

COQUINA SHORES
Community Development District

JANUARY 16, 2025

AGENDA

**Coquina Shores
Community Development District**

475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.coquinashorescdd.com

January 9, 2025

Board of Supervisors
Coquina Shores CDD

Call-in #: 1-877-304-9269; Code 3006875

Dear Board Members and Staff:

The Coquina Shores Community Development District Board of Supervisors Meeting is scheduled for **Thursday, January 16, 2025 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Boulevard, Palm Coast, Florida 32164.**

Following is the agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Organizational Matters
 - A. Acceptance of Resignation from Aaron Lyman
 - B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2025)
 - C. Oath of Office for Newly Appointed Supervisor
 - D. Consideration of Resolution 2025-01, Designating Officers
- IV. Update on Status of Bond Issue
- V. Approval of Minutes of the August 15, 2024 Meeting
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- VII. Financial Reports
 - A. Financial Statements as of November 30, 2024

B. Ratification of Funding Request Nos. 14-17

C. Consideration of Funding Request No. 18

VIII. Other Business

IX. Supervisors' Requests and Audience Comments

X. Next Scheduled Meeting – Thursday, February 20, 2025 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center

XI. Adjournment

THIRD ORDER OF BUSINESS

A.

From: Jim Oliver joliver@gmsnf.com
Subject: Fwd: Letter of Resignation for Coquina Shores CDD - Aaron Lyman
Date: December 10, 2024 at 12:02 PM
To: Courtney Hogge chogge@gmsnf.com
Cc: Blaz Kovacic BKovacic@altmanacos.com, Katie S. Buchanan Katie.Buchanan@kutakrock.com

Courtney: Please see below.

Thanks,
Jim

Jim Oliver
Managing Partner
Governmental Management Services, LLC
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092
P: (904) 940-5850 ext. 406
E-mail: joliver@gmsnf.com

Begin forwarded message:

From: aaron lyman <aaron.lyman7280@yahoo.com>
Subject: Letter of Resignation
Date: December 10, 2024 at 11:56:43 AM EST
To: joliver@gmsnf.com

Jim, Please consider this email as my formal resignation from the Coquina Shores CDD board.

Sincerely,
Aaron Lyman
Sent from my iPhone

D.

RESOLUTION 2025-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
COQUINA SHORES COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Coquina Shores Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Flagler County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Coquina Shores Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. Jim Oliver is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Marilee Giles, Darrin Mossing, Daniel Laughlin & Matt Biagetti is appointed Assistant Treasurer.

Marilee Giles, Darrin Mossing, Daniel Laughlin & Matt Biagetti is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 16TH DAY OF JANUARY, 2025.

ATTEST

**COQUINA SHORES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

MINUTES OF MEETING
COQUINA SHORES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Coquina Shores Community Development District was held on Thursday, August 15, 2024 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Boulevard, Palm Coast, Florida 32164.

Present and constituting a quorum were:

Blaz Kovacic	Chairman
Aaron Lyman	Supervisor
Preston Doub	Supervisor

Also present were:

Marilee Giles	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Daniel Sims <i>by phone</i>	District Engineer
Jim Oliver <i>by phone</i>	GMS
Marcy McBride <i>by phone</i>	BBX Capital

The following is a summary of the discussions and actions taken at the August 15, 2024 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at approximately 2:00 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Danielle Simpson

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Danielle Simpson's resignation was accepted.

B. Consideration of Appointing a New Supervisor to Fill the Vacancies (Seats 2 and 4)

Mr. Kovacic motioned to appoint Marcy McBride to Seat 2.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor appointing Marcy McBride to the Board of Supervisors was approved.

C. Oath of Office for Newly Appointed Supervisor

This item was tabled.

D. Consideration of Resolution 2024-09, Designating Officers

Mr. Kovacic motioned to designate Aaron Lyman as the Vice Chair.

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor designating Aaron Lyman as Vice Chair was approved.

Ms. Giles stated that from GMS's office, Jim Oliver is currently Secretary and Treasurer and Daniel Laughlin, Darrin Mossing and Marilee Giles are Assistant Secretaries and Assistant Treasurers. She asked to remove Howard McGaffney from the list of officers as he is no longer with GMS, and to add Corbin deNagy as an Assistant Secretary and Assistant Treasurer.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2024-09, designating officers as stated above was approved.

