



**Sweetwater Creek
Community Development District**

**Adopted Budget
FY 2019**



**Sweetwater Creek
Community Development District**

Table of Contents

	<u>Pages</u>
<u>General Fund</u>	1-2
<u>General Fund Assessment Schedule</u>	3
<u>General Fund Narrative</u>	4-12
<u>Capital Reserve Fund</u>	13
<u>Debt Service</u>	14
<u>Debt Service Assessment Schedule</u>	15

**Sweetwater Creek
Community Development District**
General Fund
Fiscal Year 2019

Adopted Budget FY 2018	Actuals Thru 7/31/18	Projected Next 2 Months	Total Thru 9/30/18	Adopted Budget FY 2019
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REVENUES

Assessments - Tax Collector	\$ 866,027	\$ 866,846	\$ -	\$ 866,846	\$ 1,188,599
Assessments - Direct	253,034	253,034	-	253,034	-
Fitness Center Revenue	25,000	30,092	4,500	34,592	27,750
Cost Sharing - Marshall Creek Revenue	56,380	38,674	-	38,674	55,399
Developer Contributions	-	10,473	-	10,473	-
Interest	-	74	-	74	-
Miscellaneous	-	253	-	253	-
Carry Forward Surplus	-	-	-	-	55,000
TOTAL REVENUES	\$ 1,200,441	\$ 1,199,446	\$ 4,500	\$ 1,203,946	\$ 1,326,748

EXPENDITURES

Administrative

Supervisor Fees	\$ 4,800	\$ 1,800	\$ 1,000	\$ 2,800	\$ 9,600
Engineering Fees	9,000	10,859	500	11,359	9,000
District Counsel	17,000	14,565	4,500	19,065	20,000
Audit Fees	5,500	5,000	-	5,000	5,000
Arbitrage	500	500	-	500	500
Assessment Roll	5,000	5,000	-	5,000	5,000
Dissemination	5,000	2,500	2,500	5,000	5,000
Trustee Fees	5,000	3,500	1,500	5,000	5,000
District Management Fees	40,000	31,960	6,667	38,627	40,000
Reserve Study	-	2,450	2,450	4,900	-
Travel & Per Diem	500	-	-	-	-
Telephone	300	184	58	242	300
Postage	500	531	356	887	500
Public Official Insurance - District	3,800	3,414	-	3,414	3,755
Copies	50	159	505	664	500
Miscellaneous	-	2	71	74	-
Legal Advertising	1,500	2,581	300	2,881	1,500
Website	750	670	167	837	1,000
Dues, Licenses & Fees	175	175	-	175	175
Subtotal Administrative	\$ 99,375	\$ 85,850	\$ 20,574	\$ 106,424	\$ 106,830

Field Operations

Utilities

Electric	\$ 43,000	\$ 33,684	\$ 10,500	\$ 44,184	\$ 45,000
Water	500	-	-	-	-
Water - Sewer	500	-	-	-	-

Other Physical Environment

Field Management Fees - Hines Property Mgmt	21,500	17,923	3,583	21,506	21,500
Field Management Fees	-	-	-	-	20,000
General Insurance - District	5,100	4,599	-	4,599	5,059
Landscape Maintenance	220,000	164,473	35,287	199,760	215,000
Landscape Improvement	104,000	60,512	5,000	65,512	80,000
Lake Maintenance	17,500	15,284	2,275	17,559	17,500
Fountain Maintenance	-	-	-	-	2,500
Irrigation Repair & Maintenance	15,000	15,749	3,002	18,751	15,000
Storm clean-up	5,000	14,865	250	15,115	5,000
Site clean-up (general misc)	2,600	-	-	-	-
Streetlight Repairs	5,000	2,698	350	3,048	2,500
Signage Repair	3,500	5,510	-	5,510	5,000
Other Current Charges (MISC)	10,000	-	-	-	10,000
Subtotal Field Operations	\$ 453,200	\$ 335,297	\$ 60,247	\$ 395,545	\$ 444,059

