mulch	300.00	EA	\$13.38	\$4,014.65	
<b>Total for Work Order #78871</b>					<b>\$16,755.09</b>

**Disclaimer:**

**We do not assume responsibility for any pre-existing or unforeseen irrigation issues that may be present at the time of service. While we take care to avoid damage and report visible concerns, any irrigation malfunctions, leaks, or system failures that are not previously identified or visible during our work remain the responsibility of the current landscape provider.**

# TERMS & CONDITIONS

1. Plant Guarantee. The Greenery, Inc. guarantees all plantings we supply and install for one year that are covered under an automated irrigation system and maintained under a continuous maintenance agreement by the Greenery, Inc.. This guarantee does not apply to plants that are lost due to abuse, vandalism, animals, fire, lightning, hail, vehicular damage, freeze, neglect, nor Acts of God.
2. Exclusions. Transplanted materials, annuals and flowers, plants in pots and planters, and all types of Sod are EXCLUDED from the Plant Guarantee.
3. Deer. Damage to or loss of plants due to deer is not covered by any guarantee, expressed or implied. The Greenery, Inc. makes every effort to use deer resistant material; however, due to the increase in their population and their changing habits, the Greenery, Inc. is not responsible for any resultant damage.
4. Tree Work. Stumps from tree removal will be cut to within approximately twelve inches above ground level. Stump grinding or removal is not included unless otherwise specified in this proposal. Wood will be left on the premises where lowered and dropped and will be cut into firewood length (approximately 16 to 24 inches lengthwise) unless specified otherwise in this proposal. Splitting, moving or hauling of wood or wood chips will be performed only if specifically stated in this proposal.
5. Utility Locates. The Greenery Inc. will call in the utility locates before starting the job. It is the responsibility of the Client/Owner to call in any private utilities that are outside normal location utilities. The Greenery Inc. is not responsible for damage to underground irrigation lines, wiring, pipes, utilities, invisible fencing, or lighting systems whose locations are not properly marked.
6. Irrigation Pricing. The existing automated irrigation system is checked at new landscaping areas, adjusted for proper coverage and broken heads and nozzles are replaced as needed. Irrigation adjustments, repairs and additions are billed on a Labor and Materials basis. Labor Rate is \$ 75 / hour. Any irrigation prices included in this bid are an estimation only.
7. New Construction Irrigation Installation. Sleeves under roads and sidewalks must be accurately marked and no deeper than 4 feet below surface grade. A water source must be provided by Client/Owner/Developer prior to commencement of irrigation installation. Any temporary irrigation pipe that needs to be installed to access water source, will be billed in addition. The connection of the backflow device to the water meter is the responsibility of the Client/Owner.
8. Drainage. Any drainage installation is meant to improve conditions, but does not guarantee a complete elimination of issues. Standing water, puddling, saturated soils and washouts may still occur. Additional work may be needed after initial work is completed. Standing water for up to 48 hours after a significant rainfall is typical for the Lowcountry.
9. Access to Jobsite. Client/Owner is to provide all utilities to perform the work. Client/Owner will furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for the performance of the work.
10. Invoicing. Client/Owner will make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event that the completion of work requires more than thirty (30) days, a progress bill will be presented by month end and will be paid within fifteen (15) days upon receipt of invoice.
11. Disclaimer. This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time the proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering and/or certified landscape architectural design services are not included in this agreement and are not provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.
12. Promotional Clause. The client hereby assigns the Contractor the irrevocable and unrestricted right to use and publish photographs of the work performed for editorial, trade, advertising, educational and any other purpose in any manner and medium; to alter the same without restriction; and to copyright the same without restriction. The Client releases all

claim to profits that may arise from use of images.

13. Payment. All unpaid balances over 30 days from date of invoice will be subject to the maximum finance charge allowable by law. The Greenery will be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year) or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing. Failure to make payment when due for completed work may result in a mechanic's lien on the title of your property. Credit card payments are subject to a 3% processing fee.

14. A 50% deposit of the total project cost is required to initiate the work. Please refer to the work order number when making your payment. Upon receipt of the deposit, we will confirm the schedule and begin preparing for the installation.

15. The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.

**Property Name:** Heron Isles CDD  
**Address:** 475 West Town Pl. , Ste. 114, St. Augustine, FL 32092  
**Client Contact:** Chip Dellinger acmanager@gmsnf.com  
**Client Phone #:**

**Proposal Date:** 4/25/2025  
**Proposal Work Order #:** 78871  
**Prepared By:** WILLIAM FLANNERY

**Total:** \$16,755.09  
**Deposit Amount (50%):** \$8,377.55

**The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.**

**By** WILLIAM FLANNERY  
**Date** WILLIAM FLANNERY  
4/25/2025  
**The Greenery, Inc.**

**By** \_\_\_\_\_  
**Date** \_\_\_\_\_



Remove roses  
Install new





Remove roses  
Install new shrubs







Remove existing roses and shrubs

Install new shrubs that are matching





Remove existing roses



A photograph of a landscaped area. A red line is drawn on the ground, outlining a section of the lawn and a flower bed. The flower bed contains several green plants. The text "Remove existing plants" and "Install sod" is written in blue at the top right. The text "64 sq. ft." is written in red in the center of the outlined area. In the background, there is a playground with blue and red equipment, a sign on a black post, and a black car parked on a paved area.

Remove existing plants  
Install sod

64 sq. ft.



