



Rizzetta & Company

Glen St. Johns Community Development District

Board of Supervisors' Meeting December 6, 2023

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

www.glenstjohnscdd.org

GLEN ST. JOHNS COMMUNITY DEVELOPMENT DISTRICT

St. Johns County Airport Authority
4730 Casa Cola Way, St. Augustine, Florida 32095
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

November 29, 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 **December 6, 2023 at 10:00 a.m.** at the St. Johns County Airport Authority, 4730 Casa Cola Way, St. Augustine FL 32095. The meeting is not sponsored by the Authority, its Staff or the Airport. Following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on October 18, 2023.....Tab 1
 - B. Ratification of the Operation and Maintenance Expenditures for September & October 2023Tab 2
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 1. Consideration of Proposal for Annual Engineer's ReportTab 3
 2. Consideration of Public Facilities Report.....Tab 4
 - C. Landscape ReportTab 5
 - D. Amenity Manager ReportTab 6
 1. Estate Pond Report
 - E. District Manager
 1. Discussion Regarding No Parking Signs on St. Croix near St. Thomas
 2. Sampson Creek CDD Request
- 5. BUSINESS ITEMS**
 - A. Consideration of VerdeGo Renewal ProposalTab 7
- 6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

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

Very truly yours,
Lesley Gallagher
Lesley Gallagher

Tab 1

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 **October 18, 2023, at 10:00 a.m.** at the St. Johns County Airport Authority, 4730 Casa Cola Way, St. Augustine, Florida 32095

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.
Shane McKay	District Manager, Rizzetta & Company, Inc.
Katie Buchanan	District Counsel, Kutak Rock (via speakerphone)
Dan Fagen	Field Operations Manager, Vesta
Scott Settlemires	Sr Account Manager, VerdeGo Landscaping
Representatives	Estate Management

No audience present

FIRST ORDER OF BUSINESS

Call to Order

Ms. Gallagher called the meeting to order at 10:06 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 on August 16, 2023

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on August 16, 2023, for Glen St. Johns Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of the Operation and
Maintenance Expenditures for July
and August 2023**

On a motion by Mr. Thompson, seconded by Mr. Romero, with all in favor, the Board ratified the Operations and Maintenance Expenditures for July 2023 in the amount of \$32,489.82, and August 2023 in the amount of \$32,944.32, 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.

1. Consideration of Proposal for Annual Repairs
from Engineers Report

Mr. Crabb from Estate Management Services reviewed the proposal to make the repairs needed to multiple items on the repair memorandum from the Annual Engineer's Report. Discussion ensued regarding the open ended hours and that there was not a maximum not to exceed amount listed.

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved the Estate Management proposal as amended, to reflect the item numbers on the repair memorandum and include a not to exceed amount of \$5,200.00, for Glen St. Johns Community Development District.

It was noted that if there was an additional work to be done, a proposal could be brought back to the December meeting for the Board's consideration.

Ms. Perez joined the meeting in progress.

C. Landscape Report

Mr. Settlemyres reviewed his report found under tab 4 of the agenda and updated the Board that they will begin bi-weekly services in November.

The Chairman asked him to review an irrigation issue on St. Thomas between St. Croix and Leo Maguire that needed to be addressed.

It was also noted that tree work had been done along Leo Maguire causing sidewalk damage and Mr. Fagen had contacted the County. It was requested that he contact code enforcement regarding the broken

fence at St. Thomas Island and Leo Maguire that appears to be on Whites Ford Timber property to see if they can assist as this has been damaged for some time and is an eyesore.

D. Amenity Manager Report

Mr. Fagan reviewed his report found under tab 5 of the agenda. He noted that while the pool has been closed, they have been utilizing their time completing other projects. He requested authorization to paint the parking lot lines with reflective paint at an expense of approximately \$75.00, the Board authorized.

The Board then reviewed two pest control proposals that Mr. Fagen provided with his report, one from Turner Pest Control and one from Gray Pest Control. Discussion ensued regarding the pricing and the fact that Turner would not waive their set up fee even with the District being a current client for termite services.

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board approved the proposal from Gray Pest Control in the amount of \$80.00 per month with services not to begin until March 1, 2024 due to the pool work, for Glen St. Johns Community Development District.

It was also requested that landscape proposals for the exterior of the amenity facility be presented at the February meeting.

