



Rizzetta & Company

# **World Commerce Community Development District**

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**Board of Supervisors'  
Meeting  
January 20, 2026**

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

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

**WORLD COMMERCE  
COMMUNITY DEVELOPMENT DISTRICT**

St. Augustine - St. Johns County Airport Authority, 4730 Casa Cola Way

St. Augustine, Florida 32095

<https://www.worldcommercecdd.org/>

<b>Board of Supervisors</b>	Curtis Robinson	Chairman
	Elizabeth Pappaceno	Vice Chairman
	Kenneth Hall	Assistant Secretary
	Karen McNairn	Assistant Secretary
	Jeffrey Silagy	Assistant Secretary
<b>District Manager</b>	Danielle Wasilewski	Rizzetta & Company, Inc.
<b>District Counsel</b>	Wes Haber	Kutak Rock, LLP
<b>District Engineer</b>	Ryan Stillwell	Prosser

**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.

# WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors  
World Commerce Community  
Development District

January 12, 2026

## TENTATIVE AGENDA

Dear Board Members:

The meeting of the Board of Supervisors of World Commerce Community Development District will be held on **January 20, 2026, at 9:00 a.m.** at the **St. Augustine - St. Johns County Airport Authority, 4730 Casa Cola Way, St. Augustine FL 32095.**

### 1. CALL TO ORDER/ROLL CALL

### 2. PUBLIC COMMENTS

### 3. BUSINESS ADMINISTRATION

- A. Consideration of the Minutes of the Board of Supervisors' Meeting held October 21, 2025 ..... Tab 1
- B. Ratification of the Operation and Maintenance Expenditures for September 2025 through November 2025 ..... Tab 2
- C. Ratification of Construction Requisitions 112-113 ..... Tab 3
- D. Ratification of Grau & Associates Engagement Letter FY25 ..... Tab 4

### 4. STAFF REPORTS

- A. District Counsel
- B. District Engineer
  - 1. Traffic Signal Update
- C. Landscape
  - 1. BrightView Landscape Report ..... Tab 5
  - 2. Irrigation Update
  - 3. Consideration of BrightView's Island 13-14 Island Replacement Plant Proposal
  - 4. Consideration of BrightView's Mainline Irrigation Proposal
- D. District Manager
  - 1. Charles Aquatic Service Report ..... Tab 6
  - 2. Innovative Fountain Report ..... Tab 7

### 5. BUSINESS ITEMS

- A. Consideration of Engineer's Report Proposal ..... Tab 8
- B. Consideration of Resolution 2026-01; 2026 General Election ..... Tab 9

### 6. 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.

Very Truly Yours,  
*Danielle Wasilewski*  
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 an appeal is to be based.*

**WORLD COMMERCE  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of World Commerce Community Development District was held on **October 21, 2025, at 9:00 a.m.** at the **St. Augustine St. Johns County Airport Authority, 4730 Casa Cola Way, St. Augustine FL 32095.**

Present and constituting a quorum:

Curtis Robinson	<b>Board Supervisor, Chairperson</b>
Elizabeth Pappaceno	<b>Board Supervisor, Vice Chairperson</b>
Karen McNairn	<b>Board Supervisor, Assistant Secretary</b>
Jeff Silagy	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Danielle Wasilewski	<b>Associate District Manager, Rizzetta &amp; Company</b>
Wes Haber	<b>District Counsel, Kutak Rock, LLC</b>
Ryan Stilwell	<b>Prosser, Inc. (via speakerphone)</b>
Michael Cills	<b>Steinemann &amp; Company</b>
Steve McAvoy	<b>Account Manager, BrightView Landscaping</b>
Juwan Dupree	<b>BrightView Landscaping</b>

There was no audience present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Wasilewski called the meeting to order at 9:03 a.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**CONSIDERATION OF BOARD OF  
SUPERVISORS' MEETING MINUTES  
HELD ON JULY 15, 2025**

On a motion by Mr. Silagy, seconded by Mr. Robinson, with all in favor, the Board approved the BOS' Meeting Minutes held on July 15, 2025, for the World Commerce Community Development District.

**FOURTH ORDER OF BUSINESS**

**RATIFICATION OF THE OPERATIONS & MAINTENANCE EXPENDITURES FOR JUNE 2025 - AUGUST 2025**

Ms. Wasilewski highlighted irrigation and landscape expenditures and expenses that are not revolving.

On a motion by Mr. Pappaceno, seconded by Mr. Robinson, with all in favor, the Board ratified the June 2025 Operations & Maintenance Expenditures in the amount of \$28,398.94, July 2025 Operations & Maintenance Expenditures in the amount of \$99,359.79, and August 2025 Operations and Maintenance Expenditures in the amount of \$25,578.95 for the World Commerce Community Development District.

**FIFTH ORDER OF BUSINESS**

**ACCEPTANCE OF SERIES 2004 A-1 ARBITRAGE REBATE REPORT**

Ms. Wasilewski stated there were no findings.

On a motion by Mr. Silagy, seconded by Mr. Robinson, with all in favor, the Board accepted Series 2004 A-1 Arbitrage Rebate Report, for the World Commerce Community Development District.

**SIXTH ORDER OF BUSINESS**

**CONSIDERATION OF LLS TAX SOLUTIONS ENGAGEMENT LETTER, SERIES 2004 A-1**

On a motion by Ms. McNarin, seconded by Mr. Silagy, with all in favor, the Board accepted Series 2004A-1 Arbitrage Rebate Report, for the World Commerce Community Development District.

**SEVENTH ORDER OF BUSINESS**

**RATIFICATION OF CONSTRUCTION REQUISITIONS 108-111**

On a motion by Mr. Robinson, seconded by Mr. Silagy, with all in favor, the Board ratified construction requisitions 108-111, for the World Commerce Community Development District.

**EIGHTH ORDER OF BUSINESS**

**RATIFICATION OF FISCAL YEAR 2025-2026 DISTRICT INSURANCE PROPOSAL**

Ms. Wasilewski updated the Board the policy premium decreased by a small amount and there were no changes to the policy.

On a motion by Mr. Pappaceno, seconded by Mr. Silagy, with all in favor, the Board ratified fiscal year 2025-2026 District Insurance Proposal, for the World Commerce Community Development District.

*Mr. Cills joined the meeting in progress at 9:08 am.*

## **NINETH ORDER OF BUSINESS**

## **STAFF REPORTS**

### **A. District Counsel**

Mr. Haber and Mr. Cills updated the Board on the status of Bass Pro's tree removal request.

### **B. District Engineer**

#### **1. Traffic Signal Update**

Mr. Stilwell updated the Board they are working to close out the traffic signal project.

The Board discussed the traffic light cycle issues and were directed to contact St. Johns County Public Works.

Mr. Stilwell updated the Board regarding the sidewalk at the intersection near Home Depot and Board discussion ensued.

*Mr. Stilwell left the meeting at 9:16 pm.*

### **C. Landscape**

#### **1. BrightView Landscape Report**

Mr. McAvoy read through the report, highlighting the overhanging trees on World Commerce Parkway. He recommended cutting up to 18ft on the overhanging trees to allow adequate room for trucks and tall vehicles to pass without hitting any limbs.

Ms. Wasilewski noted the end of the year financials as of September 30, 2025, came in under \$53,000. Mr. McAvoy confirmed a not to exceed amount of \$3,600.00 trimming up to 18ft.

On a motion by Ms. Pappaceno, seconded by Mr. Robinson, with all in favor, the Board approved BrightView's not to exceed amount of \$3,600.00 and trimming up to 18 ft of all overhanging trees along World Commerce Parkway, for the World Commerce Community Development District. (Exhibit A)

*Moved to Agenda Item C. Landscape #3 Landscape Proposals*

Mr. McAvoy discussed the turf damage near the easterly entrance. Mr. Cills stated the Fields Dealership is tentatively planning on holding a Grand Opening soon and recommended replacing the sod.

Board discussion ensued. The Board tabled the turf replacement to the January meeting.

Ms. Wasilewski updated the Board on communication with the County regarding the sidewalk replacement.

Mr. McAvoy presented the Lift Station #3 enhancement proposal, location and enhancement would match the other lift station enhancements previously done.

On a motion by Mr. Silagy, seconded by Ms. Pappaceno, with all in favor, the Board approved BrightView's lift station #3 proposal in the amount of \$3,205.13, for the World Commerce Community Development District.

## 2. District Irrigation Update

Mr. Dupree stated concerns with irrigation repairs and sod in front of Fields Dealership with pushbacks to repair the damage.

Mr. Haber confirmed from staff the improvements were made to CDD property and damages were done by a contractor not associated with the CDD. The CDD can send a Demand Letter requesting damages be restored to the state before construction. The Board directed staff and Counsel to collect necessary information and proceed as necessary.

Ms. Wasilewski commented on the installation of the master valve and the positive effects it is having on the irrigation system having zero mainline breaks.

## D. District Manager

Ms. Wasilewski reviewed the report.

### 1. Acceptance of District Goals and Objectives *(under separate cover)*

Ms. Wasilewski stated successful and satisfactory findings for the FY 24-25 Goals and Objectives and will be posted to the website by December 1, 2025.

