

# **ARBORS**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**May 5, 2025**

**BOARD OF SUPERVISORS  
REGULAR MEETING  
AGENDA**

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

# **AGENDA**

# **LETTER**

**Arbors Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

April 28, 2025

Board of Supervisors  
Arbors Community Development District

**ATTENDEES:**

Please identify yourself each  
time you speak to facilitate  
accurate transcription of  
meeting minutes.

**NOTE: Meeting Time**

Dear Board Members:

The Board of Supervisors of the Arbors Community Development District will hold a Regular Meeting on May 5, 2025 at 4:00 p.m., at the Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2025-08, Approving the Proposed Budget 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
4. Consideration of Resolution 2025-09, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Fiscal Year 2025/2026 and Providing for an Effective Date
5. Consideration of Resolution 2025-10, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an effective Date
6. Consideration of Resolution 2025-11, Electing Felix Rodriguez as Assistant Secretary of the District, and Providing for an Effective Date
7. Consideration of BrightView Landscape Services Proposals for Extra Work
  - A. SO# 8661236, \$16,250.00 [Mulching Main Roadway Leading to Amenity and Amenity]
  - B. SO# 8659840, \$20,320.34 [Proposal Throughout]
8. Ratification of Resolution [DEBT RESERVE RELEASE]
9. Acceptance of Unaudited Financial Statements as of March 31, 2025

10. Approval of March 3, 2025 Regular Meeting Minutes

11. Staff Reports

A. District Counsel: *Kutak Rock LLP*

B. District Engineer: *Dunn & Associates, Inc.*

C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: July 11, 2025 at 4:00 PM [Budget Adoption Hearing]

○ QUORUM CHECK

|        |                |                                    |                                |                             |
|--------|----------------|------------------------------------|--------------------------------|-----------------------------|
| SEAT 1 | SARAH WICKER   | <input type="checkbox"/> IN-PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 2 | MIKEL DENTON   | <input type="checkbox"/> IN-PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 3 | JAMES TEAGLE   | <input type="checkbox"/> IN-PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 4 | HEATHER ALLEN  | <input type="checkbox"/> IN-PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |
| SEAT 5 | CHRIS WILLIAMS | <input type="checkbox"/> IN-PERSON | <input type="checkbox"/> PHONE | <input type="checkbox"/> NO |

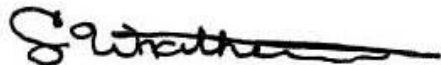
12. Board Members' Comments/Requests

13. Public Comments

14. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres (904) 295-5714.

Sincerely,



Craig Wrathell  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

**CALL-IN NUMBER: 1-888-354-0094**

**PARTICIPANT PASSCODE: 782 134 6157**

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

**3**

## RESOLUTION 2025-08

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARBORS COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGET 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 prepared and submitted to the Board of Supervisors of the District ("**Board**") of the Arbors Community Development District ("**District**") prior to June 15, 2025, the proposed budget ("**Proposed Budget**") for the Fiscal Year 2025/2026, which commences on October 1, 2025 and concludes September 30, 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 ARBORS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 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.

**SECTION 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: July 11, 2025

HOUR: 4:00 p.m.

LOCATION: Arbors Amenity Center  
12520 Russian Olive Road  
Jacksonville, Florida 32218

**SECTION 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Duval County at least 60 days prior to the hearing set above.

**SECTION 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 45 days.

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

**SECTION 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.

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

**PASSED AND ADOPTED** this 5th day of May, 2025.

ATTEST:

**ARBORS COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** FY 2025/2026 Proposed Budget

**Exhibit A**

FY 2025/2026 Proposed Budget

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2026**

**ARBORS**  
**COMMUNITY DEVELOPMENT DISTRICT**  
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**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2026**

|                                          | Fiscal Year 2025             |                                |                                   |                                | Proposed          |
|------------------------------------------|------------------------------|--------------------------------|-----------------------------------|--------------------------------|-------------------|
|                                          | Adopted<br>Budget<br>FY 2025 | Actual<br>through<br>3/31/2025 | Projected<br>through<br>9/30/2025 | Total<br>Actual &<br>Projected | Budget<br>FY 2026 |
| <b>REVENUES</b>                          |                              |                                |                                   |                                |                   |
| Assessment levy: on-roll - gross         | \$ 266,053                   |                                |                                   |                                | \$ 372,645        |
| Allowable discounts (4%)                 | (10,642)                     |                                |                                   |                                | (14,906)          |
| Assessment levy: on-roll - net           | 255,411                      | \$367,638                      | \$ -                              | \$ 367,638                     | 357,739           |
| Assessment levy: off-roll                | 295,096                      | 31,736                         | 152,003                           | 183,739                        | 287,247           |
| Lot closing                              | -                            | 60,133                         | -                                 | 60,133                         | -                 |
| Total revenues                           | 550,507                      | 459,507                        | 152,003                           | 611,510                        | 644,986           |
| <b>EXPENDITURES</b>                      |                              |                                |                                   |                                |                   |
| <b>Professional &amp; administrative</b> |                              |                                |                                   |                                |                   |
| Supervisors                              | 9,000                        | 2,153                          | 6,847                             | 9,000                          | 9,000             |
| Management/accounting/recording          | 48,000                       | 24,000                         | 24,000                            | 48,000                         | 48,000            |
| Legal                                    | 25,000                       | 3,520                          | 21,480                            | 25,000                         | 25,000            |
| Engineering                              | 2,000                        | 700                            | 1,300                             | 2,000                          | 2,000             |
| Audit                                    | 5,500                        | 5,400                          | 100                               | 5,500                          | 5,500             |
| Arbitrage rebate calculation             | 500                          | -                              | 500                               | 500                            | 500               |
| Dissemination agent                      | 1,000                        | 833                            | 167                               | 1,000                          | 2,000             |
| Trustee                                  | 4,250                        | 6,425                          | -                                 | 6,425                          | 4,250             |
| Telephone                                | 200                          | 100                            | 100                               | 200                            | 200               |
| Postage                                  | 250                          | 196                            | 54                                | 250                            | 250               |
| Printing & binding                       | 500                          | 250                            | 250                               | 500                            | 500               |
| Legal advertising                        | 6,500                        | 2,760                          | 3,740                             | 6,500                          | 6,500             |
| Annual special district fee              | 175                          | 175                            | -                                 | 175                            | 175               |
| Insurance                                | 5,500                        | 5,500                          | -                                 | 5,500                          | 6,688             |
| Contingencies/bank charges               | 750                          | 546                            | 204                               | 750                            | 750               |
| Website hosting & maintenance            | 1,680                        | 705                            | 975                               | 1,680                          | 1,680             |
| Website ADA compliance                   | 210                          | 210                            | -                                 | 210                            | 210               |
| Tax collector                            | 9,312                        | 12,867                         | -                                 | 12,867                         | 13,043            |
| Software service                         | 1,000                        | 1,000                          | -                                 | 1,000                          | 1,000             |
| Total professional & administrative      | 121,327                      | 67,340                         | 59,717                            | 127,057                        | 127,246           |
| <b>Field operations</b>                  |                              |                                |                                   |                                |                   |
| Field operations management              | 8,400                        | -                              | 8,400                             | 8,400                          | -                 |
| Landscape maintenance                    | 104,480                      | 52,437                         | 52,043                            | 104,480                        | 156,700           |
| Irrigation repairs                       | -                            | 720                            | -                                 | 720                            | 5,000             |
| Irrigation water                         | 40,000                       | 3,102                          | 36,898                            | 40,000                         | 15,000            |
| Entry monuments                          |                              | 1,170                          | -                                 | 1,170                          | -                 |
| Electric                                 | 8,000                        | 2,416                          | 5,584                             | 8,000                          | 8,000             |
| Fountain maintenance                     | 7,020                        | 469                            | 6,551                             | 7,020                          | 7,250             |
| Aquatic maintenance                      | 16,000                       | -                              | 16,000                            | 16,000                         | 18,400            |
| Total field operations                   | 183,900                      | 60,314                         | 125,476                           | 185,790                        | 210,350           |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2026**

