

CAPTAIN'S KEY DEPENDENT DISTRICT

PALM BEACH COUNTY REGULAR BOARD MEETING APRIL 8, 2025 6:00 p.m.

Special District Services, Inc. The Oaks Center 2501A Burns Road Palm Beach Gardens, FL 33410

> www.captainskeydd.org 561.630.4922 Telephone 877.SDS.4922 Toll Free 561.630.4923 Facsimile

AGENDA CAPTAIN'S KEY DEPENDENT DISTRICT

The Oaks Center 2501A Burns Road Palm Beach Gardens, Florida 33410 **REGULAR BOARD MEETING** April 8, 2025

6:00 p.m.

A.	Call to Order
B.	Proof of PublicationPage 1
C.	Establish Quorum
D.	Additions or Deletions to Agenda
E.	Comments from the Public for Items Not on the Agenda
F.	Approval of Minutes
	1. March 11, 2025 Regular Board MeetingPage 2
G.	Old Business
H.	New Business
	1. Discussion Regarding Road Repaving & Drainage Project
	2. Discussion Regarding Drainage Easement Pipe – Manju George
	3. Consider Resolution No. 2025-01 – Adopting a Fiscal Year 2025/2026 Proposed BudgetPage 5
I.	Administrative Matters
	1. Financial ReportPage 11
	2. Consider InvoicesPage 15
J.	Board Member Comments

K. Adjourn



News Herald | The Palm Beach Post Northwest Florida Daily News

AFFIDAVIT OF PUBLICATION

Laura Archer Captain's Key Dependent District 2501 Burns RD Palm Beach Gardens FL 33410-5207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/24/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/24/2024

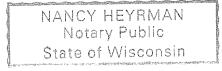
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My commission expires

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CAPTAIN'S KEY DEPENDENT DISTRICT FISCAL YEAR 2024/2024 REGULAR MEETING SCHEDULE NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Captain's Key Community Dependent District will hold Regular Meetings of The Oaks Center at 2501A Burns Road, Palm Beach Gardens, Flarida 33410 at 6:00 p.m. on the following dates: October 8, 2024 November 12, 2024 December 10, 2024 January 14, 2025 February 11, 2025 March 11, 2025 April 8, 2025 July 8, 2025 July 8, 2025 September 9, 2025 The purpose of the meetings is to conduct ony and all business caming before the Board. Capies of the Agenda for any of the meetings may be abtained from the District's website or by contacting the District Manager 4 (561) 50-492 and/or tail free at 1-87/37-4922 prior to the date of the porticular meeting. Seid meetings may be continued from time to time on date certain as stated on the record. From time to time one or two Supervisors may participate by telephone; therefore a speaker telephane will be present at the meeting locolians ot hat Supervisors may be discussion taking loce. If any person decides to appeal any decision made with respect to any matter cansidered at these meetings toking place. If any person decides to appeal any decision made with Disbilities Act, any person requiring special accommoditions or an interpreter to partici-pate at may and sub persons of the Americans with Disbilities Act, any person requiring special accommoditions or an interpreter to partici-pate at any of these meetings. Sub denome of the District Manager of disa-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the dote of the porticular meeting.



Meetings may be cancelled from time to time without advertised notice. CAPTAIN'S KEY DEPENDENT DISTRICT www.captoinskeydd.org No. Sept. 24, 2024

Page 1 of 1

CAPTAIN'S KEY DEPENDENT DISTRICT REGULAR BOARD MEETING MARCH 11, 2025

A. CALL TO ORDER

District Manager Jason Pierman called the March 11, 2025, Regular Board Meeting of the Captain's Key Dependent District (the "District") to order at 6:05 p.m. at The Oaks Center located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 24, 2024, as part of the District's Fiscal Year 2024/2025 Meeting Schedule, as legally required.

C. SEAT NEW BOARD MEMBERS

D. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES

Mr. Pierman, Notary for the State of Florida, administered the Oath of Office to Mr. Salour and Mr. Moss.

E. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Supervisors Nader Salour Trey Mahoney and Judge Moss constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Jason Pierman of Special District Services, Inc.

F. ELECTION OF OFFICERS

A **motion** was made by Mr. Salour, seconded by Mr. Mahoney and unanimously passed electing the following slate of officers:

Chair: Russell Jones Vice Chair: Judge Moss Treasurer: Yefry Jave Secretary/Assistant Treasurer: Jason Pierman Assistant Secretary: Trey Mahoney Assistant Secretary: Nader Salour

G. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

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H. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

I. APPROVAL OF MINUTES 1. November 12, 2024, Regular Board Meeting

Mr. Pierman presented the minutes of the November 12, 2024, Regular Board Meeting for approval.