1. Estate Pond Report

There were no comments

2. Update on Pool Remarcite Project

Ms. Gallagher the Board that during the review of the Epic Pools proposal it was noted that payment would be due upon completion and that is what their contract reflected. They have since provided a change order to remove the railings and provide a credit of \$3,000.00 to bring the project total to \$170,250.00 and requested a draw schedule as outlined in the updated exhibit page found under tab 7 of the agenda. Discussion ensued regarding a draw schedule being standard practice with a project of this nature and that not initially including this information on the original was an oversight.

On a motion by Mr. Romero, seconded by Mr. Thompson, with all in favor, the Board accepted the Epic Pools change order and draw schedule breakdown for the project total of \$170,250.00, for Glen St. Johns Community Development District.

E. District Manager

Ms. Gallagher introduced Shane McKay as a new District Manager in their office. She also reminded the Board that the December meeting was

earlier than their regular schedule due to the holidays and would be held on December 6th. She also noted that her office is continuing to work with Vesta to transfer the access card system duties to them as outlined in their Fiscal Year 2023/2024 proposal but due to some technological challenges this has not occurred yet.

1. Discussion Regarding No Parking Signs on St. Croix near St. Thomas
Ms. Gallagher updated the Board that she has received concerns about people parking on the sidewalks and grass on St. Croix near St. Thomas while waiting for the school bus. The Board tabled this item while options for barriers to prevent parking are reviewed further with Mr. Dunn.

SIXTH ORDER OF BUSINESS**Ratification of the District's Fiscal
Year 2023-2024 Insurance Policy
Renewal**

On a motion by Ms. Perez, seconded by Mr. Thompson, with all in favor, the Board ratified the District's Fiscal Year 2023-2024 Insurance Policy renewal in the amount of \$19,717.00, for Glen St. Johns Community Development District.

SEVENTH ORDER OF BUSINESS**Supervisors Request and Audience
Comments****Supervisor Requests:**

No supervisor comments.

Audience Comments:

No audience was present.

EIGHTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Thompson seconded by Mr. Williams, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 11:22 a.m., for Glen St. Johns Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

Glen St. Johns Community Development District

District Office · St. Augustine, Florida 32084
Mailing Address · 3434 Colwell Avenue · Suite 200, Tampa Florida 33614
www.glenstjohnscdd.org

Operations and Maintenance Expenditures September 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2023 through September 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$51,711.39**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Bliss Carley	100213	BC031523	Board of Supervisors Meeting 03/15/23	\$ 200.00
Egis Insurance Advisors, LLC	100222	19837	Gen Liab/Prop/POL Insurance 10/01/23-10/01/24	\$ 19,717.00
Epic Pools & Hardscape Construction, Inc.	100215	42420-BD	Balance Due - Vacuum Install Controller 07/23	\$ 5,200.00
Estate Management Services, Inc.	100220	58237	Monthly Pond Management Services 09/23	\$ 940.27
Florida Power & Light Company	ACH	FPL Summary 08/23 AUTO PAY	FPL Summary 08/23	\$ 4,630.95
Glen St Johns CDD	DC091823	DC091823	Debit Card Replenishment	\$ 263.11
Hawkins, Inc	100210	6561400	Chemicals 08/23	\$ 219.75
Hawkins, Inc	100216	6576344	Chemicals 09/23	\$ 631.70
JEA	ACH	1608024175 07/23 AUTOPAY	Sewer Irrigation & Water Summary 07/23	\$ 505.33
Kutak Rock, LLP	100217	3268503	Legal Services 07/23	\$ 640.50
M&G Holiday Lighting	100218	1762	50% Deposit - Holiday Lighting 09/23	\$ 1,586.33
Mabel Perez	100214	MP120722	Board of Supervisors Meeting 12/07/22	\$ 200.00
Protection Group USA, Inc.	100223	9420-M	Quarterly Monitoring Services 09/23	\$ 135.00

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	100209	INV0000083254	District Management Fees 09/23	\$ 3,418.92
VerdeGo, LLC	100221	12618	Monthly Landscape Contract 09/23	\$ 9,248.09
VerdeGo, LLC	100221	12685	Irrigation Repairs 08/23	\$ 267.75
Vesta Property Services, Inc.	100211	412576	Monthly Service Maintenance 09/23	\$ 2,908.00
Vesta Property Services, Inc.	100219	413233	Billable Expenses 08/23	\$ 418.69
Vesta Property Services, Inc.	100224	413288	Install (2) Trash Cans 09/23	\$ 465.00
Weather Engineers, Inc.	100212	C37570	HVAC Equipment Inspection 08/23	<u>\$ 115.00</u>
Total Report				<u>\$ 51,711.39</u>

