

AGENDA
ANNUAL & ORGANIZATIONAL MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
January 8, 2026 @ 8:30 A.M.

Board of Supervisors:

Taylor Meals, Chair
Tony Babington, Vice-Chair
Robert C. Stern, Jr.
Sydney B. Crampton
Lani Gaver

Staff:

Keith R. Ledford, Jr., P.E., Administrator
Robert H. Berntsson, District Counsel
Dewey Futch, Water Operations Manager
David Larson, Wastewater Operations Manager
Lisa Hawkins, Finance Director
Ashley Aguiar, Executive Assistant

1. PLEDGE OF ALLEGIANCE & ROLL CALL
2. **ANNOUNCEMENTS** – Additions or Deletions
3. **PUBLIC INPUT**

To address the Board during this portion of the meeting you must fill out a Civility Agreement, state your name and address for the record and which agenda item is to be addressed. Remarks shall be limited to 4 minutes and no discussion will take place during this portion of the meeting.

CARDS MUST BE SUBMITTED PRIOR TO THE COMMENCEMENT OF THE MEETING

4. **PRESENTATIONS**

4a. Certificate of Appreciation

- Distribution Manager, Kyle Herzog – 20 years
- Wastewater Plant Operator, Timothy Weber – 20 years
- Wastewater Operations Lead Operator, Christopher Borovsky – 15 years

5. **CONSENT SECTION**

5a. Ratification of 2026 Offices

Recommended Action: Ratify the elected Officers; Mr. Meals as Chair and Mr. Babington as Vice-Chair.

5b. CY'26 Board Meeting Schedule & CY'27 Annual/Organizational Meeting

Recommended Action: Approve the CY'26 Board Meeting Schedule & CY'27 Annual/Organizational Meeting

5c. Minutes of the Regular Meeting dated December 11, 2025

Recommended Action: Approve the meeting minutes.

5d. Big W Law Invoice dated December 30, 2025.

Recommended Action: Approve the attorney's invoice in the amount of \$1,725.00

5e. Oertel, Fernandez, Bryant & Atkinson Invoice dated December 30, 2025

Recommended Action: Approve the attorney's invoice in the amount of \$10,670.25

- 5f. Henderson Franklin Invoices dated November 13, 2025 & December 11, 2025
Recommended Action: Approve the attorney's invoices in the total amount of \$2,550.00

6. **DISCUSSION**

7. **ACTION ITEMS**

7a. CONP and EWD Interlocal Agreement & TM & EWD Agreement

8. **ADMINISTRATOR'S REPORT – Keith R. Ledford, Jr., P.E.**

8a. **WATER OPERATIONS MANAGER – Dewey Futch**

8b. **WASTEWATER OPERATIONS MANAGER – David Larson**

8c. **TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E.**

8d. **FINANCE DIRECTOR – Lisa Hawkins**

1. December Financial Statements

2. December Investment Statements

9. **ATTORNEY'S REPORT – Robert H. Berntsson**

10. **OLD BUSINESS**

11. **NEW BUSINESS**

12. **PUBLIC COMMENT – ANY TOPIC**

To address the Board during this portion of the meeting, you must fill out a Civility Agreement and state your name and address for the record. Each person will be allowed no more than 4 minutes.

13. **BOARD MEMBER COMMENTS**

14. **ADJOURN**

Anyone who decides to appeal a decision of this Board will need a record of the proceedings pertaining thereto and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

DISABILITY INFORMATION – In accordance with the Americans with Disabilities Act and FS 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact EWD at 941-474-3217 no later than 7 days prior to the proceedings. If hearing impaired, telephone the Florida Relay Service at 800-955-8771 9TCC) or 800-955-8770 (VOICE) for assistance.

Posted 1/2/2026

BOARD AGENDA ITEM SUMMARY 5a

MEETING DATE: January 8, 2026

SUBJECT: Ratification of Elected Officers

CATEGORY: X Consent

Discussion

 Action

CONTACT PERSON: Keith R. Ledford, Jr., P.E.

DEPARTMENT: Administration

ITEMS: Ratification of elected Officers; Mr. Meals as Chair and Mr. Babington as Vice-Chair.

PURPOSE / JUSTIFICATION: To ratify the officers elected at the November 13, 2025, Board of Supervisors Meeting.