|                                                              | Fiscal Year 2025             |                                |                                   |                                |                               |
|--------------------------------------------------------------|------------------------------|--------------------------------|-----------------------------------|--------------------------------|-------------------------------|
|                                                              | Adopted<br>Budget<br>FY 2025 | Actual<br>through<br>3/31/2025 | Projected<br>through<br>9/30/2025 | Total<br>Actual &<br>Projected | Proposed<br>Budget<br>FY 2026 |
| <b>Amenity center</b>                                        |                              |                                |                                   |                                |                               |
| Utilities                                                    |                              |                                |                                   |                                |                               |
| Telephone & internet                                         | 4,000                        | -                              | 4,000                             | 4,000                          | 4,000                         |
| Electric                                                     | 15,000                       | -                              | 15,000                            | 15,000                         | 15,000                        |
| Water/irrigation                                             | 15,000                       | -                              | 15,000                            | 15,000                         | 15,000                        |
| Potable water                                                | 4,000                        | -                              | 4,000                             | 4,000                          | 4,000                         |
| Trash removal                                                | -                            | 1,720                          | -                                 | 1,720                          | -                             |
| Security                                                     |                              |                                |                                   |                                |                               |
| Alarm monitoring                                             | 15,000                       | -                              | 15,000                            | 15,000                         | 15,000                        |
| Staffing                                                     |                              | 10,320                         | -                                 | 10,320                         | 30,000                        |
| Management contracts                                         |                              | 3,400                          | -                                 | 3,400                          | -                             |
| Facility management                                          | 20,640                       | 8,611                          | 12,029                            | 20,640                         | 22,000                        |
| Landscape mainenance                                         | 25,000                       | -                              | 25,000                            | 25,000                         | 25,000                        |
| Landscape contingency                                        | 10,000                       | -                              | 10,000                            | 10,000                         | 10,000                        |
| Pool service                                                 | 12,900                       | 6,808                          | 6,092                             | 12,900                         | 20,000                        |
| Pool repairs                                                 | -                            | 381                            | -                                 | 381                            | 2,500                         |
| Pool chemicals                                               | 15,000                       | 1,076                          | 13,924                            | 15,000                         | 18,000                        |
| Janitorial services                                          | 8,940                        | 3,409                          | 5,531                             | 8,940                          | 16,000                        |
| Janatorial supplies                                          | 5,000                        | 241                            | 4,759                             | 5,000                          | 7,000                         |
| Common area maintenance                                      | 5,400                        | 5,637                          | -                                 | 5,637                          | 20,000                        |
| Repairs & maintenance                                        | 50,000                       | -                              | 50,000                            | 50,000                         | 30,000                        |
| Special events                                               | 3,000                        | 148                            | 2,852                             | 3,000                          | 3,000                         |
| Fitness center repairs/supplies                              | -                            | 469                            | -                                 | 469                            | -                             |
| Office supplies                                              | -                            | 605                            | -                                 | 605                            | -                             |
| Insurance: property                                          | 21,400                       | 28,046                         | -                                 | 28,046                         | 30,290                        |
| Contingency                                                  | 15,000                       | -                              | 15,000                            | 15,000                         | 15,000                        |
| O&M accounting                                               | -                            | -                              | -                                 | -                              | 5,600                         |
| Total Amenity                                                | 245,280                      | 70,871                         | 198,187                           | 269,058                        | 307,390                       |
| Total expenditures                                           | 550,507                      | 198,525                        | 383,380                           | 581,905                        | 644,986                       |
| Excess/(deficiency) of revenues<br>over/(under) expenditures | -                            | 260,982                        | (231,377)                         | 29,605                         | -                             |
| Fund balance - beginning (unaudited)                         | -                            | -                              | 260,982                           | -                              | 29,605                        |
| Fund balance - ending (projected)                            |                              |                                |                                   |                                |                               |
| Assigned                                                     |                              |                                |                                   |                                |                               |
| Working capital                                              | -                            | -                              | -                                 | -                              | -                             |
| Unassigned                                                   | -                            | 260,982                        | 29,605                            | 29,605                         | 29,605                        |
| Fund balance - ending                                        | \$ -                         | \$ 260,982                     | \$ 29,605                         | \$ 29,605                      | \$ 29,605                     |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional & administrative**

|                                                                                                                                                                                                                                                                                                                                                                                                               |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Supervisors                                                                                                                                                                                                                                                                                                                                                                                                   | \$ 9,000 |
| Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800                                                                                                                                                                                                                                                                                                                   |          |
| Management/accounting/recording                                                                                                                                                                                                                                                                                                                                                                               | 48,000   |
| <b>Wrathell, Hunt and Associates, LLC</b> (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community. |          |
| Legal                                                                                                                                                                                                                                                                                                                                                                                                         | 25,000   |
| General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.                                                                                                                                                                                                  |          |
| Engineering                                                                                                                                                                                                                                                                                                                                                                                                   | 2,000    |
| The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.                                                                                                              |          |
| Audit                                                                                                                                                                                                                                                                                                                                                                                                         | 5,500    |
| Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.                                                                                                                                                                                                                                                                                |          |
| Arbitrage rebate calculation                                                                                                                                                                                                                                                                                                                                                                                  | 500      |
| To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.                                                                                                                                                                                                                                                                  |          |
| Dissemination agent                                                                                                                                                                                                                                                                                                                                                                                           | 2,000    |
| The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.                                                                                                                                                                                   |          |
| Trustee                                                                                                                                                                                                                                                                                                                                                                                                       | 4,250    |
| Annual fee for the service provided by trustee, paying agent and registrar.                                                                                                                                                                                                                                                                                                                                   |          |
| Telephone                                                                                                                                                                                                                                                                                                                                                                                                     | 200      |
| Telephone and fax machine.                                                                                                                                                                                                                                                                                                                                                                                    |          |
| Postage                                                                                                                                                                                                                                                                                                                                                                                                       | 250      |
| Mailing of agenda packages, overnight deliveries, correspondence, etc.                                                                                                                                                                                                                                                                                                                                        |          |
| Printing & binding                                                                                                                                                                                                                                                                                                                                                                                            | 500      |
| Letterhead, envelopes, copies, agenda packages                                                                                                                                                                                                                                                                                                                                                                |          |
| Legal advertising                                                                                                                                                                                                                                                                                                                                                                                             | 6,500    |
| The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.                                                                                                                                                                                                                                                                                                            |          |
| Annual special district fee                                                                                                                                                                                                                                                                                                                                                                                   | 175      |
| Annual fee paid to the Florida Department of Economic Opportunity.                                                                                                                                                                                                                                                                                                                                            |          |
| Insurance                                                                                                                                                                                                                                                                                                                                                                                                     | 6,688    |
| The District will obtain public officials and general liability insurance.                                                                                                                                                                                                                                                                                                                                    |          |
| Contingencies/bank charges                                                                                                                                                                                                                                                                                                                                                                                    | 750      |
| Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.                                                                                                                                                                                                                                                                                                          |          |
| Website hosting & maintenance                                                                                                                                                                                                                                                                                                                                                                                 | 1,680    |
| Website ADA compliance                                                                                                                                                                                                                                                                                                                                                                                        | 210      |
| Tax collector                                                                                                                                                                                                                                                                                                                                                                                                 | 13,043   |
| Software service                                                                                                                                                                                                                                                                                                                                                                                              | 1,000    |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES (continued)**

|                                                                          |                         |
|--------------------------------------------------------------------------|-------------------------|
| Field operations management                                              |                         |
| Landscape maintenance                                                    | 156,700                 |
| Brightview landscape contract ROW & Lakes \$39,996 Amenity \$25,000      |                         |
| Irrigation repairs                                                       |                         |
| Irrigation water                                                         | 15,000                  |
| Entry monuments                                                          |                         |
| Electric                                                                 | 8,000                   |
| Electrical charges from each meter used to power entry monuments         |                         |
| Irrigation water                                                         | 5,000                   |
| Charges occurred to water landscaping material at each entry monument    |                         |
| Fountain maintenance                                                     | 7,250                   |
| Cost associated with chemical and mechanical repairs with entry monument |                         |
| Aquatic maintenance                                                      | 18,400                  |
| Contractors cost to provide treatment to districts ponds phase 1 - 3     |                         |
| <b>Amenity center</b>                                                    |                         |
| Utilities                                                                |                         |
| Telephone & internet                                                     | 4,000                   |
| Electric                                                                 | 15,000                  |
| Water/irrigation                                                         | 15,000                  |
| Potable water                                                            | 4,000                   |
| Alarm monitoring                                                         | 15,000                  |
| Management contracts                                                     | 30,000                  |
| Facility management                                                      | 22,000                  |
| Landscape mainenance                                                     | 25,000                  |
| Landscape contingency                                                    | 10,000                  |
| Pool service                                                             | 20,000                  |
| Pool repairs                                                             | 2,500                   |
| Pool chemicals                                                           | 18,000                  |
| Janitorial services                                                      | 16,000                  |
| Janatorial supplies                                                      | 7,000                   |
| Common area maintenance                                                  | 20,000                  |
| Repairs & maintenance                                                    | 30,000                  |
| Special events                                                           | 3,000                   |
| Insurance: property                                                      | 30,290                  |
| Contingency                                                              | 15,000                  |
| O&M accounting                                                           | 5,600                   |
| Total expenditures                                                       | <u><u>\$644,986</u></u> |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND BUDGET - SERIES 2023  
FISCAL YEAR 2026**

|                                                                   | Fiscal Year 2025             |                                |                                   |                                |                               |
|-------------------------------------------------------------------|------------------------------|--------------------------------|-----------------------------------|--------------------------------|-------------------------------|
|                                                                   | Adopted<br>Budget<br>FY 2025 | Actual<br>through<br>3/31/2025 | Projected<br>through<br>9/30/2025 | Total<br>Actual &<br>Projected | Proposed<br>Budget<br>FY 2026 |
| <b>REVENUES</b>                                                   |                              |                                |                                   |                                |                               |
| Assessment levy: on-roll                                          | \$418,070                    |                                |                                   |                                | \$ 919,376                    |
| Allowable discounts (4%)                                          | (16,723)                     |                                |                                   |                                | (36,775)                      |
| Net assessment levy - on-roll                                     | 401,347                      | \$ 613,538                     | \$ -                              | \$ 613,538                     | 882,601                       |
| Assessment levy: off-roll                                         | 463,708                      | 108,514                        | 180,210                           | 288,724                        | -                             |
| Interest                                                          | -                            | 16,973                         | -                                 | 16,973                         | -                             |
| Total revenues                                                    | 865,055                      | 739,025                        | 180,210                           | 919,235                        | 882,601                       |
| <b>EXPENDITURES</b>                                               |                              |                                |                                   |                                |                               |
| <b>Debt service</b>                                               |                              |                                |                                   |                                |                               |
| Principal                                                         | 185,000                      | -                              | 185,000                           | 185,000                        | 195,000                       |
| Interest                                                          | 665,021                      | 332,511                        | 332,510                           | 665,021                        | 656,696                       |
| Tax collector                                                     | 14,632                       | 20,219                         | -                                 | 20,219                         | 32,178                        |
| Total expenditures                                                | 864,653                      | 352,730                        | 517,510                           | 870,240                        | 883,874                       |
| Excess/(deficiency) of revenues<br>over/(under) expenditures      | 402                          | 386,295                        | (337,300)                         | 48,995                         | (1,273)                       |
| <b>OTHER FINANCING SOURCES/(USES)</b>                             |                              |                                |                                   |                                |                               |
| Transfers out                                                     | -                            | (212,605)                      | -                                 | (212,605)                      | -                             |
| Total other financing sources/(uses)                              | -                            | (212,605)                      | -                                 | (212,605)                      | -                             |
| Net increase/(decrease) in fund balance                           | 402                          | 173,690                        | (337,300)                         | (163,610)                      | (1,273)                       |
| Fund balance:                                                     |                              |                                |                                   |                                |                               |
| Beginning fund balance (unaudited)                                | 762,173                      | 812,436                        | 986,126                           | 812,436                        | 648,826                       |
| Ending fund balance (projected)                                   | <u>\$762,575</u>             | <u>\$ 986,126</u>              | <u>\$ 648,826</u>                 | <u>\$ 648,826</u>              | <u>647,553</u>                |
| Use of fund balance:                                              |                              |                                |                                   |                                |                               |
| Debt service reserve account balance (required)                   |                              |                                |                                   |                                | (212,605)                     |
| Interest expense - November 1, 2026                               |                              |                                |                                   |                                | (323,961)                     |
| Projected fund balance surplus/(deficit) as of September 30, 2026 |                              |                                |                                   |                                | <u>\$ 110,987</u>             |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2023 AMORTIZATION SCHEDULE**