Glen St. Johns Community Development District

District Office · St. Augustine, Florida 32084

Mailing Address · 3434 Colwell Avenue · Suite 200, Tampa Florida 33614

www.glenstjohnscdd.org

Operations and Maintenance Expenditures

October 2023

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2023 through October 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$164,228.46**

Approval of Expenditures:

_____Chairperson

_____Vice Chairperson

_____Assistant Secretary

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
AT&T	ACH	132474430 09/23 AUTO PAY	Phone & Internet 09/23	\$ 104.44
AT&T	ACH	132474430 10/23 AUTO PAY	Phone & Internet 10/23	\$ 105.57
Darren H. Romero	100235	DR101823	Board of Supervisors Meeting 10/18/23	\$ 200.00
Dunn & Associates, Inc.	100228	23-495	Engineering Services 09/23	\$ 613.75
Epic Pools & Hardscape Construction, Inc.	100229	42821	Deposit - Pool Project (Renovation) 10/23	\$ 85,000.00
Epic Pools & Hardscape Construction, Inc.	100242	43009	Installment - Pool Project (Renovation) 10/23	\$ 45,000.00
Estate Management Services, Inc.	100230	58888	Monthly Pond Management Services 10/23	\$ 940.27
Florida Power & Light Company	ACH	FPL Summary 09/23 AUTO PAY	FPL Summary 09/23	\$ 4,439.43
GameTime	100231	105664-01-01	Swing Chains 09/23	\$ 730.73
Gilbert F Thompson	100236	GT101823	Board of Supervisors Meeting 10/18/23	\$ 200.00
Glen St Johns CDD	DC101223	DC101223	Debit Card Replenishment	\$ 171.08

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Glen St Johns CDD	DC101623	DC101623	Debit Card Replenishment	\$ 198.45
Grau & Associates, P.A.	100233	101023-680	Audit Confirmation Fee FY23/24	\$ 35.00
Hawkins, Inc	100237	6598556	Chemicals 10/23	\$ 132.00
Innersync Studio, Ltd	100232	21648	Quarterly ADA Website Compliance 10/23	\$ 384.38
James D Williams	100238	JW101823	Board of Supervisors Meeting 10/18/23	\$ 200.00
JEA	ACH	1608024175 08/23 AUTO PAY	Sewer Irrigation & Water Summary 08/23	\$ 589.90
Kutak Rock, LLP	100234	3283106	Legal Services 08/23	\$ 1,894.30
Mabel Perez	100239	MP101823	Board of Supervisors Meeting 10/18/23	\$ 200.00
Rizzetta & Company, Inc.	100225	INV0000084187	District Management Fees 10/23	\$ 3,584.92
Rizzetta & Company, Inc.	100226	INV0000084085	Annual Assessment Roll FY23/24	\$ 5,962.00
VerdeGo, LLC	100240	12956	Monthly Landscape Contract 10/23	\$ 9,248.09
Vesta Property Services, Inc.	100241	413753	Monthly Service Maintenance 10/23	\$ 3,644.92

Glen St. Johns Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2023 Through October 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Vesta Property Services, Inc.	100241	414161	Billable Expenses 09/23	\$ 314.39
Waste Pro, Inc	100227	394935	Waste Disposal 10/23	\$ 167.42
Waste Pro, Inc	ACH	397171	Waste Disposal 11/23	<u>\$ 167.42</u>
Total Report				<u>\$ 164,228.46</u>

Tab 3



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

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

November 21, 2023

Lesley Gallagher, District Manager
Glen St. Johns Community Development District
c/o Rizzetta & Company, Inc.
2806 N. 5th St., Unit 403
St. Augustine, FL 3208

Re: Engineering Proposal for
Glen St. Johns CDD
Annual Report
Job Number 0809-230-4

Dear Ms. Gallagher:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the Annual Report for the Glen St. Johns Community Development District. Being familiar with the project, we offer the following scope of work and related fees.

1. We will visit the project to inspect the District improvements and the stormwater system.
We will prepare a report noting items that need repair.
2. We will respond to any questions regarding the report.

Hourly, Upset Limit:

\$3,500.00 *

Hourly Rates

Principal	\$200.00
Senior Engineer (P.E.)	\$170.00
Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$95.00
CADD Technician	\$80.00
Senior Construction Inspector	\$110.00
Construction Inspector	\$90.00
Administrative Support	\$55.00

NOTE: * Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or if additional work is requested, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,

DUNN & ASSOCIATES, INC.