MOTION: To ratify the elected Officers; Mr. Meals as Chair and Mr. Babington as Vice-Chair as designated at the November 13, 2025 Board of Supervisors Meeting.

Prepared By: Ashley Aguiar

Date: December 23, 2025

Approvals:

Administrator

Finance

Water Operations

Wastewater Operations

ACTION TAKEN BY BOARD: _____ Denied _____ Approved / **Resolution No:** _____

Attachment: None

BOARD AGENDA ITEM SUMMARY 5b

MEETING DATE: January 8, 2026

SUBJECT: CY'26 Board Meeting Schedule & CY'27 Annual/Organizational Meeting

CATEGORY: Consent Discussion X Action

CONTACT PERSON: Keith R. Ledford, Jr., P.E.

DEPARTMENT: Administration

ITEMS: CY'26 Board Meeting Schedule & CY'27 Annual/Organizational Meeting

PURPOSE / JUSTIFICATION: To formally approve and establish the schedule of regular board meetings for calendar year 2026 and the annual/organizational meeting for calendar year 2027.

MOTION: To approve the schedule of regular Board meetings for calendar year 2026 and the annual/organizational meeting for calendar year 2027 in accordance with governance requirements.

Prepared By: Ashley Aguiar

Date: December 23, 2025

Approvals:

Administrator

Finance

Water Operations

Wastewater Operations

ACTION TAKEN BY BOARD: Denied Approved / **Resolution No:**

Attachment: CY'26 Board Meeting Schedule & CY'27 Annual/Organizational Meeting



Englewood Water District

201 Selma Avenue, Englewood, FL 34223

Phone: (941) 474-3217 | Toll Free: (866) 460-1080 | Fax: (941) 460-1025

info@englewoodwater.com | www.englewoodwater.com

**SCHEDULE OF MEETINGS
ENGLEWOOD WATER DISTRICT
BOARD OF SUPERVISORS – CALENDAR YEAR 2026**

The Englewood Water District hereby issues notice that its monthly meetings will commence at 8:30 a.m., unless otherwise indicated, and will be held in the Board Room at 201 Selma Avenue, Englewood.

- February 12, 2026
- March 12, 2026
- April 9, 2026
- May 14, 2026
- June 11, 2026
- July 9, 2026
- August 13, 2026
- September 10, 2026
- October 8, 2026
- November 12, 2026
- December 10, 2026
- January 7, 2027 – Annual & Organizational Meeting

Notice is hereby given that the public is invited to attend.

Englewood Water District
Board of Supervisors

Board of Supervisors:

Taylor Meals, Chair · Tony Babington, Vice-Chair · Sydney B. Crampton · Robert C. Stern, Jr. · Lani Gaver

**MINUTES
REGULAR MEETING
ENGLEWOOD WATER DISTRICT BOARD OF SUPERVISORS
201 SELMA AVENUE, ENGLEWOOD, FL 34223
December 11, 2025 @ 8:30 A.M.**

Board of Supervisors:

Lani Gaver, Chair
Taylor Meals, Vice-Chair
Robert C. Stern, Jr.
Sydney B. Crampton
Tony Babington

Staff:

Keith R. Ledford, Jr., P.E., Administrator
Robert H. Berntsson, District Counsel
Dewey Futch, Water Operations Manager
David Larson, Wastewater Operations Manager
Lisa Hawkins, Finance Director
Ashley Aguiar, Executive Assistant

1. **PLEDGE OF ALLEGIANCE & ROLL CALL**
2. **ANNOUNCEMENTS** – Additions or Deletions
3. **PUBLIC INPUT** – None
4. **PRESENTATIONS**
 - 4a. Certificate of Appreciation
 - Collections Manager, Ronald Franklin – 30 years
5. **CONSENT SECTION** – Chair Gaver called for a motion to approve. Mr. Stern moved “to approve the consent agenda as presented,” seconded by Ms. Crampton.
 - 5a. Minutes of the Regular Meeting dated November 13, 2025
Recommended Action: Approve the meeting minutes.
 - 5b. Big W Law Invoice dated December 1, 2025.
Recommended Action: Approve the attorney’s invoice in the amount of \$2,175.00
 - 5c. Oertel, Fernandez, Bryant & Atkinson Invoice dated November 30, 2025
Recommended Action: Approve the attorney’s invoice in the amount of \$15,877.65

UNANIMOUS

CS 25-12-11 A-C

6. **DISCUSSION** – None
7. **ACTION ITEMS**
 - 7a. **Special District Performance Measures/Standards & Annual Reporting Form**
- Pursuant to Section 189.0694, Florida Statutes, effective October 1, 2024 and each fiscal year thereafter, every special district must establish goals and objectives for each program and activity, as well as corresponding performance measures and standards to evaluate achievement. Additionally, by December 1 following each fiscal year, districts must publish a report indicating whether the prior year’s goals and objectives were met.

