



Rizzetta & Company

River Glen Community Development District

Board of Supervisors' Meeting February 20, 2020

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

www.riverglencdd.org

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St. Augustine, FL 32084

Board of Supervisors

Glenn Marvin	Chairman
Douglas Walker	Vice Chairman
Scott Campbell	Assistant Secretary
Gretchen Copeland	Assistant Secretary
Charles Moore	Assistant Secretary

District Manager

Lesley Gallagher	Rizzetta & Company, Inc.
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District Counsel

Katie Buchanan	Hopping Green & Sams, P.A.
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District Engineer

Dan McCranie	McCranie & Associates
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All cellular phones must be placed on mute while in the meeting room.

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 2806 N. FIFTH STREET • UNIT 403 • ST AUGUSTINE, FL 32084 • 904-436-6270

www.riverglencdd.org

February 12, 2020

River Glen Community Development District

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the River Glen Community Development District will be held on **Thursday, February 20, 2020 at 1:30 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097. 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' Regular Meeting held November 21, 2019.....Tab 1
 - B. Ratification of Operation and Maintenance Expenditures for November 2019, December 2019 and January 2020.....Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Field Inspection Report
 - 1.) Field Service Manager Report, January 27, 2020.....Tab 3
 - i.) BrightView Landscape Response.....Tab 4
 - D. Landscape Report
 - 1.) BrightView Landscape Report, February 7, 2020.....Tab 5
 - E. Amenity Manager Report
 - 1.) First Coast CMS, Amenity Manager Report, February 1, 2020.....Tab 6
 - F. District Manager
 - 1.) Update on Aquatic Systems and SOLitude Acquisition.....Tab 7
 - 2.) SOLitude Pond Report, February 4, 2020.....Tab 8
5. **BUSINESS ITEMS**
 - A. Discussion Regarding Landscape Maintenance
 - B. Discussion Regarding Regular Meeting Schedule
 - C. Public Hearing Adopting Rules of Procedure
 - 1.) Consideration of Resolution 2020-03, Adopting Amended Rules of Procedure.....Tab 9
 - C. Consideration of Resolution 2020-04, Conducting the General Election.....Tab 10
 - D. Consideration of LLS Tax Solutions Inc, Arbitrage Services ProposalTab 11
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

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

Very truly yours,

Lesley Gallagher

Lesley Gallagher

District Manager

River Glen Community Development District

CALL TO ORDER / ROLL CALL

AUDIENCE COMMENTS ON AGENDA ITEMS

BUSINESS ADMINISTRATION

Tab 1

MINUTES OF MEETING

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

**RIVER GLEN
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of River Glen Community Development District was held on **Thursday, November 21, 2019 at 1:30 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097.

Present and constituting a quorum:

Glenn Marvin	Board Supervisor, Chairman
Gretchen Copeland	Board Supervisor, Assistant Secretary
Charles Moore	Board Supervisor, Assistant Secretary
Scott Campbell	Board Supervisor, Assistant Secretary
	(via speakerphone)

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Sarah Warren	District Counsel, Hopping Green & Sams
Dan McCraine	District Engineer, McCraine & Associates
Tony Shiver	President, First Coast CMS
Dan Walker	Representative, First Coast CMS
Jay Jernigan	Senior Account Manager, Brightview Landscaping
Chris Ernst	Representative, BrightView Landscaping
Robert Porter	DR Horton Jacksonville

Audience members present.

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Gallagher called the meeting to order at 1:33 p.m. and read the roll call.

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

There were no audience comments.

The Board moved to agenda items 5A, 5B and 5C.

THIRD ORDER OF BUSINESS**Consideration of Agreement for Underwriting Services, Financing Team Funding Agreement and Resolution 2020-02, Bond Resolution**

Ms. Warren explained that agenda items 5A, 5B and 5C were all related to development of the undeveloped land within the District. Mr. Porter from DR Horton then addressed the Board noting that DR Horton was currently under contract for the undeveloped land and had completed their design engineering portions of plans and were currently waiting on the Corps of Engineers permitting. He noted that due to the foreclosure on this property several years ago, there was no bond debt. DR Horton is proposing a bond to assist with infrastructure of this phase. He also noted that DR Horton would take care of the expenses associated with the bond issuance, of which some would be reimbursed out to the bond proceeds. There would be no cost to the CDD. He then reviewed proposed improvements including a kayak launch and pavilion area and stated these would be built with bonds proceeds and DR Horton funding then dedicated to the CDD. He also noted that roads and improvements would be turned over to the CDD.

