

***OTC***

*Community Development District*

*July 15, 2026*

# *AGENDA*

July 8, 2026

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 15, 2026 at 10:30 a.m. at the offices of Kilinski | Van Wyk, 2529 Herschel Street, Jacksonville, Florida 32204.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of Minutes of the May 13, 2026 Meeting
- IV. Public Hearing for the Purpose of Adopting the Fiscal Year 2027 Budget
  - A. Consideration of Resolution 2026-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2027
  - B. Consideration of Resolution 2026-09, Imposing Special Assessments and Certifying an Assessment Roll
- V. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2027
    2. Consideration of Goals & Objectives for Fiscal Year 2027
- VI. Supervisor Requests and Audience Comments

- VII. Financial Reports
  - A. Balance Sheet and Income Statement
  - B. Assessment Receipts Schedule
  - C. Check Register
- VIII. Next Scheduled Meetings – February 10, 2027 at 10:30 a.m. at the offices of Kilinski | Van Wyk, 2529 Herschel Street, Jacksonville, Florida
- 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 13, 2026 at 10:30 a.m. at the offices of Kilinski | Van Wyk, 2529 Herschel Street, Jacksonville, Florida.

Present and constituting a quorum were:

Michelle Pierce	Chairperson
Rose Bock	Vice Chairperson
Rodney Thompson	Supervisor
Rocky Morris	Supervisor

Also present were:

Marilee Giles	District Manager
Mary Grace Henley	District Counsel
Joe Schofield	District Engineer

The following is a summary of the discussions and actions taken at the May 13, 2026 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles 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 Minutes of the February 11, 2026 Meeting**

There were no comments on the minutes.

On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor the minutes of the November 5, 2025 meeting were approved.
---

**FOURTH ORDER OF BUSINESS**

**Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-06**

Ms. Henley stated that the rules of procedure are the administrative rules that govern the District. Most of the revisions are to get the rules in line with legislative changes, such as notice requirements, listing business hours for the district, emergency rule adoption procedures, etc.

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

There being no members of the public present, a motion to close the public hearing followed.

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

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor Resolution 2026-06, adopting amended and restated rules of procedure was approved.

**FIFTH ORDER OF BUSINESS**

**Acceptance of the Fiscal Year 2025 Audit Report**

Ms. Giles presented the fiscal year 2025 audit report noting there we no deficiencies or negative findings to report.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the fiscal year 2025 audit report was accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-07, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date**

Ms. Giles presented the proposed fiscal year 2027 budget, noting there is no increase in assessments as carry forward surplus was used to keep the assessments level.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor Resolution 2026-07, approving the proposed budget for fiscal year 2027 and setting a public hearing for July 15, 2026 was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Henley reminded the board members to file their Form 1 by July 1<sup>st</sup>.

**B. District Engineer**

Mr. Schofield stated that he inspected one of the control structures in the ponds as requested and he does not see a need for any further evaluation or modifications.

**C. District Manager**

**1. Report on the Number of Registered Voters (0)**

Ms. Giles informed the Board there are zero registered voters reported to be residing within the District’s boundaries.

**2. Reminder of Form 1 and Ethics Training**

Ms. Henley covered this reminder under her report.

**EIGHTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

Mr. Morris stated that there is erosion occurring on the sloped landscaping that should be addressed. Mr. Morris also mentioned there is a sign with crooked letters.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

Copies of the financial statements March 31, 2026 were included in the agenda package.

**B. Assessment Receipt Schedule**

A copy of the assessment receipt schedule reflecting a 100% collection rate was included in the agenda package.

**C. Approval of Check Register**

A copy of the check register totaling \$17,826.58 was included in the agenda package.

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

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 15, 2026 at 10:30 a.m. the offices of Kilinski | Van Wyk**

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*FOURTH ORDER OF BUSINESS*

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

***Approved Budget***  
***FY 2027***



# Table of Contents

1	<u>General Fund</u>
2-3	<u>Narratives</u>
4	<u>Debt Service Fund Series 2022</u>
5	<u>Amortization Schedule Series 2022</u>
6	<u>Assessment Schedule</u>
7	<u>Capital Reserve Fund</u>

