



Rizzetta & Company

Glen St. Johns Community Development District

Board of Supervisors' Meeting December 8, 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	Vacant Darren Romero Skip Thompson Mabel Perez Bliss Carley	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutack Rock, LLP
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.

GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.glenstjohnscdd.org

November 30, 2021

Board of Supervisors
Glen St. Johns Community
Development District

AGENDA

Dear Board Members:

The **special** meeting of the Board of Supervisors' of the Glen St. Johns Community Development District will be held on **December 8, 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. **PUBLIC COMMENTS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on October 20, 2021.....Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for September 2021 and October 2021... ..Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - 1.) Memorandum on Wastewater and Stormwater Needs AnalysisTab 3
 - B. District Engineer
 - C. Landscape Report
 - 1.) VerdeGo Landscape Report, November 30, 2021.....Tab 4
 - D. Amenity Manager Report
 - 1.) Amenity Manager Report, December 2021.....Tab 5
 - 2.) Estate Management, Pond Report, November 16, 2021.....Tab 6
 - E. District Manager
 - 1.) Acceptance of Technology Services Contractual Assignment.....Tab 7
5. **BUSINESS ITEMS**
 - A. *Consideration of Appointment to Vacant Seat (Under Separate Cover)*
 - B. Administration of Oath of Office
 - C. Consideration of Resolution 2022-01, ReDesignating Officers.....Tab 8
 - D. Consideration of Proposal(s) for Painting.....Tab 9
 - E. Consideration of Proposal for Lighting.....Tab 10
 - F. Consideration of Proposal from Fire Sprinkler Services.....Tab 11
 - G. Consideration of Proposal for Annual Engineering Report.....Tab 12
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

CALL TO ORDER / ROLL CALL

AUDIENCE COMMENTS ON AGENDA ITEMS

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 20, 2021 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 speaker phone)
Darren Romero	Board Supervisor, Vice Chairman
Bliss Carley	Board Supervisor, Assistant Secretary
Skip Thompson	Board Supervisor, Assistant Secretary
Mabel Perez	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams (via speaker phone)
Steve Howell	Field Operations Manager, Vesta
Billy Genovese	Account Manager, VerdeGo Landscaping

No audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 10:05 a.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No audience present.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Board of Supervisors' Regular
meeting held September 15, 2021**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on September 15, 2021 for Glen St. Johns Community Development District.

Mr. Reese joined the meeting in progress.

FOURTH ORDER OF BUSINESS**Ratification of the Operation and
Maintenance Expenditures for
August 2021**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board ratified the Operations and Maintenance Expenditures for August 2021 in the amount of \$36,796.46 for Glen St. Johns Community Development District.

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

Ms. Buchanan provided an update that the special district practice group will be withdrawing as attorneys from Hopping Green & Sams, PA and will be joining Kutak Rock, LLP.

On a motion by Mr. Romero, seconded by Mr. Reese, with all in favor, the Board authorized Glen St. Johns CDD client matters be transferred with the practice group Kutak Rock, LLP for Glen St. Johns Community Development District.

B. District Engineer

The District Engineer was not requested to attend.

C. Landscape Report

1.) VerdeGo Landscape Report, September 30, 2021

Mr. Howell updated the Board that Mr. Constancio had undergone surgery again and that Mr. Genovese was on his way to join the meeting.

The Board moved to agenda item 4D while waiting for Mr. Genovese to arrive.

D. Amenity Manager

1.) Amenity Manager Report, October 20, 2021

2.) Estate Management, Pond Maintenance Report, September 22, 2021

Mr. Howell updated the Board he is still working on Estate Management to provide a more detailed report as requested by the Board for pond management. He also updated the Board that he will have athletics profit sharing figures following the end of the year in the event cancellations or

refunds occur.

Mr. Howell reviewed the need for painting at the facility and for lights at the facility to be converted to LED. He will provide proposals at the next meeting for consideration.

On a motion by Ms. Perez, seconded by Mr. Reese, with all in favor, the Board authorized a not to exceed amount of \$10,000 for pressure washing with the same scope as the prior year for Glen St. Johns Community Development District.

It was requested that the pressure washing be completed in November.

The Board moved back to agenda item 4E, Landscape Report.

Mr. Genovese updated the Board that they will have three (3) crew members on site next week to complete the path project. He also noted that they will be back to touch up the corner beds completed with mulch wand would begin raising tree canopies in the winter months. He explained that Mr. Constancio would be back at work next week. Mr. Romero had questions about the path project and changes, the Chairman indicated he had reviewed on site and approved as is. He did request that rather than a small strip of grass along the playground, shell be placed in this area instead. Mr. Genovese will review this information with Mr. Constancio.

