

**MINUTES OF MEETING**

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

**SOUTHAVEN  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Southaven Community Development District was held on **Wednesday, March 2, 2016 at 10:00 a.m.** at the Marshall Creek CDD Recreation Center located at 625 Palencia Club Drive, St. Augustine, FL. 32095.

Present and constituting a quorum:

Walter O'Shea	<b>Board Supervisor, Chairman</b>
Naomi Lumley	<b>Board Supervisor, Assistant Secretary</b>
Dan Jones	<b>Board Supervisor, Assistant Secretary</b>
Ella "Pud" English	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams</b>
Scott Lockwood	<b>ETM (via speakerphone)</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 10:04 a.m. and read roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience members present.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
January 6, 2016**

On a motion by Mr. Jones, seconded by Ms. English with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on January 6, 2016 for Southaven Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for December  
2015 and January 2016**

On a motion by Mr. O'Shea, seconded by Mr. Jones, with all in favor, the Board ratified the Operation and Maintenance Expenditures for December 2015 in the amount of \$6,530.72 and January 2016 in the amount of \$4,972.88 for Southaven Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Requisitions #44–  
#48, #49 - #53 Special Assessment  
Bonds, Series 2015**

REQUISITION NO.	PAYEE	AMOUNT
44	Carlton Construction, Inc.	\$196,352.10
45	Ellis & Associates, Inc.	\$819.50
46	England –Thims & Miller, Inc.	\$18,406.62
47	Global Contracting Group, LLC	\$346,747.52
48	Southaven Land Associates, LLC	\$500.00
49	Carlton Construction, Inc.	\$244,407.31
50	Ellis & Associates, Inc.	\$3,110.80
51	England –Thims & Miller, Inc.	\$1,797.50
52	Hopping Green & Sams	\$902.50
53	Southaven Land Associates, LLC	\$500.00

On a motion by Mr. Jones, seconded by Ms. English, with all in favor, the Board ratified the Requisitions #44- #48, #49 - #53 Special Assessment Bonds, Series 2015 for Southaven Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Ms. Buchanan and Mr. O’Shea reviewed that Global’s agreed upon substantial completion date was back in October. Given the delay in performance, there is a potential claim for liquidated damages.

After discussion, the Board authorized the chair to negotiate the claim for liquidated damages, which would be reflected on the final pay application, with Global after chair, counsel and developer review issue with contractor.

On a motion by Mr. Jones, seconded by Ms. English, with all in favor, the Board authorized the chair to negotiate the claim for liquidated damages, which would be reflected on the final pay application, with Global after chair, counsel and developer review issue with contractor.

B. District Engineer  
No Report

C. Construction Administrator  
i.) Carlton Construction Change Order #2

Mr. O’Shea reviewed Change Order #2 with Carlton under Tab 4 in the amount of \$18,796.07. In addition, presented Change Order #3 with Carlton Construction (Exhibit A) in the amount of \$662.83.

On a motion by Ms. English seconded by Ms. Lumley, with all in favor, the Board ratified Carlton Change Order #2 in the amount of \$18,796.07 and Carlton Change Order #3 in the amount of \$662.83 for Southaven Community Development District.

D. District Manager

Ms. Dobbins noted the next meeting will be held on April 6, 2016 at 10:00 a.m. at the Marshal Creek CDD Amenity Center located at 625 Palencia Club Drive, St. Augustine, FL. 32084. Ms. English noted that she will not be able to attend.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-05,  
Designating the Date, Time and Location  
of the Public Hearing Regarding Rules and  
Rates for District Facilities**

The Board reviewed policies and rates in proposed packet behind Tab 5. The Board has set the Public Hearing for May 4, 2016 at 10:00 a.m.

On a motion by Mr. O'Shea, seconded by Ms. Lumley, with all in favor, the Board adopted Resolution 2016-05, Designating the Date, Time and Location of the Public Hearing Regarding Rules and Rates for District Facilities for Southaven Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Audience Comments and Supervisor Requests**

There were no Audience members present to comment.

