



Rizzetta & Company

River Glen Community Development District

Board of Supervisors' Meeting August 19, 2021

**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	Charles Moore	Chairman
	Gretchen Copeland	Vice Chairman
	Steven Bryant	Assistant Secretary
	Steven Nix	Assistant Secretary
	Robert Porter	Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Hopping Green & Sams, P.A.
District Engineer	Dan McCranie	McCranie & Associates

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 · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.riverglencdd.org

August 12, 2021

River Glen Community Development District

AGENDA

Dear Board Members:

The **special** meeting of the Board of Supervisors of the River Glen Community Development District will be held on **Thursday, August 19, 2021 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' River Glen Special Meeting held June 9, 2021.....Tab 1
 - B. Ratification of Operation and Maintenance Expenditures for April 2021 and May 2021.....Tab 2
4. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Field Inspection Report
 - 1.) Field Service Report, July 1, 2021.....Tab 3
 - i.) Duval Response to June Field Service Report.....Tab 4
 - 2.) *Field Service Report, August 2021 (Under Separate Cover)*
 - D. Landscape and Irrigation Report
 - 1.) Duval Landscape Report, August 2021.....Tab 5
 - E. Amenity Manager Report
 - 1.) First Coast CMS, Amenity Manager Report, August 12, 2021.....Tab 6
 - 2.) Discussion Regarding Swimming Pool
 - F. District Manager
 - 1.) SOLitude Lake Management Report, August 11, 2021.....Tab 7
5. **BUSINESS ITEMS**
 - A. *Consideration of Proposal for PoolSure Renewal Agreement (Under Separate Cover)*
 - B. Consideration of Resolution 2021-10, Designating Date, Time and Location of Regular Fiscal Year 2021-2022 Meetings.....Tab 8
 - C. Public Hearing on Fiscal Year 2021-2022 Budget
 - 1.) Consideration of Resolution 2021-11, Approving Fiscal Year 2021-2022 Budget.....Tab 9
 - D. Public Hearing Imposing Special Assessments
 - 1.) Consideration of Resolution 2021-12, Imposing Special Assessments.....Tab 10
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.

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 **continued** meeting of the Board of Supervisors of River Glen Community Development District was held on **Wednesday, June 9, 2021 at 1:30 p.m.** at the River Glen Amenity Center, located at 65084 River Glen Parkway, Yulee, Florida 32097. The following is the agenda for the meeting.

Present and constituting a quorum:

Charles Moore	Board Supervisor, Chairman
Gretchen Copeland	Board Supervisor, Vice Chairman
Robert Porter	Board Supervisor, Assistant Secretary
Steven Bryant	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc.
Sarah Warren	District Counsel, Hopping Green & Sams (via speakerphone)
Tony Shiver	President, First Coast CMS
Jason Liggett	Field Service Manager, Rizzetta & Company, Inc. (via speakerphone)
Devin Koopman	Business Development Manager, Duval Landscape
Michael Wooldridge	Account Manager, Duval Landscape

Audience members present

FIRST ORDER OF BUSINESS**Call to Order**

Ms. Gallagher called the meeting to order at 1:34 p.m. and read the roll call.

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

No comments on agenda items.

THIRD ORDER OF BUSINESS**Consideration of the Board of Supervisors'
Regular Meeting Minutes held on May 20,
2021**

On a motion by Mr. Moore, seconded by Mr. Porter, with all in favor, the Board approved the minutes from the May 20, 2021 Regular Meeting for River Glen Community Development District.

FOURTH ORDER OF BUSINESS**Ratification of Operation and Maintenance
Expenditures for April 2021**

On a motion by Mr. Porter, seconded by Mr. Moore, with all in favor, the Board ratified the Operation and Maintenance Expenditures for April 2021 in the amount of \$31,331.78 for River Glen Community Development District.

FIFTH ORDER OF BUSINESS**Staff Reports**

A. District Counsel
No report.

B. District Engineer
No report.

C. Field Inspection Reports
Mr. Liggett reviewed the June Field Inspection Report (Exhibit A). he noted that he had requested a proposal to drag the ballfield as well.

Ms. Copeland commented that she accompanied Mr. Liggett on the inspection and number sixteen on the report continued to be there following service and that number fifteen on the report had been in this condition for weeks. She also expressed that the bed weeds were ridiculous at this point.

D. Landscape Report

1.) *Consideration of Revised Entry Enhancement (Under Separate Cover)*

Mr. Wooldridge responded to Ms. Copelands concerns and noted that the entire crew had been replaced starting last week and he expected that improvement would occur.

The Board then reviewed the revised entry enhancement proposal which was based on changes following review M. Liggett and Ms. Gretchen on site (Exhibit B).

Discussions ensued.

The Board requested that the mulch count be reviewed further to try to reduce some of this cost since the community mulch was also to be completed and some of these areas would then be billed for the work twice.

On a motion by Mr. Moore, seconded by Mr. Porter, with all in favor, the Board approved a not to exceed amount of \$19,799.00 for the Entry Enhancement and requested that bond refi process be used for these enhancements, if possible, and if not they approved the Operation and Maintenance expense for River Glen Community Development District.

- E. Amenity Manager Report
Mr. Shiver updated the Board on a recent issue with pool tiles and coping delaminating. He is working to resolve this and there are no safety concerns.

- F. District Manager
No report.

SIXTH ORDER OF BUSINESS

Consideration of WebWatchDogs Proposal for Extended Warranty

On a motion by Mr. Porter, seconded by Mr. Moore, with all in favor, the Board approved the proposal from WebWatchDogs for their extended warranty in the amount of \$275.00 for River Glen Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Shade Structures for Pool Area

The Board reviewed proposals for shade structures for the pool areas. Mr. Shiver noted that the precision playgrounds and ARC proposals would need to be combined as one was for the equipment and one was for the installation.

On a motion by Mr. Moore, seconded by Mr. Porter, with all in favor, the Board approved the proposal from Bliss for the splash or activity pool shade structure in the amount of \$16,920 to be paid out of the 2021 refinance proceeds for River Glen Community Development District.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2021-09,
Approving Fiscal Year 2021-2022 Proposed
Budget and Setting Public Hearing**

Ms. Gallagher updated the Board on changes that had been made to the proposed budget since the May 20th meeting, which included the kayak launch anticipated for a portion of Fiscal Year 2021-2022 now.

Discussions ensued regarding the increase and amount of funds for the reserve account.

On a motion by Mr. Moore, seconded by Mr. Porter, with all in favor, the Board adopted a revised form of Resolution 2021-09 (Exhibit C) Approving Fiscal Year 2021-2022 Proposed Budget and Setting Public Hearing for August 19, 2021 at 1:30 at the River Glen Amenity Center located at 65084 River Glen Parkway, Yulee, Florida 32097, for River Glen Community Development District.

It was noted that the 3:30 p.m. meeting on August 19 was to be cancelled and the meeting be held at 1:30 p.m. on that date.

NINTH ORDER OF BUSINESS**Comments and Supervisor Requests**

Mr. Moore requested a playground update. Mr. Shiver is continuing to work on this.

No audience comments.

TENTH ORDER OF BUSINESS**Adjournment**

On a motion by Mr. Moore, seconded by Mr. Porter, with all in favor, the Board adjourned the meeting at 2:38 p.m. for River Glen Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A

RIVER GLEN

FIELD INSPECTION REPORT



June 1, 2021
Rizzetta & Company
Jason Liggett – Field Services Manager



Rizzetta & Company
Professionals in Community Management

Main Entrance

General Updates, Recent & Upcoming Maintenance Events

- ❖ Need improvement on turf weed control and the Vigor of the turf throughout the community.

