

OTC

Community Development District

May 10, 2023

AGENDA

OTC
Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.OTCCDD.com

May 3, 2023

Board of Supervisors
OTC Community Development District
Call In # 1-877-304-9269 Code 7545760

Dear Board Members:

The OTC Community Development District meeting is scheduled to be held **Wednesday, May 10, 2023 at 10:30 a.m. at the offices of Riverside Management Services, 9655 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of the Minutes of the February 8, 2023 Meeting
- IV. Consideration of Resolution 2023-01, Approving a Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing for Adoption
- V. Consideration of Resolution 2023-02, Designating a Date, Time and Location for a Landowner's Election
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- VII. Supervisor Requests and Audience Comments
- VIII. Financial Reports
 - A. Balance Sheet and Income Statement
 - B. Assessment Receipts Schedule
 - C. Check Register

IX. Next Scheduled Meeting – July 12, 2023 at 10:30 a.m. at the offices of Riverside Management Services, 9655 Florida Mining Blvd. West, Building 300, Suite 305, Jacksonville, Florida 32257

X. Adjournment

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 8, 2023 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

Kurt von der Osten

Chairperson

Vice Chairperson

Supervisor

Supervisor

Also present were:

Jim Oliver

Jennifer Kilinski

District Manager

District Counsel

The following is a summary of the discussions and actions taken at the February 8, 2023 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:30 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 13, 2022 Meeting

There were no comments on the minutes.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the minutes of the July 13, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Ratification of the Engagement Letter with
Grau & Associates for the Fiscal Year 2022
Audit**

Mr. Oliver noted the fee for preparation of the Fiscal Year 2022 audit is \$3,500.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the engagement letter with Grau & Associates for Fiscal Year 2022 was ratified.

FIFTH ORDER OF BUSINESS

Acceptance of the Draft Fiscal Year 2022 Audit Report

Mr. Oliver provided the Board with a brief overview of the audit report and pointed out there were no deficiencies in internal control or findings to note.

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor the draft audit report for Fiscal Year 2022 was accepted.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer – Consideration of Work Authorization No. 9 for Increased Hourly Rates

Mr. Oliver informed the Board that the work authorization provided by England Thims & Miller reflects an increase in the hourly rates. It was noted the total of the work authorization for Fiscal Year 2023 is \$3,000 and \$2,000 was the amount budgeted, however he does not believe the expenses will reach \$3,000.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the Work Authorization No. 9 from England Thims & Miller was approved.

C. District Manager

Mr. Oliver noted a proposed budget will be brought to the May 10, 2023 meeting for approval, and adoption of the budget is scheduled for July 13, 2023 meeting.

SEVENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

Copies of the financial statements through December 31, 2022 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 97.3% collection rate was included in the agenda package.

D. Approval of Check Register

A copy of the check register totaling \$88,331.71 was included in the agenda package.

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

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – May 10, 2023 at 10:30 a.m. at the offices of Riverside Management Services

TENTH ORDER OF BUSINESS

Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 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, 2023, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023, and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); 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 2023/2024 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 12, 2023
HOUR:	10:30 a.m.
LOCATION:	Riverside Management Services 9655 Florida Mining Boulevard West Building 300, Suite 305 Jacksonville, Florida 32257

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to 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 to ensure that it remains 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 10th DAY OF MAY 2023.

ATTEST:

**OTC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

OTC

Community Development District



Fiscal Year 2024

Proposed Budget



OTC
Community Development District

TABLE OF CONTENTS

General Fund

Summary of Revenues and Expenses Page 1

Narrative Page 2-5

Series 2022 Debt Service Fund

Summary of Revenues and Expenses Page 6

Amortization Schedule Page 7

Capital Reserve Fund

Page 8

OTC

Community Development District

General Fund

	<u>Adopted</u> <u>Budget FY 23</u>	<u>Actual as of</u> <u>3/31/2023</u>	<u>Projected</u> <u>6 Months</u>	<u>Projected</u> <u>9/30/2023</u>	<u>Proposed</u> <u>Budget FY 24</u>
<u>Revenues</u>					
Assessments - Tax Collector	\$ 74,525	\$ 75,319	\$ -	\$ 75,319	\$ 74,525
Carry Forward Surplus	\$ 9,223	\$ 9,223	\$ -	\$ 9,223	\$ 8,217
Total Revenues	<u>\$ 83,748</u>	<u>\$ 84,542</u>	<u>\$ -</u>	<u>\$ 84,542</u>	<u>\$ 82,742</u>
<u>Expenditures</u>					
<u>Administrative</u>					
Supervisors	\$ 1,800	\$ 600	\$ 1,200	\$ 1,800	\$ 1,800
FICA Expense	\$ 138	\$ 46	\$ 92	\$ 138	\$ 138
Engineering Fees	\$ 2,000	\$ -	\$ 1,000	\$ 1,000	\$ 2,000
Attorney Fees	\$ 7,500	\$ 1,595	\$ 1,905	\$ 3,500	\$ 7,500
Arbitrage	\$ 600	\$ -	\$ 600	\$ 600	\$ 600
Annual Audit	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ 3,700
Assessment Roll	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,300
Dissemination	\$ 5,825	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ 3,600	\$ 5,250	\$ -	\$ 5,250	\$ 5,250
Management Fees - GMS	\$ 36,750	\$ 18,375	\$ 18,360	\$ 36,735	\$ 38,955
Information Technology	\$ 2,010	\$ 1,005	\$ 1,005	\$ 2,010	\$ 2,131
Website Maintenance	\$ 990	\$ 495	\$ 495	\$ 990	\$ 1,049
Telephone	\$ 25	\$ -	\$ 25	\$ 25	\$ 25
Postage	\$ 200	\$ 48	\$ 152	\$ 200	\$ 200
Printing & Binding	\$ 300	\$ 27	\$ 273	\$ 300	\$ 300
Insurance	\$ 7,572	\$ 7,236	\$ -	\$ 7,236	\$ 8,321
Travel	\$ 250	\$ -	\$ 125	\$ 125	\$ 250
Legal Advertising	\$ 2,000	\$ -	\$ 1,000	\$ 1,000	\$ 2,000
Other Current Charges	\$ 966	\$ 35	\$ 465	\$ 500	\$ 500
Office Supplies	\$ 100	\$ 0	\$ 15	\$ 15	\$ 100
Dues, Licenses, Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 175
<u>Maintenance</u>					
Stormwater maintenance	\$ 2,448	\$ -	\$ 1,000	\$ 1,000	\$ 2,448
Total Expenditures	<u>\$ 83,748</u>	<u>\$ 43,387</u>	<u>\$ 27,712</u>	<u>\$ 71,099</u>	<u>\$ 82,742</u>
Excess Revenues (Expenditures)	<u>\$ -</u>	<u>\$ 41,156</u>	<u>\$(27,712)</u>	<u>\$ 13,443</u>	<u>\$ -</u>
				FY 2023	FY 2024
Net Assessments			\$ 74,525	\$ 74,525	
Discounts & Collections (7.5%)			\$ 6,043	\$ 6,043	
Gross Assessments			<u>\$ 80,568</u>	<u>\$ 80,568</u>	
Square Footage - 780,000					
Net Assessment per square ft			\$ 0.096	\$ 0.096	
Gross Assessment per Square Ft			\$ 0.103	\$ 0.103	

OTC
Community Development District
General Fund Budget
FY 2024

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.

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, Kilinski Van Wyk, PLLC, 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 2022 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
FY 2024

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.

Trustee Fees

The District's Series 2022 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.

Telephone

Telephone and fax machine

OTC
Community Development District
General Fund Budget
FY 2024

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.

OTC
Community Development District
General Fund Budget
FY 2024

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.

Vendor	Monthly Amount	Annual Amount
Jacksonville MZL, LLC	\$204.00	\$2,448

OTC
Community Development District
Debt Service Fund Series 2022

<u>Description</u>	<u>Adopted Budget FY 23</u>	<u>Actual as of 3/31/2023</u>	<u>Projected 6 Months</u>	<u>Projected 9/30/2023</u>	<u>Proposed Budget FY 24</u>
Revenues					
Carry Forward Surplus (1)	\$ 355,776	\$ 120,514	\$ -	\$ 120,514	\$ 184,602
Assessments - Tax Collector	\$ 652,885	\$ 548,268	\$ -	\$ 548,268	\$ 548,488
Interest Income	\$ 250	\$ 3,799	\$ 1,500	\$ 5,299	\$ 2,500
Total Revenues	\$ 979,050	\$ 672,581	\$ 1,500	\$ 674,081	\$ 735,590
Expenditures					
<i>Series 2007A</i>					
Interest 11/1	\$ 169,733	\$ 76,241	\$ -	\$ 76,241	\$ 127,288
Interest 5/1	\$ 169,733	\$ -	\$ 133,238	\$ 133,238	\$ 127,288
Principal 5/1	\$ 260,000	\$ -	\$ 280,000	\$ 280,000	\$ 290,000
Total Expenditures	\$ 599,465	\$ 76,241	\$ 413,238	\$ 489,479	\$ 544,575
EXCESS REVENUES / (EXPENDITURES)	\$ 379,585	\$ 596,340	\$ (411,738)	\$ 184,602	\$ 191,015