A photograph of a garden bed bordered by concrete. The bed is filled with dark mulch and contains several clumps of green plants with yellow flowers. A red line is drawn around the perimeter of the garden bed. In the top right corner, blue text reads "Remove plants" and "Install sod". In the center, red handwritten text reads "45" and "30 Ft".

Remove plants  
Install sod

45  
30 Ft





80  
32 FT.

Remove plants  
Install sod



A photograph of a lawn area. A red line is drawn on the grass, outlining a rectangular area. Inside this area, there is a small, dark green shrub. The text "36 Sq. Ft." is written in red, handwritten-style font across the middle of the outlined area. In the foreground, there is a concrete sidewalk. The background shows a road and some trees.

36 Sq. Ft.

Remove shrub  
Install sod





Remove existing plants  
New shrubs



Remove existing roses  
Install new shrubs





Remove existing roses  
Install new shrubs





Remove existing roses  
Install new shrubs





A photograph of a roadside planting area. A concrete curb separates a dark asphalt road from a mulched planting bed. The road has a white arrow pointing left. The planting bed is filled with dark brown mulch. A row of red circles is drawn on the mulch, indicating where to remove existing roses and install new shrubs. The circles are of varying sizes, with the largest ones in the foreground and smaller ones further back. A small, rounded green shrub is visible at the far end of the planting bed. The text "Remove existing roses" and "Install new shrubs" is overlaid in blue on the right side of the image.

Remove existing roses  
Install new shrubs



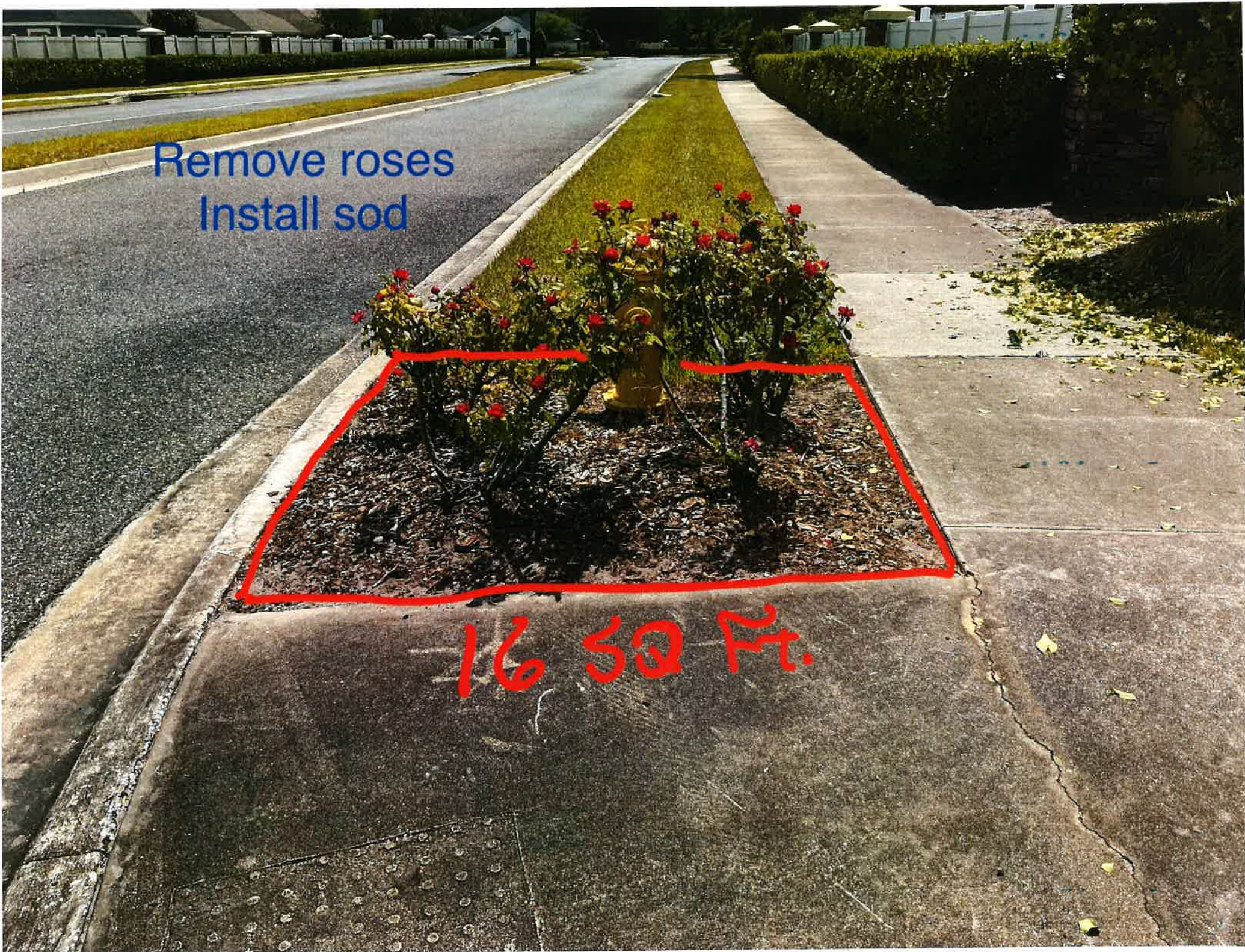
Install new shrubs





Remove roses  
Install sod

16 sq Ft.





Remove roses  
Install shrubs







Remove roses  
Install shrubs



Remove roses  
Install sod

35 32.FT.





Remove roses  
Install sod

35 32.5 ft.





Remove roses  
Install sod

35 SQ. FT.



Install sod

35 SQ. FT.



2.