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

Description	Adopted Budget FY 2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY 2027
<b>REVENUES:</b>					
Special Assessments - Tax Roll	\$ 84,046	\$ 84,281	\$ -	\$ 84,281	\$ 84,046
Interest Earned	1,000	4,343	500	4,843	1,000
Carry Forward Surplus	3,740	-	3,740	3,740	6,354
<b>TOTAL REVENUES</b>	<b>\$ 88,786</b>	<b>\$ 88,625</b>	<b>\$ 4,240</b>	<b>\$ 92,865</b>	<b>\$ 91,400</b>
<b>EXPENDITURES:</b>					
<b>Administrative:</b>					
Supervisors Fees	\$ 1,800	\$ 1,000	\$ 600	\$ 1,600	\$ 1,800
FICA Expense	138	77	46	122	138
Engineering Fees	2,000	460	1,540	2,000	2,400
Attorney Fees	7,500	4,472	3,028	7,500	7,500
Arbitrage	600	-	600	600	600
Annual Audit	3,700	3,400	-	3,400	3,500
Assessment Roll Administration	5,899	5,899	-	5,899	6,253
Trustee Fees	4,950	1,250	2,500	3,750	4,125
Management Fees	43,357	32,518	10,839	43,357	45,958
Information Technology	2,371	1,778	593	2,371	2,514
Website Maintenance	1,168	876	292	1,168	1,238
Telephone	25	19	6	25	25
Postage & Delivery	200	114	86	200	200
Printing & Binding	300	85	215	300	300
Insurance General Liability	9,305	8,296	-	8,296	9,126
Travel Per Diem	250	-	-	-	-
Legal Advertising	2,000	908	1,093	2,000	2,000
Other Current Charges	500	617	250	867	1,000
Office Supplies	100	1	99	100	100
Dues, Licenses, Subscriptions	175	175	-	175	175
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 86,338</b>	<b>\$ 61,943</b>	<b>\$ 21,788</b>	<b>\$ 83,731</b>	<b>\$ 88,952</b>
<b>Operations &amp; Maintenance</b>					
<b>Maintenance</b>					
Stormwater maintenance	\$ 2,448	\$ -	\$ 2,448	\$ 2,448	\$ 2,448
<b>Total Maintenance</b>	<b>\$ 2,448</b>	<b>\$ -</b>	<b>\$ 2,448</b>	<b>\$ 2,448</b>	<b>\$ 2,448</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 88,786</b>	<b>\$ 61,943</b>	<b>\$ 24,236</b>	<b>\$ 86,179</b>	<b>\$ 91,400</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ -</b>	<b>\$ 26,681</b>	<b>\$ (19,996)</b>	<b>\$ 6,686</b>	<b>\$ -</b>

**OTC**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2027**

**REVENUES**

**Special Assessments - Tax Roll**

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year. The assessments will be collected by the Duval County Tax Collectors Office.

**Interest Earned**

The District earns interest on the monthly average collected balance for each of their investment accounts.

**Carry Forward Surplus**

Estimated surplus funds from the prior fiscal year, carried forward to offset assessments in the following fiscal year.

**Expenditures - Administrative**

**Supervisors Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting that they attend.

**FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Engineering Fees**

The District's engineer, Alliant, will provide general engineering services to the District, i.e., attendance and preparation for monthly Board meetings, review of invoices, and other specifically requested assignments.

**Attorney Fees**

The District's attorney, Kilinski Van Wyk, PLLC, will provide general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

**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.

**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 with Grau and Associates to conduct their annual audit.

**Assessment Roll Administration**

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector, and financial advisory services.

**Trustee Fees**

The District's Series 2022 Special Assessment Revenue Bonds are held by a trustee at Regions 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**

The District processes all of its financial activities, i.e., accounts payable, financial statements, etc., on a mainframe computer leased by Governmental Management Services, LLC.

**Website Maintenance**

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding compliance issues. This website will be maintained by GMS, LLC and updated monthly.

**Telephone**

New internet and Wi-Fi service for the office.

**Postage and Delivery**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Insurance General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

**OTC**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2027**

**Expenditures - Administrative (continued)**

**Legal Advertising**

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

**Other Current Charges**

This includes monthly bank charges and any other miscellaneous expenses that may be incurred during the year.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Dues, Licenses & Subscriptions**

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

**Expenditures - Operations**

**Stormwater**

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

<b>Vendor</b>	<b>Monthly Amount</b>	<b>Annual Amount</b>
Jacksonville MZL, LLC	\$204.00	\$2,448.00

**OTC**  
**Community Development District**  
**Approved Budget**

**Debt Service Series 2022 Special Assessment Revenue and Refunding Bonds**

Description	Adopted Budget FY 2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY 2027
<b>REVENUES:</b>					
Special Assessments - Tax Roll	\$ 544,575	\$ 544,006	\$ -	\$ 544,006	\$ 544,575
Interest Earnings	5,000	9,630	1,000	10,630	5,000
Carry Forward Surplus <sup>(1)</sup>	207,048	207,584	-	207,584	212,932
<b>TOTAL REVENUES</b>	<b>\$ 756,623</b>	<b>\$ 761,220</b>	<b>\$ 1,000</b>	<b>\$ 762,220</b>	<b>\$ 762,507</b>
<b>EXPENDITURES:</b>					
Interest 11/1	\$ 114,644	\$ 114,644	\$ -	\$ 114,644	\$ 107,844
Interest 5/1	114,644	114,644	-	114,644	107,844
Principal 5/1	320,000	320,000	-	320,000	330,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 549,288</b>	<b>\$ 549,288</b>	<b>\$ -</b>	<b>\$ 549,288</b>	<b>\$ 545,688</b>
<b>Other Sources/(Uses)</b>					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 549,288</b>	<b>\$ 549,288</b>	<b>\$ -</b>	<b>\$ 549,288</b>	<b>\$ 545,688</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 207,336</b>	<b>\$ 211,932</b>	<b>\$ 1,000</b>	<b>\$ 212,932</b>	<b>\$ 216,820</b>
				Interest Due 11/1/27	<u>\$ 100,831</u>