|           | Principal  | Coupon Rate | Interest   | Debt Service | Remaining Bond Balance |
|-----------|------------|-------------|------------|--------------|------------------------|
| 11/1/2025 |            |             | 328,348.13 | 328,348.13   | 12,070,000.00          |
| 5/1/2026  | 195,000.00 | 4.500%      | 328,348.13 | 523,348.13   | 11,875,000.00          |
| 11/1/2026 |            |             | 323,960.63 | 323,960.63   | 11,875,000.00          |
| 5/1/2027  | 205,000.00 | 4.500%      | 323,960.63 | 528,960.63   | 11,670,000.00          |
| 11/1/2027 |            |             | 319,348.13 | 319,348.13   | 11,670,000.00          |
| 5/1/2028  | 215,000.00 | 4.500%      | 319,348.13 | 534,348.13   | 11,455,000.00          |
| 11/1/2028 |            |             | 314,510.63 | 314,510.63   | 11,455,000.00          |
| 5/1/2029  | 225,000.00 | 4.500%      | 314,510.63 | 539,510.63   | 11,230,000.00          |
| 11/1/2029 |            |             | 309,448.13 | 309,448.13   | 11,230,000.00          |
| 5/1/2030  | 235,000.00 | 4.500%      | 309,448.13 | 544,448.13   | 10,995,000.00          |
| 11/1/2030 |            |             | 304,160.63 | 304,160.63   | 10,995,000.00          |
| 5/1/2031  | 245,000.00 | 5.400%      | 304,160.63 | 549,160.63   | 10,750,000.00          |
| 11/1/2031 |            |             | 297,545.63 | 297,545.63   | 10,750,000.00          |
| 5/1/2032  | 260,000.00 | 5.400%      | 297,545.63 | 557,545.63   | 10,490,000.00          |
| 11/1/2032 |            |             | 290,525.63 | 290,525.63   | 10,490,000.00          |
| 5/1/2033  | 275,000.00 | 5.400%      | 290,525.63 | 565,525.63   | 10,215,000.00          |
| 11/1/2033 |            |             | 283,100.63 | 283,100.63   | 10,215,000.00          |
| 5/1/2034  | 290,000.00 | 5.400%      | 283,100.63 | 573,100.63   | 9,925,000.00           |
| 11/1/2034 |            |             | 275,270.63 | 275,270.63   | 9,925,000.00           |
| 5/1/2035  | 305,000.00 | 5.400%      | 275,270.63 | 580,270.63   | 9,620,000.00           |
| 11/1/2035 |            |             | 267,035.63 | 267,035.63   | 9,620,000.00           |
| 5/1/2036  | 320,000.00 | 5.400%      | 267,035.63 | 587,035.63   | 9,300,000.00           |
| 11/1/2036 |            |             | 258,395.63 | 258,395.63   | 9,300,000.00           |
| 5/1/2037  | 340,000.00 | 5.400%      | 258,395.63 | 598,395.63   | 8,960,000.00           |
| 11/1/2037 |            |             | 249,215.63 | 249,215.63   | 8,960,000.00           |
| 5/1/2038  | 360,000.00 | 5.400%      | 249,215.63 | 609,215.63   | 8,600,000.00           |
| 11/1/2038 |            |             | 239,495.63 | 239,495.63   | 8,600,000.00           |
| 5/1/2039  | 380,000.00 | 5.400%      | 239,495.63 | 619,495.63   | 8,220,000.00           |
| 11/1/2039 |            |             | 229,235.63 | 229,235.63   | 8,220,000.00           |
| 5/1/2040  | 400,000.00 | 5.400%      | 229,235.63 | 629,235.63   | 7,820,000.00           |
| 11/1/2040 |            |             | 218,435.63 | 218,435.63   | 7,820,000.00           |
| 5/1/2041  | 420,000.00 | 5.400%      | 218,435.63 | 638,435.63   | 7,400,000.00           |
| 11/1/2041 |            |             | 207,095.63 | 207,095.63   | 7,400,000.00           |
| 5/1/2042  | 445,000.00 | 5.400%      | 207,095.63 | 652,095.63   | 6,955,000.00           |
| 11/1/2042 |            |             | 195,080.63 | 195,080.63   | 6,955,000.00           |
| 5/1/2043  | 470,000.00 | 5.400%      | 195,080.63 | 665,080.63   | 6,485,000.00           |
| 11/1/2043 |            |             | 182,390.63 | 182,390.63   | 6,485,000.00           |
| 5/1/2044  | 495,000.00 | 5.625%      | 182,390.63 | 677,390.63   | 5,990,000.00           |
| 11/1/2044 |            |             | 168,468.75 | 168,468.75   | 5,990,000.00           |
| 5/1/2045  | 525,000.00 | 5.625%      | 168,468.75 | 693,468.75   | 5,465,000.00           |
| 11/1/2045 |            |             | 153,703.13 | 153,703.13   | 5,465,000.00           |
| 5/1/2046  | 555,000.00 | 5.625%      | 153,703.13 | 708,703.13   | 4,910,000.00           |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2023 AMORTIZATION SCHEDULE**

|              | <b>Principal</b>     | <b>Coupon Rate</b> | <b>Interest</b>      | <b>Debt Service</b>  | <b>Remaining Bond<br/>Balance</b> |
|--------------|----------------------|--------------------|----------------------|----------------------|-----------------------------------|
| 11/1/2046    |                      |                    | 138,093.75           | 138,093.75           | 4,910,000.00                      |
| 5/1/2047     | 590,000.00           | 5.625%             | 138,093.75           | 728,093.75           | 4,320,000.00                      |
| 11/1/2047    |                      |                    | 121,500.00           | 121,500.00           | 4,320,000.00                      |
| 5/1/2048     | 625,000.00           | 5.625%             | 121,500.00           | 746,500.00           | 3,695,000.00                      |
| 11/1/2048    |                      |                    | 103,921.88           | 103,921.88           | 3,695,000.00                      |
| 5/1/2049     | 660,000.00           | 5.625%             | 103,921.88           | 763,921.88           | 3,035,000.00                      |
| 11/1/2049    |                      |                    | 85,359.38            | 85,359.38            | 3,035,000.00                      |
| 5/1/2050     | 695,000.00           | 5.625%             | 85,359.38            | 780,359.38           | 2,340,000.00                      |
| 11/1/2050    |                      |                    | 65,812.50            | 65,812.50            | 2,340,000.00                      |
| 5/1/2051     | 735,000.00           | 5.625%             | 65,812.50            | 800,812.50           | 1,605,000.00                      |
| 11/1/2051    |                      |                    | 45,140.63            | 45,140.63            | 1,605,000.00                      |
| 5/1/2052     | 780,000.00           | 5.625%             | 45,140.63            | 825,140.63           | 825,000.00                        |
| 11/1/2052    |                      |                    | 23,203.13            | 23,203.13            | 825,000.00                        |
| 5/1/2053     | 825,000.00           | 5.625%             | 23,203.13            | 848,203.13           | -                                 |
| <b>Total</b> | <b>12,070,000.00</b> |                    | <b>11,995,605.00</b> | <b>24,065,605.00</b> |                                   |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND BUDGET - SERIES 2024  
FISCAL YEAR 2026**