## Work Order Proposal



**Proposal Date:** 4/25/2025  
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Ilex 'Schillings Dwarf' - 3 Gal	118.00	3 Gallon	\$29.50	\$3,480.46	
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Bagged Mulch	300.00	EA	\$13.38	\$4,014.65	
<b>Total for Work Order #78871</b>					<b>\$9,801.20</b>

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12. Promotional Clause. The client hereby assigns the Contractor the irrevocable and unrestricted right to use and publish photographs of the work performed for editorial, trade, advertising, educational and any other purpose in any manner and medium; to alter the same without restriction; and to copyright the same without restriction. The Client releases all

claim to profits that may arise from use of images.

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**Property Name:** Heron Isles CDD  
**Address:** 475 West Town Pl. , Ste. 114, St. Augustine, FL 32092  
**Client Contact:** Chip Dellinger acmanager@gmsnf.com  
**Client Phone #:**

**Proposal Date:** 4/25/2025  
**Proposal Work Order #:** 78871  
**Prepared By:** WILLIAM FLANNERY

**Total:** \$9,801.20  
**Deposit Amount (50%):** \$4,900.60

**The pricing outlined in this proposal is valid for 60 days from the date of issue. After this period, the proposal may be subject to revision based on market conditions and material costs.**

**By** WILLIAM FLANNERY  
**Date** WILLIAM FLANNERY  
4/25/2025  
**The Greenery, Inc.**

**By** \_\_\_\_\_  
**Date** \_\_\_\_\_

*B.*

## Proposal for Extra Work at Heron Isles CDD

Property Name	Heron Isles CDD	Contact	Daniel Laughlin
Property Address	96005 Starlight Ln Yulee, FL 32097	To	Heron Isles CDD
		Billing Address	9655 Florida Mining Blvd Bldg 300 Ste305 Jacksonville, FL 32257
Project Name	Heron Isles Columns		
Project Description	Install landscape around the columns to include around landscape lights		

### Scope of Work

QTY	UoM/Size	Material/Description	Total
<b>North side</b>			<b>\$2,450.23</b>
1.00	LUMP SUM	Mobilization and prep the area by sod cutting for bed space	
15.00	EACH	Loropetalum 3 gal. installed	
20.00	EACH	Jack Frost Ligustrum 3 gal. installed	
18.00	EACH	Liriope 'Super Blue' 1 gal. installed	
20.00	BAG	Mini pine bark bags installed	
1.00	EACH	Irrigation modifications	
<b>South side</b>			<b>\$1,689.40</b>
1.00	LUMP SUM	Mobilization and prep the area by sod cutting for bed space	
20.00	EACH	Jack Frost Ligustrum 3 gal. installed	
18.00	EACH	Liriope 'Super Blue' 1 gal. installed	
20.00	BAG	Mini pine bark bags installed	
1.00	EACH	Irrigation modifications	

For internal use only

**SO#** 8654004  
**JOB#** 346108392  
**Service Line** 130

**Total Price** \$4,139.63

#### THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014  
Enhancement Manager  
Certified Arborist #FL-6354A  
Certified Pest Control Operator JF95758



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11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

Enhancement Manager

Certified Arborist #FL-6354A

Certified Pest Control Operator JF95758

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

**Property Manager**

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Daniel Laughlin**

**May 13, 2025**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**BrightView Landscape Services, Inc. "Contractor"**

**Enhancement Manager**

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Jen Mabus**

**May 13, 2025**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Job #: 346108392**

**SO #: 8654004**

**Proposed Price: \$4,139.63**

# Heron Isles Landscape Enhancements





Before – turf around columns



After – Loropetalum, Jack Frost Ligustrum, and Liriope





Loropetalum – purple foliage, pink flowers



Jack Frost Ligustrum – yellow and green variegated foliage



Liriope 'Super Blue'

*C.*



## Proposal for Extra Work at Heron Isles CDD

Property Name	Heron Isles CDD	Contact	Daniel Laughlin
Property Address	96005 Starlight Ln Yulee, FL 32097	To	Heron Isles CDD
		Billing Address	9655 Florida Mining Blvd Bldg 300 Ste305 Jacksonville, FL 32257
Project Name	Pine straw installation in entrances, common areas.		
Project Description	Install 475 bales of pine straw		

### Scope of Work

QTY	UoM/Size	Material/Description
475.00	EACH	Install bales of pine straw in entrances, common beds, tree rings. (does not include long hedge rows with little bed space)

For internal use only

**SO#** 8669794  
**JOB#** 346108392  
**Service Line** 160

**Total Price** \$6,942.93

#### THIS IS NOT AN INVOICE

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Enhancement Manager

Certified Arborist #FL-6354A

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Enhancement Manager

Certified Arborist #FL-6354A

Certified Pest Control Operator JF95758



## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

**Property Manager**

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Daniel Laughlin**

**May 13, 2025**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**BrightView Landscape Services, Inc. "Contractor"**

**Enhancement Manager**

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Jen Mabus**

**May 13, 2025**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Job #: 346108392**

**SO #: 8669794**

**Proposed Price: \$6,942.93**

*D.*

## Proposal for Extra Work at Heron Isles CDD

Property Name	Heron Isles CDD	Contact	Daniel Laughlin
Property Address	96005 Starlight Ln Yulee, FL 32097	To	Heron Isles CDD
		Billing Address	9655 Florida Mining Blvd Bldg 300 Ste305 Jacksonville, FL 32257
Project Name	Playground certified mulch		
Project Description	Install certified playground mulch in 2 playgrounds (total of 50 cy)		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Install certified playground mulch in 2 locations. Total of 50 cy	\$4,200.00	\$4,200.00