The following are action items for Duval 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, **Orange** is for Staff issues, **bold, black, underlined** indicates questions or updates for the BOS.

1. Trim the dead from the palms in the kids splash pad area.
2. Remove dead from the Schilling Hollie in the kids splash pad area. We want to see if we can get some these to fill back in. (Pic 2)



3. On the southside of the pool area prune out any dead material from the Ligustrum privets to see if they will infill.
4. Continue to treat the weeds in the Bermuda on the backside of the pool area. We need to make sure the Bermuda is being mowed at 2 inches.
5. Make sure crews are detailing out vine growth in the Feijoa around the tennis courts.
6. During weekly visits the crews need to be detailing out the Magnolia Leaf Drop.

7. Remove the stand alone Loropetalum on the Northwest side of the clubhouse. This area is a washout area, and the material will not survive so we will leave it open.(Pic 7)



8. During weekly visit mow crews need to police the property for debris and fallen Palm Fronds.
9. Duval to remove the vines in the Azaleas in the front of the kid's playground area.
10. In the Bermuda turf areas in front of the tennis court there was a lot of Magnolia Leaf debris. We need to make sure we are cleaning this up on a weekly basis.
11. Spray the beds weeds near the drainage unit at the tennis court. Also remove the mulch debris on the drain that will prevent it from working properly.



Main Entrance To Fern Creek & Edwards Road ROW

12. During the inspection we had noticeable results with turf weeds treatment. We will still need to keep treating these areas and working the turf weeds out.

13. During my inspection, the Saint Augustine was suffering from drought stress due to the irrigation being down. Duval to continue to work on improving the vigor in these areas.

14. Treat the crack and crevice weeds throughout the property.

15. In the enter island on River Glen Parkway at the main entrance there was a washout from a broken sprinkler head that needs to be repaired.(Pic 15)



19. Check the irrigation in the Edwards road frontage at the Main Entrance to River Glen. During the inspection we noticed turf drought stress.

20. Treat the turf weeds on the inbound side turf stands as you enter the community on River Glen Parkway. Improve the fertilizer striping in the same section of turf. (Pic 20)



21. Treat the beds weeds and turf weeds at the river Glen center divider after the Main Entrance to River Glen Parkway.

22. Trim the Fakahatche grass from the sidewalk on River Glen parkway. This is just pass Fern Creek Drive.



16. Remove the weeds from the newly installed plant material at the Main Entrance to River Glen. During the inspect we also noted a Ti Plant was installed in the place of a Tri Color Ginger. Vendor to swap this out.(Pic 16>)

17. Treat the fire ant mounds at the River Glen Main Entrance. Once eradicated rake the mounds down.

18. Check the irrigation break on the Entrance side of River Glens main monument sign. During the inspection, the water was puddling up.



Edwards Road ROW, Lagoon Forest Entrance

23. Treat the bed weeds through the Lagoon Forest fence line plant material.
24. Check the irrigation in the area that the Saint Augustine was recently installed at the Lagoon Forest Drive Entrance. We want to make sure none of the heads are covered.
25. During my inspection we found a break in the irrigation system on the Southside of Lagoon Forest Drive fence plant material. Repair the irrigation in this area.



Proposals

1. Provide a price to the district to drag the baseball field twice a month with a drag net.



Exhibit B



Duval Landscape Maintenance
7011 Business Park Blvd N
Jacksonville, FL 32256
www.duvallandscape.com

PROPOSAL

Date	Proposal No.
06/03/21	12408

CUSTOMER

River Glen CDD
2806 N. Fifth Street Suite 403
St. Augustine, FL 32084

PROPERTY

River Glen CDD
65084 River Glen Parkway
Yulee, FL 32097

DESCRIPTION

QTY

UNIT PRICE

EXT PRICE

Photo 1. RG Tower. Install Italian cypress trees to corner of tower. Flax lily between cypress and on sides. Confederate jasmine to sides of tower, fill in Ligustrum hedge and install dwarf bottle brush around palm tree.

Enhancement/Extra Services

Clean & Prepare Area for Installation		\$39.88	\$319.00
Italian Cypress - 30 gal installed	2.00	\$352.38	\$704.75
Flax Lilly - 3 gal installed (Kit)	35.00	\$23.74	\$830.90
Confederate Jasmine - 1 gal installed	60.00	\$10.20	\$611.88
Bottlebrush Dwarf - 3 gal installed	50.00	\$36.86	\$1,842.98
Ligustrum - 3 gal installed	17.00	\$19.37	\$329.31
Cypress Mulch Install	7.00	\$66.00	\$462.00
Enhancement Labor		\$39.88	\$119.63

Photo 2. Exit side of entry. Remove all material at corner. Install flax lily to corner, behind flax lily instal confederate jasmine, behind jasmine dwarf bottle brush

Enhancement/Extra Services

Clean & Prepare Area for Installation		\$39.88	\$279.13
Flax Lilly - 3 gal installed (Kit)	25.00	\$23.74	\$593.55
Confederate Jasmine - 1 gal installed	27.00	\$10.20	\$275.36
Bottlebrush Dwarf - 3 gal installed	35.00	\$36.87	\$1,290.28
Cypress Mulch Install	5.00	\$66.00	\$330.00
Enhancement Labor		\$39.88	\$119.63

Photo 3. River Glen pkwy, entry side wall. Remove all material. Install 3 Italian cypress in the middle of the black fence. Install duranta around each pillar and install flax lily in front of the duranta and down the fence.

Enhancement/Extra Services

Clean & Prepare Area for Installation		\$39.88	\$199.38
Italian Cypress - 30 gal installed	3.00	\$352.38	\$1,057.13
Duranta - 3 gal installed	50.00	\$19.98	\$999.23
Flax Lilly - 3 gal installed (Kit)	70.00	\$23.73	\$1,661.40
Cypress Mulch Install	4.00	\$66.00	\$264.00
Enhancement Labor		\$39.88	\$119.63

Not rendered. Behind wall on entry side. Remove all plant material, flush cut trees and lower grade. Behind sidewalk bring St. Augustine up to concrete.

Enhancement/Extra Services

Clean & Prepare Area for Installation		\$39.88	\$438.63
St Augustine Sod Pallet - Sod installed - pallet	1.00	\$668.28	\$668.28
Cypress Mulch Install	2.00	\$66.00	\$132.00

Same as photo 3. River Glen pkwy, exit side wall Remove all material including holly tree. Install 3 Italian cypress in the middle of the black fence. Install duranta around each pillar and install flax lily in front of the duranta and down the fence.

Enhancement/Extra Services

Clean & Prepare Area for Installation		\$39.88	\$398.75
Italian Cypress - 30 gal installed	3.00	\$352.38	\$1,057.13
Duranta - 3 gal installed	50.00	\$19.98	\$999.23
Flax Lilly - 3 gal installed (Kit)	70.00	\$23.73	\$1,661.40
Cypress Mulch Install	4.00	\$66.00	\$264.00
Enhancement Labor		\$39.88	\$119.63

Not rendered. Behind wall on exit side. Remove all plant material, lower grade. Behind sidewalk bring Zoysia up to concrete.