FOURTH ORDER OF BUSINESS

Update on the Status of Bond Issue

Mr. Kovacic stated that the financing team is tracking the project status, and he anticipates there will be further discussion of the bonds at the September meeting.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the May 16, 2024 Meeting

There were no comments on the minutes.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the minutes of the May 16, 2024 meeting were approved as presented.

SIXTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2023 Audit Report

Ms. Giles presented the fiscal year 2023 audit report noting there were no deficiencies to report.

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor the Fiscal Year 2023 audit report was accepted.

SEVENTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the public hearing was opened.

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

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor the public hearing was closed.

A. Consideration of Resolution 2024-11, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025

Ms. Giles noted the fiscal year 2025 budget will be funded by the developer.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor Resolution 2024-11, relating to annual appropriations and adopting the budget for Fiscal Year 2025.

B. Consideration of Budget Funding Agreement with JX Palm Coast Land, LLC

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the budget funding agreement with JX Palm Coast Land, LLC for Fiscal Year 2025 was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025

Ms. Giles presented the proposed meeting schedule for fiscal year 2025 including meetings on the third Thursday of each month at 2:00 p.m. at the Hilton Garden Inn Palm Coast.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the Fiscal Year 2025 meeting schedule was approved as presented.

2. Consideration of Adopting Goals and Objectives for Fiscal Year 2025

Ms. Buchanan informed the Board that the Florida legislature now requires that special districts adopt goals and objectives and report that those goals and objectives were met. A proposed performance measures/standards and annual reporting form drafted by GMS was included in the agenda package for the Board's review.

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor the performance measures/standards and annual reporting form was approved as presented.

NINTH ORDER OF BUSINESS

A. Financial Statements as of June 30, 2024

Copies of the financial statements were included in the agenda package for the Board's review.

B. Ratification of Funding Request Nos. 11 and 12

Copies of funding request number eleven totaling \$13,030.61 and funding request number twelve totaling \$5,756.55 were included in the agenda package for the Board's review.

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor Funding Request numbers eleven and twelve were ratified.

C. Consideration of Funding Request No. 13

A copy of funding request number 13, totaling \$5,747.87 was included in the agenda package for the Board's review.

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor funding request number thirteen was approved.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – Thursday, September 19, 2024 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SEVENTH ORDER OF BUSINESS

A.

Coquina Shores
Community Development District

Unaudited Financial Reporting
November 30, 2024



Table of Contents

1	<u>Balance Sheet</u>
2	<u>General Fund Income Statement</u>
3	<u>Month to Month</u>
4	<u>Developer Contributions</u>

Coquina Shores
Community Development District
Combined Balance Sheet
November 30, 2024

		General Fund	
Assets:			
Cash:			
Operating Account		\$	21,255
Due from Developer			961
Total Assets		\$	22,215
Liabilities:			
Accounts Payable		\$	9,732
Total Liabilites		\$	9,732
Fund Balance:			
Nonspendable:			
Prepaid Items		\$	-
Deposits			-
Unassigned			12,483
Total Fund Balances		\$	12,483
Total Liabilities & Fund Balance		\$	22,215

Coquina Shores
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending November 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 11/30/24	Thru 11/30/24	Variance
Revenues:				
Developer Contributions	\$ 140,453	\$ 13,767	\$ 13,767	\$ -
Total Revenues	\$ 140,453	\$ 13,767	\$ 13,767	\$ -
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 2,000	\$ -	\$ 2,000
FICA Expense	918	153	-	153
Engineering	12,000	2,000	860	1,140
Attorney	25,000	4,167	19	4,148
Annual Audit	3,200	533	-	533
Assessment Administration	7,500	-	-	-
Arbitrage	600	-	-	-
Dissemination Agent	7,500	-	-	-
Trustee Fees	4,600	-	-	-
Management Fees	45,000	7,500	7,500	-
Information Technology	1,908	318	318	-
Website Maintenance	1,272	212	212	-
Telephone	500	83	12	72
Postage & Delivery	1,500	250	29	221
Insurance	5,500	5,500	5,200	300
Printing & Binding	1,200	200	4	196
Legal Advertising	5,000	833	59	774
Other Current Charges	4,080	680	351	329
Office Supplies	1,000	167	0	167
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 140,453	\$ 24,771	\$ 14,739	\$ 10,032
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ (11,004)	\$ (972)	\$ (10,032)
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -	\$ (11,004)	\$ (972)	\$ (10,032)
Fund Balance - Beginning	\$ -		\$ 13,455	
Fund Balance - Ending	\$ -		\$ 12,483	