(1) Carryforward Surplus is net of reserve fund requirements

11/01/2024 Interest Payment \$ 121,125.0

Net Assessments	\$ 548,488
Discounts & Collections (7.5%)	\$ 44,472
Gross Assessments	\$ 592,959
Square Footage - 780,000	
Net Assesemnts per square ft	\$ 0.703
Gross Assessments per square ft	\$ 0.900

OTC
Community Development District
Series 2022 Special Assessment Bonds
Amortization Schedule

DATE	RATE	PRINCIPAL	INTEREST	TOTAL
7/18/2022				\$ 6,270,000
11/1/2022			\$ 76,241.46	\$ 6,270,000
5/1/2023	4.25%	\$ 280,000	\$ 133,237.50	\$ 5,990,000
11/1/2023	4.25%		\$ 127,287.50	\$ 5,990,000
5/1/2024	4.25%	\$ 290,000	\$ 127,287.50	\$ 5,700,000
11/1/2024	4.25%		\$ 121,125.00	\$ 5,700,000
5/1/2025	4.25%	\$ 305,000	\$ 121,125.00	\$ 5,395,000
11/1/2025	4.25%		\$ 114,643.75	\$ 5,395,000
5/1/2026	4.25%	\$ 320,000	\$ 114,643.75	\$ 5,075,000
11/1/2026	4.25%		\$ 107,843.75	\$ 5,075,000
5/1/2027	4.25%	\$ 330,000	\$ 107,843.75	\$ 4,745,000
11/1/2027	4.25%		\$ 100,831.25	\$ 4,745,000
5/1/2028	4.25%	\$ 345,000	\$ 100,831.25	\$ 4,400,000
11/1/2028	4.25%		\$ 93,500.00	\$ 4,400,000
5/1/2029	4.25%	\$ 360,000	\$ 93,500.00	\$ 4,040,000
11/1/2029	4.25%		\$ 85,850.00	\$ 4,040,000
5/1/2030	4.25%	\$ 375,000	\$ 85,850.00	\$ 3,665,000
11/1/2030	4.25%		\$ 77,881.25	\$ 3,665,000
5/1/2031	4.25%	\$ 395,000	\$ 77,881.25	\$ 3,270,000
11/1/2031	4.25%		\$ 69,487.50	\$ 3,270,000
5/1/2032	4.25%	\$ 410,000	\$ 69,487.50	\$ 2,860,000
11/1/2032	4.25%		\$ 60,775.00	\$ 2,860,000
5/1/2033	4.25%	\$ 430,000	\$ 60,775.00	\$ 2,430,000
11/1/2033	4.25%		\$ 51,637.50	\$ 2,430,000
5/1/2034	4.25%	\$ 445,000	\$ 51,637.50	\$ 1,985,000
11/1/2034	4.25%		\$ 42,181.25	\$ 1,985,000
5/1/2035	4.25%	\$ 465,000	\$ 42,181.25	\$ 1,520,000
11/1/2035	4.25%		\$ 32,300.00	\$ 1,520,000
5/1/2036	4.25%	\$ 485,000	\$ 32,300.00	\$ 1,035,000
11/1/2036	4.25%		\$ 21,993.75	\$ 1,035,000
5/1/2037	4.25%	\$ 505,000	\$ 21,993.75	\$ 530,000
11/1/1937	4.25%		\$ 11,262.50	\$ 530,000
5/1/2038	4.25%	\$ 530,000	\$ 11,262.50	\$ -
\$ 6,270,000			\$ 2,446,678.96	

OTC
Community Development District
 Capital Reserve Fund

<u>Description</u>	<u>Adopted Budget FY 23</u>	<u>Actual as of 3/31/2023</u>	<u>Projected 6 Months</u>	<u>Projected 9/30/2023</u>	<u>Proposed Budget FY 24</u>
Revenues					
Interest Income	\$ 200	\$ 1,542	\$ 458	\$ 2,000	\$ 2,000
Carry Forward Surplus	\$ 74,907	\$ 64,952	\$ -	\$ 64,952	\$ 66,952
Total Revenues	\$ 75,107	\$ 66,495	\$ 458	\$ 66,952	\$ 68,952
Expenditures					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
EXCESS REVENUES / (EXPENDITURES)	\$ 75,107	\$ 66,495	\$ 458	\$ 66,952	\$ 68,952