Enhancement/Extra Services

Clean & Prepare Area for Installation		\$39.88	\$319.00
Zoysia Pallet Updated	2.00	\$450.00	\$900.00
Cypress Mulch Install	2.00	\$66.00	\$132.00

Irrigation modification

Irrigation Service/Repairs

Misc Irrigation Parts, Fittings and adjustments	1.00	\$300.00	\$300.00
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Total: \$19,799.22

By _____
Michael Wooldridge

Date 6/3/2021
Duval Landscape Maintenance

By _____

Date _____
River Glen CDD

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Exhibit C

RESOLUTION 2021-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2021/2022; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGET PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the River Glen Community Development District ("**District**") prior to June 15, 2021, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. DECLARING ASSESSMENTS. Pursuant to Chapters 170, 190 and 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the "**District's Office**," Rizzetta & Company, 2806 N. Fifth Street, # 403, St. Augustine, Florida 32084. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. The Assessments shall be paid in one more installments pursuant to a bill

issued by the District in November of 2021, and pursuant to Chapter 170, Florida Statutes, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes.

3. SETTING PUBLIC HEARINGS. Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: August 19, 2021
HOUR: 1:30 pm
LOCATION: River Glen Amenity Center
65084 River Glen Parkway
Yulee, Florida 32097

4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S). The District Manager is hereby directed to submit a copy of the Proposed Budget to Nassau County, Florida at least 60 days prior to the hearing set above.

5. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, and shall remain on the website for at least 45 days.

6. PUBLICATION OF NOTICE. The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Nassau County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

7. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9th DAY OF JUNE, 2021.

ATTEST:

Lesley Gallagher

Assistant Secretary

**RIVER GLEN COMMUNITY
DEVELOPMENT DISTRICT**

Charles Moore

By: _____
Its: Chairman

Tab 2

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.RIVERGLENCDD.ORG

Operation and Maintenance Expenditures April 2021 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2021 through April 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$31,331.78**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Arctic Air of Northern Florida, LLC	003865	11045	A/C Repairs 04/21	\$ 2,762.00
Charles G Moore	003871	CM041521	Board of Supervisors Meeting 04/15/2021	\$ 200.00
Comcast	2021040821-1	8495 74 401	Clubhouse/TV/Phone/Internet 04/21	\$ 263.00
Duval Landscape Maintenance, LLC	003858	0038261 04/21 10283	Landscape Maintenance Acct 11742, Zoysia & Bermuda 02/21	\$ 563.00
Duval Landscape Maintenance, LLC	003873	10393	Irrigation Repairs 02/21	\$ 1,050.00
Duval Landscape Maintenance, LLC	003866	10780	Landscape Maintenance Acct 11742 04/21	\$ 5,560.66
Duval Landscape Maintenance, LLC	003873	10876	#11805 Install Flowers 03/21	\$ 636.00
Duval Landscape Maintenance, LLC	003866	10878	#12398 Dead Trees Preserve Area 03/21	\$ 600.00
Duval Landscape Maintenance, LLC	003866	10907	#11742 Pest Control 03/21	\$ 270.50
Egis Insurance Advisors LLC	003867	12938	General/POL/Property Insurance FY 20/21	\$ 167.00
First Coast CMS, LLC	003856	5509	Repair of Pool Deck 01/21	\$ 2,424.49
First Coast CMS, LLC	003868	5672	Monthly Services 04/21	\$ 3,875.92
First Coast CMS, LLC	003859	5707	Reimbursement For Purchases 03/21 & 04/21	\$ 187.47
Florida Department of Revenue	003861	65-8016514515-1 03/21	Sales And Use Tax 03/21	\$ 0.98
Grau & Associates	003862	20817	Audit FYE 09/30/2020	\$ 500.00
Gretchen Copeland	003872	GC041521	Board of Supervisors Meeting 04/15/2021	\$ 200.00

River Glen Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2021 Through April 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Hopping Green & Sams	003863	121439	Legal Services General Counsel 02/21	\$ 3,158.00
Innersync	003860	19333	Quarterly ADA Website Services Q3 FY20/21	\$ 384.38
JEA	2021040821-2	Acct#4780546006 03/21	Acct#4780546006 03/21	\$ 510.48
News Leader	003874	636041	Acct #30282 Legal Advertising 04/21	\$ 277.91
Phil Lentsh dba Office Dynamics	003864	00032477	Book Copy 02/21	\$ 57.73
Phil Lentsh dba Office Dynamics	003875	00032642	Book Copy 04/21	\$ 65.78
Poolsure	003869	131295598405	Monthly Pool Chemicals 04/21	\$ 910.00
Republic Services of Florida	2021042921-1	0687-001133633	Waste Disposal Services 05/21	\$ 76.64
Rizzetta & Company, Inc.	003853	INV0000057635	District Management Services 04/21	\$ 5,684.84
Rizzetta Technology Services, LLC	003854	INV0000007424	Website & Email Hosting Services 04/21	\$ 100.00
Robert S. Porter	003876	BP041521	Board of Supervisors Meeting 04/15/2021	\$ 200.00
SOLitude Lake Management	003870	PI-A00579246	Lake & Pond Management 04/21	\$ 445.00
Steven Brian Nix	003877	SN041521	Board of Supervisors Meeting 04/15/2021	<u>\$ 200.00</u>
Report Total				<u>\$ 31,331.78</u>

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FL 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.RIVERGLEN CDD.ORG

Operation and Maintenance Expenditures May 2021 Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2021 through May 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$36,250.57**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

River Glen Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Amerigas Propane LP	003888	3122038258	Amenity Propane Refill 05/21	\$ 439.02
Atlantic Companies	003878	199594	Annual Security Monitoring 05/01/21-04/30/2022	\$ 150.00
Comcast	2021051121-1	8495 74 401	Clubhouse/TV/Phone/Internet	\$ 263.00
Disclosure Services LLC	003893	0038261 05/21 2	05/21 Amortization Schedule S2021	\$ 100.00
Duval Asphalt Products, Inc.	003889	22445	Asphalt Repairs 04/21	\$ 4,285.36
Duval Landscape Maintenance, LLC	003879	10877	#12134 Entry Renovation 03/21	\$ 3,887.92
Duval Landscape Maintenance, LLC	003885	11253	Landscape Maintenance Acct 11742 05/21	\$ 5,560.66
First Coast CMS, LLC	003890	5742	Monthly Services 05/21	\$ 3,875.92
First Coast CMS, LLC	003886	5779	Reimbursement For Purchases 04/21	\$ 986.92
Florida Department of Health in Nassau County	003881	45-BID-5258735	45-60-00148 Pool Permit Renewal 2020/21	\$ 265.00
Florida Department of Health in Nassau County	003881	45-BID-5258777	45-60-00149 Pool Permit Renewal 2020/21	\$ 125.00
Florida Power & Light Company	2021051121-2	FPL Summary 04/21	Electric Summary 04/21	\$ 2,306.83
Frank's Pool Service, Inc.	003894	33120	Pool Repair Services 04/21	\$ 1,075.00
Hopping Green & Sams	003880	122021	Legal Services General Counsel 03/21	\$ 3,873.81
JEA	2021051121-3	Acct#4780546006 04/21	Acct#4780546006 04/21	\$ 666.41
McCranie & Associates, Inc.	003887	3713	Hourly Services/CDD Meeting 08/20	\$ 225.00

