



Rizzetta & Company

# **Glen St. Johns Community Development District**

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## **Board of Supervisors' Meeting October 21, 2020**

**District Office:  
2806 N. Fifth Street  
Unit 403  
St. Augustine, FL 32084**

**[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)**

## **GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St Augustine, FL 32084

### **Board of Supervisors**

Brian Reese	Chairman
David Nabers	Vice Chairman
Darren Romero	Assistant Secretary
Lynne Snyder	Assistant Secretary
Mabel Perez	Assistant Secretary

### **District Manager**

Lesley Gallagher	Rizzetta & Company, Inc.
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### **District Counsel**

Katie Buchanan	Hopping Green & Sams, P.A.
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### **District Engineer**

Vince Dunn	Dunn & Associates, Inc.
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**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

October 14, 2020

**Board of Supervisors  
Glen St. Johns Community  
Development District**

## **AGENDA**

Dear Board Members:

The **regular** meeting of the Board of Supervisors' of the Glen St. Johns Community Development District will be held on **October 21, 2020 at 10:00 a.m.** via teleconference at 1-929-205-6099 meeting ID 680 626 4765, pursuant to Executive Orders 20-52, 20-69, 20-123, 20-150, 20-193 and 20-246 issued by Governor DeSantis respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on September 19, 2020.....**Tab 1**
  - B. Ratification of the Operation and Maintenance Expenditures for August 2020.....**Tab 2**
- 4. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Landscape Report
    - 1.) VerdeGo Landscape Report, October 2020.....**Tab 3**
  - D. Amenity Manager Report
    - 1.) Amenity Manager Report, October 2020.....**Tab 4**
  - E. District Manager
- 5. BUSINESS ITEMS**
  - A. Consideration of Proposals for Landscape Maintenance and Irrigation Services.....**Tab 5**
  - B. Selecting an Audit Committee and Setting First Audit Committee Meeting
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,  
*Lesley Gallagher*  
Lesley Gallagher  
District Manager  
Glen St. Johns Community Development District

**CALL TO ORDER / ROLL CALL**

# **PUBLIC COMMENTS**

# **BUSINESS ADMINISTRATION**

## **Tab 1**

## MINUTES OF MEETING

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **Wednesday, September 16, 2020 at 10:00 a.m.** and conducted virtually via ZOOM, *pursuant to Executive Orders 20-52, 20-69, 20-123, 20-150 and 20-193 issued by Governor DeSantis, respectively, and pursuant to Section 120.54(5)(b)2.*

Present and constituting a quorum:

Brian Reese

Lynne Snyder

Darren Romero

**Board Supervisor, Chairman**

**Board Supervisor, Assistant Secretary**

**Board Supervisor, Assistant Secretary**

Also present were:

Lesley Gallagher

Katie Buchanan

Steve Howell

Robert Jones

**District Manager, Rizzetta & Company, Inc.**

**District Counsel, Hopping Green & Sams**

**Field Operations Manager, Vesta**

**Account Manager, VerdeGo Landscape**

No audience members present.

## FIRST ORDER OF BUSINESS

## Call to Order

Ms. Gallagher called the meeting to order at 10:03 a.m. and read roll call.

## SECOND ORDER OF BUSINESS

## Public Comments on Agenda Items

No audience present.

## THIRD ORDER OF BUSINESS

Consideration of the Minutes of the  
Board of Supervisors' Special  
Meeting held July 29, 2020

On a motion by Mr. Reese, seconded by Ms. Snyder, with all in favor, the Board approved the Minutes of the Board of Supervisor's Special Meeting held on July 29, 2020 for Glen St. Johns Community Development District.
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**FOURTH ORDER OF BUSINESS****Ratification of the Operation and  
Maintenance Expenditures for July  
2020**

On a motion by Ms. Snyder, seconded by Mr. Reese, with all in favor, the Board ratified the Operations and Maintenance Expenditures for July 2020 in the amount of \$40,620.24 for Glen St. Johns Community Development District.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Ms. Buchanan noted that she did not have a formal report but was available to answer any questions.

**B. District Engineer**

Not present.

**C. Landscape Report****1.) VerdeGo Landscape Report, September 2020**

Mr. Jones reviewed the landscape report found under Tab 3 of the agenda and provided an update that they had shut down the irrigation due to the extremely wet conditions. Ms. Snyder asked if the plant material at the end of Tortuga at St. Thomas could have the height trimmed to ensure no visual obstructions.

