

**MARSHALL CREEK  
COMMUNITY DEVELOPMENT  
DISTRICT**

**AUGUST 21, 2024  
AGENDA PACKAGE**

Call-in information 1-646-838-1601 and Conference ID: 302 304 467#



210 N. UNIVERSITY DRIVE, SUITE 702  
CORAL SPRINGS, FLORIDA 33071

## Marshall Creek Community Development District

### Board of Supervisors

Rich Luciano, Chairperson  
Monique Perna, Vice Chairperson  
Howard Entman, MD, Assistant Secretary  
Jim Letson, Assistant Secretary  
Kathy Moss, Assistant Secretary

Bob Koncar, District Manager  
Michael Eckert, Esq., District Counsel  
Ryan Stilwell, P.E., District Engineer  
Jodi Moore, LCAM, General Manager

### Regular Meeting and Budget Public Hearing Agenda Wednesday, August 21, 2024 at 4:00 p.m. Call-in Number: 1- 646-838-1601 Conference ID – 302 304 467#

1. **Roll Call**
2. **Audience Comments**

*The Audience Comment portion of the agenda is where individuals who are present may make remarks on matters that concern the District. Each individual is limited to three (3) minutes for such remarks. The Board of Supervisors or Staff are not obligated to provide an immediate response as some issues require research, discussion and deliberation. If the comment concerns a maintenance related item, it will need to be addressed with the General Manager outside of the context of the meeting.*

3. **Public Hearings to Consider the Adoption of the Budget for Fiscal Year 2025 and Levy of Non-Ad Valorem Assessments**
  - A. Consideration of Resolution 2024-7, Annual Appropriation and Adoption of the Fiscal Year 2025 Budget
  - B. Consideration of Resolution 2024-8, Levy of Non-Ad Valorem Assessments
4. **Presentation from St. Johns County Sheriff's Office**
5. **Approval of the Minutes of the July 17, 2024 Budget Workshop and July 17, 2024 Regular Meeting**
  - A. Discussion of Open Items
6. **Engineer's Report**
  - A. Palencia Village Drive Outparcel Discussion
7. **General Manager's Operations Report**
  - A. SJCSO Roving Patrol Violation Log
  - B. Policy Redline – Amenities Facilities
8. **District Manager's Report**
  - A. Discussion of Goals and Objectives

#### District Office

Inframark Community Management  
12574 Flagler Center Blvd. Suite 101  
Jacksonville, FL 32258  
904-436-4102

#### Meeting Location:

Marshall Creek Amenity Center  
625 Palencia Club Drive  
St. Augustine FL 32095

- B. Consideration of Fiscal Year 2025 Meeting Schedule
- C. Consideration of Resolution 2024-9, Designating Signatories for the District's Operating Bank Account (s)
- D. Consideration of Resolution 2024-10, Designating Primary Administrative Office and Location of the Local District Records Office
- E. Acceptance of the July 2024 Financial Statements and Approval of the July 2024 Check Register and Invoices

**9. Attorney's Report**

**10. Supervisors' Requests**

**11. Adjournment**

**District Office**  
Inframark Community Management  
12574 Flagler Center Blvd. Suite 101  
Jacksonville, FL 32258  
904-436-4102

**Meeting Location:**  
Marshall Creek Amenity Center  
625 Palencia Club Drive  
St. Augustine FL 32095

## **Third Order of Business**

**MARSHALL CREEK**  
Community Development District

***Operating and Debt Service Budget***

**Fiscal Year 2025**

**Modified Tentative Budget**

Prepared by:



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**MARSHALL CREEK**  
Community Development District

**Operating Budget**  
Fiscal Year 2025

**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
<b>REVENUES</b>							
Interest - Investments	\$ 10,264	\$ 116,869	\$ 50,000	\$ 224,369	\$ (3,651)	\$ 220,718	\$ 200,000
Shared Rev - Other Local Units	484,398	499,312	541,292	541,293	-	541,293	569,762
Interlocal Agreement - Other	344,921	333,004	351,990	5,447	-	5,447	-
Other Physical Environment Rev	24,000	17,000	-	-	-	-	-
S/F Swimming Program Fees	425	25	3,500	30	-	30	500
S/F Activity Fees		4,445	4,000	-	-	-	-
S/F Other Revenues				6,483	4,937	11,420	13,000
S/F Rental Fees	1,850	1,000	2,500	1,300	1,200	2,500	2,000
S/F Snack Bar Revenue	2,431		3,000	-	-	-	-
Tennis Merchandise Sales	25,332	23,471	25,000	21,544	3,456	25,000	25,000
Tennis Special Events&Socials	495	920	1,500	4,350	-	4,350	1,500
Tennis Lessons & Clinics	275,363	321,695	300,000	280,612	19,388	300,000	350,000
Tennis Ball Machine Rental Fee	6,271	8,317	6,500	6,693	-	6,693	8,000
Tennis Membership	59,318	83,422	65,000	91,647	24,178	115,825	85,000
Interest - Tax Collector	69	11,517	-	8,712	-	8,712	-
Special Assmnts- Tax Collector	3,457,544	3,438,203	3,433,348	3,369,858	63,490	3,433,348	3,675,913
Special Assmnts- Discounts	(118,741)	(120,150)	(137,334)	(123,451)	-	(123,451)	(128,657)
Other Miscellaneous Revenues	27,537	41,832	8,500	5,606	(28,337)	(22,731)	2,500
Gate Bar Code/Remotes	3,972	3,017	4,000	3,344	656	4,000	4,000
Impact Fee	15,587	224,424	286,625	117,284	10,000	127,284	15,000
<b>TOTAL REVENUES</b>	<b>4,621,036</b>	<b>5,008,323</b>	<b>4,949,421</b>	<b>4,565,121</b>	<b>95,317</b>	<b>4,660,438</b>	<b>4,823,519</b>



**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	10,541	14,442	14,285	8,319	5,966	14,285	15,025
ProfServ-Arbitrage Rebate	4,200	600	1,800	600	1,200	1,800	1,800
ProfServ-Dissemination Agent	3,000	3,000	3,000	-	3,000	3,000	3,000
ProfServ-Engineering	12,408	27,926	25,000	27,769	-	27,769	25,000
ProfServ-Legal Services	44,050	123,725	75,000	54,010	20,990	75,000	75,000
ProfServ-Mgmt Consulting Serv	65,200	62,156	69,842	52,382	17,460	69,842	60,000
ProfServ-Special Assessment	15,750	16,223	16,872	16,872	-	16,872	9,000
ProfServ-Trustee Fees	9,525	10,186	11,400	9,927	1,473	11,400	11,400
Auditing Services	4,675	5,300	4,800	-	5,000	5,000	5,000
Postage and Freight	3,373	3,565	4,600	1,983	2,617	4,600	3,600
Insurance - General Liability	33,367	33,948	42,210	40,133	-	40,133	44,146
Printing and Binding	1,432	1,411	2,500	441	1,059	1,500	2,000
Legal Advertising	606	1,888	3,500	834	2,666	3,500	3,500
Miscellaneous Services	18,721	12,392	14,000	11,318	3,682	15,000	15,000
Misc-Assessmnt Collection Cost	34,404	32,121	68,667	64,894	3,773	68,667	73,505
Shared Exp - Other Local Units	467,834	545,762	521,042	521,042	-	521,042	562,766
Misc-Late Fees	428	-	-	-	-	-	-
Office Supplies	630	764	1,474	370	430	800	1,000
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>730,319</b>	<b>895,584</b>	<b>880,167</b>	<b>811,069</b>	<b>69,316</b>	<b>880,385</b>	<b>910,918</b>

**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
<b><i>Other Public Safety</i></b>							
Payroll - Benefit	5,248	5,321	7,500	4,484	1,244	5,728	4,375
Payroll - Engineering	51,719	50,993	89,255	48,867	9,625	58,492	90,000
Payroll - Janitor	2,288	2,219	2,500	1,948	466	2,414	2,500
Contracts-Security Services	142,866	125,729	135,000	94,766	13,621	108,387	90,710
Contracts-Roving Patrol	46,140	52,412	56,100	46,206	9,894	56,100	50,000
R&M-Gate	32,089	29,100	30,000	23,936	11,305	35,241	25,000
Misc-Bar Codes	4,230	5,093	5,335	2,668	442	3,110	5,000
<b><i>Total Other Public Safety</i></b>	<b>284,580</b>	<b>270,867</b>	<b>325,690</b>	<b>222,875</b>	<b>46,597</b>	<b>269,472</b>	<b>267,585</b>
<b><i>Field</i></b>							
Payroll - Benefit	4,242	6,119	9,965	10,405	2,717	13,122	9,965
Payroll - Engineering	41,375	40,795	71,455	48,867	9,027	57,894	75,000
Expense Reimbursement	4,623	-	-	-	-	-	-
Lease - Land	2,113	2,934	2,115	2,283	-	2,283	2,192
R&M-Bike Paths & Asphalt	6,215	4,930	6,500	-	5,000	5,000	6,000
R&M-Boardwalks	11,383	11,633	25,000	80,468	6,414	86,882	25,000
R&M-Buildings	8,213	7,139	20,000	1,143	10,457	11,600	35,000
R&M-Electrical	7,364	6,816	6,180	8,114	2,230	10,344	7,000
R&M-Fountain	1,887	3,550	5,000	1,173	1,385	2,558	3,000
R&M-Mulch	-	-	7,350	-	7,350	7,350	7,500
R&M-Roads & Alleyways	40,295	79,062	140,000	40,337	44,663	85,000	221,915
R&M-Sidewalks	57,693	47,445	40,000	70,976	27,965	98,941	60,000
R&M-Signage	6,826	5,675	7,500	7,631	-	7,631	7,000
FEMA Boardwalk Expense	-	11,750	-	-	75,000	75,000	75,000

**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Cap Outlay -Machinery and Equipment	-	-	-	23,210	-	23,210	5,000
<b>Total Field</b>	<b>192,229</b>	<b>227,848</b>	<b>341,065</b>	<b>294,607</b>	<b>192,208</b>	<b>486,815</b>	<b>539,572</b>
<b>Landscape Services</b>							
Payroll-Salaries	77,165	77,522	82,672	72,077	10,003	82,080	79,625
Payroll-Administration	5,867	5,474	6,335	1,959	569	2,528	-
Payroll-Benefits	41,844	56,593	87,124	49,410	14,987	64,397	61,880
Payroll-General Staff	137,563	230,096	270,000	170,603	48,629	219,232	207,753
Payroll-Irrigation Staff	84,622	82,237	86,600	78,053	16,252	94,305	88,356
Payroll-IPM Staff	76,422	35,366	107,975	26,199	15,365	41,564	63,700
Payroll-Equipment Mechanic	40,865	37,255	38,242	41,141	10,876	52,017	48,213
Payroll-Janitorial	-	-	-	-	-	-	5,000
Payroll Taxes	31,546	35,277	45,225	29,532	6,828	36,360	41,153
ProfServ-Info Technology	246	34	500	-	300	300	400
Contracts - Misc Labor	36,300	40,100	41,895	33,000	6,600	39,600	41,000
Communication-Telephone	3,588	3,420	3,900	4,911	-	4,911	3,500
Utility - Cable TV Billing	2,338	2,435	2,395	2,467	12	2,479	2,100
Electricity - General	3,734	3,871	3,360	3,339	1,050	4,389	4,500
Utility - Refuse Removal	10,882	10,078	13,650	12,892	2,684	15,576	15,650
Utility - Water & Sewer	2,194	2,542	2,100	1,970	401	2,371	2,205
Rentals - General	1,036	-	1,000	-	585	585	1,000
R&M-General	3,150	-	-	-	-	-	-
R&M-Buildings	2,913	3,815	6,000	3,499	954	4,453	5,000
R&M-Equipment	30,964	18,242	31,500	13,939	4,517	18,456	25,000
R&M-Grounds	47,494	32,650	23,100	7,287	6,318	13,605	23,100

**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
R&M-Irrigation	32,569	24,427	24,150	18,550	4,391	22,941	24,150
R&M-Mulch	109,139	110,942	94,500	62,729	29,877	92,606	94,500
R&M-Pump Station	10,725	5,079	20,000	20,524	2,000	22,524	18,000
R&M-Trees and Trimming	39,565	31,100	35,000	14,050	21,300	35,350	30,000
Employee Relations	7,058	4,032	6,500	3,605	2,895	6,500	3,000
Office Equipment	-	552	500	-	300	300	500
Op Supplies - General	15,313	12,897	25,000	9,476	16,117	25,593	20,000
Op Supplies - Uniforms	1,822	-	5,000	2,402	2,500	4,902	4,000
Op Supplies - Fuel, Oil	20,482	21,773	20,000	11,465	422	11,887	20,000
Impr - Landscape	-	51,189	35,000	27,552	9,448	37,000	35,000
Cap Outlay-Machinery and Equip	-	15,000	8,500	5,035	8,000	13,035	8,000
<b>Total Landscape Services</b>	<b>877,406</b>	<b>953,998</b>	<b>1,127,723</b>	<b>727,666</b>	<b>244,180</b>	<b>971,846</b>	<b>976,285</b>
<b>Utilities</b>							
Electricity - Streetlighting	88,586	90,216	85,575	82,910	2,665	85,575	89,854
Utility - Water & Sewer	7,079	9,148	14,000	4,014	2,616	6,630	14,700
R&M-Lake	48,000	48,000	48,000	47,508	3,372	50,880	48,000
<b>Total Utilities</b>	<b>143,665</b>	<b>147,364</b>	<b>147,575</b>	<b>134,432</b>	<b>8,653</b>	<b>143,085</b>	<b>152,554</b>
<b>Operation &amp; Maintenance</b>							
Payroll-Shared Personnel	280,031	249,282	351,990	6,324	5,271	11,595	-
ProfServ-Field Management	297,616	302,895	304,752	275,417	60,512	335,929	313,884
Staff Training & Development	-	-	2,500	-	1,000	1,000	1,000
Communication - Telephone	838	980	1,700	-	600	600	600
Postage and Freight	494	294	450	619	13	632	450
Rentals - General	1,377	2,361	2,375	1,377	984	2,361	2,361

**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Printing and Binding	4,908	4,554	5,250	4,659	559	5,218	4,500
Misc-Connection Computer	2,712	1,714	2,500	2,204	88	2,292	2,300
Billback Expenses Developer	6,176	(6,662)	-	-	1,108	1,108	-
Office Supplies	2,045	1,843	750	951	200	1,151	500
Op Supplies - General	9,385	6,001	8,000	6,517	172	6,689	7,000
<b>Total Operation &amp; Maintenance</b>	<b>605,582</b>	<b>563,262</b>	<b>680,267</b>	<b>298,068</b>	<b>70,507</b>	<b>368,575</b>	<b>332,595</b>
<b>Parks and Recreation - General</b>							
ProfServ-Mgmt Consulting Serv	25,200	25,956	26,994	20,246	6,748	26,994	22,000
Insurance -Property & Casualty	58,488	52,473	73,988	105,260	-	105,260	115,786
<b>Total Parks and Recreation - General</b>	<b>83,688</b>	<b>78,429</b>	<b>100,982</b>	<b>125,506</b>	<b>6,748</b>	<b>132,254</b>	<b>137,786</b>
<b>Clubhouse</b>							
Contracts-Misc Labor	2,749	1,617	3,150	2,198	276	2,474	3,000
Contracts-Outside Fitness	14,981	13,946	5,500	14,804	1,257	16,061	24,950
R&M Air Conditioning	1,172	319	7,500	605	476	1,081	6,500
R&M-Buildings	-	-	5,000	8,942	1,558	10,500	5,000
R&M-Equipment	4,234	305	3,000	517	1,060	1,577	3,000
Special Events	35,863	43,093	50,000	36,615	13,385	50,000	45,000
Employee Relations	-	-	-	-	-	-	5,000
Cap Outlay-Machinery and Equip	-	-	1,500	-	1,500	1,500	1,500
Cap Outlay-Clubhouse	6,716	6,201	10,000	7,064	2,659	9,723	10,000
<b>Total Clubhouse</b>	<b>65,715</b>	<b>65,481</b>	<b>85,650</b>	<b>70,745</b>	<b>22,171</b>	<b>92,916</b>	<b>103,950</b>
<b>Swimming Pool</b>							
Payroll-Salaries	103,370	95,203	103,570	2,458	-	2,458	65,000

**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL	PROJECTED	TOTAL	ANNUAL
				THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Payroll-Hourly	42,541	45,365	50,097	63,826	8,407	72,233	75,800
Payroll-Lifeguards	45,245	34,811	42,000	-	-	-	-
Payroll-Benefits	39,545	46,069	28,425	21,319	12,692	34,011	30,000
Payroll-Engineering	41,055	40,580	71,455	40,974	7,391	48,365	75,000
Payroll-Janitor	10,348	10,694	13,975	12,586	2,882	15,468	12,500
Payroll Landscape	8,178	12,428	15,425	11,837	3,588	15,425	39,000
Payroll Taxes	13,951	12,832	16,035	5,190	1,127	6,317	7,000
ProfServ-Info Technology	711	754	2,500	800	1,800	2,600	1,800
Contracts-Lifeguard Services				5,001	42,499	47,500	52,250
Contracts-Landscape	5,506	805	5,000	500	4,500	5,000	3,500
Travel and Per Diem	68	27	200	-	-	-	100
Communication - Telephone	6,634	6,985	6,875	8,214	-	8,214	6,700
Utility - General	49,021	55,250	55,920	47,977	15,844	63,821	63,821
Utility - Cable TV Billing	4,251	5,030	4,410	3,353	199	3,552	3,900
Utility - Refuse Removal	2,462	3,196	3,050	2,423	637	3,060	3,202
R&M-Buildings	17,619	13,229	15,000	22,939	5,000	27,939	20,000
R&M-Pools	27,213	31,106	29,400	43,680	7,500	51,180	25,000
R&M-Vehicles	284	-	500	-	-	-	-
Advertising	1,614	1,470	500	1,371	270	1,641	1,500
Miscellaneous Services	58	-	350	-	350	350	350
Employee Relations	4,456	3,184	4,695	3,024	1,571	4,595	1,500
Misc-Special Events	475	-	-	-	-	-	-
Misc-Training	1,143	160	1,500	-	1,500	1,500	1,000
Misc-Licenses & Permits	938	980	1,100	1,441	-	1,441	1,000
Office Supplies	2,580	2,149	3,000	4,741	750	5,491	2,500

**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Cleaning Supplies	1,072	945	1,500	545	492	1,037	2,000
Office Equipment	874	1,368	3,000	3,912	700	4,612	2,000
Snack Bar Expenses	135	650	1,000	-	-	-	-
Op Supplies - Spa & Paper	1,370	2,134	1,500	1,128	-	1,128	-
Op Supplies - Uniforms	942	765	1,500	1,097	403	1,500	1,000
Subscriptions and Memberships	6,769	10,427	7,500	12,906	2,780	15,686	11,000
Capital Improvements	-	60,789	-	-	-	-	-
Cap Outlay - Pool Furniture	-	1,140	15,000	11,978	-	11,978	10,000
Capital Outlay - Pool	15,742	5,510	10,000	2,096	7,904	10,000	5,000
<b>Total Swimming Pool</b>	<b>456,170</b>	<b>506,035</b>	<b>515,982</b>	<b>337,316</b>	<b>130,786</b>	<b>468,102</b>	<b>523,423</b>
<b>Tennis Court</b>							
Payroll-Salaries	122,404	114,555	136,500	95,280	29,513	124,793	97,336
Payroll-Hourly	47,964	48,086	43,405	49,383	4,495	53,878	96,800
Payroll-Benefits	30,413	30,045	40,445	23,756	708	24,464	30,045
Payroll-Engineering	31,333	30,435	53,595	24,584	5,339	29,923	60,000
Payroll-Commission	250,548	281,688	274,050	249,097	44,286	293,383	297,500
Payroll-Janitor	3,803	4,143	6,115	3,687	1,187	4,874	5,000
Payrol Landscape	3,109	4,211	4,925	3,977	948	4,925	19,500
Payroll Taxes	25,089	25,228	35,355	20,701	5,765	26,466	32,000
ProfServ-Info Technology	20,157	4,745	2,500	6,242	-	6,242	4,500
Contracts-Landscape	812	405	5,000	350	2,650	3,000	2,500
Communication - Telephone	2,866	3,089	2,750	3,561	46	3,607	2,300
Utility - Cable TV Billing	2,541	3,207	2,585	3,053	-	3,053	2,250
Electricity - General	12,744	12,390	13,125	10,779	3,148	13,927	13,125
Utility - Refuse Removal	2,613	3,157	2,585	2,838	222	3,060	2,585

**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2022	FY 2023	BUDGET FY 2024	THRU 07/31/24	August- 9/30/2024	PROJECTED FY 2024	BUDGET FY 2025
Utility - Water & Sewer	2,610	1,733	1,575	1,741	580	2,321	1,575
Rental/Lease - Vehicle/Equip	1,585	1,771	1,785	1,321	248	1,569	1,785
R&M-General	25,623	6,779	7,000	38,835	1,500	40,335	30,000
R&M-Court Maintenance	12,204	19,520	20,000	4,333	8,368	12,701	15,000
R&M-Vandalism	-	-	500	-	500	500	250
Printing and Binding	-	-	500	539	200	739	500
Advertising	1,351	1,455	500	1,371	-	1,371	500
Misc-Employee Meals	1,405	2,056	2,500	1,428	922	2,350	1,500
Special Events	719	1,213	1,000	4,363	500	4,863	1,000
Office Supplies	2,739	4,154	2,500	2,655	350	3,005	2,000
Office Equipment	354	-	5,000	-	2,916	2,916	2,500
Teaching Supplies	3,111	5,023	4,000	2,219	2,300	4,519	3,500
Op Supplies - Uniforms	155	578	500	243	55	298	500
COS - Start Up Inventory	14,717	19,476	15,000	11,673	-	11,673	14,000
Subscriptions and Memberships	690	690	1,775	975	800	1,775	1,500
Cap Outlay-Machinery and Equip	34,076	26,588	10,000	22,632	-	22,632	12,500
<b>Total Tennis Court</b>	<b>657,735</b>	<b>656,420</b>	<b>697,070</b>	<b>591,616</b>	<b>117,546</b>	<b>709,162</b>	<b>754,051</b>
<b>TOTAL EXPENDITURES</b>	<b>4,097,089</b>	<b>4,365,288</b>	<b>4,902,171</b>	<b>3,613,900</b>	<b>908,712</b>	<b>4,522,612</b>	<b>4,698,719</b>
<b>Reserves</b>							
Reserve - Field	75,000	-	47,250	-	-	-	124,800
<b>Total Reserves</b>	<b>75,000</b>	<b>-</b>	<b>47,250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>124,800</b>



**Revenues Expenditures and Changes in Fund Balance**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 07/31/24	PROJECTED August- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
<b>TOTAL EXPENDITURES AND RESERVES</b>	<b>4,172,089</b>	<b>4,365,288</b>	<b>4,949,421</b>	<b>3,613,900</b>	<b>908,712</b>	<b>4,522,612</b>	<b>4,823,519</b>
Excess (deficiency) of revenues							
Over (under) expenditures	448,947	643,035	-	951,221	(813,395)	137,826	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	448,947	643,035	-	951,221	(813,395)	137,826	-
<b>FUND BALANCE, BEGINNING</b>	<b>2,503,178</b>	<b>2,952,125</b>	<b>3,595,161</b>	<b>3,604,847</b>	<b>-</b>	<b>3,604,847</b>	<b>3,742,673</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,952,125</b>	<b>\$ 3,595,160</b>	<b>\$ 3,595,161</b>	<b>\$ 4,556,068</b>	<b>\$ (813,395)</b>	<b>\$ 3,742,673</b>	<b>\$ 3,742,673</b>

**Exhibit "A"**  
Allocation of Fund Balances

<u>AVAILABLE FUNDS</u>	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2025	\$ 3,742,673
Net Change in Fund Balance - Fiscal Year 2025	-
Reserves - Fiscal Year Additions FY 2025	124,800
<b>Total Funds Available (Estimated) - 9/30/2025</b>	<b>3,867,473</b>
 <i>Assigned Fund Balance</i>	
Operating Reserve - Operating Capital	783,120 <sup>(1)</sup>
Reserves - Field (Prior Years)	723,492 <sup>(2)</sup>
Reserves - Field - FY 2024	47,250 <sup>(3)</sup>
Reserves - Field - FY 2025	124,800 <sup>(3)</sup>
Reserves - Gate (Prior Years)	7,838 <sup>(2)</sup>
Reserves - Landscape (Prior Years)	39,986 <sup>(2)</sup>
Reserves - Park (Prior Years)	32,900 <sup>(2)</sup>
Reserves - Swim & Fitness Clubhouse (Prior Years)	18,558 <sup>(2)</sup>
Reserves - Swimming Pools (Prior Years)	132,635 <sup>(2)</sup>
Reserves - Tennis Courts (Prior Years)	24,853 <sup>(2)</sup>
	<u>1,152,312</u>
<b>Total Allocation of Available Funds</b>	<b>1,935,432</b>
 <b>Total Unassigned (undesignated) Cash</b>	 <b>\$ <u>1,932,041</u></b>

**Notes**

- (1) Represents approximately 2 months of operating expenditures net of reserves.
- (2) Ties to motion to assign fund balance as of 9/30/23
- (3) Ties to Annual budget 2025

**Budget Narrative**  
Fiscal Year 2025

REVENUES

**Interest – Investments**

The District earns interest income on its accounts. Interest is calculated on the average monthly collected balance for the operating account.

**Shared Revenue – Other Local Units**

The District has a revised Interlocal agreement with the Sweetwater Creek CDD for shared facilities with certain costs, net of offsetting revenues, being allocated based upon the proportionate number of platted units in each District.

**S/F Swimming Program Fees**

This is revenue generated from Swim Programs such as Swim Lessons, and Infant Swim Resource.

**S/F Activity Fees**

This is revenue from community events and classes for which residents are charged a participation fee.

**S/F Other Revenues**

This is the revenue generated from the resident amenity access cards, guest passes, non-resident full memberships, gate incident fees, and other any other revenue that does not correspond with another line item.

**S/F Rental Fees**

This is revenue collected from room rentals.

**S/F Snack Bar Revenue**

This is revenue collected from the snack bar.

**Tennis Merchandise Sales**

This is revenue collected from sales of racquets, grip, balls, string, apparel, shoes, etc.

**Tennis Special Events & Socials**

This is revenue brought in from several special tennis events held throughout the year as well as tennis socials.

**Tennis Lessons & Clinics**

This is revenue collected from private instruction by the professionals on staff, team practices, open clinics, etc. according per clinic schedule.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

REVENUES (continued)

**Tennis Ball Machine Rental Fee**

This is revenue brought in from use of ball machine, either annual membership or hourly use

**Tennis Membership**

This is revenue collected from Non-Resident Fees for inclusion in MCCDD Tennis program. The membership rate for a single member is \$1,800 and for family membership \$3,000 annually.

**Special Assessments – Tax Collector**

The District will levy a Non-Ad Valorem assessment on all assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. This is the portion that will be collected through the Tax Collector.

**Special Assessments – Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 3% of the anticipated Non-Ad Valorem assessments.

**Other Miscellaneous Revenues**

This is the revenue generated that does not correspond with another line item.

**Gate Bar Code/Remotes**

This is the revenue from the sales of controlled access gate decals.

**Impact Fee**

MCCDD expended funds to build and / or provide several facilities that have since been conveyed over to St. Johns County, the most notable being the St. Johns County Park at Palencia. St. Johns County allows the District to collect these impact fees directly from builders, and in return, the builders are given vouchers to use when applying for a building permit at St. Johns County. There is no off-setting expense for this revenue item.

**Budget Narrative**  
Fiscal Year 2025

EXPENDITURES

*Expenditures - Administrative*

**Payroll - Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance plus payroll taxes and ADP fees. The amount for the fiscal year is based upon all Supervisors attending all meetings as well as ADP expenses.

**Professional Service - Arbitrage Rebate**

The District has an agreement with an American Municipal Tax-Exempt Compliance Corporation to annually calculate the District's Arbitrage Rebate Liability on the Series 2002 and Series 2015A Special Assessment Bonds. The budgeted amount for the fiscal year is based on an existing engagement letter.

**Professional Service - Dissemination Agent (IMS)**

The District is required by the Securities and Exchange Commission to comply with Rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service performed by Inframark – Infrastructure Management Services

**Professional Service - Engineering**

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for board meetings, and other specifically requested assignments.

**Professional Service - Legal Services**

The District's legal counsel provides general legal services to the District, i.e. attendance and preparation for monthly board meetings, review of operating and maintenance contracts, and other specifically requested assignments.

**Professional Service - Management Consulting Services (IMS)**

The District receives Management, Accounting, and Administrative services as part of a Management Agreement with Inframark- Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement with a moderate increase requested this year.

**Professional Service - Special Assessment (IMS)**

Administrative fee to prepare the District's Special Assessment Roll and maintain the lien books. The budgeted amount reflects a moderate increase requested this year.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Administrative (continued)*

**Professional Service - Trustee**

The District issued Series 2002, 2015A and 2016 Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee budget is increased per a notice from U.S. Bank, the Trustee.

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an independent Certified Public Accounting Firm. Budget is based on an existing engagement letter with Berger, Toombs, Elam, Gaines & Frank.

**Postage and Freight**

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

**Insurance - General Liability**

The District's General Liability Insurance policy is with Preferred Governmental Insurance Trust that specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premiums plus anticipated market adjustments.

**Printing and Binding**

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

**Legal Advertising**

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

**Miscellaneous Services**

Bank charges, credit card fees and any other miscellaneous expenses that may be incurred during the year.

**Miscellaneous - Assessment Collection Cost**

The District reimburses the St. Johns County Tax Collector for necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater.

**Shared Expenditures - Other Local Units**

The District has a revised Interlocal agreement with the Sweetwater Creek CDD for shared facilities with certain costs, net of offsetting revenues, being allocated based upon the proportionate number of platted units in each District.

**Marshall Creek**

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

**Office Supplies**

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

**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity.

**Expenditures - Other Public Safety****Payroll - Benefit**

25% of the cost to provide health care and other benefits (medical, dental, life insurance, short term and long-term disability, workers compensation insurance) for staff of the Engineering Department. Payroll service fees (ADP) are also included here.

**Payroll - Engineering**

The District's building engineering department has a staff of seven (7) full time employees who are allocated throughout this budget. Allocation is 30% of the Engineering department payroll.

**Payroll – Janitor**

This line item covers the compensation for staff to clean the North and South Guardhouses, Amenity Center, Tennis Center and Maintenance Building. Allocation is **10%** of Janitorial payroll.

**Contracts - Security Services**

Envera Virtual Guard Systems new contract started in November 2023 for the North and South Guardhouses. The guard houses have 24/7 virtual coverage.

**Contracts - Roving Patrol**

The amount is for the roving St. Johns County patrol officers. The roving St. Johns County patrol officers are active between by early evening and early morning hours, for an average of 85 hours per month.

**R&M - Gate**

The cost of repairing and maintaining the South Loop Parkway and North Loop Parkway controlled access guardhouses, including six total mechanical gate arm motors, two control boards, telephone/fax costs, lighting, plumbing, and HVAC units.

**Miscellaneous - Bar Codes**

The cost of controlled access bar code decals.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures - Field*

**Payroll - Benefit**

75% of the cost to provide health care and other benefits (medical, dental, life insurance, short term and long-term disability, workers compensation insurance) for staff. Payroll service fees (ADP) are also included here.

**Payroll - Engineering**

The District's building engineering department has a staff seven (7) full time employees who are allocated throughout this budget. The engineering department's allocation for field is **25%** of Engineering payroll.

**Lease - Land**

This is the land lease for the Boardwalk which was deeded to the District.

**R&M - Bike Paths & Asphalt**

The budgeted amount is for purchase of materials for repairs of cracked or broken areas of asphalt along the bike/cart paths.

**R&M - Boardwalks**

The budgeted amount is for purchase of materials for repairs of broken or misshapen boards on the boardwalk areas. This also includes the portable restroom lease at the Tolomato boardwalk.

**R&M - Buildings (Park Buildings & Structures)**

The budgeted amount is the purchase of paint, stain, fasteners, miscellaneous equipment and lumber used at the parks for playground repairs and cleaning.

**R&M - Electrical (Streetlights)**

The budgeted amount-for lamps, ballasts, lighting fixtures, wiring, and miscellaneous electrical components for District decorative light poles and fixtures in various locations.

**R&M - Fountain (Village Center Fountain)**

The budgeted amount is for chemicals for water treatment for the two fountains at the Village Green, pump repairs, cleaning equipment and chemicals, and miscellaneous pump controller repairs.

**R&M - Mulch**

Replenishment of playground mulch. This is outsourced once per year.



**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures - Field (continued)*

**R&M - Roads & Alleyways( includes Storm Water and Street Sewer Line Jetting and Repairs)**

The budgeted amount is for lift station submersible pump replacement, annual lift station cleanouts, and miscellaneous repairs on lift station controls, street maintenance repairs including asphalt repairs and maintenance and chemicals for rust staining removal. FY 2024 includes four (4) outsourced street sweepings. Also, includes street striping. The District engineering department contracts with a specialized storm water sewer jetting service to clean dirt, sediment and silt from storm water drains that become clogged and sewer line jetting and repairs.

**R&M - Sidewalks**

The budgeted amount is for repair of broken or cracked concrete, concrete supplies, and contractor support.

**R&M - Signage (Community Signage)**

The budget amount is for repair of damaged or worn (sun-bleached) decorative street signage and poles found throughout the District’s roadways, parks, and boardwalks. Amount also includes repair of District’s monument signs at entrances of neighborhoods and monuments at front entrance at US-1, the roundabout, the tennis facility and both guardhouses.

