

*Canopy Community  
Development District*

*Agenda*

*October 2, 2018*

# AGENDA

# Canopy

## Community Development District

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135 W. Central Blvd., Suite 320, Orlando, Florida 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

September 25, 2018

**Board of Supervisors  
Canopy Community  
Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of Canopy Community Development District will be held **Tuesday, October 2, 2018 at 11:00 AM at the Dorothy B. Oven Park, 3205 Thomasville Road, Tallahassee, Florida.** Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period (<sup>1</sup>Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the August 21, 2018 Meeting
4. Consideration of Resolution 2018-19 Approving Request for Proposal Documents for the Units 4 and 5 Infrastructure Project and Consideration of Re-Bidding Units 4/5
5. Ratification of Submittal and Transfer of Permits for Construction
6. Consideration of Resolution 2018-12 Supplemental Assessment Resolution
7. Consideration of Other Financing Related Matters
8. Staff Reports
  - A. Attorney
  - B. Engineer
    - i. Ratification of Capital Funding Request #6
  - C. District Manager's Report
    - i. Balance Sheet and Income Statement
    - ii. Consideration of Funding Request #12
    - iii. Ratification of Fiscal Year 2019 Meeting Schedule
9. Other Business
10. Supervisors Requests
11. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. Speakers must fill out a Request to Speak form and submit it to the District Manager prior to the beginning of the meeting.

The third order of business is the approval of the minutes of the August 21, 2018 Board of Supervisors meeting. The minutes are enclosed for your review.

The fourth order of business is the consideration of Resolution 2018-19 approving request for proposal documents for the units 4 and 5 infrastructure project and consideration of re-bidding units 4/5. A copy of the Resolution and supporting documentation are enclosed for your review.

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<sup>1</sup> Comments will be limited to three (3) minutes

The fifth order of business is the ratification of submittal and transfer permits for construction. Back-up material is enclosed for your review.

The sixth order of business is the consideration of Resolution 2018-12 the supplemental assessment Resolution. A copy of the Resolution will be provided under separate cover.

The seventh order of business is the consideration of other financing related matters. There is no back-up material.

The eighth order of business is Staff Reports. Section B is the Engineer's Report. Section 1 includes Capital Funding Request #6 for ratification. A copy of the Funding Request is enclosed for your review. Section C is the District Manager's Report. Section 1 includes the balance sheet and income statement for review. Section 2 includes Funding Request #12 for consideration. A copy of the Funding Request and supporting documentation is enclosed for your review. Section 3 is the ratification of the Fiscal Year 2019 meeting schedule. A copy of the schedule is enclosed for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Darrin Mossing  
District Manager

CC: Jennifer Kilinski, District Counsel  
Alan Wise, District Engineer  
Darrin Mossing, GMS

Enclosures

# MINUTES

MINUTES OF MEETING  
CANOPY  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Canopy Community Development District was held Tuesday, August 21, 2018 at 11:00 a.m. at Dorothy B. Oven Park, 3205 Thomasville Road, Tallahassee, Florida.

Present and constituting a quorum were:

Tom Asbury	Chairman
Gregg Patterson	Vice Chairman
John "Al" Russell	Assistant Secretary
Colleen Castille	Assistant Secretary

Also present were:

Darrin Mossing	District Manager
Jennifer Kilinski	District Counsel
Joe McHugh	District Engineer
Steve Martin	Resident
Sue Noys	Resident

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Mossing called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Martin stated this development has been in the news and not for good reasons. I have expressed concerns about this from when I learned of it 10+ years ago. I will say to everybody in this room as well as the City commission, I told you so. I have said from the beginning that this was going to happen and be a problem with the residents around there. This is a large scale development, I was quite familiar with that land before. We have had issues now with flooding, not filing permits, even though two weeks ago after it first started the developer in here said we are doing everything we are supposed to and now a week later, no we haven't. Before the interior off of Fleishman Center when you went up over a hill then it went down then it was well below the road level and now you look at that and it is elevated above the road level. This is massive transformation of landscape and with that is going to come changing flow patterns, paving the

surface, it is going to divert water away and we can see where it is being diverted to as you drive along Centerville Road you can now see water literally that is coming up to the road and if it weren't for the curve and the raised area between it and the curve it would be on Centerville Road. This is something that has never happened before. I was there during Tropical Storm Fay when the water reached waist high where the easement is for the gas pipeline. That was it and that was there for three or four weeks at most. Now that looks like it is permanently saturated. You might consider building a boardwalk across there because I don't think that is ever going to dry out. What you might consider more than anything is reassessing this whole development and asking yourselves is this the right thing to do. At the public hearings in 2010 when Tim Edmund, who had been on this Board until recently, in front of the County or City commission said, I will protect God's gift that I immediately questioned and I asked and spoke with Mr. Edmund after that I would think if you want to protect God's gift you would leave it in his hands. Leave it in God's hands. Mr. Patterson and your writings have often invoked religion about getting in touch with God and nature.

### **THIRD ORDER OF BUSINESS**

#### **Approval of the Minutes of the July 10, 2018 Meeting**

On MOTION by Mr. Russell seconded by Ms. Castille with all in favor the minutes of the July 10, 2018 meeting were approved as presented.

### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Resolution 2018-13 Amending Resolution 2018-09 Resetting the Date and Time of the Public Hearing to Adopt the Budget**

Mr. Mossing stated as the Board knows at your last meeting the decision was made to combine the public hearing to levy the master assessments and the public hearing to adopt your annual budget. It made sense to have those both on the same day with one mailed notice going out to the community and property owners.

On MOTION by Ms. Castille seconded by Mr. Patterson with all in favor Resolution 2018-13 was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration Resolution 2018-14 Amending Resolution 2018-10 Resetting the Date and Time of the Public Hearing Declaring Special Assessments**

This item listed in error.

**SIXTH ORDER OF BUSINESS**

**Public Hearings**

**A. Fiscal Year 2019 Budget**

**i. Consideration of Resolution 2018-15 Adopting the Fiscal Year 2019 Budget and Relating to Annual Appropriations**

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

Mr. Mossing stated some 90 days ago this Board approved the proposed budget in accordance with Florida Statutes for purposes of providing that budget to the local governing authorities and setting the public hearing, which was originally set for September 4th and that was just amended. Staff has reviewed that budget over this period of time, we have made some adjustments to that budget and there are basically four parts. The first part is the general operating budget, the development is new there is only 93 platted lots. There are basically two budgets included in the General Fund budget, one for comparative purposes we did a buildout budget, which is our educated guess for what the operating budget will look like when all 1,001 assessable units are developed and then we scaled it back for Fiscal Year 2019, which goes from October 1, 2018 through September 30, 2019. Based on the anticipated development of the project for the next 12 months we set that budget at total revenues of \$323,725 of which approximately \$135,000 will be in the form of assessments, \$29,000 will be on the 93 platted lots and the balance of that assessment will be billed to the developer for his undeveloped property, primarily to cover the administrative costs. Any costs above those revenues are anticipated to be funded by a developer funding agreement, which will be part of your approval process. The budget has significant detail, it is scaled back, we are hoping to have the amenity maybe online by June/July of next year so there are some anticipated costs associated with those.

Mr. Patterson asked the assessments on the tax roll for the 93 lots of \$29,000 is that about \$306 per lot?



Mr. Mossing stated they will see \$344 on their tax bill, if they pay in November and take the early payment discount it will be \$320 per unit. The assessments for the maintenance budget are set up that a unit pays the same amount throughout the community.

Mr. Patterson stated that was part of the disclosure in the closing statements.

Mr. Mossing stated yes, the disclosure was \$800 but for this year it is only going to be \$344. Beginning on page 11 is the Debt Service Fund budget. Your Debt Service Fund budgets are broken into three assessable areas, Assessment Area 1 is the 93 platted lots and although we haven't closed on those bonds yet it is anticipated that depending on the three lot sizes that make up that assessment area those debt assessments will be either \$650, \$750 or \$850. The \$344 plus the debt assessment will be placed on those 93 platted lots on the property tax bill on November 1<sup>st</sup>.

Mr. Asbury stated it has been disclosed to the people who buy there that eventually it could be \$1,400, \$1,500 and \$1,600, when we get the clubhouse.

Ms. Kilinski stated we also did a mailed and published notice that included both the debt assessment not to exceed as well as the O&M assessment.

Ms. Castille asked did you get any feedback from residents?

Mr. Asbury stated the only feedback I got was thank you for explaining it to us.

Mr. Mossing stated it is a public hearing we have opened it to the public and if there are any members of the public who would like to ask questions related to the budgets now is the opportunity. Not hearing any comments, we will ask for a motion to close the public hearing.

On MOTION by Russell seconded by Ms. Castille with all in favor the public hearing was closed.

Mr. Mossing stated Resolution 2018-15 adopts the budget for Fiscal Year 2019.

On MOTION by Mr. Patterson seconded by Ms. Castille with all in favor Resolution 2018-15 was approved.

**ii. Consideration of Resolution 2018-16 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Mossing stated Resolution 2018-16 imposes special assessments and certifies an assessment roll. You adopted the budget and the purpose of this resolution is to actually levy the assessments required to fund various budgets.

On MOTION by Ms. Castille seconded by Mr. Patterson with all in favor Resolution 2018-16 was approved.

#### **B. Assessments**

Mr. Mossing stated your next public hearing is to levy master assessments. This meeting has also been noticed as a public hearing to adopt an amended Master Assessment Methodology. You have already levied them, there was a change in the methodology that became a material change that required us to go back and redo the original process. This is part of the notice that went out to the community.

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

Ms. Kilinski stated you previously went through this exact same process. Under chapter 170 we are going to issue tax exempt bonds, there is a process to levy a master assessment lien, which tells the public what the maximum assessment amount would ever be assuming you were going to make all the improvements contained in the Engineer's Report. The importance of the Engineer's Report is that it demonstrates to the public what improvements may ever be anticipated for construction within the District or that are part of the development agreement. The master assessment lien is based on that \$90,900,000, which we have said a number of times we don't ever anticipate issuing that many bonds, we do not anticipate having that many improvements. It is sort of worst case scenario maybe best case scenario depending on how you look at it as to what would be possibly constructed by the District.

You may recall we had a reduced Engineer's Report, you have seen the Supplemental Engineer's Report, which we will talk about later, we will be deferring the Supplemental Assessment Resolution for the actual bond issuance. They are still working out pricing details, we will probably have to have a special meeting sometime in September to do that but that is actually the bonds that will be issued for a discreet portion of this master improvement project. As Darrin

explained you had approved a methodology that had a straight allocation that was based regardless of front footage, everybody would get the same assessment level for debt. We have gone back through the Methodology and made a determination based on the types of improvements that we anticipate financing that a 40-foot, 50-foot, 60-foot, 70-foot be treated differently based on the allocation methodology, which Darrin can explain a little bit in more detail. Typically what we would do is go into great detail in the Engineer's Report, we can still do that but you have probably seen this Engineer's Report ten times, it really is the Master Engineer's Report and the significance is that the kind of improvements, all the types of improvements that GPI has put together that may ever be funded, financed, owned or operated by the District.

The second part is the Assessment Methodology, which Darrin may want to review with you because ultimately, we will adopt an assessment resolution that will levy a master lien. It doesn't mean that the maximum assessment lien is an authorization to spend, an authorization to issue bonds, it won't show up on somebody's tax bill but when you go to issue bonds you can levy the assessment lien under that master lien so long as you have not gone above the threshold that Darrin has set forth in his methodology.

Mr. Asbury stated this is basically the same thing we already passed. The only thing is we stratified the lots so that not everybody is paying the same thing they are paying based on the size of their lot.

Ms. Kilinski stated yes and the maximum assessment amount hasn't changed.

Mr. Mossing stated we have covered this a number of times but that is the change. That is the difference, the original master was based upon 1,001 assessable units, all benefiting equally and then we determined that we needed to come back and stratify based upon an accepted ERU factor, which assigned a different multiple to different lot sizes, which then changed the costs/benefit to each of those product types based on their size. The smaller size lots receive a lower benefit and lower assessment, the larger properties receive a higher cost, higher assessment and that was the big difference. The overall numbers didn't change.

Ms. Castille asked because we are amending the Methodology we have to again include the Engineer's Report?

Mr. Mossing stated yes. The Engineer's Report is the benefit and state law requires for your assessments to be valid, the assessments cannot exceed the benefit. The Engineer's Report sets the cost/benefit to the property owners and then the assessments are the collection of those

costs. The assessments have to be equal to or less than the benefit. You can't over assess a property owner if they are not receiving the equivalent benefit. That is the relationship between the Engineer's Report and the Assessment Methodology.

This is a public hearing if the Board has no further questions we will open it up to the public and if there are no comments we ask for a motion to close the public hearing.

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

- i. Consideration of Master Engineer's Report**
- ii. Consideration of Amended Master Assessment Methodology Report**
- iii. Consideration of Resolution 2018-17 Levying Assessments**

Ms. Kilinski stated the resolution is relatively long because it is levying the master assessment lien. It makes findings about the previous process we went through and this resolution would replace and supersede the resolution you previously adopted. The resolution provides the authority for the resolution, certain findings related to the capital improvement plan, which you will be re-approving. There has been absolutely no change to the capital improvement plan since you approved it in August 2017. It goes through the debt assessment process. Darrin's office had published and mailed notices that are required pursuant to law and that you now are meeting as an equalization board in order to actually levy that master assessment lien. If you look at the authorization for the project, again you are adopting the Engineer's Report, finding that the estimated costs of improvements are set forth therein. You will be adopting the Master Assessment Methodology as changed and as reviewed by Darrin. Then it talks about adjustments to debt assessments and supplemental assessment resolutions for bonds. We are going to talk about the supplemental assessment resolution shortly and essentially what it says is when you actually issue bonds and price those bonds you will have to come back and adopt the resolution that will actually allocate the lien securing those specific bonds. This does not do that, this sets the maximum assessment lien.

On MOTION by Mr. Patterson seconded by Ms. Castille with all in favor Resolution 2018-17 was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Resolution 2018-18  
Appointing District Purchasing Agent**

Ms. Kilinski stated as the District is undertaking a number of construction projects, particularly larger scale construction projects, I had a question from GPI, which was a great one about whether the District as a unit of government is able to purchase construction products tax-exempt. The answer is yes but the District has to adopt a resolution that appoints a purchasing agent because of the Department of Revenue requirements. The resolution articulates what I just said and it then appoints a different purchasing agent as being the District Engineer or the District Manager depending on the kind of product you need purchasing. Typically, it is the District Engineer that is the purchasing agent, he is the most familiar with the construction project and he can identify what products and materials make the most sense for the District to actually purchase. There are specific procurement procedures for those and we would like to incorporate these within our current RFP documents, which we will talk about a little later. As you may recall we put out Units 4 and 5 to bid, we would like to include these purchasing documents within that bid so the construction contractor that is chosen we put on notice that they will be required to use these forms in conjunction with the District to make tax-exempt purchases, which when you are talking about a \$6 million project can be pretty significant savings. You will see the purchase requisition forms that we will use going forward, purchase orders, and the certificate entitlement. The Department of Revenue has said that if the unit of government is going to purchase tax-exempt products they have to be responsible for the products. In other words, you can't put the onus on the construction contractor to be responsible for those until they are actually put into the project so when they are sitting out there we have builder's risk insurance so the risk is on the District. This is the procedure the Department of Revenue required us to go through and we thought it was time to incorporate these in our RFP.

Mr. Asbury stated we are building the clubhouse, we can buy all the material and the contractor would construct it.

Ms. Kilinski stated correct. Essentially, they would give you a purchase order for whatever those products were and incorporate into our purchase order. The District would buy those and then it would be incorporated into the project.

Mr. Mossing stated the only concern is we just need to make sure those products when they are delivered they are insured that we notify our insurance agent because when they get delivered

to the site they are ours and if something happens to those products that is on us so we need to make sure we notice the insurance agent.

Ms. Kilinski stated we will send this package to our insurance company and say here is what we are buying, here is how much they cost.

Mr. Patterson asked is that mainly used for common area projects?

Ms. Kilinski stated and a lot of roadway projects.