River Glen Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2021 Through May 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
McCranie & Associates, Inc.	003887	3726	Hourly Services/CDD Meeting 09/20	\$ 150.00
McCranie & Associates, Inc.	003887	3749	Hourly Services/CDD Meeting 11/20 & 12/20	\$ 300.00
McCranie & Associates, Inc.	003887	3773	Hourly Services/CDD Meeting 02/21	\$ 225.00
News Leader	003882	632319	Acct #30282 Legal Advertising 03/21	\$ 302.91
Phil Lentsh dba Office Dynamics	003895	00032814	Book Copy 05/21	\$ 46.97
Poolsure	003891	131295599097	Monthly Pool Chemicals 05/21	\$ 910.00
Rizzetta & Company, Inc.	003883	INV0000058201	District Management Services 05/21	\$ 5,684.84
Rizzetta Technology Services, LLC	003884	INV0000007518	Website & Email Hosting Services 05/21	\$ 100.00
SOLitude Lake Management	003892	PI-A00597215	Lake & Pond Management 05/21	\$ <u>445.00</u>
Report Total				<u>\$ 36,250.57</u>

STAFF REPORTS

District Counsel

District Engineer

Field Inspection Report

Tab 3

RIVER GLEN

FIELD INSPECTION REPORT



July 1, 2021
Rizzetta & Company
Jason Liggett – Field Services Manager



Rizzetta & Company
Professionals in Community Management

Main Entrance

General Updates, Recent & Upcoming Maintenance Events

- ❖ Detail throughout the site is not up to industry standards.
- ❖ Mowing the week of the inspection was not completed in areas.

The following are action items for Duval 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, **Orange** is for Staff issues, **bold, black, underlined** indicates questions or updates for the BOS.

1. Trim the dead from the palms in the kids splash pad area.
2. Remove dead from the Schilling Hollie in the kids splash pad area. We want to see if we can get some these to fill back in. (Pic 2)



3. On the southside of the pool area prune out any dead material from the Ligustrum privets to see if they will infill.
3. Make sure crews are detailing out vine growth in the Feijoa around the tennis courts.
4. During weekly visits, the crews need to be detailing out the Magnolia Leaf Drop.
5. The schilling Hollie in the backside corner of the pool area was approved. Does Duvall have a date on when this will be installed?

6. Uncover the drainage inlet in the same area as the Schilling Hollies that are to be replaced.



7. During the inspection we have a noticeable amount of ant mounds popping up from the rain. These need to be treated.
8. On the backside of the tennis court, we need to make sure we maintain the bed space in this area.
9. In the front of the clubhouse remove and Agapanthus flowers that are leaning over the walking path.
10. Throughout the amenity center let's make sure we are removing the pup growth from the base of the palms.
11. Treat the Bermuda turf stand on the southside of the clubhouse with a selective



Main Entrance To Fern Creek & Edwards Road ROW

herbicide this area doesn't look like it has been treated.

12. Throughout the property the soft edging needs to improve. We need to use the proper equipment and avoid chemical edging. (Pic 12)



13. During my inspection I noticed quite a few areas of missed hard edging. This is a contractual weekly obligation that needs to be done per the contract. (Pic 13)



14. Treat the crack and crevice weeds in the curbing at the Amenity center parking areas.
15. During my inspection it was noted that some taller weeds were treated with roundup. These taller weeds need to be removed by hand.

16. Remove the vines covering the Azaleas at the playground thumb area. (Pic 16)



17. During mow visits Duval to do there best on spreading mow duff. Remove the mow duff and hard edged around the drain in the field to the west of kid's playground. (Pic 17)



18. During my inspection there were still quite a few areas that didn't get mowed lakes and common areas. It very important that Duval communicate this to the DM and Field Service Manager so that we can advise the board.
19. Duval to create a round up bead on the Black fence to the West of the kid's playground. This will allow us to stay away from the fence with mowers and string trimmers.
20. Duval to utilize Selective Herbicides anywhere we have established Parsoni Juniper to aid in



Edwards Road ROW, Lagoon Forest Entrance

control of the weeds growing in them.

21. Diagnose and treat the sporing Ligustrum's in the traffic circle at the clubhouse.

22. Hard edge around the basketball court.

23. Create a round up bead around the fence at the baseball diamond.

24. The baseball field is starting to go backwards in the terms of weed control. What is Duvals plan going forward?

25. Remove the Magnolia leaf drop from under the Magnolias in the front and side of the amenity center.

26. Duvall to clean of the drain near the tennis court that is covered with weeds and mulch. (Pic 26)



27. Remove the dead palm chutes in the beds going around the tennis court area.

28. Improve the soft edging going around the tennis court and avoid chemical edging.

29. Soft edge and treat the bed weeds around the irrigation pump on River Glen Parkway.(Pic 29>)

30. Treat the crack weeds in the sidewalks going

down River Glen Parkway.

31. Remove the dead from the Schilling Hollie in the island on River Glen parkway across from the tennis court. In this area also remove the vines as well .

32. When is the next application of Herbicide going to be put down on the Saint Augustine?

33. During my inspection in the very front bed in the center island crews have pulled weeds and left them in the beds. Also, in this area the mulch is disturbed and unsightly from the weed pulling. The goal is to have these areas looked manicured.(Pic 33)



River Glen Parkway, Lagoon Forest Entrance

34. Make sure during weekly services that the annual beds are being cleaned of weeds.
35. During my inspection, the crew missed the string trimming of the poles on Fern Creek Drive and Glenspring way. Make sure this is done on a weekly basis.(Pic 35)



36. During my inspection, the Annuals at the Lagoon Forest entrance. Please remove and prep the beds for the next installation.



37. Treat the Saint Augustine on the Exit and entrance side for turf weeds at the Lagoon Forest Entrance.
38. During my inspection we still have a break on the South fence line at the Lagoon Forest entrance. This was on the report last month.(Pic 38>)





Duval Landscape

MAINTENANCE

Field Inspection Report Response June 2021



We Care About

Your landscape
Your business
Your priorities
Your satisfaction

1. Done by the end of the week of 7/19
2. Done by the end of the week of 7/19
3. Done by the end of the week of 7/19
4. Done by the end of the week of 7/19
5. This will be done the end of the week of 8/2
6. Done by the end of the week of 7/19
7. We will treat as we see them
8. We will spray and be sure to continue to maintain
9. Removed all agapanthus blooms week of 7/19
10. Done by the end of the week of 7/19
11. Will do. Per spray division timing will be based of temperature and precipitation.
12. Crew will be trained how to edge in a straight line, how to create proper bed edges and has been told to stop spraying herbicide along bed edges.
13. This has been discussed with the crew and has been remedied. We will be sure to edge all hard surfaces.
14. Crack weeds treated week of 7/12 and 7/19
15. Understood
16. Done by the end of the week 7/19
17. Understood
18. Understood
19. This will be done by the end of the week of 7/26
20. We will have this started by the end of the week of 7/26. And will continue until weed growth is under control.
21. Treat with fungicide and fertilize with 8-10-10 granular fertilizer.
22. This will be done by the end of the week of 7/26
23. This will be done by the end of the week of 7/26
24. Looking into a bare ground cover spray solution such as Mojave a non-selective herbicide.
25. Done by the end of the week of 7/19
26. Done by the end of the week of 7/19
27. This will be done by the end of the week of 7/26
28. Understood
29. This will be done by the end of the week of 7/26
30. This will be done by the end of the week of 7/26
31. This will be done by the end of the week of 7/26
32. This will be done by the end of the week of 8/2

Duval Landscape Maintenance LLC

www.duvallandscape.com

Serving Duval, St Johns, Clay, Putnam and Nassau Counties

Michael Wooldridge. Account Manager

Cell: 904-535-7708 / MW@Duvallandscape.com



Duval Landscape

MAINTENANCE

Field Inspection Report Response June 2021

- 33. We have spoken to the team about cleaning up after themselves and making sure areas are left nicer than when we began.
- 34. Understood
- 35. Team has been briefed and knows the importance of making sure the job is completed before leaving
- 36. Flowers have been removed.
- 37. This will be done before the end of the week of 8/2
- 38. This lateral line was repaired previously. It will be repaired again during the week of 7/19

Sincerely,

Michael Wooldridge
Account Manager

Duval Landscape Maintenance LLC

www.duvallandscape.com

Serving Duval, St Johns, Clay, Putnam and Nassau Counties

Michael Wooldridge, Account Manager

Cell: 904-535-7708 / MW@Duvallandscape.com

Field Service Report,
August 2021
(Under Separate Cover)

Landscape Report

Tab 5



Duval Landscape

MAINTENANCE

River Glen

6/3/2021

Mow everything including lightly tipping St. Augustine grass
Spray missed crack and bed weeds around amenity center.

6/9/2021

Basic maintenance to property
Re-spray bed weeds around amenity center.

6/16/2021

Basic maintenance to property
Detail amenity center
Detail newly planted areas at entry
Spray bed weeds at entry

6/23/2021

Too wet to mow a vast majority of turf areas.
Detail second entry
Detail first entry
Detail amenity center
Detail wall along Edwards road

6/30/2021

Basic maintenance to property
Re-spray second entry
Re-spray first entry
Re-spray amenity center and roadway
Re-spray ½ of wall along Edwards road

7/6/2021

Basic maintenance to property (along Edwards is very wet)

7/13/2021

Basic maintenance to property
Spray ½ of amenity center parking lot and beds, all interior tennis court
Clean up crape myrtles
Pull poor looking flowers at back entry



We Care About

Your landscape
Your business
Your priorities
Your satisfaction

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Michael Wooldridge, Account Manager

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Duval Landscape

MAINTENANCE

River Glen

7/20/2021

Basic maintenance to property

Finish spraying amenity center parking lot. Create new bed around fence around pond by play ground

Detail inside pool deck

Pull poor looking flowers at front entry

7/28/2021

Basic maintenance to property

Spray amenity and tennis courts

More detail to pool deck

Install Iroptalum and mulch to pool deck

8/7/2021

Had to push maintenance due to weather

Was still not able to mow everything due to very wet turf areas

Basic maintenance to select areas of property

Spray entry and roadway

Clean ornamental grasses down roadway

8/10/2021

Weedeat dead weeds along roadway

Soft edging at amenity center

Still not able to mow or edge some areas due to saturation

Sincerely,

Michael Wooldridge
Account Manager

Duval Landscape Maintenance LLC

www.duvallandscape.com

Serving Duval, St Johns, Clay, Putnam and Nassau Counties

Michael Wooldridge. Account Manager

Cell: 904-535-7708 / MW@Duvallandscape.com

Amenity Manager Report

Tab 6



River Glen Community Development District

Field Report Aug 2021

First Coast CMS LLC
08/12/2021

Swimming Pools

There are currently several issues with the pool that we are working on. We anticipate have proposals for a total pool refurbishment for the September meetings.

One of the main pool pumps had to be replaced. This pump was electrically connected to the feeding equipment.

Poolsure, the contracted chemical supplier failed to deliver pool chemicals for a full week. The resulted in staff having to manually adjust the pool chemicals and purchase additional chemicals for the facility.

Poolsure equipment that feeds chemicals into the pool failed. It was over pumping acid into he pool, causing the pH to drop dramatically. The pool had to be closed until this issue was resolved.

The coping pavers of the corner of the pool was resecured temporarily but there are several still loose. This is something that will be addressed in the refurbishment project.

Facility Maintenance

The cameras to the facility were upgraded as approved by the Board. Additionally, a few cameras that were out were repaired.

All of the materials for the shade structure have arrived and we anticipate having an installation date by the end of Friday 8/13. The initial timeline given could be by the end of August but that has not be set yet.

We received a power outage that effected the timer for the main entrance lake fountain. North Florida Irrigation was able to reset it and showed staff how to do it in the event of an emergency.

The backflow to the facility was inspected and passed in July.

Discussion Regarding Swimming Pool

District Manager

Tab 7



Service History Report

August 11, 2021
50097

River Glen CDD

Date Range: 07/01/21..07/31/21

Toll Free: (888) 480-5253
Fax: (888) 358-0088
www.solitudelakemanagement.com

=====

Service Date	7/22/2021	8398
No.	PI-A00640702	
Order No.	SMOR-483277	
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: Today shoreline weed control was applied on pond 2 as requested. Algae wastreated on ponds 6&3 and pond 3 was also treated for shoreline weed control.

General Comments: Inspected Lake

Inspected for algae

BUSINESS ITEMS

*Consideration of Proposal for PoolSure
Renewal Agreement
(Under Separate Cover)*

Tab 8

RESOLUTION 2021-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, 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 Nassau County, Florida; and

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

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

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit “A”.

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Nassau County, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 19TH DAY OF AUGUST, 2021.

**RIVER GLEN COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASSISTANT SECRETARY

EXHIBIT “A”

**BOARD OF SUPERVISORS MEETING DATES
RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2021/2022**

November 18, 2021

January 20, 2022

March 17, 2022

May 19, 2022

June 16, 2022

August 18, 2022

All meetings will convene at **2:00p.m.**
at the **River Glen Amenity Center**,
located at **65084 River Glen Parkway**,
Yulee, Florida 32097.

Public Hearing on Fiscal Year 2021-2022 Budget

Tab 9

RESOLUTION 2021-11

THE ANNUAL APPROPRIATION RESOLUTION OF THE RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2021, submitted to the Board of Supervisors ("**Board**") of the River Glen Community Development District ("**District**") proposed budget(s) ("**Proposed Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the River Glen Community Development District for the Fiscal Year Ending September 30, 2022.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
RESERVE FUND	\$_____
DEBT SERVICE FUND(S) – SERIES 2021 AA1	\$_____
DEBT SERVICE FUND(S) – SERIES 2021 AA2	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.

- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 19th DAY OF AUGUST, 2021.

ATTEST:

**RIVER GLEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A



Rizzetta & Company

River Glen Community Development District

riverglencdd.org

Proposed Budget for Fiscal Year 2021-2022

Presented by: Rizzetta & Company, Inc.