On a motion by Mr. Robinson, seconded by Mr. Silagy, with all in favor, the Board accepted the FY24-25 Goals and Objective report, for the World Commerce Community Development District. (Exhibit B)

## 2. Charles Aquatic Service Report

Ms. Wasilewski commented that reports are submitted on time and there are no issues.

## 3. Innovative Fountain Report

Ms. Wasilewski commented that reports are submitted on time and there are no issues.

**TENTH ORDER OF BUSINESS**

**BUSINESS ITEMS**

**A. Consideration of Innovative Fountain Maintenance Renewal Proposal**

Ms. Wasilewski reported the proposal is in line with the budget.

On a motion by Mr. Robinson, seconded by Mr. Silagy, with all in favor, the Board approved Innovative Fountain Maintenance Renewal Proposal for a monthly fee of \$355.00, for the World Commerce Community Development District.

**B. Consideration of Xylem Lift Station Preventative Maintenance Proposal**

Ms. Wasilewski reported the proposal reflects no changes from the current agreement.

On a motion by Ms. Pappaceno, seconded by Mr. Robinson, with all in favor, the Board approved Xylem Lift Station Preventative Maintenance Proposal in the amount of \$175.00 per visit, for the World Commerce Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

**SUPERVISORS**

Mr. Silagy inquired about the low spot near Costco and Mr. McAvoy stated BrightView will inspect the area and report to District Management.

**AUDIENCE COMMENTS**

No audience requests.

**TWELVTH ORDER OF BUSINESS**

**ADJOURNMENT**

On a motion by Ms. McNairn, seconded by Ms. Pappaceno, with all in favor, the Board adjourned the meeting at 9:40 a.m., for the World Commerce Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# Exhibit A

## Proposal for Extra Work at World Comm Center

Property Name	World Comm Center	Contact	Danielle Wasilewski
Property Address	500 World Commerce Pkwy Saint Augustine, FL 32092	To	World Commerce Center CDD
		Billing Address	c/o Rizzetta and Company 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	Wcc- remove large limbs over hanging curb line to help avoid vehicle damage		
Project Description	general tree		

### Scope of Work

The worst trees on site will be addressed first. We will also provide a map of trees pruned upon completion

QTY	UoM/Size	Material/Description	Total
<b>Wcc- dead limb removal</b>			<b>\$3,600.00</b>
1.00	LUMP SUM	Wcc- elevate up to approximately 18' to help avoid vehicle damage. (not to exceed \$3600 )	

For internal use only

**SO#** 8791020  
**JOB#** 460802100  
**Service Line** 300

**Total Price** \$3,600.00

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
5811 County Rd 305, Elkton, FL 32033 ph. fax



## TERMS & CONDITIONS

- The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
- Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
- Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
- Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

- Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

- Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
- Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Signature	Title	<b>Associate District Manager</b>
<b>Danielle Wasilewski</b>	Date	<b>October 30, 2025</b>
Printed Name		

### BrightView Landscape Services, Inc. "Contractor"

Signature	Title	<b>Account Manager, Senior</b>
<b>Steve McAvoy</b>	Date	<b>October 30, 2025</b>
Printed Name		

**Job #:** 460802100

**SO #:** 8791020

**Proposed Price: \$3,600.00**

# **Exhibit B**

## WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024-2025 ANNUAL GOALS & OBJECTIVES REPORT

The World Commerce CDD Board of Supervisors Goals and Objectives report for fiscal year 2024-2025 were adopted in accordance with the legislation of HB 7013 to maintain statutory compliance and pursuing efficient operational practices. The report discloses successful results for the World Commerce Community Development District.

### **Financial Goals and Objectives:**

☒ Successful ☐ Unsuccessful

#### **Financial Transparency, Budget Conscious, & Investment Strategy**

**Measurement:** Monthly financial statements, thoroughly reviewing all proposals and contracts, and collaborative discussions regarding expenditures and a financial update at each meeting.

### **Board Meeting Goals and Objectives:**

☒ Successful ☐ Unsuccessful

#### **Productive Meetings, Audience Comments, Teamwork, Safe & respectful work environment for Board, staff, and audience**

**Measurement:** The number of public meetings held accompanied by minutes reflecting adequate opportunities for audience comments, while staff and Board members working jointly and respectfully in a reserved, clean meeting space.

### **Administrative Goals and Objectives:**

☒ Successful ☐ Unsuccessful

#### **Website Maintenance, Adhere to the Board's established Rules of Procedure, Review the District's Rules of Procedure, & Records Retention**

**Measurement:** The District's website is in compliance per Chapter 189.069 F.S. and audited quarterly as also required for records retention. Adopted Rules of Procedure are complied with for administrative purposes, to include but not limited to procurement and noticing requirements.

### **Operational Goals and Objectives:**

☒ Successful ☐ Unsuccessful

#### **Efficient communication, protect District Assets, Updates on tasks and reserve study as applicable.**

**Measurement:** Accurate meeting minutes, prompt communication to and from Staff, Board Members and vendors, timely execution of agreements, review of budget priorities through workshop or meetings to operate and maintain District assets on a continuous basis.

Chairman/Vice Chairman: Signature on file

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

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

World Commerce Community Development District

District Manager: Signature on file

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

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

World Commerce Community Development District

## **Tab 2**

# WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA · (904) 436-6270

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

WWW.WORLDCOMMERCECDD.ORG

## **Operation and Maintenance Expenditures**

**September 2025**

**Presented For Board Approval**

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

The total items being presented:      **\$52,927.40**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

# World Commerce Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2025 Through September 30, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	300034	9464722	Fountain Area Tree Replacement 08/25	\$ 2,000.00
BrightView Landscape Services, Inc.	300034	9464723	West Entrance Island Plant Replacement & Restoration 08/25	\$ 6,500.00
BrightView Landscape Services, Inc.	300035	9484192	Landscape Maintenance 09/25	\$ 11,641.94
Charles Aquatics, Inc.	300041	54064	Aquatic Maintenance 09/25	\$ 475.00
Egis Insurance Advisors, LLC	300042	29407	Policy# 100125647 10/01/25-10/01/26	\$ 13,912.00
Florida Power & Light Company	20250909-1	74760-43505 08/25 ACH	Electric Services 08/25	\$ 2,199.76
Florida Power & Light Company	20250924-1	80501-11205 09/25 ACH	Electric Services 09/25	\$ 27.23
Florida Power & Light Company	20250924-1	Monthly Summary 09/25 ACH 640	Electric Services 09/25	\$ 878.37
Innovative Fountain Services	300039	2029503	Fountain Maintenance 08/25	\$ 340.00
Rizzetta & Company, Inc.	300033	INV0000102294	District Management Fees 09/25	\$ 5,784.17
St Johns Utility Department	20250918-1	524989-114648 08/25 ACH	Water-Sewer Services 08/25	\$ 764.42

**World Commerce Community Development District**

**Paid Operation & Maintenance Expenditures**

September 1, 2025 Through September 30, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
U.S. Bank	300032	7836151	Trustee Fees Series 2004 07/01/25-06/30/26	\$ 4,256.13
U.S. Bank	300040	7869325	Trustee Fees Series 2015 08/01/25-07/31/26	<u>\$ 4,148.38</u>
<b>Report Total</b>				<u><u>\$ 52,927.40</u></u>

# WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA · (904) 436-6270

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

WWW.WORLDCOMMERCECDD.ORG

## **Operation and Maintenance Expenditures**

**October 2025**

**Presented For Board Approval**

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

The total items being presented:      **\$28,935.18**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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



# World Commerce Community Development District

## Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	300046	9537178	Landscape Maintenance 10/25	\$ 11,641.98
Charles Aquatics, Inc.	300048	54265	Aquatic Maintenance 10/25	\$ 475.00
Curtis J Robinson	300049	CR101225-640	Board of Supervisors Meeting 10/21/25	\$ 200.00
Elizabeth Pappaceno	300050	EP102125-640	Board of Supervisors Meeting 10/21/25	\$ 200.00
Florida Department of Commerce	20251029-1	92829 ACH	Special District Fee for FY25-26	\$ 175.00
Florida Power & Light Company	20251007-1	74760-43505 09/25 ACH	Electric Services 09/25	\$ 2,199.76
Florida Power & Light Company	20251028-1	80501-11205 10/25 ACH	Electric Services 10/25	\$ 27.31
Florida Power & Light Company	20251028-1	Monthly Summary 10/25 ACH 640	Electric Services 10/25	\$ 1,018.49
Innovative Fountain Services	300051	2029699	Fountain Maintenance 09/25	\$ 340.00
Jeffrey J. Silagy	300052	JS102125-640	Board of Supervisors Meeting 10/21/25	\$ 200.00
Karen L. McNairn	300053	KM102125-640	Board of Supervisors Meeting 10/21/25	\$ 200.00
Prime AE Group, Inc.	300043	55070	Engineering Services 08/25	\$ 254.40