On MOTION by Ms. Castille seconded by Mr. Patterson with all in favor Resolution 2018-18 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of RFPs for Units 4/5 Construction**

This item deferred.

**NINTH ORDER OF BUSINESS**

**Consideration of Proposal to Make the Canopycdd.com Website Compliant with the Americans with Disabilities Act**

On MOTION by Ms. Castille seconded by Mr. Patterson with all in favor the proposal from VGlobalTech in the amount of \$1,200 for the first year only was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-12 Supplemental Assessment Resolution**

This item deferred.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Other Financing Related Matters**

This item deferred.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

**i. Balance Sheet and Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**ii. Consideration of Funding Requests #10 & #11**

On MOTION by Mr. Patterson seconded by Mr. Russell with all in favor funding requests #10 & #11 were approved.

**THIRTEENTH ORDER OF BUSINESS      Other Business**

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS      Supervisors Requests**

There being none,

On MOTION by Mr. Patterson seconded by Mr. Russell with all in favor the meeting adjourned at 11:30 a.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# SECTION IV



**RESOLUTION 2018-19**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE CANOPY COMMUNITY DEVELOPMENT DISTRICT  
APPROVING REQUEST FOR PROPOSAL DOCUMENTS  
FOR THE UNITS 4 AND 5 INFRASTRUCTURE PROJECT;  
PROVIDING A SEVERABILITY CLAUSE; AND  
PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Canopy Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes* (the “Act”); and

**WHEREAS**, the Act authorizes the District to construct, acquire, operate and maintain public infrastructure improvements, including but not limited to neighborhood infrastructure improvements and other public infrastructure; and

**WHEREAS**, it is in the District’s best interests to competitively solicit proposals through a Request for Proposals (“RFP”) process for the construction of the Units 4 and 5 Infrastructure Project (the “Project”); and

**WHEREAS**, the District’s Board of Supervisors (“Board”) previously authorized an RFP for the Project; and

**WHEREAS**, the District’s Board hereby elects to cancel such previous RFP due to delays in the permitting process related to the Project, finding it in the District’s best interests to do so in the interest of obtaining multiple competitive bids for the Project and recognizing that the time delay in awarding the Project through the previous RFP may result in more prospective bidder availability for a future RFP; and

**WHEREAS**, the Board desires to authorize the distribution and issuance of a new RFP for the Project, and desires to approve the updated RFP Notice, Instructions to Proposers, and Evaluation Criteria to be included therein in substantially the form attached hereto as **Composite Exhibit A**; and

**WHEREAS**, the Board desires to authorize the Chairman, in consultation with District staff, to effectuate any further revisions to the Project Manual, including the documents attached as **Composite Exhibit A** to this Resolution, as is in the best interests of the District.

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

**SECTION 1.** All of the representations, findings and determinations contained above are recognized as true and accurate, and are expressly incorporated into this Resolution.

**SECTION 2.** The Board hereby approves the cancellation of the previous RFP authorized by the Board and authorizes distribution and issuance of the revised RFP for the Project, and approves in substantial form the RFP Notice, Instructions to Proposers, and Evaluation Criteria as attached hereto as **Composite Exhibit A**, which documents may be subject to further review and revision by District staff, as finally approved by the District’s Chairman. The Board further authorizes the Chairman, in consultation with District staff, to finalize the RFP Project Manual and authorizes issuance of the publication of the RFP Notice as finally approved.

**SECTION 3.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 2nd day of October, 2018.

**CANOPY COMMUNITY  
DEVELOPMENT DISTRICT**

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Chairman, Board of Supervisors

**Composite Exhibit A:** RFP Notice  
Instructions to Proposers  
Evaluation Criteria

**COMPOSITE EXHIBIT A**

***CANOPY  
COMMUNITY  
DEVELOPMENT DISTRICT***

**PROJECT MANUAL**

**FOR**

**CONSTRUCTION SERVICES FOR  
INFRASTRUCTURE IMPROVEMENTS – UNITS  
4 AND 5**

**October \_\_, 2018**

**CANOPY COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR  
CONSTRUCTION SERVICES FOR INFRASTRUCTURE IMPROVEMENTS – UNITS 4 AND 5  
TALLAHASSEE, FLORIDA**

**TABLE OF CONTENTS**

- I. Project Information Package
  - A. Request for Proposals
  - B. Instructions to Proposers
  - C. Additional Information to Bidders
  - D. Evaluation Criteria
  - E. Form of EJCDC Contract – Standard Form of Agreement Between Owner and Contractor (Stipulated Price)
    - 1. Standard General Conditions of the Construction Contract
    - 2. Supplementary Conditions to General Conditions
    - 3. Exhibit A – Amendment to Standard Form of Agreement Between Owner and Contractor
  - F. Form of Bid Bond
  - G. Form of Performance and Payment Bonds
  
- II. Proposal Submission Package
  - A. Official Proposal Form
  - B. Organizational Information of Proposer
  - C. Proposed List of Subcontractors
  - D. Certificate of Corporate Principal/Affidavit of Proposer
  - E. Sworn Statement Regarding Discrimination
  - F. Sworn Statement Regarding Scrutinized Companies
  - G. Sworn Statement Regarding Public Entity Crimes
  - H. Trench Safety Affidavit
  - I. Affidavit of Non-Collusion
  - J. Minimum Qualifications Statement
  - K. Summary of Costs and Schedule
  
- III. Plans and Specifications
  - A. Units 4 and 5 Construction Plans
  - B. Engineer’s Estimated Quantities (ESTIMATE ONLY)
  - C. Index of Sheets
  - D. Copies of Available Permits and Supporting Documentation (multiple sheets)
  - E. Technical Specifications

**CANOPY COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**CONSTRUCTION SERVICES FOR INFRASTRUCTURE IMPROVEMENTS – UNITS 4 AND 5  
TALLAHASSEE, FLORIDA**

Notice is hereby given that the Canopy Community Development District (“District”) will receive proposals for the following District project:

**Units 4 and 5 Infrastructure Construction Project**

The contract will require contractors to provide for the construction, labor, materials and equipment necessary to construct and install certain Units 4 and 5 infrastructure improvements and other associated scopes necessary to complete such improvements, as more particularly described in the Project Manual and in accordance with the plans and specifications. Generally the project will consist of the installation of the public infrastructure improvements related to Units 4 and 5 of the Canopy development, including site work associated with water, wastewater, stormwater, roadway and sidewalk facilities, as shown on the construction plans.

The Project Manual will be available beginning October \_\_\_\_, 2018 at 1:00 P.M. EST at the offices of the District Engineer, Greenman-Pedersen, Inc. (GPI), located at 1590 Village Square Blvd., Tallahassee, Florida 32309 for the sum of \$150.00 per Project Manual. Purchase of the Project Manual is mandatory. Failure to purchase the Project Manual as specified herein may preclude the District’s consideration of a proposal submitted by the proposer. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal submission package including the contract documents, and construction plans and specifications. Please make checks payable to the Canopy Community Development District.

There will be a **mandatory pre-proposal conference** at the offices of GPI, located at 1590 Village Square Blvd., Tallahassee, FL 32309, on November \_\_\_\_, 2018 at 2:00p.m. Failure to attend the mandatory pre-proposal conference may preclude the District’s consideration of a proposal submitted by a non-attending proposer.

Proposals will be evaluated in accordance with the criteria included in the Project Manual. **The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, extend or contract the work, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so.** Any protest of the terms and specifications must be filed with the District within seventy-two (72) hours of pickup of the Project Manual, together with a protest bond in a form acceptable to the District and in the amount of \$10,000. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District’s costs, expenses and attorney’s fees associated with hearing and defending the protest. Failure to timely file a protest will result in a waiver of proceedings under Chapter 190, *Florida Statutes*, and other law.

Firms desiring to provide construction services for the referenced project must submit eight (8) hard copies and one (1) electronic copy of the required proposal no later than 3:00 p.m. on December \_\_\_\_, 2018 at the offices of the District Engineer, Greenman-Pedersen, Inc., located at 1590 Village Square Blvd, Tallahassee, FL 32309, where the proposals will be publicly opened consistent with Florida law. Additionally, as further described in the Project Manual, each proposer shall supply a bid bond or cashier’s check in the sum equal to five percent (5%) of the total amount of the bid with its proposal. Proposals shall

be in the form provided in the Project Manual and submitted in a sealed envelope pursuant to the Instructions to Proposers. The District reserves the right to return unopened to the Proposer any Proposals received after the time and date stipulated above. Each proposal shall remain binding for a minimum of one hundred and twenty (120) days after the Proposal opening. The successful Proposer will be required upon award to furnish a payment and performance bond for one hundred percent (100%) of the value of the contract, with a Surety acceptable to the District, in accordance with Section 255.05, *Florida Statutes*.

All questions regarding the Project Manual or this project shall be directed in writing only to the District Engineer, Travis Justice, [tjustice@gpinet.com](mailto:tjustice@gpinet.com), with a copy to Jennifer Kilinski, at [jenk@hgslaw.com](mailto:jenk@hgslaw.com) by 5:00 p.m. on December \_\_\_\_, 2018. No phone inquiries please.

Canopy Community Development District  
District Manager

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

CANOPY COMMUNITY DEVELOPMENT DISTRICT  
INSTRUCTIONS TO PROPOSERS

CONSTRUCTION SERVICES FOR INFRASTRUCTURE IMPROVEMENTS – UNITS 4 AND 5  
TALLAHASSEE, FLORIDA

**Solicitation and Award Process:**

DATE	EVENT
October __, 2018	Notice of RFP Published & Posted
October __, 2018	RFP Available for Pick-Up
November __, 2018	Mandatory Pre-Proposal Conference
November - December __, 2018	Site Available for Inspection
December __, 2018, 5:00 p.m.	Deadline for Questions
December __, 2018, 3:00 p.m.	Proposals Due / Public Opening
January __ 2018	Board Meeting to Evaluate Proposals & Award Contract

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **3:00 p.m., December \_\_, 2018** at the offices of the District Engineer, Greenman-Pedersen, Inc., located at 1590 Village Square Blvd, Tallahassee, FL 32309. Proposals will be publicly opened at that time.

**SECTION 2. MANDATORY PRE-PROPOSAL CONFERENCE.** A mandatory pre-proposal conference will be held on this Project at the offices of the District Engineer, Greenman-Pedersen, Inc., located at 1590 Village Square Blvd, Tallahassee, FL 32309, on November \_\_, 2018 at 2:00 p.m. The pre-proposal conference may include, but not be limited to, a discussion of contract requirements, inspections, evaluations and submittal requirements. The District reserves the right to preclude consideration of a Proposal from any Proposer that does not have an authorized representative present at said conference.

**SECTION 3. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, or longer period if extended by the District in its sole discretion, the Proposer shall enter into and execute the contract in substantially the form included in the Project Manual, unless requested otherwise by the District. The Proposal shall be submitted with the understanding that the Proposer will not withdraw its Proposal for a period of one hundred and twenty (120) days after proposals are received. Upon contract award, the successful Proposer will be required to furnish a payment and performance bond in compliance with Section 255.05, *Florida Statutes*, and executed in a form acceptable to the District and in the sum equal to one hundred percent (100%) of the total amount of the contract value concurrent with execution of the contract.

**SECTION 4. SIGNATURE ON PROPOSAL.** In addition to executing all forms, affidavits, and acknowledgments for which signature and notary blocks are provided, the Proposer must correctly identify and acknowledge receipt of all Addenda on the Proposal Form. If the Proposal is made by an individual, that person’s name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of



the state under the laws of which the corporation was chartered. Anyone signing the Proposal as agent shall file with the Proposal legal evidence of his or her authority to do so.

**SECTION 5. FAMILIARITY WITH THE LAW.** By submitting a Proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the Proposal in compliance with all such laws, ordinances and regulations.

**SECTION 6. QUALIFICATIONS OF THE PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein. The Proposer shall submit with its Proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the District.

**SECTION 7. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers may be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among Proposers, the Proposer has defaulted on any previous contract, or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 8. INTERPRETATIONS AND ADDENDA.** All questions about the meaning or intent of the Project Manual are to be directed in writing only to the District Engineer, Travis Justice, tjustice@gpinet.com, with a copy to Jennifer Kilinski, at jenk@hgslaw.com. All questions must be received no later than 5:00 p.m. on December \_\_\_\_, 2018 to be considered. Interpretations or clarifications considered necessary by the District representative in response to such questions will be issued by Addenda e-mailed, faxed or otherwise delivered to all parties recorded as having received the Project Manual. Only questions answered by formal written Addenda will be binding. No interpretations will be given verbally. All questions and answers will be distributed to all Proposers. No inquiries will be accepted from subcontractors – the Proposer shall be responsible for all queries.

An interpretation, correction, or change of the Proposal Documents considered necessary by the District Engineer will be made by Addendum and sent via mail, fax, email or delivery to all parties having received the Proposal Documents. **Prior to submitting its Proposal, each Proposer shall ascertain that it has received all Addenda issued, and it shall acknowledge such receipt in the space provided in the Proposal Form.** No inquiries will be accepted from subcontractors - the Proposer shall be responsible for all queries.

**SECTION 9. SUBMISSION OF PROPOSALS.** Submit eight (8) hard copies and one (1) electronic copy of a completed Project Manual, including any Addenda thereto, at the time and place indicated herein, which shall be enclosed in an opaque, sealed envelope, marked with the project title and name and address of the Proposer and accompanied by the required documents. If the Proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with a notation, “RESPONSE TO REQUEST FOR PROPOSALS – CANOPY CDD – UNITS 4 AND 5” on the face of it. Proposals shall be deposited at the designated location prior to the time and date for receipt of Proposals indicated in the Request for Proposal,

or any time extension thereof made by Addendum. Proposer shall assume full responsibility for timely delivery at location designated for receipts of Proposals. Proposals received either in person, or by mail after the time and date for receipt of Proposals will not be accepted and will be returned unopened. Oral, telephonic, or email Proposals are invalid and will not be considered.

**SECTION 10. PROPOSAL MODIFICATION; INQUIRIES BY THE DISTRICT.** Proposals may be modified by an appropriate document duly executed and delivered to the place where Proposals are to be submitted at any time prior to the time Proposals are due provided that they are then fully in conformance with these Instructions to Proposers. Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by an appropriate document duly executed (in the manner that a Proposal must be executed) and hand-delivered by notice to the party receiving Proposals at the place and prior to the time designated for receipt of Proposals. A Proposal may not be modified, withdrawn or canceled by the Proposer for one hundred twenty **(120) calendar days** following the time and date designated for the receipt of Proposals, and Proposer so agrees in submitting his Proposal. The District reserves the right to ask clarification questions and seek additional information from any of the Proposers at any time.

**SECTION 11. PROJECT MANUAL.** The Project Manual will be available on October \_\_\_\_ 2018 at 1:00 p.m. through November \_\_\_\_, 2018 at 1:00p.m. [End before mandatory pre-bid], at the offices of Greenman-Pedersen, Inc., located at 1590 Village Square Blvd, Tallahassee, FL 32309, (850) 668-5211.

**SECTION 12. PROPOSAL FORM.** The Proposal Form is included with the Proposal Documents. All blanks on the Proposal Form shall be filled in by typewriter or manually printed in black ink. In making its Proposal, each Proposer represents that it has read and understands the Proposal Documents and that the Proposal is made in accordance therewith. Where so indicated by the makeup of the Proposal Form, sums shall be expressed in both words and figures. Any interlineations, alteration or erasure must be initialed by the signer of the Proposal; failure to do so may cause the Proposer's proposal to be considered non-responsive. Proposer shall make no stipulation on the Proposal Form nor qualify his Proposal in any manner; to do so may classify the Proposal as being non-responsive. The Proposal Form shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Proposal Form). Each copy of the Proposal Form shall include the company name, address, telephone number, facsimile number, and legal name of Proposer and a statement whether Proposer is sole proprietor, a partnership, a corporation or any other legal entity, and each copy shall be signed by the person or persons legally authorized to bind the Proposer to a contract. A Proposal by a corporation shall further give the state of incorporation. A Proposal submitted by an agent shall have a current Power of Attorney attached certifying agent's authority to bind the Proposer.

