



Rizzetta & Company

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

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**Board of Supervisors' Meeting  
October 19, 2022**

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

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

# GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT AGENDA

Holiday Inn Express & Suites, 2300 State Road 16, St. Augustine, FL 32084

|                                      |                  |                          |
|--------------------------------------|------------------|--------------------------|
| <b>District Board of Supervisors</b> | Darren Romero    | Chairman                 |
|                                      | Mabel Perez      | Vice Chairman            |
|                                      | Skip Thompson    | Assistant Secretary      |
|                                      | Jamie Williams   | Assistant Secretary      |
|                                      | Bliss Carley     | Assistant Secretary      |
| <b>District Manager</b>              | Lesley Gallagher | Rizzetta & Company, Inc. |
| <b>District Counsel</b>              | Katie Buchanan   | Kutak Rock, LLP          |
| <b>District Engineer</b>             | Vince Dunn       | Dunn & Associates, Inc.  |

**All Cellular phones and pagers must be turned off while in the meeting room.  
The District Agenda is comprised of five different sections:**

The **regular** meeting will begin promptly at **10:00 a.m.** with the first section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (904) 436-6270 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

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

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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](http://www.glenstjohnscdd.org)

October 12, 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 **October 19, 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' Meeting held on September 21, 2022.....Tab 1
  - B. Ratification of the Operation and Maintenance Expenditures for August 2022.....Tab 2
4. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Landscape Report.....Tab 3
  - D. Amenity Manager Report.....Tab 4
    1. Discussion Regarding Courts
    2. Pond Report
  - E. District Manager
5. **BUSINESS ITEMS**
  - A. Consideration of Proposals to Move Entry Gate.....Tab 5
  - B. Consideration of Replacement Cameras for Amenity Center (under separate cover)
  - C. Consideration of Proposal(s) for Repairs Associated with Annual Engineer's Report.....Tab 6
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

## **Tab 1**

## MINUTES OF MEETING

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

GLEN ST. JOHNS  
COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **Wednesday, September 21, 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  | <b>Board Supervisor, Chairman</b>            |
| Mabel Perez    | <b>Board Supervisor, Vice Chairman</b>       |
| Skip Thompson  | <b>Board Supervisor, Assistant Secretary</b> |
| Jamie Williams | <b>Board Supervisor, Assistant Secretary</b> |
| Bliss Carley   | <b>Board Supervisor, Assistant Secretary</b> |

Also present were:

|                   |   |
|-------------------|---|
| Lesley Gallagher  | <b>District Manager, Rizzetta &amp; Company, Inc.</b> |
| Katie Buchanan    | <b>District Counsel, Kutak Rock LLP</b>               |
| Steve Howell      | <b>Field Operations Manager, Vesta</b>                |
| Scott Settlemires | <b>Sr Account Manager, VerdeGo Landscaping</b>        |

Audience

**No Audience Present**

## FIRST ORDER OF BUSINESS

## Call to Order

Ms. Gallagher called the meeting to order at 10:01 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' Meeting held  
August 17, 2022**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved the Minutes as amended, of the Board of Supervisors' Meeting held on August 17, 2022, for Glen St. Johns Community Development District.

**FOURTH ORDER OF BUSINESS****Ratification of the Operation and  
Maintenance Expenditures for  
July 2022**

On a motion by Ms. Carley, seconded by Mr. Romero, with all in favor, the Board ratified the Operations and Maintenance Expenditures for July 2022 in the amount of \$23,704.14, for Glen St. Johns Community Development District.

**FIFTH ORDER OF BUSINESS****Staff Reports**

- A. District Counsel  
Ms. Buchanan did not have a report but was available to answer questions.
- B. District Engineer  
Not requested to attend.
- C. Landscape Report  
Mr. Settlemires reviewed his report (exhibit A) and was able to answer questions. He also presented a proposal for a pump start relay that had failed (exhibit B). The Board approved the proposal in the amount of \$3,347.75.  
The Board authorized the two dead or dying trees at the amenity center to be flush cut and removed.

On a motion by Ms. Carley, seconded by Mr. Thompson, with all in favor, the Board approved a not to exceed amount of \$1,000.00 to resod the path, moving the stone to the parking lot and repurposing the border, for Glen St. Johns Community Development District.

- D. Amenity Manager  
Mr. Howell reviewed his report and updated the Board that there were 8 children that registered for soccer and 4 for basketball.

*Discussion moved to agenda item 5H -*

**SIXTH ORDER OF BUSINESS****Consideration of Proposals for Window Repairs**

Mr. Howell explained he received a verbal price of approximately \$2,100.00 to repair two windows that appear to be functional now. No further action was taken at this time.

