



Rizzetta & Company

# **Magnolia West Community Development District**

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## **Board of Supervisors' Special Meeting August 19, 2025**

**District Office:  
2806 N. Fifth Street  
Unit 403  
St. Augustine, FL 32084**

**[www.magnoliawestcdd.org](http://www.magnoliawestcdd.org)**

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

Magnolia West Amenity Center  
3400 Canyon Falls Drive, Green Cove Springs, FL 32043  
[www.magnoliawestcdd.org](http://www.magnoliawestcdd.org)

<b>Board of Supervisors</b>	Judith Linde Cynthia Riegler Curtiss Akim Ferman Lewis Douglas Kuhrt	Chairman Vice Chairperson Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Ben Pfuhl	Rizzetta & Company, Inc.
<b>District Counsel</b>	Michelle Rigoni	Kutak Rock, LLP
<b>District Engineer</b>	Ryan Stilwell	Prosser Inc.

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. 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), who can aid you in contacting the District Office.

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

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.magnoliawestcdd.org](http://www.magnoliawestcdd.org)

Board of Supervisors  
Magnolia West Community  
Development District

August 12, 2025

## FINAL AGENDA

Dear Board Members:

The **special** meeting of the Board of Supervisors of the Magnolia West Community Development District will be held on **August 19, 2025 at 6:00 p.m.** at the Magnolia West Amenity Center located at 3490 Canyon Falls Drive, Green Cove Springs, FL 32043.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Regular Board of Supervisors' Meeting held May 6, 2025.....Tab 1
  - B. Ratification of Operation and Maintenance Expenditures April, May, June & July 2025.....Tab 2
4. **STAFF REPORTS**
  - A. District Counsel
  - B. *Attorney-Client Session Relative to Litigation*
  - C. District Engineer
  - D. Amenity Manager Report
  - E. Landscape Report.....Tab 3
    - 1.) BrightView Irrigation Report
  - F. District Manager.....Tab 4
    - 1.) Turner Pest Control Report
5. **BUSINESS ITEMS**
  - A. Public Hearing on Adopting Fiscal Year 2025-2026 Budget.....Tab 5
    - 1.) Consideration of Resolution 2025-05, Adopting Fiscal Year 2025-2026 Proposed Budget
  - B. Public Hearing on Fiscal Year 2025-2026 Special Assessments.....Tab 6
    - 1.) Consideration of Resolution 2025-06, Imposing Special Assessments
  - C. Public Hearing on Amended and Restated Amenity Rules.....Tab 7
    - 1.) Consideration of Resolution 2025-07, Adopting Amenity Rates and Fees, Amenity Rules and Setting Public Hearing on Rates and Fees
  - D. Consideration of Resolution 2025-08, Setting Regular Meeting Dates for Fiscal Year 2025/2026.....Tab 8
  - E. Acceptance of First Addendum to Contract for District Management Services.....Tab 9
  - F. Discussion Regarding Amenity Operations
  - G. Discussion Regarding Pool Incident
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Sincerely,

*Ben Pfuhl*

District Manager

## **Tab 1**

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

**MAGNOLIA WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of Magnolia West Community Development District was held on **May 6, 2025, at 3:30 p.m.** at the Magnolia West Amenity Center located at 3490 Canyon Falls Drive, Green Cove Springs, Florida 32043.

**Attendance:**

Judith Linde	<b>Board Supervisor, Chair</b>
Cynthia Riegler	<b>Board Supervisor, Vice Chair</b>
Douglas Kuhrt	<b>Board Supervisor, Assistant Secretary</b>
Curtiss Akim	<b>Board Supervisor, Assistant Secretary</b>

**Also present were:**

Ben Pfuhl	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Tony Shiver	<b>President, First Coast CMS</b>
Michelle Rigoni	<b>District Counsel, Kutak Rock</b>
Ryan Stilwell	<b>District Engineer, Prosser (via speakerphone)</b>
Karen Fisher	<b>Account Manager, BrightView</b>

**Audience present.**

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER**

Mr. Pfuhl opened the meeting at 3:30 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**AUDIENCE COMMENTS ON AGENDA ITEMS**

An audience member raised a complaint regarding the letter he received regarding his fence placed on a District easement.

**THIRD ORDER OF BUSINESS**

**CONSIDERATION OF MINUTES OF THE  
BUDGET WORKSHOP HELD APRIL 1, 2025**

On a motion by Ms. Linde, seconded by Ms. Riegler, with all in favor, the Board approved the minutes from the April 1, 2025, Budget Workshop, for Magnolia West Community Development District.
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**FOURTH ORDER OF BUSINESS**

**CONSIDERATION OF MINUTES OF THE  
REGULAR BOARD OF SUPERVISORS'  
MEETING HELD FEBRUARY 4, 2025**

On a motion by Ms. Riegler, seconded by Mr. Kuhrt, with all in favor, the Board approved the minutes from the February 4, 2025, Board of Supervisors Meeting, for Magnolia West Community Development District.

**FIFTH ORDER OF BUSINESS**

**RATIFICATION OF OPERATION AND  
MAINTENANCE EXPENDITURES  
FOR DECEMBER 2024, JANUARY,  
FEBRUARY & MARCH 2025**

Mr. Pfuhl reviewed the expenditures with the Board.

On a motion by Ms. Riegler, seconded by Ms. Linde, with all in favor, the Board ratified Operation and Maintenance Expenditures for December 2024, in the amount of \$36,000.0, January 2025, in the amount of \$21,458.61, February 2025, in the amount of \$17,438.75, and March 2025, in the amount of \$28,350.42, for Magnolia West Community Development District.

**SIXTH ORDER OF BUSINESS**

**STAFF REPORTS**

**A. District Counsel**

**1.) Update Regarding Drainage Easement Enforcement Action**

Ms. Rigoni updated the Board regarding the blocked easements and the actions being taken.

Ms. Rigoni informed the Board that the District did now have access to Pone #1 and maintenance was beginning to take place there.

The Board discussed options with regard to the legal action being taken against the homeowners with fences encroaching on District easements including encroachment agreements that would be recorded against the property.

On a motion by Mr. Akim, seconded by Mr. Kuhrt, with all in favor, the Board approved moving toward closing the lawsuit subject to verifying all litigation protocol and pending all residents involved sign an encroachment agreement with the District, and appointed Ms. Linde to work with the staff to continue to work with staff to finalize the agreements, for Magnolia West Community Development District.

**B. District Engineer**

Mr. Stilwell had no report but was available for questions from the Board.

**C. Amenity Manager Report**

Mr. Shiver reviewed his report with the Board.

Mr. Shiver requested the Board consider lowering the minimum age for minors to be unaccompanied on the playgrounds and tennis courts.

