

OTC

Community Development District

February 10, 2021

OTC

Community Development District

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

Phone: 904-940-5850 - Fax: 904-940-5899

February 3, 2021

Board of Supervisors
OTC Community Development District

Dear Board Members:

The Board of Supervisors meeting of the OTC Community Development District will be held **Wednesday, February 10, 2021 at 10:30 a.m.** at the offices of Riverside Management Services, LLC, 9655 Florida Mining Blvd. West, Building 300, Suite 305, Jacksonville, Florida 32257. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Minutes
 - A. Approval of the Minutes of the July 8, 2020 Meeting
 - B. Acceptance of the Minutes of the July 8, 2020 Audit Committee Meeting
- IV. Ratification of the Engagement Letter with Grau & Associates for FY20 Audit Services
- V. Ratification of E-Verify Memorandum of Understanding
- VI. Staff Reports
 - A. District Counsel – Consideration of HGS Rate Increase Letter
 - B. District Engineer
 - C. District Manager
- VII. Supervisor's Request and Audience Comments
- VIII. Financial Reports
 - A. Balance Sheet and Income Statement
 - B. Assessment Receipts Schedule
 - C. Check Register
- IX. Next Scheduled Meeting – May 12, 2021 at 10:30 a.m., likely at the offices of RMS
- X. Adjournment

Enclosed under the third order of business for your review and approval are copies of the minutes of the July 8, 2020 Board of Supervisors audit committee meetings.

The fourth order of business is ratification of engagement letter with Grau & Associates for FY20 audit services. A copy of the engagement letter is enclosed for your review.

The fifth order of business is ratification of E-Verify memorandum of understanding. A copy of the MOU is enclosed for your review.

Enclosed are the financial statements, assessment receipt schedule and check register.

The balance of the agenda is routine in nature and staff will give their reports at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

James Perry

James A. Perry
District Manager

AGENDA

OTC
Community Development District
Agenda

Wednesday
February 10, 2021
10:30 a.m.

Offices of Riverside Management Services, Inc.
9655 Florida Mining Blvd. West, Bldg. 300, Ste. 305
Jacksonville, Florida 32257
Call In # 1-800-264-8432 Code 421714

- I. Roll Call
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X. Adjournment

MINUTES

A.

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, July 8, 2020 at 10:30 a.m. using *Zoom* communications media technology pursuant to Executive Orders 20-52, 20-69 and 20-150 issued by Governor DeSantis, including any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present were:

Michelle Pierce

Rose Bock

Rocky Morris

Kurt von der Osten

Chairperson

Vice Chairperson

Supervisor

Supervisor

Also present were:

Jim Perry

Sarah Warren

District Manager

District Counsel

The following is a summary of the discussions and actions taken at the July 8, 2020 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order.

SECOND ORDER OF BUSINESS

Audience Comments

There were no members of the public in attendance.

THIRD ORDER OF BUSINESS

Affidavits of Publication

A copy of the affidavit of publication for the meeting and public hearing on the adoption of the Fiscal Year 2021 budget was enclosed in the agenda package.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 6, 2020 Meeting

There were no changes to the minutes.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the minutes of the May 6, 2020 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

**Acceptance of Minutes of the May 6, 2020
Audit Committee Meeting**

There were no changes to the minutes.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the minutes of the May 6, 2020 Audit Committee meeting were approved as presented.

SIXTH ORDER OF BUSINESS

**Acceptance of the Audit Committee's
Recommendation**

Mr. Perry stated the audit committee just met and Grau & Associates was the only respondent to the request for proposals and were ranked number one with 100 points.

On MOTION by Mr. von der Osten seconded by Ms. Bock with all in favor the audit committee's recommendation to contract with Grau & Associates for audit services was accepted.

SEVENTH ORDER OF BUSINESS

**Public Hearing to Adopt the Budget for
Fiscal Year 2021**

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the public hearing was opened.

A. Consideration of Resolution 2020-07, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2021

Mr. Perry stated we've kept the assessments the same for several years now and there are very little changes in regard to the General Fund from year to year and we have made no additional changes from what was approved to the Board at the last meeting. On the second page of resolution 2020-07, we will fill in the numbers for the expenditures for the general fund totaling \$83,919, and the debt service fund totaling \$601,495. There are no anticipated expenditures under the capital reserve fund at this time.

On MOTION by Ms. Bock seconded by Mr. von der Osten with all in favor Resolution 2020-07, relating to annual appropriations and adopting the budget for Fiscal Year 2021 was approved.

B. Consideration of Resolution 2020-08, Imposing Special Assessments and Certifying an Assessment Roll

Mr. Perry stated we will process the assessment roll with the Duval County Property Appraiser and Tax Collector. This is a standard form resolution.

On MOTION by Mr. von der Osten seconded by Mr. Morris with all in favor Resolution 2020-08, imposing special assessments and certifying an assessment roll was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2020-09, Designating a Meeting Schedule for Fiscal Year 2021

Mr. Perry stated you will see on the meeting schedule included in your agenda package that the next meeting is scheduled for February 10th. May 12th would be our meeting for approval of the budget, and July 14th would be adoption of the budget.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2020-09, designating a meeting schedule for Fiscal Year 2021 was approved.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the public hearing on the budget was closed.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Warren informed the Board that her firm will continue to monitor the Governor's Executive Orders and guidance regarding COVID-19.

B. District Engineer – Acceptance of the 2020 Annual Engineer's Report

Mr. Perry noted the engineer's report is filed on an annual basis with the trustee.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the 2020 annual engineer's report was accepted

C. District Manager

There being nothing to report, the next item followed.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

There being no supervisor's requests and no audience members present, the next item followed.

TWELFTH ORDER OF BUSINESS Financial Reports**A. Balance Sheet and Income Statement**

Copies of the balance sheet and income statement were included in the agenda package.

B. Assessment Receipt Schedule

Mr. Perry stated this District is 100% collected.

C. Approval of Check Register

Mr. Perry stated the check register totals \$134,092.21. \$122,000 of that is a transfer to the debt service funds. Once the funds are collected from the tax collector, all of the funds go into the general fund and then we have to transfer funds out to the debt service fund.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the Check Register was approved.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting

Mr. Perry stated our next scheduled meeting is going to be February 10 2021 at 10:30 a.m. at the offices of England Thims & Miller tentatively. We will stay tuned to see if the meeting can be held at that location.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Pierce seconded by Mr. von der Osten with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

The OTC Community Development District audit committee met on Wednesday, July 8, 2020 at 10:30 a.m. using Zoom communications media technology pursuant to Executive Orders 20-52, 20-69 and 20-150 issued by Governor DeSantis, including any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., Florida Statutes.

Present and constituting a quorum were:

Michelle Pierce	Chairperson
Rose Bock	Vice Chairperson
Rocky Morris	Supervisor
Kurt von der Osten	Supervisor

Also present were:

Jim Perry	District Manager
Sarah Warren	District Counsel

The following is a summary of the discussions and actions taken at the July 8, 2020 audit committee meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 10:30 a.m.

SECOND ORDER OF BUSINESS

Review and Ranking of Audit Proposals

Mr. Perry stated we only received one proposal from Grau & Associates. Grau does a large percentage of the Districts in the State of Florida. They are very qualified having done audits for this District for several years and also several other districts.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor ranking Grau & Associates number one with 100 points was approved.

THIRD ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

Mr. Perry adjourned the audit committee meeting.

