

Seaton Creek Reserve
Community Development District

JULY 10, 2025

Seaton Creek Reserve
Community Development District
475 West Town Place
Suite 114
St. Augustine, Florida 32092
Call In Number: 1-877-304-9269 Code: 1178123

July 1, 2025

Board of Supervisors
Seaton Creek Reserve Community Development District

Dear Board Members:

The Meeting of the Seaton Creek Reserve Community Development District will be held **Thursday, July 10, 2025, at 11:00 a.m.** at the Hampton Inn & Suites Jacksonville Airport, 13551 Airport Court, Jacksonville, Florida 32218.

- I. Roll Call
- II. Audience Comments (*regarding agenda items listed below*)
- III. Consideration of Minutes of the May 8, 2025, Meeting
- IV. Ratification of Proposals/Agreements:
 - A. Governmental Management Services for Amenity Management and Field Operations Management
 - B. Governmental Management Services for Janitorial Services
 - C. Governmental Management Services for Pool Monitors
 - D. CBuss Enterprises for Pool Maintenance
 - E. United Land Services for Landscape Maintenance Services
- V. Ratification of Amenity Facilities Policies
- VI. Consideration of Resolution 2025-05, Setting a Public Hearing to Adopt Amenity Rules & Rates
- VII. Public Hearing Adopting the Budget for Fiscal Year 2026
 - A. Consideration of Resolution 2025-06, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026
 - B. Consideration of Resolution 2025-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026
- VIII. Staff Reports
 - A. Attorney

- B. Engineer
- C. Manager
 - 1. Report on the Number of Registered Voters (176)
 - 2. Discussion of Fiscal Year 2026 Meeting Schedule
- IX. Supervisors Requests
- X. Audience Comments
- XI. Financial Statements as of May 31, 2025
- XII. Check Register
- XIII. Next Scheduled Meeting – September 11, 2025, at 11:00 a.m.
- XIV. Adjournment

THIRD ORDER OF BUSINESS

MINUTES OF MEETING
SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Seaton Creek Reserve Community Development District was held on Thursday, May 8, 2025, at 11:00 a.m. at the Hampton Inn & Suites Jacksonville Airport, 13551 Airport Court, Jacksonville, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
Michael Della Penta	Supervisor
Ross Puzzitiello <i>by phone</i>	Supervisor

Also present were:

Jim Oliver	District Manager
Kyle Magee <i>by phone</i>	District Counsel
Sarah Sweeting	GMS
Matt Biagetti	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. and called roll. Four Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

There were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the March 13, 2025,
Meeting**

Mr. Oliver presented the minutes of March 13, 2025 meeting. Mr. Oliver noted that the 8th item of business on page 3 of the agenda contained an error in the meeting location. He confirmed

that the area was at the Hampton Inn & Suites, Jacksonville Airport, Jacksonville, Florida. Other than that, there were no other revisions.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Revised Minutes of the March 31, 2025, Meeting were approved.

FOURTH ORDER OF BUSINESS**Consideration of Amendment to Landscape Maintenance Agreement with VerdeGo**

Mr. Oliver stated that the amendment to the agreement would involve considering proposals for basic services and services associated with the clubhouse. Ms. Rogers suggested that they terminate the VerdeGo contract. She added that an amendment would not be necessary. There was a motion to terminate VerdeGo based on performance and pricing.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Terminating the Landscape Maintenance Agreement with VerdeGo, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Proposals:****A. United Land Services****B. United Land Services – Clubhouse**

Ms. Rogers made a motion to accept the proposals and enter into a contract with United Land Services. Ms. Rogers stated that this would cover the amenity and the landscape.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the United Land Services Proposal, was approved.

SIXTH ORDER OF BUSINESS**Acceptance of Draft Audit for Fiscal Year 2024**

Mr. Oliver noted that this was in draft form and would be finalized by June 30, 2025. Mr. Oliver added that there were detailed discussions on the reports regarding all material respects and spectral financial positions. Mr. Oliver stated that the purpose of the audit letter was to provide the current year's findings and recommendations, the status of the prior year's findings and recommendations, and compliance with the provisions audited. Mr. Oliver noted that the state of Florida's findings was none. He added that there were seven different criteria for compliance with

the provisions of the AG of Florida. Mr. Oliver stated that they had met all the requirements. Mr. Oliver added that if the Board had no changes, they would finalize and provide it to the Auditor General and post it to the District's website.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Accepting the Draft Audit for Fiscal Year 2024, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-04, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date for Adoption

Mr. Oliver stated that they were required to approve a budget by June 15th of each year. He added that they had sixty days until the budget was approved and the budget hearing for adoption. Mr. Oliver stated that they would provide the assessment roll to the Duval County tax collector by July 31st. He noted there had been discussions that would impact the budget. He mentioned that there have been changes to the landscape in the budget since United Land Services was brought on. There were detailed discussions about changes in multiple line items. Mr. Oliver noted that the budget hearing would be on July 10, 2025. He added that he would send out notices to invite residents to come and be heard at the public hearing. At the public hearing the Board would have the flexibility to revise the budget. Ms. Rogers stated that she wanted to add a line item for a part-time lifestyle person. There were discussions on the budget for that. Ms. Rogers noted that another community had budgeted \$30,000 which would be for 20 hours a week. Mr. Oliver stated that regarding the fitness equipment lease, they were required to ensure each piece of the equipment was in good working condition.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resolution 2025-04 Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date for Adoption on July 10, 2025, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee stated that he had nothing to report from Mr. Haber but could take questions or any information back to him.

B. Engineer – Pond Bank Inspection Report

The District Engineer stated that he had sent an email to the Board regarding the pond bank inspections. He added that in 2024, state legislation had passed rules requiring the stormwater on Seaton Creek to be professionally inspected by an engineer every two years. The Inspection Report was submitted to the St. Johns River Water Management District to determine if any maintenance is necessary.

C. Manager – Reminder of Annual Ethics Training & Annual Form 1 Filing

Mr. Oliver reminded the Board of the ethics training and instructed them to file Form 1 by July 1st.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Rogers asked for any requests from Supervisors. A Board member asked about a roster listing the number of residents in the community. Ms. Rogers stated that there were 213.

TENTH ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Financial Statements as of March 31, 2025

Mr. Oliver stated that these numbers wouldn't be final until the end of the fiscal year. He added that there were all positive variances on the expenditure side because the amenity center had not yet opened. He noted that they would make their budget numbers for the year.

TWELFTH ORDER OF BUSINESS

Check Register

Mr. Oliver stated the check register was up for the Board's approval.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the Check Register, was approved.
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THIRTEENTH ORDER OF BUSINESS Next Regular Scheduled Meeting – July 10, 2025, at 11:00 a.m.

Mr. Oliver stated that the next regular scheduled meeting will be July 10, 2025, at 11:00 a.m. at Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the Meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

A.



Governmental Management Services

Serving Florida's New Communities

May 28, 2025

James Oliver
Seaton Creek Reserve Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Amenity Management and Field Operations Management

Dear Jim:

Please consider this proposal for Governmental Management Services to provide the following services for the Seaton Creek Reserve Community Development District:

<u>Services</u>	<u>FY 2025 Budget</u>	<u>FY 2025 Fee</u>	<u>FY 2026 Proposed Fee</u>
Amenity Management (24 hrs/wk)	\$0	\$37,400	\$37,400
Field Operations Management	\$18,000	\$18,000	\$18,000

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

Sincerely,

Alison Mossing

Alison Mossing

Vice President



Governmental Management Services

Serving Florida's New Communities

Exhibit A

Scope of Services

Amenity Management

- Greet residents entering the Amenity Center and address questions/concerns in a professional manner
- Must be familiar with and enforce Amenity Center rules and policies, including age verification for gym and pool usage
- Issue access cards to eligible residents after providing address verification and photo ID
- Manage the facility rental process by handling resident inquiries, maintaining schedule and collecting deposit and rental payment
- Communicate updates to residents via email blast and bulletin boards
- Conduct hourly rounds of the Amenity Center and pool deck to monitor usage, cleanliness and report any issues to the Field Operations Manager and/or District Manager
- Plan and execute special events
- Check pool chemicals daily and add to pool maintenance log
- Coordinate and meet vendors on site for services
- Attend monthly Board of Supervisors meetings and prepare Operations Reports for the agenda
- Various other tasks assigned by management

Field Operations Management

- Provide oversight of the landscape maintenance contractor
- Provide oversight of the lake maintenance contractor
- Provide oversight of all other maintenance contractors such as security, outside pest control, tree services, sidewalk repairs, road maintenance, FPL, site inspections, etc.
- Periodically inspect lakes, and structures for needed maintenance, issues, and repairs.
- Maintain and monitor the field operations Board of Supervisors adopted annual budget.
- Conduct onsite meetings with CDD service providers.
- Monitor all CDD field-related utility accounts.
- Provide Operations Memorandum for field-related activity to Board of Supervisors monthly agenda package one week before scheduled CDD meeting.
- Attend all District Board of Supervisor meetings with representation of CDD management activities.
- Receive and respond to resident emails, and phone calls about CDD property-related issues.
- Prepare an Emergency Action Plan for significant weather events.



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- Oversee & assist maintenance personnel with CDD projects on site
- Provide oversight, proposals if needed of future capital projects.
- Maintain all the entry monuments and CDD signage, including outside contracting for repairs and pressure-washing as needed.
- Inspect & maintain all sunshade structures & sails, including outside contracting for repairs & pressure washing as needed.
- Perform lighting inspections for all district-owned interior and exterior lighting.
- Monitor all gates and doors for proper operating conditions.
- Monitor the pool decks, and outdoor pool furniture, obtain proposals for services and repair as needed.
- Maintain an aesthetically pleasing CDD community as possible within budget & approvals.

B.



Governmental Management Services

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June 27, 2025

Jim Oliver
Seaton Creek Reserve Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Janitorial

Dear Jim:

Please consider this proposal for Governmental Management Services to provide the following services for the Seaton Creek Reserve Community Development District:

<u>Services</u>	<u>FY 2025 Budget</u>	<u>FY 2025 Fee</u>	<u>FY 2026 Proposed Fee</u>
Janitorial (3 Visits/Week)	\$2,542	\$2,550	\$10,200

FY 2025 Fee Represents the remainder of Fiscal Year 2025: July – September 2025 at \$850/Month.

See Exhibit A for Scope of Services

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

Sincerely,

Alison Mossing

Alison Mossing

Vice President

ORLANDO
219 E. Livingston St.
Orlando, FL 32801
(407) 841-5524

ORLANDO
6200 Lee Vista Boulevard
Suite 300
Orlando, FL 32822
(407) 841-5524

ST. AUGUSTINE
475 West Town Place
Suite 114
St. Augustine, FL 32092
(904) 940-5850

FT. LAUDERDALE
5385 N. Nob Hill Road
Sunrise, FL 33351
(954) 721-8681

TAMPA
4530 Eagle Falls Pl
Tampa, FL 33619
(813) 344-4844

PALM COAST
393 Palm Coast
Parkway SW
Suite 4
Palm Coast, FL 32137
(904) 940-5850

KNOXVILLE
1001 Bradford Way
Kingston, TN 37763
(865) 717-7700



Governmental Management Services

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Exhibit A

Scope of Services

Janitorial

- Empty and replace liners in all clubhouse garbage cans
- Clean all clubhouse restrooms and restock all paper products and soap as needed
 - Sanitize all counter tops and diaper changing stations
 - Sanitize all toilets, urinals and sinks
 - Sweep and sanitize floors
 - Clean all mirrors
 - Wipe down and disinfect partition doors
- Clean entrance doors inside and out
- Clean all interior windows
- Dust all light fixtures, fans, vents and door frames
- Sweep and mop all clubhouse floors
- Wipe down all tables and countertops
- Clean and sanitize all water fountains
- Clean and sanitize all gym equipment
- Sweep and mop gym floors
- Arrange pool furniture and police pool deck for trash

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C.



Governmental Management Services

Serving Florida's New Communities

June 27, 2025

Jim Oliver
Seaton Creek Reserve Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Pool Monitors

Dear Jim:

Please consider this proposal for Governmental Management Services to provide the following services for the Seaton Creek Reserve Community Development District:

<u>Services</u>	<u>FY 2025 Budget</u>	<u>FY 2025 Fee</u>	<u>FY 2026 Proposed Fee</u>
Pool Monitors	\$0	\$14,000	\$26,076

See Exhibit A for Scope of Services

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

Sincerely,

Alison Mossing

Alison Mossing
Vice President

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Governmental Management Services

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Exhibit A Scope of Services

Pool Monitors

- Enforce CDD Amenity Center Policies, including Resident and Resident Guest usage only and verifying Guest Limit Policy
- Closing and clearing the Pool for weather or mechanical failure
- Check Pool Chemicals and Keep Pool Chemical Log
- Straighten Pool Deck Furniture
- Pick up and Dispose of any trash on Pool Deck
- Change Pool Deck Trash Cans and replace Trash Bags
- Light janitorial in restrooms and restocking paper products

FY 2025 Schedule(560 Hours):

July 1st – September 1st: 10am-8pm – 7 Days Per Week
September 2nd – September 30th: 10am-8pm – Weekends Only

FY 2026 Schedule(984 Hours):

March 14th – March 22nd(Spring Break): 10am-8pm

May 23rd – September 6th(Memorial Day – Labor Day): 10am – 8pm – 7 Days Per Week
September 7th – September 30th: 10am-8pm – Weekends Only

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Kingston, TN 37763
(865) 717-7700

D.



904.710.8161
clayton@cbussenterprises.com
www.cbussenterprises.com
152 Lipizzan Trail
Saint Augustine, FL 32095

June 5, 2025

Seaton Creek CDD
c/o Governmental Management Services
15561 Seaton Creek Dr.
Jacksonville, FL 32218

COMMERCIAL SWIMMING POOL MAINTENANCE CONTRACT

MAINTENANCE COST:

C. Buss Enterprises agrees to provide swimming pool maintenance for Seaton Creek community pool for a total of **\$1400.00 per month**. **CHEMICALS NOT INCLUDED.**
Hourly Rate for repairs \$125. Extra Service Visits \$90. Code Brown \$225.

SCHEDULE:

Maintenance shall be performed three (3) days per week April 15th through September 15th, two (2) days per week September 16th through April 14th. ON-CALL: 24/7

SCOPE OF WORK:

Check water quality and fill out log sheet as required by FL Code Chapter 64E-9 per visit. Manually skim, brush, vacuum and clean tile as necessary.