|                                                                   | Fiscal Year 2025             |                                |                                   |                                |                               |
|-------------------------------------------------------------------|------------------------------|--------------------------------|-----------------------------------|--------------------------------|-------------------------------|
|                                                                   | Adopted<br>Budget<br>FY 2025 | Actual<br>through<br>3/31/2025 | Projected<br>through<br>9/30/2025 | Total<br>Actual &<br>Projected | Proposed<br>Budget<br>FY 2026 |
| <b>REVENUES</b>                                                   |                              |                                |                                   |                                |                               |
| Assessment levy: off-roll                                         | \$ -                         | \$ -                           | \$ 300,116                        | \$ 300,116                     | \$ 766,250                    |
| Interest                                                          | -                            | 8,547                          | -                                 | 8,547                          | -                             |
| Total revenues                                                    | -                            | 8,547                          | 300,116                           | 308,663                        | 766,250                       |
| <b>EXPENDITURES</b>                                               |                              |                                |                                   |                                |                               |
| <b>Debt service</b>                                               |                              |                                |                                   |                                |                               |
| Principal                                                         | -                            | -                              | -                                 | -                              | 165,000                       |
| Interest                                                          | -                            | -                              | 276,774                           | 276,774                        | 600,233                       |
| Cost of issuance                                                  | -                            | 181,977                        | 6,426                             | 188,403                        | -                             |
| Total expenditures                                                | -                            | 181,977                        | 283,200                           | 465,177                        | 765,233                       |
| Excess/(deficiency) of revenues<br>over/(under) expenditures      | -                            | (173,430)                      | 16,916                            | (156,514)                      | 1,017                         |
| <b>OTHER FINANCING SOURCES/(USES)</b>                             |                              |                                |                                   |                                |                               |
| Bond proceeds                                                     | -                            | 985,919                        | -                                 | 985,919                        | -                             |
| Underwriter's discount                                            | -                            | (132,466)                      | -                                 | (132,466)                      | -                             |
| Original issue discount                                           | -                            | (5,153)                        | -                                 | (5,153)                        | -                             |
| Total other financing sources/(uses)                              | -                            | 848,300                        | -                                 | 848,300                        | -                             |
| Net increase/(decrease) in fund balance                           | -                            | 674,870                        | 16,916                            | 691,786                        | 1,017                         |
| Fund balance:                                                     |                              |                                |                                   |                                |                               |
| Beginning fund balance (unaudited)                                | -                            | -                              | 674,870                           | -                              | 691,786                       |
| Ending fund balance (projected)                                   | \$ -                         | \$ 674,870                     | \$ 691,786                        | \$ 691,786                     | 692,803                       |
| Use of fund balance:                                              |                              |                                |                                   |                                |                               |
| Debt service reserve account balance (required)                   |                              |                                |                                   |                                | (383,124)                     |
| Interest expense - November 1, 2026                               |                              |                                |                                   |                                | (296,486)                     |
| Projected fund balance surplus/(deficit) as of September 30, 2026 |                              |                                |                                   |                                | <u>\$ 13,193</u>              |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2024 AMORTIZATION SCHEDULE**

|           | Principal  | Coupon Rate | Interest   | Debt Service | Remaining Bond Balance |
|-----------|------------|-------------|------------|--------------|------------------------|
| 11/1/2025 |            |             | 300,116.25 | 300,116.25   | 11,390,000.00          |
| 5/1/2026  | 165,000.00 | 4.400%      | 300,116.25 | 465,116.25   | 11,225,000.00          |
| 11/1/2026 |            |             | 296,486.25 | 296,486.25   | 11,225,000.00          |
| 5/1/2027  | 175,000.00 | 4.400%      | 296,486.25 | 471,486.25   | 11,050,000.00          |
| 11/1/2027 |            |             | 292,636.25 | 292,636.25   | 11,050,000.00          |
| 5/1/2028  | 185,000.00 | 4.400%      | 292,636.25 | 477,636.25   | 10,865,000.00          |
| 11/1/2028 |            |             | 288,566.25 | 288,566.25   | 10,865,000.00          |
| 5/1/2029  | 190,000.00 | 4.400%      | 288,566.25 | 478,566.25   | 10,675,000.00          |
| 11/1/2029 |            |             | 284,386.25 | 284,386.25   | 10,675,000.00          |
| 5/1/2030  | 200,000.00 | 4.400%      | 284,386.25 | 484,386.25   | 10,475,000.00          |
| 11/1/2030 |            |             | 279,986.25 | 279,986.25   | 10,475,000.00          |
| 5/1/2031  | 210,000.00 | 4.400%      | 279,986.25 | 489,986.25   | 10,265,000.00          |
| 11/1/2031 |            |             | 275,366.25 | 275,366.25   | 10,265,000.00          |
| 5/1/2032  | 220,000.00 | 5.150%      | 275,366.25 | 495,366.25   | 10,045,000.00          |
| 11/1/2032 |            |             | 269,701.25 | 269,701.25   | 10,045,000.00          |
| 5/1/2033  | 230,000.00 | 5.150%      | 269,701.25 | 499,701.25   | 9,815,000.00           |
| 11/1/2033 |            |             | 263,778.75 | 263,778.75   | 9,815,000.00           |
| 5/1/2034  | 245,000.00 | 5.150%      | 263,778.75 | 508,778.75   | 9,570,000.00           |
| 11/1/2034 |            |             | 257,470.00 | 257,470.00   | 9,570,000.00           |
| 5/1/2035  | 255,000.00 | 5.150%      | 257,470.00 | 512,470.00   | 9,315,000.00           |
| 11/1/2035 |            |             | 250,903.75 | 250,903.75   | 9,315,000.00           |
| 5/1/2036  | 270,000.00 | 5.150%      | 250,903.75 | 520,903.75   | 9,045,000.00           |
| 11/1/2036 |            |             | 243,951.25 | 243,951.25   | 9,045,000.00           |
| 5/1/2037  | 285,000.00 | 5.150%      | 243,951.25 | 528,951.25   | 8,760,000.00           |
| 11/1/2037 |            |             | 236,612.50 | 236,612.50   | 8,760,000.00           |
| 5/1/2038  | 300,000.00 | 5.150%      | 236,612.50 | 536,612.50   | 8,460,000.00           |
| 11/1/2038 |            |             | 228,887.50 | 228,887.50   | 8,460,000.00           |
| 5/1/2039  | 315,000.00 | 5.150%      | 228,887.50 | 543,887.50   | 8,145,000.00           |
| 11/1/2039 |            |             | 220,776.25 | 220,776.25   | 8,145,000.00           |
| 5/1/2040  | 330,000.00 | 5.150%      | 220,776.25 | 550,776.25   | 7,815,000.00           |
| 11/1/2040 |            |             | 212,278.75 | 212,278.75   | 7,815,000.00           |
| 5/1/2041  | 350,000.00 | 5.150%      | 212,278.75 | 562,278.75   | 7,465,000.00           |
| 11/1/2041 |            |             | 203,266.25 | 203,266.25   | 7,465,000.00           |
| 5/1/2042  | 365,000.00 | 5.150%      | 203,266.25 | 568,266.25   | 7,100,000.00           |
| 11/1/2042 |            |             | 193,867.50 | 193,867.50   | 7,100,000.00           |
| 5/1/2043  | 385,000.00 | 5.150%      | 193,867.50 | 578,867.50   | 6,715,000.00           |
| 11/1/2043 |            |             | 183,953.75 | 183,953.75   | 6,715,000.00           |
| 5/1/2044  | 405,000.00 | 5.150%      | 183,953.75 | 588,953.75   | 6,310,000.00           |
| 11/1/2044 |            |             | 173,525.00 | 173,525.00   | 6,310,000.00           |
| 5/1/2045  | 430,000.00 | 5.500%      | 173,525.00 | 603,525.00   | 5,880,000.00           |
| 11/1/2045 |            |             | 161,700.00 | 161,700.00   | 5,880,000.00           |
| 5/1/2046  | 455,000.00 | 5.500%      | 161,700.00 | 616,700.00   | 5,425,000.00           |
| 11/1/2046 |            |             | 149,187.50 | 149,187.50   | 5,425,000.00           |
| 5/1/2047  | 480,000.00 | 5.500%      | 149,187.50 | 629,187.50   | 4,945,000.00           |
| 11/1/2047 |            |             | 135,987.50 | 135,987.50   | 4,945,000.00           |
| 5/1/2048  | 505,000.00 | 5.500%      | 135,987.50 | 640,987.50   | 4,440,000.00           |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
SERIES 2024 AMORTIZATION SCHEDULE**

|              | <b>Principal</b>     | <b>Coupon Rate</b> | <b>Interest</b>      | <b>Debt Service</b>  | <b>Remaining Bond<br/>Balance</b> |
|--------------|----------------------|--------------------|----------------------|----------------------|-----------------------------------|
| 11/1/2048    |                      |                    | 122,100.00           | 122,100.00           | 4,440,000.00                      |
| 5/1/2049     | 535,000.00           | 5.500%             | 122,100.00           | 657,100.00           | 3,905,000.00                      |
| 11/1/2049    |                      |                    | 107,387.50           | 107,387.50           | 3,905,000.00                      |
| 5/1/2050     | 565,000.00           | 5.500%             | 107,387.50           | 672,387.50           | 3,340,000.00                      |
| 11/1/2050    |                      |                    | 91,850.00            | 91,850.00            | 3,340,000.00                      |
| 5/1/2051     | 595,000.00           | 5.500%             | 91,850.00            | 686,850.00           | 2,745,000.00                      |
| 11/1/2051    |                      |                    | 75,487.50            | 75,487.50            | 2,745,000.00                      |
| 5/1/2052     | 630,000.00           | 5.500%             | 75,487.50            | 705,487.50           | 2,115,000.00                      |
| 11/1/2052    |                      |                    | 58,162.50            | 58,162.50            | 2,115,000.00                      |
| 5/1/2053     | 665,000.00           | 5.500%             | 58,162.50            | 723,162.50           | 1,450,000.00                      |
| 11/1/2053    |                      |                    | 39,875.00            | 39,875.00            | 1,450,000.00                      |
| 5/1/2054     | 705,000.00           | 5.500%             | 39,875.00            | 744,875.00           | 745,000.00                        |
| 11/1/2054    |                      |                    | 20,487.50            | 20,487.50            | 745,000.00                        |
| 5/1/2055     | 745,000.00           | 5.500%             | 20,487.50            | 765,487.50           | -                                 |
| <b>Total</b> | <b>11,390,000.00</b> |                    | <b>11,837,482.50</b> | <b>23,227,482.50</b> |                                   |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
ASSESSMENT COMPARISON  
PROJECTED FISCAL YEAR 20256 ASSESSMENTS**