FOURTH ORDER OF BUSINESS



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

July 22, 2020

Board of Supervisors
OTC Community Development District
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide OTC Community Development District, Duval County, Florida ("the District") for the fiscal year ended September 30, 2020, with the option of four (4) additional one-year renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of OTC Community Development District as of and for the fiscal year ended September 30, 2020, with the option of four (4) additional one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards

and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. Further, management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. As part of the audit, we will assist with preparation of your financial statements and related notes in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. As part of our engagement, we may propose standard adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of the proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and

recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may

provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

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

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN.

This agreement provides for a contract period of one (1) year with the option of four (4) additional, one-year renewals upon the written consent of both parties. Our fee for these services will not exceed \$3,300 for the September 30, 2020 audit. The fees for the fiscal years 2021, 2022, 2023 and 2024 will not exceed \$3,400, \$3,500, \$3,600 and \$3,700, respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

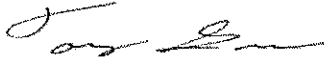
The District may terminate this agreement, with or without consent, upon thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the date of the notice of termination subject to any offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2019 peer review report accompanies this letter.

We appreciate the opportunity to be of service to OTC Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

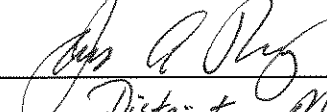
Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of OTC Community Development District.

By:  _____

Title: District Manager

Date: 8/7/20



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



AICPA

Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

FIFTH ORDER OF BUSINESS

Company ID Number: 1636263

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the OTC Community Development District (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

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- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
 - i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
 - ii. The employee's work authorization has not expired, and
 - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
 - i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
 - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
 - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

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- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

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case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:

- a. Scanning and uploading the document, or
- b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).

7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.

8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.

2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

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B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

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Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

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Approved by:

Employer OTC Community Development District	
Name (Please Type or Print) Darren De Santis	Title
Signature Electronically Signed	Date 01/29/2021
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 01/29/2021

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Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	OTC Community Development District
Company Facility Address	475 West Town Place Saint Augustine, FL 32092
Company Alternate Address	
County or Parish	SAINT JOHNS
Employer Identification Number	208205424
North American Industry Classification Systems Code	925
Parent Company	
Number of Employees	1 to 4
Number of Sites Verified for	1

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Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

FLORIDA

1 site(s)

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Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Kelly Adams
Phone Number (865) 717 - 7700
Fax Number
Email Address kadams@gmstnn.com

Name Darren A De Santis
Phone Number (954) 721 - 8681 ext. 208
Fax Number
Email Address ddesantis@gmssf.com

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SIXTH ORDER OF BUSINESS

A.

Hopping Green & Sams

Attorneys and Counselors

January 28, 2021

OTC Community Development District
c/o District Manager
Governmental Management Services-North Florida
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Re: OTC Community Development District

Dear District Manager:

The fee agreement in place between our firm and the District contemplates annual adjustments to the hourly billing after an annual evaluation by our firm. The firm is respectfully submitting this notification of increase in our standard hourly rates. The District will still benefit from a reduction in hourly rates as an existing client of the firm. My hourly rate will be \$365. The hourly rate of the associate most likely to provide services to the District will range from \$265 to \$285. The rate for paralegal services will be \$160. The updated hourly rates will become effective with the consent of the board.

As always, we will continue to implement cost-effective strategies to minimize legal expenses for the District while at the same time providing thoughtful and comprehensive services.

If you have any questions, please feel free to call. We thank you for the opportunity to be of service.

Sincerely,



Roy Van Wyk

RVW/lk

cc: Michelle Pierce, Chairperson

Accepted:

Chair, Board of Supervisors

Date: _____

EIGHTH ORDER OF BUSINESS

A.

OTC

Community Development District

Unaudited Financial Reporting
December 31, 2020



OTC
Community Development District
Combined Balance Sheet
December 31, 2020

	<u>Governmental Fund Types</u>			Totals
	General	Debt Service	Capital Reserve	(Memorandum Only) 2021
<u>Assets:</u>				
Cash	\$733,297	---	\$36,842	\$770,139
Investments:				
Reserve	---	\$299,384	---	\$299,384
Interest	---	\$1	---	\$1
Revenue	---	\$36,998	---	\$36,998
Sinking	---	\$13	---	\$13
Redemption	---	\$175	---	\$175
Due From General Fund	---	\$629,120	---	\$629,120
Total Assets	\$733,297	\$965,692	\$36,842	\$1,735,831
<u>Liabilities:</u>				
Due to Debt Service	\$629,120	---	---	\$629,120
<u>Fund Balances:</u>				
Restricted for Debt Service	---	\$965,692	---	\$965,692
Unassigned	\$104,177	---	\$36,842	\$141,019
Total Liabilities and Fund Equity	\$733,297	\$965,692	\$36,842	\$1,735,831

OTC
Community Development District
Statement of Revenues & Expenditures
For The Period Ending December 31, 2020

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 12/31/20	ACTUAL THRU 12/31/20	VARIANCE
Revenues:				
Assessments-Tax Collector	\$74,525	\$71,812	\$71,812	\$0
Total Revenues	\$74,525	\$71,812	\$71,812	\$0
Expenditures				
<u>Administrative</u>				
Supervisors	\$1,800	\$300	\$0	\$300
FICA Expense	\$92	\$15	\$0	\$15
Engineering Fees	\$2,000	\$333	\$0	\$333
Attorney Fees	\$7,500	\$1,250	\$154	\$1,096
Arbitrage	\$600	\$100	\$0	\$100
Annual Audit	\$3,900	\$650	\$0	\$650
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Dissemination	\$5,750	\$958	\$1,438	(\$479)
Trustee Fees	\$3,600	\$3,600	\$0	\$3,600
Management Fees - GMS	\$35,000	\$5,833	\$8,750	(\$2,917)
Computer Time	\$2,000	\$333	\$500	(\$167)
Telephone	\$50	\$8	\$0	\$8
Postage	\$450	\$75	\$9	\$66
Printing & Binding	\$730	\$122	\$6	\$116
Insurance	\$6,646	\$6,646	\$6,503	\$143
Travel	\$250	\$42	\$0	\$42
Legal Advertising	\$2,000	\$333	\$0	\$333
Other Current Charges	\$1,000	\$167	\$216	(\$49)
Office Supplies	\$100	\$17	\$0	\$17
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$100	\$17	\$0	\$17
Capital Reserve	\$2,728	\$2,728	\$0	\$2,728
Total Administrative Expenses	\$81,471	\$28,703	\$22,751	\$5,951
<u>Maintenance</u>				
Stormwater Maintenance	\$2,448	\$408	\$0	\$408
Total Maintenance Expenses	\$2,448	\$408	\$0	\$408
Total Expenditures	\$83,919	\$29,111	\$22,751	\$6,359
Excess Revenues/Expenses	(\$9,394)		\$49,061	
<u>Other Sources/(Uses)</u>				
Interfund Transfer In /(Out)	\$0	\$0	\$0	\$0
Total Other	\$0	\$0	\$0	\$0
Net Change in Fund Balance	(\$9,394)		\$49,061	
Fund Balance - Beginning	\$9,394		\$55,116	
Fund Balance - Ending	\$0		\$104,177	

OTC
Community Development District
Debt Service Fund
Statement of Revenues & Expenditures
For The Period Ending December 31, 2020