<sup>(1)</sup> Carry Forward is Net of Reserve Requirement

# OTC

## Community Development District

### AMORTIZATION SCHEDULE

#### Debt Service Series 2022 Special Assessment Revenue and Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	5,075,000	4.250%		107,844	107,843.75
05/01/27	5,075,000	4.250%	330,000	107,844	
11/01/27	4,745,000	4.250%		100,831	538,675.00
05/01/28	4,745,000	4.250%	345,000	100,831	
11/01/28	4,400,000	4.250%		93,500	539,331.25
05/01/29	4,400,000	4.250%	360,000	93,500	
11/01/29	4,040,000	4.250%		85,850	539,350.00
05/01/30	4,040,000	4.250%	375,000	85,850	
11/01/30	3,665,000	4.250%		77,881	538,731.25
05/01/31	3,665,000	4.250%	395,000	77,881	
11/01/31	3,270,000	4.250%		69,488	542,368.75
05/01/32	3,270,000	4.250%	410,000	69,488	
11/01/32	2,860,000	4.250%		60,775	540,262.50
05/01/33	2,860,000	4.250%	430,000	60,775	
11/01/33	2,430,000	4.250%		51,638	542,412.50
05/01/34	2,430,000	4.250%	445,000	51,638	
11/01/34	1,985,000	4.250%		42,181	538,818.75
05/01/35	1,985,000	4.250%	465,000	42,181	
11/01/35	1,520,000	4.250%		32,300	539,481.25
05/01/36	1,520,000	4.250%	485,000	32,300	
11/01/36	1,035,000	4.250%		21,994	539,293.75
05/01/37	1,035,000	4.250%	505,000	21,994	
11/01/37	530,000	4.250%		11,263	538,256.25
05/01/38	530,000	4.250%	530,000	11,263	541,262.50
<b>Total</b>			<b>\$ 5,075,000</b>	<b>\$ 1,511,088</b>	<b>\$ 6,586,088</b>

**OTC**  
**Community Development District**  
**Non-Ad Valorem Assessments Comparison**  
**2026-2027**

Neighborhood	O&M Units	Bonds 2022 Units	Annual Maintenance Assessments			Annual Debt Assessments		
			FY 2027	FY 2026	Increase/ (decrease)	FY 2027	FY 2026	Increase/ (decrease)
Commercial	780,000	780,000	<b>\$0.1165</b>	\$0.1165	<b>\$0.00</b>	<b>\$0.7548</b>	\$0.7548	<b>\$0.00</b>
Total	780,000	780,000						

**OTC**  
**Community Development District**  
**Approved Budget**  
**Capital Reserve Fund**

Description	Adopted Budget FY 2026	Actuals Thru 6/30/26	Projected Next 3 Months	Projected Thru 9/30/26	Approved Budget FY 2027
<b>REVENUES:</b>					
Interest Income	\$ 500	\$ 530	\$ 50	\$ 580	\$ 500
Carry Forward Balance	18,808	18,746	-	18,746	19,325
<b>TOTAL REVENUES</b>	<b>\$ 19,308</b>	<b>\$ 19,275</b>	<b>\$ 50</b>	<b>\$ 19,325</b>	<b>\$ 19,825</b>
<b>EXPENDITURES:</b>					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Sources/(Uses)</b>					
Transfer in/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ 19,308</b>	<b>\$ 19,275</b>	<b>\$ 50</b>	<b>\$ 19,325</b>	<b>\$ 19,825</b>

*A.*

## RESOLUTION 2026-08

### THE ANNUAL APPROPRIATION RESOLUTION OF THE OTC COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June 2026, submitted to the Board of Supervisors (“**Board**”) of the OTC Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2026 and ending September 30, 2027 (“**Fiscal Year 2026**”) 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 1<sup>st</sup> 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, 2027.”
- 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 2027, the sum of \$ \_\_\_\_\_ 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	\$ _____
DEBT SERVICE FUND SERIES 2022	\$ _____
CAPITAL RESERVE FUND(S)	\$ _____
TOTAL ALL FUNDS	\$ _____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2027 or within 60 days following the end of the Fiscal Year 2027 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 15<sup>TH</sup> DAY OF JULY 2026.**

ATTEST:

**OTC COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

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

Its: Chairperson

**Exhibit A:** Adopted Budget for Fiscal Year 2027

**Exhibit A: Adopted Budget for Fiscal Year 2027**

*B.*

**RESOLUTION 2026-09**

**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 2027; 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, 2026, and ending September 30, 2027 (“**Fiscal Year 2027**”), 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 2027; 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 15TH DAY OF JULY, 2026.**

ATTEST:

**OTC COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

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

Its: Chairperson

**Exhibit A:** Adopted Budget for Fiscal Year 2027

**Exhibit B:** Assessment Roll

**Exhibit A: Adopted Budget for Fiscal Year 2027**

**Exhibit B: Assessment Roll**

*FIFTH ORDER OF BUSINESS*

*C.*

*1.*

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 2027** at **10:30 a.m.** at the office of Kilinski | Van Wyk, 2529 Herschel Street, Jacksonville, Florida 32204 on the second Wednesday of the following months, unless otherwise indicated:

February 10, 2027

May 12, 2027

July 14, 2027

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meetings. Copies of the agendas for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, or by visiting the District's website, [www.OTCCDD.com](http://www.OTCCDD.com).

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

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

Marilee Giles  
District Manager

2.