Ms. Linde questioned how the amenity center was being affected by the construction dirt and debris.

**D. Landscape Report**  
**1.) BrightView Irrigation Report**

Ms. Fisher reviewed her report with the Board.

*The Board moved to agenda item 5-B: Consideration Landscape Enhancement Proposals.*

Ms. Fisher reviewed the proposal for the installation of sycamore trees to provide shade at the preserve playground.

On a motion by Ms. Linde, seconded by Ms. Riegler, with all in favor, the Board approved the BrightView proposal to install sycamore trees in the amount of \$3,570.05, for Magnolia West Community Development District.

*The Board moved to agenda item 5-C: Consideration of Irrigation Valve & Repair Proposals.*

Ms. Fisher reviewed the irrigation repair proposals with the Board.

On a motion by Ms. Riegler, seconded by Ms. Linde, with all in favor, the Board approved the BrightView proposals for irrigation repairs in the amount of \$772.52 and \$170.00, for Magnolia West Community Development District.

**E. District Manager**  
**1.) Presentation of Voter Registration Count**

Mr. Pfuhl informed the Board that as of April 15, 2025, there were 1,008 registered voters residing in the Magnolia West Community Development District.

**SEVENTH ORDER OF BUSINESS**

**ACCEPTANCE OF FINAL AUDIT ENDING  
SEPTEMBER 2024**

Mr. Pfuhl reviewed the final audit with the Board, stating that it was a clean audit with no findings.

On a motion by Ms. Riegler, seconded by Mr. Kuhrt, with all in favor, the Board accepted the final audit for fiscal year 2024, for Magnolia West Community Development District.

Mr. Pfuhl informed the Board that the agreement with the current auditor was expiring and that the Board would need to establish an Audit committee to select their next auditor.

On a motion by Ms. Riegler, seconded by Ms. Linde, with all in favor, the Board appointed Ms. Linde, Ms. Riegler, Mr. Akim, Mr. Lewis, and Mr. Kuhrt to the Audit Committee and set the First Audit Committee Meeting for August 19, 2025, and 6:00 p.m. at the Magnolia West Amenity Center, 3490 Canyon Falls Drive, Green Cove Springs, FL 32043 , for Magnolia West Community Development District.

#### **EIGHTH ORDER OF BUSINESS**

#### **CONSIDERATION OF RESOLUTION 2025-03; RESETTING PUBLIC HEARING**

On a motion by Ms. Linde, seconded by Ms. Riegler, with all in favor, the Board adopted Resolution 2025-03: Resetting the Public hearing on Policies, Rules, & Rates, for August 19, 2025, and 6:00 p.m. at the Magnolia West Amenity Center, 3490 Canyon Falls Drive, Green Cove Springs, F32043, for Magnolia West Community Development District.

#### **NINTH ORDER OF BUSINESS**

#### **PRESENTATION OF PROPOSED BUDGET FOR FISCAL YEAR 2025-2026**

Mr. Pfuhl reviewed the proposed budget with the Board and provided an alternative proposed budget that included a line for Litigation in the amount of \$36,000.

#### **1.) Consideration of Resolution 2025-04, Approving Fiscal Year 2025-2026 Proposed Budget & Setting the Public Hearing**

On a motion by Ms. Riegler, seconded by Ms. Linde, with Mr. Akim opposed, the Board adopted Resolution 2025-04: Approved the alternate proposed budget for fiscal year 2025-2026, and set the public hearing for, for August 19, 2025, and 6:00 p.m. at the Magnolia West Amenity Center, 3490 Canyon Falls Drive, Green Cove Springs, F32043, for Magnolia West Community Development District.

Ms. Rigoni clarified litigation procedure and timing expectation regarding same and requested the Board set a special attorney-client session, the Board agreed and set it for August 19, 2025, and 6:00 p.m. at the Magnolia West Amenity Center, 3490 Canyon Falls Drive, Green Cove Springs, 32043. The Board agreed to set the shade session for such date, time and place.

#### **TENTH ORDER OF BUSINESS**

#### **CONSIDERATION OF REQUEST FROM MAGNOLIA WEST HOA TO INSTALL COMMERCIAL BASKETBALL HOOP ON TENNIS COURTS**

Ms. Linde reviewed the proposal from the HOA to install a basketball net on one-side of the tennis courts for the community.



Ms. Linde also informed the Board the HOA had agreed to set aside \$500 annually for maintenance of the basketball net.

The Board questioned the processes for approving this, Ms. Rigoni explained that the District would enter into an agreement with the HOA acting as the contractor for installing and maintaining the basketball net.

On a motion by Ms. Riegler, seconded by Mr. Kuhrt, with Mr. Akim opposed, the Board approved the HOA request for the installation of a basketball net on the tennis court, for Magnolia West Community Development District, subject to an agreement prepared by counsel.

#### **ELEVENTH ORDER OF BUSINESS**

#### **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**

##### **AUDIENCE COMMENTS:**

There were no audience comments at this time.

##### **SUPERVISOR REQUESTS:**

Mr. Kuhrt requested the fence along Medinah Lane be pressure-washed.

On a motion by Ms. Linde, seconded by Ms. Riegler, with all in favor, the Board approved the pressure-washing along Medinah Lane, setting a not to exceed amount of \$1,500, for Magnolia West Community Development District.

#### **TWELFTH ORDER OF BUSINESS**

#### **ADJOURNMENT**

On a motion by Mr. Kuhrt, seconded by Ms. Riegler, with all in favor, the Board adjourned the meeting of the Board of Supervisors at 5:55 p.m., for Magnolia West Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

DRAFT

## **Tab 2**

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.MAGNOLIAWESTCDD.ORG

## **Operation and Maintenance Expenditures**

**April 2025**

**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2025 through April 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$30,117.11**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2025 Through April 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	300343	9292750	Landscape Maintenance 04/25	\$ 3,556.00
Clay County Utility Authority	20250424-1	Monthly Summary 03/25 ACH 410	Water Services 03/25	\$ 401.28
Clay Electric Cooperative, Inc.	20250415-1	Monthly Summary 03/25 ACH 410	Electric Services 03/25	\$ 1,045.00
Clay Today	300348	2025-296584	Account# 19536 Legal Advertising 04/25	\$ 67.50
COMCAST	20250407-1	8495 74 150 0248350 04/25 ACH	Amenity Cable/Phone/Internet 04/25	\$ 322.36
First Coast Contract Maintenance Service, LLC	300350	9335	Management Services 04/25	\$ 4,211.84
First Coast Contract Maintenance Service, LLC	300349	9445	Reimbursable Expenses 03/25	\$ 653.85
First Coast Contract Maintenance Service, LLC	300349	9467	Reimbursable Expenses 04/25	\$ 3,744.41
Florida Department of Revenue	300344	65-8017548744-9 03/25	65-8017548744-9 Sales & Use Tax 03/25	\$ 3.49
Kutak Rock, LLP	300345	3550230	Legal Services 02/25	\$ 2,052.00
Kutak Rock, LLP	300345	3550231	Legal Services - Drainage Enforcement 02/25	\$ 3,589.02