The Board moved back to agenda item 4E.

E. District Manager

Ms. Gallagher updated the Board that she and Mr. Howell received a request from a resident to reserve the field beside the amenity center for a birthday party with a bounce house. Discussions ensued. The Board declined the request.

Ms. Gallagher updated the Board that AT&T had provided an offer to increase internet speed at the amenity center at an increased cost. The Board declined.

SIXTH ORDER OF BUSINESS

Consideration of Proposal with VerdeGo Landscape

Mr. Genovese reviewed the VerdeGo renewal proposal which included a rate increase. The Chairman felt that due to the ongoing staffing and service issues Glen St. Johns has dealt with this year that pricing and scope should remain the same. Mr. Genovese needed to obtain authorization and left the room to make a call on this.

The Board moved to agenda item 5B while waiting.

SEVENTH ORDER OF BUSINESS**Consideration of Proposal for Holiday Lighting**

On a motion by Mr. Reese, seconded by Ms. Carley, with all in favor, the Board approved the M&G Holiday Lighting proposal in the amount of \$4,058.65 for Glen St. Johns Community Development District.

The Board moved back to agenda item 5A.

Mr. Genovese noted that VerdeGo would continue at current pricing plus the cost of additional annuals that modified the scope.

On a motion by Ms. Carley, seconded by Mr. Romero, with all in favor, the Board approved VerdeGo Renewal proposals at the current pricing plus cost of additional annuals that modified the scope, for Glen St. Johns Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Proposal for Mulch Refurbishment (Fall Installation)**

On a motion by Mr. Romero, seconded by Ms. Perez, with all in favor, the Board approved the Fall Mulch Installation with Vesta in the amount of \$10,080.00 to be completed before Thanksgiving, for Glen St. Johns Community Development District.

Ms. Carley stepped out of the meeting.

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

Mr. Thompson asked for an update on the bike rack previously approved and playground equipment.

Mr. Reese updated the Board that he was moving and offered his resignation effective immediately.

On a motion by Mr. Romero, seconded by Ms. Perez, with all in favor, the Board accepted Mr. Reese's resignation from the Board, for Glen St. Johns Community Development District.

The Board requested the HOA assist with an E-Blast to the community notifying them of the vacant seat and requesting statements of interest for the next meeting for the Board to consider.

Ms. Perez requested moving the December meeting date earlier in the month.

On a motion by Ms. Carley, seconded by Ms. Perez, with all in favor, the Board cancelled the December 15 meeting and scheduled a special meeting for December 8, 2021 at 10:00 a.m. with the location to be determined, for Glen St. Johns Community Development District.

TENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:10 a.m. for Glen St. Johns Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures September 2021 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2021 through September 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$54,705.26**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AT & T Corp	2021093021-1	132474430 09/21	Phone/Internet/Alarm Monitoring 09/21	\$ 94.30
Bliss Carley	3209	BC091521	Board of Supervisors Meeting 09/15/21	\$ 200.00
Brian Reese	3206	BR091521	Board of Supervisors Meeting 09/15/21	\$ 200.00
BYO Recreation, LLC	3210	102345	Playground Equipment 09/21	\$ 14,391.00
Darren H. Romero	3207	DR091521	Board of Supervisors Meeting 09/15/21	\$ 200.00
Egis Insurance Advisors LLC	3211	13982	Gen Liab/Prop/POL Insurance FY 21/22	\$ 12,524.00
Estate Management Services, Inc.	3197	31140	Pond Management Services 09/21	\$ 792.00
Florida Power & Light Company	2021093021-2	FPL Summary 08/21	FPL Summary 08/21	\$ 3,767.14
Gilbert F Thompson	3208	ST091521	Board of Supervisors Meeting 09/15/21	\$ 200.00
Holiday Inn Express & Suites	3194	090121	BOS Meeting Space Rental 09/15/2021	\$ 100.00
JEA	2021093021-3	1608024175 07/21	1430 St Thomas Island Py 07/21	\$ 428.25
Lightstone Value Plus Reit LP dba LVP St. Augustine Outlets	3203	09012021	BOS Meeting Room Rental 10/20/2021	\$ 100.00
Lightstone Value Plus Reit LP dba LVP St. Augustine Outlets	3198	090121	BOS Meeting Room Rental 12/15/21	\$ 100.00