Description	ADOPTED	PRORATED	ACTUAL	VARIANCE
	BUDGET	BUDGET		
	BUDGET	THRU 12/31/20	THRU 12/31/20	
Revenues:				
Assessment - On Roll	\$652,885	\$629,120	\$629,120	\$0
Interest Income	\$2,500	\$12	\$12	(\$0)
Total Revenues	\$655,385	\$629,132	\$629,132	(\$0)
Expenditures				
<i>Series 2007</i>				
Interest Expense - 11/1	\$183,248	\$183,248	\$183,248	\$0
Special call - 11/1	\$0	\$0	\$20,000	(\$20,000)
Interest Expense - 5/1	\$183,248	\$183,248	\$0	\$183,248
Principal Expense - 5/1	\$235,000	\$235,000	\$0	\$235,000
Total Expenditures	\$601,495	\$601,495	\$203,248	\$398,248
Excess Revenues (Expenditures)	\$53,890		\$425,885	
Fund Balance - Beginning	\$323,665		\$539,807	
Fund Balance - Ending	\$377,555		\$965,692	

OTC
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending December 31, 2020

Description	ADOPTED	PRORATED	ACTUAL	VARIANCE
	BUDGET	BUDGET	THRU 12/31/20	
		THRU 12/31/20	THRU 12/31/20	
<u>Revenues:</u>				
Interest - SBA	\$1,500	\$22	\$22	\$0
Transfer In - General Fund	\$2,728	\$0	\$0	\$0
Total Revenues	\$4,228	\$22	\$22	\$0
<u>Expenditures</u>				
Capital Outlay	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$4,228		\$22	
<u>Other Sources/(Uses)</u>				
Interfund Transfer In /(Out)	\$0	\$0	\$0	\$0
Total Other	\$0	\$0	\$0	\$0
Net Change in Fund Balance	\$4,228		\$22	
Fund Balance - Beginning	\$81,131		\$36,820	
Fund Balance - Ending	\$85,359		\$36,842	

OTC
Community Development District
General Fund
Month By Month Income Statement
Fiscal Year 2020

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<u>Revenues:</u>													
Assessments-Tax Collector	\$0	\$850	\$70,963	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,812
Total Revenues	\$0	\$850	\$70,963	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,812
<u>Expenditures:</u>													
<u>Administrative</u>													
Supervisors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney Fees	\$154	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$154
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment Roll	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Dissemination	\$479	\$479	\$479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,438
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees - GMS	\$2,917	\$2,917	\$2,917	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,750
Computer Time	\$167	\$167	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$2	\$7	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9
Printing & Binding	\$1	\$5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6
Insurance	\$6,503	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,503
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$49	\$34	\$133	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$216
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Administrative	\$15,446	\$3,609	\$3,696	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,751
<u>Maintenance</u>													
Stormwater Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$15,446	\$3,609	\$3,696	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,751
Excess Revenues (Expenditures)	(\$15,446)	(\$2,759)	\$67,266	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,061

OTC
Community Development District
Long Term Debt Report

Series 2007A Special Assessments Bonds	
Interest Rate:	5.33%
Maturity Date:	5/1/2038
Reserve Fund Definition:	50% Max Annual Debt
Reserve Fund Requirement:	\$305,820.00
Reserve Fund Balance:	\$299,383.75
Bonds outstanding - 9/30/2013	\$8,850,000
Less: November 1, 2013 (Special Call)	(\$15,000)
Less: May 1, 2014 (Mandatory)	(\$175,000)
Less: November 1, 2014 (Special Call)	(\$15,000)
Less: May 1, 2015 (Mandatory)	(\$230,000)
Less: November 1, 2015 (Special Call)	(\$15,000)
Less: May 2, 2016 (Mandatory)	(\$210,000)
Less: November 1, 2016 (Special Call)	(\$20,000)
Less: May 1, 2017 (Mandatory)	(\$215,000)
Less: November 1, 2017 (Special Call)	(\$230,000)
Less: May 1, 2018 (Mandatory)	(\$210,000)
Less: May 1, 2019 (Mandatory)	(\$225,000)
Less: May 1, 2020 (Mandatory)	(\$235,000)
Less: May 1, 2020 (Special Call)	(\$140,000)
Less: November 1, 2020 (Special Call)	(\$20,000)
Current Bonds Outstanding	\$6,895,000

B.

OTC COMMUNITY DEVELOPMENT DISTRICT

SUMMARY OF FY2021 ASSESSMENT RECEIPTS

	# UNITS ASSESSED	DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	780,000	652,885.01	74,525.00	727,410.01

[illegible]

BALANCE DUE	26,477.18	23,764.52	2,712.66	
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% COLLECTED	96.4%
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C.

OTC
Community Development District

Check Run Summary

January 31, 2021

Fund	Date	Check Numbers	Amount
General Fund			
Payroll			
	7/14/20	50018-50020	\$ 554.10
		Subtotal	<u>\$ 554.10</u>
Accounts Payable			
	6/11/20	665-666	\$ 3,681.92
	6/18/20	667	\$ 400.25
	6/25/20	668	\$ 582.00
	6/25/20	668-VOID	\$ (582.00)
	7/1/20	669	\$ 170.75
	7/9/20	670-671	\$ 3,834.21
	7/16/20	672	\$ 600.00
	7/16/20	673	\$ 582.00
	8/14/20	674-675	\$ 4,380.13
	9/3/20	676	\$ 1,232.50
	9/11/20	677	\$ 6,503.00
	9/18/20	678	\$ 153.88
	9/29/20	679	\$ 21,014.72
	10/1/20	680	\$ 5,000.00
	10/9/20	681-682	\$ 7,106.58
	11/9/20	683-684	\$ 3,629.08
	11/13/20	685	\$ 175.00
	11/13/20	685-VOID	\$ (175.00)
	12/9/20	686-687	\$ 3,814.98
	12/14/20	688	\$ 175.00
	1/8/21	689	\$ 3,563.49
		Subtotal	<u>\$ 65,842.49</u>
Total			\$ 66,396.59

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50018	3	KURT R VONDEROSTEN	184.70	7/14/2020
50019	1	ROCKWELL A. MORRIS	184.70	7/14/2020
50020	2	ROSE S. BOCK	184.70	7/14/2020

554.10

TOTAL FOR REGISTER

OTC OAKLEAF DLAUGHLIN

Attendance Sheet

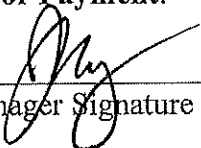
District Name: OTC CDD

Board Meeting Date: July 8, 2020

	Name	In Attendance	Fee
1	Michelle Piece <i>Chairperson</i>		No
2	Rose Bock <i>Vice Chairman</i>		YES - \$200
3	Rocky Morris <i>Assistant Secretary</i>		YES - \$200
4	Kurt von der Osten <i>Assistant Secretary</i>		YES - \$200
5	VACANT		

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:


District Manager Signature

7/8/20
Date

PLEASE RETURN COMPLETED FORM TO OKSANA

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/11/20	00002	6/01/20 186	202006 310-51300-34000	JUN MANAGEMENT FEES	*	2,916.67	
		6/01/20 186	202006 310-51300-35100	JUN INFORM TECHNOLOGY	*	166.67	
		6/01/20 186	202006 310-51300-31400	JUN DISSEMINATION SERVICE	*	437.50	
		6/01/20 186	202006 310-51300-42500	COPIES	*	54.45	
GOVERNMENTAL MANAGEMENT SERVICES							3,575.29 000665
6/11/20	00010	6/08/20 20-03332	202006 310-51300-49000	RRQUEST PROPOSAL AUDIT	*	106.63	
JACKSONVILLE DAILY RECORD							106.63 000666
6/18/20	00010	6/15/20 20-03464	202006 310-51300-49000	NOTICE OF PUBLIC HEARING	*	400.25	
JACKSONVILLE DAILY RECORD							400.25 000667
6/25/20	00010	6/19/20 115383	202005 310-51300-48000	MAY GEN COUNSEL/MEETINGS	*	582.00	
JACKSONVILLE DAILY RECORD							582.00 000668
7/16/20	00010	6/19/20 115383	202005 310-51300-48000	MAY GEN COUNSEL/MEETINGS	V	582.00-	
JACKSONVILLE DAILY RECORD							582.00-000668
7/01/20	00010	6/29/20 20-03715	202006 310-51300-48000	NOTICE OF AUDIT COMMITTEE	*	170.75	
JACKSONVILLE DAILY RECORD							170.75 000669
7/09/20	00002	7/01/20 187	202007 310-51300-34000	JUL MANAGEMENT FEES	*	2,916.67	
		7/01/20 187	202007 310-51300-35100	JUL INFORM TECHNOLOGY	*	166.67	
		7/01/20 187	202007 310-51300-31400	JUL DISSEMINATION SERVICE	*	437.50	
		7/01/20 187	202007 310-51300-51000	OFFICE SUPPLIES	*	12.80	
		7/01/20 187	202007 310-51300-42000	POSTAGE	*	13.35	
		7/01/20 187	202007 310-51300-42500	COPIES	*	103.95	
		7/01/20 187	202007 310-51300-41000	TELEPHONE	*	14.52	
GOVERNMENTAL MANAGEMENT SERVICES							3,665.46 000670
OTC OAKLEAF				OKUZMUK			

*** CHECK DATES 06/01/2020 - 01/31/2021 ***
 OTC - GENERAL
 BANK A OTC - GENERAL

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/09/20	00010	6/29/20	20-03715 202006 310-51300-48000	NOTICE AUDIT COMM BALANCE	*	168.75	
				JACKSONVILLE DAILY RECORD			168.75 000671
7/16/20	00013	7/05/20	20053 202007 310-51300-31600	ARBTR SE 2007 FYE 2/29/20	*	600.00	
				GRAU AND ASSOCIATES			600.00 000672
7/16/20	00008	6/19/20	115383 202006 310-51300-31500	MAY GEN COUNSEL/MEETINGS	*	582.00	
				HOPPING GREEN & SAMS			582.00 000673
8/14/20	00002	8/01/20	188 202008 310-51300-34000	AUG MANAGEMENT FEES	*	2,916.67	
		8/01/20	188 202008 310-51300-35100	AUG INFORM TECHNOLOGY	*	166.67	
		8/01/20	188 202008 310-51300-31400	AUG DISSEMINATION SERVICE	*	437.50	
		8/01/20	188 202008 310-51300-51000	OFFICE SUPPLIES	*	.39	
		8/01/20	188 202008 310-51300-42000	POSTAGE	*	80.55	
		8/01/20	188 202008 310-51300-42500	COPIES	*	32.85	
				GOVERNMENTAL MANAGEMENT SERVICES			3,634.63 000674
8/14/20	00008	7/31/20	116312 202006 310-51300-31500	JUN GEN COUNSEL/MEETINGS	*	745.50	
				HOPPING GREEN & SAMS			745.50 000675
9/03/20	00008	8/31/20	116914 202007 310-51300-31500	JUL GEN COUNSEL/MEETINGS	*	1,232.50	
				HOPPING GREEN & SAMS			1,232.50 000676
9/11/20	00017	9/01/20	11594 202009 300-15500-10000	FY21 INSURANCE POLICY	*	6,503.00	
				EGIS INSUANCE ADVISORS, LLC			6,503.00 000677
9/18/20	00010	9/17/20	20-05440 202009 310-51300-48000	NOTICE OF MEETINGS SCHDL	*	153.88	
				JACKSONVILLE DAILY RECORD			153.88 000678
9/29/20	00021	9/21/20	09212020 202009 300-20700-10100	4/20/20 DEBT ASSESSMENT	*	4,366.15	
		9/21/20	09212020 202009 300-20700-10100	5/11/20 DEBT ASSESSMENT	*	5,239.37	

OTC OAKLEAF OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		9/21/20 09212020	202009 300-20700-10100		*	11,409.20	
		5/20/20 DEBT ASSESSMENT					
				OTC CDD - REVENUE ACCOUNT			21,014.72 000679
10/01/20 00002		9/15/20 190	202010 310-51300-31300		*	5,000.00	
		FY21 ASSESSM ROLL CERTIF					
				GOVERNMENTAL MANAGEMENT SERVICES			5,000.00 000680
10/09/20 00002		10/01/20 191	202010 310-51300-34000		*	2,916.67	
		OCT MANAGEMENT FEES					
		10/01/20 191	202010 310-51300-35100		*	166.67	
		OCT INFORM TECHNOLOGY					
		10/01/20 191	202010 310-51300-31400		*	479.17	
		OCT DISSEMINATION SERVICE					
		10/01/20 191	202010 310-51300-51000		*	.09	
		OFFICE SUPPLIES					
		10/01/20 191	202010 310-51300-42000		*	1.50	
		POSTAGE					
		10/01/20 191	202010 310-51300-42500		*	1.35	
		COPIES					
				GOVERNMENTAL MANAGEMENT SERVICES			3,565.45 000681
10/09/20 00002		9/01/20 189	202009 310-51300-34000		*	2,916.67	
		SEP MANAGEMENT FEES					
		9/01/20 189	202009 310-51300-35100		*	166.67	
		SEP INFORM TECHNOLOGY					
		9/01/20 189	202009 310-51300-31400		*	437.50	
		SEP DISSEMINATION SERVICE					
		9/01/20 189	202009 310-51300-42500		*	13.80	
		COPIES					
		9/01/20 189	202009 310-51300-41000		*	6.49	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			3,541.13 000682
11/09/20 00002		11/01/20 192	202011 310-51300-34000		*	2,916.67	
		NOV MANAGEMENT FEES					
		11/01/20 192	202011 310-51300-35100		*	166.67	
		NOV INFORM TECHNOLOGY					
		11/01/20 192	202011 310-51300-31400		*	479.17	
		NOV DISSEMINATION SERVICE					
		11/01/20 192	202011 310-51300-42500		*	4.65	
		COPIES					
		11/01/20 192	202011 310-51300-42000		*	6.92	
		GMS NF DISTRICT POSTAGE					
				GOVERNMENTAL MANAGEMENT SERVICES			3,574.08 000683
				OTC OAKLEAF			
				OKUZMUK			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
11/09/20	00008	10/27/20 118041	202009 310-51300-31500	SEP GEN COUNSEL/MEETINGS	*	55.00	
				HOPPING GREEN & SAMS			55.00 000684
11/13/20	00007	10/01/20 83256	202011 310-51300-54000	FY21 SPECIAL DESTRIC FEE	*	175.00	
				DEPARTMENT OF COMMUNITY AFFAIRS			175.00 000685
12/14/20	00007	10/01/20 83256	202011 310-51300-54000	FY21 SPECIAL DESTRIC FEE	V	175.00-	
				DEPARTMENT OF COMMUNITY AFFAIRS			175.00-000685
12/09/20	00002	12/01/20 193	202012 310-51300-34000	DEC MANAGEMENT FEES	*	2,916.67	
		12/01/20 193	202012 310-51300-35100	DEC INFORM TECHNOLOGY	*	166.67	
		12/01/20 193	202012 310-51300-31400	DEC DISSEMINATION SERVICE	*	479.17	
		12/01/20 193	202012 310-51300-51000	OFFICE SUPPLIES	*	.06	
		12/01/20 193	202012 310-51300-42000	POSTAGE	*	1.00	
		12/01/20 193	202012 310-51300-49000	DOMAIN RENEWAL	*	97.41	
				GOVERNMENTAL MANAGEMENT SERVICES			3,660.98 000686
12/09/20	00008	11/30/20 118784	202010 310-51300-31500	OCT GEN COUNSEL/MEETINGS	*	154.00	
				HOPPING GREEN & SAMS			154.00 000687
12/14/20	00020	10/01/20 83256	202010 310-51300-54000	FY21 SPECIAL DISTRICT FEE	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 000688
1/08/21	00002	1/01/21 194	202101 310-51300-34000	JAN MANAGEMENT FEES	*	2,916.67	
		1/01/21 194	202101 310-51300-35100	JAN INFORM TECHNOLOGY	*	166.67	
		1/01/21 194	202101 310-51300-31400	JAN DISSEMINATION SERVICE	*	479.17	
		1/01/21 194	202101 310-51300-51000	OFFICE SUPPLIES	*	.03	
		1/01/21 194	202101 310-51300-42000	POSTAGE	*	.50	
		1/01/21 194	202101 310-51300-42500	COPIES	*	.45	
				GOVERNMENTAL MANAGEMENT SERVICES			3,563.49 000689
TOTAL FOR BANK A						65,842.49	
OTC OAKLEAF				OKUZMUK			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						65,842.49	