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2025 Through April 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Pools by John Clarkson	300347	14065556	Balance - Pool Work 03/25	\$ 3,642.00
Prime AE Group, Inc.	300351	54326	Engineering Services 02/25	\$ 502.20
Republic Services	20250418-1	0687-001515786 ACH	Waste Disposal Services 04/25	\$ 496.41
Rizzetta & Company, Inc.	300341	INV0000098272	District Management Fees 04/25	\$ 4,719.59
School Now	300352	INV-SN-690	Website & Compliance Services 04/25	\$ 384.38
The Lake Doctors, Inc.	300342	262241B	Pond Maintenance 04/25	\$ 640.00
Turner Pest Control, LLC	300346	620414963	Pest Control Services 03/25	<u>\$ 85.78</u>
<b>Report Total</b>				<u><u>\$ 30,117.11</u></u>

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.MAGNOLIAWESTCDD.ORG

## **Operation and Maintenance Expenditures**

**May 2025**

**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2025 through May 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$22,559.04**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2025 Through May 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	300357	9325690	Landscape Maintenance - Bush Hog 04/25	\$ 1,800.67
BrightView Landscape Services, Inc.	300357	9326029	Seasonal Flower Rotation 04/25	\$ 1,704.00
BrightView Landscape Services, Inc.	300363	9327836	Landscape Maintenance 05/25	\$ 3,556.00
Clay County Utility Authority	20250529-1	Monthly Summary 04/25 ACH 410	Water Services 04/25	\$ 412.58
Clay Electric Cooperative, Inc.	20250514-1	Monthly Summary 04/25 ACH 410	Electric Services 04/25	\$ 1,064.00
COMCAST	20250507-1	8495 74 150 0248350	Amenity Cable/Phone/Internet 05/25	\$ 322.21
Cynthia R Riegler	300353	CR040125	Board of Supervisors Meeting 04/01/25	\$ 200.00
Cynthia R Riegler	300358	CR050625	Board of Supervisors Meeting 05/06/25	\$ 200.00
Douglas Robert Kuhrt	300354	DK040125	Board of Supervisors Meeting 04/01/25	\$ 200.00
Douglas Robert Kuhrt	300359	DK050625	Board of Supervisors Meeting 05/06/25	\$ 200.00
Ferman Clifford Lewis II	300355	FL040125	Board of Supervisors Meeting 04/01/25	\$ 200.00
Ferman Clifford Lewis II	300360	FL050625	Board of Supervisors Meeting 05/06/25	\$ 200.00
First Coast Contract Maintenance Service, LLC	300367	9417	Management Services 05/25	\$ 4,211.84



# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

May 1, 2025 Through May 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
First Coast Contract Maintenance Service, LLC	300367	9511	Reimbursable Expenses 04/25	\$ 1,447.55
Fitness Pro	300365	34884	Preventative Maintenance Service 04/25	\$ 175.00
Prime AE Group, Inc.	300366	54494	Engineering Services 03/25	\$ 375.00
Republic Services	20250508-1	0687-001523590 ACH	Waste Disposal Services 05/25	\$ 494.72
Rizzetta & Company, Inc.	300356	INV0000098897	District Management Fees 05/25	\$ 4,719.59
TLD-Southeast, Inc.	300361	270530B	Pond Maintenance 05/25	\$ 640.00
Turner Pest Control, LLC	300362	129130 Renewal	Termite Pest Control Contract Renewal 05/25	\$ 350.10
Turner Pest Control, LLC	300364	620536492	Pest Control Services 04/25	<u>\$ 85.78</u>
<b>Report Total</b>				<u><u>\$ 22,559.04</u></u>

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.MAGNOLIAWESTCDD.ORG

## **Operation and Maintenance Expenditures**

**June 2025**

### **Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2025 through June 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$38,235.97**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	300371	9365022	Amenity Center Playground Mulch 05/25	\$ 2,343.00
BrightView Landscape Services, Inc.	300369	9366979	Landscape Maintenance 06/25	\$ 3,556.00
Clay County Utility Authority	20250626-1	Monthly Summary 05/25 ACH 410	Water Services 05/25	\$ 404.08
Clay Electric Cooperative, Inc.	20250613-1	Monthly Summary 05/25 ACH 410	Electric Services 05/25	\$ 1,298.00
COMCAST	20250609-1	8495 74 150 0248350 06/25 ACH	Amenity Cable/Phone/Internet 06/25	\$ 322.21
First Coast Contract Maintenance Service, LLC	300375	9490	Management Services 06/25	\$ 4,211.84
First Coast Contract Maintenance Service, LLC	300375	9536	Reimbursable Expenses 05/25	\$ 4,240.50
First Coast Contract Maintenance Service, LLC	300375	9585	Reimbursable Expenses 05/25	\$ 1,853.34
First Coast Contract Maintenance Service, LLC	300374	9609	Reimbursable Expenses 06/25	\$ 1,438.34
Fitness Pro	300376	35163	Preventative Maintenance Service 06/25	\$ 459.33
Kutak Rock, LLP	300372	3579121	Legal Services 03/25	\$ 189.50
Kutak Rock, LLP	300377	3579127	Legal Services - Drainage Enforcement 03/25	\$ 11,179.74
Nicholas Boies	300373	02579	Pressure Washing 06/25	\$ 800.00

# Magnolia West Community Development District

Paid Operation & Maintenance Expenditures

June 1, 2025 Through June 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services	20250606-1	0687-001531916 ACH	Waste Disposal Services 06/25	\$ 494.72
Rizzetta & Company, Inc.	300368	INV0000099674	District Management Fees 06/25	\$ 4,719.59
TLD-Southeast, Inc.	300378	278704B	Pond Maintenance 06/25	\$ 640.00
Turner Pest Control, LLC	300370	620661636	Pest Control Services 05/25	<u>\$ 85.78</u>
<b>Report Total</b>				<u><u>\$ 38,235.97</u></u>

# MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.MAGNOLIAWESTCDD.ORG

## **Operation and Maintenance Expenditures**

**July 2025**

**Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2025 through July 31, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$37,983.45**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	300383	9400420	Landscape Maintenance 07/25	\$ 3,556.00
BrightView Landscape Services, Inc.	300392	9435640	Irrigation Repair 07/25	\$ 1,018.00
Clay County Utility Authority	20250724-1	Monthly Summary 06/25 ACH 410	Water Services 06/25	\$ 406.58
Clay Electric Cooperative, Inc.	20250715-1	Monthly Summary 06/25 ACH 410	Electric Services 06/25	\$ 1,490.00
Clay Today	300387	2025-298975	Account# 19536 Legal Advertising 07/25	\$ 459.00
Clay Today	300387	2025-299541	Account# 19536 Legal Advertising 07/25	\$ 445.50
Clay Today	300387	2025-299606	Account# 19536 Legal Advertising 07/25	\$ 67.50
Clay Today	300388	2025-300619	Account# 19536 Legal Advertising 07/25	\$ 95.85
COMCAST	20250707-1	8495 74 150 0248350 07/25 ACH	Amenity Cable/Phone/Internet 07/25	\$ 322.24
First Coast Contract Maintenance Service, LLC	300389	9545	Management Services 07/25	\$ 4,211.84

# Magnolia West Community Development District

## Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
First Coast Contract Maintenance Service, LLC	300389	9658	Reimbursable Expenses 06/25	\$ 3,316.35
Florida Department of Revenue	300381	65-8017548744-9 06/25	65-8017548744-9 Sales & Use Tax 06/25	\$ 95.97
Kutak Rock, LLP	300384	3593676	Legal Services - Drainage Enforcement 05/25	\$ 5,641.27
Kutak Rock, LLP	300384	3594599	Legal Services 05/25	\$ 3,488.48
Kutak Rock, LLP	300384	3594601	Legal Services - Drainage Enforcement 04/25	\$ 5,159.01
Prime AE Group, Inc.	300379	54779	Engineering Services 05/25	\$ 375.00
Prime AE Group, Inc.	300390	54850	Engineering Services 06/25	\$ 871.65
Republic Services	20250708-1	0687-001540621 ACH	Waste Disposal Services 07/25	\$ 491.93
Rizzetta & Company, Inc.	300380	INV0000100488	District Management Fees 07/25	\$ 4,719.59
Rizzetta & Company, Inc.	300386	INV0000100685	Mass Mailing - Budget Notice 07/25	\$ 1,025.91

Magnolia West Community Development District

Paid Operation & Maintenance Expenditures

July 1, 2025 Through July 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
TLD-Southeast, Inc.	300385	286894B	Pond Maintenance 07/25	\$ 640.00
Turner Pest Control, LLC	300391	620778514	Pest Control Services 06/25	<u>\$ 85.78</u>
Report Total				<u><u>\$ 37,983.45</u></u>



## **Tab 3**

# Quality Site Assessment

Prepared for: **Magnolia West CDD**

## General Information

**DATE:** Friday, Aug 08, 2025  
**NEXT QSA DATE:** Friday, Aug 15, 2025  
**CLIENT ATTENDEES:** Karen Fisher  
**BRIGHTVIEW ATTENDEES:** Karen Fisher

## Customer Focus Areas

Clubhouse

## Quality you can count on.

**7** Seven Standards of Excellence



Site Cleanliness



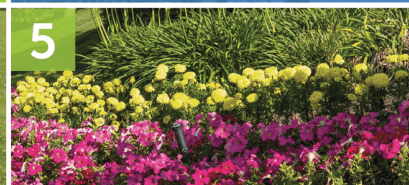
Weed Free



Green Turf



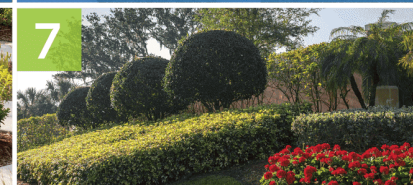
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs



# QUALITY SITE ASSESSMENT

## Magnolia West CDD

### Maintenance Items



**1** Sabal Palm pruning was completed.

**2** Pool deck pavers are weed free.

**3** Amenity Center plant beds are in neat order, weed and trash free.

**4** Tennis Court area is looking sharp. Vines have been pulled from shrubs.

# QUALITY SITE ASSESSMENT

## Magnolia West CDD

### Maintenance Items



**5** Pond maintenance is in rotation.

**6** Common areas throughout are well maintained.

**7** Pond maintenance is in rotation.

**8** Fence lines are well defined throughout and turf is green and healthy.

### Maintenance Items



- 9** Berm behind the pool is neatly detailed.

## **Tab 4**





PAYMENT ADDRESS:  
Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32260-0323  
904-355-5300 • Toll Free: 800-225-5305 • turnerpest.com

Turner Pest Control LLC  
PO Box 600323  
Jacksonville, FL 32260-0323  
904-355-5300

## INSPECTION REPORT

**ORDER #: 620902471**

WORK DATE: 07/29/2025

**BILL-TO 129130**

Magnolia West CDD  
C/O Rizzetta & Company  
3434 Colwell Ave  
Suite 200  
Tampa, FL 33614-8390

Phone: 904-436-6270 x5206

**LOCATION 129130**

Magnolia West Clubhouse  
Tony Shiver  
3490 Canyon Falls Dr  
Green Cove Springs, FL 32043-9230

Phone: 904-537-9034

**Time In:** 07/29/2025 09:14:00 AM

**Time Out:** 07/29/2025 09:39:20 AM

**Customer Signature**

Customer is unavailable to sign

**Technician Signature**

MAURICIO URIZAR

**License #:** FL - JE348866

Purchase Order	Terms	Service Description	Quantity
None	NET 30	Commercial Pest Control - Monthly Service	1.00

### GENERAL COMMENTS / INSTRUCTIONS

Today I completed your monthly pest control service.  
Please refer to area comments for services performed and any documentation of pest activity noted during this service.  
I appreciate the opportunity to assist you in maintaining your facilities to the highest standards.  
Thank you have a nice day

Mauricio urizar

Turner pest control.

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
None Noted.				

### PRODUCTS APPLICATION SUMMARY

Material	Lot #	EPA #	A.I. %	A.I. Conc.	Active Ingredient	Finished Qty	Undiluted Qty
NIBAN GRANULAR BAIT		64405-2	5.0000%	n/a	Orthoboric Acid	2.0000 Pound	
<b>Areas Applied:</b> exterior							
<b>Target Pests:</b> GENERAL HOUSEHOLD PESTS							
Material	Lot #	EPA #	A.I. %	A.I. Conc.	Active Ingredient	Finished Qty	Undiluted Qty
SELONTRA RODENT BAIT		7969-382	0.0750%	n/a	CHOLECALCIFEROL	4.0000 Each	
<b>Areas Applied:</b> General-> Device RS 1, General-> Device RS 2							
<b>Target Pests:</b> RATS							

PEST ACTIVITY	# Areas	# Devices	Pest Totals
None Noted.			