Ms. Warren then explained that preliminary steps would be taken at today's meeting to start the process to authorize not to exceed amount for bonds to potentially be issued and to also authorize staff to commence validation proceedings. She added that at further meetings more detailed presentations would occur including figures that would be prepared by the underwriter. DR Horton is anticipated to begin development during the bond process, contracts would later be assigned to the CDD or improvements could only be acquired by the CDD at that time also. She then reviewed that the agreement for Underwriting services with FMS Bonds is their standard form of agreement and her firm has reviewed. This authorizes engagement with FMS and for them to work as underwriter to provide pricing.

On a motion by Mr. Marvin, seconded by Ms. Copeland, with all in favor, the Board approved the Underwriting Services Agreement with FMS Bonds for River Glen Community Development District.

Ms. Warren reviewed the Bond Financing Team Funding Agreement between DR Horton and the CDD which would cause any cost incurred, in connection with staff's time, preparation of the documents to be funded by DR Horton not the CDD and are reimbursable out of bond proceeds assuming Bond Counsel signs off on them as proper expenses.

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board approved the Team Funding Agreement with DR Horton for River Glen Community Development District.

Ms. Warran then noted that Resolution 2020-02, was prepared by Bond Counsel and sets a maximum not to exceed amount of bonds to be issued at \$18,000,000.00 She also noted that this resolution authorizes staff to commence validation proceedings for Series 2020 Bonds.

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board adopted Resolution 2020-02, Bond Resolution River Glen Community Development District.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held August 15, 2019

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held August 15, 2019 for River Glen Community Development District.

FIFTH ORDER OF BUSINESS

Ratification of the Operation and Maintenance Expenditures for July 2019, August 2019, September 2019 and October 2019

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board ratified Operations and Maintenance Expenditures for July 2019 in the amount of \$36,847.16, August 2019 in the amount of \$22,715.51, September 2019 in the amount of \$59,177.05 and October 2019 in the amount of \$42,131.17 for River Glen Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

- 1.) Memorandum Regarding Revised Rules of Procedure
- 2.) Redline Rules of Procedure

Ms. Warren reviewed that her firm monitors Legislative updates and that the Revised Rules of Procedure have been prepared to put them in line with recent updates.

- 3.) Consideration of Resolution 2020-01, Setting Public Hearing on Revised Rules of Procedure

The Board set the Public hearing for February 20, 2020 at 1:30 p.m. at the River Glen Amenity Center.

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board adopted Resolution 2020-01, Setting the Public Hearing on Revised Rules of Procedure for River Glen Community Development District.

B. District Engineer

The District Engineer updated the Board that the previously approved pricing for striping work at \$3,200.00 was not in fact for thermoplastic as the contractor had indicated but for paint. The revised price for thermoplastic would be \$4,500.00. Discussions ensued regarding the lifespan of thermoplastic vs paint. The Board then authorized the District Engineer to move forward with previously approved proposal in the amount of \$3,200.00 with the understanding the product used would be paint.

Mr. McCraine then updated the Board that the previously approved \$2,500.00 amount for the stormwater repair appeared to be more involved after the contractor's initial review. The District Engineer requested a not to exceed amount of \$13,009.00 noting that this would be a worst-case scenario and that he would hope this repair could be completed for a lesser amount but until the area is opened up he cannot confirm.

On a motion by Mr. Marvin, seconded by Ms. Copeland, with all in favor, the Board approved a Stormwater Pipe Repair cost not to exceed amount of \$13,009.00 for River Glen Community Development District.

C. Field Inspection Reports,

1.) Field Service Inspection Report, October 17, 2019

i.) Brightview Response

Ms. Gallagher updated the Board that Mr. Bell would be completing the November field inspection the following week.

Ms. Copeland had some concerns regarding covered drains along Edwards Road. The District Engineer noted that the CDD does not have drains along Edwards Road. The area would be reviewed further to understand the concerns and have the appropriate party resolve. It was also noted that there are drains that need to be reviewed along the fence line. The Engineer noted that he expects these may have been installed by homebuilders and this will be reviewed further.

D. Landscape Report

1.) BrightView Landscape Report

Mr. Jernigan updated the Board that the grass cut backs will begin the first week of December. Mr. Moore requested that the grasses that are dead along River Glen Parkway just be removed.

2.) Consideration of Landscape Enhancement Proposal

This item was tabled for further discussion in the spring.

