

OTC

Community Development District

July 12, 2023

AGENDA

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

July 5, 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, July 12, 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 May 10, 2023 Meeting
- IV. Public Hearing for the Purpose of Adopting the Fiscal Year 2024 Budget
 - A. Consideration of Resolution 2023-03, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024
 - B. Consideration of Resolution 2023-04, Imposing Special Assessments and Certifying an Assessment Roll
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - 1. Report on the Number of Registered Voters (0)
 - 2. Consideration of Designating a Meeting Schedule for Fiscal Year 2024
- VI. Supervisor Requests and Audience Comments
- VII. Financial Reports

- A. Financial Statements as of May 31, 2023
 - B. Assessment Receipts Schedule
 - C. Check Register
- VIII. Next Scheduled Meeting – Landowner’s Election Only on November 1, 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
- IX. 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, May 10, 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:

Rose Bock

Rocky Morris

Kurt von der Osten

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 May 10, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:45 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 February 8, 2023 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 February 8, 2023 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Approving a Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date for Adoption

Mr. Oliver presented a copy of the proposed budget for Fiscal Year 2024, noting the assessments will remain the same.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2023-01, approving a proposed budget for Fiscal Year 2024 and setting a public hearing for July 12, 2023 at 10:30 a.m. was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2023-02,
Designating a Date, Time and Location for a
Landowner's Election**

Mr. Oliver proposed holding the landowner's election on November 1, 2023 at 10:30 a.m. at the offices of Riverside Management Services.

On MOTION by Mr. von der Osten seconded by Mr. Morris with all in favor Resolution 2023-02, setting a landowner's election for November 1, 2023 at 10:30 a.m. was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

Mr. Oliver noted he would provide a proposed meeting schedule for Fiscal Year 2024 at the next 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 March 31, 2023 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 101% collection rate was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$596,433.30 was included in the agenda package.

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

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – July 12, 2023 at 10:30 a.m. at the offices of Riverside Management Services

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morris seconded by Mr. von der Osten with all in favor the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

OTC

Community Development District



Fiscal Year 2024

Approved Budget



OTC
Community Development District

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OTC

Community Development District

General Fund

	<u>Adopted</u> <u>Budget FY 23</u>	<u>Actual as of</u> <u>5/31/2023</u>	<u>Projected</u> <u>4 Months</u>	<u>Projected</u> <u>9/30/2023</u>	<u>Approved</u> <u>Budget FY 24</u>
<u>Revenues</u>					
Assessments - Tax Collector	\$ 74,525	\$ 74,733	\$ -	\$ 74,733	\$ 74,525
Carry Forward Surplus	\$ 9,223	\$ 9,223	\$ -	\$ 9,223	\$ 6,356
Total Revenues	\$ 83,748	\$ 83,956	\$ -	\$ 83,956	\$ 80,881
<u>Expenditures</u>					
<u>Administrative</u>					
Supervisors	\$ 1,800	\$ 1,200	\$ 600	\$ 1,800	\$ 1,800
FICA Expense	\$ 138	\$ 92	\$ 46	\$ 138	\$ 138
Engineering Fees	\$ 2,000	\$ -	\$ 1,000	\$ 1,000	\$ 2,000
Attorney Fees	\$ 7,500	\$ 2,704	\$ 1,500	\$ 4,204	\$ 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	\$ 3,750	\$ -	\$ 3,750	\$ 3,750
Management Fees - GMS	\$ 36,750	\$ 24,500	\$ 12,240	\$ 36,740	\$ 38,955
Information Technology	\$ 2,010	\$ 1,340	\$ 670	\$ 2,010	\$ 2,131
Website Maintenance	\$ 990	\$ 660	\$ 330	\$ 990	\$ 1,049
Telephone	\$ 25	\$ -	\$ 25	\$ 25	\$ 25
Postage	\$ 200	\$ 49	\$ 151	\$ 200	\$ 200
Printing & Binding	\$ 300	\$ 27	\$ 273	\$ 300	\$ 300
Insurance	\$ 7,572	\$ 7,236	\$ -	\$ 7,236	\$ 7,960
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	\$ 83,748	\$ 50,869	\$ 19,439	\$ 70,308	\$ 80,881
Excess Revenues (Expenditures)	\$ -	\$ 33,088	\$ (19,439)	\$ 13,648	\$ -
				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.