Mr. Reese asked about a plan for the grass bed at the playground and dead grasses. Mr. Jones responded that this area needs drainage. The Chairman directed staff to work with the District Engineer on this and have information for the Board to review at an upcoming meeting. It was requested that the pop up irrigation heads that that sod installed over them at the amenity center be exposed and edged.

**2.) Consideration of Landscape Enhancement Proposals**

The Board reviewed 4 proposals for enhancements and/or tree removals. Discussion ensued.

On a motion by Mr. Romero, seconded by Ms. Snyder, with all in favor, the Board approved a not to exceed amount of \$2,000.00 and requested Mr. Howell obtain a proposal for 5 Cypress trees to place across from the amenity center and install bahia sod behind them and lastly to include stump removal of the trees that were removed. It was also requested that VerdeGo provide a proposal for the same work for Glen St. Johns Community Development District.

On a motion by Mr. Reese, seconded by Mr. Romero, with all in favor, the Board appointed Ms. Snyder to work with staff and VerdeGo regarding landscape replacements at each entry off St. Thomas for Glen St. Johns Community Development District.

D. Amenity Manager

Mr. Howell reviewed his report found under Tab 5 of the agenda and recommended discontinuing pool monitors at this time, the Board agreed.

Mr. Howell also updated the Board regarding a pump failure due to a storm related power failure which is outlined in his report.

It was discussed that the landscape scope would be adjusted to limit the CDD maintenance on either side of the entry to the new Silver Leaf pocket of homes for their maintenance.

Mr. Howell noted that the District Manager had received some concerns regarding sidewalks and the need for pressure washing.

On a motion by Mr. Reese seconded by Mr. Romero, with all in favor, the Board approved pressure washing for a total amount of \$10,946.64 by Vesta (Exhibit A) for Glen St. Johns Community Development District.

Mr. Howell also noted that he was working with vendors regarding holiday decorations and would continue to work with the Chairman regarding this as he had in previous years.

Mr. Howell then discussed landscaping concerns that he and the District Manager had shared with the Chairman and the need to redefine the scope of services. He also requested that in preparation for the next growing season, the Board allow the District Manager and Operations Manager to work together on a redefined scope with the Chairman and request proposals from multiple vendors for the Board to consider. The Board authorized this.

E. District Manager

1.) Acceptance of First Addendum to Professional District Services Agreement

On a motion by Mr. Reese, seconded by Ms. Snyder, with all in favor, the Board accepted the first addendum to the Professional District Services agreement which outlined fees for Professional District Services that were adopted with the Fiscal Year 2020-2021 budget for Glen St. Johns Community Development District.

Ms. Gallagher updated the Board that she had received concerns regarding one of the no fishing signs being shot by a BB gun or air gun. She contacted the property owner that had been reported to have caused the damage and they have paid to replace the sign.

She also updated the Board that DoorKing, who provides service for the access system, was requiring the system be set up with DoorKing's I.M.Server modem rather than the current older modem technology and this would involve an annual expense of \$180.95. The Board authorized this.

Lastly, Ms. Gallagher noted that she received a request that morning for temporary access from a resident through CDD property and would work with Mr. Howell and the Chairman once additional details were available.

#### **SIXTH ORDER OF BUSINESS**

#### **Consideration of Proposal for Installation of Frisbee Golf**

On a motion by Ms. Snyder, seconded by Mr. Reese, with all in favor, the Board approved installing up to four (4) frisbee golf stations at a cost not to exceed \$3,000.00 and to work with Ms. Snyder on the location for Glen St. Johns Community Development District.

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of Vesta Renewal Proposal**

Mr. Howell reviewed the Vesta proposal and that this proposal does not provide a set number of hours for operations and maintenance as had been outlined for previous years.

On a motion by Mr. Reese, seconded by Ms. Snyder, with all in favor, the Board approved the Vesta renewal proposal including seasonal facility monitors for Glen St. Johns Community Development District.

#### **EIGHTH ORDER OF BUSINESS**

#### **Consideration of Estate Management Renewal Proposal**

The Board reviewed the renewal proposal from Estate Management for pond maintenance which reflected a 3% increase. Discussion ensued.