For internal use only

**SO#** 8570432  
**JOB#** 346108392  
**Service Line** 160

**Total Price** \$4,200.00

#### THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014  
 Enhancement Manager  
 Certified Arborist #FL-6354A  
 Certified Pest Control Operator JF95758

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President

11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

Enhancement Manager

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4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
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Customer

**Property Manager**

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Daniel Laughlin**  
Printed Name

**May 14, 2025**  
Date

**BrightView Landscape Services, Inc. "Contractor"**

**Enhancement Manager**

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Jen Mabus**  
Printed Name

**May 14, 2025**  
Date

**Job #: 346108392**

**SO #: 8570432**

**Proposed Price: \$4,200.00**

*E.*



## Governmental Management Services

*Serving Florida's New Communities*

May 8, 2025

Daniel Laughlin  
Heron Isles Community Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092

Re: Janitorial Services

Dear Daniel:

Please consider this proposal for Governmental Management Services to provide the following service for Heron Isles Community Development District:

<b><u>Services</u></b>	<b><u>FY 2025 Budget</u></b>	<b><u>FY 2025 Proposed Fee</u></b>
Janitorial Service	\$7,400	\$6,900

See Exhibit A for Scope of Services.

The ownership and management at Governmental Management Services would like to thank the Board of Supervisors in advance for your consideration of our request to provide the outlined services for your community.

Sincerely,

*Alison Mossing*

Alison Mossing

Vice President



# Governmental Management Services

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*Serving Florida's New Communities*

## Exhibit A

### Scope of Services

#### Janitorial

- Bathrooms (2)
  - Sanitize and disinfect toilets, sinks and bathroom mirrors
  - Sweep and mop floors
  - Fill all dispensers
- Park Trash Cans (2)
  - Empty trash cans and sanitize the tops
- Frequency: 1 Visit Per Week

Orlando  
219 E. Livingston St.  
Orlando, FL 32801

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

Palm Coast  
393 Palm Coast Pkwy SW, #4  
Palm Coast, FL 32137

Ft. Lauderdale  
5385 N. Nob Hill Rd.  
Sunrise, FL 33351

Tampa  
18842 N. Dale Mabry Hwy  
Lutz, FL 33548

Knoxville  
1001 Bradford Way  
Kingston, TN 37763



## *SIXTH ORDER OF BUSINESS*

# ***Heron Isles***

## ***Community Development District***



## ***Proposed Budget***

### ***FY 2026***

**May 20, 2025**



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3-5	<u>Narratives</u>
6	<u>Debt Service Fund Series 2017</u>
7-8	<u>Series 2017 A1/A2 Amortization Schedule</u>
9	<u>Capital Reserve Fund</u>
10	<u>Assessment Schedule</u>



**Heron Isles**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
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**REVENUES:**

Special Assessments - On Roll	\$412,343	\$409,410	\$2,930	\$412,341	\$412,343
Interest/Miscellaneous Income	6,000	11,890	12,576	24,466	10,000
Access Key Cards	100	-	-	-	100
Carry Forward Surplus	-	-	-	-	13,193

<b>TOTAL REVENUES</b>	<b>\$418,443</b>	<b>\$421,300</b>	<b>\$15,506</b>	<b>\$436,806</b>	<b>\$435,636</b>
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**EXPENDITURES:**

**Administrative:**

Supervisor Fees	\$4,000	\$1,200	\$2,000	\$3,200	\$4,000
FICA Taxes	306	92	153	245	306
Engineer	4,000	3,980	3,045	7,025	7,200
Attorney	18,000	6,293	11,707	18,000	18,000
Annual Audit	3,460	-	3,460	3,460	3,460
Assessment Administration	7,950	7,950	-	7,950	8,348
Dissemination Agent	1,685	843	843	1,685	1,769
Trustee Fees	3,800	-	3,717	3,717	4,080
Management Fees	56,269	28,134	28,135	56,269	59,082
Information Technology	2,022	1,011	1,011	2,022	2,123
Website Maintenance	1,348	674	674	1,348	1,415
Telephone	200	8	142	150	200
Postage & Delivery	800	167	60	227	800
Meeting Room Rental	300	-	150	150	300
General Liability and Public Officials Insurance	22,795	16,779	-	16,779	19,928
Printing & Binding	600	119	270	389	600
Legal Advertising	3,200	-	1,000	1,000	3,200
Other Current Charges	7,400	6,559	250	6,809	7,400
Office Supplies	100	2	10	12	100
Dues, Licenses & Subscriptions	175	175	-	175	175

<b>TOTAL ADMINISTRATIVE</b>	<b>\$138,411</b>	<b>\$73,985</b>	<b>\$56,628</b>	<b>\$130,613</b>	<b>\$142,486</b>
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***Operations & Maintenance***

**Utility**

Electric	\$35,750	\$16,190	\$16,800	\$32,990	\$35,750
Water & Sewer	14,000	4,950	8,962	13,913	14,700

<b>Total Utility</b>	<b>\$49,750</b>	<b>\$21,140</b>	<b>\$25,762</b>	<b>\$46,902</b>	<b>\$50,450</b>
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**Contract Services**

