

***OTC***

*Community Development District*

*May 12, 2021*

# OTC

## *Community Development District*

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

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

May 5, 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, May 12, 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. Approval of the Minutes of the February 10, 2021 Meeting
- IV. Consideration of Resolution 2021-01, Approving a Proposed Budget for Fiscal Year 2022 and Setting a Public Hearing Date for Adoption
- V. Consideration of Resolution 2021-02, Designating a Date, Time and Location for a Landowners Election
- VI. Staff Reports
  - A. District Counsel
  - 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 – July 14, 2021 at 10:30 a.m. at the offices of Riverside Management Services
- X. Adjournment

Enclosed under the third order of business for your review and approval is a copy of the minutes of the February 10, 2021 Board of Supervisors meeting.

The fourth order of business is consideration of resolution 2021-01, approving a proposed budget for fiscal year 2022 and setting a public hearing date for adoption. Copies of the budget and resolution are enclosed for your review and approval.

The fifth order of business is consideration of resolution 2021-02, designating a date, time and location for a landowner's election. A copy of the resolution is enclosed for your review and approval.

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  
May 12, 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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## *MINUTES*

MINUTES OF MEETING  
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, February 10, 2021 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.

Present were:

Michelle Pierce  
Rose Bock  
Rocky Morris

Chairperson  
Vice Chairperson  
Supervisor

Also present were:

Ernesto Torres  
Sarah Warren  
Johnathan Smith

District Manager  
District Counsel by telephone  
Katz Properties Retail

The following is a summary of the discussions and actions taken at the February 10, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no members of the public in attendance.

**THIRD ORDER OF BUSINESS**

**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**

There were no changes to the minutes.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the minutes of the July 8, 2020 Board of Supervisors and Audit Committee meetings were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Engagement Letter with  
Grau & Associates for FY20 Audit**

Mr. Torres noted Mr. Perry executed the engagement letter on behalf of the District.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the engagement letter with Grau & Associates was ratified.

**FIFTH ORDER OF BUSINESS****Ratification of E-Verify Memorandum of Understanding**

Ms. Warren stated this is a requirement to essentially vet any employees that public entities have or are going to hire and any contractors or subcontractors that the District may hire to ensure they're not on some of the lists of prohibited entities for governmental entities to work with. Since the District doesn't have any direct employees and is pretty limited in its activity anyway, we don't anticipate this will impact the District a whole lot.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor the E-Verify memorandum of understanding was ratified.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. District Counsel – Consideration of HGS Rate Increase Letter**

Ms. Warren informed the Board her firm will be monitoring any proposed legislation that may impact special districts or the Board members.

Ms. Warren presented a letter requesting an increase in the hourly rates, a copy of which was provided in the agenda package.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the rate increases requested by Hopping, Green & Sams was approved.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**SEVENTH ORDER OF BUSINESS****Supervisor's Requests and Audience Comments**

Mr. Morris asked what is going on with the Town Center's development?



Ms. Pierce responded there is a lot of interest in leasing, however there is a lot of difficulty and delay with the County when it comes to the tenants that should be under construction.

**EIGHTH 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**

A copy of the assessment receipt schedule showing the district is 96% collected was included in the agenda package.

**C. Approval of Check Register**

Mr. Torres stated the check register included in your agenda package is incorrect, so I've passed out a revised copy for your review and it totals \$66,396.59.

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

**NINTH ORDER OF BUSINESS****Next Scheduled Meeting**

Mr. Torres stated our next scheduled meeting is May 12, 2021 at 10:30 a.m. and is projected to be held at the offices of RMS again. I believe that's the start of your budget discussions.

**TENTH ORDER OF BUSINESS****Adjournment**

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*

## RESOLUTION 2021-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the OTC Community Development District ("**District**") prior to June 15, 2021, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: July 14, 2021

HOUR: 10:30 a.m.

LOCATION: Riverside Management Services, Inc.  
9655 Florida Mining Blvd., Bldg. 300, Ste 305  
Jacksonville, Florida 32257

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENTS.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Jacksonville and Duval County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

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

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

**PASSED AND ADOPTED THIS 12<sup>TH</sup> DAY OF MAY, 2021.**

ATTEST:

**OTC COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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

# OTC

## Community Development District



Fiscal Year 2022

Proposed Budget



**OTC**  
**Community Development District**

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# OTC

## Community Development District

	Adopted Budget FY 21	Actual as of 3/31/2021	Projected 6 Months	Projected 9/30/2021	Proposed Budget FY 22
<b><u>Revenues</u></b>					
Assessments - Tax Collector	\$ 74,525	\$ 72,296	\$ 2,229	\$ 74,525	\$ 74,525
Carry Forward Surplus	\$ 9,394	\$ 9,394	\$ -	\$ 9,394	\$ 7,593
<b>Total Revenues</b>	<b>\$ 83,919</b>	<b>\$ 81,690</b>	<b>\$ 2,229</b>	<b>\$ 83,919</b>	<b>\$ 82,118</b>
<b><u>Expenditures</u></b>					
<b><u>Administrative</u></b>					
Supervisors	\$ 1,800	\$ 400	\$ 600	\$ 1,000	\$ 1,800
FICA Expense	\$ 92	\$ 31	\$ 61	\$ 92	\$ 92
Engineering Fees	\$ 2,000	\$ -	\$ 1,000	\$ 1,000	\$ 2,000
Attorney Fees	\$ 7,500	\$ 635	\$ 4,000	\$ 4,635	\$ 7,500
Arbitrage	\$ 600	\$ -	\$ 600	\$ 600	\$ 600
Annual Audit	\$ 3,900	\$ -	\$ 3,900	\$ 3,900	\$ 3,900
Assessment Roll	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Dissemination	\$ 5,750	\$ 2,875	\$ 2,625	\$ 5,500	\$ 5,750
Trustee Fees	\$ 3,600	\$ -	\$ 3,600	\$ 3,600	\$ 3,600
Management Fees - GMS	\$ 35,000	\$ 17,500	\$ 17,500	\$ 35,000	\$ 35,000
Information Technology	\$ 2,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,675
Website Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 825
Telephone	\$ 50	\$ -	\$ 25	\$ 25	\$ 50
Postage	\$ 450	\$ 28	\$ 50	\$ 78	\$ 400
Printing & Binding	\$ 730	\$ 214	\$ 400	\$ 614	\$ 700
Insurance	\$ 6,646	\$ 6,503	\$ -	\$ 6,503	\$ 7,153
Travel	\$ 250	\$ -	\$ 125	\$ 125	\$ 250
Legal Advertising	\$ 2,000	\$ 164	\$ 100	\$ 264	\$ 2,000
Other Current Charges	\$ 1,000	\$ 236	\$ 750	\$ 986	\$ 1,000
Office Supplies	\$ 100	\$ 13	\$ 50	\$ 63	\$ 100
Dues, Licenses, Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
Capital Outlay	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
Capital Reserve	\$ 2,728	\$ -	\$ 2,728	\$ 2,728	\$ -
<b><u>Maintenance</u></b>					
Stormwater maintenance	\$ 2,448	\$ -	\$ 1,224	\$ 1,224	\$ 2,448
<b>Total Expenditures</b>	<b>\$ 83,919</b>	<b>\$ 34,774</b>	<b>\$ 40,438</b>	<b>\$ 75,212</b>	<b>\$ 82,118</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ -</b>	<b>\$ 46,916</b>	<b>\$(38,209)</b>	<b>\$ 8,707</b>	<b>\$ -</b>
				<b>FY 2021</b>	<b>FY 2022</b>
<b>Net Assessments</b>				<b>\$ 74,525</b>	<b>\$ 74,525</b>
<b>Discounts &amp; Collections (7.5%)</b>				<b>\$ 6,043</b>	<b>\$ 6,043</b>
<b>Gross Assessments</b>				<b>\$ 80,568</b>	<b>\$ 80,568</b>
<b>Square Footage - 780,000</b>					
<b>Net Assessment per square ft</b>				<b>\$ 0.096</b>	<b>\$ 0.096</b>
<b>Gross Assessment per Square Ft</b>				<b>\$ 0.103</b>	<b>\$ 0.103</b>

**OTC**  
**Community Development District**  
**General Fund Budget**

**REVENUES:**

**Assessments**

Annual assessments will be levied on all assessable property within the District to fund the operating budget for the fiscal year. The assessments will be collected by the Duval County Tax Collectors Office.

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**EXPENDITURES:**

**Administrative:**

**Supervisor Fees**

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon 5 supervisors for 4 quarterly meetings.

**FICA Expense**

These expenses represent the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

**Engineering Fees**

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

**Attorney**

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

**Arbitrage**

The District is required to annually have an arbitrage rebate calculation on the District's Series 2007 Special Assessment Revenue Bonds. The District has contracted with Grau and Company to calculate the rebate liability and submit a report to the District.



**OTC**  
**Community Development District**  
**General Fund Budget**

**Annual Audit**

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. The District has contracted Grau and Associates to conduct their annual audit.

**Assessment Roll**

Governmental Management Services, LLC serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

**Dissemination Agent**

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for unrated bond issues. The District has contracted with Governmental Management Services, LLC, the District's bond underwriter, to provide this service.

**Trustee Fees**

The District's Series 2007 Special Assessment Revenue Bonds are held by a trustee at Region's Bank. The amount represents the fee for the administration of the District's bond issue.

**Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement. District website services are included in the GMS agreement to be compliant with section 189 of the Florida Statutes.

**Information Technology**

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

**Website Maintenance**

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

**OTC**  
**Community Development District**  
**General Fund Budget**

**Telephone**

Telephone and fax machine

**Postage**

Mailing of agenda packages, overnight deliveries, correspondence, etc.

**Printing & Binding**

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

**Insurance**

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance (FIA). The amount is based upon prior year's premiums.

**Travel**

Expenses the Board of Supervisors may incur due to attending an OTC Community Development District meeting or other District related travel expenses.

**Legal Advertising**

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

**Other Current Charges**

This includes bank charges and any other miscellaneous expenses that are incurred during the year by the District.

**Office Supplies**

Miscellaneous office supplies.

**Dues, Licenses & Subscriptions**

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

**Capital Outlay**

Represents any minor capital expenditures the District may need to make during the Fiscal Year such as a file cabinet for District files.

**OTC**  
**Community Development District**  
**General Fund Budget**

**Maintenance:**

**Storm water**

The District has entered into an agreement with Jacksonville MZL, LLC for pond maintenance services dated January 2017. The agreement provides for Argyle to provide services related to District pond/storm water facilities and to maintain compliance with St. Johns Water River Management District permit #04-031-65850-43.