Vincent J. Dunn, P.E.
President

Accepted By

Company

Date

VJD/rto

Tab 4



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

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

November 21, 2023

Lesley Gallagher, District Manager
Glen St. Johns Community Development District
c/o Rizzetta & Company, Inc.
2806 N. 5th St., Unit 403
St. Augustine, FL 3208

Re: Engineering Proposal for
Glen St. Johns CDD
Public Facilities Report
Job Number 0809-230-4

Dear Ms. Gallagher:

Dunn & Associates, Inc. is pleased to offer this proposal for engineering services related to preparation of the Public Facilities Report for the Glen St. Johns Community Development District. Based on coordination with the District Manager, we understand that an update to the public facilities report is needed. Being familiar with the project and knowing your concerns, we offer the following scope of work and related fees.

1. We will update the most recent public facilities report to list existing and proposed facilities and also list any known replacement facilities.
2. We will coordinate with the District Manager and District Staff to confirm accuracy of the report.
3. We will respond to any questions regarding the report.

Hourly, Upset Limit:

\$3,500.00 *

Hourly Rates

Principal	\$200.00
Senior Engineer (P.E.)	\$170.00
Engineer (P.E.)	\$130.00
Engineer (E.I.) and Senior Designer	\$110.00
Senior CADD Technician	\$95.00
CADD Technician	\$80.00
Senior Construction Inspector	\$110.00
Construction Inspector	\$90.00
Administrative Support	\$55.00

NOTE: * Our fee for the above tasks will be billed at our standard hourly rates. In the event that unknown/unforeseen issues come up or if additional work is requested, these amounts may be exceeded, however we will not exceed these amounts without your prior written approval.

Payment is due within 30 days of invoice. Late payments will be subject to a monthly 1.5% surcharge. Payment is for completed work and is not contingent on approvals. We can begin on this project immediately and have the necessary manpower to complete work very quickly. If this proposal meets your approval, please return a signed copy for our files. Should you have any questions please call us.

Sincerely,

DUNN & ASSOCIATES, INC.



Vincent J. Dunn, P.E.
President

Accepted By

Company

Date

VJD/rto

Tab 5

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
11/27/2023	Glen St John	Scott Settlemyres	November

SERVICES SUMMARY

COMPLETED IN {{MAIN.SERVICEMONTH}}

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

ANTICIPATED FOR NEXT MONTH

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

COMMENTS

TURF

Turf is currently being cut at 4.50" for St. Augustine Turf, 2.25" for Bermuda and 3.50" for Bahia.
We are currently on bi-weekly maintenance services, most of the turf is moving into dormant state.

TREES & SHRUBS

PLANT BEDS



Job Name: Glen St. John
 Job Number: _____
 Controller Name: Teague Bay Lift Station
 Date: 11/09/23 Page #: 1 of 1

Program	Start Times	Seasonal Adjust	Run Days
Program A		%	M T W T F S S
Program B	<u>11</u>	%	<u>M</u> T W T <u>F</u> 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: Mini
Working Not Working

Controller Make & Model: Rain Bird ESP-ME
 Controller Status: (COMMUNITY) NOT WORKING
 POC Info: Potable Water Reclaim Water Well Water Lake Water
 Pump Status & Type: PRESSURIZED PUMP START CENTRIFUGAL SUBMERSIBLE

Information:

Zone Number	<u>4</u>	<u>8</u>	<u>9</u>	<u>10</u>
Spray, Rotor, MP, Drip, or Bubbler	<u>R</u>	<u>S</u>	<u>R</u>	<u>R</u>
Run Time [Program: <u>B</u>]	<u>40</u>	<u>25</u>	<u>45</u>	<u>40</u>
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	<u>1</u>			
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:	<u>Zone 8 - Flex blow out</u>			
Technician Name:	Signature			



Job Name: Glen St John
 Job Number: _____
 Controller Name: B
 Date: 11/09/23 Page #: 1 of 1

Program A	Start Times:	Seasonal Adjust:	Run Days:	Checked Weather Sensor:
	<u>9:30</u>	%	<u>M T T F S S</u>	YES NO
Program B		%	<u>M T W T F S S</u>	
Program C		%	<u>M T W T F S S</u>	Weather Sensor:
Program D		%	<u>M T W T F S S</u>	Working Not Working

Controller Make & Model: Rain Bird ESP-LXME

Controller Status: (FUNCTIONAL)

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				
Spray, Rotor, MP, Drip, or Bubbler	<u>S</u>	<u>S</u>	<u>R</u>	<u>S</u>	<u>S</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>				
Run Time [Program: <u>A</u>]	<u>10</u>	<u>30</u>	<u>15</u>	<u>10</u>	<u>15</u>	<u>30</u>	<u>15</u>	<u>10</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>				
Run Time [Program: <u>B</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:																	
Technician Name:	Signature																

Did you contact the Account Manager? YES / NO

What time? _____

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



Spray Report

Customer: Verdego

Property: Glen St. Johns

Date: 10/10/23

Area treated +/- 10 acres.