FIFTH ORDER OF BUSINESS

RESOLUTION 2023-02

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 within Duval County, 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 the first Tuesday in November, 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 2025
2	Rose Bock	November 2023
3	Kurt Von Der Osten	November 2023
4	Rocky Morris	November 2025
5	Vacant	

This year, Seat 2, currently held by Rose Bock, Seat 3, currently held by Kurt Von Der Osten, and Seat 5, currently vacant are subject to election by landowners in November 2023. 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 following date, time and location:

DATE: November 7, 2023
TIME: __:__ a/p.m.
LOCATION: Riverside Management Services, Inc.
9655 Florida Mining Blvd. West, Unit 300
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 10, 2023, 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, LLC, 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 10th day of May 2023.

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 the OTC Community Development District (the "District"), the location of which is generally described as comprising a parcel or parcels of land containing approximately 99.41 acres, generally located south of State Road 23 (Branan-Chaffee Road), east of Argyle Forest Blvd, and north of Old Middleburg Road, Duval County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners' meeting and election, there will be convened a meeting of the Board of Supervisors 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 7, 2023
TIME: ___:___ a/p.m.
LOCATION: Riverside Management Services, Inc.
9655 Florida Mining Blvd West, Unit 300
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, c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District 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 of Supervisors 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 Office. There may be an occasion where one or more supervisors will participate by speaker telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (904) 940-5899, at least forty-eight (48) hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or (800) 955-8770 for aid in contacting the District 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.

Jim Oliver
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 7, 2023**

TIME: **__:__ A/P.M.**

LOCATION: **Riverside Management Services, Inc.
9655 Florida Mining Blvd. West, Unit 300
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 7, 2023**

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 **Riverside Management Services, Inc., 9655 Florida Mining Blvd. West, Unit 300, Jacksonville, Florida 32257, on November 7, 2023 at _____ .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

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

[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. 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 7, 2023

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:

<u>Description</u>	<u>Acreage</u>

[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
2		
3		
5		

Date: _____

Signed: _____

Printed Name: _____

EIGHTH ORDER OF BUSINESS

A.

OTC

Community Development District

Unaudited Financial Reporting
March 31, 2023



OTC
Community Development District
Combined Balance Sheet
March 31, 2023

	<u>Governmental Fund Types</u>			Totals
	<u>General</u>	<u>Debt Service</u>	<u>Capital Reserve</u>	<u>(Memorandum Only)</u> 2023
Assets:				
Cash	\$130,207	---	\$16,495	\$146,702
Investments				
<i>Series 2022:</i>				
Reserve	---	\$54,249	---	\$54,249
Interest	---	\$133,238	---	\$133,238
Revenue	---	\$151,831	---	\$151,831
Sinking	---	\$280,000	---	\$280,000
COI	---	\$5,609	---	\$5,609
Due from General Fund	---	\$11,025	---	\$11,025
Assessment Receivable	\$1,290	\$9,387	---	\$10,677
Total Assets	\$131,497	\$645,339	\$16,495	\$793,330
Liabilities:				
Accounts Payable	\$1,050	---	---	\$1,050
Due to Debt Service	\$11,025	---	---	\$11,025
Fund Balances:				
Restricted for Debt Service	---	\$645,339	---	\$645,339
Unassigned	\$119,422	---	\$16,495	\$135,917
Total Liabilities and Fund Equity	\$131,497	\$645,339	\$16,495	\$793,330

OTC
Community Development District
Statement of Revenues & Expenditures
For The Period Ending March 31, 2023

