



Rizzetta & Company

Glen St. Johns Community Development District

**Board of Supervisors' Meeting
March 15, 2023**

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

www.glenstjohnscdd.org

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

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

Board of Supervisors	Darren Romero	Chairman
	Mabel Perez	Vice Chairman
	Skip Thompson	Assistant Secretary
	Jamie Williams	Assistant Secretary
	Bliss Carley	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 Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

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 (239) 936-0913. 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

Board of Supervisors
Glen St. Johns Community
Development District

March 8, 2023

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 15, 2023 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 Resolution 2023-03; Redesignating Officers.....Tab 1
 - B. Consideration of the Minutes of the Board of Supervisors' Meeting held on December 7, 2022Tab 2
 - C. Ratification of the Operation and Maintenance Expenditures for October, November and December 2022 (under separate cover)
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Acceptance of Annual Engineer's Report (under separate cover)
 - C. Landscape ReportTab 3
 - D. Amenity Manager ReportTab 4
 1. Pond Report
 - E. District Manager
5. **BUSINESS ITEMS**
 - A. Consideration of VerdeGo Proposal for Amenity Enhancement.....Tab 5
 - B. Consideration of Proposal(s) for SignageTab 6
 - C. Consideration of LLS Tax Solutions Proposal for Arbitrage ServicesTab 7
 - D. Consideration of Proposal(s) for Courts.....Tab 8
 - E. Consideration of Vesta Proposal for Seasonal Facility Attendants.....Tab 9
 - F. Consideration of Proposal(s) for Pool Repairs & Preventative Maintenance Services.....Tab 10
 - G. Ratification of Paver Proposal for Gate Relocation.....Tab 11
 - H. Ratification of Sundancer Proposal for Gym Wall Covering.....Tab 12
 - I. Discussion of Proposed Budget for Fiscal Year 2023/2024
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

RESOLUTION 2023-03

A RESOLUTION OF THE GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE GLEN ST JOHNS COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors of the Glen St Johns Community Development District desires to elect the below recited persons to the offices specified.

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

1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Secretary	_____
Treasurer	_____
Assistant Treasurer	_____

PASSED AND ADOPTED this 15th day of March 2023.

ATTEST:

**GLEN ST JOHNS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Tab 2

MINUTES OF MEETING

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

**GLEN ST. JOHNS
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Glen St. Johns Community Development District was held on **December 7, 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
Skip Thompson	Board Supervisor, Assistant Secretary
Jamie Williams	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Michelle Rigoni	District Counsel, Kutak Rock LLP
	(via speakerphone)
Steve Howell	Field Operations Manager, Vesta
Scott Settlemyres	Sr Account Manager, VerdeGo Landscaping

Audience	No Audience Present
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FIRST ORDER OF BUSINESS**Call to Order**

Ms. Gallagher called the meeting to order at 10:15 a.m. and read roll call.

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

No audience present.

THIRD ORDER OF BUSINESS**Administration of Oath of Office
– Darren Romero**

Ms. Gallagher gave Mr. Romero his oath prior to the onset of the meeting.

FOURTH ORDER OF BUSINESS**Consideration of the Minutes of
the Board of Supervisors'
Meeting held October 19, 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 October 19, 2022, for Glen St. Johns Community Development District.

FIFTH ORDER OF BUSINESS**Ratification of the Operation
and Maintenance Expenditures
for September 2022**

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board ratified the Operations and Maintenance Expenditures for September 2022 in the amount of \$10,397.26, for Glen St. Johns Community Development District.

SIXTH ORDER OF BUSINESS**Staff Reports**

- A. District Counsel
Ms. Rigoni was available to answer questions.
- B. District Engineer
Not requested to attend.
- C. Landscape Report
Mr. Settlemires reviewed his report found under tab 4 of the agenda. The Board requested that he bring back a proposal previously created for the amenity center for consideration at the February meeting.
- D. Amenity Managers Report
Mr. Howell reviewed his report found under tab 5 of the agenda and that he has reached out to multiple companies to have the gate moved and is currently waiting on a proposal to forward to Mr. Williams with the Sunbelt proposal previously presented as the Board authorized Mr. Williams to approve the final proposal at a cost not to exceed \$7,970.00.

Ms. Perez joined the meeting in progress.

Mr. Howell also updated the Board regarding an issue with the access system not communicating from the facility back to the administrators. He noted that the gym door access had been reported to not be functioning correctly prior to Thanksgiving and that repair had been made but subsequently an AT&T outage had occurred and most recently it was discovered that the phone board system needed to be repaired or possibly replaced.

On a motion by Mr. Romero, seconded by Mr. Thompson with all in favor, the Board approved a not to exceed amount of \$2,140.00 for Sunbelt to repair or replace the phone board system, for Glen St. Johns Community Development District.

Mr. Howell also updated the Board that the exterior painting was scheduled for December 16th and 17th. The Board directed that the facility be closed during this time.

1. Pond Report

Ms. Gallagher noted that Estate forwarded over one complete report rather than multiple individual reports this month and thanked Mr. Howell for his assistance communicating this request to the vendor.

2. Discussion Regarding Unauthorized Amenity Event

The Board reviewed the flyer attached as Exhibit A, which had been posted on a social media page and forwarded to the District Manager. Mr. Howell updated the Board that he had spoken with Valerie Hardman who was the organizer of the event and updated her that his would be reviewed at the meeting today and provided her with the meeting time and location. Discussion ensued regarding the policies not allowing commercial events or private amenity rentals and proposed changes discussed to these policies that prohibited marketing. It was also noted that the event was directed to "VIP Friends and Family" and included the name of the Real Estate company and business email address for Ms. Hardman. It was noted that additional information had been shared that patrons would have to "register" at the event to participate. Ms. Hardman was not in attendance to clarify. The Board reviewed that community events in the past had been put on by the HOA social committees with approval from the CDD for use of the facility and that they obtained the appropriate insurance from vendors participating. At this time given the interpretation of this event as a marketing tool for Realtor eXp Realty and that the facility would be closed on the proposed date due to painting, the event request was denied. It was requested that future community events be coordinated between the HOA social committees and the CDD.

E. District Manager

Ms. Gallagher noted the next regular meeting is scheduled for February 15th. She also noted that the District debit card per Vesta agreement was in the name of Steve Howell. Given Mr. Howell's announcement at the last meeting that he had accepted a position with Sunbelt, Ms. Gallagher requested that the debit card issued to Mr. Howell be cancelled as of his transition date of 1/1/23 and a new card be issued to Jerry Demarco who

132 is the new Amenity/Operations Manager. The Board had no objections.