Conduct tests for Free Available Chlorine, Combined Chlorine, Total Chlorine, pH, Acid Demand, Base Demand, Total Alkalinity, Calcium Hardness, Cyanuric Acid and Temperature as needed to maintain water quality levels within requirements of Chapter 64E-9.004(d), maintain Saturation Index within +0.3 to -0.3 for proper water balance.

Operate filtration and recirculation system, cleaning when necessary. Maintain pool at proper water level. Check all valves for leaks, all bolts for snug fit, respond to variations in the sounds of electric motors, check GFCI for proper operation, clean strainers, maintain proper flow rates, and equipment in clean condition.

TERMS:

All chemicals to perform the above maintenance, plus any chemicals required for special treatment of stains, metals sequestering, foam removal, oil removal, phosphate and nitrate removal, mustard and black algae treatment, and super chlorination **shall be provided only by the service contractor, used as needed and billed.**

The Service Contractor shall not be responsible for any existing damage or stains to the swimming pool or deck finish; or equipment damage due to sump pump failure.

Both parties agree that either party may terminate this agreement, or any person, upon thirty (30) days written notice, sent by regular mail, to the other party. Both parties agree that this is the sole and total agreement between them, and that no verbal or implied agreement shall be valid unless same has been written into this contract or any addendum hereto. No changes or alterations to this agreement shall be made unless both parties have agreed to same in written form properly executed.

Starting Date: _____

Contractor: *Clayton Buss*

Purchaser: _____

Title: President

Title: _____

Date: June 5, 2025

Date: _____

E.

**AGREEMENT FOR THE PROVISION OF LANDSCAPE AND IRRIGATION
MAINTENANCE SERVICES BY AND BETWEEN THE SEATON CREEK
COMMUNITY DEVELOPMENT DISTRICT AND FLORIDA ULS OPERATION, LLC
D/B/A UNITED LAND SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into this 1st day of June, 2025, by and between:

SEATON CREEK COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Duval County, Florida, and whose mailing address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (the “District”); and

FLORIDA ULS OPERATING, LLC D/B/A UNITED LAND SERVICE, a Delaware limited liability company, whose address is 12276 San Jose Blvd., Suite 747, Jacksonville, Florida 32223 (“Contractor” and, together with the District, the “Parties”).

RECITALS

WHEREAS, the District was established for the purpose of financing, funding, planning, establishing, acquiring, constructing, or reconstructing, enlarging, or extending, equipping, operating, and maintaining systems and facilities for certain infrastructure improvements; and

WHEREAS, the District has a need to retain an independent contractor to provide landscape and irrigation maintenance services for certain lands within the District; and

WHEREAS, Contractor represents that it is qualified to serve as a landscape and irrigation maintenance contractor and provide such services to the District.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, it is agreed that the Contractor is hereby retained, authorized, and instructed by the District to perform in accordance with the following covenants and conditions, which both the District and the Contractor have agreed upon:

- 1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and by this reference are incorporated herein as a material part of this Agreement.
- 2. DESCRIPTION OF WORK AND SERVICES.**
 - A. The District desires that the Contractor provide professional landscape and irrigation maintenance services within presently accepted standards. Upon the Parties signing this Agreement, the Contractor shall provide the District with the specific services identified in this Agreement.

- B. While providing the services identified in this Agreement, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the services.
 - C. The Contractor shall provide the specific professional services as shown in Paragraph 3 of this Agreement.
3. **SCOPE OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES.** The duties, obligations, and responsibilities of the Contractor are those described in the Scope of Work attached hereto as **Exhibit A** and maintenance maps attached hereto as **Exhibit B**, both of which are incorporated herein by reference, and in this Agreement. Contractor shall solely be responsible for the means, manner, and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. The Contractor may perform additional services upon the written request of the District's Manager consistent with Paragraph 5(C) of this Agreement. Should there be any conflict between the terms of this Agreement and the terms set forth in **Exhibit A**, the terms of this Agreement shall control.
4. **MANNER OF CONTRACTOR'S PERFORMANCE.** The Contractor agrees, as an independent contractor, to undertake work and/or perform such services as specified in this Agreement or any addendum executed by the Parties or in any authorized written work order by the District issued in connection with this Agreement and accepted by the Contractor. All work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. The performance of all services by the Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.
- A. Should any work and/or services be required which are not specified in this Agreement or any addenda, but which are nevertheless necessary for the proper provision of services to the District, such work or services shall be fully performed by the Contractor as if described and delineated in this Agreement.
 - B. The Contractor agrees that the District shall not be liable for the payment of any work or services unless the District, through an authorized representative of the District, authorizes the Contractor, in writing, to perform such work.
 - C. The District shall designate in writing a person to act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret, and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to the Contractor's services.
 - i. The District hereby designates the District Manager to act as its representative.

Contractor shall designate a competent, authorized representative (the "Authorized Representative") acceptable to District to represent and act for Contractor and shall inform District, in writing, of the name and address of such representative together with a clear definition of the scope of his authority to represent and act for Contractor and shall specify any and all limitations of such authority. Contractor shall keep District informed of any subsequent changes in the foregoing. The Authorized Representative, project managers, superintendents and/or supervisors for services provided herein are all subject to prior and continuous approval of the District. If, at any time during the term of this Agreement, any of the personnel either functionally or nominally performing any of the positions named above, are, for any reason whatsoever, reasonably unacceptable to the District, Contractor shall replace the unacceptable personnel with personnel reasonably acceptable to the District.

The Contractor agrees that the Authorized Representative will meet with the District's representative on a monthly basis to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement.

- D. In the event that time is lost due to heavy rains or inclement weather ("Rain Days"), the Contractor agrees to reschedule its employees and divide their time accordingly to complete all scheduled services during the same week as any Rain Days. The Contractor shall provide services on Saturdays if needed to make up Rain Days, but shall not provide services on Sundays.
- E. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours. Such repairs shall be at the Contractor's own expense unless the District agrees otherwise, in writing.

5. COMPENSATION; TERM.

- A. As compensation for the services described in this Agreement, the District agrees to pay the Contractor Fourteen Thousand Seven Hundred Seventeen Dollars (\$14,717.00) per month for an annual amount of One Hundred Seventy-Six Thousand Six Hundred Four Dollars (\$176,604.00) for the period of the Contractor's services, which shall commence upon execution of this Agreement by both parties, and shall continue through September 30, 2025, unless terminated earlier in accordance with Paragraph 14, below. The Agreement shall be automatically renewed for additional one (1) year terms, unless written notice is provided by either party thirty (30) days prior to the expiration of the Agreement.

- B. All prior agreements between the parties with respect to the subject matter of this Agreement are terminated upon the execution of this Agreement.
- C. If the District should desire additional work or to add additional lands to be maintained, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing. No additional services shall be provided by the Contractor unless done at the direction of the District.
- D. The District may require, as a condition precedent to making any payment to the Contractor, that all subcontractors, material men, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.
- E. The Contractor shall maintain records conforming to usual accounting practices. Further, the Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. These monthly invoices are due and payable within thirty (30) days of receipt by the District. Each monthly invoice will include such supporting information as the District may reasonably require the Contractor to provide.

6. INSURANCE.

- A. The Contractor shall maintain throughout the term of this Agreement the following insurance:
 - (1) Worker's Compensation Insurance in accordance with the laws of the State of Florida.
 - (2) Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 (one million dollars) combined single limit bodily injury and property

damage liability, and including, at a minimum, Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operation.

- (3) Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
 - (4) Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 (one million dollars) combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
- B. The District, its staff, consultants, and supervisors shall be named as additional insureds. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverages, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.
- C. If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

7. INDEMNIFICATION.

- A. Obligations under this paragraph shall include the payment of third party settlements, judgments, damages, penalties, forfeitures, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, and paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.
- B. Contractor agrees to defend, indemnify and hold harmless the District and its officers, agents and employees from any and all liability, claims, actions, suits or demands by any third party for injuries, death, property damage or damages of any nature, arising out of, or in connection with, the work to be performed by Contractor under this Agreement, including litigation or any appellate proceedings with respect thereto. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, *Florida Statutes*, or other law. Any subcontractor retained by the Contractor

shall acknowledge in writing such subcontractor's acceptance of the terms of this Section 7.

8. **WARRANTY AND COVENANT.** The Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects. The Contractor hereby warrants any materials and Services for a period of one (1) year after acceptance by the District or longer as required under Florida law. With respect to any and all plant material provided hereunder, all plant material shall be guaranteed to be in a satisfactory growing condition and to live for a period of one (1) year from planting except for annuals, which will be replaced seasonally. All plants that fail to survive under the guarantee shall be replaced as they fail with the same type and size as originally specified. Contractor further warrants to the District those warranties which Contractor otherwise warrants to others and the duration of such warranties is as provided by Florida law unless longer guarantees or warranties are provided for elsewhere in the Agreement (in which case the longer periods of time shall prevail). Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the Services, nor monthly or final payment therefore, nor any provision of the Agreement shall relieve Contractor of responsibility for defective or deficient materials or Services. If any of the Services or materials are found to be defective, deficient or not in accordance with the Agreement, Contractor shall correct remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District. Contractor hereby certifies it is receiving the property in its as-is condition and has thoroughly inspected the property and addressed any present deficiencies, if any, with the District. Contractor shall be responsible for maintaining and warranting all plant material maintained by Contractor as of the first date of the Services.

Contractor hereby covenants to the District that it shall perform the Services: (i) using its best skill and judgment and in accordance with generally accepted professional standards and (ii) in compliance with all applicable federal, state, county, municipal, building and zoning, land use, environmental, public safety, non-discrimination and disability accessibility laws, codes, ordinances, rules and regulations, including, without limitation, all professional registration (both corporate and individual) for all required basic disciplines that it shall perform. Contractor hereby covenants to the District that any work product of the Contractor shall not call for the use nor infringe any patent, trademark, services mark, copyright or other proprietary interest claimed or held by any person or business entity absent prior written consent from the District.

9. **COMPLIANCE WITH GOVERNMENTAL REGULATION.** The Contractor shall keep, observe, and perform all requirements of applicable local, State and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other

requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement for cause as provided in Section 14 and such termination is to be effective immediately upon the giving of notice of termination.

10. LIENS AND CLAIMS. The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices with respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement for cause as provided in Section 14 and such termination is to be effective immediately upon the giving notice of termination.

11. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

12. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

13. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

14. TERMINATION. The Contractor may terminate this Agreement with or without cause by providing sixty (60) days written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The District may terminate this Agreement immediately with cause by providing written notice of termination to the Contractor. The District may terminate this Agreement without cause upon thirty (30) days written notice of termination. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.

15. **PERMITS AND LICENSES.** All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for the contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

16. **ASSIGNMENT.** Neither the District nor the Contractor may assign this Agreement without the prior written approval 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. Any purported assignment without such prior written approval shall be void.

17. **INDEPENDENT CONTRACTOR STATUS.** In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

18. **HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

19. **ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

20. **AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the District and the Contractor relating to the subject matter of this Agreement.

21. **AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor.

22. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

23. **NOTICES.** All notices, requests, consents, and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the Parties, as follows:

A. If to the District: Seaton Creek Community
Development District
475 West Town Place, Suite 114
Boca Raton, Florida 33431
Attn: District Manager

With a copy to: Kutak Rock LLP
107 West Collage Avenue
Tallahassee, Florida 32301
Attn: District Counsel

B. If to the Contractor: Florida ULS Operating, LLC d/b/a
United Land Service
12276 San Jose Blvd., Suite 747
Jacksonville, Florida 32223
Attn: _____

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a nonbusiness day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other party and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth herein.

24. **THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the District and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Contractor and their respective representatives, successors, and assigns.

25. **CONTROLLING LAW AND VENUE.** This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of

Florida. Venue for any dispute arising hereunder shall be in a court of appropriate jurisdiction in Duval County, Florida.

26. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is Jim Oliver (“**Public Records Custodian**”). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor’s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, JOLIVER@GMSNF.COM, 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092.

27. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

28. ARM’S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. The District and the Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, each party is deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

29. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

30. E-VERIFY. The Contractor shall comply with and perform all provisions of Section 448.095, *Florida Statutes*. Accordingly, as a condition precedent to entering into this Agreement, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor has registered with and uses the E-Verify system and does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request. Any party may terminate this Agreement or any subcontract hereunder if there is a good faith belief on the part of the terminating party that a contracting party has knowingly violated Section 448.09(1), *Florida Statutes*. Upon such termination, Contractor shall be liable for any additional costs incurred by the District because of the termination. If the District has a good faith belief that a subcontractor has violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District.

31. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES. The Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes*.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Parties execute this Agreement to be effective the day and year first written above.

Attest: SEATON CREEK COMMUNITY DEVELOPMENT DISTRICT

DocuSigned by:
Jim Oliver
D1BA5E5E7410418...
Secretary/Assistant Secretary

DocuSigned by:
Luzi Rogers
635A71EC3371457...
Chairman, Board of Supervisors

Witness: FLORIDA ULS OPERATING, LLC D/B/A UNITED LAND SERVICE

Rachel A Pinczewski

(Signature of Witness)

Rachel
A Pinczewski

(Print Name of Witness)

Signed by:
David R Leach Jr
912F9F7DFB064A9...
By: David
R Leach Jr
Its: COO

Exhibit A – Scope of Work
Exhibit B – Maintenance Map

EXHIBIT A



Exhibit A: Scope of Services Summary

Annual Maintenance Outline

The following outline details our proposed scope of services and offerings to be provided by our service teams, to ensure we meet the specific needs of your project as governed by our agreement.

LANDSCAPE MAINTENANCE PROGRAM

1. Turf Grass Mowing

- a. Mowing schedule based on climate and turf type.
- b. Mowing height to be adjusted based on turf type.
- c. Cuts postponed because of weather to be made up as soon as possible.
- d. Hard edging (concrete) will be done per cut, soft edge will be done every other cut. Landscape beds containing rock will not be mechanically edged.
- e. Areas too small to mow will be completed with a string trimmer or push mower.
- f. All debris created during maintenance operations will be removed and or blown from adjacent surfaces.

2. Ornamental Detailing

- a. Detail operations will be completed in a sectional manner once monthly.
- b. Plant material will be trimmed to retain the natural shape and function of the plant using Best Management Practices and techniques.
- c. Trees will have trunks cleared of sprouts and elevated to 8' in Green areas and 12' in Paved areas.
- d. Palms under 12' will have brown fronds removed during detail rotation.
- e. Post emergent herbicide will be used in landscape beds to control unwanted weeds and vegetation.

