St. Augustine Lakes

Community Development District

FEBRUARY 1, 2023



St. Augustine Lakes Community Development District 475 West Town Place Suite 114 St. Augustine, Florida 32092

Call in Number: 1-877-304-9269, Code 7067214

January 25, 2023

Board of Supervisors St. Augustine Lakes Community Development District

Dear Board Members:

The Meeting of the St. Augustine Lakes Community Development District will be held Wednesday, February 1, 2023 at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, Florida 32092. Immediately following will be the Board of Supervisors meeting.

- I. Roll Call
- II. Audience Comments (regarding agenda items listed below)
- III. Consideration of Minutes of the December 7, 2022 Meeting
- IV. Consideration of Resolution 2023-04, Ratifying Board and Staff Actions Related to Issuance of Series 2022 Bonds
- V. Consideration of Resolution 2023-05, Adopting Records Retention Policy
- VI. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
- VII. Supervisors Requests
- VIII. Audience Comments
 - IX. Financial Statements as of December 31, 2022
 - X. Check Register
 - XI. Next Scheduled Meeting March 1, 2023 at 11:00 a.m.
- XII. Adjournment



MINUTES OF MEETING ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the St. Augustine Lakes Community Development District was held on Wednesday, December 7, 2022 at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
Michael Della Penta	Supervisor
Tiffany Csalovszki	Supervisor
Ginny Feiner	Supervisor

Also, present were:

Jim OliverDistrict ManagerWes Haber by phoneDistrict CounselBill SchaeferDistrict Engineer

Howard McGaffney GMS

The following is a summary of the actions taken at the December 7, 2022 St. Augustine Lakes Community Development District's continued Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. Five Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS Audience Comments (regarding agenda items listed below)

Mr. Oliver opened the public comment period, there were no members of the public present.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the October 5, 2022 Meeting and October 19, 2022 Continued Meeting

Mr. Oliver presented the minutes of the October 5, 2022 and October 19, 2022 Board of Supervisors meetings and asked for any comments or corrections. Hearing none, he asked for a motion to approve.

On MOTION by Ms. Rogers, seconded by Ms. Csalovszki, with all in favor, the Minutes of the October 5, 2022 Meeting and October 19, 2022 Continued Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-02, Supplemental Assessment Resolution for Series 2022 bonds

Mr. Haber presented the resolution, noting that the Board had previously adopted a Master Assessment Methodology and an Engineer's report while holding a public hearing, levying assessments at the highest amount possible for the full project. He added that he was now coming back to the Board with the exact amounts of the bonds and to reallocate the lien to identify the terms of the bonds. He noted that the bonds had been marketed and the bond process had taken place, as well as that the bond purchase agreement was signed, and that the closing date of the bonds would be December 20th. He added that the resolution specified what the assessment levels would be to secure the bonds. He stated that the updated Engineer's Report was attached as an exhibit, as well as the numbers from the bond issue. He asked if there were any questions, and Ms. Rogers noted that there was a cap of \$1,200 for the debt assessment and pointed out that the gross amount was \$1,251. She noted that she was contacting Scott to see if he would like to move forward with the resolution.

Mr. Haber noted that the resolution would formally allocate that amount but suggested that they table the item until a response was received.

*A 10-minute recess ensued, and the meeting was continued after a response was received.

After a brief discussion, Mr. Haber stated that the underwriter would reduce the par amount of the bonds, which would consequently decrease the par amount per lot and the annual amount owed in order to not exceed the \$1,200 mark. He added that all of the remaining terms of the resolution would remain unchanged, and that the only difference would be the reduction of the par

amount and assessment levels. He suggested the Board approve in substantial form, as well as that they authorize the Chair to sign the updated exhibits once ready.