**OTC Community Development District  
Performance Measures/Standards & Annual Reporting Form  
October 1, 2026 – September 30, 2027**

**1. Community Communication and Engagement**

**Goal 1.1: Public Meetings Compliance**

**Objective:** Hold regular Board of Supervisor meetings to conduct CDD-related business and discuss community needs.

**Measurement:** Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of two board meetings were held during the Fiscal Year or more as may be necessary or required by local ordinance and establishment requirements.

**Achieved:** Yes  No

**Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

**Standard:** 100% of meetings were advertised with 7 days' notice per statute by at least two methods (i.e., newspaper, CDD website, electronic communications).

**Achieved:** Yes  No

**Goal 1.3: Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

**Standard:** 100% of monthly website checks were completed by District Management.

**Achieved:** Yes  No

**2. Financial Transparency and Accountability**

**Goal 2.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and adopt the final budget by September 30 each year.

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

**Achieved:** Yes  No

**Goal 2.2: Financial Reports**

**Objective:** Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

**Standard:** CDD website contains 100% of the following information: Most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes  No

**Goal 3.3: Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

**Achieved:** Yes  No

Chair/Vice Chair: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

OTC Community Development District

District Manager: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

OTC Community Development District

*SEVENTH ORDER OF BUSINESS*

*A.*

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

***Unaudited Financial Reporting***  
***June 30, 2026***



**OTC**  
**Community Development District**  
**Combined Balance Sheet**  
**June 30, 2026**

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>				
<b>Cash:</b>				
Operating Account	\$ 41,262	\$ -	\$ -	\$ 41,262
<b>Investments:</b>				
State Board of Administration (SBA)	54,101	-	19,275	73,376
Custody US Bank	30,971	-	-	30,971
<b>Series 2022</b>				
Reserve	-	54,702	-	54,702
Interest	-	42	-	42
Revenue	-	212,292	-	212,292
Sinking	-	116	-	116
<b>Total Assets</b>	<b>\$ 126,334</b>	<b>\$ 267,151</b>	<b>\$ 19,275</b>	<b>\$ 412,761</b>
<b>Fund Balance:</b>				
Debt Service - Series	\$ -	\$ 267,151	\$ -	\$ 267,151
Assigned for:				
Capital Reserves	-	-	19,275	19,275
Unassigned	126,334	-	-	126,334
<b>Total Fund Balances</b>	<b>\$ 126,334</b>	<b>\$ 267,151</b>	<b>\$ 19,275</b>	<b>\$ 412,761</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 126,334</b>	<b>\$ 267,151</b>	<b>\$ 19,275</b>	<b>\$ 412,761</b>

**OTC**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending June 30, 2026**

	Adopted Budget	Prorated Budget Thru 06/30/26	Actual Thru 06/30/26	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 84,046	\$ 84,046	\$ 84,281	\$ 235
Interest Income	1,000	1,000	4,343	3,343
<b>Total Revenues</b>	<b>\$ 85,046</b>	<b>\$ 85,046</b>	<b>\$ 88,625</b>	<b>\$ 3,578</b>
<b>Expenditures:</b>				
<b><i>General &amp; Administrative:</i></b>				
Supervisors	\$ 1,800	\$ 1,350	\$ 1,000	\$ 350
FICA Expense	138	103	77	27
Engineering Fees	2,000	1,500	460	1,040
Attorney Fees	7,500	5,625	4,472	1,153
Arbitrage	600	450	-	450
Annual Audit	3,700	3,400	3,400	-
Assessment Roll	5,899	5,899	5,899	-
Trustee Fees	4,950	1,250	1,250	-
Management Fees - GMS	43,357	32,518	32,518	-
Information Technology	2,371	1,779	1,778	-
Website Maintenance	1,168	876	876	-
Telephone	25	19	19	-
Postage	200	150	114	36
Printing & Binding	300	225	85	140
Insurance	9,305	9,305	8,296	1,009
Travel	250	188	-	188
Legal Advertising	2,000	1,500	908	593
Other Current Charges	500	500	617	(117)
Office Supplies	100	75	1	74
Dues, Licenses, Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 86,338</b>	<b>\$ 66,886</b>	<b>\$ 61,943</b>	<b>\$ 4,943</b>
<b><i>Operations &amp; Maintenance</i></b>				
Stormwater Maintenance	\$ 2,448	\$ 1,836	\$ -	\$ 1,836
<b>Total Operations &amp; Maintenance</b>	<b>\$ 2,448</b>	<b>\$ 1,836</b>	<b>\$ -</b>	<b>\$ 1,836</b>
<b>Total Expenditures</b>	<b>\$ 88,786</b>	<b>\$ 68,722</b>	<b>\$ 61,943</b>	<b>\$ 6,779</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (3,740)</b>	<b>\$ 16,324</b>	<b>\$ 26,681</b>	<b>\$ 10,357</b>
<b>Net Change in Fund Balance</b>	<b>\$ (3,740)</b>	<b>\$ 16,324</b>	<b>\$ 26,681</b>	<b>\$ 10,357</b>
<b>Fund Balance - Beginning</b>	<b>\$ 3,740</b>		<b>\$ 99,653</b>	
<b>Fund Balance - Ending</b>	<b>\$ 0</b>		<b>\$ 126,334</b>	