133
134 Ms. Gallagher also requested direction on pressure washing and mulch
135 installation for spring. Discussion ensued. Mr. Howell noted that he had
136 reviewed the areas pressure washed last year during a recent inspection
137 and that he felt only the amenity facilities and playground would require
138 pressure washing, which also falls under their new agreement. Mr. Howell
139 noted that staff would continue to monitor sidewalks and update the Board
140 of any changes. He also provided the cost for mulching the areas shown
141 on the red and blue map (exhibit B) as \$12,960.00. The Board approved
142 this expense and requested that the installation occur after the native
143 grass cut backs and be coordinated with VerdeGo.
144

145
146 On a motion by Mr. Romero, seconded by Mr. Williams, with all in favor, the Board
147 approved the proposal for mulch in the amount of \$12,960.00, for Glen St. Johns
148 Community Development District.
149

145
146 **SEVENTH ORDER OF BUSINESS**

147 **Consideration of Resolution**
148 **2023-01; Amending Records**
149 **Retention Policy**

150 Ms. Rigoni reviewed Resolution 2023-01; Amending Records Retention Policy to
151 allow for removal of transitory messages and for electronic records updates.
152

153
154 On a motion by Ms. Perez, seconded by Mr. Thompson, with all in favor, the Board
155 adopted Resolution 2023-01; Amending Records Retention Policy, for Glen St. Johns
156 Community Development District.
157

153
154 **EIGHTH ORDER OF BUSINESS**

155 **Consideration of Resolution**
156 **2023-02; Declaring Vacant Seat**

157 Ms. Gallagher reviewed that there were 3 seats that were general election seats.
158 3 seats – 1, 4 and 5. Mr. Romero qualified for seat 5 unopposed. Seats 1 and 4
159 declared vacant for the Board to make appointment. Both Mr. Williams and Ms.
160 Perez expressed interest in remaining in their seats.
161

162
163 On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board
164 reappointed Jamie Williams and Mabel Perez to their seats, for Glen St. Johns
165 Community Development District.

162 The Board then amended the motion to include the adoption of Resolution 2023-
163 02; Declaring Vacant Seats and reappointing Mr. Williams and Ms. Perez to their
164 seats.
165

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board adopted Resolution 2023-02; Declaring Vacant Seats, and reappointing Jamie Williams and Mabel Perez to their seats, for Glen St. Johns Community Development District.

Oaths were given to Mr. Williams and Ms. Perez.

NINTH ORDER OF BUSINESS

Consideration of Renewal Proposal from VerdeGo

Ms. Gallagher updated the Board that her office received an updated copy of the VerdeGo proposal that reflects the current number of site visits (Exhibit C).

On a motion by Ms. Perez, seconded by Mr. Thompson, with all in favor, the Board approved the VerdeGo Proposal for Landscape Maintenance, for Glen St. Johns Community Development District.

It was also requested that Ms. Gallagher confirm prior to the next renewal if the Board would like to receive multiple proposals for consideration.

TENTH ORDER OF BUSINESS

Consideration of Proposal for Annual Engineer's Report

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved the Proposal for the Annual Engineer's Report in the amount of \$3,000.00, for Glen St. Johns Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of Court Proposals (under separate cover)

Mr. Howell noted that at the last meeting the proposal reviewed was for ½ tennis court in the amount of \$46,200.00 and for a full tennis court in the amount of \$110,000.00 and he was requested to obtain additional proposals for the ½ court option. He has contacted multiple vendors, but has not received any additional formal proposals back. Discussion ensued regarding special projects not being budgeted for fiscal year 2022/2023 and if this would be a project considered for the following fiscal year and that budget. Additional capital projects were then discussed including the pool remarcite, which Mr. Howell noted would be a fiscal year 2024/2025 expense. The Board request that Mr. Howell continue to pursue the additional proposals for the February meeting. They also requested proposals for preventative maintenance of the pool motor for the February meeting.

TWELFTH ORDER OF BUSINESS

Supervisors Request and Audience Comments

Mr. Thompson asked for an update on the infant swing for the St. Croix park.

Mr. Romero noted that the holiday decorations were installed earlier this year. He also asked if the access concerns to the lake on St. Thomas had been resolved. Mr. Howell confirmed it had.

Mr. Williams noted that the area near the weights in the gym requires repainting and some form of protective covering on the wall, suggesting the bottom portion of the wall near the weights only be wrapped.

Ms. Perez commented on the areas that the VerdeGo trucks are parked along St. Thomas.

No audience present.

THIRTEENTH 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 11:53 a.m. for Glen St. Johns Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman



GLEN ST JOHNS COMMUNITY CHRISTMAS PARTY

What: Christmas Celebration for our
VIP Friends & Family

When: Saturday, December 17th

Time: 11am - 1pm

Where: Glen St Johns Amenity Center 1430
St Thomas Is Pkwy. St. Augustine,
FL 32092

-  Selfies with Santa
-  **FREE** Popsicles
-  Cookie Decorating for Kids



Compliments of
VALERIE HARDMAN
Realtor eXp Realty

904-386-8074
Val@JoshRogersTeam.com

EXHIBIT B



First Coast Mulch
4672 Race Track Rd
St Johns, FL 32259
(904)254-5366
bobbyk@firstcoastmulch.com

Estimate

ADDRESS
Glen St Johns C.D.D 1430 St Thomas Pkwy St Augustine Fl 32092

SHIP TO
Glen St Johns C.D.D 1430 St Thomas Pkwy St Augustine Fl 32092

ESTIMATE #	DATE	
3398	11/01/2022	

ACTIVITY	QTY	RATE	AMOUNT
Mulch Installation:Mini Pine Bark Installation of Mini Pine Bark as ordered and Measured by Customer, as per attached Map. (175ft max hose Pull,) Spring Install We will invoice for actual actual amount Used, Up to 240 yards	240	45.00	10,800.00
Mulch Installation:Mini Pine Bark Installation of Mini Pine Bark as directed at New are Map 3 at refresh rate We will invoice for actual actual amount Used, Up to 48 yards	48	45.00	2,160.00