On MOTION by Ms. Rogers, seconded by Ms. Feiner, with all in favor, the Resolution 2023-02, Supplemental Assessment Resolution for Series 2022 Bonds, Delegating Authorization to the Chair to Approve Changes, was approved in substantial form.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-03, Approving Developer Agreements for Series 2022 Bonds – ADDED

Mr. Haber presented the resolution, noting that it related directly to the bond issue. He noted that the agreements related to the issuance were listed in the title of the resolution, as well as the "whereas clauses". He added that the resolution approved the agreements in substantial form to allow input from other members of the bond team, as well as representatives from the various landowners. He asked if there were any questions, and the Board pointed out that the Resolution's title was incorrect. Mr. Haber made note to correct it and asked for a motion to approve.

On MOTION by Ms. Rogers, seconded by Ms. Csalovszki, with all in favor Resolution 2023-03, Approving Developer Agreements for Series 2022 Bonds, was approved as revised.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing further to report.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver had nothing to report for this item.

SEVENTH ORDER OF BUSINESS Supervisors Requests

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS Financial Statements as of October 31, 2022

Mr. Oliver presented the financials, adding that no collections were made on the tax roll due to the property tax bills not going out until November 1st.

TENTH ORDER OF BUSINESS Ratification of Funding Request No. 11

Mr. Oliver presented the funding request, noting that it was for invoices paid to Dominion Engineering, GMS, and Kutak Rock, totaling \$6,438.99. He asked for a motion to ratify.

On MOTION by Ms. Rogers, seconded by Ms. Csalovszki, with all in favor, Funding Request No. 11, was ratified.

ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting – January 4, 2022 at 11:00 a.m.

Mr. Oliver stated that the next meeting date was scheduled for January 4, 2023 at 11:00 a.m.

TWELFTH ORDER OF BUSINESS Adjournment

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

Secretary/Assistant Secretary	Chairman/Vice Chairman



RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING AND APPROVING THE SALE OF THE DISTRICT'S SERIES 2022 BONDS; RATIFYING, CONFIRMING AND APPROVING THE ACTIONS OF THE CHAIRMAN, VICE CHAIRMAN, TREASURER, SECRETARY, ASSISTANT SECRETARIES AND ALL DISTRICT STAFF REGARDING THE SALE AND CLOSING OF THE DISTRICT'S SERIES 2022 BONDS; DETERMINING SUCH ACTIONS AS BEING IN ACCORDANCE WITH THE AUTHORIZATION GRANTED BY THE BOARD; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the District previously adopted resolutions authorizing the issuance and the negotiated sale of bonds within the scope of Chapter 190, Florida Statutes, including its \$7,070,000 St. Augustine Lakes Community Development District Special Assessment Bonds, Series 2022 (2022 Project) (the "Series 2022 Bonds"); and

WHEREAS, the District has closed on the sale of the Series 2022 Bonds; and

WHEREAS, as prerequisites to the issuance of the Series 2022 Bonds, the Chairman, Vice Chairman, Treasurer, Assistant Secretaries and District Staff, including the District Manager, District Financial Advisor, District Engineer, Bond Counsel and District Counsel, were required to execute and deliver various documents (the "Closing Documents"); and

WHEREAS, the District desires to ratify, confirm, and approve all actions of the District Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff in closing the sale of the Series 2022 Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The sale, issuance, and closing of the Series 2022 Bonds are in the best interests of the District.

SECTION 2. The issuance and sale of the Series 2022 Bonds, the adoption of resolutions relating to such bonds, and all actions taken in the furtherance of the closing on such bonds, are hereby declared and affirmed as being in the best interests of the District and are hereby ratified, approved, and confirmed.

SECTION 3. The actions of the Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretaries, and all District Staff in finalizing the closing and issuance of the Series 2022 Bonds, including the execution and delivery of the Closing Documents, and such other certifications or other documents required for the closing on the Series 2022 Bonds, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved, and confirmed in all respects.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 1st day of February, 2023.