**Proposals must be priced on a Total Lump Sum Price (not to exceed) basis for the Work described in the Proposal.** For the purposes of negotiating change orders, the contractor shall provide unit prices on the Schedule of Values (see Section 18 below).

**SECTION 13. PROPOSAL SECURITY (PROPOSAL BOND).** The Proposal shall be accompanied by Proposal Security in the form of a Proposal Bond executed by the Proposer and a surety duly qualified to do business in the State of Florida, and countersigned by a Florida resident

agent, or either a certified or cashier's check drawn on any national bank in an amount equal to **five percent (5%)** of the Proposal amount made payable to the Canopy Community Development District. Said Proposal Security guarantees the Proposer will not withdraw from the competition after opening the Proposals and, in the event the Contract is awarded to the Proposer, it will execute the Contract and furnish the required payment and performance bonds **within seven (7) calendar days** after notification. The Proposal Security shall be submitted with the understanding that the Proposer will not withdraw its Proposal for a period of one hundred twenty **(120) days** after the Proposals are received. If it withdraws or fails to provide the payment and performance bonds, the Proposal Security and all proceeds therefrom shall become the property of the District. After Proposals have been satisfactorily evaluated by the District, the Proposal Securities accompanying Proposals, which in the District's judgment would not likely be considered for the award, may be returned. All other Proposal Securities will be held until the award has been made and executed, after which the Proposal Securities will be returned to the respective Proposers who tendered same.

**SECTION 14. SUBCONTRACTORS, SUPPLIERS AND OTHERS.** Each Proposer shall submit to District a list of Subcontractors and major materials suppliers to be used if awarded the contract. A copy of the form to be submitted is provided in the Proposal Form and shall be completed as part of Proposer's Proposal. Such listing shall include the name of each Subcontractor where the amount of their work exceeds five percent (5%) of the Contract Price. If no Subcontractors are required, so state thereon. Upon request by the District Engineer, the successful Proposer shall submit, within five (5) days thereafter, all data required to establish to the satisfaction of the District Engineer and District, the reliability and responsibility of the proposed Subcontractors to furnish and perform the work described in the Sections of the Specifications pertaining to such proposed Subcontractor's respective trades. Prior to the award of the Contract, the District Engineer will notify the Proposer in writing if either the District or the District Engineer, after due investigation, has reasonable and substantial objection to any person or organization proposed as a Subcontractor. The Proposer then may, at his option, withdraw his Proposal without forfeiture of Proposal Security or submit an acceptable substitute at no increase in Proposal price. If the Proposer fails to submit an acceptable substitute within five (5) days of the original notification, the District then may, at its option, disqualify the Proposer, at no cost to the District, and award the contract to the next highest ranked Proposer that proposes to use acceptable Subcontractors, Suppliers and other persons and organizations. The declining to make requested substitutions will not constitute grounds for sacrificing the Proposal security of any Proposer.

Subcontractors and other persons and organizations proposed by the Proposer and accepted by the District and the District Engineer must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the District and District Engineer. Contractor shall not subcontract more than fifty percent (50%) of the Proposal amount without prior approval of the District and District Engineer.

**SECTION 15. FLORIDA TRENCH SAFETY ACT.** Proposers shall complete and submit the Florida Trench Safety Act Statements, in accordance with the requirements of Chapter 553, *Florida Statutes*. If trenching is not required for this project, state so thereon. Contractor shall be responsible for compliance with all trenching shoring safety requirements. All subcontractors (if any) must complete and sign the Trench Safety Act Statement prior to the Notice to Proceed.

**SECTION 16. MINIMUM QUALIFICATIONS OF THE PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein. Minimum qualifications for the work are: (1) Proposer will have constructed three (3) improvements similar in quality and scope with a minimum cost of \$2,500,000 within the last seven (7) years; (2) Proposer will have minimum bonding capacity of \$5,000,000 from a Surety Company acceptable to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with Leon County and is a licensed contractor in the State of Florida. The Proposer shall submit with its Proposal satisfactory evidence of suitable experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the District. Furthermore, the proposer shall submit satisfactory evidence that the Proposer meets the minimum qualifications set forth in the Minimum Qualifications Statement contained in the Project Manual.

**SECTION 17. PERFORMANCE AND PAYMENT BONDS.** Each Proposer shall submit a Letter of Qualification from an acceptable Surety Company (on Surety letterhead), stating that the Proposer is bondable for the amounts required by the Contract Documents. To be responsible to the District as Surety on Bonds, Surety shall comply with the following provisions:

- A. Surety must be licensed to do business in the State of Florida.
- B. Surety must have been in business and have a record of successful continuous operations for at least three (3) years.
- C. Surety must have fulfilled all of its obligations on all other bonds given to the District, if applicable.
- D. Surety must have good underwriting, economic management, adequate reserves for undisclosed liabilities, and net resources for unusual stock and sound investment.

Upon contract award, the successful Proposer will be required to furnish Payment and Performance Bonds in compliance with section 255.05, *Florida Statutes*, and executed in the form included in the Proposal Documents and in the sum equal to one hundred percent (100%) of the total amount of the contract value concurrent with execution of the contract, with such acceptable sureties, secured through the Proposer's usual sources as may be agreeable to the parties. The Proposer shall deliver the required bonds to the District Engineer and District no later than the date of execution of the Contract. The Proposer shall require the Attorney-in-Fact who executes the required bonds on behalf of the Surety to affix thereto a certified and current copy of his Power of Attorney authorizing his firm to act as agent for the Surety in issuing the bonds.

Subsequent to the Contract Execution but prior to and as a condition of the issuance of the Notice to Proceed, the Proposer shall have the Payment and Performance Bonds recorded in the Leon County Clerk of the Courts Recording Department. After the bonds have been recorded and assigned a book and page number, the Proposer shall provide the District and District Engineer with copies of said recorded bonds. No work can commence until the required bonds have been delivered to the District and the District Engineer. Upon receipt of the bonds the District may issue a Notice to Proceed.

**SECTION 18. SCHEDULE OF VALUES.** Proposer shall submit a Schedule of Values for the proposed Work for review and approval by the District and District Engineer. The Schedule of Values for all of the Work will include quantities and prices of items derived by the Proposer aggregating the Total Lump Sum Price. Each section shall contain integral component parts of the Work in sufficient detail to serve as the basis for future progress payments and shall be utilized as the basis for additions and deletions to the Work during construction. Such prices will include an appropriate amount of overhead and profit applicable to each main section. If the Proposer does not provide an acceptable Schedule of Values to meet the requirements established herein, the District reserves the right to disqualify the Proposal.

**SECTION 19. PROJECT SCHEDULE.** An Initial Project Schedule shall be submitted with the Proposal in accordance with the Contract Documents and shall not exceed the time stipulated as the Contract Time. The District reserves the right to base the award of the Contract subject to the submission of a schedule which is not qualified and identifies the duration of the Work all inclusive of the complete and functioning project from beginning to end, within the prescribed Contract Times.

**SECTION 20. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so.

**SECTION 21. GROUNDS FOR REJECTION.** Proposers may be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, for Proposer's failure to demonstrate proper licensure and business organization, if a Proposal identifies a duration of the Work which in the District's evaluation, is not all inclusive of a complete and functioning project from beginning to end, within the provided Contract Times of Completion. The District shall also have the right to reject any or all Proposals if the District believes that it would not be in the best interest of the District to make an award to that Proposer, whether because the Proposal is not responsive or the Proposer is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by District. Any or all Proposals in which the prices are obviously unbalanced, nonconforming, or conditional are subject to rejection. Proposals not accompanied by any required Proposal Security including data required by the Proposal Documents or a Proposal in any way incomplete or irregular will provide a basis for rejection.

**SECTION 22. INSURANCE.** All Proposers shall include as part of their Proposal a current Certificate of Insurance detailing the company's insurance coverage, including types of coverage and limits for general, property, automobile liability, and worker's compensation, or some other evidence of insurance or insurability. In the event the Proposer is notified of award, it shall provide proof of insurance identifying the District, its staff, employees, officers, agents and supervisors as additional insureds, within fourteen (14) calendar days after notification, or within such approved

extended period as the District may grant. Failure to provide proof of insurance coverage shall constitute a default.

**SECTION 23. FINANCIALS.** The Proposer should as part of its Proposal submit proof of financial capability. In the event the Proposer is notified of award, it shall provide sufficient proof of financial capability, including, if requested, audited financial statements from the last three years, as required in the sole discretion of the District.

**SECTION 24. SPECIAL PROJECT/SITE CONDITIONS.** By submitting their Proposal, the Proposer acknowledges that they have visited the project site and have become familiar with access routes to the project site and existing site conditions. Proposer agrees to take responsibility for any and all issues relating to access to the project site or arising from unsuitable soils, including but not limited to, varying soil conditions, sinkholes, etc. No additional costs will be charged by Proposer for matters associated with project site access or unsuitable soils.

**SECTION 25. INDEMNIFICATION.** The successful Proposer shall fully indemnify and hold harmless the District, its staff, employees, officers, agents and supervisors from and against all claims, damages, costs and losses arising, in whole or in part, from Contractor's negligence or breach of contract, as more fully set forth in the Contract Documents provided herein.

**SECTION 26. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in section 768.28, Florida Statutes, or other statute or law.

**SECTION 27. MISCELLANEOUS PROPOSAL REQUIREMENTS.** All Proposals should include the following information in addition to any other requirements of the Project Manual:

- A. Completed Proposal Documents section.
- B. Detailed project construction schedule which shall be used in the Proposal evaluation.
- C. Complete Schedule of Values.
- D. List position or title and corporate responsibilities of key management or supervisory personnel. Proposer should include resumes for each person listed.
- E. Describe proposed staffing levels. Include information on current operations, administrative, maintenance and management staffing of both a professional and technical nature. Proposer should include resumes with applicable certifications.
- F. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person. Highlight previous or currently contracted work with Community Development Districts.

- G. The District is anticipated to make direct tax-exempt purchases of certain construction materials that will be integrated into this Project. Sample tax-exempt documentation that may be required for this Project is included in the Proposal Documents.

**SECTION 28. SUBSTITUTIONS.** The materials, products and equipment described in the Proposal Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered unless written request for approval has been submitted by the Proposer and has been received by the District Engineer at least ten (10) working days prior to the date for receipt of Proposals. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the Proposer. The District Engineer's decision of approval or disapproval of a proposed substitution shall be final. If the District Engineer approves any proposed substitution, such approval will be set forth in an Addenda. Proposers shall not rely upon approval made in any other manner.

**SECTION 29. ACKNOWLEDGMENTS.** In addition to any other requirements set forth in the Project Manual, and with the signature on the Proposal Form, the Proposer acknowledges the following:

- A. All Proposals shall include completed copies of all other forms included within the Project Manual and the Contractor is responsible for examining, completing, and verifying each item contained in its Proposal. Proposer agrees to indemnify, defend and hold harmless the District and District Staff against any cost, damage, or expense which may be incurred in Proposer's preparation of the same.
- B. The documents contained within the Project Manual, including the standard form of agreement, are complementary; what is called for by one is binding as if called for by all. If the Contractor finds a conflict, error or discrepancy in the Project Manual, he/she shall call it to the District's and/or the District's designees' attention in writing before proceeding with the work affected thereby. The Contractor is responsible for carefully reviewing the documents contained in the Project Manual in their entirety and agrees to meet any and all requirements contained therein. The Construction Contract Documents are included herein as examples of forms of agreements typical for this type of project; the District reserves the right to modify the form of Construction Contract Documents if such modification is in the District's best interest.
- C. If awarded the Contract, the Proposer agrees that it will enter into and execute the Construction Contract, as amended to incorporate the specifics of its Proposal, to perform the Work in accordance with the terms and conditions of the Construction Contract and to execute and deliver the Payment and Performance Bonds and other documents required by the Proposal requirements within seven (7) calendar days

after the date of the District's Notice of Award. The Contractor will commence construction in accordance with the terms of the contract documents.

- D. Proposer is responsible for visually inspecting the entire site prior to submitting a Proposal and notifying the District and/or its designee of discrepancies that may affect the construction progress, performance, and costs.
- E. The Contractor shall be responsible for coordinating the work necessary with all utility companies and other on-site contractors or subcontractors performing work for the District and others on site. Contractor shall be responsible for locating, removing and relocating utilities, both aerial and underground, as required for the performance of the work. This shall also include the coordination of, safety and protection associated with all aerial and underground facilities related to the work.
- F. If any are required, Contractor shall secure and pay for all fees associated with, but not limited to, paving and drainage construction permits, right-of-way construction permits, county "clearance sheet" permit, electrical permit, water and electrical meters (if applicable), installation fees, electrical inspection fees, building permit, temporary services and utilities, and other necessary permits or approvals.
- G. The Contractor shall complete the Work herein defined and detailed in a professional and workmanlike manner typical of the industry. There shall be no sections or parts missing. Furthermore, each portion of the work shall be complete and able to function for its intended use. The work must be continuous unless otherwise directed by the District. The work, including punch list items, must be acceptable to and accepted by applicable regulatory authorities.
- H. All storm drainage must be maintained to each property adjacent to project during construction. If this does not occur, the Contractor will be responsible for any damage that may result.
- I. The Contractor is responsible for establishment of all final grades and readiness of all landscape and sod areas. All existing trees, sod, irrigation and other landscaping to remain must be protected and replaced in the event of damage.
- J. Proposer acknowledges that any estimate of quantities of work to be done and materials to be furnished as shown in the Project Manual, or elsewhere, is for illustrative purposes only. The District and/or its designee do not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities or of the character, location of the work or other conditions pertaining thereto. Proposers shall be solely responsible for computing quantities for the preparation of the Proposal and the execution of the work.
- K. As part of the Proposal, the Proposer must include a detailed Schedule of Values. Further, the successful Proposer will be required to submit an itemized schedule of values outlining all work items which will be used for monthly pay requests. The



schedule of values and Proposal must balance, both for purposes of the Proposal and for the pay requests. Proposer shall also submit a detailed construction schedule with the Proposal that outlines time frames for major work items. This schedule will be used in Proposal evaluation. The successful Proposer will be required to submit a revised progress schedule monthly with each pay request; the schedule shall show original timeline and progress to date.

- L. All necessary survey work must be provided by the successful Proposer.
- M. The Proposer shall specify subcontractors to be used for work where such work exceeds five percent (5%) of the Contract Price.
- N. The successful Proposer shall obtain and comply with the FDEP NPDES General Permit and maintain weekly records of site conditions and construction activities. The successful Proposer shall adhere to all Federal rules and regulations regarding the National Pollutant Discharge Elimination System (NPDES) for construction and ground water discharge. The Storm Water Pollution Prevention Plans establish the minimum requirements allowed. The successful Proposer shall implement additional measures, as required, to ensure compliance with the NPDES requirements. The successful Proposer shall file the required FDEP NOI prior to the commencement of construction activities. The successful Proposer will also be required to terminate NOI, per FDEP procedures, upon successful completion of construction activities.
- O. The successful Proposer shall also obtain and have analyzed dewatering discharge samples before and after the commencement of construction in accordance with FDEP Generic Permit for the Discharge of Produced Groundwater. The successful Proposer shall monitor and keep construction area in compliance with all NPDES, FDEP, WMD, ACOE, and Leon County latest rules and regulations. Any fines levied shall be paid by Contractor.
- P. Proposer is required to perform all testing and retesting, if necessary, and as required by the State of Florida, Leon County, City of Tallahassee, and all other regulatory agencies prior to project acceptance. The entire site is available to any Proposer for surface or subsurface investigation and the Proposer is responsible for studying all reports of explorations and tests at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures.
- Q. The successful Proposer shall be responsible for coordinating the work necessary to complete and obtain all final approvals and acceptances. Receipt of all final approvals and operating permits from all applicable regulatory authorities is a requirement for final payment.
- R. All Work provided for in the Project Manual, including but not limited to Contract Documents and Proposal Documents, as may be amended, shall be warranted from

commencement of the Work until twenty-four (24) months after acceptance by the District and all applicable regulatory authorities.