A **motion** was made by Mr. Mahoney, seconded by Mr. Moss and passed unanimously approving the minutes of the November 12, 2024, Regular Board Meeting, as presented.

J. OLD BUSINESS

There were no Old Business items to come before the Board.

K. NEW BUSINESS1. Discussion Regarding Road Repaying and Drainage Project

Mr. Pierman presented proposals for paving, noting that he was awaiting additional proposals. Discussion ensued, during which the Board discussed adding a footpath at the front gate, lighting at the stop sign, and widening the road near the gate. The Board also expressed a desire to move the camera equipment from the center island to the south side of the gates and add key card access to the pedestrian gate. The need for additional drainage in the cul-de-sac was discussed, with the Board requesting that the engineer review the need for added drainage on top of road grading. Mr. Pierman noted that he would obtain proposals for the discussed items.

2. Discussion Regarding Drainage Easement Pipe – Manju George

Mr. Pierman presented a proposal from Shenandoah to line all drainage in the community. It was noted that Dr. George's drain was failing and needed immediate attention, but the other lines were currently operating and could be lined at a later date with little disruption. Following discussion, a **motion** was made by Mr. Mahoney, seconded by Mr. Salour and unanimously passed having Dr. George's line lined for the not-to-exceed amount of \$25,000.

L. ADMINISTRATIVE MATTERS 1. Financial Report

2. Consider Invoices

M. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Moss, seconded by Mr. Mahoney and unanimously passed adjourning the Regular Board Meeting at 6:51 p.m.

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Secretary/Assistant Secretary

Chair/Vice-Chair

Page 3 of 3

RESOLUTION NO. 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY DEPENDENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2025/2026; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors ("Board") of the Captain's Key Dependent District ("District") is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2025/2026 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CAPTAIN'S KEY DEPENDENT DISTRICT THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2025/2026 attached hereto as Exhibit "A" is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 10, 2025 at 6:00 p.m. in the Oaks Center, 2501A Burns Road, Palm Beach Gardens, Florida 33410, for the purpose of receiving public comments on the Proposed Fiscal Year 2025/2026 Budget.

PASSED, ADOPTED and EFFECTIVE this 8th day of April, 2025.

ATTEST:

Secretary/Assistant Secretary

CAPTAIN'S KEY DEPENDENT DISTRICT

By:___

By:_____

Chairman/Vice Chairman

Captain's Key Dependent District

Proposed Budget For Fiscal Year 2025/2026 October 1, 2025 - September 30, 2026

CONTENTS

- I PROPOSED BUDGET
- II DETAILED PROPOSED BUDGET
- III ASSESSMENT COMPARISON

DETAILED BUDGET CAPTAIN'S KEY DEPENDENT DISTRICT FISCAL YEAR 2025/2026 OCTOBER 1, 2025 - SEPTEMBER 30, 2026

REVENUES		FISCAL YEAR 2025/2026 BUDGET
O & M ASSESSMENTS		101,500
OTHER REVENUES		0
INTEREST INCOME		1,440
TOTAL REVENUES	\$	102,940
EXPENDITURES		
ENGINEERING		1,000
MANAGEMENT		19,560
SECRETARIAL		4,200
LEGAL		2,000
ASSESSMENT ROLL		2,500
AUDIT FEES		3,700
TELEPHONE/CABLE/VOIP		6,800
POWFR		800
		1,300
		16,000
MAJOR TRIMMING & NEW PLANTING		2,000
GATE MAINTENANCE		
WATER SERVICE		6,850
SECURITY CAMERA		500
INSURANCE		7,100
LEGAL ADVERTISING		750
MISCELLANEOUS		200
POSTAGE		100
OFFICE SUPPLIES		400
DUES & SUBSCRIPTIONS		175
		1,500
GATE ACCESS CARDS		1,000
ROAD REPAVING & DRAINAGE PROJECT		106.260
RESERVES		7,415
TOTAL EXPENDITURES	\$	203,110
EXCESS OR (SHORTFALL)	\$	(100,170)
COUNTY APPRAISER & TAX COLLECTOR FEE		(2,030)
DISCOUNTS FOR EARLY PAYMENTS		(4,060)
EXCESS/ (SHORTFALL)	\$	(106,260)
CARRYOVER FROM PRIOR YEAR		106,260
NET EXCESS/ (SHORTFALL)	\$	
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DETAILED PROPOSED BUDGET CAPTAIN'S KEY DEPENDENT DISTRICT FISCAL YEAR 2025/2026 OCTOBER 1, 2025 - SEPTEMBER 30, 2026

FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
2023/2024	2024/2025	2025/2026	
ACTUAL	BUDGET	BUDGET	COMMENTS
101,589	101,500	101,500	Expenditures Less Interest/.94
378	0	0	·
9,024	960	1,440	Interest Estimated At \$120 Per Month
\$ 110,991	\$ 102,460	\$ 102,940	
0	1,000	1,000	No Change From 2024/2025 Budget
18,468	19,020	19,560	CPI Adjustment
4,200	4,200	4,200	No Change From 2024/2025 Budget
1,421	2,000	2,000	No Change From 2024/2025 Budget
2,500	2,500	2,500	As Per Contract
3,900	4,000	3,700	Accepted Amount For 2024/2025 Audit
7,669	6,800	6,800	No Change From 2024/2025 Budget
767	750	800	\$50 Increase From 2024/2025 Budget
1,197	1,350	1,300	\$50 Decrease From 2024/2025 Budget
19,121	14,500	16,000	\$1,500 Increase From 2024/2025 Budget
0	2,000	2,000	No Change From 2024/2025 Budget
17,922	9,000	11,000	\$2,000 Increase From 2024/2025 Budget
6,408	5,350	6,850	\$1,500 Increase From 2024/2025 Budget
0	500	500	No Change From 2024/2025 Budget
6,203	6,800	7,100	FY 2024/2025 Expenditure Was \$6,608
780	650	750	\$100 Increase From 2024/2025 Budget
0	225	200	\$25 Decrease From 2024/2025 Budget
75	100	100	No Change From 2024/2025 Budget
362	400	400	No Change From 2024/2025 Budget
175	175	175	No Change From 2024/2025 Budget
1,500	1,500	1,500	No Change From 2024/2025 Budget
0	1,000	1,000	No Change From 2024/2025 Budget
0	0	106,260	Road Repaving & Drainage Project
0	12,550	7,415	Reserves
\$ 92,668	\$ 96,370	\$ 203,110	
\$ 18,323	\$ 6,090	\$ (100,170)	
(729)	(2,030)		Two Percent Of Total Assessment Roll
(3,662)	(4,060)	(4,060)	Four Percent Of Total Assessment Roll
13,932	\$-	\$ (106,260)	
0	0	106,260	Carryover From Prior Year (Reserve Fund)
\$ 13.932	\$-	\$-	
	ACTUAL 101,589 378 9,024 \$ 110,991 \$ 110,991 0 18,468 4,200 1,421 2,500 3,900 7,669 767 1,197 19,121 0 0 7,669 767 1,197 19,121 0 0 7,669 767 1,197 19,121 0 0 7,669 767 1,197 19,121 0 0 7,669 767 1,197 19,121 0 0 17,922 6,408 0 0 7,50 3,900 0 17,922 6,408 0 0 17,922 6,408 0 0 1,197 1,500 0 1,500 0 1,500 0 1,500 0 0 0 0 0 0 0 0 0 0 0 0	2023/2024 ACTUAL 2024/2025 BUDGET 101,589 101,500 378 0 9,024 960 \$ 110,991 \$ 100,589 102,460 \$ 110,991 \$ 100 1,000 \$ 110,991 \$ 100 1,000 18,468 19,020 4,200 4,200 1,421 2,000 2,500 2,500 3,900 4,000 7,669 6,800 767 750 1,197 1,350 19,121 14,500 0 2,000 6,408 5,350 0 0 17,922 9,000 6,203 6,800 780 650 0 225 755 100 362 400 1,500 1,500 1,500 1,500 1,000 0	2023/2024 ACTUAL 2024/2025 BUDGET 2025/2026 BUDGET 101,559 101,500 101,500 378 0 0 9,024 960 1,440 \$ 110,991 \$ 102,460 \$ 102,940 \$ 0 1,000 1,000 \$ 110,991 \$ 102,460 \$ 102,940 \$ 0 1,000 1,000 18,468 19,020 19,560 4,200 4,200 2,000 2,500 2,500 2,500 2,500 2,500 2,500 3,900 4,000 3,700 7,669 6,800 6,800 767 750 800 1,197 1,350 1,300 19,121 14,500 16,000 0 2,000 2,000 17,922 9,000 11,000 6,203 6,800 7,100 0 0 2000 755 100 1000 362 400 400 <

