



Rizzetta & Company

Glen St. Johns Community Development District

Board of Supervisors' Meeting February 17, 2021

**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.
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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.

February 10, 2021

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 **February 17, 2021 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 Audit Committee Meeting held on December 16, 2020.....**Tab 1**
 - B. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on December 16, 2020.....**Tab 2**
 - C. Ratification of the Operation and Maintenance Expenditures for November 2020 and December 2020.....**Tab 3**
 - D. Consideration of Appointment to Seats Declared Vacant.....**Tab 4**
 - E. Oath of Office.....**Tab 5**
 - F. Consideration of Resolution 2021-01, ReDesignating Officers.....**Tab 6**
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Report
 - 1.) VerdeGo Landscape Report, February 9, 2021.....**Tab 7**
 - 2.) Consideration of Landscape Enhancement Proposals.....**Tab 8**
 - D. Amenity Manager Report
 - 1.) Amenity Manager Report, February 17, 2021.....**Tab 9**
 - 2.) Discussion Regarding COVID-19 Restrictions
 - E. District Manager
5. **BUSINESS ITEMS**
 - A. Consideration of Proposals for Amenity Center Parking Drainage Improvements.....**Tab 10**
 - B. Consideration of Audit Committee Recommendation
6. **AUDIENCE COMMENTS 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 **Audit Committee** meeting of the Glen St. Johns Community Development District was held on **Wednesday, December 16, 2020 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084.

Present and constituting a quorum:

Brian Reese	Board Supervisor, Chairman (Via Speakerphone)
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 (Via Speakerphone)
Vince Dunn	District Engineer, Dunn & Associates (Via Speakerphone)
Jamie Constancio	Sr. Account Manager, VerdeGo Landscape
Billy Genovese	Representative, VerdeGo Landscape

Representatives from BrightView and Yellowstone.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 10:00 a.m. and read roll call.

SECOND ORDER OF BUSINESS

Review Instructions and Criteria for

**Proposals for District Auditing
Services**

The committee reviewed the instructions and criteria options for proposals for District Auditing Services. The committee selected the criteria to include price with even weighting for each criteria and a term of 5 years

THIRD ORDER OF BUSINESS

**Establishing a Date for Second Audit
Committee Meeting**

On a motion by Mr. Nabers, seconded by Ms. Snyder, with all in favor, the Board set the Second Audit Committee Meeting for February 17, 2021, prior to the onset of the regular meeting for Glen St. Johns Community Development District.
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FOURTH ORDER OF BUSINESS

Adjournment

Ms. Gallagher adjourned the meeting at 10:03 a.m. for Glen St. Johns Community Development District.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 2

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

Present and constituting a quorum:

Brian Reese	Board Supervisor, Chairman (Via Speakerphone)
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 (Via Speakerphone)
Vince Dunn	District Engineer, Dunn & Associates (Via Speakerphone)
Jamie Constancio	Sr. Account Manager, VerdeGo Landscape
Billy Genovese	Representative, VerdeGo Landscape

Representatives from BrightView and Yellowstone.

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

Audience Comments on Agenda Items

No audience comments

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Board of Supervisors' Regular
Meeting held October 21, 2020**

On a motion by Mr. Romero, seconded by Ms. Snyder, with all in favor, the Board approved the Minutes of the Board of Supervisor's Regular Meeting held on October 21, 2020 for Glen St. Johns Community Development District.

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

On a motion by Mr. Nabers, seconded by Ms. Snyder, with all in favor, the Board ratified the Operations and Maintenance Expenditures for September 2020 in the amount of \$34,300.17 and October 2020 in the amount of \$30,175.42 for Glen St. Johns Community Development District.

FIFTH ORDER OF BUSINESS**Consideration of Appointment to
Vacant Seat**

This item was tabled until the February meeting.

SIXTH ORDER OF BUSINESS**Oath of Office**

This item was tabled.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2021-01,
ReDesignating Officers**

This item was tabled.

EIGHTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel
Ms. Buchanan notified the Board regarding a lawsuit that had been filed against the Board in conjunction with the condition of infrastructure. The lawsuit has been assigned to the District's Insurance provider. Any potential need for a shade meeting may be reviewed at the February meeting. She noted she would forward a copy of the complaint to the Board following the meeting.

B. District Engineer

1.) Consideration of Proposal for Annual Engineer's Report

On a motion by Ms. Snyder, seconded by Mr. Nabers, with all in favor, the Board approved the proposal for the Annual Engineer's report for Glen St. Johns Community Development District.

Mr. Romero requested that a creek that passes under St. Thomas at Tortuga and St. Croix and appears to be filling in on the north side be reviewed with the annual inspection.

Moved to Agenda item 5B

Consideration of Amenity Center Parking Drainage proposals was then tabled as Mr. Howell was not able to be in attendance today.