On a motion by Ms. Perez, seconded by Mr. Thompson, with all in favor, the Board authorized Mr. Howell to replace the blinds in the fitness room to something more substantial, for Glen St. Johns Community Development District.

Mr. Howell updated the Board that to replace the warped men's restroom door and replace the women's restroom door to match the cost would be approximately \$9,000.00 including paint and lock sets. No further action was taken at this time.

*The Board moved to agenda item 5G -*

**SEVENTH ORDER OF BUSINESS****Consideration of Proposal to Move Entry Gate**

Mr. Howell updated the Board that he received a rough estimate of approximately \$7,500.00 to move the gate to come before the gym and storage closet doors. Electric and Access control would be in addition. The Board requested additional complete proposals for the next meeting.

*The Board moved back to agenda item 4D1 -*

**EIGHTH ORDER OF BUSINESS****Discussion Regarding Courts**

Proposals were requested for the area across from the Amenity Center for the next meeting.

*The Board moved back to agenda item 4E – Staff Reports*

**E. District Manager Report**

Ms. Gallagher reviewed her report and was available to answer questions.

**NINTH ORDER OF BUSINESS****Consideration of Renewal Proposal from Vesta**

On a motion by Ms. Carley, seconded by Mr. Romero, with all in favor, the Board approved the renewal proposal from Vesta, for Glen St. Johns Community Development District.

**TENTH ORDER OF BUSINESS****Update on Turner Pest Control Fees**

Ms. Gallagher updated the Board that Turner Pest Control was proposing a 10% increase to their current fees. The current service is the termite bond. The Board had no objection. The Chairman asked Vesta for an update on pest control proposals. Mr. Howell will continue to work on those for a future meeting.

**ELEVENTH ORDER OF BUSINESS****Consideration of Pond Maintenance Proposals**

The Board reviewed proposals from Lake Doctors, Florida Waterways, Solitude, and the current vendor Estate Management. Discussion ensued regarding the challenges in reporting and communication from Estate. Ms. Gallagher noted she had received several emails with reports at the end of the day yesterday.

On a motion by Ms. Carley, seconded by Mr. Romero, with all in favor, the Board approved the Estate Management Proposal in the monthly amount of \$940.27, but stressed that they would like to see one detailed report for each inspection, for Glen St. Johns Community Development District.

**TWELFTH ORDER OF BUSINESS****Consideration of Proposals for Exterior Painting (under separate cover)**

Mr. Howell noted that the price from Investment Painting who painted the interior, and all exterior doors previously would be \$4,100.00. It was confirmed that they would pressure wash before painting and that the exterior ceiling surfaces would be painted blue to deter bugs.

On a motion by Ms. Carley, seconded by Mr. Romero, with all in favor, the Board the Board approved the Investment Painting Exterior Painting proposal for \$4,100.00, for Glen St. Johns Community Development District.

It was noted that Vesta would need to begin the process to request pool remarcite proposals for the work to take place in the fall of 2023/2024.

**THIRTEENTH ORDER OF BUSINESS****Consideration of Proposals for Repairs Associated with Annual District Engineer's Report (under separate cover)**

Dennis Armstrong noted the water levels remain too high and he will provide a proposal as soon as the water level drops hopefully in November for review at the December meeting.



**FOURTEENTH ORDER OF BUSINESS****Ratification of District Insurance  
Policy Renewal**

On a motion by Mr. Thompson, seconded by Ms. Carley, with all in favor, the Board ratified the approval of FY 22/23 District Insurance Policy Renewal, for Glen St. Johns Community Development District.

**FIFTEENTH ORDER OF BUSINESS****Discussion Regarding Fishing Policies  
and Amenity Policies**

On a motion by Ms. Perez, seconded by Ms. Carley, with all in favor, the Board authorized the Chairman to approve the revised amenity policies in final form, for Glen St. Johns Community Development District.

It was also requested that the updated policies be posted on the CDD website.

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

Mr. Thompson requested pricing on a ½ court for basketball as well.

No audience present.