**OTC**  
**Community Development District**  
**Month to Month**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - Tax Roll	\$ -	\$ 1,012	\$ 80,749	\$ -	\$ -	\$ -	\$ -	\$ 2,520	\$ -	\$ -	\$ -	\$ -	\$ 84,281
Interest Income	236	220	185	1,640	1,137	212	225	228	260	-	-	-	4,343
<b>Total Revenues</b>	<b>\$ 236</b>	<b>\$ 1,232</b>	<b>\$ 80,935</b>	<b>\$ 1,640</b>	<b>\$ 1,137</b>	<b>\$ 212</b>	<b>\$ 225</b>	<b>\$ 2,748</b>	<b>\$ 260</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 88,625</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisors	\$ -	\$ 400	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 1,000
FICA Expense	-	31	-	-	15	-	-	31	-	-	-	-	77
Engineering Fees	310	-	-	-	150	-	-	-	-	-	-	-	460
Attorney Fees	-	1,210	74	649	1,138	182	437	782	-	-	-	-	4,472
Arbitrage	-	-	-	-	-	-	-	-	-	-	-	-	-
Annual Audit	-	-	-	-	-	3,400	-	-	-	-	-	-	3,400
Assessment Roll	5,899	-	-	-	-	-	-	-	-	-	-	-	5,899
Trustee Fees	1,250	-	-	-	-	-	-	-	-	-	-	-	1,250
Management Fees - GMS	3,613	3,613	3,613	3,613	3,613	3,613	3,613	3,613	3,613	-	-	-	32,518
Information Technology	198	198	198	198	198	198	198	198	198	-	-	-	1,778
Website Maintenance	97	97	97	97	97	97	97	97	97	-	-	-	876
Telephone	10	-	-	-	-	-	-	9	-	-	-	-	19
Postage	17	1	2	1	28	26	3	2	32	-	-	-	114
Printing & Binding	4	6	9	2	5	11	2	2	44	-	-	-	85
Insurance	8,296	-	-	-	-	-	-	-	-	-	-	-	8,296
Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Advertising	338	-	-	-	-	-	316	-	254	-	-	-	908
Other Current Charges	86	103	73	71	52	36	51	104	40	-	-	-	617
Office Supplies	0	0	0	-	0	-	-	0	0	-	-	-	1
Dues, Licenses, Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
<b>Total General &amp; Administrative</b>	<b>\$ 20,293</b>	<b>\$ 5,658</b>	<b>\$ 4,067</b>	<b>\$ 4,632</b>	<b>\$ 5,497</b>	<b>\$ 7,564</b>	<b>\$ 4,717</b>	<b>\$ 5,238</b>	<b>\$ 4,278</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,943</b>
<b>Operations &amp; Maintenance</b>													
Stormwater Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operations &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 20,293</b>	<b>\$ 5,658</b>	<b>\$ 4,067</b>	<b>\$ 4,632</b>	<b>\$ 5,497</b>	<b>\$ 7,564</b>	<b>\$ 4,717</b>	<b>\$ 5,238</b>	<b>\$ 4,278</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,943</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (20,057)</b>	<b>\$ (4,426)</b>	<b>\$ 76,868</b>	<b>\$ (2,992)</b>	<b>\$ (4,359)</b>	<b>\$ (7,352)</b>	<b>\$ (4,492)</b>	<b>\$ (2,489)</b>	<b>\$ (4,018)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,681</b>
<b>Net Change in Fund Balance</b>	<b>\$ (20,057)</b>	<b>\$ (4,426)</b>	<b>\$ 76,868</b>	<b>\$ (2,992)</b>	<b>\$ (4,359)</b>	<b>\$ (7,352)</b>	<b>\$ (4,492)</b>	<b>\$ (2,489)</b>	<b>\$ (4,018)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,681</b>

**OTC**  
**Community Development District**  
**Debt Service Fund Series 2022**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending June 30, 2026**

	Adopted Budget	Prorated Budget Thru 06/30/26	Actual Thru 06/30/26	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 544,575	\$ 544,575	\$ 544,006	\$ (569)
Interest Income	5,000	5,000	9,630	4,630
<b>Total Revenues</b>	<b>\$ 549,575</b>	<b>\$ 549,575</b>	<b>\$ 553,636</b>	<b>\$ 4,061</b>
<b>Expenditures:</b>				
Interest - 11/1	\$ 114,644	\$ 114,644	\$ 114,644	\$ -
Interest - 5/1	114,644	114,644	114,644	-
Principal - 5/1	320,000	320,000	320,000	-
<b>Total Expenditures</b>	<b>\$ 549,288</b>	<b>\$ 549,288</b>	<b>\$ 549,288</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 288</b>	<b>\$ 288</b>	<b>\$ 4,348</b>	<b>\$ 4,061</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 288</b>	<b>\$ 288</b>	<b>\$ 4,348</b>	<b>\$ 4,061</b>
<b>Fund Balance - Beginning</b>	<b>\$ 207,048</b>		<b>\$ 262,803</b>	
<b>Fund Balance - Ending</b>	<b>\$ 207,336</b>		<b>\$ 267,151</b>	

**OTC**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending June 30, 2026**

	Adopted Budget	Prorated Budget Thru 06/30/26	Actual Thru 06/30/26	Variance
<b>Revenues</b>				
Interest	\$ 500	\$ 500	\$ 530	\$ 30
<b>Total Revenues</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 530</b>	<b>\$ 30</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 500</b>		<b>\$ 530</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 500</b>		<b>\$ 530</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 18,808</b>		<b>\$ 18,746</b>	
<b>Fund Balance - Ending</b>	<b>\$ 19,308</b>		<b>\$ 19,275</b>	