Amenities

Swimming Pool

Administrative

Property & Casualty Insurance - Amenities	\$ 15,700	\$ 14,782	\$ -	\$ 14,782	\$ 16,369
Payroll-Salaried	76,370	31,821	44,549	76,370	76,370
Payroll-Hourly	97,904	40,793	78,742	119,535	119,535
Payroll-Benefits	31,631	13,180	18,451	31,631	31,631
Payroll Taxes	20,709	8,629	12,080	20,709	20,709
ProfServ-Engineering	31,252	13,292	18,230	31,522	31,252

**Sweetwater Creek
Community Development District**
General Fund
Fiscal Year 2019

	Adopted Budget FY 2018	Actuals Thru 7/31/18	Projected Next 2 Months	Total Thru 9/30/18	Adopted Budget FY 2019
ProfServ-Info Technology	1,800	1,136	716	1,852	1,800
ProfServ-Swimming Pool/Fitness Commission	17,000	7,083	9,917	17,000	17,000
Travel and Per Diem	400	112	-	112	250
Misc-Training	500	-	-	-	400
Misc-Licenses & Permits	500	350	-	350	400
Subscriptions & Memberships	500	60	-	60	250
Office Supplies	3,500	1,464	934	2,398	3,500
Office Equipment	5,000	63	400	463	5,000
Communication - Telephone	10,000	8,228	4,492	12,720	10,000
Telephone- Guard House	500	-	-	-	2,400
Field					
Utility - General	72,000	67,455	13,000	80,455	83,000
Utility - Refuse Removal	1,600	1,482	497	1,979	1,718
Security	64,000	58,560	7,242	65,802	64,000
Contracts-Janitorial Services	7,800	3,250	4,550	7,800	8,000
Janitorial (Guardhouse)	2,500	-	-	-	-
Op Supplies - Spa & Paper	3,500	2,285	500	2,785	3,500
Op Supplies - Uniforms	150	265	50	315	300
Cleaning Supplies	7,000	8,070	1,600	9,670	7,000
Contracts-Landscape & Improvements	16,000	9,873	3,613	13,486	20,000
Gate - Repairs & Maintenance	5,000	2,584	5,000	7,584	10,000
Gate Improvements - Las Calinas	-	-	-	-	27,325
R&M Dog Park	-	3,657	-	3,657	2,500
Miscellaneous Services	750	705	-	705	750
R&M-Buildings	8,500	1,029	500	1,529	8,500
R&M-Pools	24,500	23,281	1,893	25,174	36,000
Signage & Amenity Repairs	-	280	-	280	-
Rental - Fitness Equipment	30,000	25,479	5,096	30,574	30,600
Misc Fitness Equipment	-	45	-	45	1,000
Cap Outlay-Machinery & Equip	10,000	903	500	1,403	10,000
Subtotal Swimming Pool	\$ 566,566	\$ 350,195	\$ 232,553	\$ 582,747	\$ 651,059
Fitness Facility					
ProfServ-Outside Fitness	\$ 50,000	\$ 20,833	\$ 29,167	\$ 50,000	\$ 50,000
Contracts-Misc Labor	3,800	1,830	2,000	3,830	3,800
Misc-Special Events	12,000	9,788	4,461	14,249	15,000
Park Mulch	1,000	1,375	-	1,375	1,500
R&M Equipment	1,500	697	525	1,222	1,500
R&M-Buildings	10,000	4,886	1,500	6,386	10,000
Cap Outlay-Machinery & Equip	3,000	1,115	500	1,615	3,000
Subtotal Fitness Facility	\$ 81,300	\$ 40,524	\$ 38,153	\$ 78,677	\$ 84,800
TOTAL EXPENDITURES	\$ 1,200,441	\$ 811,866	\$ 351,526	\$ 1,163,392	\$ 1,286,748
RESERVES					
Pool	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Building	-	-	-	-	30,000
TOTAL RESERVES	\$ -	\$ -	\$ -	\$ -	\$ 40,000
TOTAL EXPENDITURES & RESERVES	\$ 1,200,441	\$ 811,866	\$ 351,526	\$ 1,163,392	\$ 1,326,748
EXCESS REVENUES/(EXPENDITURES)	\$ -	\$ 387,580	\$ (347,026)	\$ 40,554	\$ -