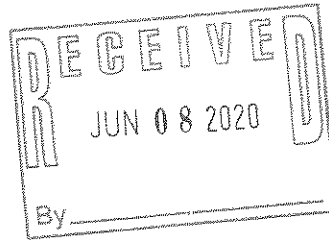
OTC OAKLEAF OKUZMUK

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Bill To:**

OTC CDD
475 West Town Place
St. Augustine, FL 32092



Invoice #: 186

Invoice Date: 6/1/20

Due Date: 6/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - June 2020 <i>1,210.573, 340</i>		2,916.67	2,916.67
Information Technology - June 2020 <i>357</i>		166.67	166.67
Dissemination Agent Services - June 2020 <i>314</i>		437.50	437.50
Copies <i>425</i>		54.45	54.45
<i>2 (A)</i>			

Total \$3,575.29**Payments/Credits** \$0.00**Balance Due** \$3,575.29

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 8, 2020

Date

RECEIVED

JUN 08 2020

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-03332D PO/File # _____ \$106.63

Amount Due

Request for Proposals for Annual Audit Services

Amount Paid

OTC Community Development District

\$106.63

Payment Due

Case Number _____

Publication Dates 6/8

County Duval

10 (H)
1,810,573.490

*Payment is due before the
Proof of Publication is released.*

*For your convenience, you
may remit payment at
jaxdailyrecord.com/send-payment.*

Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**OTC COMMUNITY
DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS
FOR ANNUAL AUDIT
SERVICES**

The OTC Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2020, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Duval County and has a general fund, debt service fund and capital reserve fund.

Each auditing entity submitting a proposal must be authorized to do business in Florida, hold all applicable state and federal professional licenses in good standing, duly licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with

Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide five (5) copies of their proposal to GMS, LLC, District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, telephone (904) 940-5850, in an envelope marked on the outside "Auditing Services – OTC Community Development District." Proposals must be received by 3:00 p.m. on Monday, June 29, 2020, at the office of the District Manager. The District reserves the right to reject any and all proposals, make modifications to the scope of the work, and waive any minor informalities or irregularities in proposals as it deems appropriate. Please direct all questions regarding this Notice to the District Manager.

OTC Community
Development District
James Perry, District Manager
Jun. 8 00(20-03332D)

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 15, 2020

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-03464D PO/File # _____ \$400.25

Amount Due

Notice of Public Hearing to Consider the Adoption of the Fiscal Year
2020/2021 Budgets, etc.

Amount Paid

OTC Community Development District

\$400.25

Payment Due

Case Number _____

Publication Dates 6/15,22

County Duval

*Payment is due before the
Proof of Publication is released.*

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may remit payment at
jaxdailyrecord.com/send-payment.*

10 @
1,810,573.490

Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**OTC COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF PUBLIC
HEARING TO CONSIDER
THE ADOPTION OF THE
FISCAL YEAR 2020/2021
BUDGETS; NOTICE OF
POSSIBLE REMOTE PRO-
CEDURES DURING PUB-
LIC HEALTH EMERGENCY
DUE TO COVID-19; AND
NOTICE OF REGULAR
BOARD OF SUPERVISORS'
MEETING.**

The Board of Supervisors ("Board") of the OTC Community Development District ("District") will hold a public hearing on July 8, 2020 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32256 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("Fiscal Year 2020/2021"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, FL 32092, (904) 940-6850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at www.OTCCDD.com.

It is anticipated that the public hearing and meeting will take place at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32256. In the event that the COVID-19 public health emergency prevents the hearing and meeting from occurring in-person, the District may conduct the public hearing by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respec-

tively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

While it may be necessary to hold the above referenced public hearing and meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to listen to and/or participate in the meeting can do so by dialing 1-800-264-8432 and entering participant code 421714 when prompted. Participants are strongly encouraged to submit questions and comments to the District Manager's Office at jperry@gmsnf.com or by calling (904) 940-6860 at least 24 hours in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of 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 such appeal is to be based.

Jim Perry
District Manager
Jun. 15/22 00(20-03464D)

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

10 (A)
1,810.513,490

STATEMENT

OTC Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

June 19, 2020

Bill Number 115383
Billed through 05/31/2020

RECEIVED

JUN 19 2020

General Counsel/Monthly Meetings

OTCCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

05/03/20	JJ	Research meeting protocols and notices during phase 1 of reopening plan.	0.10 hrs
05/06/20	SSW	Prepare for and attend board meeting; conduct meeting follow-up.	1.50 hrs
05/22/20	RVW	Review executive orders from Governor regarding phase 1 of reopening.	0.20 hrs
05/29/20	RVW	Review status of district items; confer with staff regarding same.	0.20 hrs
Total fees for this matter			\$582.00

MATTER SUMMARY

Johnson, Jonathan T.	0.10 hrs	375 /hr	\$37.50
Van Wyk, Roy	0.40 hrs	330 /hr	\$132.00
Warren, Sarah S.	1.50 hrs	275 /hr	\$412.50

TOTAL FEES \$582.00

TOTAL CHARGES FOR THIS MATTER \$582.00

BILLING SUMMARY

Johnson, Jonathan T.	0.10 hrs	375 /hr	\$37.50
Van Wyk, Roy	0.40 hrs	330 /hr	\$132.00
Warren, Sarah S.	1.50 hrs	275 /hr	\$412.50

TOTAL FEES \$582.00

TOTAL CHARGES FOR THIS BILL \$582.00

=====

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 29, 2020

Date

RECEIVED

JUN 29 2020

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-03715D PO/File # _____ \$170.75

Amount Due

Notice of Audit Committee Meeting and Regular Meeting, etc.