On a motion by Mr. Reese, seconded by Mr. Romero, with all in favor, the Board approved renewing the agreement with Estate Management but did not approve the increased rate and left the rate at \$792.00 per month for Glen St. Johns Community Development District.

**NINTH ORDER OF BUSINESS****Consideration of Fiscal Year 2020-2021 District Insurance Policy Renewal**

On a motion by Mr. Reese, seconded by Mr. Romero with all in favor, the Board approved the Fiscal Year 2020-2021 District Insurance policy renewal for Glen St. Johns Community Development District.

**TENTH ORDER OF BUSINESS****Consideration of Resolution 2020-11, Setting Date, Time, and Location of Fiscal Year 2020-2021 Regular Meetings**

On a motion by Mr. Romero, seconded by Mr. Reese, with all in favor, the Board adopted Resolution 2020-11, setting the meeting dates and times as proposed, noting the final location would be determined prior to the annual meeting ad being run. Staff would continue to check with the airport until that time, the Rizzetta office or the Holiday Inn as proposed noting the Holiday Inn would have an expense of \$100.00 per meeting for Glen St. Johns Community Development District.

**ELEVENTH ORDER OF BUSINESS****Supervisors Request**

Mr. Romero requested a budget with line items.

**TWELFTH ORDER OF BUSINESS****Adjournment**

On a motion by Mr. Reese, seconded by Ms. Snyder, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:56 a.m. for Glen St. Johns Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# **Exhibit A**



# Estimate

DATE: April 13, 2020

245 Riverside Ave Suite #250, 32202  
Ph: 904-355-1831 / Fax: 904-355-1832

# GSJ04132020

BILL TO: Glen St. Johns CDD

DESCRIPTION	AMOUNT
Pressure wash 44,352 sq. feet of side walk along St. Thomas Island Pkwy E bound	\$ 3,104.64
Pressure wash 7,392 linear feet of curbing along St. Thomas Island Pkwy E bound	\$ 1,625.00
Pressure wash 39,600 sq. feet of side walk along St. Thomas Island Pkwy W bound	\$ 2,772.00
Pressure wash 7,392 linear feet of curbing along St. Thomas Island Pkwy W bound	\$ 1,625.00
Pressure wash 7,250 sq. feet of bike trail, side walk across from the Amenity Center, through field	\$ 580.00
Pressure wash 1,690 linear feet of curbing along entry and exit sides of St. Croix, Tortuga West, Tortuga East and Cooper's Bay	\$ 372.00
Pressure wash 850 sq. feet of side walk along St. Croix in bound to first house	\$ 68.00
Amenity Center, to include building, patio and all other hard surfaces at the perimeter	\$ 500.00
Playgrounds (both)	\$ 300.00
<i>All labor and materials provided by contractor</i>	
Licensed and Insured via Vesta Property Services Inc.	
<b>SUBTOTAL</b>	<b>\$ 10,946.64</b>
<b>SALES TAX</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 10,946.64</b>

Payment is due 30 days  
upon completion.  
Thank you for your  
business!

## **Tab 2**



# GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FL 32084

## **Operation and Maintenance Expenditures August 2020 Presented For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2020 through August 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$22,567.62**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AT & T Corp	002983	132474430 08/20	Phone/Internet/Alarm Monitoring 08/20	\$ 93.17
Brian Reese	002980	BR072920	Board of Supervisors Meeting 07/29/20	\$ 200.00
David Nabers	002978	DN072920	Board of Supervisors Meeting 07/29/20	\$ 200.00
Estate Management Services, Inc.	002984	19215	Pond Management Services 08/20	\$ 792.00
Florida Power & Light Company	002977	FPL Summary 08/20	FPL Summary 08/20	\$ 3,688.48
Hopping Green & Sams	002985	116359	General Legal Services Billed Through 06/30/20	\$ 648.00
JEA	002974	1608024175 07/20	1430 St Thomas Island Py 07/20	\$ 420.51
Lynne E. Snyder	002981	LS072920	Board of Supervisors Meeting 07/29/20	\$ 200.00
Mabel Perez	002979	MP072920	Board of Supervisors Meeting 07/29/20	\$ 200.00
Rizzetta & Company, Inc.	002975	INV0000051796	District Management Fees 08/20	\$ 3,068.75
Rizzetta Technology Services, LLC	002976	INV0000006125	Website Hosting Services 08/20	\$ 100.00
Tree Tech Tree Service, Inc.	002982	6675	Trim Trees & Debris Removal 07/20	\$ 560.00
Verdego, LLC	002989	3110	Plant Replacement 06/20	\$ 925.00