- S. Proposer is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, or performance of the Work.
- T. All materials and services provided for by the Contractor shall be performed in strict compliance with all applicable governmental regulations, permits required, applicable American with Disabilities Act (“ADA”) Accessibility Guidelines, local, state and federal laws. By entering into an Agreement, the Contractor will be required to recognize that the indemnification provided for in the Contract Documents additionally extends to any fines, penalties, enforcement actions and claims made regarding the materials, construction and/or installation failing to comply with the ADA.
- U. Proposer acknowledges that the Project is in the permitting phase and the permit will be provided to the Contractor as soon as it is issued. **The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, extend or contract the work, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so.**

**SECTION 30. PROTESTS.** Any person who wishes to protest any aspect of the Project Manual, including but not limited to the evaluation criteria, Contract Documents, drawings, specifications, Proposal Documents or any component thereof, shall file with the District a written notice of protest within seventy-two (72) hours after the Project Manual is made available, and shall file a formal written protest setting forth with particularity the facts and law upon which the protest is based within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, Governmental Management Services-Central Florida, LLC, 135 W. Central Blvd., Suite 320, Orlando, Florida 32801. Failure to timely file a notice of protest or failure to timely file a formal written protest within the required periods shall constitute a waiver of any right to object to or protest the contents of the District’s Project Manual.

Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount equal to 1% of the anticipated total contract award that is the subject of the protest. If the protest relates to the Project Manual, the protest bond shall be in the amount of Ten Thousand Dollars (\$10,000.00). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District’s costs, expenses and attorney’s fees associated with hearing and defending the protest. In the event that the protest is settled, the protest bond may be applied as set forth in the settlement agreement. No Proposer shall be entitled to recover any costs of proposal preparation from the District, regardless of the outcome of any protest.

**SECTION 31. EVALUATION OF PROPOSALS.** The proposals shall be ranked based on the District's evaluation of the Proposer's ability to perform the services for the project as demonstrated by, among other things, the documentation provided by the Proposer and reference checks of the Proposer's clients. The criteria to be used in the evaluation are presented in the Evaluation Criteria sheet, contained within the Project Manual. Price will be one factor used in determining the Proposal that is in the best interest of the District, but the District explicitly and clearly reserves the right to make such award to other than the lowest priced Proposal. The ranking and evaluation of the Proposals is subject to the individual scorer's discretion and the points ultimately awarded to each Proposal, and corresponding ranking, may differ widely from individual scorer to individual scorer.

**SECTION 32. MANDATORY AND PERMISSIVE REQUIREMENTS.** Notwithstanding anything else within the Project Manual, all of the requirements set forth in the Project Manual shall be deemed "permissive," in that a Proposer's failure to meet any requirement described in mandatory terms such as "shall," "will," "mandatory," or similar language does not automatically disqualify the Proposer's Proposal, but instead may be taken into account in the evaluation and scoring of the Proposal.

### **Additional Information to Bidders**

The following information is to clarify, modify, change, or delete from, or add to, the notes and details contained in the plans and permit documents:

- 1) The project is currently in the permitting process. Minor changes required by the permitting agencies are likely, and supplemental information will be provided to Bidders/Contractor as it becomes available for issuance. The Bidders/Contractors are hereby put on notice that the details and scope of the project may change during bidding or after Award. All parties shall work in good faith should negotiations be required.
- 2) The Bidders are hereby put on notice that the District may reduce the overall scope of the project prior to Notice to Proceed due to funding availability or any other reason. Similarly, the overall scope may be increased at the discretion of the District. All parties shall work in good faith should negotiations be required.
- 3) All water and sewer utility work is required to be inspected and approved by the City of Tallahassee. The Contractor is required to communicate, coordinate, and seek approval from the City's designated individual(s) required for final acceptance and approval by the City. All testing, as-builts, closeout forms, etc. shall be provided to the Owner and the City as required to obtain final acceptance by the City. The Contractor shall not be eligible for any additional cost or fee related to this required effort.
- 4) All roadway and drainage work is required to be inspected and approved by the City of Tallahassee. The Contractor is required to communicate, coordinate, and seek approval from the City's designated individual(s) required for final acceptance and approval by the City. All testing, as-builts, closeout forms, etc. shall be provided to the Owner and City as required to obtain final acceptance by the City. The Contractor shall not be eligible for any additional cost or fee related to this required effort.
- 5) All pipe joints shall be wrapped per FDOT specifications.

**CANOPY COMMUNITY DEVELOPMENT DISTRICT**  
**EVALUATION CRITERIA**

**CONSTRUCTION SERVICES FOR INFRASTRUCTURE IMPROVEMENTS – UNITS 4 AND 5**  
**TALLAHASSEE, FLORIDA**

**PERSONNEL** **(20 POINTS)**

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E.g., geographic location of firm’s headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

**EXPERIENCE AND AVAILABLE EQUIPMENT** **(25 POINTS)**

---

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development district's in other contracts; character, integrity, reputation of respondent, etc. and equipment type; age and condition; quantity of equipment available; and number of trained operators

**UNDERSTANDING SCOPE OF WORK** **(20 POINTS)**

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Demonstration of the Proposer's understanding of the project requirements.

**SCHEDULE** **(15 POINTS)**

---

Points available for schedule will be allocated as follows:

**10 Points** will be awarded to the Proposer submitting the proposal with the most expedited construction schedule (i.e., the fewest number of days) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer's time proposal and the most expedited construction schedule.

**5 Points** are allocated for the Proposer's ability to credibly complete the project within the Proposer's schedule and demonstrate on-time performance.

**PRICE** **(20 POINTS)**

---

Points available for price will be allocated as follows:

**10 Points** will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer’s bid and the low bid.

**10 Points** are allocated for the reasonableness of unit prices and balance of bid.

---

**TOTAL POINTS** **(100 POINTS)**

# SECTION V

# Hopping Green & Sams

Attorneys and Counselors

August 31, 2018

Andrew Joslyn  
ERP Bureau Chief  
Northwest Florida Water Management District  
81 Water Management Drive  
Havana, FL 32333-4712

Re: Request to Transfer Permit Number: IND-073-11818-2  
Permit Name: Dove Pond Dam-Canopy

Dear Mr. Joslyn,

This firm represents the Canopy Community Development District (“Canopy CDD”), a unit of special purpose local government established and existing pursuant to Chapter 190, Florida Statutes. Pursuant to rule 62-330.340, F.A.C., the Canopy CDD requests the Northwest Florida Water Management District transfer the above referenced permit from Ox Bottom Mortgage Holdings, LLC to the Canopy CDD. In support of this request, please find attached the following:

1. Establishing Ordinance adopted by the City Commission of the City of Tallahassee, establishing the Canopy CDD.
2. Resolution 2017-24, adopted by the Canopy CDD on June 27, 2017, authorizing the Chairman of the Board of Supervisors, who is currently Tom Asbury, to sign permits and other conveyance documentation on behalf of the Canopy CDD.
3. Form 62-330.340(1), F.A.C. – Request to Transfer Permit completed. Canopy CDD is requesting transfer of the above referenced permit to itself.
4. A copy of the Construction and Access Easement Agreement dated August 28, 2017, between Ox Bottom Mortgage Holdings, LLC and the Canopy CDD. This agreement grants the Canopy CDD the rights to access the property so that the Canopy CDD can perform the work authorized by the above referenced permits. Although Ox Bottom Mortgage Holdings is the fee owner of this property, Ox Bottom Mortgage Holdings does not have the land rights or authority to perform the work authorized by the above referenced permit. Canopy CDD has the rights and authority to perform the permitted work, as further evidenced below.
5. A copy of the Blueprint Intergovernmental Agency – Canopy Development District Joint Project Agreement Canopy Regional Stormwater Facility. This agreement mandates and authorizes the Canopy CDD to undertake the dam work at Canopy which is the subject of the above referenced permit.
6. A copy of the construction contract between the Canopy CDD and its construction contractor for construction of the Dove Pond Dam, along with a copy of the construction,

engineering and inspection services ("CEI") agreement between the Canopy CDD and RS&H for Dove Pond Dam CEI services.

As the attached documents indicate, Canopy CDD has the sole legal authority, control and obligation to perform the Dove Pond Dam improvement work which is the subject of the above referenced permit. Ox Bottom Mortgage Holdings is not performing this work and is not the entity charged and authorizing to construct the Dove Pond Dam. As such, the above referenced permit should be transferred to Canopy CDD.

Please transfer the above referenced permit to Canopy CDD as soon as possible. If you have any questions about the contents of this letter, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Kilinski", with a long, sweeping flourish extending to the right.

Jennifer Kilinski

Enclosures





September 7, 2018

Tanya McHale  
Florida Department of  
Environmental Protection  
1606 Government St. Suite 308  
Pensacola, Florida 32502-5740

Re: DF37-0291977-002  
Request to Transfer Permit  
Dove Pond Flood Control  
Dam to Attenuate Storm Water

Dear Ms. McHale,

This firm represents the Canopy Community Development District (“Canopy CDD”), a unit of special purpose local government established and existing pursuant to Chapter 190, Florida Statutes. Pursuant to rule 62-4.120, F.A.C., the Canopy CDD requests the Florida Department of Environmental Protection to transfer the above referenced permit from CNL Tallahassee I, LLC to the Canopy CDD. In support of this request, please find attached the following:

1. Establishing Ordinance adopted by the City Commission of the City of Tallahassee, establishing the Canopy CDD.
2. Resolution 2017-24, adopted by the Canopy CDD on June 27, 2017, authorizing the Chairman of the Board of Supervisors, who is currently Tom Asbury, to sign permits and other conveyance documentation on behalf of the Canopy CDD.
3. Form 62-1.201(1), F.A.C. – Request to Transfer Permit completed. Canopy CDD is requesting transfer of the above referenced permit to itself.
4. Copy of a Special Warranty Deed transferring ownership of the above referenced flood control dam from CNL Tallahassee I, LLC to Ox Bottom Mortgage Holdings, LLC.
5. A copy of the Construction and Access Easement Agreement dated August 28, 2017, between Ox Bottom Mortgage Holdings, LLC and the Canopy CDD. This agreement grants the Canopy CDD the rights to access the property so that the Canopy CDD can perform the work authorized by the above referenced permits. Although Ox Bottom Mortgage Holdings is the fee owner of this property, Ox Bottom Mortgage Holdings does not have the authority to perform the work authorized by the above referenced permit. Canopy CDD has the rights and authority to perform the permitted work, as further evidenced below.
6. A copy of the Blueprint Intergovernmental Agency – Canopy Development District Joint Project Agreement Canopy Regional Stormwater Facility. This agreement mandates and authorizes the Canopy CDD to undertake the dam work at Canopy which is the subject of the above referenced permit.

7. A copy of the construction contract between the Canopy CDD and its construction contractor for construction of the Dove Pond Dam, along with a copy of the construction, engineering and inspection services ("CEI") agreement between the Canopy CDD and RS&H for Dove Pond Dam CEI services.

As the attached documents indicate, Canopy CDD has the sole legal authority, control and obligation to perform the Dove Pond Dam improvement work which is the subject of the above referenced permit. CNL Tallahassee I, LLC is no longer the landowner nor involved in the Canopy project. Ox Bottom Mortgage Holdings is not performing this work and is not the entity charged and authorizing to construct the Dove Pond Dam. As such, the above referenced permit should be transferred to Canopy CDD.

Please transfer the above referenced permit to Canopy CDD as soon as possible. If you have any questions about the contents of this letter, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

Jennifer Kilinski

Enclosures

# SECTION VI

*This item will be provided under  
separate cover*

# SECTION VIII

# SECTION B

# SECTION 1



# Canopy CDD

135 W. Central Blvd Ste 320  
Orlando, FL 32801  
Phone 407 841 5524 Fax 407 839 1526

# INVOICE

**DATE:** September 7, 2018  
**INVOICE #** 201809  
**DUE DATE:** October 7, 2018

**Bill To:**

Ox Bottom Mortgage Holdings LLC  
4708 Capital Circle NW  
Tallahassee FL 32303

DESCRIPTION	AMOUNT
Dove Pond Regional Stormwater Construction Project	
Capital Funding Request #6	\$ 356,200.69
Wire Transfer:  Canopy Community Development District SunTrust Bank, NA ABA # 061000104 Acct #1000193639944 Contact: Kelly Lawler Tel: (407) 237-1072	
<b>TOTAL</b>	<b>\$ 356,200.69</b>

**THANK YOU FOR YOUR BUSINESS!**

District: **Canopy  
Community Development District** Capital Funding Request: **6**

Project: **Dove Pond Regional Stormwater  
Construction Project** Date: **7-Sep-18**

Payee	Description	Blueprint (1)	CDD	Amount
RS&H	CE&I Services Through 7/27/18	\$0.00	\$101,013.33	\$101,013.33
Sandco, Inc.	Construction Pay Application #6	\$0.00	\$85,775.03	\$85,775.03
Sandco, Inc.	Construction Pay Application #7	\$0.00	\$135,567.02	\$135,567.02
Sandco, Inc.	Construction Pay Application #8	\$0.00	\$33,845.31	\$33,845.31
<b>Total Amount Due</b>		<b>\$0.00</b>	<b>\$356,200.69</b>	<b>\$356,200.69</b>

**Allocation of Funding Request Cost Per Joint Project Agreement**

<b><u>Paying Entity</u></b>	<b><u>Amount</u></b>
<b><i>Blueprint Intergovernmental Agency</i></b>	<b><i>\$0.00</i></b>
Canopy CDD	<u>\$356,200.69</u>
Total	<u>\$356,200.69</u>

Check Payable: **Canopy Community Development District**  
**135 West Central Boulevard**  
**Suite 320**  
**Orlando, Florida 32801**  
**Attn: District Manager, George Flint**

Or

Wire Transfer: **Canopy Community Development District**  
**SunTrust Bank, NA**  
**ABA # 061000104**  
**Acct #1000193639944**  
**Contact: Kelly Lawler**  
**Tel: (407) 237-1072**

**Summary of Cost by Contract and Agreements**

Sandco - Contract Amount	3,741,640.00
Plus: Change Order 2/20/18	416,070.00
Less: Pay Request #1	-479,944.13
Less: Pay Request #2	-746,926.93
Less: Pay Request #3	-634,358.67
Less: Pay Request #4	-627,465.21
Less: Pay Request #5	-85,775.03
Less: Pay Request #6	-85,775.03
Less: Pay Request #7	-135,567.02
Less: Pay Request #8	-33,845.31

Balance Remaining 1,328,052.67

RS&H - CE&I Contract	284,787.90
Plus: Change Order 6/5/18	101,013.33
Less: Services Through December 31, 2018	-114,792.00
Less: Services Through January 26, 2018	-55,207.00
Less: Services Through February 23, 2018	-55,207.00
Less: Services Through March 30, 2018	-55,207.00
Less: Services Through April 27, 2018	-4,374.90
Less: Services Through July 27, 2019	-101,013.33

Balance Remaining 0.00

Maximum Amount Due Blueprint (JPA)	2,000,000.00
Less: Amount Due Capital Funding Request #1	-396,486.79
Less: Amount Due Capital Funding Request #2	-534,750.61
Less: Amount Due Capital Funding Request #3	-450,530.43
Less: Amount Due Capital Funding Request #4	-445,934.56
Less: Amount Due Capital Funding Request #5	-172,297.62

Balance Remaining 0.00

(1) Blueprint has reached the maximum limit therefore the District will be funding the difference.



RS&H, Inc.  
P.O. Box 4850  
Jacksonville, Florida 32201  
904-256-2500/Fax 904-256-2520  
Tax ID #59-2986466

Alan Wise  
Canopy Community Development District  
c/o Govenmental Management Services Central FL  
LLC  
Attn: District Manager  
135 West Central Blvd  
Suite 320  
Orlando, FL 32801

August 02, 2018  
Invoice No: 7080044000 - 6

**Invoice Total: \$101,013.33**

Project Manager Anthony Manos

For ACH payments:

Bank Name: Wells Fargo Bank, NA  
Routing/Transit (ABA) Number: 121000248  
Account Number: 2090003135029  
Beneficiary Name: RS&H, Inc.