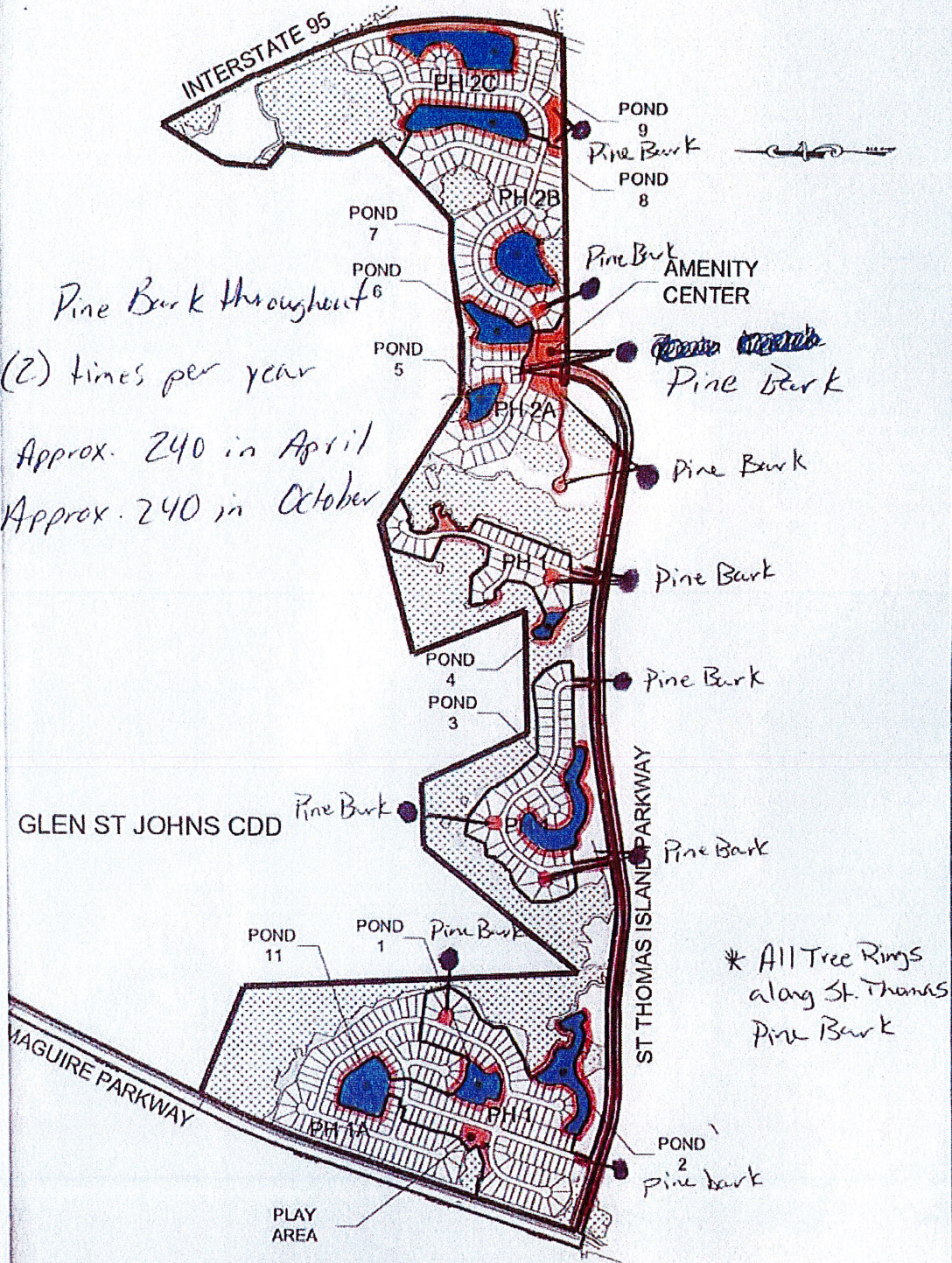
Thank you for the opportunity to bid your
project. We look forward to working with you
soon! Please note that there is 3% surcharge
for all credit card payments.

TOTAL

\$12,960.00

Accepted By

Accepted Date



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS
 1500 Ellis Trail, Suite 102 Jacksonville, Florida 32256
 Phone: (904) 363-8916 Fax: (904) 363-8917

SITE PLAN

Project Name : GLEN ST JOHNS

Project No : 0809-230-4

Drawn By : MR

Checked By : VJD

Date : 4-27-17

Site Location : East side of Leo
 Maguire Parkway approximately 2.5
 miles south of CR210

Scale : N/A

BM: 50
 AM: 24

EXHIBIT C



Landscape Maintenance Proposal

Property Name: Glen St. Johns CDD

Company Name: Rizzetta

Contact Name: Rizzetta CDD Invoices

E-mail: CDDinvoices@rizzetta.com

Property Address: 1430 St Thomas Island Pkwy

St. Augustine, FL 32092

<u>Services</u>	<u>Frequency</u>	<u>Amount</u>
Full Service Maintenance: Mowing Services	41-45	\$70,062.40
Full Service Maintenance: Detail Services	12	\$14,665.08
Irrigation Management	12	\$4,910.52
Chemical/Fertilization Program - Turf	6	\$13,806.64
Shrub, Tree, and Palm Fertilization Program	3 & 4	\$5,179.86
Annual Flowers Rotation: Qty 360 per rotation	4	\$2,352.60

MONTHLY INVESTMENT **\$9,248.09**

ANNUAL INVESTMENT **\$110,977.10**

Contract Period **March 1, 2023** **to** **February 28, 2024**

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
2/27/23	Glen St John	Scott Settlemyres	February

SERVICES SUMMARY

COMPLETED IN {{MAIN.SERVICEMONTH}}

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

ANTICIPATED FOR NEXT MONTH

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

COMMENTS

TURF

Turf is coming out of dormancy, healthy and green.

TREES & SHRUBS

Tree and Shrub health is above average for the time of year

PLANT BEDS

Plant beds continue to remain weed free with the new application of mulch throughout.

OTHER



Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 1/6/23

Area treated +/- 10 acres.

Total Gallons used: 1200.

Product:

Prodiamine @ 1lb per acre

Atrazine @64oz per acre

2,4-D @ 10 oz per acre

MSM @ .4 oz per acre

Target for this application was to Prevent and eliminate broadleaf weeds. Pre/post emergent herbicide was applied to eliminate broadleaf weeds and prevent winter annual weeds. Expect to see results within two to three weeks. Application must be watered in within 48 hours.



Job Name: Glen St John
Job Number: _____
Controller Name: _____ #1
Date: 2-6-23 Page #: 1 of 1

Yellow
Flags

Program A
Program B
Program C
Program D

Start Times:	Seasonal Adjust:	Run Days:
	%	M T W T F S S
<u>11pm</u>	<u>100</u>	<u>M T W T F S S</u>
	%	M T W T F S S
	%	M T W T F S S
	%	M T W T F S S

Checked Weather Sensor:
YES NO
Weather Sensor: <u>Water mini</u>
<u>Working</u> Not Working

Controller Make & Model:

Controller Status:

POC Info:

Pump Status & Type:

<u>Rain Bird ESP-Me</u>			
WORKING	NOT WORKING		
Potable Water	Reclaim Water	Well Water	Lake Water
PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Zone Map:
Yes No
Present in Contr.
Yes No

Information:

Zone Number	1	2	3	4	5	6	7	8	9	10								
Spray, Rotor, MP, Drip, or Bubblers				<u>R</u>				<u>S</u>	<u>R</u>	<u>R</u>								
Run Time [Program: <u>A/B</u>]	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>35</u>	<u>35</u>	<u>40</u>	<u>40</u>								
Run Time [Program: <u>B</u>]				<u>25</u>				<u>25</u>	<u>25</u>	<u>25</u>								
Battery Pack/Doubler/Add-a-Zone								<u>10</u>										
Zone Faults or Alarms																		

Contract/Maintenance [No Charge]:

Maintenance Repairs																		
Clogged Nozzles																		
Head Straightened/Adjusted																		

Billable Repairs or Upgrades:

Head Broken - 6" spray								<u>2</u>										
Head Broken - 12" spray																		
Head Broken - 6" rotor										<u>1</u>								
Head Broken - 12" rotor																		
Broken Riser																		
Upgrade 4" to 6" Pop Up																		
Upgrade 6" to 12" Pop Up																		
Nozzle - <u>MP</u>								<u>2</u>										
Nozzle - MP rotator																		
Severe Line Clog																		
Lateral Line Break																		
Relocation																		
Head Raised or Lowered-Turf																		
Head Raised or Lowered-Shrub																		
Damaged Valve Box																		
Valve - Inoperative/Sticking																		
Additional Labor/Troubleshoot																		
Other-See Comments																		

Additional Comments:

Technician Name: Christian

Signature

Did you contact the Account Manager? YES / NO

What time? _____

Did you leave a VOICEMAIL / TEXT / EMAIL? YES / NO



Job Name: Glen St John
 Job Number: _____
 Controller Name: _____ #2
 Date: 2-6-23 Page #: 1 of 2