C. Landscape Report

1.) VerdeGo Landscape Report, December 2020

Jamie Constancio was introduced as the new Glen St. Johns VerdeGo Account Manager and provided some background on his previous experience.

He noted that they had replaced a boulder at the amenity center and some work on the beds at the entries along St. Thomas at no cost to the District to date.

D. Amenity Manager

1.) Amenity Manager Report, December 2020

Mr. Howell was not in attendance, but Ms. Gallagher noted that she would relay any questions to him outside of the meeting.

Concerns regarding the waste cans installed being found overflowing regularly were raised and it was requested they be reviewed to see if they need to be emptied more frequently.

E. District Manager

Ms. Gallagher updated the Board that she had followed up with both the St. Augustine Airport and Watson Realty regarding meeting space availability as requested and the Airport is not allowing reservations indefinitely and Watson Realty is only allowing Watson events.

She then updated the Board that The Crossings HOA had contacted her regarding an electric bill that the HOA had been paying to light the Glen St. Johns sign near the intersection of Leo Maguire and St. Thomas Island. The HOA is requesting the CDD take over this meter and associated costs.

The Board requested a copy of any agreement the HOA has for this service and any transfer or termination cost that may be involved for further consideration at the February meeting

Ms. Gallagher updated the Board that the next meeting will be held on February 17, 2020 at 10:00 a.m.

NINTH ORDER OF BUSINESS***Consideration of Proposals for
Landscape Maintenance and Irrigation
Services (Under Separate Cover)***

The Board reviewed updated proposals from BrightView, VerdeGo and Yellowstone together with an updated breakdown of the proposals (Exhibit A). Discussion ensued.

On a motion by Mr. Reese, seconded by Mr. Romero, with all in favor, the Board accepted the VerdeGo proposal for General Maintenance Services only with a one (1) year term for Glen St. Johns Community Development District.

TENTH ORDER OF BUSINESS***Consideration of Proposals for
Amenity Center Parking Drainage***

Item tabled earlier.

ELEVENTH ORDER OF BUSINESS***Consideration of Renewal of HVAC
Maintenance Agreement***

On a motion by Mr. Nabers, seconded by Ms. Snyder, with all in favor, the Board approved the proposal for HVAC preventative maintenance from Howard Services in the amount of \$219.00 per year or \$109.50 per inspection for Glen St. Johns Community Development District.

TWELFTH ORDER OF BUSINESS***Supervisors Request and Audience
Comments***

Mr. Reese requested that the Quality Assessment report BrightView provided be shared with VerdeGo for their review.

THIRTEENTH ORDER OF BUSINESS***Adjournment***

On a motion by Mr. Nabers, seconded by Ms. Snyder, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:00 a.m. for Glen St. Johns Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A

Glen St. Johns CDD Landscape RFP

December 2020

	BrightView Landscape	VerdeGo (Current Vendor)	Yellowstone
General Maintenance	\$94,000.00	\$79,184.40	\$65,610.00
Irrigation	\$5,760.00	\$4,589.28	\$8,850.00
Fertilization	\$8,472.00	\$12,903.40	\$12,540.00
Pest Control	\$3,624.00	\$4,841.00	\$5,000.00
Total General Maintenance	\$111,856.00	\$101,518.08	\$92,000.00
Additional Services			
Mulch /Pine Bark Per Map - First Installation	\$8,160.00	\$14,625.00	\$17,875.00
Mulch /Pine Bark Per Map - Second Installation	\$4,080.00	\$7,200.00	\$13,175.00
Annuals 4x/yr	\$2,280.00	\$2,220.00	\$2,040.00
First Year Total Including Additional Services	\$126,376.00	\$125,563.08	\$125,090.00
Notes:	First Application Brown Mulch/Pine Bark - 170 CY, Second Application - 85 CY. Total of both of the applications includes 21,250 sf of mulch and 7,000 sf of pine bark. First Annual Renewal <u>General Maintenance only</u> : \$114,096.00, Second Annual Renewal <u>General Maintenance only</u> : \$116,388.00	First Application Shredded Mulch/Pine Bark Nuggets - 325 cu yards, Second Application - 160 cu yards. First Annual Renewal <u>General Maintenance only</u> : \$103,548.44, Second Annual Renewal <u>General Maintenance only</u> : \$105,619.41	First Application Pine Nuggets - 250 CY, Second Application Pine Nuggets - 200 CY, First Application Brown Mulch 125 CY, Second Application Brown Mulch 75 CY First Annual Renewal <u>General Maintenance only</u> : \$93,840.00, Second Annual Renewal <u>General Maintenance only</u> : \$95,716.80

The highlighted areas represent updates

Tab 3

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures November 2020 Presented For Board Approval

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

The total items being presented: **\$12,949.57**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 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	003041	132474430 11/20	Phone/Internet/Alarm Monitoring 11/20	\$ 102.54
Florida Dept of Economic Opportunity	003034	83208	Special District Fee FY 20/21	\$ 175.00
Florida Power & Light Company	003033	FPL Summary 11/20	FPL Summary 11/20	\$ 3,575.84
Hancock Bank	003039	36504	Trustee Fees 05/02/20-11/01/20	\$ 1,975.00
Hopping Green & Sams	003035	118275	General Legal Services 09/20	\$ 1,445.00
JEA	003040	1608024175 10/20	1430 St Thomas Island Py 10/20	\$ 432.13
Rizzetta & Company, Inc.	003030	INV0000054252	District Management Fees 11/20	\$ 3,160.83
Rizzetta Technology Services, LLC	003031	INV0000006536	Website Hosting Services 11/20	\$ 100.00
Southeast Fitness Repair	003036	14069A	Quarterly Preventative Maintenance Fitness Equipment 08/20	\$ 215.00
The St. Augustine Record Dept 1261	003038	I03277045- 05042020/I03279259-	Legal Ad Invoice 05/20	\$ 224.39
The St. Augustine Record Dept 1261	003038	I03289790-06302020 06/30/20	Legal Ad Invoice 06/20	\$ 233.48
The St. Augustine Record Dept 1261	003038	I032917278-07072020	Legal Ad Invoice 07/20	\$ 166.04
The St. Augustine Record Dept 1261	003038	I03304124-09022020	Legal Ad Invoice 09/20	\$ 148.09

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2020 Through November 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
The St. Augustine Record Dept 1261	003038	I03312188-10062020 10/20	Legal Ad Invoice 10/20	\$ 121.17
Vesta Property Services, Inc.	003032	370336	Amenity Maintenance 06/20	\$ 216.00
Vesta Property Services, Inc.	003032	373951	Janitorial Supplies 08/20	\$ 551.26
Waste Pro, Inc	003037	0000319961	Facility Waste Disposal 12/20	<u>\$ 107.80</u>
Report Total				<u>\$ 12,949.57</u>

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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

Operation and Maintenance Expenditures December 2020 Presented For Board Approval

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

The total items being presented: **\$38,354.42**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
AT & T Corp	003065	132474430 12/20	Phone/Internet/Alarm Monitoring 12/20	\$ 93.29
Brian Reese	003060	BR121620	Board of Supervisors Meeting 12/16/2020	\$ 200.00
Darren H. Romero	003061	DR121620	Board of Supervisors Meeting 12/16/2020	\$ 200.00
David Nabers	003059	DN121620	Board of Supervisors Meeting 12/16/2020	\$ 200.00
Doorking, Inc	003046	1536112	Access Control System 11/20	\$ 180.95
Dunn & Associates, Inc.	003052	20-560	Engineering Services 05/20-11/20	\$ 1,735.73
Estate Management Services, Inc.	003042	21951	Pond Management Services 11/20	\$ 792.00
Estate Management Services, Inc.	003053	23152	Pond Management Services 12/20	\$ 792.00
Florida Power & Light Company	003054	FPL Summary 12/20	FPL Summary 12/20	\$ 3,585.61
Holiday Inn Express & Suites	003045	121620-BOS Meeting	BOS Rental For Meeting 12/20	\$ 100.00
Hopping Green & Sams	003047	118837	General Legal Services 10/20	\$ 1,075.00
JEA	003058	1608024175 12/20	1430 St Thomas Island Py 12/20	\$ 433.29
Lynne E. Snyder	003062	LS121620	Board of Supervisors Meeting 12/16/2020	\$ 200.00
Protection Group USA, Inc.	003048	8013-M	Quarterly Monitoring Service 01/01/2020-03/31/2020 Q1	\$ 135.00

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2020 Through December 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Rizzetta & Company, Inc.	003049	INV0000054728	District Management Fees 12/20	\$ 3,160.83
Rizzetta Technology Services, LLC	003050	INV0000006638	Website Hosting Services 12/20	\$ 100.00
Verdego, LLC	003063	377389	Monthly Cloud Storage 11/20	\$ 10.64
Verdego, LLC	003043	3992	Landscape Maintenance 11/20	\$ 8,127.11
Verdego, LLC	003055	4255	Landscape Maintenance 12/20	\$ 8,127.11
Vesta Property Services, Inc.	003064	371106	Additional FA 06/20	\$ 432.00
Vesta Property Services, Inc.	003064	375240	Additional FA Hours 09/20	\$ 216.00
Vesta Property Services, Inc.	003044	375626	Amenity Management Services 11/20	\$ 2,729.67
Vesta Property Services, Inc.	003044	376109	Glen St John Cloud Storage 10/20	\$ 10.64
Vesta Property Services, Inc.	003051	376340	Install 4 Disc Golf Pins 11/20	\$ 2,880.00
Vesta Property Services, Inc.	003056	376693	Amenity Management Services 12/20	\$ 2,729.67
Waste Pro, Inc	003057	0000321535	Facility Waste Disposal 01/21	<u>\$ 107.88</u>
Report Total				<u>\$ 38,354.42</u>

Tab 4

PROFESSIONAL SUMMARY

Physician Assistant (NCCPA-certified) with 8 years experience in Level II Emergency Departments/ Urgent Care facilities and subspecialty surgery. Possess extensive experience with both simple and complex procedures, including emergency critical care procedures. Having worked with multiple departments in management of patient care, feel comfortable in roles as a member of a team or as sole provider. Earned exemplary ratings from patients, colleagues, and supervisors for my clinical skills, quality of care, medical judgement, and teamwork

EXPERIENCE

MEDEEXPRESS URGENT CARE

11985 Atlantic Blvd, Jacksonville, FL 32225
904-642-1217

Jacksonville, FL

Physician Assistant (Part-time), Urgent Care

11/2019 – Present

- Perform history & physicals, diagnosis, treatment, and schedule follow ups; escalate care if required
- Immediate interpretations of exams: XR, labs, EKGs
- Perform DOT physicals, Worker's compensation exams, pre-employment physicals, vaccinations
- Peripheral IVs, reductions, splinting, sutures, I&D, dressing changes

METROPOLITAN HOSPITAL

1901 1st Ave, New York, NY 10029
212-423-6464

New York, NY

Physician Assistant, Emergency Department

02/2014 – 08/2019

- Level 2 ER & Urgent Care, direct/general/sole provider, Residency Program/Medical Student Training Facility
- Perform history & physicals, diagnostic testing, and formulate treatment plans according to current evidence-based recommendations/protocols
- Monitor and augment management of stable and critically ill
- Bedside procedures: intubations, peripheral/central IV, reductions, splinting, sutures, I&D, dressing changes
- Proficient in navigating novel protocols while maintaining proper sterile technique in high stress environments
- Discharge, admit, & transfer accordingly
- Advanced team member of BLS/ACLS/PALS

Glen Cove Hospital - NORTHWELL

101 St. Andrews Lane, Glen Cove, NY 11542
516-674-7300

Glen Cove, NY

Physician Assistant (Per Diem), Emergency Department

01/2019 – 10/2019

- Level 2 ER, 2 ACP per Attending ratio, direct/general supervision
- Perform history & physicals
- Order and interpret diagnostic testing
- Formulate treatment plans according to current evidence-based recommendations/protocols
- Monitor and augment management of stable and critically ill
- Bedside procedures: intubations, peripheral/central IV, reductions, splinting, sutures, I&D, dressing changes
- Advanced team member of BLS/ACLS/PALS

MEDRITE URGENT CARE

330 W. 42nd St, New York, NY 10036
212695-4444

New York, NY

Physician Assistant (Per Diem), Urgent Care

06/2015 – 04/2019

- Perform history & physicals, diagnosis, treatment, and schedule follow ups; escalate care if required
- Immediate interpretations of exams: XR, labs, EKGs
- Perform pre-employment physicals, vaccinations, & administer medications
- Peripheral IVs, reductions, splinting, sutures, I&D, dressing changes

BROOKLYN UROLOGY (practice no longer operational)

50 Court St. Brooklyn, NY 11201

Brooklyn, NY

Physician Assistant (Per Diem), Outpatient Urology

11/2013 – 11/2015

- Managed acute & chronic urological diseases
- In office procedures: urodynamics, Catheter changes, ureteral stent removals, vasectomies, & lithotripsy
- Maintain sterile procedure room, including the management of supplies & sterilizations

ISAAC MADEB, MD

2241 Ocean Ave, Brooklyn, NY 11229

718-575-3746

Brooklyn, NY

Physician Assistant (Part Time), Outpatient Urology

10/2012 - 01/2014

- Managed acute & chronic urological diseases

NY METHODIST HOSPITAL506 6th Avenue, Brooklyn, NY 11215

718-780-3000

Brooklyn, NY

Physician Assistant, Inpatient Urology

07/2011 - 10/2012

- Attending/PA service
- Management of admissions, consults, post-op & SICU, daily rounds with presentation to off-site attending
- First assist OR – open, laparoscopic & Robotics. 1500 + hours
- In addition to interventions: foley catheters, suprapubic tubes, dressing changes, bladder irrigation
- Point of contact for urological consults, managed care within scope of practice/skills
- Outpatient clinic follow ups

EDUCATION**NEW YORK INSTITUTE OF TECHNOLOGY**

101 Northern Blvd, Glen Head, NY 11541

Old Westbury, NY

Master of Science: Physician Assistant Studies

05/2011

GPA: 3.9/4.0

STONY BROOK UNIVERSITY

100 Nicolls Rd, Stony Brook, NY 11794

Stony Brook, NY

Bachelor of Science: Health Science

05/2007

CERTIFICATIONS

National Commission on Certification of Physician Assistant	06/2011 – Present
DEA License	07/2011 – Present
FL License	07/2019 – Present
NYS License	07/2011 – Present
Advanced Cardiac Life Support	01/2013 – Present
Basic Life Support	01/2013 – Present
Pediatric Life Support	02/2014 – Present
HIPPA	02/2014 – Present
Infection Control Training	01/2013 – Present
New York State Child Abuse & Neglect Recognition	11/2008 – Present
NIHSS Certification	06/2019
Opioid Prescriber Training Certification	