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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 5/31/2023</u>	<u>Projected 4 Months</u>	<u>Projected 9/30/2023</u>	<u>Approved Budget FY 24</u>
Revenues					
Carry Forward Surplus (1)	\$ 355,776	\$ 120,113	\$ -	\$ 120,113	\$ 179,282
Assessments - Tax Collector	\$ 652,885	\$ 544,000	\$ -	\$ 544,000	\$ 544,575
Interest Income	\$ 250	\$ 8,398	\$ 1,500	\$ 9,898	\$ 2,500
Total Revenues	\$ 979,050	\$ 672,511	\$ 1,500	\$ 674,011	\$ 726,357
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	\$ 489,479	\$ -	\$ 489,479	\$ 544,575
Other Sources (Uses):					
Other Debt Service Costs	\$ -	\$ 5,250	\$ -	\$ 5,250	\$ -
EXCESS REVENUES / (EXPENDITURES)	\$ 379,585	\$ 177,782	\$ 1,500	\$ 179,282	\$ 181,782

(1) Carryforward Surplus is net of reserve fund requirements

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

Net Assessments	\$ 544,575
Discounts & Collections (7.5%)	\$ 44,155
Gross Assessments	\$ 588,730
Square Footage - 780,000	
Net Assessemnts per square ft	\$ 0.698
Gross Assessments per square ft	\$ 0.755

OTC
Community Development District
Series 2022 Special Assessment Bonds
Amortization Schedule

DATE	RATE	PRINCIPAL	INTEREST	TOTAL
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
11/1/2037	4.25%		\$ 11,262.50	\$ 530,000
5/1/2038	4.25%	\$ 530,000	\$ 11,262.50	\$ -
		\$ 5,990,000	\$ 2,237,200.00	

OTC
Community Development District
Capital Reserve Fund

<u>Description</u>	<u>Adopted Budget FY 23</u>	<u>Actual as of 5/31/2023</u>	<u>Projected 4 Months</u>	<u>Projected 9/30/2023</u>	<u>Approved Budget FY 24</u>
<u>Revenues</u>					
Interest Income	\$ 200	\$ 1,685	\$ 815	\$ 2,500	\$ 2,000
Carry Forward Surplus	\$ 74,907	\$ 64,952	\$ -	\$ 64,952	\$ 67,452
Total Revenues	<u>\$ 75,107</u>	<u>\$ 66,637</u>	<u>\$ 815</u>	<u>\$ 67,452</u>	<u>\$ 69,452</u>
<u>Expenditures</u>					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
EXCESS REVENUES / (EXPENDITURES)	<u>\$ 75,107</u>	<u>\$ 66,637</u>	<u>\$ 815</u>	<u>\$ 67,452</u>	<u>\$ 69,452</u>

A.

RESOLUTION 2023-03

THE ANNUAL APPROPRIATION RESOLUTION OF THE OTC COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the OTC Community Development District (“**District**”) proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the OTC Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$876,690 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$80,881
CAPITAL RESERVE FUND	\$69,452
DEBT SERVICE FUND (SERIES 2022)	\$726,357
TOTAL ALL FUNDS	\$876,690

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within 60 days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of

the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 12th day of July 2023.

ATTEST:

**OTC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By:_____
Its: Chairman

B.

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the OTC Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Duval County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the OTC Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B”**, is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B”**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B”**. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B”**, is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid

to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 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.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 12th day of July 2023.