## World Commerce Community Development District

### Paid Operation & Maintenance Expenditures

October 1, 2025 Through October 31, 2025

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	300045	INV0000103614	District Management Fees 10/25	\$ 5,998.24
Rizzetta & Company, Inc.	300044	INV0000103725	Assessment Roll FY25/26	\$ 5,905.00
St. Johns County Airport Authority	300047	BOS 102125	BOS Meeting Room Fee 10/21/25	<u>\$ 100.00</u>
<b>Report Total</b>				<u><u>\$ 28,935.18</u></u>

# WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA · (904) 436-6270

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

WWW.WORLDCOMMERCECDD.ORG

## **Operation and Maintenance Expenditures**

**November 2025**

**Presented For Board Approval**

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

The total items being presented:      **\$31,840.31**

Approval of Expenditures:

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\_\_\_\_\_ Chairperson

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

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

## World Commerce Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	300055	9555203	Lift Station Enhancement 10/25	\$ 3,205.13
BrightView Landscape Services, Inc.	300058	9560320	Landscape Maintenance 11/25	\$ 11,641.98
BrightView Landscape Services, Inc.	300061	9575349	Landscape Replacement 11/25	\$ 1,916.67
Charles Aquatics, Inc.	300062	54472	Aquatic Maintenance 11/25	\$ 475.00
Florida Power & Light Company	20251110-1	102725-7476043505 ACH	Electric Services 10/25	\$ 2,199.76
Florida Power & Light Company	20251125-1	111225-0606025203 ACH	Electric Services 11/25	\$ 25.94
Florida Power & Light Company	20251125-1	111225-0740710595 ACH	Electric Services 11/25	\$ 301.24
Florida Power & Light Company	20251125-1	111225-1634844169 ACH	Electric Services 11/25	\$ 365.27
Florida Power & Light Company	20251125-1	111225-5096444202 ACH	Electric Services 11/25	\$ 244.30
Florida Power & Light Company	20251125-1	111225-6333839147 ACH	Electric Services 11/25	\$ 25.66
Gannett Florida LocaliQ	300059	0007406042	Legal Advertising 10/25	\$ 91.76
Innovative Fountain Services	300060	2029839	Fountain Maintenance 10/25	\$ 340.00

## World Commerce Community Development District

### Paid Operation & Maintenance Expenditures

November 1, 2025 Through November 30, 2025

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kutak Rock, LLP	300054	3642519	Legal Services 07/25	\$ 895.50
Kutak Rock, LLP	300065	3657438	Legal Services 08/25-10/25	\$ 2,960.63
Prime AE Group, Inc.	300063	55344	Engineering Services 10/25	\$ 263.20
Rizzetta & Company, Inc.	300056	INV0000104526	District Management Fees 11/25	\$ 5,998.24
School Now	300057	INV-SN-1057	Quarterly Website & Compliances Services 10/25	\$ 384.38
St Johns Utility Department	20251118-1	524989-114648 10/25 ACH	Water-Sewer Services 10/25	\$ 339.65
St. Johns County Tax Collector	300064	111725-640	Property Tax Postage 11/25	<u>\$ 166.00</u>
<b>Report Total</b>				<u><u>\$ 31,840.31</u></u>

## Proposal for Extra Work at World Comm Center

Property Name	World Comm Center	Contact	Danielle Wasilewski
Property Address	500 World Commerce Pkwy Saint Augustine, FL 32092	To	World Commerce Center CDD
		Billing Address	c/o Rizzetta and Company 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	World Commerce - Lift station 3		
Project Description	enhancement		

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>Lift Station 3</b>			<b>Subtotal</b>	<b>\$3,205.13</b>
1.00	LUMP SUM	Mobilization and Labor to flush cut and removed Wax myrtles, root balls, rough grade area, and remove and dispose of debris	\$812.50	\$812.50
12.00	EACH	Viburnum Odo- 15 gal plants installed	\$164.75	\$1,977.00
25.00	BAG	Mulch- Brown mulch bags installed	\$9.67	\$241.63
1.00	LUMP SUM	Irrigation modifications and adjustments	\$174.00	\$174.00

For internal use only

**SO#** 8779294  
**JOB#** 460802100  
**Service Line** 130

**Total Price** \$3,205.13

#### THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
5811 County Rd 305, Elkton, FL 32033 ph. fax

## **Tab 3**

# WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

**District Office · St. Augustine, Florida · (904) 436-6270**

**Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614**

**www.worldcommercecdd.org**

**November 6, 2025**

**U.S. BANK NATIONAL ASSOCIATION**

World Commerce Special Assessment Bonds, Series 2004 A-1

Attention: Lori-Pardee-Cushing

60 Livingstone Avenue, 3<sup>rd</sup> Floor

St. Paul, MN 55107

**RE: Special Assessment Bonds, Series 2004 A-1**  
Requisitions for Payment

Dear Lori:

Below please find a table detailing the enclosed requisition(s) ready for payment from the District's Series 2004 A-1 Acquisition/Construction Trust Account.

**PLEASE EXPEDITE PAYMENT TO THE PAYEE(S) VIA USPS**

<b>REQUISITION NO.</b>	<b>PAYEE</b>	<b>AMOUNT</b>
112	Prime AE	\$1,520.00
113	Steinemann Development Co- FL, Inc.	\$76.00

If you have any questions regarding this request, please do not hesitate to call me at (904) 436-6270. Thank you for your prompt attention to this matter.

Sincerely,  
WORLD COMMERCE  
COMMUNITY DEVELOPMENT DISTRICT

Danielle Wasilewski  
District Manager



# WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT

---

**District Office · St. Augustine, Florida · (904) 436-6270**

**Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614**

**www.worldcommercecdd.org**

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## MEMORANDUM

TO: Ryan Stilwell, **Prosser**  
Curtis Robinson, **Chairman**

FROM: Roxana Quiroz/Kimberly McDonald  
**World Commerce Community Development District**

DATE: October 29, 2025

RE: **Series 2004 A-1 – Construction Requisition Approval - #CR 112-113**

---

Enclosed is (are) construction requisition(s) for the above referenced District. Please review the requisition(s) and upon your approval, sign the designated area(s) and forward the requisition(s) to Curtis Robinson.

Curtis, upon your review and approval, sign the designated area(s) and forward the requisition(s) back to the District Office at the following email addresses for final processing:

[rquiroz@rizzetta.com](mailto:rquiroz@rizzetta.com)

If you have any questions, please do not hesitate to call me at (813) 994-1001.

Thank You.

**Prime AE**  
**Steinemann Development Co- FL, Inc.**

**\$1,520.00**  
**\$76.00**

**REQUISITION NO. 112**

**WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT  
(ST. JOHNS COUNTY, FLORIDA)  
SPECIAL ASSESSMENT BONDS  
SERIES 2004 A-1**

The undersigned, a Responsible Officer of World Commerce Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of a Master Trust Indenture dated July 1, 2004, from the District to U.S. Bank National Association (successor in interest to Wachovia Bank, National Association), as trustee (the "Trustee")(collectively, the "2004 Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the 2004 Indenture):

**October 29, 2025**

- (A) Requisition Number: **CR 112**
- (B) Name of Payee: **Prime AE  
8415 Pulsar Place, Suite 300  
Columbus, OH 43240**
- (C) Amount Payable: **\$1,520.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Invoice(s) #55197 for Project #P0121037.01 – WCCDD Parkway Signal Design for Professional Services from September 01, 2025 to September 30, 2025**
- (E) Fund or Account from which disbursement to be made: **Series 2004 A-1  
Construction Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the District, or this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2004 A-1 Project;

4. each disbursement represents a Cost of the Series 2004 A-1 Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**WORLD COMMERCE COMMUNITY  
DEVELOPMENT DISTRICT**

By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2004 A-1 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2004 A-1 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.



Digitally signed  
by Ryan P  
Stilwell  
Date: 2025.10.30  
10:00:29-04'00'

Consulting Engineer



**Columbus Office**  
8415 Pulsar Place, Suite 300, Columbus, OH 43240  
P: 614.839.0250 F: 614.839.0251

October 13, 2025  
Project No: P0121037.01  
Invoice No: 55197

World Commerce CDD  
c/o Rizzetta & Company  
3434 Colwell Ave., Suite 200  
Tampa, FL 33614

Project P0121037.01 WCCDD Parkway Signal Design

**Professional Services from September 01, 2025 to September 30, 2025**

Fee and Expense Billing

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 1: Client Consultants Coordination	2,500.00	100.00	2,500.00	2,500.00	0.00
Task 2: Final Construction Drawings	50,250.00	100.00	50,250.00	50,250.00	0.00
Task 3: Permitting	5,500.00	100.00	5,500.00	5,500.00	0.00
Task 4: Public Bidding Services	6,000.00	100.00	6,000.00	6,000.00	0.00
Task 5: Construction Admin	42,000.00	100.1548	42,065.00	40,545.00	1,520.00
Task 6: ITS Design	15,000.00	100.00	15,000.00	15,000.00	0.00
Total Fee	121,250.00		121,315.00	119,795.00	1,520.00
Total Fee					1,520.00
Total this Task					\$1,520.00
Total this Invoice					\$1,520.00