**OTC**  
**Community Development District**  
**Long Term Debt Report**

Series 2022, Special Assessment Revenue and Refunding Bonds	
Interest Rate:	4.25%
Maturity Date:	5/1/2038
Reserve Fund Definition	10% Max Annual Debt
Reserve Fund Requirement	\$ 54,702
Reserve Fund Balance	54,702
Bonds outstanding - 7/18/2022	\$ 6,270,000
Mandatory Principal- 5/1/2023	(280,000)
Mandatory Principal- 5/1/2024	(290,000)
Mandatory Principal- 5/1/2025	(305,000)
Mandatory Principal- 5/1/2026	(320,000)
<b>Current Bonds Outstanding</b>	<b>\$ 5,075,000</b>

*B.*

**OTC COMMUNITY DEVELOPMENT DISTRICT  
SUMMARY OF FY2026 ASSESSMENT RECEIPTS**

TOTAL TAX ROLL	# UNITS ASSESSED	DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	780,000	542,487.51	84,046.01	626,533.52

SUMMARY TAX ROLL COLLECTIONS				
DUVAL COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2022 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/06/25	-	-	-
2	11/14/25	3,482.75	539.57	4,022.32
3	11/25/25	3,049.49	472.45	3,521.94
4	11/26/25	237,852.83	36,849.85	274,702.68
5	12/04/25	283,355.62	43,899.46	327,255.08
6	12/10/25	-	-	-
7	12/17/25	-	-	-
8	01/12/26	-	-	-
9	01/21/26	-	-	-
10	02/04/26	-	-	-
11	02/20/26	-	-	-
12	03/04/26	-	-	-
13	04/03/06	14,584.72	2,259.57	16,844.29
14	05/11/26	1,680.79	260.40	1,941.19
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>TOTAL COUNTY DISTRIBUTION</b>		<b>544,006.20</b>	<b>84,281.30</b>	<b>628,287.50</b>

<b>BALANCE DUE</b>	<b>(1,518.69)</b>	<b>(235.29)</b>	<b>(1,753.98)</b>
--------------------	-------------------	-----------------	-------------------

<b>% COLLECTED</b>	<b>100.3%</b>	<b>100.3%</b>	<b>100.3%</b>
--------------------	---------------	---------------	---------------

*C.*

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

Check Run Summary

from 5/1/2026 thru 6/30/2026

<b>Fund</b>	<b>Date</b>	<b>Check Numbers</b>	<b>Amount</b>
<b>General Fund</b>			
Payroll <i>Wells Fargo Bank</i>	5/15/26	50057-50058	\$ 369.40
		Subtotal	\$ 369.40
Accounts Payable <i>Wells Fargo Bank</i>	6/22/26	795	\$ 16,265.51
		Subtotal	\$ 16,265.51
Accounts Payable <i>Valley National Bank</i>	5/12/26	100	\$ 3,913.92
	5/27/26	101-103	500.19
	6/10/26	104	3,983.73
	6/23/26	105-106	1,036.05
		Subtotal	\$ 9,433.89
<b>Total</b>			<b>\$ 26,068.80</b>

PR300R

PAYROLL CHECK REGISTER

RUN 5/15/26 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50057	1	ROCKWELL A. MORRIS	184.70	5/15/2026
50058	2	ROSE S. BOCK	184.70	5/15/2026
TOTAL FOR REGISTER			369.40	

OTC OAKLEAF TLEE

# Attendance Sheet

District Name: OTC CDD

Board Meeting Date: May 13, 2026 Meeting

	<b>Name</b>	<b>In Attendance</b>	<b>Fee</b>
1	Michelle Piece <i>Chairperson</i>	✓	No
2	Rose Bock <i>Vice Chairman</i>	✓	YES - \$200
3	Rocky Morris <i>Assistant Secretary</i>	✓	YES - \$200
4	Vacant <i>Assistant Secretary</i>		
5	Rodney Thompson <i>Assistant Secretary</i>	✓	No

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

**Approved for Payment:**

  
District Manager Signature

May 13, 2026  
Date

**PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN**



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

*General Fund*

**Check Request**

Date	Amount	Authorized By
June 18, 2026	\$16,265.51	Oksana Kuzmuk

Payable to:

OTC CDD - Revenue Account #21 (Bank A)
--

Date Check Needed:

Budget Category:

ASAP	1-300-20700-10100
------	-------------------

Intended Use of Funds Requested:

FY2026 Debt Service Assessments
<i>(Attach supporting documentation for request.)</i>