3. Fertilization & Pest Control Services

- a. Applications will adhere to any State and Local ordinance including Blackout Periods.
 - b. Fertilizer composition (NPK, Nitrogen, Phosphorous, Potassium) will be determined based on site needs.
 - c. Pre and Post Emergent Herbicides will be used as needed to control weeds in turfgrass.
 - d. All applications will be used as directed by the manufacturers instructions for use and in accordance with all State and Federal regulations / guidelines.
 - e. Ornamental Plants, Trees & Palms will receive a balanced fertilizer at appropriate rates, typically in spring and fall months.
-



Scope of Services Summary

Annual Maintenance Outline

4. Irrigation Inspections & Maintenance

- a. System will be routinely inspected for operational efficiency and condition.
- b. Visual inspection will include controller and electronic components, spray and rotor heads and shrub risers.
- c. Minor adjustments for efficiency will be made during inspection.
- d. Repairs for malfunctioning, broken or worn out components (heads, line breaks, controllers and electronics, pumps, etc.) will be done after client approval.

5. Seasonal Color (Annuals) Installation

- a. If cost is not included in the monthly billing, installation will be done upon authorized approval from Board of Directors or CAM.
- b. Flower type will be selected based on climate, availability at time of install and coordination with adjacent neighborhood associations to ensure uniformity.
- c. Flower beds will be maintained to remove faded or dead plants and to ensure optimal bloom production and neat appearance.
- d. Commercial fertilizer will be applied to all areas at time of install with follow up applications of micro nutrient, fungicide and pesticide based on flower type and Best Management Practices.
- e. Standard Annuals to be used for quarterly changeouts. Premium varieties to incur additional cost.

6. Mulch & Pine Straw Installation

- a. If cost is not included in the monthly billing, installation will be done upon authorized approval from Board of Directors or CAM.
- b. Mulch will be installed at timeframe determined by HOA.
- c. Mulch to be Dyed Hardwood Blend, installed 1x per year upon approval.
- d. Installation method to be determined by contractor, either bagged product or bulk install with blower truck.

ADDITIONAL SERVICES AND TEAM EXPECTATIONS

1. Extra Services

- a. We will provide extra/special services based on agreement and specifications set forth by the Client

2. Team Expectations

- a. Our field personnel will be licensed for all applicable maintenance duties, included any pesticide applications, as required by law.

3. Appearance

- a. Our team is required to maintain a professional and well-groomed appearance at all times.
-



Exhibit B: Your Investment

Landscape Management Proposal Phases 1-3

Contract Maintenance	Yearly
Core Maintenance Includes Mowing, Edging, Weed-eating, Debris Blowing, Shrub Pruning, Tree Pruning (up to 10 ft.), Rejuvenation Pruning (native grass), Weeding & Cleanup	\$84,420
Irrigation Inspections Includes Adjusting Heads and Nozzles, Seasonal Clock Adjustments, with Monthly Reports	\$3,540
Fertilization & Chemical Treatments Includes 6x Turf and 6x Shrub Fertilization & Pest Control Applications	\$3,876
Total for Landscape Maintenance	\$91,836

Additional Items	Quantity	Price
Mulch	30 yds	\$1,740
Annuals		\$
Palm Pruning		\$



Exhibit B: Your Investment

Landscape Management Proposal Phases 4a and 4b

Contract Maintenance	Yearly
Core Maintenance Includes Mowing, Edging, Weed-eating, Debris Blowing, Shrub Pruning, Tree Pruning (up to 10 ft.), Rejuvenation Pruning (native grass), Weeding & Cleanup	\$52,500
Irrigation Inspections Includes Adjusting Heads and Nozzles, Seasonal Clock Adjustments, with Monthly Reports	\$2,160
Fertilization & Chemical Treatments Includes 6x Turf and 2x Shrub Fertilization & Pest Control Applications	\$6,180
Total for Landscape Maintenance	\$60,840

Additional Items	Quantity	Price
Mulch	40yds	\$2,320
Annuals		\$
Palm Pruning		\$



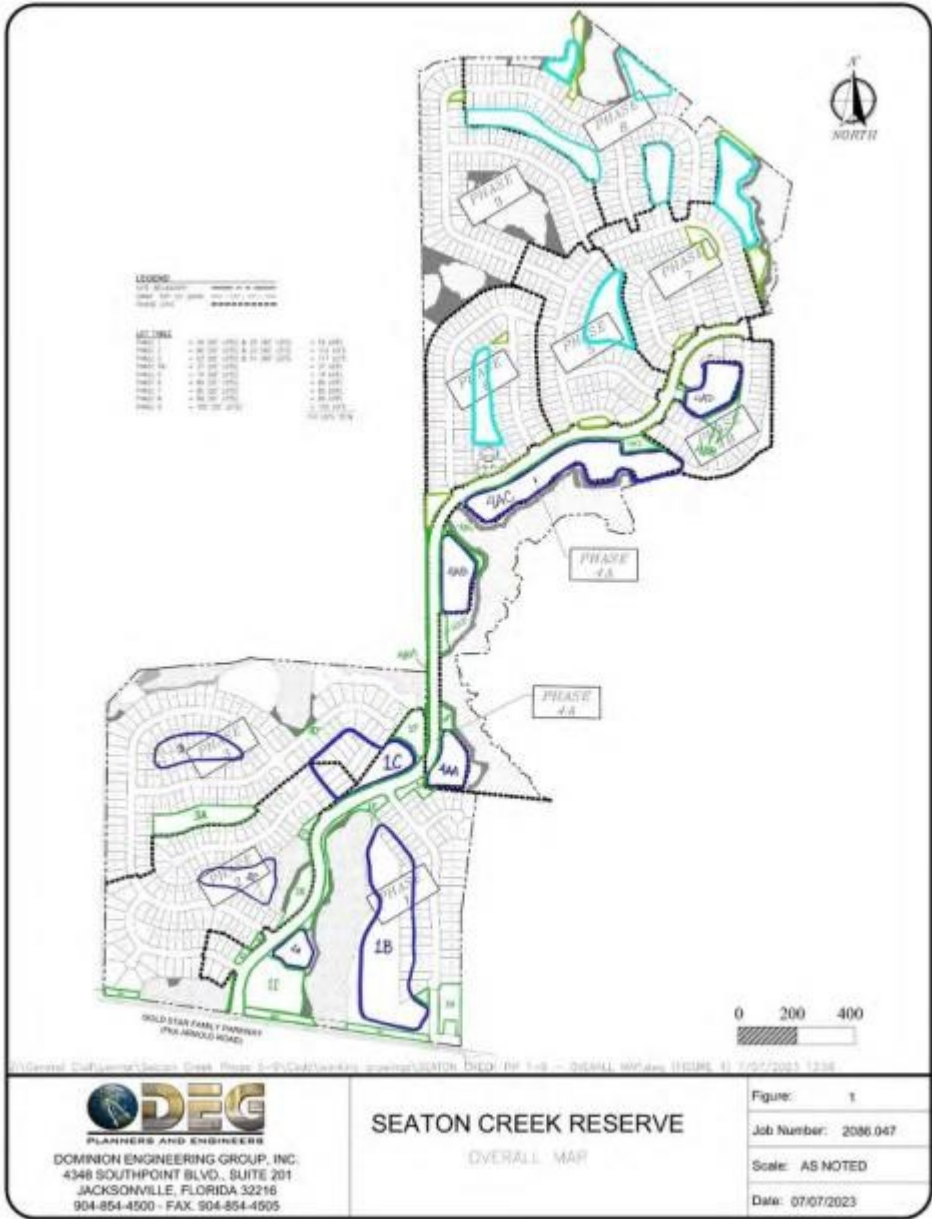
Exhibit B: Your Investment

Landscape Management Proposal

Contract Maintenance	Monthly	Yearly
Seaton Creek Clubhouse		
Core Maintenance - 42x	\$ 1,604	\$ 19,248
Includes Mowing, Edging, Weed-eating, Debris Blowing, Shrub Pruning, Tree Pruning (up to 8 ft. - 2 inch caliper), Rejuvenation Pruning (native grass), Weeding & Cleanup.		
Irrigation Inspections - 12x	\$ 123	\$ 1,476
Includes Adjusting Heads and Nozzles, Seasonal Clock Adjustments, with Monthly Reports		
Fertilization & Chemical Treatments	\$ 267	\$ 3,204
Includes 6x Turf and 2x Shrub Fertilization & Pest Control Applications		
Total for Landscape Maintenance	\$ 1,994	\$ 23,928

Additional Items/ Recommendations	Quantity	Price
Mulch	178 CY	\$9,790
Install mulch 1x per year		

EXHIBIT B
Maintenance Map





Seaton Creek CDD Jax Maintenance 2025


Final Audit Report2025-06-03


Created:	2025-06-03
By:	George Rugen (grugen@unitedlandservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcqfD8KBIXmG7_-XBij0U1e59_WAf4R4c


"Seaton Creek CDD Jax Maintenance 2025" History


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FIFTH ORDER OF BUSINESS

SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT



AMENITY FACILITY POLICY

June 24, 2025

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DEFINITIONS

Amenity Center or Amenity Facilities – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the amenity center, together with its appurtenant facilities and areas.

Amenities Policies or Policies – shall mean these Policies regarding the District Amenity Facilities. Except where otherwise specified, the terms “Pool”, and “Swimming Pool” shall mean the swimming pool. “Pool Area” shall mean all of the above, plus any adjacent decks, shade structures and other property or improvements within the fenced area surrounding the pool.

Board of Supervisors or Board – shall mean the Board of Supervisors of the District.

Community Club – shall mean a group of two (2) or more self-organized Residents, Renters and/or Non-Resident Members with a common hobby or recreational, social, service and/or cultural interest that has applied for and received such designation from the Board.

District – shall mean the Seaton Creek Reserve Community Development District.

District Manager – shall mean the professional management company with which the District has contracted to provide management services to the District.

Facility Manager – shall mean the management company, including its employees, staff and agents, contracted by the District to manage the Amenity Facilities.

Guest – shall mean any person or persons, other than a Patron, who are expressly authorized by the District to use the Amenities, or invited and accompanied for the day by a Patron to use the Amenities.

Non-Resident – shall mean any person or Family not owning property in the District who is paying the Annual User Fee to the District.

Non-Resident Annual User Fee – shall mean the fee established by the District for any person who is not a Resident or Renter and wishes to become a Non-Resident Member. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.

Patron or Patrons – shall mean Residents, Non-Resident Patrons, and Renters.

Patron household - shall be defined as all members of a Patron’s household. Unless specified elsewhere, each member of a Patron Household shall be considered to be a Patron.

Renter – shall mean any tenant residing in a Resident’s home pursuant to a valid rental or lease agreement.

Resident – shall mean any person, spouse or registered domestic partner of a person or family owning property within the District.

ACCESS FOBs

1. Two (2) access fobs may be issued to each Resident's household and/or Non-Resident Members. There is a charge to replace lost or stolen fobs or purchase new fobs.
2. Under no circumstance should a Patron Provide an access fob to another person to allow him or her to use the Amenities.
3. Patrons will be required to sign a waiver of liability before using the Amenity Facilities.
4. Patrons may be required to present their access fob or guest passes upon request by staff at the Amenity Facilities.
5. Non-Transferrable. Access fobs are the property of the District and are non-transferable except in accordance with the District's rules and policies.

NON-RESIDENT ANNUAL USER FEE

The Non-Resident Annual User Fee for any person not owning or renting real property within the District is \$5,000.00 This payment must be paid in full at the time of completion of the Non-Resident application and the corresponding agreement. This fee will cover membership to the Amenity Facilities for one (1) fiscal year, October 1st through September 30th of following year, prorated if applicable. Each subsequent annual membership fee shall be paid in full by October 1st. Such fee may be increased by action of the Board. This membership is not available for commercial purposes.

RATES AND FEES

Non-Resident Annual User Fee	\$5,000.00
Access fob New & Replacement Fee	\$50.00

HOMEOWNERS ASSOCIATION USE OF FACILITIES

1. Each Homeowners Association may use the Amenity Facilities without being required to pay an Annual User Fee and/or a room rental fee. The District may limit or terminate a Homeowners Association's use of the Amenity Facilities at any time.
2. Any Homeowners Association that uses the Amenity Facilities shall be responsible for the cost of repairing any damage to the Amenity Facilities occurring during Homeowners' Association events.

COMMUNITY CLUB USE OF FACILITIES

1. Each Community Club may use the Amenity Facilities for a function without being required to pay an Annual User Fee and/or a room rental fee. The District may limit or terminate a Community Club's use of the Amenity Facilities at any time, including but not limited to circumstances in which the Community Club proposes to host an event or function in which the primary attendance at such event or function is not Residents, Renters and/or Non-Resident Members (i.e. a wedding, birthday party, etc.).
2. Any Community Club that uses the Amenity Facilities shall be responsible for the cost of repairing any damage to the Amenity Facilities occurring during the Community Club's events.
3. The District may revoke an organization's status under these policies as a Community Club at any time.

GUEST POLICY

1. Except where specified otherwise, Patron households are limited to a maximum of five (5) guests at any time.
2. All guests must be accompanied by the Patron when using the Amenity Center.
3. Residents, Non-Resident Members and Renters who have a Guest are responsible for any and all actions taken by such Guest. Violation by a Guest of any of these Policies as set forth by the District could result in loss of that Resident's, Non-Resident Member's and Renter's privileges and/or membership.

RENTER'S PRIVILEGES

1. Residents who rent or lease out their residential unit(s) in the District shall have the right to designate the Renter of their residential unit(s) as the beneficial users of the Resident's membership privileges for purposes of Amenity Facilities use.
2. In order for the Renter to be entitled to use the Amenity Facilities, the Renter may be required to acquire a membership with respect to the residence which is being rented or leased as well as obtain an Access fob. A Renter who is designated as the beneficial user of the Resident's membership shall be entitled to the same rights and privileges to use the Amenity Facilities as the Resident.
3. During the period when a Renter is designated as the beneficial user of the membership, the Resident shall not be entitled to use the Amenity Facilities with respect to that membership.
4. Residents shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Residents are responsible for the department of their respective Renter.