Project 7080044000 Canopy CEI Dove Pond Regional Stormwater

**Agreement dated November 14, 2017**

**Agreement Amount: \$284,787.90**

**Change Order No.1 - \$101,013.33**

**Email invoice to: Alan Wise@awise@gpinet.com**

**Professional Services through July 27, 2018**

Phase	0001	RS&H Labor	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
RS&H Labor & Expenses - November 2017			55,207.00	100.00	55,207.00	55,207.00	0.00
RS&H Labor & Expenses - December 2017			59,585.00	100.00	59,585.00	59,585.00	0.00
RS&H Labor & Expenses - January 2018			55,207.00	100.00	55,207.00	55,207.00	0.00
RS&H Labor & Expenses - February 2018			55,207.00	100.00	55,207.00	55,207.00	0.00
RS&H Labor & Expenses - March 2018			55,207.00	100.00	55,207.00	55,207.00	0.00
RS&H Labor & Expenses - April 2018			4,374.90	100.00	4,374.90	4,374.90	0.00
RS&H Labor & Expenses - Change Order #1			101,013.33	100.00	101,013.33	0.00	101,013.33
Total Fee			385,801.23		385,801.23	284,787.90	101,013.33
<b>Total Fee</b>							<b>101,013.33</b>
<b>Total this Phase</b>							<b>\$101,013.33</b>
<b>Total this Invoice</b>							<b>\$101,013.33</b>

**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO OWNER: Canopy Community Development District  
 Greenman-Pedersen  
 1590 Village Square Boulevard  
 Tallahassee, FL 32309

FROM CONTRACTOR: Sandoo, Inc.  
 4708 Capital Circle NW  
 Tallahassee, FL 32303

VIA ARCHITECT:

CONTRACT FOR: Site work

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 3,741,640.00
2. Net change by Change Orders \$ 416,070.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 4,157,710.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 3,127,906.98
5. RETAINAGE:
  - a. 5% % of Completed Work \$ \$156,395.35
  - b. % of Stored Material \$ Included in above
6. TOTAL EARNED LESS RETAINAGE \$ 156,395.35
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 2,971,511.65
8. CURRENT PAYMENT DUE \$ 2,885,756.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 85,775.03

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$416,070.00	
Total approved this Month	\$416,070.00	\$0.00
<b>TOTALS</b>		\$416,070.00
<b>NET CHANGES by Change Order</b>		\$416,070.00

AIA DOCUMENT G702  
 APPLICATION NO: 6  
 PERIOD TO: 5/31/2018  
 PROJECT NOS: 16-17  
 Dove Pond Regional Stormwater Facility Construction Services

PAGE ONE OF 2 PAGES

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

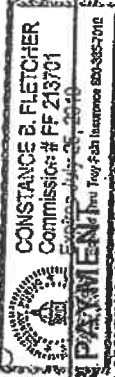
CONTRACT DATE: 11/20/2017

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:  Date: 6/1/2018

State of Florida County of Leon  
 Subscribed and sworn to before me this 1<sup>st</sup> day of June 2018  
 Notary Public: *Constancia B. Fletcher*  
 My Commission expires: \_\_\_\_\_



**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
 In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 85,775.03

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *Anthony Z. Manno* Date: 6.1.2018  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G+C)	I BALANCE TO FINISH (C-G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD						
1011	Mobilization	\$28,500.00	\$28,500.00				\$28,500.00	100.00%	\$0.00	\$1,425.00
1011B	Bonds and Insurance	\$130,000.00	\$130,000.00				\$130,000.00	100.00%	\$0.00	\$6,500.00
1025	Contractor's Quality Control	\$65,000.00	\$55,250.00	\$1,625.00			\$56,875.00	87.50%	\$8,125.00	\$2,843.75
1011s	Stakeout and As-built	\$50,000.00	\$42,500.00	\$1,250.00			\$43,750.00	87.50%	\$6,250.00	\$2,187.50
10414	Contractor's Erosion Control & NPDES	\$76,500.00	\$65,025.00	\$1,912.50			\$66,937.50	87.50%	\$9,562.50	\$3,346.88
580340	Tree Protection	\$5,000.00	\$4,000.00	\$250.00			\$4,250.00	85.00%	\$750.00	\$212.50
1208	Dewatering	\$60,000.00	\$45,000.00				\$45,000.00	75.00%	\$15,000.00	\$2,250.00
1101	Clearing and Grubbing	\$23,250.00	\$23,250.00				\$23,250.00	100.00%	\$0.00	\$1,162.50
1201	Regular Excavation	\$739,020.00	\$665,118.00	\$18,475.50			\$683,593.50	92.50%	\$55,426.50	\$34,179.68
1206	Embankment	\$509,165.00	\$458,248.50	\$12,729.13			\$470,977.63	92.50%	\$38,187.38	\$23,548.88
1605	Finished Soil Layer	\$60,550.00	\$42,385.00	\$0.00			\$42,385.00	70.00%	\$18,165.00	\$2,119.25
5751	Sod	\$211,925.00	\$127,155.00	\$21,192.50			\$148,347.50	70.00%	\$63,577.50	\$7,417.38
5243	Concrete, NS	\$307,800.00					\$0.00		\$307,800.00	\$0.00
5244	Concrete, Class II	\$326,275.00		\$23,002.39	\$42,253.47		\$65,255.86	20.00%	\$261,019.14	\$3,262.79
5245	Subgrade	\$11,875.00	\$11,875.00				\$11,875.00	100.00%	\$0.00	\$593.75
5303	Rip Rap	\$421,600.00	\$358,360.00				\$358,360.00	85.00%	\$63,240.00	\$17,918.00
4301	RCP, 24"	\$15,600.00					\$0.00		\$15,600.00	\$0.00
4302	RCP, 24" w/ cradle and seep shield	\$49,680.00	\$49,680.00				\$49,680.00	100.00%	\$0.00	\$2,484.00
4306	RCP, 60" w/ cradle and seep shield	\$272,250.00	\$231,412.50				\$231,412.50	85.00%	\$40,837.50	\$11,370.63
430982129	MES, 24"	\$7,350.00	\$7,350.00				\$7,350.00	100.00%	\$0.00	\$367.50
4251412a	10x10' Type J structure bottom	\$197,050.00	\$137,935.00	\$9,852.50			\$147,787.50	75.00%	\$49,262.50	\$7,389.38
4251412b	10x10' atrium grate	\$21,000.00					\$0.00		\$21,000.00	\$0.00
4251885	Stream Gauge	\$3,000.00					\$0.00		\$3,000.00	\$0.00
4251886	Outfall Structure	\$94,250.00	\$94,250.00				\$94,250.00	100.00%	\$0.00	\$4,712.50
Alternate 1	Karst Remediation									
5225	Pressure Grout (402 CY @ 1,035)	\$416,070.00	\$416,070.00				\$416,070.00	100.00%	\$0.00	\$20,803.50
Alternate 2	Wetlands Constructions									
5831	Constructed Wetlands	\$55,000.00	\$2,000.00				\$2,000.00	3.64%	\$53,000.00	\$100.00
<b>GRAND TOTALS</b>		\$4,157,710.00	\$2,995,364.00	\$90,289.51	\$42,253.47	\$3,127,906.98		75%	\$1,029,803.02	\$156,395.35

# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: Canopy Community Development District  
 Greenmar-Pedersen  
 1590 Village Square Boulevard  
 Tallahassee, FL 32309

FROM CONTRACTOR: Sandco, Inc.  
 4708 Capital Circle NW  
 Tallahassee, FL 32303

VIA ARCHITECT:  
 Dove Pond Regional Stormwater Facility Construction Services

AIA DOCUMENT G702

APPLICATION NO: 7

PAGE ONE OF 2 PAGES

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

PERIOD TO: 6/30/2018

PROJECT NOS: 16-17

CONTRACT FOR: Site work

CONTRACT DATE: 11/20/2017

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 3,741,640.00
2. Net change by Change Orders \$ 416,070.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 4,157,710.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 3,270,609.11
5. RETAINAGE:
  - a. 5% % of Completed Work \$ 163,550.46
  - b. (Column D + E on G703) \$ Included in above
  - (Column F on G703)
  - Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 163,550.46
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 3,107,078.65
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 2,971,511.63
8. CURRENT PAYMENT DUE \$ 135,567.02
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 1,050,631.35

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$416,070.00	
Total approved this Month	\$416,070.00	\$0.00
TOTALS	\$832,140.00	\$0.00
NET CHANGES by Change Order	\$416,070.00	

CONTRACTOR:

By:  Date: 7/2/2018

State of Florida County of Leon  
 Subscribed and sworn to before me this 2nd day of July  
 Notary Public: *Constantine S. Fletcher*  
 My Commission expires: Commission # FF 213701 Expires July 25, 2019

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 135,567.02

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *Anthony J. Manna* Date: 7.3.2018  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G+C)	I BALANCE TO FINISH (C-G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)							
1011	Mobilization	\$28,500.00	\$28,500.00				\$28,500.00	100.00%	\$0.00	\$1,425.00
1011B	Bonds and Insurance	\$130,000.00	\$130,000.00				\$130,000.00	100.00%	\$0.00	\$6,500.00
1025	Contractor's Quality Control	\$65,000.00	\$56,875.00	\$1,625.00			\$58,500.00	90.00%	\$6,500.00	\$2,925.00
1011s	Stakeout and As-built	\$50,000.00	\$43,750.00	\$1,250.00			\$45,000.00	90.00%	\$5,000.00	\$2,250.00
10414	Contractor's Erosion Control & NPDES	\$76,500.00	\$66,937.50	\$1,912.50			\$68,850.00	90.00%	\$7,650.00	\$3,442.50
580340	Tree Protection	\$5,000.00	\$4,250.00	\$750.00			\$5,000.00	100.00%	\$0.00	\$250.00
1208	Dewatering	\$60,000.00	\$45,000.00	\$23,250.00			\$45,000.00	75.00%	\$15,000.00	\$2,250.00
1101	Clearing and Grubbing	\$23,250.00	\$23,250.00				\$23,250.00	100.00%	\$0.00	\$1,162.50
1201	Regular Excavation	\$739,020.00	\$683,593.50	\$18,475.50			\$702,069.00	95.00%	\$36,951.00	\$35,103.45
1206	Embankment	\$509,165.00	\$470,977.63	\$12,779.13			\$483,706.75	95.00%	\$25,458.25	\$24,185.34
1605	Finished Soil Layer	\$60,550.00	\$42,385.00	\$148,347.50			\$148,347.50	70.00%	\$63,577.50	\$7,417.38
5751	Sod	\$211,925.00	\$307,800.00	\$65,255.00	\$42,253.47		\$307,800.00	40.00%	\$195,764.14	\$6,525.54
5243	Concrete, NS	\$326,275.00	\$11,875.00	\$358,360.00			\$11,875.00	100.00%	\$0.00	\$93.75
5244	Concrete, Class II	\$11,875.00	\$358,360.00				\$358,360.00	85.00%	\$63,240.00	\$17,918.00
5245	Subgrade	\$421,600.00	\$15,600.00	\$15,600.00			\$0.00		\$15,600.00	\$0.00
5303	RCP, 24"	\$49,680.00	\$49,680.00				\$49,680.00	100.00%	\$0.00	\$2,484.00
4302	RCP, 24" w/ cradle and seep shield	\$272,250.00	\$231,412.50	\$7,350.00			\$231,412.50	85.00%	\$40,837.50	\$11,570.63
4306	RCP, 60" w/ cradle and seep shield	\$7,350.00	\$7,350.00				\$7,350.00	100.00%	\$0.00	\$367.50
430982129	MES, 24"	\$197,050.00	\$147,787.50	\$19,705.00			\$167,492.50	85.00%	\$29,557.50	\$8,374.63
4251412a	10x10' Type J structure bottom	\$21,000.00	\$3,000.00	\$21,000.00			\$21,000.00	100.00%	\$0.00	\$1,050.00
4251412b	10x10' atrium grate	\$3,000.00	\$94,250.00				\$0.00		\$5,000.00	\$0.00
4251885	Stream Gauge	\$94,250.00	\$94,250.00				\$94,250.00	100.00%	\$0.00	\$4,712.50
4251886	Outfall Structure									
Alternate 1	Karst Remediation									
5225	Pressure Grout (402 CY @ 1.035)	\$416,070.00	\$416,070.00				\$416,070.00	100.00%	\$0.00	\$20,803.50
Alternate 2	Wetlands Constructions									
5831	Constructed Wetlands	\$55,000.00	\$2,000.00				\$2,000.00	3.64%	\$53,000.00	\$100.00
	<b>GRAND TOTALS</b>	\$4,157,710.00	\$3,085,653.52	\$142,702.13	\$42,253.47	\$5,270,609.11		79%	\$887,100.89	\$163,530.46



# APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: Canopy Community Development District  
Greenman-Pedersen  
1590 Village Square Boulevard  
Tallahassee, FL 32309

AIA DOCUMENT G702

APPLICATION NO: 8

PAGE ONE OF 2 PAGES

FROM CONTRACTOR: Sandco, Inc.  
4708 Capital Circle NW  
Tallahassee, FL 32303

PERIOD TO: 7/30/2018

PROJECT NOS: 16-17  
Dove Pond Regional Stormwater Facility Construction Services

Distribution to:

OWNER	
ARCHITECT	
CONTRACTOR	

CONTRACT FOR: Site work

CONTRACT DATE: 11/20/2017

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	3,741,640.00
2. Net change by Change Orders	\$	416,070.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	4,157,710.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	3,306,235.75
5. RETAINAGE:		
a. 5% % of Completed Work (Column D + E on G703)	\$	165,311.79
b. % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	165,311.79
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	3,140,923.96
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	3,107,078.65
8. CURRENT PAYMENT DUE	\$	33,845.31
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1,016,786.04

CONTRACTOR:

By: *[Signature]* Date: 8/7/18

State of Florida  
Subscribed and sworn to before me this 11/20/2018 day of November  
Notary Public  
My Commission expires: 11/12/2020  
EUGENIA FERRELL  
Commission # GS 044187  
Expires November 1, 2020  
Berkley Trust Troy Felt Insurance 800-335-7019

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 33,845.31

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *[Signature]* Date: 8.7.2018

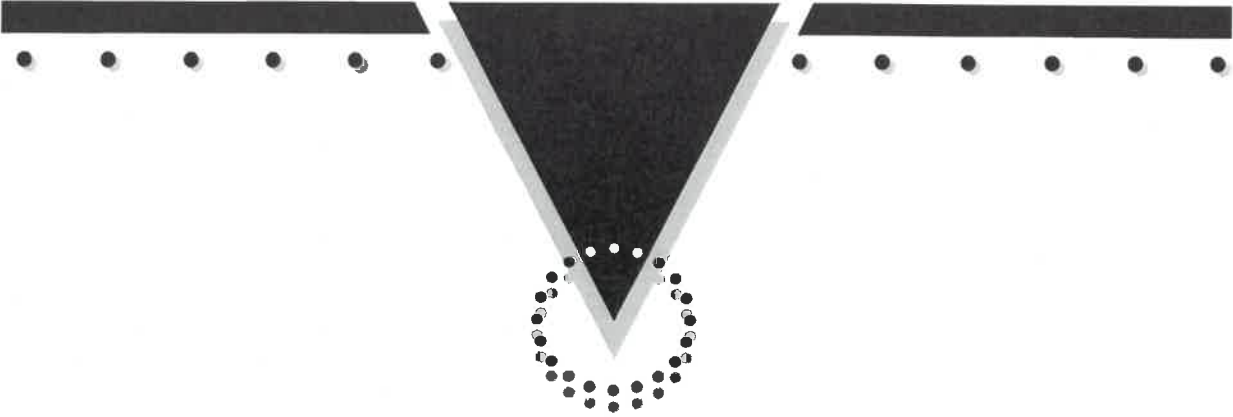
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$416,070.00	
Total approved this Month	\$416,070.00	\$0.00
TOTALS		
NET CHANGES by Change Order		\$416,070.00