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Mabel Perez	3205	MP091521	Board of Supervisors Meeting 09/15/21	\$ 200.00
National Playground Construction, LLC	3212	102737	Playground Equipment Installation Deposit 09/21	\$ 2,475.00
Protection Group USA, Inc.	3199	8429-M	Quarterly Monitoring Service 09/21	\$ 135.00
Rizzetta & Company, Inc.	3195	INV0000061152	District Management Fees 09/21	\$ 3,160.83
Rizzetta Technology Services, LLC	3196	INV0000007918	Website Hosting Services 09/21	\$ 100.00
Southeast Fitness Repair	3213	16467A	Quarterly Preventative Maintenance Fitness Equipment 09/21	\$ 215.00
The St. Augustine Record Dept 1261	3200	0003374007-01	Acct #15636 Legal Advertising 09/21	\$ 89.75
Verdego, LLC	3192	5398	Job #2627 Traffic Circle Enhancement 05/21	\$ 1,775.00
Verdego, LLC	3201	6254	Landscape Maintenance 09/21	\$ 8,459.84
Vesta Property Services, Inc.	3202	388430	Amenity Management Services 09/21	\$ 2,879.67
Vesta Property Services, Inc.	3214	389156	Billable Expenses - Arlo tech Camera Monitoring 08/21	\$ 10.74
Vesta Property Services, Inc.	3214	389417	Extra Staffing 07/21	\$ 1,008.00
Vesta Property Services, Inc.	3214	389554	Seasonal Staffing 08/21	\$ 873.00

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2021 Through September 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Waste Pro, Inc	2021093021-4	0000338646	Waste Disposal Services 10/21	\$ 117.24
Weather Engineers, Inc.	3193	C24594	HVAC Equipment Inspection 08/21	\$ 109.50
Report Total				<u>\$ 54,705.26</u>

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures

October 2021

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2021 through October 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$32,177.71**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Bliss Carley	003223	BC102021	Board of Supervisors Meeting 10/20/21	\$ 200.00
Brian Reese	003227	BR102021	Board of Supervisors Meeting 10/20/21	\$ 200.00
Darren H. Romero	003228	DR102021	Board of Supervisors Meeting 10/20/21	\$ 200.00
Estate Management Services, Inc.	003218	31929	Pond Management Services 10/21	\$ 792.00
Fire Sprinkler Services, LLC	003219	21726	Annual Fire Sprinkler/Alarm Inspection 05/21	\$ 2,286.99
Florida Power & Light Company	2021-10-01	FPL Summary 09/21	FPL Summary 09/21	\$ 3,781.27
Gilbert F Thompson	003229	ST102021	Board of Supervisors Meeting 10/20/21	\$ 200.00
Innersync	003215	19799	ADA Website Compliance Q1 FY 21/22	\$ 384.38
JEA	2021-10-02	1608024175 08/21	1430 St Thomas Island Py 08/21	\$ 430.11
Mabel Perez	003226	MP102021	Board of Supervisors Meeting 10/20/21	\$ 200.00
Rizzetta & Company, Inc.	003216	INV0000061882	District Management Fees 10/21	\$ 3,160.83
Rizzetta & Company, Inc.	003220	INV0000062047	Assessment Roll Preparation FY 21/22	\$ 5,408.00
Rizzetta Technology Services, LLC	003217	INV0000008011	Website Hosting Services 10/21	\$ 100.00

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Verdego, LLC	003221	6408	Job #5462 Landscape Enhancements 09/21	\$ 1,174.18
Verdego, LLC	003221	6409	Job #5463 Landscape Enhancements 09/21	\$ 780.98
Verdego, LLC	003221	6410	Concrete Panel Repair 09/21	\$ 672.00
Verdego, LLC	003221	6411	Tree cut down 09/21	\$ 500.00
Verdego, LLC	003221	6516	Landscape Maintenance 10/21	\$ 8,459.84
Vesta Property Services, Inc.	003222	389857	Amenity Management Services 10/21	\$ 2,980.46
Vesta Property Services, Inc.	003222	390576	Billable Expenses 09/21	\$ 149.14
Waste Pro, Inc	2021-10-03	0000340485	Waste Disposal Services 11/21	\$ 117.53
Report Total				<u>\$ 32,177.71</u>

BUSINESS ADMINISTRATION

STAFF REPORTS

District Counsel

Tab 3

MEMORANDUM

TO: DISTRICT MANAGER

FROM: KUTAK ROCK LLP

RE: WASTEWATER AND STORMWATER NEEDS ANALYSIS

During the 2021 legislative session sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

Which special districts are required to complete a needs analysis under sections 403.9301 and 403.9302, Florida Statutes?

