

**Town Center at Palm Coast  
Community Development District**

**January 17, 2020**

**Agenda Package**

## **Town Center at Palm Coast Community Development District**

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### **Inframark, Infrastructure Management Services**

210 North University Drive, Suite 702, Coral Springs, Florida 33071

954-603-0033 ~ Fax: 954-345-1292

January 10, 2020

Board of Supervisors  
Town Center at Palm Coast  
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Town Center at Palm Coast Community Development District will be held Friday, January 17, 2020 at 10:00 a.m. at the Hilton Garden Inn Palm Coast/Town Center, located at 55 Town Center Boulevard, Florida 32164. Following is the advance agenda for the meeting:

1. Roll Call
2. Audience Comments
3. Approval of the Minutes of the November 15, 2019 Meeting
4. District Manager's Report
  - A. Accepting the Resignation of Mr. David Lusby
5. Attorney's Report
6. Engineering and Maintenance Report
  - A. Aquatic Systems Pond Maintenance Report
  - B. VerdeGo Landscape Maintenance Report
  - C. Park Street Palm Tree Replacement Proposal
  - D. Central Avenue Plant Replacement Proposal
  - E. Town Center Boulevard Plant Replacement Proposal
  - F. Discussion Regarding Memorial Plaque for Max Karner
7. Supervisors' Request
8. Acceptance of December 2019 Financial Statements and Approval of the Check Register and Invoices for November and December 2019
9. Adjournment

All supporting documentation for agenda items are enclosed or will be distributed separately. The balance of the agenda is routine in nature and staff will present their reports at the meeting. In the meantime, if you have any questions, please contact me at (904) 626-0593.

Sincerely,

*Bob Koncar*

Bob Koncar  
District Manager

cc: Michael Chiumento, III  
Clint Smith

Patrick Cutshall  
Walker Douglas

Robert Gaylord  
Jake Miller

## **Third Order of Business**

**MINUTES OF MEETING  
TOWN CENTER AT PALM COAST  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Town Center at Palm Coast Community Development District was held Friday, November 15, 2019 at 10:00 a.m. at the Hilton Garden Inn Palm Coast/Town Center, 55 Town Center Boulevard, Palm Coast, Florida.

Present and constituting a quorum were:

David Root	Chairman
Frances Estrada	Vice Chairperson
Patty Christman	Assistant Secretary
Jeff Douglas	Assistant Secretary

Also present were:

Robert Koncar	District Manager, Inframark
Michael Chiumento, III	District Counsel
Tucker Mackie (via phone)	Hopping, Green & Sams
Clint Smith	Field Services Manager

***The following is a summary of the discussions and actions taken at the November 15, 2019 Town Center at Palm Coast Community Development District's Board of Supervisors Meeting.***

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Root called the meeting to order. Mr. Koncar called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

None.

**THIRD ORDER OF BUSINESS****A. Oath of Office, Patty Christman, Seat 3**

- Mr. Koncar, being a Notary Public of the State of Florida, administered the Oath of Office to Ms. Christman, a signed copy of which is attached hereto and made a part of the public record.

*Let the record reflect Ms. Mackie joined the meeting via telephone.*

**B. Consideration of Resolution 2020-01, Designation of Officers**

- Mr. Root asked the Board if they wished to keep the officer designation as is currently with the exception of replacing Mr. David Lusby, Vice Chairman who intends to resign, with Mr. Jeffrey Douglas.

On MOTION by Ms. Estrada seconded by Mr. Root with all in favor Resolution 2020-01, designation of officers with David Root, Chairman; Jeffrey Douglas, Vice Chairman; Stephen Bloom, Treasurer; Alan Baldwin, Assistant Treasurer; Frances Estrada and Patty Christman, Assistant Secretaries was adopted.
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**FOURTH ORDER OF BUSINESS****Approval of the Minutes of September 20, 2019**

- Mr. Root asked if there were any corrections, deletions or changes to the minutes. There being none,

On MOTION by Mr. Douglas seconded by Ms. Estrada with all in favor, the minutes of the September 20, 2019 meeting were approved.
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**FIFTH ORDER OF BUSINESS****District Manager's Report****A. Acceptance of the FY 2019 Financial Audit Engagement Renewal Letter from Grau & Associates**

- The proposed fee for 2019 audit services will remain the same as last year at a cost of \$3,800.
- Mr. Koncar proposes for FY2020 to go out for audit services and appoint an Audit Committee. This should be done every three years.

On MOTION by Ms. Estrada seconded by Mr. Douglas with all in favor, the FY 2019 financial audit engagement renewal letter from Grau & Associates was accepted.

**B. Motion to Assign Fund Balance as of September 30, 2019**

- Mr. Koncar discussed the assignment of fund balances with the Board.

On MOTION by Mr. Douglas seconded by Ms. Estrada with all in favor, \$270,207 will be assigned to Operating Reserves and \$150,000 is assigned in Other Reserves based on fund balances as of September 30, 2019 was approved.

**C. Discussion Regarding a Policy for Annual Verification of Board Members' Residency**

- Mr. Koncar recommended the Board members confirm their residencies annually to Inframark. In September of each year, a member of the Recording Department will send an email to every board member requesting confirmation of their residency within the District boundaries.

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

- Mr. Root asked if there were any questions for the attorney. Questions were asked and responses provided.

**SEVENTH ORDER OF BUSINESS**

**Engineering and Maintenance Report**

**A. Maintenance Activity Logs for September and October**

- The pond report is included in the agenda package.
- Yellowstone Landscape finished in September and VerdeGo took over in October and are doing a great job.

**B. Ratification of the Chairman's Approval of a Proposal from VerdeGo for the Removal and Replacement of a Dead Palm Tree**

- Board discussion ensued.
- At the request of Mr. Root, Mr. Chiumento will send letter requesting the fence located on Central, where it has blocked off all the parking on the east end across

from the Arts and Entertainment Center be moved back to clear the sidewalk on the North side along the section which fronts PCAP.

On MOTION by Mr. Douglas seconded by Ms. Estrada with all in favor, replanting of the dead Palm Tree was approved.

**C. Proposal with VerdeGo to Replace St. Augustine Sod**

- Mr. Smith stated VerdeGo has been reviewing the inventory and looking at some of the areas with sod, including the irrigation system.
- Mr. Smith presented a proposal which includes photos from VerdeGo to replace sod in higher profile, and more visible areas mostly along Central.

On MOTION by Mr. Douglas seconded by Ms. Estrada with all in favor, Proposal Opportunity Number 1689 from VerdeGo to replace St. Augustine sod for \$1,900 was approved.

**D. Proposal with VerdeGo to Replace Irrigation**

- Mr. Smith stated as part of VerdeGo's review of the irrigation system inventory they determined some controllers and some rain sensors need to be replaced due to normal wear and tear.

On MOTION by Ms. Estrada seconded by Mr. Douglas with all in favor, the proposal from VerdeGo to repair the irrigation system for \$3,608.30 was approved.

- Mr. Koncar stated he received a letter from the City regarding the street for stop and yield signs which need to be replaced. Mr. Koncar will follow-up with the Board on this matter.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests**

- Mr. Root stated they will likely declare a vacant seat in January 2020 which will leave the current landowner's seat number two open.

**NINTH ORDER OF BUSINESS**

**Acceptance of September and October  
2019 Financial Statements and Approval of  
Check Registers**

On MOTION by Ms. Estrada seconded by Mr. Douglas, with all in favor, the September and October 2019 Financial Statements were accepted, and the Check Register for September and October 2019 were approved.

**TENTH ORDER OF BUSINESS**

**Adjournment**

- There being no further business, the meeting was adjourned at 10:55 a.m.