**Outstanding Invoices**

Number	Date	Balance
55081	9/15/2025	1,330.00
Total		1,330.00

**RECEIVED**  
10-13-2025

**REQUISITION NO. 113**

**WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT  
(ST. JOHNS COUNTY, FLORIDA)  
SPECIAL ASSESSMENT BONDS  
SERIES 2004 A-1**

The undersigned, a Responsible Officer of World Commerce Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of a Master Trust Indenture dated July 1, 2004, from the District to U.S. Bank National Association (successor in interest to Wachovia Bank, National Association), as trustee (the "Trustee")(collectively, the "2004 Indenture"), (all capitalized terms used herein shall have the meaning ascribed to such term in the 2004 Indenture):

**October 29, 2025**

- (A) Requisition Number: **CR 113**
- (B) Name of Payee: **Steinemann Development Co-FL, Inc.  
13901 Sutton Park Drive, Suite 105  
Jacksonville, FL 32224**
- (C) Amount Payable: **\$76.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Invoice(s) #21 2025 for Management Fee for Prime AE Invoice(s) #55197**
- (E) Fund or Account from which disbursement to be made: **Series 2004 A-1  
Construction Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the District, or  
this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2004 A-1 Project;
4. each disbursement represents a Cost of the Series 2004 A-1 Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Attached hereto are originals of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**WORLD COMMERCE COMMUNITY  
DEVELOPMENT DISTRICT**

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

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2004 A-1 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2004 A-1 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.



Digitally signed by  
Ryan P Stilwell  
Date: 2025.10.30  
10:00:40-04'00'

\_\_\_\_\_  
Consulting Engineer

**Steinemann Development Co- FL, Inc.**

**INVOICE**

13901 Sutton Park Drive, Suite 105  
Jacksonville, FL 32224

**DATE:** October 14, 2025  
**INVOICE #** 21  
**FOR:** CM Fee

**Bill To:**  
World Commerce Center Community Development District  
3434 Collwell Avenue, Unit 200  
Tampa, FL 33614

DESCRIPTION	AMOUNT
Construction Management Fee related to the following invoices:	
Prime Inv# 55197	\$ 1,520.00
	\$ 1,520.00
CM Fee	5%
TOTAL	\$ 76.00

THANK YOU FOR YOUR BUSINESS!



RECEIVED  
OCT 14 2025



Columbus Office  
8415 Pulsar Place, Suite 300, Columbus, OH 43240  
P: 614.839.0250 F: 614.839.0251

October 13, 2025

Project No: P0121037.01

Invoice No: 55197

World Commerce CDD  
c/o Rizzetta & Company  
3434 Colwell Ave., Suite 200  
Tampa, FL 33614

Project P0121037.01 WCCDD Parkway Signal Design

Professional Services from September 01, 2025 to September 30, 2025

Fee and Expense Billing

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Task 1: Client Consultants Coordination	2,500.00	100.00	2,500.00	2,500.00	0.00
Task 2: Final Construction Drawings	50,250.00	100.00	50,250.00	50,250.00	0.00
Task 3: Permitting	5,500.00	100.00	5,500.00	5,500.00	0.00
Task 4: Public Bidding Services	6,000.00	100.00	6,000.00	6,000.00	0.00
Task 5: Construction Admin	42,000.00	100.1548	42,065.00	40,545.00	1,520.00
Task 6: ITS Design	15,000.00	100.00	15,000.00	15,000.00	0.00
Total Fee	121,250.00		121,315.00	119,795.00	1,520.00
Total Fee					1,520.00
Total this Task					\$1,520.00
Total this Invoice					\$1,520.00

Outstanding Invoices

Number	Date	Balance
55081	9/15/2025	1,330.00
Total		1,330.00



## **Tab 4**

## ADDENDUM TO AUDITOR ENGAGEMENT LETTER ("ADDENDUM")

The following provisions govern the Agreement referenced below:

1. **Background** – World Commerce Community Development District ("District") Selected Grau and Associates ("Auditor," together with the District, the "Parties") for audit services. In response, the Auditor sent to the District an Engagement Letter for Audit Services, dated August 11, 2025, attached hereto as **Exhibit A** ("Engagement Letter," together with the Addendum, the "Agreement").
2. **Services** - The Agreement sets forth the services and fees or other compensation to be provided for the services. The Auditor agrees to render the audit services in accordance with auditing standards generally accepted and as adopted by the Florida Board of Accountancy. The District maintains a general fund, and may also maintain other funds related to prior tax-exempt bond issuances. As part of the services, and as part of the audit report, the Auditor shall provide, among other things:
  - a. a Management Letter, as required by the Auditor General;
  - b. a report on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements as well as any noncompliance with such that could have a material effect on the financial statements; and
  - c. a statement describing corrective actions to be taken in response to each of the auditor's recommendations included in the audit report, if any.
3. **Invoices** - All invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the Agreement.
4. **Public Records Laws** - The Auditor further agrees to comply with public records laws, such as the requirements under section 119.0701 of the Florida Statutes, to the extent applicable.
5. **E-Verify** - Contractor shall comply with all applicable provisions of Section 448.095, *Florida Statutes*.
6. **Timing** - The Auditor shall take all necessary steps to ensure the audit is completed in a timely fashion so that the audit report may be approved by the District's Board of Supervisors and filed by June 15th after the end of the fiscal year under review, or such earlier date as required by the applicable trust indenture. The Auditor shall submit a preliminary draft audit report to the District for review no later than May 15 of the fiscal year that follows the fiscal year for which the audit is being conducted. Further, the Auditor shall submit a final audit report to the District for review, no later than June 1 of the fiscal year that follows the fiscal year for which the audit is being conducted. Assuming that the District's Manager timely provides records within 10 days of a written request from the Auditor, the failure to timely complete the audit shall result in the Auditor forfeiting Fifty Percent (%50) of the Auditor's fee.
7. **Termination** - This Agreement may be terminated for any or no reason upon 5 days prior written notice to the other party. In the event of any termination, the Auditor's sole remedy shall be to collect any unpaid amounts earned under the Agreement, subject to any offsets that the District may have.
8. **Miscellaneous** - The Engagement Letter and this Addendum constitute the complete and exclusive statement of the Agreement. The Parties understand that this Addendum shall not alter any of the terms of the Engagement Letter except as described herein. To the extent any of the provisions of this Addendum are in conflict with the provisions of the Engagement Letter, this Addendum controls.

Grau & Associates

WORLD COMMERCE COMMUNITY DEVELOPMENT  
DISTRICT

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

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

**EXHIBIT A:** Audit Services Engagement Letter

**EXHIBIT A:**  
**Audit Services Engagement Letter**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road • Suite 301  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

August 11, 2025

To Board of Supervisors  
World Commerce Community Development District  
12750 Citrus Park Lane, Suite 115  
Tampa, Florida 33625

We are pleased to confirm our understanding of the services we are to provide World Commerce Community Development District, St. Johns County, Florida ("the District") for the fiscal year ended September 30, 2025. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of World Commerce Community Development District as of and for the fiscal year ended September 30, 2025. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2025 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

**Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.



With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$3,600 for the September 30, 2025 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to World Commerce Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of World Commerce Community Development District.

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

Title: CHAIRMAN

Date: 11/6/25



FICPA Peer Review Program  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

AICPA Peer Review Program  
Administered in Florida  
by the Florida Institute of CPAs

March 17, 2023

Antonio Grau  
Gru & Associates  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

## **Tab 5**



# Quality Site Assessment

Prepared for: **World Comm Center**

## General Information

**DATE:** Monday, Dec 29, 2025

**NEXT QSA DATE:** Monday, Mar 30, 2026

**CLIENT ATTENDEES:** Danielle Wasilewski

**BRIGHTVIEW ATTENDEES:** Steve McAvoy

## Customer Focus Areas

East and West Entrance areas

## Quality you can count on.

**7** Seven Standards of Excellence



Site Cleanliness



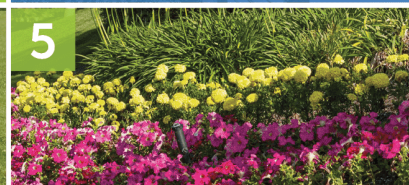
Weed Free



Green Turf



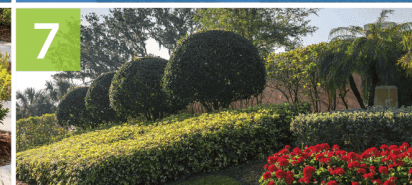
Crisp Edges



Spectacular Flowers



Uniformly Mulched Beds



Neatly Pruned Trees & Shrubs



# QUALITY SITE ASSESSMENT

World Comm Center

## Maintenance Items



- 1** Turf is being mowed as needed during the winter months
- 2** Curbs and sidewalks are being blown as needed during the winter months
- 3** Hard and soft surfaces are being edged and sprayed for weed control as needed during the winter months
- 4** Starting to see a push of crack weeds up around fountain area. We will get with our team to have these treated during next visit.