# SECTION C

# SECTION 1



**Canopy  
Community Development District**

**Unaudited Financial Reporting**

**August 31, 2018**



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1	<u>Balance Sheet</u>
2	<u>General Fund Income Statement</u>
3	<u>Capital Project Fund</u>
4	<u>Month to Month</u>
5	<u>Developer Contributions Schedule</u>
6	<u>Capital Funding Contributions Schedule</u>

**Canopy**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**BALANCE SHEET**  
**August 31, 2018**

	<b>GENERAL</b>	<b>CAPITAL PROJECT</b>
<b><u>ASSETS:</u></b>		
CASH	\$4,356	\$0
DUE FROM DEVELOPER	\$11,876	\$0
DUE FROM CAPITAL	\$421,843	\$0
PREPAID	\$5,000	\$0
<b>TOTAL ASSETS</b>	<b>\$443,075</b>	<b>\$0</b>
<b><u>LIABILITIES:</u></b>		
ACCOUNTS PAYABLE	\$443,376	\$0
CONTRACTS PAYABLE	\$0	\$25,504
DUE TO CAPITAL	\$0	\$0
DUE TO DEVELOPER	\$0	\$1,227,180
DUE TO GENERAL FUND	\$0	\$0
<b><u>FUND EQUITY:</u></b>		
FUND BALANCES:		
UNASSIGNED	(\$301)	(\$1,252,684)
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$443,075</b>	<b>\$0</b>

# Canopy

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND

Statement of Revenues & Expenditures  
For The Period Ending August 31, 2018

	BUDGET	PRORATED BUDGET 8/31/18	ACTUAL 8/31/18	VARIANCE
<b>REVENUES:</b>				
DEVELOPER CONTRIBUTIONS	\$87,500	\$80,208	\$64,115	(\$16,093)
<b>TOTAL REVENUES</b>	<b>\$87,500</b>	<b>\$80,208</b>	<b>\$64,115</b>	<b>(\$16,093)</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE</b>				
ENGINEERING	\$12,000	\$11,000	\$0	\$11,000
ATTORNEY	\$25,000	\$22,917	\$27,891	(\$4,975)
MANAGEMENT FEES	\$35,000	\$32,083	\$32,083	(\$0)
INFORMATION TECHNOLOGY	\$600	\$550	\$550	\$0
TELEPHONE	\$300	\$275	\$44	\$231
POSTAGE	\$1,000	\$917	\$252	\$665
INSURANCE	\$5,800	\$5,800	\$5,000	\$800
PRINTING & BINDING	\$1,000	\$917	\$1,164	(\$247)
LEGAL ADVERTISING	\$5,000	\$4,583	\$4,377	\$207
OTHER CURRENT CHARGES	\$1,000	\$917	\$766	\$151
OFFICE SUPPLIES	\$625	\$573	\$104	\$469
DUES, LICENSE & SUBSCRIPTIONS	\$175	\$175	\$175	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$87,500</b>	<b>\$80,706</b>	<b>\$72,406</b>	<b>\$8,300</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>(\$8,291)</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$7,990</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>(\$301)</b>	



**Canopy**  
**COMMUNITY DEVELOPMENT DISTRICT**

**CAPITAL PROJECT FUND**  
Statement of Revenues & Expenditures  
For The Period Ending August 31, 2018

	PROPOSED BUDGET	PRORATED BUDGET 8/31/18	ACTUAL 8/31/18	Variance
<b><u>REVENUES</u></b>				
INTRAGOVERNMENTAL REVENUES	\$ -	\$ -	\$ 2,000,000	\$2,000,000
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>
<b><u>EXPENDITURES</u></b>				
PROFESSIONAL FEES	\$ -	\$ -	\$ 76,794	\$ (76,794)
MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ 261	\$ (261)
CAPITAL OUTLAY	\$ -	\$ -	\$ 3,170,525	\$ (3,170,525)
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,247,580</b>	<b>\$ (3,247,580)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,247,580)</b>	
<b>FUND BALANCE - BEGINNING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,104)</b>	
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,252,684)</b>	

## Canopy Community Development District

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b>Revenues:</b>													
Developer Contributions	\$13,741	\$3,940	\$3,038	\$6,364	\$6,976	\$5,548	\$6,084	\$5,257	\$3,326	\$3,504	\$6,336	\$0	\$64,115
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$13,741</b>	<b>\$3,940</b>	<b>\$3,038</b>	<b>\$6,364</b>	<b>\$6,976</b>	<b>\$5,548</b>	<b>\$6,084</b>	<b>\$5,257</b>	<b>\$3,326</b>	<b>\$3,504</b>	<b>\$6,336</b>	<b>\$0</b>	<b>\$64,115</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney	\$4,150	\$862	\$0	\$3,313	\$3,939	\$2,377	\$2,978	\$2,180	\$3,063	\$5,030	\$0	\$0	\$27,891
Management Fees	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$0	\$32,083
Information Technology	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$0	\$550
Telephone	\$18	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8	\$0	\$18	\$0	\$44
Postage	\$30	\$1	\$2	\$19	\$4	\$1	\$1	\$12	\$35	\$6	\$140	\$0	\$252
Insurance	\$5,000	\$1	\$0	\$0	\$0	\$0	\$6	\$339	\$66	\$0	\$0	\$0	\$5,000
Printing & Binding	\$201	\$46	\$4	\$0	\$0	\$119	\$6	\$399	\$66	\$249	\$134	\$0	\$1,164
Legal Advertising	\$1,049	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118	\$3,209	\$0	\$0	\$4,377
Other Current Charges	\$131	\$66	\$66	\$66	\$66	\$81	\$131	\$81	\$81	\$1	\$0	\$0	\$766
Office Supplies	\$21	\$0	\$0	\$0	\$0	\$20	\$0	\$21	\$1	\$21	\$20	\$0	\$104
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Expenditures</b>	<b>\$13,741</b>	<b>\$3,940</b>	<b>\$3,038</b>	<b>\$6,364</b>	<b>\$6,976</b>	<b>\$5,563</b>	<b>\$6,084</b>	<b>\$5,599</b>	<b>\$6,339</b>	<b>\$11,482</b>	<b>\$3,279</b>	<b>\$0</b>	<b>\$72,406</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$15)</b>	<b>\$0</b>	<b>(\$342)</b>	<b>(\$3,012)</b>	<b>(\$7,978)</b>	<b>\$3,057</b>	<b>\$0</b>	<b>(\$8,291)</b>

Canopy Community Development District  
Developer Contributions/Due from Developer

Funding Request #	Prepared Date	Payment Received Date	Check Amount	Total Funding Request	General Fund Portion (FY17)	Capital Project Portion (FY17)	General Fund Portion (FY18)	Capital Project Portion (FY18)	Over and (short) Balance Due
<b>FY17</b>									
<b>CASH</b>									
1	6/20/17	8/25/17	7,700.00	7,700.00	4,930.47	-	5,000.00	-	\$ -
2	8/21/17	11/22/17	12,154.78	12,154.78	7,154.78	-	-	-	\$ -
3	9/25/17	11/22/17	7,427.11	7,427.11	7,427.11	-	-	-	\$ -
<b>FY18</b>									
1	10/27/17	11/22/17	20,781.11	20,781.11	14,762.58	2,782.50	3,236.03	-	\$ -
2	11/27/17	12/6/17	8,438.05	8,438.05	1,858.17	2,321.48	4,258.40	-	\$ -
3	12/22/17	1/17/18	16,683.93	16,683.93	-	-	7,123.21	9,560.72	\$ -
4	1/22/18	2/6/18	10,959.70	10,959.70	-	-	3,979.10	6,980.60	\$ -
5	2/13/18	3/12/18	4,664.45	4,664.45	-	-	2,971.30	1,693.15	\$ -
6	3/22/18	4/13/18	9,335.86	9,335.86	-	-	6,724.82	2,611.04	\$ -
7	4/23/18	5/9/18	21,034.25	21,034.25	-	-	6,913.63	14,120.62	\$ -
8	5/18/18	6/12/18	16,455.92	16,455.92	-	-	5,846.16	10,609.76	\$ -
9	6/25/18	8/1/18	12,161.35	12,161.35	-	-	6,186.17	5,975.18	\$ -
10	7/27/18			11,829.12	-	-	5,540.78	6,288.34	\$ 11,829.12
11	8/9/18			25,551.60	-	-	6,335.62	19,215.98	\$ 25,551.60
Due from Developer			\$ 147,796.51	\$ 185,177.23	\$ 43,833.11	\$ 5,103.98	\$ 64,115.22	\$ 77,055.39	\$ 37,380.72

Total Developer Contributions FY18 \$ 64,115.22  
 Total Due to Developer FY18 \$ 77,055.39  
 Cash balance from Dove Pond -\$4930.47

Canopy Community Development District  
Capital Funding Contributions/Due From

Funding Request #	Prepared Date	Blueprint Payment Received Date	Canopy CDD Payment Received Date	ACH Amount	Total Funding Request	Blueprint Portion FY18	Developer/CDD Portion FY18	Blueprint Over and (short) Balance Due	Developer/Canopy CDD Over and (short) Balance Due	Total Balance Due
1	1/30/18	2/26/18	2/28/18	\$ 594,736.13	\$ 594,736.13	\$ 396,486.79	\$ 198,249.34	\$ -	\$ -	\$ -
2	2/7/18	2/26/18	2/28/18	\$ 802,133.93	\$ 802,133.93	\$ 534,750.61	\$ 267,383.32	\$ -	\$ -	\$ -
3	4/4/18	4/20/18	4/13/18	\$ 689,565.67	\$ 689,565.67	\$ 450,530.43	\$ 239,035.24	\$ -	\$ -	\$ -
4	5/28/18	6/15/18	6/1/18	\$ 682,672.21	\$ 682,672.21	\$ 445,934.56	\$ 236,737.65	\$ -	\$ -	\$ -
5	5/29/18	6/15/18	6/1/18	\$ 401,416.56	\$ 401,416.56	\$ 172,297.62	\$ 229,118.94	\$ -	\$ -	\$ -
Due from FY18				\$ 3,170,524.50	\$ 3,170,524.50	\$ 2,000,000.01	\$ 1,170,524.49	\$ -	\$ -	\$ -

Total Capital Funding Contributions FY18

\$ 3,170,524.50

## SECTION 2

# Canopy

Community Development District

FY18 Funding Request #12  
September 25, 2018

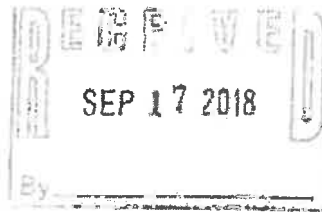
Payee	Capital Project FY2018	General Fund FY2018	General Fund FY2019
<b>1 City of Tallahassee</b> Inv #79593 Meeting Site July 10, 2018 and August 21, 2018		\$ 196.50	
<b>2 Egis Insurance &amp; Risk Advisors</b> Inv# 7495 - FY19 Insurance Policy Renewal			\$ 5,000.00
<b>3 Governmental Management Services-CF, LLC</b> Inv# 15 - Management Fees - September 2018		\$ 3,343.62	
<b>4 Greenman-Pedersen, Inc</b> Inv # 259593 - General Engineering Services - July 2018	\$ 39,475.36		
<b>5 Hopping Green &amp; Sams</b> Inv # 102083 - General Counsel - July 2018 Inv # 102084 - Project Construction - July 2018	\$ 662.50	\$ 5,030.21	
<b>6 Tallahassee Democrat</b> Inv# 1856281 - Notice of Public Hearing - 07/31/18 Inv# 1938949 - Notice of Public Hearing - 08/01/18		\$ 3,209.40 \$ 8,000.00	
	<b>\$ 40,137.86</b>	<b>\$ 19,779.73</b>	<b>\$ 5,000.00</b>
	<b>Total:</b>	<b>\$</b>	<b>64,917.59</b>

Please make check payable to:

Canopy Community Development District  
1412 S. Narcoossee Road  
St.Cloud, FL 34771

**City Of Tallahassee (General Fnd 001)**

APS-Accounting Services Division - A/R  
 c/o Box A-4, City Hall, 300 S. Adams St.  
 Tallahassee, FL 32301



# Invoice

Customer No.: 9992

Invoice No.: 79593

**Bill To: Canopy CDD**  
 Attn: Stacie Vanderbilt  
 135 W. Central Blvd., Suite 320  
 Orlando, FL 32801

**Ship To: Canopy CDD**  
 Attn: Stacie Vanderbilt  
 135 W. Central Blvd., Suite 320  
 Orlando, FL 32801

Date	Ship Via	FOB	Terms		
09/12/18			Due on receipt		
Purchase Order Number		Order Date	Sales Person	Our Order Number	
			Parks, Rec. & Neighborhood Affairs		
Quantity		Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.			
	5		Fee for meeting held 7/10/2018	65.50	65.50
	1		Fee for meeting held 8/21/2018	65.50	65.50
			Fee fo meeting cancelled with short notice - 9/4/2018	65.50	65.50
				<b>Invoice subtotal</b>	<b>196.50</b>
				<b>Invoice total</b>	<b>196.50</b>

Thank You

INVOICE



Canopy Community Development District  
c/o Governmental Management Services-CF, LLC  
135 W. Central Blvd, Suite 320  
Orlando, FL 32801

Customer	Canopy Community Development District
Acct #	743
Date	08/24/2018
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 5,000.00
Payment Amount	
Payment for:	Invoice#7495
100118312	

Thank You

Customer: Canopy Community Development District

Invoice	Effective	Transaction	Description	Amount
7495	10/01/2018	Renew policy	Policy#100118312 10/01/2018-10/01/2019 Florida Insurance Alliance POL,EPLI,EBL,Herb & Pest - Renew policy Due Date: 9/23/2018  <i>1.3-155-1 Gen. liab/Public officials</i>	5,000.00
				<b>Total</b>
				\$ 5,000.00

RECEIVED  
AUG 24 2018

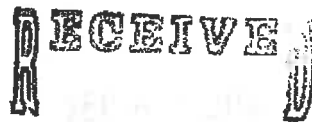
Thank You

FOR PAYMENTS SENT OVERNIGHT:  
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60463

Remit Payment To: Egis Insurance Advisors, LLC Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	(321)320-7665 cbtner@egisadvisors.com	Date 08/24/2018
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1 22



**GMS-Central Florida, LLC**  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

BY: .....