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Bob Koncar  
Secretary

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David R. Root  
Chairman

## **Sixth Order of Business**

**6A.**

# CUSTOMER LAKE MANAGEMENT REPORT

**CALL 800.432.4302 FOR SERVICE**

A SÖlitude Lake Management Company

 Customer: Town Center Palm Coast

 Account Number: 61260

 Technician: Derek

 Date: 11/11/19 Time: 1:25

## WORK PERFORMED

 METHOD USED: **B** (Boat) **BP** (Backpack Sprayer) **G** (Gator) **HC** (Hand Cast)

SITE ID	12	13	14	16	20	21	39
Method Used	BP	BP	BP	BP	HC	BP	BP
Treated Algae					X	X	
Treated Cyanobacteria							
Treated Submersed Weeds							
Treated Grasses/Brush	X	X	X			X	
Treated Floating Weeds						X	
Treated Mosquitoes and/or Midges							
Lake Dye							
Trash					X		X
Site Inspection							
<b>WETLAND/UPLAND</b>							
Spot Spraying	X	X	X	X	X	X	
Physical weed removal							
<b>CARP PROGRAM</b>							
Carp Observed							
Barriers Inspected							
<b>RESTRICTION TYPE(S) DO NOT: I</b> (Irrigate) <b>F</b> (Fish) <b>S</b> (Swim) <b>O</b> (Other):							
Restriction # of days							
Restriction Type							

## GENERAL OBSERVATIONS OF THE WATER

<b>WATER CLARITY</b> <input checked="" type="checkbox"/> All <1' <input checked="" type="checkbox"/> 1' 2', 3', 4', >4'																				
<b>WATER FLOW</b> <input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> None <input type="checkbox"/> S(Slight) <input type="checkbox"/> V(Visible)																				
<b>WATER LEVEL</b> <input checked="" type="checkbox"/> All <input type="checkbox"/> H(High) <input checked="" type="checkbox"/> N(Normal) <input type="checkbox"/> L(Low)																				

## GENERAL FIELD OBSERVATIONS

BENEFICIAL PLANTS			FISH/WILDLIFE			BIRDS		
<input checked="" type="checkbox"/> Arrowhead	<input type="checkbox"/> Chara	<input type="checkbox"/> Lily	<input type="checkbox"/> Bass	<input type="checkbox"/> Alligator	<input type="checkbox"/> Anhinga	<input type="checkbox"/> Gallinules		
<input checked="" type="checkbox"/> Bacopa	<input type="checkbox"/> Cordgrass	<input type="checkbox"/> Naiad	<input checked="" type="checkbox"/> Bream	<input type="checkbox"/> Otter	<input type="checkbox"/> Coots	<input type="checkbox"/> Herons		
<input type="checkbox"/> Blue Flag Iris	<input type="checkbox"/> Golden Canna	<input checked="" type="checkbox"/> Pickerelweed	<input type="checkbox"/> Catfish	<input type="checkbox"/> Snakes	<input type="checkbox"/> Cormorant	<input type="checkbox"/> Ibis		
<input checked="" type="checkbox"/> Bulrush	<input type="checkbox"/> Gulf Spikerush	<input type="checkbox"/> Soft Rush	<input checked="" type="checkbox"/> Gambusia	<input type="checkbox"/> Turtles	<input type="checkbox"/> Egrets	<input type="checkbox"/> Osprey		
<input type="checkbox"/> Other _____								

## CONCERNS FOR FOLLOW-UP

<input type="checkbox"/> Recurring or excessive algae	Lake # _____	<input type="checkbox"/> <b>Water Quality Assessment Recommended</b> Persistent problems may indicate an underlying water quality issue that current treatments will not correct. A laboratory assessment is recommended to determine the cause(s) and plan the best corrective actions. <b>Please call 800-432-4302 for more information.</b>
<input type="checkbox"/> Persistent invasive weeds	Lake # _____	
<input type="checkbox"/> Fish/wildlife issues	Lake # _____	
<input type="checkbox"/> Low water clarity	Lake # _____	
<input type="checkbox"/> Bad Odors	Lake # _____	



A SOLitude Lake Management Company

# CUSTOMER LAKE MANAGEMENT REPORT

**CALL 800.432.4302 FOR SERVICE**

Customer: Town Center @ Palm CoastAccount Number: 61260Technician: EjmDate: 11/20/19 Time: 2:15

## WORK PERFORMED

METHOD USED: **B** (Boat) **BP** (Backpack Sprayer) **G** (Gator) **HC** (Hand Cast)

<b>SITE ID</b>	10152732333738
Method Used	BP BP BP BP BP BP
Treated Algae	
Treated Cyanobacteria	
Treated Submersed Weeds	
Treated Grasses/Brush	/ / / / / /
Treated Floating Weeds	
Treated Mosquitoes and/or Midges	
Lake Dye	
Site Inspection	/
<b>WETLAND/UPLAND</b>	
Spot Spraying	
Physical weed removal	
<b>CARP PROGRAM</b>	
Carp Observed	
Barriers Inspected	
<b>RESTRICTION TYPE(S) DO NOT: I</b> (Irrigate) <b>F</b> (Fish) <b>S</b> (Swim) <b>O</b> (Other):	
Restriction # of days	
Restriction Type	

## GENERAL OBSERVATIONS OF THE WATER

<b>WATER CLARITY</b> <input checked="" type="checkbox"/> All <1', 1', 2', 3', 4', >4'	
<b>WATER FLOW</b> <input checked="" type="checkbox"/> All N(None) S(Slight) V(Visible)	
<b>WATER LEVEL</b> <input checked="" type="checkbox"/> All H(High) N(Normal) L(Low)	

## GENERAL FIELD OBSERVATIONS

BENEFICIAL PLANTS			FISH/WILDLIFE		BIRDS	
<input type="checkbox"/> Arrowhead	<input type="checkbox"/> Chara	<input type="checkbox"/> Lily	<input type="checkbox"/> Bass	<input type="checkbox"/> Alligator	<input type="checkbox"/> Anhinga	<input type="checkbox"/> Gallinules
<input type="checkbox"/> Bacopa	<input type="checkbox"/> Cordgrass	<input type="checkbox"/> Naiad	<input type="checkbox"/> Bream	<input type="checkbox"/> Otter	<input type="checkbox"/> Coots	<input type="checkbox"/> Herons
<input type="checkbox"/> Blue Flag Iris	<input type="checkbox"/> Golden Canna	<input type="checkbox"/> Pickerelweed	<input type="checkbox"/> Catfish	<input type="checkbox"/> Snakes	<input type="checkbox"/> Cormorant	<input type="checkbox"/> Ibis
<input type="checkbox"/> Bulrush	<input type="checkbox"/> Gulf Spikerush	<input type="checkbox"/> Soft Rush	<input checked="" type="checkbox"/> Gambusia	<input type="checkbox"/> Turtles	<input type="checkbox"/> Egrets	<input type="checkbox"/> Osprey
<input type="checkbox"/> Other _____						

## CONCERNS FOR FOLLOW-UP

<input type="checkbox"/> Recurring or excessive algae	Lake # _____	<input type="checkbox"/> <b>Water Quality Assessment Recommended</b> Persistent problems may indicate an underlying water quality issue that current treatments will not correct. A laboratory assessment is recommended to determine the cause(s) and plan the best corrective actions. <b>Please call 800-432-4302 for more information.</b>
<input type="checkbox"/> Persistent invasive weeds	Lake # _____	
<input type="checkbox"/> Fish/wildlife issues	Lake # _____	
<input type="checkbox"/> Low water clarity	Lake # _____	
<input type="checkbox"/> Bad Odors	Lake # _____	



A SOLitude Lake Management Company

## CUSTOMER LAKE MANAGEMENT REPORT

CALL 800.432.4302 FOR SERVICE

Customer: Town Center at Palm LantAccount Number: 61260Technician: ERMDate: 11/26/19 Time: 1:20