Coquina Shores
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ 9,549	\$ 4,218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13,767
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 9,549	\$ 4,218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13,767
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
FICA Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	860	-	-	-	-	-	-	-	-	-	-	-	860
Attorney	19	-	-	-	-	-	-	-	-	-	-	-	19
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	-	-	-	-	-	-	-	-	-	-	-	-	-
Arbitrage	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fees	3,750	3,750	-	-	-	-	-	-	-	-	-	-	7,500
Information Technology	159	159	-	-	-	-	-	-	-	-	-	-	318
Website Maintenance	106	106	-	-	-	-	-	-	-	-	-	-	212
Telephone	12	-	-	-	-	-	-	-	-	-	-	-	12
Postage & Delivery	1	28	-	-	-	-	-	-	-	-	-	-	29
Insurance	5,200	-	-	-	-	-	-	-	-	-	-	-	5,200
Printing & Binding	4	-	-	-	-	-	-	-	-	-	-	-	4
Legal Advertising	-	59	-	-	-	-	-	-	-	-	-	-	59
Other Current Charges	339	12	-	-	-	-	-	-	-	-	-	-	351
Office Supplies	0	0	-	-	-	-	-	-	-	-	-	-	0
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 10,624	\$ 4,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,739
Excess (Deficiency) of Revenues over Expenditures	\$ (1,075)	\$ 103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(972)
Other Financing Sources/Uses:													
Transfer In/(Out)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (1,075)	\$ 103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(972)

**Coquina Shores Community Development District
Developer Contributions/Due from Developer**

Funding Request #	Date Prepared	Date Payment Received	Check Amount	Total Funding Request FY24	Total Funding Request FY25	Capital Projects Fund Request FY24	Over and (short) Balance Due
1	8/3/23	10/6/23	\$ 28,685.60	\$ -		\$ -	\$ -
2	9/14/23	10/6/23	5,935.60	-		-	-
3	10/10/23	12/7/23	18,338.27	5,247.91		-	-
4	11/9/23	12/5/24	4,987.81	4,253.81		-	-
5	12/29/23	2/9/24	6,809.85	6,809.85		-	-
6	1/10/24	2/9/24	4,083.12	4,083.12		-	-
7	1/26/24	2/9/24	9,676.25	322.50		9,353.75	-
8	2/7/24	2/9/24	4,302.80	4,302.80		-	-
9	4/30/24	5/10/24	14,276.96	11,504.46		2,772.50	-
10	5/9/24	6/28/24	4,003.97	4,003.97		-	-
11	6/12/24	6/28/24	13,030.61	7,250.61		5,780.00	-
12	7/11/24	8/23/24	5,756.55	5,756.55		-	-
13	8/7/24	9/20/24	5,747.87	5,747.87		-	-
14	9/12/24	10/4/24	7,715.77	2,515.77	5,200.00	-	-
15	10/9/24	12/13/24	4,650.42	301.50	4,348.92	-	-
16	11/13/24	12/13/24	4,218.23		4,218.23	-	-
Due from Developer			\$ 142,219.68	\$ 62,100.72	\$ 13,767.15	\$ 17,906.25	\$ -
Total Developer Contributions				\$ 62,100.72	\$ 13,767.15	\$ 17,906.25	\$ -

B.

Coquina Shores

Community Development District

FY 24 Funding Request #14

September 12, 2024

PAYEE		GENERAL FUND	CAPITAL PROJECTS
1	EGIS FY25 Insurance Policy Renewal	\$ 5,200.00	
2	Governmental Management Services Inv #14 - Management Fees - September 2024	4,671.27	
3	Kutak Rock LLP Inv #3440037 July General Counsel	294.50	
TOTAL		\$ 10,165.77	\$ -
Less: Credit amount for ETM Duplicate payment		\$ (2,450.00)	
TOTAL FUNDING REQUEST			\$ 7,715.77

Please make check payable to:

Coquina Shores Community Development District
475 West Town Place Ste 114
St Augustine FL 32092



INVOICE

Customer	Coquina Shores Community Development District
Acct #	1428
Date	08/19/2024
Customer Service	Kristina Rudez
Page	1 of 1

Coquina Shores Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

Payment Information	
Invoice Summary	\$ 5,200.00
Payment Amount	
Payment for:	Invoice#24432
1001241037	

Thank You

Please detach and return with payment



Customer: Coquina Shores Community Development District

Invoice	Effective	Transaction	Description	Amount
24432	10/01/2024	Renew policy	Policy #1001241037 10/01/2024-10/01/2025 Florida Insurance Alliance GL,POL,EPLI - Renew policy Due Date: 8/19/2024	5,200.00