**Capital Outlay – Machinery and Equipment**

Replacement of vehicles, utility carts and equipment including finance payments.

*Expenditures - Landscape*

**Payroll - Salaries**

The compensation for staff that is paid a salary such as Director of Landscape.

**Payroll - Benefits**

Provide health care and other benefits (medical, dental, life insurance, short term and long-term disability, workers compensation insurance) for staff. Payroll service fees (ADP) are also included here.

**Payroll - General Staff**

The compensation for mow crew personnel (5-full time) responsible for over 60 acres of turf and 1 part-time responsible for property wide trash pickup, blowing off playscapes, parks and boardwalks. This staff also manages all dog waste stations.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Landscape (continued)*

**Payroll - Irrigation Staff**

The compensation for two staff responsible for maintenance of over 400 zones (8,000 + sprinkler heads) and 10 wells and 10 pumps. Irrigation staff is also responsible for all hand watering.

**Payroll - IPM Staff**

The compensation for two staff members responsible for Integrated Pest Management (plant protectants, bed weeds/fertilization for 25 acres of plant material and all turf protectants/fertilization for 60+ acres of turf). Responsibilities include pruning and trimming, mulch replenishment.

**Payroll - Equipment Mechanic**

The compensation for one Equipment Mechanic.

**Payroll - Janitor**

This line item covers the compensation for staff to clean the North and South Guardhouses, Amenity Center, Tennis Center and Maintenance Building Allocation is 20% of Janitorial payroll.

**Payroll - Taxes**

Payroll taxes for Landscape staff.

**ProfServ-Info Technology**

This item is to cover the costs of computer services.

**Contracts – Misc. Labor**

This category provides funds for expenses of third-party service vendors for IPM services.

**Communication – Telephone**

This item covers telephone and fax machine expenses.

**Utility – Cable TV Billing**

Comcast internet service.

**Electricity - General (Utility)**

Electric service for maintenance building.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Landscape (continued)*

**Utility - Refuse Removal**

This item covers the debris removal and trash pick-up service for the maintenance building provided by Republic Services.

**Utility – Water & Sewer**

This item covers water and sewer service provided by St. Johns County Utility Department.

**Rentals - General**

Includes special equipment such as, trencher, sod cutter, and hot pressure washer.

**R & M - Buildings**

This line item encompasses the repair and maintenance costs for the Landscape building including pest control, security, cleaning supplies and HVAC.

**R & M - Equipment**

The parts and supplies for preventative maintenance and repair of vehicles, utility carts, trailers and equipment.

**R & M - Grounds**

The plant protectants and fertilizer to treat 60 + acres of turf, 25 + acres of ornamentals /beds weeds. Bermuda, Bahia, Zoysia, and St. Augustine sod replacements.

**R & M - Irrigation**

The parts, tools, supplies to service and repair 400 + zones of sprinklers comprised of 8000 + sprinkler heads and 10 wells and 10 pumps. Irrigation staff is also responsible for all hand watering.

**R & M - Mulch**

The pine straw and mulch to replenish areas such as beds, native grasses, wood lines. To be maintained at a 3-4" layer.

**R & M - Pump Station**

The parts, supplies and outsourcing costs to repair 10 wells / 10 pumps.

**R & M - Trees & Trimming**

The costs to outsource removal of dead trees, pruning of palms trees as well as clean-up of fallen trees and storm clean- up.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Landscape (continued)*

**Miscellaneous - Employee Relations**

Landscape and Engineering employee rewards, such as employee of the month, 100-day accident-free safety award and holiday lunches.

**Office Equipment**

Miscellaneous office equipment expense.

**Operating Supplies - General**

Office supplies, safety supplies, tag renewal, doggy pot supplies to include replacing two additional dog waste stations per year, licenses, training, hand tools, \$50 per month cell phone expense for Director/ \$30 for Management Supervisor, paint, hardware and coffee supplies.

**Operating Supplies – Uniforms**

This line item is for the uniforms, rain suits, winter jackets and hats supplied to staff.

**Operating Supplies - Fuel, Oil**

This line item is budgeted for gas and diesel for equipment. Also, includes oil and grease associated with equipment preventative maintenance program.

**Improvements - Landscape**

The replacement of trees / ornamentals lost due to frost and disease, planned improvements to existing Landscaping, four flower change outs, and soil amendments.

**Capital Outlay - Machinery and Equipment**

Replacement of vehicles, utility carts and equipment including finance payments.

*Expenditures - Utilities*

**Electricity - Streetlighting**

The District is responsible for various community electrical charges which include: street lighting, lighting the monument signs in the neighborhoods (22) parks, lift stations, pumps stations, irrigation controllers, and the main entrance.

**Utility - Water & Sewer**

This line item is for the water/consumption for the Village Green fountain.

**Marshall Creek**

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

*Expenditures – Utilities ( continued)***R & M - Lake**

The professional services that provide regular visits to monitor/treat lakes, mitigation areas, and littoral plantings. Included are potential services to mechanically remove dead floating plant material as well as repair/replacement of tools + equipment used for in-house removal. Includes fish barriers and grass carp.

*Expenditures - Operations and Maintenance***Professional Service - Field Management**

The District has a personnel leasing agreement with Vesta Property Services which provides daily, onsite management of the District's staff and assets. A full listing of the scope of services is located in the agreement.

**Communication - Telephone**

\$50 per month cell phone expense for Director of Engineering.

**Postage and Freight**

This line item is the postage expense for any mailing of miscellaneous correspondence to residents and staff.

**Rentals-General**

This line item is for rental of storage space for the District.

**Printing and Binding**

The District's portion of a comprehensive communications package provided via the Palencia On-Line; includes e-mailings of various events, updates and surveys, and updating of the District's employee handbook. Includes the Neighborhood Publications URL web-site support.

**Miscellaneous - Connection Computer**

The District incurs the expense for IT support for the computer systems. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office).

**Office Supplies**

The District incurs the expense of office supplies for the day-to-day operations which includes supplies for the resident access card system. Also includes the room charge and any copies made for the District's monthly Board meetings.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures - Operations and Maintenance (continued)*

**Operating Supplies - General**

The budgeted amount is for uniforms for the engineering department, tool repair/purchase/rental and for certification training of engineering staff .

*Expenditures - Parks and Recreation - General*

**Professional Service - Management Consulting Service (IMS)**

The District receives Management, Accounting, and Administrative services as part of a Management Agreement with Inframark – Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit “A” of the Management Agreement with a moderate increase this year.

**Insurance - Property & Casualty**

The District’s Property and Casualty Insurance policy is with Preferred Governmental Insurance Trust that specializes in providing insurance coverage to governmental agencies.

*Expenditures - Swim & Fitness Clubhouse*

**Contracts - Miscellaneous Labor (Miscellaneous Outside Services)**

This category provides funds for administrative expenses of third-party service vendors such as Comcast, Turner Pest Control, Village Key & Alarm.

**ProfServ-Outside Fitness**

This category encompasses the Adult Fitness classes that are taught by fitness staff. Also includes, the Les Mills licensing and virtual program.

**R&M – Air Conditioning**

This category provides funds for any HVAC related expenses.

**R&M - Buildings**

This category provides for repairs and maintenance to the Amenity Center (Clubhouse) building). .

**R&M - Equipment**

This category provides funds for repair related expenses of equipment, new equipment for classes, heaters, flood lights, generator, shop vac, and miscellaneous organizational supplies and cleaning equipment.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures - Swim & Fitness Clubhouse (continued)*

**Miscellaneous - Special Events**

This category provides funds for community events that are held throughout the year.

**Annual Employee Appreciation**

Funds for the holiday/annual appreciation event held for the CDD employees each December.

**Capital Outlay – Machinery and Equipment**

This category provides funds for the purchase/ replacement of large appliances for the building.

**Capital Outlay - Clubhouse**

This category provides funds for the replacement/addition/maintenance of items located in the amenity center.

*Expenditures - Swimming Pool*

**Payroll - Salaries**

This item encompasses compensation for the Amenity Center Director.

**Payroll - Hourly**

This allocation encompasses compensation for Front Desk staff.

**Payroll - Benefits**

This category provides funds for employee benefits to include workers' comp, medical, and dental, short-term and long-term disability. ADP payroll processing is also included.

**Payroll - Engineering**

The District's building engineering department has a staff of seven (7) employees who are allocated throughout this budget. The engineering department's allocation for the District's swimming pools and Amenities Center building repairs is **25%** of Engineering payroll.

**Payroll - Janitor**

50% of Janitor payroll to cover the compensation for staff to clean the Amenities Center . Cleaning staff expense is shared with guard gates, Tennis and Maintenance Building.

**Marshall Creek**

Community Development District

*General Fund***Budget Narrative**

Fiscal Year 2025

**Expenditures – Swimming Pool (continued)****Payroll – Landscape**

6% allocation of the total landscaping payroll to cover the landscaping labor for the amenity center (mowing, trimming, enhancements, turf care, tree trimming and parking lot islands).

**Payroll Taxes**

Payroll taxes for Amenity Center Staff.

**Professional Service - Information Technology**

The District incurs the expense for IT support for the computer systems. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office).

**Contracts - Landscape**

This line item is for enhancements, turf care, and tree trimming in and around the adult, family pools and parking lot islands.

**Travel and Per Diem**

Travel expenses for various operational supplies (mileage).

**Communication - Telephone**

This item covers Telephone and Fax Machine Expenses.

**Utility - General**

This line item covers water service provided by St. Johns County Utility Department, electric service provided by Florida Power and Light and gas and tank rental provided by Florida Propane Partners.

**Utility – Cable TV Billing**

Comcast Internet Service.

**Utility - Refuse Removal**

This item encompasses the trash removal provided by Republic Services. This cost is split between the Amenities Center and Tennis Center evenly.

**R&M - Buildings**

This line item encompasses the repair and maintenance costs for the Amenity facility.



**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Swimming Pool (continued)*

**R&M - Pools**

This budget item provides funds for the repair and maintenance costs for two pools and a splash pad. Those costs include chemicals, equipment for maintenance, and repairs.

**Advertising**

This line item covers advertising expenses related to recruiting. Budgeting is based on previous year's expenses as well as any anticipated increases. The District's portion of a comprehensive communications package provided via the Palencia Online; includes e-mailings of various events, updates and surveys, and updating of the District's employee handbook. This also covers job advertisements online.

**Miscellaneous Services**

This is for Life Safety inspections such as the annual inspection of fire alarms and extinguishers.

**Miscellaneous - Employee Relations**

Employee rewards such as employee of the month, 100-day accident-free safety award, holiday lunches and staff appreciation.

**Miscellaneous - Training**

This is for the material costs associated with annual CPR/First Aid/AED Training.

**Miscellaneous - Licenses & Permits**

This budget item allocates for the licensing and permits necessary for operation of the Amenities Center (i.e. Pool Operating Permits).

**Office Supplies**

This includes office supplies to operate the facility.

**Cleaning Supplies**

This line item covers supplies necessary for cleaning the building, spa and paper supplies used in the Amenities Center (i.e. shampoo, conditioner, body wash, soap, etc.)

**Office Equipment**

This is for costs associated with procuring office equipment, furniture and /or fixtures.

**Snack Bar Expenses**

This is for supplies related to snack bar concessions.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Swimming Pool (continued)*

**Operating Supplies - Uniforms**

This is for uniform purchases for Lifeguard and Front Desk personnel throughout the year.

**Subscriptions & Memberships**

This includes the Pandora for Businesses for music subscription, lifestyles software, online applications and the Amenity Access Software, which is used for the check-in process at the Amenity and Fitness Center(s).

**Capital Outlay - Pool Furniture**

This allocation is to cover replacement of all pool furniture and umbrellas that will be needed in the coming pool season, as the volume of residents using the furniture grows. Includes any additional maintenance as required.

**Capital Outlay - Pool**

This allocation is to cover repairs and replacement pools, splashpad, waterslide, pergolas, and decking.

*Expenditures - Tennis Court*

**Payroll - Salaries**

This is compensation paid to the full-time staff which includes the Tennis Director and two Tennis Pros.

**Payroll - Hourly**

This is the compensation paid to the Pro Shop and maintenance staff.

**Payroll - Benefits**

Provide health care and other benefits (medical, dental, life, short-term and long-term disability, and workers' compensation insurance) for full time staff – tennis professionals and maintenance staff. Payroll service fees (ADP) are also included.

**Payroll - Engineering**

The District's building engineering department payroll. The Engineering Department has a staff of seven (7) full time employees who are allocated throughout this budget. The engineering department's maintenance allocation for the District's tennis facility repairs is **20%**.

**Payroll - Commission**

Commissions paid to pro staff based on lesson revenue and racket stringing.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Tennis Court (continued)*

**Payroll - Janitor**

20% of the Janitor Payroll the compensation for staff to clean the Tennis building. Cleaning staff expense is shared with Tennis, Guardhouses and Maintenance Building.

**Payroll – Landscape**

3% allocation of the total landscape payroll for landscaping labor for the Tennis center (mowing, trimming, enhancements, turf care, tree trimming and parking lot islands).

**Payroll Taxes**

Payroll taxes for Tennis staff.

**Professional Services - Information Technology**

The District incurs the expense for IT support for the computer systems including the tennis point-of-sale system. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office, Club Systems and BadgePass). This also includes software for the check-in process at the buildings. This software has have monthly fees and comes with key fobs for patrons.

**Contracts - Landscaping**

This line item is for enhancements, turf care, and tree trimming in and around the tennis courts and parking lot islands.

**Communication - Telephone**

Comcast phone lines.

**Utility - Cable TV Billing**

Comcast cable and internet.

**Electricity - General**

Electricity – FPL. Primary expense related to court lighting.

**Utility - Refuse Removal**

This item encompasses the trash removal provided by Republic Services. This cost is split between Amenities Center and Tennis evenly.

**Utility - Water & Sewer**

This item covers water and sewer service provided by St. Johns County Utility Department.

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Tennis Court (continued)*

**Rental/Lease - Vehicle/Equipment**

Periodically need to rent maintenance equipment, e.g., cherry picker to change court light bulbs, etc. Also, includes rental of an ice machine.

**R&M - General**

This item encompasses the repair and maintenance costs for the tennis facility.

**R&M - Court Maintenance**

This line consists of court material, court tools, court machine maintenance, etc.

**R&M - Vandalism**

This line consists of repairs from any vandalism of District's assets.

**Printing and Binding**

The District's portion of a comprehensive communications package provided by Neighborhood Publications; includes e-mailings of various events, updates and surveys, and updating of the District's employee handbook.

**Advertising**

The costs associated ads to recruit new staff.

**Miscellaneous - Employee Relations**

Employee rewards such as employee of the month, 100-day accident-free safety award, holiday lunches and staff appreciation.

**Miscellaneous - Special Events**

Social and Promotional events for Tennis held on property.

**Office Supplies**

This is for office materials, paper and other office supplies.

**Office Equipment**

This is for costs associated with procuring computer, monitor, printer, fax machine, etc. items.

**Teaching Supplies**

This is for balls and teaching aids.

**Budget Narrative**  
Fiscal Year 2025

*Expenditures – Tennis Court (continued)*

**OP Supplies - Uniforms**

Staff uniform assistance.

**COS - Start Up Inventory**

This is for Inventory/Merchandise,

**Subscriptions and Memberships**

NFPTA, PTR, USPTA, etc.

**Capital Outlay - Machinery and Equipment**

Professionally re-surface two of the ten courts. Drainage improvements.

**Budget Narrative**  
Fiscal Year 2025

**FULL LISTING OF OPERATIONS MANAGEMENT SCOPE OF SERVICES**

**Lessee**

*Marshall Creek Community Development District*

**Lessor**

**Purpose**

Provide day-to-day operations management of the Marshall Creek Community Development District (the “District”) property while emphasizing positive response to concerns of District residents

**Operations Management Team Composition**

General Manager  
Assistant General Manager (reports to General Manager)

**Relationship to Other Positions**

**Reports To**

District Board of Supervisors

**Coordinates with**

District Manager, Inframark – Infrastructure Management Services

**Supervises**

District Staff (Amenities Center, Tennis, Landscape Maintenance, and General Maintenance)

**Marshall Creek**  
Community Development District

*General Fund*

**Budget Narrative**  
Fiscal Year 2025

**Operations Management Team Functions**

Manage all on-site District personnel (Amenities Center, Tennis, Landscape Maintenance, and General Maintenance), including, but not limited to:

- Recruiting
- Training
- Performance Evaluation
- Payroll Administration
- Safety
- Benefits / Workers Compensation

Administer activities (and coordinate administration with the Maintenance Manager) related to the physical operation of the District property, including, but not limited to, supervising District contracts regarding:

- Operations
- Cleaning
- Repair
- Controlled Access Guardhouses / Roving Patrol

Administer activities related to District, including, but not limited to:

- Appropriately administer all Marshall Creek CDD Policies and Procedures and District-related DRI/PUD entitlements
- Amenities (Swim and Tennis) management / oversight
- Landscape Maintenance management / oversight
- Controlled Access / Roving Patrol contract administration
- Street Light (decorative) maintenance and repair administration
- Street Sign maintenance and repair administration
- Street, sidewalk and curb maintenance and repair administration
- Storm water system maintenance and repair administration
- Maintenance and repair administration of over 5,100 linear feet of raised boardwalks (including the Tolomato River Boardwalk at Palencia), over 8 miles of multi-use paths, and over 6 acres of playgrounds and passive parks equipment
- On-site District Liaison with the St. Johns River Water Management District coordinating use of over 421 acres of wetland and upland conservation areas

**Budget Narrative**  
Fiscal Year 2025

Manage fiscal activities of the District property including, but not limited to:

- Resident relations
- Payroll processing of 45 District employees
- On-site accounts payables / bookkeeping
- Operations analysis
- Budget preparation and management

On-site Management of District response to resident and public inquiries and concerns, including, but not limited to:

- Responding to telephone, e-mail and on-site inquiries
- Guiding tour groups

Coordinate all emergency procedures regarding District facilities and operations, including, but not limited to:

- Establishing plans
- Implementing practice
- Monitoring equipment
- Executing plan in live emergencies (tropical storms, hurricanes, wildfires, etc.)
- Direct and assist with any St. Johns County Emergency Operations Center-mandated evacuations, bomb searches and life safety alarms as deemed reasonable and prudent
- Assist St. Johns County Sheriff and / or Fire Rescue emergency authorities and response teams as requested



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 06/30/24	PROJECTED July- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2024
<b>REVENUES</b>							
Special Assmnts- Tax Collector	\$ 52,924	\$ 52,924	\$ 52,924	\$ 51,945	\$ 979	\$ 52,924	\$ 52,924
Special Assmnts- Discounts	(1,818)	(1,849)	(2,117)	(1,903)		(1,903)	(2,117)
<b>TOTAL REVENUES</b>	<b>51,106</b>	<b>51,075</b>	<b>50,807</b>	<b>50,042</b>	<b>979</b>	<b>51,021</b>	<b>50,807</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	527	494	1,058	1,000	58	1,058	1,058
<b>Total Administrative</b>	<b>527</b>	<b>494</b>	<b>1,058</b>	<b>1,000</b>	<b>58</b>	<b>1,058</b>	<b>1,058</b>
<b>TOTAL EXPENDITURES</b>	<b>527</b>	<b>494</b>	<b>1,058</b>	<b>1,000</b>	<b>58</b>	<b>1,058</b>	<b>1,058</b>
Excess (deficiency) of revenues Over (under) expenditures	50,579	50,581	49,749	49,042	921	49,963	49,749
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
	-	-	-	-	-	-	49,749
<b>TOTAL OTHER SOURCES (USES)</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>49,749</b>
Net change in fund balance	50,579	50,581	49,749	49,042	921	49,963	49,749
<b>FUND BALANCE, BEGINNING</b>	143,380	193,960	244,539	244,539	-	244,539	294,502
<b>FUND BALANCE, ENDING</b>	<b>\$ 193,959</b>	<b>\$ 244,541</b>	<b>\$ 294,288</b>	<b>\$ 293,581</b>	<b>\$ 921</b>	<b>\$ 294,502</b>	<b>\$ 344,251</b>

**Budget Narrative**  
Fiscal Year 2025

REVENUE

**Special Assessments - Tax Collector**

The District will levy a Non-Ad Valorem assessment on assessable property within the Series 2002 Special Assessment Area of the District to fund the 2002 Area Capital Reserves. This is the portion that will be collected with the Tax Collector.

**Special Assessments - CDD Collected**

The District will levy a Non-Ad Valorem assessment on assessable property within the Series 2002 Special Assessment Area of the District to fund the 2002 Area Capital Reserves. This is the estimated portion that will be collected directly from the developer and other landowners removed from the tax roll with the Tax Collector per the direction of the Board.

**Special Assessments - Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

*Expenditures - Administrative*

**Misc - Assessment Collection Cost**

The District reimburses the St. Johns County Tax Collector for necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater.

**MARSHALL CREEK**  
Community Development District

**Debt Service Budget**  
Fiscal Year 2025

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 07/31/24	PROJECTED August- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
<b>REVENUES</b>							
Interest - Investments	\$ 34	\$ 9,978	\$ 250	\$ 30,028	\$ 30,028	60,056	
Special Assmnts- Tax Collector	1,164,552	1,163,115	1,164,552	1,140,190	24,362	1,164,552	1,159,378
Special Assmnts- Prepayment	10,705	25,724	-	15,576		15,576	-
Special Assmnts- Discounts	(39,994)	(40,646)	(46,582)	(41,770)		(41,770)	(46,375)
<b>TOTAL REVENUES</b>	<b>1,135,297</b>	<b>1,158,171</b>	<b>1,118,220</b>	<b>1,144,024</b>	<b>54,390</b>	<b>1,198,414</b>	<b>1,113,003</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	11,588	10,866	23,291	21,957	1,334	23,291	23,188
<b>Total Administrative</b>	<b>11,588</b>	<b>10,866</b>	<b>23,291</b>	<b>21,957</b>	<b>1,334</b>	<b>23,291</b>	<b>23,188</b>
<i>Debt Service</i>							
Principal Debt Retirement	620,000	660,000	710,000	710,000	710,000	1,420,000	755,000
Principal Prepayments	-	10,000	-	25,000		25,000	-
Interest Expense	464,750	433,500	400,250	399,625	199,500	599,125	363,500
<b>Total Debt Service</b>	<b>1,084,750</b>	<b>1,103,500</b>	<b>1,110,250</b>	<b>1,134,625</b>	<b>909,500</b>	<b>2,044,125</b>	<b>1,118,500</b>
<b>TOTAL EXPENDITURES</b>	<b>1,096,338</b>	<b>1,114,366</b>	<b>1,133,541</b>	<b>1,156,582</b>	<b>910,834</b>	<b>2,067,416</b>	<b>1,141,688</b>

**MARSHALL CREEK**

Community Development District

Series 2002 Debt Service Fund

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 07/31/24	PROJECTED August- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
Excess (deficiency) of revenues							
Over (under) expenditures	38,959	43,805	(15,321)	(12,558)	(856,444)	(869,002)	(28,685)
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance			(15,321)	-	-	-	(28,685)
<b>TOTAL OTHER SOURCES (USES)</b>			<b>(15,321)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(28,685)</b>
Net change in fund balance	38,959	43,805	(15,321)	(12,558)	(856,444)	(869,002)	(28,685)
<b>FUND BALANCE, BEGINNING</b>	516,919	555,878	599,683	599,683	-	599,683	(269,319)
<b>FUND BALANCE, ENDING</b>	<b>\$ 555,878</b>	<b>\$ 599,683</b>	<b>\$ 584,362</b>	<b>\$ 587,125</b>	<b>\$ (856,444)</b>	<b>\$ (269,319)</b>	<b>\$ (298,004)</b>
<b>PAR VALUE OF BONDS AFTER ANNUAL PRINCIPAL PAYMENT</b>							
	11/1/2022	11/1/2023	11/1/2024				11/1/2025
Series 2002 Bonds:	\$ 8,675,000	\$ 8,005,000	\$ 7,270,000	-			\$ 6,515,000

Amortization Schedule  
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	EXTRAORDINARY REDEMPTION	TOTAL
11/1/2024	\$ 7,270,000	5.000%	\$ 181,750			
5/1/2025	\$ 7,270,000	5.000%	\$ 181,750	\$ 755,000		\$ 1,118,500
11/1/2025	\$ 6,515,000	5.000%	\$ 162,875			
5/1/2026	\$ 6,515,000	5.000%	\$ 162,875	\$ 795,000		\$ 1,120,750
11/1/2026	\$ 5,720,000	5.000%	\$ 143,000			
5/1/2027	\$ 5,720,000	5.000%	\$ 143,000	\$ 840,000		\$ 1,126,000
11/1/2027	\$ 4,880,000	5.000%	\$ 122,000			
5/1/2028	\$ 4,880,000	5.000%	\$ 122,000	\$ 880,000		\$ 1,124,000
11/1/2028	\$ 4,000,000	5.000%	\$ 100,000			
5/1/2029	\$ 4,000,000	5.000%	\$ 100,000	\$ 925,000		\$ 1,125,000
11/1/2029	\$ 3,075,000	5.000%	\$ 76,875			
5/1/2030	\$ 3,075,000	5.000%	\$ 76,875	\$ 975,000		\$ 1,128,750
11/1/2030	\$ 2,100,000	5.000%	\$ 52,500			
5/1/2031	\$ 2,100,000	5.000%	\$ 52,500	\$ 1,025,000		\$ 1,130,000
11/1/2031	\$ 1,075,000	5.000%	\$ 26,875			
5/1/2032	\$ 1,075,000	5.000%	\$ 26,875	\$ 1,075,000		\$ 1,128,750
			\$ 1,731,750	\$ 7,270,000		\$ 9,001,750

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 07/31/24	PROJECTED August- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
<b>REVENUES</b>							
Interest - Investments	\$ 46	\$ 14,048	\$ 600	\$ 39,326	\$ 39,326	\$ 78,652	
Special Assmnts- Tax Collector	1,019,648	1,019,648	1,019,648	1,000,786	18,862	1,019,648	1,019,648
Special Assmnts- Prepayment				7,102			-
Special Assmnts- Discounts	(35,017)	(35,632)	(40,786)	(36,663)		(36,663)	(40,786)
<b>TOTAL REVENUES</b>	<b>984,677</b>	<b>998,064</b>	<b>979,462</b>	<b>1,010,551</b>	<b>58,188</b>	<b>1,061,637</b>	<b>978,862</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	10,146	9,526	20,393	19,272	1,121	20,393	20,393
<b>Total Administrative</b>	<b>10,146</b>	<b>9,526</b>	<b>20,393</b>	<b>19,272</b>	<b>1,121</b>	<b>20,393</b>	<b>20,393</b>
<i>Debt Service</i>							
Principal Debt Retirement	565,000	595,000	625,000	625,000	625,000	1,250,000	655,000
Principal Prepayments	10,000	-	-	5,000		5,000	-
Interest Expense	404,500	376,000	346,250	346,125	173,125	519,250	315,000
<b>Total Debt Service</b>	<b>979,500</b>	<b>971,000</b>	<b>971,250</b>	<b>976,125</b>	<b>798,125</b>	<b>1,774,250</b>	<b>970,000</b>
<b>TOTAL EXPENDITURES</b>	<b>989,646</b>	<b>980,526</b>	<b>991,643</b>	<b>995,397</b>	<b>799,246</b>	<b>1,794,643</b>	<b>990,393</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 07/31/24	PROJECTED August- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
Excess (deficiency) of revenues							
Over (under) expenditures	(4,969)	17,538	(12,181)	15,154	(741,058)	(733,006)	(11,531)
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance			(12,181)	-	-	-	(11,531)
<b>TOTAL OTHER SOURCES (USES)</b>	-	-	<b>(12,181)</b>	-	-	-	<b>(11,531)</b>
Net change in fund balance	(4,969)	17,538	(12,181)	15,154	(741,058)	(733,006)	(11,531)
<b>FUND BALANCE, BEGINNING</b>	795,826	790,856	808,395	808,395	-	808,395	75,389
<b>FUND BALANCE, ENDING</b>	<b>\$ 790,856</b>	<b>\$ 808,395</b>	<b>\$ 796,214</b>	<b>\$ 823,549</b>	<b>\$ (741,058)</b>	<b>\$ 75,389</b>	<b>\$ 63,858</b>

PAR VALUE OF BONDS AFTER ANNUAL PRINCIPAL PAYMENT				
	11/1/2022	11/1/2023	11/1/2024	11/1/2025
Series 2015 Bonds:	\$ 7,520,000	\$ 6,925,000	\$ 6,295,000	\$ 5,640,000



**MARSHALL CREEK**

Community Development District

Series 2015 Debt Service Fund

Amortization Schedule  
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	EXTRAORDINARY REDEMPTION	TOTAL
11/1/2024	\$ 6,295,000		\$ 157,500			
5/1/2025	\$ 6,295,000	5.00%	\$ 157,500	\$ 655,000	\$	970,000
11/1/2025	\$ 5,640,000		\$ 141,000			
5/1/2026	\$ 5,640,000	5.00%	\$ 141,000	\$ 690,000	\$	972,000
11/1/2026	\$ 4,950,000		\$ 123,750			
5/1/2027	\$ 4,950,000	5.00%	\$ 123,750	\$ 725,000	\$	972,500
11/1/2027	\$ 4,225,000		\$ 105,625			
5/1/2028	\$ 4,225,000	5.00%	\$ 105,625	\$ 765,000	\$	976,250
11/1/2028	\$ 3,460,000		\$ 86,500			
5/1/2029	\$ 3,460,000	5.00%	\$ 86,500	\$ 800,000	\$	973,000
11/1/2029	\$ 2,660,000		\$ 66,500			
5/1/2030	\$ 2,660,000	5.00%	\$ 66,500	\$ 845,000	\$	978,000
11/1/2030	\$ 1,815,000		\$ 45,375			
5/1/2031	\$ 1,815,000	5.00%	\$ 45,375	\$ 885,000	\$	975,750
11/1/2031	\$ 930,000		\$ 23,250			
5/1/2032	\$ 930,000	5.00%	\$ 23,250	\$ 930,000	\$	976,500
			\$ 1,499,000	\$ 6,295,000	\$ 5,000	\$ 7,794,000

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ACTUAL FY 2023	ADOPTED BUDGET FY 2024	ACTUAL THRU 07/31/24	PROJECTED August- 9/30/2024	TOTAL PROJECTED FY 2024	ANNUAL BUDGET FY 2025
<b>REVENUES</b>							
Interest - Investments	\$ 328	\$ 3,328	\$ 400	\$ 3,551	\$ 2,536	\$ 6,087	\$ 400
Special Assmnts- Tax Collector	64,640	64,640	64,640	63,444	1,196	64,640	64,640
Special Assmnts- Discounts	(2,220)	(2,259)	(2,586)	(2,324)	-	(2,324)	(2,586)
<b>TOTAL REVENUES</b>	<b>62,748</b>	<b>65,709</b>	<b>62,454</b>	<b>64,671</b>	<b>3,732</b>	<b>68,403</b>	<b>62,454</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	644	604	1,293	1,222	24	1,246	1,293
<b>Total Administrative</b>	<b>644</b>	<b>604</b>	<b>1,293</b>	<b>1,222</b>	<b>24</b>	<b>1,246</b>	<b>1,293</b>
<i>Debt Service</i>							
Principal Debt Retirement	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Interest Expense	45,820	44,872	43,924	43,924		43,924	42,976
<b>Total Debt Service</b>	<b>60,820</b>	<b>59,872</b>	<b>58,924</b>	<b>58,924</b>	<b>15,000</b>	<b>58,924</b>	<b>57,976</b>
<b>TOTAL EXPENDITURES</b>	<b>61,464</b>	<b>60,476</b>	<b>60,217</b>	<b>60,146</b>	<b>15,024</b>	<b>60,170</b>	<b>59,269</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2025 Budget

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL FY 2022</b>	<b>ACTUAL FY 2023</b>	<b>ADOPTED BUDGET FY 2024</b>	<b>ACTUAL THRU 07/31/24</b>	<b>PROJECTED August- 9/30/2024</b>	<b>TOTAL PROJECTED FY 2024</b>	<b>ANNUAL BUDGET FY 2025</b>
Excess (deficiency) of revenues							
Over (under) expenditures	1,284	5,233	2,237	4,525	(11,292)	8,233	3,185
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	2,237	-	-	-	3,185
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>2,237</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,185</b>
Net change in fund balance	1,284	5,233	2,237	4,525	(11,292)	8,233	3,185
<b>FUND BALANCE, BEGINNING</b>	74,544	75,828	81,061	81,062		81,062	89,295
<b>FUND BALANCE, ENDING</b>	<b>\$ 75,828</b>	<b>\$ 81,061</b>	<b>\$ 83,298</b>	<b>\$ 85,587</b>	<b>\$ (11,292)</b>	<b>\$ 89,295</b>	<b>\$ 92,480</b>

**Amortization Schedule**  
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2024	\$ 680,000	6.320%	\$ 21,488		
5/1/2025	\$ 680,000	6.320%	\$ 21,488	\$ 15,000	\$ 57,976
11/1/2025	\$ 665,000	6.320%	\$ 21,014		
5/1/2026	\$ 665,000	6.320%	\$ 21,014	\$ 15,000	\$ 57,028
11/1/2026	\$ 650,000	6.320%	\$ 20,540		
5/1/2027	\$ 650,000	6.320%	\$ 20,540	\$ 20,000	\$ 61,080
11/1/2027	\$ 630,000	6.320%	\$ 19,908		
5/1/2028	\$ 630,000	6.320%	\$ 19,908	\$ 20,000	\$ 59,816
11/1/2028	\$ 610,000	6.320%	\$ 19,276		
5/1/2029	\$ 610,000	6.320%	\$ 19,276	\$ 20,000	\$ 58,552
11/1/2029	\$ 590,000	6.320%	\$ 18,644		
5/1/2030	\$ 590,000	6.320%	\$ 18,644	\$ 20,000	\$ 57,288
11/1/2030	\$ 570,000	6.320%	\$ 18,012		
5/1/2031	\$ 570,000	6.320%	\$ 18,012	\$ 25,000	\$ 61,024
11/1/2031	\$ 545,000	6.320%	\$ 17,222		
5/1/2032	\$ 545,000	6.320%	\$ 17,222	\$ 25,000	\$ 59,444
11/1/2032	\$ 520,000	6.320%	\$ 16,432		
5/1/2033	\$ 520,000	6.320%	\$ 16,432	\$ 25,000	\$ 57,864
11/1/2033	\$ 495,000	6.320%	\$ 15,642		
5/1/2034	\$ 495,000	6.320%	\$ 15,642	\$ 30,000	\$ 61,284
11/1/2034	\$ 465,000	6.320%	\$ 14,694		
5/1/2035	\$ 465,000	6.320%	\$ 14,694	\$ 30,000	\$ 59,388

**Amortization Schedule**  
Special Assessment Bonds

DATE	PRINCIPAL BALANCE	RATE	INTEREST	PRINCIPAL	TOTAL
11/1/2035	\$ 435,000	6.320%	\$ 13,746		
5/1/2036	\$ 435,000	6.320%	\$ 13,746	\$ 35,000	\$ 62,492
11/1/2036	\$ 400,000	6.320%	\$ 12,640		
5/1/2037	\$ 400,000	6.320%	\$ 12,640	\$ 35,000	\$ 60,280
11/1/2037	\$ 365,000	6.320%	\$ 11,534		
5/1/2038	\$ 365,000	6.320%	\$ 11,534	\$ 35,000	\$ 58,068
11/1/2038	\$ 330,000	6.320%	\$ 10,428		
5/1/2039	\$ 330,000	6.320%	\$ 10,428	\$ 40,000	\$ 60,856
11/1/2039	\$ 290,000	6.320%	\$ 9,164		
5/1/2040	\$ 290,000	6.320%	\$ 9,164	\$ 40,000	\$ 58,328
11/1/2040	\$ 250,000	6.320%	\$ 7,900		
5/1/2041	\$ 250,000	6.320%	\$ 7,900	\$ 45,000	\$ 60,800
11/1/2041	\$ 205,000	6.320%	\$ 6,478		
5/1/2042	\$ 205,000	6.320%	\$ 6,478	\$ 50,000	\$ 62,956
11/1/2042	\$ 155,000	6.320%	\$ 4,898		
5/1/2043	\$ 155,000	6.320%	\$ 4,898	\$ 50,000	\$ 59,796
11/1/2043	\$ 105,000	6.320%	\$ 3,318		
5/1/2044	\$ 105,000	6.320%	\$ 3,318	\$ 50,000	\$ 56,636
11/1/2044	\$ 55,000	6.320%	\$ 1,738		
5/1/2045	\$ 55,000	6.320%	\$ 1,738	\$ 55,000	\$ 58,476
			\$ 569,432	\$ 680,000	\$ 1,249,432

**Budget Narrative**  
Fiscal Year 2025

REVENUE

**Special Assessments - Tax Collector**

The District will levy a Non-Ad Valorem assessment on all assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year. This is the portion that will be collected with the Tax Collector.