## WORK PERFORMED

METHOD USED: **B** (Boat) **BP** (Backpack Sprayer) **G** (Gator) **HC** (Hand Cast)

SITE ID	13	14	16	19	17	23	24	34	31	38										
Method Used	BP		B							BP										
Treated Algae	✓		✓																	
Treated Cyanobacteria																				
Treated Submersed Weeds																				
Treated Grasses/Brush																				
Treated Floating Weeds			✓																	
Treated Mosquitoes and/or Midges					✓	✓	✓	✓	✓	✓										
Lake Dye	✓			✓	✓	✓	✓	✓	✓	✓										
Site Inspection																				
<b>WETLAND/UPLAND</b>																				
Spot Spraying																				
Physical weed removal																				
<b>CARP PROGRAM</b>																				
Carp Observed																				
Barriers Inspected																				
RESTRICTION TYPE(S) DO NOT: <b>I</b> (Irrigate) <b>F</b> (Fish) <b>S</b> (Swim) <b>O</b> (Other):																				
Restriction # of days																				
Restriction Type																				

## GENERAL OBSERVATIONS OF THE WATER

WATER CLARITY ☒ All

&lt;1', 1', 2', (3'), 4', &gt;4'

WATER FLOW ☒ All

N(None) S(Slight) V(Visible)

WATER LEVEL ☒ All

H(High) N(Normal) L(Low)

## GENERAL FIELD OBSERVATIONS

## BENEFICIAL PLANTS

- ☐ Arrowhead    ☐ Chara    ☐ Lily  
☐ Bacopa    ☐ Cordgrass    ☐ Naiad  
☐ Blue Flag Iris    ☐ Golden Canna    ☐ Pickerelweed  
☐ Bulrush    ☐ Gulf Spikerush    ☐ Soft Rush  
☐ Other \_\_\_\_\_

## FISH/WILDLIFE

- ☐ Bass    ☐ Alligator  
☐ Bream    ☐ Otter  
☐ Catfish    ☐ Snakes  
☐ Gambusia    ☐ Turtles

## BIRDS

- ☐ Anhinga    ☐ Gallinules  
☐ Coots    ☐ Herons  
☐ Cormorant    ☐ Ibis  
☐ Egrets    ☐ Osprey

## CONCERNS FOR FOLLOW-UP

- ☐ Recurring or excessive algae Lake # \_\_\_\_\_  
☐ Persistent invasive weeds Lake # \_\_\_\_\_  
☐ Fish/wildlife issues Lake # \_\_\_\_\_  
☐ Low water clarity Lake # \_\_\_\_\_  
☐ Bad Odors Lake # \_\_\_\_\_

☐ Water Quality Assessment Recommended

Persistent problems may indicate an underlying water quality issue that current treatments will not correct. A laboratory assessment is recommended to determine the cause(s) and plan the best corrective actions. **Please call 800-432-4302 for more information.**



# CUSTOMER LAKE MANAGEMENT REPORT

CALL 800.432.4302 FOR SERVICE

Customer: Town CTR e Palm Coast

Account Number: 061260

Technician: Rob

Date: 12-4-19 Time: 1140

## WORK PERFORMED

METHOD USED: **B** (Boat) **BP** (Backpack Sprayer) **G** (Gator) **HC** (Hand Cast)

<b>SITE ID</b>	6 5 31 30 29 34 2 7
Method Used	B ——— / BP B ——— /
Treated Algae	
Treated Cyanobacteria	
Treated Submersed Weeds	
Treated Grasses/Brush	X X X X X X X
Treated Floating Weeds	
Treated Mosquitoes and/or Midges	
Lake Dye	
Site Inspection	X
<b>WETLAND/UPLAND</b>	
Spot Spraying	
Physical weed removal	
<b>CARP PROGRAM</b>	
Carp Observed	
Barriers Inspected	
<b>RESTRICTION TYPE(S) DO NOT: I</b> (Irrigate) <b>F</b> (Fish) <b>S</b> (Swim) <b>O</b> (Other):	
Restriction # of days	
Restriction Type	

## GENERAL OBSERVATIONS OF THE WATER

<b>WATER CLARITY</b> <input checked="" type="checkbox"/> All <1', 1', 2', 3', 4', >4'	
<b>WATER FLOW</b> <input checked="" type="checkbox"/> All N(None) S(Slight) V(Visible)	
<b>WATER LEVEL</b> <input checked="" type="checkbox"/> All H(High) N(Normal) L(Low)	

## GENERAL FIELD OBSERVATIONS

<b>BENEFICIAL PLANTS</b>			<b>FISH/WILDLIFE</b>		<b>BIRDS</b>	
<input checked="" type="checkbox"/> Arrowhead	<input type="checkbox"/> Chara	<input type="checkbox"/> Lily	<input type="checkbox"/> Bass	<input checked="" type="checkbox"/> Alligator	<input type="checkbox"/> Anhinga	<input type="checkbox"/> Gallinules
<input checked="" type="checkbox"/> Bacopa	<input checked="" type="checkbox"/> Cordgrass	<input type="checkbox"/> Naiad	<input checked="" type="checkbox"/> Bream	<input type="checkbox"/> Otter	<input type="checkbox"/> Coots	<input type="checkbox"/> Herons
<input type="checkbox"/> Blue Flag Iris	<input type="checkbox"/> Golden Canna	<input checked="" type="checkbox"/> Pickerelweed	<input type="checkbox"/> Catfish	<input checked="" type="checkbox"/> Snakes	<input type="checkbox"/> Cormorant	<input checked="" type="checkbox"/> Ibis
<input type="checkbox"/> Bulrush	<input type="checkbox"/> Gulf Spikerush	<input checked="" type="checkbox"/> Soft Rush	<input checked="" type="checkbox"/> Gambusia	<input checked="" type="checkbox"/> Turtles	<input checked="" type="checkbox"/> Egrets	<input type="checkbox"/> Osprey
<input type="checkbox"/> Other _____						

## CONCERNS FOR FOLLOW-UP

<input type="checkbox"/> Recurring or excessive algae	Lake # _____	<input type="checkbox"/> <b>Water Quality Assessment Recommended</b> Persistent problems may indicate an underlying water quality issue that current treatments will not correct. A laboratory assessment is recommended to determine the cause(s) and plan the best corrective actions. <b>Please call 800-432-4302 for more information.</b>
<input type="checkbox"/> Persistent invasive weeds	Lake # _____	
<input type="checkbox"/> Fish/wildlife issues	Lake # _____	
<input type="checkbox"/> Low water clarity	Lake # _____	
<input type="checkbox"/> Bad Odors	Lake # _____	



A SOLitude Lake Management Company

# CUSTOMER LAKE MANAGEMENT REPORT

CALL 800.432.4302 FOR SERVICE

Customer: Town Center @ Palm CoastAccount Number: 61 260Technician: ESMDate: 12/30/19 Time: 2:30

## WORK PERFORMED

METHOD USED: **B** (Boat) **BP** (Backpack Sprayer) **G** (Gator) **HC** (Hand Cast)

SITE ID	1	3	4	11	12	17	14	20	25	26	34
Method Used											
Treated Algae	B					B		B		B	
Treated Cyanobacteria											
Treated Submersed Weeds											
Treated Grasses/Brush	/				/		/	/			
Treated Floating Weeds											
Treated Mosquitoes and/or Midges											
Lake Dye											
Site Inspection	/	/	/	/	/	/	/	/	/	/	/
<b>WETLAND/UPLAND</b>											
Spot Spraying											
Physical weed removal											
<b>CARP PROGRAM</b>											
Carp Observed											
Barriers Inspected											
RESTRICTION TYPE(S) DO NOT: <b>I</b> (Irrigate) <b>F</b> (Fish) <b>S</b> (Swim) <b>O</b> (Other):											
Restriction # of days											
Restriction Type											