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 3/31/23	ACTUAL THRU 3/31/23	VARIANCE
Revenues:				
Assessments-Tax Collector	\$74,525	\$74,525	\$75,319	\$794
Total Revenues	\$74,525	\$74,525	\$75,319	\$794
Expenditures				
Administrative				
Supervisors	\$1,800	\$900	\$600	\$300
FICA Expense	\$138	\$69	\$46	\$23
Engineering Fees	\$2,000	\$1,000	\$0	\$1,000
Attorney Fees	\$7,500	\$3,750	\$1,595	\$2,155
Arbitrage	\$600	\$300	\$0	\$300
Annual Audit	\$3,500	\$3,500	\$3,500	\$0
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Dissemination	\$5,825	\$2,913	\$0	\$2,913
Trustee Fees	\$3,600	\$3,600	\$5,250	(\$1,650)
Management Fees - GMS	\$36,750	\$18,375	\$18,375	\$0
Information Technology	\$2,010	\$1,005	\$1,005	\$0
Website Maintenance	\$990	\$495	\$495	\$0
Telephone	\$25	\$13	\$0	\$13
Postage	\$200	\$100	\$48	\$52
Printing & Binding	\$300	\$150	\$27	\$123
Insurance	\$7,572	\$7,572	\$7,236	\$336
Travel	\$250	\$125	\$0	\$125
Legal Advertising	\$2,000	\$1,000	\$0	\$1,000
Other Current Charges	\$966	\$483	\$35	\$448
Office Supplies	\$100	\$50	\$0	\$50
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Total Administrative Expenses	\$81,300	\$50,574	\$43,387	\$7,187
Maintenace				
Stormwater Maintenance	\$2,448	\$1,224	\$0	\$1,224
Total Maintenance Expenses	\$2,448	\$1,224	\$0	\$1,224
Total Expenditures	\$83,748	\$51,798	\$43,387	\$8,411
Excess Revenues/Expenditures	(\$9,223)		\$31,933	
Other Sources/(Uses)				
Interfund Transfer In /(Out)	\$0	\$0	\$55,250	\$55,250
Total Other	\$0	\$0	\$55,250	\$55,250
Net Change in Fund Balance	(\$9,223)		\$87,183	
Fund Balance - Beginning	\$9,223		\$32,240	
Fund Balance - Ending	\$0		\$119,422	

OTC
Community Development District
Debt Service Fund
Statement of Revenues & Expenditures
For The Period Ending March 31, 2023

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 3/31/23	ACTUAL THRU 3/31/23	VARIANCE
Revenues:				
Assessment - On Roll	\$652,885	\$652,885	\$548,268	(\$104,617)
Interest Income	\$250	\$250	\$3,799	\$3,549
Total Revenues	\$653,135	\$653,135	\$552,067	(\$101,068)
Expenditures				
<i>Series 2022</i>				
Interest Expense - 11/1	\$169,733	\$169,733	\$76,241	\$93,491
Interest Expense - 5/1	\$169,733	\$0	\$0	\$0
Principal Expense - 5/1	\$260,000	\$0	\$0	\$0
Total Expenditures	\$599,465	\$169,733	\$76,241	\$93,491
Other Sources (Uses):				
Interfund Transfer In/(Out)	\$0	\$0	(\$5,250)	(\$5,250)
Total Other Sources (Uses)	\$0	\$0	(\$5,250)	(\$5,250)
Excess Revenues (Expenditures)	\$53,670		\$470,576	
Fund Balance - Beginning	\$355,776		\$174,763	
Fund Balance - Ending	\$409,446		\$645,339	

OTC
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending March 31, 2023

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 3/31/23	ACTUAL THRU 3/31/23	VARIANCE
Revenues:				
Interest - SBA	\$200	\$200	\$1,542	\$1,342
Transfer In - General Fund	\$0	\$0	\$50,000	\$50,000
Total Revenues	\$200	\$200	\$51,542	\$51,342
Expenditures				
Capital Outlay	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$200		\$51,542	
Other Sources/(Uses)				
Interfund Transfer In /(Out)	\$0	\$0	(\$100,000)	(\$100,000)
Total Other	\$0	\$0	(\$100,000)	(\$100,000)
Net Change in Fund Balance	\$200		(\$48,458)	
Fund Balance - Beginning	\$39,804		\$64,952	
Fund Balance - Ending	\$40,004		\$16,495	

OTC
Community Development District
Long Term Debt Report

Series 2022 Special Assessments Bonds	
Interest Rate:	4.25%
Maturity Date:	5/1/2038
Reserve Fund Definition:	25% Max Annual Debt
Reserve Fund Requirement:	\$54,248.75
Reserve Fund Balance:	\$54,248.75
Bonds outstanding - 7/18/2022	\$6,270,000
Current Bonds Outstanding	\$6,270,000

B.