Supervisor Comments:

Mr. Jones presented the maintenance map for CDD property in Phase 1 and requested he and Ms. Shine work with staff to bid out landscape and pond maintenance for Phase 1 to bring back proposals to the May 4, 2016 meeting.

On a motion by Mr. Jones, seconded by Ms. Lumley, with all in favor, the Board approved Dan Jones and Kim Shine to work with staff to bid out for landscape and pond maintenance, for Phase 1 for Southaven Community Development District.

**NINETH ORDER OF BUSINESS**

**Adjournment**

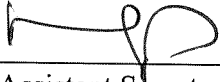
On a motion by Mr. O'Shea, seconded by Mr. Jones, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 10:28 a.m. for Southaven Community Development District.

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT


March 2, 2016, Minutes of Meeting

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Secretary/Assistant Secretary



Chairman/Vice Chairman

# EXHIBIT A



4615 U. S. Highway 17  
Suite 1  
Fleming Island, Florida 32003

Office (904) 284-8321  
Fax (904) 284-8308

Change Order Form

Project: Markland Gatehouse & Entry  
Project Number: 201526  
Change Order Number: 3 RI  
02.24.2016

The Owner has reviewed the Proposal from Contractor submitted in response to the Change Order Request No. 3, in which the Contractor has agreed to the changes in the Work described in the Change Order Request. Based upon this acceptance of the Contractor's Proposal, this Change Order is entered into by and between Owner and Contractor, as detailed below. In the event this Change Order increases or decreases the Contract Amount, the Contractor agrees, by accepting this Change Order, that all direct and indirect costs related to this Change Order, and any effect of the change on the remainder of the Project, the Schedule, or the Time(s) of Completion have been fully compensated by this Change Order. All other provisions of the Construction Contract remain in full force and effect.

The original Contract Amount was	\$ 1,219,322.00
Net change by previously authorized Change Orders	\$ 120,787.14
The Contract Amount prior to this Change Order was	\$ 1,340,109.14
The contract Amount will be <del>(Increased)</del> <del>(decreased)</del> (unchanged) by this Change Order in the amount of	\$ 662.83
The new Contract Amount including this Change Order will be	\$ 1,340,771.97
The Contract Time will be <del>(increased)</del> <del>(decreased)</del> (unchanged) by (0) days	
The Date of Substantial Completion as of the date of this Change Order therefore is _____	

Accepted:

Carlton Construction  
CONTRACTOR

By: [Signature]

Date: 2-24-16

[Signature] 2nd ENGINEER  
2-26-2016

Accepted: [Signature]

OWNER

By: [Signature]

Date: 2/25/16

[Signature] 2/29/16

2/29/16  
2/25/16



4615 U.S. Highway 17, Suite 1  
 Fleming Island FL 32003  
 904-284-8321  
 License: CGC 1508883

## Change Order

Change Order#: 3

Change Order Date: 02/24/2016

Project: Markland Entry & Gatehouse  
 60 Harkness Court  
 St. Augustine FL 32095

Client: Southaven Community Dev. Dist.  
 605 Palencia Club Drive  
 St. Augustine FL 32095

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Specifications Attached

Subcontractor quote attached

Ordered By:

Description of change: Markland Change Order #3

Description of Work	Amount
Landscape Revision #5 Changes	620.14
Entry Live Oak & Shrub Revisions	
Gatehouse Drip Edge Replacement	450.00
Replace 1.5" white drip edge material with 2.5" galvalume	
Precast Wall Accent Color Add. Time	1,130.50
For additional time it took Permacast to paint the 2nd accent color on the precast walls	
Precast Wall Credit for Stored Wall Sections	-2,193.85
Permacast to charge extra mobilization and installation costs at the time of future installation	
Recording of N.O.C.	86.50
Permit review for pre-engineered trusses	106.00
Job Box for Temp. Reuse Water Meter	46.41
Labor (4) hrs to paint mock up precast wall panels	104.58
Labor (4) hrs to paint mock up precast wall panels	108.63
Paint & supplies-paint mockup precast wall panels	144.02
Liability Insurance	3.79
P&P Bond	7.01
8% Fee	49.10

### Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

662.83

The original Contract Sum was .....	1,219,322.00
Net change by previous Change Orders .....	120,787.14
The Contract Sum prior to this Change Order .....	1,340,109.14
The Contract Sum will be changed by this Change Order .....	662.83
The new Contract Sum including this Change Order will be .....	1,340,771.97
The Contract Time will be changed by .....	0 Days

Owner: \_\_\_\_\_

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

Contractor: Chris Thomas

Date: 2-24-16





**SUN  
STATE  
NURSERY &  
LANDSCAPING, INC.**

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Brian Mulvaney  
Carlton Construction  
4615 US Highway 17, Suite 1  
Fleming Island, Florida 32003

**RE: Markland Phase 1**  
**Date: February 16, 2016**

**CHANGE ORDER #3**

Changes per plans dated 1-6-16

**Add:**

- |                                  |                     |
|----------------------------------|---------------------|
| • 90 Loropetalum- 3 gal.         | \$ 698.40           |
| • 1145 Ilex Crenata, 3 gal.      | \$ 8,885.20         |
| • 26 Stokes Dwarf Holly          | \$ 201.76           |
| • 9- 6" Live Oaks                | \$ 8,946.00         |
| • 33- Live Oak 65 gal. 3 ½" cal. | <u>\$ 14,553.00</u> |

**Total Add \$ 33,284.36**

**Credit:**

- |                               |                      |
|-------------------------------|----------------------|
| • Delete 845 Ligustrum 3 gal. | ( \$ 6,557.72)       |
| • Delete 44- 4 " Live oaks    | <u>(\$26,136.00)</u> |

**Total Deduct (\$32,693.72)**

**Total Add \$ 590.64**

**P \$ 29.50**

**Net Add \$ 620.14**



Professional Sunshine Roofing, Inc

946 Shadick Drive  
Orange City, FL 32763  
386-218-4942

# Change Order

Date	C.O. #
2/17/2016	8158

Submitted To:
Carlton Construction, Inc 4615 U.S. Highway 17, Suite 1 Fleming Island, FL 32003

Project
60 Harkness Ct, St Aug Markland Gatehouse

V.P.O. #	Contract #
	7597

Description	Total
<p>Scope of Work: Provide the following changes for Markland Gatehouse - 60 Harkness Court, St Augustine</p> <p>1. Replace current drip edge with new 2.5" face drip edge in galvalume finish to match metal roof portion.</p> <p>Labor &amp; Material Turnkey Submitted By: Patrick Hehre</p>	450.00

<p>The above scope and price of work are satisfactory and Professional Sunshine Roofing Inc is hereby authorized to do the work set forth above. One payment will be made 100% at completion of the above work.</p>	<b>Total</b>	<b>\$450.00</b>
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Accepted By : \_\_\_\_\_ Date : \_\_\_\_\_



# PERMACAST LLC

PRECAST CONCRETE PERIMETER WALLS

**Date:** January 22, 2016 **CO #3** **Carlton Contract No.** 1487

**Sold To:** Carlton Construction **Project:** MARKLAND - Southaven CDD  
**Address:** 4615 US Hwy 17 Ste 1 **Address:** International Golf Parkway & Renwick Pwy  
Fleming Island, FL 32003

**Contact:** Mr. Bryan Mulvaney **Salesman:** Jeff Davis **2nd Contact:** Steven Hatcher  
904-284-8321 / 904-449-6220 c **Cell:** 352-408-3986 **Cell:** 813-720-4720  
[brian@carltonconstruction.net](mailto:brian@carltonconstruction.net) **jeff@permacastwalls.com** **[steven@permacastwalls.com](mailto:steven@permacastwalls.com)**

**Change Order 3**

REVISED 2/16/16

<u>Item</u>	<u>Description</u>	<u>Linear Foot / Total</u>	<u>Base Price</u>	<u>Total</u>
	Change Order No. 3 Summary: (This change order)			
	Panel Banding - Accent Color Add. Time for Color Scheme			\$1,130.50

I hereby agree to all specifications, terms, and conditions of this proposal for contract.