Mr. Stern moved, “to approve,” seconded by Mr. Babington.

Full motion read: “To approve the proposed Special District Performance Measures/Standards & Annual Reporting Form for FY26 as presented. To authorize the Chair to sign the Special District Performance Measures/Standards & Annual Reporting Form for FY25 as presented.”

7b. RFQ 2025-142 Engineering Services for WRF with Kimley-Horn & Associates, Inc. - RFQ 2025-142 was advertised on September 9, 2025, for engineering services for the South WRF Expansion. The solicitation closed October 9, with two responsive firms—Kimley-Horn and HDR—evaluated and shortlisted. After interviews and final ranking, Kimley-Horn was selected. Procurement confirmed competitive pricing, and negotiations followed CCNA requirements. The five-year agreement, with a two-year extension option, is submitted for Board approval pending FDEP approval.

Mr. Babington moved, “**to approve**,” seconded by Mr. Stern.

Full motion read: “To tentatively approve the contract with Kimley-Horn and Associates, Inc., subject to approval by the Florida Department of Environmental Protection.”

8. ADMINISTRATOR’S REPORT – Keith R. Ledford, Jr., P.E.

- November 14: EWD Participation in the annual FSAWWA Drinking Water Contest resulted in 1st place at the regional level. Advancement to the state competition in Orlando on December 2 followed; Florida Keys secured first place and will compete at Nationals in Washington, D.C.
- EWD Employee Appreciation Event reminder for Saturday, December 13th beginning at 4:30pm.

8a. WATER OPERATIONS MANAGER – Dewey Futch

Production

- November 2025 total send-out: 88.78 MG (2024: 88.27 MG).
- Average send-out: 2.95 MGD (2024: 2.94 MGD).
- High send-out: 3.25 MGD (2024: 3.3 MGD).
- Rainfall: 0" (2024: 0.62"). This is only the sixth month with zero rainfall since 1975.
- Operators continued routine maintenance; Crom began replacing the underdrain on Treater #3.

Distribution

- No incidents reported.
- Hydrant and valve maintenance continued; DCMA replacements ongoing.
- 157 new meter sets (157 ERCs), 137 in Beach Walk Phase 3.
- 46 radio heads replaced.
- 113 customer turn-on requests completed.

8b. WASTEWATER OPERATIONS MANAGER – David Larson

WRF:

- MADF November 2025 – 1.395 MGD

- MADF November 2024 – 1.556 MGD
- Peak Flow – 1.483 MG
- Normal Operations and Maintenance

Collections:

- Collections had 45 Work orders for the month
- Repaired 8 vents and 3 cleanouts
- Staff had 3 cap offs of sewer service
- Replaced one vacuum pit in the V4 section

8c. TECHNICAL SUPPORT MANAGER – Keith R. Ledford Jr., P.E.

- **LS #114 – Brook to Bay:** FDEP has approved the project for service. Remaining trailer pad replacement is expected by year-end.
- **Middle Beach Pipe Replacement:** 60% design is under review. Coordination continues with Sarasota County and FEMA.
- **Boca Royale East:** Phase 1A utilities and testing are complete. Certification documents are being finalized.
- **Esplanade at Wellen Park:** Offsite and onsite utility installation is ongoing. The interconnect agreement with North Port is complete and scheduled for Board review in January. A separate fire-protection water-use agreement with the developer is in progress.
- **FPL Partridge Substation:** Deberry has submitted plans for the new substation on Winchester Blvd.
- **Culver's:** Preliminary engineering for the proposed restaurant at 333 S. Indiana Ave. is underway.
- **McCall Plaza:** Staff and Kimley-Horn are reviewing plans for a potential gas station.
- **Merchant's Crossing:** Staff is reviewing two proposed fast-food sites with Kimley-Horn and Bohler Engineering; restaurant names are not yet disclosed.