**!!! PLEASE RETURN THE SIGNED CHECK TO OKSANA !!!**

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/12/26	00002	5/01/26	264	202605 310-51300-34000	MAY MANAGEMENT FEES	*	3,613.08		
5/01/26		264	202605 310-51300-35100		MAY WEBSITE ADMIN	*	97.33		
5/01/26		264	202605 310-51300-35100		MAY INFORMATION TECH	*	197.58		
5/01/26		264	202605 310-51300-51000		OFFICE SUPPLIES	*	.12		
5/01/26		264	202605 310-51300-42000		POSTAGE	*	2.96		
5/01/26		264	202605 310-51300-42500		COPIES	*	2.85		
GOVERNMENTAL MANAGEMENT SERVICES								3,913.92	000100
5/27/26	00031	5/15/26	14955	202604 310-51300-31500	APR GENERAL COUNSEL	*	437.00		
KILINSKI VAN WYK PLLC								437.00	000101
5/27/26	00033	5/18/26	05182026	202605 310-51300-49000	MILEAGE REIMB-MAY BOS MTG	*	18.69		
ROCKY MORRIS								18.69	000102
5/27/26	00032	5/18/26	05182026	202605 310-51300-49000	MILEAGE REIMB-FEB/MAY MTG	*	44.50		
ROSE S. BOCK								44.50	000103
6/10/26	00002	6/01/26	265	202606 310-51300-34000	JUN MANAGEMENT FEES	*	3,613.08		
6/01/26		265	202606 310-51300-35100		JUN WEBSITE ADMIN	*	97.33		
6/01/26		265	202606 310-51300-35100		JUN INFORMATION TECH	*	197.58		
6/01/26		265	202606 310-51300-51000		OFFICE SUPPLIES	*	.15		
6/01/26		265	202606 310-51300-42000		POSTAGE	*	31.79		
6/01/26		265	202606 310-51300-42500		COPIES	*	43.80		
GOVERNMENTAL MANAGEMENT SERVICES								3,983.73	000104
6/23/26	00010	6/18/26	26-03371	202606 310-51300-48000	NTC FY27 BUDGET/BOS MTG	*	254.00		
JACKSONVILLE DAILY RECORD								254.00	000105
6/23/26	00031	6/17/26	15195	202605 310-51300-31500	MAY GENERAL COUNSEL	*	782.05		
KILINSKI VAN WYK PLLC								782.05	000106
TOTAL FOR BANK B							9,433.89		
OTC OAKLEAF OKUZMUK									

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
TOTAL FOR REGISTER							9,433.89	

OTC OAKLEAF OKUZMUK

**Governmental Management Services, LLC**  
 475 West Town Place, Suite 114  
 St. Augustine, FL 32092

# Invoice

Invoice #: 264  
 Invoice Date: 5/1/26  
 Due Date: 5/1/26  
 Case:  
 P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - May 2026		3,613.08	3,613.08
Website Administration - May 2026		97.33	97.33
Information Technology - May 2026		197.58	197.58
Office Supplies		0.12	0.12
Postage		2.96	2.96
Copies		2.85	2.85
<b>Total</b>			<b>\$3,913.92</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$3,913.92</b>

**RECEIVED**  
 By Tara Lee at 2:38 pm, May 06, 2026



# INVOICE

**KILINSKI | VAN WYK**

Invoice # 14955  
Date: 05/15/2026  
Due On: 06/14/2026

## Kilinski | Van Wyk PLLC

P.O. Box 6386  
Tallahassee, Florida 32314  
United States

**RECEIVED**

**By Tara Lee at 12:03 pm, May 24, 2026**

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

### Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
( \$0.00	+ \$437.00	) - ( \$0.00	) = <b>\$437.00</b>

### OTCCDD-01

#### OTC CDD - GENERAL

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	JK	04/07/2026	Review required budget documents and begin preparing outline of same.	0.10	\$370.00	\$37.00
Service	MGH	04/14/2026	Review and provide comments to draft FY25 audit report.	0.50	\$300.00	\$150.00
Service	JK	04/15/2026	Review updated audit and sign off on same; update audit letter	0.30	\$370.00	\$111.00
Service	MGH	04/15/2026	Finalize FY25 audit comments and transmit same.	0.20	\$300.00	\$60.00
Service	SD	04/16/2026	Report no changes to the Auditors for the FY25 Audit.	0.10	\$190.00	\$19.00
Service	MGH	04/29/2026	Review draft agenda for upcoming Board meeting and identify legal follow-up items needed.	0.20	\$300.00	\$60.00
<b>Total</b>						<b>\$437.00</b>

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

Please pay within 30 days.

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

**General Fund**

**Check Request**

Date	Amount	Authorized By
May 18, 2026	\$18.69	Marilee Giles

Payable to:

Rocky Morris
--------------

Date Check Needed:

Budget Category:

ASAP	1-310-51300-49000
------	-------------------

Intended Use of Funds Requested:

Mileage reimbursement for BOS meeting in May 2026
<i>(Attach supporting documentation for request.)</i>

OTC CDD - Expense Reimbursement  
Governmental Management Services, LLC

Employee: Rocky Morris Position: Supervisor  
Address: 11247 San Jose Blvd Apt 1810 Date: 18-May-26  
City, State, Zip: Jacksonville, FL 32223 Expense  
Period: 1-May-26

DATE	Description	Mileage	Hotel	Meals	Total
13-May-26	OTC CDD Meeting (42 miles round trip)	\$ 18.69			\$ 18.69
		\$ -			\$ -
		\$ -			\$ -

Total Amount Due to Employee \$ 18.69

Mileage is reimbursable at \$.445/mile

**\*\*For expense reimbursements not listed above, post to Misc. and provide additional description\*\***

List below the above expenses that are reimbursable to company by client. The below is informational only.  
Employee should provide these expenses on their monthly expense report for each client.