<b>Client:</b> Carlton Construction	<b>Paxton Craddock, VP, Permacast Walls</b>	<b>Date</b>
<b>Authorized By:</b> _____	<b>Signature</b>	<b>Date</b>
<b>Date:</b> _____		

**Deposit Received By (check/cash):** \_\_\_\_\_ **Date:** \_\_\_\_\_

[www.permacastwalls.com](http://www.permacastwalls.com)  
6015 21st St. E, Bradenton, Florida 34203 • (888) 977-6087 Phone

**Initial Agreed by Client:** \_\_\_\_\_



# PERMACAST

PRECAST CONCRETE PERIMETER WALLS

**Date:** February 16, 2016 **CD #2** Carlton Contract No. 1487

**Sold To:** Carlton Construction **Project:** MARKLAND - Southaven CDD

**Address:** 4615 US Hwy 17 Ste 1 **Address:** International Golf Parkway & Renwick Pwy  
Fleming Island, FL 32003

**Contact:** Mr. Bryan Mulvaney **Salesman:** Jeff Davis **2nd Contact:** Steven Hatcher

904-284-8321 / 904-449-6220 c **Cell:** 352-408-3986 **Cell:** 813-720-4720

[brian@carltonconstruction.net](mailto:brian@carltonconstruction.net) **jeff@permacastwalls.com** **steven@permacastwalls.com**

## Change Order 2

Revised 2/18/16

Item	Description	Linear Foot / Total	Base Price	Total
<b>Original Contract:</b>				
	2374 LF x 6' Wall	2374	63	\$149,562.00
	Engineering	1	1250	\$1,250.00
	One Color Paint	2374	5.5	\$13,057.00
	Post Caps	240	10	\$2,400.00
	<b>Sub-Total:</b>			<b>\$166,269.00</b>
<b>Change Order No. 1 Summary:</b>				
	Upgrade to 2-Color Paint	2374	1.5	\$3,561.00
	<b>Sub-Total:</b>			<b>\$169,830.00</b>
<b>Change Order No. 2 Summary: (This change order)</b>				
	Actual LF = Estimated	0	63	\$0.00
	89 LF Wall currently not installed			
	39 LF Access Road & 50' East End 62 degree extension			
	There are currently 5 posts, 7 panels, and 13 post caps on site			
	Permacast to deliver and store (2) panels and (4) line posts to be stored for future use.			
	Permacast to charge extra mobilization and installation cost at time of future install.			
	Eastern Most Post to be replaced with line post turned at 26 degrees per details.			
	Credit Paint for 89 LF	-89	5.5	-\$489.50
	Credit Installation for 89 LF	-89	17.65	-\$1,570.85
	Credit 2-Color Paint for 89 LF	-89	1.5	-\$133.50
	<b>TOTAL CREDIT THIS CHANGE ORDER:</b>			<b>-\$2,193.85</b>
	<b>PROJECT TOTAL:</b>			<b>\$167,636.15</b>

I hereby agree to all specifications, terms, and conditions of this proposal for contract.

**Client:** Carlton Construction **Paxton Craddock, VP, Permacast Walls** **Date**

**Authorized By:** \_\_\_\_\_ **Signature** **Date**

**Date:** \_\_\_\_\_ **Signature / Title** **Signature** **Date**

**Deposit Received By (check/cash):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

6015 21st St. E, Bradenton, Florida 34203 • (888) 977-6087 Phone

Initial Agreed by Client: \_\_\_\_\_



# Job Cost Journal

02/24/16

## Job Cost Journal

Job = 201526, Cost Code = 1310, Status = 1

Record#	Trans#	Date	Description/Job	Vendor/Employee/Equipment	Cost Type	Cost
20125	2015052819	10/12/2015	RECORDING FEES		5	96.50
20126	2015052819	10/12/2015	CREDIT CARD FE		5	3.38
20433	1471364	11/10/2015	RECORDING OF N.		5	86.50
20435	871534	11/10/2015	TRUSS REVISION		5	106.00
20530	887720	11/16/2015	PERMIT REVISION		5	53.00
20885	811727	12/10/2015	Markland Entry Sig		5	110.04
21096	008337/2012570	12/08/2015	Job Bos-Temp Reu		5	46.41
<b>Total:</b>						<b>504.83</b>