5. Renters shall be subject to rules and regulations as the Board may adopt from time to time.

GENERAL FACILITY PROVISIONS

1. The Board reserves the right to amend, modify, or delete, in part or in their entirety, these Policies at a duly-noticed Board meeting, however, in order to change or modify rates or fees beyond any increases that may be specifically allowed for by the District's rules and regulations, the Board must hold a duly-noticed public hearing on said rates and fees.
2. All Patrons must use their access fob for entrance to the Amenity Center. All Patrons must present their access fob upon request by staff at any Amenity Facility.
3. Except where specified otherwise, children under the age of fifteen (15) years must be accompanied by an adult at least eighteen (18) years of age or older.
4. All hours of operation, including holiday schedules, of the Amenity Facilities will be established by the District and Facility Manager.
5. Smoking (including e-cigarettes) and the use of tobacco products is not permitted anywhere on/within the Amenity Facilities including but not limited to the fitness center, covered outdoor pavilion, swimming pool, swimming pool deck area, basketball courts, playground, or dog park.
6. Dogs and all other pets (with the exception of service animals) are not permitted in the Amenity Facilities. In the event a special event is held, as previously approved by the Facility Manager, and dogs are permitted at the Amenity Facilities as part of the special event, they must be leashed. Patrons are responsible for picking up after all pets and disposing of any waste in a designated pet waste receptacle or an outdoor dumpster as a courtesy to residents.
7. Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, in any way which blocks the normal flow of traffic or in any way that limits the ability of emergency service workers to respond to situations. The Facility Manager reserves the right to waive this parking restriction in the event overflow parking is needed for a large event.
8. Fireworks of any kind are not permitted anywhere at or on the Amenity Facilities or adjacent areas; however, notwithstanding this general prohibition, the Board may approve the use of fireworks over a body of water.
9. Only District employees, contractors, or employees of the Facility Manager are allowed in the service areas of the Amenity Facilities.
10. The Board (as an entity), the Facility Manager and its staff shall have full authority to enforce these policies. However, the Facility Manager shall have the authority to waive strict application of any of these Policies when prudent, necessary or in the best interest of the District and its Residents. Such a temporary waiver of any policy by the Facility Manager shall not constitute a continuous, ongoing waiver of said policy, and the Facility Manager reserves the right to enforce all of these policies at any time he or she sees fit.

11. All lost or stolen Access fobs should be reported immediately to the Facility Manager's office.
12. A fee will be assessed for any replacement fobs as set forth herein.
13. Disregard for rules or policies may result in expulsion from the Amenity Facilities and/or loss of Amenity Facilities privileges in accordance with the procedures set forth herein.
14. Pool rules that are posted in the appropriate area must be observed.
15. Patrons shall treat all staff members with courtesy and respect.
16. Off-road motorbikes/vehicles are prohibited on all property owned, maintained and operated by the District including, but not limited to, the Amenity Facilities.
17. Skateboarding is not allowed on the Amenity Facilities property at any time.
18. Performances at the Amenity Facilities, including those by outside entertainers, must be approved in advance by the Facility Manager.
19. Commercial advertisements shall not be posted or circulated in the Amenity Facilities.
20. Petitions, posters or promotional material shall not be originated, solicited, circulated or posted on Amenity Facilities property unless approved in writing by the Facility Manager.
21. The Amenity Facilities shall not be used for commercial purposes without written permission from the Facility Manager and the District Manager. The term "commercial purposes" shall mean those activities which involve, in any way, the provision of goods or services for compensation or advertising.
22. Firearms or any other weapons are prohibited in the Amenity Facilities during any governmental meetings or functions, including those of the District, and as otherwise prohibited in the Amenity Facilities in accordance with Florida Law.
23. The Facility Manager reserves the right to authorize all programs and activities, including the number of participants, equipment and supplies usage, facility reservations, etc., at all Amenity Facilities, except usage and rental fees that have been established by the Board. The Facility Manager also has the right to authorize management-sponsored events and programs to better serve the Patrons, and to reserve any Amenity Facility for said events (if the schedule permits) and to collect revenue for those services provided. This includes, but is not limited to, various athletic events, cultural programs and social events. Should the District be entitled to any of these revenues based on its established rental or usage fees, the Facility Manager will be required to compensate the District accordingly.
24. Loitering (the offense of standing idly or prowling in a place, at a time or in a manner not usual for law-abiding individuals, under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity) is not permitted at the Amenity Facilities.

25. All Patrons shall abide by and comply with any and all federal, state and local laws and ordinances while present at or utilizing the Amenity Facilities, and shall ensure that any minor for whom they are responsible also complies with the same.
26. There shall be no overnight parking in the Amenity Facility parking lot unless the owner of vehicle notifies the Facility Manager and obtains a 24-hour parking pass. See the Parking and Towing Policy.
27. Public displays of affection, which in the discretion of the Facility Manager are inconsistent with the family-oriented nature of the Amenity Facilities, are prohibited.

LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY

1. Each Patron assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on or in any of the Amenity Facilities.
2. Patrons shall be liable for any property damage and/or personal injury at the Amenity Facilities, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, which is caused by the Patron or the Patron's family member(s). The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses it suffers due to property damage or personal injury caused by a Patron or the Patron's family member(s).
3. Any Patron, Guest or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the District or its contractors, or who engages in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by the District, either on or off the Amenity Facilities' premises, shall do so at his or her own risk, and shall hold the Amenity Facilities' owners, the District, the Board, District employees, District representatives, District contractors and District agents, harmless from any and all loss, cost, claim, injury, damage or liability sustained or incurred by him or her, resulting therefrom and/or from any act of omission of the District, or their respective operators, supervisors, employees, representatives, contractors or agents. Any Patron shall have, owe, and perform the same obligation to the District and its respective operators, supervisors, employees, representatives, contractors, and agents hereunder with respect to any loss, cost, claim, injury, damage or liability sustained or incurred by any family member of such Patron.

SERVICE ANIMAL POLICY

Dogs or other pets (with the exception of "Service Animal(s)" trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability) are not permitted within any District-owned public accommodations including, but not limited to, the Amenity Facilities. A Service Animal must be kept under the control of its handler by leash or harness, unless doing so interferes with the Service Animal's work or tasks or the individual's disability prevents doing so. The District may remove the Service Animal under the following conditions:

- If the Service Animal is out of control and the handler does not take effective measures to control it;
- If the Service Animal is not housebroken; or,
- If the Service Animal's behavior poses a direct threat to the health and safety of others.

The District is prohibited from asking about the nature or extent of an individual's disability in order to determine whether an animal is a Service Animal or pet. However, the District may ask whether an animal is a Service Animal required because of a disability and what work or tasks the animal has been trained to perform.

GENERAL AMENITY FACILITY USAGE POLICY

All Patrons using the Amenity Facilities are expected to conduct themselves in a responsible, courteous and safe manner, in compliance with all District policies and rules governing the Amenity Facilities. Violation of the Policies and/or misuse or destruction of Amenity Facility equipment may result in the suspension or termination of Amenity Facility privileges with respect to the offending Patron in accordance with Policies set forth herein.

1. Hours: 5:00 a.m. to 10:00 p.m. The Amenity Facilities are available for use by Patrons during normal operating hours to be established and posted by the District and Facility Manager.
2. Emergencies: After contacting 911 if required, all emergencies and injuries must be reported to the Facility Manager (phone number 904-203-7112) and to the office of the District Manager (phone number 904-940-5850).
3. District Equipment: Any Patron utilizing District equipment is responsible for said equipment. If, as a result of the use of the equipment it is damaged, missing pieces or is in worse condition than when it was when usage began, that Patron will be responsible to the District for any cost associated with repair or replacement of the equipment.

GENERAL SWIMMING POOL RULES

NO LIFEGUARD ON DUTY – SWIM AT YOUR OWN RISK

1. Hours: Swimming is permitted only during the daylight hours from dawn to dusk or as posted at the pool, and such hours are subject to change at the discretion of Facility Manager. Patrons swim at their own risk and must adhere to swimming pool rules at all times. Night Swimming is prohibited under State codes specified in paragraph 64E-9.006(2)(C), F.A.C. Night Swimming shall be considered one half hour before sunset to one half hour after sunrise.
2. No pushing, running, throwing any item or other horseplay is allowed in the pool or on the pool deck area.

3. Diving is prohibited.
4. Radios, tape players, CD players, MP3 players, televisions or other electronic devices used to play music or other form of entertainment are not permitted unless they are personal units equipped with headphones or for scheduled activities such as water aerobics classes.
5. Showers are required before entering the pool.
6. Glass containers are prohibited.
7. Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
8. Play equipment, such as floats, rafts, snorkels, dive sticks, flotation devices and other recreational items such as balls and pool toys must meet with staff approval. The facility reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the pool, or if the equipment causes a safety concern or annoyance to other users of the facility.
9. Pool availability may be limited or rotated in order to facilitate maintenance of the facility. Depending upon usage, the pool may be closed for various periods of time to facilitate maintenance and to maintain health code regulations.
10. Pets (except service dogs), bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area inside any Amenity Facility gates at any time.
11. The Facility Manager reserves the right to authorize all programs and activities (including the number of participants, equipment and supplies usage, etc.) conducted at the pool, including swim lessons and aquatic/recreational programs.
12. Any person swimming during non-posted swimming hours may be suspended or terminated from using the facility.
13. Proper swim attire (no cutoffs) must be worn in the pool.
14. No chewing gum is permitted in the pool or on the pool deck area.
15. For the comfort of others, the changing of diapers or clothes is not allowed poolside.
16. No one shall pollute the pool. Anyone who pollutes the pool will be liable for any costs incurred in treating and reopening the pool.
17. Radio controlled watercraft are not allowed in the pool or the pool area.
18. Pool entrances must be kept clear at all times.
19. No swinging on ladders, fences, or railings is allowed.

20. Pool furniture is not to be removed from the pool area, thrown, or placed in the pool or otherwise disturbed.
21. No furniture, personal items, food, or drink is allowed within 48 inches of the pool's edge.
22. Loud, profane, or abusive language is prohibited.
23. No physical or verbal abuse will be tolerated.
24. The District is not responsible for lost or stolen items.
25. Chemicals used in the pool may affect certain hair or fabric colors. The District is not responsible for these effects.
26. The pool and deck area may not be rented at any time; however, access may be limited at certain times for various District functions, as approved by the Board and/or Facility Manager.

SWIMMING POOL THUNDERSTORM POLICY

The Facility Manager will control whether swimming is permitted in inclement weather, and the pool facility may be closed or opened at his or her discretion. During periods of heavy rain, thunderstorms and other inclement weather, the Pool Area will be closed, whether staff is present or not. If heavy rain, thunder and/or lightning occur, everyone will be required to exit the pool and pool areas at the first sound of thunder and/or first sighting of lightning for a waiting period of at least 30 minutes. At any point during the 30-minute waiting period, if thunder and/or lightning is heard or seen, the waiting period will be extended 30-minutes from the last sighting or sound.

FITNESS CENTER POLICY

Please note that the Amenity Facilities are unattended facilities. Persons using the Amenity Facilities do so at their own risk. Facility Manager's staff members are not present to provide personal training, exercise consultation or athletic instruction, unless otherwise noted, to Patrons. Persons interested in using the Amenity Facilities are encouraged to consult with a physician prior to commencing a physical fitness program.

1. Hours: The Fitness Center is available for use by Patrons and guests during the hours of 5:00 a.m. to 10:00 p.m.
2. Eligible Users: Patrons and guests fifteen (15) years of age and older are permitted to use the fitness center during designated operating hours. No children thirteen (13) years of age and under are permitted to use the Fitness Center. At any given time, a Patron at least eighteen (18) years of age may accompany up to two (2) guests at the Fitness Center.
3. Food and Beverage: Food is not permitted within the fitness center. Beverages, however, are permitted in the fitness center if contained in non-breakable containers with screw top or sealed lids. Alcoholic beverages are not permitted.

4. Appropriate attire and footwear (Example: Fitness Footwear) must be worn at all times in the Fitness center. Appropriate attire includes t-shirts, tank tops, shorts, and/or athletic wear (no swimsuits). Wet bathing suits are not allowed in the Fitness Center.
5. Each individual is responsible for wiping off fitness equipment after use using antiseptic wipes provided by the District.
6. Use of personal trainers is permitted in the District fitness centers. Personal trainers must be preapproved by the Facility Manager prior to personal training session.
7. Hand chalk is not permitted to be used in the fitness center.
8. Radios, tape players, MP3 players, CD players or other electronic devices used to play music or other forms of entertainment are not permitted unless they are personal units equipped with headphones.
9. No bags, gear, or jackets are permitted on the floor of the fitness center or on the fitness equipment. Use hooks provided by the Amenity Center.
10. Fitness equipment may not be removed from the fitness center. Weights must remain in the designated free weights area.
11. Please limit use of cardiovascular equipment to thirty (30) minutes and step aside between multiple sets on weight equipment if other people are waiting.
12. Please be respectful of others. Allow other Patrons to also use equipment, especially the cardiovascular equipment.
13. Please replace weights to their proper location after use.
14. Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights and must be kept in designated area.
15. Any fitness program operated, established and run by the Facility Manager may have priority over other users of the District fitness centers.

GENERAL FACILITY RESERVATION POLICY

Patrons may reserve certain portions of the Amenity Center for private events. Only the covered outdoor pavilion is available for rent. Persons interested in doing so, shall contact the Amenity Manager regarding the anticipated date and time of the event to determine availability.

Please note that the Amenity Center is unavailable for private events on Memorial Day Weekend, Labor Day Weekend or any other weekend on which a federal holiday falls on either a Monday or Friday (with exception of Martin Luther King Day, Washington's Birthday, Columbus Day and Veterans Day) as well as the following holidays/weekends:

Easter Sunday	Memorial Day & Labor Day
4 th of July	Thanksgiving
Christmas Eve & Christmas Day	New Years Eve & New Years Day

1. Available Facilities: Only the covered outdoor pavilion is available for private rental for five (5) hour increments and may only be reserved by residents for a private event up to four (4) times per year. The rental time period includes set-up and clean-up. There shall not be consecutive reservation per weekend (Friday through Sunday). For example: If Saturday is reserved, Friday and Sunday cannot be reserved. If Friday is reserved, only Sunday can be reserved. If Sunday is reserved, only Friday can be reserved. This does not apply to weekdays.
2. The pool, pool deck, fitness center, pickleball court, playground and event lawn are not available for private rental and shall remain open to other Patrons and their guests during normal operating hours. The Patron renting the outdoor covered pavilion shall be responsible for any and all damage and expenses arising from the event.
3. Reservations: Reservations can be made only in person by submitting a completed reservation form to the Amenity Manager. Reservations must be made at least (thirty) 30 days in advance. At the time of approval, two (2) checks or money orders (NO CASH) and completed rental application shall be submitted to the Amenity Manger in order to complete the reservation. The Amenity Manger will review the Facility Rental Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District's Board of Supervisors for consideration.
 - One (1) check should be in the amount of the rental fee (\$75.00/hr.) and the second check should be in the amount of the deposit (\$1,000.000).
 - Checks or money orders are to be made out to the *Seaton Creek Reserve Community Development District*.