				Total
				\$ 5,200.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555		
Atlanta, GA 30374-8555	sclimer@egisadvisors.com	08/19/2024

1001 Bradford Way
Kingston, TN 37763

Invoice #: 14
Invoice Date: 9/1/24
Due Date: 9/1/24
Case:
P.O. Number:

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

[illegible]

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

August 30, 2024

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3440037

Client Matter No. 44223-1

Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver
Coquina Shores CDD
C/O Governmental Management Services
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3440037
44223-1

Re: General Counsel

For Professional Legal Services Rendered

07/08/24	K. Buchanan	0.30	100.50	Confer with Commerce Department representative regarding outstanding requests
07/11/24	K. Buchanan	0.20	67.00	Review tentative agenda and confer with district manager
07/15/24	G. Lovett	0.10	25.00	Research matters relating to district rules of procedure and incorporation of new legislation
07/25/24	K. Haber	0.40	102.00	Prepare budget funding agreement; correspond with Oliver and Hogge regarding same

TOTAL HOURS 1.00

TOTAL FOR SERVICES RENDERED \$294.50

TOTAL CURRENT AMOUNT DUE \$294.50

Coquina Shores

Community Development District

FY 24 Funding Request #15

October 9, 2024

PAYEE		GENERAL FUND	CAPITAL PROJECTS
1	Governmental Management Services Inv #15 - Management Fees - October 2024	\$ 4,348.92	
2	Kutak Rock LLP Inv #3454539 August General Counsel	301.50	
TOTAL		\$ 4,650.42	\$ -
TOTAL FUNDING REQUEST			\$ 4,650.42

Please make check payable to:

Coquina Shores Community Development District
475 West Town Place Ste 114
St Augustine FL 32092

1001 Bradford Way
Kingston, TN 37763

Invoice #: 15
Invoice Date: 10/1/24
Due Date: 10/1/24
Case:
P.O. Number:

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

[illegible]

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

September 28, 2024

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3454539

Client Matter No. 44223-1

Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver
Coquina Shores CDD
C/O Governmental Management Services
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3454539
44223-1

Re: General Counsel

For Professional Legal Services Rendered

08/15/24	K. Buchanan	0.90	301.50	Prepare for and attend board meeting
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TOTAL HOURS	0.90
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TOTAL FOR SERVICES RENDERED	\$301.50
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TOTAL CURRENT AMOUNT DUE	\$301.50
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UNPAID INVOICES:

July 31, 2024	Invoice No. 3426379	1,082.50
August 30, 2024	Invoice No. 3440037	294.50

TOTAL DUE	<u>\$1,678.50</u>
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Coquina Shores

Community Development District

FY 25 Funding Request #16
November 13, 2024

PAYEE		GENERAL FUND	CAPITAL PROJECTS
1	Florida Department of Economic Opportunity Inv# 91663 - FY2025 Special District Fee	\$ 175.00	
2	Governmental Management Services Inv #16 - Management Fees - November 2024	4,043.23	
TOTAL		\$ 4,218.23	\$ -
TOTAL FUNDING REQUEST			\$ 4,218.23

Please make check payable to:

Coquina Shores Community Development District
475 West Town Place Ste 114
St Augustine FL 32092

1001 Bradford Way
Kingston, TN 37763

Invoice #: 16
Invoice Date: 11/1/24
Due Date: 11/1/24
Case:
P.O. Number:

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

[illegible]

FloridaCommerce, Special District Accountability Program

Fiscal Year 2024 - 2025 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/01/2024				Invoice No: 91663
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2024: \$175.00

STEP 1: Review the following profile and make any needed changes.

1. Special District's Name, Registered Agent's Name and Registered Office Address:

000405

Coquina Shores Community Development District

Ms. Katie Buchanan

Kutak Rock LLP

107 West College Avenue

Tallahassee, Florida 32301



PAID ONLINE 10/22/24

- 2. Telephone:** 850-692-⁷³⁰⁰~~7302~~ Ext:
- 3. Fax:** 850-692-7319
- 4. Email:** katie.buchanan@kutakrock.com
- 5. Status:** Independent
- 6. Governing Body:** Elected
- 7. Website Address:** www.CoquinaShoresCDD.com
- 8. County(ies):** Flagler
- 9. Special Purpose(s):** Community Development
- 10. Boundary Map on File:** 08/21/2023
- 11. Creation Document on File:** 08/21/2023
- 12. Date Established:** 08/01/2023
- 13. Creation Method:** Local Ordinance
- 14. Local Governing Authority:** City of Palm Coast
- 15. Creation Document(s):** City Ordinance 2023-09
- 16. Statutory Authority:** Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds:** Yes
- 18. Revenue Source(s):** Assessments