|                            |
|----------------------------|
| <b>On-Roll Assessments</b> |
|----------------------------|

| <b>Product/Parcel</b> | <b>Units</b> | <b>FY 2026 O&amp;M<br/>Assessment<br/>per Unit</b> | <b>FY 2026 DS<br/>Assessment<br/>per Unit</b> | <b>FY 2026 Total<br/>Assessment<br/>per Unit</b> | <b>FY 2025 Total<br/>Assessment<br/>per Unit</b> |
|-----------------------|--------------|----------------------------------------------------|-----------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| Single Family         | 486          | \$ 766.76                                          | \$ 1,891.72                                   | \$ 2,658.48                                      | \$ 3,095.58                                      |
| <b>Total</b>          | <b>486</b>   |                                                    |                                               |                                                  |                                                  |

|                             |
|-----------------------------|
| <b>Off-Roll Assessments</b> |
|-----------------------------|

| <b>Product/Parcel</b> | <b>Units</b> | <b>FY 2026 O&amp;M<br/>Assessment<br/>per Unit</b> | <b>FY 2026 DS<br/>Assessment<br/>per Unit</b> | <b>FY 2026 Total<br/>Assessment<br/>per Unit</b> | <b>FY 2025 Total<br/>Assessment<br/>per Unit</b> |
|-----------------------|--------------|----------------------------------------------------|-----------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| Single Family         | 405          | \$ 709.25                                          | \$ 1,891.98                                   | \$ 2,601.23                                      | n/a                                              |
| <b>Total</b>          | <b>405</b>   |                                                    |                                               |                                                  |                                                  |

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

**4**

**RESOLUTION 2025-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARBORS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2025/2026 AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Arbors Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

**WHEREAS**, the Board desires to adopt the Fiscal Year 2025/2026 meeting schedule attached as **Exhibit A**.

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

1. **ADOPTING FISCAL YEAR 2025/2026 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2025/2026 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 5th day of May, 2025.

ATTEST:

**ARBORS COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**EXHIBIT "A"**

| ARBORS COMMUNITY DEVELOPMENT DISTRICT                                               |                            |             |
|-------------------------------------------------------------------------------------|----------------------------|-------------|
|                                                                                     |                            |             |
| BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE                         |                            |             |
|                                                                                     |                            |             |
| LOCATION                                                                            |                            |             |
| <i>Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218</i> |                            |             |
|                                                                                     |                            |             |
| DATE                                                                                | POTENTIAL DISCUSSION/FOCUS | TIME        |
|                                                                                     |                            |             |
| October 6, 2025                                                                     | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| November 3, 2025                                                                    | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| December 1, 2025                                                                    | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| January 5, 2026                                                                     | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| February 2, 2026                                                                    | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| March 2, 2026                                                                       | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| April 6, 2026                                                                       | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| May 4, 2026                                                                         | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| June 1, 2026                                                                        | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| July 6, 2026                                                                        | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| August 3, 2026                                                                      | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |
| September __, 2026*                                                                 | Regular Meeting            | __:__ AM/PM |
|                                                                                     |                            |             |

**Exceptions**

*\*September meeting date in on Labor Day holiday*

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

**5**

**RESOLUTION 2025-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARBORS COMMUNITY DEVELOPMENT DISTRICT APPROVING THE FLORIDA STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the state and its political subdivisions to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

**WHEREAS**, the Board of Supervisors of the Arbors Community Development District desires to move forward and approve an agreement with the State of Florida, Division of Emergency Management, concerning the Statewide Mutual Aid Agreement; and

**WHEREAS**, the Florida Department of Economic Opportunity requires an independent special district to participate in the Statewide Mutual Aid Agreement to be eligible for funds under Administrative Rule 9G-1.9, Base Funding for County Emergency Management Agencies and Municipal Competitive Grant and Loan Programs;

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

- 1. RECITALS.** The foregoing “**WHEREAS**” clauses are true and correct and are hereby ratified and confirmed by the Board of Supervisors.
- 2. APPROVAL OF AGREEMENT.** The execution of the attached Statewide Mutual Aid Agreement is hereby authorized, and the Agreement is hereby approved.
- 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** this 5th day of May, 2025.

ATTEST:

**ARBORS COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A**

Statewide Mutual Aid Agreement



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## **STATEWIDE MUTUAL AID AGREEMENT - 2023**

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management ("the Division") and the local government ("Participating Party") signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

### **ARTICLE I: DEFINITIONS**

As used in this Agreement, the following expressions shall have the following meanings:

- A. The "Agreement" is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement ("SMAA").



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. The "Division" is the Florida Division of Emergency Management.
- C. A "Requesting Party" to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An "Assisting Party" to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The "Period of Assistance" is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A "Mission" is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A "local government" is any educational district, special district, or any entity that is a "local governmental entity" within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An "educational district" is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A "special district" is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A "tribal council" is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An "interlocal agreement" is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A "Resource Support Agreement" as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. "Proof of work" as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals' emergency response activity at a tactical level.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

## ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

## ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

## ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)<sup>1</sup>.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

## ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

<sup>1</sup> FDEM approved documents such as activity logs and mutual aid forms can be found at:  
[https://portal.floridadisaster.org/projects/FROC/FROC\\_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D](https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D)



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

## ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

## ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA's Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

## ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Management's Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

## ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section F of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

## ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

***NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.***

*The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.*

*FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.*

**IN WITNESS WHEREOF**, the Parties have duly executed this Agreement on the date specified below:



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A COUNTY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

ATTEST:  
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS  
OF \_\_\_\_\_ COUNTY,  
STATE OF FLORIDA

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

Clerk or Deputy Clerk

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

Chair

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

Approved as to Form:

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

County Attorney



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A CITY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

ATTEST:  
CITY CLERK

CITY OF \_\_\_\_\_  
STATE OF FLORIDA

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

Approved as to Form:

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

City Attorney



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A COUNTY SHERIFF'S OFFICE

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

\_\_\_\_\_  
COUNTY SHERIFF'S OFFICE, STATE OF FLORIDA

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

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

Approved as to Form:

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

Attorney for Entity



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A COUNTY OR CITY FIRE DEPARTMENT/DISTRICT OFFICE

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

\_\_\_\_\_  
COUNTY OR CITY FIRE DEPARTMENT/DISTRICT, STATE OF FLORIDA

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

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

Approved as to Form:

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

Attorney for Entity



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

## FOR ADOPTION BY AN EDUCATIONAL DISTRICT

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

\_\_\_\_\_ SCHOOL DISTRICT, STATE OF FLORIDA

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

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

Approved as to Form:

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

Attorney for District



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY STATE COLLEGE, COMMUNITY COLLEGE OR STATE UNIVERSITY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES  
OF \_\_\_\_\_  
STATE COLLEGE, COMMUNITY  
COLLEGE, or STATE OF FLORIDA

BOARD OF TRUSTEES  
OF \_\_\_\_\_  
UNIVERSITY,  
STATE OF FLORIDA

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

Clerk

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

Chairman

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

Approved as to Form:

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

Attorney for Board



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

## FOR ADOPTION BY A SPECIAL DISTRICT

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

\_\_\_\_\_ SPECIAL DISTRICT, STATE OF FLORIDA

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

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

Approved as to Form:

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

Attorney for District



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY AN AUTHORITY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES  
OF \_\_\_\_\_  
AUTHORITY,  
STATE OF FLORIDA

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

Clerk

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

Chairman

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

Approved as to Form:

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

Attorney for Board



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A NATIVE AMERICAN TRIBE

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

ATTEST:

TRIBAL COUNCIL OF THE  
\_\_\_\_\_ TRIBE OF FLORIDA

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

Council Clerk

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

Chairman

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

Approved as to Form:

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

Attorney for Council



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A COMMUNITY DEVELOPMENT DISTRICT

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

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

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

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## ARBORS

COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA

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

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: **05/05/2025**

Approved as to Form:

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

Attorney for District



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## SAMPLE AUTHORIZING RESOLUTION FOR ADOPTION OF STATEWIDE MUTUAL AID AGREEMENT

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by \_\_\_\_\_

\_\_\_\_\_ that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

I certify that the foregoing is an accurate copy of the Resolution adopted by

\_\_\_\_\_ on \_\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## **STATEWIDE MUTUAL AID AGREEMENT – SAMPLE ATTACHMENT** **Encompassed Entities**

This notice is an acknowledgment of an amendment to the 2023 SMAA by the Florida Division of Emergency Management (“the Division”) which allows parent entities to include individual departments and subdivisions, within their authority, to be listed as SMAA designees eligible for SMAA request and assistance procedures.

By our authority and adoption of the attached 2023 Statewide Mutual Aid agreement, as the parent entity, the following departments and subdivisions will be included as SMAA signatories for all asset request, assistance, and applicable reimbursement processes:

*All entities listed herein will still require access to the DEMES Mutual Aid System for FDEM Reimbursement process requirements.*

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# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

**6**

**RESOLUTION 2025-11**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ARBORS  
DEVELOPMENT ELECTING FELIX RODRIGUEZ AS ASSISTANT  
SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE  
DATE**

**WHEREAS**, the Arbors Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors of the District desires to elect a certain Officer of the District.

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

**SECTION 1.** Felix Rodriguez is elected as Assistant Secretary.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 5th day of May, 2025.