**Sweetwater Creek
Community Development District**

Assessment Schedule - O&M

Fiscal Year 2019

Net O&M Assessments	\$ 1,188,599
Collection fees (6%)	75,868.00
Gross Assessments	\$ 1,264,467

Projected FY19 O&M Assessments				
Unit type	Unit Count	Per Unit Net	Per Unit Gross	Total Net
Up to 63' Lot	444	\$ 1,424	\$ 1,515	\$ 632,278
64' - 73' Lot	166	\$ 1,715	\$ 1,824	\$ 284,634
80' - 88' Lot	67	\$ 2,034	\$ 2,164	\$ 136,301
90' Lot	4	\$ 2,078	\$ 2,211	\$ 8,312
Marsh Front	55	\$ 2,310	\$ 2,458	\$ 127,074
	736			\$ 1,188,599

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Revenues:

Assessments – Tax Collector

The District levies Non-Ad Valorem Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year.

Fitness Center Revenue

The onsite fitness center provides various services that are fee based.

Cost Sharing – Marshal Creek Revenue

The District has an interlocal agreement with Marshall Creek for shared facilities with certain costs, net of off-setting revenues. The net is then allocated based upon the proportionate number of platted units in each District.

Carry Forward Surplus

Funding remaining from the previous year that will be applied to expenses in the current year.

Expenditures:

Administrative

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings. The amount for the fiscal year is based upon 4 Supervisor attending 12 monthly meetings.

Engineer Fees

The District's Engineer, England-Thims & Miller Inc., will be providing general engineering services to the District, e.g., attendance and preparation for the monthly Board meetings, review of invoices and requisitions, preparation and review of contract specifications and bid documents, and various projects assigned as directed by the Board of Supervisors and the District Manager.

District Counsel

The District's Legal Counsel, Hopping Green & Sams, provides general legal services to the District. Among these services are attendance at and preparation for monthly Board meetings, review of operating and maintenance contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors.

Audit Fees

The District is required by Florida Statutes to have an independent certified public accounting firm to conduct an annual audit of its financial records. The District's current auditing firm is Carr, Riggs & Ingram, CPA.

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2007 Special Assessment Revenue Bonds. The District has contracted with GNP Services, Inc. to calculate the arbitrage rebate liability and submit a report to the District.

Assessment Roll

The District has contracted with Governmental Management Services-CF, LLC to maintain the assessment roll and annually certify for collection a Non-Ad Valorem assessment for operating and debt service expenses, calculate, collect, record and transmit prepaid assessments, maintain the District's lien book along with various other responsibilities.

Dissemination

The District is required to prepare an annual disclosure report in accordance with the Continuing Disclosure Agreement and Rule 15c2-12(b)(5) promulgated by Securities and Exchange Commission. The annual report is filed on the Municipal Securities Rulemaking Board (EMMA) website.

Trustee Fees

The District pays monthly fees plus reimbursable expenses to Regions Bank as Trustee for the District's Series 2007A, Special Assessment Revenue Bonds.

District Management Fees

The District has contracted with Governmental Management Services-Central Florida, LLC to provide management, accounting, and recording secretary services. These services include, but are not limited to, advertising, recording and transcribing of Board meetings, administrative services, budget preparation, financial reporting, and assisting with annual audits.

Telephone

Represents expense for telephone and conference calls that are reimbursable by the district.

Postage

Represents the expense of mailing of correspondence, payables, and overnight deliveries, that are considered reimbursable by the district.

Public Officials Insurance - District

The District's public officials' liability insurance coverage is provided by EGIS Insurance who specializes in providing insurance coverage to governmental agencies.

Copies

Represents the expense of printing of agenda packages and copying correspondence, that are considered reimbursable by the district.

Sweetwater Creek
Community Development District
 General Fund Budget
 Fiscal Year 2019

Legal Advertising

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

Website Fees

The District incurs costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only anticipated expenditure for this category.