**OTC COMMUNITY DEVELOPMENT DISTRICT
SUMMARY OF FY2023 ASSESSMENT RECEIPTS**

TOTAL TAX ROLL	# UNITS ASSESSED	DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	780,000	542,487.51	74,524.99	617,012.50

SUMMARY TAX ROLL COLLECTIONS				
DUVAL COUNTY DISTRIBUTION	TOTAL RECEIVED	SERIES 2022 DEBT RECEIVED	O&M RECEIVED	DATE RECEIVED
1	-	-	-	11/04/22
2	-	-	-	11/16/22
3	2,818.01	2,477.64	340.37	11/25/22
4	11,390.80	10,014.98	1,375.82	12/05/22
5	499,676.95	439,324.17	60,352.78	12/06/22
6	86,484.76	76,038.82	10,445.94	12/19/22
7	-	-	-	01/09/23
8	-	-	-	01/24/23
9	-	-	-	02/17/23
10	7,724.33	6,791.36	932.97	02/27/23
11	-	-	-	03/07/23
12	4,815.33	4,233.72	581.61	03/17/23
13	10,676.88	9,387.29	1,289.59	04/11/23
14	-	-	-	04/19/23
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
	-	-	-	
TOTAL COUNTY DISTRIB.	623,587.06	548,267.98	75,319.08	

BALANCE DUE	(6,574.56)	(5,780.47)	(794.09)	
--------------------	-------------------	-------------------	-----------------	--

% COLLECTED	101.1%
--------------------	---------------

C.

OTC
Community Development District

Check Run Summary

from 1/1/23 thru 4/30/23

Fund	Date	Check Numbers	Amount
General Fund			
Payroll	2/20/23	50036-50038	\$ 554.10
		Subtotal	<u>\$ 554.10</u>
Accounts Payable			
	1/17/23	770-772	\$ 581,168.56
	2/20/23	773-774	\$ 6,813.70
	3/21/23	775-776	\$ 3,533.92
	4/7/23	777-778	\$ 4,363.62
		Subtotal	<u>\$ 595,879.80</u>
Total			\$ 596,433.90

PR300R

PAYROLL CHECK REGISTER

RUN 2/20/23 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50036	3	KURT R VONDEROSTEN	184.70	2/20/2023
50037	1	ROCKWELL A. MORRIS	184.70	2/20/2023
50038	2	ROSE S. BOCK	184.70	2/20/2023
TOTAL FOR REGISTER			554.10	

OTC OAKLEAF

DLAUGHLIN

Attendance Sheet

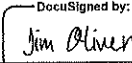
District Name: OTC CDD

Board Meeting Date: February 8, 2023 Meeting

	Name	In Attendance	Fee
1	Michelle Piece <i>Chairperson</i>	<input checked="" 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 checked="" type="checkbox"/>	YES - \$200
5	VACANT	<input type="checkbox"/>	

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

Approved for Payment:

DocuSigned by:

District Manager Signature

2/13/2023
Date

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
1/17/23	00002	1/01/23	221	202301	310	51300	34000		JAN MANAGEMENT FEE	*	3,062.50		
1/01/23		221		202301	310	51300	35100		JAN WEBSIE ADMIN	*	82.50		
1/01/23		221		202301	310	51300	35100		JAN INFORMATION TECH	*	167.50		
1/01/23		221		202301	310	51300	42500		COPIES	*	.45		
GOVERNMENTAL MANAGEMENT SERVICES												3,312.95	000770
1/17/23	00021	1/16/23	01162023	202301	300	20700	10100		11/25/22 TAX DIST 3	*	2,477.64		
1/16/23		01162023		202301	300	20700	10100		12/5/22 TAX DIST 4	*	10,014.98		
1/16/23		01162023		202301	300	20700	10100		12/6/22 TAX DIST 5	*	439,324.17		
1/16/23		01162023		202301	300	20700	10100		12/19/22 TAX DIST 6	*	76,038.82		
OTC CDD - REVENUE ACCOUNT												527,855.61	000771
1/17/23	00022	1/16/23	01162023	202301	300	58100	10000		TRNFR EXCESS FUNDS TO SBA	*	50,000.00		
OTC CDD C/O SBA												50,000.00	000772
2/20/23	00002	2/01/23	222	202302	310	51300	34000		FEB MANAGEMENT FEES	*	3,062.50		
2/01/23		222		202302	310	51300	35100		FEB WEBSITE ADMIN	*	82.50		
2/01/23		222		202302	310	51300	35100		FEB INFO TECH	*	167.50		
2/01/23		222		202302	310	51300	42500		COPIES	*	1.20		
GOVERNMENTAL MANAGEMENT SERVICES												3,313.70	000773
2/20/23	00013	2/02/23	23572	202302	300	51300	32200		AUDIT FYE 09/30/2022	*	3,500.00		
GRAU AND ASSOCIATES												3,500.00	000774
3/21/23	00002	3/01/23	223	202303	310	51300	34000		MAR MANAGEMENT FEES	*	3,062.50		
3/01/23		223		202303	310	51300	35100		MAR WEBSITE ADMIN	*	82.50		
3/01/23		223		202303	310	51300	35100		MAR INFO TECH	*	167.50		
3/01/23		223		202303	310	51300	51000		OFFICE SUPPLIES	*	.15		
OTC OAKLEAF OKUZMUK													