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.¹

What constitutes “wastewater services”?

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of

¹ Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

What constitutes “stormwater management program or stormwater management system”?

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, over-drainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

What must the needs analysis for these services or systems include?

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components; and
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.

When must the needs analysis required be complete?

The 20-year needs analysis must be completed by June 30, 2022.

What happens to the needs analysis once it is complete?

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

District Engineer

Landscape Report

Tab 4

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
2021-11-30	Glen Saint John	Constancio, Jaime	November

SERVICES SUMMARY

COMPLETED IN NOVEMBER

- Full-Service Maintenance (Mowing/Edging/String Trimming/Blowing)
- Detail Work (Weeding, Pruning)
- Turf Fertilization/Pest Control

ANTICIPATED FOR NEXT MONTH

- Detail Work (Weeding, Pruning)

COMMENTS

TURF

As the weather gets colder the turf will go dormant for the winter. We have treated the turf for the spring time per agrowpro report attached.

TREES & SHRUBS

We have been working on lifting of trees in pedestrian walkways and near structures for clearance. We have trimmed the loropetalum shrubs along Saint Thomas and other areas.

PLANT BEDS

Trimmed and sprayed weeds in planter beds to control torpedo grass and other broadleaf weeds

OTHER

We have a proposal being generated for repairing the controller across from the Amenity center. Its having electrical issues and someone prior to us had added multiple wires to each contact and it needs an expansion port so we dont have pressure issues which we currently have.



Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 10/30/2021

Area treated +/- 10 acres

Total gallons used- N/A

Product:

21-0-0 @ .25lbs N per 1000

Ferrous Sulfate

Atrazine @ 32oz per acre

Target for this application was to improve the overall health and color of the turf. Pre/Post emergent herbicide was applied to prevent and eliminate broadleaf weeds.

Amenity Manager Report

Tab 5

Glen St. Johns

Field Operations Report

Date of report: December, 2021

Submitted by: Steve Howell

AMENITY CENTER PAINTING :

- We have received the other bids for painting both the interior and exterior of the amenity center. All contracts have worked alongside Vesta at other communities so we are comfortable with which ever direction the Board chooses.

EXPANDED PARKING LOT DISCUSSION:

- The sidewalk is complete per agreement.

AMENITY ATHLETICS:

- All signage has been placed around community and we will report status of signups during the meeting

CONCRETE REPAIRS:

- We have continued to have issues getting our contractor out for the concrete work but are in hopes this can be complete by meeting

GYM FLOORING AND NEW EQUIPMENT:

- All equipment and flooring has been installed and we are happy with the finished product

LARGE SCALE PRESSURE WASHING:

- We have successfully started this project and have completed all areas adjacent to, and including amenity center. We are now moving swiftly along St. Thomas Island pkwy.

COMPLETED PROJECTS / No Board action required:

- Routine maintenance and janitorial throughout
- All replacement dog cans have been replaced
- We continue to check playgrounds for safety and functionality.
- Fall mulching throughout the community has been completed
- The County continues to effectively maintain Leo McGuire pkwy
- We have installed the new Board approved bike rack at St. Croix
- We continue to ride the community monitoring signs, drains, road conditions, etc.
- We have a small leak on the ADA chair adjacent to the pool. This is a pin hole leak that does not hinder functionality, however we have a repair request in with CES to diagnose and repair
- We've obtained the proposal for the LED bulbs discussed and would like to request authorization to purchase and replace. See proposal in package.
- We've recently incurred door damage to the handicap stall in the Women's restroom. We have located and ordered the replacement part and will handle the repair in contract. There seems to be a

lot of excessive use (and neglect) of facility by school children in the mornings and would like to discuss possibilities of curbing this behavior.

- All Holiday lighting has been installed and is ready to light up after Thanksgiving.

POND AND LAKE MANAGEMENT:

- The cool weather has significantly aided in the minimization of any actively growing weeds or algae yielding aesthetically pleasing ponds

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.