ATTEST:

**OTC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget
Exhibit B: Assessment Roll

FIFTH ORDER OF BUSINESS

C.

1.



OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN
SUPERVISOR OF ELECTIONS
OFFICE: (904) 255-3444
CELL: (904) 219-8924

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX: (904) 255-3434
E-MAIL: MHOGAN@COJ.NET

June 7, 2023

Courtney Hogge
OTC Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

Dear Courtney,

The information you requested on April 18, 2023, appears below:

OTC Community Development District 0 Registered Voters as of 4/15/2023

If you have any questions or need additional assistance, please contact Robert Phillips at 904-255-3436 or phillips@coj.net.

Sincerely,

A handwritten signature in blue ink that reads "Lana".

Lana Self
Director of Candidates and Records

7/11/2023 10:11:11 AM
105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX: (904) 255-3434
E-MAIL: MHOGAN@COJ.NET

2.

NOTICE OF MEETINGS
OTC
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the **OTC Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2024** at **10:30 a.m.** at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257 on the second Wednesday of the following months, unless otherwise indicated:

November 1, 2023 (Landowner's Election Only)
February 14, 2024
May 8, 2024
July 10, 2024

SEVENTH ORDER OF BUSINESS

A.

OTC

Community Development District

Unaudited Financial Reporting
May 31, 2023



OTC
Community Development District
Combined Balance Sheet
May 31, 2023

	<u>Governmental Fund Types</u>			Totals
	General	Debt Service	Capital Reserve	(Memorandum Only)
				2023
<u>Assets:</u>				
Cash	\$121,214	---	\$16,637	\$137,851
Investments				
<i>Series 2022:</i>				
Reserve	---	\$54,650	---	\$54,650
Interest	---	\$508	---	\$508
Revenue	---	\$154,398	---	\$154,398
Sinking	---	\$1,064	---	\$1,064
COI	---	\$5,668	---	\$5,668
Due from General Fund	---	\$11,025	---	\$11,025
Assessment Receivable	\$703	\$5,119	---	\$5,823
Total Assets	\$121,917	\$232,432	\$16,637	\$370,986
<u>Liabilities:</u>				
Accounts Payable	\$4,788	---	---	\$4,788
Due to Debt Service	\$11,025	---	---	\$11,025
<u>Fund Balances:</u>				
Restricted for Debt Service	---	\$232,432	---	\$232,432
Unassigned	\$106,104	---	\$16,637	\$122,741
Total Liabilities and Fund Equity	\$121,917	\$232,432	\$16,637	\$370,986

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

Description	ADOPTED	PRORATED	ACTUAL	VARIANCE
	BUDGET	BUDGET THRU 5/31/23	THRU 5/31/23	

Revenues:

Assessments-Tax Collector	\$74,525	\$74,525	\$74,733	\$208
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Total Revenues	\$74,525	\$74,525	\$74,733	\$208
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Expenditures

Administrative

Supervisors	\$1,800	\$1,200	\$1,200	\$0
FICA Expense	\$138	\$92	\$92	\$0
Engineering Fees	\$2,000	\$1,333	\$0	\$1,333
Attorney Fees	\$7,500	\$5,000	\$2,704	\$2,296
Arbitrage	\$600	\$600	\$600	\$0
Annual Audit	\$3,500	\$3,500	\$3,500	\$0
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Dissemination	\$5,825	\$3,883	\$0	\$3,883
Trustee Fees	\$3,600	\$3,600	\$3,750	(\$150)
Management Fees - GMS	\$36,750	\$24,500	\$24,500	\$0
Information Technology	\$2,010	\$1,340	\$1,340	\$0
Website Maintenance	\$990	\$660	\$660	\$0
Telephone	\$25	\$17	\$0	\$17
Postage	\$200	\$133	\$49	\$84
Printing & Binding	\$300	\$200	\$27	\$173
Insurance	\$7,572	\$7,572	\$7,236	\$336
Travel	\$250	\$167	\$0	\$167
Legal Advertising	\$2,000	\$1,333	\$0	\$1,333
Other Current Charges	\$966	\$644	\$35	\$609
Office Supplies	\$100	\$67	\$0	\$66
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0