Yellow
Flags

	Start Times:	Seasonal Adjust:	Run Days:
Program A	9:30pm	100 %	M T W T F S S
Program B	7am	100 %	M T W T F S S
Program C		%	M T W T F S S
Program D		%	M T W T F S S

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

Controller Make & Model: Rain Bird
 Controller Status: WORKING
 POC Info: Potable Water Reclaim Water Well Water Lake Water
 Pump Status & Type: PRESSURIZED PUMP START CENTRIFUGAL SUBMERSIBLE

Zone Map:	
Yes	No
Present in Contr.	
Yes	No

Information:

Zone Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Spray, Rotor, MP, Drip, or Bubbler	S	R+M	R+M	S	R	R	R	R	R	R+M	R	R	R+M	S	R+M	S
Run-Time [Program: <u>A/B</u>]	20	15	20	20	20	20	20	20	40	40/10	40	10	10/10	16	10/10	10
Run Time [Program: <u>A</u>]	10		30	10	30		30	30	30	30	30	30	30		30	15
Battery Pack/Doubler/Add-a-Zone																
Zone Faults or Alarms																

Contract/Maintenance [No Charge]:

Maintenance Repairs																
Clogged Nozzles																
Head Straightened/Adjusted	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Billable Repairs or Upgrades:

Head Broken - 6" spray																2
Head Broken - 12" spray													1			
Head Broken - 6" rotor																
Head Broken - 12" rotor																
Broken Riser																
Upgrade 4" to 6" Pop Up																
Upgrade 6" to 12" Pop Up																
Nozzle - 7/8																2
Nozzle - MP rotator													1			
Severe Line Clog																
Lateral Line Break		4		2					X							
Relocation																
Head Raised or Lowered-Turf																
Head Raised or Lowered-Shrub																
Damaged Valve Box																
Valve - Inoperative/Sticking																
Additional Labor/Troubleshoot																
Other-See Comments									X	X					X	

Additional Comments: Zone 8 - Valve needs addressed due to getting stuck on after running
Zone 9 - Major Break possible under sidewalk
Zone 15 - Hole still needs dirt after repair in Jan.

Technician Name: Christian Signature: _____

Did you contact the Account Manager? YES / NO

What time? _____

Did you leave a VOICEMAIL / TEXT / EMAIL? YES / NO



Job Name: Glen St John
Job Number: _____
Controller Name: _____ #2
Date: 2-6-23 Page #: 2 of 2

	Start Times:	Seasonal Adjust:	Run Days:
Program A		%	M T W T F S S
Program B		%	M T W T F S S
Program C		%	M T W T F S S
Program D		%	M T W T F S S

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

Controller Make & Model:

Controller Status:

POC Info:

Pump Status & Type:

WORKING		NOT WORKING	
Potable Water	Reclaim Water	Well Water	Lake Water
PRESSURIZED	PUMP START	CENTRIFUGAL	SUBMERSIBLE

Zone Map:

Yes No

Present in Contr.

Yes No

Information:

Zone Number	✓ 17	✓ 18																		
Spray, Rotor, MP, Drip, or Bubbler	R	S																		
Run Time [Program: A]	30	15																		
Run Time [Program:]																				
Battery Pack/Doubler/Add-a-Zone																				
Zone Faults or Alarms																				

Contract/Maintenance [No Charge]:

Maintenance Repairs																				
Clogged Nozzles																				
Head Straightened/Adjusted																				

Billable Repairs or Upgrades:

Head Broken - 6" spray																				
Head Broken - 12" spray																				
Head Broken - 6" rotor																				
Head Broken - 12" rotor																				
Broken Riser																				
Upgrade 4" to 6" Pop Up																				
Upgrade 6" to 12" Pop Up																				
Nozzle - MPR																				
Nozzle - MP rotator																				
Severe Line Clog																				
Lateral Line Break																				
Relocation																				
Head Raised or Lowered-Turf																				
Head Raised or Lowered-Shrub																				
Damaged Valve Box																				
Valve - Inoperative/Sticking																				
Additional Labor/Troubleshoot																				
Other-See Comments																				

Additional Comments:

Technician Name:

Signature

Did you contact the Account Manager? YES / NO

What time? _____

Did you leave a VOICEMAIL / TEXT / EMAIL? YES / NO



Job Name: Glen St John
Job Number: _____
Controller Name: _____
Date: 2-6-23 Page #: 1 of 1 #3

Yellow
Flags

Program A	Start Times:	Seasonal Adjust:	Run Days:
Program B	9:45pm	50 %	M T W T F S S
Program C		%	M T W T F S S
Program D		%	M T W T F S S

Checked Weather Sensor:
YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>
Weather Sensor: <u>None</u>
Working <input checked="" type="checkbox"/> Not Working <input checked="" type="checkbox"/>

Controller Make & Model:	<u>Rain Bird ESP-Mc</u>
Controller Status:	<u>WORKING</u>
POC Info:	Potable Water <u>Reclaim Water</u>
Pump Status & Type:	<u>PRESSURIZED</u> <u>PUMP START</u> <u>CENTRIFUGAL</u> <u>SUBMERSIBLE</u>

Zone Map:
Yes <input type="checkbox"/> No <input type="checkbox"/>
Present in Contr.
Yes <input type="checkbox"/> No <input type="checkbox"/>

Information:

Zone Number	1	2	3	4	5	6
Spray, Rotor, MP, Drip, or Bubbler	<u>R+B</u>	<u>R+B</u>	<u>R+B</u>	<u>R</u>	<u>R+B</u>	<u>R+B</u>
Run Time [Program: <u>A</u>]	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>	<u>40</u>
Run Time [Program: <u>1</u>]						
Battery Pack/Doubler/Add-a-Zone						
Zone Faults or Alarms						

Contract/Maintenance [No Charge]:

Maintenance Repairs																				
Clogged Nozzles																				
Head Straightened/Adjusted																				

Billable Repairs or Upgrades:

Head Broken - 6" spray																				
Head Broken - 12" spray																				
Head Broken - 6" rotor																				
Head Broken - 12" rotor																				
Broken Riser																				
Upgrade 4" to 6" Pop Up																				
Upgrade 6" to 12" Pop Up																				
Nozzle - MPR																				
Nozzle - MP rotator																				
Severe Line Clog																				
Lateral Line Break																				
Relocation																				
Head Raised or Lowered-Turf																				
Head Raised or Lowered-Shrub																				
Damaged Valve Box																				
Valve - Inoperative/Sticking																				
Additional Labor/Troubleshoot																				
Other-See Comments																				

Additional Comments: Added Sunday, Set Seasonal Adjust to 50%, Clock needs Sensor

No Issues Found

Technician Name: Christian

Signature _____

Did you contact the Account Manager? YES / NO

What time? _____

Did you leave a VOICEMAIL / TEXT / EMAIL? YES / NO

Tab 4

Glen St. Johns

Field Operations Report

Date of report: March 7th, 2023

Submitted by: Dan Fagen

COMPLETED ITEMS

- Routine maintenance and janitorial services throughout
- Painting project has been completed.
- Marcite patches have been completed. Patches will suffice to get us through the season.
- Verdego continues to perform at the desired level. Concerns are addressed swiftly.
- Irrigation break under sidewalk on St. Thomas Island has been repaired.
- Obtained 3 proposals for Basketball Courts

PENDING ITEMS

- Gym wall repair and recovering is scheduled for completion by months end.
- Pool coping has been repaired. Full proposal forthcoming.
- Proposals for full Marcite replacement have been requested. Work should be completed this fall/winter.
- Relocation and replacement of the entry gate has been scheduled.
- Signage has been freshened up in the gym. Permanent signage should be considered. Expense would not exceed \$150
- After ongoing issues with connectivity with the access card system AT&T has replaced the wi-fi router. Problems with connectivity to Door King system (access control) have become an issue. Working with Sunbelt Systems and AT&T to resolve.
- After reporting potential safety concerns FPL has been on property to assess the transformer box on St. Thomas Island Pkwy. Awaiting action.
- All ponds are currently in good condition. See attached report.
- Fire suppression system is scheduled for an inspection at the end of April
- Facility Attendants will be scheduled for beginning May 26th

REQUIRES BOARD DIRECTION

- Replacement of three dog stations is recommended. Cost should not exceed \$1.000
- We continue to have a resident periodically bathe in the restrooms. The resident has been notified. We will keep the board apprised. If the behavior doesn't cease a suspension of privileges should be considered.