2806 N. Fifth Street
Suite 403
St. Augustine, Florida 32084
Phone: 904-436-6270

rizzetta.com

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Rizzetta & Company

**Proposed Budget
River Glen Community Development District
General Fund
Fiscal Year 2021/2022**

	Chart of Accounts Classification	Actual YTD through 06/30/21	Projected Annual Totals 2020-2021	Annual Budget for 2020-2021	Projected Budget variance for 2020-2021	Budget for 2021-2022	Budget Increase (Decrease) vs 2020-2021	Comments
1								
2	REVENUES							
3	Special Assessments							
4	Tax Roll*	\$ 153,740	\$ 154,866	\$ 154,866	\$ -	\$ 260,150	\$ 105,284	To Be Updated Prior To Public Hearing
5	Off Roll*	\$ 219,883	\$ 296,477	\$ 296,477	\$ -	\$ 294,066	\$ (2,411)	To Be Updated Prior To Public Hearing
8								
9	TOTAL REVENUES	\$ 373,623	\$ 451,343	\$ 451,343	\$ -	\$ 554,216	\$ 102,873	
10								
11	Balance Forward from Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12								
13	TOTAL REVENUES AND BALANCE FORWARD	\$ 373,623	\$ 451,343	\$ 451,343	\$ -	\$ 554,216	\$ 102,873	
14								
15	*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.							
16								
17	ADMINISTRATIVE							
18								
19	Legislative							
20	Supervisor Fees	\$ 5,600	\$ 8,600	\$ 12,000	\$ 3,400	\$ 6,000	\$ (6,000)	Based on Six Meetings
21	Financial & Administrative							
22	Administrative Services	\$ 3,863	\$ 5,150	\$ 5,150	\$ -	\$ 5,150	\$ -	
23	District Management	\$ 23,040	\$ 30,720	\$ 30,720	\$ -	\$ 30,720	\$ -	
24	District Engineer	\$ 1,675	\$ 8,000	\$ 8,000	\$ -	\$ 12,000	\$ 4,000	
25	Disclosure Report	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 6,000	\$ 2,000	Per Current Agreement
26	Trustees Fees	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ -	
27	Assessment Roll	\$ 5,408	\$ 5,408	\$ 5,408	\$ -	\$ 5,408	\$ -	
28	Financial & Revenue Collections	\$ 4,056	\$ 5,408	\$ 5,408	\$ -	\$ 5,408	\$ -	
29	Accounting Services	\$ 13,905	\$ 18,540	\$ 18,540	\$ -	\$ 18,540	\$ -	
30	Auditing Services	\$ 8,226	\$ 8,226	\$ 4,700	\$ (3,526)	\$ 4,900	\$ 200	Increase in FY 20/21 Due to Cancellation Of Bonds and SPE Sale
31	Arbitrage Rebate Calculation	\$ 500	\$ 500	\$ 500	\$ -	\$ 1,000	\$ 500	New Bonds FY 20/21
32	Public Officials Liability Insurance	\$ 2,430	\$ 2,430	\$ 2,545	\$ 115	\$ 2,673	\$ 128	Based on Estimate Provided
33	Miscellaneous Fees	\$ 1,347	\$ 1,942	\$ 1,000	\$ (942)	\$ 1,000	\$ -	Mailed Notices
34	Legal Advertising	\$ 2,376	\$ 7,719	\$ 3,500	\$ (4,219)	\$ 5,000	\$ 1,500	FY 20/22 Included Bond issuance. Will need Audit RFP FY 21/22
35	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	

Proposed Budget
River Glen Community Development District
General Fund
Fiscal Year 2021/2022

	Chart of Accounts Classification	Actual YTD through 06/30/21	Projected Annual Totals 2020-2021	Annual Budget for 2020-2021	Projected Budget variance for 2020-2021	Budget for 2021-2022	Budget Increase (Decrease) vs 2020-2021	Comments
36	Property Appraiser Fees	\$ 3,682	\$ 3,682	\$ 3,680	\$ (2)	\$ 3,750	\$ 70	
37	Website Hosting, Maintenance, Backup	\$ 2,053	\$ 3,700	\$ 3,700	\$ -	\$ 3,700	\$ -	Based on Current Agreements
38	Legal Counsel							
39	District Counsel	\$ 22,708	\$ 30,277	\$ 20,000	\$ (10,277)	\$ 25,000	\$ 5,000	4% Annual Hourly Increase
40								
41	Administrative Subtotal	\$ 105,044	\$ 147,977	\$ 132,526	\$ (15,451)	\$ 139,924	\$ 7,398	
42								
43	OPERATIONS							
44								
45	Electric Utility Services							
46	Utility Services	\$ 11,059	\$ 16,452	\$ 14,000	\$ (2,452)	\$ 29,000	\$ 15,000	Proposed to Included New Entry Fountain and Estimated Amounts for New Phases.
47	Street Lights	\$ 7,412	\$ 11,220	\$ 11,000	\$ (220)	\$ 23,000	\$ 12,000	Proposed to Include Estimated Amounts for Next Phase
48	Gas Utility Services							
49	Utility - Recreation Facilities	\$ 439	\$ 950	\$ 1,500	\$ 550	\$ 1,500	\$ -	
50	Garbage/Solid Waste Control							
51	Garbage - Recreation Facility	\$ 647	\$ 1,025	\$ 1,500	\$ 475	\$ 1,500	\$ -	
52	Water-Sewer Combination							
53	Utility Services	\$ 5,476	\$ 8,625	\$ 9,000	\$ 375	\$ 16,500	\$ 7,500	Proposed to Include Estimated Amounts for Next Phase Including Restrooms at Kayak Launch.
54	Stormwater Control							
55	Aquatic Maintenance	\$ 4,284	\$ 5,619	\$ 5,500	\$ (119)	\$ 12,500	\$ 7,000	Proposed To Include Estimated Amount for Limited Future Ponds
56	Fountain Maintenance and Repairs				\$ -	\$ 1,000	\$ 1,000	NEW LINE FY 21/22. Includes Preventative Maintenance
57	Other Physical Environment							
58	General Liability/Property Insurance	\$ 17,661	\$ 17,661	\$ 17,622	\$ (39)	\$ 21,640	\$ 4,018	Added Fountain FY 20/21. Based on Estimate Provided and Estimated Amounts to Include Property at Kayak Launch FY 21/22 .
59	Entry & Walls Maintenance	\$ 11,176	\$ 11,176	\$ 8,000	\$ (3,176)	\$ 10,000	\$ 2,000	FY20/21 Included Electrical Repairs and Pressure Washing. Proposed to Include Pressure Washing

Proposed Budget
River Glen Community Development District
General Fund
Fiscal Year 2021/2022