Landscape Maintenance (Brightview Landscaping)	\$87,336	\$43,668	\$43,668	\$87,336	\$89,956
Landscape Contingency	15,000	2,310	12,690	15,000	15,000
Irrigation Maintenance	8,500	492	8,008	8,500	8,500
Lake Maintenance (Future Horizons)	9,243	4,402	4,402	8,803	9,243
Janitorial Services (Magic Touch)	7,400	3,678	3,678	7,356	7,400
Facility Management	13,899	6,950	6,950	13,899	14,594
Security Services	-	786	720	1,506	1,440
Pest Control Services (Naders Pest Raiders)	350	-	264	264	350
Holiday Decorations	1,500	-	1,500	1,500	1,500

<b>Total Utility</b>	<b>\$143,228</b>	<b>\$62,285</b>	<b>\$81,879</b>	<b>\$144,164</b>	<b>\$147,983</b>
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**Heron Isles**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<b><u>Repair and Maintenance</u></b>					
Facility Repairs	\$17,500	\$6,289	\$11,211	\$17,500	\$17,500
Miscellaneous Repairs & Maintenance	7,500	135	7,365	7,500	7,500
Road and Drainage Repairs	5,000	-	2,500	2,500	5,000
Contingency	-	-	17,380	17,380	-
<b>Total Repair and Maintenance</b>	<b>\$30,000</b>	<b>\$6,424</b>	<b>\$38,456</b>	<b>\$44,880</b>	<b>\$30,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$361,389</b>	<b>\$163,835</b>	<b>\$202,724</b>	<b>\$366,559</b>	<b>\$370,920</b>
<b><u>Other Sources/(Uses)</u></b>					
Capital Reserve - Transfer Out	\$(57,054)	\$-	\$(57,054)	\$(57,054)	\$(64,717)
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$(57,054)</b>	<b>\$-</b>	<b>\$(57,054)</b>	<b>\$(57,054)</b>	<b>\$(64,717)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$-</b>	<b>\$257,465</b>	<b>\$(244,272)</b>	<b>\$13,193</b>	<b>\$-</b>

**Heron Isles**  
**Community Development District**  
**Budget Narrative**

**REVENUES**

**Special Assessments-Tax Roll**

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

**Interest/Miscellaneous Income**

The District earns interest on the monthly average collected balance for each of their investment accounts.

**Access Key Card**

The District will collect fees for replacement of access cards at \$10 each.

**Expenditures - Administrative**

**Supervisors Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend.

**FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Engineering**

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

**Attorney**

The District's Attorney, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

**Annual Audit**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees.

**Assessment Roll Administration**

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

**Dissemination Agent**

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

**Trustee Fees**

The District bonds will be held and administered by a Trustee. This represents the trustee annual fee.

**Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Information Technology**

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services, LLC.

**Website Maintenance**

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

**Telephone**

Internet, phone and Wi-Fi service for Office.

**Postage and Delivery**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Meeting Room Rental**

This item includes the cost to rent a boardroom for the Heron Isles Community Development District supervisor meetings. The rental fees are based on the quarterly meetings.



# Heron Isles

## Community Development District

### Budget Narrative

#### Expenditures - Administrative (continued)

##### General Liability and Public Officials Insurance

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based on estimated premium.

##### Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

##### Legal Advertising

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

##### Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

##### Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

##### Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

#### Expenditures - Operations Utilities

##### Electric

This item includes the cost of electricity for Heron Isles CDD that will be provided by FPL.

Location	Account #	Monthly	Annual
100 Heron Isles Pkwy	55251-34119	\$2,430	\$29,160
96139 Heron Isles Pkwy	89411-73059	\$80	\$960
96116 Heron Isles Pkwy	15371-18034	\$55	\$660
96103 Heron Isles Pkwy	79367-06030	\$30	\$360
96443 Heron Isles Pkwy #IRR	62356-51129	\$30	\$360
96638 Heron Isles Pkwy #IRR	62602-83129	\$30	\$360
96148 Heron Isles Pkwy	59739-27030	\$30	\$360
96331 Starfish Dr entwall	39110-92496	\$30	\$360
961164 Heron Isles Pkwy #IRR	17007-82129	\$30	\$360
928 Chester Rd # Entrance	62761-04061	\$30	\$360
Contingency		\$204	\$2,450
<b>Total Electric</b>		<b>\$2,979</b>	<b>\$35,750</b>

##### Water & Sewer

This item includes the cost of water and/or sewer from JEA.

Location	Account #	Monthly	Annual
928 Chester Rd Apt IR01	83714954	\$130	\$1,560
96059 Heron Isles PY-Sewer	82505651	\$120	\$1,440
96059 Heron Isles PY-Water	82505651	\$70	\$840
96259 Heron Isles PY	83582184	\$70	\$840
96320 Starfish Dr	67059090	\$140	\$1,680
96416 Heron Isles PY	67133229	\$300	\$3,600
96572 Heron Isles PY	67133293	\$150	\$1,800
Contingency		\$245	\$2,940
<b>Total Water &amp; Sewer</b>		<b>\$1,225</b>	<b>\$14,700</b>

**Heron Isles**  
**Community Development District**  
**Budget Narrative**

<b>Expenditures – Operations Contract Services</b>
--

**Landscape Maintenance**

Landscape services are to maintain the common areas within the District. The District has contracted with Brightview Landscape Services, Inc to provide these services.

**Landscape Contingency**

Other Landscape service cost such as tree trimmings, tree and plant disposal and replacements.

**Irrigation Maintenance**

Irrigation services are to maintain the common areas within the District. The District has contracted with Brightview Landscape for these services. The contract provides for a 30 day termination.

**Lake Maintenance**

The District has a contract with Future Horizons, Inc. who provide monthly water management services to all the lakes throughout the District.