ATTEST:	ST. AUGUSTINE LAKES COMMUNITY
	DEVELOPMENT DISTRICT
Secretary/Assistant Secretary	Chair/Vice Chair, Board of Supervisors





Kutak Rock LLP

107 West College Avenue, Tallahassee, Florida 32301 office 850.692.7300

Wesley S. Haber wesley.haber@kutakrock.com

MEMORANDUM

TO: ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS

FROM: WESLEY S. HABER

DATE: JANUARY 26, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("Records Management Liaison Officer"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the "Policy") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

- **SECTION 2.** The duties of the Records Management Liaison Officer shall include the following:
 - **A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
 - **B.** Coordinate the District's records inventory;
 - **C.** Maintain records retention and disposition forms;
 - **D.** Coordinate District records management training;
 - **E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
 - **F.** Participate in the development of the District's development of electronic record keeping systems;
 - **G.** Submit annual compliance statements;
 - **H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
 - **I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.
- SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.
- **SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any appliable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 1st day of February, 2023.

ATTEST:	ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT		
Secretary / Assistant Secretary	Chairperson, Board of Supervisors		

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("Records Management Liaison Officer"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the "Policy") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

- **SECTION 2.** The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:
 - **A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
 - **B.** Coordinate the District's records inventory;
 - **C.** Maintain records retention and disposition forms;
 - **D.** Coordinate District records management training;
 - **E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
 - **F.** Participate in the District's development of electronic record keeping systems.
 - **G.** Submit annual compliance statements;
 - **H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
 - **I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

The District hereby adopts as its Records Retention Policy the applicable Section 3. provisions of Section 257.36(5), Florida Statutes, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, Florida Statutes, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with the General Records Schedule for State and Local Government Agencies, Item #146, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

- **SECTION 4.** In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any appliable statute, rule or ordinance.
- **SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.
- **SECTION 6.** This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 1st day of February 2023.

ATTEST:	DEVELOPMENT DISTRICT	
Secretary / Assistant Secretary	Chairperson, Board of Supervisors	

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]



St. Augustine Lakes

Community Development District

Unaudited Financial Reporting December 31, 2022



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ST AUGUSTINE LAKES

COMMUNITY DEVELOPMENT DISTRICT

BALANCE SHEET

December 31, 2022

	General Fund	Debt Service	Capital Project	Total Government Funds
ASSETS:				
CASH	\$2,484			\$2,484
DUE FROM DEVELOPER	\$6,439			\$6,439
DUE FROM CAPITAL	\$22,282			\$22,282
SERIES 2022				
RESERVE		\$240,020		\$240,020
INTEREST		\$184,914		\$184,914
CONSTRUCTION			\$6,231,154	\$6,231,154
COI			\$9,500	\$9,500
TOTAL ASSETS	\$31,204	\$424,934	\$6,240,654	\$6,696,792
LIABILITIES:				
ACCOUNTS PAYABLE	\$10,947			\$10,947
DUE TO DEVELOPER	\$31,557			\$31,557
DUE TO GENERAL FUND			\$22,282	\$22,282
TOTAL LIABILITIES	\$42,504	\$0	\$22,282	\$64,786
FUND EQUITY:				
FUND BALANCES:				
RESTRICTED FOR DEBT SERVICE 2022		\$424,934		\$424,934
RESTRICTED FOR CAPITAL PROJECTS 2022			\$6,218,373	\$6,218,373
UNASSIGNED	(\$11,300)			(\$11,300)
TOTAL FUND BALANCES	(\$11,300)	\$424,934	\$6,218,373	\$6,632,006
TOTAL LIABILITIES & FUND EQUITY	\$31,204	\$424,934	\$6,240,654	\$6,696,792