## Glen St. Johns Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2020 Through August 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Verdego, LLC	002986	3372	Landscape Maintenance 08/20	\$ 8,127.11
Vesta Property Services, Inc.	002987	371847	Amenity Management Services 08/20	\$ 2,729.67
Vesta Property Services, Inc.	002990	372642	Reimbursed Expenses 07/20	\$ 160.96
Waste Pro, Inc	002988	0000314716	Facility Waste Disposal 09/20	\$ 108.22
Weather Engineers, Inc.	002991	S53026	Electrical Repair 08/20	<u>\$ 345.75</u>
<b>Report Total</b>				<u><b>\$ 22,567.62</b></u>

# STAFF REPORTS

# District Counsel

**District Engineer**

# Landscape Report

## **Tab 3**





## Glen St. John Board Meeting

### Meeting Notes

- Mowing and detail services have been performed.
- Proposal submitted to replace removed pines with Cypress trees (5) and removal of root balls in same area.
- Please see attached spray report
- Please see attached irrigation inspection report
- Continued trimming up tree canopies along St. Thomas island sidewalks as needed. These are mostly the Crape Myrtles.
- Trimmed back some encroaching plant material from tree lines in service areas.
- Drip lines installed in new pool planters
- Presently on our seasonal schedule of service every other week per the contract frequencies.
- Replanted additional grasses in bed adjacent to amenities playground and mulched.



## Spray Report

Customer: Verdego

Property: Glen St John

Date: 9/18/20

Area treated +/- 8 acres

Total Gallons used: 1000

Product:

46-0-0 @ 1lb N per 1000 (Bermuda)

Ferrous Sulfate

Speedzone @ 32oz per acre

Drive @ 64oz per acre

Dismiss @ 10 oz per acre

Target for this application was to Improve the growth and color of the turf. Broadleaf weeds in the st. Augustine turf were treated. Torpedo grass and sedges were also targeted in the Bermuda turf. Expect to see results in 1-2 weeks.



Job Name : Glen St John

Job Number: \_\_\_\_\_

Controller Name: St Croux

Date: 9-15-20 Page: 1 of 1

Start Time /End Time	Seasonal Adjust	Run Days
A)	%	<del>MTWTFSS</del>
B) <u>11pm</u>	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map	YES NO
Zone list in controller	YES NO

Checked Weather Sensor	YES NO
Weather Sensor:	Working Not working

Controller Make & Model	<u>Esp mod</u>		
Controller Status	<u>Working</u>		
POC Info	Potable Water	Reclaim	<u>Well Water</u>
Pump Status & Type	Pressurized	<u>Pump Start</u>	Centrifugal

INFORMATION:

Zone Number	1	2	3	4	5	6	7	8	9	10									
Spray, Rotor, Drip, MPR, or Bubbler																			
Run time (A/B)	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>25</u>	<u>25</u>	<u>40</u>	<u>40</u>									
Run Time (C/D)																			
Change Time (A/B)																			
Change Time (C/D)																			
Zone Faults or Alarms																			
Plant Type																			

Contract Maintenance: (No Charge)

Straighten Heads																			
Adjust Water Pattern																			
Clogged Nozzle Screens																			

Billable Repairs or Upgrades:

	<u>NV</u>	<u>NV</u>	<u>NV</u>	<u>NV</u>															
Head Broken- 6in spray								<u>3</u>											
Head Broken- 12in spray																			
Head Broken- 6in rotor		<u>3</u>		<u>1</u>	<u>2</u>	<u>1</u>			<u>2</u>										
Head Broken- 12in rotor																			
Broken Riser																			
Upgrade 4in to 6in Pop up																			
Upgrade 6in to 12in Pop up																			
Nozzle								<u>3</u>											
MPR																			
Severe Line Clog																			
Lateral Line Break																			
Relocation																			
Head Raised or Lowered in Turf																			
Head Raised or Lowered in Shrub																			
Damaged Valve Box																			
Zone Not Operating																			
Main Line Break																			
Additional Labor/Troubleshooting																			
Other- See Comments																			

Additional Comments:

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Job Name : Glen St John  
Job Number: \_\_\_\_\_  
Controller Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Page: \_\_\_\_\_ of \_\_\_\_\_