**Janitorial Services**

The District has a contract with Magic Touch Commercial Cleaning Co for the District janitorial services and for trash removal services.

**Facility Management**

Management Fees include managing, supervising, and coordinating the management, operation and maintenance. The District has a contract with Governmental Management Services, LLC to provide these services.

**Security**

The District uses HiTech Systems to provide CCTV for video security monitoring.

**Pest Control**

The District has a contract with Naders Pest Raiders for termite warranty.

**Holiday Decorations:**

Represents estimated costs for the District to decorate the amenity center throughout the Fiscal Year.

<b>Expenditures – Repair and Maintenance</b>
--

**Facility Repairs**

Repairs and maintenance for the District's common areas.

**Miscellaneous Repairs and Maintenance**

Repairs and maintenance for the District's common ground areas.

**Road and Drainage Repairs**

Estimate for repairs and maintenance of the roadway and drainage system.

<b>Expenditures – Reserves</b>
--------------------------------

**Capital Reserve**

Represents any Capital expenditures the District may need outside of the regular maintenance. The funds are transferred to Capital Reserve Account and used to fund minor construction or improvements to District property. This includes renovations, repairs, parking lot expansion, or road repairs.

**Heron Isles**  
**Community Development District**  
**Proposed Budget**  
**Debt Service Series 2017A1 & A2 Special Assessment Bonds**

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
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**REVENUES:**

Special Assessments-On Roll	\$221,115	\$219,544	\$1,571	\$221,115	\$221,115
Interest Earnings	6,000	4,155	3,088	7,243	6,000
Carry Forward Surplus <sup>(1)</sup>	78,163	79,392	-	79,392	94,344
<b>TOTAL REVENUES</b>	<b>\$305,279</b>	<b>\$303,092</b>	<b>\$4,659</b>	<b>\$307,751</b>	<b>\$321,460</b>

**EXPENDITURES:**

**Series 2017A1**

Interest 11/1	\$22,703	\$22,703	\$-	\$22,703	\$21,456
Interest 5/1	22,703	-	22,703	22,703	21,456
Principal 5/1	105,000	-	105,000	105,000	105,000

**Series 2017A2**

Interest 11/1	14,000	14,000	-	14,000	12,000
Interest 5/1	14,000	-	14,000	14,000	12,000
Principal 5/1	35,000	-	35,000	35,000	35,000
Prepayment 5/1	-	-	5,000	5,000	-

<b>TOTAL EXPENDITURES</b>	<b>\$213,406</b>	<b>\$36,703</b>	<b>\$176,703</b>	<b>\$213,406</b>	<b>\$206,913</b>
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**Other Sources/(Uses)**

Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

<b>TOTAL EXPENDITURES</b>	<b>\$213,406</b>	<b>\$36,703</b>	<b>\$176,703</b>	<b>\$213,406</b>	<b>\$206,913</b>
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<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$91,872</b>	<b>\$266,389</b>	<b>\$(172,044)</b>	<b>\$94,344</b>	<b>\$114,547</b>
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<sup>(1)</sup> Carry Forward is Net of Reserve Requirement

A-1 Interest Due 11/1/26	\$20,143.75
A-2 Interest Due 11/1/26	\$11,125.00
	<u>\$31,268.75</u>



# Heron Isles

## Community Development District

Series 2017A-1 Capital Improvement Revenue Refunding Bonds (Senior Bonds)

### AMORTIZATION SCHEDULE

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/25	1,370,000.00		-	21,456.25	21,456.25
05/01/26	1,370,000.00		105,000.00	21,456.25	
11/01/26	1,265,000.00		-	20,143.75	146,600.00
05/01/27	1,265,000.00		105,000.00	20,143.75	
11/01/27	1,160,000.00		-	18,765.63	143,909.38
05/01/28	1,160,000.00		115,000.00	18,765.63	
11/01/28	1,045,000.00		-	17,184.38	150,950.01
05/01/29	1,045,000.00		115,000.00	17,184.38	
11/01/29	930,000.00		-	15,387.50	147,571.88
05/01/30	930,000.00		120,000.00	15,387.50	
11/01/30	810,000.00		-	13,512.50	148,900.00
05/01/31	810,000.00		125,000.00	13,512.50	
11/01/31	685,000.00		-	11,559.38	150,071.88
05/01/32	685,000.00		130,000.00	11,559.38	
11/01/32	555,000.00		-	9,365.63	150,925.01
05/01/33	555,000.00		135,000.00	9,365.63	
11/01/33	420,000.00		-	7,087.50	151,453.13
05/01/34	420,000.00		135,000.00	7,087.50	
11/01/34	285,000.00		-	4,809.38	146,896.88
05/01/35	285,000.00		140,000.00	4,809.38	
11/01/35	145,000.00		-	2,446.88	147,256.26
05/01/36	145,000.00		145,000.00	2,446.88	
11/1/36	-				147,446.88
<b>Total</b>			<b>\$1,370,000</b>	<b>\$283,438</b>	<b>\$1,653,438</b>

# Heron Isles

## Community Development District

Series 2017A-2 Capital Improvement Revenue Refunding Bonds (Subordinate Bonds)