<b>Vendor</b>	<b>Monthly Amount</b>	<b>Annual Amount</b>
Jacksonville MZL, LLC	\$204.00	\$2,448

# OTC

## Community Development District

## Debt Service Fund Series 2007A

Description	Adopted Budget FY 21	Actual as of 3/31/2021	Projected 6 Months	Projected 9/30/2021	Proposed Budget FY 22
<b>Revenues</b>					
Carry Forward Surplus (1)	\$ 417,161	\$ 240,423	\$ -	\$ 240,423	\$ 272,396
Assessments - Tax Collector	\$ 652,885	\$ 633,356	\$ 19,529	\$ 652,885	\$ 652,885
Interest Income	\$ 2,500	\$ 23	\$ 30	\$ 53	\$ 100
<b>Total Revenues</b>	<b>\$ 979,050</b>	<b>\$ 873,802</b>	<b>\$ 19,559</b>	<b>\$ 893,361</b>	<b>\$ 925,381</b>
<b>Expenditures</b>					
<i>Series 2007A</i>					
Interest 11/1	\$ 183,248	\$ 183,248	\$ -	\$ 183,248	\$ 176,358
Special call - 11/1	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -
Interest 5/1	\$ 183,248	\$ -	\$ 183,248	\$ 182,718	\$ 176,358
Principal 5/1	\$ 235,000	\$ -	\$ 235,000	\$ 235,000	\$ 250,000
<b>Total Expenditures</b>	<b>\$ 601,495</b>	<b>\$ 203,248</b>	<b>\$ 418,248</b>	<b>\$ 620,966</b>	<b>\$ 602,715</b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b>\$ 377,555</b>	<b>\$ 670,554</b>	<b>\$ (398,689)</b>	<b>\$ 272,396</b>	<b>\$ 322,666</b>

(1) Carryforward Surplus is net of reserve fund requirements

11/01/2022 Interest Payment \$ 169,732.5

Net Assessments	\$ 652,885
Discounts & Collections (7.5%)	\$ 52,937
Gross Assessments	<u>\$ 705,822</u>
Square Footage - 780,000	
Net Assessemnts per square ft	\$ 0.837
Gross Assessments per square ft	\$ 0.900

**OTC**  
**Community Development District**  
Series 2007A Special Assessment Bonds  
**Amortization Schedule**

DATE	RATE	PRINCIPAL	INTEREST	TOTAL
5/1/2021	5.30%	\$ 235,000	\$ 182,718	\$ 417,718
11/1/2021	5.30%		\$ 176,358	
5/1/2022	5.30%	\$ 250,000	\$ 176,358	\$ 602,715
11/1/2022	5.30%		\$ 169,733	\$ 596,090
5/1/2023	5.30%	\$ 260,000	\$ 169,733	
11/1/2023	5.30%		\$ 162,843	\$ 592,575
5/1/2024	5.30%	\$ 275,000	\$ 162,843	
11/1/2024	5.30%		\$ 155,555	\$ 593,398
5/1/2025	5.30%	\$ 290,000	\$ 155,555	
11/1/2025	5.30%		\$ 147,870	\$ 593,425
5/1/2026	5.30%	\$ 305,000	\$ 147,870	
11/1/2026	5.30%		\$ 139,788	\$ 592,658
5/1/2027	5.30%	\$ 320,000	\$ 139,788	
11/1/2027	5.30%		\$ 131,308	\$ 591,095
5/1/2028	5.30%	\$ 340,000	\$ 131,308	
11/1/2028	5.30%		\$ 122,298	\$ 593,605
5/1/2029	5.30%	\$ 360,000	\$ 122,298	
11/1/2029	5.30%		\$ 112,758	\$ 595,055
5/1/2030	5.30%	\$ 380,000	\$ 112,758	
11/1/2030	5.30%		\$ 102,688	\$ 595,445
5/1/2031	5.30%	\$ 400,000	\$ 102,688	
11/1/2031	5.30%		\$ 92,088	\$ 594,775
5/1/2032	5.30%	\$ 420,000	\$ 92,088	
11/1/2032	5.30%		\$ 80,958	\$ 593,045
5/1/2033	5.30%	\$ 445,000	\$ 80,958	
11/1/2033	5.30%		\$ 69,165	\$ 595,123
5/1/2034	5.30%	\$ 465,000	\$ 69,165	
11/1/2034	5.30%		\$ 56,843	\$ 591,008
5/1/2035	5.30%	\$ 495,000	\$ 56,843	
11/1/2035	5.30%		\$ 43,725	\$ 595,568
5/1/2036	5.30%	\$ 520,000	\$ 43,725	
11/1/2036	5.30%		\$ 29,945	\$ 593,670
5/1/2037	5.30%	\$ 550,000	\$ 29,945	
11/1/2037	5.30%		\$ 15,370	\$ 595,315
5/1/2038	5.30%	\$ 580,000	\$ 15,370	
11/1/2038				\$ 595,370
		<b>\$ 6,655,000</b>	<b>\$ 3,618,575</b>	<b>\$10,699,933</b>

**OTC**  
**Community Development District**

**Capital Reserve Fund**

<u>Description</u>	<u>Adopted Budget FY 21</u>	<u>Actual as of 3/31/2021</u>	<u>Projected 6 Months</u>	<u>Projected 9/30/2021</u>	<u>Proposed Budget FY 22</u>
<b><u>Revenues</u></b>					
Interest Income	\$ 1,500	\$ 40	\$ 70	\$ 110	\$ 200
Capital Reserve Funding- Transfer In	\$ 2,728	\$ -	\$ 2,728	\$ 2,728	\$ -
Carry Forward Surplus	\$ 74,907	\$ 36,820	\$ -	\$ 36,820	\$ 39,658
<b>Total Revenues</b>	<b><u>\$ 79,135</u></b>	<b><u>\$ 36,860</u></b>	<b><u>\$ 2,798</u></b>	<b><u>\$ 39,658</u></b>	<b><u>\$ 39,858</u></b>
<b><u>Expenditures</u></b>					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
<b>EXCESS REVENUES / (EXPENDITURES)</b>	<b><u>\$ 79,135</u></b>	<b><u>\$ 36,860</u></b>	<b><u>\$ 2,798</u></b>	<b><u>\$ 39,658</u></b>	<b><u>\$ 39,858</u></b>