8d. FINANCE DIRECTOR – Lisa Hawkins

November Financial Statements

The Balance Sheet is not reviewed in detail; however, attention is drawn to items affected by the audit adjustment discussed last month. Capital Assets increased by \$18 million from FY24 to FY25 as a result of a prior-period adjustment related to previously unrecorded depreciation on contributed assets.

On the Income Statement, operating revenues through November totaled \$4.2 million, representing an increase of \$394,000 compared to the same period last year. Operating expenses totaled \$2.6 million, a decrease of \$707,000 from the prior year, resulting in an operating surplus of \$1.6 million. Capital Contributions also increased by \$18 million from FY24 to FY25 due to the recognition of previously unrecorded assets.

November Investment Statements

\$18.8 million was invested with RBC and \$8 million was held at Centennial Bank, resulting in total Cash and Investments of \$26.3 million.

9. **ATTORNEY'S REPORT** – Robert H. Berntsson - There are no updates to report at this time.
10. **OLD BUSINESS** – Mr. Meals will serve as Chair, with Mr. Babington as Vice Chair. These appointments will be formally ratified in January.
11. **NEW BUSINESS** – None
12. **PUBLIC COMMENT – ANY TOPIC** – The board had a brief discussion regarding the request from Paula and Craig Vadala of 6721 Portside Lane regarding an adjustment on fees. It was determined that Customer Service Manager Jordan would reach out to them to follow up.
13. **BOARD MEMBER COMMENTS** – Mr. Stern congratulated Mr. Franklin and wished everyone a Merry Christmas and Happy New Year. Ms. Crampton thanked members for a successful year and looked forward to Saturday's event. Mr. Babington expressed pride in EWD's award and congratulated Mr. Franklin on 30 years of service. Chair Gaver also congratulated Mr. Franklin and reflected positively on her year as Chair.
14. **ADJOURN @ 8:56am.**

Tony Babington-Vice Chair

APPROVED

/aa

5d

SUBJECT: The Big W Law Attorney's Invoice
dated December 30, 2025

DEPARTMENT: Finance

PURPOSE / JUSTIFICATION: Legal services rendered.

Budget Resolution Required: yes X no

MOTION: To approve the Big W Law Attorney's invoice dated December 30, 2025, for services rendered in the amount of \$1,725.00. Funds to come from water/wastewater revenues.

Date: December 30, 2025

Administrator	Finance	Water Operations	Wastewater Operations
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ATTACHMENTS: The Big W Law Attorney's invoice dated December 30, 2025



WIDEIKIS, BENEDICT & BERNTSSON, LLC

THE BIG W LAW FIRM

3195 S. Access Road, Englewood, Florida 34224

941-627-1000

Englewood Water District
aaguilar@ewdfl.com
201 Selma Avenue

Received by EWD
12/30/25 at 10:13am
AA

Statement Date: 12/30/2025
Statement No. 37791
Account No. 8.0000

Englewood, FL 34223

Legal Services
PO# 60723

PO# 60723

FOR PROFESSIONAL SERVICES RENDERED

			Rate	Hours	
12/01/2025	RHB	Email(s) with Ms. Aguiar; Email(s) with Mr. Oertel; Email(s) with Mr. Ledford.	300.00	0.25	75.00
12/02/2025	RHB	Email(s) with Ms. Bagley; Email(s) with Mr. Oertel; Email(s) with Ms. Aguiar; Email(s) with Mr. Wollard; Email(s) with Mr. Ledford; Email(s) with Ms. Petty.	300.00	0.50	150.00
12/04/2025	RHB	Email(s) with Ms. Wheaton; Review Florida Statutes on purchasing.	300.00	0.25	75.00
12/05/2025	RHB	Email(s) with Ms. Jones; Email(s) with Ms. Aguiar; Review agenda; Email(s) with Mr. Ledford; Email(s) with Mr. Wollard; Email(s) with Mr. Bailey.	300.00	0.50	150.00
12/08/2025	RHB	Email(s) with Mr. Oertel; Email(s) with Ms. Aguiar.	300.00	0.25	75.00
12/09/2025	RHB	Review Charlotte Sun Newspaper; Email(s) with Mr. Oertel; Email(s) with Ms. Aguiar.	300.00	0.25	75.00
12/11/2025	RHB	Prepare for and attend Board of Supervisors Meeting.	300.00	0.75	225.00
12/12/2025	RHB	Email(s) with Mr. Oertel; Email(s) with Ms. Aguiar.	300.00	0.25	75.00
12/16/2025	RHB	Email(s) with Mr. Oertel.	300.00	0.25	75.00
12/17/2025	RHB	Email(s) with Mr. Oertel.	300.00	0.25	75.00
12/18/2025	RHB	Email(s) with Mr. Wollard; Email(s) with Mr. Oertel; Email(s) with Ms. Aguiar; Review Draft Exceptions.	300.00	0.50	150.00
12/19/2025	RHB	Email(s) with Ms. Aguiar; Email(s) with Mr. Oertel; Review Exceptions to Recommended Order; Conference with Ms. Aguiar; Email(s) with Mr. Ledford.	300.00	0.75	225.00