### AMORTIZATION SCHEDULE

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/25	480,000.00	5.000%	-	12,000.00	12,000.00
05/01/26	480,000.00	5.000%	35,000.00	12,000.00	
11/01/26	445,000.00	5.000%	-	11,125.00	58,125.00
05/01/27	445,000.00	5.000%	35,000.00	11,125.00	
11/01/27	410,000.00	5.000%	-	10,250.00	56,375.00
05/01/28	410,000.00	5.000%	35,000.00	10,250.00	
11/01/28	375,000.00	5.000%	-	9,375.00	54,625.00
05/01/29	375,000.00	5.000%	40,000.00	9,375.00	
11/01/29	335,000.00	5.000%	-	8,375.00	57,750.00
05/01/30	335,000.00	5.000%	40,000.00	8,375.00	
11/01/30	295,000.00	5.000%	-	7,375.00	55,750.00
05/01/31	295,000.00	5.000%	45,000.00	7,375.00	
11/01/31	250,000.00	5.000%	-	6,250.00	58,625.00
05/01/32	250,000.00	5.000%	45,000.00	6,250.00	
11/01/32	205,000.00	5.000%	-	5,125.00	56,375.00
05/01/33	205,000.00	5.000%	50,000.00	5,125.00	
11/01/33	155,000.00	5.000%	-	3,875.00	59,000.00
05/01/34	155,000.00	5.000%	50,000.00	3,875.00	
11/01/34	105,000.00	5.000%	-	2,625.00	56,500.00
05/01/35	105,000.00	5.000%	50,000.00	2,625.00	
11/01/35	55,000.00	5.000%	-	1,375.00	54,000.00
05/01/36	55,000.00	5.000%	55,000.00	1,375.00	
					56,375.00
<b>Total</b>			<b>\$480,000</b>	<b>\$155,500</b>	<b>\$635,500</b>

**Heron Isles**  
**Community Development District**  
**Proposed Budget**  
**Capital Reserve Fund**

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<b><u>REVENUES:</u></b>					
Capital Reserve-Transfer In	\$57,054	\$-	\$57,054	\$57,054	\$64,717
Interest Income	100	1,906	2,400	4,306	2,400
Carry Forward Balance	179,563	158,948	-	158,948	201,713
<b>TOTAL REVENUES</b>	<b>\$236,717</b>	<b>\$160,854</b>	<b>\$59,454</b>	<b>\$220,308</b>	<b>\$268,830</b>
<b><u>EXPENDITURES:</u></b>					
<b><u>Capital Outlay</u></b>					
Capital Outlay	\$-	\$5,850	\$-	\$5,850	\$-
Repair & Maintenance	-	12,450	-	12,450	-
Other Current Charges	-	42	252	294	500
<b>TOTAL EXPENDITURES</b>	<b>\$-</b>	<b>\$18,342</b>	<b>\$252</b>	<b>\$18,594</b>	<b>\$500</b>
<b><u>Other Sources/(Uses)</u></b>					
Transfer In (Out)	\$-	\$-	\$-	\$-	\$-
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$236,717</b>	<b>\$142,511</b>	<b>\$59,202</b>	<b>\$201,713</b>	<b>\$268,330</b>



# Heron Isles

## Community Development District

### Non-Ad Valorem Assessments Comparison 2025-2026

Neighborhood	O&M Units	Bonds 2017 Units	Annual Maintenance Assessments			Annual Debt Assessments			Total Assessed Per Unit		
			FY 2026	FY2025	Increase/ (decrease)	FY 2026	FY2025	Increase/ (decrease)	FY 2026	FY2025	Increase/ (decrease)
Single Family	748	531	<b>\$593</b>	\$593	<b>\$0</b>	<b>\$447</b>	\$447	<b>\$0</b>	<b>\$1,040</b>	\$1,040	<b>\$0</b>
Single Family*	0	1	<b>\$593</b>	\$593	<b>\$0</b>	<b>\$242</b>	\$242	<b>\$0</b>	<b>\$835</b>	\$835	<b>\$0</b>
Total	748	532									
*Single Family unit for 2017 has a partial paydown.											

**OPTION 1:**  
**ASSESSMENT INCREASE**

## RESOLUTION 2025-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERON ISLES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2025/2026; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 190, 170, AND/OR 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Heron Isles Community Development District (“**District**”) prior to June 15, 2025, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**Fiscal Year 2025/2026**”); and

**WHEREAS**, it is in the best interest of the District to fund the administrative and operations services (together, “**Services**”) set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 190, 170, and/or 197, *Florida Statutes* (“**Assessments**”), as set forth in the preliminary assessment roll included within the Proposed Budget; and

**WHEREAS**, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

**WHEREAS**, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

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

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2025/2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. DECLARING ASSESSMENTS.** Pursuant to Chapters 190, 170, and/or 197, *Florida Statutes*, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the “**District’s Office**,” 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District’s Office. If levied pursuant to Chapter 170, *Florida Statutes*, the Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2025, or, if levied pursuant to the *Uniform Method* as set forth in Chapter 197, *Florida Statutes*, the Assessments shall be collected on the tax roll of Nassau County, Florida, and paid as directed therein.

**3. SETTING PUBLIC HEARINGS.** Pursuant to Chapters 170, 190, and 197, *Florida Statutes*, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:



DATE: August 19, 2025  
HOUR: 5:00 p.m.  
LOCATION: Blackrock Baptist Church  
96362 Blackrock Road  
Yulee, Florida 32097

**4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Nassau County at least sixty (60) days prior to the hearing set above.

**5. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two (2) days before the budget hearing date as set forth in Section 3, and to ensure the Proposed Budget remains on the website for at least forty-five (45) days.