Amount Paid

OTC Community Development District

\$170.75

Payment Due

Case Number _____

Publication Dates 6/29

County Duval

10 ①
1,310, 513, 480

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TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

NOTICE OF AUDIT
COMMITTEE MEETING
AND REGULAR
MEETING OF THE
BOARD OF
SUPERVISORS OF THE
OTC COMMUNITY
DEVELOPMENT
DISTRICT

Notice is hereby given that the OTC Community Development District ("District") Audit Committee will meet on Wednesday, July 8, 2020 at 10:30 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257 to consider proposals received in response to a previously issued Request for Proposals. Immediately following the audit committee meeting will be the regular meeting of the Board of Supervisors ("Board").

Please be advised that the Florida Governor's Office has declared a state of emergency due to the Coronavirus (COVID-19). As reported by the Center for Disease Control and World Health Organization, COVID-19 can spread from person-to-person through small droplets from the nose or mouth, including when an individual coughs or sneezes. These droplets may land on objects and surfaces. Other people may contract COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. Therefore, merely cleaning facilities, while extremely important and vital in this crisis, may not be enough to stop the spread of this virus. Those with weakened immune systems may want to avoid the District's meeting in order to avoid a potential exposure to the virus.

While it may be necessary to hold the above referenced meetings of the District's Board of Supervisors despite the current public health emergency, the District fully encourages public participation in a safe and efficient manner.

Toward that end, anyone wishing to listen and participate in the meetings can do so telephonically at 1-800-264-8432 and entering passcode 421714 when prompted. Additionally, participants are encouraged to submit questions and comments to the District Manager in advance at jperry@gmsnf.com to facilitate the Board's consideration of such questions and comments during the meeting.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for these meetings may be obtained from the office of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, jperry@gmsnf.com. The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings is advised that this same 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 the appeal is to be based.

James Perry
District Manager

Jun. 29 00(20-03715D)

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**Invoice #: 187
Invoice Date: 7/1/20
Due Date: 7/1/20
Case:
P.O. Number:Bill To:
OTC CDD
475 West Town Place
St. Augustine, FL 32092

RECEIVED

JUL 02 2020

Description	Hours/Qty	Rate	Amount
Management Fees - July 2020 1,810.573.340		2,916.67	2,916.67
Information Technology - July 2020 857		166.67	166.67
Dissemination Agent Services - July 2020 814		437.50	437.50
Office Supplies 570		12.80	12.80
Postage 423		13.35	13.35
Copies 428		103.95	103.95
Telephone 410		14.52	14.52
2 (A)			
Total			\$3,665.46
Payments/Credits			\$0.00
Balance Due			\$3,665.46

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

June 29, 2020

INVOICE

Date

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial #	20-03715D	PO/File #		\$339.50
				Amount Due
Notice of Audit Committee Meeting and Regular Meeting, etc.				
				Amount Paid
OTC Community Development District				\$339.50
				Payment Due
Case Number				
Publication Dates	6/29, 7/6			
County	Duval			

*Payment is due before the
Proof of Publication is released.*

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jaxdailyrecord.com/send-payment.*



339.50
- 170.75
168.75

Your notice can be found at www.jaxdailyrecord.com

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Jacksonville Daily Record

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P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 29, 2020

Date

RECEIVED

JUN 29 2020

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial #	20-03715D	PO/File #		\$170.75
Notice of Audit Committee Meeting and Regular Meeting, etc.				Amount Due
				Amount Paid
OTC Community Development District				\$170.75
				Payment Due
Case Number				
Publication Dates	6/29			
County	Duval			

Payment is due before the
Proof of Publication is released.

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10 @
1.310. 573. 480

paid on 7/1/20
chk# 669

Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any
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NOTICE OF AUDIT
COMMITTEE MEETING
AND REGULAR
MEETING OF THE
BOARD OF
SUPERVISORS OF THE
OTC COMMUNITY
DEVELOPMENT
DISTRICT

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James Perry
District Manager

Jun. 29 00(20-03715D)

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

RECEIVED

JUL 10 2020

OTC Community Development District
1001 Bradford Way
Kingston, TN 37763

Invoice No. 20053
Date 07/05/2020

SERVICE

AMOUNT

Arbitrage Series 2007 FYE 02/29/2020

\$ 600.00

Current Amount Due

\$ 600.00

13 (A) 1,310,573.316

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Payment due upon receipt.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

8 ⑦
1,810.513,315

STATEMENT

June 19, 2020

OTC Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 115383
Billed through 05/31/2020

RECEIVED

JUN 19 2020

General Counsel/Monthly Meetings

OTCCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

05/03/20	JJ	Research meeting protocols and notices during phase 1 of reopening plan.	0.10 hrs
05/06/20	SSW	Prepare for and attend board meeting; conduct meeting follow-up.	1.50 hrs
05/22/20	RVW	Review executive orders from Governor regarding phase 1 of reopening.	0.20 hrs
05/29/20	RVW	Review status of district items; confer with staff regarding same.	0.20 hrs
Total fees for this matter			\$582.00

MATTER SUMMARY

Johnson, Jonathan T.	0.10 hrs	375 /hr	\$37.50
Van Wyk, Roy	0.40 hrs	330 /hr	\$132.00
Warren, Sarah S.	1.50 hrs	275 /hr	\$412.50

TOTAL FEES \$582.00

TOTAL CHARGES FOR THIS MATTER

\$582.00

BILLING SUMMARY

Johnson, Jonathan T.	0.10 hrs	375 /hr	\$37.50
Van Wyk, Roy	0.40 hrs	330 /hr	\$132.00
Warren, Sarah S.	1.50 hrs	275 /hr	\$412.50

TOTAL FEES \$582.00

TOTAL CHARGES FOR THIS BILL

\$582.00

=====

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

RECEIVED

Bill To:
OTC CDD
475 West Town Place
St. Augustine, FL 32092

AUG 06 2020

Invoice #: 188
Invoice Date: 8/1/20
Due Date: 8/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - August 2020 1,310.573, 340		2,916.67	2,916.67
Information Technology - August 2020 851		166.67	166.67
Dissemination Agent Services - August 2020 314		437.50	437.50
Office Supplies 570		0.39	0.39
Postage 420		80.55	80.55
Copies 425		32.85	32.85
2 (K)			
Total			\$3,634.63
Payments/Credits			\$0.00
Balance Due			\$3,634.63

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

8 ①
1,810,573.815

STATEMENT

July 31, 2020

OTC Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 116312
Billed through 06/30/2020

RECEIVED

AUG 06 2020

General Counsel/Monthly Meetings

OTCCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

06/05/20	SSW	Research physical quorum and public comment requirements and guidance pursuant to Governor's Executive Order and Task Force Report for phase 2 reopening.	0.10 hrs
06/08/20	RVW	Attend conference call with government attorneys regarding phase 2 opening requirements and meeting policies.	0.30 hrs
06/10/20	SSW	Prepare budget hearing notice; confer with Hogge regarding publication of same; prepare comments to draft meeting minutes.	0.60 hrs
06/23/20	RVW	Review status of extension regarding Governor's order on meetings; research same.	0.30 hrs
06/24/20	AHJ	Confer with Hogge regarding executed agenda items; prepare updates to district file regarding same; prepare budget resolutions.	1.20 hrs
06/25/20	SSW	Review agenda package; confer with Perry regarding same.	0.40 hrs
06/25/20	AHJ	Finalize budget resolutions; transmit same to Hogge; prepare updates to district file regarding same.	0.30 hrs
06/26/20	SSW	Review Executive Order 20-150 regarding extension of waiver of physical quorum requirement for local government public meetings; prepare and circulate correspondence to district manager regarding same.	0.10 hrs
Total fees for this matter			\$745.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	1.50 hrs	145 /hr	\$217.50
Van Wyk, Roy	0.60 hrs	330 /hr	\$198.00
Warren, Sarah S.	1.20 hrs	275 /hr	\$330.00
TOTAL FEES			\$745.50

