



MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records

From: Sue Keyes

Date: April 8, 2026

Subject: Refund Request

Refund Request Information

Petitioner

HOMES BY WEST BAY

ATTN: NICKOLAUS WHITE

4065 CRESCENT PARK DR

RIVERVIEW, FL 33518

Reason for Request

Refund of paid Utility fees that were paid twice, once on old permit and once on new permit

Fee Description:**Water Direct Conn 401.0000000.343315, Water connect 401.0000000.343304, Water FIF fee 405.0000000.343310, Sewer FIF fee 406.0000000.343510, Reclaim Connect Fee 401.0000000.343531**

Permit #	Invoice #	Receipt#	Amount
BLD2403-0554	566364	914611	1,738.00
BLD2403-0554	566364	914611	3,175.00
BLD2403-0554	566364	914611	300.00
BLD2403-0554	566364	914611	375.00

Refund Amount: \$5,588.00**Authorization**

Alyssa Wetzel, Fiscal Services Manager

Sherise Nelson, Accounts Control Supervisor

Disclaimer: In an attempt to protect individual privacy and to adhere to Payment Card Industry security standards, backup information for this transaction has been omitted. You may request materials related to this transaction by making a Public Records request online at www.mymanatee.org/records or by calling (941) 742-5845.

cc: Alyssa Wetzel, Fiscal Services Manager – Utilities

Sherise Nelson, Accounts Control Supervisor, Sue Keyes, Accounting Specialist