Captain's Key Dependent District Assessment Comparison

	Fiscal Year		Fiscal Year Fiscal Yea		Fiscal Year		F	iscal Year
	2022/2023		2023/2024		2024/2025		2025/2026	
	Assessment		Assessment Ass		Assessment		Projected Assessment	
	Befo	re Discount*	Before Discount*		Before Discount*		Before Discount*	
O & M For Non-Waterfront Lots Loan Debt For Non-Waterfront Lots	\$ \$	3,000.00 -	\$ \$	3,500.00 -	\$ \$	3,500.00 -	\$ \$	3,500.00 -
Total	\$	3,000.00	\$	3,500.00	\$	3,500.00	\$	3,500.00
O & M For Waterfront Lots Loan Debt For Waterfront Lots	\$ \$	3,000.00 -	\$ \$	3,500.00 -	\$ \$	3,500.00 -	\$ \$	3,500.00 -
Total	\$	3,000.00	\$	3,500.00	\$	3,500.00	\$	3,500.00

* Assessments Include the Following :

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Non-Waterfront Units	5
Waterfront Units Lots	<u>24</u>
Total Units	29

Captain's Key Dependent District

Financial Report For March 2025

Captain's Key Dependent District Budget vs. Actual October 2024 through March 2025

	Oct 24 - March 25	24/25 Budget	\$ Over Budget	% of Budget
Income		24/20 Budget	¢ Over Budget	78 OF Budget
363.100 · O & M Assessments	92,716.75	101,500.00	-8,783.25	91.35%
363.830 · Assessment Fees	-1,252.63	-2,030.00	777.37	61.71%
363.831 · Assessment Discounts	-3,453.77	-4,060.00	606.23	85.07%
369.400 · Other Revenue	50.00	0.00	50.00	100.0%
369.401 · Interest Income	2,427.16	960.00	1,467.16	252.83%
Total Income	90,487.51	96,370.00	-5,882.49	93.9%
Expense				
511.310 · Engineering	0.00	1,000.00	-1,000.00	0.0%
511.311 · Management Fees	9,510.00	19,020.00	-9,510.00	50.0%
511.312 · Secretarial Fees	2,100.00	4,200.00	-2,100.00	50.0%
511.315 · Legal Fees	0.00	2,000.00	-2,000.00	0.0%
511.318 · Assessment/Tax Roll	0.00	2,500.00	-2,500.00	0.0%
511.320 · Audit Fees	0.00	4,000.00	-4,000.00	0.0%
511.410 · Telephone/Cable	3,873.62	6,800.00	-2,926.38	56.97%
511.431 · Power	384.57	750.00	-365.43	51.28%
511.432 · Irrigation Maintenance	575.00	1,350.00	-775.00	42.59%
511.433 · Landscaping Maintenance	8,100.00	14,500.00	-6,400.00	55.86%
511.435 · Gate Maintenance	8,020.00	9,000.00	-980.00	89.11%
511.437 · Water Service	2,065.48	5,350.00	-3,284.52	38.61%
511.439 · Gate Access Cards	985.00	1,000.00	-15.00	98.5%
511.440 · Security Camera	0.00	500.00	-500.00	0.0%
511.450 · Insurance	6,608.00	6,800.00	-192.00	97.18%
511.480 · Legal Advertisements	329.54	650.00	-320.46	50.7%
511.512 · Miscellaneous	0.00	225.00	-225.00	0.0%
511.513 · Postage and Delivery	2.76	100.00	-97.24	2.76%
511.514 · Office Supplies	174.05	400.00	-225.95	43.51%
511.540 · Dues, License & Subscriptions	175.00	175.00	0.00	100.0%
511.750 · Website Management	750.00	1,500.00	-750.00	50.0%
512.513 · Major Trimming & New Planting	0.00	2,000.00	-2,000.00	0.0%
513.001 · Reserves	0.00	12,550.00	-12,550.00	0.0%
Total Expense	43,653.02	96,370.00	-52,716.98	45.3%
Income	46,834.49	0.00	46,834.49	100.0%