## *FIFTH ORDER OF BUSINESS*

## RESOLUTION 2021-02

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNERS' ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, OTC Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Jacksonville, Florida; and

**WHEREAS**, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("**Board**") "shall exercise the powers granted to the district pursuant to Chapter 190, *Florida Statutes*," and the Board shall consist of five members; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

**1. EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Michelle Pierce	November 2021
2	Rose Bock	November 2023
3	Kurt Von Der Osten	November 2023
4	Rock Morris	November 2021
5	Vacant	November 2021

This year, Seat 1, currently held by Michelle Pierce, Seat 4, currently held by Rock Morris, and Seat 5, currently vacant are subject to election by landowners in November 2021. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

**2. LANDOWNERS' ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 10th day of November, 2021, at 10:30 a.m., and located at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

**3. PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.



**4. FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its May 12, 2021 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the office of the District Manager, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

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

**6. EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of May, 2021.

**ATTEST:**

**OTC COMMUNITY DEVELOPMENT  
DISTRICT**

---

Secretary/Assistant Secretary

---

Chairperson, Board of Supervisors

**Exhibit A:** Sample Election Documents

## EXHIBIT A

### NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within OTC Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 98.27 acres, generally located south of State Road 23 (Branan-Chaffee Road), east of Argyle Forest Blvd, and north of Old Middleburg Road, advising that a meeting of landowners will be held for the purpose of electing three (3) people to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 10, 2021  
TIME: 10:30 a.m.  
PLACE: 9655 Florida Mining Blvd. West, Building 300, Suite 305  
Jacksonville, Florida 32257

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors or staff will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. 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 meeting is advised that such 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  
Run Date(s): \_\_\_\_\_ & \_\_\_\_\_

**PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT**

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
OTC  
COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **November 10, 2021**

TIME: **10:30 A.M.**

LOCATION: 9655 Florida Mining Blvd. West, Building 300, Suite 305  
Jacksonville, Florida 32257

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**LANDOWNER PROXY**

**OTC COMMUNITY DEVELOPMENT DISTRICT  
DUVAL COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 10, 2021**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (**"Proxy Holder"**) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the OTC Community Development District to be held at offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257, on Wednesday, November 10, 2021, at 10:30 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

<b><u>Parcel Description</u></b>	<b><u>Acreage</u></b>	<b><u>Authorized Votes</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2020), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**OFFICIAL BALLOT**

**OTC  
COMMUNITY DEVELOPMENT DISTRICT  
DUVAL COUNTY, FLORIDA  
LANDOWNERS' MEETING - NOVEMBER 10, 2021**

**For Election (3 Supervisors):** The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the OTC Community Development District and described as follows:

**Description**

**Acreage**

_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES

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

Signed: \_\_\_\_\_

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

*EIGHTH ORDER OF BUSINESS*

*A.*

# OTC

## Community Development District

Unaudited Financial Reporting  
March 31, 2021





**OTC**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2021**

	<b><u>Governmental Fund Types</u></b>			<b>Totals</b>
	<b>General</b>	<b>Debt Service</b>	<b>Capital Reserve</b>	<b>(Memorandum Only) 2021</b>
<b><u>Assets:</u></b>				
Cash	\$36,428	---	\$96,860	\$133,288
Investments:				
Reserve	---	\$299,384	---	\$299,384
Interest	---	\$1	---	\$1
Revenue	---	\$670,365	---	\$670,365
Sinking	---	\$13	---	\$13
Redemption	---	\$175	---	\$175
Due from Capital Reserve	\$60,000	---	---	\$60,000
<b>Total Assets</b>	<b>\$96,428</b>	<b>\$969,939</b>	<b>\$96,860</b>	<b>\$1,163,227</b>
<b><u>Liabilities:</u></b>				
Accounts Payable	\$3,791	---	---	\$3,791
Due to General Fund	---	---	\$60,000	\$60,000
<b><u>Fund Balances:</u></b>				
Restricted for Debt Service	---	\$969,939	---	\$969,939
Unassigned	\$92,637	---	\$36,860	\$129,497
<b>Total Liabilities and Fund Equity</b>	<b>\$96,428</b>	<b>\$969,939</b>	<b>\$96,860</b>	<b>\$1,163,227</b>

**OTC**  
**Community Development District**  
Statement of Revenues & Expenditures  
For The Period Ending March 31, 2021