### DEVICE INSPECTION SUMMARY

Device Type	# Inspected	Inspected w/Activity	# Skipped	# Replaced
Protecta Evo	2 of 2 (100.00%)	0 of 2 (0.00%)	0	0
<b>-Totals:</b>	2 of 2 (100.00%)	0 of 2 (0.00%)	0	0



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904-355-5300 • Toll Free: 800-225-5305 • turnerpest.com

Turner Pest Control LLC  
PO Box 600323  
Jacksonville, FL 32260-0323  
904-355-5300

## INSPECTION REPORT

**ORDER #: 620902471**

WORK DATE: 07/29/2025

### AREA COMMENTS

None Noted.

### DEVICE INSPECTION EXCEPTIONS

None Noted.

### INSPECTION DETAIL

Area	Time	Device	Type	Status	Pest Findings
General	9:31:06 AM	RS 1	Protecta Evo	No Activity	
	9:31:10 AM	RS 2	Protecta Evo	No Activity	
Area	Time		Type	Status	Pest Findings
exterior	9:31:32 AM		Area	No Activity	
General	9:31:03 AM		Area	No Activity	

### PRODUCTS APPLIED

Material	A.I. %	Finished Qty	Application Equipment	Time
EPA #	A.I. Concentration	Undiluted Qty	Application Method	Lot #
NIBAN GRANULAR BAIT	5.0000%	2.0000 Pound		9:32:13 AM
64405-2	n/a		Spread (lawn products)	
<b>Target Pests:</b> GENERAL HOUSEHOLD PESTS				
<b>Areas Applied:</b> exterior;				
<b>Comment:</b> I applied a granular treatment to perimeter grass areas, bushes , shrubs, mulch areas that surround the amenity center.				
<b>Weather:</b> 0°, 0 MPH				
SELONTRA RODENT BAIT	0.0750%	2.0000 Each		9:31:06 AM
7969-382	n/a		General Baiting (rodent, ghp, termite)	
<b>Target Pests:</b> RATS				
<b>Areas Applied:</b> General -> RS 1				
<b>Weather:</b> 0°, 0 MPH				
SELONTRA RODENT BAIT	0.0750%	2.0000 Each		9:31:10 AM
7969-382	n/a		General Baiting (rodent, ghp, termite)	
<b>Target Pests:</b> RATS				
<b>Areas Applied:</b> General -> RS 2				
<b>Weather:</b> 0°, 0 MPH				



## **Tab 5**



Rizzetta & Company

# **Magnolia West Community Development District**

[www.magnoliawestcdd.org](http://www.magnoliawestcdd.org)

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**Approved  
Proposed  
Budget for  
Fiscal  
Year  
2025/2026**

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Rizzetta & Company

## Fiscal Year 2025/2026

## Comments

2	ASSESSMENT REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 382,853	\$ 382,853	\$ 381,971	\$ 882	\$ 434,415	\$ 52,444	
6								
7	Assessment Revenue Subtotal	\$ 382,853	\$ 382,853	\$ 381,971	\$ 882	\$ 434,415	\$ 52,444	
8								
9	OTHER REVENUES							
10								
11	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12								
13	Other Revenue Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14								
15	TOTAL REVENUES	\$ 382,853	\$ 382,853	\$ 381,971	\$ 882	\$ 434,415	\$ 52,444	
16	*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.							
17								
18	EXPENDITURES - ADMINISTRATIVE							
19								
20	Legislative							
21	Supervisor Fees	\$ 2,200	\$ 4,000	\$ 4,000	\$ -	\$ 5,000	\$ 1,000	
22	Financial & Administrative							
23	Accounting Services	\$ 17,213	\$ 20,655	\$ 20,655	\$ -	\$ 21,481	\$ 826	
24	Administrative Services	\$ 3,921	\$ 4,705	\$ 4,706	\$ 1	\$ 4,894	\$ 188	
25	Arbitrage Rebate Calculation	\$ 450	\$ 450	\$ 450	\$ -	\$ 450	\$ -	
26	Assessment Roll	\$ 6,024	\$ 6,024	\$ 6,024	\$ -	\$ 6,265	\$ 241	
27	Auditing Services	\$ 3,650	\$ 3,650	\$ 3,650	\$ -	\$ 4,000	\$ 350	
28	Disclosure Report	\$ 4,167	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
29	District Engineer	\$ 2,124	\$ 2,000	\$ 5,000	\$ 3,000	\$ 5,000	\$ -	
30	District Management	\$ 16,064	\$ 19,277	\$ 19,277	\$ 0	\$ 20,048	\$ 771	
31	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
32	Financial & Revenue Collections	\$ 4,781	\$ 5,737	\$ 5,737	\$ -	\$ 5,966	\$ 229	
33	Legal Advertising	\$ 1,339	\$ 1,607	\$ 1,300	\$ (307)	\$ 1,300	\$ -	
34	Miscellaneous Fees	\$ 1,126	\$ 240	\$ 250	\$ 10	\$ 250	\$ -	
35	Public Officials Liability Insurance	\$ 3,700	\$ 3,700	\$ 3,112	\$ (588)	\$ 3,405	\$ 293	
36	Trustees Fees	\$ 4,041	\$ 4,041	\$ 4,050	\$ 9	\$ 4,050	\$ -	
37	Website Hosting, Maintenance, Backup	\$ 2,587	\$ 3,104	\$ 2,738	\$ (366)	\$ 2,738	\$ -	
38	Legal Counsel							
39	District Counsel	\$ 38,416	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	
40	Litigation/Mediation	\$ -	\$ -	\$ -	\$ -	\$ 36,000	\$ 36,000	
41								
42	Administrative Subtotal	\$ 111,978	\$ 99,365	\$ 101,124	\$ 1,759	\$ 141,022	\$ 39,898	
43								
44	EXPENDITURES - FIELD OPERATIONS							
45								
46	Electrical Utility Services							
47	Utility Services	\$ 13,818	\$ 16,582	\$ 19,500	\$ 2,918	\$ 20,000	\$ 500	
48	Garbage/Solid Waste Control Services							
49	Garbage - Recreation Facility	\$ 4,401	\$ 5,281	\$ 5,000	\$ (281)	\$ 5,000	\$ -	
50	Water-Sewer Combination Services							
51	Utility Services	\$ 4,190	\$ 5,028	\$ 8,500	\$ 3,472	\$ 7,000	\$ (1,500)	
52	Stormwater Control							
53	Lake/Pond Bank Maintenance	\$ 6,400	\$ 7,680	\$ 7,680	\$ -	\$ 7,920	\$ 240	
54	Other Physical Environment							
55	Entry Monument & Fence Maintenance	\$ -	\$ -	\$ 7,250	\$ 7,250	\$ 7,250	\$ -	
56	General Liability/ Property Insurance	\$ 16,825	\$ 16,825	\$ 18,225	\$ 1,400	\$ 19,565	\$ 1,340	
57	Irrigation Repairs	\$ 1,018	\$ 2,500	\$ 3,000	\$ 500	\$ 3,000	\$ -	
58	Landscape & Irrigation Maintenance Contract	\$ 37,361	\$ 44,833	\$ 59,068	\$ 14,235	\$ 60,840	\$ 1,772	
59	Landscape Replacement Plants, Shrubs, Trees	\$ 11,712	\$ 14,054	\$ 10,000	\$ (4,054)	\$ 10,000	\$ -	
60	Miscellaneous Expense	\$ -	\$ 500	\$ 1,000	\$ 500	\$ 1,000	\$ -	
61	Road & Street Facilities							
62	Miscellaneous Expense	\$ -	\$ -	\$ 750	\$ 750	\$ 750	\$ -	
63	Parking Lot Repair & Maintenance - Amenity	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	