St Augustine Lakes Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending

December 31, 2022

	PROPOSED	PRORATED BUDGET	ACTUAL	
DEVENUE	BUDGET	12/31/22	12/31/22	VARIANCE
REVENUES:				
Assessments	\$319,224	\$0	\$0	\$0
TOTAL REVENUES	\$319,224	\$0	\$0	\$0
EXPENDITURES:				
ADMINISTRATIVE:				
Supervisors Fees	\$9,000	\$2,250	\$3,000	(\$750)
FICA Expense	\$689	\$172	\$230	(\$57)
Engineering	\$9,000	\$2,250	\$278	\$1,973
Attorney	\$18,750	\$4,688	\$959	\$3,729
Arbitrage	\$600	\$0	\$0	\$0
Assessment Administration	\$2,500	\$0	\$0	\$0
Dissemination Agent	\$2,500	\$625	\$0	\$625
Annual Audit	\$3,110	\$778	\$0	\$778
Trustee Fees	\$4,000	\$0	\$0	\$0
Management Fees	\$47,250	\$11,813	\$11,813	\$0
Information Technology	\$1,800	\$450	\$450	\$0
Website Creation/ADA Compliance	\$0	\$0	\$0	\$0
Website Maintenance	\$1,200	\$300	\$300	\$0
Telephone	\$375	\$94	\$31	\$63
Postage	\$750	\$188	\$33	\$154
Insurance	\$5,000	\$5,000	\$5,000	\$0
Printing & Binding	\$900	\$225	\$96	\$129
Legal Advertising	\$10,000	\$2,500	\$64	\$2,436
Other Current Charges	\$1,200	\$300	\$74	\$226
Office Supplies	\$450	\$113	\$6	\$106
Dues, Licenses & Subscriptions	\$150	\$150	\$175	(\$25)
ADMINISTRATIVE EXPENDITURES	\$119,224	\$31,893	\$22,508	\$9,385
GROUND MAINTENANCE:				
Landscape Maintenance	\$150,000	\$37,500	\$0	\$37,500
Lake Maintenance	\$12,000	\$3,000	\$0	\$3,000
Grounds Maintenance	\$10,000	\$2,500	\$0	\$2,500
Reclaim Water	\$12,000	\$3,000	\$0	\$3,000
Electric	\$10,000	\$2,500	\$0	\$2,500
Miscellaneous	\$6,000	\$1,500	\$0	\$1,500
GROUNDS MAINTENANCE EXPENDITURES	\$200,000	\$50,000	\$0	\$50,000
TOTAL EXPENDITURES	\$319,224		\$22,508	
EXCESS REVENUES (EXPENDITURES)	\$0		(\$22,508)	
FUND BALANCE - Beginning	\$0		\$11,208	
FUND BALANCE - Ending	\$0		(\$11,300)	
	2		•	

St Augustine Lakes

Community Development District

Month to Month

	0ct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sept	Total
REVENUES													
REVENUES													
Assessments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES													
Supervisors Fees	\$2,000	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
FICA Expense	\$153	\$0	\$77	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230
Engineering	\$0	\$0	\$278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$278
Attorney	\$899	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$959
Assessment Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$3,938	\$3,938	\$3,938	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,813
Information Technology	\$150	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450
Website Creation/ADA Compliance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Website Administration	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Telephone	\$0	\$18	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31
Postage	\$25	\$7	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33
Insurance	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Printing & Binding	\$37	\$57	\$2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96
Legal Advertising	\$0	\$64	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64
Other Current Charges	\$24	\$23	\$26	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74
Office Supplies	\$0	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
TOTAL EXPENDITURES	\$12,501	\$4,423	\$5,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,508
TOTAL EXPENDITURES	\$12,501	\$4,423	\$5,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,508
GROUNDS MAINTENANCE EXPENDITURES													
Landscape Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grounds Maintenance	\$0 \$0												
Pump Repairs Reclaim Water	\$0 \$0												
Electric	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlight Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GROUNDS MAINTENANCE EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$12,501	\$4,423	\$5,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,508
EXCESS REVENUES (EXPENDITURES)	(\$12,501)	(\$4,423)	(\$5,584)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$22,508)

St Augustine Lakes COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND - SERIES 2022