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 3/31/21	ACTUAL THRU 3/31/21	VARIANCE
<b>Revenues:</b>				
Assessments-Tax Collector	\$74,525	\$72,296	\$72,296	\$0
<b>Total Revenues</b>	<b>\$74,525</b>	<b>\$72,296</b>	<b>\$72,296</b>	<b>\$0</b>
<b>Expenditures</b>				
<u>Administrative</u>				
Supervisors	\$1,800	\$900	\$400	\$500
FICA Expense	\$92	\$46	\$31	\$15
Engineering Fees	\$2,000	\$1,000	\$0	\$1,000
Attorney Fees	\$7,500	\$3,750	\$635	\$3,115
Arbitrage	\$600	\$300	\$0	\$300
Annual Audit	\$3,900	\$1,950	\$0	\$1,950
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Dissemination	\$5,750	\$2,875	\$2,875	(\$0)
Trustee Fees	\$3,600	\$1,800	\$0	\$1,800
Management Fees - GMS	\$35,000	\$17,500	\$17,500	(\$0)
Computer Time	\$2,000	\$1,000	\$1,000	(\$0)
Telephone	\$50	\$25	\$0	\$25
Postage	\$450	\$225	\$28	\$197
Printing & Binding	\$730	\$365	\$214	\$151
Insurance	\$6,646	\$6,646	\$6,503	\$143
Travel	\$250	\$125	\$0	\$125
Legal Advertising	\$2,000	\$1,000	\$164	\$836
Other Current Charges	\$1,000	\$500	\$236	\$264
Office Supplies	\$100	\$50	\$13	\$37
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Capital Outlay	\$100	\$50	\$0	\$50
Capital Reserve	\$2,728	\$1,364	\$0	\$1,364
<b>Total Administrative Expenses</b>	<b>\$81,471</b>	<b>\$46,646</b>	<b>\$34,774</b>	<b>\$11,872</b>
<u>Maintenance</u>				
Stormwater Maintenance	\$2,448	\$1,224	\$0	\$1,224
<b>Total Maintenance Expenses</b>	<b>\$2,448</b>	<b>\$1,224</b>	<b>\$0</b>	<b>\$1,224</b>
<b>Total Expenditures</b>	<b>\$83,919</b>	<b>\$47,870</b>	<b>\$34,774</b>	<b>\$13,096</b>
<b>Excess Revenues/Expenses</b>	<b>(\$9,394)</b>		<b>\$37,522</b>	
<u>Other Sources/(Uses)</u>				
Interfund Transfer In /(Out)	\$0	\$0	\$0	\$0
<b>Total Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Change in Fund Balance</b>	<b>(\$9,394)</b>		<b>\$37,522</b>	
<b>Fund Balance - Beginning</b>	<b>\$9,394</b>		<b>\$55,116</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$92,637</b>	

**OTC**  
**Community Development District**  
**Debt Service Fund**  
Statement of Revenues & Expenditures  
For The Period Ending March 31, 2021

Description	ADOPTED	PRORATED	ACTUAL	VARIANCE
	BUDGET	BUDGET	THRU 3/31/21	
		THRU 3/31/21	THRU 3/31/21	
<b>Revenues:</b>				
Assessment - On Roll	\$652,885	\$633,356	\$633,356	\$0
Interest Income	\$2,500	\$1,250	\$23	(\$1,227)
<b>Total Revenues</b>	<b>\$655,385</b>	<b>\$634,606</b>	<b>\$633,379</b>	<b>(\$1,227)</b>
<b>Expenditures</b>				
<b><i>Series 2007</i></b>				
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	\$0	\$0	\$0
Principal Expense - 5/1	\$235,000	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$601,495</b>	<b>\$183,248</b>	<b>\$203,248</b>	<b>(\$20,000)</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$53,890</b>		<b>\$430,131</b>	
<b>Fund Balance - Beginning</b>	<b>\$323,665</b>		<b>\$539,807</b>	
<b>Fund Balance - Ending</b>	<b>\$377,555</b>		<b>\$969,939</b>	

**OTC**  
**Community Development District**  
**Capital Reserve Fund**  
Statement of Revenues & Expenditures  
For The Period Ending March 31, 2021

Description	ADOPTED	PRORATED	ACTUAL	VARIANCE
	BUDGET	BUDGET	THRU 3/31/21	
		THRU 3/31/21	THRU 3/31/21	
<b><u>Revenues:</u></b>				
Interest - SBA	\$1,500	\$750	\$40	(\$710)
Transfer In - General Fund	\$2,728	\$1,364	\$0	(\$1,364)
<b>Total Revenues</b>	<b>\$4,228</b>	<b>\$2,114</b>	<b>\$40</b>	<b>(\$2,074)</b>
<b><u>Expenditures</u></b>				
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$4,228</b>		<b>\$40</b>	
<b><u>Other Sources/(Uses)</u></b>				
Interfund Transfer In /(Out)	\$0	\$0	\$0	\$0
<b>Total Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Change in Fund Balance</b>	<b>\$4,228</b>		<b>\$40</b>	
<b>Fund Balance - Beginning</b>	<b>\$81,131</b>		<b>\$36,820</b>	
<b>Fund Balance - Ending</b>	<b>\$85,359</b>		<b>\$36,860</b>	

**OTC**  
**Community Development District**  
**General Fund**  
Month By Month Income Statement  
Fiscal Year 2021

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Assessments-Tax Collector	\$0	\$850	\$70,963	\$483	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,296
<b>Total Revenues</b>	<b>\$0</b>	<b>\$850</b>	<b>\$70,963</b>	<b>\$483</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,296</b>
<b>Expenditures:</b>													
<b><i>Administrative</i></b>													
Supervisors	\$0	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400
FICA Expense	\$0	\$0	\$0	\$0	\$31	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31
Engineering Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney Fees	\$154	\$0	\$0	\$481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$635
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	\$479	\$479	\$479	\$0	\$0	\$0	\$0	\$0	\$0	\$2,875
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees - GMS	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$0	\$0	\$0	\$0	\$0	\$17,500
Computer Time	\$167	\$167	\$167	\$167	\$167	\$167	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$2	\$7	\$1	\$1	\$0	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$28
Printing & Binding	\$1	\$5	\$0	\$0	\$11	\$197	\$0	\$0	\$0	\$0	\$0	\$0	\$214
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	\$164	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$164
Other Current Charges	\$49	\$34	\$133	\$0	\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$236
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$13
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
<b>Total Administrative</b>	<b>\$15,446</b>	<b>\$3,609</b>	<b>\$3,696</b>	<b>\$4,044</b>	<b>\$4,168</b>	<b>\$3,811</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,774</b>
<b><i>Maintenance</i></b>													
Stormwater Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Maintenance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$15,446</b>	<b>\$3,609</b>	<b>\$3,696</b>	<b>\$4,044</b>	<b>\$4,168</b>	<b>\$3,811</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,774</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$15,446)</b>	<b>(\$2,759)</b>	<b>\$67,266</b>	<b>(\$3,561)</b>	<b>(\$4,168)</b>	<b>(\$3,811)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,522</b>