**Special Assessments - CDD Collected**

The District will levy a Non-Ad Valorem assessment on all assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year. This is the estimated portion that will be collected directly from the developer and other landowners removed from the tax roll with the Tax Collector per the direction of the Board.

**Special Assessments - Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

*Expenditures - Administrative*

**Misc - Assessment Collection Cost**

The District reimburses the St. Johns County Tax Collector for necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater.

**MARSHALL CREEK**  
Community Development District

**Supporting Budget Schedules**  
Fiscal Year 2025

Comparison of Non-Ad Valorem Assessment Rates Using Linear Footage For Parcels within the 2015 and 2016 Bond Series Fiscal Year 2025 vs. Fiscal Year 2024									
Product	General Fund			Series 2015 & 2016 Debt Service			Total Assessments per Unit		
	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change
<b>Inside Control Gate</b>									
Oak Common I	\$2,430	\$2,302	5.58%	\$750	\$750	0.00%	\$3,180	\$3,051	4.21%
Parkside I & II	\$2,430	\$2,302	5.58%	\$900	\$900	0.00%	\$3,330	\$3,201	4.01%
Trellis Park, Mission Park, TreeHouse Park (9 Lots)	\$2,430	\$2,302	5.58%	\$1,149	\$1,149	0.00%	\$3,579	\$3,451	3.72%
Oak Common II & III	\$2,430	\$2,302	5.58%	\$1,199	\$1,199	0.00%	\$3,629	\$3,501	3.67%
Marshall Creek Bluff	\$2,430	\$2,302	5.58%	\$1,399	\$1,399	0.00%	\$3,829	\$3,701	3.47%
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,430	\$2,302	5.58%	\$1,499	\$1,499	0.00%	\$3,929	\$3,801	3.38%
TreeHouse Park, Reserve Ph 1, Monterey, Sebastian Sqr 1 (Lots 01-23 & 46-50)	\$2,430	\$2,302	5.58%	\$1,899	\$1,899	0.00%	\$4,329	\$4,201	3.06%
North River I, II, & III, Alimara, & Leaning Tree	\$2,430	\$2,302	5.58%	\$2,399	\$2,399	0.00%	\$4,829	\$4,700	2.73%
<b>Outside Control Gate</b>									
Village Center Homes (VC 1)	\$2,209	\$2,026	9.00%	\$600	\$600	0.00%	\$2,808	\$2,626	6.95%
Promenade Condos	\$2,209	\$2,026	9.00%	\$900	\$900	0.00%	\$3,108	\$2,926	6.23%
Palencia Village 2, 3, 4 & 2A	\$2,209	\$2,026	9.00%	\$1,199	\$1,199	0.00%	\$3,408	\$3,226	5.65%
Village Lakes	\$2,209	\$2,026	9.00%	\$1,010	\$1,010	0.00%	\$3,219	\$3,036	6.01%
Avila Condo & Village Square Res.	\$2,209	\$2,026	9.00%	\$700	\$700	0.00%	\$2,908	\$2,726	6.69%
Promenade Pointe	\$2,209	\$2,026	9.00%	\$2,399	\$2,399	0.00%	\$4,608	\$4,425	4.12%
<b>Golf Course</b>									
	\$48,947	\$44,012	11.21%	\$80,000	\$80,000	0.00%	\$128,947	\$124,012	3.98%



Comparison of Non-Ad Valorem Assessment Rates Using Linear Footage For Parcels within the Restructured 2002 Bond Series Fiscal Year 2025 vs. Fiscal Year 2024												
Product	General Fund			2002 Capital Reserves			Series 2002 Debt Service			Total Assessments per Unit		
	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change	FY 2025	FY 2024	Percent Change
<b>Inside Control Gate</b>												
Cantera/Vista Norte, Sebastian Square 2 (Lots 24-45 & 51-88)	\$2,430	\$2,302	5.58%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,930	\$3,802	3.38%
TreeHouse Park, Reserve Ph 1, Monterey, Sebastian Sqr 1 (Lots 01-23 & 46-50)	\$2,430	\$2,302	5.58%	\$79	\$79	0.00%	\$1,821	\$1,821	0.00%	\$4,330	\$4,202	3.06%
Costa Del Sol	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
Marshall Creek Bluff II - EV-3A	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
Village Center 5 (South Loop Lots)	\$2,430	\$2,302	5.58%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,630	\$3,502	3.67%
Trellis Park (North River Loop Lot)	\$2,430	\$2,302	5.58%	\$79	\$79	0.00%	\$1,821	\$1,821	0.00%	\$4,330	\$4,202	3.06%
North River I, II, & III, Alimara, & Leaning Tree	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
The Reserve Phase II	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
Santa Teresa	\$2,430	\$2,302	5.58%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,830	\$4,702	2.73%
<b>Outside Control Gate</b>												
Palencia Village Townhomes I	\$2,209	\$2,026	9.00%	\$31	\$31	0.00%	\$719	\$719	0.00%	\$2,959	\$2,776	6.57%
Palencia Village 2, 3, 4 & 2A	\$2,209	\$2,026	9.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,409	\$3,226	5.65%
Village Lakes East (Residential MNO)	\$2,209	\$2,026	9.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,409	\$3,226	5.65%
Village Lofts (Live/Work)	\$2,209	\$2,026	9.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,409	\$3,226	5.65%
Townhomes II (VC-3)	\$2,209	\$2,026	9.00%	\$50	\$50	0.00%	\$1,150	\$1,150	0.00%	\$3,409	\$3,226	5.65%
Avila Condo & Village Square Res.	\$2,209	\$2,026	9.00%	\$29	\$29	0.00%	\$671	\$671	0.00%	\$2,909	\$2,726	6.69%
Augustine Island	\$2,209	\$2,026	9.00%	\$63	\$63	0.00%	\$1,437	\$1,437	0.00%	\$3,709	\$3,526	5.17%
Promenade Pointe	\$2,209	\$2,026	9.00%	\$99	\$99	0.00%	\$2,301	\$2,301	0.00%	\$4,609	\$4,426	4.12%
<b>Commercial</b>												
Commercial (Office/Retail)	\$0.37	\$0.33	11.21%	\$0.04	\$0.04	0.00%	\$0.93	\$0.93	0.00%	\$1.34	\$1.30	2.86%
Neighborhood Commercial	\$1.42	\$1.30	9.49%	\$0.02	\$0.02	0.00%	\$0.45	\$0.45	0.00%	\$1.89	\$1.77	6.96%

**3A.**

## RESOLUTION 2024-7

**THE ANNUAL APPROPRIATION RESOLUTION OF THE MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2024, submitted to the Board of Supervisors (“**Board**”) of the Marshall Creek Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”) 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 governing authorities 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 thereon 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 at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> 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; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

**SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. 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.
- c. 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 Marshall Creek Community Development District for the Fiscal Year Ending September 30, 2025.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2024/2025, the sum of \$\_\_\_\_\_ 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 in the following fashion:

TOTAL GENERAL FUND	\$_____
CAPITAL RESERVE FUND	\$_____
DEBT SERVICE FUND SERIES 2002	\$_____
DEBT SERVICE FUND SERIES 2015A	\$_____
DEBT SERVICE FUND SERIES 2016	\$_____
TOTAL ALL FUNDS	\$_____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025, or within 60 days following the end of the Fiscal Year 2024/2025, 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 paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

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

**PASSED AND ADOPTED THIS 21<sup>ST</sup> DAY OF AUGUST, 2024.**

ATTEST:

**MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

Its: \_\_\_\_\_

**Exhibit A:** Fiscal Year 2024/2025 Budget

**Exhibit A**  
Fiscal Year 2024/2025 Budget

**3B.**

**RESOLUTION 2024-8**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2024/2025; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Marshall Creek 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; and

**WHEREAS**, the District is located in St. Johns 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**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("**Fiscal Year 2024/2025**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2024/2025; and



**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Marshall Creek Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that 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, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, 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.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special 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.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** 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 taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** 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. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

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

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

**PASSED AND ADOPTED** this 21<sup>st</sup> day of August, 2024.

ATTEST:

**MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

**Exhibit A**  
Budget

**Exhibit B**  
Assessment Roll

# **Fifth Order of Business**

**MINUTES OF MEETING  
MARSHALL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The budget workshop meeting of the Board of Supervisors of the Marshall Creek Community Development District was held on Wednesday, July 17, 2024 at 3:00 p.m. at Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Rich Luciano	Chairperson
Howard Entman	Assistant Secretary (by telephone)
Jim Letson	Assistant Secretary
Kathy Moss	Assistant Secretary
Monique Perna	Assistant Secretary

Also present were:

Bob Koncar	District Manager, Inframark
Jodi Moore	General Manager
Denise Powers	Assistant General Manager
Members of the Public	

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

- Mr. Luciano called the meeting to order, and the Board and staff identified themselves for the record. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Discussion of Approved Tentative  
Fiscal Year 2025 Budget**

- The Board discussed the proposed tentative budget, and no changes were recommended.

**THIRD ORDER OF BUSINESS**

**Adjournment**

- The budget workshop was adjourned.

**MINUTES OF MEETING  
MARSHALL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Marshall Creek Community Development District was held on Wednesday, July 17, 2024 at 4:00 p.m. at Marshall Creek Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Rich Luciano	Chairperson
Monique Perna	Vice Chairperson
Howard Entman	Assistant Secretary (by telephone)
Jim Letson	Assistant Secretary
Kathy Moss	Assistant Secretary

Also present were:

Bob Koncar	Regional Director, Inframark
Michael Eckert	District Counsel
Jodi Moore	General Manager
Denise Powers	Assistant General Manager
Members of the Public	

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

- Mr. Luciano called the meeting to order, and the Board and staff identified themselves for the record. A quorum was established.

On MOTION by Ms. Moss seconded by Mr. Luciano, with all in favor, Dr. Entman to participate by phone.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

- Mr. Jay Piriz, 245 Costa del Sol Drive, commented on incidents of trespassing on his property.

On MOTION by Mr. Luciano seconded by Ms. Moss, with all in favor, to accept the information presented for the record.

July 17, 2024

- Ms. Lisa Reinstein, 185 Spanish Marsh Drive, presented information concerning the annual budget, tennis, and landscape issues.

On MOTION by Mr. Luciano seconded by Ms. Moss, with all in favor, to accept the information presented for the record.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Candidates for Supervisor for Seat #3 (Term Expires 11/2026)**

- The Board discussed candidates' interests received for Supervisor to fill the vacant seat.

On MOTION by Mr. Luciano seconded by Ms. Moss, with all in favor, Mr. Jim Letson was appointed to Seat #3.

**B. Oath of Office for Newly Elected Supervisor**

- Mr. Konkar, being Notary Public of the State of Florida administered the Oath of Office to Supervisor Letson for Seat #3.

**C. Consideration of Resolution 2024-6, Election of Officers**

- Mr. Koncar outlined the Resolution and noted the Board would need to re-elect officers each time there was an appointment or an election.
- The Board concurred to retain the current officer structure and add Supervisor Letson as an Assistant Secretary.

On MOTION by Dr. Entman seconded by Ms. Perna, with all in favor, Resolution 2024-6, Election of Officer, with Mr. Rich Luciano, Chairperson; Ms. Monique Perna, Vice Chairperson; Dr. Entman, Ms. Kathy Moss and Mr. Jim Letson Assistant Secretaries; Mr. Stephen Bloom, Treasurer; Mr. Bob Koncar Assistant Treasurer and Secretary was adopted.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the June 5, 2024 Meeting**

On MOTION by Mr. Luciano seconded by Ms. Perna, with all in favor, the minutes of the June 5, 2024 regular meeting were approved as presented.

**A. Discussion of Open Items**

- There being no discussion, the next order of business followed.



July 17, 2024

**FIFTH ORDER OF BUSINESS**

**Engineer's Report**

- There being no report, the next order of business followed.

**SIXTH ORDER OF BUSINESS**

**General Manager's Operations Report**

- Ms. Moore presented her report which was included in the agenda package.
  - A. SJCSO Roving Patrol Violation Log**
    - The roving patrol violation log was reviewed.
  - B. Policy Redline – Amenities Facilities**
    - The Board requested to move the discussion of policy redline to the August meeting.
  - C. Discussion of Modification of CDD Landscaping Around Ponds and Areas which Have Been Cut Back from Developer Maintenance Levels**
    - This matter was discussed by the Board.

**SEVENTH ORDER OF BUSINESS**

**District Manager's Report**

- A. Discussion of Goals and Objectives**
  - Mr. Koncar reviewed the Goals and Objectives which was included in the agenda package. The Board requested to move this discussion to the August meeting.
- B. Acceptance of the Annual Audit for FY2023 Prepared by Berger, Toombs, Elam, Gaines & Frank**
  - Mr. Koncar reviewed the audit report with the Board.

On MOTION by Dr. Entman seconded by Ms. Perna, with all in favor, the Annual Audit for Fiscal Year 2023 prepared by Berger, Toombs, Elam, Gaines, and Frank was accepted.

- C. Acceptance of the June 2024 Financial Statements and Approval of June 2024 Check Register and Invoices**

On MOTION by Dr. Entman seconded by Ms. Perna, with all in favor, the June 2024 Financial Statements were accepted, and the June 2024 Check Register and Invoices were approved.

**EIGHTH ORDER OF BUSINESS**

**Attorney's Report**

- A. Consideration of District Management Services Agreement with Vesta District Services**

On MOTION by Mr. Luciano seconded by Ms. Moss, with all in favor, the District Management Services Agreement with Vesta District Services was approved.

- Mr. Eckert discussed the FEMA agreement.

On MOTION by Dr. Entman seconded by Mr. Luciano, with all in favor, the FEMA Agreement was accepted.

- Mr. Eckert also corrected the misstatements of a resident regarding the process for selecting a district manager. Six companies were contacted, and two proposals were received; four companies declined to submit a proposal for varying reasons explained by Mr. Eckert.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

- There being no requests from Supervisors, the next order of business followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business, the meeting was adjourned.

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

\_\_\_\_\_  
Richard "Rich" Luciano  
Chairperson

# **Sixth Order of Business**



**PROJECT MEMORANDUM**

**TO:** Marshall Creek CDD Board Members  
**FROM:** Prosser | PRIME AE - Ryan Stilwell, PE  
**DATE:** August 14, 2024  
**RE:** August 2024 Engineer's Update

**South Loop Road Drainage Plan**

We have put the project out to bid to obtain pricing ahead of the August meeting. Bids were due on Monday, August 12, 2024. We received one bid for the project. We are waiting for an additional bid. Once received, the bids will be sent as a package before the August meeting.

**Lake Y-2 Contamination**

Lake Y-2 has had multiple requests about the amount of algae in the lake in the area between Augustine Island and Promenade Pointe Drive. We performed a site visit to determine the next steps to address this issue.

End of Report

## **Seventh Order of Business**

# PALENCIA<sup>SM</sup>

*A Story of Discovery, Exploration, and Settlement*

**MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

**OPERATIONS REPORT  
August 2024**

## Landscaping & Irrigation

- **Installed new floral arrangements** in all flowerpots, enhancing the visual appeal throughout the property.
- **Applied herbicides to control bed weeds**, maintaining clean and healthy planting areas.
- **Removed old plant material** infested with torpedo grass along Palencia Village Dr. and initiated treatment to eliminate the invasive grass.
- **Connected a 1 ½" irrigation line** to a new valve at Village Lakes West, preparing for future landscaping installations.
- **Capped and removed existing drip irrigation lines** at Village Lakes West in preparation for new plant material.
- **Repaired a ¾" irrigation zone line** at Toria Park, ensuring proper water distribution.
- **Seasonal adjustments** were made to the irrigation system to optimize efficiency.
- **Cleared a large fallen tree** from McKenzie Park, restoring safety and accessibility.
- **Hand-watered flowerpots and turf areas** without irrigation for three days, maintaining plant health.
- **Collected debris** around all boardwalks to ensure cleanliness.
- **Addressed a ¾" irrigation zone line break** at Heather Park, restoring system functionality.
- **Replaced a faulty irrigation battery node** on South Loop to improve system performance.
- **Installed a new irrigation valve and jetted a line** under the sidewalk at Village Lakes West, preparing for future landscaping projects.
- **Completed comprehensive irrigation inspections** throughout the property to ensure optimal operation.
- **Conducted a two-day community-wide cleanup** following the recent storm, ensuring the property remained safe and pristine.

## Engineering & Maintenance

- **Removed a large pine tree** that had fallen across the Lake N bank. The team efficiently cleared the area.
- **Pressure washed Boardwalks 3 and 4, as well as McKenzie Park**, ensuring these areas remain clean and safe for residents.

- **Cleared trenches behind the tennis courts** and installed new filter socks on corners to reduce clay runoff onto sidewalks.
- **Performed thorough boardwalk inspections** to ensure structural integrity and resident safety.
- **Cleaned and restored subdivision monuments**, maintaining their visibility and appearance.
- **Installed stop bars at Vale Dr. and Spanish Marsh** using thermoplastic sheets for enhanced traffic safety.
- **Completed crosswalk installation at Avila/Front Door Ln.**, enhancing pedestrian safety.
- **Installed a reflective line behind the Amenity Center**, reducing incidents of golf carts hitting the curb.
- **Removed stains from the front entrance sidewalks** at the Tennis Building, restoring a clean appearance.
- **Replaced school crossing signs** to ensure clear and visible markings for safety.
- **Pressure washed areas behind the tennis complex** and the stairs on the Promenade wall, maintaining cleanliness.
- **Repaired the maintenance building's pressure washer** and the **Village Green fountain**, ensuring proper functionality.
- **Replaced and reset umbrellas and cushions** after the storm, restoring the property to its standard state.
- **Cleaned the Village Green fountain and storm-affected areas**, including pools, storm drains, and boardwalks.

## Amenity Facility

- **A/C System Repairs:** The air conditioning units in the main building and aerobics room have been repaired, allowing for appropriate zone control and enhanced comfort within the facility. This repair was completed significantly under budget, thanks to a thorough evaluation that reduced the initial estimate from \$16,000 to just under \$3,500.
- **Café / Snack Bar:** The mold remediation project has been successfully completed in both the café and lifeguard areas. We are now coordinating with vendors to reconstruct these spaces. Special thanks to Jillian Smothers at Hampton Golf for her valuable input on the café's redesign.

## Website & Communication

- **Website Enhancements:** The Palencia Online website now features a "Report A Concern" link. Upcoming additions include a "New Homeowner" page, a Palencia FAQ page, and a "Community Contacts & Resources" page, further enhancing resident engagement and accessibility.

## Tennis Highlights

- **Wimbledon, White & Woods Social:** This annual event was a great success, with 24 participants engaging in a 2-hour round robin, some using wooden rackets for a nostalgic touch.

- **Junior Fun Day:** This event was well-received by the Tiny Totes and Hot Shots groups, complete with post-tennis watermelon treats.
- **Summer Ladies' Camps:** All sessions were fully booked, marking a successful conclusion to our summer program.
- **Upcoming Seasons:** Preparations are underway for the Ladies inter-club teams, with the Men's and Junior teams set to begin in late August and September.
- **Fall/Winter Schedule:** The afterschool Junior programs and Ladies' and Men's clinics are scheduled to start in mid to late August and will continue through late April.
- **Courts 7 and 8:** We have added clay material to these courts, with plans for full resurfacing in the near future.

## Memorial Tree Planting

- **Memorial for Mr. Bill Lee:** In honor of Mr. Lee, a plaque has been ordered and will be installed during a tree planting ceremony. We will coordinate with the Palencia Dog Walkers and Mr. Lee's colleagues to ensure a fitting tribute.

## Staffing Update

- **Amenity Director Position:** We are actively interviewing qualified candidates for the Amenity Director role and expect to make a final decision by the week ending August 16th.

## DM Transition Update

- **Transition Coordination:** The Vesta DM and Inframark teams are collaborating closely with staff to begin the transition process. Vesta has already built the account in their Strongroom site. Denise and I will meet with the Vesta team next week to discuss record transitions and Accounts Payable procedures.
- **Payroll Training:** The Vesta DM team will be training with Denise Powers during the next two payroll cycles to provide backup payroll services as needed.
- **Lake Mary Office Visit:** Denise Powers and I will visit the Lake Mary office on September 13th to meet the District Management Team and deliver the initial set of records for scanning.

## Lifestyles

- **Sunday Funday at the Pool:** The event on August 11th was well attended, with positive feedback from residents. Attendees enjoyed an ice cream topping bar, music from DJ Mike, and various games and prizes on the pool deck.
- **Back to School Bash:** This event is scheduled for September 6th at the pool.



## Aquatics

- **Waterslide Hours:** With the start of the school year, waterslide hours have transitioned to weekends only. However, the slide will be open on Monday, September 2nd, for the Labor Day holiday, and during the September 6th event.
- **Safety Report:** We are pleased to report that we successfully navigated the summer season with only a few minor injuries and incidents. Our lifeguard team has demonstrated commendable diligence in ensuring pool deck safety.

## Comcast

- **Service Installation:** We have been informed that the installation of complimentary services from the POA to MCCDD is expected to be completed by the end of September.

## Ponds

- **Lake Y-2 Challenges:** Jodi Moore and Jim Smeland will meet with a representative from Prosser Engineering to discuss ongoing challenges with sediment buildup at Lake Y-2, despite regular raking and other maintenance efforts by the pond vendor and landscape crew.
- **Lake Outflows:** All lake outflows were serviced again prior to the storm, and all systems are functioning as expected.

**7A**

SJSO Off-Duty Roving Patrol  
Violation Log

Date:	Improper Parking / Roadway Obstruction	Suspicious Activity or Traffic Violation	Adult Golf Cart Infraction	Juvenile Golf Cart Infraction	Suspicion of Illegal Substance	Model / Vacant Home Suspicious Activity	Child Mischief	Adult Mischief	Warning or Citation	Day of the Week	Officer	Notes
07/02/24		1							1	Tuesday	Fuentes	1 verbal warning juveniles on bikes with no lights
07/03/24		6							6	Wednesday	Perna	1 written warning excessive speed, 3 verbal warnings stop sign violation, 1 written warnings stop sign violation, 1 written warings stop sign violation and careless driving, 1 field contact 911 hangup call at golf course
07/04/24			1						1	Thursday	Lay	1 verbal warning, golf cart with excessive passengers
07/05/24		2		1					3	Friday	Hitch	2 written warning stop signs ran. 1 written warning for Golf Cart ran stop sign (Juveniles).
07/06/24	5	1							6	Saturday	Richardson	1 written warning stop sign violation, 5 verbal warnings being on Boardwalk after dark and illegal parking
07/08/24		2	1				2		5	Monday	Perna	2 written warnings for excessive speed. 1 verbal warning unregistered ATV. 2 trespass warnings.
07/10/24		4		1					4	Wednesday	Emert	4 verbal warnings stop sign violation, 1 contact juvenile golf cart (lights not on)
07/12/24		2	1						3	Friday	Perna	2 written warnings excessive speed, 1 verbal warning golf cart violation (infant on lap), assist with traffic accident Palencia Village Drive/US 1
07/13/24		3	1						4	Saturday	Hines	3 written warnings excessive speed on Regalo Rd, 1 verbal warning golf cart no lights
07/14/24		6							6	Sunday	Perna	1 citation, 2 written warnings and 2 verbal warnings stop sign violations, 1 written warning excessive speed
07/16/24		5							5	Tuesday	Hitch	2 written warnings stop sign violations, 2 written warning headlight violations, 1 written warning juvenile excessive speed, 911 call resident field contact
07/18/24		3							3	Thursday	Hitch	3 written warnings stop sign violation
07/19/24		3		1					4	Friday	Mobley	2 warnings stop sign violation, 2 warnings juveniles golf cart/electric bike stop sign violation
07/20/24									0	Saturday	Sanchez	Traffic enforcement not possible due to weather, routine patrols completed
07/22/24		6							6	Monday	Perna	contact re stolen bikes on boardwalk
07/23/24		4							4	Tuesday	Kapelika	2 written warnings excessive speed, 1 verbal warning excessive speed, 1 verbal warning stop sign violation
07/25/24	5	2							7	Thursday	Emert	2 written warnings stop sign violations, 5 field contacts/verbal warnings parking violations
07/26/24			1						1	Friday	Bagby	1 warning golf cart, no lights on
07/27/24	1	1							2	Saturday	Bagby	1 written warning, expired tag, 1 written warning, parking violation
07/28/24												
07/29/24		4		1					5	Monday	Hitch	3 written warnings stop sign violation, 1 verbal warning juvenile golf cart stop sign violation, 1 written warning no drivers license,
07/30/24									2	Tuesday	Carson	2 verbal warnings stop sign violations
07/31/24		2							2	Wednesday	Wampler	1 written warning and 1 verbal warning excessive speed
July 2024 Totals	0	57	5	4	0	0	2	0	80			
<b>2024 YTD total</b>	<b>28</b>	<b>417</b>	<b>20</b>	<b>14</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>4</b>	<b>471</b>			
<b>Month to Month Comparison</b>												
July 2023	9	29	4	1	0	0	1	0	47			
July 2024	0	57	5	4	0	0	2	0	80			

**7B.**

**MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT AND SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT AMENITY CENTERS, TOLOMATO RIVER BOARDWALK, ATHLETIC PARK, AND COMMUNITY PARKS POLICIES**

Adopted November 12, 2003  
Revised through May 22, 2006  
Revised through June 27, 2007  
Revised through July 11, 2007  
Revised through November 12, 2008  
Revised through February 10, 2010  
Revised through July 14, 2010  
Revised through March 10, 2011  
Revised through September 14, 2011  
Revised through January 16, 2013 b  
Revised through November 16, 2016  
Revised through February 15, 2017  
Revised through August 22, 2018  
Revised through February 20, 2019  
Revised through July 17, 2019  
Revised through September 15, 2021  
Revised through March 16, 2022  
Revised through June 8, 2022  
Revised through September 21, 2022  
Revised through June 14, 2023  
Revised through September 20, 2023  
Revised through .2024

**SECTION A. DEFINITIONS**

1. District(s) - Shall mean the Marshall Creek Community Development District (MCCDD) and/or Sweetwater Creek Community Development District (SWCCDD).
2. Manager - Shall mean the person or entity legally charged with the daily operation and management of the Palencia Amenity Facilities.
3. Amenity Facilities - Shall refer to the Marshall Creek Amenity Center and Sweetwater Creek Fitness Center, including the pool areas, exercise rooms, clubhouses, pavilions, tennis courts, tennis pro shop, and pickleball courts; boardwalks including the Tolomato River Boardwalk (hereinafter defined); the Village Green, dog park, Community Parks (hereinafter defined), and any other facilities or property owned or leased by the Districts and are available to Patrons (hereinafter defined).
4. Tennis Facilities - Shall include the tennis courts, pickleball courts, and tennis pro shop located at the Marshall Creek Tennis Center at 625-B Palencia Club Drive

**Commented [JM1]:** I spoke to Ron Cervelli and SWCCDD is the acronym they use. I changed this throughout the policies to be consistent.

5. Swim and Fitness Facilities - Shall include the pool areas, exercise rooms, buildings and their attachments at both the Marshall Creek Amenity Center and Sweetwater Creek Fitness Center.

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5-6. Pickleball Courts – shall mean the four (4) pickleball courts located at the Sweetwater Fitness Center located at 1879 N. Loop Parkway.

6-7. Athletic Park - Shall mean the athletic fields and the Athletic Park Pavilion. These are not included within the District and are open to the general public and are not part of the Amenity Facilities.

7-8. Community Parks - Shall mean the community neighborhood parks, The Village Green, and other common areas not included in #3 and #6 above.

8-9. Patron - Shall mean property owners of the Marshall Creek Community Development District and Sweetwater Creek Community Development District, and those persons permanently residing in the same dwelling unit as the property owner; and non-property owners, who have paid the Annual User Fee for the use of the Amenity Facilities, and those persons permanently residing in the same dwelling unit as the non-property owner.

9-10. Annual User Fees - Shall mean that fee established by the Marshall Creek Community Development District and/or Sweetwater Creek Community Development District for the use of the Amenity Facilities.

10-11. Patron Card - An electronic identification card issued by the District to Patrons.

11-12. Guest - Any person whom the Patron wishes to accompany them while utilizing the Amenity Facilities. A Guest may be a Guest of a single or multiple Patron(s) for the Tennis Facilities no more than a total of eight (8) times per calendar year, and the Swim and Fitness Facilities no more than a total of fifteen (15) times per calendar year. A Patron under the age of eighteen(18) may accompany no more than two (2) Guests at a time. This term does not include guests or invitees of the Amenity Facilities during swim meets, tennis tournaments, or other organized activities.

12-13. Guest Privileges – Each Patron household will receive a Guest Card which allows Guests to visit the Tennis Facilities and Swim and Fitness Facilities when accompanied by a Patron, except as otherwise provided in these policies. The Guest Card is programmed for a total of thirty (30) guest passes for use of the Swim and Fitness Facilities per year, and eight (8) guest passes for use of the Tennis Facilities per year. Patrons may use no more than four (4) guest passes per visit to the MCCDD and SWCCDD swimming pools, and eight (8) guest passes per visit to all other Amenity Facilities. Guest passes are required every day for Guests to access the Tennis Facilities and Swim and Fitness Facilities. Guest privileges do not include group fitness classes. Guest passes for the Swim and Fitness Facilities are not required for caregivers to a child or a special needs adult. Caregivers may only have access to the Marshall Creek CDD family pool, however special needs adult caregivers may have access to the fitness facilities. The child or special needs adult must be present with his or her(s) Patron Card. Caregivers must be pre-registered prior to admittance. See Addendum A for additional details on the guest pass programs, which is incorporated by reference as a material part of these Policies.

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~~13.~~ 14. House Guest - An individual sixteen (16) years of age or older who generally resides outside the 40-mile radius surrounding the District but is temporarily residing in the same dwelling unit as a Patron. A House Guest is not an individual who rents all or part of a Patron’s home on a short-term basis (not to exceed thirty (30) days) or as a vacation rental.

~~14.~~ 15. Boardwalk - Elevated boardwalks that interconnect neighborhoods and areas throughout the community, including the boardwalk along The Promenade.

~~15.~~ 16. Tolomato River Boardwalk - Elevated Tolomato River Boardwalk which entrance can be found at the terminus end of Costa Blanca Rd. in North River, Phase II of Palencia, that stretches the length of approximately 7/8th of a mile east-north-eastward into the marsh area and splitting into a “Y” on a couple of intracoastal waterway island pods.