Total Administrative Expenses	\$81,300	\$61,016	\$50,869	\$10,147
--------------------------------------	-----------------	-----------------	-----------------	-----------------

Maintenance

Stormwater Maintenance	\$2,448	\$1,632	\$0	\$1,632
------------------------	---------	---------	-----	---------

Total Maintenance Expenses	\$2,448	\$1,632	\$0	\$1,632
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Total Expenditures	\$83,748	\$62,648	\$50,869	\$11,779
---------------------------	-----------------	-----------------	-----------------	-----------------

Excess Revenues/Expenditures	(\$9,223)		\$23,864	
-------------------------------------	------------------	--	-----------------	--

Other Sources/(Uses)

Interfund Transfer In /(Out)	\$0	\$0	\$50,000	\$50,000
------------------------------	-----	-----	----------	----------

Total Other	\$0	\$0	\$50,000	\$50,000
--------------------	------------	------------	-----------------	-----------------

Net Change in Fund Balance	(\$9,223)		\$73,864	
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Fund Balance - Beginning	\$9,223		\$32,240	
---------------------------------	----------------	--	-----------------	--

Fund Balance - Ending	\$0		\$106,104	
------------------------------	------------	--	------------------	--

OTC
Community Development District
General Fund
Month By Month Income Statement
Fiscal Year 2023

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Assessments-Tax Collector	\$0	\$340	\$72,175	\$0	\$933	\$582	\$0	\$703	\$0	\$0	\$0	\$0	\$74,733
Total Revenues	\$0	\$340	\$72,175	\$0	\$933	\$582	\$0	\$703	\$0	\$0	\$0	\$0	\$74,733
Expenditures:													
<u>Administrative</u>													
Supervisors	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$1,200
FICA Expense	\$0	\$0	\$0	\$0	\$46	\$0	\$0	\$46	\$0	\$0	\$0	\$0	\$92
Engineering Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney Fees	\$366	\$0	\$0	\$179	\$1,050	\$71	\$406	\$633	\$0	\$0	\$0	\$0	\$2,704
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$600
Annual Audit	\$0	\$0	\$0	\$0	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500
Assessment Roll	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Dissemination	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,750	\$0	\$0	\$0	\$0	\$3,750
Management Fees - GMS	\$3,063	\$3,063	\$3,063	\$3,063	\$3,063	\$3,063	\$3,063	\$3,063	\$0	\$0	\$0	\$0	\$24,500
Information Technology	\$168	\$168	\$168	\$168	\$168	\$168	\$168	\$168	\$0	\$0	\$0	\$0	\$1,340
Website Maintenance	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$0	\$660
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$2	\$21	\$1	\$0	\$0	\$23	\$1	\$1	\$0	\$0	\$0	\$0	\$49
Printing & Binding	\$1	\$4	\$1	\$0	\$1	\$19	\$1	\$0	\$0	\$0	\$0	\$0	\$27
Insurance	\$7,236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,236
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$0	\$0	\$25	\$0	\$0	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$35
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dues, Licenses, Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$16,093	\$3,338	\$3,339	\$3,492	\$8,509	\$3,436	\$4,320	\$8,342	\$0	\$0	\$0	\$0	\$50,869
<u>Maintenance</u>													
Stormwater Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$16,093	\$3,338	\$3,339	\$3,492	\$8,509	\$3,436	\$4,320	\$8,342	\$0	\$0	\$0	\$0	\$50,869
Other Sources/(Uses)													
Interfund Transfer In/(Out)	\$0	\$0	\$0	(\$50,000)	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Excess Revenues (Expenditures)	(\$16,093)	(\$2,997)	\$68,835	\$46,508	(\$7,576)	\$97,146	(\$4,320)	(\$7,638)	\$0	\$0	\$0	\$0	\$73,864