There are no personal "standing" reservations allowed for the facilities listed in the reservation policy.

Anyone renting the Amenity Facility must sign and execute a Rental Agreement acceptable to the District. Regardless of whether the Rental Agreement is executed, the Patron is bound by the Rental Agreement, which is incorporated herein by this reference.

Late arrivals or no shows: Reservations will be held for fifteen (15) minutes past the scheduled start time before re-assigning the reservation time slot. If the renter wishes to cancel a reservation, the cancellation must be communicated to the District no later than thirty days prior to the scheduled event to receive 100% of the rental fee and deposit. If the event is cancelled less than 30 days prior to the event 100% of the security deposit and 0% of the rental fee will be returned.

4. Staffing: One (1) staff member is required to work during each private event (\$25.00/hr.). Staff is on property strictly to supervise the rental and to ensure all rental policies are

followed. Staff can help direct any furniture back to it's original location if you have rearranged furniture for your rental.

5. Fees and Deposits: The rental rates and deposits for use of the outdoor covered pavilion are as set forth in the District's rules. The deposit will secure the rental time, location and date.

Deposit	\$1,000.00
Rental Fee	\$75.00/hr.
Staffing Fee	\$25.00/hr.

Refund of Deposit: To receive the full refund of the deposit, the following must be completed where applicable:

- Ensure that all garbage is removed and placed in the dumpster.
- Remove all decorations, displays, favors or remnants of event.
- Restore the furniture and other items to their original position.
- Wipe off counters, tabletops, sink area, windows, and replace garbage liner in the rented area.
- Ensure that no damage has occurred to the Amenity Center and its property.
- Patron and Patron's guests are required to adhere to all Amenity Center and Pool rules and regulations.
- Failure to comply with such rules and regulations may result in the forfeiture of Patron's deposit.

The District may retain all or part of any deposit if the District determines, in its sole discretion, that it is necessary to repair any damages (including any clean-up costs) arising from the rental.

Deposit checks will be returned only to the Patron who completed the Facility Rental Application or to a party designated by the Patron at the time of submittal of the Facility Rental Application. Photo identification shall be required for the return of deposit checks.

6. General Policies:

- Patrons are responsible for ensuring that their guests adhere to the policies set forth herein.
- Participants that are not Patrons, must leave the facility at the conclusion of the private event.
- The capacity limit shall not be exceeded at any time for a party or event.
- The volume of live or recorded music must not violate applicable Duval County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes.
- Event liability Coverage may be required on a case-by-case basis in the discretion of the Board of Supervisors. Additional liability insurance coverage may be required for all events that are approved to serve alcoholic beverages, or for other events that the District determines in its sole discretion should require additional liability insurance. The District is to be named on these policies as an additional insured party.

PICKLEBALL FACILITY POLICY

1. Hours: The pickleball courts shall be available for use from dawn to dusk.
2. Proper tennis or athletic shoes and attire are required at all times while on the courts. Shirts must be worn.
3. The pickleball facilities are for the play of pickleball only.
4. Pets, roller blades, bikes, skates, skateboards and scooters are prohibited from use at the facility.
5. Beverages are permitted at the pickleball facilities if they are contained in non- breakable containers with screw top or sealed lids.
6. No chairs are permitted on the basketball or tennis courts.
7. Please clean up court after use.
8. The pickleball courts may be reserved by the District for District-sponsored events or functions.

MULTI-PURPOSE FIELD POLICY

Our community offers a multi-purpose field. The following policies apply:

1. First Come Basis. The field is available for use by Patrons only on a first come first serve basis.
2. Vehicles. No bicycles, scooters, skate boards, hover boards or other equipment or vehicles with wheels are permitted.
3. Chalking. Chalking or marking the field must be approved in advance and proper marking materials must be used.
4. Glass Containers. No glass containers or breakable objects of any kind are permitted on the field.
5. Pets. Pets must be kept on leash, and Patrons must pick up and dispose of pet waste in appropriate receptacles.
6. Equipment. Patrons are responsible for bringing their own equipment.
7. Golfing. Golfing is not permitted on the field.
8. Sports Instruction. Except as expressly authorized by the District, sports instruction for fees,

or solicitation of sports instruction for fees, is prohibited.

PLAYGROUND POLICY

The District provides a playground for Patrons to enjoy with their children. The following guidelines apply:

1. Hours: The Playground shall be available for use from dawn to dusk.
2. Patrons may use the playground at their own risk.
3. Adult supervision (eighteen years and older) is required for children under the age of eight (8). Children must remain in the sight of parents/guardians. All children are expected to play cooperatively with other children.
4. Proper footwear is required and no loose clothing, especially with strings should be worn.
5. The mulch material is necessary for reducing fall impact and for good drainage. It is not to be picked up, thrown, or kicked for any reason.
6. No food, drinks or gum are permitted at the playground. Glass containers and other breakable items are prohibited.
7. No pets of any kind are permitted at the playground.
8. No jumping off from any climbing bar or platform.
9. Profanity, rough-housing, and disruptive behavior are prohibited.
10. If anything is wrong with the equipment or someone gets hurt, notify the District immediately.

LAKE OR POND AREAS POLICY

The lakes and ponds throughout the community are not designed for swimming, fishing or boating. The purpose of the ponds is to help facilitate the District's natural water system for run off and overflow. The following additional guidelines apply:

1. Please be respectful of the privacy of the residents living near the ponds.
2. Do not feed the wildlife anything, ever.
3. Swimming is prohibited in all ponds on District property.

4. No watercrafts of any kind are allowed in any of the ponds on District property.

SUSPENSION AND TERMINATION OF PRIVILEGES

1. Introduction. This rule addresses disciplinary and enforcement matters relating to the use of the Amenity Facilities.
2. General Rule. All persons using the Amenity Facilities and entering District properties are responsible for compliance with the Policies and Rules established for the safe operations of the Amenity Facilities.
3. Access fobs / Key Fobs. Access fobs are the property of the District. The District may request surrender of, or may deactivate, a person's access fob or key fob for violation of the District's Policies and Rules established for the safe operations of the Amenity Facilities.
4. Suspension and Termination of Rights. The District shall have the right to restrict, suspend, or terminate the Amenity access of any person and members of their household to use all or a portion of the Amenities for any of the following acts (each, a "Violation"):
 - a. Submitting false information on any application for use of the Amenities, including but not limited to facility rental applications;
 - b. Failing to abide by the terms of rental applications;
 - c. Permitting the unauthorized use of an Access fob or otherwise facilitates or allows unauthorized use of the Amenities;
 - d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
 - e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
 - f. Failing to abide by any District Policies and Rules (e.g., this Amenity Policies, Rules and Rates document);
 - g. Treating the District's staff, contractors, representatives, residents, landowners, or Patrons in a harassing or abusive manner;
 - h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
 - i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
 - j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, contractors, representatives, residents, landowners, or Patrons;

- k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners, or Patrons is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's guest or a member of their household commits any of the above Violations.

Termination of Amenity Facilities access shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners, and Patrons. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Amenity access.

- 5. Administrative Reimbursement. The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).
- 6. Property Damage Reimbursement. If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.
- 7. Removal from Amenities. The District Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenities if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.
- 8. Initial Suspension from Amenities. The District Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenities until a date not later than the next regularly scheduled meeting date of the Board. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's Policies and Rules violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.
- 9. Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.

- a. At the Board meeting referenced in the letter sent under Section 8 above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.
 - b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of Policies and Rules violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.
 - c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
 - d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
 - e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.
10. Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 8, and the hearing shall be conducted in accordance with Section 9.
11. Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access fobs or key fobs associated with an address within the District until such time as the outstanding amounts are paid.
12. Appeal of Board Suspension. After the hearing held by the Board required by Section 9, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("Appeal Request"). The filing of an Appeal Request shall not result in the stay of the suspension or termination.

The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board's determination as required by Section 9(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination, and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final.

13. Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at an Amenity Facility, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the Amenity Facilities after expiration of a suspension imposed by the District.
14. Severability. If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

ALCOHOL POLICY

1. Patrons and their guests aged twenty-one (21) or older may bring their own alcoholic beverages for their own consumption at a private event at the Amenity Facilities. Such Patrons and their guests agree to comply with applicable Florida laws and further agree to indemnify and hold harmless the District, Facility Manager and their Supervisors, officers, directors, consultants and staff from any and all liability, claims, actions, suits, or demands by any person, corporation or other entity, for injuries, death property damage of any nature, arising out of, or in connection with the, the consumption of alcohol. Patrons and their guests agree that such indemnification shall not constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.
2. Patrons intending to serve alcohol to other Patrons or guests at a rented facility must so indicate on the Facility Use Application and complete an Alcohol Request Form. Any Patron who does not (1) so indicate at the time the application is submitted, and (2) complete the Alcohol Request Form, shall not be permitted to serve alcohol.
3. Event Liability insurance coverage in the amount of One Million Dollars (\$1,000,000) will be required for all events that are approved to serve alcoholic beverages. The District, the Board, and District staff and consultants are to be named on these policies as additional

insureds.

4. Patrons serving alcohol agree to indemnify and hold harmless the District, the Facility Manager and the Board Supervisors, officers, directors, consultants and staff from any and all liability, claims, actions, suits, or demands by any person, corporation or other entity, for injuries, death property damage of any nature, arising out of, or in connection with the, the service of alcohol. Patrons agree that such indemnification shall not constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.28, Fla. Stat.
5. Patrons must hire a certified bartender to dispense alcohol.
6. The Facility Manager staff must be present at all private events at which alcohol is served.
7. Patrons shall be required to pay for the staff at a rate to be determined by the Facility Manager.

SIXTH ORDER OF BUSINESS

RESOLUTION 2025-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING AMENITY POLICIES AND RATES; AND PROVIDING AN EFFECTIVE DATE.

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Board of Supervisors will hold a public hearing to adopt Amenity Rules & Rates regarding the use of the District’s recreational facilities and services, setting forth the suspension and termination of privileges related to the same, all as related to the use of the District’s recreational facilities and services, a proposed copy of which is attached hereto as **Exhibit A** (“Amenity Rules”). The Board will hold a public hearing on September 11, 2025, at 11:00 a.m., at the Hampton Inn & Suits Jacksonville Airport, 13551 Airport Court, Jacksonville, Florida 32218.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

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

PASSED AND ADOPTED this 10th day of July, 2025.

ATTEST:

**SEATON CREEK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amenity Rules and Rates

SEVENTH ORDER OF BUSINESS

Seaton Creek Reserve
Community Development District

FY 2026
Approved Budget
July 10, 2025



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Seaton Creek Reserve

Community Development District

PROPOSED BUDGET

GENERAL FUND

Description	Adopted Budget FY 2025	Actual Thru 5/31/25	Projected Next 4 Months	Total Projected 9/30/25	Approved Budget FY 2026
Revenues					
Maintenance Assessments - Levy (On Roll)	\$412,895	\$224,161	\$4,304	\$228,466	\$528,333
Maintenance Assessments - Levy (Off Roll)	\$0	\$141,033	\$47,011	\$188,045	\$0
Developer Contributions	\$0	\$0	\$14,000	\$14,000	\$26,076
TOTAL REVENUES	\$412,895	\$365,195	\$65,316	\$430,510	\$554,409
Expenditures					
Legislative					
Supervisor Fees	\$7,200	\$3,000	\$3,000	\$6,000	\$7,200
Payroll Taxes	\$0	\$92	\$230	\$321	\$551
TOTAL LEGISLATIVE	\$7,200	\$3,092	\$3,230	\$6,321	\$7,751
Financial & Administrative					
Engineering	\$10,000	\$5,213	\$2,606	\$7,819	\$10,000
Attorney	\$15,000	\$2,452	\$2,500	\$4,952	\$9,000
Dissemination	\$5,000	\$4,000	\$1,667	\$5,667	\$5,000
Assessment Roll	\$8,500	\$300	\$0	\$300	\$2,500
Arbitrage Rebate Reporting	\$1,500	\$0	\$600	\$600	\$1,500
Annual Audit	\$4,000	\$5,600	\$0	\$5,600	\$5,800
Trustee Fees	\$4,000	\$3,547	\$0	\$3,547	\$4,348
Management Fees	\$41,500	\$21,700	\$15,300	\$37,000	\$45,900
Information Technology	\$1,200	\$100	\$133	\$233	\$800
Postage/Office Supplies	\$600	\$173	\$86	\$259	\$600
Rentals and Leases	\$0	\$750	\$300	\$1,050	\$1,800
Insurance General Liability/Public Officials	\$5,720	\$5,408	\$0	\$5,408	\$5,949
Legal Advertising	\$3,500	\$422	\$850	\$1,272	\$3,500
Other Current Charges	\$1,450	\$163	\$82	\$245	\$1,450
Bank Fees	\$200	\$0	\$0	\$0	\$200
Website Administration	\$600	\$500	\$267	\$767	\$400
ADA Website Compliance	\$1,800	\$1,500	\$0	\$1,500	\$1,500
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
TOTAL ADMINISTRATIVE	\$104,745	\$52,002	\$24,391	\$76,393	\$100,422
Utilities					
Water Utility Services	\$18,125	\$0	\$18,125	\$18,125	\$18,125
Electric-Streetlights	\$25,000	\$0	\$25,000	\$25,000	\$25,000
Electric-All Others	\$3,033	\$0	\$3,033	\$3,033	\$3,033
Telephone/Internet	\$1,417	\$0	\$1,417	\$1,417	\$1,417
TOTAL UTILITIES	\$47,575	\$0	\$47,575	\$47,575	\$47,575
Stormwater Control					
Stormwater System Maintenance	\$7,260	\$4,840	\$2,420	\$7,260	\$7,260
Wetland Monitoring/Maintenance	\$6,500	\$0	\$6,500	\$6,500	\$6,500
Annual Stormwater Report	\$3,500	\$0	\$3,500	\$3,500	\$3,500
TOTAL STORMWATER CONTROL	\$17,260	\$4,840	\$12,420	\$17,260	\$17,260