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.: Kmailhot@rizzetta.com

Contact Person:

Customer Type:

Account Type: Monthly

Date: 03/06/2023

Fieldworker: Jeremy Brakenwagen

Job #: 64038

Type: Monthly Maintenance

Status: Finished

Actual Job Date & Time	Site Address
06-Mar-2023 11:57 AM	1430 Saint Thomas Island Parkway, St Augustine, Florida, 32092

Pre-work Details

Land Rig: _____ **Weather Conditions:** Clear

Boat: Yes **Water Conditions:** Good

Backpack: _____

Post-work Details

Trash Removed: _____ **Treatment:** Tribune, Polaris, kammo

Area Treated: 3 ponds **Other Comments:**

Weed and/or Algae Types: Torpedo grass, submersed grass/weed

Description

Polaris Ounce
Tribune Gallon
Polaris Gallon
Kammo Ounce

Description: boat ponds only (3)

Completed Notes:

Notes:

Tab 5



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: February 27, 2023

Phone: St. Augustine

Opportunity#: 8523

Job Summary:

Proposal to enhance interior of pool/amenity center to obtain a more colorful palate with consistency throughout to eliminate the one off and mix of random plants. Also included, front entry right side demo and install to match front left side of amenity entrance.

Proposal includes the removal of all mulch and drip irrigation inside the amenity center only. New pop-up spray irrigation will be installed to assure proper coverage and watering needed for new installation of plant material.

Brown mulch will be installed to complete the look.

Landscape Enhancement

Quantity	Description	Unit	Unit Price	Ext Price
60.00	Labor and Prep	Hr	\$45.00	\$2,700.00
126.00	Arboricola, 'Trinette' - (e)	3g	\$19.00	\$2,394.00
108.00	Walters Viburnum - (e)	3g	\$19.00	\$2,052.00
200.00	Blue Daze 'Blue My Mind' - (e)	1g	\$12.00	\$2,400.00
80.00	Coral Drift Rose	3g	\$35.00	\$2,800.00
50.00	Ligustrum 'Jack Frost' - (e)	3g	\$19.00	\$950.00
20.00	Brown Mulch - Installed	CY	\$65.00	\$1,300.00
24.00	Irrigation Labor	Hr	\$65.00	\$1,560.00
1.00	Irrigation Parts	LS	\$2,200.00	\$2,200.00
1.00	Disposal Fee	Ea	\$250.00	\$250.00
Landscape Enhancement Total				\$18,606.00



PROPOSAL

Proposal Total: \$18,606.00

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

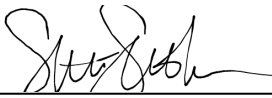
Payment due 30 days after receipt of invoice.

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

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

ACCEPTANCE OF PROPOSAL

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

By 
Scott Settlemyres

Date 2/27/2023
VerdeGo

By _____

Date _____
Rizzetta

Tab 6



SUNDANCER SIGN GRAPHICS
11259 Business Park Blvd, Suite 3
Jacksonville, FL 32256
904-287-4949
kevin@sundsg.com

ADDRESS

Glen St Johns CDD
2806 N. Fifth Street
Suite 4023
St Augustine, FL 32084

SHIP TO

Glen St Johns CDD
76 Little Harbor Way
St Augustine, FL 32092

Estimate 1439

DATE 02/22/2023

ACTIVITY	QTY	RATE	AMOUNT
REPLACE PLAY GROUND SIGN FACE - POST ARE STILL GOOD SHAPE			
Specialty Sign REPLACE EXISTING PLAYGROUND SIGN FACE WITH NEW FACE, SHAPE AND COLORS TO MATCH CURRENT. FACE WILL BE MADE USING 1" PVC, PAINTED BACK AND WIDE FORMAT PRINT ON THE FRONT FACE.	1	575.00	575.00T
Install - Sign Installation of Street Sign per specs	1	100.00	100.00
SUBTOTAL			675.00
TAX			0.00
TOTAL			\$675.00

Accepted By

Accepted Date

Tab 7



LLS Tax Solutions Inc.
2172 W. Nine Mile Rd.
#352
Pensacola, FL 32534
Telephone: 850-754-0311
Email: liscott@llstax.com

December 8, 2022

Glen St. Johns Community Development District
c/o Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

Thank you for choosing LLS Tax Solutions Inc. ("LLS Tax") to provide arbitrage services to Glen St. Johns Community Development District ("Client") for the following bond issue. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- \$9,080,000 Glen St. Johns Community Development District (St. Johns County, Florida) Special Assessment Bonds, Series 2006

SCOPE OF SERVICES

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service ("IRS") forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

TAX POSITIONS AND REPORTABLE TRANSACTIONS

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that

the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

PROFESSIONAL FEES AND EXPENSES

Our professional fees for the services listed above for the three annual bond years ending November 30, 2023, November 30, 2024, and November 30, 2025, is \$1,500, which is \$500 each year. We will bill you upon completion of our services. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

The Client (District) has the option to terminate this Agreement within ninety days of providing notice to LLS Tax Solutions Inc. of its intent.

ACCEPTANCE

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:
Glen St. Johns Community Development District

By: Linda L. Scott
Linda L. Scott, CPA

By: _____
Print Name _____
Title _____
Date: _____

Tab 8



124 Cabana View Way
Sanford, FL 32771
Phone: (407) 443-9691
Email: jamie@becksportsconstruction.com

PROPOSAL

Vesta Property Services
245 Riverside Ave., Ste 300
Jacksonville, FL 32202

DATE: 12/7/22
PROJECT: Glen St. Johns

Our price for the construction of **one (1) ½** basketball court is **Forty Seven Thousand Four Hundred Seventy Two and 00/100 Dollars (\$47,472.00)**. Payment to be due upon completion of the work. Price is subject to change after 15 days.