Proposed Budget	
Magnolia West	Community Development District
General Fund	
Fiscal Year 2025/2026	

	Chart of Accounts Classification	Actual YTD through 07/31/25	Projected Annual Totals 2024/2025	Annual Budget for 2024/2025	Projected Budget variance for 2024/2025	Budget for 2025/2026	Budget Increase (Decrease) vs 2024/2025
64	Sidewalk Repair & Maintenance - Amenity	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
65	<b>Parks &amp; Recreation</b>						
66	Access Control Maintenance & Repair	\$ -	\$ -	\$ 1,750	\$ 1,750	\$ 1,750	\$ -
67	Amenity Janitorial Supplies	\$ 376	\$ 451	\$ 2,000	\$ 1,549	\$ 2,000	\$ -
68	Amenity Maintenance Contract & Repair	\$ 22,709	\$ 27,251	\$ 30,000	\$ 2,749	\$ 17,151	\$ (12,849)
69	Amenity Management Staffing Contract	\$ 27,745	\$ 33,294	\$ 33,067	\$ (227)	\$ 33,392	\$ 325
70	Athletic Court/Playground Maintenance & Repairs	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ -
71	Miscellaneous Expense	\$ 14,207	\$ 18,000	\$ 1,500	\$ (16,500)	\$ 20,000	\$ 18,500
72	Pest Control & Termite Bond	\$ 1,200	\$ 1,440	\$ 1,270	\$ (170)	\$ 1,405	\$ 135
73	Pool Service Maintenance & Chemicals	\$ 19,632	\$ 18,000	\$ 14,000	\$ (4,000)	\$ 18,000	\$ 4,000
74	Telephone, Internet, Cable	\$ 2,880	\$ 3,456	\$ 3,742	\$ 286	\$ 3,870	\$ 128
75	<b>Special Events</b>						
76	Special Events	\$ 2,360	\$ 2,832	\$ 2,500	\$ (332)	\$ 2,500	\$ -
77	<b>Contingency</b>						
78	Capital Outlay	\$ -	\$ 2,000	\$ 16,045	\$ 14,045	\$ 16,000	\$ (45)
79	Miscellaneous Contingency	\$ 225	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ -
80							
81	<b>Field Operations Subtotal</b>	<b>\$ 187,059</b>	<b>\$ 245,007</b>	<b>\$ 280,847</b>	<b>\$ 35,840</b>	<b>\$ 293,393</b>	<b>\$ 12,546</b>
82							
83	<b>TOTAL EXPENDITURES</b>	<b>\$ 299,037</b>	<b>\$ 344,372</b>	<b>\$ 381,971</b>	<b>\$ 37,599</b>	<b>\$ 434,415</b>	<b>\$ 52,444</b>
84							
85	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 83,816</b>	<b>\$ 38,481</b>	<b>\$ -</b>	<b>\$ 38,481</b>	<b>\$ -</b>	<b>\$ -</b>
86							

2

Comments

[illegible]

**Proposed Budget**  
**Magnolia West Community Development District**  
 Reserve Fund  
 Fiscal Year 2025/2026

3

Comments

[illegible]

Chart of Accounts Classification		Actual YTD through 07/31/25	Projected Annual Totals 2024/2025	Annual Budget for 2024/2025	Projected Budget variance for 2024/2025	Budget for 2025/2026	Budget Increase (Decrease) vs 2024/2025
1							
2	ASSESSMENT REVENUES						
3							
4	Special Assessments						
5	Tax Roll*	\$ 57,604	\$ 57,604	\$ 57,604	\$ -	\$ 60,503	\$ 2,899
6							
7	Assessment Revenue Subtotal	\$ 57,604	\$ 57,604	\$ 57,604	\$ -	\$ 60,503	\$ 2,899
8							
9	OTHER REVENUES						
10							
11	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12							
13	Other Revenue Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14							
15	TOTAL REVENUES	\$ 57,604	\$ 57,604	\$ 57,604	\$ -	\$ 60,503	\$ 2,899
16	*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.						
17							
18	EXPENDITURES						
19							
20	Contingency						
21	Capital Reserves	\$ -	\$ -	\$ 47,604	\$ 47,604	\$ 50,503	\$ 2,899
22	Stormwater Pond Reserves	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
23							
24	TOTAL EXPENDITURES	\$ -	\$ -	\$ 57,604	\$ 57,604	\$ 60,503	\$ 2,899
25							
26	EXCESS OF REVENUES OVER EXPENDITURES	\$ 57,604	\$ 57,604	\$ -	\$ 57,604	\$ -	\$ -
27							

## Magnolia West Community Development District

4

## Debt Service

Fiscal Year 2025/2026

Chart of Accounts Classification	Series 2006	Budget for 2025/2026
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$48,603.55	\$48,603.55
<b>TOTAL REVENUES</b>	<b>\$48,603.55</b>	<b>\$48,603.55</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Debt Service Obligation	\$48,603.55	\$48,603.55
<b>Administrative Subtotal</b>	<b>\$48,603.55</b>	<b>\$48,603.55</b>
<b>TOTAL EXPENDITURES</b>	<b>\$48,603.55</b>	<b>\$48,603.55</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Clay County Collection Costs (2%) and Early Payment Discounts (4%):

6.00%

**GROSS ASSESSMENTS****\$51,705.90****Notes:**

Tax Roll Collection Costs and Early Payment Discounts are 6.0% of Tax Roll.  
Budgeted net of tax roll assessments. See Assessment