E. Amenity Manager Report

1.) First Coast CMS Field Report

Mr. Shiver reviewed his report under tab 9 of the agenda.

2.) Discussion Regarding Amenity Rental Policies

Mr. Shiver updated the Board regarding policy changes he was requested they consider.

On a motion by Mr. Marvin, seconded by Ms. Copeland, with all in favor, the Board approved the use of alcohol at events where the amenity room is rented subject to staff being present, any additional staffing cost to be paid by resident and event insurance for alcohol to be provided and approved by staff prior to event for River Glen Community Development District.

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board approved amending the policies to cover the recommendations of the insurance carrier and signage to be placed for the firepit for River Glen Community Development District.

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board approved Pavilion Rentals based on fees set with Resolution 2008-02, as well as requiring the resident booking the room or pavilion to be present for the event for River Glen Community Development District.

3.) *Consideration of Amenity Outdoor Table Replacement (Under Separate Cover)*

Mr. Shiver updated the Board that tables are requiring replacement and request replacement with aluminum rather than acrylic replacements.

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board approved the purchase of five (5) tables at a cost not to exceed the amount of \$373.60 per table, plus shipping for River Glen Community Development District.

F. District Manager

1.) First Addendum to Contract for Professional District Services

Ms. Gallagher noted that the next meeting would be February 20, 2020.

SEVENTH ORDER OF BUSINESS**Consideration of Proposals for Gutters at Amenity Center**

The Board reviewed two (2) proposals for gutters at the amenity facility.

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board approved proposal from Rain Solutions in the amount of \$2,250.00 for River Glen Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Proposals for Deck Drain
Proposal Replacement**

The Board reviewed two (2) proposals for drain deck replacement and paver repairs.

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board approved proposal from Cornerstone Solutions in the amount of \$4,990.00 for River Glen Community Development District.

NINTH ORDER OF BUSINESS**Consideration of Proposal Pressure Washing**

On a motion by Mr. Moore, seconded by Ms. Copeland, with all in favor, the Board approved proposal from Reflections in the amount of \$6,865.00 for River Glen Community Development District.

TENTH ORDER OF BUSINESS**Consideration of Renewal Proposals from
Aquatic Systems**

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board approved renewal proposal from Aquatic Systems at a monthly amount of \$445.00 for a twelve-month term beginning February 1, 2020 for River Glen Community Development District.

ELEVENTH ORDER OF BUSINESS**Supervisor Requests and Audience
Comments**

Ms. Warren suggested that the Board members bring a list of items to the next meeting should they considers refinancing bonds as well as items they would like to see the funds used for.

TWELFTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Marvin, seconded by Mr. Moore, with all in favor, the Board adjourned the meeting at 3:36 p.m. for River Glen Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FL 32084

Operation and Maintenance Expenditures November 2019 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2019 through November 30, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$20,511.93**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Nu</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
American Electrical Contracting, Inc.	003515	W31512	Electrical Repairs 10/19	\$ 194.00
Aquatic Systems, Inc.	003521	0000461425	Monthly Lake and Wetland Services 11/19	\$ 430.00
BrightView Landscape Services, Inc.	003516	6550331	Install Of New Summer Annuals 10/19	\$ 525.00
BrightView Landscape Services, Inc.	003522	6557022	Landscape Maintenance 11/19	\$ 5,033.00
Comcast	003510	8495 74 401	Clubhouse	\$ 239.25
		0038261 11/19	TV/Phone/Internet 11/19	
Department of Economic Opportunity	003523	74302	Special District Fee FY 19/20	\$ 175.00
First Coast CMS, LLC	003524	4719	Monthly Services 11/19	\$ 3,875.92
First Coast CMS, LLC	003517	4751	Reimbursement For Purchases 10/19	\$ 532.53
Fitness Pro	003525	21128	Fitness Equipment	\$ 200.00
			Quarterly PM 11/19	
Florida Department of Revenue	003511	65-8016514515-1 10/19	Sales And Use Tax 10/19	\$ 19.62
Florida Power & Light Company	003518	FPL Summary 10/19	Electric Summary 10/19	\$ 1,971.20
JEA	003512	Acct#4780546006 10/19	Acct#4780546006 10/19	\$ 665.31
Poolsure	003527	131295589420	Monthly Pool Chemicals 11/19	\$ 875.00

River Glen Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2019 Through November 30, 2019