St. Johns County BCC  
Central Cashiering  
Cashier # 15-044034

Name : CARLTON, MATTHEW L.  
Trans Date: 11/10/2015 9:47:10 AM

Charges:		
Description	Assoc Assoc Key	Charge Amount
Revision Bldg Truss Engineering	BL 11506160	\$106.00

Payment:	
Description	Charge Amount
AMX	\$106.00

Truss Engineering Review was not submitted with  
original permit Application as it was not available  
at that time.

Color: 1.00 @ 34.88  
 SW6105 DIVINE WHITE

CCE*Color Cast	OZ	32	64	128
Q2 New Green	-	1	-	-
R2 Maroon	-	1	-	1
Y3 Deep Gold	-	5	-	-

Sher-Color Formula

04.00

Paint For Pre-cast  
 Mock-up



**SHERWIN-WILLIAMS.**

PALM COAST Store 2460

480 PALM COAST PKWY SW  
 PALM COAST FL 32137 9999  
 (386)445-3518  
 Fax (386) 445-6309  
 www.sherwin-williams.com

163-6133 00286-2400 EACH  
 5PK BLUE TRAY LINERS  
 1.00 @ 6.19 6.19  
 Discount (%15.00) -0.93

105-5490 01GLSWB EACH  
 1 GAL SW PLASTIC BUC  
 1.00 @ 3.89 3.89  
 Discount (%15.00) -0.58

180-7478 993252300 3 INCH  
 3" XL TRIM BRUSH  
 1.00 @ 9.89 9.89  
 Discount (%15.00) -1.48

181-0423 14C868000 9 INCH  
 GE 9 X 1/2 2PK  
 1.00 @ 6.49 6.49

\*Sale Price 1.00 @ 6.49 6.49

181-0423 14C868000 9 INCH  
 GE 9 X 1/2 2PK  
 1.00 @ 6.49 6.49

\*Sale Price 1.00 @ 6.49 6.49

CHARGE 7:23am  
 Tran # 2235-2 12/10/15  
 E60/15388 11  
 MICHAEL PO# MARKLAND ENTRY  
**CARLTON CONSTRUCTION & DEVELOP**  
 Account XXXX-7242-6  
 Job 1 CARLTON CONSTRUCTION & DEVELOP  
 Bill To:  
 CARLTON CONSTRUCTION & DEVELOP  
 4615 HWY 17 # 31  
 FLEMING ISLAND, FL 32003  
 (904)284-8321

Order # OE0173540Q2460  
 SUBTOTAL BEFORE TAX 134.60  
 7.000% SALES TAX:1-103213701 9.42  
 CHARGE \$144.02

6404-13761 GALLON A89W1151  
 SPR EXT SA EXTRA  
 1.00 @ 34.88 34.88  
 Color: SW6078 REALIST BEIGE

CCE*Color Cast	OZ	32	64	128
B1 Black	-	8	-	-
R2 Maroon	-	2	-	1
Y3 Deep Gold	-	9	-	1

Sher-Color Formula

Merchandise Received in Good Order by:

DAVID \_\_\_\_\_ Date  
 NET PAYMENT DUE ON JAN. 20th  
 ( Centralized Invoice )

STORE HOURS  
 SUNDAY 10:00 AM - 6:00 PM  
 MONDAY - FRIDAY 7:00 AM - 7:00 PM  
 SATURDAY 8:00 AM - 6:00 PM

6404-13761 GALLON A89W1151  
 SPR EXT SA EXTRA  
 1.00 @ 34.88 34.88  
 Color: SW6079 DIVERSE BEIGE

CCE*Color Cast	OZ	32	64	128
B1 Black	-	19	-	-
R2 Maroon	-	5	-	1
Y3 Deep Gold	-	22	1	1

Sher-Color Formula

Thank You  
 receipt required for refund