**SEVENTEENTH 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 11:32 a.m. for Glen St. Johns Community Development District.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

DRAFT

Exhibit A

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 |
|-------------|---------------|-------------------|------------------|
| 9/5/2022    | Glen St John  | Scott Settlemyres | August 2022      |

### SERVICES SUMMARY

#### COMPLETED IN {{MAIN.SERVICEMONTH}}

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)
- Irrigation Wet Check Inspection

#### ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)
- Irrigation Inspection Wet Check
- Chem/Fert/Insecticide Application for Turf
- Annual Flower Rotation

### COMMENTS

#### TURF

Turf quality/ color is healthy and thriving

#### TREES & SHRUBS

Tree canopies are at contract height, shrubs are full and healthy

#### PLANT BEDS

Plant beds are mostly weed free for the time of the year

#### OTHER

**PROPOSAL****Mailing Address**

Rizzetta  
 c/o Rizzetta & Company  
 3434 Colwell Ave, Suite 200  
 Tampa, FL 33614

**Job Address**

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

Date: September 21, 2022

Phone: St. Augustine

Opportunity#: 9452

**Job Summary:**

Pump start relay pulling to many amp due to poor connection on the starter points. I have taken out and cleaned multiple times but it continues to fail. Problem is progressing to the point to where it is causing the breaker to trip. Will need to replace the pump start relay with a new relay

**Irrigation**

| Quantity         | Description      | Unit    | Unit Price | Ext Price  |
|------------------|------------------|---------|------------|------------|
| 10.00            | Irrigation Labor | Hr      | \$55.00    | \$550.00   |
| 1.00             | Irrigation Parts | Dollars | \$2,797.75 | \$2,797.75 |
| Irrigation Total |                  |         |            | \$3,347.75 |

**Proposal Total: \$3,347.75**

**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.

## **Tab 2**

# Glen St. Johns Community Development District

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District Office · St. Augustine, Florida 32084  
Mailing Address · 3434 Colwell Avenue · Suite 200, Tampa Florida 33614  
[www.glenstjohnscdd.org](http://www.glenstjohnscdd.org)

## **Operations and Maintenance Expenditures August 2022 For Board Approval**

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

The total items being presented:     **\$27,040.16**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_Chairperson

\_\_\_\_\_Vice Chairperson

\_\_\_\_\_Assistant Secretary

# Glen St. Johns Community Development District

## Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

| <u>Vendor Name</u>                 | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>                       | <u>Invoice Amount</u> |
|------------------------------------|---------------------|-----------------------|--|-----------------------|
| AT&T                               | 20220801-01         | 132474430 07/22       | Phone/Internet/Alarm Monitoring 07/22            | \$ 105.26             |
| Bliss Carley                       | 100006              | BC081722              | Board of Supervisors Meeting 08/17/22            | \$ 200.00             |
| Darren H. Romero                   | 100007              | DR081722              | Board of Supervisors Meeting 08/17/22            | \$ 200.00             |
| Estate Management Services, Inc.   | 100001              | 41663                 | Pond Management Services 08/22                   | \$ 839.52             |
| First Place Fitness Equipment, Inc | 100002              | 32955                 | Fitness Equipment - Bench Leg Attachment 06/22   | \$ 159.00             |
| First Place Fitness Equipment, Inc | 100008              | WO-34782              | Fitness Equipment Preventative Maintenance 05/22 | \$ 119.95             |
| Florida Power & Light Company      | 20220817-01         | FPL Summary 07/22     | FPL Summary 07/22                                | \$ 4,025.97           |
| Gilbert F Thompson                 | 100009              | ST081722              | Board of Supervisors Meeting 08/17/22            | \$ 200.00             |
| James D Williams                   | 100010              | JW081722              | Board of Supervisors Meeting 08/17/22            | \$ 200.00             |
| JEA                                | 20220803-02         | 1608024175 07/22      | 1430 St Thomas Island Py 06/22                   | \$ 713.26             |
| Kutak Rock, LLP                    | 100003              | 3082888               | Legal Services 06/22                             | \$ 103.00             |
| Mabel Perez                        | 100011              | MP081722              | Board of Supervisors Meeting 08/17/22            | \$ 200.00             |
| Rizzetta & Company, Inc.           | 100000              | INV0000070190         | District Management Fees 08/22                   | \$ 3,260.83           |

## Glen St. Johns Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2022 Through August 31, 2022

| <u>Vendor Name</u>                                   | <u>Check Number</u> | <u>Invoice Number</u> | <u>Invoice Description</u>           | <u>Invoice Amount</u>      |
|--|---------------------|-----------------------|--------------------------------------|----------------------------|
| The Ledger / News Chief/ CA<br>Florida Holdings, LLC | 100012              | 4770075               | Acct #764116 Legal Advertising 07/22 | \$ 413.44                  |
| The St. Augustine Record Dept<br>1261                | 100013              | 103415572-05192022    | Acct #15636 Legal Advertising 05/22  | \$ 76.29                   |
| VerdeGo, LLC   | 100004              | 8924                  | Monthly Landscape Maintenance 08/22  | \$ 8,643.08                |
| Vesta Property Services, Inc.                        | 100005              | 400983                | Amenity Management Services 08/22    | \$ 2,620.46                |
| Vesta Property Services, Inc.                        | 100014              | 400989                | Seasonal Staffing 05/22-07/22        | \$ 4,380.85                |
| Vesta Property Services, Inc.                        | 100014              | 401796                | Billable Expenses 07/22              | \$ 435.36                  |
| Waste Pro, Inc                                       | 20220803-01         | 363361                | Waste Disposal Services 09/22        | <u>\$ 143.89</u>           |
| <b>Report Total</b>                                  |                     |                       |                                      | <u><b>\$ 27,040.16</b></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 |
|-------------|---------------|-------------------|------------------|
| 10/5/22     | Glen St John  | Scott Settlemyres | September 2022   |

## SERVICES SUMMARY

### COMPLETED IN {{MAIN.SERVICEMONTH}}

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)
- Turf treatment for fertilization, post emergent herbicide, and insecticide pest treatment
- Irrigation Inspection Wet Check

### ANTICIPATED FOR NEXT MONTH

- Full-Service Maintenance (Mowing/Edging/String Trimming/ Blowing)
- Detail Work (Weeding/Pruning)
- Annual flower rotation
- Irrigation Inspection Wet Check
- Transition into bi-weekly maintenance services

## COMMENTS

### TURF

Moving into the start of the slow season the turf is healthy and strong

### TREES & SHRUBS

Trees are looking healthy; canopies are at contracted height.  
Shrubs are pruned and full

### PLANT BEDS

Planter beds are weed free

### OTHER



Job Name: Glen St. John

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

Controller Name: Teague Bay controller

Date: 9-20-22

Page: 1 of 1

| Start Time /End Time | Seasonal Adjust | Run Days       |
|----------------------|-----------------|----------------|
| A) <u>11pm</u>       | <u>100</u> %    | <u>MTWTFSS</u> |
| B)                   | %               | MTWTFSS        |
| C)                   | %               | MTWTFSS        |
| D)                   | %               | MTWTFSS        |

|                      |            |
|----------------------|------------|
| Zone Map             | <u>NO</u>  |
| Zone 1 in controller | <u>YES</u> |
| Zone 2 in controller | <u>YES</u> |

|                        |                    |
|------------------------|--------------------|
| Checked Weather Sensor | <u>YES</u>         |
| Weather Sensor:        | <u>Working</u>     |
|                        | <u>Not working</u> |

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

INFORMATION:

| Zone Number                         | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u>  | <u>5</u>  | <u>6</u> | <u>7</u> | <u>8</u>  | <u>9</u>  | <u>10</u> |  |  |  |  |  |  |  |  |  |
|-------------------------------------|----------|----------|----------|-----------|-----------|----------|----------|-----------|-----------|-----------|--|--|--|--|--|--|--|--|--|
| Spray, Rotor, Drip, MPR, or Bubbler | <u>X</u> | <u>X</u> | <u>X</u> | <u>R</u>  | <u>R</u>  | <u>X</u> | <u>X</u> | <u>R</u>  | <u>S</u>  | <u>S</u>  |  |  |  |  |  |  |  |  |  |
| Run time (A/B)                      |          |          |          | <u>15</u> | <u>25</u> |          |          | <u>15</u> | <u>15</u> | <u>25</u> |  |  |  |  |  |  |  |  |  |
| Run Time (C/D)                      |          |          |          |           |           |          |          |           |           |           |  |  |  |  |  |  |  |  |  |
| Change Time (A/B)                   |          |          |          |           |           |          |          |           |           |           |  |  |  |  |  |  |  |  |  |
| Change Time (C/D)                   |          |          |          |           |           |          |          |           |           |           |  |  |  |  |  |  |  |  |  |
| Zone Faults or Alarms               |          |          |          |           |           |          |          |           |           |           |  |  |  |  |  |  |  |  |  |
| Plant Type                          |          |          |          |           |           |          |          |           |           |           |  |  |  |  |  |  |  |  |  |

Contract Maintenance: (No Charge)

|                        |  |  |  |          |          |  |  |          |          |          |  |  |  |  |  |  |  |  |  |
|------------------------|--|--|--|----------|----------|--|--|----------|----------|----------|--|--|--|--|--|--|--|--|--|
| Straighten Heads       |  |  |  | <u>4</u> | <u>2</u> |  |  | <u>1</u> | <u>2</u> | <u>3</u> |  |  |  |  |  |  |  |  |  |
| Adjust Water Pattern   |  |  |  | <u>4</u> |          |  |  | <u>1</u> | <u>2</u> | <u>3</u> |  |  |  |  |  |  |  |  |  |
| Clogged Nozzle Screens |  |  |  |          |          |  |  | <u>3</u> |          |          |  |  |  |  |  |  |  |  |  |

Billable Repairs or Upgrades:

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

Additional Comments:

PUMP and well was tripped, when I showed up for  
an inspection.  
2-Broken Nozzles along sidewalk & curb.



Job Name: Glen St. John

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

Controller Name: Ivallis Bay controller

Date: 9-20-22 Page: 1 of 1

| Start Time / End Time | Seasonal Adjust | Run Days       |
|-----------------------|-----------------|----------------|
| A) <u>9:45PM</u>      | <u>100</u> %    | <u>MTWTFSS</u> |
| B)                    | %               | MTWTFSS        |
| C)                    | %               | MTWTFSS        |
| D)                    | %               | MTWTFSS        |

Zone Map  
 YES ☒ NO  
 Zone list in controller  
 YES ☒ NO

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

|                         |                |            |             |
|-------------------------|----------------|------------|-------------|
| Controller Make & Model |                |            |             |
| Controller Status       | <u>Working</u> |            |             |
| POC Info                | Potable Water  | Reclaim    | Well Water  |
| Pump Status & Type      | Pressurized    | Pump Start | Centrifugal |
|                         |                |            | Lake Water  |
|                         |                |            | Submersible |

INFORMATION:

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

Contract Maintenance: (No Charge)

|                        |          |          |  |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------------|----------|----------|--|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Straighten Heads       |          | <u>1</u> |  |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Adjust Water Pattern   | <u>2</u> | <u>1</u> |  | <u>1</u> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clogged Nozzle Screens |          |          |  |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Billable Repairs or Upgrades:

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

Additional Comments:

1 - Broken along wood line in back of f  
1 - Bubbler knocked off of threaded 90°



Job Name: Glen St. John

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

Controller Name: Amenity center

Date: 9-20-22

Page: 1 of 2

| Start Time /End Time | Seasonal Adjust | Run Days       |
|----------------------|-----------------|----------------|
| A) <u>9:30 PM</u>    | <u>100</u> %    | <u>M W F S</u> |
| B)                   | %               | MTWTFSS        |
| C)                   | %               | MTWTFSS        |
| D)                   | %               | MTWTFSS        |

Zone Map  
YES ☒ NO ☐  
Zone list in controller  
YES ☒ NO ☐

Checked Weather Sensor  
YES ☒ NO ☐  
Weather Sensor: \_\_\_\_\_  
Working Not working

| Controller Make & Model |  |
|-------------------------|--|
| Controller Status       | <u>Working</u>                                 |
| POC Info                | Potable Water Reclaim Well Water Lake Water    |
| Pump Status & Type      | Pressurized Pump Start Centrifugal Submersible |

INFORMATION:

| Zone Number                         | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         | 9         | 10        | 11        | 12        | 13        | 14        | 15        | 16        |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Spray, Rotor, Drip, MPR, or Bubbler | <u>S</u>  | <u>R</u>  | <u>S</u>  | <u>S</u>  | <u>R</u>  | <u>R</u>  | <u>S</u>  | <u>R</u>  | <u>R</u>  | <u>R</u>  | <u>R</u>  | <u>S</u>  | <u>S</u>  | <u>S</u>  | <u>R</u>  | <u>R</u>  |
| Run time (A/B)                      | <u>10</u> | <u>15</u> | <u>20</u> | <u>10</u> | <u>20</u> | <u>20</u> | <u>20</u> | <u>20</u> | <u>40</u> | <u>40</u> | <u>40</u> | <u>10</u> | <u>10</u> | <u>10</u> | <u>10</u> | <u>10</u> |
| Run Time (C/D)                      |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Change Time (A/B)                   |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Change Time (C/D)                   |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Zone Faults or Alarms               |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Plant Type                          |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |

Contract Maintenance: (No Charge)

| Straighten Heads       |          |  |  |          |  |          |  |  |          |          |          |  |  |          |  |  |
|------------------------|----------|--|--|----------|--|----------|--|--|----------|----------|----------|--|--|----------|--|--|
| Adjust Water Pattern   | <u>2</u> |  |  |          |  | <u>2</u> |  |  | <u>3</u> | <u>4</u> | <u>3</u> |  |  |          |  |  |
| Clogged Nozzle Screens | <u>1</u> |  |  | <u>1</u> |  |          |  |  |          |          |          |  |  | <u>1</u> |  |  |

Billable Repairs or Upgrades:

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

Additional Comments:

Pump #3 well was tripped, untripped starter inspection.  
Pump tripped again tested relay for pump, Relay starting to go Bad.  
Zone 6 has stuck solenoid, Zone 8, 15, 16 Never came on (bad solenoid).  
2 - Broken Rotors along Entrance side of St. Thomas. 1 Broken 6" SPRAY  
along Park of Lot.