Statement of Revenues, Expenditures and Changes in Fund Balance

For The Period Ending

December 31, 2022

	PROPOSED	PRORATED BUDGET	ACTUAL	
	BUDGET	12/31/22	12/31/22	VARIANCE
Revenues				
Special Assessments - Direct	\$190,197	\$0	\$0	\$0
Interest Income	\$0	\$0	\$0	\$0
Total Revenues	\$190,197	\$0	\$0	\$0
Expenditures				
Interest -12/15	\$0	\$0	\$0	\$0
Interest - 6/15	\$184,914	\$0	\$0	\$0
Principal - 6/15	\$0	\$0	\$0	\$0
Total Expenditures	\$184,914	\$0	\$0	\$0
Other Sources/(Uses)				
Bond Proceeds	\$424,934	\$424,934	\$424,934	\$0
Total Other Sources/(Uses)	\$424,934	\$424,934	\$424,934	\$0
EXCESS REVENUES (EXPENDITURES)	\$430,217		\$424,934	
FUND BALANCE - Beginning	\$57,790		\$0	
FUND BALANCE - Ending	\$488,007		\$424,934	

St Augustine Lakes

Community Development District

Capital Projects Fund

Statement of Revenues & Expenditures and Changes in Fund Balance

For Period Ending

December 31, 2022

	Series
	2022
REVENUES:	
Interest Income	-
TOTAL REVENUES	-
EXPENDITURES:	
Capital Outlay	\$22,282
Cost of Issuance Expense	\$263,012
Underwriter's Expense	\$141,400
TOTAL EXPENDITURES	\$426,694
OTHER SOURCES/(USES)	
Bonds Proceeds	\$6,645,066
TOTAL OTHER SOURCES/(USES)	\$6,645,066
EXCESS REVENUES (EXPENDITURES)	\$6,218,373
FUND BALANCE - Beginning	\$0
FUND BALANCE - Ending	\$6,218,373

St Augustine Lakes Community Development District Long Term Debt Report

Series 2022 Special Assessments Bonds	
Interest Rate:	4.7-5.5%
Maturity Date:	6/15/2053
Reserve Fund Definition:	
Reserve Fund Requirement (50% MADS):	\$240,020
Reserve Fund Balance:	\$240,020
Bonds outstanding - 12/20/2022	\$7,070,000
Current Bonds Outstanding	\$7,070,000

ST AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2023 Assessments Receipts Summary

ASSESSED	# O&M UNITS ASSESSED	SERIES 2022 DEBT ASSESSED (2)	FY23 O&M ASSESSED	TOTAL ASSESSED
LENNAR	64	-	89,568.98	89,568.98
AG ESSENTIAL	139	-	229,655.02	229,655.02
TOTAL DIRECT INVOICES (1) (2)	203	-	319,224.00	319,224.00
ASSESSED REVENUE TAX ROLL	-	-	-	-
TOTAL NET ASSESSMENTS	406	-	548,879.02	548,879.02

DUE/RECEIVED	BALANCE DUE	SERIES 2022 DEBT RECEIVED (2)	O&M RECEIVED	TOTAL RECEIVED
LENNAR	44,784.49	-	44,784.49	44,784.49
AG ESSENTIAL	114,827.51	-	114,827.51	114,827.51
TOTAL DIRECT INVOICES (1) (2)	159,612.00	-	159,612.00	159,612.00
ASSESSED REVENUE TAX ROLL	-	-	-	-
TOTAL NET ASSESSMENTS	319,224.00	-	274,439.51	274,439.51

⁽¹⁾ Direct Assessments are due: 35% due 12/1/22, 2/1/23 and 30% due 5/1/232



St Augustine Lakes

Community Development District

Check Run Summary

12/01/22 - 12/31/22

Fund	Date	Check No.	Amount	
General Fund				
Accounts Payable	12/29/22	29-32	\$5,246.32	
			Sub-Total	\$5,246.32
Total			\$	5,246.32