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/01/23		223		202303 310-51300-42000		*	23.03		
			POSTAGE						
3/01/23		223		202303 310-51300-42500		*	18.90		
			COPIES						
GOVERNMENTAL MANAGEMENT SERVICES								3,354.58	000775
3/21/23	00031	2/19/23	5725	202301 310-51300-31500		*	179.34		
			JAN GENERAL COUNSEL						
KILINSKI VAN WYK PLLC								179.34	000776
4/07/23	00002	4/01/23	224	202304 310-51300-34000		*	3,062.50		
			APR MANAGEMENT FEES						
4/01/23		224		202304 310-51300-35100		*	82.50		
			APR WEBSITE ADMIN						
4/01/23		224		202304 310-51300-35100		*	167.50		
			APR INFO TECH						
4/01/23		224		202304 310-51300-51000		*	.03		
			OFFICE SUPPLIES						
4/01/23		224		202304 310-51300-42000		*	.60		
			POSTAGE						
4/01/23		224		202304 310-51300-42500		*	.90		
			COPIES						
GOVERNMENTAL MANAGEMENT SERVICES								3,314.03	000777
4/07/23	00031	3/15/23	6196	202302 310-51300-31500		*	1,049.59		
			FEB GENERAL COUNSEL						
KILINSKI VAN WYK PLLC								1,049.59	000778
TOTAL FOR BANK A							595,879.80		
TOTAL FOR REGISTER							595,879.80		

OTC OAKLEAF OKUZMUK

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

Invoice

Invoice #: 221
Invoice Date: 1/1/23
Due Date: 1/1/23
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - January 2023		3,062.50	3,062.50
Website Administration - January 2023		82.50	82.50
Information Technology - January 2023		167.50	167.50
Copies		0.45	0.45

Total \$3,312.95

Payments/Credits \$0.00

Balance Due \$3,312.95

OTC
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
January 16, 2023	\$527,855.61	Oksana Kuzmuk

Payable to:

OTC CDD #21

Date Check Needed:

Budget Category:

ASAP	I-300-20700-10100
------	-------------------

Intended Use of Funds Requested:

11/25/2022 \$2,477.64 Tax Dist #3
12/5/2022 \$10,014.98 Tax Dist #4
12/6/2022 \$439,324.17 Tax Dist #5
12/19/2022 \$76,038.82 Tax Dist #6
<i>(Attach supporting documentation for request.)</i>

OTC
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
January 16, 2023	\$50,000.00	Oksana Kuzmuk

Payable to:

OTC CDD C/O SBA #22

Date Check Needed:

Budget Category:

ASAP	001.300.58100.10000
------	---------------------

Intended Use of Funds Requested:

Transfer excess funds SBA Acc
<i>(Attach supporting documentation for request.)</i>

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

Invoice

RECEIVED
 FEB 08 2023
 BY: _____

Invoice #: 222
 Invoice Date: 2/1/23
 Due Date: 2/1/23
 Case:
 P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - February 2023	1,310.513.310 ✓	3,062.50	3,062.50
Website Administration - February 2023	351 ✓	82.50	82.50
Information Technology - February 2023	351 ✓	167.50	167.50
Copies	425 ✓	1.20	1.20
Total			\$3,313.70
Payments/Credits			\$0.00
Balance Due			\$3,313.70

Grau and Associates

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

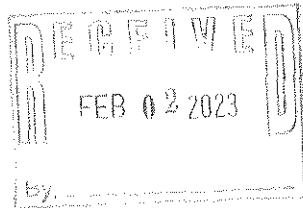
Phone: 561-994-9299

Fax: 561-994-5823

OTC Community Development District
1001 Bradford Way
Kingston, TN 37763

Invoice No. 23572
Date 02/02/2023

SERVICE	AMOUNT
Audit FYE 09/30/2022	\$ 3,500.00
Current Amount Due	\$ 3,500.00



1,310,573.96

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
3,500.00	0.00	0.00	0.00	0.00	3,500.00

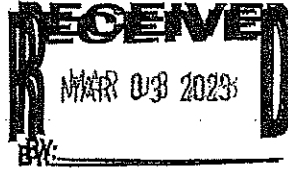
Payment due upon receipt.