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

Description	ADOPTED BUDGET	PRORATED	ACTUAL THRU 5/31/23	VARIANCE
		BUDGET THRU 5/31/23		

Revenues:

Assessment - On Roll	\$652,885	\$544,000	\$544,000	\$0
Interest Income	\$250	\$250	\$8,398	\$8,148

Total Revenues	\$653,135	\$544,250	\$552,398	\$8,148
-----------------------	------------------	------------------	------------------	----------------

Expenditures

Series 2022

Interest Expense - 11/1	\$169,733	\$169,733	\$76,241	\$93,491
Interest Expense - 5/1	\$169,733	\$169,733	\$133,238	\$36,495
Principal Expense - 5/1	\$260,000	\$260,000	\$280,000	(\$20,000)

Total Expenditures	\$599,465	\$599,465	\$489,479	\$109,986
---------------------------	------------------	------------------	------------------	------------------

Other Sources (Uses):

Other Debt Service Costs	\$0	\$0	(\$5,250)	(\$5,250)
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Total Other Sources (Uses)	\$0	\$0	(\$5,250)	(\$5,250)
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Excess Revenues (Expenditures)	\$53,670		\$57,669	
---------------------------------------	-----------------	--	-----------------	--

Fund Balance - Beginning	\$355,776		\$174,763	
---------------------------------	------------------	--	------------------	--

Fund Balance - Ending	\$409,446		\$232,432	
------------------------------	------------------	--	------------------	--

Reserve	\$54,650
Interest	\$508
Revenue	\$154,398
Sinking	\$1,064
COI	\$5,668
Due from GF	\$11,025
Assessments Receivable	\$5,119
	<u>\$232,432</u>

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

Description	ADOPTED	PRORATED	ACTUAL	VARIANCE
	BUDGET	BUDGET	THRU 5/31/23	
		THRU 5/31/23	THRU 5/31/23	
<u>Revenues:</u>				
Interest - SBA	\$200	\$200	\$1,685	\$1,485
Transfer In - General Fund	\$0	\$0	\$50,000	\$50,000
Total Revenues	\$200	\$200	\$51,685	\$51,485
<u>Expenditures</u>				
Capital Outlay	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0
Excess Revenues (Expenditures)	\$200		\$51,685	
<u>Other Sources/(Uses)</u>				
Interfund Transfer In /(Out)	\$0	\$0	(\$100,000)	(\$100,000)
Total Other	\$0	\$0	(\$100,000)	(\$100,000)
Net Change in Fund Balance	\$200		(\$48,315)	
Fund Balance - Beginning	\$39,804		\$64,952	
Fund Balance - Ending	\$40,004		\$16,637	

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:	\$54,649.89
Reserve Fund Balance:	\$54,649.89
Bonds outstanding - 7/18/2022	\$6,270,000
Mandatory Principal- 5/1/2023	(\$280,000)
Current Bonds Outstanding	\$5,990,000

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	-	-	-	04/11/23
14	-	-	-	04/19/23
15	-	-	-	05/04/23
16	-	-	-	05/22/23
17	-	-	-	06/07/23
TAX CERTIFICATES	5,822.55	5,119.28	703.27	06/15/23
		-	-	
		-	-	
TOTAL COUNTY DISTRIB.	618,732.73	543,999.97	74,732.76	

BALANCE DUE	(1,720.23)	(1,512.46)	(207.77)	
-------------	------------	------------	----------	--

% COLLECTED	100.3%
-------------	--------

C.