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: Katie O Buchanan Date 10.15.2024

STEP 3: Pay the annual state fee or certify eligibility for zero annual fee.

a. Pay the Annual Fee: Pay the annual fee by following the instructions at www.FloridaJobs.org/SpecialDistrictFee.

b. Or, Certify Eligibility for the Zero Fee: By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. ___ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2. ___ This special district is in compliance with its Fiscal Year 2022 - 2023 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2022 - 2023 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: ___ Denied: ___ Reason: _____

STEP 4: Make a copy of this document for your records.

STEP 5: Email this document to SpecialDistricts@Commerce.fl.gov or mail it to FloridaCommerce, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to 850.717.8430.

Coquina Shores

Community Development District

FY 25 Funding Request #17

December 17, 2024

PAYEE		GENERAL FUND	CAPITAL PROJECTS
1	England-Thims & Miller Inv #215955 - September Consulting Engineer	\$ 860.00	
2	Governmental Management Services Inv #17 - Management Fees - December 2024	4,015.72	
3	Kutak Rock LLP Inv #3496375 Sep General Counsel Inv #3496375 Oct General Counsel	100.50 19.00	
TOTAL		\$ 4,995.22	\$ -
TOTAL FUNDING REQUEST			\$ 4,995.22

Please make check payable to:

Coquina Shores Community Development District
475 West Town Place Ste 114
St Augustine FL 32092

Governmental Management Services, L.L.C.
Coquina Shores Community Development District
475 W Town Place
Suite 114
St. Augustine, FL 32092

October 02, 2024

Invoice No: 215955

Total This Invoice \$860.00

Project 22515.00000 Coquina Shores Community Development District

EMAIL TO: BKOVAIC@BBXCAPITAL.COM

Professional Services rendered through September 28, 2024

Phase 01. Petition for Establishment Support
CDD Meeting Online

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	13,061.25	13,061.25
Limit			25,000.00
Remaining			11,938.75

Total this Phase 0.00

Phase 02. Consulting Tasks for CDD

Work Description: Prepare plans for offsite bid and markups for contractor to FTP site with phasing.

Labor

	Hours	Rate	Amount
Senior Engineer/Senior Project Manager			
Lockwood, Scott 9/21/2024	4.00	215.00	860.00
Totals	4.00		860.00
Total Labor			860.00

Total this Phase \$860.00

Phase XP Expenses

Total this Phase 0.00

Total This Invoice \$860.00

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 17**Invoice Date:** 12/1/24

Due Date: 12/1/24

Case:

P.O. Number:

Bill To:

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

[illegible]

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 29, 2024

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3496375

Client Matter No. 44223-1

Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver

Coquina Shores CDD

C/O Governmental Management Services

Suite 114

475 West Town Place

St. Augustine, FL 32092

Invoice No. 3496375

44223-1

Re: General Counsel

For Professional Legal Services Rendered

09/16/24	K. Buchanan	0.30	100.50	Prepare sample notice of request for proposals for developer; prepare correspondence to chair
10/10/24	J. Gillis	0.10	19.00	Receive and review Florida Commerce Special District fee and profile update form

TOTAL HOURS 0.40

TOTAL FOR SERVICES RENDERED \$119.50

TOTAL CURRENT AMOUNT DUE \$119.50

UNPAID INVOICES:

September 28, 2024 Invoice No. 3454539 301.50

TOTAL DUE \$421.00

C.

Coquina Shores

Community Development District

FY 25 Funding Request #18

January 9, 2025

PAYEE		GENERAL FUND	CAPITAL PROJECTS
1	Governmental Management Services Inv #18 - Management Fees - January 2025	4,017.88	
TOTAL		\$ 4,017.88	\$ -
TOTAL FUNDING REQUEST			\$ 4,017.88

Please make check payable to:

Coquina Shores Community Development District
475 West Town Place Ste 114
St Augustine FL 32092

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

Invoice

Invoice #: 18

Invoice Date: 1/1/25

Due Date: 1/1/25

Case:

P.O. Number:

Bill To:

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

[illegible]