^{*} Fedex Invoíces available upon request

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER *** CHECK DATES 12/01/2022 - 12/31/2022 *** ST AUGUSTINE LAKES - GENERAL BANK A ST AUGUSTINE LAKES	CHECK REGISTER	RUN 1/26/23	PAGE 1
CHECK VEND#INVOICEEXPENSED TO VENDOR NAME DATE DATE INVOICE YRMO DPT ACCT# SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
12/29/22 00007 11/30/22 7937167 202211 310-51300-48000	*	63.92	
7937167 BOARD MEET 11/2 CA FLORIDA HOLDINGS LLC			63.92 000029
12/29/22 00005 10/01/22 2022-561 202209 310-51300-31100	*	370.00	
SEP CDD BOARD MEETINGS DOMINION ENGINEERING GROUP INC			370.00 000030
12/29/22 00004 10/01/22 12 202210 310-51300-34000	*	3,937.50	
OCT MANAGEMENT FEES 10/01/22 12 202210 310-51300-35300	*	100.00	
OCT WEBSITE ADMIN 10/01/22 12 202210 310-51300-35100	*	150.00	
OCT INFO TECHNOLOGY 10/01/22 12 202210 310-51300-42000	*	24.70	
POSTAGE 10/01/22 12 202210 310-51300-42500	*	37.20	
COPIES GOVERNMENTAL MANAGEMENT SRVCS L	LC		4,249.40 000031
12/29/22 00006 9/30/22 3112220 202208 310-51300-31500	*	563.00	
AUG GENERAL COUNSEL KUTAK ROCK LLP			563.00 000032
TOTAL FOR BA	NK A	5,246.32	
TOTAL FOR RE	GISTER	5,246.32	

SAUG ST AUGUSTINE L BPEREGRINO



-	ACCO	ACCOUNT#	PAGE #		
	St. Augu	762564	1 of 1		
	STATEMENT#	PAYMENT DU	E DATE		
	0005097479	December 20	0, 2022		
	PREPAY UNAPPLIED (Included in amt due)		TOTAL AMOUNT DU		
	\$0.00	\$0.00	\$63.92		
I	BILLING INQUIRIES	S/ADDRESS CHANGES	FEDERAL	LID	
	1-877-736-7612 or	smb@ccc.gannett.com	47-23909	983	
l		Legal Entity: Gannett Media	a Corp.		

BILLING ACCOUNT NAME AND ADDRESS

St. Augustine Lakes 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649

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Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.

All funds payable in US dollars.

00007625640000000000000509747900006392671370

Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing. Previous Account Number: MOR_59755

 Date
 Description
 Amount

 11/1/22
 Balance Forward
 \$130.56

 11/14/22
 PAYMENT - THANK YOU
 -\$66.64

1310 513, 48,11

\$63.92



PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LUCALIG			OUNT NAME	PAYMENT	AMOUNT PAID	
	St. Au		justine Lakes	Decembe	_	
FLOR	IDA	ACCOL	INT NUMBER	STATEMENT NUMBER		
	877		62564	0005	097479	
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
\$0.00	\$63.92	\$0.00	\$0.00	\$0.00	\$0.00	\$63.92
REMITTANCE ADDRESS (Include Account# & Invoice# on check)			TO PA	Y WITH CREDIT CAR	RD PLEASE FILL OU	T BELOW:
CA F	lorida Holdings, Ll	C	VISA [MASTERCARD [DISCOVER .	AMEX
	PO Box 631244		Card Number			
Cincinnati, OH 45263-1244		Exp Date /	1	CVV Code		
			Signature		Date	

LOCALIQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

St. Augustine Lakes 475 W Town PL # 114 Saint Augustine FL 32092-3649

STATE OF FLORIDA, COUNTY OF ST JOHNS

The St Augustine Record, a daily newspaper published in St Johns County, Florida; and of general circulation in St Johns County; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

10/24/2022

and that the fees charged are legal. Sworn to and subscribed before on 10/24/2022

Legal Clerk

Notary, State of WI, County of Brown

My commision expires

Publication Cost:

\$63.92

Order No:

7937167

of Copies:

Customer No:

762564

- 4

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN Notary Public State of Wisconsin

St. Augustine Lakes Community Development District The meeting of the Board of Supervisors of the St. Augustine Lakes Community Development District will be held on Wednesday, November 2, 2022 at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the

Notice of Meeting

participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which

meeting. There may be occasions when one or more Supervisors will

such appeal is to be based. James Oliver District Manager

***** INVOICE *****



Dominion Engineering Group, Inc. 4348 Southpoint Blvd., Suite 201 Jacksonville, Florida 32216 (904) 854-4500

Date: October 1, 2022

Invoice Number 2022-5616

Net 15 days

Zenzi Rogers Director of Forward Planning **Lennar Homes** 9440 Philips Highway, Suite 7 Jacksonville, FL 32256

Reference: Interim District Engineer

St. Augustine Lakes CDD, St. Johns County, FL

DEG Project Number 2178.001

Task 3 Supplemental Engineer's Report (each separate bond issuance)

\$7,500.00

Contract	Amendments	Total	Percent	Total Due	Previous	Amount Due
Amount	to Contract	Contract	Complete		Invoices	This Period
\$7,500.00	. 0	\$7,500.00	0	\$0.00	\$0.00	\$0.00

Task 4 CDD Board Meetings

\$Hourly

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$70	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$125	0	\$0.00
Principal	\$185	2	\$370.00
TOTAL		2	\$370.00

1. CDD Meeting.

Total Amount Due \$370,00

PM REVIEW: initials (wes)Select Contract Term Regarding Invoicing: Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

Governmental Management Services, LLC

1001 Bradford Way Kingston, TN 37763

Invoice

Invoice #: 12

Invoice Date: 10/1/22 Due Date: 10/1/22

Case:

P.O. Number:

Bill To:

St. Augustine Lakes CDD 475 West Town Place Suite 114

St. Augustine, FL

Description	Hours/Qty	Rate	Amount
anagement Fees - October 2022		3,937.50	3,937.50
/ebsite Administration - October 2022		100.00	100.00
formation Technology - October 2022		150.00	150.00
ostage		24.70	24.70
opies		37.20	37.20
	4		
		de de la constant de	
	Liver a state of the state of t		

Total	\$4,249.40
Payments/Credits	\$0.00
Balance Due	\$4,249.40

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600 Facsimile 404-222-4654

Federal ID 47-0597598

September 30, 2022

Check Remit To: Kutak Rock LLP PO Box 30057 Omaba, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3112220
Clicnt Matter No. 25223-1

St Augustine Lakes Community Development District c/o Governmental Management Services Suite 114 475 West Town Place St. Augustine, FL 32092

Invoice No. 3112220

25223-1

Re: Gene	ral Counsel			
For Profession	onal Legal Services	s Rendered		
08/05/22	W. Haber	0.20	60.00	Confer with Rogers and Schaefer regarding updated map for St. Johns County
08/09/22	W. Haber	0.60	180.00	Confer with Schaefer regarding map for County; confer with Oliver and Rogers regarding O&M assessments
08/16/22	W. Haber	0.40	120.00	Prepare budget and assessment resolutions
08/16/22	K. Jusevitch	1.20	174.00	Prepare budget hearing documents, confer with Haber and correspond with district manager
08/17/22	K. Jusevitch	0.20	29.00	Amend assessment resolution; confer with Haber
TOTAL HO	URS	2.60		

PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT

KUTAK ROCK LLP

St Augustine Lakes Community Development September 30, 2022 Client Matter No. 25223-1 Invoice No. 3112220 Page 2

\$563.00

TOTAL CURRENT AMOUNT DUE

\$563.00

UNPAID INVOICES:

June 7, 2022 September 4, 2022 Invoice No. 3064337 Invoice No. 3105992 598.00 802.50

TOTAL DUE

\$1,963.50

PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT