



Rizzetta & Company

Glen St. Johns Community Development District

Board of Supervisors' Meeting December 16, 2020

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

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. |
|------------------|--------------------------|

District Counsel

| | |
|----------------|----------------------------|
| Katie Buchanan | Hopping Green & Sams, P.A. |
|----------------|----------------------------|

District Engineer

| | |
|------------|-------------------------|
| Vince Dunn | Dunn & Associates, Inc. |
|------------|-------------------------|

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.

December 8, 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 **December 16, 2020 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084. Following is the agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on October 21, 2020.....**Tab 1**
 - B. Ratification of the Operation and Maintenance Expenditures for September 2020 and October 2020.....**Tab 2**
 - C. Consideration of Appointment to Vacant Seats.....**Tab 3**
 - D. Oath of Office.....**Tab 4**
 - E. Consideration of Resolution 2021-01, ReDesignating Officers.....**Tab 5**
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - 1.) Consideration of Proposal for Annual Engineer's Report.....**Tab 6**
 - C. Landscape Report
 - 1.) VerdeGo Landscape Report, December 2020.....**Tab 7**
 - D. Amenity Manager Report
 - 1.) Amenity Manager Report, December 2020.....**Tab 8**
 - E. District Manager
5. **BUSINESS ITEMS**
 - A. Consideration of Proposals for Landscape Maintenance and Irrigation Services (*Under Separate Cover*)
 - B. Consideration of Proposals for Amenity Center Parking Drainage Improvements.....**Tab 9**
 - C. Consideration of Renewal of HVAC Maintenance Agreement.....**Tab 10**
6. **AUDIENCE COMMENTNS AND 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

AUDIENCE COMMENTS ON AGENDA ITEMS

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, October 21, 2020 at 10:00 a.m.** and conducted virtually via ZOOM, 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.

Present and constituting a quorum:

| | |
|---------------|--|
| Brian Reese | Board Supervisor, Chairman |
| David Nabers | Board Supervisor, Vice Chairman |
| Lynne Snyder | Board Supervisor, Assistant Secretary |
| Darren Romero | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|-------------------|---|
| Lesley Gallagher | District Manager, Rizzetta & Company, Inc. |
| Katie Buchanan | District Counsel, Hopping Green & Sams |
| Vince Dunn | District Engineer, Dunn & Associates |
| Steve Howell | Field Operations Manager, Vesta |
| Robert Jones | Account Manager, VerdeGo Landscape |
| Shane Blair | Branch Manager, VerdeGo Landscape |
| Billy Genovese | Representative, VerdeGo Landscape |
| Rodney Hicks | Representative, BrightView |
| Chris Charbonneau | Representative, BrightView |
| David Price | Representative, LandscapesUSA |
| Ty Rentz | Representative, Yellowstone |
| John Distler | Representative, Yellowstone |

Audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 10:02 a.m. and read roll call.

SECOND ORDER OF BUSINESS**Public Comments on Agenda Items**

No public comments

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held September 16, 2020**

On a motion by Mr. Nabers, seconded by Ms. Snyder, with all in favor, the Board approved the Minutes of the Board of Supervisor's Regular Meeting held on September 16, 2020 for Glen St. Johns Community Development District.

FOURTH ORDER OF BUSINESS**Ratification of the Operation and
Maintenance Expenditures for August
2020**

On a motion by Mr. Nabers, seconded by Mr. Reese, with all in favor, the Board ratified the Operations and Maintenance Expenditures for August 2020 in the amount of \$22,567.62 for Glen St. Johns Community Development District.

FIFTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel
Ms. Buchanan did not have a report but was available to answer questions.
- B. District Engineer
Mr. Dunn reviewed his recommendations (Exhibit A) with the Board regarding the amenity parking lot drainage improvements. The Board requested proposals based on the recommendations for the next meeting.
- C. Landscape Report
1.) VerdeGo Landscape Report, October 2020
Mr. Jones reviewed the landscape report found under Tab 3 of the Agenda.
- Mr. Reese had a comment regarding the grass at the end of the walking path being gone. It was discussed seeding this area.
- Mr. Romero asked for an update on the plant replacements for the beds along St. Thomas. A proposal has not been received for this.
- Ms. Snyder asked for fire ants to be treated on the Tortuga lake and along St. Thomas. Mr. Jones confirmed that the crew should be treating these when servicing.

88 D. Amenity Manager

89 1.) Amenity Manager Report, October 2020

90 Mr. Howell updated the Board that he had met with Ms. Snyder
91 regarding the locations for frisbee golf and is also looking for another
92 type of equipment through an alternate vendor. He also met with a
93 vendor regarding holiday lighting which should be installed just after
94 Thanksgiving and that pressure washing should take place next week
95 or the following week.

96
97 E. District Manager

98 Ms. Gallagher updated the Board that Estate Management who provides
99 aquatic maintenance has agreed to not increase pricing for Fiscal Year
100 2020/2021 as requested by the Board.

101
102 She also updated the Board that a request had been received from a St.
103 Johns County high school student to put on a food and clothing drive at the
104 amenity center as a drive through event due to COVID. The Board
105 authorized if the insurance company had no objection to this.

106
107 Ms. Gallagher updated the Board that the next meeting will be held on
108 December 16, 2020 at 10:00 a.m.

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110 **SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for
Landscape Maintenance and Irrigation
Services**

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112
113
114 The Board reviewed proposals from BrightView, Greenway, LandscapesUSA, VerdeGo
115 and Yellowstone.

116
117 Representatives from BrightView, VerdeGo and Yellowstone presented their proposals
118 and answered questions. LandscapesUSA was no longer on the call and did not rejoin.

119
120 The Board requested that BrightView, VerdeGo and Yellowssstone review their numbers
121 for fertilization, mulch and pine bark and provide revised proposals for these areas for
122 further review at the December meeting. It was also requested that each company use
123 what they prescribe as a proper turf program for St. Augustine, Bahia, and Bermuda sod
124 when reviewing their fertilization numbers and that the person that would be the account
125 manager also attend the next meeting should it be held in person.

126
127 **SEVENTH ORDER OF BUSINESS**

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

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129
130

On a motion by Mr. Reese, seconded by Mr. Romero, with all in favor, the Board
selected themselves and set the first audit committee meeting for December 16, 2020
prior to the onset of the regular meeting for Glen St. Johns Community Development
District.

EIGHTH ORDER OF BUSINESS

Supervisors Request

The Board requested that the District Manager's office contact Watson Realty regarding meeting space availability again.

NINETH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Reese, seconded by Mr. Nabers, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:15 p.m. for Glen St. Johns Community Development District.

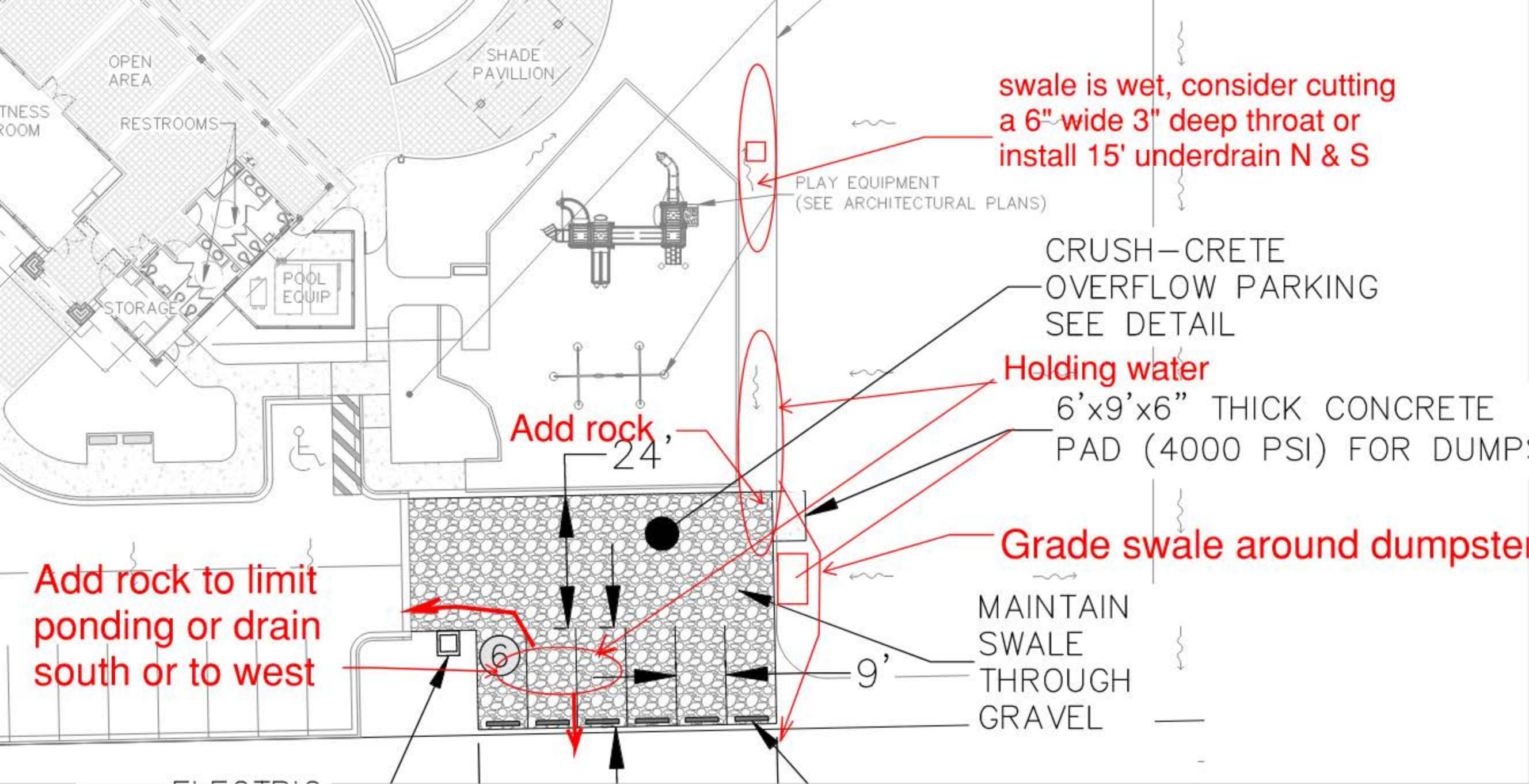
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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Exhibit A



swale is wet, consider cutting a 6" wide 3" deep throat or install 15' underdrain N & S

PLAY EQUIPMENT
(SEE ARCHITECTURAL PLANS)

CRUSH-CRETE
OVERFLOW PARKING
SEE DETAIL

Holding water

6'x9'x6" THICK CONCRETE
PAD (4000 PSI) FOR DUMP

Add rock,

24'

Grade swale around dumpster

MAINTAIN
SWALE
THROUGH
GRAVEL

9'

6'

Add rock to limit
ponding or drain
south or to west

Tab 2

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures September 2020 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2020 through September 30, 2020. This does not include expenditures previously approved by the

The total items being presented: **\$34,300.17**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-----------------------------------|---------------------|-----------------------|---|-----------------------|
| AT & T Corp | 002998 | 132474430 09/20 | Phone/Internet/Alarm Monitoring 09/20 | \$ 93.17 |
| Brian Reese | 003001 | BR091620 | Board of Supervisors Meeting 09/16/20 | \$ 200.00 |
| Darren H. Romero | 003002 | DR091620 | Board of Supervisors Meeting 09/16/20 | \$ 200.00 |
| Egis Insurance Advisors LLC | 003007 | 11426 | Gen Liab/Prop/POL Insurance FY 20/21 | \$ 11,927.00 |
| Estate Management Services, Inc. | 002999 | 20130 | Pond Management Services 09/20 | \$ 792.00 |
| Florida Power & Light Company | 002994 | FPL Summary 09/20 | FPL Summary 09/20 | \$ 3,666.59 |
| Hopping Green & Sams | 002995 | 116976 | General Legal Services 07/20 | \$ 1,166.00 |
| JEA | 003000 | 1608024175 08/20 | 1430 St Thomas Island Py 08/20 | \$ 416.79 |
| Lynne E. Snyder | 003003 | LS091620 | Board of Supervisors Meeting 09/16/20 | \$ 200.00 |
| Protection Group USA, Inc. | 002996 | 7878-M | Quarterly Monitoring Service 10/01/2020- 12/31/2020 Q4 | \$ 135.00 |
| Rizzetta & Company, Inc. | 002992 | INV0000052586 | District Management Fees 09/20 | \$ 3,068.75 |
| Rizzetta Technology Services, LLC | 002993 | INV00000066224 | Website Hosting Services 09/20 | \$ 100.00 |
| Verdego, LLC | 003004 | 3551 | Landscape Maintenance 09/20 | \$ 8,127.11 |

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2020 Through September 30, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|-------------------------------|---------------------|-----------------------|--|----------------------------|
| Verdego, LLC | 003008 | 3662 | Landscape Enhancement 09/20 | \$ 400.00 |
| Verdego, LLC | 003008 | 3665 | Irrigation Repairs 09/20 | \$ 430.00 |
| Vesta Property Services, Inc. | 002997 | 373103 | Amenity Management Services Additional FA Hours 09/20 | \$ 540.00 |
| Vesta Property Services, Inc. | 003005 | 373111 | Amenity Management Services 09/20 | \$ 2,729.67 |
| Waste Pro, Inc | 003006 | 0000316393 | Facility Waste Disposal 10/20 | <u>\$ 108.09</u> |
| Report Total | | | | <u>\$ 34,300.17</u> |

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures October 2020 Presented For Board Approval

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

The total items being presented: **\$30,175.42**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

| <u>Vendor Name</u> | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u> | <u>Invoice Amount</u> |
|----------------------------------|---------------------|-----------------------|---------------------------------------|-----------------------|
| AT & T Corp | 003021 | 132474430 10/20 | Phone/Internet/Alarm Monitoring 10/20 | \$ 93.29 |
| Beaches Electrical Service Inc. | 003022 | 7928 | Electrical Repairs 10/20 | \$ 450.00 |
| Brian Reese | 003026 | BR102120 | Board of Supervisors Meeting 10/21/20 | \$ 200.00 |
| Darren H. Romero | 003027 | DR102120 | Board of Supervisors Meeting 10/21/20 | \$ 200.00 |
| David Nabers | 003025 | DN102120 | Board of Supervisors Meeting 10/21/20 | \$ 200.00 |
| Estate Management Services, Inc. | 003016 | 21058 | Pond Management Services 10/20 | \$ 792.00 |
| Florida Power & Light Company | 003023 | FPL Summary 10/20 | FPL Summary 10/20 | \$ 3,738.68 |
| Hopping Green & Sams | 003012 | 117554 | General Legal Services 08/20 | \$ 111.00 |
| Innersync | 003009 | 18862 | ADA Website Compliance 10/20 | \$ 384.38 |
| JEA | 003024 | 1608024175 09/20 | 1430 St Thomas Island Py 09/20 | \$ 415.60 |
| JEA | 003029 | 1608024175 July 2020 | 1430 St Thomas Island Py 07/20 | \$ 416.79 |
| Lynne E. Snyder | 003028 | LS102120 | Board of Supervisors Meeting 10/21/20 | \$ 200.00 |
| M & G Holiday Lighting | 003017 | 1625 | 50% Down Holiday Lights 10/20 | \$ 2,280.83 |

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2020 Through October 31, 2020

| Vendor Name | Check Number | Invoice Number | Invoice Description | Invoice Amount |
|-----------------------------------|--------------|----------------|--------------------------------------|-----------------------------------|
| Rizzetta & Company, Inc. | 003010 | INV0000053383 | District Management Fees 10/20 | \$ 3,160.83 |
| Rizzetta & Company, Inc. | 003010 | INV0000053638 | Assessment Roll Preparation FY 20/21 | \$ 5,408.00 |
| Rizzetta Technology Services, LLC | 003018 | INV0000006431 | Website Hosting Services 10/20 | \$ 100.00 |
| Verdego, LLC | 003019 | 3734 | Landscape Maintenance 10/20 | \$ 8,127.11 |
| Vesta Property Services, Inc. | 003020 | 374125 | Amenity Management Services 10/20 | \$ 2,729.67 |
| Vesta Property Services, Inc. | 003013 | 374521 | Replace Pool Motor 10/20 | \$ 900.00 |
| Vesta Property Services, Inc. | 003020 | 374731 | Supplies 09/20 | <u>\$ 267.24</u> |
| Report Total | | | | <u><u>\$ 30,175.42</u></u> |

Tab 3

Hi Lesley, that was me 3788 on the zoom call, question, does Lynne and David want to get off of the cdd board, I think they do a good job and I would never run against them but if there leaving then I would be interested in running for the open spot.

Thanks, Skip Thompson

Tab 4

**GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISOR
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF FLORIDA.

SIGNATURE

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 2020, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of the Glen St. Johns Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Tab 5

RESOLUTION 2021-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Glen St. Johns Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within St. Johns County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.
_____ is appointed Assistant Secretary.

Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 16th DAY OF DECEMBER 2020

**GLEN ST. JOHNS COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY

STAFF REPORTS

District Counsel

District Engineer

Tab 6



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916 Fax: (904) 363-8917

December 2, 2020

Brian Reese, Chairman
Glen St. Johns Community Development District
c/o Rizzetta & Company, Inc.
2806 N. 5th St., Unit 403
St. Augustine, FL 3208

Re: Engineering Proposal for
Glen St. Johns CDD
Annual Report
Job Number 0809-230-4

Dear Mr. Reese:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the Annual Report for the Glen St. Johns Community Development District. Being familiar with the project, we offer the following scope of work and related fees.

1. We will visit the project to inspect the District improvements and the stormwater system.
We will prepare a report noting items that need repair.
2. We will respond to any questions regarding the report.

Hourly, Upset Limit:

\$2,500.00 *

Hourly Rates

| | |
|-------------------------------------|----------|
| Principal | \$200.00 |
| Senior Engineer (P.E.) | \$170.00 |
| Engineer (P.E.) | \$130.00 |
| Engineer (E.I.) and Senior Designer | \$110.00 |
| Senior CADD Technician | \$95.00 |
| CADD Technician | \$80.00 |
| Senior Construction Inspector | \$110.00 |
| Construction Inspector | \$90.00 |
| Administrative Support | \$55.00 |

NOTE: * Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or are requested during our work, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,

DUNN & ASSOCIATES, INC.



Vincent J. Dunn, P.E.
President

Accepted By

Company

Date

VJD/rto

Landscape Report

Tab 7

VerdeGo

PO Box 789, Bunnell, FL 32110

386-437-3122 - Bunnell

904-797-7474 – St. Augustine



LANDSCAPE STATUS REPORT

REPORT SUMMARY

| REPORT DATE | PROPERTY NAME | PREPARED BY | MONTH OF SERVICE |
|-------------|----------------------|------------------|------------------|
| 12/07/2020 | Glenn Saint John CDD | Jaime Constancio | November |

SERVICES SUMMARY

COMPLETED IN NOVEMBER

- Full-Service Maintenance (Mowing/Edging/String Trimming/Blowing)
- Detail Work (Weeding & Pruning)
- Irrigation Inspection/Wet Checks
- Turf Fertilization & Pest Control
- Tree & Shrub Fertilization/IPM
- Tree cut down proposal completed and proposal generated per request

ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/Blowing)
- Detail Work (Weeding & Pruning)
- Irrigation Inspection/Wet Checks
- Turf Fertilization & Pest Control
- Tree & Shrub Fertilization/IPM
- Working on cutting back woodland areas where encroaching into our turf areas

COMMENTS

TURF

Treated turf to strengthen and protect turf from winter stress. Pre and Post emergence herbicide was applied to prevent and eliminate broadleaf weeds. All declining ornamentals throughout the property were treated with fertilizer, insecticide, fungicide. Expect to see results in the next 2-3 weeks. See attached spray report.

Also as a side note, we did notice and notify that the turf along concrete edges where the pressure washing of the concrete was happening did have a slight burn to the turf along all treated areas due to chemicals used and pressure.

TREES & SHRUBS

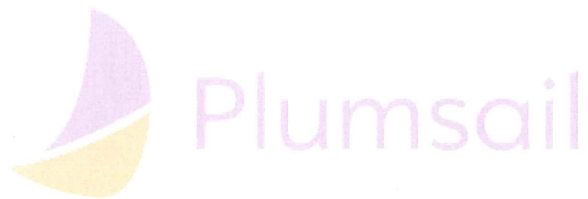
See attached spray report for details.

PLANT BEDS

See attached spray report. We also noted that we had the last freeze weather and noted at the front entry to the amenity center the blue daze plants were browned out from the cold. We will monitor and this week 12-08-20 we are expecting another freeze on Tuesday.

OTHER

We will continue to work on pushing back the woodlines where it comes in connection with our turf areas, this will allow our crews to keep it pushed back and keep larger hanging branches off the turf areas and keep the weeds pushed back away from our turf.





Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 12/2/2020

Area treated +/- 10 acres

Total gallons used- 1200

Product:

8-4-36 @ 12lbs per acre

Atrazine @ 32oz per acre

2,4-D @ 16oz per acre

Ronetsol @ .25oz per acre

Stickum @ 1pt per 100 gal

Shrubs:

8-10-10 (granular) as needed

6-0-0

Abamectin @ 6oz per 100 gallons

PPZ @ .5oz per 1000

Target for this application was to strengthen & protect turf from winter stress. Pre/post- emergent herbicide was applied to prevent & eliminate broadleaf weeds. All declining ornamentals throughout the property were treated with fertilizer, insecticide, & fungicide. Expect to see results in 2-3 weeks, application must be watered in within 24 hours.

Amenity Manager Report

Tab 8

Glen St. Johns

Field Operations Report

Date of report: December 16, 2020

Submitted by: Steve Howell

LANDSCAPE:

- We now have a new site manager in Jaime Constancio. So far I've been pleased with his prompt responses and fresh look and understanding of the community, and goals. They are presenting a few estimates and renderings for ideas discussed involving the amenity center. Once we move on these, we'll be consulting the Board on the entry beds at the sub streets along St. Thomas. The new Cypress trees are in, Bermuda grass installed and rye grass has been spread well under the approved budget.

CHRISTMAS DÉCOR:

- All Christmas décor has been installed and while we've been pleased with this year's layout, we recently ran into an issue with the new garland and lit wreaths across from amenity. We can't figure out what but something happened to the imbedded lighting on these. It's too late to get replacement garland, so contractor is removing and returning to supplier for credit back to us. They are changing out the wreaths.

COMPLETED PROJECTS / No Board action required:

- Routine maintenance and janitorial throughout
- Pool water is too cold for swimming so the facility is finally getting some seasonal reprieve.
- Pressure washing is well under way and hope to have it completed by meeting time. As you know, we bid far more areas this year than last, so turnaround time hasn't been as swift as last year, however I'm very pleased with the quality so far.
- Continue to maintain clean and orderly pool pump area
- We ordered and installed the Frisbee golf per the Board's guidelines and came in well under the NTE \$6,000.00. We are VERY pleased with the final product and think it to be a great addition to the community.
- 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 have procured pricing for the parking extension and are working with the vendor on the details now.