Seaton Creek Reserve

Community Development District

PROPOSED BUDGET

GENERAL FUND

Description	Adopted Budget FY 2025	Actual Thru 5/31/25	Projected Next 4 Months	Total Projected 9/30/25	Approved Budget FY 2026
<i>Other Physical Environment</i>					
Property & Casualty Insurance	\$30,000	\$0	\$0	\$0	\$30,000
Landscape Maintenance-Contract	\$90,917	\$32,259	\$70,248	\$102,507	\$145,085
Landscaping - Mulch	\$4,000	\$0	\$4,000	\$4,000	\$4,000
Landscaping - Plant Replacement Program	\$5,000	\$0	\$5,000	\$5,000	\$5,000
Irrigation Maintenance	\$6,000	\$945	\$2,500	\$3,445	\$6,000
R&M Drainage	\$1,000	\$0	\$1,000	\$1,000	\$1,000
TOTAL OTHER PHYSICAL ENVIRONMENT	\$136,917	\$33,204	\$82,748	\$115,952	\$191,085
<i>Parks & Recreation</i>					
Field Services	\$18,000	\$0	\$0	\$0	\$18,000
Amenity Management	\$0	\$0	\$0	\$0	\$37,400
Pool Monitors	\$0	\$0	\$14,000	\$14,000	\$26,076
Janitorial - Contract	\$2,542	\$0	\$0	\$0	\$15,000
Janitorial - Supplies/Other	\$1,000	\$0	\$0	\$0	\$1,000
Rental - Fitness Equipment	\$9,583	\$1,544	\$0	\$1,544	\$9,583
Contracts - Fitness Classes	\$6,000	\$0	\$0	\$0	\$6,000
Garbage Dumpster - Rental/Collection	\$1,500	\$0	\$0	\$0	\$6,000
Contracts - Pest Control/Termite Bond	\$1,958	\$0	\$0	\$0	\$1,958
Amenity R&M	\$5,000	\$325	\$0	\$325	\$5,000
Pool Permits	\$500	\$0	\$0	\$0	\$500
Access Control R&M	\$750	\$0	\$0	\$0	\$750
Contracts - Pool Service	\$8,750	\$0	\$5,600	\$5,600	\$15,000
Dog Waste Station Service and Supplies	\$8,892	\$0	\$0	\$0	\$8,892
R&M - Entrance Monument & Wall	\$5,000	\$0	\$0	\$0	\$5,000
Contracts - Access Control	\$8,889	\$0	\$0	\$0	\$8,889
Miscellaneous Contingency	\$2,500	\$0	\$0	\$0	\$6,937
Misc.-Special Events	\$8,333	\$0	\$0	\$0	\$8,332
Misc. - Holiday Décor	\$10,000	\$0	\$0	\$0	\$10,000
TOTAL PARKS & RECREATION	\$99,198	\$1,869	\$19,600	\$21,469	\$190,317
TOTAL EXPENDITURES	\$412,895	\$95,007	\$189,963	\$284,970	\$554,409
EXCESS REVENUES (EXPENDITURES)	\$0	\$270,188	(\$124,647)	\$145,540	\$0

Unit Type	FY 25 Unit Count	FY 2025 Per Unit	FY 26 Unit Count	FY 2026 Per Unit	FY 2026
SF	279	\$1,500.30	279	\$1,810.68	\$505,179.72
Gross Acreage	185	\$150.03	475	\$152.58	\$72,477.30
					\$577,657.02
				Less: Discounts 4%/Collections 3.5%	(\$43,324.28)
				Net Assessment	\$534,332.74

Seaton Creek Reserve
Community Development District
Budget Narrative
Fiscal Year 2026

REVENUES

Maintenance Assessments

It is presently anticipated that the District will levy a Maintenance Assessment to all landowners within the District to funding the Operations and Maintenance for the fiscal year.

EXPENDITURES-ADMINISTRATIVE

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 12 annual meetings.

Management Fees

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

Engineering Fees

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

Disclosure Report

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

Attorney

The District's legal counsel will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

Trustee Fees

The District has issued Series 2023 bonds which are held with a Trustee at US Bank. The amount of the trustee fees is based on the agreement between US Bank and the District.

Arbitrage

The District is required to have an annual arbitrage rebate calculation on the District's Bonds. The District will contract with an independent auditing firm to perform the calculations.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Seaton Creek Reserve
Community Development District
Budget Narrative
Fiscal Year 2026

ADMINISTRATIVE: (CONTINUED)

Postage, Phone, Copies

Mailing of agenda packages, overnight deliveries, correspondence, etc. Telephone and fax machine services. Printing and Binding services as well as printing of computerized checks, stationary, envelopes etc.

Public Officials Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Legal Advertising

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

Bank Fees

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

Dues, Licenses & Subscriptions

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

Website Compliance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by Ventures In and updated monthly.

Seaton Creek Reserve
Community Development District
Budget Narrative
Fiscal Year 2026

FIELD EXPENDITURES:

Electric

The District has electric service throughout the Community serviced by TECO. These services include Streetlighting, clubhouse electric, etc.

Water

Hillsborough County Utilities supplies Water/Sewer services to the District.

Gas

Suburban Propane supplies gas when needed.

Cable TV/Internet/Telephone

Cost of cable, internet services, and telephone/fax used for the Amenity Center.

Stormwater System Maintenance

The District currently contracts with The Lake Doctors for Aquatic Maintenance. The contract is \$605 per month.

Wetlands Monitoring/Maintenance

Repairs and maintenance to the District's Wetlands area.

Annual Stormwater Report

Prepare annual report to County.

General Liability & Property Casualty Insurance

The District's General Liability, Property and Flood Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Landscaping Maintenance:

The district has contracted with Verdego to provide landscaping and fertilization maintenance throughout the common areas of the District.

Landscape Mulching

Landscaping extras that are not incorporated in regular landscaping costs. These include mulching the common areas.

Seaton Creek Reserve
Community Development District
Budget Narrative
Fiscal Year 2026

FIELD EXPENDITURES (CONTINUED):
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Landscaping Plant Replacement Program

Represents any money set aside for landscaping extras that are not incorporated in regular landscaping costs.

Irrigation Repairs & Maintenance

Represents funds that will be used to make repairs to the irrigation system, provide replacements and maintain equipment in the District.

R&M Drainage

Unscheduled maintenance and repairs.

PARKS AND RECREATION EXPENDITURES:

Field Services

Management of the field operations and clubhouse.

Janitorial – Contract

Cleaning of the clubhouse and bathrooms.

Rental – Fitness Equipment

Fitness equipment rental for use at the clubhouse.

Contract – Fitness Classes

Instructors teaching fitness classes at the Clubhouse.

Garbage Dumpster – Rental/Collection

Refuse pickup for the clubhouse.

Pest Control

Pest control services for the clubhouse and exterior.

Amenity Maintenance & Repairs

Regular maintenance and replacements.

Pool Permits

Department of Health operating permits for the pool.

Seaton Creek Reserve
Community Development District
Budget Narrative
Fiscal Year 2026

Clubhouse Expenditures (Continued):
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Access Control R&M

Any repairs and maintenance to the access control system for resident entry.

Pool Maintenance-Contract

Regular cleaning and maintenance of the pool.

Dog Waste Station Service and Supplies

Cleaning, emptying trash bins, and refreshing supplies for the Dog waste stations throughout the community.

Entrance Monument Wall R&M

Repairs and maintenance to the entrance monument walls.

Access Control – Contract

Security contract for the access control system.

Amenity Contingency

Unscheduled maintenance and repairs.

Special Events

The District will sponsor events throughout the year for residents.

Holiday Décor

Holiday decorations and lighting for the clubhouse.

Seaton Creek Reserve

Community Development District

PROPOSED BUDGET

DEBT SERVICE FUND

SERIES 2023 SPECIAL ASSESSMENT BONDS, AREA 1

Description	Adopted Budget FY 2025	Actual Thru 5/31/25	Projected Next 4 Months	Total Projected 9/30/25	Approved Budget FY 2026
Revenues					
Special Assessments - Levy (On Roll)	\$464,906	\$268,781	\$790	\$269,571	\$464,906
Special Assessments - Levy (Off Roll)	\$0	\$168,381	\$127,344	\$295,725	\$0
Interest Income	\$0	\$9,352	\$4,676	\$14,028	\$0
Carry Forward Surplus	\$0	\$70,409	\$0	\$70,409	\$175,125
TOTAL REVENUES	\$464,906	\$516,923	\$132,810	\$649,734	\$640,032
Expenditures					
<u>Series 2024</u>					
Interest - 12/01	\$179,953	\$179,953	\$0	\$179,953	\$177,525
Interest - 06/01	\$105,000	\$0	\$105,000	\$105,000	\$177,525
Principal - 06/01	\$179,953	\$0	\$179,953	\$179,953	\$110,000
TOTAL EXPENDITURES	\$464,906	\$179,953	\$284,953	\$464,906	\$465,050
Other Sources/(Uses)					
Interfund Transfer	\$0	(\$6,468)	(\$3,234)	(\$9,702)	\$0
TOTAL OTHER	\$0	(\$6,468)	(\$3,234)	(\$9,702)	\$0
EXCESS REVENUES	\$0	\$330,502	(\$155,377)	\$175,125	\$174,982

12/15/26 Interest Expense	\$174,981
	<u>\$174,981</u>

Seaton Creek Reserve
Community Development District
Series 2023 Special Assessment Bonds, Area 1

AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
12/15/23	\$6,870,000.00	\$ -	\$ 155,938.37	\$ 155,938.37
06/15/24	\$6,870,000.00	\$ 100,000.00	\$ 182,265.63	\$ -
12/15/24	\$6,770,000.00	\$ -	\$ 179,953.13	\$ 462,218.75
06/15/25	\$6,770,000.00	\$ 105,000.00	\$ 179,953.13	\$ -
12/15/25	\$6,665,000.00	\$ -	\$ 177,525.00	\$ 462,478.13
06/15/26	\$6,665,000.00	\$ 110,000.00	\$ 177,525.00	\$ -
12/15/26	\$6,555,000.00	\$ -	\$ 174,981.25	\$ 462,506.25
06/15/27	\$6,555,000.00	\$ 115,000.00	\$ 174,981.25	\$ -
12/15/27	\$6,440,000.00	\$ -	\$ 172,321.88	\$ 462,303.13
06/15/28	\$6,440,000.00	\$ 120,000.00	\$ 172,321.88	\$ -
12/15/28	\$6,320,000.00	\$ -	\$ 169,546.88	\$ 461,868.75
06/15/29	\$6,320,000.00	\$ 125,000.00	\$ 169,546.88	\$ -
12/15/29	\$6,195,000.00	\$ -	\$ 166,656.25	\$ 461,203.13
06/15/30	\$6,195,000.00	\$ 130,000.00	\$ 166,656.25	\$ -
12/15/30	\$6,065,000.00	\$ -	\$ 163,650.00	\$ 460,306.25
06/15/31	\$6,065,000.00	\$ 140,000.00	\$ 163,650.00	\$ -
12/15/31	\$5,925,000.00	\$ -	\$ 159,975.00	\$ 463,625.00
06/15/32	\$5,925,000.00	\$ 145,000.00	\$ 159,975.00	\$ -
12/15/32	\$5,780,000.00	\$ -	\$ 156,168.75	\$ 461,143.75
06/15/33	\$5,780,000.00	\$ 155,000.00	\$ 156,168.75	\$ -
12/15/33	\$5,625,000.00	\$ -	\$ 152,100.00	\$ 463,268.75
06/15/34	\$5,625,000.00	\$ 160,000.00	\$ 152,100.00	\$ -
12/15/34	\$5,465,000.00	\$ -	\$ 147,900.00	\$ 460,000.00
06/15/35	\$5,465,000.00	\$ 170,000.00	\$ 147,900.00	\$ -
12/15/35	\$5,295,000.00	\$ -	\$ 143,437.50	\$ 461,337.50
06/15/36	\$5,295,000.00	\$ 180,000.00	\$ 143,437.50	\$ -
12/15/36	\$5,115,000.00	\$ -	\$ 138,712.50	\$ 462,150.00
06/15/37	\$5,115,000.00	\$ 190,000.00	\$ 138,712.50	\$ -
12/15/37	\$4,925,000.00	\$ -	\$ 133,725.00	\$ 462,437.50
06/15/38	\$4,925,000.00	\$ 200,000.00	\$ 133,725.00	\$ -
12/15/38	\$4,725,000.00	\$ -	\$ 128,475.00	\$ 462,200.00
06/15/39	\$4,725,000.00	\$ 210,000.00	\$ 128,475.00	\$ -
12/15/39	\$4,515,000.00	\$ -	\$ 122,962.50	\$ 461,437.50
06/15/40	\$4,515,000.00	\$ 220,000.00	\$ 122,962.50	\$ -
12/15/40	\$4,295,000.00	\$ -	\$ 117,187.50	\$ 460,150.00
06/15/41	\$4,295,000.00	\$ 235,000.00	\$ 117,187.50	\$ -
12/15/41	\$4,060,000.00	\$ -	\$ 111,018.75	\$ 463,206.25
06/15/42	\$4,060,000.00	\$ 245,000.00	\$ 111,018.75	\$ -
12/15/42	\$3,815,000.00	\$ -	\$ 104,587.50	\$ 460,606.25
06/15/43	\$3,815,000.00	\$ 260,000.00	\$ 104,587.50	\$ -
12/15/43	\$3,555,000.00	\$ -	\$ 97,762.50	\$ 462,350.00
06/15/44	\$3,555,000.00	\$ 275,000.00	\$ 97,762.50	\$ -
12/15/44	\$3,280,000.00	\$ -	\$ 90,200.00	\$ 462,962.50
06/15/45	\$3,280,000.00	\$ 290,000.00	\$ 90,200.00	\$ -
12/15/45	\$2,990,000.00	\$ -	\$ 82,225.00	\$ 462,425.00
06/15/46	\$2,990,000.00	\$ 305,000.00	\$ 82,225.00	\$ -
12/15/46	\$2,685,000.00	\$ -	\$ 73,837.50	\$ 461,062.50
06/15/47	\$2,685,000.00	\$ 325,000.00	\$ 73,837.50	\$ -
12/15/47	\$2,360,000.00	\$ -	\$ 64,900.00	\$ 463,737.50
06/15/48	\$2,360,000.00	\$ 340,000.00	\$ 64,900.00	\$ -
12/15/48	\$2,020,000.00	\$ -	\$ 55,550.00	\$ 460,450.00
06/15/49	\$2,020,000.00	\$ 360,000.00	\$ 55,550.00	\$ -
12/15/49	\$1,660,000.00	\$ -	\$ 45,650.00	\$ 461,200.00
06/15/50	\$1,660,000.00	\$ 380,000.00	\$ 45,650.00	\$ -
12/15/50	\$1,280,000.00	\$ -	\$ 35,200.00	\$ 460,850.00
06/15/51	\$1,280,000.00	\$ 405,000.00	\$ 35,200.00	\$ -
12/15/51	\$ 875,000.00	\$ -	\$ 24,062.50	\$ 464,262.50
06/15/52	\$ 875,000.00	\$ 425,000.00	\$ 24,062.50	\$ -
12/15/52	\$ 450,000.00	\$ -	\$ 12,375.00	\$ 461,437.50
06/15/53	\$ 450,000.00	\$ 450,000.00	\$ 12,375.00	\$ 462,375.00
	\$6,870,0		\$7,143,497.74	\$14,013,497.74

A.