**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:	\$298,045.00
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**

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

SUMMARY TAX ROLL COLLECTIONS				
DUVAL COUNTY DISTRIBUTION	TOTAL RECEIVED	SERIES 2007 DEBT RECEIVED	O&M RECEIVED	DATE RECEIVED
1	-	-	-	11/06/20
2	-	-	-	11/13/20
3	-	-	-	11/20/20
4	8,291.96	7,442.43	849.53	11/27/20
5	127,747.49	114,659.44	13,088.05	12/04/20
6	564,893.38	507,018.62	57,874.76	12/11/20
7	-	-	-	12/23/20
8	-	-	-	01/07/21
9	4,718.59	4,235.16	483.43	01/21/21
10	-	-	-	02/04/21
11	-	-	-	02/22/21
12	-	-	-	03/04/21
13	-	-	-	03/19/21
14	-	-	-	04/08/21
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
TOTAL COUNTY DISTRIB.	705,651.42	633,355.65	72,295.77	

BALANCE DUE	21,758.59	19,529.36	2,229.23	
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% COLLECTED	97.0%
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*C.*

**OTC**  
**Community Development District**

Check Run Summary

April 30, 2021

<b>Fund</b>	<b>Date</b>	<b>Check Numbers</b>	<b>Amount</b>
<b>General Fund</b>			
Payroll			
	2/13/21	50021-50022	\$ 369.40
		Subtotal	<u>\$ 369.40</u>
Accounts Payable			
	2/3/21	690	\$ 629,120.49
	2/10/21	691-693	\$ 3,898.01
	3/8/21	694-695	\$ 64,235.16
	3/15/21	696	\$ 320.00
	4/12/21	697-698	\$ 7,397.82
	4/20/21	699	\$ 100.00
		Subtotal	<u>\$ 705,071.48</u>
<b>Total</b>			<b>\$ 705,440.88</b>

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50021	1	ROCKWELL A. MORRIS	184.70	2/23/2021
50022	2	ROSE S. BOCK	184.70	2/23/2021
TOTAL FOR REGISTER			369.40	

# Attendance Sheet

District Name: OTC CDD

Board Meeting Date: February 10, 2021

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

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

Approved for Payment:

  
District Manager Signature

2/10/21  
Date

**PLEASE RETURN COMPLETED FORM TO OKSANA**

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
2/03/21	00021	1/22/21 01222021	202101 300-20700-10100	11/27/20 DUVAL TAX DIST 4	*	7,442.43	
		1/22/21 01222021	202101 300-20700-10100	12/4/20 DUVAL TAX DIST 5	*	114,659.44	
		1/22/21 01222021	202101 300-20700-10100	12/11/20 DUVAL TAX DIST 6	*	507,018.62	
		1/22/21 01222021	202101 300-20700-10100	629120.49	*	.00	
OTC CDD - REVENUE ACCOUNT						629,120.49	000690
2/10/21	00002	2/01/21 195	202102 310-51300-34000	FEB MANAGEMENT FEES	*	2,916.67	
		2/01/21 195	202102 310-51300-35100	FEB INFORMATION TECHNOLOG	*	166.67	
		2/01/21 195	202102 310-51300-31400	FEB DISSEMINATION AGENT S	*	479.17	
		2/01/21 195	202102 310-51300-42500	COPIES	*	10.50	
GOVERNMENTAL MANAGEMENT SERVICES						3,573.01	000691
2/10/21	00008	1/31/21 120056	202101 310-51300-31500	DEC GEN COUNSEL/MEETING	*	161.00	
HOPPING GREEN & SAMS						161.00	000692
2/10/21	00010	2/01/21 21-00646	202102 310-51300-48000	NOTICE OF MEETING 2/1	*	164.00	
JACKSONVILLE DAILY RECORD						164.00	000693
3/08/21	00021	3/07/21 03072021	202103 300-20700-10100	1/21 DUVAL TAX DIST 9	*	4,235.16	
OTC CDD - REVENUE ACCOUNT						4,235.16	000694
3/08/21	00022	3/07/21 03072021	202103 300-20700-10200	FY21 CAP RESERVE FUNDING	*	60,000.00	
OTC CDD C/O SBA						60,000.00	000695
3/15/21	00008	2/28/21 120760	202101 310-51300-31500	JAN GENERAL COUNSEL/MONT	*	320.00	
HOPPING GREEN & SAMS						320.00	000696
4/12/21	00002	3/01/21 196	202103 310-51300-34000	MARCH MANAGEMENT FEES	*	2,916.67	
		3/01/21 196	202103 310-51300-35100	MARCH INFORMATION TECHNOL	*	166.67	
		3/01/21 196	202103 310-51300-31400	MARCH DISSEMINATION AGENT	*	479.17	
OTC OAKLEAF OKUZMUK							