TOTAL CHARGES FOR THIS MATTER**\$745.50****BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	1.50 hrs	145 /hr	\$217.50
Van Wyk, Roy	0.60 hrs	330 /hr	\$198.00
Warren, Sarah S.	1.20 hrs	275 /hr	\$330.00

TOTAL FEES	\$745.50
------------	----------

TOTAL CHARGES FOR THIS BILL**\$745.50****Please include the bill number with your payment.****WIRE/ACH Information****Synovus Bank****Hopping Green & Sams, P.A.****Acct. #: 3270103901****ABA #: 061100606**

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

8 ④
1,810.573.815

STATEMENT

OTC Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

August 31, 2020

RECEIVED

Bill Number 116914
Billed through 07/31/2020

SEP 02 2020

General Counsel/Monthly Meetings

OTCCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

07/02/20	SSW	Confer with district manager regarding audit selection and proposals for same.	0.40 hrs
07/08/20	SSW	Prepare for and attend audit committee meeting and regular board meeting; conduct meeting follow-up.	1.50 hrs
07/13/20	RVW	Research and review latest order from Governor.	0.20 hrs
07/14/20	SSW	Prepare comments to draft meeting minutes; follow-up regarding auditor engagement letter; confer with Hogge regarding same.	0.60 hrs
07/20/20	SSW	Research compliance with public meeting requirements for district meetings held remotely using communications media technology.	0.40 hrs
07/27/20	SRS	Review audit engagement letter.	1.20 hrs
07/31/20	RVW	Review order from Governor regarding continuation of emergency order.	0.10 hrs
Total fees for this matter			\$1,232.50

MATTER SUMMARY

Van Wyk, Roy	0.30 hrs	330 /hr	\$99.00
Sandy, Sarah R.	1.20 hrs	280 /hr	\$336.00
Warren, Sarah S.	2.90 hrs	275 /hr	\$797.50

TOTAL FEES \$1,232.50

TOTAL CHARGES FOR THIS MATTER \$1,232.50

BILLING SUMMARY

Van Wyk, Roy	0.30 hrs	330 /hr	\$99.00
Sandy, Sarah R.	1.20 hrs	280 /hr	\$336.00
Warren, Sarah S.	2.90 hrs	275 /hr	\$797.50

=====

TOTAL FEES

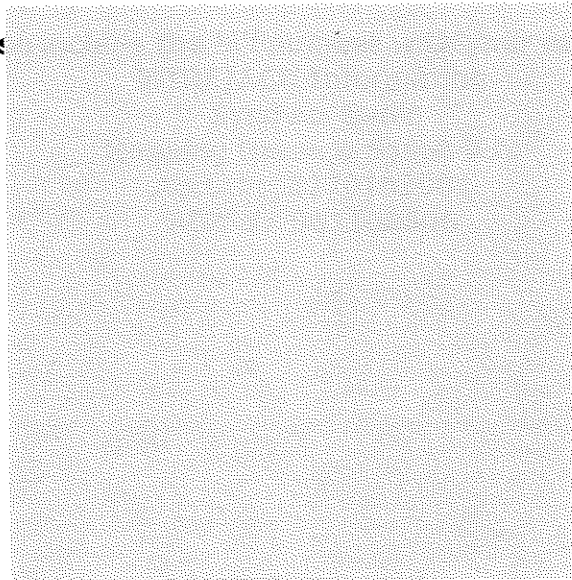
\$1,232.50

TOTAL CHARGES FOR THIS BILL

\$1,232.50

Please

Payment.





RECEIVED

Insurance & Risk Advisors SEP 03 2020

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

INVOICE

Customer	OTC Community Development District
Acct #	289
Date	09/01/2020
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 6,503.00
Payment Amount	
Payment for:	Invoice#11594
100120142	

Thank You

Please detach and return with payment



Customer: OTC Community Development District

Invoice	Effective	Transaction	Description	Amount
11594	10/01/2020	Renew policy	Policy #100120142 10/01/2020-10/01/2021 Florida Insurance Alliance POL,EPLI,EBL,Herb & Pest - Renew policy Due Date: 9/1/2020 17 A 1,800.155.100	6,503.00
				Total
				\$ 6,503.00
Thank You				
FOR PAYMENTS SENT OVERNIGHT: Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453				

Remit Payment To: Egis Insurance Advisors, LLC

(321)233-9939

Date

Lockbox 234021 PO Box 84021
Chicago, IL 60689-4002

sclimer@egisadvisors.com

09/01/2020

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

September 17, 2020

Date

RECEIVED

SEP 16 2020

Attn: Courtney Hogge
GMS, LLC
475 WEST TOWN PLACE, STE 114
SAINT AUGUSTINE FL 32092

Payment Due Upon Receipt

Serial # 20-05440D PO/File # _____ \$153.88

Notice of Meetings

Amount Due

Amount Paid

OTC Community Development District

\$153.88

Payment Due

Case Number _____

Publication Dates 9/17

County Duval

*Payment is due before the
Proof of Publication is released.*

*For your convenience, you
may remit payment at
jaxdailyrecord.com/send-payment.*

10 @
1,810.573 480

Your notice can be found at www.jaxdailyrecord.com

TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

NOTICE OF MEETINGS
OTC COMMUNITY
DEVELOPMENT DISTRICT

The Board of Supervisors of the OTC Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2021 at 10:30 a.m. at the offices of England Thims & Miller 14775 Old St. Augustine Road, Jacksonville, Florida 32258 on the second Wednesday of the following months, unless otherwise indicated:

February 10, 2021

May 12, 2020

July 14, 2020

It is anticipated that the meetings will take place at the location above. In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

While it may be necessary to hold the above referenced meetings utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to participate in the meetings should refer to the District's website at www.OTCCDD.com or contact the office of the District Manager, c/o Governmental Management Services, LLC at (904) 940-5850 or jperry@gmsnfl.com to obtain access information.

Participants are strongly encour-

aged to submit questions and comments to the District Manager's Office at jperry@gmsnfl.com or by calling (904) 940-5850 at least 24 hours in advance of the meetings to facilitate the Board's consideration of such questions and comments during the meeting.

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meetings. Copies of the agenda for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 48 hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meetings with respect to any matter considered at the meeting 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 such appeal is to be based.

James A Perry
District Manager

Sep. 17 00(20-05440D)

RECEIVED **OTC**
COMMUNITY DEVELOPMENT DISTRICT

SEP 28 2020

General Fund

Check Request

Date	Amount	Authorized By
September 21, 2020	\$21,014.72	Hannah Smith

Payable to:

OTC CDD - Revenue Account #21

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10100
------	---------------------

Intended Use of Funds Requested:

\$4,366.15 Debt Assessment 4/20/2020
\$5,239.37 Debt Assessment 5/11/2020
\$11,409.20 Debt Assessment 5/20/2020
(Attach supporting documentation for request.)