Job Name : Glen St. John

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

Controller Name: Amenity center

Date: 9-20-22 Page: 2 of 2

| Start Time /End Time | Seasonal Adjust | Run Days       |
|----------------------|-----------------|----------------|
| A) <u>11pm/</u>      | <u>100</u> %    | <u>MTWTFSS</u> |
| B)                   | %               | MTWTFSS        |
| C)                   | %               | MTWTFSS        |
| D)                   | %               | MTWTFSS        |

|                         |        |
|-------------------------|--------|
| Zone Map                | YES/NO |
| Zone list to controller | YES/NO |

|                        |                     |
|------------------------|---------------------|
| Checked Weather Sensor | YES/NO              |
| Weather Sensor:        | Working/Not working |

|                         |                |                   |             |
|-------------------------|----------------|-------------------|-------------|
| Controller Make & Model |                |                   |             |
| Controller Status       | <u>Working</u> |                   |             |
| POC Info                | Potable Water  | Reclaim           | Well Water  |
| Pump Status & Type      | Pressurized    | <u>Pump Start</u> | Centrifugal |
|                         |                |                   | Lake Water  |
|                         |                |                   | Submersible |

INFORMATION:

|                                     |           |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------------------------|-----------|-----------|-----------|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Zone Number                         | <u>17</u> | <u>18</u> | <u>19</u> | <u>20</u> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Spray, Rotor, Drip, MPR, or Bubbler |           |           | <u>X</u>  | <u>X</u>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Run time (A/B)                      |           |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Run Time (C/D)                      |           |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change Time (A/B)                   |           |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change Time (C/D)                   |           |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zone Faults or Alarms               |           |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plant Type                          |           |           |           |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Contract Maintenance: (No Charge)

|                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Straighten Heads       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Adjust Water Pattern   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clogged Nozzle Screens |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Billable Repairs or Upgrades:

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

Additional Comments:

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## Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 9/16/2022

Area treated +/- 10 acres

Total gallons used- 1200

Product:

30-10-10 @ 8lbs per acre

Ferrous Sulfate

Bifen @ 8oz per acre

2,4-D @ 8oz per acre

Rometsol @ .6oz per acre

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

## Tab 4



# Glen St. Johns

## Field Operations Report

*Date of report: **October 19, 2022***

*Submitted by: **Steve Howell***

### **HURRICANE IAN:**

- We are happy to report that we had 100% success in the preparation for the storm and no damage resulting from the conditions we did have. The facility was back up and running on Saturday following the storms passing.

### **AMENITY ATHLETICS:**

- Flag Football registration begins November 1<sup>st</sup> and runs through December 15<sup>th</sup>. We will be posting flyers and putting up signs throughout the community within the next couple of weeks.

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

- Routine maintenance and janitorial throughout.
- We have obtained (2) separate proposals for both a finalized gate proposal, and a hardwired 4k camera proposal to be discussed later in the meeting.
- After the meeting I put in the work request to fix the drain along St. Thomas per engineer's report.
- We have obtained proposal numbers to clean the various spillways throughout the community as well as prices to clear the drain field specifically referred to in this year's engineering report.
- We have reported the dilapidated box to FPL on St. Thomas Island Pkwy
- Blinds – These are scheduled for installation in the next week or so.
- We continue to check playgrounds for safety and functionality.
- The County continues to effectively maintain Leo McGuire pkwy
- I have contacted the court vendor and hope to have pricing by meeting time for both multi-purpose as well as ½ court basketball court.
- I have attached the weekly landscape accountability reporting tool.
- We continue to ride the community monitoring signs, drains, road conditions, etc.
- Verdego continues to perform at the desired level. Any issues reported to us are immediately being shared with Verdego Management, and the issues are being handled swiftly.

- We have contacted the painter and are awaiting the schedule for the work to be completed
- Holiday lighting company has acknowledged approval. We have submitted a request for a deposit so the installation can be scheduled.
- Overall, the community is content and running smoothly

**POND AND LAKE MANAGEMENT:**

- Estate Management has really ramped up the service of late and is working toward compiling reporting into (1) email as opposed to (10). The reporting is more informative than requested.
- Overall, we are pleased with the condition of the water.
- The ponds look great right now.