<u>Vendor Name</u>	<u>Check Nu</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Poolsure	003513	131295589606	New Agreement	\$ 35.00
Poolsure	003527	131295589607	Adjustment to October New Agreement	\$ 35.00
Republic Services	003514	0687-001012188	Adjustment to Invoice Amenity Waste Disposal 11/19	\$ 66.51
Rizzetta & Company, Inc.	003519	INV0000044525	District Management Fees 11/19	\$ 5,539.59
Rizzetta Technology Services, LLC	003520	INV0000004893	Website & Email Hosting Services 11/19	<u>\$ 100.00</u>
Report Total				<u>\$ 20,511.93</u>

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FL 32084

Operation and Maintenance Expenditures December 2019 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2019 through December 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$33,337.85**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
American Electrical Contracting, Inc.	003534	W31993	Electrical Repairs 11/19	\$ 434.31
BrightView Landscape Services, Inc.	003543	6603505	Landscape Maintenance 12/19	\$ 5,033.00
Carolina Grantham	003547	ARDR120619-C.Grantham	Rental Deposit Refund - C. Grantham	\$ 300.00
Charles G. Moore	003541	CM112119	Board of Supervisors Meeting 11/21/19	\$ 200.00
Comcast	003536	8495 74 401	Clubhouse TV/Phone/Internet 12/19	\$ 239.25
First Coast CMS, LLC	003544	0038261 12/19 4771	Monthly Services 12/19	\$ 3,875.92
First Coast CMS, LLC	003544	4815	Reimbursement For Purchases 12/19	\$ 2,769.65
Fitness Pro	003545	21246	Service Request For Fitness Equipment Repairs 11/19	\$ 240.00
Florida Department of Revenue	003538	65-8016514515-1 11/19	Sales And Use Tax 11/19	\$ 9.81
Florida Power & Light Company	003546	FPL Summary 11/19	Electric Summary 11/19	\$ 1,879.88
Glenn Marvin	003540	GM112119	Board of Supervisors Meeting 11/21/19	\$ 200.00
Grau & Associates	003528	18717	Audit FYE 09/30/2019	\$ 500.00
Gretchen Copeland	003537	GC112119	Board of Supervisors Meeting 11/21/19	\$ 200.00
Hopping Green & Sams	003529	110960	Legal Services General Counsel 09/19	\$ 1,232.00
Hopping Green & Sams	003548	111449	Legal Services General Counsel 10/19	\$ 711.00

River Glen Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2019 Through December 31, 2019

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync	003530	17705	ADA Website Compliance	\$ 2,325.00
JEA	003549	Acct#4780546006 11/19	Acct#4780546006 11/19	\$ 738.15
LLS Tax Solutions, Inc.	003539	001873	Arbitrage Rebate Calculation Series 2006A P/E 10/31/19	\$ 500.00
Nassau County Property Appraiser	003550	112119	Non Ad Valorem Assessments FY19-20	\$ 3,622.00
News Leader	003551	544195	Acct #30283 Legal Advertising 11/19	\$ 206.82
Poolsure	003531	131295588788	Monthly Pool Chemicals 10/19	\$ 875.00
Poolsure	003552	131295589608	Monthly Pool Chemicals 12/19	\$ 910.00
Republic Services	003542	0687-001018486	Amenity Waste Disposal 12/19	\$ 66.47
Rizzetta & Company, Inc.	003532	INV0000045224	District Management Services 12/19	\$ 5,539.59
Rizzetta Technology Services, LLC	003533	INV0000004977	Website & Email Hosting Services 12/19	\$ 100.00
Scott H. Campbell	003535	SC112119	Board of Supervisors Meeting 11/21/19	\$ 200.00
SOLitude Lake Management	003553	PI-A00329992	Lake & Pond Management 12/19	\$ 430.00
Report Total				<u>\$ 33,337.85</u>

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 2806 N. FIFTH STREET · UNIT 403 · ST. AUGUSTINE, FL 32084