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 190
Invoice Date: 9/15/20
Due Date: 9/15/20
Case:
P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

RECEIVED

SEP 16 2020

Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2021		5,000.00	5,000.00
<i>2 (A)</i> <i>1,810.573.813</i>			
Total			\$5,000.00
Payments/Credits			\$0.00
Balance Due			\$5,000.00

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

RECEIVED

OCT 08 2020

Bill To:OTC CDD
475 West Town Place
St. Augustine, FL 32092

Invoice #: 189

Invoice Date: 9/1/20

Due Date: 9/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - September 2020 1,810,513.340		2,916.67	2,916.67
Information Technology - September 2020 351 3/4		166.67	166.67
Dissemination Agent Services - September 2020		437.50	437.50
Copies 428		13.80	13.80
Telephone 410		6.49	6.49
2 (A)			
Total			\$3,541.13
Payments/Credits			\$0.00
Balance Due			\$3,541.13

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

RECEIVED

OCT 06 2020

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Invoice #: 191
Invoice Date: 10/1/20
Due Date: 10/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - October 2020 1,810, 513, 310		2,916.67	2,916.67
Information Technology - October 2020 251		166.67	166.67
Dissemination Agent Services - October 2020 314		479.17	479.17
Office Supplies 570		0.09	0.09
Postage 420		1.50	1.50
Copies 1125		1.35	1.35
2 (A)			
Total			\$3,565.45
Payments/Credits			\$0.00
Balance Due			\$3,565.45

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

RECEIVED

NOV 03 2020

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Invoice #: 192
Invoice Date: 11/1/20
Due Date: 11/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - November 2020 1,810.515.840		2,916.67	2,916.67
Information Technology - November 2020 387		166.67	166.67
Dissemination Agent Services - October 2020 314		479.17	479.17
Copies 425		4.65	4.65
GMS NF District postage to Auditor General 420		6.92	6.92
2 (A)			
Total			\$3,574.08
Payments/Credits			\$0.00
Balance Due			\$3,574.08

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

8 (A)
1,810,573.815

===== STATEMENT =====

OTC Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

October 27, 2020

RECEIVED

Bill Number 118041
Billed through 09/30/2020

OCT 29 2020

General Counsel/Monthly Meetings

OTCCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

09/01/20	SSW	Monitor executive orders regarding public meeting requirements and possible extension of waiver of physical quorum requirement for public meetings; research and confer with district management regarding questions relating to same.	0.20 hrs
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Total fees for this matter	\$55.00
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MATTER SUMMARY

Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00
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TOTAL FEES	\$55.00
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TOTAL CHARGES FOR THIS MATTER	<u>\$55.00</u>
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BILLING SUMMARY

Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00
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TOTAL FEES	\$55.00
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TOTAL CHARGES FOR THIS BILL	<u>\$55.00</u>
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Florida Department of Economic Opportunity, Special District Accountability Program
FY 2020/2021 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 83256			Date Invoiced: 10/01/2020
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2020: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:


1. Special District's Name, Registered Agent's Name, and Registered Office Address:



OTC Community Development District
Mr. Roy Van Wyk
119 South Monroe Street, Suite 300
Tallahassee, FL 32301

2. Telephone: (850) 222-7500
3. Fax: (850) 224-8551
4. Email: royv@hgslaw.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: otccdd.com
8. County(ies): Duval
9. Function(s): Community Development
10. Boundary Map on File: 09/11/2009
11. Creation Document on File: 01/10/2007
12. Date Established: 12/06/2006
13. Creation Method: Local Ordinance
14. Local Governing Authority: City of Jacksonville
15. Creation Document(s): City Ordinances 2006-1198-E and 2007-179-E
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 10/11/2019

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature:  Date: 10/12/2020

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. ☐ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. ☐ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. ☐ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2018/2019 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: ☐ Denied: ☐ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

RECEIVED

DEC 03 2020

Bill To:
OTC CDD
475 West Town Place
St. Augustine, FL 32092

Invoice #: 193
Invoice Date: 12/1/20
Due Date: 12/1/20
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - December 2020 1,810.573 340		2,916.67	2,916.67
Information Technology - December 2020 351		166.67	166.67
Dissemination Agent Services - December 2020 314		479.17	479.17
Office Supplies 570		0.06	0.06
Postage 420		1.00	1.00
Domain Renewal 490		97.41	97.41
2 (A)			
Total			\$3,660.98
Payments/Credits			\$0.00
Balance Due			\$3,660.98

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

STATEMENT

November 30, 2020

OTC Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 118784
Billed through 10/31/2020

RECEIVED

DEC 01 2020

8 (A)
1.2/0.5/3.2/5

General Counsel/Monthly Meetings
OTCDD 00001 RVW

FOR PROFESSIONAL SERVICES RENDERED

10/08/20	SSW	Monitor waiver of physical quorum requirement for public meetings and best practices for conducting board meetings upon potential expiration of such waiver.	0.20 hrs
10/12/20	RVW	Review special district fee invoice and update form; execute same.	0.30 hrs
Total fees for this matter			\$154.00

MATTER SUMMARY

Van Wyk, Roy	0.30 hrs	330 /hr	\$99.00
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES \$154.00

TOTAL CHARGES FOR THIS MATTER **\$154.00**

BILLING SUMMARY

Van Wyk, Roy	0.30 hrs	330 /hr	\$99.00
Warren, Sarah S.	0.20 hrs	275 /hr	\$55.00

TOTAL FEES \$154.00

TOTAL CHARGES FOR THIS BILL **\$154.00**

Please include the bill number with your payment.

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2020/2021 Special District Fee Invoice and Update Form
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 83256			Date Invoiced: 10/01/2020
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2020: \$175.00

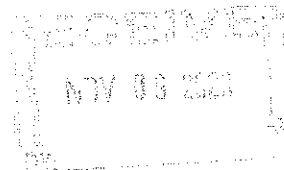
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1. Special District's Name, Registered Agent's Name, and Registered Office Address:



OTC Community Development District
Mr. Roy Van Wyk
119 South Monroe Street, Suite 300
Tallahassee, FL 32301

2. Telephone: (850) 222-7500
3. Fax: (850) 224-8551
4. Email: royv@hgslaw.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: otccdd.com
8. County(ies): Duval
9. Function(s): Community Development
10. Boundary Map on File: 09/11/2009
11. Creation Document on File: 01/10/2007
12. Date Established: 12/06/2006
13. Creation Method: Local Ordinance
14. Local Governing Authority: City of Jacksonville
15. Creation Document(s): City Ordinances 2006-1198-E and 2007-179-E
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments
19. Most Recent Update: 10/11/2019



20 (A)
1,810,519.540

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: [Signature] Date 10/12/2020

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2018/2019 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 194
Invoice Date: 1/1/21
Due Date: 1/1/21
Case:
P.O. Number:

Bill To:
OTC CDD
475 West Town Place
St. Augustine, FL 32092

RECEIVED

JAN 06 2021

Description	Hours/Qty	Rate	Amount
Management Fees - January 2021 1. 810. 573, 340		2,916.67	2,916.67
Information Technology - January 2021 357		166.67	166.67
Dissemination Agent Services - January 2021 314		479.17	479.17
Office Supplies 570		0.03	0.03
Postage 420		0.50	0.50
Copies 425		0.45	0.45
2 (A)			
Total			\$3,563.49
Payments/Credits			\$0.00
Balance Due			\$3,563.49