Total Gallons used: 1300.

Product:

Ferrous Sulfate @ 9lbs per acre

Manganese Sulfate @ 3lbs per acre

Atrazine @ 48oz per acre

Bifen @ 7oz per acre

2,4-D @ 8oz per acre

MSM @ .3oz per acre

Imidacloprid @ 26oz per acre

Target for this application was to Improve the overall health, growth, and color of the turf. Insecticides and post emergent herbicides were

applied for turf destroying insects and weeds, such as sedges and broadleaf weeds. Should start to see some results in 10-21 days once watered in.

Tab 6

Glen St. Johns

Field Operations Report

Date of report: December 6th, 2023

Submitted by: Dan Fagen

Common Grounds

- Sidewalk at the corner of Leo Maguire and St. Thomas Island Pkwy has been repaired.
- Caps of entry monument have been painted.
- Multiple “No Parking” signs have been repositioned and stakes replaced. See below for recommendations to replace.
- “Fishing for residents and their guests only” sign was repositioned and stake replaced.
- FPL has been contacted again re: the transformer box on STIP.
- A replacement bike rack at STIP and Tortuga should be considered. Prices range from \$312 to \$500.
- Proposals for pressure washing St Thomas Island Parkway are currently being secured.

Amenity Center

- Remarciting is complete. As typical, the vendor is currently managing chemistry and filtration for 30 days. The pool will reopen no later than 12/15/23
- Pressure washing of pool deck and parking lot is complete.

In Process

- Replacement chains for all swings at both playgrounds have been received and scheduled for install in-house
- Repair and restain fence enclosure around pool pump equipment
- In contact with the county re: 1) Straightening yellow reflective signs at the end of Leo Maguire 2) Schedule trimming of overgrowth on Leo Maguire sidewalk 3) damaged aluminum fence at the end Leo Maguire and STIP

To be discussed- Signage

- Current status of “No Parking” signs at bus stops intersecting with STIP:
 - Tortuga Bay- 1 sign west intersection, 1 sign east intersection
 - Saint Croix- 1 sign
 - Cooper Bay- 1 sign

Recommendation: Place a minimum of 2 signs on either side of each road that intersects with St. Thomas Island Parkway. Cost per sign with post is \$60\$ for a total of \$720. Additional “Fishing for residents and their guests only” sign posted on pond bank at Tortuga Bay should be replaced.

- Multiple street signs throughout the community are in varying states of decay (cracked and fading). There appears to be at least two (2) different sign styles and colors. I would like to work with a supervisor to identify signs that need replacing, decide on a style preference and secure bids.



Dark Green. All upper-case



Lighter Green. Upper and lower case



Multiple Signs are extremely weathered

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: 11/13/2023

Fieldworker: Jeremy Brakenwagen

Job #: 72841

Type: Monthly Maintenance

Status: Finished

Actual Job Date & Time	Site Address
13-Nov-2023 10:52 AM	1430 Saint Thomas Island Parkway, St Augustine, Florida, 32092

Pre-work Details

Land Rig: _____ **Weather Conditions:** Rainy, windy
Boat: _____ **Water Conditions:** Good
Backpack: Yes

Post-work Details

Trash Removed: _____ **Treatment:** _____
Area Treated: 3 ponds **Other Comments:**
Weed and/or Algae Types: Torpedo grass

Description

Polaris Ounce
Kammo Ounce

Description:

Completed Notes: light treatment today due to high winds and rain in the area, ponds are in good condition

Notes:

Tab 7



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	\$80,845.22
Full Service Maintenance: Detail Services	12	\$12,321.68
Irrigation Management	12	\$4,194.50
Chemical/Fertilization Program - Turf	6	\$10,963.36
Shrub, Tree, and Palm Fertilization Program	3 & 4	\$4,113.45
Annual Flowers Rotation: Qty 360 per rotation	4	\$1,868.21
MONTHLY INVESTMENT		<u>\$9,525.54</u>

ANNUAL INVESTMENT **\$114,306.42**

*Estimated and monitored to allow for proper growth and ability to maintain healthy turf.

Contract Period **March 1, 2024** **to** **February 28, 2025**