GYM EQUIPMENT UPDATE:

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

POND AND LAKE MANAGEMENT:

- Due to recent climate changes, the ponds seem to be slowing in weed and algal blooms. 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

***Consideration of Proposals
for Landscape Maintenance
and Irrigation Services
(Under Separate Cover)***

Tab 9

Jaxscapes Landscaping
1325 Scott Road
Saint Johns, FL 32259 US
JaxscapesLandscaping@gmail.com



Estimate

ADDRESS

Vesta Property Services

ESTIMATE # 1172

DATE 12/04/2020

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-----|--------|--------|
| Gravel Any size grey granite 1/2" - 2" Delivered and Installed per yard | 1 | 125.00 | 125.00 |
| Asphalt Millings Variable size Delivered and Installed per yard | 1 | 50.00 | 50.00 |
| Crushed Concrete 3/4"-1" Chunks Delivered and Installed | 1 | 65.00 | 65.00 |

TOTAL

\$240.00

Accepted By

Accepted Date

Tab 10



PLANNED MAINTENANCE AGREEMENT

To: Glen St. Johns
1430 St. Thomas Island Parkway
St. Augustine Fl. 32259

Location: 2806 North 5th St. #403
St. Augustine Fl. 32084
Date: 11/24/20
Attn: Todd Myhill
Phone: 904-230-2011

We agree to provide you with a qualified service technician to inspect your air conditioning and/or heating equipment Semi Annually. The price of this agreement will be **\$219.00 Per Year** and will be billed at the **Semi-Annual Rate of \$109.50** and completed during the following months:

JAN ___ FEB X MAR ___ APR ___ MAY ___ JUN ___ JUL ___ AUG X SEP ___ OCT ___ NOV ___ DEC ___

EACH COMPLETE INSPECTION WILL INCLUDE BUT NOT BE LIMITED TO:

- Checking electrical components
- **Visual** check for refrigerant leaks
- Checking operating pressures
- Cleaning condensate drain lines
- Cleaning accessible condensate pans & treat with algacide tablets
- Checking amperage draws
- Calibrate and adjust controls
- Inspect evaporator and condenser coils
- Clean outdoor coils annually
- Check & Adjust belt tensions as needed
- Check heating operation & defrost controls, supplemental heat, etc.
- Safety controls, pilot; if oil or gas
- Oil & Grease motors where applicable
- + Clean Washable Filter

No repairs or improvements will be undertaken without prior approval. Replacement parts, materials, or refrigerants shall be installed as recommended by the manufacturer or industry best practices. Labor beyond the scope of work outlined in this agreement will be billed at a rate 15% lower than the prevailing street rates of **\$110 /157.00** per hour. The Planned Maintenance Agreement regular time rate for service related calls will be **\$89.25** and for overtime **\$133.88** per hour.

24/7 emergency service is available through our dispatch service center. If you have service issues during or after hours you can call 904-356-3963 and a service technician will be dispatched at your request. Non-critical response time will be 24 hours for service related calls.

This "Planned Maintenance Agreement" will continue until terminated and may be terminated by either party upon 60 days written notice. The contractor may annually adjust charges for ongoing maintenance or service based on prevailing labor and material costs. This agreement, associated price per inspection and labor rates will be eligible for evaluation and renewal in **1 year.**

Weather Engineers, Inc. shall not be held liable for any damages caused by obsolescence or acts of God or any special, incidental, or consequential damages resulting from the use of the equipment specified herein during the life of this agreement. Nor be liable for any damages whatsoever occasioned by defective design, materials, operation, or malfunction of equipment which is designed by the owners instruction or specification. **Water Leaks** are warranted for 30 days unless at least an "Every Other Month" service is performed.

Equipment Covered / Additional Notes

1 – Lennox Split systems

Weather Engineers, Inc.

Date

Customer

Date

Family Owned & Operated Since 1963

P.O. Box 37068 • Jacksonville, FL 32236-7068 • (904) 356-3963 • Fax (904) 356-4969
FL Mechanical Lic. CMC056755 • FL Class A Lic. CAC041190 • GA Mechanical Lic. CN208112

**AUDIENCE
COMMENTS AND
SUPERVISOR
REQUESTS**

ADJOURNMENT