DAVID ROBINSON

CONTACT



119 W Teague Bay Dr.
Saint Augustine, FL 32092



davesdodge62@hotmail.com



904-553-5570

LICENSES, CERTIFICATION & EDUCATION

Pelham High School, 2000
USMC | LCPL, Quantico 2002
ISSA| Certified Personal Trainer
Certified/Licensed Home Inspector
CPR/AED & First Aid

SKILLS

Outstanding Leadership
Thrive in a Sales Rich Environment
Ability to Work Independently
Disciplined
Multi-tasking
Excellent Customer Service Skills
Talented Craftsman
Mechanically Inclined
Microsoft Office
Highly Organized
Problem Solving
Written and Oral Communication

WORK EXPERIENCE

Anchor Line | Owner & Inspector

MARCH 2020 – PRESENT

- InterNACHI Certified professional home inspector
- Perform thorough property inspections in both the residential and commercial sectors

Anytime Fitness | Multi-Club Owner

JUNE 2013 – MARCH 2020

- Led a team of more than 35 employees and 7 locations
- Performed accounting, budgeting and payroll
- Ensured compliance with State and Federal entities (IRS, etc.)
Build, Design and perform facilities and equipment maintenance as needed

Fitness Together | Owner

AUG 2011 - NOVEMBER 2013

- Accounting to include budgeting, payroll and books
- Managed sales for all potential new clients and transformed a failing fitness business into a profitable venture over the course of six months

Focus on Fitness | Director

JUNE 2010 - SEPT 2011

- Achieved record breaking sales of memberships to new and renewal members month over month
- Managed the entire staff of more than 25 employees for two locations
- Built honest and trusting relationships with all clients and members

Chunky's Cinema & Pub | Customer Service Manager

JANUARY 2007 – MAY 2010

- Ensured great customer service was always provided for all guests
- Management of all service staff, food runners & desk staff Sales of Beer, Wine, Liquor and specialty items
- Vendor management to ensure the best products and pricing

Northeast Residential LLC | Owner

FEBRUARY 2002 – JANUARY 2007

- Designed & built commercial & residential build structures
- Bid and awarded New Hampshire State Jobs following Code specifics
- Custom work to include finish work, fireplaces and kitchens

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

Jamie Williams

20 Redhook Bay Dr. Saint Augustine Fl. 32092
(904)866-6983 • jwillia73@gmail.com

Key Qualifications

- Well organized team player
- Continuously learning to become a better leader that will deliver better results from me along with my team
- Experienced in scheduling, training others and inspecting work
- Devoted worker with a good work ethic
- Provide excellent customer service to residents
- Very innovative, always looking for ways to improve operations

Work Experience

Maintenance Foreman/ Assistant Maintenance manager

2017 -Present (merger with Tricon American Homes)

- Supervise maintenance techs, maintenance coordinator, project coordinator and resolve any issues that may arise with tenant, team members or vendors.
- Working with management to improve cost to maintain and improve efficiencies of day to day operations. Created warehousing of most common used materials by techs to increase their productivity along with pushing standardizing materials in the homes.
- Review scopes of work and supervising work to completion
- Maintain and create new relationships with vendors and negotiate costs
- Approve work by vendors, approve PO's and ensure they are coded properly while tracking capex, non-capex expenses and handle invoices
- Solve problems when they arise with our residents by speaking with them to find a resolution.
- Developed a better system of managing the tech's inventory by giving all markets better control.

2014-2017

Project Manager

Silverbay Property Corp.

- Schedule and supervise Service Techs
- Schedule move-in and move-out walkthroughs with tenants
- Inspect homes to create scopes for turns and renovations for Service techs and Contractors
- Complete final checklist on renovated and turned homes for rent ready
- Schedule contractors to perform work as needed and supervise projects through completion
- Perform quality checks ensure projects comply with company standards
- Enter data in Yardi for purchase orders
- Worked with IT department on beta testing new project management apps and software by giving detailed feedback and recommendations on the functionality of the App or software. After implementation I aided in training Techs and other Project Managers on using the Apps or software.
- Renovating properties to conform to specific budget and quality standards
- Train new Project Managers in Jacksonville and Orlando
- Proficient in MS office suite, Yardi and salesforce
- Create spreadsheets for contractors, service techs and Property Manager
- Assign work orders to techs and contractors
- Obtain estimates and seek approval

2005-2014

Self Employed

- Perform high quality painting projects and miscellaneous repairs.
- Punch outs
- Renovating properties to conform to specific standards
- Supervising and training of employees.
- Scheduling various other contractors to perform work when needed
- Perform quality checks to make sure projects comply with high quality standards and the standards set by customers