Start Time /End Time	Seasonal Adjust	Run Days
A) <u>9pm</u>	<u>40</u> %	<u>MTWTFSS</u>
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map
YES NO
Zone list in controller
YES NO

Checked Weather Sensor
YES NO
Weather Sensor:
Working Not working

Controller Make & Model				
Controller Status	Working		Not Working	
POC Info	Potable Water	Reclaim	Well Water	Lake Water
Pump Status & Type	Pressurized	Pump Start	Centrifugal	Submersible

INFORMATION:

Zone Number	1	2	3	4	5	6	7	8	9	10	11	12	13			
Spray, Rotor, Drip, MPR, or Bubbler	<u>S/R</u>		<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>										
Run time (A/B)	<u>20</u>	<u>0</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>20</u>	<u>20</u>			
Run Time (C/D)																
Change Time (A/B)																
Change Time (C/D)																
Zone Faults or Alarms																
Plant Type																

Contract Maintenance: (No Charge)

Straighten Heads																
Adjust Water Pattern																
Clogged Nozzle Screens																

Billable Repairs or Upgrades:

Head Broken- 6in spray												<u>2</u>	<u>1</u>			
Head Broken- 12in spray																
Head Broken- 6in rotor																
Head Broken- 12in rotor					<u>1</u>	<u>1</u>	<u>2</u>	<u>1</u>								
Broken Riser																
Upgrade 4in to 6in Pop up																
Upgrade 6in to 12in Pop up																
Nozzle												<u>2</u>	<u>1</u>			
MPR																
Severe Line Clog																
Lateral Line Break							<u>3/4</u>									
Relocation																
Head Raised or Lowered in Turf																
Head Raised or Lowered in Shrub																
Damaged Valve Box																
Zone Not Operating																
Main Line Break																
Additional Labor/Troubleshooting																
Other- See Comments																

Additional Comments:

zone 1 Multiple zones tied together, zone 5, zone 11, zone 12





Job Name : \_\_\_\_\_

Job Number: \_\_\_\_\_

Controller Name: \_\_\_\_\_

Date: \_\_\_\_\_ Page: \_\_\_\_\_ of \_\_\_\_\_

Start Time /End Time	Seasonal Adjust	Run Days
A) 10p	%	MTWTFSS
B)	%	MTWTFSS
C)	%	MTWTFSS
D)	%	MTWTFSS

Zone Map
YES NO
Zone list in controller
YES NO

Checked Weather Sensor
YES NO
Weather Sensor: NO sensor
Working Not working

Controller Make & Model	Esp Mod		
Controller Status	Working		Not Working
POC Info	Potable Water	Reclaim	Well Water Lake Water
Pump Status & Type	Pressurized	Pump Start	Centrifugal Submersible

INFORMATION:

Zone Number	1	2	3	4	5	6	7								
Spray, Rotor, Drip, MPR, or Bubbler	R	R	R	R	R	R	R								
Run time (A/B)	20	20	20	20	20	20	20								
Run Time (C/D)															
Change Time (A/B)															
Change Time (C/D)															
Zone Faults or Alarms															
Plant Type															

Contract Maintenance: (No Charge)

Straighten Heads															
Adjust Water Pattern															
Clogged Nozzle Screens															

Billable Repairs or Upgrades:

Head Broken- 6in spray															
Head Broken- 12in spray															
Head Broken- 6in rotor															
Head Broken- 12in rotor															
Broken Riser															
Upgrade 4in to 6in Pop up															
Upgrade 6in to 12in Pop up															
Nozzle															
MPR															
Severe Line Clog															
Lateral Line Break															
Relocation															
Head Raised or Lowered in Turf															
Head Raised or Lowered in Shrub															
Damaged Valve Box															
Zone Not Operating															
Main Line Break															
Additional Labor/Troubleshooting															
Other- See Comments															

Additional Comments: No rain sensor

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# Amenity Manager Report

## **Tab 4**

# Glen St. Johns

## Field Operations Report

*Date of report: **October 21, 2020***

*Submitted by: **Steve Howell***

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### **LANDSCAPE RFP:**

- We are pleased with the adjusted Landscape RFP, and thank Supervisor Reese for his assistance, input and ultimate approval. We have collectively read through all and feel that most bidders did a thorough job of transparency and competitive pricing, while committing to fulfilling our enhanced expectations from the former RFP. We feel there is quality representation of the industry within these bids with regard to pricing, commitment to service, and fertilization / herbicide plans.