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

- Continued diligence on a clean facility
- Continued oversight on landscaping, pond management, and irrigation

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



## **Tab 5**



9774 Florida Mining Blvd W,  
Ste 701  
Jacksonville, FL 32257

# Quotation

Voice: 904-354-7060

Quote # **RT-10133**

Fax: 904-355-5617

Quote Date 10/6/22

Florida Contractor's License # **ES12000923**

Customer Name & Address:

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

Project Location:

Glen St. Johns  
1430 St. Thomas Island Parkway  
St. Augustine, FL 32259

| Project  |                  | Terms   | Representative |
|----------|------------------|---|----------------|
|          |                  | 50% Down, Balance on Completion   | RKT            |
| Quantity | Item             | Description   |                |
| 1        | ORN-PED GAT...   | Ornamental Aluminum Pedestrian Gates - 4' Wide x 6' Tall  |                |
| 8        | ORN-FENCING      | Ornamental Aluminum Fencing   |                |
| 1        | MISC-RENTALS     | Miscellaneous Equipment Rental - Core Drill and Bit   |                |
| 3        | MISC-DRCTRL      | Miscellaneous Non-Stocked Pedestrian Door/Gate Control Component; Custom Fabricated Screening for Pedestrian Gate and Adjoining Fence Panels; Flattened Expanded Aluminum Sheets  |                |
| 1        | ADI-DE-V40WHD    | Detex Weatherized Rim Panic Exit Device with Hex Key Dogging - No Alarm - Fits 34" to 36" doors - Aluminum - Surface Strike   |                |
| 1        | ADI-HE-9600-630  | HES Electric Strike for Doors with RIM Panic Hardware   |                |
| 1        | MISC-SPLY        | Miscellaneous Install Supplies; Includes Conduit Fittings, Low Voltage Electrical Junction Boxes, Connectors, Sleeve Anchors, Custom Mounting Brackets, Flat Plate for Mounting Panic Hardware, Etc.  |                |
| 7        | INSTALL LABOR    | Installation Labor Hour; includes assembly, mounting, hook-up and testing of complete system and instruction in maintenance and operation   |                |
| 2        | INSTALL SUPE...  | Installation Labor Charge to Supervise & Monitor Job and Coordinate Subcontractor Work  |                |
| 2        | MOBILIZATION-... | Installation Mobilization Charge for Trip to Job Site in Baker, Clay, Nassau or St Johns County   |                |
| 1        | NOTE - ESTIMA... | This estimate is based on a preliminary inspection, therefore parts and labor charges are subject to change. Any deviation from the proposal involving extra cost will be performed only upon agreement by the customer.  |                |
| 1        | LOT PRICE        | Lot Price - Delivered & Installed - \$7,970.00<br>This quotation includes labor and materials to remove the existing pedestrian gate and two(2) fence panels and to deliver and install a new 6' tall pedestrian gate and two(2) 6' tall fence panels in front of the two(2) doors on each side of the breezeway. The existing card reader will be re-installed and the existing Knox vault will be relocated in front of the new gate/fence line. The magnetic gate lock will be replaced with an electric strike and panic hardware for exit. Screening will be installed on the pedestrian gate and each adjoining fence panel to keep people from reaching through the gate to activate the panic hardware for entry. Customer to provide all paver stone removal/replacement and any/all electrical/low voltage work. Instruction in system programming, operation and maintenance is included at the completion of the installation. Any manuals and/or keys will be delivered at the walk through at the completion of the installation. |                |

Submitted by:

**Total Price**

**\$7,970.00**

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:**

*This quotation include all applicable sales taxes and shipping charges.*

## **Tab 6**



**ESTATE MANAGEMENT SERVICES, Inc.**

305 Indigo Drive, Brunswick, GA 31525

888-307-6637 Toll Free

(912) 466-9800 Main Office

(912) 261-8882 Fax

October 10, 2022

Attn: Lesley Gallagher  
Rizzetta and Company  
Re: Glen St. Johns CDD  
lgallagher@rizzeta.com

Dear Lesley Gallagher,

This is revision for storm water work at Glen St. Johns dated 10/06/22. The RFP only has one area SWMF #2 for work to performed. The cost to complete this work will be \$1644.92. We would be able to complete this work before the end of 2022 in the cooler months. Upon your acceptance please sign below and return to our office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you  
John Crabb  
Estate Management Services, Inc



# Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Rd., Suite 200 Jacksonville, Florida 32256

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

## Memorandum

TO: Glen St. Johns CDD

FROM: Dunn & Associates, Inc.

Date: March 24, 2022

RE: Site Inspection on March 9, 2022

During our site inspection the following items needing attention were noted:

1. **SWMF #1** – Nothing to report
2. **SWMF #2** – The concrete weir trash bars need to be cleared of debris. The wetland to the east appears to be preventing the pond bleed down from drawing down the pond level. We recommend conducting a wetland blockage removal effort to locate and remove any obvious obstructions.