Tab 6

JOB CARD



ESTATE MANAGEMENT SERVICES

305 Indigo Dr
Brunswick, Georgia 31525
P.: 912-466-9800
E.: accounting@ponds.org

Glen St Johns

1430 Saint Thomas Island Parkway
St Augustine, Florida 32092
P.: 904-654-6304

E.: rscroggins@rizzetta.com

Contact Person:

Customer Type:

Account Type: Monthly

Date: 11/16/2021

Fieldworker: Josh Shook

Job #: 49318

Type: Monthly Maintenance

Status: Finished

Actual Job Date & Time	Site Address
16-Nov-2021 10:14 AM	1430 Saint Thomas Island Parkway, St Augustine, Florida, 32092

Pre-work Details

Land Rig: _____ **Weather Conditions:** Sunny 66
Boat: _____ **Water Conditions:** Normal
Backpack: _____

Post-work Details

Trash Removed: Yes _____ **Treatment:** Treated for water clarity and picked up trash
Area Treated: All ponds _____ **Other Comments:**
Weed and/or Algae Types: Water clarity _____

Description

SeClear Ounce

Description:

Completed Notes:

Notes:

District Manager

Tab 7

**CONSENT TO ASSIGNMENT OF THE CONTRACT FOR
TECHNOLOGY SERVICES BY
AND BETWEEN GLEN ST. JOHNS COMMUNITY DISTRICT AND RIZZETTA
TECHNOLOGY SERVICES, LLC TO
RIZZETTA & COMPANY**

THIS ASSIGNMENT AND AMENDMENT (“Assignment”) is made and entered into this ____ day of _____, 2021 by and between, Rizzetta Technology Services, LLC. whose mailing address is 3434 Colwell Ave., Suite 200, Tampa, FL, 33614 (“**Assignor**”); and Rizzetta & Company, a Florida Corporation, whose mailing address is 3434 Colwell Ave, Suite 200, Tampa FL 33614 (“**Assignee**”); and Glen St. Johns Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida, whose address is 3434 Colwell Ave., Suite 200, Tampa, FL, 33614 (the “**District**”).

RECITALS

WHEREAS, Assignor and the District previously entered into that certain *Technology Services contract*, dated August 21, 2019, respectively, (the “**Agreement**”); and

WHEREAS, on January 1, 2022, Assignee will consolidate multiple legal entities with common and exclusive ownership under the single organization (Assignee) and Assignor is one such entity resulting in Assignor being assimilated into Assignee, and such assignment requires written approval from the District to be effective; and

WHEREAS, Assignor and the District hereby recognize and agree that the Assignor’s rights and obligations under the Agreement could be assigned to a third party pursuant to Section XIV of the Agreement; and

WHEREAS, Assignor desires to assign all of its rights and obligations under the Agreement, as amended by this instrument, to Assignee, Assignee desires to accept such assignment, and the District desires to express that it agrees with and has no objection to such assignment; and

NOW THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the District, Assignee, and Assignor agree as follows:

- 1. INCORPORATION OF RECITALS.** The Recitals stated above are true and correct and are incorporated herein as a material part of this Assignment.
- 2. DISTRICT CONSENT TO ASSIGNMENT OF THE AGREEMENT.** The District consents to Assignor’s assignment of the Agreement to Assignee.



Rizzetta & Company

3. ASSIGNEE'S ACCEPTANCE OF LIABILITY. Assignee agrees to assume any and all debts, obligations and liabilities of Assignor present and future, arising out of or related to the Agreement.

4. NOTICES. Upon this Assignment, notices pursuant to the Agreement shall be in writing and shall be delivered to the Assignee as follows:

A. If to the District: Glen St. Johns CDD
3434 Colwell Ave, Suite 200
Tampa, Florida 33614
Attn: District Manager

With a copy to: Kutak Rock, LLP
P.O. Box 10230
Tallahassee, FL 32302
Attn: District Counsel

B. If to Assignee: Rizzetta & Company, Inc.
3434 Colwell Ave, Suite 200
Tampa, Florida 33614
Attn: CDD Legal

5. COUNTERPARTS. This Assignment may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



IN WITNESS WHEREOF, the parties have executed this Assignment effective as of the date set forth above.

Glen St. Johns Community Development District

By: _____
Print Name: _____
Its: Chairman or Vice Chairman

Assignor: Rizzetta Technology Services, LLC

By: William J. Rizzetta
Print Name: William J. Rizzetta
Its: President

Assignee: Rizzetta & Company, Inc.