Operation and Maintenance Expenditures January 2020 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from January 1, 2020 through January 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$27,878.78**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	003555	6638580	Irrigation Repair 12/19	\$ 217.00
BrightView Landscape Services, Inc.	003559	6640147	Irrigation Repair 12/19	\$ 255.00
BrightView Landscape Services, Inc.	003564	6646650	Landscape Maintenance 01/20	\$ 5,033.00
Comcast	003556	8495 74 401	Clubhouse TV/Phone/Internet	\$ 243.05
DL Holland Contracting, LLC	003565	0038261 01/20 496	01/20 Pipe Repair 12/19	\$ 5,197.50
First Coast CMS, LLC	003566	4829	Monthly Services 01/20	\$ 3,875.92
Florida Department of Revenue	003557	65-8016514515-1	Sales And Use Tax 12/19	\$ 6.54
Florida Power & Light Company	003560	FPL Summary	Electric Summary 12/19	\$ 1,885.87
Hopping Green & Sams	003561	112078	Legal Services General Counsel	\$ 2,921.76
JEA	003562	Acct#4780546006	Acct#4780546006 12/19	\$ 407.33
News Leader	003563	554192	Acct #30283 Legal Advertising	\$ 199.43
News Leader	003563	554196	01/20 Acct #30283 Legal Advertising	\$ 349.37
News Leader	003570	558919	01/20 Acct #30283 Legal Advertising	\$ 174.44
Poolsure	003567	131295590487	01/20 Monthly Pool Chemicals 01/20	\$ 910.00
Republic Services	003554	0687-001024839	Amenity Waste Disposal 01/20	\$ 66.47

River Glen Community Development District

Paid Operation & Maintenance Expenditures

January 1, 2020 Through January 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services	003571	0687-001031334	Amenity Waste Disposal 02/20	\$ 66.51
Rizzetta & Company, Inc.	003558	INV0000045888	District Management Services 01/20	\$ 5,539.59
Rizzetta Technology Services, LLC	003568	INV0000005422	Website & Email Hosting Services 01/20	\$ 100.00
SOLitude Lake Management	003569	PI-A00344279	Lake & Pond Management 01/20	<u>\$ 430.00</u>
Report Total				<u>\$ 27,878.78</u>

STAFF REPORTS

District Counsel

District Engineer

Field Inspection Report

Tab 3

RIVER GLEN

FIELD INSPECTION REPORT



January 27, 2020
Rizzetta & Company
Tyree Brown – Field Services Manager



Rizzetta & Company
Professionals in Community Management

LANDSCAPE SUMMARY

General Updates, Recent & Upcoming Maintenance Events

Treat multiple fungus issues in plant material in the community.

Prune Live Oaks in the community.

Provide plan to Mulch the community.

Provide plan to develop the Bermuda turf at the amenity center.

The following are action items for Brightview Landscaping to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation.

1. **The Indian Hawthorne behind the children's pool should be treated for fungus.**
2. Community is in need of Mulching. (photo 2)
3. Prune seed pods from Sable Palms at the amenity center.
4. Put hard edge on all plant beds at the community entrance and the amenity center.
5. Treat Azaleas on River Glen in the island for fungus.
6. Treat Feijoa at the amenity center for fungus.
7. Continue to treat the fungus in the plant material along the entrance side of the tennis court.
8. Treat Ligustrum shrubs in the community for fungus and correct pruning practice to a more natural look.
9. **Give proposal to replace missing Ligustrum in the amenity center parking lot.(photo 9)**
10. Prune Live Oak in the traffic circle in the amenity center parking lot.
11. Finish cutting back ornamental grasses at the amenity center.



RIVER GLEN

12. The Loropetalum on the eastside of the clubhouse inside the fence needs a rejuvenation prune in the spring.

13. Treat the Indian Hawthorne in front of the amenity center for fungus.

14. Continue to monitor the Ligustrum that was just planted at the main entrance and treat from fungus.

15. Give rejuvenation prune to the Loropetalum in front of the tennis court at the amenity center in the spring. (photo 15)

16. Remove dead and declining Juniper in the amenity center plant beds.

17. Develop plan from thinning Bermuda turf at the amenity center from fungus and Mole Cricket damage. (photo 17)

18. Schedule Crape Myrtle pruning in the community.

19. Treat Sago Palms at the community entrance for fungus and fertilize.

20. Weed Juniper bed in the center median of River Glen at the community entrance.



21. The Loropetalum around the tennis court needs fertilizer.

22. The Ligustrums at the second entrance are still yellow and have fungus and it should be treated and fertilized.

23. Ligustrums at the frontage of the community need a rejuvenation prune in the spring.

24. Loropetalum along the sidewalk at the community entrance on River Glenn need a rejuvenation prune in the spring.(photo 24)