RESOLUTION 2025-06
[FY 2026 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**FY 2026**"), the District Manager prepared and submitted to the Board of Supervisors ("**Board**") of the Seaton Creek Reserve Community Development District ("**District**") prior to June 15, 2025, proposed budget(s) ("**Proposed Budget**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Seaton Creek Reserve Community Development District for the Fiscal Year Ending September 30, 2026."

- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2026, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2026 or within 60 days following the end of the FY 2026 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 10th DAY OF JULY, 2025.

ATTEST:

**SEATON CREEK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2026 Budget

B.

RESOLUTION 2025-07
[FY 2026 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2026 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Seaton Creek Reserve Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in Duval County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**FY 2026**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

WHEREAS, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT:

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B ("Assessment Roll")**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

- a. **Benefit Findings.** The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

- b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance (“**O&M Assessment(s)**”) is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
 - c. **Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.
3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District’s Board hereby certifies for collection the FY 2026 installment of the District’s previously levied debt service special assessments (“**Debt Assessments,**” and together with the O&M Assessments, the “**Assessments**”) in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.
 4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.
 - a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the “**Tax Roll Property**” identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* (“**Uniform Method**”). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District’s Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
 - b. **Direct Bill Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on “**Direct Collect Property**” identified in **Exhibit B** shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibit A** and **Exhibit B**. The District’s Board finds and determines that such collection method is an efficient method of collection for the Direct Collect Property.
 - i. *Due Date (O&M Assessments).* O&M Assessments directly collected by the District shall be due and payable in full on December 1, 2025; provided, however, that, to the extent permitted by law, the O&M Assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2025, 25% due no later than February 1, 2026, and 25% due no later than May 1, 2026.

- ii. *Due Date (Debt Assessments).* Debt Assessments directly collected by the District shall be due and payable in full in full on December 1, 2025; provided, however, that, to the extent permitted by law, the Debt assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2025, 25% due no later than February 1, 2026, and 25% due no later than May 1, 2026.
- iii. In the event that an Assessment payment is not made in accordance with the schedule(s) stated above, the whole of such Assessment, including any remaining partial, deferred payments for the Fiscal Year: shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent Assessments shall accrue at the rate of any bonds secured by the Assessments, or at the statutory prejudgment interest rate, as applicable. In the event an Assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole Assessment, as set forth herein.

- c. **Future Collection Methods.** The District's decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.

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

7. **EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 10th day of July, 2025.

ATTEST:

**SEATON CREEK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget
Exhibit B: Assessment Roll

EIGHTH ORDER OF BUSINESS

C.

1.



OFFICE OF THE SUPERVISOR OF ELECTIONS

JERRY HOLLAND
SUPERVISOR OF ELECTIONS
OFFICE (904) 255-8683
CELL (904) 318-6877

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 255-3434
E-MAIL JHOLLAND@COJ.NET

May 9, 2025

Sarah Sweeting
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Dear Sarah,

The information you requested on April 5, 2025, appears below:

**Seaton Creek Community Development District- 176 Registered Voters as of
4/15/2025**

If you have any questions or need additional assistance, please contact Aries Torres at
904-219-9302.

Sincerely,

Cierra Fackler
Director of Candidates and Records

2.

**NOTICE OF MEETINGS
SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the **Seaton Creek Reserve Community Development District** will hold their regularly scheduled public meetings for the remainder of **Fiscal Year 2026** at 11:00 a.m. at the Hampton Inn & Suites Jacksonville Airport, 13551 Airport Court, Jacksonville, Florida 32218 on the second Thursday of each month as follows or otherwise noted:

November 13, 2025
January 8, 2026
March 12, 2026
May 14, 2026
July 9, 2026
September 10, 2026

ELEVENTH ORDER OF BUSINESS

Seaton Creek Reserve
Community Development District

Unaudited Financial Reporting
May 31, 2025



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8	<u>Long Term Debt Report</u>
9-12	<u>Check Run Summary</u>
13	<u>Assessment Receipt Schedule</u>

Seaton Creek Reserve
Community Development District
Combined Balance Sheet
May 31, 2025

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 572,300	\$ -	\$ -	\$ 572,300
Due From Other Funds	\$ 4,443	\$ 55,809	\$ -	\$ 60,252
Accounts Receivable	\$ 3,000	\$ -	\$ -	\$ 3,000
Prepaid Expenses	\$ 5,895	\$ -	\$ -	\$ 5,895
Investments:				
Series 2023				
Reserve	\$ -	\$ 232,131	\$ -	\$ 232,131
Revenue	\$ -	\$ 279,136	\$ -	\$ 279,136
Construction/Acquisition	\$ -	\$ -	\$ 6,781,280	\$ 6,781,280
Total Assets	\$ 585,637	\$ 567,076	\$ 6,781,280	\$ 7,933,993
Liabilities:				
Accounts Payable	\$ 1,678	\$ -	\$ -	\$ 1,678
FICA Payable	\$ 153	\$ -	\$ -	\$ 153
Due to Other Funds	\$ 54,427	\$ 4,443	\$ 1,382	\$ 60,252
Total Liabilities	\$ 56,258	\$ 4,443	\$ 1,382	\$ 62,083
Fund Balance:				
Restricted for:				
Debt Service	\$ -	\$ 562,633	\$ -	\$ 562,633
Capital Project	\$ -	\$ -	\$ 6,779,898	\$ 6,779,898
Unassigned	\$ 529,380	\$ -	\$ -	\$ 529,380
Total Fund Balances	\$ 529,380	\$ 562,633	\$ 6,779,898	\$ 7,871,911
Total Liabilities & Fund Balance	\$ 585,637	\$ 567,076	\$ 6,781,280	\$ 7,933,993

Seaton Creek Reserve

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2025

	Adopted Budget	Prorated Budget Thru 05/31/25	Actual Thru 05/31/25	Variance
Revenues:				
Special Assessments - Tax Roll (On)	\$ 412,895	\$ 412,895	\$ 224,161	\$ (188,734)
Special Assessments - Tax Roll (Off)	\$ -	\$ -	\$ 141,033	\$ 141,033
Total Revenues	\$ 412,895	\$ 412,895	\$ 365,195	\$ (47,700)

Expenditures:

General & Administrative:

Supervisor Fees	\$ 7,200	\$ 4,800	\$ 3,000	\$ 1,800
Payroll Taxes	\$ -	\$ -	\$ 92	\$ (92)
Engineering	\$ 10,000	\$ 6,667	\$ 5,213	\$ 1,454
Attorney	\$ 15,000	\$ 10,000	\$ 2,452	\$ 7,548
Dissemination	\$ 5,000	\$ 3,333	\$ 4,000	\$ (667)
Assessment Roll	\$ 8,500	\$ 5,667	\$ 300	\$ 5,367
Arbitrage Rebate Reporting	\$ 1,500	\$ 1,000	\$ -	\$ 1,000
Annual Audit	\$ 4,000	\$ 4,000	\$ 5,600	\$ (1,600)
Trustee Fees	\$ 4,000	\$ 3,547	\$ 3,547	\$ -
Management Fees	\$ 41,500	\$ 27,667	\$ 21,700	\$ 5,967
Website Maintenance	\$ 1,200	\$ 800	\$ 650	\$ 150
Postage/Office Supplies	\$ 600	\$ 400	\$ 173	\$ 227
Rentals and Leases	\$ -	\$ -	\$ 750	\$ (750)
Insurance General Liability/Public Officials	\$ 5,720	\$ 5,720	\$ 5,408	\$ 312
Legal Advertising	\$ 3,500	\$ 2,333	\$ 422	\$ 1,911
Other Current Charges	\$ 1,450	\$ 967	\$ 163	\$ 803
Bank Fees	\$ 200	\$ 133	\$ -	\$ 133
Technology Services	\$ 600	\$ 400	\$ -	\$ 400
ADA Website Compliance	\$ 1,800	\$ 1,800	\$ 1,600	\$ 200
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Total General & Administrative	\$ 111,945	\$ 79,408	\$ 55,244	\$ 24,165

Operations & Maintenance

Utilities:

Water Utility Services	\$ 18,125	\$ 12,083	\$ -	\$ 12,083
Electric-Streetlights	\$ 25,000	\$ 16,667	\$ -	\$ 16,667
Electric-All Others	\$ 3,033	\$ 2,022	\$ -	\$ 2,022
Telephone/Internet	\$ 1,417	\$ 945	\$ -	\$ 945
Total Utilities:	\$ 47,575	\$ 31,717	\$ -	\$ 31,717

Stormwater Control

Stormwater System Maintenance	\$ 7,260	\$ 4,840	\$ 4,840	\$ -
Wetland Monitoring/Maintenance	\$ 6,500	\$ 4,333	\$ -	\$ 4,333
Annual Stormwater Report	\$ 3,500	\$ 3,500	\$ -	\$ 3,500
Total Stormwater Control	\$ 17,260	\$ 12,673	\$ 4,840	\$ 7,833

Seaton Creek Reserve

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2025

	Adopted Budget	Prorated Budget Thru 05/31/25	Actual Thru 05/31/25	Variance
Other Physical Environment				
Property & Casualty Insurance	\$ 30,000	\$ 20,000	\$ -	\$ 20,000
Landscape Maintenance-Contract	\$ 90,917	\$ 60,611	\$ 32,259	\$ 28,352
Landscaping - Mulch	\$ 4,000	\$ 2,667	\$ -	\$ 2,667
Landscaping - Plant Replacement Program	\$ 5,000	\$ 3,333	\$ -	\$ 3,333
Irrigation Maintenance	\$ 6,000	\$ 4,000	\$ 945	\$ 3,055
R&M Drainage	\$ 1,000	\$ 667	\$ -	\$ 667
Total Other Physical Environment	\$ 136,917	\$ 91,278	\$ 33,204	\$ 58,074
Amenity				
Field Services	\$ 18,000	\$ 12,000	\$ -	\$ 12,000
Janitorial - Contract	\$ 2,542	\$ 1,695	\$ -	\$ 1,695
Janitorial - Supplies/Other	\$ 1,000	\$ 667	\$ -	\$ 667
Rental - Fitness Equipment	\$ 9,583	\$ 6,389	\$ 1,544	\$ 4,844
Contracts - Fitness Classes	\$ 6,000	\$ 4,000	\$ -	\$ 4,000
Garbage Dumpster - Rental/Collection	\$ 1,500	\$ 1,000	\$ -	\$ 1,000
Contracts - Pest Control/Termite Bond	\$ 1,958	\$ 1,305	\$ -	\$ 1,305
Amenity R&M	\$ 5,000	\$ 3,333	\$ 325	\$ 3,008
Pool Permits	\$ 500	\$ 333	\$ -	\$ 333
Access Control R&M	\$ 750	\$ 500	\$ -	\$ 500
Contracts - Pool Service	\$ 8,750	\$ 5,833	\$ -	\$ 5,833
Dog Waste Station Service and Supplies	\$ 8,892	\$ 5,928	\$ -	\$ 5,928
R&M - Entrance Monument & Wall	\$ 5,000	\$ 3,333	\$ -	\$ 3,333
Contracts - Access Control	\$ 8,889	\$ 5,926	\$ -	\$ 5,926
Miscellaneous Contingency	\$ 2,500	\$ 1,667	\$ -	\$ 1,667
Misc.-Special Events	\$ 8,333	\$ 5,556	\$ -	\$ 5,556
Misc. - Holiday Décor	\$ 10,000	\$ 6,667	\$ -	\$ 6,667
Total Amenity	\$ 99,198	\$ 66,132	\$ 1,869	\$ 64,262
Total Operations & Maintenance	\$ 300,950	\$ 201,800	\$ 39,914	\$ 161,886
Total Expenditures	\$ 412,895	\$ 281,208	\$ 95,157	\$ 186,051
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 131,687	\$ 270,037	\$ 138,351
Net Change in Fund Balance	\$ -	\$ 131,687	\$ 270,037	\$ 138,351
Fund Balance - Beginning	\$ 156,910		\$ 259,342	
Fund Balance - Ending	\$ 156,910		\$ 529,380	

Seaton Creek Reserve

Community Development District

Debt Service Fund Series 2023

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2025

	Adopted Budget	Prorated Budget Thru 05/31/25	Actual Thru 05/31/25	Variance
Revenues:				
Special Assessments - Tax Roll (On)	\$ 464,906	\$ 268,781	\$ 268,781	\$ -
Special Assessments - Tax Roll (Off)	\$ -	\$ -	\$ 168,381	\$ 168,381
Interest Income	\$ -	\$ -	\$ 9,352	\$ 9,352
Total Revenues	\$ 464,906	\$ 268,781	\$ 446,514	\$ 177,733
Expenditures:				
Interest - 12/15	\$ 179,953	\$ 179,953	\$ 179,953	\$ -
Principal - 6/15	\$ 105,000	\$ -	\$ -	\$ -
Interest - 6/15	\$ 179,953	\$ -	\$ -	\$ -
Total Expenditures	\$ 464,906	\$ 179,953	\$ 179,953	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 88,828	\$ 266,561	\$ 177,733
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ (6,468)	\$ (6,468)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (6,468)	\$ (6,468)
Net Change in Fund Balance	\$ -	\$ 88,828	\$ 260,093	\$ 171,265
Fund Balance - Beginning	\$ -		\$ 302,540	
Fund Balance - Ending	\$ -		\$ 562,633	

Seaton Creek Reserve

Community Development District

Capital Projects Fund Series 2023

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2025

	Adopted Budget	Prorated Budget Thru 05/31/25	Actual Thru 05/31/25	Variance
Revenues:				
Interest Income	\$ -	\$ -	\$ 160,199	\$ 160,199
Total Revenues	\$ -	\$ -	\$ 160,199	\$ 160,199
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 160,199	\$ 160,199
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ 6,468	\$ 6,468
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ 6,468	\$ 6,468
Net Change in Fund Balance	\$ -	\$ -	\$ 166,667	\$ 166,667
Fund Balance - Beginning	\$ -		\$ 6,613,231	
Fund Balance - Ending	\$ -		\$ 6,779,898	