## GENERAL OBSERVATIONS OF THE WATER

<b>WATER CLARITY</b> <input checked="" type="checkbox"/> All <1', 1', 2', 3', 4', >4'											
<b>WATER FLOW</b> <input checked="" type="checkbox"/> All <b>N</b> (None) <b>S</b> (Slight) <b>V</b> (Visible)											
<b>WATER LEVEL</b> <input checked="" type="checkbox"/> All <b>H</b> (High) <b>N</b> (Normal) <b>L</b> (Low)											

## GENERAL FIELD OBSERVATIONS

BENEFICIAL PLANTS			FISH/WILDLIFE			BIRDS		
<input type="checkbox"/> Arrowhead	<input type="checkbox"/> Chara	<input type="checkbox"/> Lily	<input type="checkbox"/> Bass	<input type="checkbox"/> Alligator	<input type="checkbox"/> Anhinga	<input type="checkbox"/> Gallinules		
<input type="checkbox"/> Bacopa	<input type="checkbox"/> Cordgrass	<input type="checkbox"/> Naiad	<input type="checkbox"/> Bream	<input type="checkbox"/> Otter	<input type="checkbox"/> Coots	<input type="checkbox"/> Herons		
<input type="checkbox"/> Blue Flag Iris	<input type="checkbox"/> Golden Canna	<input type="checkbox"/> Pickerelweed	<input type="checkbox"/> Catfish	<input type="checkbox"/> Snakes	<input type="checkbox"/> Cormorant	<input type="checkbox"/> Ibis		
<input type="checkbox"/> Bulrush	<input type="checkbox"/> Gulf Spikerush	<input type="checkbox"/> Soft Rush	<input checked="" type="checkbox"/> Gambusia	<input checked="" type="checkbox"/> Turtles	<input type="checkbox"/> Egrets	<input type="checkbox"/> Osprey		
<input type="checkbox"/> Other _____								

## CONCERNS FOR FOLLOW-UP

<input type="checkbox"/> Recurring or excessive algae	Lake # _____	<input type="checkbox"/> <b>Water Quality Assessment Recommended</b> Persistent problems may indicate an underlying water quality issue that current treatments will not correct. A laboratory assessment is recommended to determine the cause(s) and plan the best corrective actions. <b>Please call 800-432-4302 for more information.</b>
<input type="checkbox"/> Persistent invasive weeds	Lake # _____	
<input type="checkbox"/> Fish/wildlife issues	Lake # _____	
<input type="checkbox"/> Low water clarity	Lake # _____	
<input type="checkbox"/> Bad Odors	Lake # _____	

White copy - Customer

Yellow Copy - Home Office

Pink Copy - Field Office

CMR Rev: 05.08.19

**6B.**



Town Center CDD

Monthly Update and Month Look Ahead

Dec-2019 to January-2020

**Submitted To: Clint Smith**

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**Summary of Services:**

With Verdego taking over the Town Center property our transition team continues to spent a lot of time with crews getting them familiar with the property and boundaries.

**Core Services:**

**Mowing service-** We are currently mowing every other week. With our full-time onsite crew member we are able to address weeds and ant mounds on a daily bases. We have seen drastic improvement on both these items.

**Edging-** Is now at an acceptable level. Will continue to keep the hard scape neat during the winter months.

**Pest and Fertilization-** (Turf) Applied a winter weed and feed for the entire property. There were some areas that are over 50% weeds and decided to do a light weed treatment on those area. Can review and discuss strategy going forward next drive through on those areas. On healthy areas of turf we did the full rate for weeds in those areas. Turf seems to be responding good from that application. Turf color continues looking good!

**Weeds in Beds:** The transformation in the beds is very noticeable. We will continue to stay on top of weed pressure.

**Weeds in side walks and concrete areas:** We have sprayed out and knocked down weeds in a lot of the high traffic areas and will continue to treat as needed.

**Trash Pick-up:** Our onsite staff spends the first few hours of the morning picking up trash.

**Irrigation:** All irrigation work that was approved is completed including rain sensors

**January Look Ahead and Goals for property:**

We have killed and removed all areas of approved sod/weeds for replacement and will be installing new sod to these areas next week. Irrigation to these areas have been double checked for proper coverage.

**Palm Pruning:** Completed two dead palms were removed and holes filled to level.

**Tree and Shrub Fertilization:** Will Apply a Slow release fertilizer on all trees and shrubs.

**Weeds in plant beds and grasses:** In acceptable range and will continue to monitor.

**Weeds in sidewalks and concrete areas:** Will continue to keep these out of hardscape and sidewalk areas.

**Large weeds and brush around pond structures:** Within acceptable range and will continue to maintain.

**6C.**



## PROPOSAL

### Mailing Address

Town Center at Palm Coast Community  
Development District

,

Date: November 22, 2019

Opportunity#: 1796

### Job Address

Town Center at Palm Coast Community  
Development District

,

Phone:

### Job Summary:

Remove dead Washingtonia palm and replace with new 65 gallon Crepe Myrtle

### Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
1.00	Remove and replace palm	%	\$1,150.00	\$1,150.00
<b>Landscape Enhancement Total</b>				<b>\$1,150.00</b>

**Proposal Total: \$1,150.00**

**Note: This proposal includes all labor and material necessary to complete the job.**

**Payment due 30 days after receipt of invoice.**

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



# PROPOSAL

## ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By \_\_\_\_\_

Bruno Perez

Date \_\_\_\_\_

VerdeGo

By \_\_\_\_\_

Date \_\_\_\_\_

**Town Center at Palm Coast  
Community Development District**

**6D.**



## PROPOSAL

### Mailing Address

Town Center at Palm Coast Community  
Development District

,

### Job Address

Town Center at Palm Coast Community  
Development District

,

Date: December 18, 2019

Phone:

Opportunity#: 1971

### Job Summary:

Install plant material on Central AVE as shown in attachment. Proposal also includes the removal of 5 stumps and sod install in those areas.

### Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
25.00	Labor and Prep	Hr	\$37.50	\$937.50
55.00	Arboricola, "Trinette" - (e)	3g	\$19.00	\$1,045.00
54.00	Pink Muhly Grass - (e)	3g	\$18.00	\$972.00
11.00	Thyallis - (e)	7g	\$55.00	\$605.00
43.00	Flax Lily - (e)	3g	\$18.00	\$774.00
10.00	Croton 'Mammy' - (e)	3g	\$18.00	\$180.00
35.00	Big Blue Liriope	1g	\$10.00	\$350.00
70.00	Ligustrum 'Jack Frost' - (e)	3g	\$18.00	\$1,260.00
7.00	Crinum Lily Queen Emma - (e)	7g	\$95.00	\$665.00
5.00	Stump Grinding	Ea	\$100.00	\$500.00
400.00	St. Augustine Sod	Sq Ft	\$1.25	\$500.00
1.00	Disposal Fee	Ea	\$500.00	\$500.00
<b>Landscape Enhancement Total</b>				<b>\$8,288.50</b>

**Proposal Total: \$8,288.50**

**Note: This proposal includes all labor and material necessary to complete the job.**

### Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.