~~16.~~ 17. Ingress/Egress Facilities – Shall mean all District-owned roads, sidewalks, gates and access monitoring equipment.

~~18.~~ 18. Policies - Shall mean these Policies governing the use of the Amenity Facilities.

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~~19.~~ 19. Commercial Vehicle – Shall mean any mobile item which normally uses wheels, whether motorized or not, that (i) is titled, registered or leased to a company and not an individual person, or (ii) is used for business purposes even if titled, registered or leased to an individual person.

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~~20.~~ 20. Vehicle – shall mean any mobile item which normally uses wheels, whether motorized or not, including, but not limited to, Commercial Vehicles.

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~~21.~~ 21. Vessel – shall mean every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.

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~~22.~~ 22. Parked – Shall mean a vehicle or vessel left unattended by its owner or user. This definition excludes actively engaged delivery vehicles.

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~~23.~~ 23. Tow-Away Zones – Shall mean District property in which parking a Vehicle or Vessel is prohibited and in which the District is authorized to initiate a towing and/or removal action.

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~~24.~~ 24. Commercial Vehicle Tow-Away Zones - Shall mean District property in which parking a Commercial Vehicle is prohibited and in which the District is authorized to initiate a towing and/or removal action.

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~~25.~~ 25. Overnight – Shall mean between the hours of 12:00 a.m. and 7:00 a.m. daily.

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**SECTION B. GENERAL PROVISIONS**

1. Patrons must present their Patron Card and register upon entering the Amenity Facilities.
2. In order to enter and/or utilize the following Amenity Facilities, children must be accompanied by a parent or legal guardian, or other person of eighteen (18) years of age ~~or older~~

unless specifically stated elsewhere in the Policies:

Amenity Facility	Age of Minor Requiring Accompaniment
Playgrounds	Under 8 years of age
Tennis Facilities	Under 12 years of age
MCCDD Swimming Pools	Under 14 years of age
<u>SW</u> CCDD Swimming Pool	Under 16 years of age
Fitness Facilities	Under 16 years of age

~~No child under the age of fourteen (14) is allowed in the fitness area.~~

3. The Amenity Facilities hours of operation shall be established by the Manager and based upon seasonal and other considerations and shall be published to the Patrons in a manner determined by the Manager.
4. Alcoholic beverages shall not be served or sold, nor permitted to be consumed, except for catered events or as specifically authorized in the Policies.
5. Pet and Service Animal Policy:
  - a. Unless otherwise posted, 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 in the Amenity Facilities. Pets are permitted at the Community Parks, but must always be leashed, and pet owners are to pick up any waste the pets may produce when in the park(s) or along the path of travel to and from the park(s).
  - b. 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.
  - c. 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.

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6. Vehicles, including golf carts, scooters, and bicycles must be parked in designated areas. Unless designated otherwise, 4-wheel passenger vehicles and golf carts must be parked in the parking lots. Vehicles shall not be parked on grass lawns, or in any manner which blocks the normal flow of traffic. Golf carts are strictly prohibited in Community parks, The Village Green, elevated boardwalks, The Promenade, and pedestrian sidewalks.
7. Fireworks of any kind are not permitted anywhere on the MCCDD or SWCCDD grounds or adjacent areas.
8. No Patron or Guest is permitted in the service areas of the Amenity Facilities.
9. The Board of Supervisors reserves the right to amend or modify the Policies when necessary and will notify Patrons of any changes.
10. Members of the Boards of Supervisors, the District Managers, and MCCDD and SWCCDD Managers and authorized employees shall have full authority to enforce these Policies, rules and regulations.
11. Patron Cards shall be issued to Patrons at the time their membership commences. All Patrons must present their Patron Card for entrance to the Amenity Facilities. All lost or stolen Patron Cards should be reported immediately to the Manager. There will be a \$10.00 replacement fee.
12. Smoking (including electronic cigarettes) is not permitted anywhere in the Amenity Facilities or other areas as designated by law.
13. All Guests must be registered and accompanied by a Patron before entering the Amenity Facilities.
14. Disregard of these Policies and rules may result in expulsion from the Amenity Facilities and/or loss of Amenity Facilities privileges.
15. Any exceptions to the Policies must be made in writing by the Manager prior to the time any such contrary action is taken.
16. Swimming, boating, jet skiing, paddle-boarding, or in any way entering or being on top of any retention/detention pond, lake, or other body of water within the Districts shall be prohibited. These bodies of water are subject to, among other legal restrictions, conservation easements to protect the natural habitat for plants and wildlife, including alligators, which are known to cause serious bodily injury and death. This rule shall not apply to the Districts' employees, contractors, or other authorized individuals when servicing the retention/detention ponds, lakes, or other bodies of water within the Districts.
17. Unless specifically approved by the District Board of Supervisors, District Manager, or Property Manager, private businesses shall not conduct business on or within the District Facilities. If this policy is violated, both the persons affiliated with the private business and the participating Patrons shall be subject to the District's "Suspension and Termination of Privileges" Rule.

18. Children under the age of 16 may not enter the indoor Amenity Restrooms unattended due to the saunas and steam rooms being unattended and restricted to use by those individuals who are 16 and up.

17-19. Children under the age of 16 may not enter the Amenity Aerobics Room unattended for safety reasons.

### SECTION C.

#### **LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY**

Each Patron and Guest as a condition of invitation to the premises of the Amenity Facilities assumes sole responsibility for his or her personal property. The Districts, their agents, employees, and contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the Amenity Facilities, whether in lockers or elsewhere.

No person shall remove from the room in which it is placed or from the Amenity Facilities' premises any property or furniture belonging to the Districts, the Districts' Board of Supervisors, their agents, employees, or contractors without proper authorization. Patrons and guests shall be liable for any property damage to the Amenity Facilities and/or personal injury at the Amenity Facilities, or at any activity or function operated, organized, arranged, or sponsored by the Districts or their contractors which is caused by the Patron or their guests. The Districts reserve the right to pursue any and all legal and equitable measures necessary to remedy any losses due to any such property damage or personal injury.

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 Districts, the Districts' Board of Supervisors, its agents, employees or contractors, or who engages in any contest game, function, exercise, competition, or other activity operated, organized, arranged, or sponsored by them, either on or off the Amenity Facilities' premises, shall do so at his or her own risk, and shall hold the Districts, the Districts' Board of Supervisors, their agents, employees, and contractors harmless for any and all loss, cost, claim, injury, damage, or liability sustained or incurred by him or her, resulting there from and/or from any act of omission of the Districts, the Districts' Board of Supervisors, its agents, employees, or contractors. Any Patron shall have, owe, and perform the same obligation to the Districts, the Districts' Board of Supervisors, their agents, employees, or contractors hereunder in respect to any loss, cost, claim, injury, damage, or liability sustained or incurred by any guest or family member of such Patron.

Should any party bound by the Policies bring suit against the Districts, the Districts' Board of Supervisors, its agents, employees, or contractors in connection with any event operated, organized, arranged, or sponsored by the Districts or any other claim or matter in connection with any event operated, organized, arranged, or sponsored by the Districts, and fail to obtain judgment therein against the Districts, the Districts' Board of Supervisors, their agents, employees, or contractors, said party shall be liable to the Districts for all costs and expenses incurred by it in the defense of such suit (including court costs and attorneys' fees through all appellate proceedings).

**SECTION D.**  
**GENERAL SWIMMING POOL RULES**

1. All Patrons and Guests must sign in upon entry of the pool area in MCCDD or SWCCDD. The pools governed by these rules are the MCCDD Adult Pool, MCCDD Family Pool, MCCDD Wading Pool, and the SWCCDD Swimming Pool. The maximum bathing capacity of the pools is as follows:

MCCDD Adult Pool	42 people
MCCDD Family Pool	30 people
MCCDD <del>Wading Pool</del> Splash Pad	10 people
SWCCDD Swimming Pool	91 people

2. Lifeguards are on duty on a seasonal basis only.
3. All Guests must be registered and accompanied by a Patron before entering the pool area. Patrons must accompany their Guests at all times while in the pool area, except for House Guests utilizing the MCCDD pool area on Mondays through Thursdays. Patrons will be responsible for any losses, expenses, damages, or fees caused or incurred by their Guests, including unaccompanied House Guests.
4. Children under fourteen (14) years of age entering the MCCDD Family Pool, and those under sixteen (16) years of age entering the SWCCDD Swimming Pool must be accompanied by a parent or legal guardian of at least eighteen (18) years of age, unless otherwise provided for herein.
5. When lifeguards are on duty, parents or legal guardians may, by completing and signing the appropriate form, designate teenagers between the ages of fourteen (14) and seventeen (17) as “Supervising Companions” for their children. Each Supervising Companion may accompany one child at a time who is under the age of six (6) or up to two children at a time who are between the ages of six (6) and eleven (11). Staff reserves the right to terminate an individual’s privilege of being designated as a Supervising Companion if, in staff’s sole discretion, such individual is not fulfilling his or her responsibilities as a Supervising Companion.
6. Additionally, subject to the receipt of a consent form from a parent or legal guardian, Patrons under the age of fourteen (14) may use the MCCDD Family Pool and Patrons under the age of fourteen (14) may use the SWCCDD Swimming Pool under the direct supervision of the Swim Team Coaching Staff or District-authorized Swim Lesson Staff Members.
7. Radios, televisions, and the like may be listened to if played at a volume, which is not offensive to other Patrons and Guests.
8. Swimming is permitted only during designated hours, as posted at the pool.
9. Showers are required before entering the pool.
10. Glass containers and other sharp or potentially hazardous objects are not permitted in the pool area.

11. 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. *See* Section F. Feces Policy.
12. Play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices must be presented to the MCCDD Amenity Center staff for approval prior to use. The aforementioned play equipment is prohibited at the SWCCDD Swimming Pool. The MCCDD Amenity Center reserves the right to prevent usage of such play equipment during times of peak or scheduled activity at the pool, or if the equipment provides a safety concern.
13. The pools will be closed once per week on Monday (unless otherwise noted) in order to facilitate maintenance.
14. Bicycles, skateboards, roller blades, scooters, and golf carts are not permitted on the pool deck area inside the pool gates at any time.
15. No one shall block or place an object to block any exit or entrance to a pool area.
16. Food delivery from outside food vendors is prohibited within the pool/deck area with the exception of food vendors authorized by the District. All other food deliveries from outside vendors are required to be delivered to the front desk of the Marshall Creek Amenity Center or Sweetwater Creek Fitness Center.
17. Hanging on the lane lines, interfering with the lap-swimming lane, and unauthorized diving are prohibited.
18. The staff at the Marshall Creek Amenity Center and Sweetwater Creek Fitness Center reserves the right to control all programs and activities, including the number of guest participants, equipment, and supplies usage, etc. conducted at the pool including swim lessons, aquatic/recreational programs, and pool parties.
19. Any person swimming when the pool is closed may be suspended from using the pool. The hours during which the pool is attended by a lifeguard will be posted.
20. Proper swim attire (no cutoffs) must be worn in and around the pool.
21. No chewing gum is permitted in the pool or on the pool deck area.
22. Outside alcoholic beverages are not permitted in the pool area, but instead may be purchased at the poolside café or other vendor as contracted by the District. Notwithstanding the prior sentence, alcoholic beverages may be consumed in the Amenity Facilities (including the pool deck) at events pre-approved by MCCDD and/or SWCCDD.
21. No diving, jumping, pushing, running, or other horseplay is allowed in the pool or on the pool deck area. Facility staff reserves the right to enforce pool warnings, as set forth in this document, including 1<sup>st</sup> warnings, “time-outs,” suspensions, and expulsions.
22. All diaper or changing of clothes must be done in the outside pool bathrooms.

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- 23. Radio controlled watercrafts are not allowed in the pool area, unless it is a MCCDD and/or SWCCDD sponsored event.
- 24. Pool entrances must be kept clear at all times.
- 25. Smoking (including electronic cigarettes) is not permitted in the Amenity Facilities, in any pool, on any pool deck, or any other area as designated by law.
- 26. No pets (except for Service Animals) are allowed in the pool area.
- 27. No swinging on ladders, fences, or railings is allowed.
- 28. Pool furniture is not to be removed from the pool area.
- 29. Loud, profane, or abusive language is prohibited.
- 30. Children less than forty inches tall are not permitted to utilize the MCCDD Family Pool slide. The MCCDD Family Pool Slide may be used under the following conditions:
  - a. Patron must be able to climb and slide unassisted.
  - b. One person at a time.
  - c. Slide feet first and face up.
  - d. Wait for lifeguard to signal before starting the ride.
  - e. Do not run, dive, stand, knell, rotate, or stop in the slide.
  - f. Keep arms, hands, and legs inside flume at all times.
  - g. No flotation devices or toys are allowed on the water slide unless specifically provided by lifeguard for the purpose of use on the slide.
  - h. The slide may only be used while lifeguards are on duty.
  - i. No shorts with snaps or rivets will be allowed.
  - j. The slide is to be used at your own risk.
  - j-k. For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.
  - k-l. No swimming directly in front, or at the base, of the slide.
  - l-m. No climbing out of the pool directly next to the slide. Exit using the stairs.
- 31. All Patrons and Guests must be 18 years of age or older to use the MCCDD Adult Pool and deck.

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**Lap Swimming Rules**

All Patrons in a lap lane must swim laps. Maximum occupancy is 4 Patrons per lane. Individuals not swimming laps or slow swimmers will be asked to leave the lap lanes and use recreation/social area at the MCCDD Adult Pool. Only Patrons eighteen (18) years or older are permitted to use the lap lanes at the MCCDD Adult Pool. Patrons younger than eighteen (18) years old may use the SWCCDD Swimming Pool and MCCDD Family Pool for swimming laps.

1. Equipment such as pull buoys, masks, fins, snorkels, and paddles may be used at the MCCDD Adult Pool only with prior approval.
2. Patrons must swim in a circular direction.
3. The SWCCDD Swimming Pool may be utilized by certain swim teams at certain times. Management has discretion to determine the number of lanes to be used at the SWCCDD Swimming Pool when the swim team is utilizing the SWCCDD Swimming Pool. All swim team participants must comply with the swim team policies as set forth in the attached **Addendum B**, which is incorporated by reference as a material part of these Policies.
4. The SWCCDD swimming pool is “heat capable.”

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**SECTION E.**

**SWIMMING POOL: INCLEMENT WEATHER POLICY-THUNDERSTORM POLICY**

The lifeguards, General Manager, and Amenity Director~~if present~~, are in control of the operation of the swimming pools, splash pad, and pool areas at all times and they alone will determine when the pools, splash pad, and pool areas will be closed and re-opened during inclement weather. ~~During periods of thunder, storms and heavy rain, or any other inclement weather, the pools, splash pad, and pool areas will be closed, and residents and their guests must leave the pools, splash pad, and pool areas to seek cover. The lifeguards, General Manager, and Amenity Director alone will control determine whether swimming is permitted or not during the times the pool is attended it is safe to reopen the pools, splash pad, and pool areas consistent with guidelines from the American Red Cross Manual, which recommends that residents and guests exit the pools, splash pad, and pool areas at the first sound of thunder or sighting of lightning or if lightning is reported within 10 miles for a minimum waiting period of thirty (30) minutes. At any point during the thirty-minute waiting period, if thunder and/or lightning are experienced, the waiting period will be extended thirty (30) minutes from the last event of hearing thunder or lightning reported within 10 miles. Staff may also close the pools during periods of heavy rain when the visibility of the pools and pool floors is reduced. During periods of heavy rain, thunderstorms, and other inclement weather the pool will be closed.~~

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**SECTION F.**

**SWIMMING POOL: FECES POLICY**

1. No one shall pollute the pool. The Patron responsible for the individual who pollutes the

pool is liable for any costs incurred in treating and reopening the pool.

2. If contamination occurs, the pool will be closed ~~for twelve (12) hours~~ and the water will be shocked with chlorine to kill the bacteria in accordance with Health Department standards.

3. Parents should take their children to the restroom before entering the pool. If a child is not completely potty-trained, they must wear a rubber lined swim diapers swim diaper, as well as a swimsuit over the swim diaper, at all times.

**SECTION G.  
GENERAL FITNESS CENTER RULES**

1. Usage of the fitness center is permitted only during designated operating hours, as posted at the fitness center.

2. Children aged fourteen (14) and fifteen (15) years of age must be accompanied by a parent or legal guardian of at least eighteen (18) years of age to use the fitness area. No children under the age of fourteen (14) are allowed in the fitness area, except that: ~~C~~children aged thirteen (13) years and older may use the cardio and strength rooms of the fitness center upon the following conditions:

- a. Child must be accompanied by a parent or legal guardian of at least eighteen (18) years of age; and
- b. Child is involved in an organized sport activity where fitness training is integral to the sport activity, as validated by their coach in writing; and
- c. Coach and child's physician provide a written training program and attests that the child has the mental and physical ability to participate in the training; and
- d. All documentation required herein shall be provided to a CDD fitness trainer for approval.

3. All Patrons using the fitness center must register before entering. Use of the equipment is at your own risk.

4. All Guests must be registered and accompanied by a Patron before entering the fitness center. Patrons must accompany their Guests at all times while in the fitness center.

5. All Patrons and Guests using the fitness center are expected to conduct themselves in a responsible, courteous, and safe manner in compliance with fitness center rules and regulations.

6. Appropriate clothing is always required in the fitness center. Appropriate clothing means t-shirts, shorts, leotards, and/or sweat suits.

7. All Patrons and Guests must wear athletic footwear, which covers the entire foot.

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8. Food is permitted in lobby area only. Water and sports drinks in non-glass containers, however, are permitted in the fitness center when sealed and covered.
9. Smoking, electronic cigarettes, and smokeless tobacco products are not permitted anywhere in the fitness center. The chewing of gum is not permitted in the fitness center.
10. Headphones are to be used with all electronic devices.
11. Loud, profane, or abusive language is prohibited.
12. Patrons and Guests exercise at their own risk. Everyone is responsible for his or her own Safety.
13. All emergencies or injuries must be reported to the Manager, as well as the District Management Office. Disregard to any fitness center rule will result in expulsion from the fitness center and/or loss of fitness center privileges.
14. All broken equipment should immediately be reported to the Manager on duty as well as the ~~General Manager~~Amenity Director, whose phone number is (904) ~~829-8584~~829-8584 ~~or (904) 810-0520~~.
15. Equipment may not be removed from the fitness center for any reason.
16. Everyone is responsible for wiping off the equipment after use.
17. You should limit cardiovascular equipment usage to 30 minutes if others are waiting for the equipment, stepping aside between multiple sets on the weight equipment, and restacking weights after usage.
18. The Amenity Facilities reserves the right to authorize all programs and activities at the fitness facilities including group fitness classes, personal training, massage/spa services, etc. and reserve the right to discontinue any such program(s) or activities due to concerns with safety and other conflicts with the operation of the Amenity Facilities.
19. Everyone is responsible for removing the weight plates that he or she has used on the plate- loaded machine and returning all plates, dumbbells, barbells, and other equipment to the proper storage places.
20. Hand chalk is not permitted.
21. Weight plates are not to be attached to weight stacks on the machines.
22. Weights, dumbbells, and bars shall be not to be dropped. Everything should be placed down gently.
23. Benches and machines are not to be stepped on.
24. Dumbbells, weight plates, and barbells shall not be placed on the benches.



25. Dogs and other pets (with the exception of Service Animals) are not permitted in the fitness center.

26. Private fitness trainers are not allowed. All trainers are pre-approved by the MCCDD and SWCCDD providing evidence of acceptable training certificates and insurance as required by the MCCDD and SWCCDD.

27. Use of headphones or earbuds is required while listening to audio on a mobile device while in the fitness center. Phone calls that exceed two (2) minutes should be restricted to areas outside of the fitness center.

~~The sauna and steam room located at the MCCDD Amenity Center may only be used by Patrons sixteen (16) years of age or older.~~

**SECTION H.**  
**TENNIS FACILITIES RULES**

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1. All players shall check in at the tennis pro shop prior to playing. Unreserved tennis courts or pickleball courts will be assigned on a first come, first serve basis. Clinic, lesson, and Guest fees are to be paid prior to stepping on the court(s).

2. A Patron may make a court reservation by calling the tennis shop or in person. Reservations are allowed for one court, up to 72 hours in advance.

3. The length of time for a court reservation is 1 1/2 hours for singles and 2 hours for doubles. If a Patron arrives more than 15 minutes late for a reservation, that court will be forfeited if there are others waiting.

4. Tennis court and pickleball court usage may be limited or suspended from time to time for sponsored events or lessons, as approved by the Manager.

5. Proper tennis attire shall be worn at all times; cutoffs or jeans are prohibited. Only smooth sole tennis shoes shall be worn. Running shoes and cross-training shoes are prohibited due to risk of injury and damage to courts.

6. Proper court etiquette should be observed at all times. Profanity and/or disruptive behavior are prohibited.

7. Use of the tennis courts and pickleball courts are permitted only during operating hours, as posted.

8. Tennis courts are for tennis only. Equipment such as skateboards, roller blades, or scooters are not allowed on tennis courts or pickleball courts.

9. Children under twelve (12) years of age must be accompanied by a parent, legal guardian, or other person of at least eighteen (18) years of age.

10. Glass containers, food, and smoking (including electronic cigarettes) are prohibited on or near the courts.

11. All vehicles, including, but not limited to, golf carts, bicycles, baby carriages/strollers, and scooters, are restricted from being parked on or near the tennis courts and pickleball courts. Golf carts shall be parked in the parking lot. Bicycles shall be parked at the bike rack located by Court 1.

12. The Amenity Facilities reserve the right to authorize all programs and activities at the Tennis Facilities including tennis tournaments, clinics, lessons, socials, etc. and reserves the right to discontinue any such programs or activities due to concerns with safety and other conflicts with the operation of the Amenity Facilities.

12. Patrons may bring beer and/or wine for their responsible personal consumption at designated areas and times as designated by the staff within the Tennis Facilities.

13. Music is not permitted on any courts unless approved by Tennis Management.

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**SECTION I.**  
**AMENITY CENTER ROOM RENTAL POLICY**

1. Only Patrons may utilize the Amenity Centers for private parties.
2. The current pool regulations and the Policies apply.
3. Check with the Manager regarding the anticipated date for the party in order to determine availability. A reservation must be made, and a private rental agreement accepted by the Amenity Manager prior to date of rental.
4. No trackless trains, inflatables, trampolines, or battery- or gas-powered vehicles of any kind are permitted in the Amenity Center or Pool Pavilion at any time. The staking of tents and other acts which may cause damage to the MCCDD Amenity Center or Sweetwater Creek Fitness Center, or grounds are also prohibited. The staking of tents is allowed at the Sweetwater Creek Fitness Center during swim team competition and are permitted on the grass at the rear of the Sweetwater Creek Fitness Center building only.
5. The range of rates and fees for the use of the Marshall Creek Amenity Center’s community room is as follows:

Community Room Rental	\$150-\$350 for 4 hours during business hours (10:00 am - 2:00 pm OR 3:00 pm - 7:00 pm) Additional \$75-\$150 for rentals after business hours (7:30 pm – 11:30 pm) (staff present)
Community Room Deposit for Rentals	\$250-\$500
Community Room Rental Cleaning Fee (Optional; 14-day advance notice required <u>if you wish to use this service.</u> )	\$200-\$300

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**SECTION J.  
ATHLETIC PARK AND ATHLETIC PARK PAVILION POLICIES**

1 For rules and regulations of the Athletic Park and the Athletic Park Pavilion, please visit <http://www.co.st-johns.fl.us/Recreation/pavilions.aspx>.

2. All reservations are to be made directly with the County to reserve the Athletic Park Pavilion for the St. Johns County Park and Pavilion at Palencia, located at 649 Palencia Club Drive, St. Augustine, FL 32095. The Palencia Amenity Centers will no longer accept reservations and will refer all calls to the St. Johns County Parks & Recreation Department at (904) 209-0333.

Please be advised, that although the pavilion area can be reserved, the County nor the MCCDD can deny other members of the general public from use of the playground area or athletic fields during a scheduled event.

3. For Athletic Park and ball field reservations, please contact the coordinator at the St. Johns County Parks and Recreation Department at (904) 209-0333.

**SECTION K.  
MCCDD VILLAGE GREEN POLICIES**

For the comfort and safety of all Patrons, residents, and guests, all children under the age of sixteen (16) years of age must be accompanied by a parent or legal guardian of at least eighteen (18) years of age while on the Village Green. The Village Green is not a “playing” park area. There are several areas appropriate for children to play in the community. Therefore, the following activities/items are prohibited on the Village Green:

1. Running, rough playing;
2. Playing with or around the water fountains or any of the water areas;
3. Touching, removing, picking up, or throwing of the rocks, mulch, or plant materials (including fruit from the trees);
4. Loud noise; ~~and is prohibited.~~ Electronic devices may be used to watch videos or play music, however must be kept at a reasonable volume so as not to disturb others.
5. ~~\_\_\_\_\_~~ Golf carts, bicycles, scooters, and skateboards are prohibited. ~~—ff~~Foot traffic is the only mode of traffic allowed in this area.

5. :

**SECTION L.  
DOG PARK POLICIES**

1. The park’s operating hours are dawn to dusk.

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2. The park is not staffed and shall be used at the user's own risk. The Sweetwater Creek Community Development District is not responsible for injuries to visiting dogs, their owners, or others using the park, nor is the District responsible for the escape of any visiting dogs.
3. Dispose of trash in proper receptacle.
4. Park for use by residents, Patrons and guests only.
5. All owners are responsible for the behavior of their dogs at all times.
6. Dogs must be leashed while entering and exiting dog park.
7. Dog waste must be cleaned up by owner immediately. Owners must be within dog park and supervising their dog with leash readily available.
8. Handler must be at least 16 years of age.
9. Children under 12 must be accompanied by an adult and supervised at all times.
10. Aggressive dogs must be removed immediately.
11. Dogs should be under voice control.
12. Dogs must wear current county tags and have a current rabies vaccination.
13. Owner must immediately fill in any holes dug by their dogs.
14. Dogs in heat are not allowed in the park.
15. Limit three dogs per adult dog handler.
16. Puppies under four months of age shall not enter the dog park.
17. Human or dog food inside the dog park is prohibited.
18. Dog toys are not permitted inside the dog park.
19. The dog park is designated a "No Smoking" (including electronic cigarettes) area.

**SECTION M.**  
**PICKLEBALL COURTS**

All Patrons and Guests using the Pickleball Courts are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules governing the Amenity Facilities. Disregard or violation of the applicable policies and rules or misuse or destruction of pickleball equipment may result in the suspension or termination of Amenity

Facilities privileges. Guests may use the pickleball courts if accompanied by a Patron.

Please note that people using the Pickleball Courts do so at their own risk. Persons interested in using the Pickleball Courts are encouraged to consult with a physician prior to using the facility.

1. Hours: The Pickleball Courts are available for use by Patrons and Guests, consistent with these Policies, during normal operating hours of 7:00 AM to 9:00 PM.

2. Proper Attire: Proper pickleball shoes and attire are required at all times while on the courts.

3. Reservations: Patrons may reserve a Pickleball Court by contacting the Sweetwater Creek Community Development District Swim and Fitness Center to create an account through the Court Reserve program. Once an account is created, all reservations and signups for court use are to be conducted through Court Reserve.

4. General Policies:

a. Proper pickleball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.

b. People using the Pickleball Courts must supply their own equipment (rackets, balls, etc.).

c. The Pickleball Courts are for the play of pickleball only. Pets, roller blades, bicycles, skates, skateboards, and scooters are prohibited from the Pickleball Courts.

d. Non-alcoholic beverages are permitted at the Pickleball Courts if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the Pickleball Courts.

e. No chairs other than those provided by the District permitted on the Pickleball Courts.

f. Children under the age of twelve (12) are not allowed to use the Pickleball Courts unless accompanied by an adult Patron.

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**SECTION MN:**  
**SUSPENSION AND TERMINATION OF PRIVILEGES**

1. **Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the Districts (“~~Amenity Centers~~” or “Amenity Facilities”).

2. **General Rule.** All persons using the Amenity Facilities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District's Amenity Facilities.

3. **Patron Card.** Patron Cards are the property of the District. The District may request surrender of, or may deactivate, a person's Patron Card for violation of the District's rules and policies established for the safe operations of the District's Amenity Facilities.

4. **Suspension and Termination of Rights.** The Districts, through ~~their~~ Boards, District Managers, and ~~Operation-General~~ Manager or Amenity Director shall have the right to restrict or suspend, and after a hearing as set forth herein, terminate the Amenity Facilities access of any Patron and members of their household or Guests to use all or a portion of the Amenity Facilities for any of the following acts (each, a "Violation"):

- a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications; Failing to abide by the terms of rental applications;
- b. Permitting the unauthorized use of a Patron Card or otherwise facilitating or allowing unauthorized use of the Amenity Facilities;
- c. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- d. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- e. Failing to abide by any District rules or policies (e.g., Amenity Policies);
- f. Treating the District's staff, contractors, representatives, residents, Patrons or Guests, in a harassing or abusive manner;
- g. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- h. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- i. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, amenities management, contractors, representatives, residents, Patrons or Guests;
- j. 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, Patrons or Guests is likely endangered;
- k. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- l. Such person's guest or a member of their household committing any of the above Violations.

Termination of access to the District's Amenity Facilities 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, Patrons or Guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of access to the Amenity Facilities.

5. **Authority of ~~the District Manager, Director of Amenities, and Operation General Manager; and Director of Amenities.~~** The District Manager, ~~Director of Amenities, Operation General Manager, Director of Amenities, or~~ their designee has the independent ability to remove any person from one or all Amenities if a ~~V~~violation occurs or if in his/her reasonable discretion it is the District's best interests to do so. ~~The District~~ ~~The District Manager, Director of Amenities, or Operation Manager, General Manager, or Director of Amenities~~ may independently at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's privileges to use any or all of the Amenities until the next regularly scheduled meeting of the Board of Supervisors that is at least twenty-one ~~(21) days after the initial suspension.~~ 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 rules and policies 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.

~~(21) days after the initial suspension. 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 rules and policies 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.~~

6. **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 actual 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).

7. **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.

8. **Initial Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.**

a. If a person's Amenity Facilities privileges are suspended, as referenced in Section 5, a hearing shall be held at the next regularly scheduled Board meeting that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, during 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 if they so choose. Any written materials should be submitted at least seven (7) days before the hearing for consideration by the Board. If the date of the suspension is less than eight (8) days before a Board meeting, the hearing may be scheduled for the following Board meeting at the ~~discretion request~~ of the suspended person.

b. The person subject to the suspension may request an extension of the hearing date to a future Board meeting, which shall be granted upon a showing of good cause, but such extension shall not stay the suspension.

c. 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 rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.

d. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.

e. 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.

9. 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 5, and the hearing shall be conducted in accordance with Section 8.

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 cards 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 8, 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”), as referenced in Section 8(e). 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 8(f), 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 the Amenity Facilities, 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 District’s 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, paragraph, clause or provision.

**SECTION ~~NO.~~**  
**ASSIGNMENT OF RIGHTS BY DISTRICT PROPERTY OWNERS**

District property owners may elect to assign their right to the use of the Amenity Centers to lessees of their property located within the District in accordance with the provisions of this Section.

1. All assignments must be in writing and contain a clear affirmative assignment of the property owner’s rights for the use and enjoyment of the Amenity Centers.
2. A copy of the written agreement must be provided to the District and the Manager

immediately upon execution.

3. District property owners who assign their right to use the Amenity Facilities are prohibited from the use of the Amenity Facilities, including rental of the pavilion or Amenity Centers' room(s), without payment of the Annual User Fee as provided for nonresidents.

4. Assignees shall assume all liabilities associated with the assignment of rights to the use the Amenity Center.

5. Acceptance by the Districts of any such assignment shall not be considered an assignment of the District property owner's obligations regarding the payment of any fee or assessment levied by the Districts or in any way impede, alter, or restrict the power of the Districts to enforce the collection of fees and assessments as provided by law.

6. Property owners may not assign their rights use the Amenity Center to short-term renters (e.g., renters for a period of under thirty (30) days) or individuals using said homes as a vacation rental.

**SECTION ~~OP~~.**  
**USER FEES FOR NON-RESIDENTS**

1. The Annual User Fee for non-residents is:
  - a. \$3,500 per non-resident Patron for use of the Tennis Facilities and Swim and Fitness ~~Facilities~~.
  - b. \$3,000 per non-resident Patrons for use of the Tennis Facilities only.
  - c. \$1,800 per non-resident Single Patron for use of the Tennis Facilities only.
  - d. \$100 per non-resident Swim Team Patron for use of the SWCCDD fitness pool (Swim Team Patron shall include members of swim teams approved by the Board of Supervisors of either the MCCDD or SWCCDD).
2. Annual user fees shall be charged in full and shall be valid for twelve (12) months from the date of purchase. A ~~Guest Card, good for~~ a total of thirty (30) guest passes at either the MCCDD or SWCCDD Swim and Fitness facilities and eight (8) guest passes at the Tennis Facilities, will be issued with the Patron Card. Once all thirty annual guest passes have been utilized, an additional twelve (12) guest passes can be purchased for \$75.00.
3. A Daily Pass for use at either the Tennis Facilities or the MCCDD or SWCCDD Swim and Fitness Facilities may be purchased for \$10.00 per Guest, per day.
4. A Weekly House Guest Pass for use of the Tennis Facilities or Pool and Fitness Facilities by guests who reside outside the 40-mile radius surrounding the Districts may be purchased for a fee of \$25.00 per House Guest. A Weekly House Guest Pass shall be valid for seven (7) consecutive days.