By: William J. Rizzetta
Print Name: William J. Rizzetta
Its: President



Rizzetta & Company



Rizzetta Consolidation

Historically the services provided by Rizzetta have been provided by three legal entities: Rizzetta & Company, Rizzetta Amenity Services (RASI) and Rizzetta Technology Services (RTS). Each entity authored and administered its own contracts as well as individually maintained staff. In an effort to unify our service offerings and capitalize on the efficiencies gained with size, all three entities will consolidate under “Rizzetta & Company” (Rizzetta) effective January 1st, 2022. Below are answers to a few frequently asked questions regarding this change:

Q: Why is this change being made?

A: In our continued effort to streamline internal processes, reduce unnecessary paperwork, unify services provided to our communities, and promote overall better services for our clients, “RASI” and “RTS” will officially be integrated into Rizzetta & Company as of January 1st, 2022.

Q: What will “RASI” be known as after this date?

A: “RASI” will be “Rizzetta & Company” with its management chain residing in the Community Services Division.

Q: How will this change affect our communities?

A: There will be no changes to the services provided. Some communities may receive bills with both “RASI” and Rizzetta & Company as we make this transition. However, this impact will be minimal and temporary.

Q: How will our communities notice the change?

A: Communities receiving invoices from RASI, RTS and Rizzetta & Company will see fewer invoices. Historical RASI invoices for on-site staff will continue to be received at the same intervals (every other week) but will come from “Rizzetta & Company”. Communities that have been receiving invoices from RTS will see that invoice being included in the “Rizzetta & Company” invoiced received monthly.

Q: How will current team members of “RASI” be impacted by this change?

A: There will be no impact to employees of “RASI”. Payroll processing, labor, and leadership will remain the same through this process. Their checks will originate from Rizzetta & Company.



BUSINESS ITEMS

*Consideration of Appointment to
Vacant Seat
(Under Separate Cover)*

Administration of Oath of Office

Tab 8

RESOLUTION 2022-01

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 8th DAY OF DECEMBER 2021.

**GLEN ST. JOHNS COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASST. SECRETARY

Tab 9



Prestige Elite Custom Painting LLC.

(Specializing in Custom Painting and Drywall)

Tel: 904-517-2492

E-mail: pecpllc@yahoo.com

Proposal # 1200

11/23//2021

Prestige Elite Custom Painting LLC.
4950 Richard St, Unit 63
Jacksonville, Fl. 32207

To: Vesta Property Services
1430 St. Thomas Island Pkwy
St. Johns County Florida
O 904-654-6304
showell@vestapropertyservices.com

Project Manager: Steve Howell

Job Name: Glen St. Johns CDD

Work location: 1430 St. Thomas Island Pkwy

We purpose to furnish the labor and materials necessary for the completion of exterior painting of patio ceiling, body of building, trim, columns, and soffits

Description of work to be performed

Will pressure wash entire building with chlorine solution. Will protect all plants and shrubberies.

Will caulk all areas as needed and fill all nails holes. \

Will apply finish coats of paint on fascia, soffits, ceiling, windows trim, columns, and trimming around entire building with a semi-gloss latex trim paint. Paint to match existing color.

Will apply two coats of satin finish paint on body of building to match existing color.

Will apply two coats of semi-gloss paint on all exterior doors and shutters. Paint to match existing color

All materials and labor are guaranteed to be as specified and the above work to be performed in accordance with the drawing specification submitted for the above work and completed in a substantial workmanlike manner for the total sum of \$ **14,000.00**

Authorized Representative _____ **Date** _____

Authorized Acceptance _____ **Date** _____



Prestige Elite Custom Painting LLC.

(Specializing in Custom Painting and Drywall)

Tel: 904-517-2492

E-mail: pecpllc@yahoo.com

Proposal # 1201

11/23//2021

Prestige Elite Custom Painting LLC.
4950 Richard St, Unit 63
Jacksonville, Fl. 32207

To: Vesta Property Services
1430 St. Thomas Island Pkwy
St. Johns County Florida
O 904-654-6304
showell@vestapropertyservices.com

Project Manager: Steve Howell

Job Name: Glen St. Johns CDD

Work location: 1430 St. Thomas Island Pkwy

We purpose to furnish the labor and materials necessary for the completion of interior painting of gym fitness work-out room, ladies, and men's bathrooms

Description of work to be performed

Gym Fitness Work-Out Room

All Paint Colors to Remain The Same

Will apply finish coat of paint on ceiling.

Will repair drywall as needed such as dents and holes.

Will apply a satin finish coat of paint on all interior walls.

Will caulk and fill all cracks in trim such as door jambs, and window trim.

All trim sanded down to a smooth surface.