Field Operations

Utilities:

Electric Services

The District has the following electric accounts with Florida Power & Light Company for general purposes. Additional streetlights may be added as phases are initiated.

Description	Monthly	Annually
43 Privado Ct #LITE	\$39	\$468
166 Pantano Vista Way #FOUNTAIN	12	144
499 Ensenada Dr #IRR	10	120
537 Ensenada Dr #IRR	53	636
661 Ensenada Dr #IRR	95	1,140
166 Torcido Blvd #IRR	37	444
1329 Las Calinas Blvd #IRR	56	672
1504 Las Calinas Blvd #IRR	235	2,820
2036 Las Calinas Blvd #IRR	35	420
2064 Las Calinas Blvd #IRR	21	252
1802 N Loop Pkwy #LGT	10	120
336 Rio Del Norte Rd #IRR	37	444
Street Lights #PALENCIA	2,981	35,772
Total		\$43,452

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Other Physical Environment:

Field Management- Hines Property Management

The District has contracted with Hines Property Management to provide onsite field management services for Amenity and security related items that are part of the cost share budget.

Field Management

The District has contracted with Governmental Management Services – Central Florida, LLC to provide onsite field management of contracts for the District Services such as landscape and lake maintenance. Services to include onsite inspections, meetings with contractors and monitoring of utility accounts.

General Insurance - District

Represents the cost of annual coverage of general liability insurance. Coverage is provided by Egis Insurance who specializes in providing insurance coverage to governmental agencies.

Landscape Maintenance

The District has a contract with Yellowstone Landscape to maintain the landscaping located within the District. These services include monthly landscape maintenance such as mowing, weeding, edging, blowing debris and shrubs and groundcover pruning, as well as; fertilization, insect control, weed control, and irrigation inspections. The monthly amount for these services is \$17,643 or \$211,721 yearly.

Landscape Improvements

The District will incur landscape related expenditures that fall outside of the annual maintenance contract such as mulching and plant replacement.

Lake Maintenance

The District has contracted with Estate Maintenance Services for the 24 ponds that require maintenance. The maintenance cost is \$1,137.50 per month totaling \$13,650 annually.

Fountain Maintenance

The District will incur expenses related to fountain maintenance.

Irrigation Repair & Maintenance

The District will incur expenditures related to the maintenance of the irrigation systems.

Storm Clean-up

The District may incur costs related to severe weather such as, hurricanes, tornados, fires, etc., or have to rectify dangerous situations regarding leaning trees.

Streetlight Repairs

The District will incur costs related to the repair and maintenance of streetlights not maintained by FPL within the District.

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Signage Repair

The District will incur costs related to the repair and maintenance of the signage within the District.

Other Current Charges (MISC)

The District may incur costs for items that may not fit into any standard category.

Amenity – Swimming Pool:

Property & Casualty Insurance - Amenities

The District's property and casualty insurance coverage is provided by EGIS Insurance who specializes in providing insurance coverage to governmental agencies.

Payroll - Salaried

This item encompasses compensation for the Amenity Center Director, Front Desk Manager, and full-time staff. Compensation for Amenity Center Director is shared evenly with Sweetwater Creek CDD and Marshall Creek Community Development District.

Payroll-Hourly

This allocation encompasses compensation for Front Desk, Child Watch, and Part Time Maintenance Personnel.

Payroll-Benefits

This category provides funds for employee benefits to include workers' comp, medical, and dental, short-term and long-term disability. ADP payroll processing is also included.

Payroll Taxes

Represents payroll taxes incurred for salaries paid throughout the fiscal year.

ProfServ-Engineering

The District's building engineering department has a staff of three (3) who are allocated throughout this budget. The engineering department's maintenance allocation for the District's swimming pools and fitness center buildings repairs is 20% (the remaining 80% is included in the MCCDD budget).

ProfServ -Info Technology

The District incurs the expense for IT support for the computer systems. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office).