2005-2008

Maintenance Supervisor

Dewar properties

- Supervise maintenance staff at large multifamily apartment community.
- Complete work orders
- Complete walk throughs and provide punch lists and schedule works as needed
- Schedule contractors and sign off at completion of their work
- Obtain estimates while making sure projects stay within budget
- Responsible for fully maintaining pool, grounds, and all buildings
- Meet with inspectors
- Prepare yearly maintenance budget for review and approval

2003-2005

Maintenance Supervisor

CJ management

- Supervise maintenance staff at large multifamily apartment community
- Complete walk throughs, provide punch lists and schedule works as needed
- Schedule contractors and sign off at completion of their work
- Obtain estimates while making sure projects stay within budget
- Responsible for fully maintaining pool, grounds, and all buildings

2002-2003

A/C Tech

Johnson HVAC

- Install hvac units
- Troubleshoot and repair hvac units

Certifications

EPA lead, Asbestos Supervisor cert, Osha construction outreach, First aid and CPR

Education

2 years Computer Programming

Lincoln Land Community College

References

Eddie Keller (Realtor and property manager)

904-334-5020

Alec Sprague (Realtor and property manager)

904-759-9662

Angie Sprague (Realtor and property manager)

904-705-1992

Cathy Bramlitt (Retired property manager)

904-588-5572

Tab 5

**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 ST. JOHNS

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 2021, 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 6

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 17th DAY OF FEBRUARY 2021

**GLEN ST. JOHNS COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY

STAFF REPORTS

District Counsel

District Engineer

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
02/09/2021	Glen Saint John (GSJ)	Jaime Constancio	February

SERVICES SUMMARY

COMPLETED IN FEBRUARY

- Full-Service Maintenance (Mowing/Edging/String Trimming/Blowing)
- Detail Work (Weeding & Pruning)
- Turf Fertilization & Pest Control
- Tree & Shrub Fertilization/IPM
- Palm Pruning
- Wood line cut backs
- tree branches

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
- Pond Maintenance
- wood line clean up

COMMENTS

TURF

Dormant turf starting to grow with a little rain and some warmer temperatures. We have already started to cut the Bermuda back down in preparation of the grow season to keep at 2" moving forwards

TREES & SHRUBS

We have been applying selective herbicides along Saint Thomas Tree wells and planter beds to help with weed control, we have had a surge of weed growth with the warmth and the rain. We are on top of treating this so when spring time comes it will be manageable.

PLANT BEDS

We have been applying selective herbicides along Saint Thomas planters beds to help with weed control, we have had a surge of weed growth with the warmth and the rain. We are on top of treating this so when spring time comes it will be manageable.

OTHER

See attached proposals for enhancement at the circle round about near Amenity center as well as other areas listed in the attached proposals including the Amenity Center interior and exterior.





Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 2/8/2021

Area treated +/- 10 acres

Total gallons used- 1200

Product:

8-4-36 @ 12lbs per acre

Prodiamine @ 2lbs per acre

Simazine @ 64oz per acre (Bermuda)

2,4-D @ 16oz per acre

Rometsol @ .3oz per acre

Stickum @ 1pt per 100 gal

Ornamentals

Chlorothalonil

PPZ

Target for this application was to improve health and color of the turf.

Pre/Post emergent herbicide was applied to prevent and eliminate broadleaf weeds. Amenity ornamentals were treated with fungicide both root drench and foliar to combat anthracnose disease.

Tab 8



PROPOSAL

Mailing Address

Rizzetta
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

Job Address

Glen St. Johns CDD
1430 St Thoams Island Pkwy
St. Augustine, FL 32092

Date: December 07, 2020

Phone: St. Augustine

Opportunity#: 4185

Job Summary:

Interior/Exterior Pool

Proposal to fill in and remove dead ligustrum and roses that are not doing well and replace with new 7 gallon size ligustrum to create a screen hedge along fence line. This is for the interior where needed and keeping the grasses and the philladendrum in place for now. See attached photos of areas. This is also for the outside of pool fence to fill in the loropetelum along the outside where dead and missing. See photos

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
8.00	Labor and Prep	Hr	\$39.69	\$317.54
1.00	Disposal Fee	Ea	\$50.00	\$50.00
21.00	Ligustrum, Green - (e)	7g	\$52.00	\$1,092.00
27.00	Loropetelum	7g	\$55.00	\$1,485.00
48.00	Colored Mulch (Brown)	Bag 2CF	\$6.75	\$324.00
Landscape Enhancement Total				\$3,268.54

Proposal Total: \$3,268.54

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

Verdego employees are fully covered by workman's compensation insurance.