# QUALITY SITE ASSESSMENT

## World Comm Center

### Maintenance Items



**5** Trimming is being completed on a weekly rotation

**6** Palm trees are in good health

**7** Winter annuals have been installed and are full of color

**8** newly installed dwarf bottle brush are starting to push out new blooms and look very nice



### Recommendations for Property Enhancements



- 1** There are some voids in planting beds located at center islands throughout property where plants have declined. We Can submit proposals upon request to replace
- 2** We recommend pruning crêpe myrtle trees this season as they have not been done in several years. This would consist of removing top third of tree along with removing any cross branches and moss. This will promote the health of trees and allow to push out new blooms in summer months

# QUALITY SITE ASSESSMENT

World Comm Center

## Notes to Owner / Client



- 1** Newly installed viburnum's are doing well
- 2** Large limb removals were completed. There are some additional medium/small limbs that will need future pruning as well.
- 3** Turf is saturated behind fountain area. It appears the fountain is leaking again, we will get with our team to make sure there is nothing leaking on our end.



### Completed Items



- 1** Flowers are starting to decline due to cooler temperatures. We will go ahead and schedule another treatment to get them through to the next scheduled change out, this will be installed the second week of December.
- 2** We are starting to see another push of tree sucker growth. We will get with our team and have them removed as needed.
- 3** We will continue to remove moss from trees within our scope during the winter months

## Proposal for Extra Work at World Comm Center

Property Name	World Comm Center	Contact	Danielle Wasilewski
Property Address	500 World Commerce Pkwy Saint Augustine, FL 32092	To	World Commerce Center CDD
		Billing Address	c/o Rizzetta and Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name      Wcc- West Islands- plant replacement

Project Description    enhancement

### Scope of Work

This quote is to replace dead and declining plant material located on islands 13 & 14.  
These plants are well past their prime.

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>West entrance island (14) plant replacement &amp; restoration</b>			<b>Subtotal</b>	<b>\$6,325.75</b>
1.00	LUMP SUM	Mobilization and labor to remove plant material, rough grade area, deep edge bed, and remove debris.	\$353.04	\$353.04
4.00	EACH	Dwarf Bottle Brush- 3 gal plants installed	\$32.31	\$129.25
3.00	EACH	Jack frost Ligustrum plants installed- 3 gal	\$21.77	\$65.31
60.00	EACH	Jack frost Ligustrum plants installed- 7 gal	\$64.63	\$3,877.50
12.00	EACH	Dwarf Bottle Brush- 7 gal	\$98.36	\$1,180.31
5.00	YARD	Brown Mulch Installed	\$68.75	\$343.77
3.00	YARD	fill dirt installed in plant beds to promote health off plants	\$86.30	\$258.89
1.00	LUMP SUM	dump disposal fee	\$117.68	\$117.68
<b>Island 13</b>			<b>Subtotal</b>	<b>\$4,433.79</b>
1.00	LUMP SUM	Labor to remove plant material, rough grade area, deep edge bed, and remove debris.	\$353.04	\$353.04
52.00	EACH	Jack frost Ligustrum plants installed- 7 gal	\$64.62	\$3,360.41
5.00	YARD	Brown Mulch Installed	\$68.75	\$343.77
3.00	YARD	fill dirt installed in plant beds to promote health off plants	\$86.30	\$258.89
1.00	LUMP SUM	dump disposal fee	\$117.68	\$117.68
<b>Irrigation Modifications</b>			<b>Subtotal</b>	<b>\$1,029.70</b>
1.00	LUMP SUM	Irrigation modifications and adjustments	\$1,029.70	\$1,029.70

#### THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
5811 County Rd 305, Elkton, FL 32033 ph. fax

## Proposal for Extra Work at World Comm Center

### Images

dwarf bottle brush



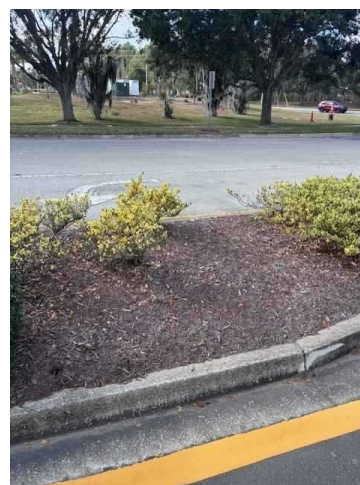
Jackfrost ligustrum



w8



w1



### THIS IS NOT AN INVOICE

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5811 County Rd 305, Elkton, FL 32033 ph. fax



## Proposal for Extra Work at World Comm Center

w2



w3



w4



w5



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5811 County Rd 305, Elkton, FL 32033 ph. fax

## Proposal for Extra Work at World Comm Center

w6



w7



For internal use only

**SO#** 8826566  
**JOB#** 460802100  
**Service Line** 130

**Total Price**

**\$11,789.24**

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
5811 County Rd 305, Elkton, FL 32033 ph. fax

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

**Associate District Manager**

Signature Title

**Danielle Wasilewski**

**January 07, 2026**

Printed Name Date

**BrightView Landscape Services, Inc. "Contractor"**

**Account Manager, Senior**

Signature Title

**Steve McAvoy**

**January 07, 2026**

Printed Name Date

**Job #:** 460802100

**SO #:** 8826566

**Proposed Price:** \$11,789.24







## Proposal for Extra Work at World Comm Center

Property Name	World Comm Center	Contact	Danielle Wasilewski
Property Address	500 World Commerce Pkwy Saint Augustine, FL 32092	To	World Commerce Center CDD
		Billing Address	c/o Rizzetta and Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name      World Commerce Center: Mainline and wiring repair

Project Description      World Commerce Center: Mainline and wiring repair

### Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
<b>Mainline repair 29.97551 N, 81.46764 W</b>				<b>Subtotal      \$1,587.14</b>
1.00	LUMP SUM	MISC PVC PIPE AND FITTINGS	\$307.14	\$307.14
16.00	HOURL	LABOR	\$80.00	\$1,280.00
<b>Mainline repair next to fountain</b>				<b>Subtotal      \$396.79</b>
1.00	LUMP SUM	MISC PVC PIPE AND FITTINGS	\$76.79	\$76.79
4.00	HOURL	LABOR	\$80.00	\$320.00
<b>Wiring repair in front of Costco</b>				<b>Subtotal      \$755.18</b>
1.00	LUMP SUM	14-2 wire splice kits	\$115.18	\$115.18
8.00	HOURL	LABOR	\$80.00	\$640.00

For internal use only

**SO#**                      8826523  
**JOB#**                    460802100  
**Service Line**           150

**Total Price      \$2,739.11**

#### THIS IS NOT AN INVOICE

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5811 County Rd 305, Elkton, FL 32033 ph. fax

## TERMS & CONDITIONS

- The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
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- Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

### Customer

<b>Associate District Manager</b>	
Signature _____	Title _____
<b>Danielle Wasilewski</b>	<b>January 07, 2026</b>
Printed Name _____	Date _____

### BrightView Landscape Services, Inc. "Contractor"

<b>Irrigation Manager</b>	
Signature _____	Title _____
<b>Juwan Lamar Dupree</b>	<b>January 07, 2026</b>
Printed Name _____	Date _____

<b>Job #:</b>	<b>460802100</b>		
<b>SO #:</b>	<b>8826523</b>	<b>Proposed Price:</b>	<b>\$2,739.11</b>