SCOPE OF WORK:

- 1) Paved area to be **52' x 49'**. Provide and install a **6"** thickness of compacted base material followed by a **1 ½"** thickness of compacted Type 9.5 virgin asphalt. **NOTE: Paved area to have a 1% slope all in one plane.**
- 2) Provide and install **one (1)** Bison PR52 basketball units with **4 ½"** gooseneck pole, aluminum fan-shaped backboard, rim, and net.
- 3) Repair birdbaths with court patch binder. Birdbaths are considered to be areas holding water greater than the thickness of a nickel after one hour of drying time. **NOTE: Grass or landscaping along the edge must be lower than the asphalt to ensure water can drain from the surface.**
- 4) After proper cure time for patch materials, we will machine sand the surface of the courts to remove ridges on patches and prepare for surfacing.
- 5) Apply **two (2)** coats of Acrylic Resurfacer over the entire surface of the court.
- 6) Apply **two (2)** coats of Acrylic Color over the entire surface of the court.
- 7) Lay out and stripe court per high school regulations using white-textured line paint.

COURT COLOR SELECTIONS:

IN-BOUNDS: _____

OUT-OF-BOUNDS: _____

APPROVED BY: _____ DATE: _____

Signature

Title

Jamie Beck

Jamie Beck (Owner/Sales Professional)

WORK TO BE COMPLETED BY OTHERS

- 1) Clear site of all trees.
- 2) Provide all permits, or the cost of, necessary for the construction of the courts.
- 3) Provide power and water as needed.

CONDITIONS OF SALE

- 1) This signed Proposal is considered a contract between Customer and Contractor and shall be governed in all respects by the laws of the State of Florida. All parties hereby agree that the sole venue for any civil action shall be in Seminole County, Florida (or the judicial circuit in and for Seminole County) or, if in federal court, in the United States District Court for the Middle District in Florida, Orlando Division. The parties hereby expressly waive trial by jury in any forum or venue.
- 2) This Proposal may only be modified in writing and if signed by both parties.
- 3) No representations, understanding, promises, options, or warranties, oral or written, expressed or implied, have been made by any manufacturer or Contractor unless the same appears in the terms of this Proposal.
- 4) Nothing appearing herein shall be held to be a waiver of any right that Contractor shall have under Florida Statute §713 regarding lien.
- 5) If Customer shall fail to timely pay amounts due hereunder, Customer shall be liable for attorney's fees and all costs of collection, including litigation and appeals.
- 6) Customer acknowledges that the courts must have a minimum 1% consistent slope to allow proper draining after patching.
- 7) Work can only be completed under acceptable weather conditions and project end date hereunder is contingent upon acceptable weather conditions. Alongside, customer is required to turn off all sprinkler systems that may cause water to fall upon the courts from the start of the work until a minimum of one day after the completion.
- 8) Contractor guarantees all work against defects in workmanship or materials for a period of **two (2) years** from the date of completion. This excludes normal wear and tear, abuse, neglect, and any other condition beyond the Contractor's control; such as sub-base settling or failure, structural cracks, hydrostatic or water vapor pressure, weed/grass/root/mushroom intrusion, rust stains, foreign materials in asphalt, etc. Proper tennis shoes must be worn on the courts. Street shoes or dark soled shoes, skateboards, roller blades, etc. will scuff and damage the surface.



Bliss Products and Services, Inc
6831 S. Sweetwater Rd.
Lithia Springs, GA 30122
(800) 248-2547
(770) 920-1915 Fax

Quote # **64741**

Sales Rep: DeWitt Gibbs
dewitt@blissproducts.com
O: (800) 248-2547
F: (866) 920-1915
C: (904) 219-7760

Vesta Property Services

Date
11/30/2022

Project Glen St. John CDD

Bill To

Vesta Property Services
145 South Durbin Parkway
St Johns, Florida 32259
T: (904) 535-0971

Ship To

Vesta Property Services
Glen St. John/Jax Terminal
Jacksonville, Florida 32254

Contact

Steve Howell
Field Operations Manager
Phone: (904) 230-2011

Approximate Ship Date

Ship Via
BEST WAY

Terms
Net 30

Vendor	Part #	Description	Qty	Unit Price	Extended Price
INS		Excludes Permitting & Fee's & Security	0	\$0.00	\$0.00
SPL	541-916	HD Bent Post Basketball Acrylic Rect/ Super Goal/ Chain Net	1	\$1,986.00	\$1,986.00
SPL	542-972	Super Goal with Chain Net	1	-\$129.00	-\$129.00
SPL	542-976	Heavy-Duty Double Rim Breakaway Basketball Goal	1	\$313.00	\$313.00
INS	SITE	Site Prep & Landscaping	1	\$4,680.00	\$4,680.00
INS	HALF COURT	52 by 49 asphalt slab of 1.5 virgin mix asphalt over 6 of base material	1	\$34,600.00	\$34,600.00
INS	INSTALL	Assembly and installation of Basketball Goal	1	\$1,600.00	\$1,600.00
INS	SURFACE	Four coat color playing surface with painted lines	1	\$6,650.00	\$6,650.00

Sub Total \$49,700.00
Freight 891.00
Tax 151.90

Taxable Subtotal \$2,170.00

Financing as low as **\$1,177.24** / month may be available pending credit approval.

Grand Total \$50,742.90

- Due to volatility in raw material pricing, this quote is only valid for 30 days unless otherwise noted.
- Due to instability in material procurement and manufacturing, verbal or written lead times are subject to change.

Sales tax exempt certificate will be required for exemption. All orders are subject to approval and acceptance by the manufacturer. Deposits may be required. Add 3% to total for charge card transactions. Manufacturing lead times will not begin without an actual shipping address, color and mount selection, approved purchase order or fully executed contract. Customer will need to coordinate with freight carrier if unloading or inside delivery is required. Damaged or missing parts must be noted on the bill of lading at the time of delivery. A finance charge of 1.5% per month will be added to all invoices past due. Return items are subject to manufacturer's policies and may result in freight and restocking fees.

Signed quote will not be accepted for orders over \$500.

Install Conditions - Unless otherwise noted:

- Site should be clear, level and allow continuous access for delivery, materials and equipment. A space must be provided for the staging and secure storage of equipment within a reasonable distance to the jobsite.

- Installation price based on a single mobilization and unrestricted work hours. We can accommodate special requests but they may result in additional labor costs.
- Installation requiring footers are based on normal soil conditions. Rock, coral, asphalt, foundations, pipes, underground utilities, poor soil conditions, and poor drainage may incur additional charges.
- Bliss will call for public locates but the customer is responsible for locating and identifying all private utilities. We are not responsible for damage to unmarked lines.
- If permitting is required, customer is responsible for providing site survey. Equipment delivery and installation times will not begin until permitting is approved. Permitting fees and engineering drawings not included.
- Bliss will smooth jobsite but full site restoration (such as sod) is not included. Bliss will take every care with trees, curbs, sidewalks, fences and other site obstructions but will not be responsible for damage caused by normal installation processes.
- Removal of trash and spoils is not included. Customer responsible for providing dumpster for debris and/or an area within reasonable distance to spread spoils.
- Bliss will not be held responsible for delays due to weather.
- Customer accepts all responsibility for requests that are not in compliance with ASTM, CPSC or local building codes.

Complete Terms and Conditions can be found at <https://blissproducts.com/terms-conditions/>

Bliss Products and Services, Inc.
Terms and Conditions Applying to the Sale of Goods and Services

Customer: Vesta Property Services

Address: 145 South Durbin Parkway
St Johns, Florida 32259

Date: 19 December 2022

**Quote
Number:** 64741

Amount: \$50,742.90

These Terms and Conditions constitute a material part of the agreement between Bliss Products and Services, Inc. ("Bliss") and Customer. Bliss objects to, and does not agree to be bound by, any documentation Customer submits to Bliss. These Terms and Conditions supersede any inconsistent terms and conditions in any documentation Customer submits to Bliss.