25. Ornamental grass beds at the community frontage are in need of pine straw application.



RIVER GLEN

26. The Azaleas at the entrance are yellow and need more fertilizer along with the Loropetalum.

27. Prune Ligustrum along the community frontage into tree form. (photo 27)

28. Lift Pine trees along the community frontage to the top of the fence line.

29. Remove vine growth in the ornamental grasses along the community frontage.

30. Treat all active Fire Ant mounds in the community.

31. Prune all Live Oaks on River Glen and at the community entrance.

32. Prune Sable Palms inside the pool area of the amenity center hanging on the building.

33. Weed plant beds around the county lift station at the end of River Glen.

34. Holly trees back of sidewalk along the open field across from the amenity center are in need of fertilization.

35. Prune Live Oak in the right of way of Fern Creek. (photo 35)



36. The Ligustrums at the second entrance in the center island are looking yellow, what is the fertilizer schedule?

37. Dead head the Snap Dragons in the center median of the Lagoon Forest entrance.

38. Treat the Ligustrum in the center median of Lagoon Forest for fungus. (photo 38)



Tab 4

1. The Indian Hawthorne was treated for disease on 1/22/20
2. The mulch is scheduled for March
3. We will get this scheduled
4. We will get this next visit
5. The Azaleas were treated for disease on 1/22/20
6. The Fijoa was treated for disease on 1/22/20
7. This plant material was treated for disease on 1/22/20
8. The ligustrums shrubs were treated for disease on 1/22/20. We will be correcting our pruning to create a more natural look
9. I will send a proposal for this next week
10. We will do this next site visit
11. We will do this next site visit
12. The loropetalum at the clubhouse will be cut back in the spring
13. The Indian Hawthorne was treated for disease on 1/22/20
14. We will be replacing this ligustrum when we do the spring flowers
15. The loropetalum at the tennis court will be cut back in the spring
16. We will do this next site visit
17. I will get with our turf specialist to get this information together and send it over to you
18. We will be starting with the ones at the clubhouse next site visit
19. The sago palms were treated for disease on 1/22/20
20. We will do this next site visit
21. This is scheduled for March
22. The ligustrum shrubs at the second entrance has been treated for disease on 1/22/20. They were also fertilized. They will be fertilized again in March
23. The ligustrums at the front of the community will be cut back in the spring
24. The loropetulum at the entrance will be cut back in the spring
25. The pine straw application is scheduled for March

26. This is scheduled for March
27. We will do this next site visit
28. We will get this the following site visit
29. We will do this next site visit
30. We have been treating the fire ant mounds throughout the property every visit and will keep doing it.
31. We will get this the following site visit
32. We will get this scheduled
33. We will do this next site visit
34. This is scheduled for March
35. We will get this the following site visit
36. This is scheduled for March
37. We will do this next site visit
38. The ligustrum at the second entrance was treated for fungus on 1/22/20

Landscape Report

Tab 5



11530 Davis Creek Court - Jacksonville, Florida 32256
(904) 292-0716 / Fax: (904) 292-1014

MEMORANDUM

DATE: February 7, 2020
TO: River Glen CDD
ATTN: Board of Directors
FROM: Jay Jernigan
RE: Landscape Report

Base Maintenance

Client Service Team is currently on an every other week winter schedule.

Clubhouse ornamental grass cut backs to be completed in Feb.

Crape Myrtle pruning to be completed in Feb.

Contract tree elevation to be completed in Feb.

Spray for bed weeds each site visit.

Treat ant mounds each site visit.

Cut back wood line at main entry.

Completed tasks on District Landscape Manager reports.

Rejuvenation pruning on Loropetalum scheduled for March.

Annuals (Seasonal Color)

Winter flowers have been installed.

Spring flowers scheduled for March.

Mulch

Spring mulch scheduled for April.

Agronomics

Fall plant fertilizer installed. Spring application scheduled for April.

Fungicide applied to all plant material as needed in January. Next application February.

Pre-emergent applied to all turf areas in January.

Will be providing a annual calendar for Agronomics to include soil profiles that we are testing.

Amenity Manager Report

Tab 6



River Glen Community Development District

Field Report Feb 2020

First Coast CMS LLC
02/01/2020

Swimming Pools

At this time, there are no maintenance issues with the pools

Facility Maintenance

The food truck events continue to be well attended and we have received only positive feedback from the community.

We are in the process of performing the amenity card audit. We have given residents until March 1st to fill out the online registration. After that time, their cards will be deactivated until they comply. We are also using this audit to update our email list and allowing residents to Opt into the Eblast communications.

The leg press machine has been broken again. Both times were broken cables. We have contacted fitness pro to make the repair. We installed signs in the gym to remind residents to demonstrate control while using machines and free weights.