PROPOSAL

ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____

Jaime Constancio

Date _____

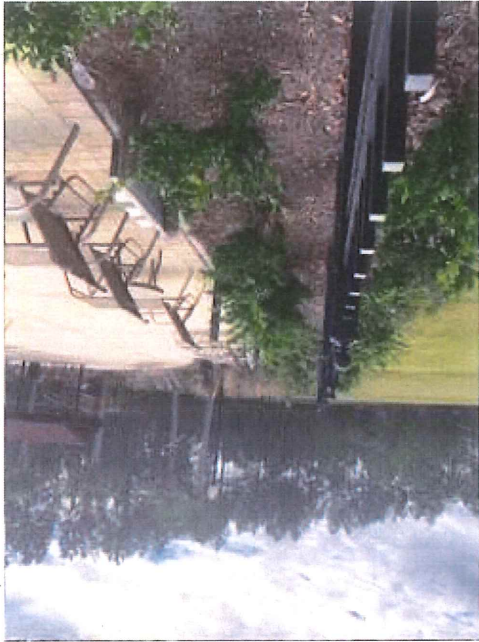
VerdeGo

By _____

Date _____

Rizzetta









PROPOSAL

Mailing Address

Rizzetta
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

Job Address

Glen St. Johns CDD
1430 St Thoams Island Pkwy
St. Augustine, FL 32092

Date: December 07, 2020

Phone: St. Augustine

Opportunity#: 2627

Job Summary:

Proposal for landscape enhancement to traffic circle adjacent to amenities center. This is per the rendering submitted. Price includes removal of existing material, new plants, delivery, irrigation retro fit, disposal of debris and all other job related labor. Revised to use Liriope instead of blue daze for darker green color and small bloom of purple. Palm trees will stay along with Crepe Myrtles.

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
12.00	Labor and Prep	Hr	\$37.00	\$444.00
1.00	Disposal Fee	Ea	\$50.00	\$50.00
8.00	Hawaiian Ti - (e)	3g	\$14.50	\$116.00
40.00	Ligustrum 'Jack Frost' - (e)	3g	\$15.75	\$630.00
50.00	Big Blue Liriope (Kit)	1g	\$10.00	\$500.00
50.00	Pine Bark Mulch 3" (3 CF Bags)	Bag 3CF	\$8.00	\$400.00
Landscape Enhancement Total				\$2,140.00

Proposal Total: \$2,140.00

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

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PROPOSAL

ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____

Jaime Constancio

Date 12/7/2020 _____

VerdeGo

By _____

Date _____

Rizzetta





Plant Material

Hawaiian Ti
Jack Frost Ligustrum
Liriope



PROPOSAL

Mailing Address

Rizzetta
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

Job Address

Glen St. Johns CDD
1430 St Thoams Island Pkwy
St. Augustine, FL 32092

Date: December 07, 2020

Phone: St. Augustine

Opportunity#: 4184

Job Summary:

Proposal to remove dead struggling plants at Reserve Monument Sign planters. Keep the grasses and remove the front row of shrubs and replant but only the main portion per photos supplied to make it look good now and to reduce cost. Make both sides of the street match at each entry Monument Sign at Reserve and mulch. This will really have an impact as you enter the community as well as the proposal of the circle look which you would see as well.

If you replaced one for one you would need over 127 plants on each side of the monument sign for reserve. What i am proposing is only to plant the front corners of each side of each monument to curve and install (35) 3 gallon plants on each side of the reserve monument signs. Plus mulch to make it shine. The grasses do a good job of filling this area but the front showing row of shrubs are dead, dying and look bad.

See photos of area.

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
16.00	Labor and Prep	Hr	\$37.00	\$592.00
1.00	Disposal Fee	Ea	\$50.00	\$50.00
70.00	Ligustrum 'Jack Frost' - (e)	3g	\$15.00	\$1,050.00
85.00	Colored Mulch (Brown)	Bag 2CF	\$6.50	\$552.50
8.00	Hawaiian Ti - (e)	3g	\$13.50	\$108.00
Landscape Enhancement Total				\$2,352.50



PROPOSAL

Proposal Total: \$2,352.50

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

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ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____
Jaime Constancio
Date 12/7/2020

VerdeGo

By _____
Date _____
Rizzetta







Condition of reserve plants



Condition of reserve plants



Condition of reserve plants



PROPOSAL

Mailing Address

Rizzetta
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

Job Address

Glen St. Johns CDD
1430 St Thoams Island Pkwy
St. Augustine, FL 32092

Date: December 07, 2020

Phone: St. Augustine

Opportunity#: 4189

Job Summary:

Provide Pine Straw to cover ugly dirt area where the pine trees have been removed. Smooth out area where holes are and cover with Pine Straw and cap off irrigation line bubblers where pine trees were located. See attached photos

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
8.00	Labor and Prep	Hr	\$39.69	\$317.54
0.00	Disposal Fee	Ea	\$50.00	\$0.00
85.00	Pine Straw - Installed	Bale	\$10.75	\$913.75
Landscape Enhancement Total				\$1,231.29

Proposal Total: \$1,231.29

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

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PROPOSAL

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I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____
Jaime Constancio

Date 12/7/2020

VerdeGo

By _____

Date _____
Rizzetta





Amenity Manager Report

Tab 9

Glen St. Johns

Field Operations Report

Date of report: February 17, 2021

Submitted by: Steve Howell

EXPANDED PARKING LOT DISCUSSION:

- While the discussion was tabled at the last meeting, I've revisited the estimate to include ground prep / slope, and 30 cubic yards of material with a price of \$2,250.00.