### **COMPLETED PROJECTS / No Board action required:**

- Routine maintenance and janitorial throughout
- Pool populations have remained steady and social distancing self-governed successfully.
- We recently painted all community monument signs and are pleased with the finished product
- Continue to maintain clean and orderly pool pump area
- We have ordered the (4) approved Frisbee golf components for the back Bermuda field. I've met with supervisor Snyder regarding placement, and confirmed project to be completed within the approved 6k amount.
- We recently had our electrician out to install a dedicated electrical outlet at the monument across from the amenity center. This will first serve for holiday lighting, and then any community access for future field events if/when warranted.
- Supervisor Reese has been involved with the determination of the holiday lighting. I'm happy to report that we have approved last year's product plus increased lighting at the amenity center and adjacent fencing across the street. During this process, we learned of options and accompanying prices as we move forward to next year, and plan to utilize this in planning.
- We continue to check playgrounds for safety and functionality.
- The County continues with the maintenance of Leo Mcguire pkwy. We are pleased with their work and current frequency.
- All Amenity components are in good standing.
- We continue to ride the community monitoring signs, drains, road conditions, etc.



- We were able to obtain better pricing for the tree install and stump removals from a known vendor who specializes in tree and sod only. We will be handling the seeding of the area post tree install. We will also be forwarding any cost for the Bermuda sod replacement across to FPL due to their negligence in repairing the damage.
- Approved pressure washing of the sidewalks, curbs and post-Summer cleaning for the facility and playgrounds, is scheduled to begin end of October / beginning of November.

#### **GYM EQUIPMENT UPDATE:**

- All equipment is being checked and cleaned frequently, as well as rotated for max use

#### **POND AND LAKE MANAGEMENT:**

- We've continued to see algae blooms in a couple of ponds, EMS has been responsive to our calls regarding treatments.

#### **WHAT TO EXPECT IN THE UPCOMING MONTHS:**

- Continued diligence on a clean facility
- Continued oversight on landscaping and irrigation

*Should you have any comments or questions feel free to contact me directly.*



# District Manager

# **BUSINESS ITEMS**

## **Tab 5**

Glen St. Johns CDD Landscape RFP

October 2020

	BrightView Landscape	Greenway	Landscapes USA	VerdeGo (Current Vendor )	Yellowstone
<b>General Maintenance</b>	\$94,000.00	\$96,000.00	\$99,828.00	\$79,184.40	\$65,610.00
Irrigation	\$5,760.00	\$6,000.00	\$8,640.00	\$4,589.28	\$8,850.00
Fertilization	\$8,472.00	\$12,000.00	\$5,260.00	\$12,903.40	\$20,540.00
Pest Control	\$3,624.00	not provided	\$1,940.00	\$4,841.00	\$5,000.00
<b>Total General Maintenance</b>	<b>\$111,856.00</b>	<b>\$114,000.00</b>	<b>\$115,668.00</b>	<b>\$101,518.08</b>	<b>\$100,000.00</b>
<b>Additional Services</b>					
Mulch /Pine Bark/Pine straw 1x/yr	* \$12,240.00	not provided	\$7,780.00	\$8,437.50	\$4,410.00
Annuals 4x/yr	\$2,280.00	not provided	\$3,000.00	\$4,600.00	\$2,437.50
<b>Total Including Additional Services</b>	<b>\$126,376.00</b>	<b>not provided</b>	<b>\$126,448.00</b>	<b>\$114,555.58</b>	<b>\$106,847.50</b>
<b>Notes:</b>	*Pine Straw amount not provided. First Annual Renewal General Maintenance only : \$114,096.00, Second Annual Renewal General Maintenance only: \$116,388.00.	Vendor Did Not Follow Bid Forms as Requested	First Annual Renewal General Maintenance only: \$115,668.00, Second Annual Renewal General Maintenance only: \$119,138.00	First Annual Renewal General Maintenance only: \$103,548.44, Second Annual Renewal General Maintenance only: \$105,619.41	First Annual Renewal General Maintenance only: \$102,000.00, Second Annual Renewal General Maintenance only: \$104,040.00

# **Selecting an Audit Committee and Setting First Audit Committee Meeting**

# **SUPERVISOR REQUESTS**

# ADJOURNMENT