Gutters were installed as approved by the Board

The board approved the repair of the pool deck for a not to exceed amount. The vendor who supplied the proposal has not returned our calls or emails. We are in the process of soliciting for more bids to complete this repair

We installed No Lifeguard on Duty and Playground warning signs as recommended by the Insurance Carrier

Christmas decorations were removed from the preserve area behind the playground.

Several landscape lights were replaced/installed the main entrance to the community

We examined a Pot Hole that has been repaired numerous times by staff on Lagoon Forest Dr. At this time, we are recommending that the area be inspected by District Engineer and permanent repair recommendation made.

We installed gutter blocks and rocks on the front of the building to minimize the movement of mulch during heavy rains

The common area sidewalks were pressure washed. There were several areas that were not included in the original scope. The areas were mentioned to the vendor and the areas were completed prior to approval. The vendor invoiced for the additional areas. We asked the vendor to provide an additional proposal for pressure washing the parking

lot curbing and paver sidewalks at the amenity center. This area was also not a part of the original bid.



11246 Distribution Ave E. #18
Jacksonville, Florida 32256
www.ReflectionsJax.com
3228900@gmail.com
904-322-8900

Invoice 200082
P.O. #
Issued date: 1-31-2020
Due date: 2-1-2020

Customer

River Glen CDD c/o First Coast CMS, LLC
2806 N 5th St, Suite 403
Saint Augustine, FL 32084-1837
904-537-9034

Service Location

River Glen
65084 River Glen Pkwy
Yulee, FL 32097-0620

Item(s)					
Qty	Name	Description	Rate	Amount	Tax
1	Pressure Washing	Pressure wash additional select common areas removing dirt, surface mold and organic material	\$1,350.00	\$1,350.00	Non
1	Meter rental	Meter rental, permits and water usage fees. No residential water will be used.	\$0.00	\$0.00	Non

Subtotal	\$1,350.00
Tax	\$0.00
Total	\$1,350.00
Paid	\$0.00
Balance Due	\$1,350.00

Notes

Terms

Due on Receipt - Unless noted differently above

Thank you for your business!

Make all checks payable to Reflections Window Washing. If you have any questions regarding this invoice, please call our billing department at 904-803-1730

District Manager



November 27, 2019

Dear Valued Client,

As a result of Aquatic Systems, Inc. (ASI) transitioning ownership to SOLitude Lake Management, **on December 1** we will begin processing all payments centrally at our Little Rock office. Please be sure to review the address information on the remittance coupon portion of your invoice.

The complete address for remittance is:

SOLitude Lake Management
1320 Brookwood Drive, Suite H
Little Rock, AR 72202

To ensure that your payments continue to be properly credited to your account, we recommend that you confirm the accuracy of your remittance systems information as soon as possible. An updated **W-9 form** is enclosed for your convenience.

If a **Certificate of Insurance** is needed, please email customercare@solitudelake.com to request.

In addition, we are providing a sample of your invoice and service order moving forward.

We appreciate and value your continued business, and look forward to continuing to serve your needs. If you have any questions, please don't hesitate to contact us at our local Florida number:

888-480-LAKE (5253) or inquiries@solitudelake.com

Thank you,

Carolyn Stabley
Accounts Receivable Specialist

Enclosed: Updated W9 form, sample Invoice and sample Service Order

Competitively Sensitive & Proprietary Materials – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.

Tab 7

January 11, 2019

An Important Message to Our Valued Clients:

We want to take this opportunity to not only thank you for being a loyal client and partner, but to also share some exciting news. As of January 2, 2019, Aquatic Systems transitioned ownership and joined with SOLitude Lake Management. This important decision did not come overnight; our leadership team thought long and hard about our future. As we continue to grow, we want to ensure our team can continue to deliver a superior experience, while improving our technology and expanding our service offerings to benefit our valued clients. The answer was clear to us—SOLitude is an exceptional company that offers us the operational and technical expertise we need to best serve our expanding market.

Our leadership team and staff are excited and supportive of this important new chapter. Aquatic Systems and SOLitude Lake Management represent two companies with similar philosophies, world-class reputations, value-based service delivery and family-based culture. Together, we are the premier aquatic management company in the state of Florida and the nationwide industry.