OTC
Community Development District

Check Run Summary

from 5/1/23 thru 6/30/23

Fund	Date	Check Numbers	Amount
General Fund			
Payroll	5/11/23	50039-50041	\$ 554.10
		Subtotal	<u>\$ 554.10</u>
Accounts Payable			
	5/15/23	779-781	\$ 3,984.13
	6/19/23	782-785	\$ 8,380.67
		Subtotal	<u>\$ 12,364.80</u>
Total			\$ 12,918.90

PR300R

PAYROLL CHECK REGISTER

RUN 5/11/23 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50039	3	KURT R VONDEROSTEN	184.70	5/11/2023
50040	1	ROCKWELL A. MORRIS	184.70	5/11/2023
50041	2	ROSE S. BOCK	184.70	5/11/2023
TOTAL FOR REGISTER			554.10	

OTC OAKLEAF

DLAUGHLIN

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER					RUN 7/03/23		PAGE 1		
*** CHECK DATES 05/01/2023 - 06/30/2023 ***		OTC - GENERAL									
		BANK A OTC - GENERAL									
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #				
5/15/23	00002	5/01/23 225	202305 310-51300-34000	MAY MANAGEMENT FEES	*	3,062.50					
		5/01/23 225	202305 310-51300-35100	MAY WEBSITE ADMIN	*	82.50					
		5/01/23 225	202305 310-51300-35100	MAY INFO TECH	*	167.50					
		5/01/23 225	202305 310-51300-51000	OFFICE SUPPLIES	*	.03					
		5/01/23 225	202305 310-51300-42000	POSTAGE	*	.60					
GOVERNMENTAL MANAGEMENT SERVICES							3,313.13	000779			
5/15/23	00013	4/26/23 23986	202304 310-51300-31600	ARBITRAGE SE2007A	*	600.00					
GRAU AND ASSOCIATES							600.00	000780			
5/15/23	00031	4/14/23 6333	202303 310-51300-31500	MAR GENERAL COUNSEL	*	71.00					
KILINSKI VAN WYK PLLC							71.00	000781			
6/19/23	00002	6/01/23 226	202306 310-51300-34000	JUN MANAGEMENT FEES	*	3,062.50					
		6/01/23 226	202306 310-51300-35100	JUN WEBSITE ADMIN	*	82.50					
		6/01/23 226	202306 310-51300-35100	JUN INFO TECH	*	167.50					
		6/01/23 226	202306 310-51300-51000	OFFICE SUPPLIES	*	.30					
		6/01/23 226	202306 310-51300-42000	POSTAGE	*	16.42					
		6/01/23 226	202306 310-51300-42500	COPIES	*	25.20					
GOVERNMENTAL MANAGEMENT SERVICES							3,354.42	000782			
6/19/23	00010	6/15/23 23-03848	202306 310-51300-48000	NOTICE PUB HEAR/SPVR MTG	*	238.25					
JACKSONVILLE DAILY RECORD							238.25	000783			
6/19/23	00031	5/18/23 6557	202304 310-51300-31500	APR GENERAL COUNSEL	*	405.50					
		6/06/23 6804	202305 310-51300-31500	MAY GENERAL COUNSEL	*	632.50					
KILINSKI VAN WYK PLLC							1,038.00	000784			
6/19/23	00012	5/31/23 109952	202305 310-51300-32300	FY23 TRUSTEE FEE SE2022	*	3,750.00					
REGIONS BANK							3,750.00	000785			
TOTAL FOR BANK A						12,364.80					
		OTC OAKLEAF		OKUZMUK							

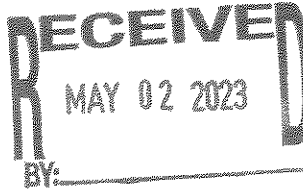
CHECK	VEND#INVOICE.....	...EXPENSED TO...	VENDOR NAME			STATUS	AMOUNTCHECK....	
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	AMOUNT	#
TOTAL FOR REGISTER									12,364.80	