**PART #1**

**CENTRAL AVE TO TOWN CENTER**



**#1.....10 3 gallon Arbicola Trinnette**



**#2.....11 7 gallon Shillings**

**PART #1**

**CENTRAL AVE TO TOWN CENTER**



**#3.....11 3 gallon Flax Lilly**



**#4.....28 3 gallon Flax Lilly**

**PART #1**

**CENTRAL AVE TO TOWN CENTER**



**#5.....15 3 gallon Pink Muhly Grass**



**#6.....25 3 gallon Pink Muhly Grass**



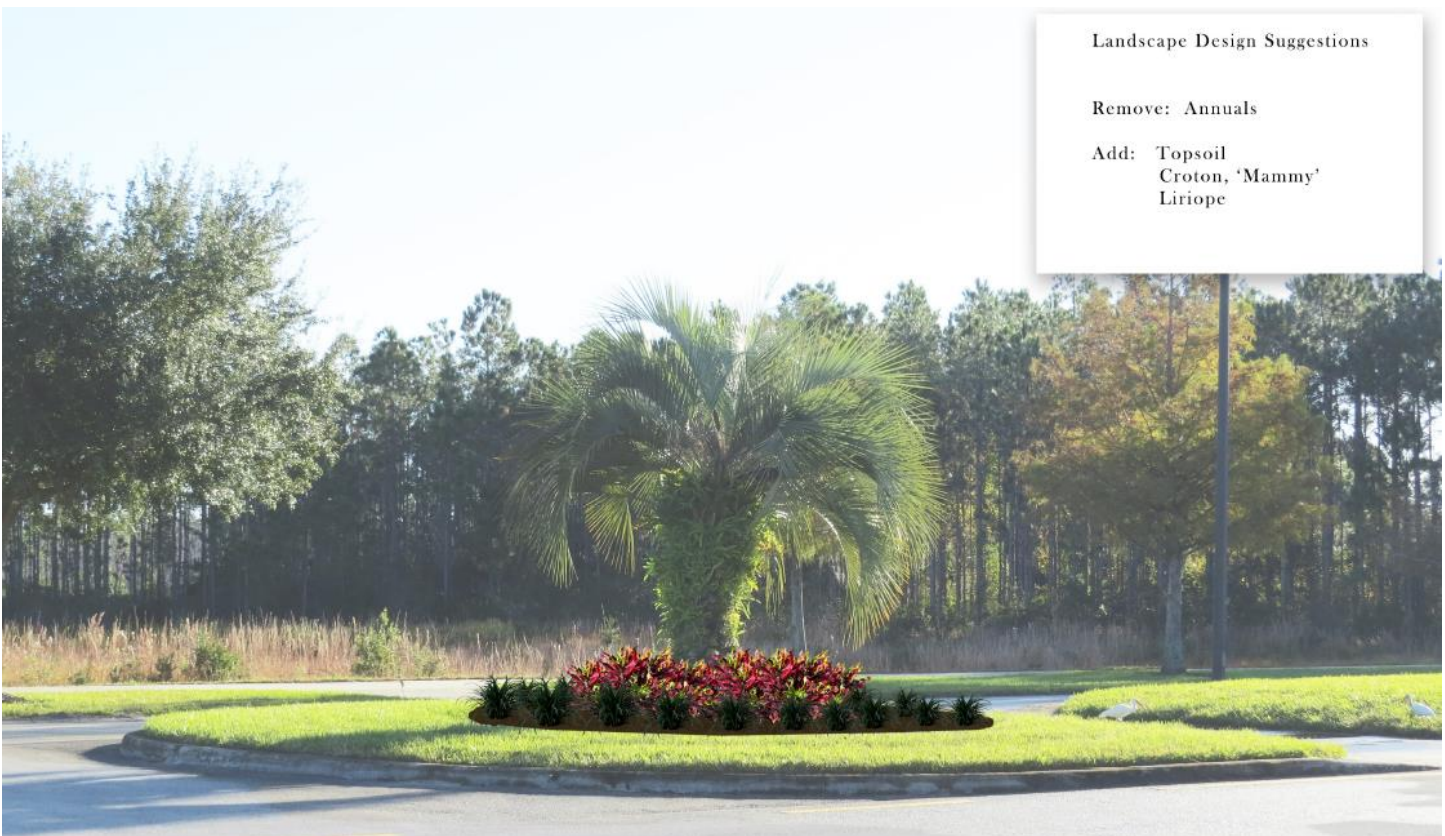
**#7.....18 3 gallon Pink Muhly Grass**

**PART #1**

**CENTRAL AVE TO TOWN CENTER**



**#8 Before Pic. There are three identical beds in the same area that will be included in this concept.**



**PART #1                      CENTRAL AVE TO TOWN CENTER**

**#8.....10   3 gallon Croton Mammy per bed X 3**

**35   3 gallon Liriope Big Blue per bed X 3**



**#9 Before Pic**



**#9.....70   3 gallon Jack Frost Ligustrum & 7   7 gallon Queen Emma Crinum Lilly**

**PART #1**

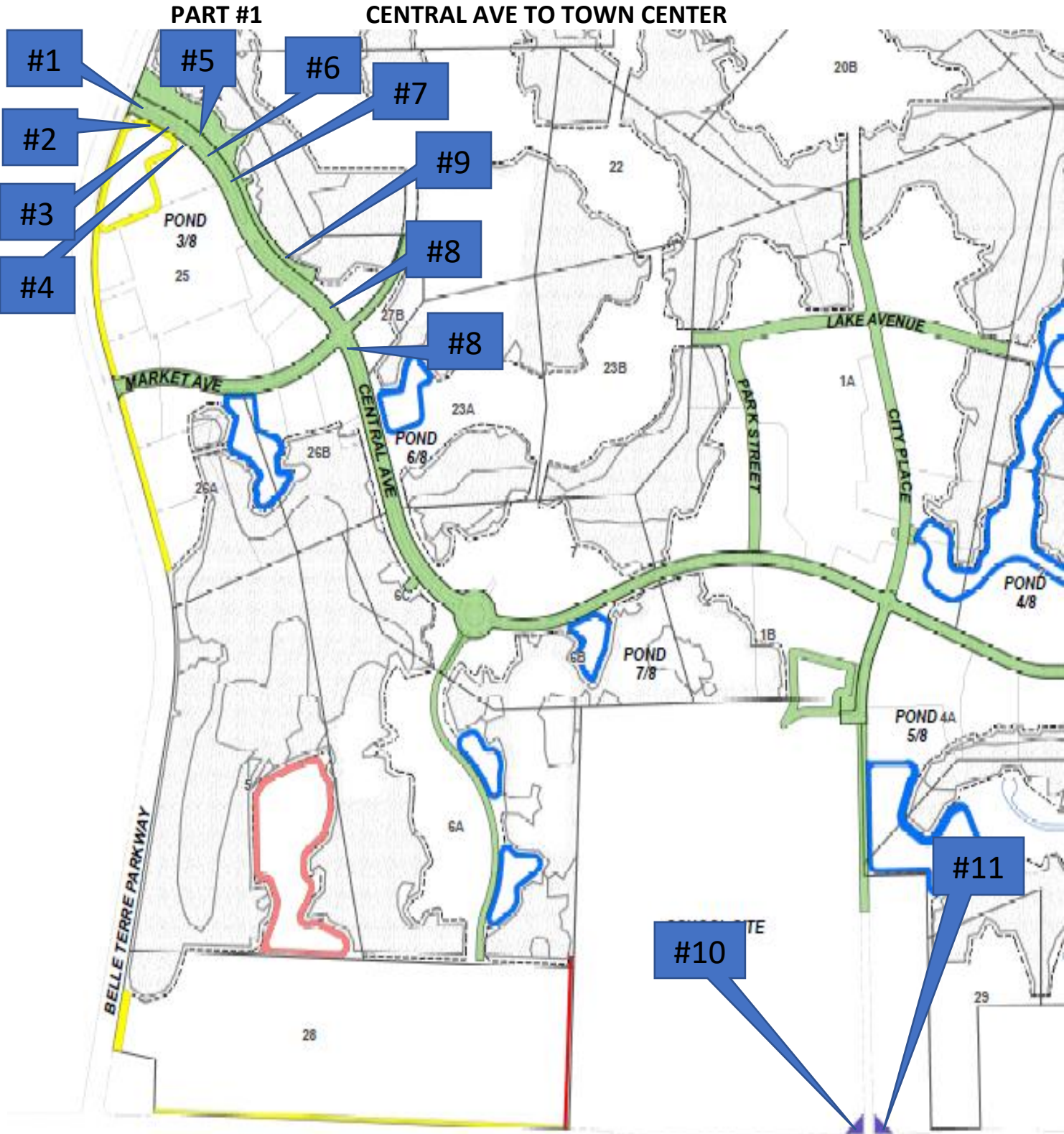
**CENTRAL AVE TO TOWN CENTER**



**#10.....25 3 gallon Arbuticola Trinnette**



**#11.....10 3 gallon Arbuticola Trinnette**





# PROPOSAL

## ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By \_\_\_\_\_  
 Jesse Villanueva  
 Date 12/18/2019  
 \_\_\_\_\_  
 VerdeGo