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

Invoice

Invoice #: 223
 Invoice Date: 3/1/23
 Due Date: 3/1/23
 Case:
 P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Management Fees - March 2023	1,310.513.340	3,062.50	3,062.50
Website Administration - March 2023	351	82.50	82.50
Information Technology - March 2023	351	167.50	167.50
Office Supplies	510	0.15	0.15
Postage	420	23.03	23.03
Copies	425	18.90	18.90
Total			\$3,354.58
Payments/Credits			\$0.00
Balance Due			\$3,354.58



INVOICE

KILINSKI | VAN WYK

Invoice # 5725
Date: 02/19/2023
Due On: 03/21/2023

Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

31

OTCDD-01

OTC - GENERAL COUNSEL/MONTHLY MEETING

1,310,573.315

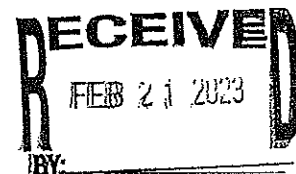
Type	Professional	Date	Notes	Quantity	Rate	Total
Service	JK	01/08/2023	Review audit letter and confirmation and transmit comments to same	0.10	\$355.00	\$35.50
Service	MG	01/09/2023	Prepare and transmit auditor letter response	0.60	\$175.00	\$105.00
Expense	AL	01/20/2023	UPS: UPS Shipping	1.00	\$2.34	\$2.34
Service	RVW	01/31/2023	Monitor legislative activity for impact on special districts	0.10	\$365.00	\$36.50
					Total	\$179.34

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
5725	03/21/2023	\$179.34	\$0.00	\$179.34
			Outstanding Balance	\$179.34
			Total Amount Outstanding	\$179.34

Please make all amounts payable to: Kilinski | Van Wyk, PLLC



Please pay within 30 days.

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

Invoice

Invoice #: 224
 Invoice Date: 4/1/23
 Due Date: 4/1/23
 Case:
 P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - April 2023	1,310.513.340	3,062.50	3,062.50
Website Administration - April 2023	351	82.50	82.50
Information Technology - April 2023	351	167.50	167.50
Office Supplies	510	0.03	0.03
Postage	420	0.60	0.60
Copies	425	0.90	0.90

RECEIVED
 APR 05 2023
 BY: _____

Total	\$3,314.03
Payments/Credits	\$0.00
Balance Due	\$3,314.03



INVOICE

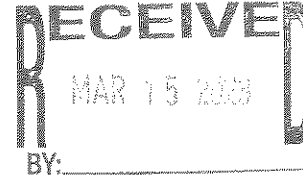
KILINSKI | VAN WYK

Invoice # 6196
Date: 03/15/2023
Due On: 04/14/2023

Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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



OTCCDD-01

OTC - GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	GK	02/03/2023	Review Auditor's Report and prepare audit letter response	0.30	\$255.00	\$76.50
Service	JK	02/03/2023	Review audit report and transmit letter re: same	0.60	\$355.00	\$213.00
Expense	AL	02/06/2023	Hotel: Hotel for JK	1.00	\$80.00	\$80.00
Expense	AL	02/06/2023	Meals: Meals for JK	1.00	\$19.35	\$19.35
Expense	AL	02/06/2023	Gas: Gas for JK	1.00	\$22.74	\$22.74
Expense	AL	02/06/2023	Rental Car Expenses: Rental car for JK	1.00	\$70.00	\$70.00
Service	JK	02/08/2023	Prepare for and travel to/from and attend Board meeting	1.40	\$355.00	\$497.00
Service	JK	02/19/2023	Review meeting minutes	0.10	\$355.00	\$35.50
Service	RVW	02/28/2023	Research legislative bills impacting special districts and prepare newsletter on same	0.10	\$355.00	\$35.50

1,310,513.315

Total \$1,049.59

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
5725	03/21/2023	\$179.34	\$0.00	\$179.34

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
6196	04/14/2023	\$1,049.59	\$0.00	\$1,049.59
Outstanding Balance				\$1,228.93
Total Amount Outstanding				\$1,228.93

Please make all amounts payable to: Kilinski | Van Wyk, PLLC

Please pay within 30 days.