Disclosure Services LLC

1005 Bradford Way
Kingston, TN 37763

Invoke pd January 2023

Invoice

Date	Invoice #
9/30/2022	4

Bill To	,
Harbor Bay CDD	
C/O Rizzetta & Company, Inc	

Terms	Due Date
Net 30	10/30/2022

Description	Amount
Amortization Schedule Series 2019A-1 11-1-22 Prepay \$140,000	500.00
Amortization Schedule Series 2019A-2 A1 11-1-22 Prepay \$5,000	100.00
Amortization Schedule Series 2019A-2 A2 11-1-22 Prepay \$15,000	100.00
001.310.51300.31300 Nov 2022 \$700.00	
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Phone # 865-717-0976 E-mail tcarter@disclosureservices.info

Total \$700.00

Payments/Credits \$0.00

Balance Due \$700.00

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	✓ Pald	\$0.00	\$0.00	03-058-J-058-G-C-009.11-C -003		1005 Bradford Way	2181	2019	Mossing Management Consulting Services Inc
	✓ Paid	\$0.00	\$0.00	03-058-J-058-G-C-009.11-C -003	Real	1005 Bradford Way	2171	2020	Mossing Management Consulting Services Inc
	✓ Paid	\$0.00	\$0.00	03-058-J058-GC009.11-C -003	Real	1005 Bradford Way	2172	2021	Mossing Management Consulting Services Inc
	✓ Paid	\$0.00	\$0.00	03-058-J-058-G-C-009-11-C -003	Real	1005 Bradford Way	2216	2022	Mossing Management Consulting Services Inc
	✓ Paid	\$0.00	\$0.00	03-068-B -068-B -A -006 00000	Real	James Ferry Road 1430	3374	2010	Wilds Dwayne Myrick & Kare N Tustin
	√ Pald	\$0.00	\$0.00	03-068-B -068-B -A -006.00000	Real	James Ferry Road 1430	3362	2011	Wilds Dwayne Myrick & Kare N Tustin
	✓ Pald	\$0.00	\$0.00	03-068-B -068-B -A -006.00000	Real	James Ferry Road 1430	3375	2012	Wilds Dwayne Myrick & Kare N Tustin
	✓ Paid	\$0.00	\$0.00	03-068-B068-BA006.00000	Real	James Ferry Road 1430	3374	2013	Wilds Dwayne Myrick & Kare N Tustin
	✓ Paid	\$0.00	\$0.00	03-068-B -068-B -A -006.00000	Real	James Ferry Road 1430	3356	2014	Wilds Dwayne Myrick & Kare N Tustin
•	✓ Paid	\$0.00	\$0.00	03-058058078.01000	Real	Bailey Rd 243	3326	2016	Whitus Matthew Wayne & Diona Mae Sunshine
	✓ Paid	\$0.00	\$0.00	03-058058078.01000	Real	Bailey Rd 243	3299	2017	Whitus Matthew Wayne & Diona Mae Sunshine
	✓ Pald	\$0.00	\$0.00	03-058058078.01000	Real	Balley Rd 243	3311	2018	Whitus Matthew Wayne & Diona Mae Sunshine
•	✓ Paid	\$0.00	\$0.00	03-058058078.01000	Real	243 Balley Rd	3309	2019	Whitus Matthew Wayne & Diona Mae Sunshine
	✓ Paid	\$0.00	\$0.00	03-058058078.01000	Real	243 Bailey Rd	3281	2020	Whitus Matthew Wayne & Diona Mae Sunshine
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Q	way	1005 bradhird way							

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GMS Contract

- 1. Maintain proper capital fund and project fund accounting procedures and records.
- 2. Process Construction requisitions including:
 - a. Vendor Agreement completion status
 - b. Verify Change Orders for materials
 - c. Check for duplicate submittals
 - d. Verify allowable expenses per Bond Indenture Agreements such as:
 - i. Agreement Assignment
 - ii. Acquisition Agreement
 - iii. Project Construction and Completion Agreement
- 3. Oversee and implement bond issue related compliance, i.e., coordination of annual arbitrage report, transmittal of annual audit and budget to the trustee, transmittal of annual audit and other information to dissemination agent (if other than manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual/quarterly disclosure reporting, update etc.
- '4. Provide Asset Tracking for improvements to be transferred and their value for removal from District's Schedule of Property Ownership that are going to another local government.
- 5. Provide for appropriate bid and or proposal/qualification processes for Capital Project Construction.

E. Purchasing

- 1. Assist in selection of vendors as needed for services, goods, supplies, materials. Obtain pricing proposals as needed and in accordance with District rules and state law.
- 2. Prepare RFPs for Administrative Services as needed, such as audit services, legal services, and engineering services.
- 3. Prepare and process requisitions for capital expenses, in coordination with District Engineer.

F. Risk Management

- 1. Prepare and follow risk management policies and procedures.
- 2. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
- 3. Process and assist in the investigation of insurance claims, in coordination with Counsel of the District.
- 4. Review insurance policies and coverage amounts of District vendors.
- 5. Provide for an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
- 6. Maintain and monitor Certificates of Insurance for all service and Agreement vendors.

4. FINANCIAL AND REVENUE COLLECTION:

A. Administer Prepayment Collection:

- 1. Provide payoff information and pre-payment amounts as requested by property owners.
- 2. Monitor, collect and maintain records of prepayment of assessments.

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