ATTEST:

**ARBORS COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7A**

## Proposal for Extra Work at Arbors CDD

|                     |                                                                  |                 |                                                 |
|---------------------|------------------------------------------------------------------|-----------------|-------------------------------------------------|
| Property Name       | Arbors CDD                                                       | Contact         | Tony Shiver                                     |
| Property Address    | 12468 Russian Olive Rd<br>Jacksonville, FL 32218                 | To              | Arbors CDD                                      |
|                     |                                                                  | Billing Address | 2300 Glades Rd Ste 410W<br>Boca Raton, FL 33431 |
| Project Name        | Arbors CDD- Mulching Main Roadway Leading to Amenity and Amenity |                 |                                                 |
| Project Description | Arbors CDD- Mulching Main Roadway Leading to Amenity and Amenity |                 |                                                 |

### Scope of Work

| QTY    | UoM/Size   | Material/Description    |
|--------|------------|-------------------------|
| 250.00 | CUBIC YARD | Brown Mulch - Installed |

For internal use only

**SO#** 8661236  
**JOB#** 346108417  
**Service Line** 160

**Total Price** \$16,250.00

**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

## 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 demolishing.
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

|                    |       |                                  |
|--------------------|-------|----------------------------------|
|                    |       | <b>Manager - First Coast CMS</b> |
| Signature          | Title |                                  |
| <b>Tony Shiver</b> |       | <b>May 01, 2025</b>              |
| Printed Name       | Date  |                                  |

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

|                              |       |                            |
|------------------------------|-------|----------------------------|
|                              |       | <b>Enhancement Manager</b> |
| Signature                    | Title |                            |
| <b>James Chadwick Knight</b> |       | <b>May 01, 2025</b>        |
| Printed Name                 | Date  |                            |

|               |                  |                        |                    |
|---------------|------------------|------------------------|--------------------|
| <b>Job #:</b> | <b>346108417</b> |                        |                    |
| <b>SO #:</b>  | <b>8661236</b>   | <b>Proposed Price:</b> | <b>\$16,250.00</b> |

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

# **7B**

## Proposal for Extra Work at Arbors CDD

|                     |                                                  |                 |                                                 |
|---------------------|--------------------------------------------------|-----------------|-------------------------------------------------|
| Property Name       | Arbors CDD                                       | Contact         | Tony Shiver                                     |
| Property Address    | 12468 Russian Olive Rd<br>Jacksonville, FL 32218 | To              | Arbors CDD                                      |
|                     |                                                  | Billing Address | 2300 Glades Rd Ste 410W<br>Boca Raton, FL 33431 |
| Project Name        | Arbors CDD - Proposal Throughout                 |                 |                                                 |
| Project Description | Arbors CDD - Proposal Throughout                 |                 |                                                 |

### Scope of Work

| QTY                                        | UoM/Size   | Material/Description                                                                                                                           | Total             |
|--------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Palm Removal at Clubhouse and Pool:</b> |            |                                                                                                                                                | <b>\$5,004.34</b> |
| 1.00                                       | LUMP SUM   | Removal All Declining Palms at Pool and Clubhouse.<br>Grind if Necessary. Fill In Holes if needed Grade areas.<br>Remove all debris from site. |                   |
| <b>2 Islands Near Clubhouse:</b>           |            |                                                                                                                                                | <b>\$2,420.33</b> |
| 1.00                                       | LUMP SUM   | Remove Declining Plants. Grade Bed out. Deep Edge<br>hardscapes. Remove Debris from site.                                                      |                   |
| 2.00                                       | CUBIC YARD | Fill Dirt - Installed (To Bring up bed and Crown)                                                                                              |                   |
| 1.00                                       | EACH       | Blueberry Hollie 30 gal - Installed                                                                                                            |                   |
| 28.00                                      | EACH       | Schilling 3 gal - Installed                                                                                                                    |                   |
| 18.00                                      | EACH       | Mulch - Installed                                                                                                                              |                   |
| 1.00                                       | EACH       | Inspection and/or adjustments to provide proper coverage<br>to all specific areas of newly installed plants. (included<br>parts and labor)     |                   |
| <b>Front Entrance (Exit Side):</b>         |            |                                                                                                                                                | <b>\$4,851.55</b> |
| 1.00                                       | EACH       | Prep area by removing declining plants and mulch. Grade<br>area, deep edge any hardscapes and bedlines. Remove<br>debris from site.            |                   |
| 1.00                                       | CUBIC YARD | River Rock - Installed (Under Fountain Area up to light)                                                                                       |                   |
| 380.00                                     | EACH       | Seasonal Annuals - Installed                                                                                                                   |                   |
| 2.00                                       | CUBIC YARD | #3 Soil Mix - Installed (Under Fountain Area up to light)                                                                                      |                   |
| 23.00                                      | BOX        | Podocarpus 3 gal - Installed                                                                                                                   |                   |
| 18.00                                      | EACH       | Drift Rose 3 gal - Installed                                                                                                                   |                   |
| 12.00                                      | EACH       | Loropetalum 3 gal - Installed                                                                                                                  |                   |
| 20.00                                      | EACH       | Mulch - Installed (Touch Up)                                                                                                                   |                   |
| 1.00                                       | EACH       | Inspection and/or adjustments to provide proper coverage<br>to all specific areas of newly installed plants. (included<br>parts and labor)     |                   |
| <b>Front Entrance (Entrance Side):</b>     |            |                                                                                                                                                | <b>\$4,057.85</b> |
| 1.00                                       | EACH       | Prep area by removing declining plants and mulch. Grade<br>area, deep edge any hardscapes and bedlines. Remove<br>debris from site.            |                   |

#### 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

## Proposal for Extra Work at Arbors CDD

|        |            |                                                                                                                                      |
|--------|------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 1.00   | CUBIC YARD | River Rock - Installed (Under Fountain Area up to light)                                                                             |
| 380.00 | EACH       | Seasonal Annuals - Installed                                                                                                         |
| 10.00  | EACH       | Loropetalum 3 gal - Installed                                                                                                        |
| 6.00   | EACH       | Podocarpus 3 gal - Installed                                                                                                         |
| 2.00   | CUBIC YARD | #3 Soil Mix - Installed (Under Fountain Area up to light)                                                                            |
| 13.00  | EACH       | Mulch - Installed (Touch Up)                                                                                                         |
| 1.00   | EACH       | Inspection and/or adjustments to provide proper coverage to all specific areas of newly installed plants. (included parts and labor) |
| 1.00   | EACH       | Inspection and/or adjustments to provide proper coverage to all specific areas of newly installed plants. (included parts and labor) |

### Bahia Sod Along Hemlock Street And Island at Roundabout:

**\$3,986.27**

|          |             |                                                                                                                               |
|----------|-------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1.00     | EACH        | Prep area by removing declining plants and mulch. Grade area, deep edge any hardscapes and bedlines. Remove debris from site. |
| 2,000.00 | SQUARE FEET | Bahia Sod - Installed (To Tighten Bedlines)                                                                                   |
| 1.00     | EACH        | Prep area by removing declining plants and mulch. Grade area, deep edge any hardscapes and bedlines. Remove debris from site. |

For internal use only

**SO#** 8659840  
**JOB#** 346108417  
**Service Line** 130

**Total Price**
**\$20,320.34**

### 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

## 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

|                    |                     |                                  |
|--------------------|---------------------|----------------------------------|
|                    |                     | <b>Manager - First Coast CMS</b> |
| Signature          | Title               |                                  |
| <b>Tony Shiver</b> | <b>May 01, 2025</b> |                                  |
| Printed Name       | Date                |                                  |

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

|                              |                     |                            |
|------------------------------|---------------------|----------------------------|
|                              |                     | <b>Enhancement Manager</b> |
| Signature                    | Title               |                            |
| <b>James Chadwick Knight</b> | <b>May 01, 2025</b> |                            |
| Printed Name                 | Date                |                            |

|               |                  |                        |                    |
|---------------|------------------|------------------------|--------------------|
| <b>Job #:</b> | <b>346108417</b> |                        |                    |
| <b>SO #:</b>  | <b>8659840</b>   | <b>Proposed Price:</b> | <b>\$20,320.34</b> |