Seaton Creek Reserve
Community Development District
Month to Month

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	8/31/202	Sep-25	Total
Revenues:													
Special Assessments - Tax Roll (On)	\$ -	\$ 4,170	\$ 214,041	\$ -	\$ 1,508	\$ -	\$ 1,460	\$ 2,982	\$ -	\$ -	\$ -	\$ -	\$ 224,161
Special Assessments - Tax Roll (Off)	\$ -	\$ -	\$ 94,022	\$ -	\$ -	\$ 47,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,033
Total Revenues	\$ -	\$ 4,170	\$ 308,064	\$ -	\$ 1,508	\$ 47,011	\$ 1,460	\$ 2,982	\$ -	\$ -	\$ -	\$ -	\$ 365,195
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 600	\$ 600	\$ -	\$ -	\$ 600	\$ 200	\$ 400	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Payroll Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15	\$ 31	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ 92
Engineering	\$ 410	\$ -	\$ 1,025	\$ 205	\$ -	\$ 1,740	\$ 1,115	\$ 718	\$ -	\$ -	\$ -	\$ -	\$ 5,213
Attorney	\$ -	\$ 1,285	\$ -	\$ -	\$ 1,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,452
Dissemination	\$ 1,917	\$ 417	\$ 417	\$ -	\$ 417	\$ -	\$ 417	\$ 417	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Assessment Roll	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Arbitrage Rebate Reporting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,600
Trustee Fees	\$ 3,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,547
Management Fees	\$ 3,458	\$ 3,458	\$ 3,458	\$ -	\$ 3,675	\$ -	\$ 3,825	\$ 3,825	\$ -	\$ -	\$ -	\$ -	\$ 21,700
Website Maintenance	\$ 150	\$ 150	\$ 150	\$ -	\$ 100	\$ -	\$ 67	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ 650
Postage/Office Supplies	\$ 19	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ 36	\$ 111	\$ -	\$ -	\$ -	\$ -	\$ 173
Rentals and Leases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 750
Insurance General Liability/Public Officials	\$ 5,408	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,408
Legal Advertising	\$ 340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 422
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110	\$ 54	\$ -	\$ -	\$ -	\$ -	\$ 163
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADA Website Compliance	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Total General & Administrative	\$ 17,623	\$ 6,017	\$ 5,150	\$ 205	\$ 5,959	\$ 2,105	\$ 12,082	\$ 6,103	\$ -	\$ -	\$ -	\$ -	\$ 55,244
Operations & Maintenance													
Utilities:													
Water Utility Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric-Streetlights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Electric-All Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone/Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Utilities:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater Control													
Stormwater System Maintenance	\$ 605	\$ 605	\$ 605	\$ 605	\$ 605	\$ 605	\$ 605	\$ 605	\$ -	\$ -	\$ -	\$ -	\$ 4,840
Wetland Monitoring/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Stormwater Report	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Stormwater Control	\$ 605	\$ 605	\$ 605	\$ 605	\$ 605	\$ 605	\$ 605	\$ 605	\$ -	\$ -	\$ -	\$ -	\$ 4,840

Seaton Creek Reserve
Community Development District
Month to Month

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	8/31/202	Sep-25	Total
Other Physical Environment													
Property & Casualty Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Maintenance-Contract	\$ 6,452	\$ 6,452	\$ 6,452	\$ 6,452	\$ 6,452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,259
Landscaping - Mulch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscaping - Plant Replacement Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation Maintenance	\$ 418	\$ 527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 945
R&M Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Physical Environment	\$ 6,870	\$ 6,979	\$ 6,452	\$ 6,452	\$ 6,452	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,204
Amenity													
Field Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Janitorial - Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Janitorial - Supplies/Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rental - Fitness Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,544	\$ -	\$ -	\$ -	\$ -	\$ -	1,544
Contracts - Fitness Classes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Garbage Dumpster - Rental/Collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracts - Pest Control/Termite Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amenity R&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	325	\$ -	\$ -	\$ -	\$ -	\$ -	325
Pool Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Access Control R&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracts - Pool Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dog Wast Station Service and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R&M - Entrance Monument & Wall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracts - Access Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc-Special Events	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc - Holiday Décor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Amenity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,869	\$ -	\$ -	\$ -	\$ -	\$ -	1,869
Total Operations & Maintenance	\$ 7,475	\$ 7,584	\$ 7,057	\$ 7,057	\$ 7,057	\$ 605	\$ 2,474	\$ 605	\$ -	\$ -	\$ -	\$ -	\$ 39,914
Total Expenditures	\$ 25,098	\$ 13,600	\$ 12,207	\$ 7,262	\$ 13,016	\$ 2,710	\$ 14,556	\$ 6,708	\$ -	\$ -	\$ -	\$ -	\$ 95,157
Excess (Deficiency) of Revenues over Expend	\$ (25,098)	\$ (9,431)	\$ 295,857	\$ (7,262)	\$ (11,508)	\$ 44,301	\$ (13,096)	\$ (3,725)	\$ -	\$ -	\$ -	\$ -	\$ 270,037
Net Change in Fund Balance	\$ (25,098)	\$ (9,431)	\$ 295,857	\$ (7,262)	\$ (11,508)	\$ 44,301	\$ (13,096)	\$ (3,725)	\$ -	\$ -	\$ -	\$ -	\$ 270,037

Seaton Creek Reserve

Community Development District

Long Term Debt Report

Series 2023, Special Assessment Bonds, Assessment Area One		
Interest Rate:	Multiple Rates	
Maturity Date:	6/15/2053	
Reserve Fund Definition	50% of Maximum Annual Debt Service	
Reserve Fund Requirement	\$232,131.25	
Reserve Fund Balance	\$232,131.25	
Bonds Outstanding - 9/30/2024		\$6,770,000
Less: Principal Payment - 6/15/2025		\$0
Bonds Outstanding, Series 2023		\$6,770,000

Gross Assessments	\$	243,048.70	\$	291,428.28	\$	534,476.98
Net Assessments	\$	228,465.78	\$	273,942.58	\$	502,408.36

Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	O&M Portion	2021 Debt Service	Total
11/20/24	Distribution 1	\$3,299.24	\$131.97	\$110.85	\$0.00	\$3,056.42	\$1,389.88	\$1,666.54	\$3,056.42
11/21/24	Distribution 2	\$3,299.24	\$131.97	\$110.86	\$0.00	\$3,056.41	\$1,389.88	\$1,666.53	\$3,056.41
11/29/24	Distribution 3	\$3,299.24	\$131.97	\$110.85	\$0.00	\$3,056.42	\$1,389.88	\$1,666.54	\$3,056.42
12/05/24	Distribution 4	\$19,795.44	\$791.82	\$665.13	\$0.00	\$18,338.49	\$8,339.27	\$9,999.22	\$18,338.49
12/10/24	Distribution 5	\$313,427.80	\$12,537.15	\$10,531.17	\$0.00	\$290,359.48	\$132,038.42	\$158,321.06	\$290,359.48
12/19/24	Distribution 6	\$174,859.72	\$6,994.41	\$5,875.29	\$0.00	\$161,990.02	\$73,663.54	\$88,326.48	\$161,990.02
02/21/25	Distribution 7	\$3,299.24	(\$65.97)	\$117.78	\$68.03	\$3,315.46	\$1,507.68	\$1,807.78	\$3,315.46
04/21/25	Distribution 8	\$3,211.27	\$0.00	\$0.00	\$0.00	\$3,211.27	\$1,460.30	\$1,750.97	\$3,211.27
05/07/25	Distribution 9	\$6,598.48	(\$197.96)	\$237.87	\$0.00	\$6,558.57	\$2,982.45	\$3,576.12	\$6,558.57
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$ 531,089.67	\$ 20,455.36	\$ 17,759.80	\$ 68.03	\$ 492,942.54	\$ 224,161.30	\$ 268,781.24	\$ 492,942.54

001.300.20700.10000	\$	7,134.87
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TWELFTH ORDER OF BUSINESS

SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT

Check Run Summary

July 10, 2025

GENERAL FUND		
<i><u>DATE</u></i>	<i><u>CHECK NUMBERS</u></i>	<i><u>AMOUNT</u></i>
05/07/25	12	\$0.00
05/22/25	13-19	\$14,253.98
06/05/25	20-24	\$55,981.76
06/26/25	25-27	\$15,967.50
Total		\$86,203.24

AP300R
*** CHECK NOS. 000012-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
SEATON CREEK RESERVE - GENERAL
BANK A SEATON CREEK RESERVE

RUN 6/29/25

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
5/07/25	00021	5/07/25 050725	202505 310-51300-49000	LIFE FITNESS LEASE AGRMT	*	.01	
		5/07/25 050725	202505 310-51300-49000	LIFE FITNESS LEASE AGRMT	V	.01-	
				AMERICAN CAPITAL			.00 000012
5/22/25	00004	5/08/25 2025-714	202504 310-51300-31100	SVCS 04/25	*	1,115.00	
				DOMINION ENGINEERING GROUP INC			1,115.00 000013
5/22/25	00001	5/01/25 5	202505 310-51300-34000	MGMT FEES 05/25	*	3,825.00	
		5/01/25 5	202505 310-51300-35100	WEBSITE ADMIN 05/25	*	33.33	
		5/01/25 5	202505 310-51300-35101	INFO TECH 05/25	*	66.67	
		5/01/25 5	202505 310-51300-31300	DISSEMINATION AGENT SVCS	*	416.67	
		5/01/25 5	202505 310-51300-51000	OFFICE SUPPLIES 05/25	*	.03	
		5/01/25 5	202505 310-51300-42000	POSTAGE 05/25	*	57.37	
		5/01/25 5	202505 310-51300-42500	COPIES 05/25	*	.15	
		5/01/25 5	202505 310-51300-41000	TELEPHONE 05/25	*	2.91	
				GOVERNMENTAL MANAGEMENT SERVICES			4,402.13 000014
5/22/25	00015	5/01/25 27526	202504 310-51300-32200	AUDIT FYE 09/30/25	*	5,600.00	
				GRAU AND ASSOCIATES			5,600.00 000015
5/22/25	00018	7/10/25 071025	202507 310-51300-44000	NOTICE OF MEETING 07/25	*	300.00	
				HAMPTON INN & SUITES JACKSONVILLE			300.00 000016
5/22/25	00012	5/01/25 25-02238	202505 310-51300-48000	25-02238D	*	82.50	
				JACKSONVILLE DAILY RECORD			82.50 000017
5/22/25	00013	5/13/25 1994522	202505 320-53800-46800	WATER MGMT 05/25	*	605.00	
		5/13/25 2016049	202504 320-53800-46800	WATER MGMT 04/25	*	605.00	
				THE LAKE DOCTORS			1,210.00 000018
				SCRC SEATON CREEK SHENNING			

AP300R
*** CHECK NOS. 000012-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
SEATON CREEK RESERVE - GENERAL
BANK A SEATON CREEK RESERVE

RUN 6/29/25

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/22/25	00022	4/15/25 CPQ-8072	202504 320-57200-46001	EQUIPMENT 04/25	*	1,544.35	
				LIFE FITNESS LLC			1,544.35 000019
6/05/25	00023	6/03/25 144707	202506 310-51300-42000	SVCS 06/25	*	159.14	
		6/03/25 144707	202506 310-51300-51000	SVCS 06/25	*	137.50	
		6/03/25 144707	202506 310-51300-42500	SVCS 06/25	*	146.22	
				ADVANCED DIRECT MARKETING SERVICES			442.86 000020
6/05/25	00001	6/01/25 7	202506 310-51300-34000	MGMT FEES 06/25	*	3,825.00	
		6/01/25 7	202506 310-51300-35100	WEBSITE ADMIN 06/25	*	33.33	
		6/01/25 7	202506 310-51300-35101	INFO TECH 06/25	*	66.67	
		6/01/25 7	202506 310-51300-31300	DISSEMINATION AGENT SVCS	*	416.67	
		6/01/25 7	202506 320-57200-34000	CREDIT ADMIN 03/25-04/25	*	3,000.00-	
		6/01/25 7	202506 310-51300-51000	OFFICE SUPPLIES 06/25	*	.18	
		6/01/25 7	202506 310-51300-42000	POSTAGE 06/25	*	100.37	
		6/01/25 7	202506 310-51300-42500	COPIES 06/25	*	41.70	
		6/01/25 7	202506 310-51300-48000	AMEX JAX DAILY 02/21	*	93.00	
		6/01/25 7	202506 310-51300-48000	AMEX JAX DAILY 03/3	*	82.50	
				GOVERNMENTAL MANAGEMENT SERVICES			1,659.42 000021
6/05/25	00024	5/21/25 INV17892	202505 310-51300-51000	ROUND RAMP DESIGN 05/25	*	50.48	
				HC BRANDS			50.48 000022
6/05/25	00013	5/15/25 1994522	202503 320-53800-46800	WATER MGMT 03/25	*	605.00	
		5/29/25 2028009	202505 320-53800-46800	WATER MGMT 05/25	*	605.00	
				THE LAKE DOCTORS			1,210.00 000023
6/05/25	00016	2/18/25 SCR12152	202506 300-20700-10000	CDD DEBT SVCS 06/25	*	52,619.00	
				SEATON CREEK RESERVE CDD			52,619.00 000024
				SCRC SEATON CREEK SHENNING			

AP300R
*** CHECK NOS. 000012-050000

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER
SEATON CREEK RESERVE - GENERAL
BANK A SEATON CREEK RESERVE

RUN 6/29/25

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CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/26/25	00004	6/17/25 2025-719	202505 310-51300-31100	SVCS 05/25	*	717.50	
DOMINION ENGINEERING GROUP INC							717.50 000025
6/26/25	00007	6/12/25 27963	202506 320-57200-45000	#100124866 10/24-10/25	*	533.00	
EGIS INSURANCE & RISK ADVISORS							533.00 000026
6/26/25	00025	6/15/25 155710	202506 320-57200-46200	LANDSCAPE MAINT 06/25	*	1,994.00	
		6/25/25 157325	202506 320-53800-46200	LANDSCAPE MAINT 06/25	*	12,723.00	
UNITED LAND SERVICE							14,717.00 000027
TOTAL FOR BANK A						86,203.24	
TOTAL FOR REGISTER						86,203.24	

SCRC SEATON CREEK SHENNING