5. A Monthly House Guest Pass for use of the Tennis Facilities or Pool and Fitness Facilities by guests who reside outside the 40-mile radius surrounding the Districts may be purchased for a fee of \$75.00 per House Guest. A Monthly House Guest Pass shall be valid for thirty (30) consecutive days.

**SECTION ~~PQ~~.**  
**TOLOMATO RIVER BOARDWALK AT PALENCIA**

The Tolomato River Boardwalk is for the use of the residents of the District, their guests, and the general public. These rules are designed to maximize the safe and enjoyable use of the Tolomato River Boardwalk system, and to protect wetland vegetation and wildlife.

**\*\*\*\* USE AT YOUR OWN RISK – MCCDD AND SWCCDD ARE NOT RESPONSIBLE  
FOR PERSONAL PROPERTY OR PERSONAL INJURY \*\*\*\***

1. The authorized Tolomato River Boardwalk vehicle parking areas are located at the St. Johns County Park at Palencia, located on Palencia Village Drive - the park with the ship playground, and the Palencia Amenity Facilities, located in the Village Center at 625 Palencia Club Drive.
2. All areas surrounding the Tolomato River Boardwalk system are environmentally sensitive areas. All cautions are to be made to protect the natural inhabitants, marshes, animals, and wildlife. No plants, trees, or animal life are to be removed, touched, walked on, trampled, or damaged in any way.
3. Children under the age of twelve (12) are not permitted on the Tolomato River Boardwalk system without a legal guardian eighteen (18) years of age or older.
4. Excepting the entrance, leaving or departing the Tolomato River Boardwalk system or its designated areas is not permitted.
5. The Tolomato River Boardwalk hours of operation are during daylight hours, from dawn until dusk, sunrise to sunset. Overnight stays or camping are not permitted on the Tolomato River Boardwalk system.
6. Residents, guests, and users are encouraged to access the Tolomato River Boardwalk entrance by walking or riding their bicycles. Appropriate footwear is required. A bicycle rack will be located at the entrance to Tolomato River Boardwalk. The entrance to the Tolomato River Boardwalk is situated adjacent to several private property home sites. Residents, guests and users of the Tolomato River Boardwalk are asked to respect the enjoyment of this private property by not parking any vehicles, including, but not limited to, automobiles or golf carts, anywhere except at the two Authorized Parking Area locations defined above in paragraph 1. No parking for the Tolomato River Boardwalk has been provided along Costa Blanca Road, Hickory Hill Drive, or North River Drive. (See Paragraph 1 for authorized parking locations).
7. The Tolomato River Boardwalk is intended for pedestrian foot traffic and persons in wheelchairs only. Wheeled vehicles, including automobiles, trucks, motorcycles, all-terrain vehicles (ATV), golf carts, scooters (motorized or non-motorized), skateboards (motorized or non-

motorized), power wheel-type children's vehicles, skates, bicycles, or any other motorized or non-motorized vehicles are not permitted anywhere on the Tolomato River Boardwalk system. Acceptable wheeled vehicles include ADA-compliant wheelchairs, and tandem baby strollers or wagons used to transport babies or small children. Double-wide strollers are not permitted anywhere on the Tolomato River Boardwalk system. A bike rack at the front entrance to the Tolomato River Boardwalk is available where bicyclists may leave their bikes prior to using the Tolomato River Boardwalk system.

8. NOTE: Motorized MCCDD carts and bicycles will be used for security purposes and to maintain and haul trash from the Tolomato River Boardwalk system.

9. Fireworks of any kind are not permitted anywhere on the Tolomato River Boardwalk system. Alcohol is not permitted anywhere on the Tolomato River Boardwalk system.

10. The Tolomato River Boardwalk is for the enjoyment of nature under quiet conditions. Shouting and radios are incompatible with such enjoyment, and thus, radios or other loud noise-generating devices, other than personal headphones, are not permitted anywhere on the Tolomato River Boardwalk system.

11. Running and rough play is not permitted on the Tolomato River Boardwalk system.

12. The Tolomato River Boardwalk is not for the use of private parties.

13. Smoking (including electronic cigarettes) or fires of any kind are not permitted anywhere on the Tolomato River Boardwalk system.

14. Fishing is permitted, with required licenses, only at the designated fishing pier area at the end of the Tolomato River Boardwalk. Fishing is not permitted on any other portion of the Tolomato River Boardwalk system. Residents, guests, and users must fish in accordance with State of Florida Fish and Wildlife Conservation Commission fishing license and permit requirements (<http://www.floridaconservation.org/license/>).

15. All pets must always be leashed. Pet owners are responsible for policing of pet excrement. If pets and pet waste become a nuisance or problem, the MCCDD Board may be forced to revise the policy to prohibit pets. The Tolomato River Boardwalk users and their pets are not permitted to leave the Tolomato River Boardwalk for any reason other than the entrance/exit (See Paragraph 2).

16. Hunting is not permitted anywhere on or off the Tolomato River Boardwalk system.

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16.17. Horses and horseback riding is not permitted anywhere on the Tolomato River Boardwalk system.

17.18. No electrical outlets are provided for any purpose. Power generators of any kind are not permitted anywhere on or near the Tolomato River Boardwalk system.

18.19. Food and non-alcoholic beverages are allowed only in designed picnic areas. All picnic areas are available for use based on the first come basis.

19-20. Board walkers are encouraged to carry out all trash they bring in. Trash and all refuse should be secured in proper trash bags, properly tied, and disposed in designated trash receptacles.

20-21. No boats motorized or non-motorized, nor any other water vessel shall be anchored or docked on or off the Tolomato River Boardwalk system.

21-22. Violations of these policies and procedures for the Tolomato River Boardwalk system, or any amenity, will subject the party(ies) to penalties of law, environmental regulatory agencies, and potential loss of privileges to any and all Amenity Facilities. The District will hold any user(s) personally and legally responsible for any activities which result in violations of environmental regulatory requirements.

22-23. We highly encourage Tolomato River Boardwalk users to carry their personal cell phones on the Tolomato River Boardwalk system, as there is no other form of communication provided or available.

23-24. Report maintenance or vandalism concerns to the local District office, 904-810-0520. Thank you for doing your part to make the Tolomato River Boardwalk system a wonderful experience and pleasant place for everyone to enjoy.

**SECTION R.**  
**TOW-AWAY ZONES AND PARKING ENFORCEMENT**

The District finds that parked Commercial Vehicles (hereinafter defined) on unapproved parking areas and parked Vehicles and Vessels (hereinafter defined) on certain property overnight are a nuisance and danger to the health, safety, and welfare of District residents, paid users, and the public. This Policy is intended to provide the District with the means to remove Vehicles and Vessels from Tow-Away Zones (hereinafter defined) and remove Commercial Vehicles from Commercial Vehicle Tow-Away Zones (hereinafter defined). This Policy authorizes Commercial Vehicle Tow-Away Zones and Tow-Away Zones in designated areas, which areas are identified in Exhibits A and B attached hereto and are incorporated by reference as material parts of these Policies.

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**DESIGNATED PARKING AREAS.** The laws and regulations related to authorized and unauthorized parking of Vehicles or Vessels on District property can be found in Chapter 316, Florida Statutes, St. Johns County Code of Ordinances, and the Marshall Creek Community Development District Amenity Policies.

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**ESTABLISHMENT OF TOW-AWAY ZONES; COMMERCIAL TOW-AWAY ZONES.**

A. Commercial Vehicles parked in the areas identified in Exhibit A attached hereto, within the District are hereby declared "Commercial Vehicle Tow-Away Zones."

B. Vehicles and Vessels parked in the areas identified in **Exhibit B** attached hereto, within the District are hereby declared “Tow-Away Zones” during the Overnight hours.

**EXCEPTIONS, VENDORS/CONTRACTORS.** The District Manager or his/her designee may authorize, in writing, vendors/consultants to park company vehicles in order to facilitate District business.

**TOWING/REMOVAL PROCEDURES.**

A. SIGNAGE AND LANGUAGE REQUIREMENTS. Notice of the Tow-Away Zones and the Commercial Vehicle Tow-Away Zones shall be approved by the District’s Board of Supervisors and shall be posted on District property in the manner set forth in Section 715.07, Florida Statutes. Such signage is to be placed in conspicuous locations, in accordance with Section 715.07, Florida Statutes.

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B. TOWING/REMOVAL AUTHORITY. To effect towing/removal of a Vehicle or Vessel, the General Manager or his/her designee must verify that the subject Vehicle or Vessel was not authorized to park under this Policy and then must contact a firm authorized by Florida law to tow/remove Vehicles and Vessels for the removal of such unauthorized Vehicle or Vessel at the owner’s expense. The Vehicle or Vessel shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in Section 715.07, Florida Statutes.

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**AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District’s Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized Vehicles or Vessels and in accordance with Florida law and with the policies set forth herein.

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

**Exhibit A – Map of Commercial Vehicle Tow-Away Zones.**  
**Exhibit B – Map of Overnight Tow-Away Zones.**

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**SECTION S**  
**SAUNAS AND STEAM ROOMS**

Rules:

1. All patrons or guests must be at least sixteen (16) years of age to use the sauna and/or steam rooms.
2. Appropriate bathing attire must be worn in the sauna and steam room.
3. Place a towel down before sitting.
4. No food, drink, glass, or electronics of any kind may be brought into the sauna or steam rooms.
5. If you will be in the sauna or steam room alone, you must notify the front desk.

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Additional Guidelines:

1. Remove any metal including ~~jewelry~~ jewelry as it can become very hot in the steam room / sauna.
2. Drink plenty of fluids between sessions to ensure you remain properly hydrated.
3. Sauna should not be used for more than 15 minutes at a time with a break of at least 15 minutes before reentering.
4. Steam room should not be used for more than 10 minutes at a time with a 5 to 10 minute break before reentering.
5. If at any time you feel dizzy or disoriented, please exit the sauna or steam room and immediately notify staff.
6. You should not use the steam room / sauna if you:
  - a. Are pregnant.
  - b. Are suffering from heart disease, circulatory problems, high/low blood pressure, diabetes, kidney disease or an illness causing an inability to perspire.
  - c. Have any infectious skin diseases / sores / wounds.
  - d. Have consumed a meal or alcohol within one and a half hours.
- a-e. Have recently exercised. Time should be allowed to enable the body temperature to return to normal.

**SECTION T**  
**GATE STRIKES**

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The District owns certain security infrastructure including gates ("Gate") and from time to time, the Gates are struck by vehicles, bicycles, or pedestrians. Oftentimes a gate strike results in physical damage for which the District must fund repairs and each time a Gate is struck, the District incurs a loss of staff resources which can vary depending on the circumstances. The District has adopted by Resolution 2022-4 a rate range related to services in response to Gate strikes:

<u>Category</u>	<u>Proposed Rate/Fee</u>
<u>Service Rate Range for Gate Strikes</u>	<u>\$50-250, plus actual damages</u>

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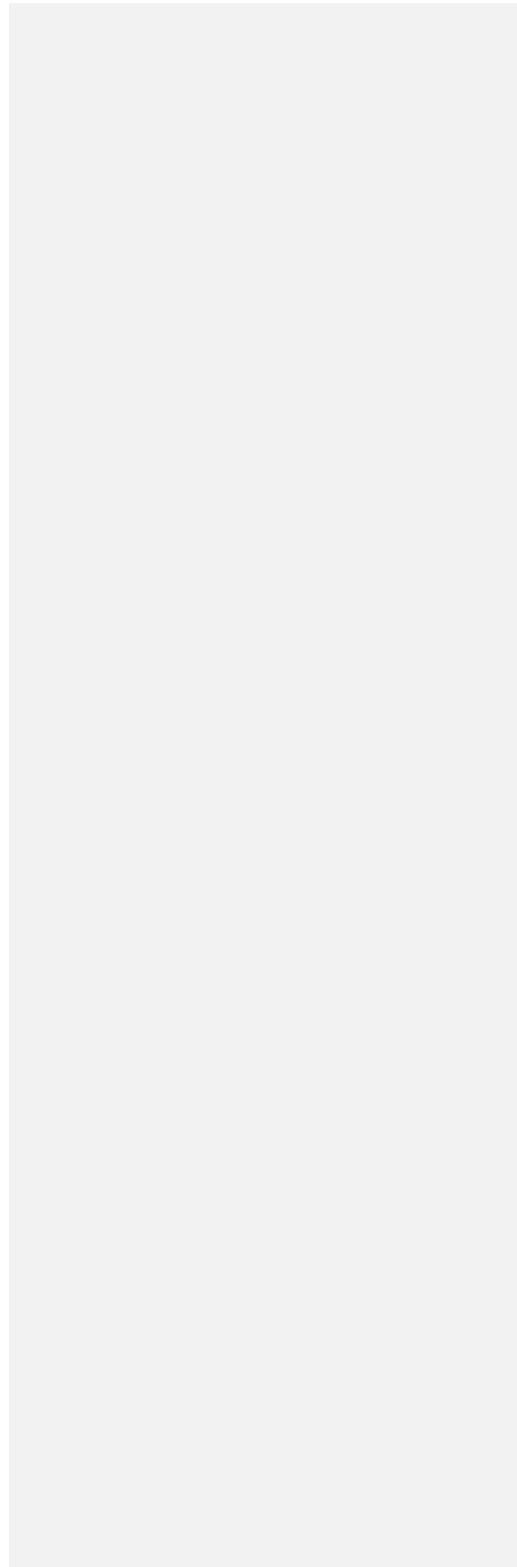
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The District Manager, General Manager, or Amenity Director shall have the discretion to charge a rate within the Rate Range taking into consideration the staff time, labor and effort required to

remedy the Gate strike in each particular circumstance. The rate charged shall be in addition to the actual costs of repair of the physical damage caused by the Gate strike, if any.





**GUEST PASS ADDENDUM – A**

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<b>SWIM &amp; FITNESS GUEST PRIVILEGES</b>		
<b>Guest Pass Description &amp; Rate</b>	<b>Pass Restrictions</b>	<b>Pass Privileges</b>
<p><u>Annual Guest Pass</u> Each Patron household will be issued 30 annual guest passes. An additional 12 passes can be purchased for \$75.00. All passes must be used prior to purchasing additional sets of 12.</p>	<p>Sign in is required at the <del>Amenity</del> front desk <u>at the Marshall Creek Amenity Center and Sweetwater Creek Fitness Center.</u> Guest(s) must <u>have a Guest Pass and</u> be accompanied by a Patron at all times <del>A Guest Pass is required for use at each a in order to utilize the Amenity Facilities.</del> A Guest Pass is not valid for group fitness classes.</p>	<p>Use of pools and fitness facilities in accordance with the Policies and rules.</p>
<p><u>Daily Pass</u> \$10 fee per day per person.</p>	<p>Sign in is required at the <del>Amenity</del> front desk <u>at the Marshall Creek Amenity Center and Sweetwater Creek Fitness Center.</u> Guest(s) must <u>have a Guest Pass and</u> be accompanied by a Patron at all times <u>in order to utilize the Amenity Faciliteis.</u> A Daily Pass is not valid for group fitness classes. A Daily Pass is valid for day of issue only.</p>	<p>Use of pools and fitness facilities in accordance with the Policies and rules.</p>
<p><u>Weekly House Guest Pass</u> \$25 weekly fee per individual guest age 16 or older and who resides outside the 40-mile radius surrounding the District.</p>	<p>Sign in is required at the <del>Amenity</del> front desk <u>at the Marshall Creek Amenity Center and Sweetwater Creek Fitness Center.</u> Guest(s) must <u>have a Guest Pass and</u> be accompanied by a Patron when signing in. Guest(s) must be accompanied by a Patron at all times when using the facilities, except when using the MCCDD pools Monday through Thursday. A Weekly House Guest Pass is valid for 7 consecutive days but is not</p>	<p>Use of pools and fitness facilities in accordance with the Policies and rules.</p>

	valid for group fitness classes.	
<u>Monthly House Guest Pass</u> \$75 monthly fee age 16 or older and who resides outside the 40-mile radius surrounding the District.	Sign in is required at the <del>Amenity</del> front desk at the <a href="#">Marshall Creek Amenity Center and Sweetwater Creek Fitness Center</a> . Guest(s) must <a href="#">have a Guest Pass and</a> be accompanied by a Patron when signing in. Guest must be accompanied by a Patron at all times when using the facilities, except when using the MCCDD pools Monday through Thursday. A Monthly House Guest Pass is valid for 30 consecutive days but is not valid for group fitness classes.	Use of pools and fitness facilities in accordance with the Policies and rules.

**TENNIS GUEST PRIVILEGES**

<b><u>Guest Pass Description</u></b>	<b><u>Pass Restrictions</u></b>	<b><u>Pass Privileges</u></b>
<b><u>Guest Pass</u></b> <u>Each Patron household will be issued 8 annual guest passes</u>	Guest must be accompanied by a Patron. A Guest Pass cannot be used for league play.	Use of tennis facilities in accordance with the Policies and rules. Subject to court availability.
<b><u>Daily Pass</u></b> \$10 fee per day per person.	Guest must be accompanied by a Patron. A Daily Pass is valid for day of issue only	Use of tennis facilities in accordance with the Policies and rules. Subject to court availability.
<b><u>Weekly House Guest Pass</u></b> \$25 weekly fee per individual guest age 16 or older who resides outside the 40-mile radius surrounding the District.	Guest must be accompanied by a Patron. A Weekly House Pass is valid for 7 consecutive days.	Use of tennis facilities in accordance with the Policies and rules. Subject to court availability.
<b><u>Monthly House Guest Pass</u></b> \$75 monthly fee age 16 or older and who resides outside the 40-mile radius surrounding the District.	Guest must be accompanied by a Patron. A Monthly House Guest Pass is valid for 30 consecutive days.	Use of tennis facilities in accordance with the Policies and rules. Subject to court availability.

**Notes**

- (1) Except as otherwise stated in these policies, guest passes are required for use of the Tennis Facilities and Swim and Fitness Facilities every day of the year. A Guest may be a Guest of a single or multiple Patron(s) for the Tennis Facilities no more than a total of eight (8) times per calendar year, and the Swim and Fitness Facilities no more than a total of fifteen (15) times per calendar year. Patrons must accompany their Guest(s) to the Tennis Facilities and Swim and Fitness Facilities.
- (2) Guest passes for the Swim and Fitness Facilities are not required for caregivers. Caregivers are defined as someone caring for a child or special needs adult. Caregivers may only have access to the Marshall Creek CDD family pool; however special needs adult caregivers may have access to the fitness facilities. The child or special needs adult must be present with his or her(s) Patron Card. Caregivers must be pre-registered prior to admittance.
- (3) Guest privileges are subject to facility availability. Guests should refer to the District's calendar for amenity closures for Leagues and Tournament usage.
- (4) Patrons may use no more than four (4) guest passes per visit to the MCCDD and SWCCDD swimming pools, and eight (8) guest passes per visit to all other Amenity Facilities. A Patron under the age of eighteen (18) may accompany no more than two (2) Guests at a time.
- (5) CDD Management will turn away anyone that is not an official Guest. Individuals staying within the District on a short term rental (any lease or rental for 30 days or less) including but not limited to AIRBNB, VRBO, etc. and less than 30-day rentals are not defined as Guest.

**SWIM TEAM POLICIES ADDENDUM – B**

**Guidelines for Swim Team Usage**

1. All Swim Team usage of District Amenity Facilities must be pre-scheduled with District staff at least 30 days prior to the beginning of practices.
2. All Swim Team members must be District residents, paid users of the District’s Amenity Facilities, lifeguards at the facility, or Swim Team coaches and their minor children.
3. Swim Team is responsible for ensuring that Swim Team members and visiting teams abide by all facility rules and policies.
4. Except with the prior approval of the District, no Swim Team competitions may be held on weekends or on days that the pool is closed.
5. Swim Team shall be responsible for straightening chairs and disposing of trash in poolside trash receptacles.
6. During Swim Team practices, the swim team shall leave two lanes open for use by non-swim team users. Should the lane reserved for non-swim team users be used by more than three swimmers, the Swim Team shall make another lane available for non-swim team users.
7. Swim Team roster must be provided to the District 30 days prior to practices beginning. Roster must include all coaching staff. Amendments to roster must be provided to District as soon as practical.
8. Proof of insurance must be provided to the District 30 days prior to practices beginning.
9. Swim Team contract with the District must be signed and provided to the District 30 days prior to practices beginning.
10. If the Swim Team wishes to bring in outside “vendors” such as Swim Zone or Planet Swim School, the dates and times must be approved by District staff, two weeks prior to such date.
11. Swim Team is responsible for ensuring that children ages 5 through 12 are accompanied by a parent, coach, or person (13) year old or over at all times.
12. Swim Team shall pay for the cost of any special services (e.g., increased lifeguard coverage), should the District allow or offer such services to the Swim Team.
13. Swim Team shall be responsible for automobile parking on swim meet days. Swim meets are expected to surpass the District’s parking lot capacity, and the Swim Team shall have volunteers available to manage such overflow parking. Should the asphalt parking lot and grassy overflow parking area to the south of the asphalt parking lot reach a completely full capacity, the preferred overflow parking area shall be the north bound lane of North Loop Parkway (e.g. – opposite side of street from Amenity Center entrance). Use of temporary “No Parking on this Side of Street” signs shall be permitted two (2) hours prior and one (1) hour after a scheduled swim meet. The Swim Team may also directly seek out permission of nearby vacant landowners for over-flow parking.

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**Exhibit A**  
**Map Of Commercial Vehicle**  
**Tow-Away Zone**



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**Exhibit B**  
Map of Overnight Tow-Away Zones



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# **Eighth Order of Business**

**8A**



**Marshall Creek Community Development District (“District”)  
Performance Measures/Standards & Annual Reporting Form**

**October 1, 2024 – September 30, 2025**

**1. Community Communication and Engagement**

**Goal 1.1: Public Meetings Compliance**

**Objective:** Hold at least twelve regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.

**Measurement:** Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of twelve Board meetings were held during the fiscal year.

**Achieved:** Yes  No

**Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to the District’s website, publishing in local newspaper of general circulation, and or via electronic communication.

**Standard:** 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

**Achieved:** Yes  No

**Goal 1.3: Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management’s records.

**Standard:** 100% of monthly website checks were completed by District Management or third-party vendor.

**Achieved:** Yes  No

**2. Infrastructure and Facilities Maintenance**

**Goal 2.1: Field Management:** Field manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District’s infrastructure.

**Measurement:** Field manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager’s reports, notes or other record keeping method.

**Standard:** 100% of site visits were successfully completed as described within District Management services agreement

**Achieved:** Yes  No

**Goal 2.2: District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District’s infrastructure and related systems.

**Measurement:** A minimum of one inspection completed per year as evidenced by district engineer’s report related to District’s infrastructure and related systems.

**Standard:** Minimum of one inspection was completed in the fiscal year by the District’s engineer.

**Achieved:** Yes  No

**3. Financial Transparency and Accountability**

**Goal 3.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year. *(or other deadline, as appropriate)*

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District’s website and/or within District records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District’s website.

**Achieved:** Yes  No

**Goal 3.2: Financial Reports**

**Objective:** Publish to the District’s website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years’ budgets, and financials are accessible to the public as evidenced by corresponding documents on the District’s website.

**Standard:** District’s website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes  No

**Goal 3.3: Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the District’s website for public inspection, and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District’s website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District’s website and transmitted to the State of Florida.

**Achieved:** Yes  No

**SIGNATURES:**

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

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

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

Marshall Creek Community Development District

District Manager: \_\_\_\_\_

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

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

Marshall Creek Community Development District

**8B**

**Notice of Meetings  
Marshall Creek  
Community Development District**

The Board of Supervisors of the Marshall Creek Community Development District will hold its meetings for the Fiscal Year 2025 at the Marshall Creek Community Development District Amenity Center, 625 Palencia Club Drive, St. Augustine, Florida at 4:00 p.m. on the third Wednesday of each month except as noted:

**October 16, 2024  
November 20, 2024  
December 18, 2024  
January 15, 2025  
February 19, 2025  
March 19, 2025  
April 16, 2025  
May 21, 2025  
June 4, 2025 (first Wednesday)  
July 16, 2025  
August 20, 2025  
September 17, 2025**

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts.

There may be occasions when one or more Supervisors will participate by telephone. The meetings may be continued in progress to a time, date, and location stated on the record without additional publication of notice.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 for aid in contacting the District Office.

Each person who decides to appeal any action taken by the Board with respect to any matter considered at these meetings is advised that person will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

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District Manager

**8C**

**RESOLUTION 2024-09**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Marshall Creek Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida;

**WHEREAS**, pursuant to Chapter 190, Florida Statutes, the funds of the District shall be disbursed by the Treasurer and by other such person(s) as may be authorized by the Board; and

**WHEREAS**, the Board has previously established a local operating bank account for the District; and

**WHEREAS**, the Board has previously designated authorized signatories on the bank account; and

**WHEREAS**, the Board desires to rescind and repeal the prior designation and designate new signatories on the account.

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

**Section 1.** The Chair and Vice-Chair of the District's Board of Supervisors, Scott Smith and Johanna Lee and Bridgett Alexander of DPGF Management and Consulting, LLC, (dba Vesta District Services) are hereby designated as authorized signatories on the District's operating bank account.

**Section 2.** This Resolution shall take effect at 12:00 a.m. on September 1, 2024, and shall remain in effect unless rescinded or repealed. Further, upon its passage, any previously adopted resolution designating signatories on bank accounts for the District is rescinded and repealed.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of August, 2024.

ATTEST:

**MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chair, Board of Supervisors

**8D**

**RESOLUTION 2024-10**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

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

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

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

**SECTION 1.** As of September 1, 2024, the District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at 250 International Parkway, Suite 208, Lake Mary, Florida 32746.

**SECTION 2.** The District’s principal headquarters for purposes of establishing proper venue remains in St. Johns County, Florida.

**SECTION 3.** As of September 1, 2024, the District’s local records office shall be located at 200 Business Park Circle, Suite 101, St. Augustine, Florida 32095.

**SECTION 4.** This Resolution shall take effect immediately upon adoption.



**PASSED AND ADOPTED** this 21st day of August 2024.

ATTEST:

**MARSHALL CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chairperson, Board of Supervisors

**8E.**

**MARSHALL CREEK**  
**Community Development District**

**Financial Report**

**July 31, 2024**

**Prepared by**



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**MARSHALL CREEK**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**July 31, 2024**

**Balance Sheet**  
July 31, 2024

ACCOUNT DESCRIPTION	GENERAL FUND	GENERAL 004 - 2002 AREA CAPITAL RESERVES FUND	SERIES 2002 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2016 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>						
Cash - Checking Account	\$ 2,919,201	\$ -	\$ -	\$ -	\$ -	\$ 2,919,201
Assessments Receivable	118,172	7,085	200,541	24,703	2,313	352,814
Allow-Doubtful Collections	(118,172)	(7,085)	(200,541)	(24,703)	(2,313)	(352,814)
Due From Other Districts	74,496	-	-	-	-	74,496
Due From Other Funds	-	293,581	-	-	-	293,581
Investments:						
Money Market Account	1,304,055	-	-	-	-	1,304,055
Mutual Funds (Gov. Fund)	562,072	-	-	-	-	562,072
Prepayment Account	-	-	19,760	-	22	19,782
Prepayment Account A	-	-	-	7,853	-	7,853
Reserve Fund	-	-	50,000	-	31,330	81,330
Reserve Fund A	-	-	-	478,563	-	478,563
Revenue Fund	-	-	517,365	-	54,235	571,600
Revenue Fund A	-	-	-	337,130	-	337,130
Sinking Fund A	-	-	-	2	-	2
Prepaid Items	6,416	-	-	-	-	6,416
<b>TOTAL ASSETS</b>	<b>\$ 4,866,240</b>	<b>\$ 293,581</b>	<b>\$ 587,125</b>	<b>\$ 823,548</b>	<b>\$ 85,587</b>	<b>\$ 6,656,081</b>
<b>LIABILITIES</b>						
Accounts Payable	\$ 16,249	\$ -	\$ -	\$ -	\$ -	\$ 16,249
Sales Tax Payable	342	-	-	-	-	342
Due To Other Funds	293,581	-	-	-	-	293,581
<b>TOTAL LIABILITIES</b>	<b>310,172</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>310,172</b>
<b>FUND BALANCES</b>						
<b>Nonspendable:</b>						
Prepaid Items	6,416	-	-	-	-	6,416
<b>Restricted for:</b>						
Debt Service	-	-	587,125	823,548	85,587	1,496,260
<b>Assigned to:</b>						
Operating Reserves	1,225,543	-	-	-	-	1,225,543
Reserves - Field	723,492	-	-	-	-	723,492
Reserves - Gate	7,838	-	-	-	-	7,838
Reserves - Landscape	39,986	-	-	-	-	39,986
Reserves - Park	32,900	-	-	-	-	32,900
Reserves - Swim&Fitness Clubh	18,558	-	-	-	-	18,558
Reserves - Swimming Pools	132,635	-	-	-	-	132,635
Reserves - Tennis Courts	24,853	-	-	-	-	24,853
<b>Unassigned:</b>	<b>2,343,847</b>	<b>293,581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,637,428</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 4,556,068</b>	<b>\$ 293,581</b>	<b>\$ 587,125</b>	<b>\$ 823,548</b>	<b>\$ 85,587</b>	<b>\$ 6,345,909</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 4,866,240</b>	<b>\$ 293,581</b>	<b>\$ 587,125</b>	<b>\$ 823,548</b>	<b>\$ 85,587</b>	<b>\$ 6,656,081</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 50,000	\$ 41,667	\$ 224,369	\$ 182,702
Shared Rev - Other Local Units	541,292	541,292	541,293	1
Interlocal Agreement - Other	351,990	293,325	5,447	(287,878)
S/F Swimming Program Fees	3,500	2,625	30	(2,595)
S/F Activity Fees	4,000	4,000	-	(4,000)
S/F Other Revenues	-	-	6,483	6,483
S/F Rental Fees	2,500	2,083	1,300	(783)
S/F Snack Bar Revenue	3,000	2,500	-	(2,500)
Tennis Merchandise Sales	25,000	20,833	21,544	711
Tennis Special Events&Socials	1,500	1,500	4,350	2,850
Tennis Lessons & Clinics	300,000	250,000	280,612	30,612
Tennis Ball Machine Rental Fee	6,500	5,417	6,693	1,276
Tennis Membership	65,000	65,000	91,647	26,647
Interest - Tax Collector	-	-	8,712	8,712
Special Assmnts- Tax Collector	3,433,348	3,433,348	3,369,858	(63,490)
Special Assmnts- Discounts	(137,334)	(137,334)	(123,451)	13,883
Other Miscellaneous Revenues	8,500	7,083	5,606	(1,477)
Gate Bar Code/Remotes	4,000	3,333	3,344	11
Impact Fee	286,625	238,854	117,284	(121,570)
<b>TOTAL REVENUES</b>	<b>4,949,421</b>	<b>4,775,526</b>	<b>4,565,121</b>	<b>(210,405)</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	14,285	11,904	8,319	3,585
ProfServ-Arbitrage Rebate	1,800	1,800	600	1,200
ProfServ-Dissemination Agent	3,000	3,000	-	3,000
ProfServ-Engineering	25,000	20,833	27,769	(6,936)
ProfServ-Legal Services	75,000	62,500	54,010	8,490
ProfServ-Mgmt Consulting	69,842	58,202	52,382	5,820
ProfServ-Special Assessment	16,872	16,872	16,872	-
ProfServ-Trustee Fees	11,400	7,600	9,927	(2,327)
Auditing Services	4,800	4,800	-	4,800
Postage and Freight	4,600	3,833	1,983	1,850
Insurance - General Liability	42,210	42,210	40,133	2,077
Printing and Binding	2,500	2,083	441	1,642
Legal Advertising	3,500	2,917	834	2,083
Miscellaneous Services	14,000	11,667	11,318	349
Misc-Assessment Collection Cost	68,667	68,667	64,894	3,773
Shared Exp - Other Local Units	521,042	521,042	521,042	-
Office Supplies	1,474	1,228	370	858

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>880,167</b>	<b>841,333</b>	<b>811,069</b>	<b>30,264</b>
<b><u>Other Public Safety</u></b>				
Payroll-Benefits	7,500	6,250	4,484	1,766
Payroll-Engineering	89,255	74,379	48,867	25,512
Payroll-Janitor	2,500	2,083	1,948	135
Contracts-Security Services	135,000	112,500	94,766	17,734
Contracts-Roving Patrol	56,100	46,750	46,206	544
R&M-Gate	30,000	25,000	23,936	1,064
Misc-Bar Codes	5,335	4,446	2,668	1,778
<b>Total Other Public Safety</b>	<b>325,690</b>	<b>271,408</b>	<b>222,875</b>	<b>48,533</b>
<b><u>Field</u></b>				
Payroll-Benefits	9,965	8,304	10,405	(2,101)
Payroll-Engineering	71,455	59,546	48,867	10,679
Lease - Land	2,115	2,115	2,283	(168)
R&M-Bike Paths & Asphalt	6,500	6,500	-	6,500
R&M-Boardwalks	25,000	25,000	80,468	(55,468)
R&M-Buildings	20,000	16,667	1,143	15,524
R&M-Electrical	6,180	5,150	8,114	(2,964)
R&M-Fountain	5,000	4,167	1,173	2,994
R&M-Mulch	7,350	7,350	-	7,350
R&M-Roads & Alleyways	140,000	116,667	40,337	76,330
R&M-Sidewalks	40,000	33,333	70,976	(37,643)
R&M-Signage	7,500	5,925	7,631	(1,706)
Cap Outlay-Machinery and Equip	-	-	23,210	(23,210)
<b>Total Field</b>	<b>341,065</b>	<b>290,724</b>	<b>294,607</b>	<b>(3,883)</b>
<b><u>Landscape Services</u></b>				
Payroll-Salaries	82,672	68,893	72,077	(3,184)
Payroll-Administrative	6,335	5,279	1,959	3,320
Payroll-Benefits	87,124	72,603	49,410	23,193
Payroll-General Staff	270,000	225,000	170,603	54,397
Payroll-Irrigation Staff	86,600	72,167	78,053	(5,886)
Payroll-IPM Staff	107,975	89,979	26,199	63,780
Payroll-Equipment Mechanic	38,242	31,868	41,141	(9,273)
Payroll Taxes	45,225	37,688	29,532	8,156
ProfServ-Info Technology	500	417	-	417
Contracts-Misc Labor	41,895	34,913	33,000	1,913
Communication - Telephone	3,900	3,250	4,911	(1,661)
Utility - Cable TV Billing	2,395	1,996	2,467	(471)
Electricity - General	3,360	2,800	3,339	(539)