Will apply a semi-gloss latex trim paint on doors, jambs, and window trim..... **\$3,500.00**

Ladies and Men's Bathrooms

Will apply a finish coat of paint on all ceilings

Will repair drywall as needed such as dents, and holes

Will apply a satin finish coat of paint on all walls

Will apply a semi-gloss latex paint on bathroom door.

Do not paint bathroom partitions walls. **\$2,600.00**

All materials and labor are guaranteed to be as specified and the above work to be performed in accordance with the drawing specification submitted for the above work and completed in a substantial workmanlike manner for the total sum of \$ **6,100.00**

Authorized Representative _____ **Date** _____

Authorized Acceptance _____ **Date** _____



FIRSTSTAR DEVELOPMENT, INC.

*Post Office Box 1875,
Ponte Vedra Beach, Florida 32004*

June 1, 2021

TO WHOM IT MIGHT CONCERN.

Please allow this to serve as a letter of recommendation.

Contractor, Gerard Pressley
Prestige Elite Custom Painting
4950 Richard Street, Unit 63
Jacksonville, Florida

Prestige Elite Custom Painting completed the exterior and interior painting for my company on the Beachwalk Clubhouse, St. Johns, Florida.

This is a 16,000-sf facility using Class A finishes which included a complete restaurant, fitness center and full restrooms with 4,000 sf of covered porches.


Gerard manned this project with a 12-man crew at times using "high-lifts" and scaffolding he always maintained an OSHA safe jobsite for his scope of work.

The painting was completed on schedule and on budget.

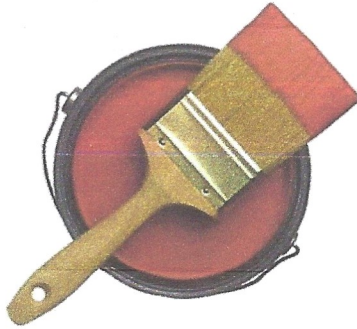
Gerard attended all production meetings and was instrumental in the completion of the project two months ahead of schedule and he ensured that all finishes were protected during his scope of work.

I recommend Prestige Elite Custom Painting for painting exterior and interior of buildings where Class A finishes are specified.

Please give me a call if you have additional questions at 904-759-4312.



Steve Cissel
CEO



PRESTIGE ELITE CUSTOM PAINTING, LLC

RESUME

Our objective is to extend our painting services of over 33 years in the painting industry. We maintain a crew of painting craftsmen that are available for your painting needs. We have painted Estates. Custom Homes, Large Commercial Projects and Specialty work, such as Refurbishing doors and garage doors. I would like to extend our services to your company with excellence, trust and worthiness. Listed are only a few of our previous contract projects and references of which I have personal letters of testimonials of our work which can be sent upon your request if needed. I look forward to hearing from you and your business or organization.

PHONE:
904-517-2492

Girard Pressley (Owner)
EMAIL:
pecpilc@yahoo.com

Some Prices Are Negotiable

PREVIOUSLY PAINTED PROJECTS

First Star Development Inc.

Steve Cissel – CEO
904-759-4312
High End Commercial

Quick Construction LLC

Mike Quick Owner 904-660-8679
High End Construction

Carlton Construction

Matt Carlton (Founder) 904-284-8321
High End Custom Homes

Hovis Custom Builders, Inc

Dan Hovis-Owner 904-635-0290
[High End Custom Homes (12 Thousand Sq. Ft Custom Home)]

RANDCOR MANAGEMENT INC

Randy A. Pitts -Vice President/Broker 904-249-6605
Commendation Acquired

AMENITY SERVICES GROUP, INC

Todd Myhill/Facility Manager 904-940-6095

Camp Heritage @ Heritage Landing @ World Golf Village
Commendation Acquired

BARTRAM SPRINGS CDD

Louis Cowling – Manager 904-769-8907
Commendation Acquired

Tab 10



Quote

Lamp Sales Unlimited, Inc.

