



Rizzetta & Company

Glen St. Johns Community Development District

**Board of Supervisors' Meeting
March 16, 2022**

**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	Darren Romero	Chairman
	Mabel Perez	Vice Chairman
	Jamie Williams	Assistant Secretary
	Bliss Carley	Assistant Secretary
	Skip Thompson	Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Kutak Rock, LLP
District Engineer	Vince Dunn	Dunn & Associates, Inc.

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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

March 8, 2022

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 March 16, 2022 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' Special Meeting held on February 16, 2022 Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for January 2022 Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape Report Tab 3
 - D. Amenity Manager Report (under separate cover)
 - 1.) Update on Amenity Athletics Swim Program
 - 2.) Estate Management Pond Report (under separate cover)
 - E. District Manager
 - 1.) Review of HOA Request for Amenity Center Use
5. **BUSINESS ITEMS**
 - A. Consideration of Sidewalk Repairs Proposal Tab 4
 - B. Consideration of Proposal(s) for Sprinkler System Repairs Tab 5
 - C. Discussion Regarding Fiscal Year 2022/23 Proposed Budget
6. **SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

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

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

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, February 16, 2022 at 10:00 a.m.** at the Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, Florida 32084.

Present and constituting a quorum:

Darren Romero	Board Supervisor, Chairman
Mabel Perez	Board Supervisor, Vice Chairman
	(via speakerphone)
Skip Thompson	Board Supervisor, Assistant Secretary
Jamie Williams	Board Supervisor, Assistant Secretary
Bliss Carley	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Hopping Green & Sams
	(via speakerphone)
Vincent Dunn	District Engineer, Dunn & Associates
	(via speakerphone)
Steve Howell	Field Operations Manager, Vesta
Jamie Constancio	Account Manager, VerdeGo Landscaping

No audience members present.

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

No audience present.

THIRD ORDER OF BUSINESS**Consideration of the Minutes of the
Board of Supervisors' Special
Meeting held December 8, 2021**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved the Minutes of the Board of Supervisors' Special Meeting held on December 8, 2021 for Glen St. Johns Community Development District.

Ms. Perez joined the meeting in progress.

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

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board ratified the Operations and Maintenance Expenditures for November 2021 in the amount of \$41,068.43 and December 2021 in the amount of \$37,204.73 for Glen St. Johns Community Development District.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2022-02,
Conducting General Election**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board adopted Resolution 2022-02, Regarding the General Election for Glen St. Johns Community Development District.

Ms. Gallagher announced the qualification period for the General Election as noon June 13, 2022 through noon June 17, 2022 through St. Johns County Supervisor of Elections.

SIXTH ORDER OF BUSINESS**Staff Reports****A. District Counsel****1.) Consideration of Kutak Rock, LLC Retention and Fee Agreement**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved Kutak Rock, LLC Retention and Fee Agreement for Glen St. Johns Community Development District.

B. District Engineer

Mr. Dunn reviewed his firm's inspections of the parking and path project and VerdeGo's responses. Discussions ensued. The Board agreed that the clean shell material should be moved to parking area as needed in the future and path re-sodded. Mr. Dunn had no concerns with this as long as drainage remains functional and also recommended payment of invoices VerdeGo

6808 and 6503 for completed work. The Board had no objections. Mr. Dunn then updated the Board that his firm had completed their annual inspection and was working on their report. He also noted that they had reviewed an area of concern along a property on Spanish Bay the District Manager had contacted him about and noted the CDD property here is wetlands and did not recommend any CDD action unless standing water continued or expanded.

C. Landscape Report

1.) VerdeGo Landscape Report, February 6, 2022

Mr. Constancio provided his updated reports and proposals (Exhibit A) for review. He confirmed tree trimming per contract scope had been completed but tree lifting would require a proposal that he is in the process of obtaining for the next meeting.

The Board moved to agenda item 5B, Consideration of Proposal(s) for Tree Trimming.

The Board reviewed two (2) proposals for palm tree trimming.

On a motion by Ms. Carley, seconded by Mr. Romero, with all in favor, the Board approved the TreeTech proposal for the trimming of seventeen (17) Palm Trees at a total cost of \$765.00 for Glen St. Johns Community Development District.

The Board reviewed a request for tree removal along Leo Maguire and took no action at this time as this area is maintained by St. Johns County. The Board then reviewed the landscape scope along St. Thomas Island Parkway and made no changes at this time.

D. Amenity Manager

1.) Amenity Manager Report, February 16, 2022

2.) Estate Management, Pond Maintenance Report, January 19, 2022

Mr. Howell reviewed his report found under Tab 6 of the agenda.

The Board moved to agenda item 5D, Consideration of Proposals for Painting.

Discussions ensued.

On a motion by Mr. Thompson, seconded by Mr. Romero, with all in favor, the Board approved a not to exceed amount for exterior doors and interior painting of \$3,500.00 and appointed Ms. Carley to approve the final proposal for Glen St. Johns Community Development District.

The Board moved back to agenda item 4E.

Ms. Perez left the meeting in progress.

E. District Manager

Ms. Gallagher reviewed the District Manager's report for the Board.

Mr. Howell presented information on swim instructions that Vesta would oversee if approved as part of their Amenity Athletics Program. Mr. Howell confirmed the CDD would receive 10% of the 10% Vesta received from Vendor.

On a motion by Ms. Carley, seconded by Mr. Williams, with all in favor, the Board approved lessons for a Tuesday and Thursday schedule with weekday hours, as presented, and Sunday mornings only for Glen St. Johns Community Development District.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2022-03;
Updating Prompt Payment Policies**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board adopted Resolution 2022-03; Updating Prompt Payment Policies, for Glen St. Johns Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Proposals for Fitness
Equipment Preventative Maintenance**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board approved proposal from First Place Fitness at a rate of \$119.95/quarterly service for preventative maintenance, for Glen St. Johns Community Development District.

NINTH ORDER OF BUSINESS**Consideration of Proposal(s) for
Sprinkler System Repairs**

This agenda item was tabled while Mr. Howell works on additional proposals for consideration.

TENTH ORDER OF BUSINESS**Consideration of Vesta Proposal for
Summer Facility Attendant Hours**

Mr. Howell confirmed these services were outside of maintenance and janitorial hours. The Board reviewed the proposal from Vesta for seasonal facility attendants. Discussions ensued regarding staffing challenges last year, number of hours used and the reduced budget for this service.

On a motion by Mr. Thompson, seconded by Ms. Carley, with all in favor, the Board approved seasonal facility attendants for summer break at five (5) days a week rather than six (6) and more than four (4) hours per day at a cost not to exceed \$5,000.00 for Glen St. Johns Community Development District.

ELEVENTH ORDER OF BUSINESS**Consideration of Proposals for
Pool Repairs**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved two (2) proposals from Big Z for pool repairs in the amounts of \$1,345.00 and \$785.00 for Glen St. Johns Community Development District.

TWELFTH ORDER OF BUSINESS**Consideration of Addendum to Vesta
Agreement, Regarding District
Purchases**

On a motion by Ms. Carley, seconded by Mr. Thompson, with all in favor, the Board approved the Addendum to the Vesta Agreement adding the Amenity Manager shall have the authority to make payment directly to Vendors for emergency and non-recurring purchases using a District issued debit card, naming Steve Howell as Amenity Manager and setting the limit at a \$500.00 limit for Glen St. Johns Community Development District.

Ms. Gallagher noted that the Arlo cloud storage would need to be included for debit card purchases as this vendor will not invoice.

THIRTEENTH ORDER OF BUSINESS**Consideration of Proposal for AC
Preventative Maintenance Agreement**

On a motion by Mr. Romero, seconded by Ms. Carley, with all in favor, the Board the approved the Weather Engineers AC Preventative Maintenance Agreement Proposal for Glen St. Johns Community Development District.

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

Mr. Romero provided a report to the Board on items that he has assisted with or initiated between meetings in his role as Chairman.

No audience members present.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Thompson, seconded by Ms. Carley, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:24 p.m. for Glen St. Johns Community Development District.

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 January 2022 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2022 through January 31, 2022. This does not include expenditures previously approved by the Board.

The total items being presented: **\$37,703.96**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AT & T Corp	2022-01-01	132474430 01/22	Phone/Internet/Alarm Monitoring 01/22	\$ 103.60
Dunn & Associates, Inc.	003269	22-103	Engineering Services 01/22	\$ 763.74
Egis Insurance Advisors LLC	003270	15169	Playground Value Increase 10/01/21-10/01/22	\$ 73.00
Estate Management Services, Inc.	003271	34307	Pond Management Services 01/22	\$ 825.26
Estate Management Services, Inc.	003271	360015	Pond Management Services 01/22	\$ 14.26
Florida Power & Light Company	2022-01-02	FPL Summary 12/21	Additional FPL Summary 12/21	\$ 4,100.71
Innersync	003265	20049	ADA Website Compliance Q2 FY 21/22	\$ 384.38
JEA	2022-01-03	1608024175 11/21	1430 St Thomas Island Py 11/21	\$ 488.58
LLS Tax Solutions Inc.	003261	002537	Arbitrage Rebate Calculation Series 2006 PE 11/30/21	\$ 500.00
Rizzetta & Company, Inc.	003262	INV0000064599	District Management Fees 01/22	\$ 3,260.83
Rizzetta & Company, Inc.	003273	INV0000064853	Annual Dissemination Agent Fee FY 21/22	\$ 5,000.00
Southeast Fitness Repair	003266	17256A	Quarterly Preventative Maintenance Fitness Equipment 12/21	\$ 215.00
St. Johns County Tax Collector	003263	122121	Postage on Non Ad Valorem Tax Notices 2021	\$ 61.69

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2022 Through January 31, 2022

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Verdego, LLC	003267	7108	#6731 Ant Treatment for St. Croix Park areas 12/21	\$ 616.00
Verdego, LLC	003267	7156	#6990 Drop Dead Tree in Woodline 12/21	\$ 1,232.00
Verdego, LLC	003267	7250	Monthly Landscape Maintenance 01/22	\$ 8,459.84
Vesta Property Services, Inc.	003264	392222	Amenity Management Services 12/21	\$ 2,980.46
Vesta Property Services, Inc.	003264	393215	Billable Expenses 11/21	\$ 39.48
Vesta Property Services, Inc.	003268	393320	Amenity Management Services 01/22	\$ 2,980.46
Vesta Property Services, Inc.	003268	393392	Remaining Balance Pressure Wash 12/21	\$ 5,473.32
Waste Pro, Inc	2022-01-04	347796	Waste Disposal Services 02/22	\$ <u>131.35</u>
Report Total				<u>\$ 37,703.96</u>

Tab 3

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
3/2/2022	Glenn St John	Scott Settlemyres	February

SERVICES SUMMARY

COMPLETED IN FEBRUARY

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing) Including Ponds
- Detail Work (Weeding/Pruning)
- Pre-Emergent applied to all planter beds

ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)- Weed control in beds along main parkway and clubhouse
- Irrigation Inspection Wet Check

COMMENTS

TURF

Mostly Dormant
Fertilization Scheduled for 3rd week in March

TREES & SHRUBS

Monitor frost damage and remove dead material as needed

PLANT BEDS

Annuals scheduled for a March Rotation

OTHER

Removal of path along rear of amenity center- reuse material to new parking area.

Tab 4



1702 Lindsey Rd
Jacksonville, Fl. 32221
Ph (904) 781-7060 Fax (904) 619-5011

CGC1523954 CMC1250093 CFC1428601 CCC1329086

Glen St Johns CDD

Attn: Steve Howell

2 21 22

Re: concrete -46 St Croix Island Drive 32259

All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.

>saw cut/demo and remove the existing concrete sidewalk listed below per management
>form and pour new 3000 psi concrete with a broom finish
>cut joints as needed in new concrete
>clean up job site and haul away debris
-46 St Croix Island Drive-155 sq ft
-56 St Croix Island Drive -25 sq ft

-if any thing is wanted outside the scope of work above we will show proper authority before pricing

Projects under \$10,000.00 are due on completion. Projects over \$10,000.00 require a 20% mobilization draw followed by 50%, 20% and 10% upon completion (some exceptions apply) This proposal may be withdrawn at any time Payments are considered late 30

days after invoice approval(s) and are subject to 2.0% per month interest plus fees.

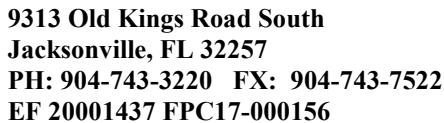
Many projects require a Notice to Owner. If you receive such please understand this is not a lien on your property and is merely making the Owner aware of services per Florida Statute.

Total Price \$4,480.00

Proposal Signed by _____ **Printed Name** _____

Thank you for your consideration-Scott Haines-C 904.402.6561

Tab 5



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

Page 1



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.						