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
Utility - Refuse Removal	13,650	11,375	12,892	(1,517)
Utility - Water & Sewer	2,100	1,750	1,970	(220)
Rentals - General	1,000	833	-	833
R&M-Buildings	6,000	5,000	3,499	1,501
R&M-Equipment	31,500	26,250	13,939	12,311
R&M-Grounds	23,100	19,250	7,287	11,963
R&M-Irrigation	24,150	20,125	18,550	1,575
R&M-Mulch	94,500	78,750	62,729	16,021
R&M-Pump Station	20,000	16,667	20,524	(3,857)
R&M-Trees and Trimming	35,000	29,167	14,050	15,117
Misc-Employee Meals	6,500	5,417	3,605	1,812
Office Equipment	500	417	-	417
Op Supplies - General	25,000	20,833	9,476	11,357
Op Supplies - Uniforms	5,000	4,167	2,402	1,765
Op Supplies - Fuel, Oil	20,000	16,667	11,465	5,202
Impr - Landscape	35,000	29,167	27,552	1,615
Cap Outlay-Machinery and Equip	8,500	7,083	5,035	2,048
<b>Total Landscape Services</b>	<b>1,127,723</b>	<b>939,771</b>	<b>727,666</b>	<b>212,105</b>
<b>Utilities</b>				
Electricity - Streetlights	85,575	71,313	82,910	(11,597)
Utility - Water & Sewer	14,000	11,667	4,014	7,653
R&M-Lake	48,000	40,000	47,508	(7,508)
<b>Total Utilities</b>	<b>147,575</b>	<b>122,980</b>	<b>134,432</b>	<b>(11,452)</b>
<b>Operation &amp; Maintenance</b>				
Payroll-Shared Personnel	351,990	293,325	6,324	287,001
ProfServ-Field Management	304,752	253,960	275,417	(21,457)
Training/Staff Development	2,500	2,083	-	2,083
Communication - Telephone	1,700	1,417	-	1,417
Postage and Freight	450	375	619	(244)
Rentals - General	2,375	1,979	1,377	602
Printing and Binding	5,250	4,375	4,659	(284)
Misc-Connection Computer	2,500	2,083	2,204	(121)
Office Supplies	750	625	951	(326)
Op Supplies - General	8,000	6,667	6,517	150
<b>Total Operation &amp; Maintenance</b>	<b>680,267</b>	<b>566,889</b>	<b>298,068</b>	<b>268,821</b>
<b>Parks and Recreation</b>				
ProfServ-Mgmt Consulting	26,994	22,495	20,246	2,249
Insurance -Property & Casualty	73,988	73,988	105,260	(31,272)
<b>Total Parks and Recreation</b>	<b>100,982</b>	<b>96,483</b>	<b>125,506</b>	<b>(29,023)</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Clubhouse</u></b>				
Contracts-Misc Labor	3,150	2,625	2,198	427
Contracts-Outside Fitness	5,500	4,583	14,804	(10,221)
R&M-Air Conditioning	7,500	6,250	605	5,645
R&M-Buildings	5,000	4,167	8,942	(4,775)
R&M-Equipment	3,000	2,500	517	1,983
Special Events	50,000	41,667	36,615	5,052
Cap Outlay-Machinery and Equip	1,500	1,250	-	1,250
Cap Outlay-Clubhouse	10,000	8,333	7,064	1,269
<b>Total Clubhouse</b>	<b>85,650</b>	<b>71,375</b>	<b>70,745</b>	<b>630</b>
<b><u>Swimming Pool</u></b>				
Payroll-Salaries	103,570	86,308	2,458	83,850
Payroll-Hourly	50,097	41,748	63,826	(22,078)
Payroll-Lifeguards	42,000	35,000	-	35,000
Payroll-Benefits	28,425	23,688	21,319	2,369
Payroll-Engineering	71,455	59,546	40,974	18,572
Payroll-Janitor	13,975	11,646	12,586	(940)
Payroll-Landscape	15,425	12,854	11,837	1,017
Payroll Taxes	16,035	13,363	5,190	8,173
ProfServ-Info Technology	2,500	2,083	800	1,283
Contracts-Lifeguard Services	-	-	5,001	(5,001)
Contracts-Landscape	5,000	4,167	500	3,667
Travel and Per Diem	200	167	-	167
Communication - Telephone	6,875	5,729	8,214	(2,485)
Utility - General	55,920	46,600	47,977	(1,377)
Utility - Cable TV Billing	4,410	3,675	3,353	322
Utility - Refuse Removal	3,050	2,542	2,423	119
R&M-Buildings	15,000	12,500	22,939	(10,439)
R&M-Pools	29,400	24,500	43,680	(19,180)
R&M-Vehicles	500	417	-	417
Advertising	500	417	1,371	(954)
Miscellaneous Services	350	292	-	292
Misc-Employee Meals	4,695	3,913	3,024	889
Misc-Training	1,500	1,250	-	1,250
Misc-Licenses & Permits	1,100	917	1,441	(524)
Office Supplies	3,000	2,500	4,741	(2,241)
Cleaning Supplies	1,500	1,250	545	705
Office Equipment	3,000	2,500	3,912	(1,412)
Snack-Bar Expenses	1,000	833	-	833
Op Supplies - Spa & Paper	1,500	1,250	1,128	122
Op Supplies - Uniforms	1,500	1,250	1,097	153
Subscriptions and Memberships	7,500	6,250	12,906	(6,656)

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Cap Outlay - Pool Furniture	15,000	12,500	11,978	522
Capital Outlay - Pool	10,000	8,333	2,096	6,237
<b>Total Swimming Pool</b>	<b>515,982</b>	<b>429,988</b>	<b>337,316</b>	<b>92,672</b>
<b><u>Tennis Court</u></b>				
Payroll-Salaries	136,500	113,750	95,280	18,470
Payroll-Hourly	43,405	36,171	49,383	(13,212)
Payroll-Benefits	40,445	33,704	23,756	9,948
Payroll-Engineering	53,595	44,663	24,584	20,079
Payroll-Commission	274,050	228,375	249,097	(20,722)
Payroll-Janitor	6,115	5,096	3,687	1,409
Payroll-Landscape	4,925	4,104	3,977	127
Payroll Taxes	35,355	29,463	20,701	8,762
ProfServ-Info Technology	2,500	2,083	6,242	(4,159)
Contracts-Landscape	5,000	4,167	350	3,817
Communication - Telephone	2,750	2,292	3,561	(1,269)
Utility - Cable TV Billing	2,585	2,154	3,053	(899)
Electricity - General	13,125	10,938	10,779	159
Utility - Refuse Removal	2,585	2,154	2,838	(684)
Utility - Water & Sewer	1,575	1,313	1,741	(428)
Rental/Lease - Vehicle/Equip	1,785	1,488	1,321	167
R&M-General	7,000	5,833	38,835	(33,002)
R&M-Court Maintenance	20,000	16,667	4,333	12,334
R&M-Vandalism	500	417	-	417
Printing and Binding	500	417	539	(122)
Advertising	500	417	1,371	(954)
Misc-Employee Meals	2,500	2,083	1,428	655
Special Events	1,000	833	4,363	(3,530)
Office Supplies	2,500	2,083	2,655	(572)
Office Equipment	5,000	4,167	-	4,167
Teaching Supplies	4,000	2,900	2,219	681
Op Supplies - Uniforms	500	500	243	257
COS - Start Up Inventory	15,000	15,000	11,673	3,327
Subscriptions and Memberships	1,775	1,775	975	800
Cap Outlay-Machinery and Equip	10,000	10,000	22,632	(12,632)
<b>Total Tennis Court</b>	<b>697,070</b>	<b>585,007</b>	<b>591,616</b>	<b>(6,609)</b>
<b><u>Reserves</u></b>				
Reserve - Field	47,250	47,250	-	47,250
<b>Total Reserves</b>	<b>47,250</b>	<b>47,250</b>	<b>-</b>	<b>47,250</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>4,949,421</b>	<b>4,263,208</b>	<b>3,613,900</b>	<b>649,308</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	512,318	951,221	438,903
Net change in fund balance	\$ -	\$ 512,318	\$ 951,221	\$ 438,903
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>3,604,847</b>	<b>3,604,847</b>	<b>3,604,847</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 3,604,847</b>	<b>\$ 4,117,165</b>	<b>\$ 4,556,068</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

Account Description	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL					
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Actual Thru 7/31/2024	Projected Next 2 Mths	FY2024 Total	Adopted Budget	% of Budget	
<b>Revenues</b>																		
Interest - Investments	\$ 5,436	\$ 7,334	\$ 17,998	\$ 26,688	\$ 18,511	\$ 44,742	\$ 25,029	\$ 35,125	\$ 21,630	\$ 21,876	\$ 4,167	\$ 4,167	\$ 224,369	\$ 8,334	\$ 232,703	\$ 50,000	465%	
Shared Rev - Other Local Units	-	-	-	-	-	-	-	541,293	-	-	-	-	541,293	-	541,293	541,292	100%	
Interlocal Agreement - Other	5,447	-	-	-	-	-	-	-	-	-	29,333	29,333	5,447	-	5,447	351,990	2%	
S/F Swimming Program Fees	10	-	(10)	-	-	-	-	-	30	-	875	875	30	1,750	1,780	3,500	51%	
S/F Activity Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	0%	
S/F Other Revenues	-	-	-	-	-	-	-	4,987	130	1,367	-	-	6,483	1	6,484	-	0%	
S/F Rental Fees	400	-	-	100	100	200	300	200	-	-	208	208	1,300	416	1,716	2,500	69%	
S/F Snack Bar Revenue	-	-	-	-	-	-	-	-	-	-	250	250	-	500	500	3,000	17%	
Tennis Merchandise Sales	2,360	1,151	3,692	1,309	883	1,716	2,366	1,809	1,950	4,308	2,083	2,083	21,544	4,166	25,710	25,000	103%	
Tennis Special Events&Socials	-	-	-	-	-	-	500	3,850	-	-	-	-	4,350	-	4,350	1,500	290%	
Tennis Lessons & Clinics	36,496	28,276	29,172	26,199	30,141	25,500	31,383	27,659	23,032	22,755	25,000	25,000	280,612	50,001	330,613	300,000	110%	
Tennis Ball Machine Rental Fee	208	116	3,232	1,040	696	336	224	457	176	208	542	542	6,693	1,084	7,777	6,500	120%	
Tennis Membership	47,153	1,800	1,725	6,308	2,200	1,950	3,086	25,350	375	1,700	-	-	91,647	-	91,647	65,000	141%	
Interest - Tax Collector	-	-	-	-	-	-	7,567	-	-	1,145	-	-	8,712	-	8,712	-	0%	
Special Assmnts- Tax Collector	-	496,160	858,263	1,236,968	480,206	110,547	-	-	187,714	-	-	-	3,369,858	-	3,369,858	3,433,348	98%	
Special Assmnts- Discounts	-	(20,274)	(34,274)	(49,362)	(17,407)	(2,128)	-	-	(6)	-	-	-	(123,451)	-	(123,451)	(137,334)	90%	
Other Miscellaneous Revenues	27,329	837	192	4,216	386	458	69	(28,323)	4	438	708	708	5,606	1,416	7,022	8,500	83%	
Gate Bar Code/Remotes	289	356	362	248	155	399	319	394	488	333	333	333	3,344	665	4,009	4,000	100%	
Impact Fee	26,356	-	-	58,424	29,034	-	-	-	-	3,470	23,885	23,885	117,284	47,770	165,054	286,625	58%	
<b>Total Revenues</b>	<b>151,484</b>	<b>517,457</b>	<b>880,352</b>	<b>1,310,437</b>	<b>544,905</b>	<b>183,720</b>	<b>70,843</b>	<b>612,801</b>	<b>235,523</b>	<b>57,600</b>	<b>87,384</b>	<b>87,384</b>	<b>4,565,121</b>	<b>116,103</b>	<b>4,681,224</b>	<b>4,949,421</b>	<b>95%</b>	
<b>Expenditures</b>																		
<b>Administrative</b>																		
P/R-Board of Supervisors	1,259	(129)	1,143	861	106	1,154	1,224	981	754	965	1,190	1,190	8,319	2,379	10,698	14,285	75%	
ProfServ-Arbitrage Rebate	-	-	600	-	-	-	-	-	-	-	-	-	600	-	600	1,800	33%	
ProfServ-Dissemination Agent	(3,000)	-	3,000	-	-	-	-	-	-	-	-	-	-	-	-	3,000	0%	
ProfServ-Engineering	-	3,860	4,040	913	2,637	2,555	3,426	2,168	1,954	6,217	2,083	2,083	27,769	4,167	31,936	25,000	128%	
ProfServ-Legal Services	-	8,526	6,119	5,201	6,390	7,124	-	3,338	10,017	7,297	6,250	6,250	54,010	12,502	66,512	75,000	89%	
ProfServ-Mgmt Consulting	5,820	5,820	5,820	5,820	5,820	5,820	5,820	5,820	5,820	-	5,820	5,820	52,382	11,638	64,020	69,842	92%	
ProfServ-Special Assessment	-	-	16,872	-	-	-	-	-	-	-	-	-	16,872	-	16,872	16,872	100%	
ProfServ-Trustee Fees	-	-	120	700	-	1,886	-	4,409	2,813	-	3,800	-	9,927	3,801	13,728	11,400	120%	
Auditing Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,800	0%	
Postage and Freight	133	94	250	554	146	293	99	156	59	199	383	383	1,983	766	2,749	4,600	60%	
Insurance - General Liability	20,067	10,033	-	-	10,033	-	-	-	-	-	-	-	40,133	-	40,133	42,210	95%	
Printing and Binding	-	-	144	55	97	-	89	55	-	-	208	208	441	415	856	2,500	34%	
Legal Advertising	-	75	78	192	173	78	-	-	150	90	292	292	834	586	1,420	3,500	41%	
Miscellaneous Services	1,099	2,175	890	1,258	964	984	881	1,142	987	939	1,167	1,167	11,318	2,335	13,653	14,000	98%	
Misc-Assessment Collection Cost	-	9,518	16,480	23,718	9,256	2,168	-	-	3,754	-	-	-	64,894	-	64,894	68,667	95%	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Budget	Sep Budget	TOTAL					
													Actual Thru 7/31/2024	Projected Next 2 Mths	FY2024 Total	Adopted Budget	% of Budget	
Shared Exp - Other Local Units	-	-	-	-	-	-	-	521,042	-	-	-	-	-	521,042	-	521,042	521,042	100%
Office Supplies	44	-	146	-	60	-	60	60	-	-	123	123	-	370	246	616	1,474	42%
Annual District Filing Fee	175	-	-	-	-	-	-	-	-	-	-	-	-	175	-	175	175	100%
<b>Total Administrative</b>	<b>25,597</b>	<b>39,972</b>	<b>55,702</b>	<b>39,272</b>	<b>35,682</b>	<b>22,062</b>	<b>11,599</b>	<b>539,171</b>	<b>26,308</b>	<b>15,707</b>	<b>21,316</b>	<b>17,516</b>	<b>811,069</b>	<b>38,835</b>	<b>849,904</b>	<b>880,167</b>	<b>97%</b>	
<b>Other Public Safety</b>																		
Payroll-Benefits	50	385	291	329	314	635	438	564	780	697	625	625	4,484	1,249	5,733	7,500	76%	
Payroll-Engineering	1,504	3,756	8,160	4,034	4,988	5,305	4,811	6,493	4,873	4,942	7,438	7,438	48,867	14,875	63,742	89,255	71%	
Payroll-Janitor	211	186	256	173	181	186	180	254	163	160	208	208	1,948	418	2,366	2,500	95%	
Contracts-Security Services	20,955	10,477	10,477	10,477	7,548	4,619	-	7,548	15,106	7,558	11,250	11,250	94,766	22,499	117,265	135,000	87%	
Contracts-Roving Patrol	3,794	3,313	5,571	4,099	4,620	4,363	6,779	4,385	3,699	5,583	4,675	4,675	46,206	9,350	55,556	56,100	99%	
R&M-Gate	11,315	625	826	1,324	946	1,456	1,614	2,191	1,134	2,505	2,500	2,500	23,936	5,000	28,936	30,000	96%	
R&M-Sidewalks	-	-	-	-	-	-	-	-	185	(185)	-	-	-	-	-	-	-	0%
Misc-Bar Codes	-	-	-	-	1,296	-	-	1,372	-	-	445	445	2,668	890	3,558	5,335	67%	
<b>Total Other Public Safety</b>	<b>37,829</b>	<b>18,742</b>	<b>25,581</b>	<b>20,436</b>	<b>19,893</b>	<b>16,564</b>	<b>13,822</b>	<b>22,807</b>	<b>25,940</b>	<b>21,260</b>	<b>27,141</b>	<b>27,141</b>	<b>222,875</b>	<b>54,281</b>	<b>277,156</b>	<b>325,690</b>	<b>85%</b>	
<b>Field</b>																		
Payroll-Benefits	330	382	273	323	387	1,070	1,314	1,668	2,566	2,093	830	830	10,405	1,661	12,066	9,965	121%	
Payroll-Engineering	1,504	3,756	8,160	4,034	4,988	5,305	4,811	6,493	4,873	4,942	5,955	5,955	48,867	11,909	60,776	71,455	85%	
Rentals - General	-	-	-	-	-	-	-	197	(197)	-	-	-	-	-	-	-	-	0%
Lease - Land	-	-	-	-	-	-	2,283	-	-	-	-	-	2,283	-	2,283	2,115	108%	
R&M-Bike Paths & Asphalt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,500	0%	
R&M-Boardwalks	5,660	150	150	372	1,319	164	61,828	1,342	9,319	164	-	-	80,468	-	80,468	25,000	322%	
R&M-Buildings	-	-	-	-	-	-	-	111	1,032	-	1,667	1,667	1,143	3,334	4,477	20,000	22%	
R&M-Electrical	-	-	189	198	(50)	1,053	5,148	122	1,369	85	515	515	8,114	1,030	9,144	6,180	148%	
R&M-Fountain	-	-	58	-	-	45	90	-	751	230	417	417	1,173	835	2,008	5,000	40%	
R&M-Mulch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,350	0%	
R&M-Roads & Alleyways	2,289	110	1,321	3,289	9,952	1,669	1,439	3,571	14,136	2,562	11,667	11,667	40,337	23,335	63,672	140,000	45%	
R&M-Sidewalks	2,121	-	249	10,413	1,055	27,125	19,794	385	-	9,835	3,333	3,333	70,976	6,667	77,643	40,000	194%	
R&M-Signage	20	26	248	975	829	-	-	-	129	5,404	1,575	-	7,631	1,575	9,206	7,500	123%	
Cap Outlay-Machinery and Equip	-	-	20,889	2,321	-	-	-	-	-	-	-	-	23,210	-	23,210	-	0%	
<b>Total Field</b>	<b>11,924</b>	<b>4,424</b>	<b>31,537</b>	<b>21,925</b>	<b>18,480</b>	<b>36,431</b>	<b>96,707</b>	<b>13,889</b>	<b>33,978</b>	<b>25,315</b>	<b>25,959</b>	<b>24,384</b>	<b>294,607</b>	<b>50,346</b>	<b>344,953</b>	<b>341,065</b>	<b>101%</b>	
<b>Landscape Services</b>																		
Payroll-Salaries	5,180	5,380	8,070	5,520	5,902	5,640	5,952	9,203	14,807	6,424	6,889	6,889	72,077	13,779	85,856	82,672	104%	
Payroll-Administrative	237	480	300	-	275	250	90	145	136	47	528	528	1,959	1,057	3,016	6,335	48%	
Payroll-Benefits	3,918	3,360	2,486	3,092	2,724	6,338	8,490	5,193	9,566	4,243	7,260	7,260	49,410	14,520	63,930	87,124	73%	
Payroll-General Staff	8,151	16,680	26,435	16,588	15,701	15,693	16,012	21,864	17,436	16,042	22,500	22,500	170,603	44,999	215,602	270,000	80%	
Payroll-Irrigation Staff	3,499	7,164	10,686	7,394	7,232	7,542	7,723	11,591	7,717	7,505	7,217	7,217	78,053	14,434	92,487	86,600	107%	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Budget	Sep Budget	TOTAL				
													Actual Thru 7/31/2024	Projected Next 2 Mths	FY2024 Total	Adopted Budget	% of Budget
Payroll-IPM Staff	569	1,440	2,335	1,606	1,398	1,536	1,404	4,713	4,940	6,258	8,998	8,998	26,199	17,996	44,195	107,975	41%
Payroll-Equipment Mechanic	1,769	3,936	6,191	4,165	3,693	3,935	3,815	5,794	3,977	3,865	3,187	3,187	41,141	6,373	47,514	38,242	124%
Payroll Taxes	512	2,763	4,256	2,781	2,688	2,716	2,684	4,134	3,881	3,116	3,769	3,769	29,532	7,537	37,069	45,225	82%
ProfServ-Info Technology	-	-	-	-	-	-	-	-	-	-	42	42	-	84	84	500	17%
Contracts-Misc Labor	-	-	9,900	3,300	3,300	6,600	-	6,600	-	3,300	3,491	3,491	33,000	6,982	39,982	41,895	95%
Communication - Telephone	-	-	1,617	322	-	639	638	316	744	634	325	325	4,911	649	5,560	3,900	143%
Utility - Cable TV Billing	196	196	196	239	413	32	446	271	239	239	200	200	2,467	400	2,867	2,395	120%
Electricity - General	495	351	308	301	1,047	293	366	(766)	441	502	280	280	3,339	559	3,898	3,360	116%
Utility - Refuse Removal	222	227	1,702	3,018	1,321	1,485	1,681	394	964	1,879	1,138	1,138	12,892	2,277	15,169	13,650	111%
Utility - Water & Sewer	211	267	-	303	207	198	343	228	213	-	175	175	1,970	350	2,320	2,100	110%
Rentals - General	-	-	-	-	-	-	-	-	-	-	83	83	-	166	166	1,000	17%
R&M-Buildings	-	-	1,008	81	157	821	629	-	721	81	500	500	3,499	999	4,498	6,000	75%
R&M-Equipment	631	376	2,101	3,829	1,113	201	695	483	3,572	937	2,625	2,625	13,939	5,249	19,188	31,500	61%
R&M-Grounds	2,691	1,952	80	946	-	-	180	-	525	913	1,925	1,925	7,287	3,850	11,137	23,100	48%
R&M-Irrigation	2,023	761	1,230	4,134	1,410	1,207	1,401	1,732	2,117	2,535	2,013	2,013	18,550	4,026	22,576	24,150	93%
R&M-Mulch	53,533	-	9,033	-	41	-	-	123	-	-	7,875	7,875	62,729	15,751	78,480	94,500	83%
R&M-Pump Station	4,649	-	-	7,375	8,500	-	-	-	-	-	1,667	1,667	20,524	3,334	23,858	20,000	119%
R&M-Trees and Trimming	-	-	375	4,000	5,000	-	(500)	-	5,175	-	2,917	2,917	14,050	5,834	19,884	35,000	57%
Misc-Employee Meals	-	-	265	1,048	2,149	-	143	-	-	-	542	542	3,605	1,084	4,689	6,500	72%
Office Supplies	-	44	(44)	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Office Equipment	-	-	-	-	-	-	-	-	-	-	42	42	-	84	84	500	17%
Op Supplies - General	1,176	-	733	635	1,597	579	627	2,232	1,269	628	2,083	2,083	9,476	4,166	13,642	25,000	55%
Op Supplies - Uniforms	-	-	-	-	-	2,402	-	-	-	-	417	417	2,402	834	3,236	5,000	65%
Op Supplies - Fuel, Oil	1,502	-	1,013	152	58	2,662	1,634	1,272	1,715	1,457	1,667	1,667	11,465	3,334	14,799	20,000	74%
Impr - Landscape	-	-	5,085	3,370	6,539	400	4,544	400	4,992	2,222	2,917	2,917	27,552	5,834	33,386	35,000	95%
Cap Outlay-Machinery and Equip	-	-	-	-	-	245	3,654	-	551	585	708	708	5,035	1,416	6,451	8,500	76%
<b>Total Landscape Services</b>	<b>91,164</b>	<b>45,377</b>	<b>95,361</b>	<b>74,199</b>	<b>72,465</b>	<b>61,414</b>	<b>62,651</b>	<b>75,922</b>	<b>85,698</b>	<b>63,412</b>	<b>93,980</b>	<b>93,980</b>	<b>727,666</b>	<b>187,957</b>	<b>915,623</b>	<b>1,127,723</b>	<b>81%</b>
<b>Utilities</b>																	
Electricity - Streetlights	8,354	8,380	8,132	8,238	8,170	8,126	8,299	8,226	8,388	8,597	7,131	7,131	82,910	14,262	97,172	85,575	114%
Utility - Water & Sewer	461	570	570	586	22	-	882	363	560	-	1,167	1,167	4,014	2,334	6,348	14,000	45%
R&M-Lake	4,000	4,000	4,200	4,900	4,100	4,000	7,528	4,000	6,780	4,000	4,000	4,000	47,508	8,000	55,508	48,000	116%
<b>Total Utilities</b>	<b>12,815</b>	<b>12,950</b>	<b>12,902</b>	<b>13,724</b>	<b>12,292</b>	<b>12,126</b>	<b>16,709</b>	<b>12,589</b>	<b>15,728</b>	<b>12,597</b>	<b>12,298</b>	<b>12,298</b>	<b>134,432</b>	<b>24,596</b>	<b>159,028</b>	<b>147,575</b>	<b>108%</b>
<b>Operation &amp; Maintenance</b>																	
Payroll-Shared Personnel	6,024	300	-	-	-	-	-	-	-	-	29,333	29,333	6,324	58,666	64,990	351,990	18%
ProfServ-Field Management	25,396	25,396	25,396	32,427	24,562	25,396	27,054	25,396	25,396	38,998	25,396	25,396	275,417	50,792	326,209	304,752	107%
Training/Staff Development	-	-	-	-	-	-	-	-	-	-	208	208	-	416	416	2,500	17%
Communication - Telephone	-	-	-	-	-	-	-	-	-	-	142	142	-	284	284	1,700	17%
Postage and Freight	362	-	35	35	20	-	-	-	167	-	38	38	619	76	695	450	154%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Budget	Sep Budget	TOTAL				
													Actual Thru 7/31/2024	Projected Next 2 Mths	FY2024 Total	Adopted Budget	% of Budget
Rentals - General	197	197	197	197	197	-	-	-	394	-	198	198	1,377	398	1,775	2,375	75%
Printing and Binding	382	470	537	382	386	386	696	398	494	528	438	438	4,659	876	5,535	5,250	105%
Misc-Connection Computer	-	317	-	317	200	-	1,037	-	-	333	208	208	2,204	416	2,620	2,500	105%
Billback Expenses Developer	273	-	302	533	-	-	-	-	-	(1,108)	-	-	-	-	-	-	0%
Office Supplies	-	-	-	-	27	365	540	-	19	-	63	63	951	126	1,077	750	144%
Op Supplies - General	201	42	578	954	1,445	-	13	541	2,258	484	667	667	6,517	1,333	7,850	8,000	98%
<b>Total Operation &amp; Maintenance</b>	<b>32,835</b>	<b>26,722</b>	<b>27,045</b>	<b>34,845</b>	<b>26,837</b>	<b>26,147</b>	<b>29,340</b>	<b>26,335</b>	<b>28,728</b>	<b>39,235</b>	<b>56,691</b>	<b>56,691</b>	<b>298,068</b>	<b>113,383</b>	<b>411,451</b>	<b>680,267</b>	<b>60%</b>
<b><u>Parks and Recreation</u></b>																	
ProfServ-Mgmt Consulting	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	-	2,250	2,250	20,246	4,504	24,750	26,994	92%
Insurance -Property & Casualty	52,037	26,018	-	-	27,205	-	-	-	-	-	-	-	105,260	-	105,260	73,988	142%
<b>Total Parks and Recreation</b>	<b>54,287</b>	<b>28,268</b>	<b>2,250</b>	<b>2,250</b>	<b>29,455</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>-</b>	<b>2,250</b>	<b>2,250</b>	<b>125,506</b>	<b>4,504</b>	<b>130,010</b>	<b>100,982</b>	<b>129%</b>
<b><u>Clubhouse</u></b>																	
Contracts-Misc Labor	-	-	-	425	199	(199)	-	-	855	919	263	263	2,198	527	2,725	3,150	87%
Contracts-Outside Fitness	840	775	1,365	1,050	915	1,474	2,878	2,069	1,754	1,684	458	458	14,804	916	15,720	5,500	286%
R&M-Air Conditioning	-	-	106	129	144	-	-	-	-	226	625	625	605	1,250	1,855	7,500	25%
R&M-Buildings	-	-	-	-	-	-	2,699	4,619	339	1,286	417	417	8,942	835	9,777	5,000	196%
R&M-Equipment	77	-	-	-	-	-	-	-	40	400	250	250	517	500	1,017	3,000	34%
Special Events	3,455	6,733	1,279	7,238	1,803	3,300	5,618	2,813	3,093	1,282	4,167	4,167	36,615	8,333	44,948	50,000	90%
Cap Outlay-Machinery and Equip	-	-	-	-	-	-	-	-	-	-	125	125	-	250	250	1,500	17%
Cap Outlay-Clubhouse	-	-	1,627	-	96	-	488	300	1,353	3,200	833	833	7,064	1,666	8,730	10,000	87%
<b>Total Clubhouse</b>	<b>4,372</b>	<b>7,508</b>	<b>4,377</b>	<b>8,842</b>	<b>3,157</b>	<b>4,575</b>	<b>11,683</b>	<b>9,801</b>	<b>7,434</b>	<b>8,997</b>	<b>7,138</b>	<b>7,138</b>	<b>70,745</b>	<b>14,277</b>	<b>85,022</b>	<b>85,650</b>	<b>99%</b>
<b><u>Swimming Pool</u></b>																	
Payroll-Salaries	(1,634)	3,667	265	160	-	-	-	-	-	-	8,631	8,631	2,458	17,262	19,720	103,570	19%
Payroll-Hourly	2,763	2,948	9,305	6,102	6,172	6,145	6,881	9,404	7,620	6,486	4,175	4,175	63,826	8,350	72,176	50,097	144%
Payroll-Lifeguards	-	-	-	-	-	-	-	-	-	-	3,500	3,500	-	7,000	7,000	42,000	17%
Payroll-Benefits	2,469	2,056	1,685	1,993	1,962	8,229	264	320	1,959	380	2,369	2,369	21,319	4,736	26,055	28,425	92%
Payroll-Engineering	1,504	3,130	6,800	3,362	4,157	4,421	4,009	5,411	4,060	4,119	5,955	5,955	40,974	11,909	52,883	71,455	74%
Payroll-Janitor	422	1,299	1,789	1,210	1,261	1,300	1,259	1,777	1,150	1,118	1,165	1,165	12,586	2,329	14,915	13,975	107%
Payroll-Landscape	565	593	1,780	1,187	1,187	1,187	1,187	1,780	1,187	1,187	1,285	1,285	11,837	2,573	14,410	15,425	93%
Payroll Taxes	263	461	732	467	472	470	526	719	583	496	1,336	1,336	5,190	2,671	7,861	16,035	49%
ProfServ-Info Technology	150	-	-	200	350	-	100	-	-	-	208	208	800	416	1,216	2,500	49%
Contracts-Lifeguard Services	-	-	-	-	-	-	3,993	-	1,008	-	-	-	5,001	-	5,001	-	0%
Contracts-Landscape	-	-	-	-	-	-	500	-	-	-	417	417	500	834	1,334	5,000	27%
Travel and Per Diem	-	-	-	-	-	-	-	-	-	-	17	17	-	34	34	200	17%
Communication - Telephone	442	501	761	1,050	356	321	1,286	955	172	2,371	573	573	8,214	1,147	9,361	6,875	136%
Utility - General	5,671	4,218	6,098	8,166	2,439	1,502	6,394	4,826	4,996	3,667	4,660	4,660	47,977	9,320	57,297	55,920	102%