COMPLETED PROJECTS / No Board action required:

- Routine maintenance and janitorial throughout
- The pool has been very quiet during this (colder than normal) Winter and all is functioning.
- It was requested by a homeowner adjacent to the newly added Frisbee course that we move one of the pins. We removed and relocated it to the Bermuda field adjacent to the amenity center at only the price of the new concrete. All seems to be good now.
- Continue to maintain clean and orderly pool pump area
- All trees were installed across from amenity, Bermuda grass replaced and rye grass spread to give the area a more managed and clean look.
- The Christmas décor was successfully taken down and stored at the amenity center.
- We continue to check playgrounds for safety and functionality.
- The County recently mowed and detailed Leo Mcguire pkwy. We are pleased with their work and current frequency.
- We are currently in the process of tightening and repairing all furniture. All slings are in good shape.
- We continue to ride the community monitoring signs, drains, road conditions, etc.
- Approved pressure washing of the sidewalks, curbs and post-Summer cleaning for the facility and playgrounds, was completed and we are pleased with the finish. There were a couple of missed spots, but have been handled.

GYM EQUIPMENT UPDATE:

- We are getting to the point where new floor tiles are warranted. I will try and obtain pricing for these so that we can perhaps change the look.

- The treadmills are beginning to show heavy rust and it's time to discuss replacement cardio.
- All equipment is being checked and cleaned frequently, as well as rotated for max use

POND AND LAKE MANAGEMENT:

- With the water temperatures, the ponds have stayed in pretty good check for the last few months

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.



Discussion Regarding COVID-19 Restrictions

District Manager

BUSINESS ITEMS

Tab 10

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



PROPOSAL

Mailing Address

Rizzetta
2806 N. Fifth Street, Unit 403
St. Augustine, FL 32084

Job Address

Glen St. Johns CDD
1430 St Thoams Island Pkwy
St. Augustine, FL 32092

Date: December 07, 2020

Phone: St. Augustine

Opportunity#: 4188

Job Summary:

Proposal to grade and slope soil towards large drain box on parking lot side approximately 85' cut swale down approximately 4" from end to drain for fall so water doesnt pond and the grass grows in better. See photo of area.

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
16.00	Labor and Prep	Hr	\$37.00	\$592.00
1.00	Disposal Fee	Ea	\$50.00	\$50.00
2.00	Bermuda 419	Pallet	\$425.00	\$850.00
Landscape Enhancement Total				\$1,492.00

Proposal Total: \$1,492.00

Note: This proposal includes all labor and material necessary to complete the job.

Payment due 30 days after receipt of invoice.

All material is guaranteed for one year as long as proper maintenance and landscape practices are being performed. All work to be completed in a workman-like manner according to standard practices. Any changes or additional work from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimates. Any verbal authorizations given by the customer will be treated the same as a written order even if authorization is not written.

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PROPOSAL

ACCEPTANCE OF PROPOSAL

I/WE have reviewed your proposal and hereby indicate our acceptance of the same, as per the scope, specifications and amounts mentioned in the proposal form. I/We agree to the proposed terms of payment and will release the funds as per agreed herein.

By _____

Jaime Constancio

Date 12/7/2020 _____

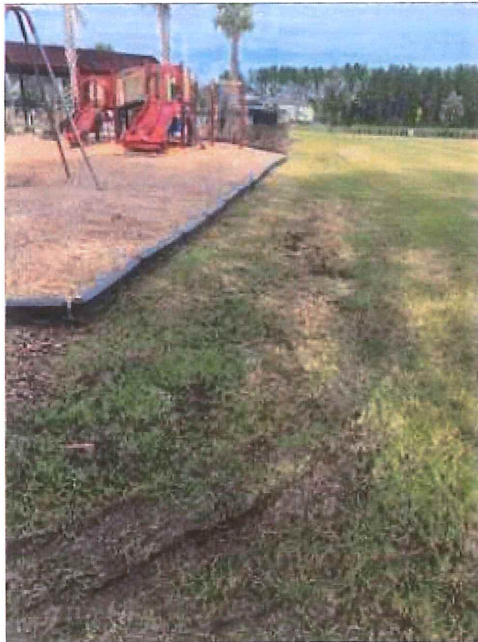
VerdeGo

By _____

Date _____

Rizzetta





Consideration of Audit Committee Recommendation

**AUDIENCE
COMMENTS AND
SUPERVISOR
REQUESTS**

ADJOURNMENT