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received

MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT				5	
FISCAL YEAR 2025/2026 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE					
2025/2026 O&M Budget:		\$494,918.00	2024/2025 O&M Budget:	\$439,575.00	
Clay County Collection Costs:	2%	\$10,530.17	2025/2026 O&M Budget:	\$494,918.00	
Early Payment Discounts:	4%	\$21,060.34			
2025/2026 Total:		<u>\$526,508.51</u>	Total Difference:	<u>\$55,343.00</u>	
Lot Size	Assessment Breakdown	Per Unit Annual Assessment Comparison		Proposed Increase / Decrease	
		2024/2025	2025/2026	\$	%
Single Family	Series 2006 Debt Service	\$1,149.02	\$1,149.02	\$0.00	0.00%
	Operations/Maintenance	\$890.73	\$1,002.87	\$112.14	12.59%
	Total	<u>\$2,039.75</u>	<u>\$2,151.89</u>	<u>\$112.14</u>	<u>5.50%</u>



MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2025/2026 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

6

TOTAL O&M BUDGET		\$494,918.00
COLLECTION COSTS @	2.0%	\$10,530.17
EARLY PAYMENT DISCOUNT @	4.0%	\$21,060.34
TOTAL O&M ASSESSMENT		<u>\$526,508.51</u>

UNITS ASSESSED		
LOT SIZE	O&M	SERIES 2006 DEBT SERVICE <sup>(1)</sup>
SINGLE FAMILY	525	45
Total Community	<u>525</u>	<u>45</u>

ALLOCATION OF O&M ASSESSMENT			
EAU FACTOR	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET
1.00	525.00	100.00%	\$526,508.51
	<u>525.00</u>	<u>100.00%</u>	<u>\$526,508.51</u>

PER LOT ANNUAL ASSESSMENT		
O&M	SERIES 2006 DEBT SERVICE <sup>(2)</sup>	TOTAL <sup>(3)</sup>
\$1,002.87	\$1,149.02	\$2,151.89

LESS: Clay County Collection Costs (2%) and Early Payment Discounts (4%):

**(\$31,590.51)**

Net Revenue to be Collected

\$494,918.00

<sup>(1)</sup> Reflects the number of total lots with Series 2006 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2006 bond issue. Annual assessment includes principal, interest, Clay County Collection Costs and Early Payment Discounts.

<sup>(3)</sup> Annual assessment that will appear on November 2025 Clay County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.



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## **EXPENDITURES – ADMINISTRATIVE:**

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## **EXPENDITURES - FIELD OPERATIONS:**

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.



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**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.



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**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.



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**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



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## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

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### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



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## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



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**RESOLUTION 2025-05**  
**[FY 2026 APPROPRIATION RESOLUTION]**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**FY 2026**"), the District Manager prepared and submitted to the Board of Supervisors ("**Board**") of the Magnolia West Community Development District ("**District**") prior to June 15, 2025, proposed budget(s) ("**Proposed Budget**") 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 general-purpose government(s) 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 on the Proposed Budget 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 in accordance with Section 189.016, *Florida Statutes*; 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.

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

**SECTION 1. BUDGET**

- a. 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.
- b. 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 Magnolia West Community Development District for the Fiscal Year Ending September 30, 2026."

- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Chapter 189, *Florida Statutes*, and shall remain on the website for at least two (2) years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for FY 2026, the sum(s) set forth in **Exhibit A** 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 as set forth in **Exhibit A**.

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2026 or within 60 days following the end of the FY 2026 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 this paragraph c. are posted on the District's website in accordance with Chapter 189, *Florida Statutes*, and remain on the website for at least two (2) years.

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

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF AUGUST 2025.**

ATTEST:

**MAGNOLIA WEST COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A:** FY 2026 Budget

**The Fiscal Year 2025-2026  
Adopted Budget will be attached  
as Exhibit A**

## **Tab 6**

**RESOLUTION 2025-06**  
**[FY 2026 ASSESSMENT RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2026 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Magnolia West 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, located in Clay 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**, for the fiscal year beginning October 1, 2025, and ending September 30, 2026 ("**FY 2026**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

**WHEREAS**, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

**WHEREAS**, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

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

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B ("Assessment Roll")**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

- a. **Benefit Findings.** 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 is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

- b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance ("**O&M Assessment(s)**") is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
  - c. **Maximum Rate.** 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.
3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District's Board hereby certifies for collection the FY 2026 installment of the District's previously levied debt service special assessments ("**Debt Assessments,**" and together with the O&M Assessments, the "**Assessments**") in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.
4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.
  - a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the "**Tax Roll Property**" identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* ("**Uniform Method**"). That portion of the Assessment Roll which includes the Tax Roll Property 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 property taxes. The District's Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
  - b. **Future Collection Methods.** The District's decision to collect 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.
5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. 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.
6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

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

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF AUGUST 2025.**

ATTEST:

**MAGNOLIA WEST COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

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

**Exhibit A:** Adopted Budget

**Exhibit B:** Assessment Roll



**The Fiscal Year 2025-2026  
Adopted Budget will be attached  
as Exhibit A**

**EXHIBIT B**  
Assessment Roll

Assessment roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, Florida Statutes.

## **Tab 7**

## RESOLUTION 2025-07

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENITY RATES AND FEES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, Magnolia West Community Development District ("**District**") is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapters 120 and 190, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District previously adopted a resolution adopting amenity rules, policies (collectively, "**Amended and Restated Amenity Policies**"); and

**WHEREAS**, in conjunction with the adoption of the Amended and Restated Amenity Policies, the Board previously approved rates and fees associated with same ("**Interim Amenity Rates**"), approving same as interim rates and setting a public hearing thereon to adopt same; and

**WHEREAS**, the District's Board of Supervisors ("**Board**") finds that it is in the best interest of the District and necessary for the efficient operation of the District to adopt by resolution the Amenity Rates attached hereto as **Exhibit A** and incorporated herein by this reference ("**Amenity Rates**"); and

**WHEREAS**, the Board finds that the Amenity Rates outlined in **Exhibit A** is just and equitable having been based upon (i) the amount of service furnished; and (ii) other factors affecting the use of the facilities furnished.

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

**SECTION 1.** The above stated recitals are true and correct and are hereby incorporated herein by reference.

**SECTION 2.** The Amenity Rates, set forth in **Exhibit A**, are hereby adopted pursuant to this resolution as necessary for the efficient use and operation of the District's Amenity Facilities. These rules shall stay in full force and effect until such time as the Board may amend these Policies. The Board reserves the right to approve such amendments by motion.

**SECTION 3.** To the extent that the provisions of the Amenity Rates conflict with corresponding sections of same in the Amended and Restate Amenity Policies, the Amenity Rates attached hereto as **Exhibit A** shall control.