	Chart of Accounts Classification	Actual YTD through 06/30/21	Projected Annual Totals 2020-2021	Annual Budget for 2020-2021	Projected Budget variance for 2020-2021	Budget for 2021-2022	Budget Increase (Decrease) vs 2020-2021	Comments
60	Landscape & Irrigation Maintenance	\$ 45,346	\$ 90,460	\$ 98,801	\$ 8,341	\$ 145,458	\$ 46,657	FY 20/21 Included Additional Annuals. FY 21/22 Proposed to Include Estimated Amounts For Limited Areas Next Phase
61	Irrigation Repairs	\$ 4,705	\$ 8,000	\$ 5,000	\$ (3,000)	\$ 5,000	\$ -	
62	Landscape Replacement Plants, Shrubs, Trees	\$ 3,888	\$ 23,887	\$ 10,000	\$ (13,887)	\$ 10,000	\$ -	Projections Include Approved Entry Work That Has Not Yet Been Completed.
63	Field Services	\$ 6,900	\$ 8,400	\$ 8,400	\$ -	\$ 8,400	\$ -	
64	Miscellaneous Expense	\$ 1,151	\$ 2,300	\$ 2,700	\$ 400	\$ 2,700	\$ -	FY 20/21 Includes Tree Removal
65	Road & Street Facilities							
66	Parking Lot/Roadway Repair & Maintenance	\$ 4,301	\$ 4,301	\$ 3,000	\$ (1,301)	\$ 3,000	\$ -	FY 20/21 Includes Road Repairs By Duval Asphalt
67	Parks & Recreation							
68	Amenity Management Staffing Contract	\$ 24,769	\$ 29,423	\$ 30,000	\$ 577	\$ 30,300	\$ 300	Per Current Agreement
69	Amenity Maintenance Contract & Repairs	\$ 7,305	\$ 9,740	\$ 16,225	\$ 6,485	\$ 13,225	\$ (3,000)	FY 20/21 Included Pool Pump Repairs and Grate Repalcements . Proposed to Include Approximately \$10,000 for Repairs
70	Amenity Supplies & Equipment	\$ 2,524	\$ 3,365	\$ 2,000	\$ (1,365)	\$ 5,000	\$ 3,000	Pool Vacuum
71	Amenity Janitorial Services Contract & Supplies	\$ 5,543	\$ 7,391	\$ 8,200	\$ 809	\$ 13,200	\$ 5,000	Proposed to Include Approximately \$5000 in Janitorial Supplies. To Also Include Kayak Launch for Portion of FY 21/22.
72	Pool Service Contract & Chemicals	\$ 16,928	\$ 22,571	\$ 21,000	\$ (1,571)	\$ 21,000	\$ -	Includes Approximately \$11,500 in Chemicals
73	Pest Control & Termite Bond	\$ -	\$ 699	\$ 699	\$ -	\$ 699	\$ -	
74	Access Control/ Security Camera Maintenance & Repair	\$ 535	\$ 2,259	\$ 2,500	\$ 241	\$ 2,500	\$ -	Also includes Annual Monitoring , Upgraded Cameras FY 20/21.
75	Fitness Equipment Maintenance & Repair	\$ 1,004	\$ 2,500	\$ 3,000	\$ 500	\$ 3,000	\$ -	Includes PM Agreement
76	Cable, Telephone , Internet	\$ 2,570	\$ 3,156	\$ 3,300	\$ 144	\$ 3,300	\$ -	
77	Athletic/Park Court/Field Repairs	\$ 3,138	\$ 4,000	\$ 2,250	\$ (1,750)	\$ 2,250	\$ -	FY 20/21 Includes Transfer Station and Kick Plate Repairs

Proposed Budget
River Glen Community Development District
General Fund
Fiscal Year 2021/2022

	Chart of Accounts Classification	Actual YTD through 06/30/21	Projected Annual Totals 2020-2021	Annual Budget for 2020-2021	Projected Budget variance for 2020-2021	Budget for 2021-2022	Budget Increase (Decrease) vs 2020-2021	Comments
78	Miscellaneous Expense	\$ 265	\$ 2,030	\$ 5,300	\$ 3,270	\$ 3,620	\$ (1,680)	Signage?
79	Contingency							
80	Miscellaneous Contingency	\$ 10,274	\$ 15,274	\$ 28,320	\$ 13,046	\$ 25,000	\$ (3,320)	FY 20/21 Includes A/C Unit, Reserve Study. FY 21/22 Could Possibly include Ball Field Work, Additional Pool Furniture.
81								
82	Field Operations Subtotal	\$ 199,300	\$ 312,484	\$ 318,817	\$ 6,333	\$ 414,292	\$ 95,475	
83								
84								
85	TOTAL EXPENDITURES	\$ 304,344	\$ 460,461	\$ 451,343	\$ (9,118)	\$ 554,216	\$ 102,873	
86								
87	EXCESS OF REVENUES	\$ 69,279	\$ (9,118)	\$ -	\$ (9,118)	\$ -	\$ -	
88								

**Proposed Budget
River Glen Community Development District
Reserve Fund
Fiscal Year 2021-2022**

	Chart of Accounts Classification	Actual YTD through 06/30/21	Projected Annual Totals 2020-2021	Annual Budget for 2020-2021	Projected Budget variance for 2020- 2021	Budget for 2021-2022	Budget Increase (Decrease) vs 2020- 2021	Comments
1								
2	REVENUES							
3								
4	Special Assessments							
5	Tax Roll*	\$ 5,100	\$ 5,100	\$ 5,100	\$ -	\$ 37,990	\$ 32,890	To Be Updated Prior To Public Hearing.
6	Off Roll*	\$ 9,900	\$ 9,900	\$ 9,900	\$ -	\$ 42,840	\$ 32,940	To Be Updated Prior To Public Hearing
9								
10	TOTAL REVENUES	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 80,830	\$ 65,830	
11								
12	Balance Forward from Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13								
14	TOTAL REVENUES AND BALANCE FORWARD	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 80,830	\$ 65,830	
15								
16	*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.							
17								
18	EXPENDITURES							
19								
20	Contingency							
21	Capital Reserves	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 80,830	\$ 65,830	
22								
23	TOTAL EXPENDITURES	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 80,830	\$ 65,830	
24								
25	EXCESS OF REVENUES OVER	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	
26								

Budget Template
River Glen Community Development District
Debt Service
Fiscal Year 2021/2022

Chart of Accounts Classification	Series 2021 AA1	Series 2021AA2	Budget for 2021/2022
REVENUES			
Special Assessments			
Net Special Assessments ^{(1) (2) (3)}	\$202,999.93	\$701,001.01	\$904,000.94
TOTAL REVENUES	\$202,999.93	\$701,001.01	\$904,000.94
EXPENDITURES			
Administrative			
Financial & Administrative			
Debt Service Obligation	\$202,999.93	\$701,001.01	\$904,000.94
Administrative Subtotal	\$202,999.93	\$701,001.01	\$904,000.94
TOTAL EXPENDITURES	\$202,999.93	\$701,001.01	\$904,000.94
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$0.00

Nassau County Collection Costs (2%) and Early Payment Discounts
(4%):

6.0%

Gross assessments

\$961,703.13

Notes:

Tax Roll Collection Costs for Nassau County are 6.0% of Tax Roll. Budgeted net of tax roll assessments.
See Assessment Table.

⁽¹⁾ Maximum Annual Debt Service less Prepaid Assessments received.

⁽²⁾ Certain debt has been removed to reflect transfer of ownership to SPE.

⁽³⁾ Some lots have had the Series 2021AA1 debt partially prepaid.

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021/2022 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

2021/2022 O&M Budget		\$635,046.00
Collection Cost	2%	\$13,511.62
Early Payment Discount	4%	\$27,023.23
2021/2022 Total:		<u><u>\$675,580.85</u></u>