By \_\_\_\_\_  
 Date \_\_\_\_\_  
 Town Center at Palm Coast  
 Community Development District

**6E**



## PROPOSAL

### Mailing Address

Town Center at Palm Coast Community  
Development District

,

Date: December 18, 2019

Opportunity#: 1974

### Job Address

Town Center at Palm Coast Community  
Development District

,

Phone:

### Job Summary:

Install plant material on Town Center BLVD and areas shown in attachment Part #2.

### Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
25.00	Labor and Prep	Hr	\$35.95	\$898.78
15.00	Flax Lily - (e)	3g	\$18.00	\$270.00
25.00	Pink Muhly Grass - (e)	3g	\$18.00	\$450.00
22.00	Holly, Upright Yaupon - (e)	7g	\$55.00	\$1,210.00
30.00	Ligustrum 'Jack Frost' - (e)	3g	\$18.00	\$540.00
3.00	Crinum Lily Queen Emma - (e)	7g	\$82.49	\$247.46
55.00	Fakahatchee Grass - (e)	3g	\$15.82	\$869.90
9.00	Stump Grinding	Ea	\$100.00	\$900.00
400.00	St. Augustine Sod	Sq Ft	\$1.25	\$500.00
1.00	Disposal Fee	Ea	\$700.00	\$700.00
<b>Landscape Enhancement Total</b>				<b>\$6,586.14</b>

**Proposal Total: \$6,586.14**

**Note: This proposal includes all labor and material necessary to complete the job.**

### Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



# PROPOSAL

## ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By \_\_\_\_\_  
 Jesse Villanueva  
 Date 12/18/2019  
 \_\_\_\_\_  
 VerdeGo

By \_\_\_\_\_  
 Date \_\_\_\_\_  
 Town Center at Palm Coast  
 Community Development District

**PART #2**

**TOWN CENTER BLVD**



**#1.....25 3 gallon & 15 3 gallon Flax Lilly**



**#2.....10 7 gallon Shillings**

**PART #2**

**TOWN CENTER BLVD**



**#3.....12 7 gallon Shillings**



**#4.....30 3 gallon Jack Frost Ligustrum & 3 7 gallon Queen Emma Crinum Lilly**

**PART #2**

**TOWN CENTER BLVD**



**#5.....Regrade Drainage on corner of Town Center Blvd and Brookhaven  
replace sod at new elevation to promote positive drainage to  
existing inlet.**

**PART #2**

**TOWN CENTER BLVD**



**#6.....55 3 gallon Fakahatchee Grass to fill in and replace dead.**

PART #2

TOWN CENTER BLVD



## **Eighth Order of Business**



## MEMORANDUM

**TO:** Board of Supervisors, Town Center at Palm Coast CDD  
**FROM:** Diana Cortes, District Accountant  
**CC:** Bob Koncar, District Manager/Stephen Bloom, Treasurer/Alan Baldwin, Assistant Treasurer  
**DATE:** January 8, 2020  
**SUBJECT:** December 2019 Financial Report

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Please find attached the December 2019 financial report. During your review, please keep in mind that the goals for revenue are to meet or exceed the YTD budget and for expenditures to be at or below the YTD budget. To assist with your review, an overview was provided below. Should you have any questions or require additional information, please contact me at [Diana.Cortes@Inframark.com](mailto:Diana.Cortes@Inframark.com)

### **General Fund**

- The revenues for the General Fund are approximately 152% of the YTD budget and 85% of the annual budget.
  - ▶ The Non-Ad Valorem assessments are approximately 86% collected. Collection for prior year, at this same time period was 91% collected.

### **Liabilities**

- ▶ Due to Other Funds - \$1,550,080 collected assessments for debt service will be transferred to US Bank in January.
- Total Expenditures through December were approximately 87% of the YTD budget.
  - ▶ Utility - Irrigation - Usage fluctuates each month. Compared to same period last year irrigation has increased approximately \$1k.

### **Debt Service Series 2005**

- The revenues for the Debt Service Fund are approximately 152% of the YTD budget.
  - ▶ The Non-Ad Valorem assessments are approximately 86% collected.

**TOWN CENTER AT PALM COAST**  
**Community Development District**

*Financial Report*

*December 31, 2019*

*(Unaudited)*

**Prepared by**



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**TOWN CENTER AT PALM COAST**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**December 31, 2019**

**Balance Sheet**  
December 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005 DEBT SERVICE FUND	SERIES 2005 CAPITAL PROJECTS FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 2,454,170	\$ -	\$ -	\$ 2,454,170
Assessments Receivable	194,559	379,105	-	573,664
Allow-Doubtful Collections	(194,559)	(379,105)	-	(573,664)
Due From Other Gov'tl Units	31	-	-	31
Due From Other Funds	-	1,550,080	-	1,550,080
Investments:				
Money Market Account	482,361	-	-	482,361
Deferred Cost	-	-	340,917	340,917
Reserve Fund	-	1,134,543	-	1,134,543
Revenue Fund	-	25	-	25
<b>TOTAL ASSETS</b>	<b>\$ 2,936,562</b>	<b>\$ 2,684,648</b>	<b>\$ 340,917</b>	<b>\$ 5,962,127</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 20,774	\$ 3,716	\$ -	\$ 24,490
Accrued Expenses	5,209	-	-	5,209
Due To Other Funds	1,550,080	-	-	1,550,080
<b>TOTAL LIABILITIES</b>	<b>1,576,063</b>	<b>3,716</b>	<b>-</b>	<b>1,579,779</b>
<b><u>FUND BALANCES</u></b>				
<b>Restricted for:</b>				
Debt Service	-	2,680,932	-	2,680,932
Capital Projects	-	-	340,917	340,917
<b>Assigned to:</b>				
Operating Reserves	270,207	-	-	270,207
Reserves - Other	150,000	-	-	150,000
<b>Unassigned:</b>	940,292	-	-	940,292
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,360,499</b>	<b>\$ 2,680,932</b>	<b>\$ 340,917</b>	<b>\$ 4,382,348</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,936,562</b>	<b>\$ 2,684,648</b>	<b>\$ 340,917</b>	<b>\$ 5,962,127</b>

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 4,000	\$ 1,000	\$ 1,762	\$ 762
Special Assmnts- Tax Collector	1,124,304	636,783	963,945	327,162
Special Assmnts- Discounts	(44,971)	(25,470)	(38,558)	(13,088)
<b>TOTAL REVENUES</b>	<b>1,083,333</b>	<b>612,313</b>	<b>927,149</b>	<b>314,836</b>