Englewood Water District
 Account No. 8.0000
 RE: Legal Services

Statement Date: 12/30/2025
 Statement No. 37791

			Rate	Hours	
12/22/2025	RHB	Email(s) with Ms. Petty; Email(s) with Ms. Aguiar.	300.00	0.25	75.00
12/23/2025	RHB	Email(s) with Ms. Aguiar; Email(s) with Ms. Bagley.	300.00	0.25	75.00
12/27/2025	RHB	Email(s) with Ms. Aguiar.	300.00	0.25	75.00
12/30/2025	RHB	Email(s) with Ms. Aguiar.	300.00	0.25	75.00
		For Current Services Rendered		5.75	1,725.00

		Recapitulation			
<u>Timekeeper</u>		<u>Hours</u>	<u>Rate</u>	<u>Total</u>	
Robert Berntsson		5.75	\$300.00	\$1,725.00	

PREVIOUS BALANCE \$2,175.00

Total Current Work 1,725.00

Payments

Total Payments for 12/30/2025 -2,175.00

Balance Due \$1,725.00

Billing History					
<u>Fees</u>	<u>Hours</u>	<u>Expenses</u>	<u>Advances</u>	<u>Finance Charge</u>	<u>Payments</u>
168,687.50	634.01	0.00	52.80	0.00	167,015.30

5e

SUBJECT: Oertel, Fernandez, Bryant & Atkinson
Attorney's Invoice dated December 23, 2025

Action

DEPARTMENT: Finance

PURPOSE / JUSTIFICATION: Legal services rendered.

Budget Resolution Required: _____ yes X no

Amount Budgeted	\$ 60,000.00
Year to Date Expenditures	\$ (37,592.65)
Total Expenditure Required	\$ <u>(10,670.25)</u>
Remaining in Budget	\$ 11,737.10

MOTION: To approve the Oertel, Fernandez, Bryant & Atkinson Attorney's invoice dated December 30, 2025, for services rendered concerning the Winchester Ranch Development in the amount of \$10,670.25. Funds to come from water/wastewater revenues.

Date: December 30, 2025

Approvals:

Wastewater Operations

ACTION TAKEN BY BOARD: _____ Denied _____ Approved / **Resolution No:** _____

ATTACHMENTS: Oertel, Fernandez, Bryant & Atkinson Attorney's invoice dated December 30, 2025.

BOARD AGENDA ITEM SUMMARY

5f

MEETING DATE: January 8, 2026

SUBJECT: Henderson-Franklin Attorney's Invoice dated November 13, 2025 & December 11, 2025

CATEGORY: X Consent

_____ Discussion

_____ Action

CONTACT PERSON : Lisa Hawkins

DEPARTMENT : Finance

ITEM: Request Board approval for payment of the Henderson-Franklin Attorney's invoices dated November 13, 2025 & December 11, 2025

PURPOSE / JUSTIFICATION: Legal services rendered.

FISCAL IMPACT: 500311-500-101

Budget Resolution Required: _____ yes X no

Amount Budgeted	\$	\$5,000.00
Year to Date Expenditures	\$	(\$0.00)
Total Expenditure Required	\$	<u>(\$2,550.00)</u>
Remaining in Budget	\$	<u>\$2,450.00</u>

MOTION: To approve the Henderson-Franklin Attorney's invoices dated November 13, 2025 & December 11, 2025 for services rendered in the total amount of \$2,550.00. Funds to come from water/wastewater revenues.