**WORLD  
COMMERCE  
COMMUNITY  
DEVELOPMENT  
DISTRICT**

**WORLD  
COMMERCE  
CENTER**

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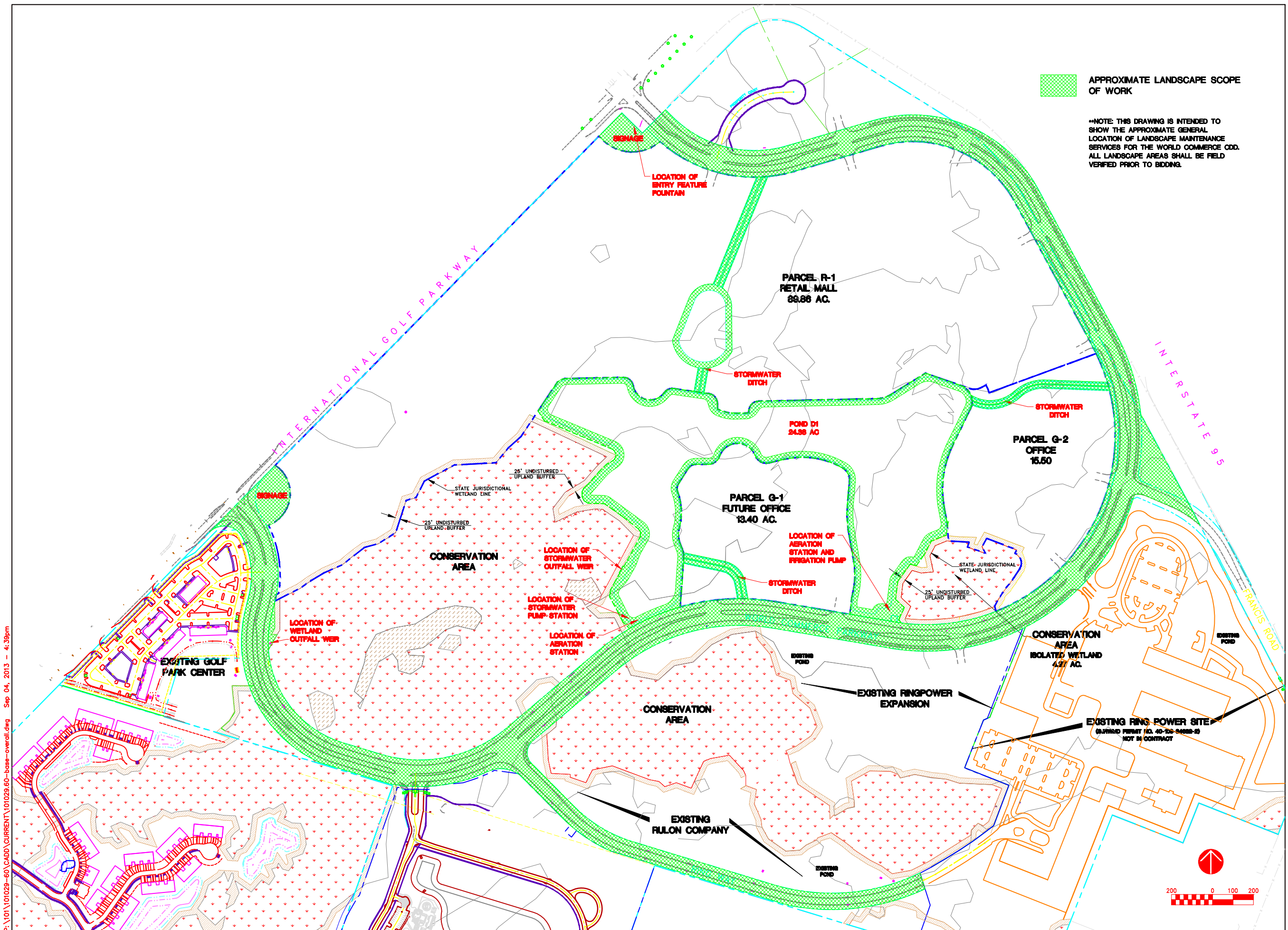
THIS DRAWING NOT RELEASED FOR  
CONSTRUCTION UNLESS SO NOTED  
ABOVE

**SHEET TITLE**

## APPROXIMATE LANDSCAPE SCOPE

## C1.0

S H E E T



## **Tab 6**





6869 Phillips Parkway Drive South  
Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

## Service Report

**Date:** Dec 9, 2025

**Biologist:** Mike Liddell

**Client:** World Commerce CDD

**Waterways:** 1 lake, 1 pond and 1 canal

**Lake 1:** Water level is normal and flowing as designed through outflow structure with no obstructions. No invasive vegetation noticed.



**Canal and pond:** Treated torpedo grass along canal, will take several treatments.



## **Tab 7**



## Stationary Fountain Maintenance Report

Date	12/23/25
Property	World Commerce Center
Arrival Time	8:00 AM

## Fountain Checklist

**Before Picture of Fountain**





is it green? (Algae)	No
Calcium?	No
Scrubbed Scum Line?	No
Debris on surface or bottom of fountain?	No
Check Display Nozzles	Yes
Is area surrounding fountain clean?	Yes
Are there bubbles in the water?	No

## Vault Check List

is there a vault or equipment pack?	Yes
-------------------------------------	-----

## Additional Chemicals Readings

Any Additional Chemicals?	4 chlorine pucks
---------------------------	------------------

## Comments

Notes for Customer	Cleaned cartridge filter element. Added chlorine pucks.
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Any deficient parts?	No
Replacement Parts Needed	

## Tab 8



**Jacksonville Office**

13901 Sutton Park Drive S., Suite 200, Jacksonville, FL 32224  
P: 1.833.723.4768

December 4, 2025

World Commerce CDD  
c/o Danielle Wasilewski  
Rizzetta & Company  
2806 North Fifth Street, Suite 403  
St. Augustine, FL 32084

**Re: World Commerce CDD  
2026 Consulting Engineers Report**

Dear Ms. Wasilewski,

Thank you very much for this opportunity to provide this professional services proposal for the World Commerce CDD. The purpose of this proposal is to formally communicate to you what we believe to be an appropriate scope and fee to successfully complete the 2026 update to the annual Consulting Engineers Report for the World Commerce CDD.

Generally, we understand (and more thoroughly outline below) that PRIME AE will perform a review of the existing conditions and update the previous Consulting Engineers Report that has been completed for the District with any necessary changes.

**Task 1 – Development of Annual Consulting Engineers Report**

PRIME AE engineering services include:

- Coordinate with District staff to verify all improvements completed since previous year report.
- Update and prepare the 2026 Consulting Engineers Report in accordance with Florida Statutes and the Master Trust Indenture.
- Present the report to the Board for review and acceptance.

**FEE SUMMARY**

TASK	DESCRIPTION	CONTRACT TYPE	FEE
1	Development of Annual Consulting Engineers Report	Lump Sum	\$1,500.00

**ADDITIONAL SERVICES**

Any services requested outside of the scope of work above will be charged hourly according to the rate schedule attached, but will not commence without written permission. PRIME AE does not foresee additional services from sub-consultants, including surveying, geotechnical investigation, etc. being required. Should the need arise, we will assist with coordinating the work of all sub-consultants by providing site information and data, as and when requested. These sub-consultants will contract with you directly for their services.

Our scope of work for this project does not include the following:

- All Design and Modeling Services
- All Permitting Services
- Wetland/Wildlife Identification, Studies, Flagging or Permitting
- Traffic Study/Signalization
- Surveys
- Geotechnical Engineering/Investigations
- Environmental studies/analysis
- Fire Protection studies, analysis or design
- Architectural drawings
- Permit/application Fees

### **OUT-OF-POCKET EXPENSES**

All job-related travel, reprographic, printing and plotting costs and supplies, telefax and long distance telephone charges, mail and courier delivery services will be billed at cost plus 15%.

This proposal includes our Standard Terms & Conditions and Rate Schedule, which are incorporated herein by reference and made part hereof.

PRIME AE shall indemnify and hold the Client harmless from any loss or damage to the proportionate extent caused by PRIME AE's negligent performance of services under this Agreement.

It is our pleasure to provide this professional services proposal to you. Please feel free to call me at (904) 739-3655 if you have any questions or concerns. If you wish to authorize us to proceed, we ask that you sign and return one copy of the signed proposal to our office. If you have any questions regarding our proposal, we remain available to discuss it with you at your convenience.

Thank you again for the opportunity to provide our engineering services.

Sincerely,

PRIME<sup>AE</sup>



Ryan P. Stilwell, P.E.  
SVP, Land South Region

Accepted By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name & Title

\_\_\_\_\_  
Date

Enclosures: Standard Terms & Conditions  
Rate Schedule

**1. General Provisions.** These Standard Terms & Conditions ("ST&C"), together with the accompanying proposal, constitute the full and complete Agreement between PRIME AE Group, Inc. ("PRIME AE") and the entity or person to whom the proposal is addressed ("Client") to perform the base services as outlined in the proposal ("Services"). Any services excluded from the proposal shall not be part of the Services unless added per Section 2 of this Agreement. The Client acknowledges receipt of and accepts these ST&C by receiving the proposal. Client agrees that these ST&C shall supersede any Client terms and conditions whenever signed by PRIME AE unless the Client provides written notice to PRIME AE's authorized representative within five days of the proposal date explicitly rejecting these ST&C. Any purported changes or modifications to these ST&C shall be null and void unless they are initialed and dated adjacent to the purported change or modification by an authorized PRIME AE representative. The Client agrees that upon its authorization to proceed to PRIME AE, these ST&C shall supersede any subsequent Client terms and conditions signed by PRIME AE. PRIME AE and Client may be referred to collectively herein as "the Parties," and any of them may be called "a Party." The technical and pricing information in the proposal is confidential and proprietary property of PRIME AE. It shall not be disclosed or made available to third parties without the prior express written consent of PRIME AE. Unless otherwise specified in the proposal, the proposal fees and schedule constitute PRIME AE's best estimate of the charges and time required to complete the project. As the project progresses, site conditions, changes in the law, or other unknown facts or events may necessitate revisions in scope and fee. PRIME AE will inform the Client of such situations so that proposal revisions can be accomplished. The parties agree to negotiate such revisions in good faith in accordance with Section 2 of this Agreement.

**2. Modification or Amendment to this Agreement.** Additional services may be undertaken at PRIME AE's sole discretion. This Agreement may only be changed, amended, supplemented, superseded, or waived if both parties specifically agree in writing to such amendment before the effective date.

**3. Independent Contractor.** PRIME AE is an independent contractor, and nothing in this Agreement shall be construed to create a partnership, joint venture, or establish an employer/employee or principal/agent relationship between PRIME AE and Client or its subcontractors or consultants. Client agrees that PRIME AE has been engaged to provide professional services only, and that PRIME AE does not owe a fiduciary duty or responsibility to Client. There are no intended third-party beneficiaries to this Agreement.