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
		3/01/21 196	202103 310-51300-51000		*	12.56	
		OFFICE SUPPLIES					
		3/01/21 196	202103 310-51300-42000		*	18.45	
		POSTAGE					
		3/01/21 196	202103 310-51300-42500		*	197.10	
		COPIES					
GOVERNMENTAL MANAGEMENT SERVICES							3,790.62 000697
4/12/21 00002		4/01/21 197	202104 310-51300-34000		*	2,916.67	
		APRIL MANAGEMENT FEES					
		4/01/21 197	202104 310-51300-35100		*	166.67	
		APRIL INFORMATION TECHNOL					
		4/01/21 197	202104 310-51300-31400		*	479.17	
		APRIL DISSEMINATION AGENT					
		4/01/21 197	202104 310-51300-51000		*	.36	
		OFFICE SUPPLIES					
		4/01/21 197	202104 310-51300-42000		*	35.56	
		POSTAGE					
		4/01/21 197	202104 310-51300-42500		*	.90	
		COPIES					
		4/01/21 197	202104 310-51300-41000		*	7.87	
		TELEPHONE					
GOVERNMENTAL MANAGEMENT SERVICES							3,607.20 000698
4/20/21 00026		4/09/21 6	202104 310-51300-31400		*	100.00	
		2007 5-1-21 PREPAY AMORT					
DISCLOSURE SERVICES LLC							100.00 000699
TOTAL FOR BANK A						705,071.48	
TOTAL FOR REGISTER						705,071.48	

OTC OAKLEAF OKUZMUK

**General Fund**

Date	Amount	Authorized By
January 22, 2021	<b>\$629,120.49</b>	Oksana Kuzmuk

OTC CDD - Revenue Account #21

ASAP	001.300.20700.10100
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DUVAL COUNTY TAXES			
11/27/20	\$	7,442.43	Duval Tax Dist 4
12/4/20	\$	114,659.44	Duval Tax Dist 5
12/11/20	\$	507,018.62	Duval Tax Dist 6
		<b><u>\$ 629,120.49</u></b>	

(Attach supporting documentation for request.)

## OTC COMMUNITY DEVELOPMENT DISTRICT SUMMARY OF FY2021 ASSESSMENT RECEIPTS

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

<b>SUMMARY TAX ROLL COLLECTIONS</b>				
<b>DUVAL COUNTY DISTRIBUTION</b>	<b>TOTAL RECEIVED</b>	<b>SERIES 2007 DEBT RECEIVED</b>	<b>O&amp;M RECEIVED</b>	<b>DATE RECEIVED</b>
1	-	-	-	11/06/20
2	-	-	-	11/13/20
3	-	-	-	11/20/20
4	8,291.96	7,442.43	849.53	11/27/20
5	127,747.49	114,659.44	13,088.05	12/04/20
6	564,893.38	507,018.62	57,874.76	12/11/20
7	-	-	-	12/23/20
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
<b>TOTAL COUNTY DISTRIB.</b>	<b>700,932.83</b>	<b>629,120.49</b>	<b>71,812.34</b>	

BALANCE DUE	26,477.18	23,764.52	2,712.66	
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% COLLECTED	96.4%
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**Governmental Management Services, LLC**1001 Bradford Way  
Kingston, TN 37763**Invoice**

Invoice #: 195

Invoice Date: 2/1/21

Due Date: 2/1/21

Case:

P.O. Number:

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

RECEIVED

FEB 02 2021

2A

Description	Hours/Qty	Rate	Amount
Management Fees - February 2021		2,916.67	2,916.67
Information Technology - February 2021		166.67	166.67
Dissemination Agent Services - February 2021		479.17	479.17
Copies		10.50	10.50
1. 001-310-51300-34000			
2. 001-310-51300-351000			
3. 001-310-51300-314000			
4. 001-310-51300-42500			
Total			\$3,573.01
Payments/Credits			\$0.00
Balance Due			\$3,573.01

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300

P.O. Box 6526

Tallahassee, FL 32314

850.222.7500

===== STATEMENT =====

January 31, 2021

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

Bill Number 120056  
Billed through 12/31/2020

RECEIVED

8A

001-310-51300-31500  
Dec Gen Counsel/Meetings

General Counsel/Monthly Meetings  
OTCCDD 00001 RVW

## FOR PROFESSIONAL SERVICES RENDERED

12/14/20	SSW	Confer with district manager regarding correcting error remitting payment for special district invoice.	0.50 hrs
12/31/20	EGRE	Research application of e-verify law; prepare memorandum regarding same.	0.10 hrs
Total fees for this matter			\$161.00

## MATTER SUMMARY

Gregory, Emma C.	0.10 hrs	235 /hr	\$23.50
Warren, Sarah S.	0.50 hrs	275 /hr	\$137.50

TOTAL FEES \$161.00

**TOTAL CHARGES FOR THIS MATTER \$161.00**

## BILLING SUMMARY

Gregory, Emma C.	0.10 hrs	235 /hr	\$23.50
Warren, Sarah S.	0.50 hrs	275 /hr	\$137.50

TOTAL FEES \$161.00

**TOTAL CHARGES FOR THIS BILL \$161.00**

# Jacksonville Daily Record

A Division of  
DAILY RECORD & OBSERVER, LLC

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

## INVOICE

February 1, 2021

Date

RECEIVED

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

FEB 01 2021

10A

001-310-51300-48000

Payment Due Upon Receipt

Serial #	21-00646D <i>gone</i>	PO/File #		\$164.00
Notice of Meeting	<i>2/1</i>			Amount Due
				Amount Paid
OTC Community Development District				\$164.00
				Payment Due
Case Number				
Publication Dates	2/1			
County	Duval			

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

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

Your notice can be found at [www.jaxdailyrecord.com](http://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 MEETING  
OF THE BOARD OF  
SUPERVISORS OF THE  
OTC COMMUNITY  
DEVELOPMENT DISTRICT**

Notice is hereby given that the Board of Supervisors of the OTC Community Development District ("District") is scheduled to meet on **Wednesday, February 10, 2021 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 any business that may properly come before the 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 meeting 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 meeting can do so telephonically at 1-800-264-6432 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](mailto:jperry@gmsnf.com) to facilitate the Board's consideration of such questions and comments during the meeting.*