Prepared By: Ashley Aguiar

Date: December 23, 2025

Approvals:

Administrator

Finance

Water Operations

Wastewater Operations

ACTION TAKEN BY BOARD: _____ Denied _____ Approved / **Resolution No:** _____

ATTACHMENTS: The Henderson-Franklin invoices dated November 13, 2025 & December 11, 2025



November 13, 2025

TO: Englewood Water District
Heather Bagshaw
201 Selma Avenue
Englewood, FL 34223

Received by EWD on
12/19/25 at 4:03pm
AA

Attorney: Atwood, Scott E
File No. 22056/9
Invoice No. 830284

Re: Englewood Water District - Miscellaneous Employment Advice

Claim No : PO #60713

Services:

10/01/25	Correspondence with client re: employee issues and new laws	Atwood, Scott E Shareholder	0.10	51.00
10/02/25	Research big beautiful bill changes for overtime and ADA issues	Atwood, Scott E Shareholder	0.50	255.00
10/03/25	Telephone conference with client re: employee issue; review and analyze documents from client re: same	Atwood, Scott E Shareholder	1.80	918.00
10/07/25	Revise and edit proposed PIP; correspondence with client re: same	Atwood, Scott E Shareholder	0.40	204.00

TIMEKEEPER SUMMARY

RANK	TIMEKEEPER	HRS.	RATE	AMOUNT
Shareholder	Atwood, Scott E	2.80	510.00	\$1428.00

TOTAL FEES: 1,428.00

Disbursements:

** NO DISBURSEMENTS WERE CHARGED TO THIS MATTER IN THE CURRENT BILLING PERIOD**

TOTAL AMOUNT: \$1,428.00

CURRENT INVOICE SUMMARY

Summary of Charges Rendered on this Invoice:

Current Fees:	1,428.00
Current Disbursements:	0.00
Total Charges for this Invoice:	\$1,428.00
LESS: Trust Funds Applied to this Invoice	-0.00
Balance Due this Invoice	\$1,428.00
Outstanding Accounts Receivable:	\$0.00
TOTAL AMOUNT DUE THIS MATTER:	\$1,428.00

CURRENT TRUST ACTIVITY

Payment for services is due upon receipt of Invoice

Please make your check payable to
Henderson, Franklin, Starnes & Holt, P.A.
Please indicate our file number of 22056/9 and remit to
P.O. Box 919765
Orlando, Florida 32891-9765



December 11, 2025

TO: Englewood Water District
Heather Bagshaw
201 Selma Avenue
Englewood, FL 34223

Received by EWD on
12/19/25 at 4:03pm
AA

Attorney: Atwood, Scott E
File No. 22056/9
Invoice No. 831636

Re: Englewood Water District - Miscellaneous Employment Advice

Claim No : PO #60713

Services:

11/04/25	Telephone conference re: employee leave issue; correspondence with client re: same	Atwood, Scott E Shareholder	1.20	612.00
11/06/25	Prepare separation agreement for employee; correspondence to client re: same	Atwood, Scott E Shareholder	1.00	510.00

TIMEKEEPER SUMMARY

RANK	TIMEKEEPER	HRS.	RATE	AMOUNT
Shareholder	Atwood, Scott E	2.20	510.00	\$1122.00
TOTAL FEES:				1,122.00

Disbursements:

** NO DISBURSEMENTS WERE CHARGED TO THIS MATTER IN THE CURRENT BILLING PERIOD**

TOTAL AMOUNT: \$1,122.00

CURRENT INVOICE SUMMARY

Summary of Charges Rendered on this Invoice:

Current Fees:	1,122.00
Current Disbursements:	0.00
Total Charges for this Invoice:	\$1,122.00
LESS: Trust Funds Applied to this Invoice	-0.00
Balance Due this Invoice	\$1,122.00
Outstanding Accounts Receivable:	\$1,428.00
TOTAL AMOUNT DUE THIS MATTER:	\$2,550.00

CURRENT TRUST ACTIVITY

Payment for services is due upon receipt of Invoice

Please make your check payable to
Henderson, Franklin, Starnes & Holt, P.A.
Please indicate our file number of 22056/9 and remit to
P.O. Box 919765
Orlando, Florida 32891-9765