A. Definitions

1. "Customer" means the party identified above placing the order to which these Terms and Conditions are attached.
2. "Goods" or "Services" means the items or services for which Customer has placed order with Bliss Products and Services.
3. "Supplier" refers to the manufacturer or vendor that provides to Bliss Products and Services the Goods or Services required to fulfill Customer's purchase order and complete Customer's project.

B. Payment Terms

1. Customer shall pay all invoices in full within 30 days of the date of Bliss's invoice unless Bliss agrees otherwise in writing. Bliss reserves the right to charge Customer interest in the amount of 1 ½ % per month on the unpaid balance of any invoice.
2. Customer may dispute in good faith the amount of any invoice by providing Bliss with a written notice describing the basis of its objection and the amount Customer is disputing. Bliss must receive this notice no later than close of business (5 p.m. Eastern time) on the 7th calendar day after Bliss or its designee or Supplier delivers and/or, if applicable, installs the Goods or Services to the location Customer specified in its purchase order. In addition, Customer must pay to Bliss all undisputed invoiced amounts in accordance with these payment terms.
3. Customer shall reimburse Bliss for the reasonable costs of any successful action to collect past due invoices or other fees or charges.

C. Quotes and Change Orders

Bliss reserves the right to increase a previously quoted price when the Customer requests any change in the Goods or Services described on Customer's purchase order, including changes in the number or types of Goods and a change in delivery date.

D. Delivery/ Loss or Damage to Goods

1. **TITLE, DELIVERY, AND RISK OF LOSS OF GOODS.** Unless otherwise specified delivery points and charges shall be the F.O.B. point specified by Customer, but title to the Goods and risk of loss or damage in transit or thereafter shall pass to Customer when Bliss delivers the Goods to a common carrier for shipment. Customer must deal directly with the common carrier regarding shipping dates and late deliveries; Bliss does not guarantee shipping dates and is not liable for late deliveries.

2. **DAMAGE TO GOODS IN TRANSIT.** Customer shall note any damage to Goods that occurs in transit on the freight bill presented by the delivering common carrier. Customer must make any claims for damage to Goods in transit directly to the delivering common carrier according to the carrier's policies and procedures. Bliss is not responsible and disclaims any liability for damage to Goods in transit.

3. **PROCESS TO RETURN GOODS.** The only returns of Goods Bliss will accept are either stock items or non-stock items the Supplier will accept on return. Customer may not return any Goods without first obtaining a written authorization from Bliss. Customer must return all Goods in new and unused condition within 30 days of the date of the return authorization. Bliss will not accept the return, and will refuse delivery of any Goods without a written authorization by Bliss. Customer must pay a restocking charge as determined by Bliss, which will not exceed 10 % of the invoiced prices, and Customer shall prepay all freight charges in connection with returning Goods. Bliss will issue a credit for freight charges when it makes incorrect shipments. **CUSTOMER MAY NOT CANCEL OR RETURN SPECIAL ORDERS.**

E. Cancellation

Due to the nature of the Goods and Services Bliss sells, Customer may not cancel any order after it is confirmed by Bliss without first requesting a written authorization from Bliss. Bliss will authorize a cancellation only on the following conditions:

1. Customer must pay all costs, charges, and expenses incurred by Bliss in connection with fulfilling the order, including any charges and fees charged by the Supplier of the Goods listed on the Customer's purchase order ("Cancellation Costs")
2. Bliss will issue an invoice to Customer itemizing the Cancellation Costs, which will be due 5 business days after Bliss is required to pay the Supplier of the cancelled Goods.

F. DISCLAIMER OF WARRANTY

BLISS OFFERS NO WARRANTIES, EXPRESS OR IMPLIED, OF THE GOODS IT SELLS. CUSTOMER MUST LOOK SOLELY TO THE SUPPLIER OF THE GOODS FOR WARRANTIES OF THE GOODS CUSTOMER PURCHASES.

G. LIMITATION OF LIABILITY

In no event shall Bliss be liable for

1. lost profits or indirect, consequential, incidental, special or other similar damages arising out of or in connection with the supply, installation, functioning, or use of the Goods, including accidents, regardless of the theory on which the claim is based; or
2. any claim by Customer arising out of or based upon the performance, non-performance, or delay in delivery of or defect in the Goods or Services.

H. Customer's Indemnification of Bliss

Customer shall indemnify and defend Bliss from any claim or loss, including reasonable attorney's fees, arising from or relating to any allegation or claim by any third party based on or arising out of one or any combination of the following: (1) Customer's installation of the Goods and any materials Customer provides in connection with the installation; (2) the use of the Goods by Customer or its invitees or guests; or (3) Customer's maintenance of the Goods.

I. Set-off

Customer has no right of set-off or deduction.

1. Customer must pay all costs, charges, and expenses incurred by Bliss in connection with fulfilling the order, including any charges and fees charged by the Supplier of the Goods listed on the Customer's purchase order ("Cancellation Costs")

2. Bliss will issue an invoice to Customer itemizing the Cancellation Costs, which will be due 5 business days after Bliss is required to pay the Supplier of the cancelled Goods.

J. Credit Approval and Accuracy of Information

All orders are subject to current credit approval. From time to time, Bliss may review Customer's creditworthiness. Customer shall provide Bliss with all credit information Bliss reasonably requests. Customer covenants that all information it provides shall be true and correct, and that Customer shall not omit any information necessary to make such information not misleading. Bliss may refuse to accept an order or refuse shipment if at any time Customer does not meet Bliss's current credit requirements.

K. Pricing, Payment, and Acceptance of Shipment

Bliss may change the price of any order that Customer does not accept for delivery within 90 days of the quotation date. Bliss reserves the right to invoice Customer for and Customer shall pay an amount equal to 90% of the contract price for any Goods Customer does not accept for delivery in a reasonable amount of time after fabrication.

L. Applicable Law

This document and any subsequent contract referred to herein shall be governed by and construed in accordance with the laws of the State of Georgia, including the Georgia Uniform Commercial Code.

Customer has duly authorized the person signing below to enter into this agreement, making it a valid and binding commitment of Customer.

Acknowledged and agreed:

Customer's Name: _____

Address: _____

Street name & number

City, State, Zip code

By: _____

Printed name: _____

Title: _____



Coast to Coast
Recreation

Email Transmittal Sheet

Date:___12/16/2022 _____

To:_ Steve Howell @ Vesta Property Service__

Recipient's email address:_____ showell@vestapropertyservices.com

From:_____ Steve Duke _____

Number of Pages to Follow:_____ 1 _____

Please call 904-591-7138 or send email to steveduke@bellsouth.net should you have any questions.

Re: Glen St Johns – 1430 St Thomas Island Parkway, ST Augustine, FL 32092

The site will be excavated, filled and compacted so as to provide the slope of 1" in 10' in one plane across the court and the finished subgrade elevations within plus or minus 0.1' at any point by others prior to work commencing.

#1 – Half Basketball Court – 52' by 49' asphalt slab of 1.5" virgin mix asphalt over 6" of base material, one standard basketball goal, four coat color playing surface with lines.