**EXPENDITURES****Administration**

P/R-Board of Supervisors	6,000	2,000	600	1,400
FICA Taxes	459	153	46	107
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	5,000	1,250	-	1,250
ProfServ-Engineering	3,000	750	-	750
ProfServ-Legal Services	11,000	2,750	30	2,720
ProfServ-Mgmt Consulting Serv	52,750	13,188	13,187	1
ProfServ-Special Assessment	5,925	5,925	5,925	-
ProfServ-Trustee Fees	9,500	9,500	3,498	6,002
Auditing Services	4,000	-	-	-
Postage and Freight	1,450	363	526	(163)
Rental - Meeting Room	400	133	63	70
Insurance - General Liability	14,058	14,058	12,780	1,278
Printing and Binding	1,400	350	197	153
Legal Advertising	1,800	-	-	-
Miscellaneous Services	500	125	-	125
Misc-Assessmnt Collection Cost	22,486	12,736	2,483	10,253
Misc-Contingency	5,000	1,250	1,704	(454)
Misc-Web Hosting	1,000	250	250	-
Office Supplies	500	125	77	48
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>147,003</b>	<b>65,081</b>	<b>41,541</b>	<b>23,540</b>

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>Field</b>				
ProfServ-Administrative	36,000	9,000	9,000	-
Contracts-Lake and Wetland	59,400	14,850	14,625	225
Contracts-Landscape	465,000	116,250	102,526	13,724
Electricity - General	5,000	1,250	720	530
Utility - Irrigation	60,000	15,000	19,495	(4,495)
Utility - Stormwater	3,000	3,000	2,758	242
R&M-Trail Maintenance	5,000	1,250	-	1,250
Misc-Contingency	35,930	8,982	2,441	6,541
Cap Outlay - Streetlight Impr	267,000	66,750	66,612	138
<b>Total Field</b>	<b>936,330</b>	<b>236,332</b>	<b>218,177</b>	<b>18,155</b>
<b>TOTAL EXPENDITURES</b>	<b>1,083,333</b>	<b>301,413</b>	<b>259,718</b>	<b>41,695</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	310,900	667,431	356,531
Net change in fund balance	\$ -	\$ 310,900	\$ 667,431	\$ 356,531
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>693,068</b>	<b>693,068</b>	<b>693,068</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 693,068</b>	<b>\$ 1,003,968</b>	<b>\$ 1,360,499</b>	

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ 3,000	\$ 750	\$ 8,202	\$ 7,452
Special Assmnts- Tax Collector	1,857,770	1,052,203	1,592,796	540,593
Special Assmnts- Discounts	(74,311)	(42,088)	(63,712)	(21,624)
<b>TOTAL REVENUES</b>	<b>1,786,459</b>	<b>1,010,865</b>	<b>1,537,286</b>	<b>526,421</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Misc-Assessmnt Collection Cost	37,155	21,044	4,103	16,941
<b>Total Administration</b>	<b>37,155</b>	<b>21,044</b>	<b>4,103</b>	<b>16,941</b>
Principal Debt Retirement	660,000	-	-	-
Principal Prepayments	-	-	1,225,000	(1,225,000)
Interest Expense Series A-2	1,131,600	565,800	565,800	-
<b>Total Debt Service</b>	<b>1,791,600</b>	<b>565,800</b>	<b>1,790,800</b>	<b>(1,225,000)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,828,755</b>	<b>586,844</b>	<b>1,794,903</b>	<b>(1,208,059)</b>
Excess (deficiency) of revenues				
Over (under) expenditures	(42,296)	424,021	(257,617)	(681,638)
<b>OTHER FINANCING SOURCES (USES)</b>				
Contribution to (Use of) Fund Balance	(42,296)	-	-	-
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(42,296)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	\$ (42,296)	\$ 424,021	\$ (257,617)	\$ (681,638)
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>2,938,549</b>	<b>2,938,549</b>	<b>2,938,549</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,896,253</b>	<b>\$ 3,362,570</b>	<b>\$ 2,680,932</b>	

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending December 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>				
Interest - Investments	\$ -	\$ -	\$ 1,107	\$ 1,107
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>1,107</b>	<b>1,107</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	1,107	1,107
Net change in fund balance	\$ -	\$ -	\$ 1,107	\$ 1,107
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>-</b>	<b>-</b>	<b>339,810</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 340,917</b>	

**TOWN CENTER AT PALM COAST**  
**Community Development District**

**Supporting Schedules**

**December 31, 2019**

**Non-Ad Valorem Special Assessments - Flagler County Tax Collector  
(Monthly Assessment Collection Distributions)  
For the Fiscal Year Ending September 30, 2020**

					Allocation by Fund	
Date Received	Net Amount Received	Discount / (Penalty) Amount	Collection Cost	Gross Amount Received	General Fund	Series 2005 Debt Service Fund
ASSESSMENTS LEVIED FY 2020				\$ 2,982,074	\$ 1,124,304	\$ 1,857,770
Allocation %				100%	37.70%	62.30%
12/06/19	\$ 31,112	\$ 1,296	\$ 622	\$ 32,409	\$ 12,219	\$ 20,190
12/20/19	\$ 298,222	\$ 12,426	\$ 5,964	\$ 310,648	\$ 117,121	\$ 193,527
12/17/19	\$ 2,125,137	\$ 88,547	\$ 42,503	\$ 2,213,684	\$ 834,605	\$ 1,379,079
TOTAL	\$ 2,454,471	\$ 102,270	\$ 49,089	\$ 2,556,741	\$ 963,945	\$ 1,592,796
% COLLECTED				86%	86%	86%
TOTAL OUTSTANDING				\$ 425,333	\$ 160,359	\$ 264,974

**Delinquent Non-Ad Valorem Special Assessments - Flagler County Tax Collector  
(Monthly Assessment Collection Distributions)  
For the Fiscal Year Ending September 30, 2020**

					Allocation by Fund	
Date Received	Net Amount Received	Discount / (Penalty) Amount	Collection Cost	Gross Amount Outstanding	General Fund	Series 2005 Debt Service Fund
DELINQUENT ASSESSMENTS LEVIED IN FY 2011 (1)				\$ 58,709	\$ 16,222	\$ 42,487
DELINQUENT ASSESSMENTS LEVIED IN FY 2012 (1)				63,126	19,776	43,350
DELINQUENT ASSESSMENTS LEVIED IN FY 2013 (1)				65,140	21,790	43,350
DELINQUENT ASSESSMENTS LEVIED IN FY 2014 (1)				65,140	21,790	43,350
DELINQUENT ASSESSMENTS LEVIED IN FY 2015 (1)				65,810	22,460	43,350
DELINQUENT ASSESSMENTS LEVIED IN FY 2016 (1)				66,868	23,517	43,350
DELINQUENT ASSESSMENTS LEVIED IN FY 2017 (1)				66,867	23,517	43,350
DELINQUENT ASSESSMENTS LEVIED IN FY 2018 (1)(2)				122,004	45,487	76,517
No assessments received YTD						
TOTAL				\$ -	\$ -	\$ -

% COLLECTED 0% 0% 0%

TOTAL OUTSTANDING (1)	\$ 573,664	\$ 194,560	\$ 379,104
-----------------------	------------	------------	------------

Note (1) - The former A&M Global that escheated to Flagler County.