CAPTAIN'S KEY DEPENDENT DISTRICT MONTHLY FINANCIAL REPORT MARCH 2025

		nnual				′ear Date
			Actual		-	
REVENUES		udget 4- 9/30/25	Actual Mar-25			ctual - 3/31/25
O & M ASSESSMENTS	10/1/2		Ividi-25	2 500	-	
		101,500		3,500		92,717
		0 960		50 0		50
	¢		¢			2,427
REVENUES	\$	102,460	\$	3,550	\$	95,194
EXPENDITURES						
ENGINEERING		1,000		0		0
MANAGEMENT		19,020		1,585		9,510
SECRETARIAL		4,200		350		2,100
LEGAL		2,000		0		0
ASSESSMENT ROLL		2,500		0		0
AUDIT FEES		4,000		0		0
TELEPHONE/CABLE		6,800		365		3,874
POWER		750		62		385
IRRIGATION MAINTENANCE		1,350		0		575
LANDSCAPE MAINTENANCE		14,500		1,350		8,100
MAJOR TRIMMING & NEW PLANTING		2,000		0		0
GATE MAINTENANCE		9,000		144		8,020
WATER SERVICE		5,350		190		2,065
SECURITY CAMERA		500		0		0
INSURANCE		6,800		0		6,608
LEGAL ADVERTISING		650		0		330
MISCELLANEOUS		225		0		0
POSTAGE		100		0		3
OFFICE SUPPLIES		400		52		174
DUES & SUBSCRIPTIONS		175		0		175
GATE ACCESS CARDS		1,000		0		985
WEBSITE MANAGEMENT		1,500		124		749
RESERVES (MISCELLANEOUS MAINTENANCE-DRAINAGE)		12,550		0		0
TOTAL EXPENDITURES	\$	96,370	\$	4,222	\$	43,653
	•	00,010	•	.,	Ŧ	10,000
EXCESS OR (SHORTFALL)	\$	6,090	\$	(672)	\$	51,541
COUNTY APPRAISER & TAX COLLECTOR FEE		(2,030)		(185)		(1,253)
DISCOUNTS FOR EARLY PAYMENTS		(4,060)		(35)		(3,454)
NET EXCESS/ (SHORTFALL)	\$	-	\$	(892)	\$	46,834

Bank Balance As Of 3/31/25	\$ 250,143.37
Accounts Payable As Of 3/31/25	\$ 4,372.28
Accounts Receivable As Of 3/31/25	\$ 1,227.12
Reserve Funds As Of 3/31/25	\$ 106,260.00
Available Funds As Of 3/31/25	\$ 140,738.21

Captain's Key Dependent District Balance Sheet As of March 31, 2025

	Operating Fund	General Fixed Assets Fund	Long Term Debt Fund	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
Bank Account	250,143.37	0.00	0.00	250,143.37
Total Checking/Savings	250,143.37	0.00	0.00	250,143.37
Total Current Assets	250,143.37	0.00	0.00	250,143.37
Other Assets				
Accounts Receivable	1,227.12	0.00	0.00	1,227.12
Roadways	0.00	67,400.00	0.00	67,400.00
Gate System	0.00	164,326.00	0.00	164,326.00
Gate System Improvements	0.00	36,577.00	0.00	36,577.00
Depreciation - Roadways	0.00	-39,322.00	0.00	-39,322.00
Depreciation - Gate System	0.00	-168,708.00	0.00	-168,708.00
Amount To Be Provided	0.00	0.00	0.00	0.00
Total Other Assets	1,227.12	60,273.00	0.00	61,500.12
TOTAL ASSETS	251,370.49	60,273.00	0.00	311,643.49
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable				
Accounts Payable	4,372.28	0.00	0.00	4,372.28
Total Accounts Payable	4,372.28	0.00	0.00	4,372.28
Total Current Liabilities	4,372.28	0.00	0.00	4,372.28
Long Term Liabilities	0.00	0.00	0.00	0.00
Due To Captain's Key HOA	0.00	0.00	0.00	0.00
Total Long Term Liabilities	0.00	0.00	0.00	0.00
Total Liabilities	4,372.28	0.00	0.00	4,372.28
Equity				
Retained Earnings	93,903.72	-208,030.00	0.00	-114,126.28
Net Income	46,834.49	0.00	0.00	46,834.49
Reserve Funds	106,260.00	0.00	0.00	106,260.00
Current Year Depreciation	0.00	0.00	0.00	0.00
Investment In Gen Fixed Assests	0.00	268,303.00	0.00	268,303.00
Total Equity	246,998.21	60,273.00	0.00	307,271.21
TOTAL LIABILITIES & EQUITY	251,370.49	60,273.00	0.00	311,643.49

12:17 PM 04/01/25 Accrual Basis

Captain's Key Dependent District Check Register

As of April 1, 2025						
1	Date	Num Name	Memo	Credit		
101.125 · CSB # 6006						
	03/03/2025		Seacoast Utility	174.69		
	03/03/2025		FPL	67.08		
	03/03/2025		Frontsteps	364.65		
	03/03/2025		Greentone Irrigation	213.00		
	03/03/2025		SDS	2,068.67		
	03/03/2025		Surf Landscape	4,050.00		
	03/03/2025		Comcast	298.35		
Total 101.125 · CSB # 6006				7,236.44		
TOTAL				7,236.44		