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

# **RATIFICATION ITEMS**

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

# **UNAUDITED FINANCIAL STATEMENTS**

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
MARCH 31, 2025**

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
MARCH 31, 2025**

|                                                                       | General<br>Fund   | Debt<br>Service<br>Fund<br>Series 2023 | Debt<br>Service<br>Fund<br>Series 2024 | Capital<br>Projects<br>Fund<br>Series 2023 | Capital<br>Projects<br>Fund<br>Series 2024 | Total<br>Governmental<br>Funds |
|-----------------------------------------------------------------------|-------------------|----------------------------------------|----------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------|
| <b>ASSETS</b>                                                         |                   |                                        |                                        |                                            |                                            |                                |
| Cash                                                                  | \$ 312,968        | \$ -                                   | \$ -                                   | \$ -                                       | \$ -                                       | \$ 312,968                     |
| Investments                                                           |                   |                                        |                                        |                                            |                                            |                                |
| Revenue                                                               | -                 | 815,896                                | -                                      | -                                          | -                                          | 815,896                        |
| Reserve                                                               | -                 | 212,606                                | 388,039                                | -                                          | -                                          | 600,645                        |
| Capitalized interest                                                  | -                 | 4                                      | 280,324                                | -                                          | -                                          | 280,328                        |
| Construction                                                          | -                 | -                                      | -                                      | 116                                        | 2,451,541                                  | 2,451,657                      |
| Cost of issuance                                                      | -                 | 439                                    | 6,507                                  | -                                          | -                                          | 6,946                          |
| Due from general fund                                                 | -                 | 1,825                                  | -                                      | -                                          | -                                          | 1,825                          |
| Prepaid expense                                                       | 6,275             | -                                      | -                                      | -                                          | -                                          | 6,275                          |
| Total assets                                                          | <u>\$ 319,243</u> | <u>\$ 1,030,770</u>                    | <u>\$ 674,870</u>                      | <u>\$ 116</u>                              | <u>\$ 2,451,541</u>                        | <u>\$ 4,476,540</u>            |
| <b>LIABILITIES AND FUND BALANCES</b>                                  |                   |                                        |                                        |                                            |                                            |                                |
| Liabilities:                                                          |                   |                                        |                                        |                                            |                                            |                                |
| Due to Landowner                                                      | \$ 21,657         | \$ -                                   | \$ -                                   | \$ -                                       | \$ -                                       | \$ 21,657                      |
| Due to debt service fund                                              | 1,825             | -                                      | -                                      | -                                          | -                                          | 1,825                          |
| Accrued contracts payable                                             | -                 | -                                      | -                                      | 3,033                                      | -                                          | 3,033                          |
| Accrued wages payable                                                 | 200               | -                                      | -                                      | -                                          | -                                          | 200                            |
| Accrued taxes payable                                                 | 168               | -                                      | -                                      | -                                          | -                                          | 168                            |
| Landowner advance                                                     | 6,000             | -                                      | -                                      | -                                          | -                                          | 6,000                          |
| Unearned revenue                                                      | 28,411            | 44,644                                 | -                                      | -                                          | -                                          | 73,055                         |
| Total liabilities                                                     | <u>58,261</u>     | <u>44,644</u>                          | <u>-</u>                               | <u>3,033</u>                               | <u>-</u>                                   | <u>105,938</u>                 |
| Fund balances:                                                        |                   |                                        |                                        |                                            |                                            |                                |
| Restricted                                                            |                   |                                        |                                        |                                            |                                            |                                |
| Debt service                                                          | -                 | 986,126                                | 674,870                                | -                                          | -                                          | 1,660,996                      |
| Capital projects                                                      | -                 | -                                      | -                                      | (2,917)                                    | 2,451,541                                  | 2,448,624                      |
| Unassigned                                                            | 260,982           | -                                      | -                                      | -                                          | -                                          | 260,982                        |
| Total fund balances                                                   | <u>260,982</u>    | <u>986,126</u>                         | <u>674,870</u>                         | <u>(2,917)</u>                             | <u>2,451,541</u>                           | <u>4,370,602</u>               |
| Total liabilities, deferred inflows of resources<br>and fund balances | <u>\$ 319,243</u> | <u>\$ 1,030,770</u>                    | <u>\$ 674,870</u>                      | <u>\$ 116</u>                              | <u>\$ 2,451,541</u>                        | <u>\$ 4,476,540</u>            |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED MARCH 31, 2025**

|                                          | Current<br>Month | Year to<br>Date | Budget         | % of<br>Budget |
|------------------------------------------|------------------|-----------------|----------------|----------------|
| <b>REVENUES</b>                          |                  |                 |                |                |
| Assessment levy: on-roll - net           | \$ 24,017        | \$ 427,771      | \$ 255,411     | 167%           |
| Assessment levy: off-roll - net          | 31,737           | 31,736          | 295,096        | 11%            |
| Total revenues                           | <u>55,754</u>    | <u>459,507</u>  | <u>550,507</u> | 83%            |
| <b>EXPENDITURES</b>                      |                  |                 |                |                |
| <b>Professional &amp; administrative</b> |                  |                 |                |                |
| Supervisors                              | 861              | 2,153           | 9,000          | 24%            |
| Management/accounting/recording          | 4,000            | 24,000          | 48,000         | 50%            |
| Legal                                    | 892              | 3,520           | 25,000         | 14%            |
| Engineering                              | 700              | 700             | 2,000          | 35%            |
| Audit                                    | -                | 5,400           | 5,500          | 98%            |
| Arbitrage rebate calculation*            | -                | -               | 500            | 0%             |
| Dissemination agent*                     | 167              | 833             | 1,000          | 83%            |
| Trustee*                                 | -                | 6,425           | 4,250          | 151%           |
| Telephone                                | 16               | 100             | 200            | 50%            |
| Postage                                  | 37               | 196             | 250            | 78%            |
| Printing & binding                       | 42               | 250             | 500            | 50%            |
| Legal advertising                        | -                | 2,760           | 6,500          | 42%            |
| Annual special district fee              | -                | 175             | 175            | 100%           |
| Insurance                                | -                | 5,500           | 5,500          | 100%           |
| Contingencies/bank charges               | 91               | 546             | 750            | 73%            |
| Website hosting & maintenance            | -                | 705             | 1,680          | 42%            |
| Website ADA compliance                   | -                | 210             | 210            | 100%           |
| Tax collector                            | 42               | 12,867          | 9,312          | 138%           |
| Software service                         | -                | 1,000           | 1,000          | 100%           |
| Total professional & administrative      | <u>6,848</u>     | <u>67,340</u>   | <u>121,327</u> | 56%            |
| <b>Field operations</b>                  |                  |                 |                |                |
| Field operations management              | -                | -               | 8,400          | 0%             |
| Landscape maintenance                    | 7,213            | 52,437          | 104,480        | 50%            |
| Irrigation repair                        | -                | 720             | 40,000         | 2%             |
| Irrigation water                         | 74               | 3,102           | -              | N/A            |
| Aquatic maintenance                      | -                | -               | 16,000         | 0%             |
| Entry monuments                          | 585              | 1,170           | -              | N/A            |
| Electric                                 | 432              | 2,416           | 8,000          | 30%            |
| Fountain maintenance                     | -                | 469             | 7,020          | 7%             |
| <b>Amenity center:</b>                   |                  |                 |                |                |
| Staffing                                 | 1,720            | 10,320          | -              | N/A            |
| Management contracts                     | 1,700            | 3,400           | -              | N/A            |
| Facility management                      | 745              | 8,611           | 20,640         | 42%            |
| Landscape mainenance                     |                  |                 | 25,000         | 0%             |
| Landscape contingency                    |                  |                 | 10,000         | 0%             |
| Pool service                             | 1,075            | 6,808           | 12,900         | 53%            |
| Janitorial service                       | -                | 3,409           | 8,940          | 38%            |
| Pool chemicals                           | -                | 1,076           | 15,000         | 7%             |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED MARCH 31, 2025**

|                                                              | Current<br>Month  | Year to<br>Date   | Budget         | % of<br>Budget |
|--------------------------------------------------------------|-------------------|-------------------|----------------|----------------|
| Janitorial supplies                                          | -                 | 241               | 5,000          | 5%             |
| Trash/refuse                                                 | 544               | 1,720             | -              | N/A            |
| Maintenance                                                  | -                 | 5,637             | 5,400          | 104%           |
| Maintenance/repairs                                          | -                 | -                 | 50,000         | 0%             |
| Pool repairs                                                 | -                 | 381               | -              | N/A            |
| Special events                                               | -                 | 148               | 3,000          | 5%             |
| Insurance: property                                          | -                 | 28,046            | 21,400         | 131%           |
| Contingency                                                  | -                 | -                 | 15,000         | 0%             |
| Utilities                                                    |                   |                   |                |                |
| Telephone & internet                                         | -                 | -                 | 4,000          | 0%             |
| Electric                                                     | -                 | -                 | 15,000         | 0%             |
| Water/irrigation                                             | -                 | -                 | 15,000         | 0%             |
| Potable water                                                | -                 | -                 | 4,000          | 0%             |
| Security                                                     |                   |                   |                |                |
| Alarm monitoring                                             | -                 | -                 | 15,000         | 0%             |
| Office supplies                                              | -                 | 605               | -              | N/A            |
| Fitness center repairs/supplies                              | -                 | 469               | -              | N/A            |
| Total field operations & amenity center                      | <u>14,088</u>     | <u>131,185</u>    | <u>429,180</u> | 31%            |
| Total expenditures                                           | <u>20,936</u>     | <u>198,525</u>    | <u>550,507</u> | 36%            |
| Excess/(deficiency) of revenues<br>over/(under) expenditures | 34,818            | 260,982           | -              |                |
| Fund balances - beginning                                    | 226,164           | -                 | -              |                |
| Fund balances - ending                                       | <u>\$ 260,982</u> | <u>\$ 260,982</u> | <u>\$ -</u>    |                |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2023  
FOR THE PERIOD ENDED MARCH 31, 2025**

|                                                              | Current<br>Month  | Year To<br>Date   | Budget            | % of<br>Budget |
|--------------------------------------------------------------|-------------------|-------------------|-------------------|----------------|
| <b>REVENUES</b>                                              |                   |                   |                   |                |
| Special assessment - on roll                                 | \$ 37,740         | \$ 613,538        | \$ 401,347        | 153%           |
| Special assessment: off-roll                                 | 49,870            | 108,514           | 463,708           | 23%            |
| Interest                                                     | 3,003             | 16,973            | -                 | N/A            |
| Total revenues                                               | <u>90,613</u>     | <u>739,025</u>    | <u>865,055</u>    | 85%            |
| <b>EXPENDITURES</b>                                          |                   |                   |                   |                |
| Principal                                                    | -                 | -                 | 185,000           | 0%             |
| Interest                                                     | -                 | 332,511           | 665,021           | 50%            |
| Tax collector                                                | 66                | 20,219            | 14,632            | 138%           |
| Total expenditures                                           | <u>66</u>         | <u>352,730</u>    | <u>864,653</u>    | 41%            |
| Excess/(deficiency) of revenues<br>over/(under) expenditures | 90,547            | 386,295           | 402               |                |
| <b>OTHER FINANCING SOURCES/(USES)</b>                        |                   |                   |                   |                |
| Transfers out                                                | -                 | (212,605)         | -                 | N/A            |
| Total other financing sources                                | <u>-</u>          | <u>(212,605)</u>  | <u>-</u>          | N/A            |
| Net change in fund balances                                  | 90,547            | 173,690           | 402               |                |
| Fund balances - beginning                                    | 895,579           | 812,436           | 780,117           |                |
| Fund balances - ending                                       | <u>\$ 986,126</u> | <u>\$ 986,126</u> | <u>\$ 780,519</u> |                |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2024  
FOR THE PERIOD ENDED MARCH 31, 2025**