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Budget	Sep Budget	TOTAL				
													Actual Thru 7/31/2024	Projected Next 2 Mths	FY2024 Total	Adopted Budget	% of Budget
Utility - Cable TV Billing	295	188	402	299	296	3	299	597	491	485	368	368	3,353	738	4,091	4,410	93%
Utility - Refuse Removal	622	220	216	216	-	215	215	508	-	211	254	254	2,423	508	2,931	3,050	96%
R&M-Buildings	-	1,530	539	2,202	2,605	(109)	12,560	613	1,895	1,104	1,250	1,250	22,939	2,500	25,439	15,000	170%
R&M-Pools	1,962	2,703	4,859	4,202	3,908	2,125	2,291	2,713	6,298	12,619	2,450	2,450	43,680	4,900	48,580	29,400	165%
R&M-Vehicles	-	-	-	-	-	-	-	-	-	-	42	42	-	84	84	500	17%
Advertising	125	169	203	125	125	125	125	125	125	125	42	42	1,371	85	1,456	500	291%
Miscellaneous Services	-	-	-	-	-	-	-	-	-	-	29	29	-	58	58	350	17%
Misc-Employee Meals	-	-	108	823	1,863	-	171	-	59	-	391	391	3,024	782	3,806	4,695	81%
Misc-Training	-	-	-	-	-	-	-	-	-	-	125	125	-	250	250	1,500	17%
Misc-Licenses & Permits	-	-	-	-	-	-	-	-	925	516	92	92	1,441	184	1,625	1,100	148%
Office Supplies	107	94	203	166	293	151	516	339	2,052	819	250	250	4,741	499	5,240	3,000	175%
Cleaning Supplies	-	-	82	79	50	-	111	7	195	20	125	125	545	249	794	1,500	53%
Office Equipment	-	-	-	-	200	-	600	652	2,460	-	250	250	3,912	500	4,412	3,000	147%
Snack-Bar Expenses	-	-	-	-	-	-	-	-	-	-	83	83	-	166	166	1,000	17%
Op Supplies - General	-	(90)	90	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Op Supplies - Spa & Paper	-	-	-	-	58	-	334	-	386	350	125	125	1,128	250	1,378	1,500	92%
Op Supplies - Uniforms	-	-	-	-	-	-	1,037	-	60	-	125	125	1,097	250	1,347	1,500	90%
Subscriptions and Memberships	1,085	-	1,739	60	693	7,110	641	407	736	436	625	625	12,906	1,251	14,157	7,500	189%
Cap Outlay - Pool Furniture	-	-	-	-	-	-	-	3,669	4,595	3,714	1,250	1,250	11,978	2,500	14,478	15,000	97%
Capital Outlay - Pool	-	-	-	-	-	-	-	-	596	1,500	833	833	2,096	1,666	3,762	10,000	38%
<b>Total Swimming Pool</b>	<b>16,811</b>	<b>23,687</b>	<b>37,656</b>	<b>32,069</b>	<b>28,447</b>	<b>33,195</b>	<b>45,299</b>	<b>34,822</b>	<b>43,608</b>	<b>41,723</b>	<b>43,000</b>	<b>43,000</b>	<b>337,316</b>	<b>86,001</b>	<b>423,317</b>	<b>515,982</b>	<b>82%</b>
<b>Tennis Court</b>																	
Payroll-Salaries	4,531	9,429	13,988	9,864	9,573	9,699	9,489	13,175	7,269	8,262	11,375	11,375	95,280	22,749	118,029	136,500	86%
Payroll-Hourly	2,055	3,946	6,294	4,256	3,949	3,797	3,884	7,322	7,022	6,860	3,617	3,617	49,383	7,236	56,619	43,405	130%
Payroll-Benefits	1,821	1,870	1,084	1,691	1,486	4,280	4,485	2,928	3,030	1,081	3,370	3,370	23,756	6,740	30,496	40,445	75%
Payroll-Engineering	903	1,878	4,080	2,017	2,494	2,653	2,406	3,247	2,436	2,471	4,466	4,466	24,584	8,933	33,517	53,595	63%
Payroll-Commission	29,282	26,240	25,845	21,145	27,800	22,528	30,858	29,960	19,792	15,647	22,838	22,838	249,097	45,676	294,773	274,050	108%
Payroll-Janitor	211	371	511	346	361	372	360	508	330	319	510	510	3,687	1,022	4,709	6,115	77%
Payroll-Landscape	189	379	568	379	379	379	379	568	379	379	410	410	3,977	821	4,798	4,925	97%
Payroll Taxes	1,293	2,251	2,749	1,931	2,073	1,877	2,048	2,967	1,844	1,668	2,946	2,946	20,701	5,892	26,593	35,355	75%
ProfServ-Administrative	-	-	-	-	-	-	-	136	(136)	-	-	-	-	-	-	-	0%
ProfServ-Info Technology	-	1,508	-	1,508	-	-	1,508	-	-	1,719	208	208	6,242	417	6,659	2,500	266%
Contracts-Landscape	-	-	-	-	-	205	145	-	-	-	417	417	350	834	1,184	5,000	24%
Communication - Telephone	298	-	330	582	293	-	586	292	265	915	229	229	3,561	458	4,019	2,750	146%
Utility - Cable TV Billing	277	277	277	320	-	320	320	641	313	306	215	215	3,053	428	3,481	2,585	135%
Electricity - General	1,058	1,108	1,118	1,134	1,077	1,032	1,235	942	1,055	1,020	1,094	1,094	10,779	2,188	12,967	13,125	99%
Utility - Refuse Removal	622	220	216	216	-	215	208	508	422	211	215	215	2,838	430	3,268	2,585	126%
Utility - Water & Sewer	114	116	-	238	157	125	168	152	670	-	131	131	1,741	261	2,002	1,575	127%
Rental/Lease - Vehicle/Equip	-	132	132	132	132	132	264	132	132	132	149	149	1,321	297	1,618	1,785	91%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

Account Description	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Actual	Jul Actual	Aug Budget	Sep Budget	TOTAL					
													Actual Thru 7/31/2024	Projected Next 2 Mths	FY2024 Total	Adopted Budget	% of Budget	
R&M-General	209	434	225	267	18,635	3,621	10,616	-	4,491	338	583	583	38,835	1,167	40,002	7,000	571%	
R&M-Court Maintenance	-	-	487	273	1,940	-	305	-	-	1,327	1,667	1,667	4,333	3,333	7,666	20,000	38%	
R&M-Vandalism	-	-	-	-	-	-	-	-	-	-	42	42	-	84	84	500	17%	
Printing and Binding	-	-	-	126	-	413	-	-	-	-	42	42	539	84	623	500	125%	
Advertising	125	169	203	125	125	125	125	125	125	125	42	42	1,371	85	1,456	500	291%	
Misc-Employee Meals	-	-	-	288	1,062	-	78	-	-	-	-	208	208	1,428	416	1,844	2,500	74%
Special Events	-	-	-	240	-	2,450	1,616	-	58	-	83	83	4,363	167	4,530	1,000	453%	
Office Supplies	173	203	203	44	227	344	545	253	569	93	208	208	2,655	415	3,070	2,500	123%	
Office Equipment	-	-	-	-	-	-	-	-	-	-	417	417	-	834	834	5,000	17%	
Teaching Supplies	-	-	719	262	719	-	519	-	-	-	650	450	2,219	1,100	3,319	4,000	83%	
Op Supplies - Uniforms	16	59	48	-	-	-	82	39	-	-	-	-	243	1	244	500	49%	
COS - Start Up Inventory	1,016	1,212	1,108	-	979	-	2,221	1,493	1,071	2,573	-	-	11,673	-	11,673	15,000	78%	
Subscriptions and Memberships	-	-	325	325	325	-	-	-	-	-	-	-	975	-	975	1,775	55%	
Cap Outlay-Machinery and Equip	-	3,573	-	16,648	-	-	-	-	2,412	-	-	-	22,632	1	22,633	10,000	226%	
<b>Total Tennis Court</b>	<b>44,193</b>	<b>55,375</b>	<b>60,510</b>	<b>64,357</b>	<b>73,786</b>	<b>54,567</b>	<b>74,450</b>	<b>65,388</b>	<b>53,549</b>	<b>45,446</b>	<b>56,132</b>	<b>55,932</b>	<b>591,616</b>	<b>112,069</b>	<b>703,685</b>	<b>697,070</b>	<b>101%</b>	
<b>Total Expenditures</b>	<b>331,827</b>	<b>263,025</b>	<b>352,921</b>	<b>311,919</b>	<b>320,494</b>	<b>269,331</b>	<b>364,510</b>	<b>802,974</b>	<b>323,221</b>	<b>273,692</b>	<b>345,905</b>	<b>340,330</b>	<b>3,613,900</b>	<b>686,249</b>	<b>4,300,149</b>	<b>4,902,171</b>	<b>88%</b>	
<b>Reserves</b>																		
Reserve - Field	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,250	0%	
<b>Total Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47,250</b>	<b>0%</b>	
<b>Total Expenditures &amp; Reserves</b>	<b>331,827</b>	<b>263,025</b>	<b>352,921</b>	<b>311,919</b>	<b>320,494</b>	<b>269,331</b>	<b>364,510</b>	<b>802,974</b>	<b>323,221</b>	<b>273,692</b>	<b>345,905</b>	<b>340,330</b>	<b>3,613,900</b>	<b>686,249</b>	<b>4,300,149</b>	<b>4,949,421</b>	<b>87%</b>	
Excess (deficiency) of revenues Over (under) expenditures	\$ (180,344)	\$ 254,432	\$ 527,431	\$ 998,518	\$ 224,411	\$ (85,611)	\$ (293,667)	\$ (190,173)	\$ (87,698)	\$ (216,092)	\$ (258,521)	\$ (252,946)	951,221	(570,146)	381,075	-	0%	
<b>Fund Balance, Beginning (Oct 1, 2023)</b>													<b>3,604,847</b>	<b>-</b>	<b>3,604,847</b>	<b>3,604,847</b>		
<b>Fund Balance, Ending</b>													<b>\$ 4,556,068</b>	<b>\$ (570,146)</b>	<b>\$ 3,985,922</b>	<b>\$ 3,604,847</b>		

**Marshall Creek****Notes to the Financial Statements**

Community Development District

**Balance Sheet**

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**Assets**

- ▶ Cash - This includes Valley National Bank and Bank United Regular Operating Checking.
- ▶ Assessments Receivable - Delinquent assessments for FY2017-FY2021.
- ▶ Allow-Doubtful Collections - Delinquent assessments for FY2017-FY2021.
- ▶ Due From Other Districts - Sweetwater Creek shared expenses.
- ▶ Due From Other Funds - Assessment funds received by the General Fund for the Capital Reserve Fund.
- ▶ Prepaid Items - Prepaid expenses for FY 2024.

**Liabilities**

- ▶ Accounts Payable - Invoices received that will be paid in following month.
- ▶ Accrued Expenses - Utilities and contracted expenses that will be paid in following month.
- ▶ Sales Tax Payable - Taxes due to the State of Florida for revenue collected at the District.
- ▶ Due To Other Funds - Assessments received for the Capital Reserve fund.

**Fund Balance**

- ▶ In the General Fund, the District has assigned Reserves for Operations, and Repair and Replacement.

*The notes are intended to provide additional information helpful when reviewing the financial statements.*

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**Budget Analysis - Significant Variances**

<u>Account Name</u>	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>% of Budget</u>	<u>Explanation</u>
<b><u>Revenues</u></b>				
Interest-Investment	\$ 50,000	\$ 224,369	449%	Interest earned on investment.
Interlocal Agreement - Other	\$ 351,990	\$ 5,447	2%	Interlocal agreement with Sweetwater Creek CDD for staffing.
Tennis Lessons & Clinics	\$ 300,000	\$ 280,612	94%	Tennis lessons revenue through July.
Tennis Ball Machine Rental Fee	\$ 6,500	\$ 6,693	103%	Tennis ball machine rental revenue through July.
Tennis Membership	\$ 65,000	\$ 91,647	141%	Tennis membership revenue.
Special Assmnts - Tax Collector	\$ 3,433,348	\$ 3,369,858	98%	Assessments collections through July.
Other Miscellaneous Revenue	\$ 8,500	\$ 5,606	66%	Includes: Non-Resident memberships, Access cards, guest fees, and other miscellaneous revenues.
<b><u>Expenditures</u></b>				
<b><u>Administrative</u></b>				
Insurance-General Liability	\$ 42,210	\$ 40,133	95%	Public Risk for FY 2024. Preferred Governmental Insurance Trust.
<b><u>Other Public Safety</u></b>				
R&M-Gate	\$ 30,000	\$ 23,936	80%	Gate related utilities and repairs.
<b><u>Field</u></b>				
R&M-Boardwalks	\$ 25,000	\$ 80,468	322%	Pressure treated lumber for repairs. Includes contract for Tolomato South Boardwalk Repair Project.
R&M-Sidewalks	\$ 40,000	\$ 70,976	177%	Sidewalk repairs. Includes Golf cart path repair.
Cap Outlay-Machinery and Equip	\$ -	\$ 23,210	NA	Replacement utility cart for engineering.
<b><u>Landscape Services</u></b>				
Payroll-Irrigation Staff	\$ 86,600	\$ 78,053	90%	Payroll is current through July 2024.
Payroll-Equipment Mechanic	\$ 38,242	\$ 41,141	108%	Payroll is current regarding equipment mechanic through July 2024.
Contracts-Misc Labor	\$ 41,895	\$ 33,000	79%	Monthly lawn maintenance.
R&M-Pump Station	\$ 20,000	\$ 20,524	103%	Includes Flow Certification, 3HP sub pump, Aquifer installation for well and pump.

The notes are intended to provide additional information helpful when reviewing the financial statements.

<b>Budget Analysis - Significant Variances</b>
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Account Name	Annual Budget	YTD Actual	%	Explanation
			of Budget	
<b><u>Parks and Recreation</u></b>				
Insurance-Property & Casualty	\$ 73,988	\$ 105,260	142%	Significant increase in property insurance premium.
<b><u>Clubhouse</u></b>				
Contracts-Outside Fitness	\$ 5,500	\$ 14,804	269%	Includes payments for fitness instructors.
<b><u>Swimming Pool</u></b>				
Payroll-Hourly	\$ 50,097	\$ 63,826	127%	Swim/Fitness payroll increase during season.
R&M-Buildings	\$ 15,000	\$ 22,939	153%	Supplies for building repairs. Includes slide deposit.
R&M-Pools	\$ 29,400	\$ 43,680	149%	Purchases for pool maintenance supplies.
<b><u>Tennis Court</u></b>				
R&M-General	\$ 7,000	\$ 38,835	555%	Supplies and repair expenses for tennis court area. Includes Tennis Court Light Pole deposit.
Cap-Outlay-Machinery and Equip	\$ 10,000	\$ 22,632	226%	Includes repair to tennis court fence; installation of breakers, conduit and wiring; resurface courts 5 and 6.

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The notes are intended to provide additional information helpful when reviewing the financial statements.

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	52,924	52,924	51,945	(979)
Special Assmnts- Discounts	(2,117)	(2,117)	(1,903)	214
<b>TOTAL REVENUES</b>	<b>50,807</b>	<b>50,807</b>	<b>50,042</b>	<b>(765)</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	1,058	1,058	1,000	58
<b>Total Administration</b>	<b>1,058</b>	<b>1,058</b>	<b>1,000</b>	<b>58</b>
<b>TOTAL EXPENDITURES</b>	<b>1,058</b>	<b>1,058</b>	<b>1,000</b>	<b>58</b>
Excess (deficiency) of revenues Over (under) expenditures	49,749	49,749	49,042	(707)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	49,749	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>49,749</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 49,749	\$ 49,749	\$ 49,042	\$ (707)
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>244,539</b>	<b>244,540</b>	<b>244,539</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 294,288</b>	<b>\$ 294,289</b>	<b>\$ 293,581</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 250	\$ 208	\$ 30,028	\$ 29,820
Special Assmnts- Tax Collector	1,164,552	1,164,552	1,140,190	(24,362)
Special Assmnts- Prepayment	-	-	15,576	15,576
Special Assmnts- Discounts	(46,582)	(46,582)	(41,770)	4,812
<b>TOTAL REVENUES</b>	<b>1,118,220</b>	<b>1,118,178</b>	<b>1,144,024</b>	<b>25,846</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	23,291	23,291	21,957	1,334
<b>Total Administration</b>	<b>23,291</b>	<b>23,291</b>	<b>21,957</b>	<b>1,334</b>
<b>Debt Service</b>				
Principal Debt Retirement	710,000	710,000	710,000	-
Principal Prepayments	-	-	25,000	(25,000)
Interest Expense	400,250	400,250	399,625	625
<b>Total Debt Service</b>	<b>1,110,250</b>	<b>1,110,250</b>	<b>1,134,625</b>	<b>(24,375)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,133,541</b>	<b>1,133,541</b>	<b>1,156,582</b>	<b>(23,041)</b>
Excess (deficiency) of revenues Over (under) expenditures	(15,321)	(15,363)	(12,558)	2,805
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(15,321)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(15,321)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (15,321)	\$ (15,363)	\$ (12,558)	\$ 2,805
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>599,683</b>	<b>599,683</b>	<b>599,683</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 584,362</b>	<b>\$ 584,320</b>	<b>\$ 587,125</b>	

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 600	\$ 500	\$ 39,326	\$ 38,826
Special Assmnts- Tax Collector	1,019,648	1,019,648	1,000,786	(18,862)
Special Assmnts- Prepayment	-	-	7,102	7,102
Special Assmnts- Discounts	(40,786)	(40,786)	(36,663)	4,123
<b>TOTAL REVENUES</b>	<b>979,462</b>	<b>979,362</b>	<b>1,010,551</b>	<b>31,189</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	20,393	20,393	19,272	1,121
<b>Total Administration</b>	<b>20,393</b>	<b>20,393</b>	<b>19,272</b>	<b>1,121</b>
<b>Debt Service</b>				
Principal Debt Retirement	625,000	625,000	625,000	-
Principal Prepayments	-	-	5,000	(5,000)
Interest Expense	346,250	346,250	346,125	125
<b>Total Debt Service</b>	<b>971,250</b>	<b>971,250</b>	<b>976,125</b>	<b>(4,875)</b>
<b>TOTAL EXPENDITURES</b>	<b>991,643</b>	<b>991,643</b>	<b>995,397</b>	<b>(3,754)</b>
Excess (deficiency) of revenues Over (under) expenditures	(12,181)	(12,281)	15,154	27,435
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(12,181)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(12,181)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (12,181)	\$ (12,281)	\$ 15,154	\$ 27,435
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>808,394</b>	<b>808,394</b>	<b>808,394</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 796,213</b>	<b>\$ 796,113</b>	<b>\$ 823,548</b>	



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2024

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 400	\$ 340	\$ 3,551	\$ 3,211
Special Assmnts- Tax Collector	64,640	64,640	63,444	(1,196)
Special Assmnts- Discounts	(2,586)	(2,586)	(2,324)	262
<b>TOTAL REVENUES</b>	<b>62,454</b>	<b>62,394</b>	<b>64,671</b>	<b>2,277</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessment Collection Cost	1,293	1,293	1,222	71
<b>Total Administration</b>	<b>1,293</b>	<b>1,293</b>	<b>1,222</b>	<b>71</b>
<b>Debt Service</b>				
Principal Debt Retirement	15,000	15,000	15,000	-
Interest Expense	43,924	43,924	43,924	-
<b>Total Debt Service</b>	<b>58,924</b>	<b>58,924</b>	<b>58,924</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>60,217</b>	<b>60,217</b>	<b>60,146</b>	<b>71</b>
Excess (deficiency) of revenues Over (under) expenditures	2,237	2,177	4,525	2,348
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	2,237	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>2,237</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ 2,237	\$ 2,177	\$ 4,525	\$ 2,348
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>81,062</b>	<b>81,062</b>	<b>81,062</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 83,299</b>	<b>\$ 83,239</b>	<b>\$ 85,587</b>	

**MARSHALL CREEK**  
**Community Development District**

**Supporting Schedules**

**July 31, 2024**

**Non-Ad Valorem Special Assessments - St Johns County Tax Collector  
(Monthly Assessment Collection Distributions)  
For the Fiscal Year Ending September 30, 2024**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Cost	Gross Amount	Allocation by Funds				
					General Fund	2002 Area Capital Reserves Fund 004	Debt Service Series 2002 Fund	Debt Service Series 2015A Fund	Debt Service Series 2016 Fund
Assessments Levied FY 2024				5,732,257	3,433,368	52,924	1,161,678	1,019,648	64,640
Allocation%				100%	59.9%	0.92%	20.27%	17.79%	1.13%
11/06/23	57,779	3,201	1,179	62,159	37,230	574	12,597	11,057	701
11/20/23	252,256	10,725	5,148	268,129	160,597	2,476	54,338	47,694	3,024
11/24/23	468,601	19,923	9,563	498,088	298,332	4,599	100,941	88,599	5,617
12/18/23	707,782	29,994	14,445	752,221	450,547	6,945	152,442	133,804	8,482
12/22/23	640,413	27,228	13,070	680,711	407,716	6,285	137,950	121,084	7,676
01/10/24	1,940,355	82,413	39,599	2,062,367	1,235,266	19,041	417,952	366,852	23,256
02/14/24	757,223	29,062	15,454	801,739	480,206	7,402	162,477	142,612	9,041
03/19/24	177,393	3,553	3,620	184,566	110,547	1,704	37,403	32,830	2,081
06/11/24	52,419	0	1,070	53,489	32,037	494	10,840	9,515	603
06/27/24	254,705	11	5,198	259,914	155,677	2,400	52,673	46,233	2,931
PY Excess Fees 11/01/23	2,840		-2,840		1,701	26	576	505	32
<b>TOTAL</b>	<b>5,311,766</b>	<b>206,110</b>	<b>105,505</b>	<b>5,623,382</b>	<b>3,369,858</b>	<b>51,945</b>	<b>1,140,190</b>	<b>1,000,786</b>	<b>63,444</b>
<b>TOTAL OUTSTANDING</b>				<b>108,875</b>	<b>63,510</b>	<b>979</b>	<b>21,489</b>	<b>107,440</b>	<b>6,811</b>
<b>% COLLECTED TO DATE</b>					<b>98.15%</b>	<b>98.15%</b>	<b>98.15%</b>	<b>89.46%</b>	<b>89.46%</b>

**Cash and Investment Report**

July 31, 2024

<u>Account Name</u>	<u>Account #</u>	<u>Bank Name</u>	<u>Yield</u>	<u>Balance</u>
<b><u>GENERAL FUND</u></b>				
Checking Account - Operating	0249	Bank United	0.00%	\$36,114
Valley National Bank Checking	2042	Valley Bank	5.12%	\$2,883,087
			<b>Subtotal</b>	<b>\$2,919,201</b>
Money Market Account	9204	Bank United	5.25%	\$1,304,055
Goldman Sachs FS Government Fund A (FSOXX)		Valley Bank	4.93%	\$562,072
			<b>Subtotal</b>	<b>\$1,866,127</b>
		<b>Subtotal General Fund</b>		<b>\$4,785,329</b>
<b><u>DEBT SERVICE / CAPITAL PROJECT FUNDS</u></b>				
Series 2002 Prepayment Fund	8793	US Bank	5.20%	\$19,760
Series 2002 Reserve Fund	6726	US Bank	5.20%	\$50,000
Series 2002 Revenue Fund	6730	US Bank	5.20%	\$571,365
Series 2015A Prepayment Fund	80004	US Bank	5.20%	\$7,853
Series 2015A Reserve Fund	80002	US Bank	5.20%	\$478,563
Series 2015A Revenue Fund	80003	US Bank	5.20%	\$337,130
Series 2015A Sinking Fund	80001	US Bank	5.29%	\$2
Series 2016 Prepayment Fund	9004	US Bank	5.21%	\$22
Series 2016 Reserve Fund	9002	US Bank	5.20%	\$31,330
Series 2016 Revenue Fund	9003	US Bank	5.20%	\$54,235
		<b>Subtotal Debt Service &amp; Capital Project Funds</b>		<b>\$1,550,259</b>
		<b>Total</b>		<b>\$6,335,588</b>

# Bank Account Statement

Marshall Creek CDD

**Bank Account No.** 0249  
**Statement No.** 07-24  
**Statement Date** 07/31/2024

<b>GL Balance (LCY)</b>	36,114.38
<b>GL Balance</b>	36,114.38
<b>Positive Adjustments</b>	0.00
<hr/>	
<b>Subtotal</b>	36,114.38
<b>Negative Adjustments</b>	0.00
<hr/>	
<b>Ending G/L Balance</b>	36,114.38

<b>Statement Balance</b>	36,931.97
<b>Outstanding Deposits</b>	0.00
<hr/>	
<b>Subtotal</b>	36,931.97
<b>Outstanding Checks</b>	-817.59
<hr/>	
<b>Ending Balance</b>	36,114.38

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
01/18/2023	Payment	3321	Check for Vendor V01397			-35.00
03/22/2023	Payment	3681	Check for Vendor V01408			-51.00
06/22/2023	Payment	4150	Check for Vendor V01522			-35.00
06/29/2023	Payment	4186	Check for Vendor V01522			-35.00
08/30/2023	Payment	4399	Check for Vendor V00727			-275.00
08/30/2023	Payment	4414	Check for Vendor V00225			-131.59
09/28/2023	Payment	4560	Check for Vendor V01435			-220.00
10/04/2023	Payment	4607	Check for Vendor V01522			-35.00
<b>Total Outstanding Checks</b>						-817.59

# Bank Account Statement

Marshall Creek CDD

CHALLER

**Bank Account No.** 7771  
**Statement No.** 07-24  
**Statement Date** 07/31/2024

<b>GL Balance (LCY)</b>	2,883,087.05	<b>Statement Balance</b>	2,968,361.13
<b>GL Balance</b>	2,883,087.05	<b>Outstanding Deposits</b>	
<b>Positive Adjustments</b>	0.00		
		<b>Subtotal</b>	2,968,361.13
		<b>Outstanding Checks</b>	-85,274.08
<b>Subtotal</b>	2,883,087.05		
<b>Negative Adjustments</b>	0.00	<b>Ending Balance</b>	2,883,087.05
<b>Ending G/L Balance</b>	2,883,087.05		

Document						
Posting Date	Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
12/11/2023	Payment	1104	Check for Vendor 7			-20.95
01/31/2024	Payment	1237	Payment of Invoice 067096			-1,062.75
04/20/2024	Payment	DD852	Payment of Invoice 058528			-201.84
04/04/2024	Payment	DD860	Payment of Invoice 067740			-764.82
04/24/2024	Payment	DD862	Payment of Invoice 063535			-90.40
04/16/2024	Payment	DD863	Payment of Invoice 067595			-322.08
05/24/2024	Payment	DD872	Payment of Invoice 063953			-90.40
04/01/2024	Payment	DD909	Payment of Credit Memo 001045			28.80
05/01/2024	Payment	DD947	Payment of Invoice 068024			-173.25
05/15/2024	Payment	DD959	Payment of Invoice 068049			-316.04
07/08/2024	Payment	DD1032	Payment of Invoice 068672			-599.00
07/24/2024	Payment	100062	Inv: 301			-250.00
07/24/2024	Payment	100063	Inv: 1534			-9,650.00
07/24/2024	Payment	100064	Inv: 1MHF-Q9VL-XC43, Inv: 1P74-WVJT-3GL1,			-470.96
07/24/2024	Payment	100065	Inv: 14910 /3			-46.17
07/24/2024	Payment	100066	Inv: 743098			-7,558.12
07/24/2024	Payment	100067	Inv: 0000870, Inv: 0000871, Inv: 0000879, Inv:			-1,000.00
07/24/2024	Payment	100068	0000901, Inv: 0000902			-7,047.00
07/24/2024	Payment	100069	Inv: 3422288			-1,473.20
07/24/2024	Payment	100070	Inv: 665615207, Inv: 665613871			-222.60
07/24/2024	Payment	100073	Inv: 552685			-25,455.52
07/29/2024	Payment	1729	Inv: 420304, Inv: 420785			-808.38
07/30/2024	Payment	1730	Payment of Invoice 068721			-575.28
07/31/2024	Payment	100074	Check for Vendor V01573			-279.92
07/31/2024	Payment	100075	Inv: 619305415, Inv: 619306207			-50.51
07/31/2024	Payment	100076	Inv: 9184522663			-113.36
07/31/2024	Payment	100077	Inv: 8-554-64885, Inv: 8-561-03879			-110.00
07/31/2024	Payment	100078	Inv: 091822			-71.83
07/31/2024	Payment	100078	Inv: 41-28567			

# Bank Account Statement

Marshall Creek CDD

CHALLER

**Bank Account No.** 7771

**Statement No.** 07-24

**Statement Date** 07/31/2024

07/31/2024 Payment	100079	Inv: 143983655-001	-238.34
07/31/2024 Payment	100080	Inv: INV7041036	-555.78
07/31/2024 Payment	100081	Inv: 00083946	-430.00
07/31/2024 Payment	100082	Inv: 215821268-023	-164.00
07/31/2024 Payment	100083	Inv: 071724-0001	-554.57
07/31/2024 Payment	100084	Inv: 77209000	-8,408.04
07/31/2024 Payment	100085	Inv: 071224-A	-537.50
07/31/2024 Payment	100086	Inv: 138	-105.00
07/31/2024 Payment	100087	Inv: 5193721317	-636.92
07/31/2024 Payment	100088	Inv: 41182, Inv: 41559, Inv: 41641	-1,929.52
07/31/2024 Payment	100089	Inv: JM 072224	-3,696.00
07/31/2024 Payment	100090	Inv: 2286	-225.00
07/31/2024 Payment	100091	Inv: S019639387.001	-179.22
07/31/2024 Payment	100092	Inv: SR 072224	-70.00
07/31/2024 Payment	100093	Inv: MG 072224	-1,315.50
07/31/2024 Payment	100094	Inv: AR 072224, Inv: AR 072924	-140.00
07/31/2024 Payment	100095	Inv: 2202-12938	-332.15
07/31/2024 Payment	100096	Inv: 266852	-2,250.00
07/31/2024 Payment	100097	Inv: 41214353, Inv: 60048197	-260.70
07/31/2024 Payment	100098	Inv: 892010	-222.60
07/31/2024 Payment	100099	Inv: LC 071724	-70.00
07/31/2024 Payment	100100	Inv: B029787	-88.26
07/31/2024 Payment	100101	Inv: 071024-4152	-90.40
07/31/2024 Payment	100102	Inv: 08032024	-265.00
<b>Total Outstanding Checks</b>			<b>-81,560.08</b>

### Payroll Invoice Approval Listing

**July 31, 2024**

Week	Date	Amount
#28	07/12/24	\$44,789.58
#30	07/26/24	\$47,889.09
Total		\$92,678.67



Liability	Taxes Debited				
	Federal Income Tax			2,651.50	
	Earned Income Credit Advances			.00	
	Social Security - EE			2,579.99	
	Social Security - ER			2,580.00	
	Social Security Adj - EE			.00	
	Medicare - EE			603.35	
	Medicare - ER			603.39	
	Medicare Adj - EE			.00	
	Medicare Surtax - EE			.00	
	Medicare Surtax Adj - EE			.00	
	Federal Unemployment Tax			.00	
	FMLA-PSL Payments Credit			.00	
	FMLA-PSL ER FICA Credit			.00	
	FMLA-PSL Health Care Premium Credit			.00	
	Employee Retention Qualified Payments Credit			.00	
	Employee Retention Qualified Health Care Credit			.00	
	COBRA Premium Assistance Payments			.00	
	State Income Tax			.00	
	State Unemployment Insurance - EE			.00	
	State Unemployment Insurance - ER			.00	
	State Unemployment Insurance Adj - EE			.00	
	State Disability Insurance - EE			.00	
	State Disability Insurance - ER			.00	
	State Disability Insurance Adj - EE			.00	
	State Family Leave Insurance - EE			.00	
	State Family Leave Insurance - ER			.00	
	State Family Leave Insurance Adj - EE			.00	
	State Medical Leave Insurance - EE			.00	
	State Medical Leave Insurance - ER			.00	
	State Medical Leave Insurance Adj - EE			.00	
	State LTCare - EE			.00	
	State Childcare Contribution - EE			.00	
	State Childcare Contribution - ER			.00	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Transit Tax - EE			.00	
	Local Income Tax			.00	
	School District Tax			.00	
	<b>Total Taxes Debited</b>	Acct. No. XXXX7771	Tran/ABA XXXXXXXXXX	<b>9,018.23</b>	
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXX7771	Tran/ABA XXXXXXXXXX	26,997.23	
	ADP Check	Acct. No. XXXX7771	Tran/ABA XXXXXXXXXX	8,144.50	
	Wage Garnishments	Acct. No. XXXX7771	Tran/ABA XXXXXXXXXX	629.62	
	<b>Total Amount Debited From Your Accounts</b>			<b>44,789.58</b>	
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00	
<b>Taxes - Your Responsibility</b>	None This Payroll				

<b>Total Liability</b>	44,789.58
	44,789.58
	44,789.58

<b>Net Pay</b>	Checks	8,144.50	
	Direct Deposits	26,997.23	
	<b>Subtotal Net Pay</b>		<b>35,141.73</b>
	Adjustments	.00	
	<b>Total Net Pay Liability (Net Cash)</b>		<b>35,141.73</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				2,651.50	
	Earned Income Credit Advances					
	Social Security				2,579.99	2,580.00
	Medicare				603.35	603.39
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>5,834.84</b>	<b>3,183.39</b>
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>5,834.84</b>	<b>3,183.39</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>5,834.84</b>	<b>3,183.39</b>

**Amount ADP Debited From Account XXXX7771 Tran/ABA XXXXXXXXXX 9,018.23**

Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	26,997.23
<b>Transfers</b>	ADP Check	8,144.50
	Wage Garnishments	629.62
	<b>Amount ADP Debited From Account XXXX7771 Tran/ABA XXXXXXXXXX</b>	<b>35,771.35</b>