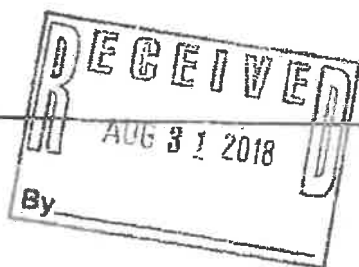
Invoice #: 15  
Invoice Date: 9/4/18  
Due Date: 9/4/18  
Case:  
P.O. Number:

**Bill To:**  
Canopy CDD  
135 West Central Blvd  
Suite 320  
Orlando, FL 32801

Description	Hours/Qty	Rate	Amount
Management Fees - September 2018 1,311.573.34		2,916.67	2,916.67
Information Technology - September 2018, 251		50.00	50.00
Office Supplies 51		20.87	20.87
Postage, 42		157.03	157.03
Copies 425		199.05	199.05

<b>Total</b>	<b>\$3,343.62</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,343.62</b>

**GPI Greenman-Pedersen, Inc.**  
 Engineering and Construction Services



Canopy Community Development District  
 135 West Central Blvd, Suite 320  
 Orlando, FL 32801

August 16, 2018  
 Project No: FLX-2017011.00  
 Invoice No: 259593

Project FLX-2017011.00 Canopy CDD Continuing Services  
Professional Services from June 23, 2018 to July 20, 2018

*DF Capital  
 Capital Project Jul 18*

Task 00100 General Services  
 Professional Personnel

*1-3-131-2000*

		Hours	Rate	Amount
Bruner, Joseph	6/27/2018	3.00	175.48	526.44
Bruner, Joseph	6/28/2018	8.00	175.48	1,403.84
Canopy Club Site Plan				
Bruner, Joseph	6/29/2018	8.00	175.48	1,403.84
Canopy Club Site Plan				
Bruner, Joseph	7/2/2018	5.50	175.48	965.14
Canopy Club Site Plan				
Bruner, Joseph	7/3/2018	7.00	175.48	1,228.36
Canopy Club Site Plan				
Bruner, Joseph	7/5/2018	8.00	175.48	1,403.84
Canopy Club Site Plan				
Dodd, Ricky	6/28/2018	6.00	115.00	690.00
Dodd, Ricky	6/29/2018	6.00	115.00	690.00
Dodd, Ricky	7/2/2018	5.00	115.00	575.00
Dodd, Ricky	7/3/2018	11.00	115.00	1,265.00
Dodd, Ricky	7/5/2018	4.00	115.00	460.00
Evans, Dustin	7/9/2018	2.00	175.48	350.96
Reviewing Units 4 and 5				
Evans, Dustin	7/17/2018	6.00	175.48	1,052.88
Units 4 and 5 Cost Estimate				
Evans, Dustin	7/18/2018	8.00	175.48	1,403.84
Units 4 and 5 Cost estimates				
Hickox, Jonathan	6/28/2018	.50	130.00	65.00
printing bid sets				
Hickox, Jonathan	6/29/2018	1.00	130.00	130.00
printing bid sets				
Hickox, Jonathan	7/18/2018	6.00	130.00	780.00
Units 4&5 Ammendment #2 bid set prep				
Hickox, Jonathan	7/19/2018	1.50	130.00	195.00
Unit 4 clubhouse site sketch for architect				
Hickox, Jonathan	7/19/2018	3.25	130.00	422.50
Units 4&5 Ammendment #2 bid set prep				
Justice, Travis	6/25/2018	2.00	177.50	355.00
Justice, Travis	6/26/2018	2.00	177.50	355.00
Unit 4 & 5 Bid documents				
Justice, Travis	7/12/2018	1.00	177.50	177.50
Supplemental Report 1 - revisions				

Project	FLX-2017011.00	Canopy CDD Continuing Services			Invoice	259593
Justice, Travis		7/16/2018	8.00	177.50	1,420.00	
Development of Revised Construction Plans and Contract Documents for Units 4 & 5						
Justice, Travis		7/17/2018	8.00	177.50	1,420.00	
Development of Revised Construction Plans and Contract Documents for Units 4 & 5						
Justice, Travis		7/18/2018	8.00	177.50	1,420.00	
Development of Revised Construction Plans and Contract Documents for Units 4 & 5						
Massey, Bruce		6/28/2018	1.00	115.00	115.00	
Conceptual Layout for Miccosukee Roundabout						
Massey, Bruce		6/29/2018	1.00	115.00	115.00	
Conceptual Layout for Miccosukee Roundabout						
Massey, Bruce		7/6/2018	5.00	115.00	575.00	
Conceptual Layout for Miccosukee Roundabout						
Massey, Bruce		7/16/2018	4.00	115.00	460.00	
Miccosukee Intersection Design						
Massey, Bruce		7/17/2018	4.50	115.00	517.50	
Quantities for bid set						
McHugh, Joseph		6/28/2018	2.50	175.48	438.70	
Review various Canopy Docs						
McHugh, Joseph		7/2/2018	2.00	175.48	350.96	
Review various Canopy Docs						
McHugh, Joseph		7/3/2018	3.25	175.48	570.31	
Updated Acquisition Pkg; Canopy CDD Supp Eng Rpt						
McHugh, Joseph		7/8/2018	4.00	175.48	701.92	
Canopy Unit 1 Infrastructure Acquisition; Units 4 and 5 Add #1; Units 2 -5 Asphalt Rpts; 2 - 5 Closeout Docs						
McHugh, Joseph		7/9/2018	2.25	175.48	394.83	
Review various field test results						
McHugh, Joseph		7/10/2018	7.00	175.48	1,228.36	
Pay Requests; billings CDD Meeting						
McHugh, Joseph		7/11/2018	5.00	175.48	877.40	
Various Contract Admin						
McHugh, Joseph		7/12/2018	1.00	175.48	175.48	
Various Contract Admin						
McHugh, Joseph		7/13/2018	1.00	175.48	175.48	
Various Contract Admin						
McHugh, Joseph		7/16/2018	7.50	175.48	1,316.10	
Contract Bid Admin-Units4&5						
McHugh, Joseph		7/17/2018	8.50	175.48	1,491.58	
Contract Bid Admin-Units4&5						
McHugh, Joseph		7/18/2018	8.50	175.48	1,491.58	
Contract Bid Admin-Units4&5						
McHugh, Joseph		7/19/2018	7.00	175.48	1,228.36	
Contract Bid Admin-Units4&5						
McHugh, Joseph		7/20/2018	8.00	175.48	1,403.84	
Various Contract Admin						
Newsome, Phillip		7/14/2018	3.00	77.33	231.99	
Unit 1 Phase 1 Replat Utility and Grading Plan						
Newsome, Phillip		7/16/2018	.50	77.33	38.67	
Unit 1 Phase 1 Replat Utility and Grading Plan						
Wise, Alan		6/24/2018	3.00	175.48	526.44	
Printing Bid Sets for Units 4 and 5						
Wise, Alan		6/25/2018	2.00	175.48	350.96	
Supplemental Engineering Report #1						
Wise, Alan		6/26/2018	3.00	175.48	526.44	

Project	FLX-2017011.00	Canopy CDD Continuing Services		Invoice	259593
Meeting with Jen K on bidding and scaling down project. Prepare and issue addendum #1.					
Wise, Alan	6/28/2018	5.00	175.48	877.40	
Acquisition Package for Unit1, Phases 2-5 and 7					
Wise, Alan	7/2/2018	2.00	175.48	350.96	
Supplemental Engineering Report #1, call with Robbie					
Wise, Alan	7/3/2018	3.00	175.48	526.44	
Infrastructure Acquisition Package, reviewing contracts					
Wise, Alan	7/10/2018	3.00	175.48	526.44	
Prepare for and attend the CDD Meeting and Infrastructure acquisition packages					
Wise, Alan	7/17/2018	1.00	175.48	175.48	
Unit 1 PH 2-5 Aquisition packages					
Zaleski, Matthew	7/5/2018	1.00	115.00	115.00	
FGT exhibit coordination.					
Zaleski, Matthew	7/19/2018	1.00	115.00	115.00	
Assssment Areas exhibit preparation					
Zaleski, Matthew	7/20/2018	1.00	115.00	115.00	
Asssment Areas exhibit preparation					
Totals		240.25		38,262.76	
Total Labor					38,262.76
<b>Reimbursable Expenses</b>					
The Blueprint Shop, Inc.				1,212.60	
Total Reimbursables				1,212.60	1,212.60
				<b>Total this Task</b>	<b>\$39,475.36</b>
				<b>Total this Invoice</b>	<b>\$39,475.36</b>

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 8528  
Tallahassee, FL 32314  
850.222.7500

REC'D AUG 23 2018

===== STATEMENT =====

August 20, 2018

Canopy CDD  
c/o Governmental Management Services, LLC  
135 West Central Blvd., Suite 320  
Orlando, FL 32801

Bill Number 102083  
Billed through 07/31/2018

**General Counsel**

**CANCDD 00001**

**JLK 131.513.315**

*MTG/AGDA/ASMT/ADA/NOTICES*

**FOR PROFESSIONAL SERVICES RENDERED**

07/02/18	JLK	Provide comments to methodology; confer with DM on various organizational matters; confer with MBS.	0.80 hrs
07/02/18	JBC	Prepare for board meeting; revise proposed rule regarding recreation facilities privileges.	0.50 hrs
07/02/18	AHJ	Prepare mailed and published notices of 170 assessment hearing.	1.40 hrs
07/03/18	JLK	Draft resolution declaring assessments; continue work on Chapter 170 mailed notices; work on published notices; review draft agenda and minutes and provide comments to same.	1.50 hrs
07/04/18	JLK	Update declaring resolution with updates to methodology comments and assessment rates.	0.30 hrs
07/05/18	JLK	Review and update direct mailed and published debt and O&M notices; confer with DM on same.	0.70 hrs
07/05/18	JBC	Review agenda package; prepare for board meeting.	1.50 hrs
07/06/18	JLK	Continue updating notices and assessment resolutions; update comments to financing documents.	0.60 hrs
07/09/18	JLK	Draft assessment notices; prepare for board meeting.	1.40 hrs
07/10/18	JLK	Travel to and from and attend board meeting; post meeting conference with engineer on acquisition; review acquisition documentation and provide comments to same.	3.80 hrs
07/10/18	JBC	Review mailed assessment notice; prepare published assessment notice.	0.80 hrs
07/11/18	JLK	Draft proposed user rate rule and transmit same; review 170 letters; draft warranty bond letter from CDD to city/developer.	1.40 hrs
07/11/18	JBC	Review and prepare published notice for August 21, 2018 public hearings and meeting.	0.30 hrs
07/12/18	JLK	Draft and update published notice of assessments for O&M and mailed for	1.20 hrs

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same; update 170 notices and confer with DM on same; confer with GPI regarding acquisition packages; draft letter on city acceptance and bonds for same.

07/13/18	JLK	Draft/update published and mailed notices and confer with DM on same.	1.10 hrs
07/14/18	JLK	Confer with DM regarding published and mailed notices and finalize same; draft 170.08 resolution.	0.60 hrs
07/17/18	JLK	Call on methodology; confer with assessment area legal descriptions for various notices and documents; confer with BMO regarding trustee options; review update PLOM; confer regarding church parcel.	1.20 hrs
07/31/18	MGC	Conference call with Kilinski regarding ADA websites research, audio/minutes, and public records research; review emails and attached documents from Kilinski regarding ADA website compliance; research, review, and analyze the Sunshine Law Manual, attorney general opinions, and state and federal case law in connection with same; prepare section in memorandum addressing potential impact of ADA on website segregation; begin researching audio/video minutes issue.	0.20 hrs
07/31/18	JLK	Research, review and edit memorandum summarizing ADA website standards and related information; attend multiple conference calls with ADA consultants, district's insurance carrier and insurance defense counsel regarding ADA information; transmit information to district manager on same.	0.10 hrs

Total fees for this matter \$4,923.00

#### DISBURSEMENTS

Document Reproduction	42.00
Conference Calls	7.15
Lexis Nexis	58.06
Total disbursements for this matter	\$107.21

#### MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	1.40 hrs	145 /hr	\$203.00
Cooksey, Jennings B.	3.10 hrs	245 /hr	\$759.50
Kilinski, Jennifer L.	14.70 hrs	265 /hr	\$3,895.50
Collazo, Mike	0.20 hrs	325 /hr	\$65.00

TOTAL FEES	\$4,923.00
TOTAL DISBURSEMENTS	\$107.21

**TOTAL CHARGES FOR THIS MATTER \$5,030.21**

#### BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	1.40 hrs	145 /hr	\$203.00
Cooksey, Jennings B.	3.10 hrs	245 /hr	\$759.50
Kilinski, Jennifer L.	14.70 hrs	265 /hr	\$3,895.50

=====  
Collazo, Mike

0.20 hrs

325 /hr

\$65.00

TOTAL FEES

\$4,923.00

TOTAL DISBURSEMENTS

\$107.21

**TOTAL CHARGES FOR THIS BILL**

-----  
**\$5,030.21**

**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6528  
Tallahassee, FL 32314  
850.222.7500

REC'D AUG 28 2018

===== STATEMENT =====

August 20, 2018

Canopy CDD  
c/o Governmental Management Services, LLC  
135 West Central Blvd., Suite 320  
Orlando, FL 32801

Bill Number 102084  
Billed through 07/31/2018

1-300-131-2  
Project Construction Jul 18  
CANCDD 00103 JLK

**FOR PROFESSIONAL SERVICES RENDERED**

07/03/18	JLK	Confer with GPI regarding acquisition packages for infrastructure and reimbursement and review the same; confer regarding addendum 1 for RFP and update timeline; review construction timetable and specification package and provide comments to same.	1.30 hrs
07/16/18	JLK	Confer with GPI regarding dove pond pay requisitions and review updates to same; update engineer's regarding status of funding agreement for same.	0.80 hrs
07/19/18	JLK	Confer with GPI regarding pay apps and updates to Dove Pond schedule.	0.40 hrs
Total fees for this matter			\$662.50

**MATTER SUMMARY**

Killinski, Jennifer L.	2.50 hrs	265 /hr	\$662.50
TOTAL FEES			\$662.50
TOTAL CHARGES FOR THIS MATTER			<u>\$662.50</u>

**BILLING SUMMARY**

Killinski, Jennifer L.	2.50 hrs	265 /hr	\$662.50
TOTAL FEES			\$662.50
TOTAL CHARGES FOR THIS BILL			<u>\$662.50</u>

**Please include the bill number on your check.**





3

Aug 10 2018

ACCOUNT NAME Canopy Cdd		ACCOUNT # 183298	PAGE # 1 of 1
INVOICE # 0001856281	BILLING PERIOD Jul 1- Jul 31, 2018	PAYMENT DUE DATE August 20, 2018	
PREPAY (if memo info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL AMOUNT DUE \$3,209.40	
BILLING INQUIRIES/ADDRESS CHANGES 1-866-226-4167 or TALL@ccc.gannett.com		FEDERAL ID 16-0980985	
<p><b>Terms and Conditions:</b> Past due accounts are subject to interest at the rate of 12% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.</p>			

**BILLING ACCOUNT NAME AND ADDRESS**

CANOPY CDD  
ATTN: STACIE  
135 W CENTRAL BLVD STE 320  
ORLANDO, FL 32801-2435



000018329800000000000000000018562810032094015588

**NOTE:** Your account number has changed. Your old account number was 231952. Your new account number is 183298 and should be used for all future correspondence.

Date	Description	Amount
7/1/18	Balance Forward	\$0.00

1-31-513-48: FY19 Bdg/Spec/Assess

**Print Advertising:**

Date	Product	Order Description	PO Number	Runs	Ad Size	Rate	Gross Amount	Net Amount
7/31/18	Tallahassee Democrat	Notice Of Public Hearing Campa		1	6 x 15 in	\$35.66	\$3,209.40	\$3,209.40

✓JA

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT



ACCOUNT NAME Canopy Cdd		PAYMENT DUE DATE August 20, 2018		AMOUNT PAID		
ACCOUNT NUMBER 183298		INVOICE NUMBER 0001856281				
CURRENT DUE \$3,209.40	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL AMOUNT DUE \$3,209.40

**REMITTANCE ADDRESS** (Include Account# & Invoice# on check)

Tallahassee Media Group  
P.O. Box 677585  
Dallas, TX 75267-7585

**TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:**

VISA     MASTERCARD     DISCOVER     AMEX

Card Number \_\_\_\_\_  
Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_    CVV Code \_\_\_\_\_  
Signature \_\_\_\_\_    Date \_\_\_\_\_

000018329800000000000000000018562810032094015588

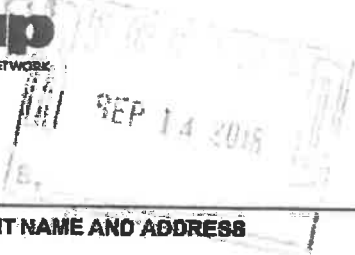
**CANOPY COMMUNITY DEVELOPMENT DISTRICT  
NOTICE OF PUBLIC HEARING TO CONSIDER ADOPTION OF SPECIAL ASSESSMENTS PURSUANT TO SECTION 170.07, FLORIDA STATUTES;  
NOTICE OF PUBLIC HEARING TO CONSIDER ADOPTION OF ASSESSMENT ROLL PURSUANT TO SECTION 189.004(4), FLORIDA STATUTES;  
NOTICE OF FISCAL YEAR 2019-2020 BUDGET PUBLIC HEARING AND REGULAR MEETING**

At a meeting of the Board of Directors, the Canopy Community Development District (District) Board of Directors (Board) will hold a public hearing on August 21, 2018, at 10:00 a.m. at Canopy Park, 2600 South 26th Street, Miramar, FL 33189 and a regular Board meeting on August 22, 2018, at 9:00 a.m. at Canopy Park, 2600 South 26th Street, Miramar, FL 33189. The Board will consider the proposed amendments to the District's special assessments and the District's fiscal year 2019-2020 budget and regular meeting.