**4. Standard of Care.** PRIME AE's Services will be performed in accordance with generally accepted practices and ordinary skill and care of architects, engineers, scientists, and/or technical professionals providing similar services at the same time, in the same locale, and under like circumstances ("Standard of Care"). Nothing in this Agreement, the Client's terms and conditions or any other document will require a level of performance higher than this Standard of Care. No other warranty of any kind (including but not limited to fit for purpose and free from defect type warranties), whether express or implied, at common law or created by statute, is extended, made, or intended by the performance of PRIME AE's Services under the Agreement for this project.

**5. Invoicing and Payment.** PRIME AE fees are quoted for the present calendar year of the proposal and will be subject to escalation on January 1<sup>st</sup> each year thereafter as determined by PRIME AE in its sole discretion. The Client shall pay PRIME AE according to the rates and charges outlined in the proposal. Invoices are net cash, due and payable upon receipt, but no later than thirty (30) days from the invoice date. Full payment of all invoices will be due before the release of any Work Product. Payment shall not be subject to any withholding or retention except for disputed fees. In writing, the Client shall notify PRIME AE of any disputed fees within seven (7) days from the invoice date, give reasons for the objection, and promptly pay the undisputed fees. If the Client fails to make any payment due to PRIME AE for Services and expenses within thirty (30) days after receipt of PRIME AE's invoice, the fees due PRIME AE will be increased at the rate of 1.5% per month from said thirtieth day. In addition, PRIME AE may suspend Services under this Agreement upon written notice to Client for any breach of this Agreement, including nonpayment of PRIME AE's fees. In the event of a suspension of Services, PRIME AE shall have no liability or responsibility to the Client for delay or damage caused to the Client because of such suspension of Services. Upon suspension, Client shall pay all undisputed fees before PRIME AE continues any performance of Services or delivery of any deliverables. The Client shall pay PRIME AE any fees or expenditures incurred to suspend and restart Services. If PRIME AE employs the services of any attorney or collection agency to collect any sums due hereunder

or to enforce any terms contained herein. In that case, Client agrees to pay PRIME AE for its staff time to collect payment, collection agency fees, reasonable attorney's fees, and court costs incurred by PRIME AE to collect outstanding fees.

**6. Client Scope Changes and Delays.** Singular or aggregate Client scope changes in the design or Client delays to the design may result in additional fees and schedule relief. The Client agrees that changes and modifications to the design after thirty percent (30%) design completion may result in additional fees and schedule relief. Any fee and schedule changes shall be made per Section 2 of this Agreement.

**7. Right of Entry.** The Client shall be responsible for obtaining all legal right-of-entry and associated costs on properties required by the project.

**8. Reliance.** PRIME AE shall be entitled to rely, without limitation or liability, on the accuracy and completeness of any and all information provided by Client, Client's employees, representatives, agents, independent contractors, construction managers, consultants and contractors, and information from public records, without the need for PRIME AE's independent verification unless required by the Standard of Care. Client agrees to indemnify, defend, and hold harmless PRIME AE to the fullest extent permitted by law for any claims, losses, or damages allegedly suffered by PRIME AE or others due to PRIME AE's reliance on such information contemplated under this Section.

**9. Regulatory Permits.** PRIME AE does not represent or guarantee that any permit or approval will be issued by any governmental body, given the complexity and frequent changes in applicable rules, regulations, and interpretations by authorities. The fees and corresponding scope of Services have been formulated based upon existing regulatory codes, ordinances, and procedures known to PRIME AE on the date of proposal preparation. If subsequent regulatory changes require revisions to Services completed or an increased level of effort, compensation for these additional services shall be provided in accordance with Section 2 herein. This Agreement does not include application fees required by any regulatory agency. We ask that the Client furnish the appropriate fee when applications are submitted. Permits may contain a requirement for public noticing. Any publishing and associated fees shall be the responsibility of the permittee (Client). Permits may be conditioned upon the Engineer of Record inspection and certification of construction. If such a condition is imposed, progress and final inspections must be provided by PRIME AE. Compensation for this additional work shall be provided by Section 2 herein.

**10. Insurance.** PRIME AE will maintain workers' compensation insurance as required under the state's laws in which the Services will be performed. PRIME AE agrees to provide at its own expense, Comprehensive General Liability insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; Professional Liability insurance for \$1,000,000 per claim and \$2,000,000 in the aggregate covering negligent performance of Services; Automobile Liability insurance with a combined single of \$1,000,000 per occurrence; and will, upon request, furnish certificates of insurance to Client reflecting PRIME AE's standard coverages and providing thirty (30) days prior written notice in the event of cancellation in coverage.

**11. Confidentiality.** PRIME AE will hold confidential all business and technical information obtained from Client or generated in performing Services under this Agreement, except to the extent required for: (1) performance of Services under this Agreement; (2) compliance with professional standards of conduct; (3) the preservation of the public safety, health, and welfare; (4) compliance with any court order, statute, law, or governmental directive; and/or (5) protection of PRIME AE against claims or liabilities arising from the performance of Services under this Agreement. PRIME AE's obligations hereunder shall not apply to information in the public domain or lawfully obtained on a non-confidential basis from others.

**12. Work Product.** Upon Client's payment of all fees due and owing PRIME AE, ownership of PRIME AE's final deliverables, drawings, specifications and other documents and electronic data furnished by PRIME AE under this Agreement ("Work Product") shall pass to Client subject to the following limitations: Client acknowledges and agrees that: (i) PRIME AE's Work Product is not intended or represented to be suitable for use on the Project unless completed and signed by PRIME AE's authorized representative; (ii) Work Product marked with words such as not for construction, permitting plans, or marked with any similar statement is not suitable for construction and Client may not rely on this Work Product for construction purposes and does so at its own risk; (iii) regardless of any state



or local law or regulation, Client agrees that PRIME AE shall no longer be the Engineer or Architect of Record, and shall have no liability whatsoever, for PRIME AE's Work Product, obtained without PRIME AE's permission, from any public record, or by the Client in accordance with this section, provided to a third party for use on the Project or any other project; (iv) PRIME AE's Work Product is not intended for use or reuse by Client or others for additions or alterations to the Project or any other project without prior written authorization (including completion, verification and adaption) by PRIME AE; (v) any such use, reuse or modification of PRIME AE's Work Product will be at Client's and others sole risk and without liability or legal exposure to PRIME AE; (vi) Client shall indemnify, defend and hold harmless PRIME AE and its owners and employees from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting from any such use, reuse or modification of PRIME AE's Work Product; and (vii) Client shall grant to PRIME AE an irrevocable, perpetual, fully paid-up right and license to use, exploit, manufacture, distribute, copy, adapt and display the Work Product, including any enhancements thereof. Any opinions rendered by PRIME AE pursuant to this Agreement or in Work Product are for the sole and exclusive use of Client, and are not intended for the use of, or reliance upon, by any third parties without the prior written approval of PRIME AE.

**13. Termination of Services and Agreement.** Either Party may terminate this Agreement upon ten (10) days' written notice to the other Party. Whether Client or PRIME AE terminates this Agreement, the Client agrees to compensate PRIME AE for all Service fees and additional services agreed hereunder, performed, and commitments made before the termination, together with reimbursable expenses, including those of subcontractors, subconsultants, and vendors.

**14. Indemnification.** Subjection to Section 19 of this Agreement, PRIME AE shall indemnify and hold the Client harmless from any loss or damage to the proportionate extent caused by PRIME AE's negligent performance of services under this Agreement. The Client shall indemnify and hold PRIME AE harmless from any loss or damage caused by the Client's acts or omissions.

**15. Mutual Waiver of Consequential Damages.** In no event shall either Party be liable to the other, whether in contract, tort, or any other cause whatsoever, for any consequential, liquidated damages, special, incidental, indirect, punitive, or exemplary damages, and the Parties release each other from any such liability.

**16. Design Services During Construction (DSDC).** If PRIME AE provides DSDC during the construction phase of the project, it is understood that the purpose of such Services, including project site visits, will be to determine, in general, if construction is proceeding in a manner indicating that the completed work of others will generally conform to the contract documents. PRIME AE shall not, during such visits or as a result of observations of construction, supervise, direct, or have control over others' work nor shall PRIME AE have authority over, or responsibility for, the means, methods, sequences or procedures of construction selected by others or safety precautions and programs incidental to the work of others or for any failure of others to comply with laws, rules, regulations, ordinances, codes or orders applicable to others furnishing and performing their work. PRIME AE does not guarantee the performance of the construction work or contract by others and does not assume responsibility for others' failure to furnish and perform their work. If PRIME AE's DSDC includes shop drawing review or requests for information as outlined in PRIME AE's Services, PRIME AE will review (or take other appropriate action concerning) shop drawings, samples, and other data which PRIME AE's Services require PRIME AE to review, but only for conformance with PRIME AE's design concept of the project and compliance with the information outlined in contract documents. Such review or other actions shall not extend to means, methods, techniques, sequences, or procedures of manufacture (including the design of manufactured products), construction, or safety precautions and programs incident thereto. PRIME AE's review or other actions shall not constitute approval of construction, an assembly or product of which an item is a component, nor shall it relieve others of (a) their obligations regarding review and approval of any such submittals, and (b) their exclusive responsibility for the means, methods, sequences and procedures of constructions, including safety of construction. If DSDC is not included in the Services, and the Client requests DSDC from PRIME AE, Client and PRIME AE shall execute a written amendment per Section 2 of this Agreement.