Rocky Morris  
Employee Signature

Maude [Signature] 05/18/26  
Manager Signature Date

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

**General Fund**

**Check Request**

Date	Amount	Authorized By
May 18, 2026	\$44.50	Marilee Giles

Payable to:

Rose S. Bock
--------------

Date Check Needed:	Budget Category:
ASAP	1.310.51300.49000

Intended Use of Funds Requested:

Mileage reimbursement for February and May BOS meetings
<i>(Attach supporting documentation for request.)</i>

**OTC CDD - Expense Reimbursement  
Governmental Management Services, LLC**

Employee: Rose S. Bock

Position: Supervisor

Address: 1804 Forest Glen Way

Date: 18-May-26

City, State, Zip: St. Augustine, FL 32092

Expense  
Period: Jan - May 2026

DATE	Description	Mileage	Hotel	Meals	Total
11-Feb-26	OTC CDD Meeting (50 miles round trip)	\$ 22.25			\$ 22.25
13-May-26	OTC CDD Meeting (50 miles round trip)	\$ 22.25			\$ 22.25

**Total Amount Due to Employee \$ 44.50**

*Mileage is reimbursable at \$.445/mile*

*\*\*For expense reimbursements not listed above, post to Misc. and provide additional description\*\**

**List below the above expenses that are reimbursable to company by client. The below is informational only.  
Employee should provide these expenses on their monthly expense report for each client.**

Rose S. Bock  
Employee Signature

Mark [Signature]      05/18/26  
Manager Signature      Date

**Governmental Management Services, LLC**

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

**Invoice**

Invoice #: 265  
Invoice Date: 6/1/26  
Due Date: 6/1/26  
Case:  
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Management Fees - June 2026		3,613.08	3,613.08
Website Administration - June 2026		97.33	97.33
Information Technology - June 2026		197.58	197.58
Office Supplies		0.15	0.15
Postage		31.79	31.79
Copies		43.80	43.80

**Total** \$3,983.73

**Payments/Credits** \$0.00

**Balance Due** \$3,983.73

**RECEIVED**  
*By Tara Lee at 10:29 am, Jun 09, 2026*



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

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

**OTC COMMUNITY  
DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC  
HEARING TO CONSIDER  
THE ADOPTION OF THE  
FISCAL YEAR 2027 BUD-  
GETS; 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 15, 2026 at 10:30 a.m. at the offices of Kilinski | Van Wyk PLLC, 2529 Herschel Street, Jacksonville, Florida 32204 for the purpose of hearing comments and objections on the adoption of the proposed budgets ("Proposed Budget") of the District for the Fiscal Year beginning October 1, 2026 and ending September 30, 2027 ("Fiscal Year 2027").

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, L.L.C., 475 West Town Place, Suite 114, St. Augustine, FL 32092 ("District Manager's Office"), during normal business hours, or by visiting the District's website at [www.otccdd.com](http://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 speakerphone or other audio or video conferencing technology.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least three (3) business days 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 assistance 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.

OTC Community  
Development District  
District Manager

Jun. 18/25 00 (26-03371D)

OTC : GENERAL  
VENDOR NUMBER/NAME:  
INV DATE INV#  
20260617 15195

31 KILINSKI VAN WYK PLLC  
AMOUNT DISCOUNT NET  
782.05 782.05

6/23/2026  
CHECK #: 000106

MAY GENERAL COUNSEL

TOTAL \$782.05



**KILINSKI | VAN WYK**  
**Kilinski | Van Wyk PLLC**

P.O. Box 6386  
 Tallahassee, Florida 32314  
 United States

**INVOICE**

Invoice # 15195  
 Date: 06/17/2026  
 Due On: 07/17/2026

**RECEIVED**  
*By Tara Lee at 10:22 am, Jun 22, 2026*

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

**Statement of Account**

Outstanding Balance		New Charges		Payments Received		Total Amount Outstanding
( \$0.00	+	\$782.05	)- (	\$0.00	)=	<b>\$782.05</b>

**OTCCDD-01**

OTC CDD - GENERAL

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	MGH	05/04/2026	Review, revise, and finalize FY27 Budget Approval Resolution, Resolution Adopting Amended Rules of Procedure, and Amended Rules of Procedure, and transmit for inclusion in agenda package.	0.60	\$300.00	\$180.00
Service	SD	05/11/2026	Draft "Published Notice for Budget Hearing."	0.30	\$190.00	\$57.00
Service	MGH	05/13/2026	Prepare for and attend Board meeting; includes review of agenda package and materials for Board consideration, general meeting preparation, and meeting attendance.	1.20	\$300.00	\$360.00
Expense	KB	05/13/2026	Travel: Mileage - MGH.	18.00	\$0.725	\$13.05
Service	JK	05/17/2026	Prepare/edit budget notice and transmit to district manager	0.20	\$370.00	\$74.00
Service	MGH	05/20/2026	Review May meeting minutes.	0.20	\$300.00	\$60.00
Service	CD	05/21/2026	Research District Website for	0.20	\$190.00	\$38.00

Supervisor election dates; Email to  
District Staff regarding election year in  
2027.

**Total            \$782.05**

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

Please pay within 30 days.