ProfServ -Swimming Pool/Fitness Commission

This line item is for commissions paid out to personal trainers and swim instructors.

Sweetwater Creek
Community Development District
 General Fund Budget
 Fiscal Year 2019

Travel and Per Diem

Travel expenses for onsite swim and fitness staff to pick-up various operational and repair supplies from local, greater-Jacksonville vendors, such as pool supplies and training classes.

Misc – Training

This line item is for material costs associated with annual CPR/First Aid/AED Training. Also included in this item are any other professional development courses.

Misc - Licenses & Permits

This line item is the cost for the licensing and permits necessary for operation of the Swim and Fitness Center (i.e. Pool Operating Permits).

Subscriptions & Memberships

The District purchases supplies from vendors, such as Costco, who require a club membership in order to shop their establishment.

Office Supplies

This line item allocation is for office supplies and remains unchanged from FY18.

Office Equipment

This line item allocation is for office equipment such as filing cabinets, calculators, etc.

Communication – Telephone

The District has signed an agreement with Comcast for this service. The agreement is for telephone and internet services for \$779.50/month. Additional monies budgeted for federal, state and local fees.

Telephone – Guard House

This line item is for the Comcast service agreement for internet and telephone for the guard house location. The charge is \$191.75 not including federal, state and local fees. Additional monies were budgeted for these charges.

Utility - General

The District has the following accounts with Florida Power & Light Company; TECO; Florida Natural Gas and St John's County Utility Department for amenity purposes.

Description	Monthly	Annually
FP&L 1187 Las Calinas Blvd #LITE	\$287	\$3,444
FP&L 1865 N Loop Pkwy	3,826	45,912
FP&L 491 Ensenada Dr #PARK	48	576
TECO 1865 N Loop Pkwy	608	7,296
FL Natural Gas 1865 N Loop Pkwy	1,031	12,372
St John's Util Dept 1187 Las Calinas Blvd	37	444
St John's Util Dept 1865 N Loop Pkwy	1,054	12,648
St John's Util Dept 491 Ensenada Park	12	144
Total		\$82,836

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Utility – Refuse Removal

The District has contracted with Republic Services for trash removal at a cost of \$144 per month or \$1,728 annually.

Security

The District has contracted with Ramco Protective Services for security at a cost of \$1,207 per week or \$62,764 annually. Also included a small amount to be used to pay for additional services for holiday and/or special events.

Contracts – Janitorial Services

The District has contracted with Marshall Creek CDD staffing services to provide commercial cleaning services for the amenities.

Op Supplies – Spa & Paper

Represents expenses for restroom paper products, trash bags and other similar items.

Op Supplies - Uniforms

Costs that will be incurred for uniforms for employees.

Cleaning Supplies

Represents expenses for cleaning supplies.

Contracts – Landscape & Improvements

Represents costs for maintaining amenity center landscaping and any improvements to the landscape.

Gate - Repairs & Maintenance

Represents estimated costs of repairing and/or maintaining the District's gates.

Gate Improvements – Las Calinas

The District is incurring charges to improve security at the Las Calinas gate. The improvements are to include cameras, barrier arms, and speed bumps.

R&M Dog Park

Represents the cost for maintaining and repairing the District Dog Park.

Miscellaneous Services

This represents any expense for services that cannot be otherwise categorized.

R&M - Buildings

The District may incur cost for various repairs and maintenance to the Amenity Center.

Sweetwater Creek
Community Development District
 General Fund Budget
 Fiscal Year 2019

R&M - Pools

Represents any costs for pool maintenance services that have been contracted with Poolsure for \$840 per month or \$10,080 annually. Other expenses such as chemicals are also contained in this line item.

Rental Equipment

The District has contracted with 2 companies for cardio equipment for the Fitness Facility.

Misc Fitness Equipment

Represents estimated costs for non-capitalizable fitness equipment, such as therapy bands, etc.

Description	Monthly	Annually
Life Fitness – cardio equipment	\$2,108	\$25,296
Flori’s Cardio Etc., Inc	\$440	\$5,280
Total		\$30,576

Capital Outlay – Machinery & Equipment

Represents any expenses for machinery or equipment that may be purchased.