Note (2) - 5 Lots Palm Coast LLC parcel

**Cash and Investment Report**  
*December 31, 2019*

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	Intracoastal Bank	Checking Account	0.05%	\$ 2,454,170
Business Money Market	BankUnited	Money Market Account	1.50%	\$ 482,361
<b>Subtotal</b>				<b>\$ 2,936,531</b>
<b>DEBT SERVICE AND CAPITAL PROJECTS FUNDS</b>				
Series 2005 Construction Deferred Cost Fund	US Bank	Open-Ended Commercial Paper	1.30%	\$ 340,917
Series 2005 Reserve Fund	US Bank	Open-Ended Commercial Paper	1.30%	\$ 1,134,543
Series 2005 Revenue Fund	US Bank	Open-Ended Commercial Paper	1.30%	\$ 25
<b>Subtotal</b>				<b>\$ 1,475,485</b>
<b>Total</b>				<b>\$4,412,016</b>

# Town Center at Palm Coast CDD

## Bank Reconciliation

Bank Account No. 0840 IntraCoastal Bank - GF  
 Statement No. 12/19  
 Statement Date 12/31/2019

G/L Balance (LCY)	2,454,169.72	Statement Balance	2,454,354.42
G/L Balance	2,454,169.72	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	2,454,354.42
Subtotal	2,454,169.72	Outstanding Checks	184.70
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	2,454,169.72	Ending Balance	2,454,169.72
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
9/27/2019	Payment	2702	JEFFREY R. DOUGLAS	184.70	0.00	184.70
Total Outstanding Checks.....				184.70		184.70

**TOWN CENTER AT PALM COAST**  
**Community Development District**

Payment Register by Fund  
For the Period from 11/1/2019 to 12/31/2019  
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738859	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$206.76
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738863	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$206.76
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738860	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$707.12
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738486	10/1/19-9/30/2020 STORMWATER	Utility - Stormwater	543071-53901	\$12.41
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738485	10/1/19-9/30/2020 STORMWATER	Utility - Stormwater	543071-53901	\$99.24
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738484	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$206.76
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738480	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$206.76
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738482	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$18.61
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738481	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$206.76
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738483	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$24.81
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738547	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$277.06
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738548	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$351.49
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738436	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$202.62
001	2721	11/01/19	CITY OF PALM COAST - ACH	13738434	10/1/19-9/30/2020 STORM WATER	Utility - Stormwater	543071-53901	\$31.01
001	2722	11/07/19	FEDEX	6-822-66905	OCT POSTAGE	Postage and Freight	541006-51301	\$19.87
001	2723	11/07/19	INFRAMARK, LLC	45740	MANAGEMENT FEES OCTOBER 2019	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,395.83
001	2723	11/07/19	INFRAMARK, LLC	45740	MANAGEMENT FEES OCTOBER 2019	Postage and Freight	541006-51301	\$6.50
001	2723	11/07/19	INFRAMARK, LLC	45740	MANAGEMENT FEES OCTOBER 2019	Printing and Binding	547001-51301	\$94.30
001	2723	11/07/19	INFRAMARK, LLC	45740	MANAGEMENT FEES OCTOBER 2019	Office Supplies	551002-51301	\$38.50
001	2723	11/07/19	INFRAMARK, LLC	45740	MANAGEMENT FEES OCTOBER 2019	Misc-Web Hosting	549915-51301	\$83.33
001	2723	11/07/19	INFRAMARK, LLC	45740	MANAGEMENT FEES OCTOBER 2019	Misc-Web Hosting	549915-51301	\$14.00
001	2724	11/07/19	VERDEGO, LLC	1647	NOV MAINT	Contracts-Landscape	534050-53901	\$33,588.20
001	2725	11/12/19	AQUATIC SYSTEMS	0000461391	NOV AQUATIC MAINT	Contracts-Lake and Wetland	534021-53901	\$4,875.00
001	2726	11/12/19	FPL	110119	LIGHTING	Cap Outlay - Streetlight Impr	564034-53901	\$22,204.00
001	2727	11/12/19	SUZANNE JOHNSTON	093019	POSTAGE FEE FROM TAX COLLECTOR	Misc-Assessmnt Collection Cost	549070-51301	\$143.49
001	2728	11/22/19	FEDEX	6-828-27006	OCT POSTAGE	Postage and Freight	541006-51301	\$77.07
001	2729	11/22/19	YELLOWSTONE LANDSCAPE	PC 17936	WIND DAMAGE TREE BRACING	Contracts-Landscape	534050-53901	\$750.00
001	2730	11/27/19	CHIUMENTO DWYER HERTEL GRANT, P.L.	5656	Gen Representation Oct 2019	ProfServ-Legal Services	531023-51401	\$30.00
001	2731	11/27/19	CLINT SMITH CONSULTING, LLC	112019	NOV 2019 SERVICES AGREEMENT	ProfServ-Administrative	531001-53901	\$3,000.00
001	2732	11/27/19	FEDEX	6-843-05208		Postage and Freight	541006-51301	\$187.43
001	2737	12/05/19	VERDEGO, LLC	1829	DEC LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$33,588.20
001	2738	12/09/19	FEDEX	6-849-66606	NOV POSTAGE	Postage and Freight	541006-51301	\$14.04
001	2739	12/12/19	INFRAMARK, LLC	46517	MANAGEMENT FEES NOVEMBER 2019	Go Daddy renewal	549900-51301	\$137.72

**TOWN CENTER AT PALM COAST**  
**Community Development District**

**Payment Register by Fund**  
**For the Period from 11/1/2019 to 12/31/2019**  
**(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	2739	12/12/19	INFRAMARK, LLC	46517	MANAGEMENT FEES NOVEMBER 2019	Room Rental Janice Davis Oct 3	549900-51301	\$63.25
001	2739	12/12/19	INFRAMARK, LLC	46517	MANAGEMENT FEES NOVEMBER 2019	Printing and Binding	547001-51301	\$18.00
001	2739	12/12/19	INFRAMARK, LLC	46517	MANAGEMENT FEES NOVEMBER 2019	Postage and Freight	541006-51301	\$9.00
001	2739	12/12/19	INFRAMARK, LLC	46517	MANAGEMENT FEES NOVEMBER 2019	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,395.83
001	2739	12/12/19	INFRAMARK, LLC	46517	MANAGEMENT FEES NOVEMBER 2019	Misc-Web Hosting	549915-51301	\$83.33
001	2740	12/12/19	PALMETTO ELECTRIC, INC	31037	HOLIDAY WIRING	Misc-Contingency	549900-53901	\$109.44
001	2741	12/12/19	FPL	1800203399	CONTRACTED LIGHTINH	Cap Outlay - Streetlight Impr	564034-53901	\$22,204.00
001	2742	12/12/19	SUZANNE JOHNSTON	112119	TAX COLLECTION	Misc-Assessmnt Collection Cost	549070-51301	\$234.60
001	2743	12/27/19	PALMETTO ELECTRIC, INC	31126	SIGN LIGHTS REPRS	Misc-Contingency	549900-53901	\$2,332.00
001	DD197	11/20/19	CITY OF PALM COAST - ACH	101819-ACH	9/5-10/3/19 WTR UTILITY ACH	Utility - Irrigation	543014-53901	\$7,399.08
001	DD198	11/05/19	FPL	110519 ACH	10/7-11/5/19 ELEC ACH	Electricity - General	543006-53901	\$236.48
001	DD199	12/20/19	FPL	120519 ACH	11/5-12/5/19 ELEC ACH	Electricity - General	543006-53901	\$246.70
001	DD202	12/09/19	CITY OF PALM COAST - ACH	111519 ACH	10/3-11/4/19 WTR UTILITY ACH	Utility - Irrigation	543014-53901	\$6,961.99
001	2733	12/03/19	DAVID R. ROOT	PAYROLL	December 03, 2019 Payroll Posting			\$184.70
001	2735	12/03/19	FRANCES M. ESTRADA	PAYROLL	December 03, 2019 Payroll Posting			\$184.70
001	2736	12/03/19	JEFFREY R. DOUGLAS	PAYROLL	December 03, 2019 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$150,853.45</b>

**SERIES 2005 DEBT SERVICE FUND - 201**

201	2727	11/12/19	SUZANNE JOHNSTON	093019	POSTAGE FEE FROM TAX COLLECTOR	Misc-Assessmnt Collection Cost	549070-51301	\$241.37
201	2742	12/12/19	SUZANNE JOHNSTON	112119	TAX COLLECTION	Misc-Assessmnt Collection Cost	549070-51301	\$387.64
<b>Fund Total</b>								<b>\$629.01</b>

<b>Total Checks Paid</b>	<b>\$151,482.46</b>
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