**SECTION 4.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 5.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of August 2025.

**ATTEST:**

**MAGNOLIA WEST COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chairperson, Board of Supervisors

**Exhibit A:** Amenity Rates (August 2025)

## **EXHIBIT A**

### **Amenity Rates (August 2025)**

<b>Service Type</b>	<b>Rate</b>
<b>Annual User Fee (Non-Resident)</b>	\$2,500
<b><u>Credit Card Processing Fees:</u></b> 1. for paying Replacement Facility Access Card 2. for paying non-refundable rental fee for Magnolia West Room 3. for paying non-refundable rental fee for Pool Pavilion	1. \$0.90 2. \$6.00 3. \$3.00
<b><u>Rental Rates</u></b> 1. Non-Refundable Rental Fee for Magnolia West Room – up to 25 guests 2. Non-Refundable Rental Fee for Magnolia West Room – between 26-50 guests (maximum of 50) 3. Refundable Security Deposit for Magnolia West Room Rental* 4. Non-Refundable Rental Fee for Pool Pavilion – up to 25 guests (maximum of 25) 5. Refundable Security Deposit for Pool Pavilion Rental*  * Refunds are subject to any offset by the District, including but not limited to any damage, additional cleaning, or other claims the District may have against the renter, as more particularly described in the District’s Amended and Restated Rules, Policies and Fees for the Amenity Facilities, adopted August 6, 2024	1. \$50 2. \$100 3. \$150* 4. \$50 5. \$50*
<b><u>Other Rates</u></b>	
<b>HOA Use of Facility for Monthly Meetings</b> - The District may in its sole discretion require additional staffing, insurance, cleaning, or other service for any given event, and, if so, may charge an additional fee for the event equal to the cost of such staffing, insurance, cleaning, or service	
<b>Replacement of Facility Access Card</b> – Actual cost incurred by the District to replace same for requestor	

## **Tab 8**

## **RESOLUTION 2025-08**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, FOR FISCAL YEAR 2025/2026, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Magnolia West Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the Clay County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority or authorities a schedule of its regular meetings; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

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

1. The Fiscal Year 2025/2026 annual public meeting schedule attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with Section 189.015(1), Florida Statutes.
2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF AUGUST, 2025.**

**MAGNOLIA WEST COMMUNITY  
DEVELOPMENT DISTRICT**

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**Chairman/Vice Chairman**

**ATTEST:**

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**Assistant Secretary**



**EXHIBIT “A”**

**BOARD OF SUPERVISORS MEETING DATES  
MAGNOLIA WEST COMMUNITY DEVELOPMENT  
DISTRICT FISCAL YEAR 2025/2026**

**November 4, 2025**

**February 3, 2026**

**May 5, 2026**

**August 4, 2026 \***

All meetings will convene at 3:30 p.m.  
(except for dates marked with a \* which will meet at 6:00 p.m.)  
and will be held at the Magnolia West Amenity Center,  
3490 Canyon Falls Drive, Green Cove Springs, FL 32043

## **Tab 9**

## FIRST ADDENDUM TO THE CONTRACT FOR DISTRICT MANAGEMENT SERVICES

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This First Addendum to the Contract for District Management Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2025 (the “**Effective Date**”), by and between **Magnolia West Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Clay County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

### RECITALS

**WHEREAS**, the District and the Consultant entered into the Contract for District Management Services dated October 1, 2024 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend the Schedule of Fees section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend the Schedule of Fees attached.

The amended Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: William J. Rizzetta  
 PRINTED NAME: William J. Rizzetta  
 TITLE: President  
 DATE: Aug 1, 2025

**MAGNOLIA WEST COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_  
 TITLE: Chairman/Vice Chairman  
 DATE: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
 Vice Chairman/Assistant Secretary  
 Board of Supervisors

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

### Schedule of Fees

#### STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	MONTHLY	ANNUALLY
Management:	\$1,670.67	\$20,048
Administrative:	\$407.83	\$4,894
Accounting - General Fund:	\$1,790.08	\$21,481
Financial & Revenue Collections:	\$497.17	\$5,966
Assessment Roll <sup>(1)</sup>		\$6,265
<b>Total Standard On-Going Services:</b>	<b>\$4,365.75</b>	<b>\$58,654</b>

(1) Assessment Roll is paid in one lump-sum at the time the roll is completed.

<b>ADDITIONAL SERVICES:</b>	<b>FREQUENCY</b>	<b>RATE</b>
Extended and Continued Meetings	Hourly	\$ 175
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 175
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 125
Two+ Lots (on tax roll)	Per Occurrence	\$ 150
One Lot (direct billed by the District)	Per Occurrence	\$ 150
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 200
Six-Ten Lots (direct billed by the District)	Per Occurrence	\$ 250
Elevent+ Lots (direct billed by the District)	Per Occurrence	\$ 300
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 150/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests &		
Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 150
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Bond Amortization Schedules	Per Occurrence	\$ 600
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

### **PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Regional Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

**LITIGATION SUPPORT SERVICES:**

Litigation Support Services shall be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
President	\$ 500.00
Chief Financial Officer	\$ 450.00
Vice President	\$ 400.00
Controller	\$ 350.00
Regional District Manager	\$ 300.00
Accounting Director	\$ 300.00
Finance Manager	\$ 300.00
Senior District Manager	\$ 275.00
District Manager	\$ 250.00
Amenity Services Manager	\$ 250.00
Business Development Manager	\$ 250.00
Landscape Inspection Services Manager	\$ 250.00
Financial Analyst	\$ 250.00
Senior Accountant	\$ 225.00
Landscape Specialist	\$ 200.00
Administrative Support Manager	\$ 200.00
Senior Financial Associate	\$ 200.00
Senior Administrative Assistant	\$ 200.00
Staff Accountant II	\$ 200.00
District Coordinator	\$ 175.00
Administrative Assistant II	\$ 150.00
District Compliance Associate	\$ 150.00
Staff Accountant	\$ 150.00
Financial Associate	\$ 150.00
Administrative Assistant	\$ 100.00
Accounting Clerk	\$ 100.00
Client Relations Specialist	\$ 100.00






# 2025-10-01 - Magnolia West CDD - First Addendum - Contract for Professional District Services

Final Audit Report

2025-08-01

Created:	2025-08-01
By:	Scott Brizendine (sbrizendine@rizzetta.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ0ukBLsuNvNUM3udIKzkK1pVJ0fdOtH_

## "2025-10-01 - Magnolia West CDD - First Addendum - Contract f or Professional District Services" History

-  Document created by Scott Brizendine (sbrizendine@rizzetta.com)  
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