Amenity – Fitness Facility:

ProfServ-Outside Fitness

This category encompasses the Adult Fitness classes that are taught by fitness staff throughout the year.

Contracts-Misc Labor

This category provides funds for administrative expenses of third-party service vendors such as Litestream and Turner Pest Control.

Misc – Special Events

Social and Promotional events for Swim & Fitness held on property, such as the Easter and the Halloween events.

Park Mulch

Cost for mulch used in the park.

R&M-Equipment

This category provides funds for any fitness equipment repair related expenses remains unchanged from FY18.

R&M-Buildings

This category provides funds for any repairs related to the amenity.

Sweetwater Creek
Community Development District
General Fund Budget
Fiscal Year 2019

Capital Outlay – Machinery and Equipment

This category provides for the purchase of new fitness equipment.

Reserves:

Capital Reserves

Funds collected and reserved for major repairs and/or maintenance to the pool and amenity building.

**Sweetwater Creek
Community Development District
Capital Reserve Fund
Fiscal Year 2019**

	Adopted Budget FY 2018	Actuals Thru 7/31/18	Projected Next 2 Months	Total Thru 9/30/18	Adopted Budget FY 2019
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Revenues

Transfer In	\$ -	\$ -	\$ -	\$ -	\$ 40,000
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Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 40,000
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Expenditures

Capital Outlay - Pool	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Capital Outlay - Building	-	-	-	-	30,000

Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 40,000
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Excess Revenues/(Expenditures)	\$ -	\$ -	\$ -	\$ -	\$ -
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**Sweetwater Creek
Community Development District
Debt Service Fund - Series 2007A
Fiscal Year 2019**

Adopted Budget FY 2018	Actuals Thru 7/31/18	Projected Next 2 Months	Total Thru 9/30/18	Adopted Budget FY 2019
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Revenues

Special Assessments- Tax Roll	\$ 612,072	\$ 613,624	\$ -	\$ 613,624	\$ 775,946
Special Assessments - Direct Bill	196,030	117,618	78,412	196,030	-
Prepayments	-	555,990	35,628	591,618	-
Interest	-	11,610	-	11,610	-
Carry Forward Surplus	291,638	791,875	-	791,875	448,494
Total Revenues	\$ 1,099,740	\$ 2,090,717	\$ 114,040	\$ 2,204,757	\$ 1,224,440

Expenditures

Interest - 11/1	\$ 299,475	\$ 294,800	\$ -	\$ 294,800	\$ 262,350
Principal - 11/1	-	485,000	-	485,000	180,000
Interest - 5/1	299,475	281,463	-	281,463	262,350
Principal - 5/1	285,000	695,000	-	695,000	270,000
Total Expenses	\$ 883,950	\$ 1,756,263	\$ -	\$ 1,756,263	\$ 974,700

Excess Revenues/(Expenditures)

\$ 215,790	\$ 334,454	\$ 114,040	\$ 448,494	\$ 249,740
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Interest - 11/1/19

\$ 254,925

**Sweetwater Creek
Community Development District**

Assessment Schedule - Debt

Fiscal Year 2019

FY19 Debt Service Assessments

All phases except 2C-1, 2-C-2, 3A-2, 3A-3, 3A-4, & 3A-5

Unit type	Amount
53' Lot	\$ 944.73
63' Lot	\$ 1,138.47
64' - 73' Lot	\$ 1,211.38
80' - 88' Lot	\$ 1,259.30
90' Lot	\$ 1,953.00
Marsh Front	\$ 3,535.76 *

* Due to developer paydowns many of the Marsh Front lots have different debt assessment amounts.

Phases 2C-1, 2-C-2, 3A-2, 3A-3, 3A-4, & 3A-5

Unit type	Amount
53' Lot	\$ 1,087.00
63' Lot	\$ 1,310.00
64' - 73' Lot	\$ 1,394.00
80' - 88' Lot	\$ 1,449.00
90' Lot	\$ 1,953.00