|                                                              | Current<br>Month  | Year<br>to Date   |
|--------------------------------------------------------------|-------------------|-------------------|
| <b>REVENUES</b>                                              |                   |                   |
| Interest                                                     | \$ 2,213          | \$ 8,547          |
| Total revenues                                               | <u>2,213</u>      | <u>8,547</u>      |
| <b>EXPENDITURES</b>                                          |                   |                   |
| Cost of issuance                                             | -                 | 181,977           |
| Total expenditures                                           | <u>-</u>          | <u>181,977</u>    |
| <b>Other fees and charges</b>                                |                   |                   |
| Receipt of bond proceeds                                     | -                 | 985,919           |
| Underwriter's discount                                       | -                 | (132,466)         |
| Original Issue discount                                      | -                 | (5,153)           |
| Total other fees and charges                                 | <u>-</u>          | <u>848,300</u>    |
| Excess/(deficiency) of revenues<br>over/(under) expenditures | 2,213             | 674,870           |
| Net change in fund balances                                  | 2,213             | 674,870           |
| Fund balance - beginning                                     | 672,657           | -                 |
| Fund balance - ending                                        | <u>\$ 674,870</u> | <u>\$ 674,870</u> |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2023  
FOR THE PERIOD ENDED MARCH 31, 2025**

|                                                              | Current<br>Month  | Year To<br>Date   |
|--------------------------------------------------------------|-------------------|-------------------|
| <b>REVENUES</b>                                              |                   |                   |
| Interest                                                     | \$ 116            | \$ 975            |
| Total revenues                                               | <u>116</u>        | <u>975</u>        |
| <b>EXPENDITURES</b>                                          |                   |                   |
| Construction costs                                           | <u>-</u>          | <u>228,366</u>    |
| Total expenditures                                           | <u>-</u>          | <u>228,366</u>    |
| Excess/(deficiency) of revenues<br>over/(under) expenditures | 116               | (227,391)         |
| <b>OTHER FINANCING SOURCES/(USES)</b>                        |                   |                   |
| Transfer in                                                  | <u>-</u>          | <u>212,605</u>    |
| Total other financing sources/(uses)                         | <u>-</u>          | <u>212,605</u>    |
| Net change in fund balances                                  | 116               | (14,786)          |
| Fund balances - beginning                                    | (3,033)           | 11,869            |
| Fund balances - ending                                       | <u>\$ (2,917)</u> | <u>\$ (2,917)</u> |

**ARBORS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2024  
FOR THE PERIOD ENDED MARCH 31, 2025**

|                                       | Current<br>Month           | Year to<br>Date            |
|---------------------------------------|----------------------------|----------------------------|
| <b>REVENUES</b>                       |                            |                            |
| Interest                              | \$ 8,042                   | \$ 69,738                  |
| Total revenues                        | <u>8,042</u>               | <u>69,738</u>              |
| <b>EXPENDITURES</b>                   |                            |                            |
| Construction Costs                    | -                          | 8,022,278                  |
| Total expenditures                    | <u>-</u>                   | <u>8,022,278</u>           |
| <b>OTHER FINANCING SOURCES/(USES)</b> |                            |                            |
| Receipt of bond proceeds              | -                          | 10,404,081                 |
| Total other financing sources/(uses)  | <u>-</u>                   | <u>10,404,081</u>          |
| Net increase/(decrease), fund balance | 8,042                      | 2,451,541                  |
| Beginning fund balance                | <u>2,443,499</u>           | <u>-</u>                   |
| Ending fund balance                   | <u><u>\$ 2,451,541</u></u> | <u><u>\$ 2,451,541</u></u> |

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

# **MINUTES**

**DRAFT**

**MINUTES OF MEETING  
ARBORS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Arbors Community Development District held a Regular Meeting on March 3, 2025 at 9:00 a.m., at the Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218.

**Present:**

|                      |                     |
|----------------------|---------------------|
| Christopher Williams | Vice Chair          |
| Mikel Denton         | Assistant Secretary |
| Heather Allen        | Assistant Secretary |
| James Teagle         | Assistant Secretary |

**Also present:**

|                                |                  |
|--------------------------------|------------------|
| Ernesto Torres                 | District Manager |
| Katie Buchanan (via telephone) | District Counsel |
| Tony Shiver                    | Amenity Manager  |
| Beth Grossman                  | HOA Manager      |
| Jasmyne Morgan                 | Resident         |
| Allan Morgan                   | Resident         |

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 9:00 a.m.

Supervisors Denton, Williams, Allen and Teagle were present. Supervisor Wicker were absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2025-07,  
Relating to the Amendment of the Annual  
Budget for the Fiscal Year Beginning  
October 1, 2023, and Ending September**

30, 2024, and Providing for an Effective Date

Mr. Torres presented Resolution 2025-07. This is necessary to adjust the Fiscal Year 2024 budget and to help avoid a finding in the annual audit.

On MOTION by Mr. Teagle and seconded by Mr. Williams, with all in favor, Resolution 2025-07, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024, and Providing for an Effective Date, was adopted.

#### FOURTH ORDER OF BUSINESS

#### Construction Updates

##### A. Pickleball

##### B. Pool

Mr. Teagle reported that revising plans is underway. There will be a lap pool, building for the pool and pickleball courts. The plans are expected within about 45 days and then permits will be pulled. Construction will take about nine to ten months.

#### FIFTH ORDER OF BUSINESS

#### Discussion: July Meeting Date

Mr. Torres discussed the conflict with the planned July 7, 2025 meeting date.

Resident Allan Morgan inquired about meeting times and times more convenient for residents.

The following change will be made to the Fiscal Year 2025 Meeting Schedule:

DATE: Change "July 7, 2025" to "July 11, 2025"

#### SIXTH ORDER OF BUSINESS

#### Acceptance of Unaudited Financial Statements as of January 31, 2025

On MOTION by Mr. Williams and seconded by Mr. Teagle, with all in favor, the Unaudited Financial Statements as of January 31, 2025, were accepted.

#### SEVENTH ORDER OF BUSINESS

#### January 6, 2025 Regular Meeting Minutes

On MOTION by Mr. Williams and seconded by Mr. Teagle, with all in favor, the January 6, 2025 Regular Meeting Minutes, as presented, were approved.

**EIGHTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock LLP**

Ms. Buchanan stated that redemption of the debt service reserve accounts was authorized and funds were transferred to the construction account. A Resolution in this regard will be presented in the future.

**B. District Engineer: Dunn & Associates, Inc.**

There was no report.

**C. Field and Amenity Manager: First Coast Management Services**

Mr. Shiver reported the following:

- An issue with some pavers with calcium leeching from the pavers is being addressed.
- Landscaping by the entrance and fountains will be reevaluated.

**D. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: May 5, 2025 at 4:00 PM [Presentation of FY2026 Budget]**
  - **QUORUM CHECK**

**NINTH ORDER OF BUSINESS****Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TENTH ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

**ELEVENTH ORDER OF BUSINESS****Adjournment**

On MOTION by Mr. Williams and seconded by Mr. Teagle, with all in favor, the meeting adjourned at 9:14 a.m.

109

110

111

112

113

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

\_\_\_\_\_  
Chair/Vice Chair

# **ARBORS**

**COMMUNITY DEVELOPMENT DISTRICT**

# **STAFF REPORTS**

| ARBORS COMMUNITY DEVELOPMENT DISTRICT                                               |                                                                                  |           |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------|
|                                                                                     |                                                                                  |           |
| BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE                         |                                                                                  |           |
|                                                                                     |                                                                                  |           |
| LOCATION                                                                            |                                                                                  |           |
| <i>Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218</i> |                                                                                  |           |
|                                                                                     |                                                                                  |           |
| DATE                                                                                | POTENTIAL DISCUSSION/FOCUS                                                       | TIME      |
|                                                                                     |                                                                                  |           |
| November 5, 2024                                                                    | Landowners' Meeting                                                              | 1:00 PM** |
|                                                                                     |                                                                                  |           |
| November 12, 2024                                                                   | Regular Meeting                                                                  | 1:00 PM   |
|                                                                                     |                                                                                  |           |
| January 6, 2025                                                                     | Regular Meeting                                                                  | 9:00 AM   |
|                                                                                     |                                                                                  |           |
| March 3, 2025                                                                       | Regular Meeting                                                                  | 9:00 AM   |
|                                                                                     |                                                                                  |           |
| May 5, 2025                                                                         | Regular Meeting<br><i>Presentation of FY2026 Proposed Budget</i>                 | 4:00 PM   |
|                                                                                     |                                                                                  |           |
| July 7, 2025<br><i>Rescheduled to July 11, 2025</i>                                 | Public Hearings and Regular Meeting<br><i>Adoption of FY2026 Proposed Budget</i> | 4:00 PM   |
|                                                                                     |                                                                                  |           |
| July 11, 2025                                                                       | Public Hearings and Regular Meeting<br><i>Adoption of FY2026 Proposed Budget</i> | 4:00 PM   |
|                                                                                     |                                                                                  |           |
| September 2, 2025*                                                                  | Regular Meeting                                                                  | 9:00 AM   |
|                                                                                     |                                                                                  |           |

#### Exceptions

*\*September meeting date is one day later to accommodate Labor Day holiday*

*\*\*Delayed start time to 3:00 PM*