**6. PUBLICATION OF NOTICE.** Notice of the public hearings shall be published in the manner prescribed in Florida law.

**7. 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.

**8. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 20TH DAY OF MAY 2025.**

ATTEST:

**HERON ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_Chairman

**Exhibit A:** Proposed Budget

**OPTION 2:**  
**NO ASSESSMENT INCREASE**

## RESOLUTION 2025-04

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERON ISLES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2025/2026 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Heron Isles Community Development District (“**District**”) prior to June 15, 2025, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**Fiscal Year 2025/2026**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2025/2026 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	August 19, 2025
HOUR:	5:00 p.m.
LOCATION:	Blackrock Baptist Church 96362 Blackrock Road Yulee, Florida 32097

**3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Nassau County at least sixty (60) days prior to the hearing set above.

**4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least forty-five (45) days.

**5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**6. 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.

**7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 20<sup>TH</sup> DAY OF MAY 2025.**

ATTEST:

**HERON ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_Chairman

**Exhibit A:**      Proposed Budget



## *SEVENTH ORDER OF BUSINESS*

**RESOLUTION 2025-05**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE  
HERON ISLES COMMUNITY DEVELOPMENT DISTRICT  
RE-DESIGNATING THE PRINCIPAL HEADQUARTERS OF THE  
DISTRICT; RE-DESIGNATING THE LOCATION OF THE LOCAL  
DISTRICT RECORDS OFFICE; AND PROVIDING AN  
EFFECTIVE DATE.**

**WHEREAS**, the Heron Isles 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 Nassau County, Florida; and

**WHEREAS**, the District desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District; and

**WHEREAS**, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

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

**SECTION 1.** The District’s principal headquarters for the purpose of establishing proper venue are in Nassau County, Florida.

**SECTION 2.** The District’s local records office shall be located at 85287 Majestic Walk Boulevard, Fernandina Beach, Florida 32034.

**SECTION 3.** This Resolution shall take effect May 20, 2025.

**PASSED AND ADOPTED THIS 20TH DAY OF MAY 2025.**

ATTEST:

**HERON ISLES COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

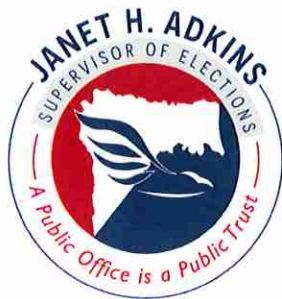
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Chairperson / Vice Chairperson  
Board of Supervisors

## *NINTH ORDER OF BUSINESS*

*D.*





904.491.7500

96135 Nassau Place, Suite 3  
Yulee, FL 32097

info@votenassaufl.gov  
www.VoteNassaufl.gov

April 15, 2025

Mr. Daniel Laughlin  
District Manager  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

RE: Heron Isles Community Development District

Dear Mr. Laughlin,

In accordance with FS 190.006, we are providing you with the following information that as of April 15, 2025, there are 1,341 registered voters within Heron Isles Community Development District's boundaries.

Should you have questions, please do not hesitate to contact us.

Sincerely,

Janet H. Adkins  
Nassau County Supervisor of Elections

Para solicitar este documento en español, llame a nuestra oficina al 904.491.7500

*E.*

*1.*



# HERON ISLES CDD

## OPERATIONS REPORT

MAY 20, 2025

Prepared by Chip Dellinger

### Landscaping

- GMS trimmed back wax myrtles overgrowing Heron Isles sign.
- GMS removed large wax myrtles by irrigation pump. Filled void on opposite side of field.
- GMS will be closely monitoring landscaping maintenance as well as weekly communications with crew leads.

### Restrooms/Parks

- GMS staff is routinely leveling the playground mulch.
- GMS repaired playground feature. New hardware installed.
- Security activity being monitored by GMS to address concerns.
- GMS staff is collecting trash around parks and fields.
- GMS is monitoring janitorial services.

### Community Entrance

- Secured and replaced all fallen veneer stones on north entrance monument at Chester entrance.
- GMS pressure washed white vinyl fence along Blackrock entrance.
- GMS repaired damaged fence panels along Blackrock entrance.



## Conclusion

- If there are any additional concerns or comments, please contact me at [cdellinger@gmsnf.com](mailto:cdellinger@gmsnf.com) or at 904 631 5135.



2.

**Heron Isles CDD Treat Sheet****Date:** 4-10-25**Weather:** Cloudy**Winds:** 5-8 MPH

<u>Lake</u>	<u>Plants Treated</u>	<u>Trash Pickup</u>	<u>Chemical Used</u>
1	Algae, Shoreline	Yes	Copper Sulfate, Aquaneat, Triclopyr 3
2	Algae	Yes	Copper Sulfate
3	Algae	Yes	Copper Sulfate
4	Roadgrass, Shoreline	No	Hardball, Aquaneat, Triclopyr 3
5	Shoreline	No	Aquaneat, Triclopyr
6	Algae	No	Hyd 191
7	None	Yes	None
8	None	Yes	None
9	None	Yes	None
10	None	Yes	None
11	None	No	None
12	None	Yes	None
13	None	Yes	None
14	None	Yes	None
15	Shoreline	Yes	Aquaneat, Triclopyr 3
16	Shoreline	Yes	Aquaneat, Triclopyr 3
17	Shoreline	Yes	Aquaneat, Triclopyr 3
18	<b>No Treat</b>	<b>No</b>	<b>Maintained by Blackrock Park</b>
19	Shoreline	Yes	Aquaneat, Triclopyr 3
20	None	Yes	None
21	Shoreline	Yes	Aquaneat, Triclopyr 3
22	Plankton	Yes	FL 909
23	None	Yes	None

**Comments:** None