**17. Certifications.** PRIME AE shall not be required to sign any documents, no matter by whom requested, including for the Client to obtain financing, that would result in PRIME AE's having to exceed the Standard of Care, or provide

certification, a guarantee, or a warranty that a contractor or third party's work on the project conforms to the contract documents, or agree to terms that conflict with these ST&C.

**18. Opinion of Possible Costs.** When required as part of its scope of Services outlined in its proposal, PRIME AE will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of possible cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by PRIME AE hereunder will be made based on PRIME AE's experience and qualifications. They will represent PRIME AE's judgment per the Standard of Care. Except to the extent directly caused by a breach of the Standard of Care, PRIME AE is not responsible for and has no liability for quantity variances. The Client will not seek reimbursement from PRIME AE for costs arising from or related to such variances. Client acknowledges and agrees that: (i) the interim Work Product prepared and delivered by PRIME AE for the project are preliminary, not fully detailed, subject to change, and not ready for construction; (ii) Client is responsible for pricing assumptions and quantity take-offs; and (iii) PRIME AE does not guarantee or warrant that its designs can be constructed within a lump sum price, GMP, contract budget, or other estimated or bid value.

**19. Risk Allocations.** Client and PRIME AE have discussed the project's risks, rewards, anticipated outcome, and an estimated total fee for PRIME AE's scope of Services and fully agree to the following risk allocations. To the fullest extent permitted by law, PRIME AE's total liability to Client (including anyone claiming by or through Client) for damages of any nature shall not exceed, in the aggregate, fifty thousand dollars, whether in contract, tort, or any other cause.

**20. Force Majeure.** If either party is prevented, hindered, or delayed in performing any of its obligations hereunder because of a Force Majeure occurrence, such party shall notify the other party, in writing, of the occurrence of such an event and the circumstances thereof within five (5) days after the occurrence of such an event. The civil code or common law in the jurisdiction where the project is located shall define Force Majeure. To the extent that a party's performance of its obligations hereunder is prevented, hindered or delayed by an event of Force Majeure and to the extent that notice has been given to the other party, such party shall be excused as of the date of occurrence of the event of Force Majeure from the performance or punctual performance of its obligations hereunder for so long as the relevant event of Force Majeure continues.

**21. Certificate of Merit:** Client shall make no claim (whether directly or in the form of a third-party claim) against PRIME AE unless Client shall have first provided PRIME AE with a written certification executed by an independent engineer licensed in the jurisdiction in which the Project is located, reasonably specifying each and every act or omission which the certifier contends constitutes a violation of the Standard of Care. Such a certificate shall be a precondition to the institution of any judicial proceeding and shall be provided to PRIME AE thirty (30) days before the institution of such judicial proceedings.

**22. Dispute Resolution.** If a dispute arises out of this Agreement or a breach thereof, the parties will attempt in good faith to resolve the dispute through negotiation. If the dispute is not resolved by negotiation, before initiating legal proceedings, Client and PRIME AE agree to submit to non-binding mediation with a mutually agreed upon mediator. The parties agree that they will share equally in their costs, and neither party will commence a civil action until after the completion of the initial mediation session. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law. The Client agrees that any claim against PRIME AE shall be brought within one (1) year from the date of PRIME AE's final invoice, regardless of any applicable statute of repose or statute of limitation.

**23. Precedence.** These ST&C shall take precedence over and supersede any Client counterproposal, contract, purchase order, requisition, notice to proceed, or similar or like document.

**24. Severability.** If any of these ST&C are finally determined to be invalid or unenforceable in whole or in part, the remaining provisions shall remain in full force and effect and be binding upon the parties. The parties agree to reform these ST&C to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.

**25. Survival.** These ST&C shall survive the completion of PRIME AE's Services on the project, the suspension or termination of Services for any cause, and shall remain in full force and effect until PRIME AE is paid in full for all fees due hereunder.

**26. Governing Law.** This Agreement will be governed by and construed in accordance with the substantive laws of the State of Florida, without regard to conflict of laws. All disputes arising under or relating to this Agreement shall be brought and resolved solely and exclusively in the State Court located in Florida. If Client commences any legal action in connection with this Agreement, and PRIME AE prevails in such action, PRIME AE shall be entitled to recover, in addition to court costs, the amount of its attorneys' fees arising out of or related to the legal action, including consultant and expert's fees.

**27. Assignment.** This Agreement is not assignable by Client to any third party without the express prior written consent of PRIME AE. PRIME AE may assign this contract to any affiliate, subsidiary, or, in case of an acquisition or merger, the buyer.

**28. No AI Training.** The client may not use PRIME AE's Work Product, related documents, or data to train any artificial intelligence, machine learning, large language models, or other similar networks, algorithms, or systems.

**29. No Individual Liability.** PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OF PRIME AE GROUP, INC. MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE FOR ANY CLAIMS, DAMAGES, OR DISPUTES ARISING OUT OF AND SUBJECT TO THIS CONTRACT.

**30. Construction Means, Methods, and Safety.** PRIME AE is not responsible for selecting, supervising, directing, controlling, or otherwise being in charge of the construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs, or for the failure of Client, its contractor, engineers, architect, subcontractors, or other materialmen or service providers not engaged by PRIME AE to perform and complete construction of the project per the contract documents.

**31. Compliance with Laws.** In the event that standards of practice or legal requirements change during the project, PRIME shall promptly notify the Client of such changes and any additional costs that this may create, both in the Project cost itself and the compensation due to PRIME AE.

**32. Headings.** Section or paragraph headings included herein are for convenience of reference only and shall not modify, define, expand, or limit any of the terms or provisions hereof.



## Hourly Rate Schedule

Effective May 2023

### Planning & Engineering

Senior Vice President	\$300
Vice President	\$250
Project Director/Chief	\$235
Senior Project Manager	\$200
Project Manager	\$190
Senior Engineer	\$185
Engineer	\$150
Senior Planner & Senior Landscape Architect	\$180
Planner & Landscape Architect	\$150
Senior Graphic Arts Director	\$170
Graphic Art Designer	\$130
Senior Designer	\$150
Designer	\$120
CADD Technician	\$105
Clerical	\$ 95
Administrative Support	\$ 95

### Project & Business Services

Project Administrator	\$160
Sr. Project Researcher	\$150
Project Researcher	\$145
Sr. Public Relations Liaison	\$160
Technical Writer	\$115

### Information Services

Programmer	\$150
Information Systems	\$150
GIS Programmer	\$165
GIS Analyst	\$140
GIS Technician	\$125

### CEI/Construction Management Services

Resident Engineer	\$175
Construction Project Manager	\$190
Sr. Construction Inspector	\$125
Construction Inspector	\$105

**All Reimbursable Expenses Shall Be Cost Times A Factor Of 1.15**

**We Make Everything Around Us Better.**

[www.primeeng.com](http://www.primeeng.com)

## **Tab 9**

**RESOLUTION 2026-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(C), FLORIDA STATUTES AND INSTRUCTING THAT THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the World Commerce Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within unincorporated St. Johns County, Florida; and

**WHEREAS**, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3)(A)(2)(c), Florida Statutes, and to instruct the St. Johns County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the 2026 general election ("**General Election**").

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

1. **CURRENT BOARD MEMBERS.** The Board is currently made up of the following individuals, seats and terms:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Curtis Robinson	November 2026
2	Elizabeth Pappaceno	November 2026
3	Karen McNairn	November 2026
4	Kenneth Hall	November 2028
5	Jeff Silagy	November 2028

2. **GENERAL ELECTION SEATS.** Seat 1 currently held by Curtis Robinson, Seat 2 currently held by Elizabeth Pappaceno, and Seat 3 currently held by Karen McNairn are scheduled for the General Election in November 2026. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year.

3. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is



registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

4. **COMPENSATION.** Members of the Board are entitled to receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

5. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

6. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

7. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

8. **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.

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

**PASSED AND ADOPTED** this 20<sup>th</sup> day of January 2026.

ATTEST:

**WORLD COMMERCE COMMUNITY  
DEVELOPMENT DISTRICT**

---

Secretary/Assistant Secretary

---

Chairperson, Board of Supervisors

## **EXHIBIT A**

### **NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE WORLD COMMERCE COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the World Commerce Community Development District will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at 4455 Avenue A, Suite 101, St. Augustine, Florida 32095, Phone (904) 823-2238. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Chapter 2004-461, Laws of Florida. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The World Commerce Community Development District has three (3) seats up for election, specifically Seats 1, 2, and 3, each carrying a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the St. Johns County Supervisor of Elections.

**[NOTE TO DISTRICT MANAGER: PUBLISH AT LEAST 2 WEEKS PRIOR TO THE START OF THE QUALIFYING PERIOD]**