The total price for the above outlined work is **\$48,970.00**, to be paid in regular construction draws as the work progresses.

This Price is good for thirty days.

ACCEPTED BY:

Coast to Coast Recreation, LLC

For:

Steve Duke
Estimator

Tab 9

Glen St. Johns Community Development District

Ms. Lesley Gallagher

District Manager

2806 N. 5th Street, Unit 403

St. Augustine, Florida 32084

Proposal for Facility Attendant Services

- Continue to provide services identified in the current contract.
- Four (4) hours per day Tuesday through Saturday NTE 200 hours during the St. Johns County School break.

Fees are not to exceed \$5,000 based on hours provided. Only staff hours provided are billed.

Terms:

- Vesta shall invoice monthly for the above services.
- Invoices shall be paid net thirty (30) days upon receipt.

Tab 10

BID-PROPOSAL



Epic Pools, Inc.
1820 SR 13 N, Suite 3
St Johns, FL 32259
PHONE (904) 417-5100
CPC# 1457438

DATE: 2/28/23
PROPOSAL NO: 1

	NAME: GLEN ST JOHNS CDD			
<i>and</i>				
BUYER/	PROJECT ADDRESS: 1430 ST JOHNS PARKWAY	CITY ST JOHNS	STATE/ZIP FL 32259	PHONE
OWNER				
	ALTERNATE ADDRESS (IF ANY)	CITY	STATE/ZIP	PHONE

We hereby propose to furnish the following work:

Perform 2 underwater patches using a bonding mixture, hydraulic cement with pool putty.

Fully expect to last through the season.

\$500.00

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

X _____ Date _____
Customer

X _____ Date _____
Customer

X _____ Date _____
Contractor

Tab 11

BID-PROPOSAL



Epic Pools, Inc.
1820 SR 13 N, Suite 3
St Johns, FL 32259
PHONE (904) 417-5100
CPC# 1457438

DATE: 2/3/23
PROPOSAL NO: 1

	NAME: GLEN ST JIHNS CDD			
<i>and</i>				
BUYER/	PROJECT ADDRESS: 1430 ST. THOMAS PKWY	CITY ST JOHNS	STATE/ZIP FL 32259	PHONE
OWNER	Steve Howell			
	ALTERNATE ADDRESS (IF ANY)	CITY	STATE/ZIP	PHONE

We hereby propose to furnish the following work: **Pull up & reinstall pavers where existing gate is and where new gate will be installed.**

Total. \$1,800.00

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

X _____ Date _____
Customer

X _____ Date _____
Customer

X _____ Date _____
Contractor

Tab 12

Value is in the details. We are the marketplace for commercial and residential signage, decorative street-scapes, customized street signs, community signs, message boards and coordinating mailboxes, both individual and cluster boxes. Whether you looking for wood or aluminum we are the experts in design, manufacturing and installation. Whatever your design, marketing signage or development needs may be, we offer many solutions and options in our consultation with you. In working with you we offer design, workmanship and customer service. When you are making an investment in your home, community or commercial project you are looking for more than just the value you receive in price. You want exceptional customer service that is quality based and customer driven. This is what makes us different. This is what we are about.



SUNDANCER SIGN GRAPHICS

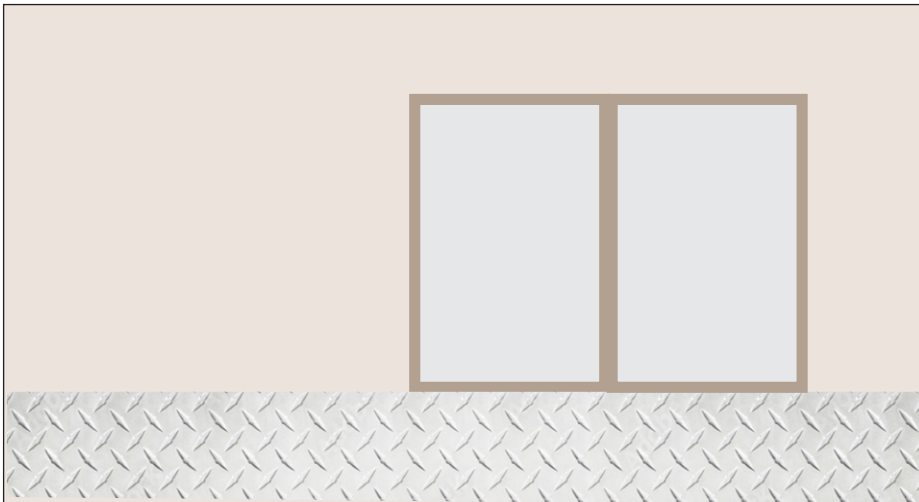
Your custom street sign and mailbox experts

PROPOSAL FOR:

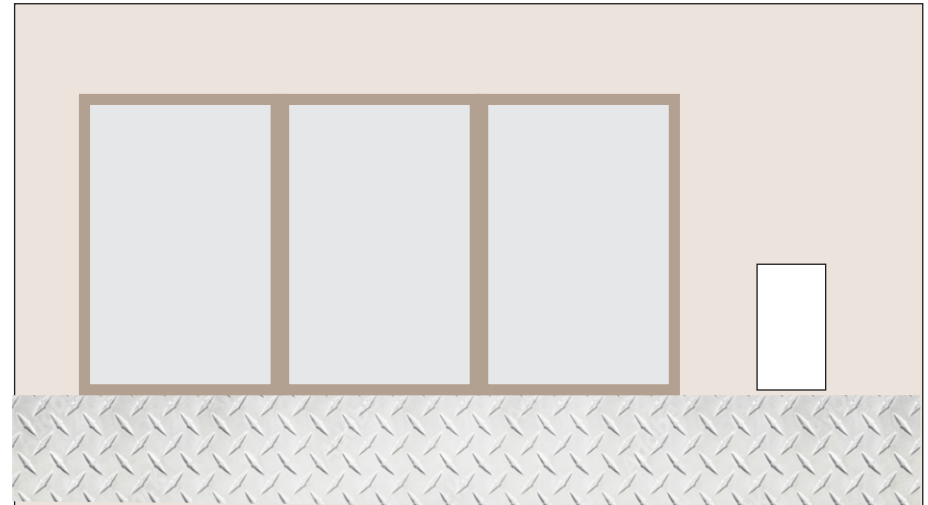
GLEN ST JOHNS



Back Wall w/ Mirror
19' x 17"



Parking Lot Facing Wall
16' x 21 1/2"



Pool Facing Wall
16' x 21 1/2"



Quote Number: WL-Q-25272
Date: 1/27/2023

Project:	Glen St. Johns Gym	Rep:	TC
Delivery Zip Code:	32224	Email:	kevin@sundsg.com
Company:	Glen St Johns CDD	Phone:	904-287-4949
Contact:	Dan Fagen - Vesta	Cell:	904-451-6808

Item - Product Details		Qty	List Price	Total
1.	Install .100 3003 H22 Thread Brite along 3 walls of gym. (see attached drawing) - Back Wall with Mirror (19' x 17") - Wall facing Pool (16' x 21.50") - Wall facing Parking Lot (16' x 21.50")	1		\$995.00
2.	Delivery and Installation	1		\$250.00
TOTAL				\$ 1,245.00

Approved by Chairman 2/2/2023