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for these meeting may be obtained from the office of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5650, [jperry@gmsnf.com](mailto:jperry@gmsnf.com). The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at the 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.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting 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

Feb. 1

00(21-00646D)

**OTC**  
**COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**RECEIVED**

MAR 07 2021

**Check Request**

Date	Amount	Authorized By
March 7, 2021	<b>\$4,235.16</b>	Oksana Kuzmuk

Payable to:

OTC CDD - Revenue Account #21
-------------------------------

Date Check Needed:

Budget Category:

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

Intended Use of Funds Requested:

<b>DUVAL COUNTY TAXES</b>
1/21/21   \$   4,235.16   Duval Tax Dist 9
<b><u>\$   4,235.16</u></b>
<i>(Attach supporting documentation for request.)</i>

**OTC**  
**COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**RECEIVED**

MAR 07 2021

**Check Request**

Date	Amount	Authorized By
March 7, 2021	\$60,000.00	Oksana Kuzmuk

Payable to:

OTC CDD C/O SBA #22
---------------------

Date Check Needed:

Budget Category:

ASAP	001-300-207-102
------	-----------------

Intended Use of Funds Requested:

FY21 Cap Reserve Funding
<i>(Attach supporting documentation for request.)</i>

# Hopping Green & Sams

Attorneys and Counselors

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

## STATEMENT

February 28, 2021

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

Bill Number 120760  
Billed through 01/31/2021

General Counsel/Monthly Meetings  
OTCCDD 00001 RVW

### FOR PROFESSIONAL SERVICES RENDERED

01/27/21	SSW	Confer with district manager regarding agenda items for board meeting; prepare and transmit same.	0.70 hrs
01/27/21	AHJ	Confer with Hogge regarding agenda items.	0.20 hrs
01/29/21	JLK	Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation.	0.30 hrs
Total fees for this matter			\$320.00

### MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.20 hrs	145 /hr	\$29.00
Kilinski, Jennifer L.	0.30 hrs	305 /hr	\$91.50
Warren, Sarah S.	0.70 hrs	285 /hr	\$199.50

TOTAL FEES \$320.00

**TOTAL CHARGES FOR THIS MATTER \$320.00**

### BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.20 hrs	145 /hr	\$29.00
Kilinski, Jennifer L.	0.30 hrs	305 /hr	\$91.50
Warren, Sarah S.	0.70 hrs	285 /hr	\$199.50

TOTAL FEES \$320.00

**TOTAL CHARGES FOR THIS BILL \$320.00**

**Please include the bill number with your payment.**

**WIRE/ACH Information  
Synovus Bank**

=====

**Hopping Green & Sams, P.A.**  
**Acct. #: 3270103901**  
**ABA #: 061100606**



**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 196

Invoice Date: 3/1/21

Due Date: 3/1/21

Case:

P.O. Number:

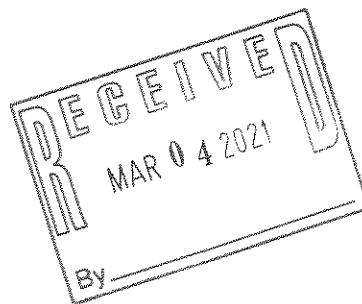
**Bill To:**

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

2A

	Description	Hours/Qty	Rate	Amount
1	Management Fees - March 2021		2,916.67	2,916.67
2	Information Technology - March 2021		166.67	166.67
3	Dissemination Agent Services - March 2021		479.17	479.17
4	Office Supplies		12.56	12.56
5	Postage		18.45	18.45
6	Copies		197.10	197.10

1. 1.310.513.340  
2. 1.310.513.351  
3. 1.310.513.314  
4. 1.310.513.510  
5. 1.310.513.420  
6. 1.310.513.425

**Total** \$3,790.62**Payments/Credits** \$0.00**Balance Due** \$3,790.62

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

Invoice #: 197

Invoice Date: 4/1/21

Due Date: 4/1/21

Case:

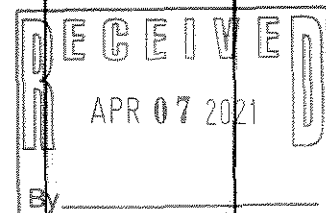
P.O. Number:

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

2A

	Description	Hours/Qty	Rate	Amount
1	Management Fees - April 2021		2,916.67	2,916.67
2	Information Technology - April 2021		166.67	166.67
3	Dissemination Agent Services - April 2021		479.17	479.17
4	Office Supplies		0.36	0.36
5	Postage		35.56	35.56
6	Copies		0.90	0.90
7	Telephone		7.87	7.87

1. 1,310,513,340  
2. 1,310,513,357  
3. 1,310,513,314  
4. 1,310,513,510  
5. 1,310,513,420  
6. 1,310,513,425  
7. 1,310,513,410

**Total** \$3,607.20**Payments/Credits** \$0.00**Balance Due** \$3,607.20

Disclosure Services LLC

1005 Bradford Way  
Kingston, TN 37763

# Invoice

Date	Invoice #
4/9/2021	6

Bill To
OTC CDD c/o GMS, LLC

Terms	Due Date
Net 30	5/9/2021

26A

Description	Amount
Amortization Schedule Series 2007 5-1-21 Prepay \$5,000 <i>Amort</i> <i>1-310-513-314</i>	100.00
<div><div></div><div>RECEIVED APR 15 2021 By _____</div></div>	

Total	\$100.00
Payments/Credits	\$0.00
Balance Due	\$100.00

Phone #
865-717-0976

E-mail
tcarter@disclosureservices.info