**Amenity Center**

11. Shell from recently installed walkway is washing into inlet. Remove shell from inlet.



**CDD Roads and Sidewalks**

12. St. Croix Island Drive - Sidewalk trip hazards from previous reports have been repaired.





15. **Reef Bay Court** – has been repaved since 2021 report.



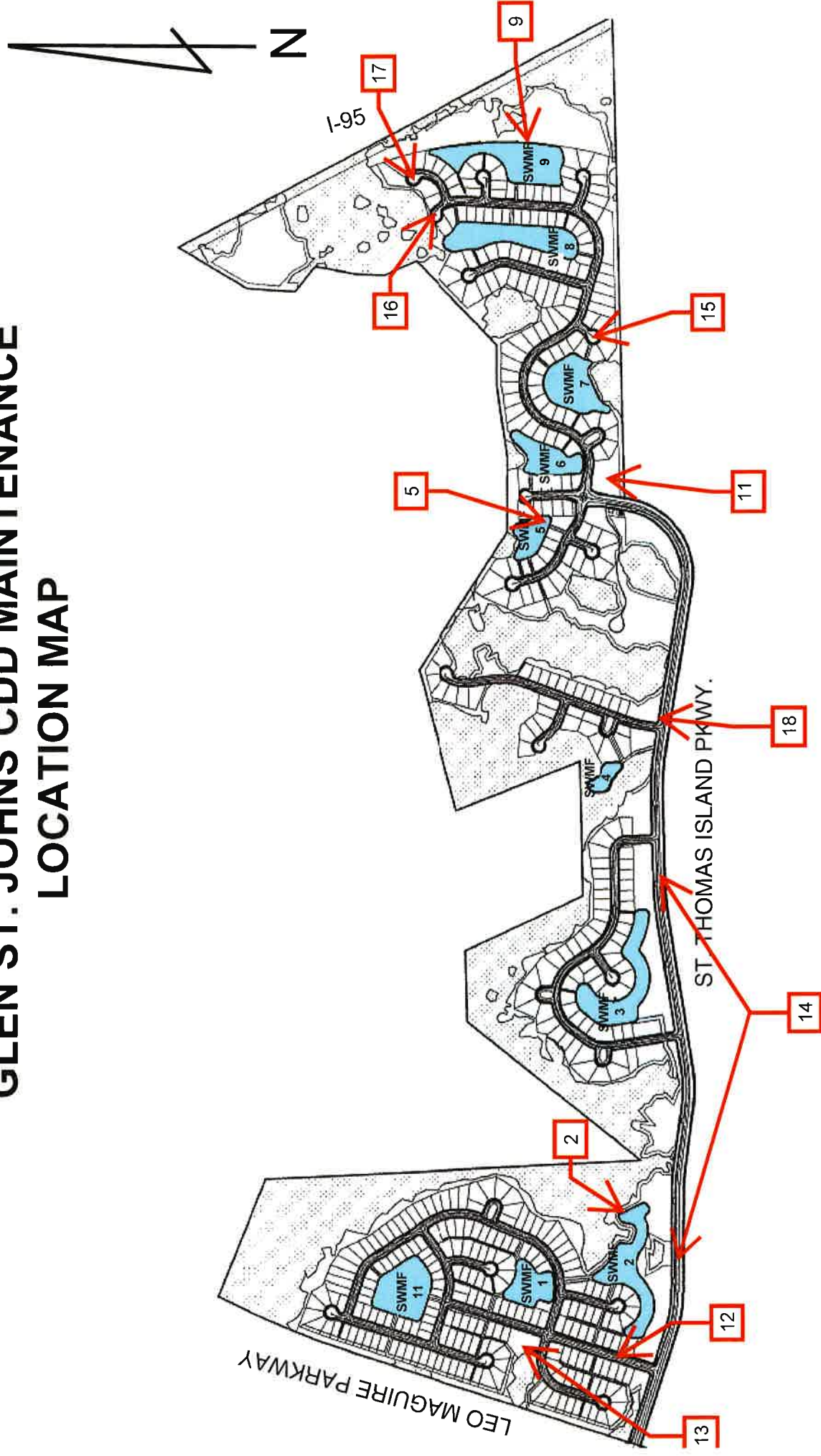
16. **Trellis Bay Drive (cul-de-sac)** – asphalt has been paved since 2021 report.



17. **Redhook Bay Drive (cul-de-sac)** – asphalt has been patched since 2021 report.



# GLEN ST. JOHNS CDD MAINTENANCE LOCATION MAP



NUMBERS ON MAP REFER TO ITEMS IN MEMORANDUM