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Bill To:**

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

**Invoice #:** 225**Invoice Date:** 5/1/23**Due Date:** 5/1/23**Case:****P.O. Number:**

Description	Hours/Qty	Rate	Amount
Management Fees - May 2023	1,310.513	3,062.50	3,062.50
Website Administration - May 2023	351	82.50	82.50
Information Technology - May 2023	351	167.50	167.50
Office Supplies	570	0.03	0.03
Postage	420	0.60	0.60

Total **\$3,313.13****Payments/Credits** **\$0.00****Balance Due** **\$3,313.13**

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. 23986
Date 04/26/2023

1,310,513.316

SERVICE	AMOUNT
---------	--------

Project: Arbitrage - Series 2007A 2/28/2023 FINAL
Arbitrage Services

Arbitrage

\$ 600.00

Subtotal: 600.00

Total 600.00

Current Amount Due \$ 600.00



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

Payment due upon receipt.



KILINSKI | VAN WYK

Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 6333
Date: 04/14/2023
Due On: 05/14/2023



OTCCDD-01

OTC - GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	RVW	03/30/2023	Research legislative bills impacting special districts and prepare newsletter on same	0.10	\$355.00	\$35.50
Service	JK	03/31/2023	Confer re: status of audit submittal and budget documents	0.10	\$355.00	\$35.50
Total						\$71.00

1.310.513.315

Detailed Statement of Account

Other Invoices

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

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
6333	05/14/2023	\$71.00	\$0.00	\$71.00

Outstanding Balance \$1,120.59
Total Amount Outstanding \$1,120.59

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 #:** 226**Invoice Date:** 6/1/23**Due Date:** 6/1/23**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - June 2023		3,062.50	3,062.50
Website Administration - June 2023		82.50	82.50
Information Technology - June 2023		167.50	167.50
Office Supplies		0.30	0.30
Postage		16.42	16.42
Copies		25.20	25.20
<div data-bbox="425 1075 727 1255"><p>RECEIVED JUN 02 2023 BY: _____</p></div>			

Total	\$3,354.42
--------------	-------------------

Payments/Credits	\$0.00
-------------------------	---------------

Balance Due	\$3,354.42
--------------------	-------------------

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

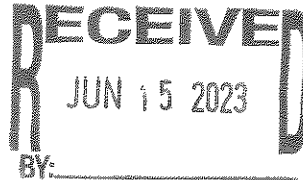
P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 15, 2023

Date

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



Serial #	<u>23-03848D</u>	PO/File #	<u></u>	<u>\$238.25</u>
				Payment Due
Notice of Public Hearing, etc.; and Notice of Regular Board of Supervisors' Meeting				
				<u>\$238.25</u>
OTC Community Development District				Publication Fee
Case Number	<u></u>			Amount Paid
Publication Dates	<u>6/15</u>			
County	<u>Duval</u>			

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

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 23-03848D on your
check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

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

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

**OTC COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEAR-
ING TO CONSIDER THE
ADOPTION OF THE FISCAL
YEAR 2023/2024 BUDGET(S);
AND NOTICE OF REGULAR
BOARD OF SUPERVISORS'
MEETING.**

The Board of Supervisors ("Board") of the OTC Community Development District ("District") will hold a public hearing on July 12, 2023, at 10:30 a.m. at Riverside Management Services, 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257 for the purpose of hearing comments and objections on the adoption of the proposed budget(s) ("Proposed Budget") of the District for the fiscal year beginning October 1, 2023, and ending September 30, 2024 ("Fiscal Year 2023/2024"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (904) 940-5850 ("District Manager's Office"), during normal business hours, or by visiting the District's website at www.otccdd.com.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jim Oliver

District Manager

Jun. 15/22 00 (23-03848D)



KILINSKI | VAN WYK

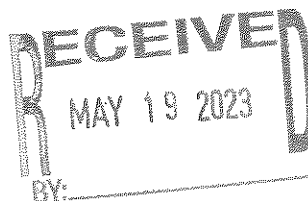
Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 6557
Date: 05/18/2023
Due On: 06/17/2023