37 Employee Transactions

**Total Amount ADP Debited From Your Accounts 44,789.58**

Liability	Taxes Debited			
	Federal Income Tax			2,879.18
	Earned Income Credit Advances			.00
	Social Security - EE			2,766.02
	Social Security - ER			2,766.00
	Social Security Adj - EE			.00
	Medicare - EE			646.94
	Medicare - ER			646.89
	Medicare Adj - EE			.00
	Medicare Surtax - EE			.00
	Medicare Surtax Adj - EE			.00
	Federal Unemployment Tax			.00
	FMLA-PSL Payments Credit			.00
	FMLA-PSL ER FICA Credit			.00
	FMLA-PSL Health Care Premium Credit			.00
	Employee Retention Qualified Payments Credit			.00
	Employee Retention Qualified Health Care Credit			.00
	COBRA Premium Assistance Payments			.00
	State Income Tax			.00
	State Unemployment Insurance - EE			.00
	State Unemployment Insurance - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance - ER			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Family Leave Insurance Adj - EE			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	State Medical Leave Insurance Adj - EE			.00
	State LTCare - EE			.00
	State Childcare Contribution - EE			.00
	State Childcare Contribution - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
	Local Income Tax			.00
	School District Tax			.00
	<b>Total Taxes Debited</b>	Acct. No. XXXX7771	Tran/ABA XXXXXXXXXX	<b>9,705.03</b>
<b>Other Transfers</b>	ADP Direct Deposit	Acct. No. XXXX7771	Tran/ABA XXXXXXXXXX	26,782.93
	ADP Check	Acct. No. XXXX7771	Tran/ABA XXXXXXXXXX	10,771.51
	Wage Garnishments	Acct. No. XXXX7771	Tran/ABA XXXXXXXXXX	629.62
	<b>Total Amount Debited From Your Accounts</b>			<b>47,889.09</b>
<b>Bank Debits and Other Liability</b>	Adjustments/Prepay/Voids			.00
<b>Taxes - Your Responsibility</b>	None This Payroll			

<b>Total Liability</b>
47,889.09
47,889.09
47,889.09

<b>Net Pay</b>	Checks	10,771.51	
	Direct Deposits	26,782.93	
	<b>Subtotal Net Pay</b>		<b>37,554.44</b>
	Adjustments	.00	
	<b>Total Net Pay Liability (Net Cash)</b>		<b>37,554.44</b>

Taxes	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account	
			EE withheld	ER contrib.	EE withheld	ER contrib.
Federal	Federal Income Tax				2,879.18	
	Earned Income Credit Advances					
	Social Security				2,766.02	2,766.00
	Medicare				646.94	646.89
	Medicare Surtax					
	Federal Unemployment Tax					
	<b>Subtotal Federal</b>				<b>6,292.14</b>	<b>3,412.89</b>
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	<b>Total Federal</b>				<b>6,292.14</b>	<b>3,412.89</b>
	<b>Total Taxes</b>		<b>.00</b>	<b>.00</b>	<b>6,292.14</b>	<b>3,412.89</b>

9,705.03

Excludes Taxes That Are Your Responsibility

<b>Other</b>	ADP Direct Deposit	26,782.93	
<b>Transfers</b>	ADP Check	10,771.51	
	Wage Garnishments	629.62	
	<b>Amount ADP Debited From Account XXXX7771</b>		<b>38,184.06</b>
	<b>Total Amount ADP Debited From Your Accounts</b>		<b>47,889.09</b>

40 Employee Transactions

**MARSHALL CREEK**  
**Community Development District**

**Check Register**

**7/01/2024 - 7/31/2024**

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 07/01/2024 to 07/31/2024

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	100001	07/03/24	VILLAGE KEY & ALARM, INC.	408960-FINAL	Invoice 068592	UPDATE SECURITY SYSTEM PANEL	564061-57202	\$527.50
001	100002	07/03/24	LAKE AND POND REMEDIATION, INC	1976	Invoice 068601	GAME FISH STOCKING	546042-53903	\$2,780.00
001	100003	07/03/24	MICHAEL A GIBERTI	504	Invoice 068598	7/25/24 - Palencia Poolside Event	549052-57202	\$450.00
001	100004	07/03/24	FEDEX	8-533-53424	Invoice 068591	SERVICE 7/11/2024	541006-51301	\$22.37
001	100005	07/03/24	WILLIAMS' PLANT NURSERY	144471	Invoice 068594	LIGUSTRUM SUNSHINE	563023-53902	\$330.00
001	100006	07/03/24	SITEONE LANDSCAPE	143016298-001	Invoice 068603	MISC IRRIGATION SUPPLIES	546041-53902	\$360.74
001	100007	07/03/24	KUTAK ROCK LLP	3408784	Invoice 068593	GENERAL COUNSEL MAY 2024	531023-51401	\$4,633.50
001	100008	07/03/24	PROSSER	52648	Invoice 068606	GEN ENGINEERING SERVICES MAY 2024	531013-51501	\$1,953.90
001	100009	07/03/24	CLUBSYSTEMS GROUP	SUP7141556	3RD QTR 2024	ProfServ-Info Technology	531020-57206	\$1,583.05
001	100009	07/03/24	CLUBSYSTEMS GROUP	SUP7141556	3RD QTR 2024	Misc-Connection Computer	549016-53910	\$332.82
001	100010	07/03/24	GORMAN COMPANY	S019590814.001	Invoice 068604	BLEACH	546074-57205	\$697.58
001	100011	07/03/24	ADOLPH KIEFER & ASSOCIATES	QRD001305179	Invoice 068605	LIFEGUARD CHAIR	564020-57205	\$1,320.78
001	100012	07/03/24	AMAZON CAPITAL SERVICE	1CMM-PPYN-4RQY	Invoice 068596	CAUTION TAPE	552001-53910	\$48.00
001	100012	07/03/24	AMAZON CAPITAL SERVICE	1TCH-JNWW-DNH3	Invoice 068597	TRUCK LADDER RACK	552001-53910	\$115.98
001	100012	07/03/24	AMAZON CAPITAL SERVICE	1JR3-3WJ3-7HYF	Invoice 068598	POOL LIFT CHAIR COVER	546074-57205	\$125.00
001	100013	07/03/24	L. WERNINCK & SONS, INC.	2406-570233	Invoice 068597	MISC SUPPLIES	546009-53901	\$1,251.86
001	100014	07/03/24	ST. JOHN'S SALES & SERVICE	109488	Invoice 068596	OIL PUMP AND CHAINS	546022-53902	\$99.04
001	100015	07/03/24	VESTA PROPERTY SERVICES, INC	420022	Invoice 068600	LIFEGUARD SERVICES 05/2024	534022-57205	\$1,008.00
001	100016	07/03/24	GANNETT FLORIDA LOCALIQ	0006461639	Invoice 068602	5/15 MEETING NOTICE OF QUALIFYING PERIOD	548002-51301	\$149.52
001	100017	07/03/24	KENNETH W. BAXLEY	07122024	Invoice 068599	Palencia - 7/12/24 Event	549052-57202	\$390.00
001	100018	07/05/24	FEDEX	8-527-32454	Invoice 068612	postage	541006-51301	\$36.27
001	100019	07/05/24	UNUM LIFE INSURANCE	06132024	Invoice 068660	COVERAGE PERIOD 6/1-6/30/2024	512010-52901	\$53.43
001	100019	07/05/24	UNUM LIFE INSURANCE	06132024	Invoice 068660	COVERAGE PERIOD 6/1-6/30/2024	512010-53901	\$160.29
001	100019	07/05/24	UNUM LIFE INSURANCE	06132024	Invoice 068660	COVERAGE PERIOD 6/1-6/30/2024	512010-53902	\$206.11
001	100019	07/05/24	UNUM LIFE INSURANCE	06132024	Invoice 068660	COVERAGE PERIOD 6/1-6/30/2024	512010-57205	\$17.28
001	100019	07/05/24	UNUM LIFE INSURANCE	06132024	Invoice 068660	COVERAGE PERIOD 6/1-6/30/2024	512010-57206	\$65.37
001	100020	07/05/24	HEAD PENN/ RACQUET SPORTS	5193680510 A	Invoice 068661	MISC SUPPLIES	552143-57206	\$32.63
001	100021	07/05/24	ANTHONY J. ETTORE	070124-	Invoice 068613	LEGAL SERVICE 6/1-6/30/2024	531023-51201	\$250.00
001	100022	07/05/24	FIRST COAST FRANCHISING	061124-3013	Invoice 068611	ONE TIME CLEAN	534025-57202	\$779.73
001	100058	07/24/24	VILLAGE KEY & ALARM, INC.	351524	Invoice 068701	SERVICE FOR 8/1-10/31/2024	534025-57202	\$120.00
001	100059	07/24/24	POOLSURE	131295623191	Invoice 068689	August 2024 Pool Chemicals	546074-57205	\$2,152.02
001	100060	07/24/24	APRIL RAUSCH	AR 071524	Invoice 068697	LES MILLS 7/10, 7/15	534111-57202	\$70.00
001	100061	07/24/24	PROSSER	52767	Invoice 068713	ENGINEERING SERVICE 6/1-6/30/2024	531013-51301	\$6,217.15
001	100062	07/24/24	BEAUTIFUL & SPOTLESS LAWN SERVICES, INC	301	Invoice 068690	REMOVED AND REPLACED 20 ROSE BUSHES	563023-53902	\$250.00
001	100063	07/24/24	DUVAL CONCRETE SERVICES, LLC	1534	Invoice 068684	CONCRETE	546084-53901	\$9,650.00
001	100064	07/24/24	AMAZON CAPITAL SERVICE	1MHF-Q9VL-XC43	Invoice 068691	HAND TOWELS	552012-57205	\$122.79
001	100064	07/24/24	AMAZON CAPITAL SERVICE	1P74-WVJT-3GL1	Invoice 068692	MISC SUPPLIES	552012-57205	\$143.20
001	100064	07/24/24	AMAZON CAPITAL SERVICE	1FML-H9L4-9JCD	Invoice 068693	CLIPBOARD WITH STORAGE	552012-57205	\$13.98
001	100064	07/24/24	AMAZON CAPITAL SERVICE	1MMF-DQYV-1MRP	Invoice 068695	TEAK SHOWER BENCH	546074-57206	\$184.99
001	100065	07/24/24	TURNER ACE ST. AUGUSTINE, INC	14910./3	Invoice 068712	TANK REFILL	546081-53901	\$46.17
001	100066	07/24/24	HIDDEN EYES LLC	743098	Invoice 068699	8.1-8.31/2024	534037-52901	\$7,558.12
001	100067	07/24/24	CRN JAX LLC	0000902	Invoice 068696	SERVICE CALL DESKTOP PC FRONT DESK	534025-57202	\$100.00
001	100067	07/24/24	CRN JAX LLC	0000870	Invoice 068704	INSTALLED NEW PC FOR FRONT DESK AMENITY CENTER	546022-57202	\$400.00
001	100067	07/24/24	CRN JAX LLC	0000871	Invoice 068705	SERVICE CALL OFFICE ADMIN LAPTOP	534025-57202	\$200.00
001	100067	07/24/24	CRN JAX LLC	0000879	Invoice 068706	SERVICE CALL INSTALLED NEW REPLACEMENT LAPTOP	534025-57202	\$150.00
001	100067	07/24/24	CRN JAX LLC	0000901	Invoice 068707	PAX HANDHELD CARD READERS	534025-57202	\$150.00
001	100068	07/24/24	KUTAK ROCK LLP	3422288	Invoice 068711	LEGAL SERVICE	531023-51401	\$7,047.00
001	100069	07/24/24	ADP, INC.	665615207	Invoice 068686	PERIOD ENDING 6/9/24	511001-51301	\$29.40
001	100069	07/24/24	ADP, INC.	665615207	Invoice 068686	PERIOD ENDING 6/9/24, 6/23/24, 7/7/24	512010-52901	\$31.24
001	100069	07/24/24	ADP, INC.	665615207	Invoice 068686	PERIOD ENDING 6/9/24, 6/23/24, 7/7/24	512010-53901	\$93.71
001	100069	07/24/24	ADP, INC.	665615207	Invoice 068686	PERIOD ENDING 6/9/24, 6/23/24, 7/7/24	512010-53902	\$271.40
001	100069	07/24/24	ADP, INC.	665615207	Invoice 068686	PERIOD ENDING 6/9/24, 6/23/24, 7/7/24	512010-57205	\$191.10
001	100069	07/24/24	ADP, INC.	665615207	Invoice 068686	PERIOD ENDING 5/6/2024	512010-57206	\$198.45
001	100069	07/24/24	ADP, INC.	665613871	Invoice 068687	PERIOD ENDING 6/10/2024	511001-51301	\$73.95
001	100069	07/24/24	ADP, INC.	665613871	Invoice 068687	PERIOD ENDING 6/10/2024	512010-52901	\$31.88
001	100069	07/24/24	ADP, INC.	665613871	Invoice 068687	PERIOD ENDING 6/10/2024	512010-53901	\$70.12
001	100069	07/24/24	ADP, INC.	665613871	Invoice 068687	PERIOD ENDING 6/10/2024	512010-53902	\$196.35
001	100069	07/24/24	ADP, INC.	665613871	Invoice 068687	PERIOD ENDING 6/10/2024	512010-57205	\$135.15
001	100069	07/24/24	ADP, INC.	665613871	Invoice 068687	PERIOD ENDING 6/10/2024	512010-57206	\$150.45
001	100070	07/24/24	AFLAC	552685	Invoice 068694	6/2024 COVERAGE	512010-53902	\$185.16
001	100070	07/24/24	AFLAC	552685	Invoice 068694	6/2024 COVERAGE	512010-57206	\$37.44
001	100071	07/24/24	CONTRACTOR'S CHOICE	15996	Invoice 068695	SAJANA ELEMENT	546012-57205	\$215.49
001	100072	07/24/24	WILSON HEATING & AIR CONDITIONING INC	521151	Invoice 068698	SERVICE CALL CONFERENCE ROOM	546004-57205	\$90.00
001	100073	07/24/24	VESTA PROPERTY SERVICES, INC	420785	Invoice 068682	MANAGEMENT FEE	531016-53910	\$59.52
001	100073	07/24/24	VESTA PROPERTY SERVICES, INC	420304	Invoice 068683	MANAGEMENT FEE	531016-53910	\$25,396.00
001	100074	07/31/24	TURNER PEST CONTROL, LLC	619305415	Invoice 068770	MONTHLY PEST CONTROL SERVICE	534025-57202	\$198.73
001	100074	07/31/24	TURNER PEST CONTROL, LLC	619306207	Invoice 068771	MONTHLY PEST CONTROL SERVICE	546012-53902	\$81.19
001	100075	07/31/24	GRAINGER	9184522663	Invoice 068728	Fountain Repair	546032-53901	\$50.51
001	100076	07/31/24	FEDEX	8-554-64885	Invoice 068722	SERVICE FOR 6/27/2024	541006-51301	\$22.37
001	100076	07/31/24	FEDEX	8-561-03879	Invoice 068755	FedEx 7/10/2024	541006-51301	\$90.99
001	100077	07/31/24	DOWLING DOUGLAS CO, INC.	091822	Invoice 068757	Access Card Printer Ribbon	551002-57205	\$110.00
001	100078	07/31/24	DOWNEY'S JANITORIAL SUPPLIES	41-28567	Invoice 068762	Tennis Supplies	546001-57206	\$71.83
001	100079	07/31/24	SITEONE LANDSCAPE	143983655-001	Invoice 068758	Herbicide	546037-53902	\$238.34
001	100080	07/31/24	MSC 7511	INV7041036	Invoice 068768	Office Printer	547001-53910	\$277.89
001	100080	07/31/24	MSC 7511	INV7041036	Invoice 068768	Office Printer	551002-53902	\$92.63
001	100080	07/31/24	MSC 7511	INV7041036	Invoice 068768	Office Printer	551002-57205	\$92.63
001	100080	07/31/24	MSC 7511	INV7041036	Invoice 068768	Office Printer	551002-57206	\$92.63
001	100081	07/31/24	HIDDEN EYES LLC	00083946	Invoice 068723	North Gate Repair	546034-52901	\$430.00
001	100082	07/31/24	UNITED RENTALS (NORTH AMERICA) INC	215821268-023	Invoice 068761	Boardwalk ADA Restroom	546009-53901	\$164.00
001	100083	07/31/24	PRINCIPAL LIFE INSURANCE COMPANY	071724-0001	Invoice 068727	Landscape	512010-53902	\$254.96
001	100083	07/31/24	PRINCIPAL LIFE INSURANCE COMPANY	071724-0001	Invoice 068727	Tennis	512010-57206	\$157.31
001	100083	07/31/24	PRINCIPAL LIFE INSURANCE COMPANY	071724-0001	Invoice 068727	Field	512010-53901	\$106.73

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 07/01/2024 to 07/31/2024

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
001	100083	07/31/24	PRINCIPAL LIFE INSURANCE COMPANY	071724-0001	Invoice 068727	OPS	512010-52901	\$35.57
001	100084	07/31/24	FLORIDA BLUE	77209000	Invoice 068732	Landscape	512010-53902	\$4,204.02
001	100084	07/31/24	FLORIDA BLUE	77209000	Invoice 068732	Tennis	512010-57206	\$1,401.34
001	100084	07/31/24	FLORIDA BLUE	77209000	Invoice 068732	Field	512010-53901	\$2,102.01
001	100084	07/31/24	FLORIDA BLUE	77209000	Invoice 068732	Other Public Safety	512010-52901	\$700.67
001	100085	07/31/24	TAP ON WHEELS LLC	071224-A	Invoice 068720	7/25 Event Deposit	549052-57202	\$537.50
001	100086	07/31/24	CYNTHIA M ROOKS	136	Invoice 068739	June	552001-53910	\$105.00
001	100087	07/31/24	HEAD PENN/ RACQUET SPORTS	5193721317	Invoice 068763	Tennis Pro Shop	552143-57206	\$636.92
001	100088	07/31/24	INTENSE WEAR INTERNATIONAL INC	41559	Invoice 068729	Inventory	552143-57206	\$58.76
001	100088	07/31/24	INTENSE WEAR INTERNATIONAL INC	41182	Invoice 068740	MCCDD 24848	552143-57206	\$1,797.04
001	100088	07/31/24	INTENSE WEAR INTERNATIONAL INC	41641	Invoice 068767	Inventory	552143-57206	\$73.72
001	100089	07/31/24	JANA MCDANALD	JM 072224	Invoice 068745	Commission Payroll	512040-57206	\$3,696.00
001	100090	07/31/24	INTEGRATED ACCESS SOLUTIONS LLC	2286	Invoice 068726	South Gate Repair	546034-52901	\$225.00
001	100091	07/31/24	GORMAN COMPANY	S019639387.001	Invoice 068738	MCCDD	546032-53901	\$179.22
001	100092	07/31/24	STEVEN RAUSCH II	SR 072224	Invoice 068747	LES MILLS 7/13, 7/20	534111-57202	\$70.00
001	100093	07/31/24	MYRON GRUNBERG	MG 072224	Invoice 068744	TENNIS LESSONS CLINICS	512040-57206	\$1,315.50
001	100094	07/31/24	APRIL RAUSCH	AR 072224	Invoice 068746	LES MILLS 7/17, 7/22	534111-57202	\$70.00
001	100094	07/31/24	APRIL RAUSCH	AR 072924	Invoice 068772	LES MILLS 7/24, 7/29	534111-57202	\$70.00
001	100095	07/31/24	FASTSIGNS	2202-12938	Invoice 068730	FRAME INSERTS	551002-57205	\$332.15
001	100096	07/31/24	UNITED WATER RESTORATION GROUP, INC	266852	Invoice 068725	2 MOLD REMEDIATION	564061-57202	\$2,250.00
001	100097	07/31/24	WESCO TURF SUPPLY INC.	41214353	Invoice 068742	BELT-V	546022-53902	\$171.41
001	100097	07/31/24	WESCO TURF SUPPLY INC.	60048197	Invoice 068753	MCCDD-Landscape	546022-53902	\$89.29
001	100098	07/31/24	AFLAC	892010	Invoice 068756	Landscape	512010-53902	\$185.16
001	100098	07/31/24	AFLAC	892010	Invoice 068756	Tennis	512010-57206	\$37.44
001	100099	07/31/24	LAURA CORREA	LC 071724	Invoice 068719	Aqua Zumba 7/9 & 7/16	534111-57202	\$70.00
001	100100	07/31/24	UNIFIRST FIRST AID CORP	B029787	Invoice 068736	First Aid	552001-53902	\$88.26
001	100101	07/31/24	GANNETT FLORIDA LOCALIQ	071024-4152	Invoice 068724	NOTICE OF BUDGET WORKSHOP	548002-51301	\$90.40
001	100102	07/31/24	KENNETH W. BAXLEY	08032024	Invoice 068737	Palencia Event 8/3/24	549052-57202	\$265.00
001	1722	07/09/24	MARSHALL CREEK	061224-203	Invoice 068610	TRANSFER TAX COLLECTION SERIES 2015A	131000	\$12,751.70
001	1724	07/10/24	GEORGE M FISCHER	223191-1	Invoice 068657	Palencia-MCCDD - Slide Repairs	546074-57205	\$8,775.00
001	1728	07/12/24	FLORIDA BLUE	77161611-ACH	Invoice 068577	COVERAGE PERIOD 7/1-8/1/2024	512010-53902	\$2,386.99
001	1728	07/12/24	FLORIDA BLUE	77161611-ACH	Invoice 068577	COVERAGE PERIOD 7/1-7/31/2024	512010-57206	\$620.00
001	1728	07/12/24	FLORIDA BLUE	77161612-ACH	Invoice 068578	COVERAGE PERIOD 7/1-8/1/2024	512010-53902	\$4,204.02
001	1728	07/12/24	FLORIDA BLUE	77161612-ACH	Invoice 068578	COVERAGE PERIOD 7/1-8/1/2024	512010-57206	\$1,401.34
001	1728	07/12/24	FLORIDA BLUE	77161612-ACH	Invoice 068578	COVERAGE PERIOD 7/1-8/1/2024	512010-53901	\$1,576.51
001	1728	07/12/24	FLORIDA BLUE	77161612-ACH	Invoice 068578	COVERAGE PERIOD 7/1-8/1/2024	512010-52901	\$525.50
001	1730	07/30/24	AMAZON CAPITAL SERVICE	CM1XP3-W6M3-GJXC	Credit Memo 001057	Office Supplies	551002-57205	(\$16.75)
001	1730	07/30/24	AMAZON CAPITAL SERVICE	CM1V1N-K369-9VTP	Credit Memo 001058	R&M-Pools	546074-57205	(\$87.96)
001	1730	07/30/24	AMAZON CAPITAL SERVICE	CM1MQD-WMTL-T6N4	Credit Memo 001059	Office Supplies	551002-57205	(\$34.99)
001	1730	07/30/24	AMAZON CAPITAL SERVICE	1HK7-7LMK-4CJV	Invoice 068731	Field Ops Supplies	552001-53910	\$210.97
001	1730	07/30/24	AMAZON CAPITAL SERVICE	1JKC-JT14-11CY	Invoice 068733	Field Ops Supplies	552001-53910	\$21.96
001	1730	07/30/24	AMAZON CAPITAL SERVICE	1LQG-3XYX-4K69	Invoice 068741	546020-53901	546020-53901	\$45.40
001	1730	07/30/24	AMAZON CAPITAL SERVICE	19KF-LWLC-YCYW	Invoice 068743	Bleach Sprayer	552012-57205	\$19.99
001	1730	07/30/24	AMAZON CAPITAL SERVICE	1TLQ-ZT7Q-1LNV	Invoice 068759	AC Filters	546001-57206	\$80.73
001	1730	07/30/24	AMAZON CAPITAL SERVICE	1GJR-GGPH-3KVR	Invoice 068760	AC Filters	546004-57202	\$135.94
001	1730	07/30/24	AMAZON CAPITAL SERVICE	072824-OLFD	Invoice 068769	Roads	546081-53901	\$199.99
001	DD1004	07/19/24	ST. JOHNS COUNTY UTILITY DEPT.	061924-6261-ACH	Invoice 068565	ACCT# 532033-126261	546034-52901	\$32.64
001	DD1005	07/19/24	ST. JOHNS COUNTY UTILITY DEPT.	061924-3660-ACH	Invoice 068566	514213-133660	543021-53902	\$213.00
001	DD1006	07/19/24	ST. JOHNS COUNTY UTILITY DEPT.	061924-4653-ACH	Invoice 068567	ACCT# 514211-114653	543021-53903	\$435.51
001	DD1007	07/19/24	ST. JOHNS COUNTY UTILITY DEPT.	061924-4785-ACH	Invoice 068568	ACCT# 514213-104785	543001-57205	\$1,276.76
001	DD1008	07/19/24	ST. JOHNS COUNTY UTILITY DEPT.	061924-4659-ACH	Invoice 068569	ACCT# 514215-114659	543021-57206	\$670.28
001	DD1009	07/19/24	ST. JOHNS COUNTY UTILITY DEPT.	061924-1723-ACH	Invoice 068570	ACCT# 514213-101723	546034-52901	\$32.64
001	DD1010	07/19/24	ST. JOHNS COUNTY UTILITY DEPT.	061924-1119-ACH	Invoice 068571	ACCT# 514214-121119	543021-53903	\$124.76
001	DD1012	07/02/24	COMCAST -ACH	061124-3316-ACH	Invoice 068540	ACCT# 8495743101273316	543003-57205	\$497.85
001	DD1013	07/02/24	COMCAST -ACH	061124-9430-ACH	Invoice 068541	ACCT# 8495743101259430	546034-52901	\$246.94
001	DD1014	07/02/24	COMCAST -ACH	061124-4033-ACH	Invoice 068542	ACCT# 8495743101274033	543003-57206	\$320.49
001	DD1015	07/02/24	COMCAST -ACH	061124-2201-ACH	Invoice 068543	ACCT# 8495743101272201	546034-52901	\$254.99
001	DD1017	07/02/24	COMCAST -ACH	061124-9406-ACH	Invoice 068582	ACCT# 8495743101259406	543003-53902	\$238.99
001	DD1023	07/06/24	REPUBLIC SERVICES OF FL, L.P	0687-001440498-ACH	Invoice 068589	ACCT# 3-0687-0004771	543020-57206	\$211.13
001	DD1023	07/06/24	REPUBLIC SERVICES OF FL, L.P	0687-001440498-ACH	Invoice 068589	ACCT# 3-0687-0004771	543020-57206	\$211.14
001	DD1024	07/05/24	REPUBLIC SERVICES OF FL, L.P	0687-001437909-ACH	Invoice 068590	ACCT# 3-0687-0004771	543020-53902	\$210.16
001	DD1025	07/06/24	ROLLKALL TECHNOLOGIES, LLC	758292-ACH	Invoice 068636	OFF DUTY ROVING PATROL 6.26.24	534099-52901	\$231.00
001	DD1026	07/06/24	ROLLKALL TECHNOLOGIES, LLC	761022-ACH	Invoice 068637	OFF DUTY ROVING PATROL 6.30.24	534099-52901	\$231.00
001	DD1027	07/06/24	ROLLKALL TECHNOLOGIES, LLC	762857-ACH	Invoice 068638	OFF DUTY ROVING PATROL 7.2.24	534099-52901	\$231.00
001	DD1028	07/06/24	ROLLKALL TECHNOLOGIES, LLC	763364-ACH	Invoice 068639	OFF DUTY ROVING PATROL 7.3.24	534099-52901	\$231.00
001	DD1029	07/06/24	ROLLKALL TECHNOLOGIES, LLC	759901-ACH	Invoice 068647	OFF DUTY ROVING PATROL 6.28.24	534099-52901	\$231.00
001	DD1030	07/15/24	COMCAST	204797931-ACH	Invoice 068667	ACCT# 963185024 6/15-7/14/2024	541003-53902	\$316.04
001	DD1031	07/12/24	GATE FUEL SERVICE-ACH	6032554-ACH	Invoice 068665	FUEL 7/3/2024	552030-53902	\$1,457.41
001	DD1032	07/08/24	LES MILLS UNITED STATES TRADING, INC	SIV0425873-ACH	Invoice 068672	LES MILLS	534111-57202	\$599.00
001	DD1038	07/10/24	ROLLKALL TECHNOLOGIES, LLC	754985-ACH	Invoice 068648	OFF DUTY ROVING PATROL	534099-52901	\$231.00
001	DD1039	07/10/24	ROLLKALL TECHNOLOGIES, LLC	763848-ACH	Invoice 068673	OFF DUTY ROVING PATROL 7.4.24	534099-52901	\$273.16
001	DD1040	07/10/24	ROLLKALL TECHNOLOGIES, LLC	764720-ACH	Invoice 068674	OFF DUTY ROVING PATROL 7.5.24	534099-52901	\$231.00
001	DD1041	07/23/24	AT&T	063024-1010-ACH	Invoice 068752	7/1-7/31/2024	541003-57205	\$172.94
001	DD1042	07/22/24	FPL	07.08.2024-ACH	Invoice 068754	SERVICE FOR 6/6-7/8/2024	546034-52901	\$148.40
001	DD1042	07/22/24	FPL	07.08.2024-ACH	Invoice 068754	SERVICE FOR 6/6-7/8/2024	543006-53902	\$502.40
001	DD1042	07/22/24	FPL	07.08.2024-ACH	Invoice 068754	SERVICE FOR 6/6-7/8/2024	543013-53903	\$8,597.42
001	DD1042	07/22/24	FPL	07.08.2024-ACH	Invoice 068754	SERVICE FOR 6/6-7/8/2024	543001-57205	\$3,666.63
001	DD1042	07/22/24	FPL	07.08.2024-ACH	Invoice 068754	SERVICE FOR 6/6-7/8/2024	543006-57206	\$1,019.84
001	DD1043	07/15/24	ROLLKALL TECHNOLOGIES, LLC	766794-ACH	Invoice 068675	OFF DUTY ROVING PATROL 7.8.24	534099-52901	\$231.00
001	DD1044	07/15/24	ROLLKALL TECHNOLOGIES, LLC	765397-ACH	Invoice 068702	OFF DUTY ROVING PATROL 7/6/24	534099-52901	\$231.00
001	DD1045	07/29/24	ROLLKALL TECHNOLOGIES, LLC	769085-ACH	Invoice 068703	OFF DUTY ROVING PATROL 7/10/24	534099-52901	\$231.00
001	DD1046	07/29/24	ROLLKALL TECHNOLOGIES, LLC	769459-ACH	Invoice 068708	OFF DUTY ROVING PATROL 7.12.24	534099-52901	\$231.00
001	DD1047	07/29/24	ROLLKALL TECHNOLOGIES, LLC	779267-ACH	Invoice 068765	OFF DUTY ROVING PATROL 7/23/24	534099-52901	\$228.11
001	DD1048	07/23/24	ROLLKALL TECHNOLOGIES, LLC	770329-ACH	Invoice 068709	OFF DUTY ROVING PATROL 7.13.24	534099-52901	\$231.00

MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 07/01/2024 to 07/31/2024

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
001	DD1049	07/23/24	ROLLKALL TECHNOLOGIES, LLC	771040-ACH	Invoice 068710	OFF DUTY ROVING PATROL 7/14/24	534099-52901	\$231.00
001	DD1050	07/23/24	ROLLKALL TECHNOLOGIES, LLC	776245	Invoice 068749	OFF DUTY ROVING PATROL 7/19/24	534099-52901	\$231.00
001	DD1051	07/23/24	ROLLKALL TECHNOLOGIES, LLC	777177-ACH	Invoice 068748	OFF DUTY ROVING PATROL 7/20/24	534099-52901	\$231.00
001	DD1053	07/12/24	COMCAST	204810500 ACH	Invoice 068813	ACCT# 963179979 6/15-7/14/24	541003-57205	\$703.37
001	DD1053	07/12/24	COMCAST	204810500 ACH	Invoice 068813	Guard House (3)	546034-52901	\$798.60
001	DD1053	07/12/24	COMCAST	204810500 ACH	Invoice 068813	Tennis	541003-57206	\$621.71
001	DD1054	07/23/24	REPUBLIC SERVICES OF FL, L.P	0687-001441069 ACH	Invoice 068812	ACCT# 3-0687-0004771	543020-53902	\$834.23
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Signs	546085-53901	\$2,883.80
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Signs	546085-53901	\$164.28
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Roads	546081-53901	\$492.99
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Electrical	546020-53901	\$40.00
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	R&M Equipment	546022-53902	\$128.95
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	R&M Grounds	546037-53902	\$674.25
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Landscape Improvements	563023-53902	\$1,971.50
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Irrigation	546041-53902	\$49.14
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Supplies	552001-53910	\$79.88
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Events	549052-57202	\$479.60
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Supplies	551002-57205	\$33.41
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Pools	546074-57205	\$1,774.74
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Pandora Music	554001-57205	\$28.95
001	DD1055	07/10/24	CARDMEMBER SERVICE	06132024-6647 ACH	PURCHASES FOR 5/16-6/12/2024	Annual Music License	549066-57205	\$516.00
<b>Fund Total</b>								<b>\$175,724.47</b>

**SERIES 2002 DEBT SERVICE FUND - 202**

202	1721	07/09/24	MARSHALL CREEK	061224-202	Invoice 068608	TRANSFER DEBT SERVICE SERIES 2002	131000	\$14,545.90
202	1725	07/11/24	MARSHALL CREEK	070524-202	Invoice 068654	TRANSFER DEBT SERVICE SERIES 2002	131000	\$62,240.63
<b>Fund Total</b>								<b>\$76,786.53</b>

**SERIES 2015 DEBT SERVICE FUND - 203**

203	1723	07/09/24	MARSHALL CREEK	070524-203	Invoice 068621	TRANSFER TAX COLLECTION SERIES 2015A	131000	\$54,630.90
<b>Fund Total</b>								<b>\$54,630.90</b>

**SERIES 2016 DEBT SERVICE FUND - 204**

204	1726	07/11/24	MARSHALL CREEK	070524-204	Invoice 068655	TRANSFER TAX COLLECTION SERIES 2016	131000	\$3,463.27
204	1729	07/29/24	MARSHALL CREEK	061224-204	Invoice 068721	TRANSFER TAX COLLECTION SERIES 2016	131000	\$808.38
<b>Fund Total</b>								<b>\$4,271.65</b>

**Total Checks Paid**      **\$311,413.55**