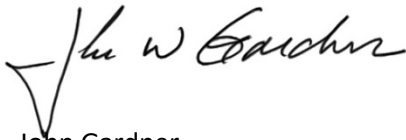
Aquatic Systems will continue providing the same great services you are accustomed to while operating as the same team you have come to trust. Over time, we will begin to unify the brands and enhance the Aquatic Systems customer experience by:

- Expanding our service offerings and specialized equipment
- Broadening our expertise with an even larger team of local qualified professionals
- Increasing our training and development efforts for our team members
- Enhancing our operational technology and providing better customer communications
- Expanding our free educational resources

Please contact me anytime if you have any questions. We will continue to be your go-to partner for all of your lake, pond, wetland and fisheries management needs and look forward to serving you for more years to come.

To learn more about SOLitude Lake Management please visit: www.solitudelakemanagement.com

Kind regards,



John Gardner
President

Tab 8



Service History Report

February 4, 2020
50097

River Glen Cdd

Date Range: 01/01/20..01/31/20

Toll Free: (888) 480-5253

Fax: (888) 358-0088

www.solitudelakemanagement.com

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Service Date	1/13/2020	8398
No.	PI-A00347833	
Order No.	SMOR-301487	
Contract No.	SVR47794	

Technician Name and State License #s

William R. Ashwell (Bill)

Service Item #	Description	Lake No.	Lake Name
8398-LAKE-ALL	River Glen Cdd-Lake-ALL	9	River Glen Cdd-Lake-ALL
Technician's Comments:	Some of the ponds developed an algae bloom on ponds 1,2,3&8 which was treated accordingly, I also treated the shoreline weeds on pond 1.		
General Comments:	Inspected Lake		
Inspected for algae			

BUSINESS ITEMS

Discussion Regarding Landscape Maintenance

Discussion Regarding Regular Meeting Schedule

Public Hearing Adopting Rules of Procedure

Tab 9

RESOLUTION 2020-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE RIVER GLEN COMMUNITY DEVELOPMENT
DISTRICT ADOPTING RULES OF PROCEDURE;
PROVIDING A SEVERABILITY CLAUSE; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, River Glen Community Development District (“**District**”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Nassau County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

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

SECTION 1. The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure replace all prior versions of the Rules of Procedure, and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 20th day of February, 2020.

ATTEST:

**RIVER GLEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairman, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE

Tab 10

RESOLUTION 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(c), FLORIDA STATUTES AND INSTRUCTING THE NASSAU SUPERVISOR OF ELECTIONS TO BEGIN CONDUCTING THE DISTRICT'S GENERAL ELECTIONS

WHEREAS, the RIVER GLEN Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the unincorporated Nassau County, Florida; and

WHEREAS, the Board of Supervisors of RIVER GLEN Community Development District (hereinafter the "Board") seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes and to instruct the Nassau Supervisor of Elections (the "Supervisor") to conduct the District's General Elections.

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

Section 1. The Board is currently made up of the following individuals: Doug Walker, James (Glenn) Marvin, Gretchen Copeland, Charles Moore and Scott Campbell

Section 2. The term of office for each member of the Board is as follows:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Doug Walker	2020
2	James (Glenn) Marvin	2020
3	Gretchen Copeland	2022
4	Charles Moore	2022
5	Scott Campbell	2022

Section 3. Seat 1, currently held by Doug Walker, and Seat 2, currently held by James (Glenn) Marvin, are scheduled for the General Election in November 2020.

Section 4. Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals to be elected to the Board in the November 2020 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor to conduct the District's General Elections. The District understands that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

PASSED AND ADOPTED THIS 20th DAY OF FEBRUARY, 2020.

**RIVER GLEN
COMMUNITY DEVELOPMENT
DISTRICT**

CHAIRPERSON/VICE CHAIRPERSON

ATTEST:

SECRETARY/ASSISTANT SECRETARY

Tab 11



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

November 19, 2019

River Glen Community Development District
c/o Rizzetta & Company, Inc.
12750 Citrus Park Lane Suite 115
Tampa, Florida 33625

Thank you for choosing LLS Tax Solutions Inc. ("LLS Tax") to provide arbitrage services to River Glen Community Development District ("Client") for the following bond issues. 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.

- \$10,390,000 River Glen Community Development District (Nassau County, Florida) Capital Improvement Revenue Bonds, Series 2006A

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 services listed above for the three annual bond years ending October 31, 2020, October 31, 2021, and October 31, 2022 is \$1,500, which is \$500 each year. We will bill you upon completion of our services or on a monthly basis. 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:
River Glen Community Development District

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

By: _____
Print Name _____
Title _____
Date: _____

**AUDIENCE COMMENTS
and
SUPERVISOR REQUESTS**

ADJOURNMENT