4580 St. Augustine Road
Jacksonville, FL 32207

Customer No.: AME400

Quote No.: 23164

Phone 904-737-9292 for Jacksonville Phone 407-859-1515 For Orlando

Quote To: **Amenity Maintenance Group**

Division of Vesta Property Services
245 Riverside Ave Suite 250
Jacksonville, FL 32202

Ship To: **Amenity Maintenance Group**

Division of Vesta Property Services
145 Riverside Ave Suite 250
Jacksonville, FL 32202

Date	Ship Via	F.O.B.	Terms
10/18/21		Origin	Net 30

Quote Description	Sales Person	Quote Expires
GLEN ST JOHNS	Clayton Rix	11/17/21

Quantity	Item Number	Description	Unit Price	Amount
4	L4T8B/40K/14F/DE-39	14W BY-PASS LED FROST 4K 4' #70243 25/CS TOPAZ 2A6	8.68	34.72
6	L54W5KE26CLC5	54W LED CORN COB MVOLT MED 7290LM 12/CS COMMERCIAL LED 4G3	67.00	402.00
56	9PLO/840/HYBM	9W PL HYBRID 4000K G24Q OMNI GC# 35003 26W PL REPL 5H5	19.6800	1102.08

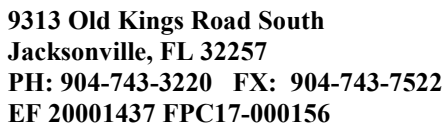
Quote subtotal 1538.80

Quote total 1538.80

Hope

Thank You

Tab 11



Date	Project #
10/29/2021	102921-2

Name / Address
Glen St. Johns CDD C/O Rizzetta & Company 3434 Colwell Ave, Suite 200 Tampa, FL 33614

Ship To
Glen St Johns 1430 St Thomas Island Pkwy St Augustine, FL 32092

Let us be the one stop shop for all your fire protection needs: Repairs, Maintenance, Install, and Inspections of Sprinklers, Alarms, Monitoring, Security, Extinguishers, Emergency Lighting, Backflows, Cameras, etc.

We can save you over \$1,200.00 a year with our Radio Monitoring for Fire Alarms and Elevators by disconnecting the dedicated phone lines, and greatly reduce the risk of lightning strikes.



9313 Old Kings Road South
Jacksonville, FL 32257
PH: 904-743-3220 FX: 904-743-7522
EF 20001437 FPC17-000156

Quote

Date	Project #
10/29/2021	102921-2

Name / Address
Glen St. Johns CDD C/O Rizzetta & Company 3434 Colwell Ave, Suite 200 Tampa, FL 33614

Ship To
Glen St Johns 1430 St Thomas Island Pkwy St Augustine, FL 32092

P.O. No.	File #	Rep	Project	OWner/Owners Rep & Phone Number		
	A-735	DAM				
Description				Qty	Rate	Total
<p>Due to the increasing material prices we can only guarantee this price for 30 days.</p> <p>All work is to be completed during normal business hours (7am-3:30pm).</p> <p>We Exclude:</p> <p>1.Work after normal working hours</p> <p>2.Engineering and Permit</p> <p>3.Electrical or alarm wiring</p> <p>4.Painting of pipe</p> <p>5.Removal or replacement of ceilings, sheetrock, asphalt, concrete and landscaping</p> <p>6.Repair of any devices that fail from normal operation</p> <p>7.Reliability of existing water supply and piping</p> <p>8. Warranty against microbial induced corrosion (MIC)</p> <p>9.All responsibility for fines levied by fire department for false alarms due to owner’s failure to properly put system on test mode or shut down fees</p> <p>10.This price is excluding any repairs needed to the system after the full trip test.</p> <p>PLEASE NOTE:</p> <p>Your sprinkler system may have CPVC piping and over time this plastic can become brittle. While performing the above repairs, we may need to remove the existing drywall to access the CPVC piping. If any pipe should break there will be a required 24 hour cure time before putting the system back into service. We do not include repairing any broken or stretched CPVC fittings and pipe. We will make every effort to prevent this. If a breakage or leaks on old fittings occur, we will repair this on a time and material basis.</p> <p>If this quote is acceptable along with the terms and conditions, please sign below and fax back. We will then order the material needed and schedule this work to be completed. If you should have any questions or need anything else, please do not hesitate contacting our office.</p>					0.00	0.00T
				No Sales Tax (Recurring)		0.00%
				Total \$2,000.00		
Let us be the one stop shop for all your fire protection needs: Repairs, Maintenance, Install, and Inspections of Sprinklers, Alarms, Monitoring, Security, Extinguishers, Emergency Lighting, Backflows, Cameras, etc.						
We can save you over \$1,200.00 a year with our Radio Monitoring for Fire Alarms and Elevators by disconnecting the dedicated phone lines, and greatly reduce the risk of lightning strikes.						

Tab 12



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

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

November 22, 2021

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:

\$3,000.00 *

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

**AUDIENCE
COMMENTS AND
SUPERVISOR
REQUESTS**

ADJOURNMENT