2020/2021 O&M Budget		\$466,343.00
2021/2022 O&M Budget		\$635,046.00
Total Difference:		<u><u>\$168,703.00</u></u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	<u>2020/2021</u>	<u>2021/2022</u>	<u>\$</u>	<u>%</u>
<u>PLATTED UNITS</u>				
AA1 Debt Service - Single Family 50	\$1,016.66	\$985.77	-\$30.89	-3.04%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$1,737.75	\$1,967.72	\$229.97	13.23%
* AA1 Debt Service - Single Family 50(P)	\$513.18	\$497.59	-\$15.59	-3.04%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$1,234.27	\$1,479.54	\$245.27	19.87%
AA1Debt Service - Single Family 55	\$1,118.31	\$1,084.33	-\$33.98	-3.04%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$1,839.40	\$2,066.28	\$226.88	12.33%
* AA1 Debt Service - Single Family 55(P)	\$564.51	\$547.36	-\$17.15	-3.04%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$1,285.60	\$1,529.31	\$243.71	18.96%
AA1 Debt Service - Single Family 60	\$1,219.99	\$1,182.92	-\$37.07	-3.04%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$1,941.08	\$2,164.87	\$223.79	11.53%
* AA1 Debt Service - Single Family 60(P)	\$615.85	\$597.14	-\$18.71	-3.04%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$1,336.94	\$1,579.09	\$242.15	18.11%
AA1 Debt Service - Single Family 70	\$1,423.31	\$1,380.06	-\$43.25	-3.04%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$2,144.40	\$2,362.01	\$217.61	10.15%
* AA1 Debt Service - Single Family 70(P)	\$718.44	\$696.61	-\$21.83	-3.04%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$1,439.53	\$1,678.56	\$239.03	16.60%
AA2 Debt Service - Single Family 50/55	\$0.00	\$1,649.88	\$1,649.88	0.00%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$721.09	\$2,631.83	\$1,910.74	264.98%
<u>UNPLATTED UNITS</u>				
AA2 Debt Service - Single Family 50/55	\$0.00	\$1,649.88	\$1,649.88	0.00%
Operations/Maintenance	\$721.09	\$981.95	\$260.86	36.18%
Total	\$721.09	\$2,631.83	\$1,910.74	264.98%

* Note: Some lots have had the Series 2006A debt partially prepaid.

RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021/2022 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$635,046.00
COLLECTION COSTS	2.0%	\$13,511.62
EARLY PAYMENT DISCOUNT	4.0%	\$27,023.23
TOTAL O&M ASSESSMENT		<u>\$675,580.85</u>

LOT SIZE	UNITS ASSESSED			ALLOCATION OF O&M ASSESSMENT				TOTAL	TOTAL	PER LOT ANNUAL ASSESSMENT			
	O&M	SERIES 2021 AA1 DEBT SERVICE ^{(1) (2)}	SERIES 2021 AA2 DEBT SERVICE ^{(3) (4)}	EAU FACTOR ⁽⁵⁾	TOTAL EAU's	% TOTAL EAU's	TOTAL O&M BUDGET	SERIES 2021 AA1 DEBT SERVICE ASSESSMENT	SERIES 2021 AA2 DEBT SERVICE ASSESSMENT	O&M ⁽⁶⁾	2021 AA1 DEBT SERVICE ⁽⁶⁾	2021 AA2 DEBT SERVICE ⁽⁶⁾	TOTAL ⁽⁷⁾
Platted Parcels													
Assessment Area 1													
SINGLE FAMILY 50	20	19		1.00	20.00	2.91%	\$19,638.98	\$18,729.63	\$0.00	\$981.95	\$985.77		\$1,967.72
SINGLE FAMILY 50(P)	15	15		1.00	15.00	2.18%	\$14,729.23	\$7,463.85	\$0.00	\$981.95	\$497.59		\$1,479.54
SINGLE FAMILY 55	74	70		1.00	74.00	10.76%	\$72,664.22	\$75,903.10	\$0.00	\$981.95	\$1,084.33		\$2,066.28
SINGLE FAMILY 55(P)	26	26		1.00	26.00	3.78%	\$25,530.67	\$14,231.36	\$0.00	\$981.95	\$547.36		\$1,529.31
SINGLE FAMILY 60	68	66		1.00	68.00	9.88%	\$68,772.53	\$78,072.72	\$0.00	\$981.95	\$1,162.92		\$2,164.87
SINGLE FAMILY 60(P)	29	28		1.00	29.00	4.22%	\$28,476.52	\$16,719.92	\$0.00	\$981.95	\$597.14		\$1,579.09
SINGLE FAMILY 70	3	3		1.00	3.00	0.44%	\$2,945.85	\$4,140.18	\$0.00	\$981.95	\$1,380.06		\$2,362.01
SINGLE FAMILY 70(P)	1	1		1.00	1.00	0.15%	\$981.95	\$696.61	\$0.00	\$981.95	\$696.61		\$1,678.56
Assessment Area 2													
SINGLE FAMILY 50/5	123		123	1.00	123.00	17.88%	\$120,779.72	\$0.00	\$202,935.24	\$981.95		\$1,649.88	\$2,631.83
Total Platted	359	228	123		359.00	52.18%	\$352,519.66	\$215,957.37	\$202,935.24				
Unplatted Parcels													
SINGLE FAMILY 50/55	329		329	1.00	329.00	47.82%	\$323,061.19	\$0.00	\$542,810.52	\$981.95		\$1,649.88	\$2,631.83
Total Unplatted	329	0	329		329.00	47.82%	\$323,061.19	\$0.00	\$542,810.52				
Total Community	688	228	452		688.00	100.00%	\$675,580.85	\$215,957.37	\$745,745.76				
LESS: Nassau County Collection Costs (2%) and Early Payment Discounts (4%):							(\$40,534.85)	(\$12,957.44)	(\$44,744.75)				
Net Revenue to be Collected							\$635,046.00	\$202,999.93	\$701,001.01				

⁽¹⁾ Reflects the number of total lots with Series 2021 AA1 debt outstanding.

⁽²⁾ Some lots have had the Series 2021 AA1 debt partially prepaid.

⁽³⁾ Reflects the number of total lots with Series 2021 AA2 debt outstanding.

⁽⁴⁾ No lots have had the Series 2021 AA2 debt partially prepaid.

⁽⁵⁾ Annual debt service assessment per lot adopted in connection with the Series 2021 AA1 bond issue. Annual assessment includes principal, interest, Nassau County collection costs and early payment discounts.

⁽⁶⁾ Annual debt service assessment per lot adopted in connection with the Series 2021 AA2 bond issue. Annual assessment includes principal, interest, Nassau County collection costs and early payment discounts.

⁽⁷⁾ Annual assessment that will appear on November 2021 Nassau County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

⁽⁸⁾ Note this assessment table reflects an equal per unit O&M assessment approved by the Board of Supervisors.

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.



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Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.



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Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.



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Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.



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Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.



Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



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RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

EXPENDITURES:

Capital Reserve: Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



Rizzetta & Company

DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

Public Hearing Imposing Special Assessments

Tab 10

RESOLUTION 2021-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVER GLEN COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021/2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the River Glen Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Nassau County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"), attached hereto as **Exhibit "A;"** and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2021/2022; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll ("**Assessment Roll**") attached to this Resolution as **Exhibit "B,"** and to certify the portion of the Assessment Roll related to certain developed property ("**Tax Roll Property**") to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property ("**Direct Collect Property**"), all as set forth in **Exhibit "B;"** and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits "A" and "B,"** and is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

- A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**
- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property shall be collected directly by the District in accordance with Florida law, as

set forth in **Exhibits "A" and "B."** Assessments directly collected by the District are due in full on December 1, 2021; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2021, 25% due no later than February 1, 2022 and 25% due no later than May 1, 2022. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2021/2022, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.

- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 19th day of August, 2021.

ATTEST:

**RIVER GLEN COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget

Exhibit B: Assessment Roll (Uniform Method)
Assessment Roll (Direct Collect)

Exhibit A
will be attached as
Fiscal Year 2021-2022
Final Budget

Exhibit B

Assessment Roll

Assessment Roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, FL Statutes.

**AUDIENCE COMMENTS
AND SUPERVISOR
REQUESTS**

ADJOURNMENT