**Chapter 189 Assessment Roll**  
The District is proposing to amend Chapter 189, Florida Statutes, to allow the District to collect special assessments for the District's special assessments. The amendments will allow the District to collect special assessments for the District's special assessments. The amendments will allow the District to collect special assessments for the District's special assessments. The amendments will allow the District to collect special assessments for the District's special assessments.

**Amendment 2018-01 Assessment Roll - No-Change Annual Assessment**

Parcel ID	Area	Assessment	Median Annual
Single Family - 01	100	\$1,000	\$1,000
Single Family - 02	150	\$1,500	\$1,500
Single Family - 03 (Patched)	200	\$2,000	\$2,000
Single Family - 04	250	\$2,500	\$2,500
Single Family - 05 (Patched)	300	\$3,000	\$3,000
Single Family - 06	350	\$3,500	\$3,500
Single Family - 07	400	\$4,000	\$4,000
Single Family - 08	450	\$4,500	\$4,500
Single Family - 09	500	\$5,000	\$5,000
Single Family - 10	550	\$5,500	\$5,500
Single Family - 11	600	\$6,000	\$6,000
Single Family - 12	650	\$6,500	\$6,500
Single Family - 13	700	\$7,000	\$7,000
Single Family - 14	750	\$7,500	\$7,500
Single Family - 15	800	\$8,000	\$8,000
Single Family - 16	850	\$8,500	\$8,500
Single Family - 17	900	\$9,000	\$9,000
Single Family - 18	950	\$9,500	\$9,500
Single Family - 19	1,000	\$10,000	\$10,000
Single Family - 20	1,050	\$10,500	\$10,500
Single Family - 21	1,100	\$11,000	\$11,000
Single Family - 22	1,150	\$11,500	\$11,500
Single Family - 23	1,200	\$12,000	\$12,000
Single Family - 24	1,250	\$12,500	\$12,500
Single Family - 25	1,300	\$13,000	\$13,000
Single Family - 26	1,350	\$13,500	\$13,500
Single Family - 27	1,400	\$14,000	\$14,000
Single Family - 28	1,450	\$14,500	\$14,500
Single Family - 29	1,500	\$15,000	\$15,000
Single Family - 30	1,550	\$15,500	\$15,500
Single Family - 31	1,600	\$16,000	\$16,000
Single Family - 32	1,650	\$16,500	\$16,500
Single Family - 33	1,700	\$17,000	\$17,000
Single Family - 34	1,750	\$17,500	\$17,500
Single Family - 35	1,800	\$18,000	\$18,000
Single Family - 36	1,850	\$18,500	\$18,500
Single Family - 37	1,900	\$19,000	\$19,000
Single Family - 38	1,950	\$19,500	\$19,500
Single Family - 39	2,000	\$20,000	\$20,000
Single Family - 40	2,050	\$20,500	\$20,500
Single Family - 41	2,100	\$21,000	\$21,000
Single Family - 42	2,150	\$21,500	\$21,500
Single Family - 43	2,200	\$22,000	\$22,000
Single Family - 44	2,250	\$22,500	\$22,500
Single Family - 45	2,300	\$23,000	\$23,000
Single Family - 46	2,350	\$23,500	\$23,500
Single Family - 47	2,400	\$24,000	\$24,000
Single Family - 48	2,450	\$24,500	\$24,500
Single Family - 49	2,500	\$25,000	\$25,000
Single Family - 50	2,550	\$25,500	\$25,500
Single Family - 51	2,600	\$26,000	\$26,000
Single Family - 52	2,650	\$26,500	\$26,500
Single Family - 53	2,700	\$27,000	\$27,000
Single Family - 54	2,750	\$27,500	\$27,500
Single Family - 55	2,800	\$28,000	\$28,000
Single Family - 56	2,850	\$28,500	\$28,500
Single Family - 57	2,900	\$29,000	\$29,000
Single Family - 58	2,950	\$29,500	\$29,500
Single Family - 59	3,000	\$30,000	\$30,000
Single Family - 60	3,050	\$30,500	\$30,500
Single Family - 61	3,100	\$31,000	\$31,000
Single Family - 62	3,150	\$31,500	\$31,500
Single Family - 63	3,200	\$32,000	\$32,000
Single Family - 64	3,250	\$32,500	\$32,500
Single Family - 65	3,300	\$33,000	\$33,000
Single Family - 66	3,350	\$33,500	\$33,500
Single Family - 67	3,400	\$34,000	\$34,000
Single Family - 68	3,450	\$34,500	\$34,500
Single Family - 69	3,500	\$35,000	\$35,000
Single Family - 70	3,550	\$35,500	\$35,500
Single Family - 71	3,600	\$36,000	\$36,000
Single Family - 72	3,650	\$36,500	\$36,500
Single Family - 73	3,700	\$37,000	\$37,000
Single Family - 74	3,750	\$37,500	\$37,500
Single Family - 75	3,800	\$38,000	\$38,000
Single Family - 76	3,850	\$38,500	\$38,500
Single Family - 77	3,900	\$39,000	\$39,000
Single Family - 78	3,950	\$39,500	\$39,500
Single Family - 79	4,000	\$40,000	\$40,000
Single Family - 80	4,050	\$40,500	\$40,500
Single Family - 81	4,100	\$41,000	\$41,000
Single Family - 82	4,150	\$41,500	\$41,500
Single Family - 83	4,200	\$42,000	\$42,000
Single Family - 84	4,250	\$42,500	\$42,500
Single Family - 85	4,300	\$43,000	\$43,000
Single Family - 86	4,350	\$43,500	\$43,500
Single Family - 87	4,400	\$44,000	\$44,000
Single Family - 88	4,450	\$44,500	\$44,500
Single Family - 89	4,500	\$45,000	\$45,000
Single Family - 90	4,550	\$45,500	\$45,500
Single Family - 91	4,600	\$46,000	\$46,000
Single Family - 92	4,650	\$46,500	\$46,500
Single Family - 93	4,700	\$47,000	\$47,000
Single Family - 94	4,750	\$47,500	\$47,500
Single Family - 95	4,800	\$48,000	\$48,000
Single Family - 96	4,850	\$48,500	\$48,500
Single Family - 97	4,900	\$49,000	\$49,000
Single Family - 98	4,950	\$49,500	\$49,500
Single Family - 99	5,000	\$50,000	\$50,000
Single Family - 100	5,050	\$50,500	\$50,500
Single Family - 101	5,100	\$51,000	\$51,000
Single Family - 102	5,150	\$51,500	\$51,500
Single Family - 103	5,200	\$52,000	\$52,000
Single Family - 104	5,250	\$52,500	\$52,500
Single Family - 105	5,300	\$53,000	\$53,000
Single Family - 106	5,350	\$53,500	\$53,500
Single Family - 107	5,400	\$54,000	\$54,000
Single Family - 108	5,450	\$54,500	\$54,500
Single Family - 109	5,500	\$55,000	\$55,000
Single Family - 110	5,550	\$55,500	\$55,500
Single Family - 111	5,600	\$56,000	\$56,000
Single Family - 112	5,650	\$56,500	\$56,500
Single Family - 113	5,700	\$57,000	\$57,000
Single Family - 114	5,750	\$57,500	\$57,500
Single Family - 115	5,800	\$58,000	\$58,000
Single Family - 116	5,850	\$58,500	\$58,500
Single Family - 117	5,900	\$59,000	\$59,000
Single Family - 118	5,950	\$59,500	\$59,500
Single Family - 119	6,000	\$60,000	\$60,000
Single Family - 120	6,050	\$60,500	\$60,500
Single Family - 121	6,100	\$61,000	\$61,000
Single Family - 122	6,150	\$61,500	\$61,500
Single Family - 123	6,200	\$62,000	\$62,000
Single Family - 124	6,250	\$62,500	\$62,500
Single Family - 125	6,300	\$63,000	\$63,000
Single Family - 126	6,350	\$63,500	\$63,500
Single Family - 127	6,400	\$64,000	\$64,000
Single Family - 128	6,450	\$64,500	\$64,500
Single Family - 129	6,500	\$65,000	\$65,000
Single Family - 130	6,550	\$65,500	\$65,500
Single Family - 131	6,600	\$66,000	\$66,000
Single Family - 132	6,650	\$66,500	\$66,500
Single Family - 133	6,700	\$67,000	\$67,000
Single Family - 134	6,750	\$67,500	\$67,500
Single Family - 135	6,800	\$68,000	\$68,000
Single Family - 136	6,850	\$68,500	\$68,500
Single Family - 137	6,900	\$69,000	\$69,000
Single Family - 138	6,950	\$69,500	\$69,500
Single Family - 139	7,000	\$70,000	\$70,000
Single Family - 140	7,050	\$70,500	\$70,500
Single Family - 141	7,100	\$71,000	\$71,000
Single Family - 142	7,150	\$71,500	\$71,500
Single Family - 143	7,200	\$72,000	\$72,000
Single Family - 144	7,250	\$72,500	\$72,500
Single Family - 145	7,300	\$73,000	\$73,000
Single Family - 146	7,350	\$73,500	\$73,500
Single Family - 147	7,400	\$74,000	\$74,000
Single Family - 148	7,450	\$74,500	\$74,500
Single Family - 149	7,500	\$75,000	\$75,000
Single Family - 150	7,550	\$75,500	\$75,500
Single Family - 151	7,600	\$76,000	\$76,000
Single Family - 152	7,650	\$76,500	\$76,500
Single Family - 153	7,700	\$77,000	\$77,000
Single Family - 154	7,750	\$77,500	\$77,500
Single Family - 155	7,800	\$78,000	\$78,000
Single Family - 156	7,850	\$78,500	\$78,500
Single Family - 157	7,900	\$79,000	\$79,000
Single Family - 158	7,950	\$79,500	\$79,500
Single Family - 159	8,000	\$80,000	\$80,000
Single Family - 160	8,050	\$80,500	\$80,500
Single Family - 161	8,100	\$81,000	\$81,000
Single Family - 162	8,150	\$81,500	\$81,500
Single Family - 163	8,200	\$82,000	\$82,000
Single Family - 164	8,250	\$82,500	\$82,500
Single Family - 165	8,300	\$83,000	\$83,000
Single Family - 166	8,350	\$83,500	\$83,500
Single Family - 167	8,400	\$84,000	\$84,000
Single Family - 168	8,450	\$84,500	\$84,500
Single Family - 169	8,500	\$85,000	\$85,000
Single Family - 170	8,550	\$85,500	\$85,500
Single Family - 171	8,600	\$86,000	\$86,000
Single Family - 172	8,650	\$86,500	\$86,500
Single Family - 173	8,700	\$87,000	\$87,000
Single Family - 174	8,750	\$87,500	\$87,500
Single Family - 175	8,800	\$88,000	\$88,000
Single Family - 176	8,850	\$88,500	\$88,500
Single Family - 177	8,900	\$89,000	\$89,000
Single Family - 178	8,950	\$89,500	\$89,500
Single Family - 179	9,000	\$90,000	\$90,000
Single Family - 180	9,050	\$90,500	\$90,500
Single Family - 181	9,100	\$91,000	\$91,000
Single Family - 182	9,150	\$91,500	\$91,500
Single Family - 183	9,200	\$92,000	\$92,000
Single Family - 184	9,250	\$92,500	\$92,500
Single Family - 185	9,300	\$93,000	\$93,000
Single Family - 186	9,350	\$93,500	\$93,500
Single Family - 187	9,400	\$94,000	\$94,000
Single Family - 188	9,450	\$94,500	\$94,500
Single Family - 189	9,500	\$95,000	\$95,000
Single Family - 190	9,550	\$95,500	\$95,500
Single Family - 191	9,600	\$96,000	\$96,000
Single Family - 192	9,650	\$96,500	\$96,500
Single Family - 193	9,700	\$97,000	\$97,000
Single Family - 194	9,750	\$97,500	\$97,500
Single Family - 195	9,800	\$98,000	\$98,000
Single Family - 196	9,850	\$98,500	\$98,500
Single Family - 197	9,900	\$99,000	\$99,000
Single Family - 198	9,950	\$99,500	\$99,500
Single Family - 199	10,000	\$100,000	\$100,000
Single Family - 200	10,050	\$100,500	\$100,500
Single Family - 201	10,100	\$101,000	\$101,000
Single Family - 202	10,150	\$101,500	\$101,500
Single Family - 203	10,200	\$102,000	\$102,000
Single Family - 204	10,250	\$102,500	\$102,500
Single Family - 205	10,300	\$103,000	\$103,000
Single Family - 206	10,350	\$103,500	\$103,500
Single Family - 207	10,400	\$104,000	\$104,000
Single Family - 208	10,450	\$104,500	\$104,500
Single Family - 209	10,500	\$105,000	\$105,000
Single Family - 210	10,550	\$105,500	\$105,500
Single Family - 211	10,600	\$106,000	\$106,000
Single Family - 212	10,650	\$106,500	\$106,500
Single Family - 213	10,700	\$107,000	\$107,000
Single Family - 214	10,750	\$107,500	\$107,500
Single Family - 215	10,800	\$108,000	\$108,000
Single Family - 216	10,850	\$	



ACCOUNT NAME Canopy Cdd		ACCOUNT # 183298	PAGE # 1 of 1
INVOICE # 0001938949	BILLING PERIOD Aug 1- Aug 31, 2018	PAYMENT DUE DATE September 20, 2018	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL AMOUNT DUE <b>\$11,241.49</b>	
BILLING INQUIRIES/ADDRESS CHANGES 1-866-226-4167 or TALL@ccc.gannett.com		FEDERAL ID 16-0980985	
<p><b>Terms and Conditions:</b> Past due accounts are subject to interest at the rate of 12% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.</p>			

**BILLING ACCOUNT NAME AND ADDRESS**

CANOPY CDD  
ATTN: STACIE  
135 W CENTRAL BLVD STE 320  
ORLANDO, FL 32801-2435

00001832980000000000000000000019389490112414915582

**NOTE:** Your account number has changed. Your old account number was 231952. Your new account number is 183298 and should be used for all future correspondence.

Date	Description	Amount
8/1/18	Balance Forward	\$3,209.40
8/31/18	Finance Charge	\$32.09

**Print Advertising:**

Date	Product	Order Description	PO Number	Runs	Ad Size	Rate	Gross Amount	Net Amount
8/1/18-8/8/18	Tallahassee Democrat	Canopy Cdd Campaign - Notice O		2	Full Page	Fixed Price	\$8,000.00	\$8,000.00

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

	ACCOUNT NAME Canopy Cdd		PAYMENT DUE DATE September 20, 2018		AMOUNT PAID	
	ACCOUNT NUMBER 183298		INVOICE NUMBER 0001938949			
CURRENT DUE \$8,032.09	30 DAYS PAST DUE \$3,209.40	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL AMOUNT DUE <b>\$11,241.49</b>
<b>REMITTANCE ADDRESS</b> (Include Account# & Invoice# on check)  Tallahassee Media Group P.O. Box 677585 Dallas, TX 75267-7585			<b>TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:</b>  <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX  Card Number _____ Exp Date    /    /    CVV Code _____ Signature _____    Date _____			

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# SECTION 3

**NOTICE OF MEETING DATES  
CANOPY  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the *Canopy Community Development District* will hold the regularly scheduled public meetings for **Fiscal Year 2019** at **11:00 am** at *Dorothy B Oven Park, 3205 Thomasville Rd., Tallahassee, Florida 32308*, on the first Tuesday of each month as follows:

**October 2, 2018**  
**November 6, 2018**  
**December 4, 2018**  
**January 1, 2019**  
**February 5, 2019**  
**March 5, 2019**  
**April 2, 2019**  
**May 7, 2019**  
**June 4, 2019**  
**July 2, 2019**  
**August 6, 2019**  
**September 3, 2019**

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained from the District Manager at 135 W. Central Blvd., Suite 320, Orlando, FL 32801.

A meeting may be continued to a date, time, and place as evidenced by motion of the majority of Board Members participating at that meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at a meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Darrin Mossing  
Governmental Management Services - Central Florida, LLC  
District Manager