OTCCDD-01

OTC - GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	MG	04/27/2023	Prepare resolutions for budget, notices and resolution/notice for landowners' election	1.10	\$175.00	\$192.50
Service	JK	04/27/2023	Review/edit landowner election resolution and documents; review/edit and prepare budget resolution and transmit same	0.40	\$355.00	\$142.00
Service	RVW	04/30/2023	Research legislative bills impacting special districts and prepare newsletter on same	0.20	\$355.00	\$71.00
					Total	\$405.50

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
6333	05/14/2023	\$71.00	\$0.00	\$71.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
6557	06/17/2023	\$405.50	\$0.00	\$405.50

Outstanding Balance	\$476.50
Total Amount Outstanding	\$476.50

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

Please pay within 30 days.



KILINSKI | VAN WYK

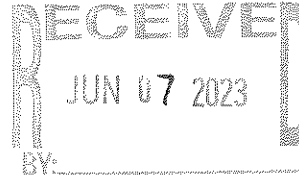
Kilinski | Van Wyk, PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 6804
Date: 06/06/2023
Due On: 07/06/2023



OTCCDD-01

OTC - GENERAL COUNSEL/MONTHLY MEETING

Type	Professional	Date	Notes	Quantity	Rate	Total
Service	GK	05/08/2023	Review Florida Statutes Section 189.069 and District website for compliance with the same.	0.40	\$255.00	\$102.00
Service	JK	05/10/2023	Prepare for and attend Board meeting; post meeting wrap up on same	0.60	\$355.00	\$213.00
Service	MG	05/12/2023	Prepare budget resolutions.	0.60	\$175.00	\$105.00
Service	JK	05/12/2023	Review/edit and transmit budget appropriation resolution and budget assessment levy resolution	0.30	\$355.00	\$106.50
Service	MG	05/18/2023	Prepare budget published notice.	0.20	\$175.00	\$35.00
Service	RVW	05/31/2023	Review final legislative activities for impacts on special districts. Draft final legislative summary for Board.	0.20	\$355.00	\$71.00
Total						\$632.50

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
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6557	06/17/2023	\$405.50	\$0.00	\$405.50
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Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
6804	07/06/2023	\$632.50	\$0.00	\$632.50
Outstanding Balance				\$1,038.00
Total Amount Outstanding				\$1,038.00

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

Please pay within 30 days.



Invoice # 109952

BI # 13357

05/31/2023

OTC COMMUNITY DEVELOPMENT DISTRICT
C/O GMSCL
475 WEST TOWN PLACE, SUITE 114
ST. AUGUSTINE FL 32092

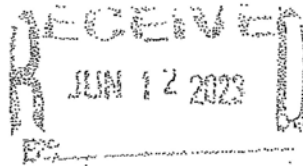
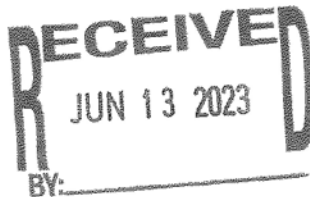
OTC COMMUNITY DEVELOPMENT DISTRICT
(CITY OF JACKSONVILLE)
SPECIAL ASSESSMENT REVENUE AND REFUNDING
BONDS SERIES 2022

Please remit the following for Trustee, Paying Agent, Registrar, Custodial or Escrow Agent Fee.

Due Date 08/01/2023

ANNUAL FEE

\$3,750.00



Total Due: \$3,750.00

Detach and remit with payment to the address below. If paying by wire, please remit to the following instructions.

Thank you for choosing Regions Bank

13357

Due Date 08/01/2023

Amount Due \$3,750.00

Please contact your administrator with any questions or concerns.

JANET RICARDO

904-565-7973

Regions Bank Corporate Trust Operations, 250 Riverchase Parkway East 4th Floor, Birmingham Alabama 35244